



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

17 October 2018



NOTICE PAPER

Ordinary Council Meeting

17 October 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 17 October 2018 at 5:30pm.

A Forum meeting was held in the Council Chambers on 10 October 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.

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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

President

Deputy President

Councillors

C R Antonio

M P Ryan

J E G Williams

C L Davidson

R W Tinetti

S B Pollard

A J Mencshelyi

T M Little

J Proud

C P Della

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO

Coordinator Governance / Administration

J B Whiteaker

C D Kleynhans

C B Hunt

R Rayson

C Young

A C Maxwell

C F Greenough

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

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

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
RFT 5 of 2018 – Reinstatement/Repairs to Flood damaged Infrastructure	12.2.1	Cr C R Antonio	Proximity	He is a Director of land owning company for 2 of the roads listed in the report. Antonio Road and Southern Brook Road.
State Administrative Tribunal – Request for reconsideration -	12.3.3	Cr C R Antonio	Impartiality	Directors of company who own land of this application are well known to him.
		Cr J E G Williams	Impartiality	She is a member of Spencers Brook and

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine				Clackline Progress Associations, and a regular user of Spencers Brook Road. Progress Associations lodged submissions against the proposal when first presented.
Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School	12.3.4	Cr C R Antonio	Impartiality	His old school, and where his children attended in the past.
		Cr C P Della	Proximity	His residence is directly opposing the development.
		Cr S B Pollard	Impartiality	His wife is employed by the Catholic Education Office (CEO) currently deployed to the Primary Northam Campus and some of his grandchildren attend the Primary campus.
		Cr M P Ryan	Impartiality	His two children attend the school and he was a previous board member.
		Cr T M Little	Impartiality	He has a grandchild who will attend St Jo's High School next year. Four of his other grandchildren have attended in the past.
		Cr A J Mencshelyi	Impartiality	He has grandchildren attending St Joseph's Primary School and is a Roman Catholic.
		Cr R W Tinetti	Impartiality	His grandchildren attend St Joseph's Primary and may attend their high school in the future.
		Mr C B Hunt	Impartiality	Both of his children attend the school and his wife is on the School Board and the Parents and Friends Committee.
		Mr J B Whiteaker	Impartiality	His children attend the school.
Customer Service Charter Review	12.4.5	Cr J E G Williams	Impartiality	Her daughter and daughter-in-law works for the Shire and will be covered by this Charter.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<u>Visitations and Consultations</u>	
20/09/18	Local Emergency Management Committee Meeting
21/09/18	2018 Tidy Towns Community Awards Presentation - Kings Park
26/09/18	Living Longer Living Stronger anniversary event - Northam
26/09/18	Grass Valley Bush Fire Brigade Tour and Barbeque
28/09/18	Police Remembrance Day Ceremony
28/09/18	Grass Valley Brigade Spit Roast at Quellington Hall
01/10/18	AROC Meeting Toodyay
02/10/18	MMM Liver Radio Interview - Northam
03/10/18	Premier of Western Australia Media Event – Bakers Hill
03/10/18	Meet with WA Premier & MLA's Darren West and Laurie Graham
03/10/18	Local Government Grants Commission Meeting - Northam
04/10/18	Northam Chamber of Commerce Business After Hours
08/10/18	Northam PCYC Community Advisory Committee Meeting
10/10/18	Reconciliation Action Plan Group Meeting - Northam
11/10/18	Regional Capital Alliance WA Meeting - Perth
11/10/18	Local Health Advisory Group Meeting - Northam
12/10/18	Avon Valley Business Excellence Awards - Northam
13/10/18	Meckering Earthquake Anniversary Dinner
15/10/18	Effective Community Leadership Training - Leederville
<u>Upcoming Events</u>	
18/10/18	Charles Sturt University Students Valedictorian Dinner - Jenna
20/10/18	Wundowie Iron Festival and Closing Ceremony
22/10/18	Integrated Strategic Planning, The Essentials Training Leederville
22/10/18	Northam Senior High School Year 12 graduation ceremony
23/10/18	Planning Practices- Advanced Training - Leederville
30/10/18	Infrastructure Asset Management Training - Leederville
01/11/18	Northam Chamber of Commerce Business After Hours
10/11/11	Northam RSL Anniversary Dinner
11/11/18	Northam RSL Anzac Day Services and events
15/11/18	Regional Capitals Alliance WA Meeting - Perth
20/11/18	Integrated Strategic Planning – Policy Training - Leederville

Citizen of the Year Awards

The Shire is calling for nominations for Citizen of the year awards, which are presented every year on Australia Day. Ranging over a number of categories, these awards allow the Shire of Northam to acknowledge the great contribution made to the greater community. The nominations close on the 31st October, with included categories being, Citizen of the Year, Citizen of the Year – Youth, Citizen of the Year – Senior and a group Award for Active Citizenship.

Extension to Retail Trading Hours

The Shire of Northam is seeking community feedback for the proposal to allow for a permanent extension of retail trading hours. This extension would allow for **general retail shops within the Shire of Northam to trade on New Year's Day**. Submission are due to be forwarded to the Shire of Northam by the 12th October 2018.

Strategic Matters:

Major Projects

The Shire is currently in the process of submitting a tender for the Bushfire Centre of Excellence to be located within our boundaries, with proposed location being at Muresk Campus.

Work has started on the previously Shire approved service station project, which is located on Yilgarn Avenue / Great Eastern Highway corner. We can expect to see a large amount of work at this location over the ensuing months

5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

5.2 PUBLIC STATEMENTS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Nil.

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 19 SEPTEMBER 2018

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 19 September 2018 be confirmed as a true and correct record of that meeting.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 OCTOBER 2018

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 10 October 2018

Attachment 1



Shire of Northam

Notes

Council Forum Meeting

10 October 2018

Council Forum Meeting Notes
10 October 2018



DISCLAIMER

These notes were taken at the Council Forum meeting on 10 October 2018 and are yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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Council Forum Meeting Notes
10 October 2018



Preface

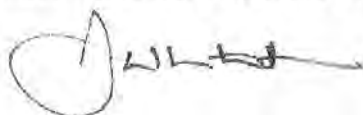
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 12 October 2018.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 17 October 2018.

Signed:

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

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1. DECLARATION OF OPENING

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

The Shire President acknowledged that the anniversary of former Councillors Ray Head passing and recognised his contribution to the Shire of Northam.

2. ATTENDANCE

Council:

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

Staff:

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

Gallery:

Avon Valley Advocate	Eliza Wynn
Public	Carolyn Smart
	Garry Orr
	Ulo Rumjantsev
	Patricia Rumjantsev
	Steven Lloyd
	Sandra Lloyd
	Ian Freeman-Smith
	Ed Freeman-Smith
	Bob Stockman
	Russel Huxham
	Peter Riley
	Michael Clark
	Cherry Alexander

Council Forum Meeting Notes
10 October 2018



Richie Jasper
Bob Mellor
Mary Mellor
Gill Hugessen
Brian Hugessen
Gail Brown
Michelle Allardyce
Greg Beange
Pat Lummis
Maria Weibel
Matt Letch
Joy Daniels
Brian Daniels
Mathew Pavlinovich
Sharron Williams
Dee O'Driscoll
Pauline Jodrell
Leonie Whisson
Narelle Saulys
Heather Meiklem
Tinus Nagel
Pam Catalano
Steve Thompson
Sylvia Barrand
Douglas Barrand
Nick Tighe
Anne Letch
Shannon Wilding
Blair Wilding
Sue Tighe
Brent Teale
Dawn Teale
Ann Lance
Michael Letch

2.1 APOLOGIES

Councillors

C L Davidson
J Proud

2.2 APPROVED LEAVE OF ABSENCE

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

The Coordinator Governance / Administration departed the Council Chambers at 5:36pm and returned at 5:37pm.

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3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
RFT 5 of 2018 – Reinstatement/Repairs to Flood damaged Infrastructure	12.2.1	Cr C R Antonio	Proximity	He is a Director of land owning company for 2 of the roads listed in the report. Antonio Road and Southern Brook Road.
State Administrative Tribunal – Request for reconsideration – Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) – Lot 93 Spencers Brook Road, Muluckine	12.3.3	Cr C R Antonio	Impartiality	Directors of company who own land of this application are well known to him.
		Cr J E G Williams	Impartiality	She is a member of Spencers Brook and Clackline Progress Associations, and a regular user of Spencers Brook Road. Progress Associations lodged submissions against the proposal when first presented.
Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School	12.3.4	Cr C R Antonio	Impartiality	His old school, and where his children attended in the past.
		Cr C P Della	Proximity	His residence is directly opposing the development.
		Cr S B Pollard	Impartiality	His wife is employed by the Catholic Education Office (CEO) currently deployed to the Primary Northam Campus and some of his grandchildren attend the Primary campus.
		Cr M P Ryan	Impartiality	His two children attend the school and he was a previous board member.
		Cr T M Little	Impartiality	He has a grandchild who will attend St Jo's High School next year. Four of his other grandchildren have attended in the past.
		Cr A J Mencshelyi	Impartiality	He has grandchildren attending St Joseph's Primary School and is a Roman Catholic.
		Cr R W Tinetti	Impartiality	His grandchildren attend St Joseph's Primary and may attend their high school in the future.
		Mr C B Hunt	Impartiality	Both of his children attend the school and his wife is on the School Board and the

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10 October 2018



Item Name	Item No.	Name	Type of Interest	Nature of Interest
		Mr J B Whiteaker	Impartiality	Parents and Friends Committee. His children attend the school.
Customer Service Charter Review	12.4.5	Cr J E G Williams	Impartiality	Her daughter and daughter-in-law works for the Shire and will be covered by this Charter.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

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

5. PUBLIC QUESTION/STATEMENT TIME

5.1 PUBLIC QUESTIONS

Name: Cherry Alexander, Mokine.

Question 1: How can Council justify the rate increase when properties are decreasing in value? Reference was made to the correspondence sent by the Chief Executive Officer outlining that some had decreased however was not aware of anyone's that had decreased.

Response 1: The Chief Executive Officer advised that rates are based on a rate in the dollar established by Council and the Valuation of land is undertaken by the Valuer General (not Council). The valuation of land is reviewed by the Valuer General's Officer every 4 years for GRV and every 12 months for UV rated properties. It is the valuations which would potentially pick up and land value movements.

Name: Michelle Allardyce, Northam

Question 1: What are the heights and dimensions of the building and wall along Duke Street?

Response 1: The Chief Executive Officer advised that this will be confirmed prior to the Ordinary Council Meeting.

The height of the perimeter wall is 3m and the classroom has a roof ridge height of 6.6m (roof cap is 6.65m). Officers have included an additional Attachment 7 with the report

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to clearly outline the classroom height based on the scale provided on the publicly advertised plans. Officers have assessed the height as part of their technical assessment of these structures which are in accordance with Local Planning Scheme No. 6 (up to 9m height permitted for pitched roofs).

Question 2: What is the impact if this comes to form, is there any precedent and why would they not use relocatable buildings as the proposal could be limiting their ability.

Response 2: The Chief Executive Officer advised that this does not set a precedent as Council is only considering the application before them. If there are longer term plans (they are looking at 25-30 years) this cannot be considered or assessed and therefore the advice to the proponent was to not include these elements as part of the application if they are currently not being seriously entertained.

In relation to the risk and limiting their ability for future developments, this is for the proponents to consider as their risk and it is not within the realm of Council.

Name: Sandra Lloyd, Northam

Question 1: It has been raised that consultation is an issue, why is this not part of the process?

Response 1: The Chief Executive Officer advised that Council undertakes statutory consultation which is in accordance with legislation and Councils policy, this details the specific requirements and timeframes for consultation. Officers strongly encourage proponents to consult with their neighbours however this is not compulsory or enforceable.

In this particular case (as detailed under the Stakeholder Engagement/Consultation section staff have complied with the direction given by Council. It is clear in this case that the proponent did not undertake any consultation with the adjoining neighbours prior to formally submitting the plans to Council. As indicated above this is not something that Council can require prior to the application be lodged within the current statutory framework.

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Question 2: I understanding that Gordon Street is a Heritage Precinct (HP), I question why the 1.5m recommended street element is providing the car park at the rear of the Town Hall with more amenity than is offered to the residents of Duke Street. The fence on Gordon Street is offered a 1.5m set back, the double class room beige concrete wall has a 1.2m recommended set back. So a see thought fence gets a bigger set back than a concrete wall to make it more appealing. I don't imagine that the HP was designed to strip residents in the non-HP areas of their amenity. Why does a fence opposite a carpark get a better set back than a building? The setback of the wall of 1.2m provides minimal landscaping which was requested by the residents of Duke Street. The residents consider that it is reasonable to expect that landscaping on the school site on Wellington Street is far more reasonable set back about 3m. Why is the Woolworths wall on Wellington Street offered better amenity than is recommended by Planning to the residents of Duke Street?

Response 2: The Chief Executive Officer advised that Officers have attempted to protect the elements of Gordon Street. Officers have assessed the application against the policy and determined that this does meet some requirements. It was advised that a detailed response would be provided.

It would be technically incorrect to refer to the requirement for a 1.5m wide vegetation strip along the proposed oval on Gordon Street (refer Condition #5 in the Officer's Recommendation) as a "setback" for the following reasons:

- *The proposed retaining wall on Gordon Street will still be constructed on the legal boundary, albeit at an initial lower height;*
- *The rationale behind the request for a 1.5m wide vegetation strip on Gordon Street is to ameliorate / reduce the bulk and scale of a potentially 'dead wall' (i.e. wall without openings and without articulation) so close to the public realm;*
- *To provide larger and more mature vegetation species, a garden bed of 1.5m is provided as it allows for a larger variety of species between shrubs/small rooted trees and bushes. Officers note that the elevation means there would otherwise be*

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the loss of larger forms of vegetation on Gordon Street if a smaller separation is provided.

With regard to the issue of setbacks of other buildings on the property to other streets this application is being assessed with respect to the setback on Duke Street. In staffs opinion the wall proposed to be setback 1.2m is appropriate given its overall length in comparison to the length of the property, the, proposed landscaping and the existing development on either side.

The streetscape of Duke Street contains the Northam Fire Station building which provides a nil setback on Duke Street opposite the proposed development. This is also outlined within the report under Attachment 4, 4.31.2 (Amenity of Non-Residential Development / LPS No.6).

Question 3: Planning recommend that the verge be landscaped, paid for, established and maintained by the Shire. The residents ask for a reasonable set back and vegetation and planning's solution was to impose the establishment and ongoing costs to the Shire. Why isn't the school being asked to set back, landscape, providing and covering the costs so as to not strip residents of their amenity?

Response 3: The Chief Executive Officer advised that this is what has been recommended however Council can request that the applicant landscape the area. It was advised that a detailed response would be provided.

The proposed condition(8) require a landscaping plan to be submitted, which in this instance can include land both within the application area and within the road verge. In addition there is a condition (proposed 13) that requires ongoing maintenance of that landscaping area. The landscaping has been shown in the amended plans submitted.

With respect to the setback issue staff have detailed their reasoning for supporting the modified plans within the schedule of submissions contained within the agenda.

In essence Planning staff consider that the scale, nature, design (including front setback), general appearance and the impact of the use (school classrooms) is compatible

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and complies with the objectives of the local scheme reserve and general purposes and aims of the Scheme.

Name: Peter Riley, Bakers Hill.

Question 1: His property backs onto Crown Land, trees from the reserve fell on his fence and it took 3 weeks for the Shire to undertake remedial works. A second occurrence resulted in tree being cut up and thrown over the fence onto the reserve which is now causing a fire hazard.

Why on the first occasion did it take over three weeks for your maintenance crew to attend to removing the branches and foliage?

Response 1: The Chief Executive Office advised that he is unsure of the details for this request and would need to investigate this.

Question 2: Why on the second occasion did your maintenance crew not totally remove the branches and foliage, They created a fire hazard by illegally dumping the branch and foliage over the fence onto the Crown land? If I was to do the same and dump branches and foliage illegally onto someone's land I would expect to be prosecuted.

Response 2: In relation to the turnaround times, there are a number of issues that would impact this and Officers will make an assessment based on priorities, available resources etc.

Question 3: I am required by law to provide a three meter fire break around my property during the restricted fire season. If that is good enough for me then why does this not also apply to crown land where the fire risk is almost certainly more likely to occur because of the higher density of tree population and where no burning has taken place in excess of 25 years.

Response 3: The Chief Executive Officer advised that the Shire is enacting legislation adopted by the State Government and cannot answer the question with respect to why reserves do not require a firebreak.

Since the Council Forum meeting Officers have investigated the matter and can confirm that the first request was a 3 week turnaround. This is believed to be acceptable given priorities and accessibility issues. The

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second request was a same day turnaround. Attached is correspondence from Mr Riley thanking us for being so prompt. The matter relating to the dumping of trees over the fence is still being investigated, however in thanking Council for 'finally' resolving the matter after 3 weeks and congratulating Council for the prompt action, the issue of the tree dumping was not raised, if it was it would have been able to be dealt with at the time.

From: [REDACTED]@iinet.net.au
Sent: Tuesday, 12 June 2018 11:59 AM
To: Marlene Plews
Subject: 178547 - Thank You

From Peter Riley
[REDACTED]

To: Engineering Depot
CC: Shire of Northam C.E.O.

During Sundays heavy winds, a large branch from a tree growing on crown land dropped into my property, falling on two fences and completely blocking the firebreak.

Early Monday morning I called your office and requested for assistance to remove it.

Within 1.25 hours of making this call two of your staff were on site and clearing up the branch.

I would like to thank you for the prompt service. Your staff were very polite and worked well to clear away this problem for us. I was very surprised by the prompt attention. There was a similar problem a few months past and on that occasion your staff took over four weeks before they attended to the problem. I am not sure what has changed, but it is a change for the better. Keep it up.

Perhaps this is the right time to mention that other trees on the crown side of the boundary fence also overhang our property and we are sure that we will have similar problems again in the future if these are not attended to.

Again thanks for the prompt service.

Kindest Regards,

Peter Riley
[REDACTED]

Name: Brian Hugessen, Mokine.

Question 1: Can Officers remind the meeting of the amount of bond that is required for this project? Is this bond associated only with remediation of the quarry or can it be applied to repair Spencers Brook Road if additional damage is incurred?

Response 1: Should the application be approved there are two bonds required:

1. Rehabilitation bond (\$75,000)
2. Road Maintenance Bond (Initially \$42,857) and a \$0.50 per ton/annum contribution to road maintenance thereafter

Question 2: Is the Shire aware that the recent upgrade to the road at the eastern end of Spencers Brook left the rail crossing

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section too narrow and that cars have been forced wide by heavy vehicles and have bent their rims when hitting the rail tracks?

Response 2: The works completed near the railway crossing were in accordance with a design that was subject to a road safety audit in 2016. This was a pre-requisite to these works proceeding. The width of the rail crossing was not identified as a safety concern.

Question 3: Has the Shire considered the risks on the bridge over the Avon River at Spencers Brook should a cyclist, a car and a heavy vehicle be on the bridge at the same time? If this narrow bridge is deemed unsafe for this probability, what will the cost be to upgrade the bridge and who will bear the cost?

Response 3: As Spencer Brook Road is already an approved RAV Route, the risk has not been considered in context of this application, as it was already considered when the roads was assessed to be a RAV Route. The cost to upgrade the bridge is unknown.

Name: Greg Beange, Spencers Brook.

Question 1: The proponent's response to the construction of a road across the property to Northam / York Rd is based on a dual carriageway. Their consultant's report states that there would be only one truck in and out per hour. The requirement would therefore be only for a single carriage way with possibly one or two pull over bays. In light of this, has the Shire asked the proponent to reassess its costings and viability for the internal road?

Response 1: Yes - this query has been forwarded to the proponent for a response.

Since the Council Forum meeting the following advice has been received:

In relation to question 1, Italia advise the estimated cost would be around \$1.75 million. Most of the costs are in the western section to address engineering challenges and multiple crossings. A similar level of work is required for both a single carriageway, with pull over bays, compared to a

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dual carriageway. Due to the slopes, portions of the road would need to be sealed.

Question 2: Italia Stone's proposal to restrict their trucks to 50km/hour on the approaches to Trimmer Road intersection does not reduce the accident risk at this location. Has the Shire considered the significant risk in trucks travelling at 50km/hour mixed with other vehicles travelling at 100km/hour with cyclists on the road where there is very limited visibility (double white lines and tight bends on the road)?

Response 2: The vicinity of Trimmer Road Intersection and the winding bends have "80km" advisory signs posted. Provided road users drive to conditions there is not considered to be a significant risk.

Name: Pat Lummis, Spencers Brook.

Question 1: Can the Shire confirm that the Advance Traffic Management study that identifies the number of heavy vehicles using the Spencers Brook Road was undertaken at the time the Avon Bridge in Northam was closed for repairs? This would skew the study and affect the percentage increase that will be seen if the proponents are allowed to use the road?

Response 1: The ATM study references traffic counts undertaken in May 2018, August-September 2017 and November-December 2016.

The Avon Bridge was closed from approximately December 2016 to August 2017 so this could have affected the traffic data, depending on the actual dates of the traffic counts.

Question 2: Has the proponents data indicating it is not possible to put a road from the quarry that will link up to Yilgarn Avenue as per the Shire proposal in June been assessed by the Shire engineers or an independent civil engineer?

Response 2: Council staff have reviewed the submission from the applicant and has not been assessed by an independent engineer.

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Question 3: Can the risk related to moving product across the property be reduced by running the trailers as semis rather than B-doubles and forming up to B-double arrangements at the assembly areas at the top of Yilgarn Ave?

Response 3: The use of smaller vehicles would potentially reduce the amount of upgrading required within the landowners property.

Name: Michael Letch, Clackline.

Question 1: We understand the proponent is proposing speed limit restrictions on Spencers Brook Road. Are these just for the heavy vehicles they propose to use it, will all traffic have to abide by these new speed limits? If it is just heavy vehicles, who will police this? What risk is created if the truck are using differentiated speed restrictions if lighter vehicles attempt to overtake?

Response 1: The applicant has proposed this for their heavy vehicles only. If agreed to then it would form part of their planning approval and be part of a planning compliance matter.

If lighter vehicle attempts to overtake a truck traveling at a reduced speed, any perceived risk will be reduced as the vehicle is using a lesser length of road to overtake.

It is understood that GPS's will be fixed to the trucks which will be able to track the vehicle speed, this data can be requested by the Shire to monitor compliance with the planning conditions.

Question 2: As Spencers Brook Road is a restricted RAV3 road, what criterion does the Shire use to assess applications for RAV3 permits to use the road?

Response 2: The guidelines applied by both the Shire and Main Roads is the Heavy Vehicle Services – Standard Route Assessment Guidelines, it includes issues such as:

- Traffic data
- Structures
- Overhead Clearances
- Rural Road Widths
- Urban and Town site Road Widths
- Provision for overtaking

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- Steep Ascending Grades
- Turning at Intersections
- Railway Level Crossings
- Off-road parking
- Other road users
- Slowing and Stopping
- Noise
- Vibration
- Dust and Dirt
- Community Consultation
- Alternate Transport Modes

A full list can be found on the Main Roads Website via the following link:

[https://www.mainroads.wa.gov.au/Documents/Standard%20Restricted%20Access%20Vehicle%20\(RAV\)%20Route%20Assessment%20Guidelines%20-%20As%20at%20September%202018.RCN-D18%5E23803147.PDF](https://www.mainroads.wa.gov.au/Documents/Standard%20Restricted%20Access%20Vehicle%20(RAV)%20Route%20Assessment%20Guidelines%20-%20As%20at%20September%202018.RCN-D18%5E23803147.PDF)

Name: Ann Lance, Mokine.

Question 1: Whose responsibility is it if there is an accident at the Trimmer and Spencers Brook Road intersection?

Response 1: The Chief Executive Officer advised that there are a range of factors that could be present such as speeding, using the road appropriately etc. and is therefore unable to give a definitive answer.

The road is currently approved as a RAV 3 and subject to assessments to allow for this to be used for this purpose and as such accidents could occur now as a result of truck movements on the road.

Name: Anne Letch, Clackline.

Question 1: The Shire has a responsibility for good governance for the Shire ratepayers. Given Spencers Brook Road is vested in the Shire and that the proponents are requesting the use of this asset for the transportation of their product, has a risk versus reward study been undertaken by the Shire to determine the benefits that will be accrued to the ratepayers, risks to the safety of the users and cost to

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maintain or improve the quality of the road given the size of the vehicles, and the current poor state of the road in many places?

Response 1: A specific 'risk versus reward study' has not been undertaken. Council is required to determine the planning application in accordance with the requirements of the Planning and Development Act, Local Planning Scheme and policies. The matters to which Council assesses the application against are listed within the Council report in June 2018 (refer to attachment 9 from that meeting).

Question 2: There is a significant amount of recent road survey work on Spencers Brook Road. Is this an assessment of the work that will be required to maintain the road at a future date? If so, when is that work scheduled and is it in the current or previous budgets?

Response 2: Past, current and future works are part of normal programming, which is unrelated to the current application. These works have been programmed in accordance with the Main Roads 2030 strategy utilising Council, Regional Road Group, or Blackspot Funding.

Name: Brian Daniels, Bakers Hill.

Question 1: Can some witches hats/bollard/fencing be placed around a 1-2m trench on Greengage Court as this is believed to be a hazard?

Response 1: The Chief Executive Officer advised that these works form part of the WANDRA funding and therefore significant remedial work is unable to commence. The matter will be investigated and if determined that it is a hazard/risk some appropriate action will be taken.

Since the Council Forum Meeting, Customer Services Request: ICS81915 has been raised to trigger this matter being investigated.

Name: Mathew Pavlinovich, El Caballo.

Question 1: The Officer's report references the Strategic Community / Corporate Business Plan and uses the word 'transparent'.

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Why are all prices for the tenderers in agenda item 12.2.1 not listed if the Shire of Northam is 'transparent'? Comment was made in relation to complaints why staff had withheld these from the Council. It was further questioned whether the Councillors would be willing to meet with concerned residents.

Response 1: The Chief Executive Officer strongly refuted the allegation that staff were or would withholding anything from Council.

The Chief Executive Officer advised that, in relation to tenders, in some circumstance's information is of a commercial nature and therefore information is required to be withheld from the public.

The Shire President advised that he and the Deputy President are happy to meet with residents however cannot speak for other Councillors and requested an invite be provided.

Note: The advice from Councils procurement specialists (WALGA) is that it is recommended to withhold this information from general public.

Name: Cherry Alexander, Mokine.

Question 1: Are the Councillors here to represent the community/residents?

Response 1: The Shire President advised that they are with the elections being held every two years.

Questions provided with notice:

Name: Eddy Saulys, Northam

Question 1: The Shire of Northam approved the development, the cause of immense harm and damage!

Response 1: It is the understanding of staff that the issue of concern is alleged damage to the property as a result of development.

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Question 2: The Shire of Northam is responsible to find a way to deal with how to have the damage made good!

Response 2: The Shire of Northam has no statutory power to intervene in this matter. The Chief Executive Officer has been attempting to assist the complainant resolve the matter with the developer. This has included various discussions with the developer encouraging them to resolve the matter.

Question 3: My daughter and I met with Northam Shire CEO in his office on two occasions only, the first over a year ago seeking help and assistance in these matters. As for this current proposal by the CEO and I quote: "The best advice I can provide is to lodge your concerns the Department of Commerce" was never raised or ever suggested or ever put to my daughter and myself previously.

Response 3: The initial meeting held with the Chief Executive Officer (CEO) in July 2017 was to raise a number of concerns with the yet to be completed shopping centre. These issues were the impact of lights from vehicles (at the time there was a wire fence), light spill from the shopping centre itself, noise and an unresolved matter relating to fencing. The advice provided at the time was to hold off until the development was complete in relation to the light and noise (as there was no evidence that these would be issues as the development was incomplete and not yet operational). The understanding of the CEO is that the matter relating to the dividing fence was subsequently resolved.

The next meeting with the CEO occurred some 10 months later, at which the advice provided was that the noise and light were not considered issues, whilst the fence matter had been resolved. However there was now damage to the property which the owner was trying to resolve with the proponent. The Chief Executive Officer offered to try and assist by talking with the proponent, indicating that he had found them to be reasonable to deal with in the past. It is understood that various meetings and discussions occurred between the parties, however the matters were unable to be resolved. The owner was trying to secure a copy of the dilapidation report which was not being provided by the proponent – this was provided to the owner by Council. After some time the owner provided

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more correspondence outlining concerns, at which time it was apparent that the matter was unlikely to be resolved amicably and hence the advice was provided to contact the Department of Commerce (Building Commission) as the appropriate authority for resolving the concerns.

Question 4: So this now begs the question; why suddenly, NOW? (Over one year later) does the CEO jump in and consider this "The best advice I can provide" becomes the best way for us to go?

Response 4: As outlined in the previous response, this is simply because it is apparent that the situation cannot be progressed between the two parties and as such a formal complaint and statutory authority intervention may be the only way of resolving – this statutory authority is not the Shire of Northam.

Question 5: We are totally bemused and are left floundering and ask the question? Do people struggle with reading or are they simply unable to comprehend the content within my letter?

Response 5: Best attempts have been made to respond to the questions being asked.

Question 6: Provide a written explanation to how the Northam Shire as the Responsible Authority believes it has protected and safe guarded my daughter's rights, interests and property so she was and/ or has in no way been disadvantaged or adversely affected by the decisions made by "JDAP" in relation to approval of this development?

Response 6: The Shire of Northam assessed (via officer report) this proposal for development within the statutory planning framework, as is required. The officer report was then assessed by an independent JDAP, made up of two elected members and three State Government appointed professional members. The issues being now raised are in regard to the alleged damage to property, which is not a planning matter, the Shire of Northam has no statutory authority to intervene in this matter. The Shire of Northam Chief Executive Officer has been attempting to assist the owner in reaching an amicable outcome with the developer, however now that this appears to be unlikely

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advice has been provided in relation to how the owner can progress their issues.

5.2 PUBLIC STATEMENTS

Name: Greg Beange, Spencers Brook.

Agenda Item: 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine.

Statement: Please don't be overawed by a consultant's report supporting the proponent and paid for by the proponent.

It would be extremely rare for a consultant not to provide a report that didn't support the position of the company that engaged them.

I am sure that with sufficient resources the community or indeed the Shire could engage an alternative consultant to provide a report that doesn't support Italia Stone's position on the alternative route through the property to the Northam York Rd.

Based on the information in the agenda there has been no independent engineering assessment of the viability and cost of that route.

This is a fundamental flaw in the assessment process.

Even from a non- engineering perspective, the report provided by Italia Stone contains incorrect or misleading information.

Within the report it refers to having to build a dual carriageway road for RAV3 vehicles. With only one truck in and one out per hour there is no need for a dual carriageway road. Nor is there a need for it to be RAV 3 standard. Italia Stone could operate semi-trailers to the heavy haulage area at the top of Yilgarn Ave and from there operate road trains if it so desired.

On page 149 of the agenda (page 11 of the consultant's report) it states that Spencers Brook Rd has a bitumen seal, generally a width of 7.7 metres.

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There are in fact numerous places where the seal is only 5.4 metres wide (in other words a lane width of 2.7metres) with very limited shoulder width. This limited width is often on tight bends.

On that page it also quotes the May 2018 traffic count. As raised at earlier meetings these figures are not an accurate indication of normal traffic numbers. In May 2018 the number of heavy vehicles was still elevated above normal levels due to trucks continuing to use Spencers Brook Rd when they should have gone over the Newcastle St Bridge after it was re-opened.

On page 150 of the agenda the report states that the quarry has operated for decades implying that for Italia Stone trucks to use Spencers Brook Rd would be maintaining the status quo.

This is clearly incorrect. The quarry may have existed for decades but has rarely operated. It has not operated for nearly a decade and apart from one period of about a year has had no significant operations for 25 years.

I urge Councillors not to be swayed by the contents of the consultant's report provided by the proponent and to seek an independent assessment by a competent authority.

-
- Name:** Brian Daniels, Northam & Districts Community Voice.
- Agenda Item:** 12.1.2 - Petition received at Council Forum Meeting held on 12 September 2018.
- Statement:** We are taking this opportunity to respond to the comments made by the CEO and published in the Shire of Northam's website and listed in the Agenda for the Ordinary Council meeting scheduled for the 17th October 2018.

We would like to thank the CEO of the Shire of Northam for responding to the petition that was presented to the President and the CEO of the Northam Shire Council on the 12th September 2018.

The comments made by the CEO are comprehensive but it should be pointed out that in some instances they are

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incorrect or have been wrongly interpreted. For instance on page 67 of the Agenda under the heading Considerations and Sub-Heading Governance and Leadership.

The statements made in this section are most impressive and are to be desired in any Business Plan. However, what is written on paper is a long way from what is practiced out in the field. I would like to draw to your attention in particular to Outcomes 6.2 and 6.3. It is in our opinion that the Shire Council is not transparent in making decisions affecting the community. Experience of past dealings with the council has shown that in most cases the council and their operating staff are reluctant to discuss their decisions with the residents.

It is noted that the council operates for guidance under the Local Government Act 1995. It is well known that this act is outdated and the Premier of Western Australia and the Minister for Local Government are actively trying to have this act reviewed and where appropriate changed, whether that will ever happen in my lifetime we can only hope. However it is current at this time so we have to live with it.

In the CEO's comments he mentions on page 69 that the petition is intimating that the rating methodology be adjusted back to Rural/Residential properties being rated on their unimproved value. This is not what was intended or implied, the Petition asked that the rates be reviewed and not adjusted back to UV, although, on reflection, this would be most acceptable.

It is mentioned in the Petition that residents living in the outlying districts of the Northam Shire receive little or no benefit from the increase in rates. This is more than apparent in the poor state of the roads and the many drainage problems that have been well documented in the past and are still ongoing. The comments by the CEO state that this Notion is Not Supported. This is not the case as the problems have been brought to the attention of the council over the past years with little action being taken. So how can the Notion Not be supported.

It is the comments on page 71 of the agenda that is causing concern. The council has intimated that the council through their annual budget are spending a considerable amount of funds in the Bakers Hill and Wundowie areas, according to the figures in the CEO's comments this amounts to a total of

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\$ 2,161,392 by the way this figure is incorrect as the total should be \$ 3,641,992 of which \$ 2,007,000 is grants from Wandera and DFES. This raises the question that if the council cannot add up a simple list of figures just how accurate are the budgets and accounts.

It is also worth mentioning that while those that live in the outlying districts of the shire are suffering from poor drainage and dangerous roads and who are being constantly told that there is insufficient funds to carry out repairs

The council in their wisdom are calling for tenders to resurface the Northam hockey pitch with Astro turf at an estimated cost of around \$ 1 million. This is hardly good management of funds to be spent on Astro Turf when there are more important problems needing attention.

In general it is felt that the CEO's comments have not fully addressed the problems experienced by the community in the outlying districts of the Shire and in some instances within the town of Northam.

It is not the role of the residents to instruct the Council and the CEO on how to run the council business, that is the role of the elected councillors and the CEO but the residents have the right to provide feedback on how council decisions affect the community and in doing so we deserve the respect of those elected to serve the interests of the community. This can only be achieved by interactive dialogue and understanding.

In general the petition was drawing to the attention of the Shire of Northam councillors and the CEO to action the lack of services to all of the town sites outside of Northam town. These ratepayers are suffering from damage to their properties caused by the Shire in not supplying correct drainage. In addition the roads in Bakers Hill and the surrounding districts are in a deplorable state of repair and in many cases are dangerous. Photos of the key areas were included in the Petition.

It is the opinion of the residents that the Shire of Northam has not acted in the interests of the community by failing to employ the services of specialised engineering companies to provide correct design parameters for storm water drainage. In addition the Shire of Northam has failed the

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community by refusing to accept any liability for the damages caused from its poor decisions to install storm water drainage without consultation with a reputable certified specialist company which in turn has caused the storm water drainage to fail repeatedly and subsequently to be repaired at a further cost to the rate payers.

Community meetings have been held over the past years which have only resulted in false promises being made with no action being taken to address the complaints raised at these meetings.

Whilst it is acknowledged that the shift from UV to GRV was largely the result of the actions and decisions of the previous CEO and those councillors sitting at that time, it remains a fact that the present councillors and CEO have made no genuine attempt to conduct proper public consultation with ordinary rate payers to determine what they wanted and thought was to be in their best interest. The Shire of Northam councillors and its CEO acted arbitrarily in making the decision to switch to GRV and the decision is proving overly burdensome and costly for many ratepayers whose position and best interest were not put forward nor considered by their councillors during the decision making progress or at any time since. This failure is in stark contravention of the obligations of these public officials and these failures have torn heavily at the fabric of social trust between residents and the Shire of Northam.

As the spokesperson for our group we find that the comments made by the CEO in relation to the petition are unfounded and not acceptable. The comments have not fully addressed the petition and have glossed over the real meaning of the document and hiding behind legal references i.e. NOT TRANSPARENT.

Lastly, Councillors should review the workings of the Shire Council forthwith and to be more transparent in their dealings with the residents of the Shire.

The management of available funds should be reviewed and allocation of these funds should be made to benefit the whole of the Shire rather than the collective few.

The residents of this Shire are not asking for special treatment we just want a Fair Go.

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Name: Brian Hugessen, Mokine.

Agenda Item: 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine.

Statement: On page 119 of the agenda, the applicant refers to Option 2 – the haulage route that Council approved for this proposed quarry. The difficulty of steep slopes, creek crossings and inadequate width along the 11 km length is highlighted along with an estimate of \$ 2.5 million to make it safe for a RAV3 vehicle.

I would like to point out that the property has recently undergone substantial works to establish a large poultry operation with associated road infrastructure that Council, the applicant and the landholder are obviously aware of. This aerial photograph, taken late last month, shows that rather than the applicant having to construct 11 km. of new expensive road, excellent access exists to within 700 m of the quarry.



Attachment 9 on Page 189 shows the existing track, watercourses and an overlay of 2 m contours. Anyone who has worked in the spatial industry as I have knows that showing such dense contours over such a large scale map greatly exaggerates the steepness of the terrain and it certainly does in this map.

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Attachment 10 on Page 191 shows the cross-section AA in a STRAIGHT LINE between the proposed quarry and Northam-York Road. This is very disingenuous as the correct cross section required to assess this route is a cross section along the length of the existing track shown on Page 189 and a cross-section of the land from the quarry to this track.



The photographs provided in Attachment 11 make it clear to me that rather than "Being the equivalent of building the Sydney Harbour Bridge", Option 2 - as passed by Council - will be relatively easy and cost effective to construct for haulage from this proposed quarry.

Thank you for your consideration.

Name: Michelle Allardyce, Northam.

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Agenda Item: 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School.

Basis of Statement:

- Outlined that she was disappointed with the process however understand obligations and ramifications.
- Outlined importance of public consultation, raised that the proposal was planned for 2 years and no consultation was undertaken. Reference was made to the Village Square Shopping Centre and how smooth the development was as there was adequate consultation.

Name: Steve Thompson on behalf of Italia Stone.

Agenda Item: 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine.

Basis of Statement:

- Raised that the decision made needs to meet legal tests.
- Large parts of the private road through the property are missing and not up to RAV3 standard.
- There is a RAV3 route along the property which is approved for the use proposed by the proponent.
- Outlined that the proposal is campaign driven and restricted to certain hours and days which has been significantly reduced from the original proposal.
- Rehabilitation is estimated at \$500,000 and the proposal is not sustainable if required to use a route through the property. The most suitable option is along Spencers Brook Road.

Name: Sandra Lloyd, Northam.

Agenda Item: 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School.

Basis of Statement:

- Outlined she was excited about the Heritage Precincts and the fact her property was included.
- Raised why the see through fence set back is better than the wall.
- Outlined that Woolworths has been provided with better setbacks than the residents along Duke Street.

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- Raised why the Shire should landscape the verge and not the school.
- Raised that given there is limited space, why has creative architectural thinking not been undertaken.
- Raised the impacts of the amenity and why should the residents lose this because negotiation has not occurred between the School and Parish.

Name: Maria Weibel, Spencers Brook.

Agenda Item: 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine.

Basis of Statement:

- Advised that the community does not want the quarry full stop and believed the current decision is meeting halfway/win-win situation.
- Raised that 50 cents will not cover the cost for the road and questioned why the residents should have to foot the bill.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Nil.

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

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9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 19 SEPTEMBER 2018

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

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 OCTOBER 2018

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

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

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

- 12.1.2 - Petition received at Council Forum Meeting held on 12 September 2018;
- 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine; and
- 12.3.4 Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School.

12.1.2 Petition received at Council Forum Meeting held on 12 September 2018

Clarification was sought in relation to the following:

- What would be involved with undertaking a rate review and how long would be required for this. The Chief Executive Officer advised that this would depend on the outcome Council was seeking, it is estimated that this would take approximately six months (minimum).
- Whether the petition can be included within the agenda. The Chief Executive Officer advised that this will be added to the Ordinary Council meeting agenda.
- The anomaly that was occurring with rural residential properties and whether this was the reason that resulted in the review with properties being changed from UV to GRV. This was confirmed as correct

Nineteen (19) members of the Gallery left the meeting at 6:59pm.

Cr C R Antonio declared an "Impartiality" interest in item 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine as the Directors of company who own land of this application are well known to him.

Council Forum Meeting Notes
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Cr J E G Williams declared an "Impartiality" interest in Item 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine as she is a member of Spencers Brook and Clackline Progress Associations, and a regular user of Spencers Brook Road. Progress Associations lodged submissions against the proposal when first presented.

12.3.3 State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine

Clarification was sought in relation to the following:

- The approval process for a RAV route. The Executive Manager Engineering Services advised that it must meet an assessment criteria before being forwarded to Main Roads for their approval.
- If concerns were raised by Main Roads, would they have rejected the application. The Executive Manager Engineering Services advised that Main Roads can apply conditions if there were any concerns raised or potentially not approve the RAV route application.
- The charge per tonne. The Executive Manager Development Services stated that charge of 50 cents per tonne was adopted by Council as part of the Extractive Industry Policy. At the time the charge was an industry standard charge. This can be changed as the policy is only for guidance.
- Consideration to a split lane. The Executive Manager Development Services advised that Main Roads has approved the RAV route as is, this has not been considered.
- If a decision was made by Council at the next Ordinary Council meeting would this impact on the decision at the scheduled SAT meeting in November. The Executive Manager Development Services advised that this was correct and that Council's decision would be presented to SAT for further direction.
- Whether residents would be able to meet with Main Roads. The Chief Executive Officer advised that it would be up to Main Roads if they wanted to meet with the residents. The application has been presented to Main Roads and they have provided their comments. The Chief Executive Officer advised that he was unsure as to the benefit of residents meeting with Main Roads, as ultimately, this was a decision before Council requiring a determination.
- The process for determining planning applications. Cr Pollard advised that Council are delegated responsibility to make planning decisions in a planning framework. It was noted that if Council make a decision they need to be able to support this decisions with sound planning reasoning and evidence.

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- The reason for reducing the speed limit. Officer's liaised with the proponent in regards to the concerns of the public and worked though how best to attempt to alleviate these, speed limits were an outcome.

Two (2) members of the Gallery left the meeting at 7.16pm.

Fourteen (14) members of the Gallery left the meeting at 7.20pm.

The Shire president advised that there would be a short intermission at 7.20pm.

The meeting recommenced at 7.27pm.

Cr C R Antonio declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his old school, and where his children attended in the past.

Cr C P Della declared a "Proximity" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his residence is directly opposing the development.

Cr S B Pollard declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his wife is employed by the Catholic Education Office (CEO) currently deployed to the Primary Northam Campus and some of his grandchildren attend the Primary campus.

Cr M P Ryan declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his two children attend the school and he was a previous board member.

Cr T M Little declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as he has a grandchild who will attend St Jo's High School next year. Four of his other grandchildren have attended in the past.

Cr A J Mencshelyi declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as he has grandchildren attending St Joseph's Primary School and is a Roman Catholic.

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Cr R W Tinetti declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his grandchildren attend St Joseph's Primary and may attend their high school in the future.

Cr Della departed the Council Chambers at 7.27pm.

12.3.4 Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School

Clarification was sought in relation to the following:

- What consultations was carried out with residents of Duke Street. The Chief Executive Officer advised that the matter was originally planned to be presented to the September meeting of Full Council, however acknowledging some concerns of residents a decision was made to defer the matter to provide a better opportunity for the proponent to meet with and address concerns. Staff encouraged the proponent to hold a meeting or afternoon tea on the site and invite the residents (along with the CEO) to explain exactly the intent and detail of what was being proposed and provide an opportunity for open dialogue. Staff are of the understanding that this did not occur, however that the proponent did meet with one or two individuals. Staff also met with the proponent to discuss the concerns of community members and look for potential resolutions. This did result in the proposal being amended. Further to this it is also worth noting that the public comment period was undertaken in accordance with Council Policy and that the period was also extended when a resident indicated they were interstate and wanted more time to consider their submission. This being the case staff were of the view that Councils consultation was adequate, whether the proponent could have consulted more widely is not a matter for Council. The critical element is that all issues have an opportunity to be raised, which they have been.
- Whether the building is at street level. The Executive Manager Development Services advised that the building was at street level.
- The length of the building. The Manager Planning Services advised that the length of the building is approximately 15 metres and the overall height is 6.7 metres at the highest point. He also stated that the height of the wall facing Duke Street was 3 metres and the length was 8.8 metres. It will be 1.2 metres from the kerb side to the wall.
- Is there any lighting on the wall facing Duke Street. The Manager Planning Services advised that there was no lighting at present on the plans. The proponent was advised that if they were to install lighting that it would need to be baffled lighting so as to not shine towards the houses.

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- Is there a landscape plan as part of the submission. The Chief Executive Officer advised that it was part of the conditions that they supply a landscape plan.
- The reasoning for the 1.2 metres instead of 1.5 metres setback. The Manager Planning Services advised that there was insufficient space at the back of the wall. The Chief Executive Officer stated that the proponent felt they were unable to provide any additional set back as this would impact the overall development as the building had to be located a certain distance from the proposed retaining wall at the back for the development site (to satisfy structural engineering requirements).
- The reasoning for the wall facing Duke Street being so long in length. The Chief Executive Officer advised that the middle of the wall was the back of the store room and the two end of the wall were to shelter the classrooms from the street to provide privacy for students.
- Why couldn't the setback be greater. Council can require setbacks it feels are appropriate. The proponent was not supportive of greater setbacks for reasons outlined above.
- Why build up instead of staggering down below the oval level. The Chief Executive Officer advised that this was due to multiple reasons such as cost, presentation and to address the building to Duke Street. Ultimately the applicant was in control of what they applied for.
- The black box on the plans near the wall. The Manager Planning Services advised that it is a landscape box.
- The legislative requirement that a public consultation must take place. The Chief Executive Officer advised that once the development application is received the Council proceed through the statutory process for consultation and any policy of Council around this. The Shire can encourage the proponent to engage but cannot require them to engage with the community outside of statutory requirements.
- Whether the proponent can attend a Council meeting. The Chief Executive Officer advised that Officer's cannot force someone to attend a Council meeting however is encouraged.

The Executive Manager Corporate Services departed the Council Chambers at 7.50pm and returned at 7.51pm.

Eight (8) members of the Gallery left the meeting at 8.00pm.

Cr Della returned to the Council Chambers at 8.00pm.

11. REPORTS OF COMMITTEE MEETINGS

11.1 ART ADVISORY COMMITTEE MEETING HELD ON 13 SEPTEMBER 2018

Council Forum Meeting Notes
10 October 2018



Clarification was sought in relation to who was responsible if any items were damaged in relation to the 'hay bale trail'. Cr Pollard advised that the Shire would be responsible, staff advised that a risk assessment is been carried out as part of event proposals.

11.2 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 17 AUGUST 2018

Nil.

11.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 20 SEPTEMBER 2018

Clarification was sought in relation to the attendance of this meeting. Councillor Antonio advised that there was a sufficient attendance.

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Communications and Social Media Policy

Clarification was sought in relation to distinguishing between personal and councillor social media accounts. The CEO advised that it is covered under the policy, while other uses of social media are also covered in the Councils code of conduct and the Rules of Conduct.

12.2 ENGINEERING SERVICES

Cr C R Antonio declared a "Proximity" interest in item 12.2.1 - RFT 5 of 2018 – Reinstatement/Repairs to Flood damaged Infrastructure as he is a Director of land owning company for 2 of the roads listed in the report, Antonio Road and Southern Brook Road.

Cr Antonio departed the Council Chambers at 8.23pm.

12.2.1 RFT 5 of 2018 – Reinstatement/Repairs to Flood damaged Infrastructure

Clarification was sought in relation to the following:

- Is the recommended Tenderer capable of carrying out all of the work in a timely manner. The Executive Manager Engineering Services advised that Officers were confident that the recommended tenderer was able to deliver the required level of quality work within the required time frame. The Chief Executive Officer stated that timeframes are provided in the tender submission and is generally incorporated into the contract.

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- The expected timeframe for the work to be carried out. The Executive Manager Engineering Services advised that the expected timeframe is approximately 83 days (3 months).
- When can the work be expect to commence. The Chief Executive Officer advised that the work would commence approximately 4 to 6 weeks from when the tender is awarded.
- The need to engage an independent contract manager to oversee the work. The Executive Manager of Engineering Services advised that it would cost approximately \$35k to engage the contract manager which is fully claimable through WANDRRA. He also advised that there was the need to engage the contract manager to be available onsite to oversee the works being carried out.
- Whether the recommended tenderer is a local company. The Executive Manager Engineering Services advised that the recommended tenderer was not located in locally.
- It was asked whether a late tender submission could not be accepted – The Executive Manager Engineering Services advised that Legislation states and WALGA confirmed that late submissions cannot be accepted

Cr Antonio returned to the Council Chambers at 8:30pm.

12.3 DEVELOPMENT SERVICES

12.3.1 Request to Initiate Road Name Change Request – 'Christmas Road' Grass Valley to 'Christmass Road'

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

The Chief Executive Officer departed chambers at 8.35pm and returned at 8.36pm.

12.3.2 Development of a Transfer Station and Tip Shop at Old Quarry Road Waste Management Facility

Clarification was sought in relation to the following:

- The funds in the reserve, what can these funds be used for. The Executive Manager Corporate Services advised that the funds can be utilised on long term work such as refuse rehabilitation and capital works such as this proposal.
- The Executive Manager Development Services advised that the funds recommended will allow for detailed costings for design, construction and management of the tip shop and transfer station.

Council Forum Meeting Notes
10 October 2018




- The option to have just the Transfer Station or alternately the Transfer Station as well as a Tip Shop? The Chief Executive Officer advised that this will form part of the detailed design.
- Whether reusable items will be processed at the tip. The Executive Manager Development Services advised that the development of tip shop would assist in fostering recycling in the community, as people will be able to see materials being separated and reusable products made available for purchase.
- Whether Inkpen Refuse Facility could also be considered. The Executive Manager Development Services advised that this business case was part of the Old Quarry Road Waste Management Facility Plan, may not be included in Inkpen's. However there is an opportunity to provide a similar service at Inkpen in the future.

The Executive Manager Engineering Services departed chambers at 8.36pm and returned at 8.38pm.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – September 2018

Reference	Amount	Details Reference	Question	Query By	Answer
EFT30983	\$12,485	DS Agencies	Can I please have more details on the slim benches and where they are to be located	Cr Mencshelyi	This is for six benches that are located at the Avon Mall Funded from the CBD street scaping budget
EFT31036	\$17,600	Christmas 360	How big are the trees and where are they for	Cr Mencshelyi	The trees are between 4.5m and 6.5m in height. They are going in Windowie, Bakers Hill, Clackline and Grass Valley. The Manager of Tourism and Events has been raising with each Progress Association on the trees. They will be similar to this, 
EFT30983	12,485	Mall slim bench	Where is this for?	Cr Della	As above

Council Forum Meeting Notes
10 October 2018



Reference	Amount	Details Reference	Question	Query By	Answer
EFT31018	\$7,398	Air fares- Shaun Kirby	Couple of round the world trips to get to Northam?	Cr Della	The full invoice costs are associated to the Interpretive display fit out for the BKB as follows: 1. Object assessment BKB- travel Expenses for 1 person (Shaun Kirby) for 3 days, including air travel, accommodation, Car hire. 2. Object installation BKB -travel expenses for 2 people for 5 days, including air fares, Accommodation, car hire.
31075	\$759.00	Smith Sculptors - replace insignia. Thought we had purchased extra insignia	Was this vandalised again? Previously vandalised 2016? To mitigate cost of reproduction?	Cr Pollard	No. This was for the original vandal damage. The original invoice was not received and payment not followed up
31118	\$89471.64	Mitchell Ave works	Wasn't this going to be re-laid?	Cr Pollard	The sections which did not comply have been profiled and replaced (Eastbound lane near pool)
Cr Card	\$386.00	Town Team Movement Mt Hawthorn	?	Cr Pollard	Attendance of Community Development Officer at Town Team Conference in West Perth.
	\$2265048.61	CEO certification \$2265048.61	Should be \$1789726.97?	Cr Pollard	This has been corrected

12.4.2 Financial Statement for the period ending 30 September 2018

Clarification was sought in relation to the Rates Outstanding report and whether this can be amended as the Year to Date figures are not totalling. The Executive Manager Corporate Services advised that will be updated in the Agenda.

The following queries were raised prior to the Forum Meeting:

12.4.3 Delegated Authority Reference F06

Clarification was sought in relation to what is the current term for leases approved under delegated authority. The Coordinator Governance / Administration advised that the current term of the Delegated Authority is 5 years. This report seeks to extend this to 12 years for airport leases, this will alleviate the need to present to Council for every lease.

12.4.4 Standing Orders Amendment Local Law 2018

Nil.

Council Forum Meeting Notes
10 October 2018



Cr J E G Williams declared an "Impartiality" interest in item 12.4.5 - Customer Service Charter Review as her daughter and daughter-in-law works for the Shire and will be covered by this Charter.

12.4.5 Customer Service Charter Review

Nil.

12.5 COMMUNITY SERVICES

Nil.

13. MATTERS BEHIND CLOSED DOORS

13.1 PROPOSED SALE OF LOT 881 YILGARN AVENUE, MALABAINÉ

Refer to Confidential Addendum.

13.2 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD 14 SEPTEMBER 2018

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

13.3 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD 10 OCTOBER 2018

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

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

16. DECLARATION OF CLOSURE

The Shire President declared the meeting closed at 8:55pm.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 ART ADVISORY COMMITTEE MEETING HELD ON 13 SEPTEMBER 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Art Advisory Committee meeting held on 13 September 2018

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Provide in principal support for a hay bale art trail provided AVAS reach agreement with the Shire in relation to a number of conditions; including approval of proposed locations, public liability insurance, site safety and security and road safety considerations.
2. Approves a long term loan (minimum five years) of Catalogue Item **Number 88 of the Art Collection, Dulcie Armstrong, 'Countryside at Northam' to the Northam Memorial Hall Board.**
3. Accept the provided update on the progress of photographing and recording of the Art Collection.
4. Accept the provided update on the installation of hanging rails in the Northam Library.

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

MINUTES

ART ADVISORY COMMITTEE

13 September 2018

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



DISCLAIMER

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

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

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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 ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



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ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



1. DECLARATION OF OPENING

Chairperson Cr Steven Pollard declared the meeting open at 4:00pm

2. ATTENDANCE

Committee:

Chairperson	Cr Steven Pollard
Councillor	Cr Julie Williams
Councillor	Cr Michael Ryan
Community Member	Ms Trish Hamilton
Avon Valley Arts Society	Ms Anita Franklin

Staff:

Community Development Officer	Jaime Hawkins
Executive Manager Community Services	Ross Rayson
Community Services Administration	Brooke Evans

2.1. APOLOGIES

Community Member	Mr Michael Leitch
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2.2. APPROVED LEAVE OF ABSENCE

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
AVAS Hay Bale Art & Hay Bale Art Trail Proposal	5.1	Anita Franklin	Impartiality	Member of AVAS

4. CONFIRMATION OF MINUTES

4.1. COMMITTEE MEETING HELD

RECOMMENDATION

Minute No: AR.087

That Council accept the minutes of the Northam Art Committee meeting held 26th July 2018 be confirmed as a true and correct record of that meeting.

MOVED: Cr Julie Williams
SECONDED: Cr Michael Ryan

CARRIED 5/0

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



5. COMMITTEE REPORTS

5.1. AVAS HAY BALE ART & HAY BALE ART TRAIL PROPOSAL

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

BRIEF

A submission has been received for the consideration of the Art Advisory Committee from Avon Valley Art Society Inc. (AVAS). The proposal outlined in the submission is for a Hay Bale Art Competition and Trail between Northam and Clackline, via Spencers Brook.

ATTACHMENTS

Attachment A: Hay Bale Art and Hay Bale Trail Proposal

BACKGROUND / DETAILS

The Art Advisory Committee Terms of Reference state that the Committee is to "make recommendations to Council on all matters pertaining to art within the Shire of Northam's control". Therefore this proposal for a trail of temporary public art installations, in the form of hay bale art, has been referred to the Art Advisory Committee for its consideration.

Under the Shire Art Policy the following considerations are to be made in relation to the development of 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.

Being a temporary installation only points b. and d. are relevant.

The proposal from AVAS is for hay bales to be placed at the following locations:

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- Clackline Post Office / Old Railway Carriage
- Lion Park, Clackline (near intersection of Spencers Brook Rd & Great Eastern Hwy)
- Spencers Brook town site, near the Spencers Brook Tavern
- Burlong Park
- Enright Park, Northam
- Old Northam railway platform (next to the Railway Museum), Fitzgerald St, Northam.
- Mall & Village Green, Northam
- Empty block between Beaurepairs and Domino's, Fitzgerald St, Northam
- Corner of oval precinct (opposite McDonald's), Peel Tce, Northam.

These proposed locations are subject to Shire or private land owner approval and the number of entries received. AVAS representatives inform that they have assessed the sites for public safety and the ability for vehicles to park safely.

Local farmers have agreed to donate the bales. Entrants in the competition will be assigned a location and will inform AVAS of the number of bales they require. Bales will be delivered to site and construction and decorating will take place over the weekend before the Flying 50, in late March/early April. The hay bale art pieces will be judged with prizes awarded to the winner. The art will remain for one month before AVAS will disassemble the art pieces and clean up the sites.

The proposal received by AVAS is at Attachment A.

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.

Financial / Resource Implications

N/A

Legislative Compliance

N/A

Policy Implications

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The Shire's Art Policy provides direction for the development and management of art in the Shire of Northam's control, including public art.

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.

Stakeholder Engagement / Consultation

Approval is yet to be granted from the Shire or private land owners of the proposed sites.

Risk Implications

There are a number of risks with this proposal. These include

- Potential damage/ destruction through vandalism
- Deterioration of the sculptures due to adverse weather over the proposed time period
- Patron safety accessing sites to view the sculptures

Each of the potential sites will need to be assessed and a plan put in place to minimise the potential risks identified above.

OFFICER'S COMMENT

Hay bale art displays can be a quirky and creative method of engaging the community and attracting tourists. Hay bale art has become increasingly popular in recent years, especially in small hay producing communities throughout Australia and overseas. There is currently a similar competition being run in York as part of the York Festival. With the cooperation of local land owners, Morongla in NSW has created a hay bale trail along the roadside leading to the showgrounds for the past 3 years, with the number of installations growing each year. These installations are located within private property

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boundaries, but visible to the road. Tarrington in South West Victoria is another example of a very small rural town using hay bale art to put itself on the map. In the USA, the Montana Bale Trail started as a tongue-in-cheek competition between 2 neighbouring farmers in 1990 and has grown to become a 21 mile loop trail attracting around 50 entries and winning tourism awards.

In principal the concept is worthy of consideration and the examples above highlight its potential. It is evident that further planning and liaison with Shire Officers particularly in relation to public liability risks, suitability and approval of proposed locations from both the Shire and private land owners. Parameters in relation to the size, subject, materials used other than hay, and the sturdiness and security of the artwork will need to be addressed by AVAS. The prospect of arson and the potential spread of fire should also be taken into account in relation to the location of the artworks.

AVAS have also notified the Shire's Tourism and Events team of their intentions and are working through the event application process.

RECOMMENDATION

Minute No: AR.088

That Council provide in principal support for a hay bale art trail provided AVAS reach agreement with the Shire in relation to a number of conditions; including approval of proposed locations, public liability insurance, site safety and security and road safety considerations.

**Moved: Cr Julie Williams
Seconded: Cr Michael Ryan**

CARRIED 5/0

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



Attachment A: Hay Bale Art Proposal

AVON VALLEY ARTS SOCIETY INC

HAY BALE ART & HAY BALE TRAIL



PREPARED BY JEANIE WILLIAMS
Treasurer
Phone: 0447 902 129

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CONCEPT

A competition run by the Avon Valley Arts Society Inc.

Hay Bales to be placed at various locations between Clackline & Northam (via Spencers Brook Rd)

Proposed locations:

- One bale near Clackline Post Office/ Old Railway Carriage
- In Park near public toilets in Clackline near intersection of Spencers Brook Rd & Great Eastern Highway.
- In Spencers Brook townsite near the Spencers Brook Tavern and the shed.
 - Burlong Park
 - Enright Park
 - Old Railway Station
 - Mall & Village Green
 - Old Holden site
- Corner of oval precinct near McDonalds
- Some others may be placed in sponsors yards. (Local businesses)

The Sub-committee has driven the route and assessed the areas for the safety of participants, tourists and general traffic.

All sites will be cleaned up at the conclusion of the competition.

Competition to be judged and set up the weekend before the flying 50 in late March/ early April and run for the month of April.

Entry Forms to be distributed in October.
Deadline: 15th December, 2018

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018

PRIZE CATEGORIES

CATEGORY	
OVERALL	Judges Choice
PEOPLE'S CHOICE	
Community/ SPORTING GROUP	Not-for-profit Community & Sporting Groups
BUSINESS	
HIGH SCHOOL (Class or Year)	
PRIMARY SCHOOL (Class or Year)	
FAMILY	
INDIVIDUAL	

An **award night** will be held to announce the winners on Friday 3rd May.

This will be a catered event and tickets will be sold for the dinner.



ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



MARKETING

- Hay Bale display at the Northam Agricultural Show
 - 31st August to 1st September, 2018
 - Local papers
 - Tourism committees
- Local radio stations- free community event timeslots
- Progress Associations- Spencers Brook & Clackline
 - Northam Chamber of Commerce
 - Northam Women in Business Group
 - Facebook and website



ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



BENEFITS

Suitable for all ages and capabilities.

Encompasses Art and Tourism.
Promotion of local Artists and Avon Valley Arts Society Inc

Is a bit of fun for all.

Promotion of other Art in the region such as the Silos and Murals.

Promotion of all local businesses involved.



Community Involvement

- Community participation in the project
- Farmers could act as hosts if bales are near their property and assist.
- Promotion of local attractions such as
 - Spencers Brook Tavern
 - Morby Cottage
 - Others in and around Northam

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



5.2. ARTWORK LOAN REQUEST FROM NORTHAM MEMORIAL HALL BOARD

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

BRIEF

The Northam Memorial Hall Board currently hold an indefinite loan of item number 2 of the Shire of Northam Art Collection, a Dulcie Armstrong oil painting, 'Avon Valley Country'. They previously also had loan of a second Dulcie Armstrong artwork, item number 88 of the Art Collection, titled 'Countryside at Northam'. The Northam Memorial Hall Board have requested that they once again loan this artwork.

ATTACHMENTS

Attachment B: 88. Dulcie Armstrong, 'Countryside at Northam'

BACKGROUND / DETAILS

When investigating the location of artworks listed as "unsighted" at the time of the last valuation, documents relating to the loan of Catalogue Item Number 2. Dulcie Armstrong, 'Avon Valley Country' to the Northam Memorial Hall Board (then known as the Northam Memorial Hall Advisory Committee) were discovered. The resulting discussions with the Memorial Hall Board led to them informing Shire Officers that they also used to have the loan of another Dulcie Armstrong artwork that they believed had gone missing. This piece is Item Number 88. Dulcie Armstrong, 'Countryside at Northam' valued at \$550.00. The chair of the Northam Memorial Hall Board requested that if this artwork is found that they may be able to hang it at the Northam Memorial Hall.

Our records indicate that this artwork is currently in storage at the Northam Recreation Centre.

The Shire Art Policy addresses the loaning of artwork:

Loans

- The Shire of Northam will not accept permanent or indefinite loans, inwards or outwards.
- All loans will be for a fixed time and will be documented on a loans register.
- 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.

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



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.

Financial / Resource Implications

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

Legislative Compliance

N/A

Policy Implications

Shire of Northam Art Policy

Loans

- The Shire of Northam will not accept permanent or indefinite loans, inwards or outwards.
- All loans will be for a fixed time and will be documented on a loans register.
- 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.

Stakeholder Engagement / Consultation

N/A

Risk Implications

There is a minor risk that the artwork could be damaged if relocated to the proposed location.

OFFICER'S COMMENT

The Northam Memorial Hall Board have been in possession of artwork Item 2 for a period of many years and it is our understanding that over these years the art has been well loved and cared for. Given the Memorial Hall Boards history with the artwork and the reliability and responsibility they have demonstrated, it is recommended that the loan of Item 88 be loaned to the Board in accordance with the Shire Art Policy for a period to be determined by the Art Advisory Committee.

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



DISCUSSION

Mr Ross Rayson advised that this item of artwork is currently in storage. Northam Memorial Hall Board have previously loaned this same item.

There hasn't been any security issues with another Shire of Northam pieces hanging in the same space.

RECOMMENDATION

Minute No: AR.089

That Council approves a long term loan (minimum five years) of Catalogue Item Number 88 of the Art Collection, Dulcie Armstrong, 'Countryside at Northam' to the Northam Memorial Hall Board.

**Moved: Ms Trish Hamilton
Seconded: Cr Julie Williams**

CARRIED 5/0

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018

Attachment B: 88. Dulcie Armstrong, 'Countryside at Northam'.

Catalogue No. 88
Artist Dulcie Armstrong
Title Countryside at Northam
Dates 1979
Medium Oil on Board Signed lower right dated 1979
Size cms (h x w) 64.3 x 85 (Framed)
Acquired Bequeathed after the artist's death, 1984
Photographic Record Yes
Condition Very Good
Location of Artworks Storage Packs, Northern Recreation Centre
Valuation as at Oct 2010 \$650.00
Comments 2010

Valuation as at 2017 \$550.00 Market Value FNV/CMV CMV
Comments 2017 Condition 2017 Good Fair / Comparative Market Value
Bequeathed after the artist's death, 1984 Running Totals 2017 \$140,335.00
No Auction presence signed 2017 YES
No Online presence
2013: https://www.northam.wa.gov.au/policies/northam/assets/clientdata/document-centre/council-minutes/art-collection-committee/2013_03_14_art_collection_committee_minutes_unconfirmed.pdf
Work is assessed at \$550

Running Totals 2010 \$140,610.00



Artwork Picture 2

Artwork Picture 3

Douglas Shearer (0417926182) (Valuer 2017)
BA Art & Design
Art Grad Dip. Fine Art, MA Art
Approved Consultant with Government Art & Craft Valuer
Australian Cultural Gifts Programme (TAGS) since 1987
Australian paintings, drawings, prints, sculpture, photography,
craft, antique goods, jewellery after 1940.
Member of the Art Valuers Association of Australia
ACCA Certified Art Valuer
Art Valuer experts listing (FIPA) Family Law Practitioner's
Association of Western Australia



ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Update to be provided by Officers in relation to the photographing and recording of the Art Collection.

DISCUSSION

Mr Ross Rayson advised that we now have approximately 60 of the items from the Shire of Northam Art Collection on the Shire's website. Originally only 25 items on the website. Over half the collection is now on the website.

Once all items are uploaded the Officers will place the files in order, either numerically or alphabetically.

The items that have been deaccessioned from the Collection have been correctly photographed and these items are on the website. Cr Michael Ryan queried whether it will be made available to the public where these deaccessioned artworks have been moved to.

By the next meeting hopefully another 20 pieces will be uploaded.

RECOMMENDATION

Minute No: AR.090

That Council accept the provided update on the progress of photographing and recording of the Art Collection.

Moved: Cr Michael Ryan

Seconded: Ms Anifa Franklin

CARRIED 5/0

Update to be provided by Officers in relation to the installation of hanging rails in the Northam Library.

Mr Ross Rayson advised that there is currently hanging rails in the Northam Library, with approximately 4-5 pieces from the Shire of Northam Art Collection on display.

Additional hanging rail needs to be purchased, the previous company that supplied this rail has closed for business. A new supplier will need to be selected.

Ms Anifa Franklin queried how much additional rail was required, Mr Ross Rayson advised possibly an additional 8 metres.

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



RECOMMENDATION

Minute No: AR.090

That Council accept the provided update on the installation of hanging rails in the Northam Library.

**Moved: Ms Anita Franklin
Seconded: Cr Michael Ryan**

CARRIED 5/0

MEETING NOTES

- Two items have been commissioned through the Bilya Koort Boodja Centre, with the originals being hung within the Centre. Should these be entered into the Shire of Northam Collection? Officers will bring images and add to the agenda on the next meeting.
- It has been decided not to proceed any further with the additional community member for the Committee at this time. Cr Julie Williams queried whether applications would still be received and considered. Mr Ross Rayson advised that this would be fine, they would need to submit something in writing to the Shire. Officer will add this item to the next agenda. No cost to leaving this open on the Website and Social Media.
- Meetings are open to the public, if people interested would like to attend as observers.
- AVAS AGM coming up 6pm at the Old Girls School.
- Cr Julie Williams has submitted an approved leave of absence through Council for the next meeting.

7. DATE OF NEXT MEETING

Thursday 8th November 2018 4:00pm.

8. DECLARATION OF CLOSURE

There being no further business the Chairperson, Cr Steven Pollard, declared the meeting closed at 4:25pm.

ART ADVISORY COMMITTEE MEETING MINUTES
13 September 2018



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

_____ Chairperson

_____ Date

11.2 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 17 AUGUST 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 17 August 2018

Adoption of Recommendations:

RECOMMENDATION

That Council accept that the next Community Safety Meeting be held on Tuesday the 16th of October at 12noon and are held bi-monthly following this.

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Safety Committee

17 August 2018

Community Safety Committee Meeting Minutes
17 August 2018



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

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Community Safety Committee Meeting Minutes
17 August 2018



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Community Safety Committee Meeting Minutes
17 August 2018



1. DECLARATION OF OPENING

Chairperson Cr Julie Williams declared the meeting open at 2.13pm.

2. ATTENDANCE

Committee Members:

Chairperson
Wundowie Police
Local Youth Services Representative
Community Representative
Health Representative
Executive Manager Community Services
Department Education

Cr Julie Williams
SGT Jamie Cresswell
Ms Jane Atterby
Mr Denis Beresford
Mr Greg Bentley
Mr Ross Rayson
Mrs Sharon Bray

Committee Ex-Officio Members:

Shire of Northam
Shire of Northam
Shire of Northam

Mrs Michelle Blackhurst
Ms Brooke Evans
Ms Jaime Hawkins

2.1 APOLOGIES

Northam Police
Holyoake
Department of Sport and Recreation
LDAG
Northam Chamber of Commerce
Northam Roadwise Committee
Department of Housing
Local Youth Services Representative
Councillor

SSGT Geoff Dickson
Ms Eloise Fewster
Ms Emma Draper
Mrs Rose Power
Ms Esther Bliss
Mr Cliff Simpson
Mr Attila Mencshelyi
Avon Youth
Cr Michael Ryan

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
17 August 2018



4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 16 FEBRUARY 2018

<p>RECOMMENDATION</p> <p>Minute No: CSC.043</p> <p>That Council accept the minutes of the Shire of Northam Community Safety Committee meeting held Friday, 16 February 2018 be confirmed as a true and correct record of that meeting.</p> <p>Moved: Ms Jane Atterby Seconded: Mr Denis Beresford</p> <p style="text-align: right;">CARRIED 7/0</p>
--

5. COMMITTEE REPORTS

5.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN UPDATE

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

BRIEF

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

BACKGROUND / DETAILS

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 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.

Community Safety Committee Meeting Minutes
17 August 2018



CONSIDERATIONS

Strategic Community / Corporate Business Plan

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

Strategy: Provide community services to uphold public safety standards.

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

Financial / Resource Implications

N/A

Legislative Compliance

N/A

Policy Implications

N/A

Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

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

Criminal or Offending Behaviour

- Crime Statistics – SGT Jamie Cresswell to provide update for Wundowie and Bakers Hill
- AODMP Committee – Michelle Blackhurst to provide update

Community Awareness

- Community messages shared via Facebook, VMS Boards and through the Shire of Northam Newsletter. Messages include; 'If you see something, say something'; encouraging participation in the Adopt-a-Spot program; and sharing the 'Drop 5 to Save Lives' photo message board.

Building Partnerships

- Shire Collaboration project (Northam, Toodyay & York) – Michelle Blackhurst to provide update

Community Design

Community Safety Committee Meeting Minutes
17 August 2018



- Youth Precinct – Michelle Blackhurst to provide update.
- CCTV Project update and any future plans to improve network in conjunction with police and other interested parties – Michelle Blackhurst to provide update.
- Wundowie CCTV Project – Ross Rayson to provide update.



- Traffic calming devices – Wundowie. The Shire is working with SGT Jaime Cresswell and preliminary designs are currently being developed.

DISCUSSION

Mrs Michelle Blackhurst introduced Ms Jaime Hawkins, who will be the Shire of Northam representative for the Community Safety Committee moving forward.

Mrs Michelle Blackhurst handed out the Crime Statistics for the Shire of Northam comparing the 2016/17 financial year to the 2017/18. Mrs Sharon Bray advised that the Wheatbelt Crime Statistics have been presented and advised it is important to take into account how this is measured.

SGT Jamie Cresswell advised that within Northam and Wundowie crimes such as burglary were down, however drug offences were up. From Monday – Thursday night this week, the Organised Crime Squad have been in El Cabello for a drug transit zone (5km long and 100m either side of the Highway). Cr Julie Williams and Mrs Sharon Bray reported that they have seen a high amount of positive feedback in relation to current police initiatives including the Organised Crime Squad.

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Mr Denis Beresford queried whether the drug offences were linked to the offence categories. SGT Jaime Cresswell advised that while it is likely there is a link between the crimes there are no figures to show this.

Mrs Michelle Blackhurst queried whether the Committee should be focusing their efforts on the offence categories, such as assault, that have increased. SGT Jaime Cresswell advised that categories such as assault are difficult to tackle as they are often family matters. The local Police do have support for other agencies for Domestic Violence.

Mrs Michelle Blackhurst advised that the AODMP Committee have had a change of direction, rather than being focused on the community as a whole, they are focusing on youth. The committee now has a Youth Wellbeing Plan, which addresses alcohol, other drugs and mental health. However this means that there is now a gap with alcohol and other drugs in the community, and this is something the Community Safety Committee will need to be mindful of.

Youth Precinct tenders close next week. Following the assessment period, Council will make a decision. Expecting the project to be finished by the end of May 2019, in time for Youth Week.

Following a few delays, the CCTV project within the Northam town site is now complete. The next step is the data donor site, for the State Strategy. The Shire of Northam has received a substantial amount of funding to implement a similar project into the Wundowie town site over two years. Part of this grant will also cover the costs for a few additions and improvements for the Northam network. The Shire will need to work with SGT Jaime Cresswell to identify the needs of the Wundowie town site.

Mr Denis Beresford queried whether the Wundowie network will be linked to the Northam Police Station as Wundowie Police is not a 24 hour station. SGT Jamie Cresswell advised that the network will have the ability to record footage that can be reviewed.

Mrs Michelle Blackhurst advised that the Shire of Northam has provided the Wundowie Police with two covert cameras. SGT Jamie Cresswell reported that these cameras are being used for a variety of reasons and are working.

There are a few areas within Wundowie that traffic calming devices can be installed to slow down vehicles. SGT Jamie Cresswell has been out with Mr Clinton Kleynhans from the Shire of Northam to put together a plan.

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5.2 INFORMATION CAPTURE

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

BRIEF

Conduct an information capture so that we can better understand as a group what we already have available to support community safety and crime prevention and how we as a group we can use those existing services more effectively to achieve our targets.

BACKGROUND / DETAILS

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.

Financial / Resource Implications

N/A

Legislative Compliance

N/A

Policy Implications

N/A

Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

An information capture will allow a plan to be developed to outline future direction of the committee to keep it a relevant and effective body.

Community Safety Committee Meeting Minutes
17 August 2018



DISCUSSION

Mrs Michelle Blackhurst advised that the purpose of the Information Capture is to identify existing community safety initiatives, in order to direct the Committee's efforts to adding value to existing programs rather than creating new projects that are targeting the same thing.

Ms Jamie Hawkins will be in touch with the Committee members over the coming weeks in relation to existing programs to identify where the gaps are and where support from other agencies is required.

Community Safety Committee Meeting Minutes
17 August 2018



5.3 HIGH OCCUPANCY VEHICLES

Address:	
Owner:	Northam Roadwise Committee
File Reference:	1.3.12.1
Reporting Officer:	Cliff Simpson
Responsible Officer:	Cliff Simpson
Voting Requirement	Simple or Absolute Majority

BRIEF

The Northam Roadwise Committee has received a request from National Road Safety Partnership for some information regarding high occupancy vehicles (small buses etc).

BACKGROUND / DETAILS

The National Road Safety Partnership Program (NRSP) offers a collaborative network for Australian organisations to build and implement effective road safety strategies in the workplace.

The program offers organisations the resources to improve road safety that best fit their individual operations and, at the same time, improve business productivity through less time and money lost through safety incidents.

The program is not a prescriptive approach but aims to complement existing safety legislation by providing access to a 'knowledge bank' from a diverse network of organisations to given them the resources to implement their own initiatives. The tools will help make the business case for organisations shifting their safety focus from 'having' to safety to secure a contract to 'wanting' to because it is simply good business.

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.

Financial / Resource Implications

N/A

Legislative Compliance

N/A

Policy Implications

N/A

Community Safety Committee Meeting Minutes
17 August 2018



Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

Are high occupancy vehicles (HOV) relevant as a road safety matter for Local Government or other agencies involved in the RoadWise network?

HOVs are defined (for this purpose) as small buses, people movers, troop carriers and other similar vehicles which typically have a seating capacity of between 12 – 20 people. These vehicles can operate in all sorts of terrain and organisational settings such as transporting personnel from mining, health care, retirement villages, tourists and school children and staff in remote communities. Some organisations have recognised that in terms of safety, while HOVs reduce exposure (ie the number of small vehicle movements) the type of risk has changed.

- Any hazards or risks associated with HOV
- Strategies organisations currently use to manage risk
- Experience of drivers (often a secondary component of their role)
- Management, condition and maintenance of vehicles
- Identified / potential risks
- Driver safety behaviour monitoring and management

DISCUSSION

Mr Cliff Simpson advised he is gathering information in relation to the HOVs that the agencies represented on the Committee are using. Mr Cliff Simpson will contact each agency individually following the meeting.

Community Safety Committee Meeting Minutes
17 August 2018



5.4 ATTENDANCE AT MEETINGS

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

BRIEF

To seek Committee input increasing attendance at meetings.

BACKGROUND / DETAILS

The Terms of Reference state that the Committee shall meet as least quarterly the Committee is currently scheduling bi-monthly meetings, however has not reached a quorum for the last two meetings.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

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

Strategy: Provide community services to uphold public safety standards.

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

Financial / Resource Implications

N/A

Legislative Compliance

N/A

Policy Implications

N/A

Stakeholder Engagement / Consultation

N/A

Risk Implications

N/A

OFFICER'S COMMENT

Community Safety Committee Meeting Minutes
17 August 2018



By reducing the frequency of the Committee meetings from bi-monthly to quarterly and increase the email contact, the pressure on the Committee members may be reduced and attendance at meetings increased.

Setting a new day and time for the meetings based on the availability of the committee may also increase meeting attendance.

Improvement ideas?

DISCUSSION

Mr Ross Rayson advised that the past few meetings have not reached a quorum and therefore reducing the frequency of meetings or changing the time and day of the meetings may increase attendance at meetings.

Mr Denis Beresford queried whether it would be possible to have members of the Committee available at community events (such as markets) to increase the awareness of the Committee within the community. SGT Jamie Cresswell advised that the Wundowie Police would be interested in being involved in this. Mr Cliff Simpson advised that this approach has been quite successful for the RoadWise Committee.

Mrs Michelle Blackhurst advised that it is important for the community to know that this is not just a Shire of Northam initiative and that all agencies represented on the Committee are known. Mr Ross Rayson advised that a marketing campaign for the Committee can be developed and implemented.

RoadWise Committee meetings are every third Tuesday of the month at 11am. Mr Ross Rayson suggested scheduling the next meeting following this meeting on the 16th of October at 12noon and then bi-monthly following that.

RECOMMENDATION

Minute No: CSC.044

That Council accept that the next Community Safety Meeting be held on Tuesday the 16th of October at 12noon and are held bi-monthly following this.

Moved: Mr Greg Bentley

Seconded: SGT Jamie Cresswell

CARRIED 7/0

Community Safety Committee Meeting Minutes
17 August 2018



6. GENERAL BUSINESS

Hon. Mia Davies MLA received a letter of complaint addressing the safety issues in Bernard Park. Mrs Michelle Blackhurst has responded, advising of the Community Safety Committees proposed actions.

- Mrs Michelle Blackhurst has been working with the Shire of Northam's Engineering Department to have signs installed in Bernard Park advising of the penalties for drinking in a public place. SSGT Geoff Dickson to provide correct wording.

DISCUSSIONS

Mrs Michelle Blackhurst advised that the signs are currently being installed in Bernard Park. Mr Ross Rayson advised that the public access to power in the Sound Shell has been removed.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Mr Denis Beresford queried whether Council had allocated a budget for Lock and Light in the 2018/19 budget. Mrs Michelle Blackhurst advised that a budget had not been allocated for Lock and Light, however the amount has been reallocated to a Community Safety budget.

Cr Julie Williams thanked Mrs Michelle Blackhurst for all her efforts as part of the Community Safety Committee.

8. DATE OF NEXT MEETING

Tuesday 16th of October 2018 at 12noon.

9. DECLARATION OF CLOSURE

There being no further business, Chairperson Cr Julie Williams declared the meeting closed at 3:07pm.

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

_____ Chairperson

_____ Date

11.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 20
SEPTEMBER 2018

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Local Emergency Management Committee meeting held on 20 September 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council approach SERCO, Department of Border Protection and Department of Defence to undertake a desktop exercise for a bush fire incident at Yongah Hill Immigration Detention Centre and surrounds.

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Emergency Management Committee

20 September 2018

Local Emergency Management Committee Meeting Minutes
20 September 2018



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

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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 5:32pm.

2. ATTENDANCE

Voting Members:

Shire of Northam President
Shire of Northam Local Recovery Coordinator
Executive Manager Development Services
Community Emergency Services Manager
WA Police (Local Emergency Coordinator)
WA Police (Local Emergency Coordinator)
Department of Communities
Northam Regional Hospital

Chris Antonio
Chadd Hunt
Brendon Rutter
Geoff Dickson
Jamie Cresswell
Jo Spadaccini
Jennifer Lee at
3:06pm

Non-voting Members:

WA Police
Department of Primary Industries & Regional
Development
Australian Defence Force
St John Ambulance
Western Power

Roy George
Josh Smith at 3:05pm
Damian Powell
Neil Robinson
Brian Smith

2.1 APOLOGIES

Western Power

SEMC Secretariat
Main Roads WA Wheatbelt
Northam Airport
Department of Fire and Emergency Service
Public Health Nurse

Charlie Baxter
Nathan McMahan
Yvette Grigg
Gren Putland
Errol Croft
Colin Brown
Anne Foyer

3. DISCLOSURE OF INTERESTS

Nil.

Josh Smith entered the meeting at 3:05pm.

Jennifer Lee entered the meeting at 3:06pm.

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4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 15 MARCH 2018

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.41

Moved: Geoff Dickson

Seconded: Jennifer Lee

That the minutes of the Local Emergency Management Committee meeting held 15 March 2018 be confirmed as a true and correct record of that meeting.

CARRIED 7/0

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 March 2018.

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

Reports were provided as follows:

Northam Hospital

- Raised that the redevelopment has caused some issues.
- The Ambulance wing is due to open on 4 October 2018 with the Emergency Department and Theatre to be determined.
- Activity has been high in the Emergency Department.

Department of Primary Industries & Regional Development

- Raised that there have been a number of diseases they have been a number of pest, weeds and diseases.
- May become involved in the strawberries issue which is new to them as they have never dealt with sabotage of agriculture. Department of Health will likely take the lead as it is a public health issue and their role will be from an industry recovery point of view.

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- Discussed the Bush Fire Risk Management Program and the process being undertaken to identify land and reserves at risk. Once identified funding will be sourced to undertake work to manage the risk.
- Resource to Risk process is underway with the Brigades to identify the risks in their districts.

Wundowie Police

- Raised that there is a push to undertake exercises with other agencies, specifically for plane crash.

Northam Police

- Roy George was introduced as acting in Geoff Dickson's role, this was expected to be for a reasonable period of time until a permanent replacement has been recruited.
- Further discussed an exercise being undertaken and highlighted that a table top exercise was recently undertaken for the Balloon Championships.

Department of Defence

- Outlined that they are ready for the upcoming bush fire season.

Department of Communities – Child Protection & Family Support

- Advised that some desktop exercises with scenarios have been undertaken in Bruce Rock through the Local Government.
- Jo Spadaccini advised that she is being seconded to Perth. She is unsure who will be undertaking her role, however is likely that she will be 'floating' between these. An update will be provided once this is available.

Western Power

- Advised that it is business as usual.

St John Ambulance

- Raised that there is also a push for exercises with desktop exercises being undertaken annually.

5.2 Updates / Items for Discussion from Members

Nil.

5.2.1 Yongah Hill Detention Facility - Shire of Northam

The 2018 bushfire season is almost here, and with the recent incident at the Yongah Hill Detention Facility, Council staff believe that a review of the facilities emergency evacuation procedures should be undertaken should the facility

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become under threat of bush fire or other emergency that requires evacuation.

It is understood that the facility now holds predominantly 501 detainees, that are either visa over stayers, or individuals that are awaiting their appeals process after terms of incarceration. Council staff are requesting information from the facility managers SERCO of what procedures are in place should the facility need to be evacuated, and if so how and where will the evacuation take place.

In the event of a mass evacuation during a declared level 2 or 3 emergency, the community welfare centre closest to the facility would be the Shire of Northam Recreation centre.

With this also being the evacuation point for the general public, it is important to understand what protocols and procedures are in place for the protection of both the detainees and the members of the public, and also the personnel who will be running the evacuation centre.

Is there a documented procedure that would identify a management plan for this scenario?

Discussion

- It was raised that we were unable to get a response for a representative from the Yongah Hill Immigration Detention Centre to attend the meeting.
- It was discussed that it needs to be clarified in relation to whether they should be involved and the committee/organisations of this committee aware of the procedures and their involvement if an incident occurs.
- Advice was provided that it is understood that there are contingency plans in place however these were not provided.
- Discussed that efforts should be made to identify a contact and representative to attend these meetings.
- Discussion was held around whether evacuation would occur in an incident or if they would remain on site. It was raised that there is a large buffer zone and currently the ability to relocate within the complex (dependent on the incident).
- The Police confirmed that the Northam Police may initially respond and support with the Perth/State Police however is the responsibility of the Australian Federal Police (State provides support). It was raised that they assist to restore order however do not take control of the incident.
- Other agencies confirmed that support is provided as required.

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COMMITTEE DECISION

Minute No: LEMC.42

Moved: Geoff Dickson

Seconded: Jennifer Lee

That Council approach SERCO, Department of Border Protection and Department of Defence to undertake a desktop exercise for a bush fire incident at Yongah Hill Immigration Detention Centre and surrounds.

CARRIED 7/0

5.3 Correspondence

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 15 March 2018.

6. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

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8. SCHEDULED MEETINGS

Meeting schedule 2018:

15th	March	LEMC & LRCC
21st	June	LEMC & LRCC
20th	September	LEMC & LRCC
6th	December	LEMC & LRCC

It was raised that the December meeting would be a good opportunity to further discuss the exercises.

9. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 3:40pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 20 September 2018 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

12. OFFICER REPORTS

12.1 **CEO'S** Office

RECOMMENDATION

That Council raise agenda item 12.1.1 - Communications and Social Media Policy from the table.

12.1.1 Communications and Social Media Policy

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

BRIEF

For Council to consider adopting a Communications and Social Media Policy.

ATTACHMENTS

Attachment 1: Draft Communications and Social Media Policy.

BACKGROUND / DETAILS

This policy has been developed to provide a framework and guidance to Elected Members and staff in respect to communication and social media.

Social media use and misuse is becoming increasingly prevalent in the community, with Local Governments similarly experiencing increasing incidents where cyber communications negatively impact Local Government operations and governance as well as the health and safety of Elected Members and employees.

WALGA has provided a policy template which the recommended policy has been based upon.

This policy was presented to the Ordinary Council meeting held on 15 August 2018 where the matter was laid on the table. A workshop has since been held on 23 August 2018 for the draft policy where a number of Elected Members attended. Since the workshop, amendments have been made to the policy and these are marked accordingly to identify the changes since being presented to Council on 15 August 2018.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

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

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

- Implement systems and processes which deliver quality outcomes for our community;
- Improve community access to information to ensure they are able to be informed of our activities; and
- Encourage active community participation in our local government.

Financial / Resource Implications

Nil.

Legislative Compliance

Shire of Northam Standing Orders Local Law.

Local Government (Rules of Conduct) Regulations 2007.

State Records Act 2000 - SRC Standard 8 – Managing Digital Information.

Policy Implications

This policy would be associated with Council's Code of Conduct.

Stakeholder Engagement / Consultation

WALGA's resources/policy template has been finalised through feedback and advice from local governments.

The Shire of Northam has not undertaken any engagement or consultation in relation to the draft policy.

Risk Implications

There is currently no guidance in relation to communication and social media which increases the risk of negatively impacting the local government. This

policy would assist in maintaining good governance practices when communicating with the community and also minimise any potential risk.

OFFICER'S COMMENT

Given the significant increase of social media usage over past years and potential risks where communication may negatively impact local government operations and governance as well as the health and safety of Elected Members and employees, Officers are recommending that Council adopt a policy to provide some guidance around this area.

RECOMMENDATION

That Council adopt Policy G1.9 - Communications and Social Media Policy as presented in Attachment 1 of this report.

Attachment 1



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G1.9 Communications and Social Media Policy

GOVERNANCE

G1.9 Communications and Social Media Policy

<i>Responsible Department</i>	CEO Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	15/08/2018
<i>Next Scheduled Review</i>	2020
<i>Related Shire Documents</i>	Shire of Northam Standing Orders Local Law.
<i>Related Legislation</i>	<i>Local Government (Rules of Conduct) Regulations 2007.</i> <i>State Records Act 2000 - SRC Standard 8 – Managing Digital Information.</i>

OBJECTIVE

This policy establishes protocols for the Shire of Northam's official communications with our community to ensure the Shire of Northam is professionally and accurately represented and to maximise a positive public perception of the Shire of Northam.

SCOPE

This policy applies to:

1. Communications initiated or responded to by the Shire of Northam with our community; and
2. Council Members when making comment in either their Shire of Northam role or in a personal capacity.

POLICY

1. Official Communications

The purposes of the Shire of Northam's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Northam events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire of Northam.



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- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Northam's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire of Northam will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President and/or Chief Executive Officer, to promote specific Shire of Northam positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the Chief Executive Officer.

2. Speaking on behalf of the Shire of Northam

The Shire President is the official spokesperson for the Shire of Northam and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media. [s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President / Mayor is unavailable, the Deputy Shire President may act as the spokesperson. [s.2.9 and s.5.34 of the Local Government Act 1995]

The CEO may speak on behalf of the Shire of Northam, where authorised to do so by the Shire President. [s.5.41(f) of the Local Government Act 1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of the Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Northam. Elected Members commenting publicly are able to do so in accordance with Section 7 of this policy and once the Shire President has had the opportunity to speak on behalf of the Shire (if applicable). Reference should be made to reports within the Council agenda/minutes to ascertain whether an official media release will be issued for a particular matter prior to commenting publicly.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:



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- bring the Shire of Northam into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views,
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Northam.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3. Responding to Media Enquiries

All enquiries from the Media for an official Shire of Northam comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Northam.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below.

4. Website

The Shire of Northam will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

5. Social Media

The Shire of Northam uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Northam maintains the following Social Media accounts:

- Shire of Northam Facebook: www.facebook.com/shireofnortham
- Shire of Northam Instagram: www.instagram.com/shireofnortham
- Visit Northam Facebook: www.facebook.com/visitnortham
- Visit Northam Instagram: www.instagram.com/visitnortham
- Libraries Facebook: www.facebook.com/northamlibrary
- Rec Centre Facebook: www.facebook.com/northamrecreationcentre
- Pools Facebook:
www.facebook.com/search/top/?q=shire%20of%20northam%20aquatics



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- Shire Youtube:
https://www.youtube.com/channel/UC39z1LW_yJoHgX27vOnKOow
- Bilya Koort Boodja – Centre for Nyoongar Culture and Environmental Knowledge: www.facebook.com/bkbcentre

The Shire of Northam may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Northam will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire of Northam's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

SHIRE PRESIDENT SOCIAL MEDIA OFFICIAL ACCOUNTS

The Shire of Northam supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire of Northam accounts must not be used by the Shire President for personal communications.

USE OF SOCIAL MEDIA IN EMERGENCY MANAGEMENT AND RESPONSE

The Shire of Northam will use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook;



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- Instagram; and
- Twitter.

6. Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Northam, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. Personal Communications by Elected Members

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

COUNCIL MEMBER STATEMENTS ON SHIRE MATTERS

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Northam.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Northam.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of, copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;



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7. Not reflect adversely on the character or actions of another Council Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

12.1.2 Petition received at Council Forum Meeting held on 12 September 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	
Reporting Officer:	Jason Whiteaker Chief Executive Officer
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Officer Declaration of Interest:	Impartiality, the subject of the petition is linked to the performance of the Chief Executive Officer
Voting Requirement:	Simple Majority
Press release to be issued:	Yes

BRIEF

For Council to determine the action to take in relation to the petition which was received at the Council Forum meeting held 12 September 2018 and contained within the Forum Notes and minutes of the Ordinary Council meeting held on 19 September 2018.

ATTACHMENTS

Attachment 1: Community meeting minutes (provided as a separate attachment to this agenda and minutes).

Attachment 2: Petition.

BACKGROUND / DETAILS

A petition is a request for action from the community. It informs Council in a public way of the views of a section of the community and serves as a means of placing community concerns before Council.

A petition was presented by Brian Daniels on behalf of a number of community members at the Council Forum meeting held on 12 September 2018. The petition was against the Shire of Northam rate increase and the inadequate performance of the Shire of Northam in Bakers Hill, Wundowie, Clackline, Grass Valley and Spencers Brook.

At the Council Forum meeting, the Shire President accepted the petition as the Council is unable to formally receive a petition at a Forum meeting as it is not a decision making forum. It was advised at the Forum that a formal report will

be presented to Council to determine the course of action to take in relation to the matters raised within the petition.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6 Governance & Leadership

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objectives:

- Positive internal and external perceptions about the Shire of Northam;
- Foster a sense of community pride.

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

Objectives:

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

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

Objectives:

- Provide outstanding customer service;
- Ensure robust financial management;
- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Improve community access to information to ensure they are able to be informed of our activities;
- Encourage active community participation in our local government;
- Undertake our regulatory roles in a safe, open, accountable and respectful manner;

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

Objectives:

- Open, accountable and effective decision making;
- Be a valued member and leader in our regional context;
- Develop clear policy settings to guide our organisation and community;
- Ensure effective and well-utilised long term planning.

Financial / Resource Implications

Nil.

Legislative Compliance

The *Local Government Act 1995* and subsidiary legislation doesn't provide any guidelines in relation to dealing with petitions. Details around the requirements and process for petitions is commonly included within the local governments **Standing Orders Local Law**, however the Shire of Northam's **Standing Orders Local Law 2008** does not include guidelines in relation to petitions.

The Local Law has recently been subject to a review which will result in the local law being repealed and a new local law being made. The proposed new local law includes details relating to petitions however as this process is still underway, the draft local law cannot be enforced.

The petition itself covers a number of key areas, these include;

- Being against recent rate increases;
- Inadequate performance in Bakers Hill, Grass Valley, Wundowie, Clackline and Spencers Brook.
 - Citing that the residents in these areas receive limited or no benefit from the Shire other than rubbish pickups;
 - Citing roads in Bakers Hill and surrounding districts are in a deplorable state with large pot holes not being addressed and damaging vehicles
 - Non-existent and dangerous road verges
 - Issues with drainage in and around Bakers Hill, false promises being made at Community meetings and a lack of action being taken
 - Lack of confidence in the Shire CEO to perform his duties in a satisfactory and adequate manner, stating he should be taken to task to explain why he has chosen to increase rates with no intention of increasing services to Bakers Hill and other town sites within the Shire of Northam

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Nil.

Risk Implications

- Financial – Moderate

Petition is intimating that the rating methodology be adjusted back rural residential properties being rated on their unimproved value. This would represent a significant challenge for the Council and potentially result in a significant increase to rating within other segments of the community – or a reduction in Council expenditure to offset any lost revenue which would have a flow on loss of services.

- Health & Safety – Low

Element of risk in relation to the general issues raised, however not considered significant as they are 'general' in nature. In the event more specific condition related risks are identified (such as poor road condition), this would result in the level of risk being increase

Mitigation – Council has a robust system and process in place for recording, assessing and actioning specific concerns emanating from asset condition.

- Reputational – Moderate

The petition has already been publicised and it is evident that the group intend to further develop the public profile. This being the case there is a moderate risk of ongoing reputational damage.

Mitigation – Issues and claims need to be responded to appropriately, which is occurring as part of this report. Council would be advised to ensure that its view is being heard by the general community and that it responds appropriately to any claims against the Council. Council should engage with 'interest' groups such as this one to ensure a clear understanding of the issues raised, their validity and any expectations in terms of outcomes.

- Service interruption – High

The issues around drainage have caused a significant impact to the Councils general service delivery as a result of an increased focus and recent storm damage.

Mitigation – staff are cognisant of ensuring our resources are managed as effectively as possible and in line with Council expectations (established though asset management plans and budgets). Staff will continue to monitor.

- Compliance – Low

Council is compliant with its statutory obligations

Mitigation – matter has been reviewed internally to ensure compliance with Act and regulation requirements.

- Property – N/A
- Environmental – N/A

OFFICER'S COMMENT

The following information is provided to clarify the major issues being raised;

1. Recent rate increases;

Council approved a general 2.5% rate increase in the 2018/19 budget. This was 1% less than the increase identified in the Councils long term financial plan.

A change in method of valuation in some areas from UV to GRV has occurred and this has obviously created some angst in the community. However, these changes were to address anomalies within the rating system and were widely advertised to the community – and at that point in time, Council received minimal negative feedback. This decision was first made by Council in 2010, and then approved for final implementation by Council in 2015 (August 19, 2015).

To manage the increases for properties transitioning from UV to GRV, the Council resolved in July 2016 to phase the increases in over three years (2018 being the last increase).

2. Inadequate performance in Bakers Hill, Grass Valley, Wundowie, Clackline and Spencers Brook.
- a. Citing that residents in these areas receive limited or no benefit from the Shire other than rubbish pickups;

This notion is not supported.

Local Government rating is not developed on a fee for service basis. The rating system is structured around the capacity of an individual to pay, based on the framework provided for in the Local Government Act 1995. This framework requires rating to be established based on either gross rental value or unimproved value, these valuations are established independent of Council by the Valuer General. Council then establishes a rate in the dollar and applies this to the valuation.

There are a range of costs incurred by a local government which are required from a statutory perspective and hence individual ratepayers may feel they are not receiving a direct benefit.

In terms of the specific spend in the Bakers Hill/Wundowie area the following information sourced from the Councils current annual budget highlights the significant 'spend' in these area's;

• Bakers Hill Fire Shed	\$340,000
• Great Eastern Highway footpaths	\$118,000
• St George St footpath	\$22,000
• GE Highway contribution (general)	\$436,000
• Newman Street & Keane Street	\$163,000
• Bakers Hill Community fair	\$5,000
• WANDRA storm damage repairs (drainage)	\$1,000,000
• Bakers Hill carriage driving centre	\$5,000
• Bakers Hill Progress Assoc	\$6,600
• Clackline Progress	\$3,300
• Spencer Brook Progress	\$3,300
• Wundowie Progress	\$8,800
• Wundowie, Bakers Hill, Clackline Halls	\$52,895
• Wundowie Swimming Pool	\$150,000
• Bakers Hill & Wundowie Ovals	\$70,000
• Wundowie Oval buildings	\$38,000
• Grants to Wundowie & Bakers Hill groups	\$16,000
• Wundowie Basketball upgrade	\$80,000
• Wundowie Family space	\$50,000
• Wundowie Library	\$87,130
• Lobella Ave f/path	\$49,967
• Spencer brook Road	\$667,000
• Coates Road	\$270,000
TOTAL	\$3,638,692

(Note: the above it not presented as an exhaustive list, it is merely an indication of the commitment Council has to these areas. No consideration was given to general maintenance undertaken on roads, footpaths, or reserve).

- b. Citing roads in Bakers Hill and surrounding districts are in a deplorable state with large pot holes not being addressed and damaging vehicles

Not supported by recent staff inspections or results of biannual road condition assessment undertaken independently on behalf of the Shire of Northam).

- c. Non-existent and dangerous road verges

Difficult to respond to without specific detail. It is acknowledged that keeping on top of road verges throughout the entire Shire is

a challenge with over 1,500kms of verge in the Shire. In the rural areas, the Shire of Northam has however shown its commitment by increasing its staff resource and implementing a rural verge crew and a drainage crew for the first time.

- d. Issues with drainage in and around Bakers Hill, false promises being made at Community meetings and a lack of action being taken

Not supported. Attached are the minutes of each community meeting held in these areas. Every outcome or action identified in the meetings is recorded in the internal customer request system for action.

If this reference is being made in relation to drainage concerns in these areas, staff have always been very clear that to resolve the issues associated with drainage in some rural residential subdivisions would take a considerable period, given evidence suggests these issues have been in place for, in some cases, 25 years. The Council over the last 2-3 years, on being made aware of the concerns, has taken significant action and committed significant resources to address drainage concerns. This has also included corresponding with landowners in writing, through meeting and verbally.

After community meetings, staff correspond formally with progress associations to highlight the main points coming from the meeting. These notes are also placed on Councils website.

- e. Lack of confidence in the Shire CEO to perform his duties in a satisfactory and adequate manner, stating he should be taken to task to explain why he has chosen to increase rates with no intention of increasing services to Bakers Hill and other town sites within the Shire of Northam

It is not the Chief Executive Officers decision to increase or decrease rates, this is the responsibility of the Elected Council.

In relation to the services in Bakers Hill and other townsites, the notion that these areas are not being supported is not considered valid. This is evidenced with the expenditure outline provided above. In addition to this the Council, for the first time, is taking its Council meetings into these areas to provide greater access to Council decision making. The Council over the last three years has been holding biennial community meetings in these areas to hear concerns and garner input from these communities also. In

In addition, the Shire of Northam is now also providing opportunity for ratepayers to pay rates at the Wundowie Library, and for the first time in over 15 years the Council has been engaging with these communities to develop clear Community Plans, which are now guiding Councils budget decisions in these areas. As one, of many, outcomes of the Community plans the Shire of Northam is offering access to heavily subsidised public transport into Northam from these areas, as well as assisting Wundowie Progress Association with planning around a potential \$1.5m community space.

RECOMMENDATION

That Council responds to the petition by advising that;

1. Council acknowledges the significant increase in rates over the past three years for some 900 rural residential properties because of transitioning these properties from unimproved valuations to gross rental valuations;
2. Council will not be altering the current method of rating rural residential properties by their Gross Rental Value;
3. Council does not support the notion that the areas of Bakers Hill, Grass Valley, Wundowie, Clackline and Spencers Brook are not being supported.
4. Council encourages members of the community to register issues or work requests through the appropriate channel, being the Council customer request system (ICS).

Attachment 2

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

12TH SEPTEMBER 2018

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

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

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

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

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


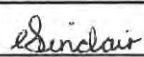

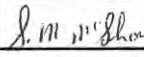
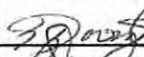
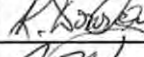




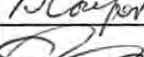
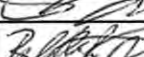
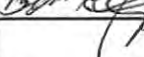








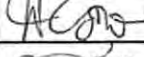
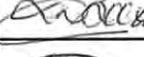
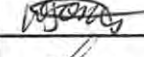


It is in our opinion that the Shire has not acted in the interests of the residents of the Shire, in particular to the problems of drainage in the town site of Bakers Hill and surrounding districts. Community meetings have been held which has only resulted in false promises being made with no action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

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

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Name	Address	Phone	Signature or Name	Email
L. FELSTEAD	60 MYDE DRIVE WUNDOWIE	0417244204	<i>L Felstead</i>	
A. Sikaloski	264 COATES ROAD WUNDOWIE		<i>A Sikaloski</i>	
C. Molloy	42 Iobelia Ave Wundowie	0477815907	<i>C Molloy</i>	
K. BOOTHBY	PO Box 486 WUNDOWIE	0439998399	<i>K Boothby</i>	
T. MAHONY	PO Box 3 WUNDOWIE		<i>T Mahony</i>	
K. Williams	78 HONEYCRES Wundowie	0498215233	<i>K Williams</i>	
A. Shannon	Coates Rd Bakers Hill		<i>A Shannon</i>	
S. B. ROOD	OLIVE RD WUNDOWIE	041793917	<i>S B Rood</i>	
H. Overall	67 Horea Crescent Wundowie	047571906	<i>H Overall</i>	
T. Rogers	84 Kinningan Rd Wundowie	0417986443	<i>T Rogers</i>	tanna.rogers@bigpond.com
S. CONE	Chowena Rd Wundowie	0420848546	<i>S Cone</i>	
A. CALVERT	18 ROBERTSON WUNDOWIE	083380698	<i>A Calvert</i>	
HAWKE	LOT 15 HAWKE AVENUE WUNDOWIE	0437156253	<i>Hawke</i>	hawke@westnet.com.au
K. Colton	14 Orchid Tce	0400488163	<i>K Colton</i>	
M. Ryan	152 Hawke Ave	95727131	<i>M Ryan</i>	
D. Feiga	31 Crowea Tce	04350340	<i>D Feiga</i>	
T. Carson	2 Fernside	042219644	<i>T Carson</i>	
B. C. BAKER	55 Red Bank Court Hill	95740775	<i>B C Baker</i>	
S. TINGLEY	1 LOBELIA AVE WUNDOWIE	0409077590	<i>S Tingley</i>	
N. QUINSICK	8 QUALUP Plc WUNDOWIE	95736575	<i>N Quinsick</i>	
D. BIRLUCCI	1072 BELLEVA RD WUNDOWIE	041122488	<i>D Birlucci</i>	
A. Hawser	36 St Georges St Bakers Hill	0419965995	<i>A Hawser</i>	
C. SHANNON	128 COATES RD BAKERS HILL		<i>C Shannon</i>	
JACKSON	TUGERAH BAKERS HILL	0400146660	<i>J Jackson</i>	

Name	Address	Phone	Signature or Name	Email
R. Bluntish	BAKERS Hill	0434197490	R. Bluntish	
N. Bluntish	Bakers Hill	041601382	N. Bluntish	
M. Bluntish	BAKERS Hill	0408943682	M. Bluntish	
P. Roberts	BAKERS Hill	0434893302	P. Roberts	
D. Galloway	WUNDOWIE	0419987009	D. Galloway	
D. Biglin	"	0417933097	D. Biglin	
L. Biglin	"	0407440573	L. Biglin	
C. Cairer	B. Hill	0407917610	C. Cairer	
P. Parsons	B. Hill	0432 262546	P. Parsons	
D. O'KULIE	WUNDOWIE	0895136388	D. O'KULIE	
R. JACKSON	BAKERS HILL	0417172382	R. JACKSON	
N. CUNNINGHAM	WUNDOWIE	0428025544	N. CUNNINGHAM	
K. Condon	B Hill	0408504399	K. Condon	
K. Dyson	Wundowie	0425685546	K. Dyson	
T. Kearney	Bakers Hill	0401062480	T. Kearney	
C. THORNTON	WUNDOWIE	0424055169	C. THORNTON	
K. TURNER	Bakers Hill	0417960292	K. Turner	km.turner@bigpond.com
S. METCALFE	WUNDOWIE	0429200389	S. METCALFE	
G. MURPHY	Wundowie	0438943216	G. MURPHY	
W. STEWART	BAKERS HILL	0402304771	W.S.	
P. Potts	WUNDOWIE	042044233	P. Potts	
J. Russell	Wundowie	95736289	J. Russell	
S. Pinner	Wundowie	0407249040	S. Pinner	
A. Carnegie Harding	Toodyay	0400989953	A. Carnegie Harding	

NAME	Address	Phone	Sign	Email
Sarah Jackson	82 O'driscoll St	0431427399		-
Emma Sinclair	27 Tamarillo Court	0438115082		-
RYAN BEKKERS	415 Weyibe Rise	0498785077		-
Susan McShane	155 Parliuv Road			
Gloria Doroszko	LOT 221 ALMOND AV	0407110451		
R. Doroszko	LOT 221 ALMOND AV	0456360880		
L. JOSE	34 TAMARILLO CRT	0438003525		LVXL@BIGPOND.COM.AU
T EBSARY	27 GREENWICH	0456301249		
K EBSARY	27 GREENWICH	0456301249		
KEW COVER	100 ALMOND HILL	0428831082		
B Couper	" "	" "		
A. Hawser	36 St George Street	0419065995		
B. Poulton	9 Yates Street, Bakers Hill	0432345179		Bridgette.poulton@gmail.com
A Poulton	9 YATES ST	95741387		
M. ENFANTZ	78 BERRY BLVD RD	0411078559		
M. Bond	78 BERRY BLVD RD	"		
S. BOTH	Lot 275 Greenwiche	0401420330		
G. BOTH	42 GREENWICH PLACE BAKERS HILL	0412000854		
R. Tilbrook	9 PROCHAMILLI	95741428		
C. Alexander	Leederville	0414262600		
L Cahill	33 Tamarillo Court	0400265917		
C. Hassler	157 GLENHILL ST	0457895552		
IAN ROBERT	19 JORDI RD BAKERS HILL	0419594770		
DAVE BEECH	LOT 355 GLENMORE DR BAKERS HILL	0416242846		
WENDY JONES	59 JOSE RD BAKERS HILL	0413800490		
Andrew Jones	59 JOSE RD BAKERS HILL	0411369072		

ANTHONY CAUNDWELL	102 JOSE ROAD	0422 836 495	<i>caundwell</i>	caundwellace@westnet.com.au
JEAN CAUNDWELL	102 JOSE Rd	042777 5653	J Caundwell	jcaundwell@live.com.au
C. ELLIS	203 ALMOND AVE	0438 212 373	<i>CEllis</i>	caroline.ellis@hotmail.com.au
Sandy Graham	322 Glenmore Drive	0417944309	<i>Sandy</i>	sandy.graham81@yahoo.com.au
Wade Graham	322 Glenmore Drive	0424 992 022	<i>Wade</i>	wadegraham83@yahoo.com.au
K. Ishemool	347 TAMMA Rd	047905665	<i>KIshemool</i>	kimbakeshilla@gmail.com
L. VAN DUNEN	165 OYSTER PAS	0417970103	<i>LVD</i>	
J. WILTSHIRE	186 ALMOND.	0447325442	<i>JWiltshire</i>	
L. WILTSHIRE	186 ALMOND AVE	0418958711	<i>LWiltshire</i>	
R. SMITH	85 ALMOND AVE	0400274110	<i>RSmith</i>	
PRUE A. JELLOW	91 KIMBERLEY CHACKLINE	0458577008	<i>Prue Jellow</i>	acdellow@bigpond.com
J. BURNS	72 BODEGGERO WAY WINDGATE	0439217482	<i>JBurns</i>	MRJBURNS@LIVE.COM
K. WRIGHT	352 Glenmore Drive Bakers Hill	0417020926	<i>KWright</i>	kieran706@netscape.net
S. HOLLEY	204 ALMOND AVE BAKERS HILL	0421374283	<i>S.Holley</i>	Shirleyholley@4athree.com.au
C. NEUD	256 Colton Rd Bakers Hill	0413360277	<i>CNeud</i>	cneud@unhcadelaide.com.au
E. HAINES	83 O'DRISCOLL ST BAKERS HILL	0418931500	<i>E.Haines</i>	elizabethjohnhaines@hotmail.com
N. FLINAGAN	28 BRIDGEMAN RD BAKER	0410026068	<i>N.Flinagan</i>	
I. BURRING	92 KINGSBURY RD BAKER HILL	0428467825	<i>I.Burring</i>	isaust@guail.com
E. GIBSON	169 OLD COACH RD CHACKLINE	0427741440	<i>E.Gibson</i>	lizmay101@gmail.com
Y. SCRIVENER	12 O'DRISCOLL ST BAKERS HILL	0417096839	<i>Y.Scrivener</i>	scriv3@bigpond.com
K. TURNER	PO Box 593 BAKERS HILL	0400040634	<i>KTurner</i>	paul.kristy@hotmail.com.au

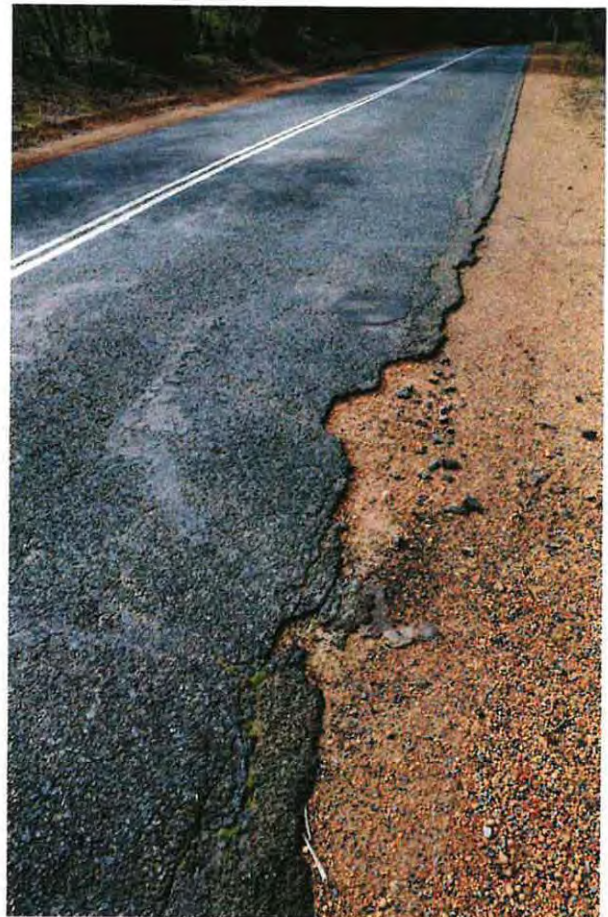
Name	Address	Phone	Signature or Name	Email
Joy Daniels	91, Jose Road Bakers Hill	041960474	<i>J Daniels</i>	danielsj@bdanda.com.au
M GINN	81 RED COURTE RD	0405476787	<i>M Ginn</i>	
B JONES	32 ODUSCOLL ST	0407478635	<i>B Jones</i>	REALSTEAL@MSW.COM
M MELLOR	127 TAMM RD B HILL	0457965314	<i>M Mellor</i>	band.ms@optusnet.com.au
R MELLOR	127 TAMM RD B HILL	0497965314	<i>R Mellor</i>	" " " "
REBECCA McEVOY	8 ST GONVING BAKERS HILL	0624655655	<i>Rebecca</i>	rebecca@gnail.com.au
DALE JUSTINE	13, JOSE RD BAKERS HILL	0433527469	<i>Dale</i>	dale.justine@northam.com
ANNIE JOE	23 ACCORDIA LAK BAKER HILL	0488794447	<i>Annie</i>	barianne1@gmail.com



COATES ROAD



HAWKE AVENUE



CORTES ROAD





GREEN GAGE



COATES ROAD

12.2 ENGINEERING SERVICES

Cr C R Antonio declared a "Proximity" interest in item 12.2.1 - RFT 5 of 2018 – Reinstatement/Repairs to Flood damaged Infrastructure as he is a Director of land owning company for 2 of the roads listed in the report. Antonio Road and Southern Brook Road.

12.2.1 RFT 5 of 2018 – Reinstatement/Repairs to Flood damaged Infrastructure

Address:	Various locations
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	8.2.9.1
Reporting Officer:	Nadeem Gul Projects Development Manager
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes

BRIEF

For the Council to consider tenders received in response to the Request for Tender 5 of 2018 – Reinstatement/Repairs to Flood Damaged Infrastructure. This report provides details of the tenders received. The evaluation for the tenders and recommendations are attached with this document.

ATTACHMENTS

Attachment 1: Evaluation Matrix (provided as a separate confidential attachment to this agenda/minutes).

BACKGROUND / DETAILS

Damage was sustained on various roads within Shire of Northam during a flood event from 29th of Jan 2017 till 1st of Feb 2017. An assessment of the damage was conducted between 24th Feb till 3rd Mar 2017 and WANDRRA Funding submission was signed off on 28th of Mar 2017. Since the flood the Shire's own resources have been fully committed to capital and maintenance works so it was not possible to carry out the reinstatement and repairs without contracting out the works. The work has to be completed and the claim submitted before

30th June 2019. Subsequently RFT 5 of 2018 was advertised for the reinstatement/repairs to following roads:

1. Antonio Road
2. Boramin Road
3. Carter Street
4. Christmas Road
5. De Castilla Road
6. Frenches Road
7. Grass Valley South Road
8. Jennapullin Road
9. Katrine Road
10. Leaver Road
11. Meenaar South Road
12. Muluckine Road
13. Parker Road
14. Peacock Road
15. Quamkadine Road
16. Richter Road
17. Southern Brook Road
18. Spencers Brook – York Road
19. Spencers Brook Road
20. Tank Road
21. Withers Street
22. Wongamine Road

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure and Service Delivery

Outcome 5.2: Environmental risks are proactively managed to minimise impact on residents.

Objectives:

- Focus on stormwater management in both urban and rural areas.

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

Objectives:

- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects;
- Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs;
- Maintain an efficient and safe regional road network.

Financial / Resource Implications

The works under this contract are externally funded by WANDRRA with subject to provision of requisite documentation for the claims. This requirement has been addressed in the tender for Contractors to provide financial and photographic evidence of the repairs and reinstatement completed under the contract. This documentation will provide the basis for the claims towards WANDRRA (funding authority) for each site.

A designated Project Manager (external) will be appointed to supervise the works. The cost for hiring the Project Manager is approved as part of the WANDRRA funding and will be part of claim.

Legislative Compliance

Section 3.57 of the Local Government Act 1995 requires "a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services".

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed.

Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

Stakeholder Engagement / Consultation

N/A.

Risk Implications

The major risk associated with this project is for the Contractor to deliver the required level of quality within the provided time frame. To mitigate the risk a designated project manager will be engaged to foresee day to day works and ensure timely delivery of project.

OFFICER'S COMMENT

In response to the advertised tender seven (7) submissions were received from the following tenderers:

1. Road Contractors
2. Palmer Civil
3. WCP Civil
4. River Hill Contracting
5. All Earth Group
6. BCP Contractors
7. Avon Valley Contractors (Late submission – not assessed)

These submissions are assessed against the following pre-determined criteria's:

Compliance Criteria:

- Compliance with the conditions in the request;
- Compliance with Specification;
- Intent to Sub-Contract;
- Quality assurance;
- Occupational Health and Safety requirements;

Qualitative Criteria (Scored):

- | | |
|------------------------------|-----|
| • Pricing | 50% |
| • Relevant Experience | 25% |
| • Timeliness of Delivery | 15% |
| • Safety and Risk Management | 10% |

The assessment determined ranking of tenders to be as follows (in order of preference)

- | | |
|-----------------|------------------------|
| 1 st | Palmer Civil |
| 2 nd | River Hill Contracting |
| 3 rd | Road Contractors |
| 4 th | BCP Contractors |
| 5 th | WCP Civil |
| 6 th | All Earth Group |

Based on assessment the works are to be awarded to Palmer Civil for

Total value of works = \$824,183.00

Avon Valley Contractors submission was received late and therefore could not be evaluated due to this reason.

RECOMMENDATION

That Council:

1. Award Tender 5 of 2018 to Palmer Civil for the reinstatement/repairs to Flood damaged infrastructure - contract value of \$824,183.00 ex. GST;
2. Engages an independent contract manager to oversee the works, to be funded through WANDDRA; and
3. Authorise the Chief Executive Officer to approve contract variations within 10% or \$20,000.

12.3 DEVELOPMENT SERVICES

12.3.1 Request to Initiate Road Name Change Request – ‘Christmas Road’ Grass Valley to ‘Christmass Road’

Address:	Christmas Road, Grass Valley / Muluckine
Owner:	N/A
Applicant:	Mr. Paul Christmass
File Reference:	6.1.1.61
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager of Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

Council is requested to consider initiating a road name change request of ‘Christmas Road’ to ‘Christmass Road’ in Grass Valley by Mr. Paul Christmass. The request is made due to personal and historical association of the family name as early settlers within the District. (Attachment 1).

‘Christmas Road’ Grass Valley and ‘Christmass Street’ Northam are both discussed in this report due to naming conventions of the Geographic Names Committee and the implications the similar naming has on Council’s decision.

ATTACHMENTS

- Attachment 1: Letter of Request to CEO.
- Attachment 2: Christmas Road Name Approval (GNC Record & Map).
- Attachment 3: Christmass Street Name Approval (GNC Record & Map).
- Attachment 4: Approved Names List – 1975.

BACKGROUND / DETAILS

Past Approval History:

Date	Matter/Determination
29/9/1961	‘Christmass Street’ approved in the Northam Townsite (Attachment 3)

<p><<< TO 20/10/1975</p>	<p>Nomenclature Advisory Committee conducted Local Government consultation to consolidate a database of Western Australia's approved road names.</p> <p>Documentation was noted to have been provided to Shire of Northam (fmr) to ensure corrections for names occur.</p> <p>Spelling of Christmas Road, Grass Valley confirmed (no modifications were made to particular road name). (Attachment 4)</p>
<p>23/10/1975</p>	<p>Shire of Northam (fmr) Road Names approved (including Christmas Road).</p> <p>Local Government made no changes and the name was brought for approval by the Secretary of the Nomenclature Advisory Committee, and approved, by the 'Minister for Lands' (Attachment 2 & 4)</p>

Present History:

Date	Matter/Determination
16/10/2009	Letter provided to Shire querying 'Christmas Road' signage. Response was provided noting that this was indeed the correct road name as 'Christmas Road' rather than 'Christmass Road'.
22/8/2014	ICS8079 – Scanlan Surveys queried a road sign on 'Christmas Road' as needing to be corrected to 'Christmass'.
11//9/2014	ICS8079 – New signage was ordered for/as 'Christmas Road', being the correct road name and installed on the 17/9/2014.
30/8/2017	Landgate (GNC) contacts the Shire to advise that there appears to be incorrect usage of 'Christmass Road' rather than the approved 'Christmas Road'. Great Eastern Highway/Christmas Road sign was noted as correct with an error at the Muluckine Road/Christmas Road interface. Item provided to Engineering & Works for rectification and hence rectified.
25/6/2018	Paul Christmass made initial enquiry with the Shire and Councillors. Item referred to Engineering & Works.
6/9/2018	Request For Council to Consider Road Name Change request received.

Note

- 'Christmas Road' Grass Valley has been approved in its current form for 43 years.
- 'Christmass Street' Northam has been approved in its current form for 57 years.

CONSIDERATIONS

Strategic Community Plan

Theme Area: 4 – Environment & Heritage

- Outcome: 4.1 – The Shire of Northam is visually pleasing and easy to find your way around.
- Objective: Information and way finding signage is clear, visible and easy to find.

Theme Area: 6 – Governance & Leadership

- Outcome: 6.2 – Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.
- Objective: Complaints are heard and resolved transparently.

Financial / Resource Implications

There are no direct financial and/or resource implications for the Shire of the recommendations of this report other than staff time and minor costs associated with any street furniture changes.

Legislative Compliance

The proposal does not comply with the 'Policies and Standards for Geographical Naming in Western Australia' (Geographic Names Committee (GNC)/Landgate):

SECTION	ASSESSMENT
<p>2.3 Name Duplication</p> <p>There shall be no road name duplication within a local government, regardless of any differences of road types.</p>	<ul style="list-style-type: none"> • The proposal is inconsistent with the Policies and Standards of the GNC, as 'Christmass Street' is an approved and gazetted road in Northam Townsite. (INCONSISTENT) • The GNC is very clear that road type is not an appropriate separator for similar road names. (INCONSISTENT)
<p>2.3.1 Existing duplicated or similar sounding names Road names submitted for approval cannot be:</p> <ul style="list-style-type: none"> • homonymous, for example similar in spelling to an existing road name • similar in sound to an existing road name • in the same locality as an existing road name 	<p>The proposal is:</p> <ul style="list-style-type: none"> • Similar in spelling to an existing road name within the Local Government. (INCONSISTENT) • Similar in sound to an existing road name within the Local Government. (INCONSISTENT)

<ul style="list-style-type: none"> • in an adjoining locality • in the same local government area • duplicated more than six times in the metropolitan area, three north and three south of the Swan River • duplicated more than 15 times within Western Australia • less than 10km from the existing duplication in the metropolitan area • less than 50km from an existing duplication in rural areas. <p>These exclusions shall also apply to similar sounding or written names, and to those within similar sounding localities even if they are more than 10km away.</p>	<ul style="list-style-type: none"> • Less than 50km from an existing road name duplication in a rural area. (INCONSISTENT) • Less than 10km from an existing road name duplication from an urban area. (INCONSISTENT) • In an adjoining locality (Northam adjoins Muluckine geographic boundary). (INCONSISTENT) • Is located in the same local government as an existing approved road name (Christmass Street, Northam). (INCONSISTENT) <p>The proposal does not:</p> <ul style="list-style-type: none"> • Appear to be duplicated more than 15 times within Western Australia. (COMPLIES) • Appear to be located in the same locality as an existing road name (The locality contains a gazetted but unconstructed Christmas Road North to the North of Great Eastern Highway/Christmas Road intersection). (COMPLIES)
<p>2.4 Naming Amendments</p> <p>Road names are intended to be enduring. The renaming of any road is discouraged unless there are good reasons for a change of name.</p> <p>Reasons that may be considered in support of a name change are:</p> <ul style="list-style-type: none"> • redesign of a road layout • changed traffic flow • mail delivery problems • the misspelling of a name in the original application • name duplication issues • property street addressing issues. 	<p>Christmas Road has been approved according to the Geographic Names Committee Records as of 1975. The road renaming is counterintuitive:</p> <p>It would correct a misspelling of 'Christmas Road' to 'Christmass Road'. This would be consistent to support a road name change and in line with the consultation conducted with the Grass Valley Progress Association. However, the road name change would trigger a name duplication with 'Christmass Street' in the Northam Townsite to which as per 2.3.1, would not be supported.</p>
<p>2.4 Continued - Where a change to the name of a road is proposed, the new name selected shall conform to</p>	<p>The proposal does not conform to road naming standards due to conflict with 2.3.</p>

<i>all the necessary naming policies and standards.</i>	
<i>2.4 Continued - For regional roads the change of name must have broad community support, and for local roads, there must be majority support from the affected land owners and residents.</i>	Christmas Road (Access Road – MRWA Designation). Majority support required from affected landowners and residents.
<i>2.4 Continued - The requirements of emergency service responders for clear, unambiguous road naming shall also be a consideration.</i>	It is difficult to provide a professional review of this matter, given that both 'Christmas Road' and 'Christmass Street' are existing. The change to 'Christmass Road' would provide a duplication of the spelling, which while for local emergency responders may not be of particular concern, switchboard operators or non-local emergency services personnel may be affected. Simple queries like it is on 'Christmass' are an example of this, but Councils bearing on this particular matter should be limited due to the existing similar sound duplication.
<i>2.4 Continued - Proposals normally require the support of local government, but the Minister is the final authority in all such matters.</i>	The request seeks the Local Governments support.
<i>2.4 Continued - Submissions for road name changes deemed to be non-essential or unnecessary shall incur a service charge.</i>	Advice from the Geographic Names Committee received, a service charge shall be payable by the Local Government for initiating the request.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Preliminary consultation has been undertaken by Officers with the Geographic Names Committee. Public consultation for the purpose of a road name change request must be conducted to the residents, businesses and ratepayers of lots affected, and this would occur should Council wish to proceed with the road renaming request.

Officers have consulted with Randle Beavis of the Grass Valley Progress Association, and the name 'Christmass' has historical importance as a family

of initial settlers of the Grass Valley/Muluckine area. It is noted that it was highly likely that the road was named prior to 1975 as 'Christmass', which would suggest the naming of the road was made in response to the 'Christmass' family as settlers from the Swan River Colony Establishment in the local area. The name 'Christmass' would therefore bear relevance in a historical context. There is a strong likelihood the road was named with the family name spelling ('Christmass') as early settlers in Grass Valley, and incorrectly recorded with the spelling of 'Christmas' before being approved as recorded in the 1975 approval as 'Christmas Road'.

Risk Implications

There is the risk that should the proposal to consider the road-renaming proceed, there is no guarantee it would be approved by the Geographic Names Committee. Road names when approved are to be enduring, hence why name modifications are only considered in specific circumstances (2.4 – Name Amendments).

GPS Units (Handheld/Vehicle Mount/Field Survey), Assisted-GPS (Mapping), Government Databases, Utility Providers, Online Mapping utilise 'Christmas Road', and an update to the address would also require all users of address data to update this information (if possible/non-cost prohibitive) to ensure data validity and therefore dataset integrity.

Road name changes have a societal (information interpretation, historical interpretation) and economic impact (road name/address data integration), and this must be carefully considered.

OFFICER'S COMMENT

The difficulty as explained by the Geographic Names Committee is that road names are expected to be enduring and it has been approved (since 1975) as 'Christmas Road' for 43 years and 'Christmass Street' has been approved for 57 years.

Whilst the grounds for the request is understood, staff consider it is unlikely that the change will be approved (on technical grounds being that it does not comply with the majority of key criteria considered by the Geographic Names Committee) and the historical association with the road name is supported.

Should Council initiate the request, the following steps would need to be undertaken:

1. A formal request is made in writing to consider changing the road name from 'Christmas Road' to 'Christmass Road'. A resolution of Council in the affirmative would initiate the consultation process.

2. Consultation with those directly affected is undertaken, including letters and a survey to assess community support of the proposal, which is also considered by Landgate. It must be demonstrated that those residents affected by the proposed road name change support the proposal.
3. The matter is returned to Council for consideration, and where a decision is made by Council in the affirmative is then supplied with relevant information to Landgate (Geographic Names Committee) for consideration. Council may be required to pay a fee in making the application for change of road name as the Geographic Names Committee may consider such an application to be an unnecessary road name change.
4. Landgate (Geographic Names Committee) will consider the proposal and assess this against its Geographic Names Policy.
5. Landgate may approve or refuse the road naming proposal presented by Council based on the assessment of the proposal as per their guidelines.

RECOMMENDATION

That Council request the Geographic Names Committee to rename **“Christmas Road” to “Christmass Road” recognising the historical association** of the name to that road and locality, including consultation with affected parties as highlighted within this report.

Attachment 1

6th September 2018

**Jason Whiteaker
Chief Executive Officer
Shire of Northam**

Hi Jason,

I am writing this letter as a request for the consideration of Council to change the spelling of *Christmas Road* in Grass Valley.

Recently discussed with Northam Planning Office, I believe this road has had the incorrect spelling since 20th October 1975 when it was approved to be spelt as such with one *S*.

My understanding that this road was named back in the day as tribute to the Christmass family that had settled and pioneered farming in the Grass Valley area.

My heritage of pioneer farming in the Grass Valley dates back over 100 years and I believe that is why the road naming was to be as such, with our old family farm being on that road, unless I am mistaken.

Growing up in Northam the road in question was always sign posted as *Christmass Road* and was unique.



To my amazement, during a visit back to Northam a few months ago, I decided to go for a drive around old areas to reminisce, and was shocked to see new signage with the road name spelt as *Christmas Rd*

I made a request to Shire of Northam back in June of this year, and was promptly given a reference number (ICS78977) for what my understanding was for the rectification of spelling of signage.

After phone calls over the past few months to check on up-date, I had a response from your Planning Office out-lining the spelling was indeed correct as *Christmas Rd*

As I have stated earlier in this letter of my heritage to this area, I believe this spelling to be incorrect.

My request to Council is not for the name changing of signage but one of correcting spelling to signage.

Our Christmass family is one proud of the Northam region, with past being Shire Members, Business Managers and Business Owners.

This is our family heritage and history, one I do not want lost because of spelling.

I would appreciate an endorsement from Council for this request to proceed with the road name in Grass Valley to be corrected to *Christmass Rd*

I understand that there will a process with Landgate in regards to the Geographic Naming Policy but I hope that with their understanding for local history, my request may be granted.

Regards,
Paul Christmass



Attachment 2



GEONOMA Enquiry Details

Main Details:

Full Name	Christmas
Road Type	Road (RD)
Road Suffix	
Feature Class	Public Road (ROAD)
Date Approved	23-OCT-1975
Date Archived	** none specified **
Date Recorded	** none specified **
Name Type	Approved Name (C)
Security Class	Complete Access (C)
Derivation Code	** none specified **
Feature Number	100087385
Name Id	87385

Location Details:

Northam, Shire of (6730)	Grass Valley (LOCB)
Northam, Shire of (6730)	Muluckine (LOCB)

Map References:

2234 1 SW

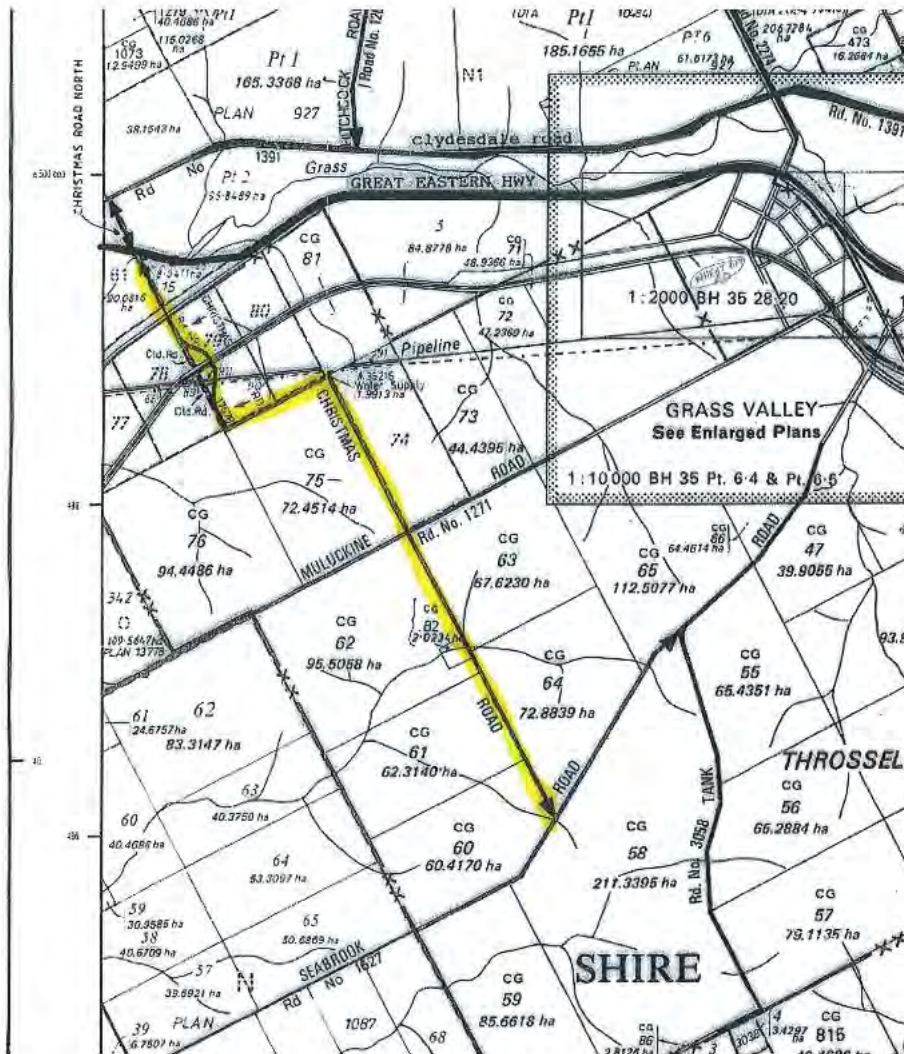
Y

Display Name:

Christmas

Origins and History:

** NO ORIGINS **



Attachment 3



GEONOMA Enquiry Details

Main Details:

Full Name	Christmass
Road Type	Street (ST)
Road Suffix	
Feature Class	Public Road (ROAD)
Date Approved	29-SEP-1961
Date Archived	** none specified **
Date Recorded	** none specified **
Name Type	Approved Name (C)
Security Class	Complete Access (C)
Derivation Code	** none specified **
Feature Number	100087228
Name Id	87228

Location Details:

Northam, Shire of (6730) Northam (LOCB)

Map References:

BH35/21.18

Y

Display Name:

Christmass

Origins and History:

**** NO ORIGINS ****

7th March, 1961.
2054/18V.2


Clerk,
Municipality of Northam,
NORTHAM.

Dear Sir,

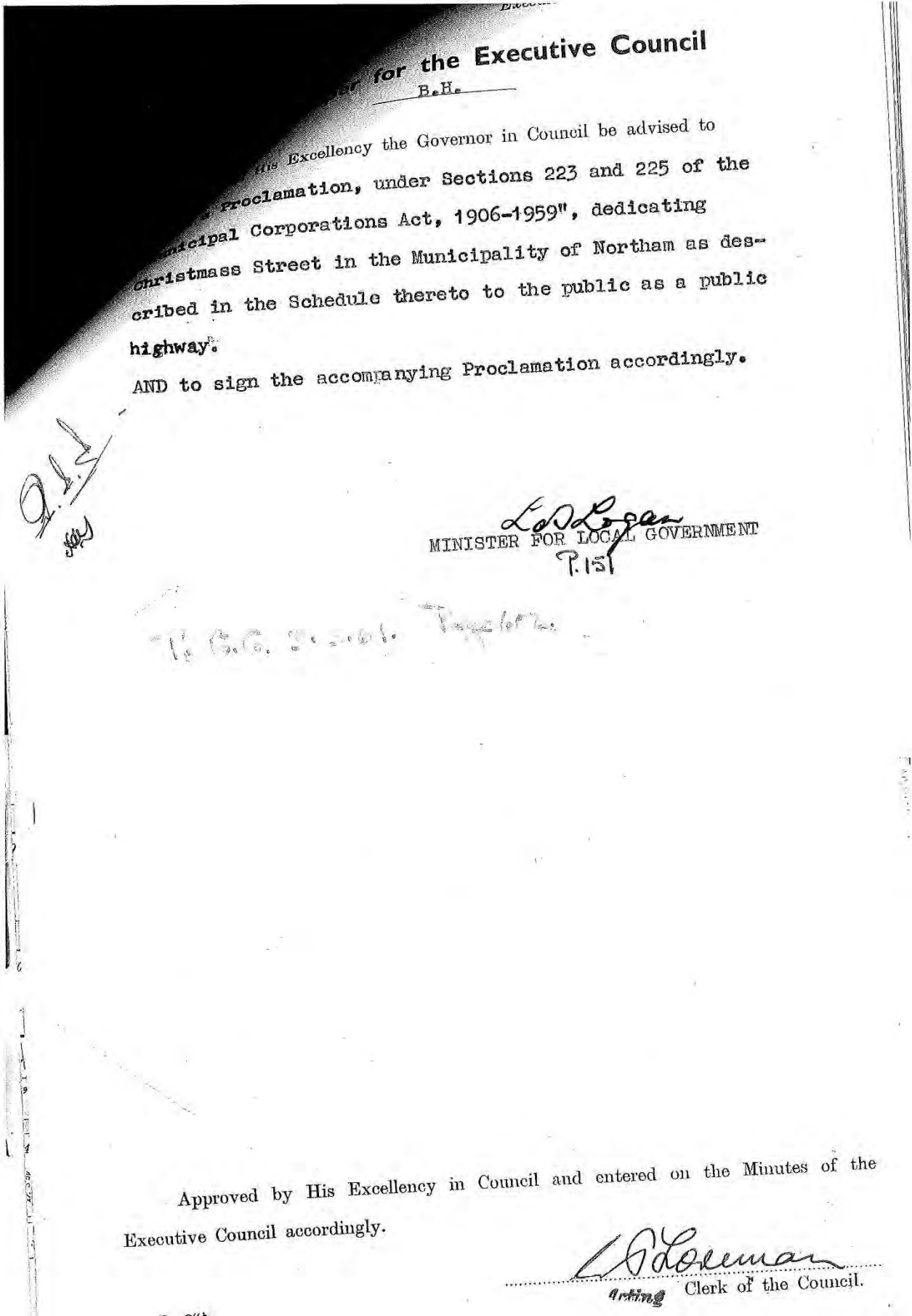
Dedication of Christmass Street.

With regard to your letter of 9th January 1961 (your reference 51/1) previously acknowledged, I enclose an extract from the Government Gazette of 3rd March 1961 containing a Proclamation dedicating the above mentioned street as a public highway.

Yours faithfully,



FOR: UNDER SECRETARY FOR LANDS.



Approved by His Excellency in Council and entered on the Minutes of the Executive Council accordingly.

A. Roseman
Clerk of the Council.



Attachment 4

SURVEYOR GENERAL
AND CHAIRMAN,
NOMENCLATURE ADVISORY COMMITTEE

1. A full investigation into the road system and names applicable to the Shire of Northam has now been completed details of which are set upon Miscellaneous Plan No. 80 registered in the Plan Room.
2. Your formal approval is requested for those names listed alphabetically at pages 63 and 64 herein so that the necessary gazettal action may be undertaken.

A. Sibley
SECRETARY,
NOMENCLATURE ADVISORY COMMITTEE

October 20, 1975.
MKS.

RECORDED
John Gwynne
BY ORDER OF THE MINISTER FOR LANDS
23. 10. 75.

Mr Sibley,

Copies of mini plans have been obtained and distributed to the appropriate authorities. Gazette cards have been filed. We can now be passed to RVR for the necessary gazettal action.

Apprentice
24/10/75

Road Names within the Shire of NORTHAM as shown on
Miscellaneous Plan 801
as at

	NAME	LITHO	COORD
<i>Allen</i>	ACKLAND ROAD ✓	2 A/40	B2
<i>Allen</i>	ANDERSON ROAD ✓	2 A/40	B1
①	ASHMAN ROAD ✓	2 A/40	B1
	BAKERS HILL ROAD ✓	TOODYAY 40 SHEET 4	49.76
	BEERING ROAD ✓	NORTHAM 40 SHEET 1	B2 C2
	BERRY BROW ROAD ✓	2 A/40	B1
	BORAMIN ROAD ✓	NORTHAM 40 SHEET 4	D3 D4
	BUCKLAND ROAD ✓	NORTHAM 40 SHEET 1	B1
	BUNYIP ROAD ✓	2 A/40	A2
*	BURGES ROAD ✓	NORTHAM 40 SHEET 4	E3
	BURMA ROAD ✓	2 A/40	A1
	BUSHELL ROAD ✓	NORTHAM 40 SHEET 1	C2
	CARLIN ROAD ✓	TOODYAY 40 SHEET 4	46 75
	CASTILLA ROAD DECASTILLA RD.	2 A/40	C1
	CARTERS ROAD ✓	NORTHAM 40 SHEET 4	D4
*	CARTERS ROAD ✓	NORTHAM 40 SHEET 4	D3
	CHEDARING ROAD ✓	2 A/40	A1
	CHINGANNING ROAD ✓	2 A/40	A2
	CHITIBIN SLIDING ROAD	NORTHAM 40 SHEET 1	C1
	CHRISTMAS ROAD ✓	NORTHAM 40 SHEET 4	D3
8.	CLACKLINE - SPENCERS BROOK ROAD	NORTHAM 40 SHEET 3	A4 B3
	CLACKLINE - TOODYAY ROAD ✓	NORTHAM 40 SHEET 3	A4
	COATES ROAD ✓	2 A/40	A1
	COBB ROAD ✓	2 D/40	A3 B3
	COLGONGINE ROAD ✓	2 A/40	B2
7.	GOROLIN - MOKLINE ROAD	2 A/40	C1
	CROWE ROAD ✓	TOODYAY 40 SHEET 4	42 74
	DOUGLAS ROAD ✓	2 A/40	A1
	DOYS ROAD ✓	2 A/40	A2
*	DUCK POOL ROAD ✓	NORTHAM 40 SHEET 4	E4
	DUDLEY ROAD ✓	NORTHAM 40 SHEET 2	D2
	FERNIE ROAD ✓	TOODYAY 40 SHEET 4	40 76
②	FRENCHES SLIDING ROAD	NORTHAM 40 SHEET 1	B2 C1
	GOLF LINKS ROAD ✓	TOODYAY 40 SHEET 4	37 75
	GOODS ROAD ✓	2 D/40	A3 B3
*	GOONGOON ROAD ✓	NORTHAM 40 SHEET 4	51 42
5.	GRASS VALLEY - JENNAPULLEN ROAD	NORTHAM 40 SHEET 2	D1 D2
*	GRASS VALLEY ROAD SOUTH ✓	NORTHAM 40 SHEET 4	D3 E4
4.	GRASS VALLEY - SOUTHERN BROOK ROAD	NORTHAM 40 SHEET 2	D1 D2
	GREAT EASTERN HIGHWAY ✓	NORTHAM 40 SHEET 3	A4 C3
	GREAT SOUTHERN HIGHWAY ✓	2 A/40	A2 C2
<i>Harvey</i>	HABGOOD ROAD ✓	NORTHAM 40 SHEET 1	C1 C2
<i>Harvey</i>	HADDRILL ROAD ✓	NORTHAM 40 SHEET 1	B1
*	HAMERSLEY ROAD (Shire of Underdoin) ✓	NORTHAM 40 SHEET 4	F4
	HAWKES AVENUE ✓	2 A/40	A1
	HEPBURN ROAD ✓	2 A/40	B2
	HILL ROAD ✓	2 A/40	B1
	HITCHCOCK ROAD ✓	NORTHAM 40 SHEET 2	D2
	INKPEN ROAD ✓	2 A/40	A1 B2
	IRISHTOWN ROAD ✓	NORTHAM 40 SHEET 1	B2
*	IRISHTOWN - TOODYAY ROAD	NORTHAM 40 SHEET 1	A2 B2
	JOSE ROAD ✓	TOODYAY 40 SHEET 4	45 73
3.	*DUMBARTON - IRISHTOWN ROAD		
①	ANTONIO ROAD	NORTHAM 40 SHEET 2	E1
②	FOX ROAD	NORTHAM 40 SHEET 3	B 34

- 2 -

NAME	LITHO	COORD
KATRINE ROAD ✓	NORTHAM 40 SHEET 3	A3 B3
KIRBY ROAD ✓ MOORE ROAD.	NORTHAM 40 SHEET 2	E2
LEAVER ROAD ✓	2 A/40	C1
LEEMING ROAD ✓	NORTHAM 40 SHEET 2	D4
* LEEMING ROAD ✓	NORTHAM 40 SHEET 4	D3
LINLEY VALLEY ROAD ✓	2 A/40	A1
* MARWICK ROAD ✓	NORTHAM 40 SHEET 4	E3
MCMANUS ROAD ✓	NORTHAM 40 SHEET 2	D1 E1
MCPHERSON ROAD ✓	NORTHAM 40 SHEET 1	B1
MEENAAR - SOUTHERN BROOK ROAD ✓	NORTHAM 40 SHEET 2	E1 E2
<i>G</i> <i>MEENAAR ROAD</i>	* MULUCKINE ROAD ✓	NORTHAM 40 SHEET 4
	NGANGURING ROAD ✓	2 A/40
	NORTHAM - PITHARA ROAD ✓	NORTHAM 40 SHEET 1
	NORTHAM - TOODYAY ROAD ✓	NORTHAM 40 SHEET 3
	✓ NORTHAM - YORK ROAD ✓	NORTHAM 40 SHEET 3
	OLIVE ROAD ✓	2 A/40
	OWEN ROAD ✓	2 D/40
	OYSTON ROAD ✓	2 A/40
	* PARKER ROAD ✓	NORTHAM 40 SHEET 4
	PEACOCK ROAD ✓	NORTHAM 40 SHEET 4
	* QUAMKADINE ROAD ✓	NORTHAM 40 SHEET 4
	✓ QUELLINGTON ROAD ✓	2 B/40
	REFRACTORY ROAD ✓	TOODYAY 40 SHEET 4
	* RICHTER ROAD ✓	NORTHAM 40 SHEET 4
	ROCKVALE ROAD ✓	NORTHAM 40 SHEET 2
	SCOTT ROAD ✓	NORTHAM 40 SHEET 2
	SEABROOK ROAD ✓	NORTHAM 40 SHEET 4
	SMITH ROAD ✓	NORTHAM 40 SHEET 3
	* SNOOKE ROAD ✓	NORTHAM 40 SHEET 4
	SPENCERS BROOK - YORK ROAD ✓	NORTHAM 40 SHEET 3
	SOUTHERN BROOK ROAD ✓	NORTHAM 40 SHEET 2
	STATION ROAD ✓	2 A/40
	TALBOT ROAD WEST ✓	2 A/40
	* TANK ROAD ✓	NORTHAM 40 SHEET 4
	TIGHE ROAD ✓	NORTHAM 40 SHEET 3
	TRIMMER ROAD ✓	NORTHAM 40 SHEET 3
	TURKEY FARM ROAD ✓	2 A/40
	VINEYARD ROAD ✓	2 A/40
	WAMBYN ROAD ✓	2 A/40
	WARIIN ROAD ✓	2 A/40
	* WELLS ROAD ✓	NORTHAM 40 SHEET 4
	WERRIBEE ROAD ✓	2 A/40
	* WHEAT BIN ROAD ✓	NORTHAM 40 SHEET 4
	WONGAMINE ROAD ✓	NORTHAM 40 SHEET 1
	WOOTATING ROAD ✓	2 A/40
	WUNDABINIRING ROAD ✓	2 A/40
	YARRA ROAD ✓	2 A/40
	YARRAMONY ROAD ✓	NORTHAM 40 SHEET 1
	YURING ROAD ✓	2 A/40
	* MINNEY ROAD	NORTHAM 40 SHEET 2
6. MEENAAR ROAD	NORTHAM 40 SHT 2	E1 E2
7. MOKINE ROAD	2A/40.	C1
8. SPENCERS BROOK ROAD	NORTHAM 40 SHT. 3.	A4 B3.
BROOKLYN ROAD	NORTHAM 40 SHT. 2	D.2
DWYER ROAD	" " " "	E.2
PATERSON ROAD	" " " "	E.2

12.3.2 Development of a Transfer Station and Tip Shop at Old Quarry Road Waste Management Facility

Address:	Old Quarry Road Waste Management Facility
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	4.1.1.4
Reporting Officer:	Carmen Sadleir Manager Health and Environment
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple
Press release to be issued:	No

BRIEF

Council is requested to consider the business case for the development for a Transfer Station and Tip Shop at the Old Quarry Road Waste Management Facility.

ATTACHMENTS

- Attachment 1: Scope of Works for Transfer Station and Tip Shop from Consultant IW Project (Ian Watkins)
- Concept Site Layout
 - Facility Capital Cost Estimate
 - Facility Operating Cost Estimate

BACKGROUND / DETAILS

Council at its Ordinary Meeting on 17 May 2017 endorsed the Old Quarry Road Waste Management Facility Plan 2016 and also requested that the CEO investigate costs associated with improving the recycling area and the potential development of a tip shop at the premises.

The transfer station aspect of the proposed development has been included in the business case due to the many safety issues present with the general public accessing the tip face directly, whilst substantial earth moving machinery is within close proximity.

The Shire of Northam engaged IW Projects to undertake a business case for the development of both a transfer station and tip shop including, construction

and operation costings, a basic concept plan and various operating scenarios.

A brief discussion was held at the Strategic Council meeting held on 22 August 2018 which has resulted in this report being prepared for Council consideration.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage

Outcome: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objective: Sustainable waste management with the aim of reducing and reusing waste effectively.

Old Quarry Road Facility Management Plan

Proposed Implantation Schedule 2018/2019

No.	Activity Implementation Solution
5	Consider the development of an improved recycling area and programs (hazardous household waste, tip shop, transfer station etc.).

Strategic Waste Minimisation Plan 2015-2020 – Avon Regional Organisation of Council

Proposed Plan Activity Table

No.	Activity	Implementation Solution
18	Increase opportunities for recycling drop off	Develop a transfer station with recyclable disposal options and prevent direct access the landfill face to encourage active recycling.
20	Develop/improve tip shop facilities	Develop a tip shop to encourage recycling and reuse.

Financial / Resource Implications

Attachments 2 and 3 of business case undertaken by IW Projects demonstrate costings for both the construction and management of the proposed tip shop and transfer station areas.

Option 2: Community Operation identified in Attachment 3 Transfer Station and Tip Shop Cost Estimate - Annual Operating Costs, is considered to roughly cover the cost of the proposed operation. These costs need to be verified including the Shire Staff and Management as this may be considered to be underestimated.

Funds from the Refuse Site Reserve of up to \$40,000 will be required to progress the transfer station and tip shop to the next phase. These funds will allow for detailed costings for design, construction and management of the tip shop and transfer station.

Funding opportunities may be available through entities such as the Waste Authority of Western Australia which can be investigated further by staff.

The Refuse site reserve is proposed to have a balance of \$666,139 at the end of the current financial year.

Legislative Compliance

The Old Quarry Road Waste Management Facility is licenced under the Environmental Protection Regulations 1997. It is a requirement under this legislation that the Shire of Northam obtain a Category 61A licence addition and a Works Approval from the Department of Water and Environmental Regulation (DWER) to construct the Tip Shop and Transfer Station (Solid Waste Depot).

The construction of the Tip Shop and Transfer Station areas will be required to comply with the *Occupational Safety and Health Regulations 1996* and relevant Australian Standards.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

No formal consultation for the proposed tip shop has been undertaken, however the development of a transfer station and tip shop has been raised by local residents directly to staff and only support for such an improvements and a tip facility has been received.

The Shire of Northam's contractor's Avon Waste who current manage the Old Quarry Road Waste Management Facility have also previously stated support for a transfer station to be utilised for the general public on the site. The indicated that a transfer station would enable closer supervision of the public and enhanced separation waste and recycling materials.

Risk Implications

The proposed development has some risk implications including development and operational costs being greater than estimated. This risk has been minimised as much as possible by undertaking this business case, however it should be noted that until a final design has been developed the cost can only be considered estimates.

Alternately there is also a potential risk to the public and possible liability to Shire if a transfer station is not developed. Having the public accessing the landfill face is not considered best practice and challenging for the Shire's contractors to manage interactions between the general public, commercial trucks and heavy earth moving machinery.

OFFICER'S COMMENT

The improvements to Old Quarry Road Waste Management Facility recycling area and a tip shop are in line with the Shire's Strategic Community/ Corporate Business Plan, the Old Quarry Road Facility Management Plan and the Avon Regional Organisation of Council's Strategic Waste Management Plan.

These plans have been commissioned over the past few years to ensure the Shire of Northam is developing its waste management practices and facilities in line with industry best practices, legislative requirements and strategic waste minimisation. The proposed improvements will assist the Shire in meeting the objectives of the plans.

The development of a transfer station is considered a priority in operating a waste management facility in accordance with best practice and occupational health and safety legislation. As Council requested information on a tip shop and improvements to the current recycling area, it is considered a perfect opportunity to incorporate the design a transfer station and tip shop together to prevent any double handling of materials and ensuring the best design for the available space and existing shed.

The Shire of Northam's kerbside recycling material is processed at the Southern Metropolitan Regional Council's (SMRC's) Materials Recovery Facility in Canningvale which currently has one of the best recovery rates in the state of approximately 85%. Whilst the use of the SMRC facility is appreciated in terms of recovery rates, the public do not always know about this aspect of their recycling and several questions have been raised with regard to the effectiveness of the kerbside collection service. The development of tip shop would assist in fostering recycling in the community, as people will be able to see materials being separated and reusable products made available for purchase.

The proposed transfer station area would be operated by the Shire's nominated waste management contract for the premises, however the overall management of the tip shop would need to be considered carefully. The current contract for the management of Old Quarry Road Waste Management Facility is for five (5) years with two (2) one (1) year options for renewal. The five (5) year term expires on 1 December 2018 enabling the ideal opportunity to negotiate the management of additional infrastructure such as the transfer station.

It would be beneficial to choose an option that reflects the overall objectives of a tip shop which is about fostering a positive attitude to reuse and recycling. The third proposed option that has been identified in Table 1 – Operational Methodology in the IW Projects business case reflects this objective. This option would bring together the shire and a chosen community group(s) whilst still giving the Shire some control over the shop and its direction.

It should be noted that this scenario will likely require additional Shire and waste contractor staff support to achieve this desired approach. Resources should be made available to ensure the tip shop community group's staff and volunteers are adequately managed and trained.

Although the costs of developing strategic waste infrastructure are relatively high the community benefits are longer term, provide valuable community resource and will assist in managing the site and safety of customers.

RECOMMENDATION

That Council:

1. Authorise an unbudgeted expenditure of \$40,000 from the Refuse Site Reserve to obtain detailed costings for design, construction and management of a tip shop and transfer station at the Old Quarry Road Waste Management Facility.
2. Investigate grant funding opportunities for the tip shop and transfer station infrastructure.

ABSOLUTE MAJORITY SIX (6) REQUIRED

Attachment 1



iw Projects

6 Anembo Close
DUNCRAIG
WA 6023
iwatkins@iwprojects.com.au
Mobile 0402 909 291

20 August 2018

Shire of Northam
PO Box 613
NORTHAM
WA 6401

Sent via email to emds@northam.wa.gov.au

Attention: Executive Manager Development Services – Chadd Hunt

**Subject: Old Quarry Road Waste Management Facility – Transfer Station
and Reuse Shop Development**

Dear Chadd,

IW Projects was commissioned to undertake the following scope of work:

- Develop a concept plan for a transfer station and reuse shop (tip shop) at the entrance to the landfill site, indicating the typical layout and landform, including relative levels for the transfer station area; and,
- Investigation as to the options and cost implications for the development of the transfer station and reuse shop. This was to include the option of either the Facility Manager or a community group(s) running the reuse shop. The investigation was to assess potential facility capital and operational costs.

In progressing this project, **IW Projects** split the development into two stages, one being a stand-alone waste transfer station and the other being the development of both the waste transfer station and the reuse shop. This gives the Shire the option to assess the implication of developing the waste transfer station only, both facilities simultaneously or the waste transfer station first and then at some future stage, the reuse shop could be added.

Waste Transfer Station Development

The proposed waste transfer station has been developed in accordance with the following concepts:

- A facility at the entrance to the landfill, but after the gate house, where the community would drop off all waste and recycling material; hence, eliminating the need for them to enter the active landfill area;
- The facility would include an area for the drop-off of recycling and other material that was not to be landfilled (packaging materials, scrap metal, greenwaste, gas bottles, E-waste, hazardous household materials, problematic waste etc.);

- After the recycling drop-off, any remaining general waste would be deposited in bins for subsequent transfer to the active landfill area;
- Bulk recyclable materials (scrap metal and greenwaste) would be stockpiled away from the landfill area for subsequent processing or removal from site. Initially these materials would be dropped off at the transfer station and subsequently relocated by the facility operator to a bulk stockpile area, ideally to the north east of the proposed development, where they were easily accessible for processing and/or removal from site;
- With regards to safety, there is a legal requirement of providing a safe work and operating environment and hence any design needs consider the work and operating environment and ensure that the facility can be operated in a safe manner. Within the *Occupational Safety and Health Act and Regulations*, there is no prescribed maximum fall height that can be provided before a handrail or balustrade is required. However, the *Building Code of Australia (BCA)* requires balustrades for falls of 1 m or greater. The BCA requires balustrades to be a minimum of 1 m high and have infills of no greater than 125 mm apart. And the balustrade is to be able to withstand a point load of 0.75 kn/m. These are however deemed to be residential requirements, where children are present. Within a working environment, AS 1657-2013 sets out the requirements for safety balustrades, which typically consist of hand rails between 0.9 m and 1.1 m high, with an intermediate rail. The transfer station being a working environment (non-residential application), the AS 1657-2013 requirements are deemed applicable. Note – Any detailed design would need to consider the requirements of AS 1657-2013 (or other applicable regulations) and no children should be allowed to be in the transfer station area (to remain in vehicles);
- The facility has been designed with a reversing manoeuvre; hence, traffic control and limiting child access to the facility is an important aspect;
- Where possible, it is preferable to eliminate all safety risks rather than try to design safety mechanisms to manage the safety risk. Consequently, it is recommended that the lower floor of the transfer station be a maximum of 0.99 m (< 1 m) below the drop off level. In this situation, there is then no need for a balustrade or other safety devices. With regards to the elimination of the vehicle reversing maneuver, space does not allow this. If it was essential to remove this, then the drop-off area would need to be redesigned to enable parallel parking while unloading, which requires substantially more infrastructure, both in the drop-off area and the bin collection area;
- The facility has been designed to utilise front-lift bins, as this vehicle type is readily available in Northam and is highly efficient in transferring the waste from the transfer station to the landfill. In addition, the bins are picked up, emptied into the vehicles and immediately replaced in their original position; hence, no double handling of bins, which increases the facility operational efficiency and hence reduced operating costs;

- Large volume front-lift bins are typically 1.8 m high; hence, when in place at the transfer station, the bins would extend approximately 0.8 m aboveground. This acts as a "balustrade"; however, does require that the waste be lifted up 0.8 m to be placed in the waste bin (a typical table height is 0.75 m to 0.85 m). Although this is sometimes a problem for some facility uses (elderly), if the drop was made higher (to reduce the exposed bin height), there would then be a need for a formal balustrade, which would need to be a minimum of 0.9 m high; hence a worst situation. There are a number of options to overcome the lifting concern, either some or all of the front-lift bins could have a portion cut out of the front of the bin (+/- 200 mm) to reduce the lifting height down to approximately 600 mm or a mechanical lifting device be installed at one or two bins to assist in the loading process. A bin lifter can be installed for emptying wheelie bins if required;
- The facility layout has been designed to accommodate up to 10 front-lift bins. This provides ample drop-off bays for the community such that there should be minimal (if any) queuing and a single visit of a front-lift vehicle would be able to empty all bins; hence, optimised operating cost;
- The bins would only be emptied when the facility was closed to the general public (before or after facility opening hours);
- The front-lift access platform has been proposed as a concrete slab, as there will be substantial turning of the vehicle to manoeuvre into position to pick up each front-lift bin; hence, a more robust surface has been provided. Asphalt or a spray seal type surface could be utilised, which would reduce the initial capital cost (estimated \$20,000 to \$35,000 saving); however, would increase the facility maintenance cost (occasional repair or complete resurfacing); and,
- A wheel stop has been provided 2.0 m from the edge of the drop-off. This is sufficient to ensure that vehicles cannot get too close to the drop-off such that someone could stand on the vehicle (Ute tray) and then fall from the vehicle down over the drop-off, which would then be a fall of greater than 1.0 m, which would require a balustrade.

Attachment No. 1 – Concept Site Layout provides the concept layout for the proposed facility.

Attachment No. 2 – Facility Capital Cost Estimate and **Attachment No. 3 – Facility Operating Cost Estimate** provide an estimate of the typical facility development and operating costs.

In summary, it is estimated that it would cost in the order of \$220,000 to construct the waste transfer station, which includes a concrete slab for the front-lift vehicle maneuvering area. Should this feature be omitted and only bitumen seal used, there would be a saving in the order of \$35,000; hence the construction cost would be approximately \$185,000.

With regards to the facility operating cost, this is based on the Facility Manager operating the facility and is estimated at approximately \$155,000 per year. The largest cost item being the staffing cost.

For additional information on the costing breakdown, refer to the attachment.

Reuse Shop Development

Reuse Shop Concept

An option for increased waste diversion from landfill is to develop a reuse shop on site to provide an opportunity to remove reusable items from the incoming waste stream and offering them for sale or giveaway to the local community. This type of recycling activity has successfully been developed in a number of shires throughout Western Australia, including the neighbouring Shire of Toodyay. The scale of operations is dependent on the enthusiasm of the operators and the size of the local community generating and subsequently purchasing reusable items. The success of the operation is a function of the quantity of material diverted from landfill and the cost of operating the facility. There is also the social benefit of providing a popular service to the community.

The ideal scenario is for the Shire to provide and maintain the basic infrastructure (possibly through Waste Authority funding) and then to hand over the operation of the facility to a local community group, where the community provide personnel to operate the facility and any revenue from the operation is spent on community activities and facilities. The benefit to the Shire is a reduction in the quantity of waste going to landfill, extended landfill life and potentially reduced landfill operating costs. It is unlikely that the revenue from the sale of reusable items would cover the operating costs for the Shire or Facility Manager to operate the facility; hence, the preference that a community group(s) operate the facility. This concept is however reliant on an active, long-term community involvement in the operation of the facility. It is important that the facility is operated and maintained in a neat, tidy and well-presented manner. This encourages community participation and subsequent success of the facility.

Typically the reuse shop would consist of a spacious shed with a front awning for the storage and display of reusable items as well as an unloading and loading area for the receipt and removal of material. Some of the items which are unaffected by weather could be displayed externally to the shed; however, after-hours security needs to be considered.

With there being an existing shed in close proximity to the proposed waste transfer station, ideally, this shed should be incorporated into the facility design (cost saving). Initially, the facility could be operated out of the existing shed to gauge community utilisation of the service and if deemed successful, the size of the shed could be increased to accommodate an increased operation. In the more extreme case (more expensive), the existing shed could be removed and a completely new facility constructed. Although this would come at the greatest cost, it would provide the opportunity to design the facility layout from scratch and hence be the most fit-for-purpose solution.

The range of items available for reuse would be dependent on the involvement of the local community in providing and purchasing items. Typically these would range from large furniture and house construction items down to small collectable items and trinkets. The selection of items would fluctuate depending on the demand. Ideally a wide range of items would initially be displayed and then, as community utilisation increases, the operators would identify what items were more popular and thus become the point of focus.

The reuse shop has been located at the entrance to the site, in close proximity to the waste transfer station, as this provides an opportunity for the community to drop off reusable items before entering the waste disposal area; hence, maximising the opportunity for reuse/recycling of non-waste items.

The business case for the development of the reuse shop is a combination of a financial assessment of the benefit or cost to the Shire and the social benefit to the community. The benefit to the Shire would primarily be the potential cost saving in landfill disposal costs and the environmental benefit of reduced waste to landfill and hence extending the life of the landfill, while the community benefit would be around participation in a community activity, reasonably priced shopping opportunity, environmental and recycling awareness and the opportunity to raise money for other community projects (if the facility were operated by a community group).

Cost Benefit

The cost benefit to the Shire in having a reuse shop is the comparison between the cost of developing and operating the reuse shop and the saving in waste disposal costs. If the cost of the reuse shop is less than the saving in waste disposal costs, then the venture is cost beneficial or vice versa. The challenge is assessing the actual cost impact on the Shire's current waste disposal cost, by a small reduction in landfill tonnage. Ultimately, the true benefit will be in the extension of the life of the existing landfill facility (prolonging the current landfill disposal cost), as the future landfill disposal option is likely to be substantially more expensive in comparison to the current landfill disposal cost, which would include either a contracted-out service or the Shire developing its own lined landfill solution.

In reality, a reuse shop will only divert a small percentage of the waste that is currently going to landfill; hence, it will only have a minimal impact on extending the life of the existing landfill. The true benefit is the community benefit and a slight increase in the percentage of waste being recycled within the Shire, which is a Proposed Activity (Item 20) in the Shire's *Strategic Waste Management Plan 2015 to 2020*, which also happens to be a 2018/2019 activity.

Facility Infrastructure

The primary infrastructure requirement is for a spacious shed within which to store and display reusable items. The size of the shed would be determined by the degree of utilisation of the facility by the local community. Due to this item of infrastructure being the largest single cost item, the preference is to initially utilise the existing shed; however, in future, if the facility is well utilised, the shed could be expanded to suit the facility operational needs.

Traffic movements and parking also need to be considered, with adequate, easily accessible roadways and customer parking, with the design being based on space availability, functionality and safety. With there being community involvement in the facility, and that being in a typical shopping environment, consideration of for all ages needs to be included in the design and space allocation. With the existing shed having the potential for future expansion, the roadworks also needs to consider this possibility and be designed accordingly.

Services to the facility will also be a function of utilisation. Typically there will be a need to provide power, water and ablutions. Other infrastructure considerations could include security and fire detection. Power could be supplied from the existing site gatehouse. There are also ablutions at the gatehouse. Water supply would require a small water tank, pump and reticulation system.

Attachment No. 2 – Facility Capital Cost Estimate provides an estimate of the typical facility development costs.

In summary, it is estimated that it would cost in the order of \$180,000 to construct the reuse shop. This includes the expansion of the existing shed. Should this portion of the works be removed, the construction cost would reduce to approximately \$150,000. To construct both the waste transfer station and the reuse shop would cost in the order of \$400,000. Again, there would be a \$30,000 saving if the existing shed was not expanded.

There is the potential that the Shire or the community could source funding from the Waste Authority or other funding sources for the development of all or part of the initial infrastructure, which would consequently reduce the cost to the Shire.

For additional information on the costing breakdown, refer to the attachment.

Facility Operations

There are a number of staffing methodologies that could be utilised. These include:

- Shire employees only;
- Contractor operation (Facility Manager);
- Combination of Shire supervision and community volunteer assistance; and,
- Community volunteers only.

Each of these methodologies has benefits and dis-benefits. **Table 1 – Operational Methodology** sets out the various methodologies and provides comment on the benefits and dis-benefits thereof.

Table 1 – Operational Methodology

Operating Methodology	Benefits	Dis-Benefits
Shire Employees	Total control of operations. Influence to determine the extent of material extraction from the incoming waste stream.	Expensive staffing costs. No staff incentive to optimise the operation efficiency, with a reliance on management supervision to achieve desired level of material reuse.
Contractor Operation	Shire determines the facility operational requirements and sets contract conditions (will impact contract cost). Has a degree of control through effective contract management. Minimal community benefit. Flexibility for the Facility Manager to utilise transfer station or landfill staff spare capacity.	Minimal operational control. Relatively high contract cost. Contract administration requirements including tendering and governance. Generally, all revenue retained by the contractor as an incentive to increase material reuse.
Shire Supervision and Community Volunteers	Good control of operations and ability to determine the extent of material extraction from incoming waste stream. More community involvement and “community feel”. Community get some or all benefit from facility revenue; hence, incentivised to optimise reuse.	Relatively expensive staffing costs. Anticipated high turnover of community volunteers. Less commitment from volunteers cause absenteeism and lower reliability. Some or all of the facility revenue should be returned to community facilities or services as an incentive to optimise material reuse.
Community Volunteers	Cheapest staffing cost option (managerial oversight by the Shire). Minimal control of operations and material extraction. Maximum “community feel”. Community get all benefit from facility revenue.	Lack of facility control. All revenue returned to community projects. Heavily reliant on community commitment. Without this, the facility will not be operated well.

In all of the above operating methodologies, the Shire would need to provide the initial facility infrastructure as well as cover the facility maintenance costs.

Potential Facility Costs

The cost of developing and operating a reuse shop will be highly dependent on the staffing model adopted by the Shire. Ultimately, there would be the cost for the initial infrastructure development, which would be a one-off cost and beyond that, staffing and maintenance costs. Revenue received from the sale of reusable materials would then offset a portion of the costs incurred in operating the facility; however, the staffing model will determine whether the Shire was to receive the revenue or it was to go to the community or Facility Manager.

Typically, for a Shire or Facility Manager staffed facility, there would be a minimum requirement for one employee to be in attendance during the week and two during the busier weekend periods. Conceptually, the facility would be operated for three days per week, typically being one week day (Wednesday) and both days on a weekend. If the facility was operated by the community, then the facility opening hours and staffing levels would be determined by the community operators. In all situations, the waste transfer station operator would receive reusable materials from the community when the reuse shop was unattended. This material would simply be stockpiled in the shed or outside (depending on the material type) to be sorted out by the facility attendants when next on site.

There would be a difference between operating hours and opening hours, as there will be a need to organize the facility before opening to the public. If the Shire were to supervise the community operation of the facility, then there would only be a need for part-time involvement from the Shire staff. With the full community operation of the facility or Facility Manager operation, there would be no day to day operational requirements for the Shire; however, there would be a need for some managerial oversight to ensure that the operation was being carried out in accordance with the Shire expectation (functional and safety aspects) or contractual requirements.

Attachment No. 3 – Facility Operating Cost Estimate provides an estimate of the typical facility operating costs.

In summary, it is estimated that it would cost in the order of \$115,000 per year for a Facility Managed operation and approximately \$25,000 per year for a community operated facility. The main difference being the staffing cost that the Shire would have to pay the Facility Manager.

There has been no allowance for any revenue to offset the facility operating cost as this is an unknown aspect of the proposed activity, which would depend on the method of operation/contractual arrangements and the community utilisation (both disposal and purchasing) of the facility. Typically, there could be in excess of \$20,000 received from the sale of reusable items.

For additional information on the costing breakdown, refer to the attachment.

An important point to note is that a significant portion of the materials that are sold through the reuse shop would consist of metal and hence, prior to the reuse shop being developed, these items would be diverted to the scrap metal stockpile and not end up in landfill. Consequently, the diversion of these items to the reuse shop would not reduce the quantity of waste going to landfill and depending on the revenue generated from the sale of the items and the revenue sharing arrangements, the reuse shop may generate less revenue for the Shire than the current situation where the items were sold as scrap metal and the Shire received 100% of the revenue.

Reuse Shop Decision Matrix

There are a number of aspects that would influence the Shire's decision-making process when considering the development of a reuse shop, these would include:

- Waste diversion from landfill;
- Landfill operating cost savings;
- Reuse shop development and maintenance costs;
- Reuse shop ongoing operating cost;
- Recycling environmental benefits; and,
- Community facility.

It is not possible to accurately determine the true benefit of the waste diversion from landfill and the impact on the landfill operating costs other than to say that there will be a slight decrease in the quantity of material going to landfill and a consequential decrease in landfill operating costs, albeit very minor.

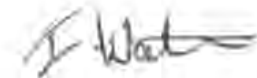
The facility development, maintenance and operating costs can be accurately assessed once the Shire has determined what scale of operation it wishes to develop and what operating methodology it will adopt.

Waste diversion from landfill is a fundamental environmental consideration and not necessarily carried out for financial gain; hence, a significant component of the Shire's decision making should be around its stance on recycling and waste diversion and to a lesser degree the cost benefit thereof. Having said that, there needs to be the economic consideration as to whether the costs that are likely to be incurred in developing and operating a reuse shop could be better utilised in another way and achieve more recycling and waste diversion than in a reuse shop.

A further important decision-making aspect is the overall community benefit that is gained by having a reuse shop. This is not necessarily limited to the community involvement and utilisation of the reuse shop facility and the subsequent revenue that can be used for community facilities and projects, but can also extend to enhancing the community awareness, perception and involvement of waste minimisation and recycling activities throughout the Shire. The more community awareness, the greater the success of all recycling activities and not just that of the reuse shop. From a community perspective, recycling should be a holistic approach to waste management, which could also include a reuse shop.

Should you require any additional information, please do not hesitate to contact the undersigned.

Yours Sincerely,



Ian Watkins
Director IW Projects

Encl.

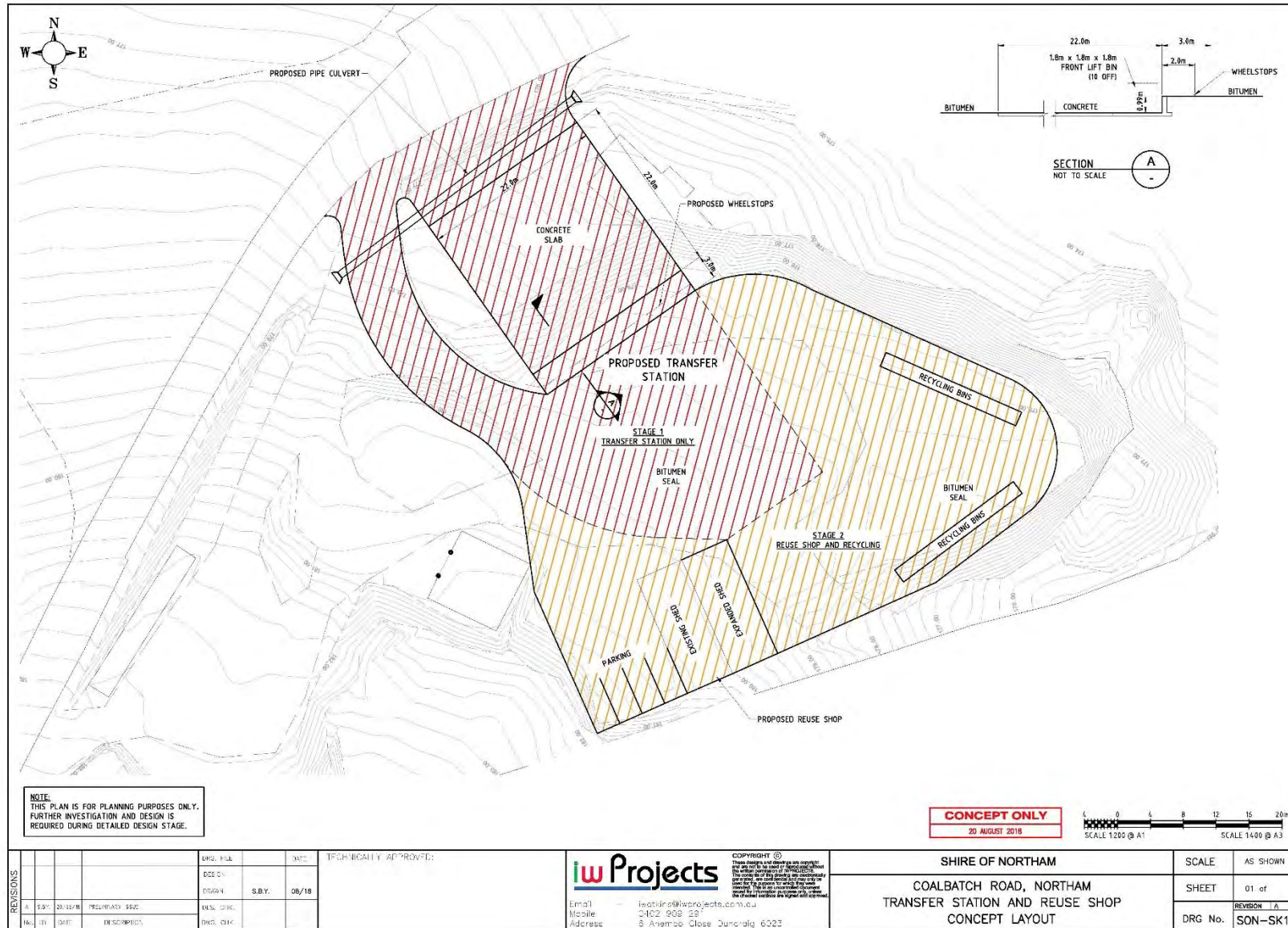
Attachment No. 1 – Concept Site Layout

Attachment No. 2 – Facility Capital Cost Estimate

Attachment No. 3 – Facility Operating Cost Estimate

Attachment No. 1 – Concept Layout Plan

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Attachment No. 2 – Facility Capital Cost Estimate

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Shire of Northam Transfer Station and Reuse Shop Cost Estimate - Capital Works

Item	Description	Unit	Quantity	Rate	Cost
Transfer Station					
Assumption - Transfer station may be developed without the tip shop being included in the works; hence, this is costed as a stand-alone projects.					
1	Detailed Design Drawings and Specification - To tender and construction level of suitability.	Item	1	\$ 15,000.00	\$ 15,000.00
2	Environmental Approval - Works Approval and Licence Application process through the DWER.	Item	1	\$ 6,000.00	\$ 6,000.00
3	Licence Application fee	Item	1	\$ 2,000.00	\$ 2,000.00
4	Earthworks - Shaping of the existing area to accommodate construction activities, including removal of the existing vegetation and concrete slab in the works area.	Item	1	\$ 15,000.00	\$ 15,000.00
5	Stormwater Control - 38.4 m x 600 mm pipe culvert and headwalls under access road, including excavation, installation and compacted backfill.	Item	1	\$ 11,000.00	\$ 11,000.00
6	Limestone or road base at 200 mm thick below all concrete and bitumen sealed areas.	m2	1850	\$ 25.00	\$ 46,250.00
7	L Walls - Supply and installation, including excavation and compacted backfill behind the retaining wall.	Item	1	\$ 10,000.00	\$ 10,000.00
8	slab, 22 m x 3 m x 0.2 m upper slab and tie-in to concrete L Walls.	Item	1	\$ 43,750.00	\$ 43,750.00
9	Wheel stops	m	22	\$ 100.00	\$ 2,200.00
10	Bitumen seal and aggregate chips.	m2	1300	\$ 15.00	\$ 19,500.00
11	Kerbing - Allowance for some kerbing along the sealed access road.	m	60	\$ 40.00	\$ 2,400.00
12	Wheellie bin lifter	No.	1	\$ 5,000.00	\$ 5,000.00
12	Signage	Item	1	\$ 3,000.00	\$ 3,000.00
13	Miscellaneous	Item	1	\$ 10,000.00	\$ 10,000.00
14	Contingency 15%				\$ 28,665.00
	Sub-Total				\$ 219,765.00
Reuse Shop					
Assumption is that if the reuse shop is going to be developed, then it will occur at the same time as the transfer station and be a single project.					
1	Detailed Design Drawings and Specification - To tender and construction level of suitability. Shed to be included as a Design and Construct component in the tender.	Item	1	\$ 5,000.00	\$ 5,000.00
2	Environmental Approval - Works Approval and Licence Application process through the DWER.	Item	1	\$ 2,000.00	\$ 2,000.00
3	Earthworks - Shaping of the existing area to accommodate construction activities, including vegetation clearing and limited trimming/filling of perimeter slopes.	Item	1	\$ 10,000.00	\$ 10,000.00
4	Stormwater Control - Minor stormwater diversion.	Item	1	\$ 5,000.00	\$ 5,000.00
5	Limestone or road base at 200 mm thick below all bitumen sealed areas.	m2	2000	\$ 25.00	\$ 50,000.00
6	Shed expansion - Doubling of the size of the existing 6 m x 15 m x 3 m shed, including tie-in to existing and limited services (power from gatehouse). 2 x 3 m sliding doors, roof ski-light.	Item	1	\$ 35,000.00	\$ 35,000.00
7	Bitumen seal and aggregate chips.	m2	2000	\$ 15.00	\$ 30,000.00
8	Kerbing - Allowance for some kerbing along the sealed access road.	m	60	\$ 40.00	\$ 2,400.00
9	Road marking	Item	1	\$ 2,000.00	\$ 2,000.00
10	Signage	Item	1	\$ 3,000.00	\$ 3,000.00
11	Water Supply - Tank, pump and distribution piping.	Item	1	\$ 5,000.00	\$ 5,000.00
12	Miscellaneous	Item	1	\$ 5,000.00	\$ 5,000.00
13	Contingency 15%				\$ 23,160.00
	Sub-Total				\$ 177,560.00
	Total				\$ 397,325.00

Attachment No. 3 – Facility Operating Cost Estimate

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Shire of Northam Transfer Station and Tip Shop Cost Estimate - Annual Operating Costs

Item	Description	Unit	Quantity	Rate	Cost
Transfer Station					
Assumption - The transfer station will be included in the Facility Manager's contract. One staff member will be allocated to the transfer station. Waste bins will be provided by the Facility Manager and all material collected in the bins will be moved by the Facility Manager to the landfill. Bulk recyclables (metal and greenwaste) will be stockpiled in close proximity to the drop-off area and then the Facility Manager will relocate the material to a larger on-site stockpile. Other small general recyclable materials will be removed from site by the Facility Manager. All other material will be stockpiled and the Shire will arrange for the material to be removed from site.					
1	Staff member	Item	1	\$ 65,000.00	\$ 65,000.00
2	Bin hire - front-lift bins	No.	10	\$ 600.00	\$ 6,000.00
3	Waste Material Removal - to landfill daily (5 days/week)	Item	260	\$ 100.00	\$ 26,000.00
4	Bulk Recycling Material Removal - to stockpile weekly	Item	52	\$ 200.00	\$ 10,400.00
5	General Recycling Material Removal - off site monthly	Item	12	\$ 1,000.00	\$ 12,000.00
6	E-Waste, tyres, used oil, drumMuster - to stockpiled weekly	Item	52	\$ 200.00	\$ 10,400.00
7	Miscellaneous/Maintenance	Item	1	\$ 5,000.00	\$ 5,000.00
8	Contingency 15%				\$ 20,220.00
	Sub-Total				\$ 155,020.00
Tip Shop - Option 1: Facility Manager Operation					
Assumption - That the tip shop will be managed by the Shire, and will be open for three days per week (Wed, Sat & Sun). Two 0.6 FTE staff members cover all opening hours and after hours organisation of the facility. Material that is dropped off during the week when the facility is not manned will be managed by the transfer station attendant. The material will be stockpiled in the shed until one of the Shire staff come to site to organise the material for display.					
1	Facility Manager	Item	1.2	\$ 65,000.00	\$ 78,000.00
2	Shire Management and Supervision	FTE	0.1	\$ 100,000.00	\$ 10,000.00
3	Services - Electricity/water supply	Item	1	\$ 6,000.00	\$ 6,000.00
4	Miscellaneous/Maintenance	Item	1	\$ 5,000.00	\$ 5,000.00
5	Contingency 15%				\$ 14,850.00
	Sub-Total				\$ 113,850.00
Tip Shop - Option 2: Community Operation					
Assumption - That the tip shop will be managed by the community with minimal management from the Shire, and will be open as a minimum three days per week (Wed, Sat & Sun), but longer if the community operators so wish. Material that is dropped off during the week when the facility is not manned will be managed by the transfer station attendant. The material will be stockpiled in the shed until one of the community operators come to site to organise the material for display.					
1	Community operators	No.	2	\$ -	\$ -
2	Shire Management and Supervision	FTE	0.1	\$ 100,000.00	\$ 10,000.00
3	Services - Electricity/water supply	Item	1	\$ 6,000.00	\$ 6,000.00
4	Miscellaneous/Maintenance	Item	1	\$ 5,000.00	\$ 5,000.00
5	Contingency 15%				\$ 3,150.00
	Sub-Total				\$ 24,150.00

FTE = Full Time Employee

Cr C R Antonio declared an "Impartiality" interest in item 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine as the Directors of company who own land of this application are well known to him.

Cr J E G Williams declared an "Impartiality" interest in item 12.3.3 - State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine as she is a member of Spencers Brook and Clackline Progress Associations, and a regular user of Spencers Brook Road. Progress Associations lodged submissions against the proposal when first presented.

12.3.3 State Administrative Tribunal – Request for reconsideration - Development Application for Spencers Brook Quarry (Italia Stone Pty Ltd) - Lot 93 Spencers Brook Road, Muluckine

Address:	Lot 93 Spencers Brook Road, Muluckine
Owner:	Zippo Pty Ltd
Applicant	Italia Stone Pty Ltd
File Reference:	P18003/A753
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest	Nil
Voting Requirement	Simple Majority
Press release to be issued	No

BRIEF

Council determined an application for an extractive industry on Lot 93 Spencers Brook Road, Muluckine (the subject site) at its meeting held on 20th June 2018.

Following that determination, the applicant subsequently lodged an application for a review of this decision with the State Administrative Tribunal (SAT). In accordance with SAT standard procedures a Directions hearing was held on 10th August 2018 which resulted in the matter being referred to a Mediation hearing.

A mediation hearing was held on 21st August 2018 involving staff, elected members, the landowner, applicant and their appointed consultant Edge

Planning and Property. The mediation involved a site inspection of the property and originally proposed haul route.

At the mediation hearing the member made the following orders-

- 1. By 14 September 2018 the applicant is to prepare and provide to the respondent and file with the Tribunal further submissions on transport routes.*
- 2. Pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent, considering the applicant's further submissions, is invited to reconsider its decision on or before 17 October 2018.*
- 3. The proceeding is adjourned to a further direction hearing at 9.30am on Friday 2 November 2018 at 565 Hay Street, Perth, Western Australia.*

The applicant has now submitted further information to Council regarding the proposed access routes.

In accordance with the above order Council is requested to reconsider its decision regarding the proposed development.

ATTACHMENTS

- Attachment 1: SAT Orders.
- Attachment 2: Submission from Edge Planning and Property.
- Attachment 3: Transport Routes Assessment prepared by Edge Planning and Property.
- Attachment 4: SAT Info Sheet 7- Invitation for an original decision maker to reconsider a decision.

BACKGROUND / DETAILS

The application was determined at the ordinary Council Meeting held on the 20th June 2018 and significant background information is provided within the report and attachments.

In submitting the request for review the following conditions are the subject of the reconsideration request –6, 10, 11, 13 ,14, 16, 22, 23, 25 and 26.

Of those conditions 6,13, 14, 16, 23 and 25 apply to the proposed transport route which is the main aspect of the appeal. The other conditions that are subject to review (10, 11, 22 and 26) staff believe that the applicants' submissions are valid.

In order to support their request for reconsideration of the transport route the applicant has submitted further information in the form of a Transport Routes Assessment report (please refer to Attachment 3).

The report initially considers four options for the transport of the materials as follows –

Option 1 – Applicants preferred route (Spencers Brook Road)

Option 2 – Councils preferred transport route (internal and Northam-York Road)

Option 3 – Spencers Brook/Trimmer Road

Option 4- Newcastle Road via Northam Town site

Following an initial assessment, the applicants have not supported the use of option 3 or 4 and have provided detailed information on Option 1 and 2.

Key submissions made within the Transport Routes Assessment report are –
Option 1 (Spencers Brook Road)

Based on Attachment 7, it is concluded that Option 1 best addresses the range of criteria compared to the other transport options. There are no identified 'fatal flaws' that would preclude use of Spencers Brook Road between Clackline and the quarry. The applicant's preferred transport route is further considered in this report.

It is noted that Spencers Brook – York Road, which is a 'regional distributor', is an important connector road between Northam and York. Spencers Brook – York Road intersects with Spencers Brook Road at the Spencers Brook townsite. A considerable portion of heavy vehicle traffic, on the section of Spencers Brook Road between Clackline and the Spencers Brook townsite, either comes from or goes along the Spencers Brook - York Road. This is particularly the case during harvest.

Option 2 (internal and Northam-York Road)

There are a range of 'fatal flaws' with Option 2 including practicality, viability and not addressing legal tests.

Other than the existing track, there is no other realistic route between the quarry and Northam-York Road. This existing track, which often runs on or near the top of ridges, is not suitable for RAVs largely to due to topographical constraints in the western section.

Attachments 8, 9 and 10, along with site inspection, reveals the existing track is not practical for RAVs due in part to excessive slopes, dangerous crests, watercourse crossings, narrowness, not built to RAV standards, expense etc.

There is distance of approximately 11 kilometres using the winding track between the quarry and Northam-York Road.

As outlined in section 2.3, the land between the quarry and Northam-York Road is in parts steeply undulating. The area is characterised with having slopes that are well above the 3% slope that are suitable for a fully loaded RAV3 can comfortably traverse, assuming at a low speed (with no 'run-up' speed), and safely descend on unsealed routes. Considerably parts of the area have slopes around 6 – 7%, with some areas having slopes of around 12 – 14%.

Attachment 11 provides a series of photos between the quarry and Northam-York Road. The photos clearly show how challenging and unrealistic the topography is along financial implications for creek crossings etc. The current track has inadequate width to cater for the two-way movement of heavy vehicles and is not suitably constructed to handle RAVs. Even if there was a practical alignment, all the way between the quarry and Northam-York Road, Italia Stone estimate the cost to construct a private road to accommodate RAVs for a distance of approximately 11 kilometres would be significant (possibly upwards of \$2.5 million to address creek/watercourse crossings, widen to allow to two-way movement). In addition to the above, Italia Stone's preliminary estimate to construct the intersection of the private road with the Northam-York Road is around \$200,000 to meet Main Roads Western Australia standards. This cost could be higher if services are required to be relocated. Other constraints relating to Option 2 are set out in Attachments 6 and 7.

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

At this stage the only financial and resource implication has been staff time and resources. Should the matter proceed to a full hearing at SAT then additional costs will be incurred in engaging external consultants to assist in representing Council.

Legislative Compliance

In accordance with the Info sheet provided by SAT Council is required to reconsider the matter under the provisions of the State Administrative Tribunal Act 2004 and then either –

- Reaffirm the decision
- Vary the decision
- Set aside the decision and substitute a new decision

Policy Implications

Council's Local Planning Policy 21 - Extractive Industry applies to all application for extractive industries within the Shire of Northam.

Stakeholder Engagement / Consultation

As indicated previously within this report the mediation session was held with representatives from Council, staff, the applicant and landowner. It was indicated at the original Directions hearing that third-party representation was not supported for the mediation session.

Those residents that made a submission on the original application have been advised that an appeal has been lodged and that the matter was likely to be reconsidered at this round of council meetings.

Risk Implications

As this proposal is now the subject of a SAT application, should Council resolve to amend the approval to comply with the request from the applicant, they may withdraw from further proceedings. However, should Council not agree to amend the conditions then the applicants still have the right to proceed to a full hearing. If this is the case, then the SAT will determine the matter in accordance with the Planning and Development Act and the State Administrative Tribunal Act 2004.

OFFICER'S COMMENT

As indicated within the report the primary consideration for Council is the proposed access route. In staffs opinion the other matters raised within the SAT review can be addressed as per the table below:

Existing Condition No	Current Wording	Applicants submission	Staff Comment
6	A maximum of 10 outgoing loads (total of 20 vehicle movements) associated with the extractive industry are permitted along Yilgarn Avenue per day, for a combined maximum total of 180 days per year. If a variance to this condition is required by the applicant, a written request shall be made and considered for approval by Council.	The condition is generally acceptable, except to the extent that it references Yilgarn Avenue and not Spencers Brook Road. Spencers Brook Road is the closest public road, an approved Restricted Access Vehicle (RAV3) route and the applicant's preferred transport route. Refer to the response to Condition No. 25.	This condition is dependent on the outcome of Condition 25.
10	The applicant is to obtain a valid extractive industry licence from the local government under the Shire's Extractive Industries Local Law 2008.	This condition does not have a planning purpose and is superfluous as it relates to a separate approval required under the Shire's Extractive Industries	Agree – the applicant is required under the Shire of Northam Extractive Industry Local law to apply and obtain an extractive industry licence prior to

Existing Condition No	Current Wording	Applicants submission	Staff Comment
		Local Law. Seek deletion of the condition.	commencing operations. The recommendation has been modified to include a statement that Council can issue an extractive industry licence.
11	A blasting plan and blasting schedule to be provided to the satisfaction of the local government.	This condition does not serve a planning purpose and should be deleted. It also appears to duplicate the requirement for 'blasting management' under Condition number 12a.iii. Condition 12 in part states: 'An environmental management plan is to be prepared and provided to the satisfaction of the local government, and endorsed by the landowner, under the Shire's Extractive Industries Local Law 2008. The Environmental Management Plan shall detail...Blasting Management'.	Agree – the matter can be addressed within the Environmental Management Plan and Section 6.4 of the Extractive Industry Local Law which states as follows- <i>6.4 Blasting</i> <i>(1) A person shall not carry out or permit to be carried out any blasting in the course of excavating unless—</i> <i>(a) the local government has otherwise given approval in respect of blasting generally or in the case of each blast;</i> <i>(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;</i> <i>(c) the blasting is carried out in strict accordance with the AS2187 SAA Explosives Code, the</i>

Existing Condition No	Current Wording	Applicants submission	Staff Comment
			<p><i>Mines Safety and Inspection Act 1994, the Environmental Protection Act 1986, and all relevant local laws of the local government; and</i></p> <p><i>(d) in compliance with any other conditions imposed by the local government concerning—</i></p> <p><i>(i) the time and duration of blasting;</i></p> <p><i>(ii) the purposes for which the blasting may be used; and</i></p> <p><i>(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.</i></p> <p><i>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.</i></p> <p><i>(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</i></p>



Existing Condition No	Current Wording	Applicants submission	Staff Comment
			<i>of the local government.</i> Penalty \$2,000
13	Prior to the extractive industry license being issued, a detailed technical plan, prepared by a suitably qualified civil engineer, showing exact road widths, direction of entry and exit, angles of entry and exit, any turning circles and any other relevant information of the proposed intersection of the entry and exit points Northam-York Road shall be submitted to the Shire of Northam for approval.	The condition is generally acceptable, except to the extent that it references Northam-York Road and not Spencers Brook Road (closest public road, approved RAV3 route and the applicant's preferred transport route). Refer to the response to Condition No. 25.	This condition will need to be modified should condition 25 be modified.
14	The applicant shall upgrade the entry and exit crossover points and the section of road at the Quarry/Northam-York Road interface to the satisfaction of Main Roads WA	The condition is generally acceptable, except to the extent that it references Northam-York Road and not Spencers Brook Road (closest public road, approved RAV3 route and the applicants preferred transport route) Refer t the response to Condition No. 25	This condition will need to be modified should condition 25 be modified.
16	The applicant shall pay a road maintenance contribution of 50 cents per tonne, to be utilised for the	The condition is generally acceptable, except to the extent that it references Yilgarn Avenue and not	This condition will need to be modified should condition 25 be modified.

Existing Condition No	Current Wording	Applicants submission	Staff Comment
	purpose of maintaining the road condition of Yilgarn Avenue. (See Advice Note 16).	Spencers Brook Road (closest public road, approved RAV3 route and the applicant's preferred transport route). Refer to the response to Condition No. 25.	
22	The site is to be rehabilitated using local endemic species to the satisfaction of the Shire of Northam.	The condition is ambiguous and not precise enough. Clarification is needed as to what exactly is required by the Shire to satisfy this condition.	Further clarification will be provided to the applicant.
23	No permit vehicles from this extractive industry are to pass onto any road under control of the Shire of Northam unless the appropriate local government and Main Roads approvals are in place.	This condition requires the applicant to obtain authorisation from another body (Main Roads WA) and should not be imposed as it does not fulfil a planning purpose in the circumstances of the case. Seek deletion of the condition.	In this condition is attempting to ensure that appropriate vehicles operate on approved RAV Routes. Given that other legislation covers this staff have no objection to the deletion.
25	The approved transport route is to be from the quarry site, through adjoining properties being Lots 92, 94 and 13 onto Northam-York Road, Yilgarn Avenue and Great Eastern Highway and return to site along the same route.	See attached Transport Routes Assessment report.	See comments below
26	Failure to comply with any of the conditions outlined may result in the local government revoking this development approval or taking	This condition should be deleted given there is no express or implied provision in the <i>Planning and Development Act 2005</i> that allows local	Agreed – should development occur outside the approved conditions action can be taken through the Planning and Development Act

Existing Condition No	Current Wording	Applicants submission	Staff Comment
	such other action as considered appropriate by the Shire of Northam as available under the existing legislation and Local Law.	government to revoke or vary development approvals when it has been formally given.	including issuing of Planning Infringements and/or prosecution.

Transport Routes

Clearly the main issue raised through the initial consultation phase and this appeal has been the proposed use of Spencers Brook Road for the haulage route. The applicant has provided additional information and justification for the use of Spencers Brook Road as the haulage route including the following commitments-

- *Limit the number of trucks per day to a maximum of 10 outgoing trips per day and 10 incoming trips per day (total of 20 heavy vehicle trips a day). This compares to the proposed 40 outgoing trips and 40 incoming trips a day (total of 80 heavy vehicle trips a day) in the previously publicly advertised development application;*
- *The quarry will operate from Monday to Friday and not on Saturdays as originally proposed. The hours of operation, on the quarry site, will be limited to between 0700 to 1700 hours, Monday to Friday, excluding public holidays;*
- *Heavy vehicle movements on Spencers Brook Road are to be prohibited during school bus operating hours between 0700 and 0830 hours and between 1500 and 1630 hours;*
- *Truck movements will be 'spaced' out to ensure convoys do not eventuate. It is expected that the quarry, when operating, will generate on average 1 truck per hour to the quarry and will generate on average 1 truck per hour from the quarry;*
- *Haulage will be campaign drive, therefore transportation of materials will be 'on demand'. This will result in considerable periods of little or no quarry activity and haulage. Over a 12 month period, the quarry will not operate more than 180 days a year;*
- *To comply with the RAV3 classification of Spencers Brook Road, Italia Stone will use trucks that are compliant with the RAV3 heavy vehicle combinations e.g. B doubles or other smaller prime mover and trailer truck combinations;*
- *A detailed technical plan, prepared by a suitably qualified civil engineer, will show exact road widths, direction of entry and exit, angles of entry and exit, any turning circles and any other relevant information of the proposed intersection of the entry and exit points onto Spencers Brook Road;*
- *To upgrade (seal and drain) the entry and exit crossover points and the upgrade (seal and drain) the section of road at the quarry/Spencers Brook Road interface;*

- *The Spencers Brook Road intersection, entry and exit points to the extraction area is to be maintained by Italia Stone to the Shire's specification during extractive operations;*
- *Italia Stone will install and maintain approved road signs along the transport route in consultation with the local government (including at the intersection of Spencers Brook Road/Trimmer Road), warning other road users of trucks entering and using the public road system;*
- *Italia Stone will pay an annual road maintenance contribution of 50 cents per tonne, to be utilised for the purpose of maintaining the condition of Spencers Brook Road. Based on current costs, this represents Italia Stone making an annual contribution of \$42,857.15 to the Shire;*
- *Heavy vehicles will drive at a reduced speed limit of 80km/h on Spencers Brook Road in general, a reduced speed of 60 km/h through the Spencers Brook townsite and an estimated maximum speed of 50 km/h near the intersection of Trimmer Road/Spencers Brook Road;*
- *It will formulate, implement and review a Drivers' Code of Conduct (the principles are set in Attachment 14);*
- *Undertake the noise mitigation commitments in section 6.2;*
- *Establish and maintain a monitoring program (see section 6.4);*
- *Trucks will be equipped with GPS tracking which can monitor in real time;*
- *Review and work with the Shire and community to minimise risks regarding operations during certain times of the year (e.g. harvest); and*

Council Options

As prescribed by the Tribunal Council has three options with regards to the manner in which to deal with the reconsideration.

Option 1

Council can reaffirm its previous decision with respect to determining the application and require the transport of material through the landowners adjoining property. To effect this option Council would need to resolve that it has reconsidered the matter but reaffirms its resolution from 20th June 2018.

Option 2

Council can, based on the additional information supplied, resolve to modify its approval in accordance with the request submitted. In order to effect this option Council would need to resolve to approve the application subject to conditions (generally in accordance with the resolution of 20th June 2018) with the deletion of conditions 10, 11 and 26 and modification to conditions 6, 13, 14, 16, 23 and 25. This in effect would be modifying its previous resolution on the matter.

Option 3

Council could also resolve to set aside its original decision and substitute a new one. From a practical point of view this would likely mean refusing the application. In order to effect this option Council would be required to rescind

its previous resolution and resolve to refuse the application including reasons for refusal (similar to the unsuccessful motion at the June 20th 2018 meeting).

Given the additional information submitted and staff's previous recommendation on the matter it is recommended that Option 2 be implemented.

To assist with Council understanding the proposed modification they have been highlighted in yellow and delted conditions have been struck-through.

RECOMMENDATION

That Council reconsider its decision of 18th April 2018 (C.3320) with specific reference to Conditions 6, 10, 11, 13, 14, 16, 22, 23, 25, and 26 as requested by the State Administrative Tribunal.

RECOMMENDATION

That pursuant to the Orders made by the State Administrative Tribunal in accordance with Section 31 of the State Administrative Tribunal act 2004 (WA) the application for the **proposed 'Industry-Extractive' land use and extractive industry licence** at Lot 93 Spencers Brook Road, Muluckine (Lot 93 on Plan 23146) be approved subject to the following conditions:

1. This development approval is valid for 10 years from the date of approval and will expire on **20th June 2028**.
2. The development hereby permitted must substantially commence within two years from the date of this determination notice.
3. The development hereby permitted taking place in accordance with the approved plans dated 21st June 2018 in addition to any **documentation endorsed with an 'Approved' stamp by the Shire of Northam**.
4. Hours of operation on the site shall be limited to between 0700 to 1700 hours, Monday to Friday, excluding public holidays.
5. The new excavation area (blasting) is to be limited to the outlined area as per the approved plans (Blast Site Plan & Benching Plan)
6. **A maximum of 10 outgoing loads (total of 20 vehicle movements) associated with the extractive industry are permitted along Spencers Brook Road ~~Yilgarn Avenue~~ per day, for a combined maximum total of 180 days per year.** If a variance to this condition is required by the applicant, a written request shall be made and considered for approval by Council.
7. Heavy vehicle movements are to be prohibited during school bus operating hours between 0700 and 0830hrs and 1500 and 1630hrs.

CONDITIONS TO BE MET PRIOR TO THE COMMENCEMENT OF THE WORKS/USE

8. The applicant shall establish an initial road maintenance contribution of \$42,857.15. The contribution is to be utilised to maintain the road condition and will be conducted in compliance with Condition 14 ~~16~~.
9. The applicant to provide a rehabilitation amount for \$75,000 (seventy five thousand dollars) and such bond, security or bank guarantee to be unconditional (no expiry date).
- ~~10. The applicant is to obtain a valid extractive industry licence from the local government under the Shire's Extractive Industries Local Law 2008.~~
- ~~11. A blasting plan and blasting schedule to be provided to the satisfaction of the local government.~~
10. An environmental management plan is to be prepared and provided to the satisfaction of the local government, and endorsed by the **landowner, under the Shire's Extractive Industries Local Law 2008. The Environmental Management Plan shall detail:**
 - a. Dust Mitigation
 - i. Equipment Source Management
 - ii. Internal Access Road Management
 - iii. Blasting Management
 - b. Drainage
 - i. Denote the physical characteristics of any current on-site drainage for reinstatement
 - ii. Management of drainage (works, surface flow – roads/access points)
 - c. Rehabilitation
 - i. Drainage Management & Reinstatement
 - ii. Bund Removal
 - iii. Access Road/Hardstand removal.
 - iv. Vegetation Planting (Species & Vegetation Stand Locations) – Future Use Separation Grazing/Non-Grazing Areas
 - v. Maintenance Plan – Reinstatement procedure upon completion of extractive industry program, or staged reinstatement program details.
 - d. Other
 - i. Denote the physical characteristics of vegetation complexes on-site where activities are proposes to be undertaken, or where they are to be affected by activities to be undertaken (dust/works).
11. Prior to the extractive industry license being issued, a detailed technical plan, prepared by a suitably qualified civil engineer, showing exact road widths, direction of entry and exit, angles of entry and exit, any turning circles and any other relevant information of the proposed intersection of the entry and exit points Spencers

Brook Road/~~Northam York~~ Road shall be submitted to the Shire of Northam for approval.

12. The applicant shall upgrade the entry and exit crossover points and the section of road at the Quarry/~~Northam York~~ Spencers Brook Road interface to the satisfaction of the Shire of Northam.
13. Prior to commencement of the use, the applicant shall install and maintain approved road signs along the transport route in consultation with the local government, warning other road users of trucks entering and using the public road system.

CONDITIONS REQUIRING ONGOING COMPLIANCE

14. The applicant shall pay a road maintenance contribution of 50 cents per tonne, to be utilised for the purpose of maintaining the road condition of Spencers Brook Road/~~Yilgarn Avenue~~. (See Advice Note 16).
15. The intersection/entry and exit points into the extraction area is to be maintained to Council's specification during extractive operations.
16. The internal road infrastructure is to be maintained (smooth operating surfaces to reduce noise impact) and appropriately managed (dust suppression) to the satisfaction of the Shire during extractive operations on an ongoing basis.
17. Broadband reverse alarms are to be utilised for on-site equipment and transport vehicles of the applicant and/or their subcontractors **as per the applicant's proposal (See Advice Note 17)**.
18. Should complaints about vibrations generated by the crusher be received, the applicant is to employ suitably qualified personnel to determine mitigation strategies which shall be submitted to the local government for approval prior to implementation.
19. Stock proof fencing is to be maintained along the perimeter of the extractive industry area the site shall be maintained to restrict grazing animals from accessing and damaging the site while the rehabilitation takes place.
20. The site is to be rehabilitated using local endemic species to the satisfaction of the Shire of Northam.
21. ~~No permit vehicles from this extractive industry are to pass onto any road under control of the Shire of Northam unless the appropriate local government and Main Roads approvals are in place.~~
21. The facility is to operate in accordance with the requirements of Regulation 7 of the Environmental Protection (Noise) Regulations 1997. Should noise complaints be received it shall be the licensee's responsibility to employ a suitably qualified acoustic engineer to determine ascendants and remedies. Where the requirements of Regulation 7 of the Environmental Protection (Noise) Regulations 1997 cannot be satisfied, the licensee shall seek approval for the operation, in accordance with Regulation 17, of the same.

22. The approved transport route is to be from the quarry site, west along Spencers Brook Road through adjoining properties being Lots 92, 94 and 13 onto Northam York Road, Yilgarn Avenue and Great Eastern Highway and return to site along the same route.

21. Failure to comply with any of the conditions outlined may result in the local government revoking this development approval or taking such other action as considered appropriate by the Shire of Northam as available under the existing legislation and Local Law

CONDITIONS INCLUDED WITHIN THE TRAFFIC ROUTES ASSESSMENT

23. The applicant is to undertake the commitments provided within the Transport Routes Assessment with particular reference to

- (i) The Spencers Brook Road intersection, entry and exit points to the extraction area is to be maintained by Italia Stone to the **Shire's specification during extractive operations;**
- (ii) Italia Stone will install and maintain approved road signs along the transport route in consultation with the local government (including at the intersection of Spencers Brook Road/Trimmer Road), warning other road users of trucks entering and using the public road system;
- (iii) Heavy vehicles will drive at a reduced speed limit of 80km/h on Spencers Brook Road in general, a reduced speed of 60 km/h through the Spencers Brook townsite and an estimated maximum speed of 50 km/h near the intersection of Trimmer Road/Spencers Brook Road;
- (iv) **It will formulate, implement and review a Drivers' Code of Conduct** (the principles are set in Attachment 14);
- (v) Undertake the noise mitigation commitments in section 6.2;
- (vi) Establish and maintain a monitoring program (see section 6.4);
- (vii) Trucks will be equipped with GPS tracking which can monitor in real time;
- (viii) Review and work with the Shire and community to minimise risks regarding operations during certain times of the year (e.g. harvest); and

ADVICE NOTES

NOTE 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.

NOTE 2: **Shire Officer's will undertake a routine annual inspection of the site** at the time the extractive industry licence renewal is applied for.

- NOTE 3: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- NOTE 4: If an applicant is aggrieved by this determination there is a right of appeal under the *Planning and Development Act 2005*. An appeal must be lodged with the State Administrative Tribunal within 28 days of the determination.
- NOTE 5: With respect to Condition 10 and 20, upon completion of the site rehabilitation, the applicant is to notify the local government in writing. At this time, local government Officers will conduct a site visit to ensure that the site has been rehabilitated to the satisfaction of the local government.
- NOTE 6: The maximum permitted size for heavy vehicles using the approved route (Condition 25) are not to exceed Main Roads WA RAV 3 requirements.
- NOTE 7: The extractive industry is to be carried out in accordance with **the Shire's Extractive Industries Local Law 2008** at all times.
- NOTE 8: The extractive industry is to operate in accordance with the requirements of the *Environmental (Noise) Protection Regulations 1997*.
- NOTE 9: Approval for an Extractive Industry Licence is not transferable unless written approval is granted by the Shire of Northam, and provided all conditions of the existing approval are met.
- NOTE 10: Site operation to comply with the *Mines Safety and Inspection Act 1994* at all times.
- NOTE 11: When the extractive industry ceases the local government may review the condition of Spencers Brook Road Yilgarn Avenue and, if necessary, draw on the bond/bank guarantee to pay for any work required to return the road to its present standard. Any balance of the bond/bank guarantee which thereafter remains will to be refunded to the applicant. The local government may require the applicant to enter into a legal agreement, prepared by the local government's solicitors at the applicant's cost, in order to deal with any additional matter of detail concerning the requirements of this approval.
- NOTE 12: With respect to Condition 11, blasting is to occur solely between the hours of 8:00AM and 5:00PM on Mondays to Fridays inclusive, unless otherwise approved by extraordinary application to, and authorisation granted, by the local government. The blasting plan shall detail the blasting proposed. The blasting schedule is to include the dates and times when the blasting will occur and methods for advising nearby neighbours and the general public. Any deviation from the approved schedule must be approved by Council.
- NOTE 13: The proposed extractive industry is located adjacent to the Avon River. As such, the DWER recommends that stormwater

management be in accordance with the *Stormwater Management Manual of Western Australia* (DWER, 2004-2007) and relevant Water Quality Protection Notes (WQPN) and guidelines including;

- WQPN 10: Contaminant spills – emergency response
- WQPN 56: Tanks for elevated chemical storage
- WQPN 58: Tanks for temporary elevated chemical storage
- WQPN 65: Toxic and hazardous substances
- WQPN 52: Stormwater management at industrial sites

NOTE 14: The fee payable under Condition 9 is calculated on the fee made payable by the prior applicant plus CPI inflation and rounding modelled to 2017/2018.

NOTE 15: Approval from the Department of Water and Environmental Regulation for the crushing activities to be undertaken on the site **as a 'prescribed premise' from the Department of Environment and Regulation** under Part V of the Environmental Protection Act 1986 (Environmental Protection Regulations, 1987, Schedule 1).

NOTE 16: With respect to Condition 14, the amount payable per financial year is to be based on estimated tonnage of material transported from the site and made in advance prior to the commencement of operations and thereafter on an annual basis. A report detailing all activities and tonnages of material transported to and from the site is to be submitted to the shire of Northam for the financial year ending 30th and is to be submitted by 31st July each year (in accordance with Local Planning Policy 21). Where a shortfall in funding has occurred against the actual volumes transported from site, the applicant will provide additional funding to rectify the shortfall.

NOTE 17: With respect to Condition 17, reversing alarms on vehicles and equipment must be managed on site to ensure they do not interfere with the amenity of nearby residential properties while complying with the Occupational Safety & Health Regulations 1996 and the Environmental Protection (Noise) Regulations 1997.

NOTE 18: Blasting must be carried out in strict accordance with the AS2187 SAA Explosives Code, the Mines Safety and Inspection Act 1994, the Mines Safety and Inspection Regulations 1995; the Environmental Protection Act 1986, and all relevant local laws of the local government.

Attachment 1



SAT STATE
ADMINISTRATIVE
TRIBUNAL

Jurisdiction:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Application:	Review of a reviewable determination made by the local government
Parties:	Italia Stone Group (Applicant) Shire of Northam (Respondent)
Matter Number:	DR 173/2018
Application Lodged:	17 July 2018
Hearing Type:	Mediation Conference between parties to a matter
Date of Decision:	21 August 2018
Decision of:	Senior Sessional Member Brian Hunt
Outcome:	Adjourned

1. By 14 September 2018 the applicant is to prepare and provide to the respondent and file with the Tribunal further submissions on transport routes.
2. Pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent, considering the applicant's further submissions, is invited to reconsider its decision on or before 17 October 2018.
3. The proceeding is adjourned to a further directions hearing at 9.30am on Friday 2 November 2018 at 565 Hay Street, Perth, Western Australia.



Attachment 2



Jason Whiteaker
Chief Executive Officer
Shire of Northam
ceo@northam.wa.gov.au

Dear Jason

**Development Application for Extractive Industry – Spencers Brook Quarry – Lot 93
Spencers Brook Road, Muluckine**

I refer to the orders issued by the State Administrative Tribunal on 21 August 2018 regarding the above.

In accordance with the order, and on behalf of the Italia Stone Group Pty Ltd, please see attached a Transport Routes Assessment. The Transport Routes Assessment particularly seeks the Council to reconsider Condition 25 of the development approval issued on 20 June 2018. Condition 25 states:

'The approved transport route is to be from the quarry site, through adjoining properties being Lots 92, 94 and 13 onto Northam-York Road, Yilgarn Avenue and Great Eastern Highway and return to site along the same route.'

It is requested that Council agrees to reword Condition 25 to state:

'The approved transport route is to be travelling west from the quarry on Spencers Brook Road to Clackline/Great Eastern Highway and east from Clackline/Great Eastern Highway to the quarry.'

As outlined in the Transport Routes Assessment, Spencers Brook Road is the most appropriate transport route between the quarry and Clackline. This is based on a range of planning and transport criteria including practicality, project viability, safety, community impacts and legal considerations. In comparison, the Council preferred transport route has a range of 'fatal flaws' including practicality, viability and not addressing legal tests.



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In addition to Condition 25, our client also seeks Council reconsideration of the following conditions of the development approval issued on 20 June 2018 as follows:

6	A maximum of 10 outgoing loads (total of 20 vehicle movements) associated with the extractive industry are permitted along Yilgarn Avenue per day, for a combined maximum total of 180 days per year. If a variance to this condition is required by the applicant, a written request shall be made and considered for approval by Council.	The condition is generally acceptable, except to the extent that it references Yilgarn Avenue and not Spencers Brook Road. Spencers Brook Road is the closest public road, an approved Restricted Access Vehicle (RAV3) route and the applicant's preferred transport route. Refer to the response to Condition No. 25.
10	The applicant is to obtain a valid extractive industry licence from the local government under the Shire's Extractive Industries Local Law 2008.	This condition does not have a planning purpose and is superfluous as it relates to a separate approval required under the Shire's Extractive Industries Local Law. Seek deletion of the condition.
11	A blasting plan and blasting schedule to be provided to the satisfaction of the local government.	This condition does not serve a planning purpose and should be deleted. It also appears to duplicate the requirement for 'blasting management' under Condition number 12a.iii. Condition 12 in part states: 'An environmental management plan is to be prepared and provided to the satisfaction of the local government, and endorsed by the landowner, under the Shire's Extractive Industries Local Law 2008. The Environmental Management Plan shall detail...Blasting Management'.
13	Prior to the extractive industry license being issued, a detailed technical plan, prepared by a suitably qualified civil engineer, showing exact road widths, direction of entry and exit, angles of entry and exit, any turning circles and any other relevant information of the proposed intersection of the entry and exit points Northam-York Road shall be submitted to the Shire of Northam for approval.	The condition is generally acceptable, except to the extent that it references Northam-York Road and not Spencers Brook Road (closest public road, approved RAV3 route and the applicant's preferred transport route). Refer to the response to Condition No. 25.
14	The applicant shall upgrade the entry and exit crossover points and the section of road at the Quarry/Northam-York Road	The condition is generally acceptable, except to the extent that it references Northam-York Road and not Spencers Brook Road (closest public road,

	interface to the satisfaction of Main Roads WA.	approved RAV3 route and the applicant's preferred transport route). Refer to the response to Condition No. 25.
16	The applicant shall pay a road maintenance contribution of 50 cents per tonne, to be utilised for the purpose of maintaining the road condition of Yilgarn Avenue. (See Advice Note 16).	The condition is generally acceptable, except to the extent that it references Yilgarn Avenue and not Spencers Brook Road (closest public road, approved RAV3 route and the applicant's preferred transport route). Refer to the response to Condition No. 25.
22	The site is to be rehabilitated using local endemic species to the satisfaction of the Shire of Northam.	The condition is ambiguous and not precise enough. Clarification is needed as to what exactly is required by the Shire to satisfy this condition.
23	No permit vehicles from this extractive industry are to pass onto any road under control of the Shire of Northam unless the appropriate local government and Main Roads approvals are in place.	This condition requires the applicant to obtain authorisation from another body (Main Roads WA) and should not be imposed as it does not fulfil a planning purpose in the circumstances of the case. Seek deletion of the condition.
25	The approved transport route is to be from the quarry site, through adjoining properties being Lots 92, 94 and 13 onto Northam-York Road, Yilgarn Avenue and Great Eastern Highway and return to site along the same route.	See attached Transport Routes Assessment report.
26	Failure to comply with any of the conditions outlined may result in the local government revoking this development approval or taking such other action as considered appropriate by the Shire of Northam as available under the existing legislation and Local Law.	This condition should be deleted given there is no express or implied provision in the <i>Planning and Development Act 2005</i> that allows local government to revoke or vary development approvals when it has been formally given.

The basis of the Development Application remains generally the same, as submitted by Italia Stone to the Shire on 15 January 2018, including supporting information such as the Acoustic Assessment Report. This is complemented with the Road Safety Inspection report (dated 8 June 2018). While noting this, Italia Stone has clarified components of the proposal and set out a range of commitments relating to transport. This is outlined in the Transport Routes Assessment report.

Where commitments and additional information are provided in the Transport Routes Assessment, they replace the original submitted information on 15 January 2018. This includes that the number of trucks per day is now a maximum of 10 outgoing trips and a maximum of 10 incoming trips a day (total of 20 heavy vehicle trips a day).

By way of comparison, the development application submitted to the Shire on 15 January 2018 (which was subject to community and stakeholder comment), proposed 40 outgoing trips and 40 incoming trips a day (total of 80 heavy vehicle trips a day). This is a substantial reduction in the number of outgoing and incoming trips when the quarry is operating. As noted in the Transport Routes Assessment report, the quarry operations will be campaign-driven which will result in the quarry not being active for periods of time or Italia Stone may utilise smaller haulage vehicles.

The commitments set out by Italia Stone, in the Transport Routes Assessment, are a generous and appropriate response which assist to minimise transport impacts on the community. Given the number of other Restricted Access Vehicles and other traffic using Spencers Brook Road, the commitments from Italia Stone are equitable and are based on accepted planning and legal principles.

The Council's reconsideration of the transport route (Condition 25 of the approval issued by the Council on 20 June 2018) will facilitate implementation of the project and will enable the quarry to be rehabilitated.

Should you wish to discuss or clarify, please do not hesitate to contact me on steve@edgeplanning.com.au or 04091 07336.

On behalf of Italia Stone, Edge Planning & Property look forward to the Council's reconsideration of the development application which particularly ensures the transport route is Spencers Brook Road between Clackline and the quarry.

Yours sincerely



Steve Thompson
PARTNER

14 September 2018

c.c. State Administrative Tribunal – 01/173/2018

Attachment 3



Transport Routes Assessment

Spencers Brook Quarry

Lot 93 Spencers Brook Road, Muluckine

Prepared by Edge Planning & Property for Italia Stone Group Pty Ltd

www.edgeplanning.com.au

September 2018

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TRANSPORT ROUTES ASSESSMENT – LOT 93 SPENCERS BROOK ROAD, MULUCKINE

1.0 INTRODUCTION

This report supports the Development Application by Italia Stone Group Pty Ltd (to be called 'Italia Stone' or the 'applicant') to renew the approval for a hard rock quarry on Lot 93 Spencers Brook Road, Muluckine (to be called the 'quarry', 'the site' or 'Spencers Brook Quarry'). The site is shown in Attachment 1.

The purpose of this report is to:

- compare the applicant's preferred transport route to the Council's conditioned transport route along with considering other possible transport route options;
- set out the planning and transportation framework;
- outline and consider key issues; and
- outline Italia Stone's commitments to minimising transport impacts on the community.

2.0 BACKGROUND

2.1 Quarry Operation and Previous Approvals

A quarry has operated from the site for decades. Give the site adjoins Spencers Brook Road, all haulage to and from the quarry has been via Spencers Brook Road.

More recently, the Council granted development approval to the quarry at a Special Council Meeting held on 7 April 2010 and amended the approval at its Ordinary Council Meeting held on 18 February 2015. In both instances, the Council supported Spencers Brook Road being the transport route.

Following the former quarry operator ceasing operations, Italia Stone undertook due diligence to take over the existing hard-rock quarry and to assume responsibility for the ultimate rehabilitation of the quarry site.

Italia Stone, on 15 January 2018, submitted a development application to the Shire seeking approval for screening and crushing of approximately 90,000 tonnes per annum of stockpiled hard-rock material (over a 7 year period). Following this, Italia Stone seek approval for decommissioning and phased rehabilitation of the site which will occur over a 3 year period.

Details originally submitted by the applicant (15 January 2018), along with the Road Safety Inspection report (dated 8 June 2018) provide background information which are not repeated in this report. Where commitments and additional information are provided in this report, they replace the original submitted information on 15 January 2018. This includes that the number of trucks per day is now a maximum of 10 outgoing trips and a maximum of 10 incoming trips a day (total of 20 heavy vehicle trips a day).

By way of comparison, the development application submitted to the Shire on 15 January 2018 (which was subject to community and stakeholder comment), proposed 40 outgoing trips and 40 incoming trips a day (total of 80 heavy vehicle trips a day). This is a substantial reduction in the number of outgoing and incoming trips when the quarry is operating. As noted in this report, the quarry operations will be campaign-driven which will result in the quarry not being active for periods of time or may utilise smaller haulage vehicles.

The Council, at its Ordinary Meeting on 20 June 2018, granted conditional development approval to the extractive-industry (quarry) use. The development approval was subject to 26 conditions. The Council did not accept the officer recommendation that the transport route continue to be Spencers Brook Road. Instead, the Council imposed Condition 25 which states:

'The approved transport route is to be from the quarry site, through adjoining properties being Lots 92, 94 and 13 onto Northam-York Road, Yilgarn Avenue and Great Eastern Highway and return to site along the same route.'

2.2 Applicant review to the State Administrative Tribunal

Following the Council's decision, the applicant lodged a review to the State Administrative Tribunal. While the applicant accepted most of the 26 conditions imposed by the Council, the key concern raised by Italia Stone relates to Condition 25 for a number of reasons which are outlined in this report.

This report particularly seeks the Council to reconsider Condition 25 of the development approval issued on 20 June 2018. Italia Stone request that Council agrees to reword Condition 25 to state:

'The approved transport route is to be travelling west from the quarry on Spencers Brook Road to Clackline/Great Eastern Highway and east from Clackline/Great Eastern Highway to the quarry.'

2.3 Site Context

The site's context is shown in Attachment 1. The site has practical and legal vehicular access to Spencers Brook Road.

The site and considerably portions of the land between the quarry and Northam-York Road are characterised by their undulating environment. As set out in Attachments 8, 9 and 10, the area varies in height between approximately 160 metres AHD and 260 metres AHD. The area contains numerous ridges, hills, watercourses and key drainage lines.

The area is characterised with having slopes that are well above the 3% slope that are suitable for a fully loaded Restricted Access Vehicle (RAV) can comfortably traverse, assuming at a low speed (with no 'run-up' speed), and safely descend on an unsealed road. Considerable portions of the area have slopes around 6 – 7%, with some slopes around 12 – 14%.

3.0 PLANNING AND TRANSPORTATION FRAMEWORK

3.1 Overview

There are a number of policies, guidelines and legislation that are of relevance to the development application and the transport routes. Some of these were set out in the development application submitted on 15 January 2018 and in the Shire's report to Council on 20 June 2018. Some of the key matters, from relevant documents, are summarised below:

- *Shire of Northam Local Planning Strategy*: acknowledges the importance and need to secure the long-term protection of mineral resources and basic raw materials in the Shire. Spencers Brook Road is designated as a 'major road'. Section 4.5.1 in part states 'Roads within the Shire carry significant volumes of heavy vehicles which haul a variety of products including grain and livestock, fuel, fertiliser, general freight, hazardous goods, farm and mining machinery, basic raw materials and minerals';
- *Shire of Northam Local Planning Scheme No. 6*: the site is zoned 'Rural' and Spencers Brook Road is designated as a 'major road' (Local Scheme Reserve);
- *Shire of Northam Local Planning Policy Number 21 – Extractive Industry*: prescribes an annual road maintenance contribution, for recovery of expenses towards maintenance and repair of roads due to heavy and/or extraordinary traffic associated with the operation of an extractive industry;
- *State Planning Policy 2.4 – Basic Raw Materials*: the policy is broadly facilitative of extracting raw materials. The site is identified as an 'Extraction Area' on the Policy Area – Resource Protection Map (Figure 2);
- *State Planning Policy 2.5 – Rural Planning*: a key objective is to secure significant basic raw material resources and provide for their extraction;
- *Rural Planning Guidelines (WAPC 2016)*: as part of assessing applications, section 5.6 states that consideration 'should include the suitability and capacity of the existing road network to handle the additional impacts created by the proposed land use' and 'the classification of the road in the road hierarchy' should be considered;
- *Basic Raw Materials Applicants' Manual*;
- *Roads 2030 Regional Strategies for Significant Local Government Roads – Wheatbelt North (2015)*: Spencers Brook Road is classified as a 'regional distributor' which assists to support and facilitate the development of Northam and the wider region. Attachment 2 provides an extract of the document which includes outlining the function, development need and development strategy for Spencers Brook Road. Details are also included for Spencers Brook – York Road which is a 'regional distributor' and an important connector road between Northam and York. Spencers Brook – York Road intersects with Spencers Brook Road at the Spencers Brook townsite;
- *Standard Restricted Access Vehicle (RAV) Route Assessment Guidelines (Main Roads Western Australia, 2018)*;
- *Guidelines for Approving RAV Access (Main Roads Western Australia, 2018)*; and
- *Road Traffic Act 1974 and Road Traffic Code 2000*.

The planning and transportation framework is broadly facilitative of extracting raw materials and Spencers Brook Road is identified as a 'major road', 'regional distributor' and 'significant local road'.

3.2 Transport Impact Assessment Guidelines

The *Transport Impact Assessment Guidelines* (August 2016), prepared by the Western Australian Planning Commission, of are relevance to this report. The Guidelines can be viewed at <https://www.planning.wa.gov.au/publications/1197.aspx> with Volume 4 - Individual Developments of particular relevance.

An extract of the Guidelines is set out in Attachment 3. In summary, based on the Guidelines, there is no requirement for Italia Stone to prepare a traffic impact assessment (now referred to as a transport impact assessment). This is because the Spencers Brook Quarry is classified by the Guidelines as 'low impact' given there will be less than 10 vehicle trips in the development's peak hour.

While noting the above, this report addresses relevant planning, transport, safety and related matters for the development and the transport routes.

4.0 TRANSPORT OPTIONS AND ASSESSMENT

4.1 Transport Options

There are four identified transport routes between the quarry and Clackline:

- Option 1: Applicant's preferred transport route;
- Option 2: Council preferred transport route;
- Option 3: Spencers Brook Road / Trimmer Road transport route; and
- Option 4: Newcastle Road – via Northam townsite transport options.

Attachment 5 shows the different transport routes.

4.2 Assessment of Transport Options

Attachment 6 compares some of the key considerations relating to the transport routes. Attachment 7 assesses the transport routes against a range of criteria.

Option 1 – Applicant's preferred transport route

Based on Attachment 7, it is concluded that Option 1 best addresses the range of criteria compared to the other transport options. There are no identified 'fatal flaws' that would preclude use of Spencers Brook Road between Clackline and the quarry. The applicant's preferred transport route is further considered in this report.

It is noted that Spencers Brook – York Road, which is a 'regional distributor', is an important connector road between Northam and York. Spencers Brook – York Road intersects with Spencers Brook Road at the Spencers Brook townsite. A considerable portion of heavy vehicle traffic, on the section of Spencers Brook Road between Clackline and the Spencers Brook townsite, either comes from or goes along the Spencers Brook – York Road. This is particularly the case during harvest.

Option 2 – Council preferred transport route

There are a range of 'fatal flaws' with Option 2 including practicality, viability and not addressing legal tests.

Other than the existing track, there is no other realistic route between the quarry and Northam-York Road. This existing track, which often runs on or near the top of ridges, is not suitable for RAVs largely due to topographical constraints in the western section.

Attachments 8, 9 and 10, along with site inspection, reveals the existing track is not practical for RAVs due in part to excessive slopes, dangerous crests, watercourse crossings, narrowness, not built to RAV standards, expense etc.

There is distance of approximately 11 kilometres using the winding track between the quarry and Northam-York Road.

As outlined in section 2.3, the land between the quarry and Northam-York Road is in parts steeply undulating. The area is characterised with having slopes that are well above the 3% slope that are suitable for a fully loaded RAV3 can comfortably traverse, assuming at a low speed (with no 'run-up' speed), and safely descend on unsealed routes. Considerably parts of the area have slopes around 6 – 7%, with some areas having slopes of around 12 – 14%.

Attachment 11 provides a series of photos between the quarry and Northam-York Road. The photos clearly show how challenging and unrealistic the topography is along financial implications for creek crossings etc.

The current track has inadequate width to cater for the two-way movement of heavy vehicles and is not suitably constructed to handle RAVs.

Even if there was a practical alignment, all the way between the quarry and Northam-York Road, Italia Stone estimate the cost to construct a private road to accommodate RAVs for a distance of approximately 11 kilometres would be significant (possibly upwards of \$2.5 million to address creek/watercourse crossings, widen to allow to two-way movement).

In addition to the above, Italia Stone's preliminary estimate to construct the intersection of the private road with the Northam-York Road is around \$200,000 to meet Main Roads Western Australia standards. This cost could be higher if services are required to be relocated.

Other constraints relating to Option 2 are set out in Attachments 6 and 7.

Option 3 - Spencers Brook Road / Trimmer Road

In summary, Option 3 creates greater safety impacts than Option 1 and is expected to be opposed by Trimmer Road landowners. Further details are in Attachment 7.

Option 4 - Newcastle Road – via Northam townsite

Option 4 is not considered a realistic option for a number of reasons and is not expected to gain relevant approvals. Further details are in Attachment 7.

4.3 Validity of Conditions

Attachment 12 provides an extract from the *Model Subdivision Conditions Schedule* relating to the validity of conditions (which include development conditions). The courts have established that in order to be a valid planning condition, the condition must:

- be imposed for a planning purpose;
- fairly and reasonably relate to the development for which permission is given; and
- be reasonable, that is, be a condition which a reasonable planning authority, properly advised, might impose.

5.0 APPLICANT'S PROPOSAL, PREFERRED TRANSPORT ROUTE AND KEY ISSUES

5.1 Applicant's Proposal

The development application submitted on 15 January 2018 sets out key components of the proposal. Since then, Italia Stone have further clarified the proposal and support the following:

- limit the number of trucks per day to a maximum of 10 outgoing trips per day and 10 incoming trips per day (total of 20 heavy vehicle trips a day). This compares to the proposed 40 outgoing trips and 40 incoming trips a day (total of 80 heavy vehicle trips a day) in the previously publicly advertised development application;
- the quarry will operate from Monday to Friday and not on Saturdays as originally proposed. The hours of operation, on the quarry site, will be limited to between 0700 to 1700 hours, Monday to Friday, excluding public holidays;
- heavy vehicle movements on Spencers Brook Road are to be prohibited during school bus operating hours between 0700 and 0830 hours and 1500 and 1630 hours;
- it is expected that truck movements will be staggered/well-spaced to fit with operational requirements;
- it is expected that the quarry, when operating, will generate on average 1 truck per hour to the quarry and will generate on average 1 truck per hour from the quarry;
- haulage will be campaign drive, therefore transportation of materials will be 'on demand'. This will result in considerable periods of little or no quarry activity and haulage. Over a 12 month period, the quarry will not operate more than 180 days a year. Italia Stone estimate that a campaign may have a length of 1 to 2 months;
- to comply with the RAV3 classification of Spencers Brook Road, Italia Stone will use trucks that are compliant with the RAV3 heavy vehicle combinations e.g. B doubles or other smaller prime mover and trailer truck combinations. There will be up to 50 tonnes of granite if a B double is used;
- the types and volumes of the rocks to be transported are in two categories. The first type is armour rock which will be transported in B doubles with loads ranging from 40 tonnes to 50 tonnes depending on configuration (rock sizes are between 60kg to 4 tonnes). The second type is crushed rock which will be in B double loads of up to 50 tonnes and semi loads of up to approximately 30 tonnes (size range from 7mm to 300mm);
- a detailed technical plan, prepared by a suitably qualified civil engineer, will show exact road widths, direction of entry and exit, angles of entry and exit, any turning circles and any other relevant information of the proposed intersection of the entry and exit points onto Spencers Brook Road;
- to upgrade (seal and drain) the entry and exit crossover points and the upgrade (seal and drain) the section of road at the quarry/Spencers Brook Road interface;
- the Spencers Brook Road intersection, entry and exit points to the extraction area will be maintained by Italia Stone to the Shire's specification during extractive operations;
- Italia Stone will install and maintain approved road signs along the transport route in consultation with the local government, warning other road users of trucks entering and using the public road system; and
- Italia Stone will pay an annual road maintenance contribution of 50 cents per tonne, to be utilised for the purpose of maintaining the condition of Spencers Brook Road. Based on current costs, this represents Italia Stone making an annual contribution of \$42,857.15 to the Shire.

Italia Stone are committed to rehabilitating the site. The costs to rehabilitate will however be substantial which could be in the order of \$500,000. There is a requirement for a viable quarry business to later enable the site to be rehabilitated. It is understood the Shire and the local community have long sought for the site to be rehabilitated.

Italia Stone make further commitments in section 6.0 and in Attachment 13.

5.2 Applicant's Preferred Transport Route

Italia Stone anticipate that the vast majority of the quarry products will be transported to the Perth metropolitan region, although there may on occasions be demand in the Shire of Northam and in other places. Italia Stone seek that the approved transport route is Spencers Brook Road between Clackline (intersection of Great Eastern Highway/Spencers Brook Road) and the quarry.

In support of the proposal to use Spencers Brook Road, the applicant engaged Advanced Traffic Management to prepare a Road Safety Inspection (also called a 'road safety audit') for Spencers Brook Road between the Northam townsite and the Great Eastern Highway/Spencers Brook Road intersection. Advanced Traffic Management concluded that road safety can be effectively managed on Spencers Brook Road including associated with quarry RAV traffic.

A number of recommendations were made in the Road Safety Inspection report which are largely the responsibility of the Shire.

It is noted that Spencers Brook Road is being progressively being upgraded as set out in *Roads 2030 Regional Strategies for Significant Local Government Roads – Wheatbelt North*. State Government funding, via Regional Road Groups, assists to maintain and as required rebuild/reconstruct significant local government roads such as Spencers Brook Road.

As outlined in this report, Italia Stone support an annual road maintenance contribution for the maintenance of Spencers Brook Road.

Spencers Brook Road is a practical and appropriate transport route given it is a RAV3 route.

Given Spencers Brook Road has always been the transport route for the quarry, it is not clear what factors have changed and on what rationale the Council's decision was made to impose Condition 25 on 20 June 2018.

5.3 Spencers Brook Road

5.3.1 Current situation

Spencers Brook Road is a RAV3 route. As noted in this report, Spencers Brook Road is identified as a 'major road', 'regional distributor' and 'significant local road'. Spencers Brook Road is characterised by mostly free traffic flow, with few disruptions. Spencers Brook Road is used by range of heavy vehicles including carting grain, livestock and other uses.

Spencers Brook Road is a road of regional significance and eligible for regional road funding.

Spencers Brook Road has a bitumen seal, generally a width of 7.7 metres, and is overall suitably constructed for use by heavy vehicles as evidenced by its RAV3 classification. It has a posted speed limit of 110km/h, which reduces to 80km/h near the Spencers Brook townsite.

It is the Shire's responsibility to ensure that Spencers Brook Road is suitably maintained as it does for other roads in its care, control and management.

Advanced Traffic Management set out traffic and speed data for Spencers Brook Road which are outlined in Attachment 4. Additionally, the Shire undertook road traffic counts in May 2018. This revealed there were:

- an average of 104 heavy vehicles per day 600 metres south of the quarry;
- an average of 125 heavy vehicles per day 1.3 kilometres east of the Trimmer Road/Spencers Brook Road intersection; and
- an average of 112 heavy vehicles per day 100 metres south-east of Old Spencers Brook Road.

It is expected there would be a higher number of heavy vehicle per day during harvest, especially in the section of Spencers Brook Road between Clackline and the Spencers Brook townsite. This section of road has considerable non-local traffic including during harvesting. This is due to the connection of the Spencers Brook – York Road connecting with it at the Spencers Brook townsite. Spencers Brook – York Road results in considerable heavy vehicle traffic, associated with farming and associated activities in the area and in areas further to the east and south, utilising the western section of Spencers Brook Road.

Spencers Brook Road recently operated as a RAV4 route, for approximately an 8 month period, due to the Avon Bridge Upgrade. There were no incidents of significance reported during this time. This provides confidence that the RAV3 use is appropriate for Spencers Brook Road.

Other than the Spencers Brook townsite, Spencers Brook Road between Clackline and the quarry is predominantly farming. The predominant land uses are cropping, grazing and the agistment of horses. The existing amenity along Spencers Brook Road between the quarry and Clackline is rural, characterised by open agricultural land with houses overall generally well set back from Spencers Brook Road. Land adjoining Spencers Brook Road is predominantly zoned 'Rural' under the *Shire of Northam Local Planning Scheme No. 6*. The intent of the Rural zone is for primary production (including extractive industry) and conservation.

Other than in the Spencers Brook townsite, there appears to be limited pedestrian use on or near Spencers Brook Road between the quarry and the intersection of Great Eastern Highway / Spencers Brook Road. Spencers Brook Road is used on occasions for cycling for skilled riders. Cyclists have a responsibility to follow the traffic code and use their discretion when riding.

Access to and from the quarry is provided directly off Spencers Brook Road. The northern crossover to the site provides good visibility and clear sightlines in both directions.

5.3.2 Traffic impacts and safety

The quarry, when operating, will generate on average 1 truck per hour to the quarry and will generate on average 1 truck per hour from the quarry. Given this modest amount of traffic, Spencers Brook Road is suitable and capable of handling the additional traffic

created by the quarry operations. The modest increase of traffic from the quarry (which has operated for decades) would have been reasonably contemplated by the current planning and transportation framework. Additionally, there will be no traffic congestion as a result of quarry operations and it should have minimal impact on the operation of Spencers Brook Road.

All truck haulage of product, in the Shire of Northam, from the Spencers Brook Quarry has occurred and will continue to occur via the significant local road network (Spencers Brook Road) and the State road network (Great Eastern Highway).

It is highlighted that proposed quarry traffic is only a small percentage of the overall traffic and associated impacts on Spencers Brook Road. Grain trucks and other uses generate considerably more heavy vehicle traffic than will be generated by the quarry operations.

Main Roads Western Australia recently reassessed Spencers Brook Road and confirmed it is suitable for RAV3's. Accordingly, Main Roads Western Australia are satisfied with safety considerations of RAV's using Spencer Brook Road, including from the quarry. As part of this, the reassessment included public safety, the condition of the road, road capacity, risk assessment, public amenity, community impacts and environmental impacts. Related considerations included efficiency, connectivity, sustainability and asset protection.

In the report to Council on 20 June 2018, the officer assessment set out that the application was 'compliant' regarding access and traffic impacts.

Advanced Traffic Management, commenting on the proposed quarry traffic impacts, state 'the risk associated with additional trucks is Low' (page 12).

The report to Council on 20 June 2018, in response to the road safety audit findings/recommendations, highlighted that the vast majority of responses are the responsibility of the Shire with some responses the responsibility of Main Roads Western Australia. The only identified responsibility for Italia Stone related to quarry access.

The Shire has a current program to address the road safety audit. There is Shire acknowledgment and support to progressively implement the road safety audit. This will progressively improve the existing road environment and assist to minimise the risk of crash occurrence and reduce potential crash severity. This includes:

- the Shire has commenced implementing barrier protection;
- there are already identified future widening opportunities, with specific locations of concern being the primary focus; and
- a works program to update signage, vegetation maintenance, road maintenance and line-marking.

Given the Shire is responsible for maintaining Spencers Brook Road, and the quarry will only add modest impacts, Italia Stone is clearly not responsible for addressing most of the recommendations raised in the road safety audit.

Based on the above, the Shire is responsible for upgrading the section of Spencers Brook Road within the vicinity of the Trimmer Road / Spencers Brook Road intersection (other than Italia Stone meeting the costs of relevant warning signs near the intersection).

The quarry will create some impacts on Spencers Brook Road. However, due to the range of commitments from Italia Stone (see section 6.0), it will not place a financial burden on the Shire. Italia Stone accept that it should contribute towards the maintenance of

Spencers Brook Road provided it is undertaken in an equitable manner based on accepted planning and legal principles. The contribution (road maintenance bond) will be paid on an annual basis which is used to repair Spencers Brook Road in the event of damage.

It is highlighted that all vehicles must comply with the *Road Traffic Code 2000*. In regard to safety, it is noted that human behaviour with respect to overtaking is not a valid planning consideration and is addressed through other legislation.

Some of the ways in which safety will be promoted include:

- vehicle circulation will be designed to enable vehicles to enter and leave the quarry site in a forward gear;
- the crossover/s to Spencers Brook Road will be appropriately designed, sealed and drained; and
- heavy vehicles drivers should anticipate cyclists and be alert to their presence. Drivers are to ensure that when passing pedestrians / cyclists a safe separation distance exists between trucks and pedestrian / cyclists as well as a reduction in speed if appropriate.

In the event that the previous applicant had to fulfil their rehabilitation obligations, the operators would have had to use Spencers Brook Road to remove this excess material.

5.3.3 Amenity

Italia Stone will limit the number of trucks per day to a maximum of 10 outgoing trips per day and 10 incoming trips per day (total of 20 heavy vehicle trips a day). This compares to the proposed 40 outgoing trips and 40 incoming trips a day (total of 80 heavy vehicle trips a day) in the previously publicly advertised development application.

The revised proposal will result in the quarry, when operating, will generate on average 1 truck per hour to the quarry and will generate on average 1 truck per hour from the quarry. This will have manageable impacts on the amenity of those landholdings within the locality.

There are no sensitive uses such as schools or hospitals along Spencers Brook Road.

Rural areas, especially those adjoining a major road, are not immune from noise and related issues. There is considerable case law that sets out that a person cannot expect to reside in a rural environment and necessarily expect a quiet and serene rural environment.

Truck noise does not fall within the ambit of the *Environmental Protection (Noise) Regulations 1997*. Vehicles must however comply with the relevant Australian Design requirements which deals with external noise and emission controls.

Compared to carting gravel, limestone and sand, there is considerably less potential for dust from hard rock.

Regarding school buses, Italia Stone accept that trucks will not operate on Spencers Brook Road between 0700 and 0830 and between 1500 and 1630 hours. Should Council again impose this condition, it is suggested that the Shire request Main Roads Western Australia to apply RAV network restrictions to all heavy vehicle users – rather than just applying to Italia Stone.

5.4 Spencers Brook Road / Great Eastern Highway Intersection

The Shire specifically requested advice from Main Roads Western Australia as part of its assessment of the development application with respect to the Spencers Brook Road/Great Eastern Highway intersection. Main Roads Western Australia advise as follows:

'I have reviewed the documentation provided for the proposed extractive industry.

The development application is proposing to use an already defined RAV 3 route of Shire Roads until it gains access to Great Eastern Highway.

The intersection of Great Eastern Highway is already approved on the route. The current layout and design of the intersection is to the correct standard for these type of vehicles. The intersection includes a right turn bay and left turn bay on GEH. The intersection contains scheme lighting to highlight the intersection at night.

The proposed extractive industry vehicle movements as provided in the documentation is not expected to have an adverse impact on the intersection of Great Eastern Highway and Spencers Brook Road.'

It is noted that the assessment of Main Roads Western Australia was based on a higher number of trucks per day (80 in total) compared to the current proposal from Italia Stone for 20 trucks in total per day.

Main Roads Western Australia advise that there have been recent upgrades to the intersection. Accordingly, the Spencers Brook Road / Great Eastern Highway intersection is suitable and capable of supporting the modest number of truck movements to and from the quarry and addressing associated safety.

There is an opportunity for overtaking within 5km on either approach to the intersection at Bakers Hill-Northam and Northam-Bakers Hill.

5.5 Condition 25 Considered Invalid by the Applicant

Condition 25, issued by the Council on 20 June 2018, is considered invalid by the applicant because:

- it is not possible for the applicant to reasonably comply with the condition;
- the ban on using Spencers Brook Road as the principal transport route (an approved RAV3 route) effectively nullifies the benefit of the approval in that it requires the applicant to construct and maintain an internal road over private land that does not relate to the land the subject of the application. The construction and maintenance cost together with impact on transport cost, cause the application to be unviable;
- the condition is not reasonably within the 'gift' of the applicant;
- it changes the character of the application;
- it is so unreasonable that no reasonable body or persons could have imposed the condition; and
- in the event that the previous applicant had to fulfil their rehabilitation obligations, they would have had to use Spencers Brook Road to remove this excess material.

In addition to the above:

- Main Roads Western Australia have advised the Shire that the interface of Spencers Brook Road and Great Eastern Highway are compliant for the proposed RAV movement numbers;
- it is unfair to treat Italia Stone, a ratepayer to the Shire of Northam, different to other ratepayers given the vast majority of RAVs on Spencers Brook Road, both now and with the inclusion of the quarry traffic, are associated with farming, primary production and related activities;
- the Road Safety Inspection, undertaken by Advanced Traffic Management, concluded that road safety can be effectively managed on Spencers Brook Road including associated with quarry RAV traffic;
- the campaign driven extraction will result in the quarry not being active for periods of time or may utilise smaller haulage vehicles;
- the zoning of land along the Spencers Brook Road transport route is predominantly 'Rural';
- other legislation and regulations address matters including driver behaviour; and
- the applicant supports development conditions relating to road maintenance contributions (if they apply to Spencers Brook Road).

6.0 APPLICANT'S COMMITMENTS

6.1 Italia Stone Commitments

Italia Stone makes the following commitments relating to transport:

- limit the number of trucks per day to a maximum of 10 outgoing trips per day and 10 incoming trips per day (total of 20 heavy vehicle trips a day). This compares to the proposed 40 outgoing trips and 40 incoming trips a day (total of 80 heavy vehicle trips a day) in the previously publicly advertised development application;
- the quarry will operate from Monday to Friday and not on Saturdays as originally proposed. The hours of operation, on the quarry site, will be limited to between 0700 to 1700 hours, Monday to Friday, excluding public holidays;
- heavy vehicle movements on Spencers Brook Road are to be prohibited during school bus operating hours between 0700 and 0830 hours and between 1500 and 1630 hours;
- truck movements will be 'spaced' out to ensure convoys do not eventuate. It is expected that the quarry, when operating, will generate on average 1 truck per hour to the quarry and will generate on average 1 truck per hour from the quarry;
- haulage will be campaign drive, therefore transportation of materials will be 'on demand'. This will result in considerable periods of little or no quarry activity and haulage. Over a 12 month period, the quarry will not operate more than 180 days a year;
- to comply with the RAV3 classification of Spencers Brook Road, Italia Stone will use trucks that are compliant with the RAV3 heavy vehicle combinations e.g. B doubles or other smaller prime mover and trailer truck combinations;
- a detailed technical plan, prepared by a suitably qualified civil engineer, will show exact road widths, direction of entry and exit, angles of entry and exit, any turning circles and any other relevant information of the proposed intersection of the entry and exit points onto Spencers Brook Road;
- to upgrade (seal and drain) the entry and exit crossover points and the upgrade (seal and drain) the section of road at the quarry/Spencers Brook Road interface;
- the Spencers Brook Road intersection, entry and exit points to the extraction area is to be maintained by Italia Stone to the Shire's specification during extractive operations;
- Italia Stone will install and maintain approved road signs along the transport route in consultation with the local government (including at the intersection of Spencers Brook Road/Trimmer Road), warning other road users of trucks entering and using the public road system;
- Italia Stone will pay an annual road maintenance contribution of 50 cents per tonne, to be utilised for the purpose of maintaining the condition of Spencers Brook Road. Based on current costs, this represents Italia Stone making an annual contribution of \$42,857.15 to the Shire;
- heavy vehicles will drive at a reduced speed limit of 80km/h on Spencers Brook Road in general, a reduced speed of 60 km/h through the Spencers Brook townsite and an estimated maximum speed of 50 km/h near the intersection of Trimmer Road/Spencers Brook Road;
- it will formulate, implement and review a Drivers' Code of Conduct (the principles are set in Attachment 14);
- undertake the noise mitigation commitments in section 6.2;
- establish and maintain a monitoring program (see section 6.4);
- trucks will be equipped with GPS tracking which can monitor in real time; and
- review and work with the Shire and community to minimise risks regarding operations during certain times of the year (e.g. harvest).

The above represents a generous and appropriate response from Italia Stone which assists to minimise transport impacts on the community. The commitments put forward by Italia Stone will also assist to reduce potential accident rates.

6.2 Noise Mitigation

Italia Stone makes the following commitments relating to noise mitigation measures which must be adhered to at all times:

- adherence to the approved operating hours of the quarry as specified in the development approval;
- Spencers Brook Quarry will only operate during day times which means that noise from passing heavy vehicles will have lower impacts on residents compared to the sensitive night period (when Italia are not operating) when noise travels further than during the day;
- heavy vehicles will drive at a reduced speed limit of 80km/h on Spencers Brook Road in general and a reduced speed of 60 km/h through the Spencers Brook townsite;
- use of truck's compression or exhaust brakes outside of the quarry to be restricted unless required for safety reasons;
- tailgates must be secure and locked to avoid noise or spillage;
- loads must be compliant with relevant Western Australian road rules;
- all loaded vehicles must be cleaned of materials before leaving the quarry site;
- GPS are fitted to all trucks; and
- keeping trucks well maintained. Regular inspections of trucks, specifically for noise sources such as mufflers and exhaust brakes will be carried out.

These and other noise minimisation measures, will be set out in the Drivers' Code of Conduct.

6.3 Secured Loads

All laden trucks leaving the quarry shall be inspected by Italia Stone to ensure that loads are appropriately secured and trucks are clean of quarry materials. The inspection will be undertaken in accordance with Italia Stone's written safe work method statements.

All care is to be taken to ensure that all loose debris from the vehicle body and wheels are removed prior to leaving the site. Italia Stone will monitor loose material on the side of the transport route and take appropriate action (removal or suppression) regularly.

Drivers must ensure that when travelling to and from the quarry that the tailgate is locked.

6.4 Monitoring

Italia Stone makes the following commitments:

- keep accurate records of the regional destination of quarry products transported from the site;
- keep accurate records of all laden truck movements (i.e. dispatch of trucks carrying quarry products) from the site (hourly, daily, weekly, monthly and annually); and
- provide information as requested to the Shire or on a quarterly basis.

6.5 Complaints / Compliments Register

A complaints and compliments register detailing matters such as truck driver behaviour and truck related noise issues for the Spencers Brook Quarry will be established and maintained by Italia Stone. All complaints and compliments will be recorded and managed through systems operated by Italia Stone.

The register is reviewed periodically to determine if any systemic issues are arising from the implementation of the ISG Drivers' Code of Contact.

To assist in the orderly resolution of complaints, Italia Stone will keep a register itemising all reported incidents relating to complaints in regard to heavy vehicle driver conduct external to the quarry site. The incident register is to include (where possible):

- date;
- location(s);
- the driver / heavy vehicle details;
- contact details of the person lodging the complaint;
- what / when actions were taken to resolve the issue; and
- the reply to the person / organisation that made the complaint.

The incident register is to be audited at three monthly intervals, by quarry management, and made available, upon request, to an authorised Shire officer.

In addition to the register, Italia Stone will undertake formal observations of compliance at three monthly intervals and will document and undertake any remedial actions with employees, heavy vehicle drivers or haulage companies that may be necessary as a result of these observations.

7.0 CONCLUSION

This report confirms that the applicant's transport route is consistent with the planning and transportation framework. Option 1 (Spencers Brook Road between Clackline and the quarry) best addresses the range of criteria. In comparison, there are a range of 'fatal flaws' including practicality, viability and not addressing legal tests with the Council's preferred transport route to the Northam-York Road.

The Council's reconsideration of the transport route (Condition 25 of the approval issued by the Council on 20 June 2018) will facilitate implementation of the project and will enable the site to be rehabilitated.

ATTACHMENT 1



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DRAWING NUMBER
EP 780901 01
REV
E

CONTEXT PLAN
Lot 93 on Plan 23146
Spencers Brook Road
Muluckine
Shire of Northam

ATTACHMENT 2



ROADS 2030

Regional Strategies for Significant Local Government Roads

2013
(Amended 2015)



Wheatbelt North



ROADS 2030 ROAD DEVELOPMENT STRATEGY

Roads 2030 documents a strategic review of regionally significant Local Government roads and the development strategies for them. This is the second review of regional road development strategies and is intended to respond to the changes in demand on the road network.

The first editions, Roads 2020 Regional Road Development Strategies, were released during 1997 and 1998, as an initiative of the 1992 Memorandum of Understanding between the State Government and the Western Australian Local Government Association (then known as the Western Australian Municipal Association). The Memorandum of Understanding requires that the road development strategies be reviewed at five yearly intervals to incorporate the impact of changing circumstances. This document updates and supersedes Roads 2025.

Local Governments (via Regional Road Groups) have worked collaboratively to review and update Roads 2025 to produce this latest strategy, Roads 2030. This provides an agreed, strategic approach to allocation of limited funding across the extensive road network in the Great Southern. Only projects on local roads included in Roads 2030 will be eligible for *Road Project Grant* funding under the *State Road Funds to Local Government Agreement 2011/12 – 2015/16*. The Guidelines for the development of Roads 2030 are included in the Annexure.

CHANGES AND AMENDMENTS

The five yearly reviews balance the need for a strategic approach to funding allocation with changes in demand on the road network within the region. Should a Regional Road Group agree to seek an amendment to the endorsed road development strategy this should be documented and endorsed by the *State Road Funds to Local Government Advisory Committee*. If an affected road crosses into another Region, agreement should be reached with the adjoining Regional Road Group on the proposed change. A separate Main Roads WA process is required to amend the Functional Road Hierarchy category to reflect proposed changes to Roads 2030.

THE WHEATBELT (NORTH) REGION

The Wheatbelt has the economic advantage of being close to the Perth Metropolitan Area, the State's largest market. Industrial diversification and locally initiated economic activities are broadening the economic base of the Region and having a positive influence on its stability and growth.

The Wheatbelt (North) region incorporates 25 local governments and contains the majority of the State's grain growing areas. The Region covers an area of 100,134 square kilometres, which includes 6,760 km of sealed and 17,873 km of unsealed roads, and has a resident population of approximately 52,000, concentrated in the key centres of Chittering, Cunderdin,

Dalwallinu, Dandaragan, Dowerin, Gingin, Goomalling, Kellerberrin, Koorda, Merredin, Moora, Mount Marshall, Mukinbudin, Northam Shire, Northam Town, Nungarin, Tammin, Toodyay, Trayning, Victoria Plains, Westonia, Wongan-Ballidu, Wyalkatchem, Yilgarn and York.

The Wheatbelt's economy is based on agriculture, with cropping being the most dominant industry in the Region. Other major agricultural commodities include livestock (disposal) and wool. A strong retail and wholesale trade industry services the agricultural sector.

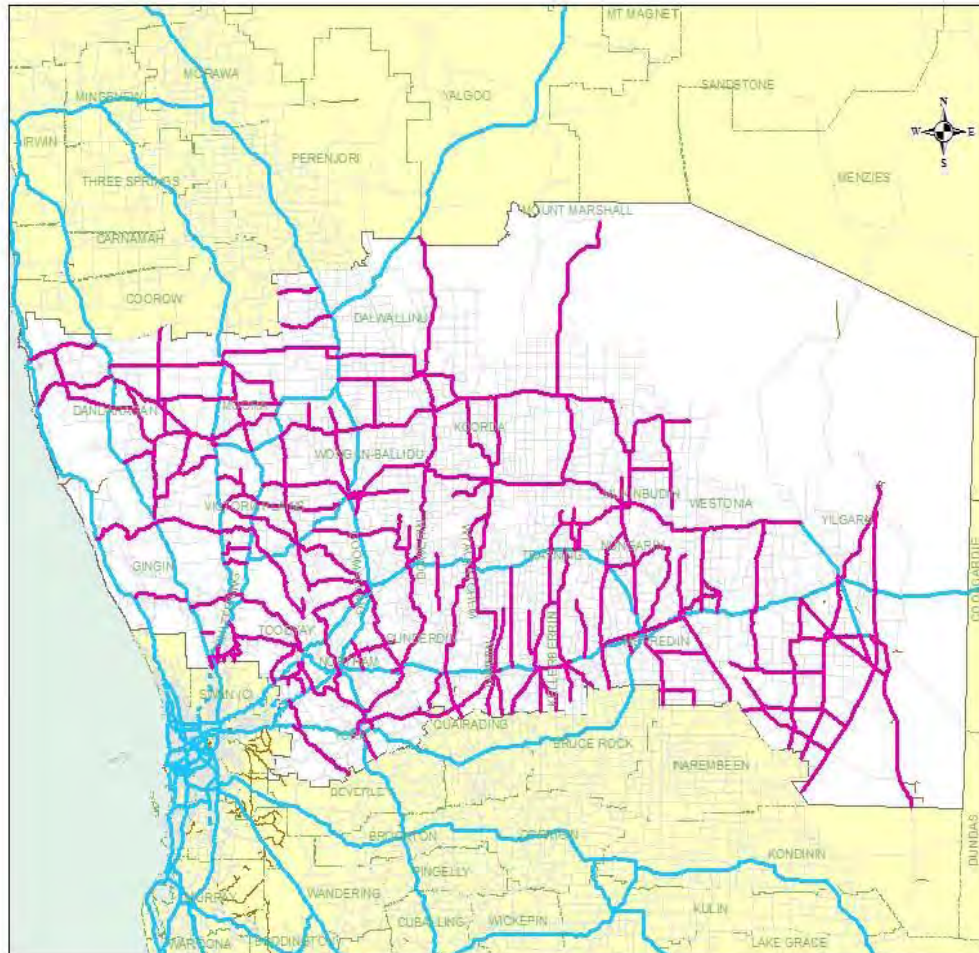
The Region's manufacturing sector is largely based on supplying and servicing the agricultural sector and in processing local produce.

The mining sector plays an important role in the Wheatbelt's economy with key commodities being heavy mineral sands, gold, iron ore and nickel. A range of commercial activities occurs across the Region, mainly concentrating in the centres of Northam, Merredin and Moora. The Region's building and construction industry continues to operate at a high level.

The Region also has a dynamic fishing industry, dominated (in terms of value) by the rock lobster catch.

The tourism industry makes notable contribution to the Wheatbelt's economy with a growing number of domestic and international visitors to the Region. Commercial timber production in the Wheatbelt Region is of a relatively small scale and is concentrated mainly in logging hardwood plantations.

The aim of the Roads 2030 Regional Road Development Strategy is to identify and develop a significant road network to support and facilitate the development of the Wheatbelt Region.



<u>LEGEND</u>	
	Significant Roads
	Main Roads
	Proposed Main Roads
	Local Road
	Miscellaneous Road

WHEATBELT
REGION
(NORTH)
SIGNIFICANT
LOCAL
GOVERNMENT
ROADS

SPENCERS BROOK ROAD

Road No. 4211020
Regional Distributor

Northam Shire

Last Reviewed: May 2013

ROAD FUNCTION

Spencers Brook Road is a transit route to Spencers Brook – York Road and on to York Road. It is also a transit route to Southern Brook townsite.

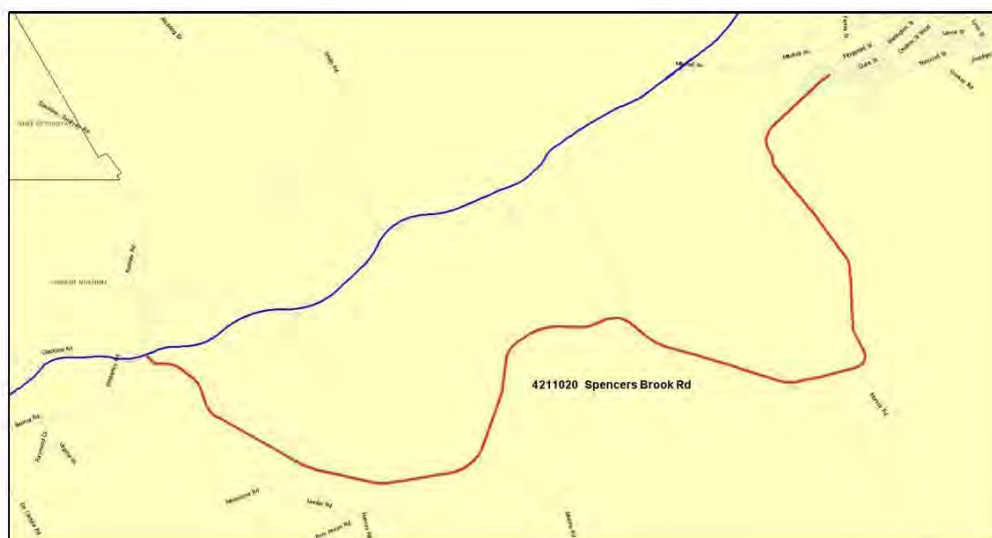
ROAD DEVELOPMENT NEED

Realignment, reseal and drainage improvements are required.

ROAD DEVELOPMENT STRATEGY

RRG funding has been obtained for resealing 3km of road.

Obtain RRG funding for each year to complete road improvements.



SPENCERS BROOK – YORK ROAD

Road No. 4211046 and 4330004
Regional Distributor

Northam and York Shires

Last Reviewed: May 2013

ROAD FUNCTION

Spencers Brook Road is a connector road between York and Northam which also provides access to Muresk Agricultural College and a link to Great Eastern Highway, as well for general commuting, tourism, commercial and social activities.

The road provides access to a large tourist activity, Skydive Express, and it is an access road to York Racecourse, a fertiliser facility and the York waste transfer station.

ROAD DEVELOPMENT NEED

The road is to be upgraded to a minimum pavement width of 9m with a 7m seal and crests will be widened. Road is to be white lined for traffic safety. Drainage improvements are required.

ROAD DEVELOPMENT STRATEGY

RRG funding has been obtained to enable improvement works will be completed.



ATTACHMENT 3



TRANSPORT IMPACT ASSESSMENT GUIDELINES

VOLUME 4
INDIVIDUAL DEVELOPMENTS

REVISED
AUGUST 2016



Department of
Planning



Western
Australian
Planning
Commission

TRANSPORT IMPACT ASSESSMENT GUIDELINES

6 Level of assessment

6.1 Size of development

Individual developments can range from very large scale with either a single land use (for example, retail) or a range of land uses, (for example, mixed use residential/commercial/retail) down to the development of a single dwelling or small shop. Obviously, each would have widely different transport implications and a 'one size fits all' assessment process would not be appropriate.

Therefore, under these guidelines, the level of TIA required is related to the level of transport impact the proposed development would be likely to have on the surrounding land uses and transport networks.

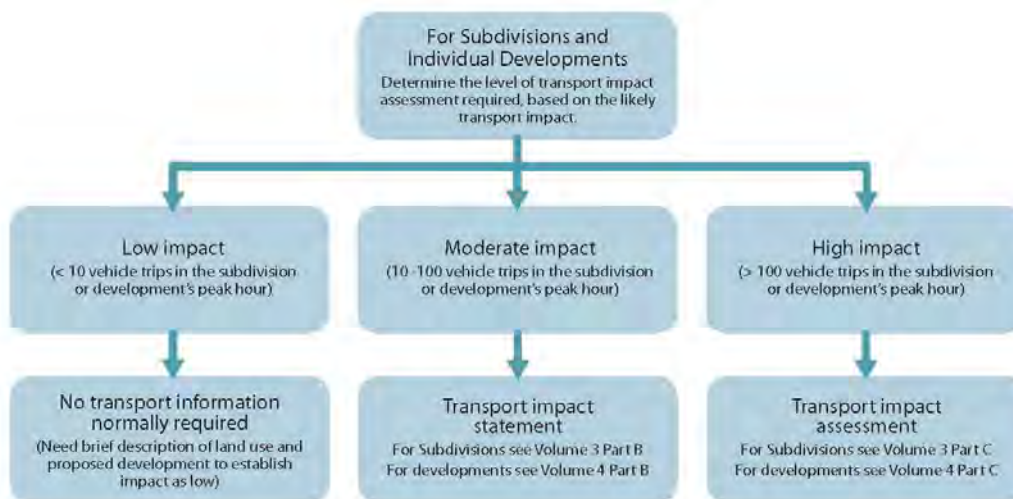
This depends upon a number of factors including type and quantities of land uses, location and catchment, the surrounding road and public transport networks and accessibility for pedestrians, cyclists and people with disabilities.

6.2 Assessment levels

A three level assessment process has been developed to accommodate this diversity. This process is essentially the same as for subdivisions, although the level of detail required and area of assessment will be different.

The process for determining the level of assessment required is illustrated in **Figure 2**.

Figure 2: Level of assessment required



TRANSPORT IMPACT ASSESSMENT GUIDELINES

Table I presents these levels in terms of land use units, (for example, number of dwellings or retail floor space), for the main land use categories, based on indicative trip generation rates.

See **Volume 5, Part B** for the derivation of the threshold values in **Table I**.

Note that the level of traffic generated relates to the number of vehicle trips generated by the development during its busiest hour(s) of operation. This peak hour(s) may or may not occur at the same time as the peak periods of the surrounding roads.

6.3 Vehicle trips versus person trips

The use of vehicle trips generated to determine the level of assessment required should be seen as a proxy for person trips as there are no land use types that generate high volumes of non-car trips but very low volumes of car trips.

There may be a specific development in a specific location that would generate high person trips but low car trips, for example, a retail development in the CBD. Typically, however, retail generates high levels of car trips.

Take, for example, two retail developments of 2,000m², one in a suburban shopping centre and one in the Perth CBD. Both would require a full assessment under the

Table I: Level of TIA required by land use and size

LAND USE	MODERATE IMPACT	HIGH IMPACT
	Transport Impact Statement required	Transport Impact Assessment required
	10 – 100 vehicle trips in the peak hour	> 100 vehicle trips in the peak hour
Residential	10–100 dwellings	>100 dwellings
Schools	10–100 students	>100 students
Entertainment venues, restaurants, etc.	100–1000 persons (seats) OR 200–2000 m ² gross floor area	>1000 persons (seats) OR >2000 m ² gross floor area
Fast food restaurants	50–500 m ² gross floor area	>500 m ² gross floor area
Food retail/Shopping centres with a significant food retail content	100–1000 m ² gross floor area	>1000 m ² gross floor area
Non-food retail	250–2500 m ² gross floor area	>2500 m ² gross floor area
Offices	500–5000 m ² gross floor area	>5000 m ² gross floor area
Service Station	1–7 refuelling positions	>7 refuelling positions
Industrial/Warehouse	1000–10,000 m ² gross floor area	>10,000 m ² gross floor area
Other Uses	Discuss with approving authority	Discuss with approving authority

TRANSPORT IMPACT ASSESSMENT GUIDELINES

guidelines. The suburban development would be likely to generate mainly car trips and (in most cases) typical retail car trip rates would be used in the TIA.

The CBD development would be likely to generate a (much) lower number of car trips but a (much) higher number of public transport trips and walking trips (from people already in the CBD). The CBD development TIA would adopt a lower car trip rate and would also need to address the higher than normal non-car mode share.

By applying standard vehicle trip generation rates for the land use within the development (retail in this case), the appropriate level of assessment required will be identified.

For reductions in vehicle trip generation rates, travel demand management measures should be considered in line with **Section 6, Volume 2**.

6.4 Advice from approving authority

While the level of assessment should generally be in accordance with these guidelines, it is recommended that the level required be **confirmed by the approving authority**.

Advice from the approving authority to proponents on the level of assessment required is to be given, and taken, on a 'without prejudice' basis. This does not preclude the approving authority requesting further information at its discretion.

This particularly applies to transport impact statements where the information provided may indicate that specific issues require more detailed assessment or that the impact is greater than initially anticipated and a more detailed TIA is required.

While this may result in a degree of uncertainty for the proponent, it is considered that some flexibility is required to allow approving authorities to ask for further information, when the preliminary assessment raises additional issues or concerns.

If approving authorities were to be bound by their initial advice on the level and extent of assessment and the parameters for the assessment, they would be likely to use a conservative approach. For example, they may ask for a larger study area just in case the impacts extend beyond what would normally be expected. This would result in unnecessary work for the proponent in many cases.

By allowing approving authorities some powers to request additional information after the initial assessment, it is considered that their initial requests for assessment will be more reasonable, thereby reducing the level of unnecessary work required to be undertaken by proponents.

6.5 Application of table

The levels in **Table 1** are to be applied to the ultimate development so that the full potential impact is assessed. For large developments where staging is proposed, it may be appropriate to also assess each stage individually to determine when various aspects of transport infrastructure may be required. The level of assessment required is, however, to be determined by the size of the ultimate development.

For developments smaller in size than those in the transport impact statement column, no transport information will generally be required. The applicant is nevertheless recommended to confirm this with the relevant approving authority prior to submitting the application.

ATTACHMENT 4





1.6.2 Traffic and Speed Data

A summary of recent traffic data is provided below:

Location	Vehicles per day (% classed as heavy)	Date	Source
Spencers Brook Road Slk 4.0	732 AVG (14.4%)	May 2018	LGA
Spencers Brook Road Slk 4.0	778 AVG (8.9%)	November – December 2016	LGA
Spencers Brook Road Slk 8.2	322 AVG (15.3%)	August – September 2017	LGA
Spencers Brook Road Slk 10.4	437 AVG (29%)	May 2018	LGA
Spencers Brook Road Slk 22.8	446 AVG (25.8%)	May 2018	LGA

Recent speed data is provided below:

ClassMatrix-477
 Site: Spencers Brook 4.0,1NS
 Description: Spencers Brook Road SLK4.00 (500m South of Quarry)
 Filter time: 0:00 Saturday, 5 May 2018 => 0:00 Friday, 18 May 2018
 Scheme: Vehicle classification (AustRoads94)
 Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12) Dir(NESW) Sp(10,160) Headway(>0)

Speed (km/h)	Class												Speed Totals	
	1	2	3	4	5	6	7	8	9	10	11	12		
10 - 20	0	0	0	0	0	0	0	0	0	0	0	0	5	0.1%
20 - 30	0	0	0	0	0	0	0	0	0	0	0	0	14	0.2%
30 - 40	0	0	0	0	0	0	0	0	0	0	0	0	14	0.2%
40 - 50	0	0	0	0	0	0	0	0	0	0	0	0	17	0.2%
50 - 60	0	0	0	0	0	0	0	0	0	0	0	0	36	0.4%
60 - 70	101	10	13	4	1	0	0	0	0	0	0	0	133	1.4%
70 - 80	460	26	64	11	0	0	0	0	0	0	0	0	602	6.5%
80 - 90	2385	60	107	10	0	0	16	0	0	0	0	0	1679	18.0%
90 - 100	2167	75	214	16	0	18	0	16	16	0	15	0	2603	28.0%
100 - 110	2658	35	202	10	0	0	0	0	0	0	0	0	2745	29.5%
110 - 120	1042	10	164	0	0	0	0	0	0	0	0	0	1211	13.0%
120 - 130	184	0	0	0	0	0	0	0	0	0	0	0	188	2.0%
130 - 140	40	0	0	0	0	0	0	0	0	0	0	0	50	0.5%
140 - 150	0	0	0	0	0	0	0	0	0	0	0	0	0	0
150 - 160	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	7734	231	1098	58	12	35	38	23	29	5	48	0	9311	
	83.1%	2.5%	11.9%	0.6%	0.1%	0.4%	0.4%	0.2%	0.3%	0.1%	0.5%	0.0%		
	Class Totals													



ClassMatrix-475
 Site: Spencers Brook 10.4.0.1EW
 Description: Spencers Brook Road SLK20.4 (1.3km South of Trimmer Road)
 Filter time: 0:00 Saturday, 5 May 2018 => 0:00 Friday, 18 May 2018
 Scheme: Vehicle classification (AustRoads94)
 Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12) Dir(NESW) Sp(10,160) Headway(>0)

Speed (km/h)	Class												Speed Totals	
	1	2	3	4	5	6	7	8	9	10	11	12		
10 - 20													2	0.0%
20 - 30	4												7	0.1%
30 - 40	0												23	0.3%
40 - 50	0												14	0.2%
50 - 60	5												10	0.2%
60 - 70	31												23	0.3%
70 - 80	16	12	19										122	1.6%
80 - 90	181	39	111										439	5.8%
90 - 100	187	19	270	17									1158	15.2%
100 - 110	4190	18	162	18									1727	22.8%
110 - 120	951	17	147	18									1401	18.4%
120 - 130	127		61										420	5.5%
130 - 140	70		27										96	1.3%
140 - 150	30		7										37	0.5%
150 - 160	10												10	0.1%
	3906	197	1220	40	21	82	66	67	29	42	62	0	5883	
	68.2%	4.8%	21.9%	0.7%	0.2%	1.5%	1.2%	1.2%	0.5%	0.8%	1.1%	0.0%		
	Class Totals													

ClassMatrix-476
 Site: Spencers Brook 22.8.0.1EW
 Description: Spencers Brook Road SL22.8 (100m Southeast of Old Spencers Road)
 Filter time: 0:00 Saturday, 5 May 2018 => 0:00 Friday, 18 May 2018
 Scheme: Vehicle classification (AustRoads94)
 Filter: Cls(1 2 3 4 5 6 7 8 9 10 11 12) Dir(NESW) Sp(10,160) Headway(>0)

Speed (km/h)	Class												Speed Totals	
	1	2	3	4	5	6	7	8	9	10	11	12		
10 - 20													3	0.1%
20 - 30	7												3	0.1%
30 - 40	10												13	0.2%
40 - 50	4												9	0.2%
50 - 60	10	1											16	0.3%
60 - 70	65	7	15										90	1.4%
70 - 80	180	30	41										310	5.5%
80 - 90	522	50	171	16									957	17.0%
90 - 100	1171	66	302	12									1634	29.1%
100 - 110	1706	77	369	17									1576	28.1%
110 - 120	571		191										779	13.9%
120 - 130	124		65										191	3.4%
130 - 140	81		8										41	0.7%
140 - 150	3												3	0.1%
150 - 160	0												3	0.1%
	3992	173	1117	35	13	64	72	26	24	33	69	0	5618	
	71.1%	3.1%	19.9%	0.6%	0.2%	1.1%	1.3%	0.5%	0.4%	0.6%	1.2%	0.0%		
	Class Totals													

1.6.3 Increased heavy vehicle movement statement

Section 1.6.2 indicates that Heavy Vehicle traffic has varied between 9% and 29% between 2016 and 2018 at various locations along Spencers Brook Rd, increasing heavy vehicle movements by 20 trips per day equates to a heavy vehicle component of around 33% at Slk 10.4. It is expected that Spencers Brook Rd already carries additional heavy vehicle movements during harvest season.

The crash record states that there has been one reported crash involving heavy vehicles in the 5 year reporting period to end of 2017.



The crash history (Section 1.6.2) indicates that Spencers Brook Rd can continue to experience less than 1 heavy vehicle crash every five to ten years, i.e. a frequency of 'Occasional' (Table 4.1 AGRS06).

In 2013 (the latest HV data sourced), the HV crash record was 320 with 259 PDO (81%), 6 killed and 55 injured (19%), i.e. a severity of 'Minor' (Table 4.1 AGRS06). This results in a risk level of 'Low' (Table 4.1 AGRS06).

The crash history (Section 1.6.2) indicates that without intervention Spencers Brook Rd can continue to experience 13 light vehicle crashes every five years, i.e. a frequency of 'Probable' (Table 4.1 AGRS06).

The crash history record is 1 Fatal, 3 Hospital, 2 Medical (43%) i.e. a severity of between 'Minor' and 'Serious' (Table 4.1 AGRS06). This results in a risk level of between 'High' and 'Intolerable' (Table 4.1 AGRS06).

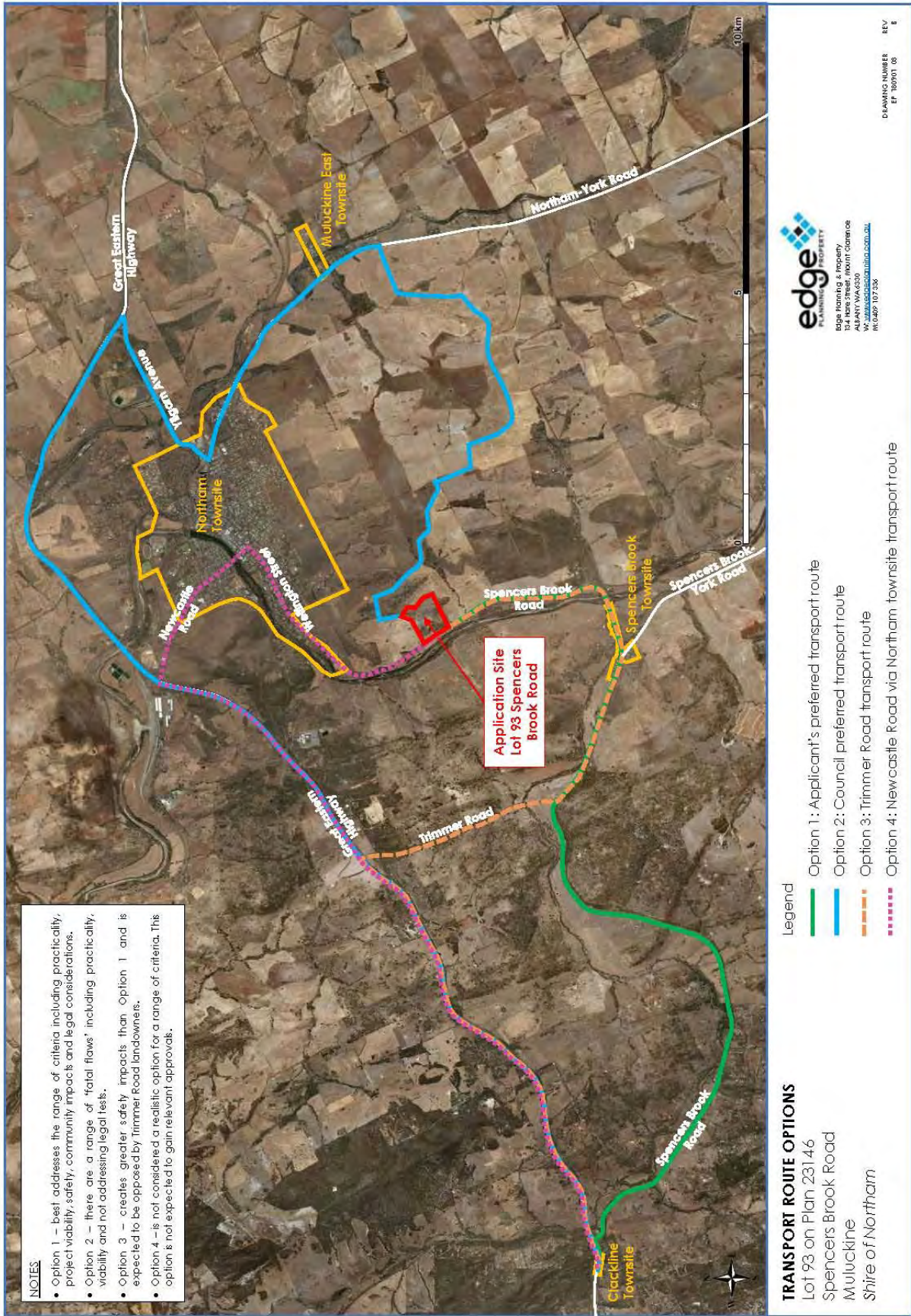
Based on the above, the accepted risk management process indicates that **the risk associated with additional trucks is Low, and less than that associated with additional cars.**

1.6.4 Appendices

- Appendix A – Road Safety Inspection Findings Location Plan
- Appendix B – Road Safety Inspection Photographs
- Appendix C – Crash Reports
- Appendix D – Corrective Action Report (CAR)

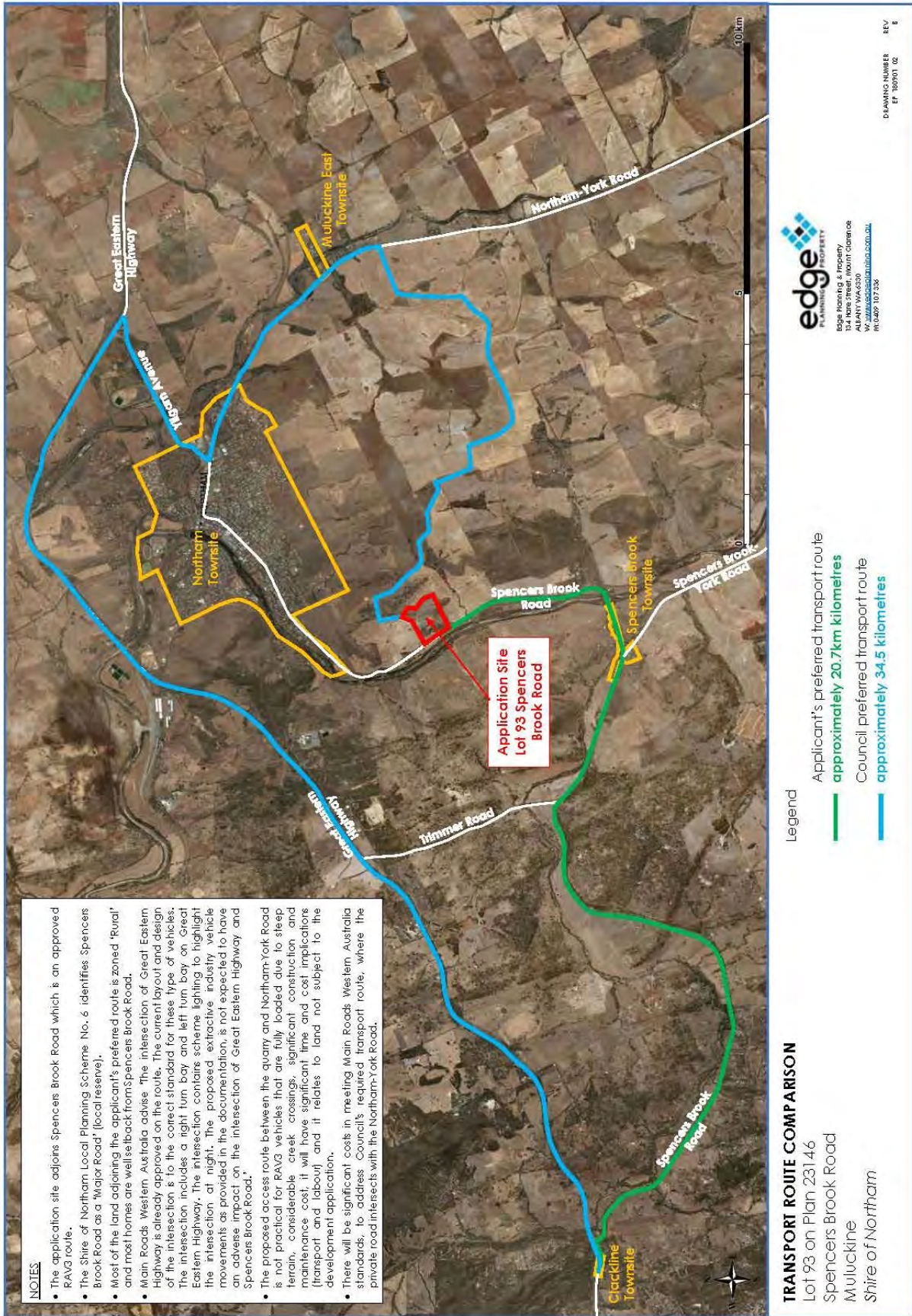
ATTACHMENT 5





ATTACHMENT 6





ATTACHMENT 7

TRANSPORT ROUTE OPTIONS AND SUMMARISED ASSESSMENT				
Criteria	Option 1: Applicant's Preferred Transport Route	Option 2: Council Preferred Transport Route	Option 3: Spencers Brook Road / Trimmer Road Transport Route	Option 4: Newcastle Road – via Northam Townsite Transport Route
Distance and time	Direct route and efficient time-wise.	Longest route – the time component would see the loss of a trip between Perth-Northam each day. It would create significant additional time (labour) and transport costs. Rather than a driver being able to complete 2 return trips between the quarry and the Perth metropolitan region a day, it is expected that a driver would only be able to complete 1.5 trips a day.	Shortest route however may not be the most efficient due to no right turn bay and no left turn bay at the intersection of Trimmer Road / Great Eastern Highway and given the standard of Trimmer Road.	Expect considerable time delays getting trucks through the Northam townsite.
Practicality of RAV access	Addressed, given the quarry adjoins Spencers Brook Road which is a RAV3 route.	Not practical due to slopes between the quarry and Northam-York Road and inadequate geometry.	Trimmer Road is a RAV2 route.	While noting there is some existing RAV routes in the town at the moment, it is unlikely that Main Roads Western Australia would approve an additional RAV route through the Northam townsite.
Project viability for applicant	The most viable option.	Not viable – the project would not proceed due to excessive costs to construct a lengthy private road of 11 kilometres to RAV	Possibly viable if RAV3 were available.	Not viable – as limited to only as-of-right vehicles. This would create significant additional time (labour) and transport costs.

		<p>standards and to meet Main Roads Western Australia intersection requirements.</p> <p>There is no practical alignment between the quarry and Northam-York Road that is suitable for a fully laden RAV3 vehicle.</p> <p>Even if there was a practical and safe alignment, then Italia Stone estimate the costs could be upwards of \$2.5 million to provide a private road with a length of around 11 kilometres built to RAV standards that addresses the range of engineering challenges including multiple creek crossings.</p> <p>Italia Stone estimate that construction of an intersection onto Northam-York Road would cost at least \$200,000 to address Main Roads Western Australia standards.</p> <p>It would create significant additional time (labour) and transport costs (fuel, wear and tear). Rather than a driver being</p>		<p>There are economic imperatives of using RAVs including fewer trips and considerably lower transport costs. Limiting the use to semi-trailers would approximately double transport costs and make the project unviable.</p>
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		<p>able to complete 2 return trips between the quarry and the Perth metropolitan region a day, it is expected that a driver would only be able to complete 1.5 trips a day.</p> <p>Utilising this route would prevent the operation of the quarry as it would not be feasible.</p>		
Safety considerations:	<p>Main Roads Western Australia's preferred route and support the use of the Spencers Brook Road/Great Eastern Highway intersection. This includes there is a right turn bay and a left turn bay on Great Eastern Highway. The intersection contains lighting to highlight the intersection at night.</p> <p>It is appreciated there is a need for drivers to drive with caution through the Spencers Brook townsite and near the intersection of Trimmer Road.</p> <p>Spencers Brook Road is a designated RAV3 route.</p>	<p>Will exasperate safety at the Yilgarn Avenue and Northam-York Road intersection adjacent to the railway which has no RAV stacking distance.</p>	<p>Main Roads Western Australia consider the intersection of Trimmer Road/Great Eastern Highway is not as safe as the intersection of Spencers Brook Road/Great Eastern Highway.</p> <p>Will create additional safety issues at the intersection of Spencers Brook Road/Trimmer Road compared to Option 1.</p>	<p>Significant safety considerations with heavy vehicles going through the Northam townsite.</p>

<p>Community impacts</p>	<p>Community concerns are acknowledged which in part relate to the original proposal which proposed 40 outgoing trips a day and 40 incoming trips a day (total of 80 heavy vehicle trips a day). Now only 10 outgoing trips and 10 incoming trips are proposed per day.</p> <p>It is highlighted that Spencers Brook Road is a RAV3 route, a road classified as 'major' in Council's planning documents and a designated significant local road.</p>	<p>Will create additional traffic through the Muluckine East townsite and in the southern part of the Northam townsite.</p>	<p>It is expected that landowners along Trimmer Road would object to the proposal.</p>	<p>Would create significant impacts through the Northam townsite. Unlikely to be accepted by the community or by Council.</p>
<p>Legal tests for validity of condition</p>	<p>Complies</p>	<p>Does not comply given:</p> <ul style="list-style-type: none"> • it is not possible for the applicant to reasonably comply with the condition; • the ban on using Spencers Brook Road as the principal transport route (an approved RAV3 route) effectively nullifies the benefit of the approval in that it requires the applicant to construct and maintain an internal road 	<p>Does not comply.</p>	<p>Does not comply.</p>

		<p>over private land that does not relate to the land the subject of the application. The construction and maintenance cost together with impact on transport cost, cause the application to be unviable;</p> <ul style="list-style-type: none"> ▪ the condition is not reasonably within the 'gift' of the applicant; ▪ it changes the character of the application; and ▪ it is so unreasonable that no reasonable body or persons could have imposed the condition. <p>Italia Stone do not own the quarry site and have no agreement to go through other titles.</p>		
Conclusion	Option 1 best addresses the range of criteria including practicality, project viability, safety, community impacts and legal considerations.	There are a range of 'fatal flaws' including practicality, viability and not addressing legal tests.	Creates greater safety impacts than Option 1 and is expected to be opposed by Trimmer Road landowners.	Is not considered a realistic option for a range of criteria. This option is not expected to gain relevant approvals for an additional RAV route through the Northam townsite.

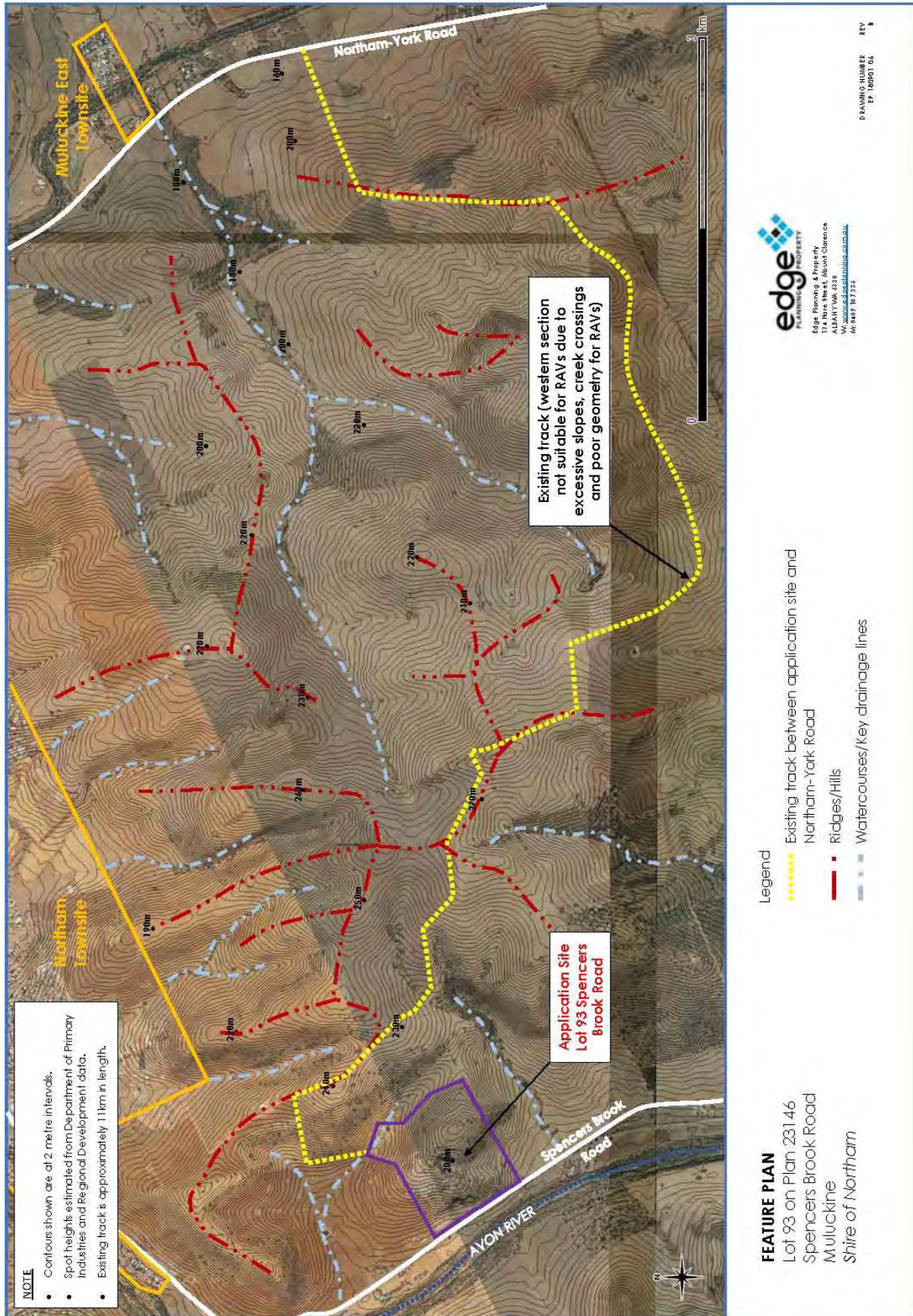
ATTACHMENT 8





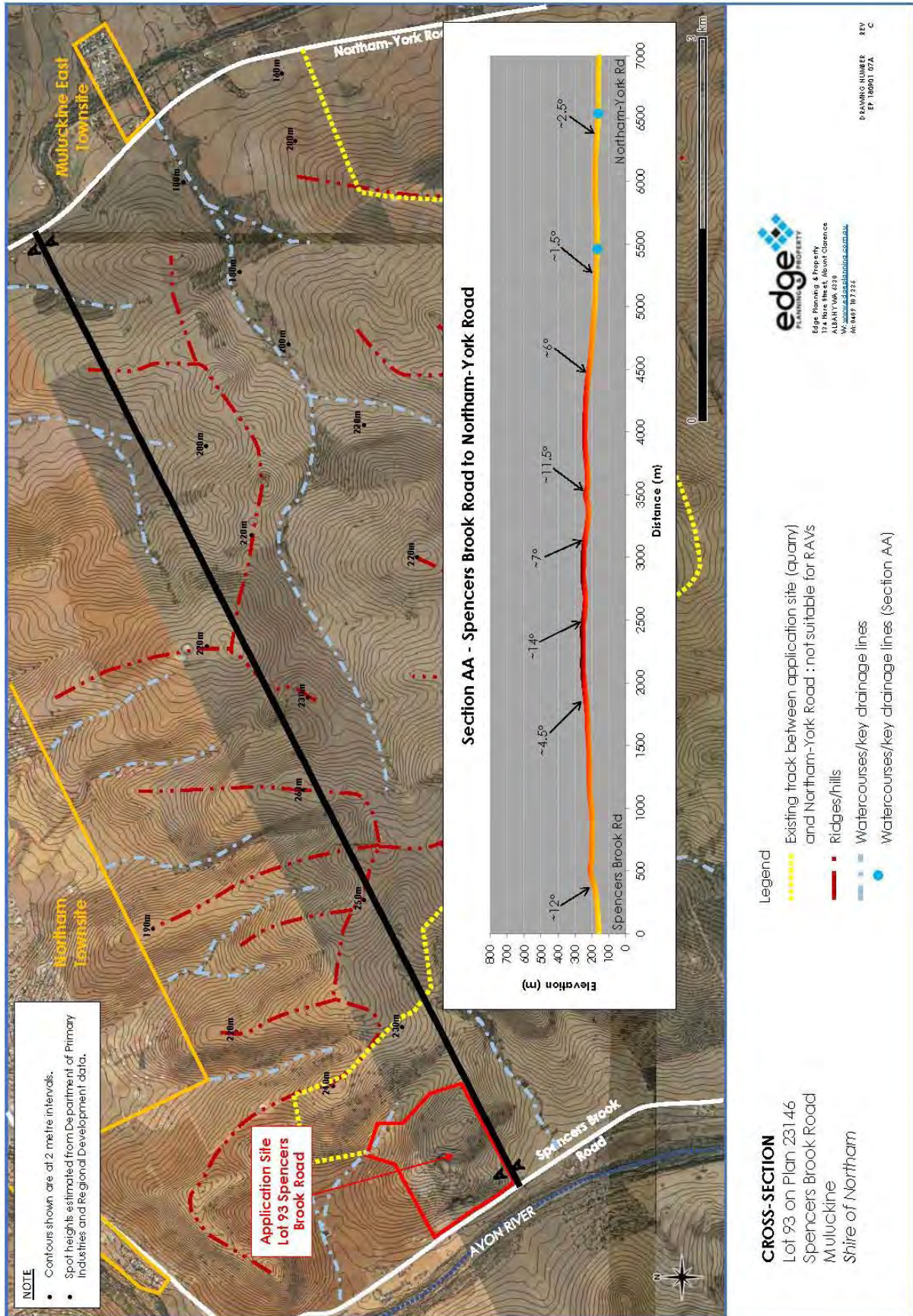
ATTACHMENT 9

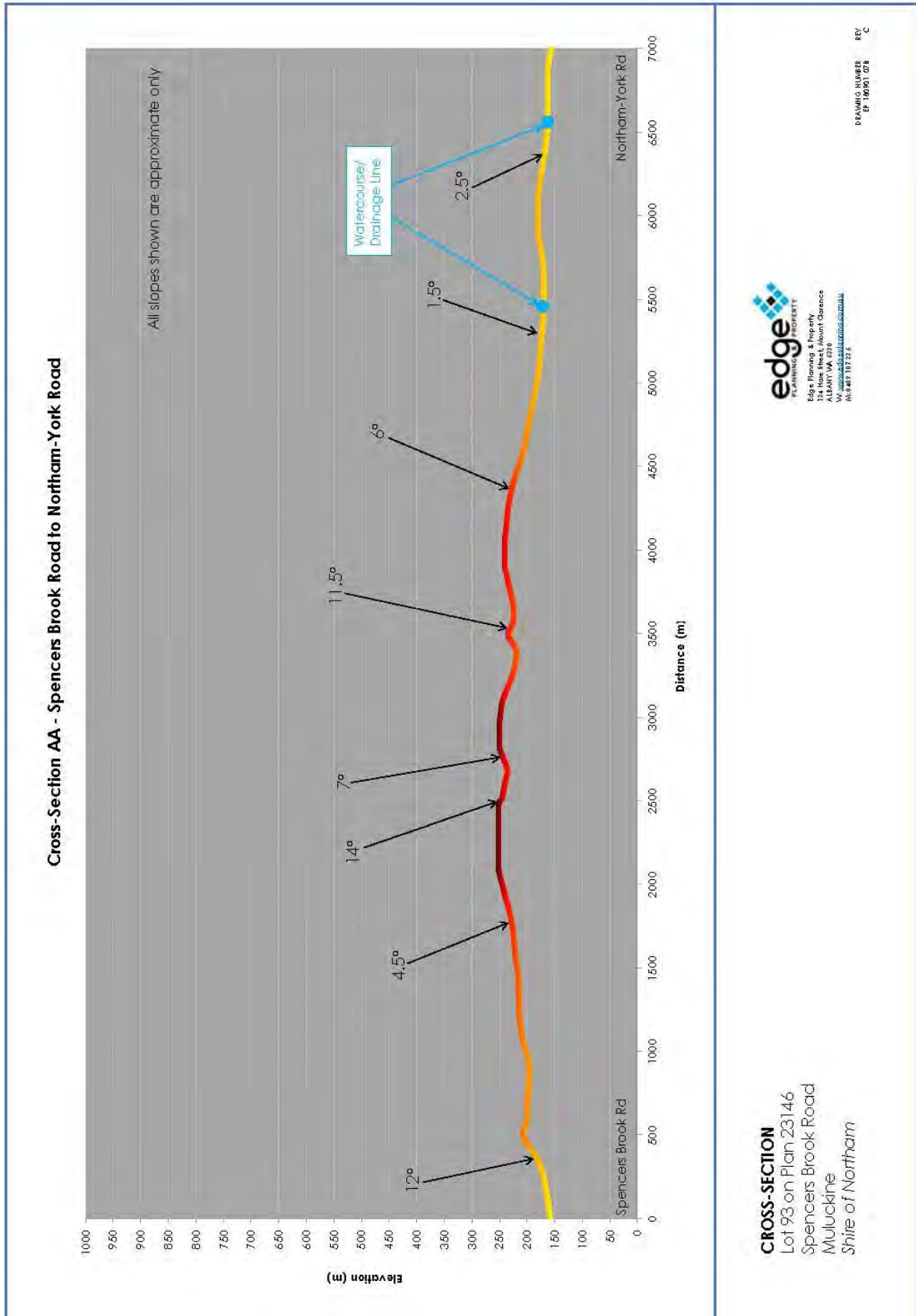




ATTACHMENT 10







ATTACHMENT 11





Photo 1: View from application site looking north



Photo 2: View from application site outlining topography in the western section



Photo 3: Creek crossing and slopes not suitable for fully loaded RAVs



Photo 4: Creek crossing near quarry highlighting cost implications



Photo 5: Portion of existing track showing slopes not suitable for RAVs



Photo 6: Portion of existing track highlighting engineering and cost implications



Photo 7: Portion of existing track

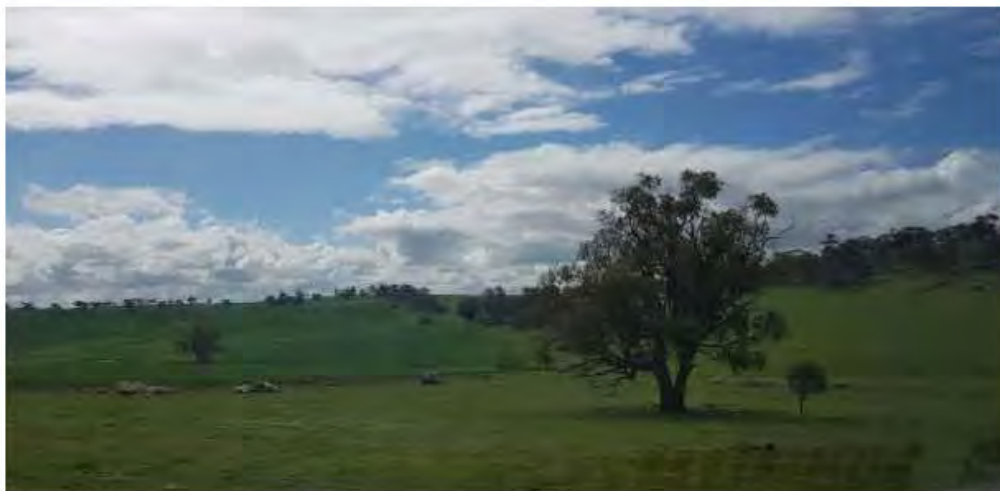


Photo 8: Standard topography in the western section





Photo 9: Standard topography in the western section



Photo 10: Portion of existing track



Photo 11: Current standard of crossover onto Northam-York Road

ATTACHMENT 12



Validity of conditions

The State Administrative Tribunal (SAT), and other appeal bodies in Australia have adopted the approach taken in *Newbury DC v Secretary of State for the Environment* (1981) AC578 when considering the validity of specific conditions. That decision held that, in order to be valid, a condition must:

- be imposed for a planning purpose;
- fairly and reasonably relate to the development for which permission is given; and
- be reasonable, that is, be a condition which a reasonable planning authority, properly advised, might impose.

The principles considered by the High Court have been adopted and generally applied in relation to development and subdivision approval in Western Australia: see in particular *Renstone Nominees Pty Ltd v the Metropolitan Region Planning Authority* (TPAT 32/84 and 57/84).

This section discusses the tests of conditions and makes reference to both subdivision and development conditions, to provide a comprehensive overview.

Planning purpose

The first requirement is that a condition must have a planning purpose. The then Town Planning Appeals Tribunal (TPAT) in *Ross M Love v Western Australian Planning Commission* (No. 68/98) observed that this has two aspects. The first is whether the condition bears a relationship to planning theory and policy. In this case TPAT concluded that the ceding of land for open space within a subdivision is *ipso facto*¹ a planning purpose because, among other things, it is WAPC policy and was contemplated under the *Town Planning and Development Act 1928*.

¹ *by the fact itself* which means that a certain phenomenon is a direct consequence, a resultant effect, of the action in question, instead of being brought about by a subsequent action.

The second aspect is to determine whether the condition, in the particular circumstances of the case, fulfils the proper planning purpose. A condition that is an aspect of usual planning practice may not fulfil a planning purpose in the circumstances of the case if the ceding of open space is unnecessary for the orderly and proper planning of the locality of which the subdivision is a part.

In considering whether a particular condition is necessary, the question should be asked as to whether approval would have to be refused if that condition were not to be imposed. If it would not, then the condition would need special and precise justification. The argument that a condition will do no harm is no justification for its imposition. As a matter of policy a condition ought not to be imposed unless it is necessary to fulfil a planning purpose in the circumstances of the case.

A condition which duplicates controls under separate legislation would not normally be necessary and may not fulfil a planning purpose. Where other controls are available, however, a condition may be needed to address the land use impacts of the proposed development. For example, a condition would not normally be appropriate to control the level of emissions from a proposed development where these are subject to control under the *Environmental Protection Act*, but may be needed to address the impact of the emissions on land use (for example, separation distances) which are not controlled by the Environmental Protection Authority. A condition which conflicts with the jurisdiction of another agency is likely to be found to be unreasonable.

Relevance

The second test of validity is that the condition fairly and reasonably relates to the application. Unless a condition fairly and reasonably relates to the development to be approved it will be *ultra vires*.

It is not sufficient that a condition is related to planning objectives. It must also be justified by the nature of the development and the effect on its surroundings. For example, if subdivision approval is being granted subject to a condition requiring

the upgrading of adjacent roads then it would be necessary to demonstrate that the upgrading arises out of the effects of the subdivision or development rather than being primarily directed to the public benefit.

In some instances, the nexus between the condition and the effect of the development is capable of being quantified – for example, the proportion of traffic which is generated by regional demands as opposed to the demands of a particular subdivision or development.

A condition does not fail because it is also incidentally of public benefit. This principle was recognised by TPAT in *Perrymead Pty Ltd v WAPC* (1996). However, as observed by the tribunal in *Ross M Love v WAPC* (68/98), if a condition is, because of the scale of the contribution imposed primarily directed to the public benefit, it may no longer be said to “fairly and reasonably relate” to the development.

This distinction was also foremost in the decision of the High Court in *Lloyd v Robinson* (1962) where the High Court stated:

“The assumption must be accepted that the statutory power to annex conditions to an approval of a subdivision does not extend to requiring the setting aside for public recreation of land which is so unrelated to the land to be subdivided, because of remoteness from it or some other circumstance, that there is no real connection with the provision of open space and the contemplated development of the area to be subdivided.”

The open space contribution was allowed in this landmark decision because it was justified to “satisfy the reasonable requirements in respect of the total area”.

There must, therefore, be some nexus between the condition and the effect of the subdivision or development and, if a nexus can be established, a condition is valid even if the imposition of the condition is also for the public benefit. Where a condition requiring works that are for the benefit of

the subdivider and the general community the costs of the requirement may be shared, if nexus can be demonstrated (e.g. road upgrades).

Reasonableness

The third test of the validity of a condition is that it should be reasonable or not be found to be unreasonable.

The underlying concept of reasonableness derives from the *Wednesbury*² decision and is used to determine if a condition should not be imposed because it is so unreasonable that no reasonable body or persons could have made the decision.

The issue of reasonableness arose in the decision of the tribunal in *Renstone Nominees*. In that planning appeal, a condition of development approval required a foreshore reserve under the MRS to be ceded to the Crown free of cost. TPAT accepted as appropriate a policy by the former Metropolitan Region Planning Authority that land might be so ceded where the planning objective can be achieved without disadvantage to the developer on the basis that the value of the remaining land would not be adversely affected but may well be enhanced by reason of the ceding of the reserved land free of cost. The tribunal went on to observe that such a policy requires an assessment to be made of the advantages or disadvantages to the developer to determine whether the requirement to cede land free of cost is reasonable in the circumstances of the particular appeal. In *Renstone Nominees*, TPAT ultimately found that, on the evidence before it, the existence of a regional reservation had led to a substantial detriment or disadvantage to the appellant and, in the circumstances of that case, that detriment would be compounded by a requirement that the reserved land be ceded free of cost. While such a condition, if upheld, would confer a substantial benefit on the community, there is no corresponding, balancing or compensating advantage or benefit to the appellant. For those reasons, TPAT deleted the condition requiring the ceding of the reserved land free of cost.

² *Associated Provincial Picture Houses Limited v Wednesbury Corporation* (1947) 2 All ER 680.

In *Swick Holdings Pty Ltd v the State Planning Commission (7/91)* TPAT upheld conditions requiring 19 per cent of a residential subdivision site being ceded free of cost for public open space in addition to a foreshore reserve on the Helena River. In this case TPAT took into account the special topographical features of the site which limited subdivision of the land, the existence of a regional reservation and two gas easements across the site. TPAT found that the conditions were reasonable because they not only conferred a benefit on the community (because acquisition of a foreshore reserve would be achieved without payment) but the appellant also received a balancing or compensating advantage arising out of the residential subdivision of the land.

A condition may be unreasonable because it is unduly restrictive. A condition may in principle impose a continuing restriction on the use of land (providing there are good planning reasons for that restriction) but should not be imposed if the restriction effectively nullifies the benefit of the approval. For example, it may be reasonable to limit the hours during which an entertainment venue may be open so as not to affect the amenities of the locality. It would be unreasonable, however, to do so to such an extent as to make it impossible for the owner to run the business properly. If it appears that an approval could only be given subject to conditions that effectively remove the benefit of the approval, then the proposed development should be refused.

It is also unreasonable to impose a condition worded in a positive form which developers are unable to comply with themselves, or which they can only comply with following the consent or authorisation of a third party (e.g. a condition which requires a developer to close a road in order to provide alternative access to a site). Similarly, conditions which require the applicant to obtain an authorisation from another body (such as the Environmental Protection Authority) should not be imposed.

It may, however, be possible to achieve a similar result by a condition worded in a negative form, by prohibiting development until a specified action has been taken. For example, it might be reasonable to impose a condition requiring that a development should not commence until a particular road is closed if there were reasons to suppose that the local government would be willing and able to take the necessary action.

Subdivision approvals are a form of outline approvals where third party clearance of conditions is a standard convention. As such it is necessary to ensure (through the consultation process) that the condition can be cleared prior to granting preliminary approval.

An unreasonable condition does not become reasonable because an applicant suggests it or agrees to its terms. The condition will normally run with the land and may, therefore, still be operative long after the landowner/applicant has moved on. (This would ordinarily be the case for development conditions but not generally for subdivision conditions that in the main cease to have effect once they are fulfilled.) Conditions should always be justified on their planning merits.

Other practical considerations in imposing planning conditions

There are other practical considerations in considering the imposition of planning conditions.

The framing of conditions requires care to ensure that the condition is enforceable. A condition, for example, limiting the number of persons using a particular development at any one time would be impractical to monitor and pose severe difficulties in enforcement. To be enforceable, conditions should be capable of being monitored and there should be clear evidence of any breaches.

In order to be enforceable conditions must be precise. This means the condition must be complete and must be clear and free from any ambiguity leading to possible differences of interpretation. A condition, for example, requiring "the submission and approval of a landscaping scheme" would be incomplete as it does not clearly state when the scheme is to be submitted, who is to approve the scheme and when the scheme is to be completed.

Vague expressions — for example, "the proposed development is not to cause annoyance to nearby residents" — should be avoided because they give little idea of what is to be expected of the applicant. Conditions subject to qualifications that do not provide any specific criteria for the applicant should be also avoided — for example, "the proposed access to be closed if the growth of traffic makes it necessary".

Conditions reserving other matters

Sometimes, an application may contain insufficient details of an aspect of the development (such as car parking or landscaping) or there may be a need to modify that particular aspect. In this case, approval may be granted subject to a condition requiring that further details of the specified aspect of the development be submitted for approval before the development is commenced.

Time limits for endorsement of deposited plan

Section 145(2) of the *Planning and Development Act 2005* provides that a person to whom approval of a plan of subdivision or survey-strata has been issued may request that the WAPC endorse a diagram or plan of survey of subdivision or appropriate form. Such a request must be lodged:

- within four years if the plan of subdivision or survey-strata proposes the creation of more than five lots (excluding any common property lots); or
- within three years in any other case.

No statutory timeframe is specified for strata plan approvals issued by the WAPC. However, it is the practice of the WAPC to issue its approval for a period of two years.

Conditions modifying a proposed subdivision, survey-strata or strata design

If a particular aspect of an application is unacceptable in planning terms, the best course may be for the applicant to modify the application prior to determination. This would require the submission of an amended plan (Form 2A). However, if the modification is substantial it may not be accepted as an amended plan and would require the submission of a new application. Generally, a condition of this kind should only be imposed following discussion with the landowner/applicant. Such a condition cannot be imposed if it would make the approved subdivision substantially different from that proposed in the application.

Ambulatory conditions

An ambulatory condition is a condition imposed by the WAPC in approving a subdivision which requires an applicant to undertake action to the satisfaction of a third party (clearing authority) with the clearing authority responsible for certifying compliance with those conditions. There is both some uncertainty as to the validity of such conditions as well as general acknowledgement of the importance of such conditions in ensuring effective operation of the subdivision process.

While referral agencies may recommend the imposition of conditions and may also be nominated to provide written confirmation that a condition has been fulfilled, responsibility ultimately rests with the WAPC.

This is reflected in determination notice preambles (see *Determination Notice Schedule – Freehold, Survey-Strata & Strata* available at www.planning.wa.gov.au). It has been the established practice that subdivision applications are referred to referral agencies and the WAPC is responsible (per s.145 of the *Planning and Development Act 2005*) for the imposition and satisfaction of any condition recommended by referral agencies. The WAPC utilises the professional advice from referral agencies as to whether applicants have complied with conditions.

In *Hill v State Planning Commission* TPAT considered the matter of ambulatory conditions. The relevant judgements are as follows.

- 1 The State Planning Commission has the power to impose such conditions as it sees fit consistent with the application of sound town planning principles. The limitation on this power is that the conditions must not be *ultra vires*, must “fairly and reasonably relate to the permitted development”, must be “reasonably capable of being regarded as relevant to the implementation of planning policy” and must not be so unreasonable that no reasonable planning authority could have imposed them. As the extension of the doctrine of proportionality to the process of judicial review has not been established in this state, proportionality will not be used by the Tribunal as a test for the validity of a planning condition.

- 2 The ground of finality differs from the ground of uncertainty. A condition will be void for lack of finality if the State Planning Commission or local authority has abdicated its duty to exercise its discretion as required by the Act.
- 3 A condition which purports to leave a matter to the satisfaction of another authority is not *ipso facto* invalid. However, a condition will be invalid if it requires a future determination by another authority pertaining to an essential element in the application, where that determination could alter the proposed development significantly.
- 4 As a general principle, landowners cannot reasonably be expected to comply with conditions with regards to subdivision approvals when the conditions are expressed to be subject to the satisfaction of a local government authority or other third party. Ambulatory conditions are the antithesis of valid contractual arrangements between an applicant for approval and the approving authority.

Review of the Model Subdivision Conditions

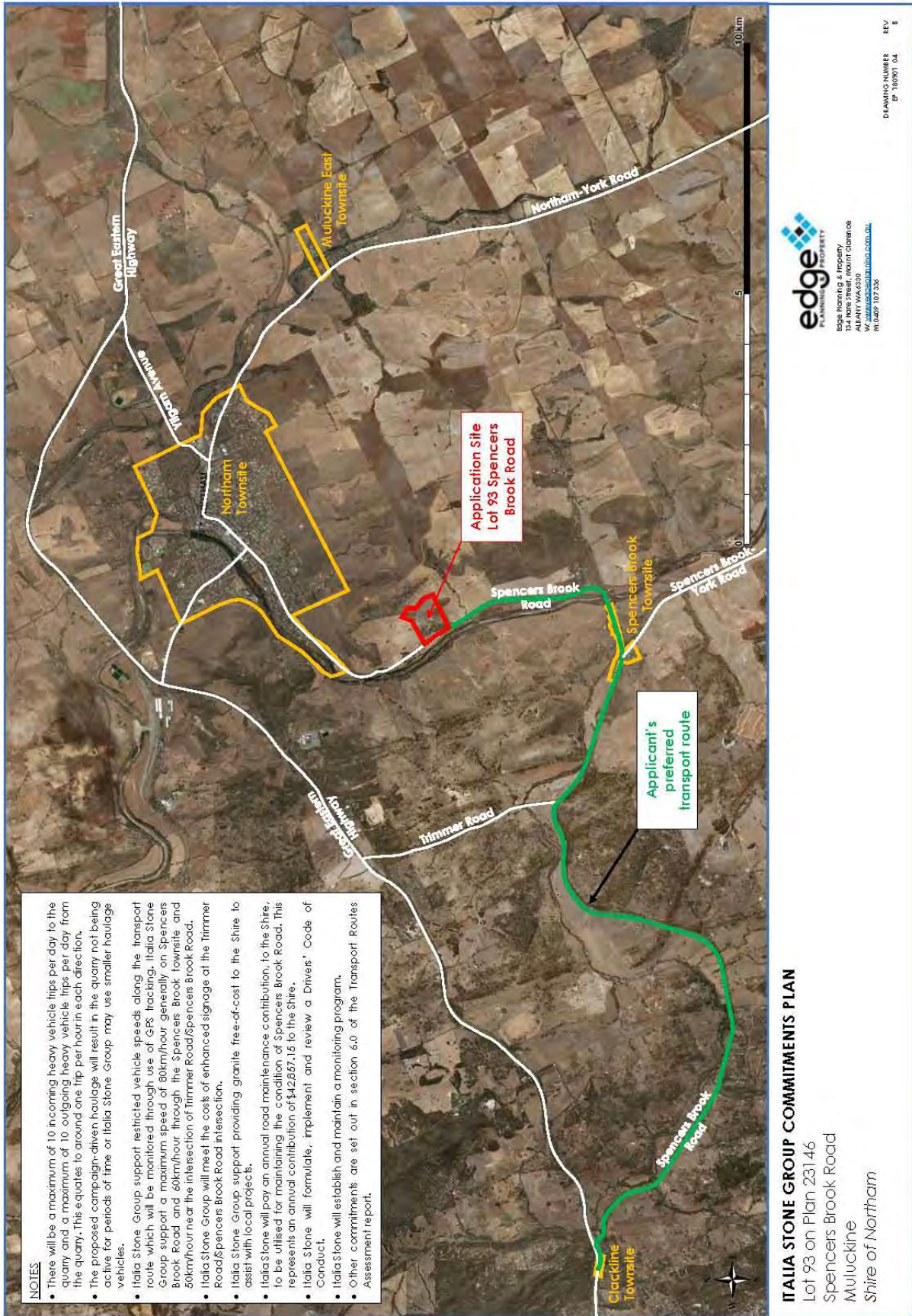
The Model Subdivision Conditions will be periodically reviewed by the Department, to ensure that the conditions continue to be robust and address current planning policy and practice.

Clearance of Subdivision Conditions

The timing for the implementation of subdivision conditions, including some subdivisional works, may not be practicable prior to the issuing of a clearance of subdivision conditions. Accordingly, alternative clearance arrangements may be negotiated between the landowner/applicant and the clearance agency. Ultimately the WAPC makes the final decision in this regard, considering the advice of the clearance agency when a request to endorse a diagram or plan of survey of subdivision is made by a landowner/applicant in accordance with Section 145 of the *Planning and Development Act 2005*.

ATTACHMENT 13





- NOTES**
- There will be a maximum of 10 incoming heavy vehicle trips per day to the quarry and a maximum of 10 outgoing heavy vehicle trips per day from the quarry. This equates to around one trip per hour in each direction.
 - The proposed campaign-driven haulage will result in the quarry not being active for periods of time or Italia Stone Group may use smaller haulage vehicles.
 - Italia Stone Group support restricted vehicle speeds along the transport route which will be monitored through use of GPS tracking. Italia Stone Group support a maximum speed of 80km/hour generally on Spencers Brook Road and 60km/hour through the Spencers Brook Townsite and 60km/hour near the intersection of Timmer Road/Spencers Brook Road.
 - Italia Stone Group will meet the costs of enhanced signage at the Timmer Road/Spencers Brook Road intersection.
 - Italia Stone Group support providing granite free-of-cost to the Shire to assist with local projects.
 - Italia Stone will pay an annual road maintenance contribution to the Shire, to be utilised for maintaining the condition of Spencers Brook Road. This represents an annual contribution of \$428,87.15 to the Shire.
 - Italia Stone will formulate, implement and review a Drivers' Code of Conduct.
 - Italia Stone will establish and maintain a monitoring program.
 - Other commitments are set out in section 6.0 of the Transport Routes Assessment report.

edge
PLANNING & PROPERTY
edge Planning & Property
134 Here Street, Mount Clarence
Perth, Western Australia
WA 6000
PH: 08 9437 107 535
WWW.EDGEPLANNING.COM.AU

DRAWING NUMBER: EP 180901_04
REV: 8

ITALIA STONE GROUP COMMITMENTS PLAN
Lot 93 on Plan 23146
Spencers Brook Road
Muluckine
Shire of Northam

ATTACHMENT 14



PRINCIPLES FOR SPENCERS BROOK QUARRY DRIVERS' CODE OF CONDUCT

A) Background

It is proposed that the Drivers' Code of Conduct is developed and refined in conjunction with the Shire prior to the commencement of haulage operations.

The Code to include driver behaviour requirements relating to:

- site access / haulage routes;
- communication etiquette;
- driving to the conditions including below posted speed limits;
- noise minimisation and driving practices; and
- securing loads.

B) Induction

It is envisaged that the Drivers' Code of Conduct would form part of the overall quarry induction program. Truck drivers would be required to read, understand and pledge to uphold the behaviour expected by a truck driver accessing or leaving the Spencers Brook Quarry.

The Drivers' Code of Conduct shall be included with all new site inductions and truck driver registrations. All existing drivers shall be provided the Drivers' Code of Conduct.

Italia Stone have a range of policies in line with their ISO accreditation (ISO 14001, AS4801 and ISO9001) which, amongst matters, assess and address risks. These policies are also to be implemented by the drivers.

C) General Requirements

Heavy vehicle drivers hauling from Spencers Brook Quarry must:

- have undertaken a site induction carried out by an approved member of the quarry staff or suitably qualified person under the direction of the quarry management;
- hold a valid driver's licence for the class of vehicle that they operate;
- operate the vehicle in a safe manner within and external to the quarry site;
- comply with the direction of authorised site personnel when within the site;
- comply with the Western Australian road rules external to the site; and
- switch on their headlights at all times.

D) Vehicle Speeds and Responsible Driving

While noting the posted speed limits, drivers to ensure they have a reduced speed limit of 80km/h on Spencers Brook Road in general, a reduced speed of 60 km/h through the Spencers Brook townsite and an estimated maximum speed of 50 km/h near the intersection of Trimmer Road/Spencers Brook Road. Additionally, speeds may need to be lower and adjusted appropriately to suit the road environment and prevailing weather conditions and to comply with the Western Australian road rules. The vehicle speed must be appropriate to ensure the safe movements of the vehicle based on the vehicle configuration.

Spencers Brook Road is used on occasions for cycling. Accordingly, heavy vehicles drivers should anticipate cyclists and be alert to their presence. Drivers are to ensure that when passing cyclists, a safe separation distance exists between trucks and cyclists as well as a reduction in speed if appropriate.

E) Vehicle Departure and Arrival

Heavy vehicles entering and leaving the quarry should be separated by adequate intervals.

When a driver becomes aware, through visual contact or two-way contact between trucks, that they will arrive at approximately the same time, then they are to ensure that there is a suitable gap between vehicles when on Spencers Brook Road.

F) Incident/Breakdown Management and Reporting

Should an incident occur, the Drivers' Code of Conduct to set out procedures for drivers to report, inform and warn relevant personnel or people that may be at risk.

In the event of an incident, drivers are to contact their supervisors immediately and in turn their supervisors are to take action and advise Italia Stone of the issue.

If there is product spillage while loading or en route, the driver must immediately inform and warn persons in the area that maybe at risk. The driver must then inform quarry staff or their supervisor of the spillage. All spills must be cleaned up and waste disposed of in an acceptable and environmental manner. Place warning signs where it is fit to do so.

In the case of a breakdown, the vehicle must be towed to the nearest breakdown point as soon as possible. All breakdowns must be reported to Italia Stone and the vehicle protected in accordance with the Heavy Vehicle Drivers handbook.

G) Monitoring

The following monitoring program shall be implemented to ensure that the Drivers' Code of Conduct is performing effectively and meeting consent conditions:

- reviewed after 6 months of operation. Following this, it will be reviewed annually or as required;
- monitoring will be based on feedback provided by the surrounding community via formal and informal complaints and positive messages; and
- positive and negative feedback will be documented, and Italia Stone will decide on appropriate action, if any, according to the feedback received. Appropriate action may include arranging a meeting to discuss and / or resolve issues, calling Client to acknowledge feedback or writing a letter responding to the feedback.

Cr C R Antonio declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his old school, and where his children attended in the past.

Cr C P Della declared a "Proximity" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his residence is directly opposing the development.

Cr S B Pollard declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his wife is employed by the Catholic Education Office (CEO) currently deployed to the Primary Northam Campus and some of his grandchildren attend the Primary campus.

Cr M P Ryan declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his two children attend the school and he was a previous board member.

Cr T M Little declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as he has a grandchild who will attend St Jo's High School next year. Four of his other grandchildren have attended in the past.

Cr A J Mencshelyi declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as he has grandchildren attending St Joseph's Primary School and is a Roman Catholic.

Cr R W Tinetti declared an "Impartiality" interest in item 12.3.4 - Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – St Joseph's Secondary School as his grandchildren attend St Joseph's Primary and may attend their high school in the future.

12.3.4 Application for Development Approval for Construction of four (4) Classrooms, Oval and Associated Development – **St Joseph's** Secondary School

Address:	77 Wellington Street, Northam WA 6401
Owner:	Roman Catholic Archbishop of Perth
Applicant:	Santelli Architects
File Reference:	A15185 / P18057
Reporting Officer:	Benjamin Robins Planning Officer
Responsible Officer:	Chadd Hunt Executive Manager of Development Services
Officer Declaration of Interest:	The Chief Executive Officer, Jason Whiteaker has declared an interest as his children attend the school. The Executive Manager of Development Services has declared an interest as both of his children attend the school and his wife is on the School Board and the Parents and Friends Committee.
Voting Requirement	Simple Majority
Press release to be issued:	No

BRIEF

Council is required to consider a Development Application for St Joseph's Secondary School which is a Local Reserve zoned 'Public Purpose – Church'. The development application consists of:

- Construction of retaining and oval space adjacent to Duke Street East/Gordon Street intersection;
- Modified entrance location; and
- The construction of 4 block classrooms and ancillary paths/retaining/landscaping.

While the applicant has provided plans indicating Stages 10 (Administration Building & Remote Staff Room) and 11 (Gymnasium), these are not elements being applied for and are therefore not subject to the application before Council.

ATTACHMENTS

- Attachment 1: Proposed Plans.
- Attachment 2: Parking Assessment.
- Attachment 3: Access Street B/Neighbourhood Connector B (Diagram).
- Attachment 4: Officer Technical Assessment.
- Attachment 5: Summary of Submissions.



Attachment 6: Modifications to plans from advertising period.

Attachment 7: Plans detailing height of classroom and wall and wall permeability.

BACKGROUND / DETAILS

Santelli Architects acting on behalf of St Joseph's School, submitted plans for Stage 9a and 9b of the St Joseph's Secondary School development at 77 Wellington Street, Northam, which consists of as follows:

- Construction of a new classroom block (4 classrooms) with attached storerooms and internal functional space;
- New universal access ramps and stairs from the existing Classroom Block and the existing carpark to the proposed classroom block;
- Fenced (2.4m link mesh) & reticulated grassed area extending along from the corner of Duke & Gordon Street with stepped retaining. Maximum extent of retaining is 1.09m with 2.4m fence located on top of retaining wall.
- Tree removal at the corner of Duke & Gordon Street (13 trees) and adjacent to hardcourt area (8) and proposed landscaping;
- Relocation of existing crossover on Duke Street, to north-east of existing crossover along Duke Street;
- Reduction in hardcourt area to maximise grass area.

Plans of the proposal are attached. Refer Attachment 1 – Proposed Plans.

It should be noted that the plans originally submitted included proposed stages 10 and 11 which included the proposed Administration Centre and Gymnasium. These do not form part of this application or assessment.

Ancillary works which are proposed are internal to the development, and are compliant (internal retaining and landscaping). The proposal has been assessed by the reporting Officer, to which a technical assessment is provided (Attachment 4).

CONSIDERATIONS

Theme Area 6: Governance & Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective(s): Positive internal and external perceptions about the Shire of Northam.

Financial / Resource Implications

There are no financial implications or resource implications in making the recommendation.

Legislative Compliance

The land on which the existing school is located is zoned Reserve-Public Purposes (Church) under Local Planning Scheme No 6. Under this zoning the following clauses of the scheme are applicable to which the proposal is compliant in making the application for development approval for where land is situated on a 'Local Reserve' (Section 2.2 & 2.3 of Shire of Northam Local Planning Scheme No.6).

The applicable legislation the proposal is also required to be considered against is the Planning and Development (Local Planning Scheme) Regulations 2015 & overall provisions of the Shire of Northam Local Planning Scheme No.6.

Refer Attachment 4 – Officer Technical Assessment.

Policy Implications

Liveable Neighbourhoods (2015 Draft);
Development Control Policy 2.4 – School Sites (1998); and
Designing out Crime Planning Guidelines (2006).

See Attachment 4 – Officer Technical Assessment.

Stakeholder Engagement / Consultation

The Shire of Northam conducted public advertising in accordance with Local Planning Policy No. 20 – Advertising of Planning Proposals, including advertising to all adjoining properties adjacent to the development proposal site and making the submission available online to the public. Links to the full plans on the Shire's website for the proposal was supplied in correspondence.

Advertising occurred from the 31st of July 2018 until the 17th of August 2018 (14 days required, 18 days provided). The advertising of the proposal was also conducted in accordance with the *Planning and Development Act 2005*.

The Shire received a total of ten (10) submissions citing concerns with the development proposal.

It is noted on the basis of submissions that, while concerns have been raised to the level of engagement the Applicant / Owner has made with concerned members of the public, there is no statutory requirement of the applicant to provide a public consultation period prior to applying for development approval to the Shire.

Following additional consultation with the applicant, new plans have been provided which provide amended landscape planning and site works (retaining, ramps). Major revisions are denoted in Attachment 6.

Risk Implications

There are no risk implications for the Shire in relation to the recommendations of this report. Officers have considered a reputational risk in regards to the public perception of the proposal and communication of the proposal, however the Shire has conducted advertising in accordance with the *Planning and Development Act 2005*, its subsidiary regulations and in accordance with Council's Local Planning Policy 20 - Advertising of Planning Proposals. Additional time was granted in reviewing the application in excess of the original 18 days provided (14 required) and this risk is therefore mitigated. The Shire also consulted with the proponents if they have conducted consultation with adjoining landowners. While there is no statutory requirement to do so, this advice was taken on board by the proponents.

OFFICER'S COMMENT

As stated under Stakeholder engagement / consultation section of this report, 10 Public Submissions were received in relation to the proposal. The primary concerns related to the development proposal raised are addressed as follows:

Traffic & Public Safety:

Several submissions noted that Duke Street East, in terms of traffic is not of a sufficient width, submissions highlighted access and pedestrian / vehicle interface concerns with development occurring alongside Duke Street East (intensification of development on-street). This included the safety of children being picked up / dropped off by parents and buses, increased vehicle traffic and the ability for residents to safely access and egress Duke Street East and Gordon Street.

Advice was requested from internal staff and the proposal assessed internally in relation to the bus turning radius for Gordon Street onto and off of Duke Street East, and minor modifications need to be made to provide safe and effective manoeuvring for existing bus utilisation. This is an element which can occur as a component of standard capital works upgrade programs. This element does not require the formation of a condition on the development.

In terms of the ability to conduct road safety improvements, Duke Street East is 10m in width with a formal road reserve width of 20m, which is sufficient width to support future upgrades to an Access Street B or Neighbourhood Connector B Standard (Partial or Full Upgrade) – refer Attachment 3. This width can support on street parking and line marked bus embayment areas, and staged improvements works are capable of occurring over time to enhance road safety elements.

It is recommended that Duke Street East is modified to contain designated School Zone signage, speed zone restrictions to address safety concerns and

include improvements to line marking to assist in the safe access and egress of pedestrians and vehicles within the general locality of the proposal. At present, Duke Street East does not contain LED School Zone signage and considering its present use for pick-up/drop-off requires action. The pedestrian path alongside Duke Street East adjacent to Gordon Street requires construction to formalise pedestrian connection which can be conducted as part of standard capital works upgrade programs. This element does not require the formation of a condition on the development. During this phase, verge plantings can be installed to provide additional screening and improved streetscaping elements.

The proposed vehicle driveway access modification contains electronic gates, and the Officer recommends that the entrance is appropriately truncated 1.5m for pedestrian safety.

Notwithstanding some of the additional works required for Duke Street East, these in no way limit the capability of Stage 9a and 9b in being considered at present, however these would be primary concerns in the context of future staged works (Stage 10 – Administration).

Setback (Amenity):

The majority of submissions raised concerns regarding the current setback of 1.2m of the classrooms and the proposed wall of the classroom/gate area of the proposal. The external wall adjoining the classroom is a common wall/boundary wall. That is, the wall is the structural wall for a length of the storerooms of the classrooms. Concerns raised included the risk of graffiti, impact on views, and impact on the streetscape.

Under clause 67 of the *deemed provisions* for local planning schemes, ownership of views is not a valid planning consideration, as no person can own views. Where concerns have been made to overshadowing, the respective overshadowing calculation which is used on R-Coded properties to assess impacts on other R-Coded properties shows that in the 1.2m position, the development is compliant with the overshadowing provisions. Therefore, notwithstanding the proposed development is not R-Coded, it would still be compliant.

The setback of Local Reserves is at the discretion of the Local Government, and a nil setback can be considered (abutting the property boundary). As the storeroom is the initial roof element, the setback of the storeroom is 1.2m (3 degrees roof pitch) while the classrooms are located 3.7m from the boundary (15deg roof pitch).

The initial 1.2m setback and further 3.7m setback to the classroom block is appropriate and considers the nearby Residential zoning where the Residential

R40 properties permit a setback of 4m which may be reduced by half where space can be offset within side setbacks (can be varied to 2m where adjoining land can compensate the variation). While the proposal is not zoned Residential, the setback distance of 1.2m is considered to be in accordance with the development standards within the locality, and that it adjoins land in the Mixed Use and Commercial zones where nil (0.0m) setback distances can also be considered.

Noise Pollution (Amenity):

While complaints have been made in relation to noise in the proposal (on-site with children and offsite with traffic), it is considered that on-site elements such as vegetation buffering will assist in providing elements of sound deflection and absorption. In addition, road traffic is required to comply with Australian Design Standards, however the level and traffic and noise generated as a result is not considered detrimental in relation to the proposal as demand induced traffic is during short peak periods (school pick-up and drop-off) and is located during school hours (7:30AM-9:00AM and 3:00PM-4:30PM).

Light Pollution (Amenity):

A number of submissions raised concerns regarding light pollution. While primarily a concern in industrial/commercial developments that interface residential/mixed use areas, it is a valid concern. It is recommended as a Condition of development approval by Officers that lighting where external to premises of the proposal is baffled (downward directed illumination) and shielded lighting fixtures to reduce light spill.

Lack of Consultation:

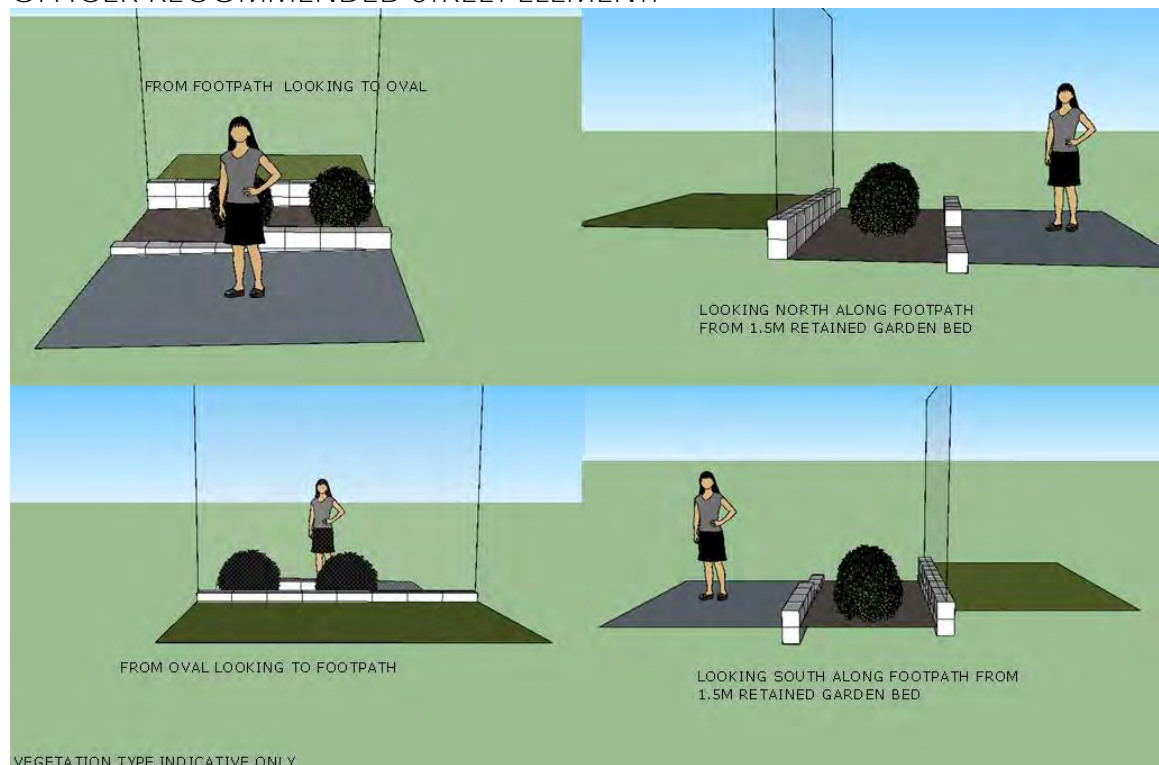
A number of submissions raised the lack of consultation by St Joseph's Secondary School and the applicant in relation to the development proposal. While recognised a lack of community consultation may have been conducted by the applicant, they have no statutory requirement under the 'Planning and Development Act 2005' or the 'Planning and Development (Local Planning Scheme) Regulations 2015' to do so. The Shire of Northam has provided all documentation for resident's perusal and electronic access to all information online and has advertised the application in accordance with the Planning and Development (Local Planning Scheme) Regulations 2015 and Shire of Northam Local Planning Policy 20 – Advertising of Planning Proposals.

Following additional consultation with the applicant, new plans have been provided which provide amended landscape planning and site works (retaining, ramps). Major revisions are denoted in Attachment 6. These address a number of concerns including amenity and the impact of the proposal on the streetscape.

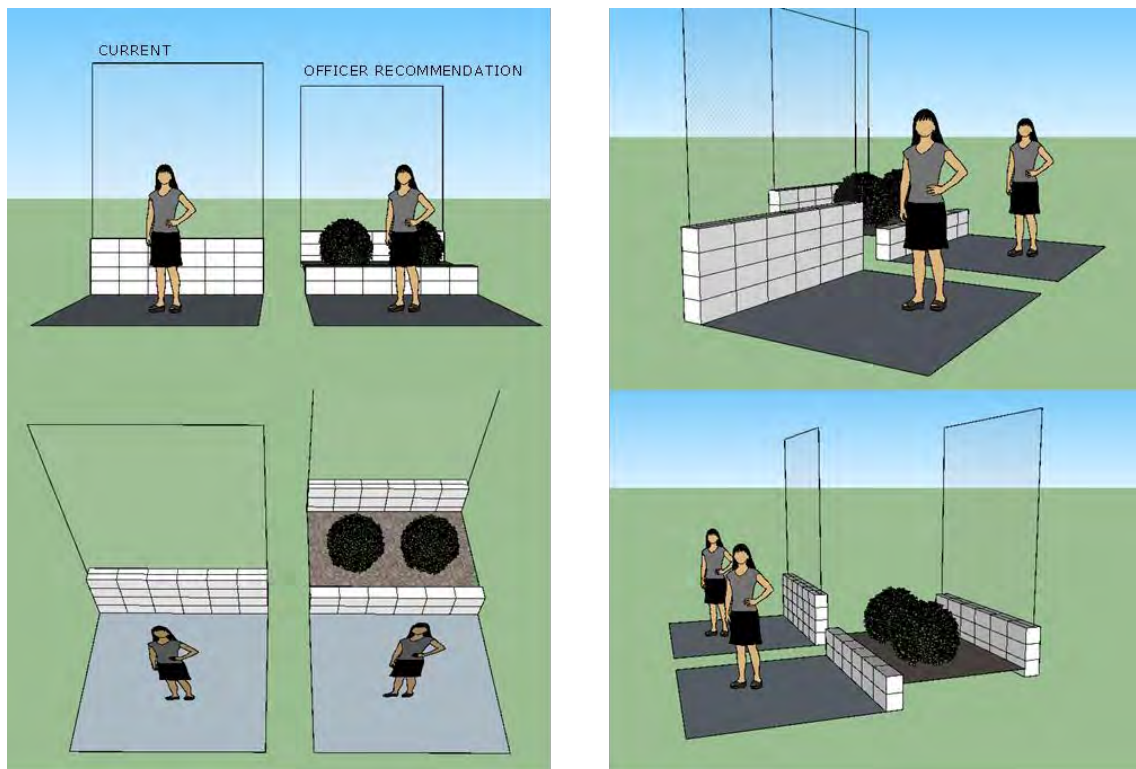
Officers Key Recommendation (Modifications):

1. It is recommended that a 1.5m strip of vegetation be provided along the Gordon Street property boundary. Stepped retaining should occur on both a horizontal and vertical axis (vertical access stepping to half the overall retaining height required), with the stepped retaining containing the 1.5m vegetation buffer:

OFFICER RECOMMENDED STREET ELEMENT:



EXAMPLE OF STREET INTERFACE (PROPOSED & OFFICER RECOMMENDED):



2. Truncated traffic entrance via vehicle driveway. The use of the electronic gate on the proposed driveway requires further truncation to provide 1.5m truncation or alternative. The plan is recommended to be modified as such to ensure the cone of vision to the pedestrian environment is established.

RECOMMENDATION

That Council grants Development Approval to Santelli Architects on behalf of **St. Joseph's School** for the construction of new additions (retaining and oval space, modified entrance location, construction of 4 block classrooms and ancillary paths/retaining/landscaping) at Lot 54 (#77) Wellington Street, Northam as outlined in the Application received 29 June 2018 (Application No. P18057), subject to the following conditions:

General Conditions

1. The development hereby permitted must substantially commence within two years from the date of this decision letter.
2. The development hereby permitted taking place in accordance with the approved plans.
3. Security lighting is to be designed, baffled and located to prevent any increase in light spill onto opposite residential properties.
4. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.

5. An amended plan being provided showing the provision of a 1.5m wide vegetation strip along the proposed oval on Gordon Street. The vegetation strip shall be located between an initial retaining wall on the property boundary and the retaining of the oval. The height of the retaining wall from the street interface to the oval interface shall be shared between each retaining wall.
6. The chain-link mesh fence surrounding the proposed oval is to be located atop the retaining wall of the oval and not located on the retaining wall of the street;
7. The proposed driveway electronic gate and associated fencing be truncated 1.5m to ensure cone of vision is established to the pedestrian path of Duke Street East.

Conditions to be met prior to commencement of development

8. Prior to commencement of development, a detailed landscaping plan is to be submitted to and approved by the local government.
9. Prior to the commencement of development, detailed drainage plans shall be submitted to the satisfaction of the local government.

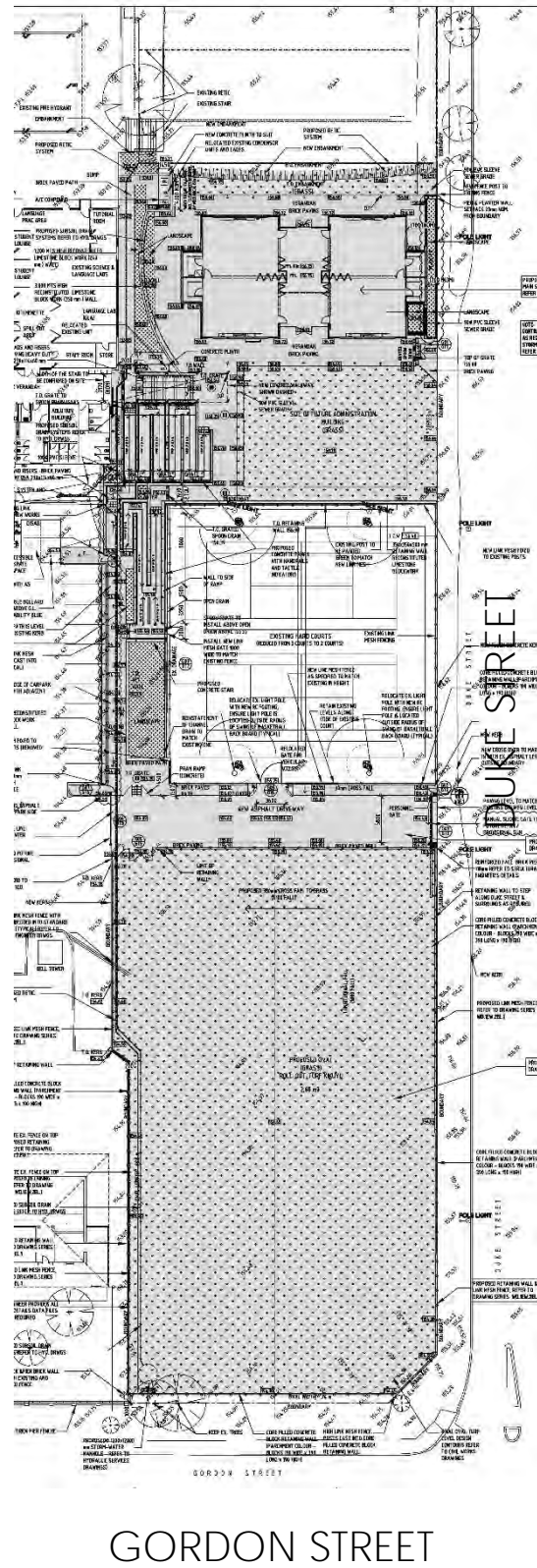
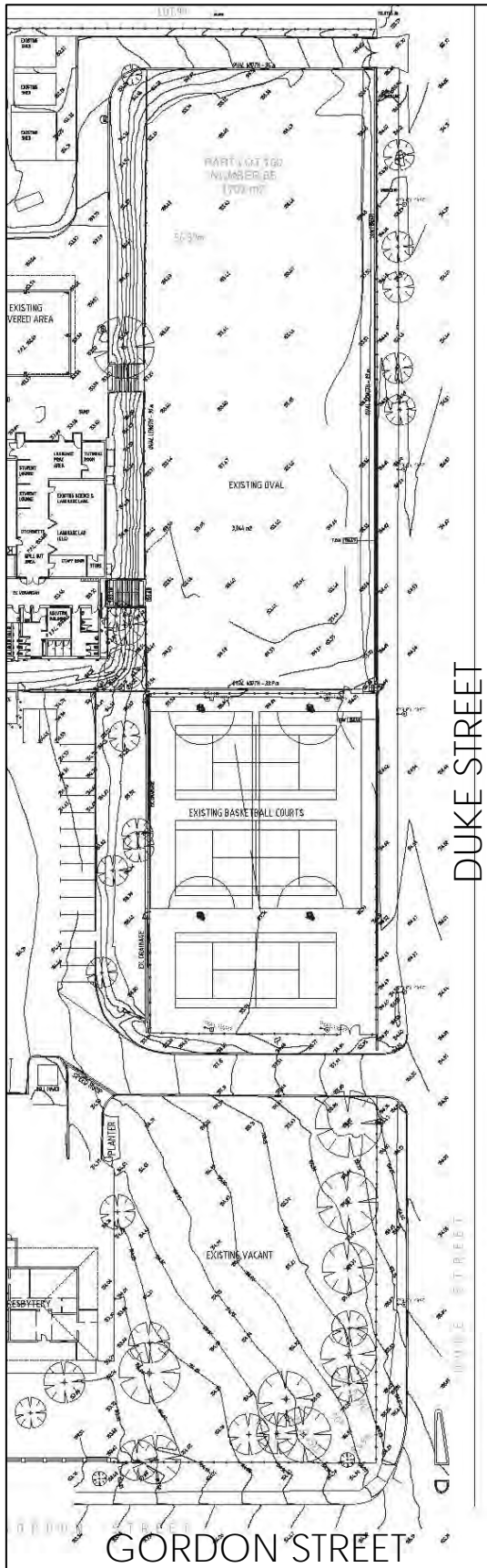
Conditions to be met prior to occupation of development

10. Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government.
11. Prior to occupation, landscaping is to be completed in accordance with the approved plans or any approved modifications thereto to the satisfaction of the local government.
12. Prior to occupation, stormwater drainage works must be completed in accordance with the approved plans to the satisfaction of the local government.

Conditions requiring ongoing compliance

13. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government.
14. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government.

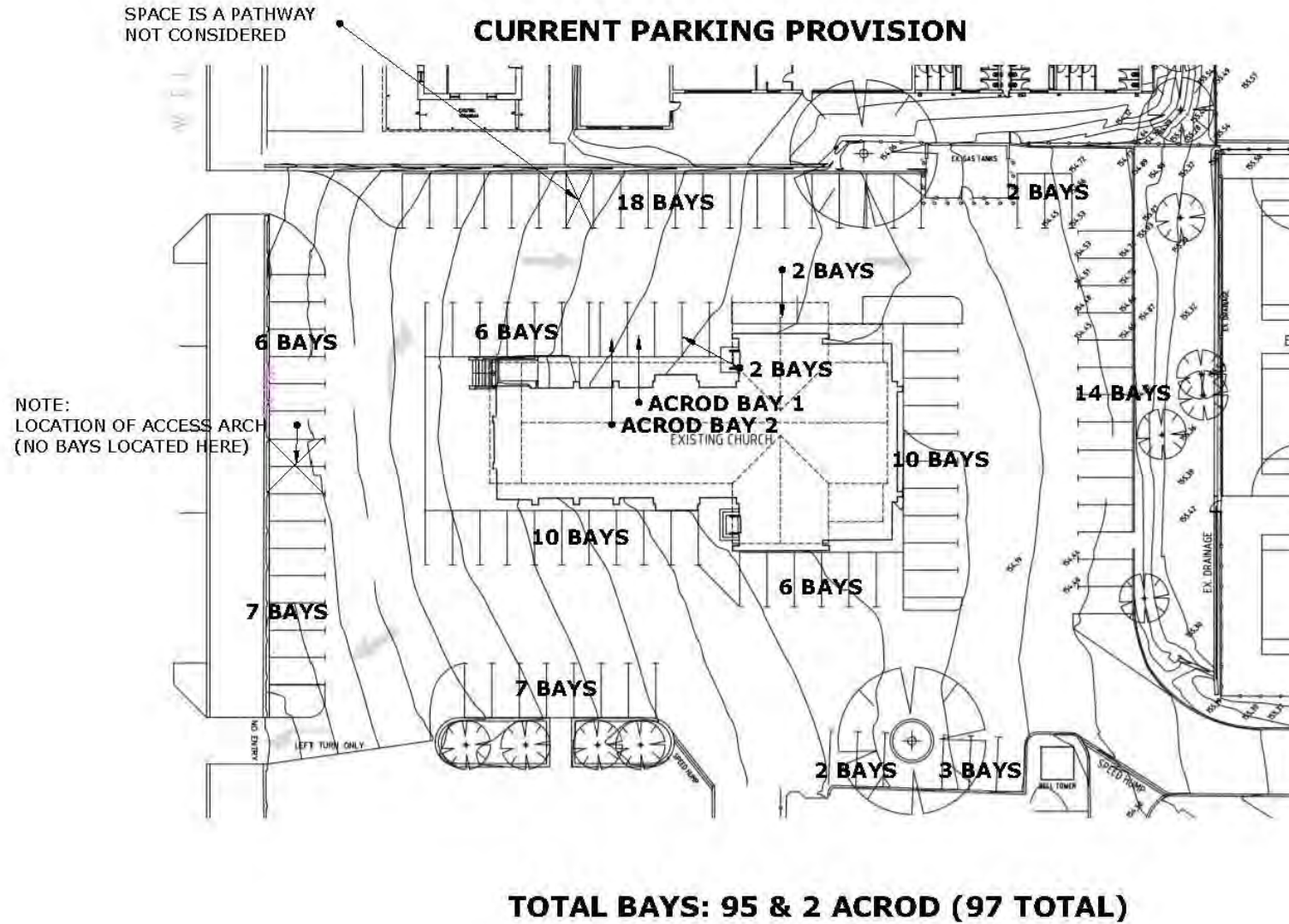
Attachment 1 - Existing (Left) & Proposed (Right)

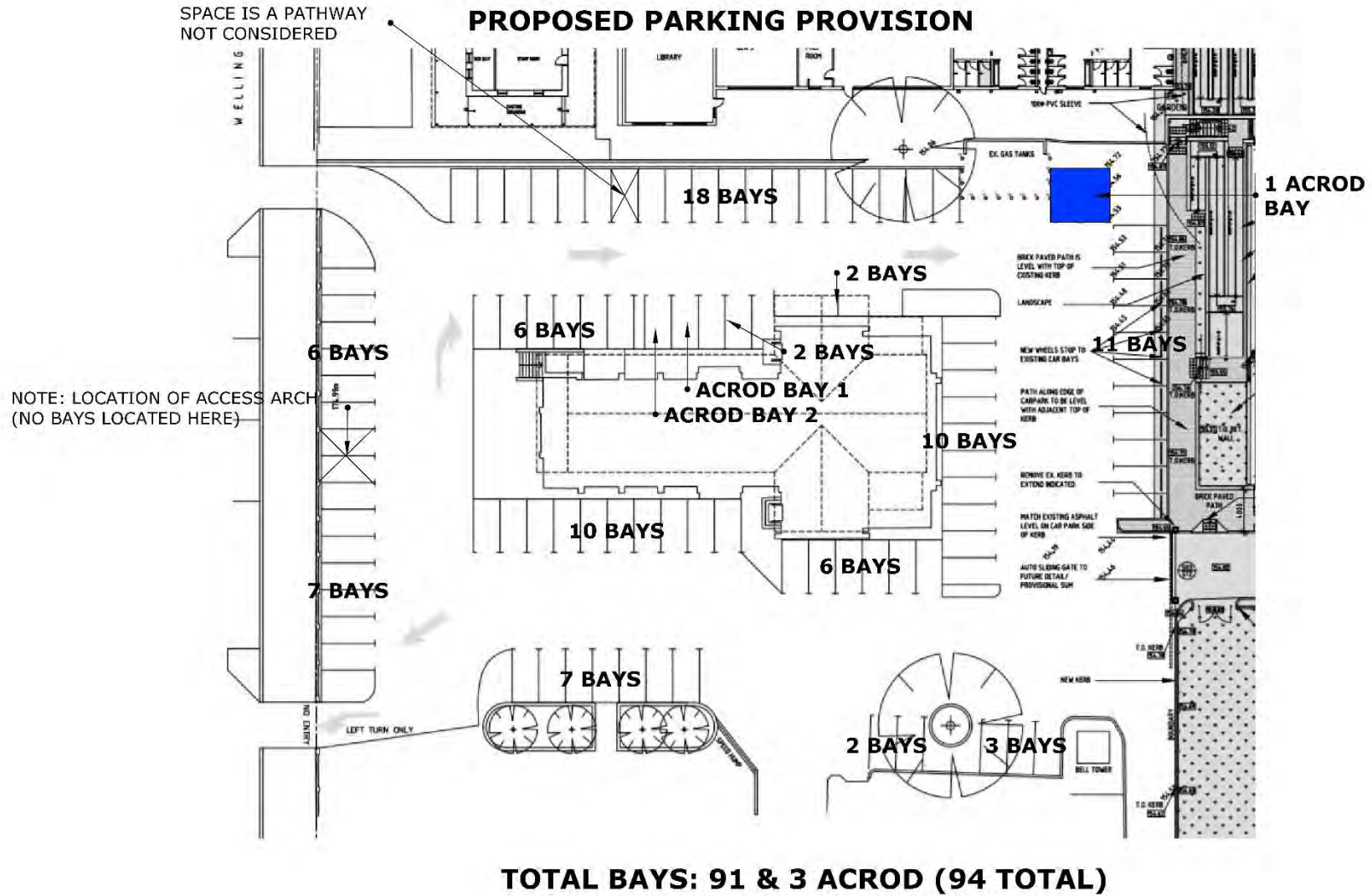


Overall Development (Stages 9a & 9b – Current) & Proposed Future Stages 10 (Administration) & 11 (Gymnasium)



Attachment 2

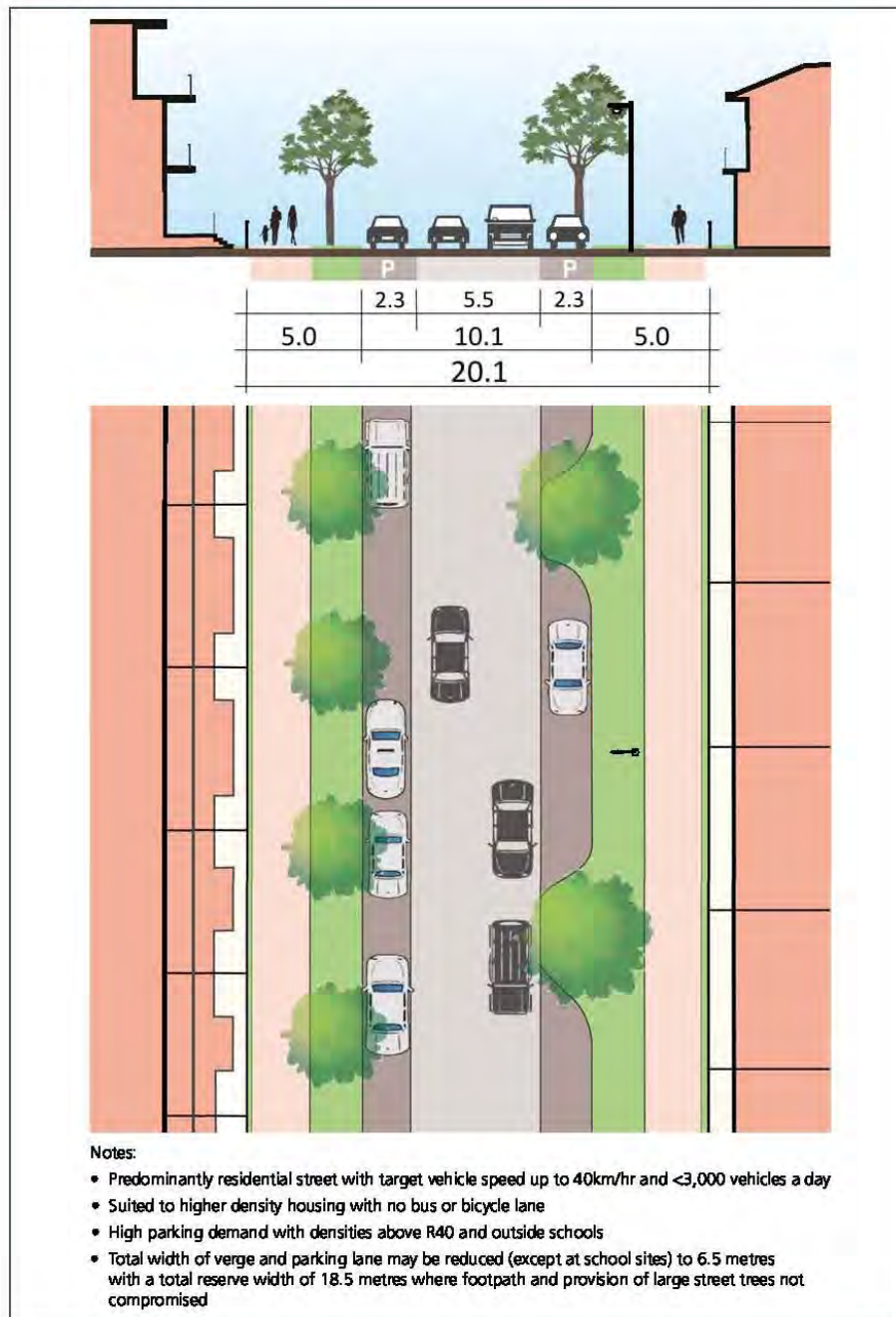




Attachment 3

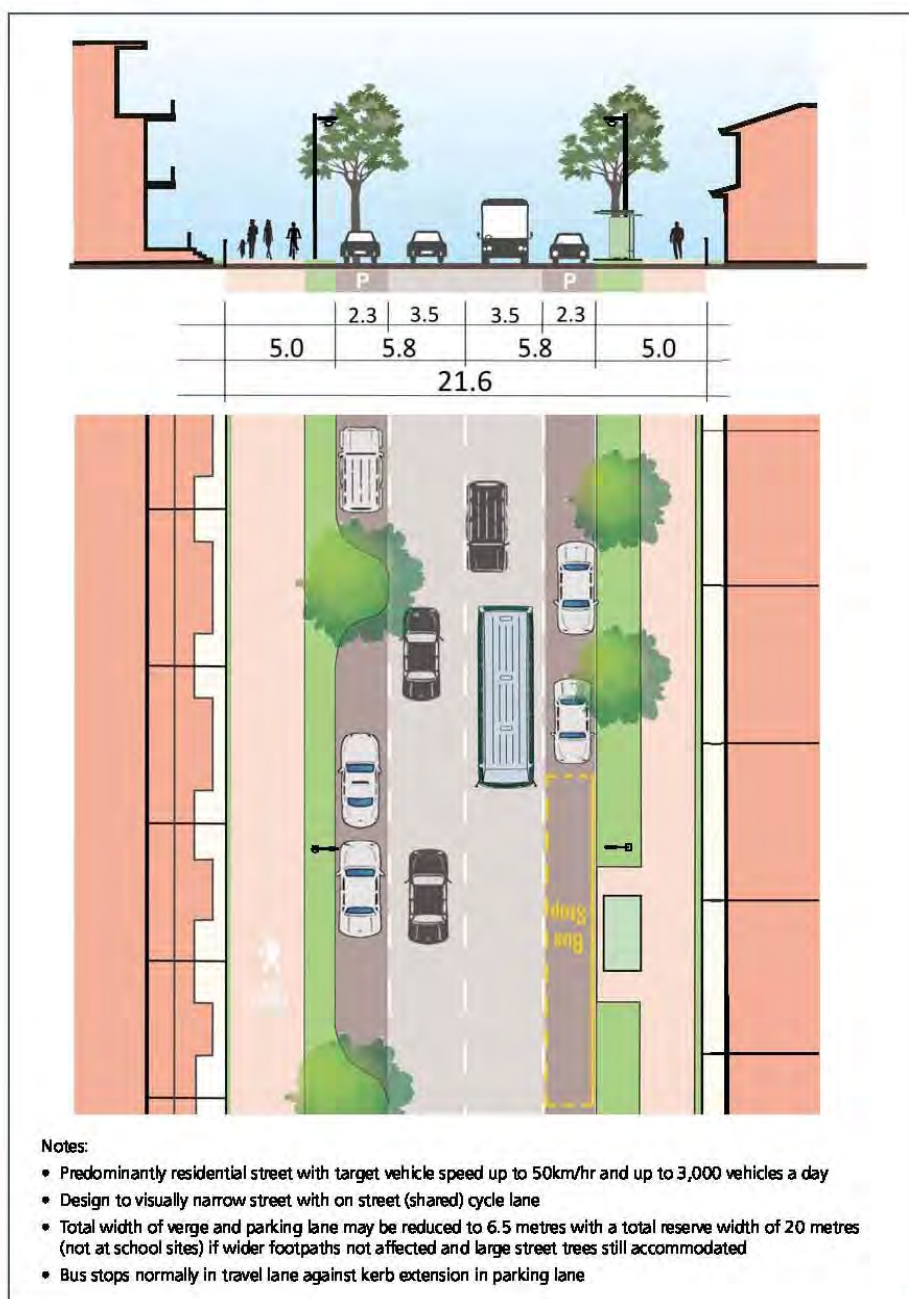
Liveable Neighbourhoods **ELEMENT 2**
MOVEMENT NETWORK

Figure 20: Access street B



Liveable Neighbourhoods **ELEMENT 2** MOVEMENT NETWORK

Figure 17: Neighbourhood Connector B



Attachment 4

Officer Technical Assessment:

Liveable Neighbourhoods – Element 2 Movement Network

<p>PEDESTRIAN REQUIREMENTS</p> <p>1.5 - A footpath on at least one side of a local access street; and a footpath or shared path on both sides of integrator arterials and local access streets where pedestrian and cyclist activity is high (e.g. where the street forms part of a designated pedestrian or cycling network and connects to schools, centres and stations).</p> <p>1.6 - All footpaths to be a minimum of:</p> <ul style="list-style-type: none"> • 1.5 metres wide; offset a minimum of 0.3 metres from property boundaries; • 1.8 metres wide if abutting property boundaries; • 2.0 metres wide within 400 metres of school sites; and • 2.5 metres wide within 400 metres of activity centres. 	<p>1.5: Pedestrian footpaths provided adjacent to the proposed Stage 9a and 9b development, with dual paths provided to both Gordon Street and Duke Street East.</p> <p>1.6: Width of existing footpaths on both verges of Duke Street East are above 2m. Minor upgrades are necessary to complete dual verge path access on the intersection of Duke Street East and Gordon Street adjacent to the St Joseph’s Secondary School boundary.</p> <p>COMPLIES</p>
<p>BICYCLE NETWORK REQUIREMENTS</p> <p>1.8 - On routes with a projected traffic volume less than 3,000 vehicles per day, on-street cycling is acceptable.</p> <p>1.9 - On routes with projected traffic volumes of more than 3,000 vehicles per day and within 800 metres of schools, transit stations, activity centres or where long-distance commuter cycling and recreational cycling is likely, shared paths and or on-street cycle lanes to be provided. An additional shared path may also be required particularly along streets with higher traffic volumes and speeds.</p>	<p>1.8 - & 1.9: On-street and off-street cycling is acceptable with shared use paths (pedestrian & bicycle) compliant with section 1.6 (2m paths).</p> <p>COMPLIES</p>

Liveable Neighbourhoods – Element 6 Education

<p>STREET NETWORK DESIGN FOR SCHOOLS REQUIREMENTS</p>	
<p>11.1 - Access streets fronting educational facilities should be designed to create safe and efficient cyclist, pedestrian and public transport priority environments. Pedestrian-prioritised street environment may comprise, low speed zones, raised paving, median islands, trees, bollards, on-street parking and bus bays,</p>	<p>COMPLIES</p> <p>11.1 – Duke Street East is an access street and complies with the requirements for street network design under the provisions of Liveable Neighbourhoods. It can be upgraded at a later date to Neighbourhood Connector B (Partial</p>

<p>drop off and pick up facilities and designated pedestrian crossings.</p>	<p>Standard (Parking/Drop Off & Bus Stop facilities to Northern side of Duke Street East).</p>
<p>11.2 - All streets fronting educational facilities are to be through streets (no culs-de-sac) and designed to provide safe and adequate on-street embayment parking, preferably, on the school site side.</p>	<p>COMPLIES</p> <p>11.2 – Modifications to Duke Street East can provide enhanced accessibility and safety in a shared use zone (vehicles, pedestrians, cyclists, school use and local residents). All abutting roads are through streets.</p>
<p>11.3 - Educational facilities sited to facilitate public transport servicing with bus drop off and pick up of students (preferably on the school side of a street) at stops in close proximity to main entrances.</p>	<p>COMPLIANT – FUTURE MODIFICATIONS NECESSARY</p> <p>11.3 – Embayment area presently located on Duke Street East for buses adjacent to Stage 9a & 9b. Future works recommended in upgrade to Access Street B/Neighbourhood Connector B standard.</p>
<p>11.4 - Secondary schools to be bounded by a minimum of three streets including not more than one integrator arterial / neighbourhood connector and a minimum two local access streets, including an Access B street.</p>	<p>COMPLIANT – FUTURE MODIFICATIONS NECESSARY</p> <p>11.4 – The site is compliant, bound by 3 streets of the applicable types denoted.</p>
<p>11.6 - The longest boundaries of the school should be along local access streets to maximise the length of the street that can accommodate on-street parking and access to on-site parking.</p>	<p>COMPLIES</p> <p>11.6 – The site is compliant, elongated boundaries are located along Duke Street East and Wellington Street East as key longitudinal linkages.</p>
<p>11.7 - The provision of staff and visitor on-site car parking is supported as part of an integrated development of the school site and co-location with other community and other open space facilities. The provision of large scale on-site car parking is generally discouraged.</p>	<p>COMPLIES</p> <p>11.7 – Staff and visitor parking is provided on-site and on-street parking is available. Assessment of the parking provisions conducted under the Shire of Northam Local Planning Scheme No.6.</p>
<p>11.8 - On street parking and access for off-street parking for student drop off/pick-up to be designed and located to allow for pedestrian-priority and maximise safety, preferably on local access streets with low traffic volumes.</p>	<p>COMPLIANT – FUTURE MODIFICATIONS NECESSARY</p> <p>11.8 – Notwithstanding the on street parking available on Wellington Street, on-street parking and design of bus embayment area to be worked on further. Notwithstanding there is appropriate access provided to on-site parking and on-street parking.</p>
<p>11. 9 - Provide and facilitate shared use of parking facilities and secure end of trip facilities for cyclists between education sites, co-located community facilities and public open space.</p>	<p>COMPLIES</p> <p>11.9 – Current parking provides for school, church and civic uses.</p>

Development Control Policy 2.4 – School Sites

3.5: Access Issues

<p>3.5.1 - School and TAFE college sites should be provided with frontage access to through roads constructed on at least two sides. These roads must be designed (with an appropriate carriageway width and traffic management devices as set out in Policy DC 2.6 - Residential Road Planning) to allow for the safe pick-up and set-down of students from both private cars and public transport systems within the road reserve. Culs-de-sac or underwidth roads are not acceptable for this purpose.</p>	<p>Frontage is provided to St Joseph’s Secondary School via Wellington Street and Duke Street East. Wellington Street which adjoins the Northam CBD contains on-street parking for pick up and drop off, and the school site contains off-street parking. Duke Street East provides sufficient space to be upgraded to Access Street B/Neighbourhood Connector B standard.</p> <p>COMPLIANT – FUTURE MODIFICATIONS NECESSARY</p>
<p>3.5.2 While facilities to pick up and set down should be within the road reserve, any additional associated land requirement should be provided from the land allocated for the school site and provided by the school authority. On site parking may need to be provided within the school site or on an adjacent reserve.</p>	<p>On-site parking and off-site parking is provided to the existing St Joseph’s Secondary School. Stage 9a & 9b does not require additional on-street parking. Duke Street East provides sufficient space to be upgraded to Access Street B/Neighbourhood Connector B standard, which would provide additional on-street parking and additional bus embayment areas.</p> <p>COMPLIANT – FUTURE MODIFICATIONS NECESSARY</p>
<p>3.5.4 Apart from accessibility by road, school sites should also provide a strong local focus for pedestrian and cycleway systems in the neighbourhood. Preferably these systems should lead as directly, conveniently and safely as possible to the school. Where there is a need to cross significant distributor roads, careful consideration should be given to the nature of the crossing, whether it be by grade separation, controlled lights, intersection separation, manned crossing or other acceptable alternatives.</p>	<p>Stage 9a & 9b contains pedestrian and cycleway access to the central spine (Gordon Street) which has dual path access to Duke Street (both road verges have paths). Minor upgrades to the Gordon Street/Duke Street East corner would provide formal dual path access on Duke Street East (current path not provided to extent of driveway exit/entry to intersection of Gordon Street). The proposed development would address Duke Street East and strengthen the use of existing connections. As an established school site, St Josephs Secondary School is located within an area of strong established pedestrian linkages.</p> <p>COMPLIANT – FUTURE MODIFICATIONS NECESSARY</p>

3.6: Relationship To Nearby Land Uses

<p>3.6.1 Common boundaries of school sites with residential uses should be avoided whenever possible. There are a number of activities conducted on school sites which can adversely affect the amenity of residential properties, particularly where they are located very close</p>	<p>St Joseph’s Secondary Campus and ancillary facilities are bound by land zoned Commercial (Gordon Street & Wellington Street East), Mixed Use (North-East of Site) and Residential R40 (Duke Street from Gordon Street to Grey Street). Stage 9a & 9b proposes development</p>
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<p>to a school site. This is a growing problem with the trend towards increased community use of school facilities after hours. To avoid potential conflict with residential properties it is therefore preferable that school sites be surrounded by a combination of roads and amenities generally, including public open space and other compatible community, cultural recreation and sporting facilities.</p>	<p>on the Duke Street East interface which provides a 20m buffer (road reserve) and a general residential setback of 9-10m~. The buffer of 28-30m~ from existing dwellings to the proposed development is considered appropriate.</p> <p>To ensure a well-co-ordinated streetscape, it is recommended that Stage 9a & 9b contain stepped retaining to Gordon Street offering a landscaping space adjacent to the oval, and where the proposed classrooms and boundary wall is located, to contain advanced vegetation (hedging or similar) to break up the visual effect of the boundary wall.</p> <p>COMPLIES – CONDITIONAL REQUIREMENT RECOMMENDED</p>
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Shire of Northam Local Planning Scheme No.6

<p>2.3 USE AND DEVELOPMENT OF LOCAL RESERVES</p> <p>2.31 - A person must not – a) - use a Local Reserve; or b) - commence or carry out development on a Local Reserve, without first having obtained development approval under Part 7 of the deemed provisions.</p> <p>2.3.2 - In determining an application for development approval the local government is to have due regard to – a) - the matters set out in clause 67 of the deemed provisions. b) - the ultimate purpose intended for the Reserve.</p>	<p>2.3.1 & 2.3.2 – The location of proposed development Stage 9a & 9b are on Local Scheme Reserve land zoned ‘Public Purpose – Church’. St Joseph’s Secondary School is a Private School and is linked to the applicable Reserve purpose. A development application has been submitted to which development approval is sought.</p> <p>COMPLIES</p>
<p>4.5 SITE AND DEVELOPMENT STANDARDS AND REQUIREMENTS</p> <p>4.5.1 - Table 2 sets out the site and development requirements for each of the zones which may be varied and/or supplemented by the local government at its discretion to suit any specific requirements.</p> <p>4.5.2 - The local government in determining applications for any development may require such development to comply generally with the</p>	<p>4.5.1 & 4.5.2</p> <p>No setback is provided for land zoned ‘Public Purpose’. The proposed development is considered appropriate subject to modification to provide a landscaping buffer to the proposed oval (via stepped retaining) and the setback of the classrooms and solid boundary wall of 1.2m with the installation of vegetation screening in this location assists in reducing visual impact.</p>

<p>standards required for the relevant zone as stipulated in Table 2 to ensure that the scale, nature, design, general appearance and impact of any proposed use/s is compatible with the objectives of the zone in which the development is proposed and the general purposes and aims of the Scheme.</p>	<p>COMPLIES – CONDITIONAL REQUIREMENT RECOMMENDED</p>
<p>4.6 VARIATIONS TO SITE AND DEVELOPMENT STANDARDS AND REQUIREMENTS</p>	
<p>4.6.1 - Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for development approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.</p>	<p>4.6.1 – The development application shall be subject of conditions, being a Local Reserve to which standards or requirements for matters such as setbacks do not generally apply.</p>
<p>4.6.2 - In considering an application for development approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to – a) - consult the affected parties by following one or more of the provisions for advertising uses under clause 64 of the deemed provisions; and b) - have regard to any expressed views prior to making its determination to grant the variation.</p>	<p>4.6.2 – Advertised in accordance with the Planning And Development Act (Local Planning Scheme) Regulations 2015 and Local Planning Policy No.20. The Summary Of Submissions are provided as an attachment to Council’s Report with the Assessing Officer’s comments in relation to the proposal.</p>
<p>4.11 RETAINING WALLS</p>	
<p>4.11.1 - No retaining wall or the filling of property shall alter the contours of the natural surface by more than 0.5 metres without the prior development approval of the local government and the local government in granting such development approval is satisfied that the proposal will not adversely impact on the amenity of surrounding land and developments, occupants or the streetscape.</p>	<p>4.11.1 – Retaining and fill of the property is required in accordance with the fall in elevation towards Wellington Street from Duke Street East. The oval presents the visually significant aspect of retaining visible from the streetscape, and it is recommended as a condition of approval that stepped retaining be utilised incorporating a 1.5m vegetation buffer to be located outside of the proposed 1.8m link mesh fence where the retaining is significant. This is considered appropriate to soften the interface between the retaining wall height and fill required.</p>
<p>4.11.2 - In granting development approval for a retaining wall or the filling of property the local government may impose such conditions as it thinks appropriate to address matters including (but not limited to) –</p>	<p>4.11.2 – As per the abovementioned comments, it is recommended that the shape (c), location (e), height (f) and use of retained land (g) be as follows where the proposed oval is located:</p>

<p>a) the engineering design; b) materials; c) shape; d) colours; e) location; f) height; and g) use of land retained.</p>	<p>c, e: that split level retaining be provided to the proposed oval/property boundary interface, incorporating a vegetation buffer between the wall retained for the oval and the retaining wall which initiates at the property boundary interface.</p> <p>f, g: the height of the retaining in the public interface is the greatest at the intersecting point of Gordon Street and the midline of the property boundary on Gordon Street. While internal retaining adjacent to existing campus buildings is above 500mm, these aspects do not pose a detrimental impact to amenity, and are visually obstructed from the streetscape by the proposed classrooms.</p> <p>COMPLIES – CONDITIONAL REQUIREMENT RECOMMENDED</p>
<p>4.1.2 – LANDSCAPING</p>	
<p>4.12.1 - The local government may require an application for development approval to be accompanied by landscaping plans. Prior to the occupation of premises for the purposes of the development approval, landscaping is to be planted and is thereafter to be maintained to the satisfaction of the local government in accordance with the landscaping plan approved by the local government.</p>	<p>4.12.1 – It is recommended as a Condition that a landscaping plan is provided and implemented for screening vegetation to be installed at the oval interface and between the property boundary and classroom perimeter wall.</p>
<p>4.12.3 - With the exception of areas around which authorised screen walls have been erected, landscaping shall be planted and maintained by the owners, to the satisfaction of the local government, on all portions of lots that are not covered by approved buildings, storage areas, access ways or parking spaces.</p>	<p>4.12.3 - A supplementary condition shall be implemented requiring the ongoing maintenance of vegetation for screening purposes.</p>
<p>4.13 – CAR PARKING</p>	
<p>4.13.1 - A person shall not develop or use any land or erect, use or adapt any building unless a suitable number of car parking spaces are provided on site and in accordance with the car parking requirements for particular developments and land uses as listed in ‘Table 3: Car Parking Guidelines’ or as varied by the provisions of this Scheme.</p>	<p>4.13.1 & 4.13.2– The applicable parking bay requirements for the proposal must be assessed as ‘Use Not Listed’, as parking provisions are not otherwise provided for the purpose of an educational establishment. Current student numbers are 254 students and 24 staff including administration. Stage 9a & 9b advises an additional 46 student placements would be available and an additional 2 staff would be required for 300 students and 26 staff in total.</p>
<p>4.13.2 - The dimensions of parking spaces required under the provisions of the Scheme, shall be as per the Australian Standards.</p>	<p>The School utilises the parking facilities of the Church Car Park (On-Site) which presently has 95 bays and two Church universal access bays (97 Total). The proposal seeks to vary the driveway</p>

	<p>alignment from Duke Street East, which will result in the loss of three parking spaces from 95 to 92 bays and 2 universal access bays (92 bays, 2 universal access bays for 94 Total). Universal access parking is now proposed directly adjacent to the proposed ramp in Stage 9a & 9b, and therefore it is recommended that the 2 bay parking area adjacent to the gas tanks be modified to provide 1 universal access bay with level pathway to the ramp (4.13.6). This would modify parking to 91 bays and 3 universal access bays, 2 being associated with the Church and 1 directly accessible by means of universal access to St Joseph’s Secondary School.</p> <p>It is noted that when taking into account staffing numbers, that on the proposed parking variation 71% of bays would be available (65 bays). Where student numbers are taken into account at a ratio of 1bay for every 10 students, 30 additional bays would be occupied. If assessed as per the ratio of 1bay for every 5 students, 60 additional bays would be occupied This would equate to the use respective to staff numbers and the ratio on student numbers as 38% of parking remaining available (35 bays remaining) or on the higher ratio as 5.4% remaining available (5 bays).</p> <p>Based on the assessment of available on-site bays, the provided parking is considered appropriate for the proposed development subject to modifications for disabled access. As on-street parking is presently available, it is noted that the development application for Stage 9a & 9b does not trigger the requirement for additional on-site or street parking spaces.</p>
<p>4.13.3 - For open car parking facilities with 20 or more parking spaces, a minimum area equivalent to one parking space shall be provided in suitable locations for every 20 parking spaces for garden and planting of native plants and trees to provide visual relief and, so long as these garden and planting areas are maintained in good order, those areas provided for this purpose shall be included in calculations as landscaping and not as car parking.</p>	<p>4.13.3 – It is noted that the car-park grounds already provide the required 1 in 20 bays of landscaping, with sufficient space already incorporated into the overall car park area for the purposes of landscaping.</p>
<p>4.13.5 - Where an applicant for development approval can demonstrate that other off-street</p>	<p>4.13.5 – There is the applicable amount of parking available on-site, and based on the land</p>



<p>parking facilities are available to be shared with other land uses operating at different times, the local government may approve a development with less than the required number of on-site car bays provided.</p> <p>a) the local government is satisfied that no conflict will occur in the operation of land uses for which the joint use of parking facilities is proposed; and</p> <p>b) landowners who request sharing of parking facilities enter into a legal agreement to the local government's satisfaction for reciprocal access to parking facilities.</p>	<p>use it is expected that peak and non-peak periods of demand shall exist and may occupy on-street areas where permitted (pick-up/drop-off times).</p>
<p>4.13.6 - Where the owner can demonstrate to the satisfaction of the local government that there is not the demand for the number of parking spaces specified in the 'Table 3: Car Parking Guidelines', landscaping may be provided in lieu of car parking spaces not constructed and the landscaping shall be included in calculations as car parking but not as landscaping, provided that the local government may from time to time require that additional parking spaces be provided by the owner.</p>	<p>4.13.6 – This is not listed as a use in Table 3 (Parking). See other relevant parking assessment criteria.</p> <p>NOT APPLICABLE</p>
<p>4.13.8 When considering an application to commence development the local government shall have regard to, and may impose conditions in respect of –</p> <p>a) the location and design of the required car parking spaces;</p> <p>b) natural planting;</p> <p>c) pedestrian spaces on the lot; and</p> <p>d) any other matter deemed relevant.</p>	<p>4.13.8 – The applicant has now provided amended plans for universal access bay parking directly adjacent to the proposed ramp in Stage 9a & 9b, and therefore it is recommended that the 2 bay parking area adjacent to the gas tanks be modified to provide 1 universal access bay with level pathway to the ramp. This would modify parking to 91 bays and 3 universal access bay, 2 being associated with the Church and 1 directly accessible by means of universal access to St Joseph's Secondary School.</p> <p>The purpose of this variation is considered appropriate to provide safe egress and access for persons who may require a wheelchair who would be of decreased visibility in a seated position within a carpark, thereby creating an undue risk to a person's safety.</p>
<p>4.13.9 - In determining the requirements of subclause 4.13.8, the local government may consider matters including –</p> <p>a) the proportion of car spaces to be roofed or covered;</p> <p>b) the proportion of car spaces to be below natural ground level;</p>	<p>4.13.9 – Access for an additional universal access bay is to be a Condition of development approval as per 4.13.8.</p>

<p>c) the means of access to each car space and the adequacy of any vehicular manoeuvring area; d) the location of the car spaces on the site and their effect on the amenity of adjoining development, including the potential effect if those spaces should later be roofed or covered; e) the extent to which car spaces are located within required building setback areas; f) the locations of proposed public footpaths, vehicular crossings, or private footpaths within the lot, and the effect on both pedestrians and vehicular traffic movement and safety; and g) the suitability and adequacy of elevated structural deck for development and service as a proportion of the required area for natural planting and pedestrian space.</p>	
<p>4.14 – TRAFFIC ENTRANCES</p> <p>4.14.1 - The local government may refuse to permit more than one vehicle entrance or exit to or from any lot, may require separate entrances and exits, or may require that entrances and exits be placed in positions nominated by it, if it considers such provision necessary to avoid or to reduce traffic hazards.</p>	<p>4.14 – The proposal seeks to modify the internal access road to Duke Street East and the remove and replace the existing crossover on Duke Street East further to the North of. A Condition is required that the crossover is constructed in accordance with the advice of the Shire of Northam Engineering Services Department.</p>
<p>4.15 – VISUAL TRUNCATIONS – CORNER LOTS AND VEHICLE ACCESS WAYS</p> <p>4.15.1 - Except with the approval of the local government, no building, wall, fence or other form of visual obstruction greater than 0.75 metres in height, measured from the natural ground level at the boundary, shall be constructed or placed on a lot within a 3 metre by 3 metre truncation of a street corner or within a 1.5 metre by 1.5 metre truncation of a vehicular access way.</p>	<p>4.15.1 – An electronic gate is proposed on the internal parking access area as well as positioned in direct proximity to the pedestrian path on Duke Street East. It is recommended that manual overrides exist in the event of a fault/electrical failure or fire, and that the proposed gate and the fencing is appropriately truncated to minimise risk to pedestrians adjacent to this interface with vehicles.</p>
<p>4.3.1 AMENITY OF NON-RESIDENTIAL DEVELOPMENT</p> <p>4.31.1 - The amenity of non-residential development shall be determined in the context of each proposed development and site conditions, but shall generally be in accordance with the following:</p> <p>a) - the form and scale of the development is to be compatible with surrounding land uses; b) - buildings are to have coordinated or complementary materials, colours and styles</p>	<p>4.3.1.1 & 4.3.1.2 – The position of the classrooms is appropriate in the context of the newly provided plans, which demonstrate the inclusion of additional screening vegetation. Notwithstanding this provision, it is consider that the boundary wall and classroom wall is appropriate in bulk and scale given surrounding zoning. The vegetation and initial 1.2m set out followed by the 3.7m set out from the boundary, and the overall height profile of the classrooms provides a sloping aspect from the street which assists in blending roofline elements as visible from the street. The recommendation for</p>

and be reflective of the character of the locality;

c) - visual impacts are to be minimised by the use of vegetation screening and tree retention.

4.31.2 - In exercising its direction under this clause, the local government shall have regard to the following when assessing any applications for development approval –

a) - the external appearance of the building and any associated structures and landscaping;

b) - the dimensions and proportions of the building or structure;

c) - the materials used in the construction of the building taking into consideration texture, scale, shape and colour;

d) - the effect of the building or works on nearby properties, and on the occupants of those buildings;

e) - the effect on the landscape and environment generally; and

f) - any other matter which in the opinion of the local government is relevant to the amenity of the locality.

provision of vegetation in this location is made in respect to 4.31.1.c and 4.31.2.a & b.

It is noted that with the present setback of 1.2m a setback of between 26m-30m exists to the common built property line of building to the opposite side of Duke Street East from the proposed development. Whilst the residential properties here have a common setback of 9.5m, the standard R-Code setback for these properties is 4m from the front boundary where a front setback can be varied to less than 2m. In addition, the sites North-East of St Joseph's Secondary School are zoned Mixed Use, where again the setback is determined at the discretion of the local government. The provision of 1.2m to the storeroom and 3.7m to the classrooms is considered appropriate in this respect for St Joseph's Secondary School, as well as in respect to Mixed Use & zoned properties along Duke Street East for the element of the proposal being no less than half the setback of R40 properties located adjacent. The R40 zoned properties which are located opposite the school are able to have their maximum street setback reduced by half where compensating open space is provided, and therefore the recommendation of the setback in this location of 1.2m and 3.7m for the classrooms ensures that the neighbourhood is developed in accordance with the zoning allowance of the adjoining properties. The proposed setback provides 1.2m to the storeroom (3degree roof pitch) and 3.7m to the classroom (15degree roof pitch). In addition, the streetscape of Duke Street East contains the Northam Fire Station building (State Heritage Register & Municipal Heritage Inventory) Listed buildings which provide a nil setback on Duke Street East opposite Stage 9a & 9b.

Elements including universal access ramps and internal vegetation surrounding the classrooms and dual purpose courts are constructed in a manner to address the fall in elevation, and are considered appropriate in scale and aspect. 2.4 link mesh fencing is proposed around the oval and existing court area adjacent to the driveway. This is a visually permeable element which provides security and mitigates the bulk/scale of a solid wall.

	<p>The proposed oval as per the plans indicates a nil setback on the property boundary and retaining, and it is recommended that in accordance with the provision of vegetation, that stepped retaining be utilised to provide a 1.5m visual landscaping buffer alongside Gordon Street and future vegetation installed on the verge on Duke Street. The stepped retaining is recommended to be constructed to half the gain of the elevation required (eg: 1m elevation gain will include two 50cm stepped retaining walls), thereby providing visual landscaping outside the proposed 2.4m link mesh fencing and reducing the scale and bulk of the proposed retaining wall to the street.</p>
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Planning And Development (Local Planning Schemes) Regulations 2015 (Sch2, Part 9, Clause 67.)

(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	Shire of Northam Local Planning Scheme No.6 (See Abovementioned Assessment)
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;	Shire of Northam Local Planning Scheme No.6 (See Abovementioned Assessment)
(c) any approved State planning policy;	Nil.
(d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);	Nil.
(e) any policy of the Commission;	Liveable Neighbourhoods Draft 2015 (See Abovementioned Assessment) Development Control Policy 2.4: School Sites (See Abovementioned Assessment)
(f) any policy of the State;	Nil.
(g) any local planning policy for the Scheme area;	Local Planning Policy 18: Heritage Precincts (Gordon Street Residential Heritage Precinct) – (See Abovementioned Assessment)
(h) any structure plan, activity centre plan or local development plan that relates to the development;	Nil.
(i) any report of the review of the local planning scheme that has been published under the	Nil.

<p>Planning and Development (Local Planning Schemes) Regulations 2015;</p>	
<p>(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;</p>	<p>Shire of Northam Local Planning Scheme No.6 (See Abovementioned Assessment)</p>
<p>(k) the built heritage conservation of any place that is of cultural significance;</p>	<p>The development application for Stage 9a & 9b does not impact upon any heritage fabric directly. It is noted the following State Registered/Municipal Heritage Inventory & Other Listed building are located adjacent or are present on-site:</p> <p>On-Site:</p> <ul style="list-style-type: none"> • ST JOSEPHS CONVENT (OTHER LISTING) Place No.01888 • ST JOSEPHS CATHOLIC CHURCH, HALL & PRESBYTERY (MHI & CATHOLIC CHURCH INVENTORY) Place No.01897 <p>Adjacent Properties:</p> <ul style="list-style-type: none"> • NORTHAM FIRE STATION NO 2 & QUARTERS (FMR) (STATE REGISTER & MHI) Place No.01852 • ST PAUL'S PRESBYTERIAN CHURCH (FMR) (MHI) Place No.01854 • OLD MASONIC HALL (MHI) Place No.10890 • NORTHAM TOWN HALL/LESSER HALL (STATE REGISTER & MHI) Place No.01877 <p>Assessment of Heritage is undertaken through Local Planning Policy 18 (See Abovementioned Assessment).</p>
<p>(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;</p>	<p>Assessment of heritage is undertaken through Local Planning Policy 18 (See Abovementioned Assessment).</p>
<p>(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</p>	<p>The location of proposed Stage 9a & 9b is in direct proximity to St Joseph's Secondary School, and is by means an extension to the classroom area of the existing premises. The pitched roof of the classroom block provides an element of architectural relief visible from the streetscape (sloped roofline aspect). The proposed setback provides 1.2m to the storeroom (3degree roof pitch) and 3.7m to the classroom (15degree roof pitch) which is compliant with the surrounding R-Code setbacks and development standards.</p>

<p>(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>	<p>Vegetation removal is occurring as a component of on-site works proposed and the relocation of the oval to the Gordon Street/Duke Street East is an element of impact to existing vegetation which is visible from the street. It is recommended that vegetation be provided surrounding this interface in the form of retaining wall, and stepped retaining as proposed in this location be provided.</p> <p>Where the classroom is proposed, vegetation is recommended to be provided within the 1.2m setback to assist in reducing the visual scale and bulk of the solid wall panels.</p> <p>As a condition of the development, it should be recommended where any external lighting is proposed, that recessed down lighting or capping of lighting be utilised to ensure that light is directed to ground level.</p> <p>It is noted that impacts related to traffic have been raised, and it is recommended that the street be maintained or upgraded to provide a Neighbourhood Connector B Standard or Access Street B Standard as per the Liveable Neighbourhoods Design Guidelines (Draft 2015). This will assist in formalising the bus embayment area, and in addition, help to formalise the requirement to introduce school zone speed reduction (School Zone LED Signage) to mitigate safety concerns. On street parking in the form of pick up and drop off is recommended to be limited within linemarked areas on the street, to assist in the movement network of the street and reduce banking of buses on Gordon Street.</p>
<p>(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;</p>	<p>Not Applicable.</p>
<p>(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;</p>	<p>The development application for Stage 9a & 9b provides elements of landscaping, however consideration is required to be given to the impact of amenity of the proposed areas of retaining and boundary walls, and the vegetation proposed.</p> <p>While the Scheme does not provide the authority to direct specific plantings, it is</p>

	<p>recommended where Eucalyptus has been proposed that the Officer notes its positioning may represent potential hazard to persons/property in the event of established vegetation dropping limbs.</p> <p>The officer considers the proposed removal of existing vegetation at the proposed oval site, together with proposed retaining walls and fencing, necessitates the provision of 1.5m vegetation along the property boundary of Gordon Street the form of stepped retaining. Vegetation alongside the proposed oval will provide enhanced amenity for those directly abutting the oval development (Heritage Listed Properties) and offset the loss of mature trees.</p>
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	Not Applicable. Relevant considerations are made by Engineering and Building Departments such as footings, wind classification, retaining and earthquake hazard in construction requirements (No Planning Related Concerns).
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	Not Applicable. Use is not a hazardous land use.
(s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	Shire of Northam Local Planning Scheme No.6 (See Abovementioned Assessment)
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	Shire of Northam Local Planning Scheme No.6 (See Abovementioned Assessment)
(u) the availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;	Shire of Northam Local Planning Scheme No.6 (See Abovementioned Assessment)
(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;	Not Applicable.

(w) the history of the site where the development is to be located;	Not Applicable. Development areas do not contain any sites on the Aboriginal Heritage Register of the State Heritage Register.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	Shire of Northam Local Planning Scheme No.6 (See Abovementioned Assessment)
(y) any submissions received on the application;	See Attachment: Summary Of Submissions.
(za) the comments or submissions received from any authority consulted under clause 66;	Not Applicable.
(zb) any other planning consideration the local government considers appropriate.	Assessment conducted against components of Liveable Neighbourhoods & Development Control Policy 2.4 (School Sites). The assessment against these guidelines and policies has been conducted in accordance with those elements specifically related to constructed or established schools.

Local Planning Policy 18 – Heritage Precincts (Note: Located Adjacent To Gordon Street Residential Heritage Precinct – Not In LPP18 Heritage Precinct)

<p>2. CONSERVATION PRINCIPLES:</p> <p>The following principles should be applied to all works affecting the street facades of contributory buildings:</p> <p>f) - New building fabric should be discernable at close inspection, and should not obscure an understanding of the original scale and design of the place.</p>	<p>2.f - The proposed structure will be clearly recognised, and the use of vegetation and stepped retaining as a screening element will assist in reducing the visual impact on State Register or Municipal Heritage Inventory (MHI) listed properties.</p>
<p>3. KEY FEATURES / ELEMENTS OF THE GORDON STREET RESIDENTIAL HERITAGE PRECINCT</p> <p>3.2 KEY NEGATIVE ELEMENTS AND CHARACTERISTICS</p> <p>The following elements do not necessarily reflect poor design, but are not sympathetic to the traditional character of the streetscape (as defined by the pre-1940 development):</p> <p>b - More recent street plantings of eucalypts and callistemon;</p>	<p>3.2.b – It is recommended that street plantings are not eucalyptus.</p>
<p>5. DEVELOPMENT GUIDELINES</p> <p>5.4 NEW DEVELOPMENT</p> <p>b) - New buildings and additions to non-contributory places should not adversely</p>	<p>5.4.b – The visual aspect of significance in relation to the proposal is the classrooms, to which provide architectural relief to the street by means of a sloping roofline from the street. This thereby limits the impact to the Northam</p>

<p>impact on public views to any near-by contributory building(s).</p>	<p>Theatre and Northam Fire Station & Quarters. In addition, the heritage structures located on-site are similarly respected by providing commonly utilised architectural elements such as verandah roofs, sloping rooflines and materials matching common eras of nearby development. The proposed classrooms are in-keeping with recent extensions to the North East of the site (Computer Block/Home Economics Area).</p>
<p>5.4.2 ORIENTATION AND SETBACKS</p> <p>a) Where visible from the street, the orientation of new buildings (or prominent additions to non-contributory places) must match the traditional orientation of nearby contributory buildings.</p> <p>b) If intersecting streets are both included in a Residential Heritage Precinct, any new development or major additions on a corner block shall respect the traditional pattern of development and streetscape character of both frontages (acknowledging the traditional development of a primary and secondary façade).</p> <p>c) New buildings should be constructed with setbacks from the front boundaries similar to the typical setbacks of nearby contributory buildings.</p>	<p>5.4.2.a – The roofline of the proposed classroom block is in-keeping with the traditional orientation of nearby Northam Theatre & Northam Fire Shed & Quarters as seen from the streetscape.</p> <p>5.4.2.b & c – The development of the oval is in closest proximity to contributory buildings, and the location of the proposed classrooms is distal to this location. As the contributory or heritage listed buildings contain setbacks which vary between nil setback, 3m, 8.5m and 9m, the provision of vegetation surrounding the oval area is appropriate and the link mesh fencing reduces the visual impact for the edge of the Heritage Precinct. In addition the location of development (located well outside the Gordon Street Heritage Precinct) consisting of buildings and structures where proposed for Stage 9a & 9b is appropriate in respect to this clause.</p>
<p>5.5 BOUNDARY FENCES</p> <p>The treatment of the front boundary and of the return boundaries (back to the front walls of the house) makes a major impact on the streetscape character of a Residential Heritage Precinct.</p> <p>a) Fencing is required where this has been a traditional development characteristic of the streetscape.</p> <p>b) All new fences shall be designed to complement the style of the existing building and the traditional streetscape character. Fences in traditional styles (appropriate to the age, style and scale of the building) are preferred for contributory buildings. Modern fence styles of a simple design are preferred for non-contributory buildings.</p> <p>c) New fences should be designed to retain clear public views to the front of each house and open streetscape views.</p>	<p>5.5.a – The proposed fencing surrounding the oval will be varied in height to 2.4m, however the material is consistent with the current material used (link mesh fencing).</p> <p>5.5.b – No consistent fencing style is used at the interface of Gordon Street & Duke Street East between heritage registered or contributory buildings.</p> <p>5.5.c – The link mesh fencing on the interface of Gordon Street and Duke Street East is clear.</p> <p>5.5.d & g – This element is not regarded in respect to this application, where the development proposed is not located within the Heritage Precinct and provides no solid wall above the retaining in respect to the oval.</p>

d) Boundary walls or fences that are located forward of the building line shall be no more than 1.2 metres high.

g) High masonry walls and high solid panels are not permitted along the front and return boundaries in a Residential Heritage Precinct.

Attachment 5

Planning and Development Act 2005
Shire of Northam Local Planning Scheme No. 6
Proposed Educational Establishment (4 Classrooms + Oval) – 77 Wellington Street Northam (P18057)
Schedule of Submissions

Number	Summary of Submissions	Applicant(s) / Proponent(s) Responses	Assessing Officer's Response
1 - Duke Street Landowner Name & Address Provided Received: 15/08/2018	<u>Objection</u> 1. Proposed design is not in keeping with the objectives of the heritage buildings located on Duke Street opposite the school site between Gordon and Grey Street.	The design is in keeping with the existing buildings on the campus. Some of these are older than the existing buildings on Duke St.	1. Noted.
	2. The proposed buildings will block sunlight in the late afternoon and cause overshadowing across a great proportion of that section of Duke Street.	The shading does not affect the properties on the opposite side of Duke Street	2. Noted. The setback of the building is appropriate and considers the nearby Residential zoning which permits a setback of 4m which may be reduced by half where space can be offset within side setbacks. While the proposal is not zoned Residential, it is considered to be in accordance with the general development standards within the locality, and that it adjoins land in the Mixed Use and Commercial zones where nil (0.0m) setback distances can also be considered and that the development can consider a nil setback. Where overshadowing would be assessable under the Residential Design Codes (if the School land were zoned as such), it complies with the overshadowing provisions of State Planning Policy 3.1 – Residential Design Codes of Western Australia (not assessable element for proposal but examined on behalf of objection raised). The building height is consistent with the Shire of Northam Local Planning Scheme No.6 limits, and building heights up to 9m are allowable on adjoining Residential lots and the site itself. The site contains an elevation fall across the property and the existing building are located on a separate elevation as a result. The classrooms address the street elevation of Duke Street East which is appropriate.
	3. Devaluation of property due to increase in traffic volumes and increased student numbers.	No extra traffic is expected as busses currently drop off & pick up from Duke Street. Vehicle drop -off & pick up will occur as it presently does in the church carpark where it can be supervised/controlled by teachers. The school has existed for some time and people either chose to live near schools or not. The status will not change as it remains a school.	3. Noted. Property values are not a valid planning consideration. Duke Street East is 10m in width with a formal road reserve width of 20m which is sufficient width to support upgrades to an Access Street B or Neighbourhood Connector B Standard (Partial or Full Upgrade) if required in the future.
	4. Erecting the buildings at the corner of Duke and Gordon Street would be a better outcome.	This is not possible. This land is not owned the school.	4. Noted.

	5. The need for traffic-calming devices on Duke Street is imperative.	This is a matter for the Shire. The school supports a 40km school zone in Duke St.	5. Noted. The Shire is requesting Main Roads Western Australia consider the introduction of a School Zone on Duke Street East, and all relevant signage applicable to school zones (LED Speed Signage).
	6. Noise, dust and traffic during the construction-phase of the proposed development may cause health and safety issues for those who live nearby.	Construction is a necessary part of the development of the school and as any owner it has that right. These issues are related to all construction not just this project.	6. Noted. On-site works are required to comply with State Occupational Health and Safety Legislation and requirements of Building Codes and Acts.
2 - Duke Street Landowner Name & Address Provided Received: 30/08/2018	<u>Objection</u> 1. 1.2m setback of proposed classroom building is insufficient to maintain residential amenity of Duke Street.	<p>The proposed setback represents only 8.8% of the length of the school property facing Duke Street. The school was conscious of minimizing the scale of the buildings along the streetscape, hence the brief permitted only single level buildings because they needed to be at the level of the footpath. Because existing ground conditions are Class M - moderately reactive clay soils it is prudent to add clean sand fill on top to enable footings to be built within the clean sand fill in preference to the clay to minimise the risks of cracking. As a result of this which enabled us to relate to the footpath level it produces a potential issue of overshadowing the existing buildings on the lower level, which also resulted in the need to reduce the street setback, so we could keep the buildings away from the retaining wall so as not to further overwhelm the outlook from the existing buildings.</p> <p>Even though it meant reducing the open space around buildings. Further to the above, the street setback was determined by trying to create a balance between the setback and the outlook from the existing Language laboratory at the lower level given the oppressive nature of a 3-meter-high limestone wall with a further 1.2 m high limestone wall at the upper level. Hence the curved wall to reduce the visual severity of the retaining wall.</p> <p>In addition, for safety reasons we added a landscape strip along the upper level and a wider path to mitigate the risk aspects of the 3-meter drop. Also, the structural engineer didn't want the Classroom block building adding a surcharge on the retaining wall, so he indicated we could only move the building 500 mm away from the setback line keeping footings at the same level. The school are strongly against moving</p>	7. Noted. As per Officer Response 2.

		the building any closer to the retaining wall due to their safety concerns.	
	2. Consideration should be given to altering the proposed design to avoid parking issues on Duke Street when Stage 10 (administrative building) come to pass in 2021 – 2022.	Currently parents use the church carpark to enter the school. It is expected that there will be no change. Parents will have ample parking in the church carpark and enter via a designated entry as they always have. They will walk directly from the carpark to the administration foyer. This would be considerable shorter that walking along Duke St to access it given that the Foyer is intended to be in the western corner of the future Administration building. This is at the school end on the building facing the hardcourt.	8. Noted. The applicant has provided upgraded means of access and egress from the existing carpark as per the provided plans via both staircase access and via proposed ramp access. Duke Street East is 10m in width with a formal road reserve width of 20m which is sufficient width to support upgrades to an Access Street B or Neighbourhood Connector B Standard (Partial or Full Upgrade) if required in the future.
3 - Duke Street Landowner Name & Address Provided Received: 30/08/2018	<u>Objection</u> 1. Construction of the classrooms in the proposed location will impede the view of the horizon and of Mount Ommaney as viewed from the front of the submitter's residence on Duke Street.	Unfortunately, owners do not own the right to views.	9. Noted. Not a valid planning consideration. Persons cannot take ownership of views and the proposal does not affect overshadowing principles on the Duke Street properties.
	2. The front façade of the proposed classroom building is not in keeping with the existing streetscape and character of the older style houses on Duke Street.	The classroom is not a residential building, it is a Class 9b (Public building) The church building opposite is taller, and we believe the classroom block will be less imposing particularly as we propose providing landscape screening along the landscape strip on the Duke Street verge along the boundary including two trees to match the existing along the same verge strip. In addition to this there will be a 1.2-meter-wide landscape strip along the face of the classroom wall.	10. Noted. As per Officer Response 2. The applicant proposes vegetation which introduces visual screening which limits the impact upon the streetscape. The proposal addresses the streetscape and the street elevation.
	3. The bulk and scale of the proposed classroom building so close to the Duke Street boundary (1.23m setback) will create an imposing view in the streetscape.	We don't believe so and have provided a fly through 3d of the streetscape which will hopefully assist in imagining the impact on the streetscape.	11. Noted. As per Officer Response 2 & 10.
	4. The additional lighting in the street will cause a nuisance.	There will only be security lighting used around the classroom block as required. IE no flood lighting, hence we don't believe will be a nuisance.	12. Noted. A condition shall be applied to ensure that lighting is appropriately baffled to provide directed illumination.
	5. The rendered images submitted as part of the application show no landscaping on the Duke Street side that would soften the visual impact of building. Suggests that proximity of the	We agree and have taken that on board and we propose providing landscape screening along the landscape strip on the Duke Street verge with Shire approval. This extends along the face of the classroom block. It will include two trees to match the existing ones along the same verge strip, along with shrubs & groundcovers. In addition to this there will	13. Noted. As per Officer Response 10.

	proposed classroom building to the road would not make landscaping possible.	be a 1.2-meter-wide landscape strip along the face of the classroom wall within the school boundary. See the fly through.	
	6. The proximity of the proposed classroom building to the road will increase the risk of damage and vandalism, and result in anti-social behaviour. This, in turn, may increase the risk of the submitter's house being targeted by offenders.	We believe that the security lighting and the fact that it is closer to the road will heighten the security aspect as it is very visible.	14. Noted. The vegetation planting is consistent with the Western Australian Planning Commission 'Designing Out Crime Planning Guidelines' in creating green screening to reduce the potential for graffiti occurring along with appropriate security lighting.
	7. The level of the proposed classroom building is inappropriate and should be lowered to lessen the visual impact of the classrooms.	The scale of the classroom block is lower than a 2 - storey residence and we have sloped the roof away from the street	15. Noted. The building height is consistent with the Shire of Northam Local Planning Scheme No.6 limits, and building heights up to 9m are allowable on adjoining Residential lots and the site itself. The site contains an elevation fall across the property and the existing building are located on a separate elevation as a result. The classrooms address the street elevation of Duke Street East which is appropriate.
	8. The increase in students and the current use of Duke Street for school bus and parent drop offs and pick-ups will increase the risk of injury.	Any growth in student numbers will occur gradually. Also, the aim of the exercise is to try to retain students in Northam who would otherwise go to boarding schools in Perth of elsewhere. The overall number of families is not expected to increase appreciably.	16. Noted. As per Officer Response 5 and 8.
	9. The section of Duke Street between Gordon and Grey Streets does not have the capability to provide safe school bus bays.	We don't expect any change to the current bus drop off & pick-up.	17. Noted. Bus Embayment Area already exists and the street is of a sufficient width should upgrades be required.
	10. Laments the lack of neighbourhood consultation by St Joseph's School before the planning proposal was lodged.	This was acknowledged at the meeting with the neighbours. However, the school did not feel that the four classrooms would ever be an issue. The school also understood that consultation was part of the Shire process.	18. Noted. While recognised a lack of community consultation may have been conducted by the applicant, they have no statutory requirement under the 'Planning and Development Act 2005' to do so.
4 - Duke Street Landowner Name & Address Provided Received: 27/08/2013 & 30/08/2018	<u>Objection</u> 1. The proposed development will diminish the submitter's view of Mt Ommaney, the skyline and developing weather over the hills due to the construction of the boundary wall and 1.23m setback of the proposed classroom building.	Unfortunately, owners do not own the right to views.	19. Noted. As per Officer Response 9.
	2. The proposed development is not in keeping with the surrounding built environment.	The development is an addition to a Secondary school or Class 9b (Public building). The school have decided to keep the building as a single storey to minimize the impact on the street.	20. Noted. As per Officer Response 10.

		The design is in keeping with the existing buildings on the campus. Some of these are older than the existing buildings on Duke St.	
3.	The additional lighting in the street will cause a nuisance.	We believe that the security lighting and the fact that it is closer to the road will heighten the security aspect as it is very visible.	21. Noted. As per Officer Response 12.
4.	The proximity of the proposed classroom building to the road will increase the risk of damage and vandalism, and result in anti-social behaviour. This, in turn, may increase the risk of the submitter's house being targeted by offenders.	We believe that the security lighting and the fact that it is closer to the road will heighten the security aspect as it is very visible.	22. Noted. As per Officer Response 14.
5.	The proposed design (walls and buildings) is incompatible with the design and character of buildings located on that part of Duke Street.	The classroom is not a residential building, it is a Class 9b (Public building) The building opposite on Duke St is taller than the classroom block and we believe the classroom block will be less imposing particularly as we propose provide landscape screening along the landscape strip within the Duke Street verge. This would include two trees to match the existing along the same verge strip. In addition to this there will be a 1.2-meter-wide landscape strip along the face of the classroom wall inside the school property. The design is in keeping with the existing buildings on the campus. Some of these are older than the existing buildings on Duke St.	23. Noted. As per Officer Response 2.
6.	The proposed development coupled with the development proposed for future Stage 10 (administrative building) will lead to increased traffic congestion on Duke Street which, in turn, will cause health and safety concerns for residents who live across the road from the school, and block access to their properties.	Any growth in student numbers will occur gradually. Also, the aim of the exercise is to try to retain students in Northam who would otherwise go to boarding schools in Perth or elsewhere. The overall number of families is not expected to increase appreciably. Hence it is not envisaged that traffic flow will change or increase.	24. Noted. As per Officer Response 5 and 8.
7.	Laments the lack of neighbourhood consultation by St Joseph's School before the planning proposal was lodged.	This was acknowledged at the meeting with the neighbours. However, the school did not feel that the four classrooms would ever be an issue. The consultation process forms part of the Development Application process. We are in that consultation process and responding to concerns.	25. Noted. As per Officer Response 18.

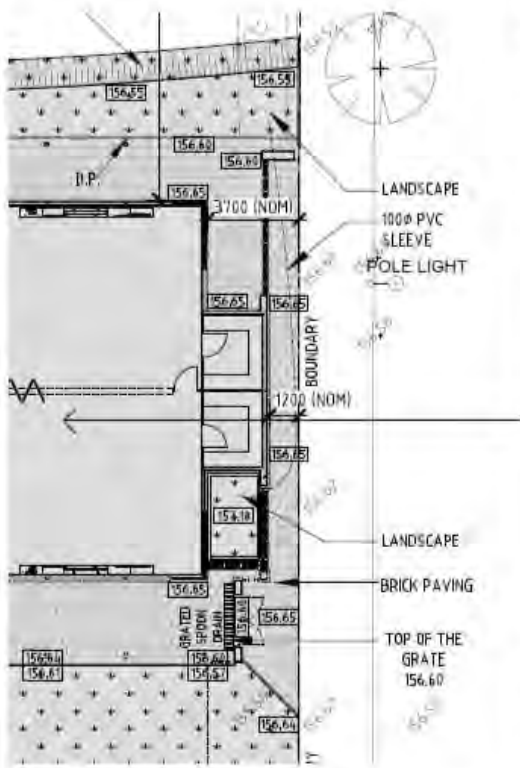
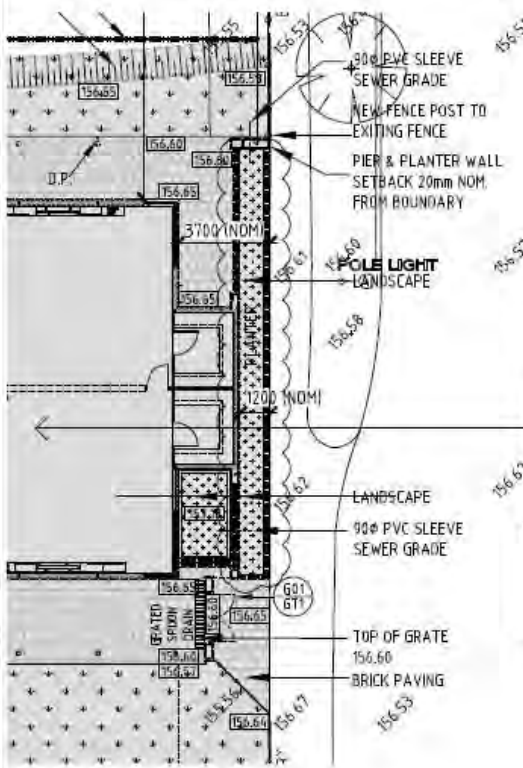
<p>5 - Gordon Street Landowner Name & Address Provided</p> <p>Received: 31/08/2018</p>	<p><u>Objection</u> 1. The residents on the opposite side of the school will suffer the close proximity of the proposed classrooms building which will affect their amenity. Suggests the building needs to be set back at least by 7 - 10 metres such as that which applies to each residence in Duke Street.</p>	<p>The proposed setback represents only 8.8% of the length of the school property facing Duke Street. The school was conscious of minimizing the scale of the buildings along the streetscape, hence the brief permitted only single level buildings because they needed to be at the level of the footpath. Even though it meant reducing the open space around buildings.</p>	<p>26. Noted. As per Officer Response 2 & 10.</p>
	<p>2. There is the potential for vandalism due to the close proximity of the classrooms to the footpath.</p>	<p>We believe that the security lighting and the fact that it is closer to the road will heighten the security aspect as the facade is very visible from the street. Usually with the buildings further from the boundary there would be a boundary fence & landscape in the area between the buildings & the fence. This would in fact be a more susceptible situation to vandalism as the vandals would be screened from view from the street.</p>	<p>27. Noted. As per Officer Response 12 & 14.</p>
	<p>3. Duke Street is too narrow for parking and dangerous for buses and parents dropping off and picking up students each day.</p>	<p>We don't believe the current situation will change appreciably, hence it is not envisaged that traffic flow will change or increase.</p>	<p>28. Noted. As per Officer Response 5 & 8.</p>
	<p>4. Disappointed by the lack of landscaping on the roadside. More trees and shrubs on the road side would be more attractive.</p>	<p>We agree and have taken that on board and we propose providing landscape screening along the landscape strip on the Duke Street verge with Shire approval. This extends along the face of the classroom block. It will include two trees to match the existing ones along the same verge strip, along with shrubs & groundcovers. In addition to this there will be a 1.2-meter-wide landscape strip along the face of the classroom wall within the school boundary.</p>	<p>29. Noted. As per Officer Response 12.</p>
	<p>5. The additional lighting in the street will cause a nuisance.</p>	<p>There will only be security lighting used around the classroom block as required. IE no flood lighting, hence we don't believe will be a nuisance.</p>	<p>30. Noted. As per Officer Response 12 & 14.</p>
	<p>6. Concerns regarding the potential for noise pollution caused by traffic and school siren.</p>	<p>We don't believe the situation will change appreciably and generally sirens are directed internally to the school. There are no external sirens on the Classroom block.</p>	<p>31. Noted.</p>
<p>6 - Duke Street Landowner Name & Address Provided</p>	<p><u>Objection</u> 1. The increased traffic on Duke Street and Gordon Street will make it dangerous at school closing time as there is anecdotal evidence that buses already line up in Gordon</p>	<p>Pick-up times represent a 15-minute window of time over the day and would not change appreciably. The buses do line up, but this is due to the short length of the current bus bay. The school is in favour of extending the bus bay should the shire desire to do this.</p>	<p>32. Noted. As per Officer Response 5.</p>

Received: 30/08/2018	Street waiting to turn into Duke Street.		
	2. The setback of the classroom building less than 1.5m from the footpath will be dangerous especially as there is no verge and just a painted white line for a bus bay. It will adversely affect road users, pedestrians, Day Care children from 75 Duke Street, Northam Primary School students, Men's Shed people, Link Theatre people and home owners.	There is a verge landscape strip in front of the proposed classroom block which will be planted as discussed with the Shire's Planning Department. In addition, as a further screen from the footpath we have added a landscape strip the full length of the wall.	33. Noted. As per Officer Response 2 & 10.
	3. The wall on the footpath will be an eyesore and too big in scale and not in keeping with the look of Duke Street.	We propose providing landscape screening along the landscape strip on the Duke Street verge with Shire approval. This extends along the face of the classroom block. It will include two trees to match the existing ones along the same verge strip, along with shrubs & groundcovers. In addition to this there will be a 1.2-meter-wide landscape strip along the face of the classroom wall within the school boundary. See the fly-through	34. Noted. As per Officer Response 2 & 10.
	4. The additional lighting in the street will cause a nuisance.	There will only be security lighting used around the classroom block as required. IE no flood lighting, hence we don't believe will be a nuisance.	35. Noted. As per Officer Response 12 & 14.
7 - Duke Street Landowner Name & Address Provided Received: 27/08/2018	<u>Objection</u> 1. Loss of Amenity; Light & Noise pollution (siren in front of residence); Buses & Traffic impact; No setback; No landscaping; Health & Safety Issues for road users & pedestrians.	The proposal to relocate the oval to the corner of Duke & Gordon St and the addition of buildings in the current oval location will result in less noise in that section of Duke Street. Security lighting only will be incorporated, no floodlights. Bus and traffic impact would remain the same due to same drop off and pick-up off church carpark and same situation with buses.	36. Noted. As per Officer Response 2, 5, 6, 10, 12, 14
	2. Have no objections to the betterment of the school, however, laments the lack of neighbourhood consultation by St Joseph's School before the planning proposal was lodged.	The consultation process forms part of the Development Application process. We are in that consultation process and responding to concerns.	37. Noted. As per Officer Response 18.
8 - Duke Street Landowner Name & Address Provided	<u>Objection</u> 1. Have, in principle, no opposition to the proposed development. Disappointed however with lack of adequate consultation (and the limited	The consultation process forms part of the Development Application process. We are in that consultation process and responding to concerns.	38. Noted. As per Officer Response 18.

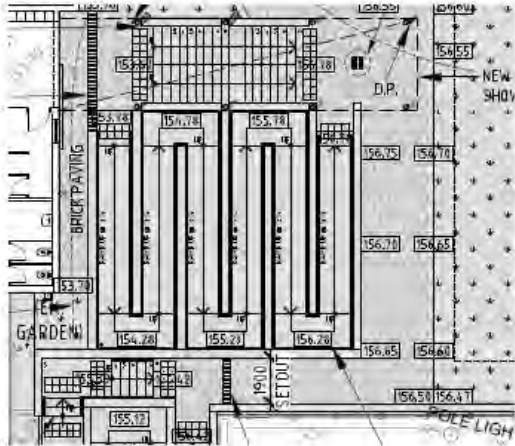
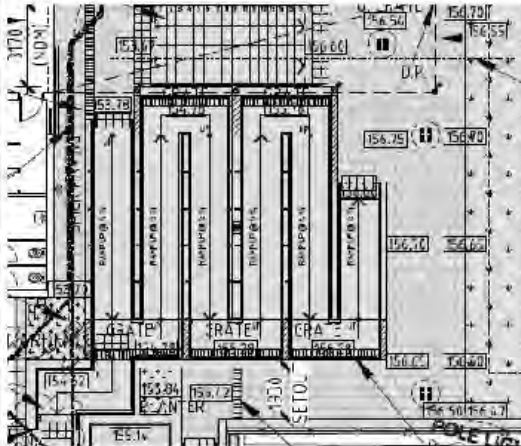
<p>Received: 27/08/2018</p>	<p>information supplied) with landholders affected by the proposal.</p>		
	<p>2. Proposed development will affect the submitters' and the other landowners along Duke Street from 69 to corner of Duke and Gordon Streets' amenity and views from their properties.</p>	<p>Unfortunately, owners do not have the right to views. The set back of the building would not change the views.</p>	<p>39. Noted. As per Officer Response 9.</p>
	<p>3. Seeking to have the proposed classroom building setback from the Duke Street boundary so as to reduce the roof sightline from the submitters' (and others') property in order to retain views.</p>	<p>Unfortunately, owners do not have the right to views. The set back of the building would not change the views.</p>	<p>40. Noted. As per Officer Response 9.</p>
	<p>4. Although the proposed gymnasium forms part of the next stage of development, requests it be relocated towards the western end of the school premises to enable the submitters to retain their amenity, views and property values.</p>	<p>The gymnasium does not form a part of the next stage. There is no current plan for the construction of the Gym. Property values would not be affected because it is not the changing in status from its current Secondary School status (Class 9b – Public Buildings). Unfortunately, the owners do not have the right to views. The western end at the corner of Duke & Gordon Sts. is not school land.</p>	<p>41. Dismissed.</p>
<p>9 - Duke Street Landowner Name & Address Provided</p> <p>Received: 17/08/2018</p>	<p><u>Objection</u> 1. Noise levels – students near built up area of homes and extra traffic flow.</p>	<p>There should be no increased traffic flow as students' numbers will not significantly increase from the current numbers. Typically, the same number of families. Students are being directed away from the current oval, so noise level should be less for the neighbours directly opposite the current oval.</p>	<p>42. Noted. As per Officer Response 5.</p>
	<p>2. The additional lighting in the street will cause a nuisance.</p>	<p>There will only be security lighting used around the classroom block as required. IE no flood lighting, hence we don't believe will be a nuisance.</p>	<p>43. Noted. As per Officer Response 12.</p>
	<p>3. Height of proposed buildings causing shade and shadows.</p>	<p>There will be no overshadowing of properties on the opposite side of the street.</p>	<p>44. Noted. As per Officer Response 2.</p>
<p>10 - Duke Street Landowner Name & Address Provided</p>	<p><u>Objection</u> 1. Cars regularly park on the verge in front of the submitter's property during drop off and pick-up times, and submits Duke Street</p>	<p>Drop-off times are staggered and less of a problem. Pick-up times represent a 15-minute window of time over the day and would not change appreciably.</p>	<p>45. Noted. As per Officer Response 5 & 8.</p>

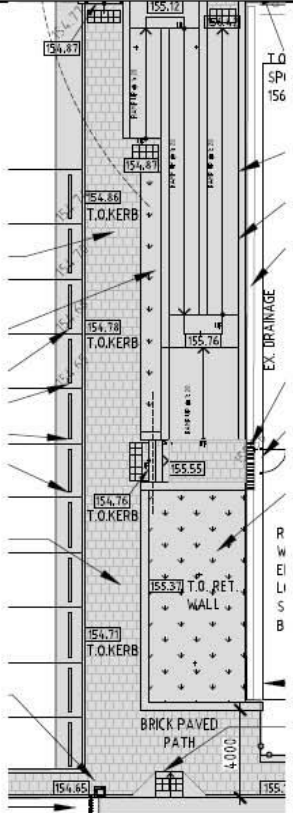
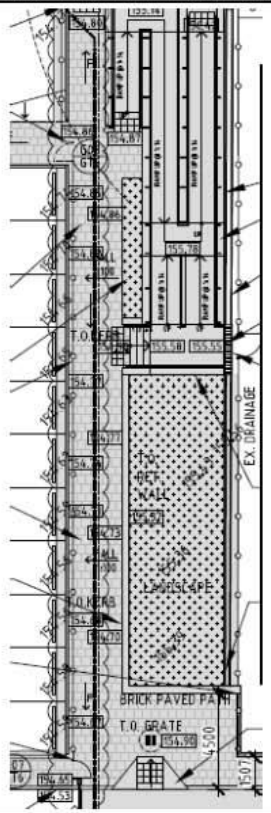
Received: 22/08/2018	becomes a bottleneck of vehicles during drop off and pick-up times, resulting in traffic issues.		
	2. Questions as to why the proposed development is not being built on the vacant land on the corner of Gordon and Duke Street. Also questions as to why a good oval area is to be moved to a busy corner.	The school does not own this land.	46. Dismissed.

Attachment 6

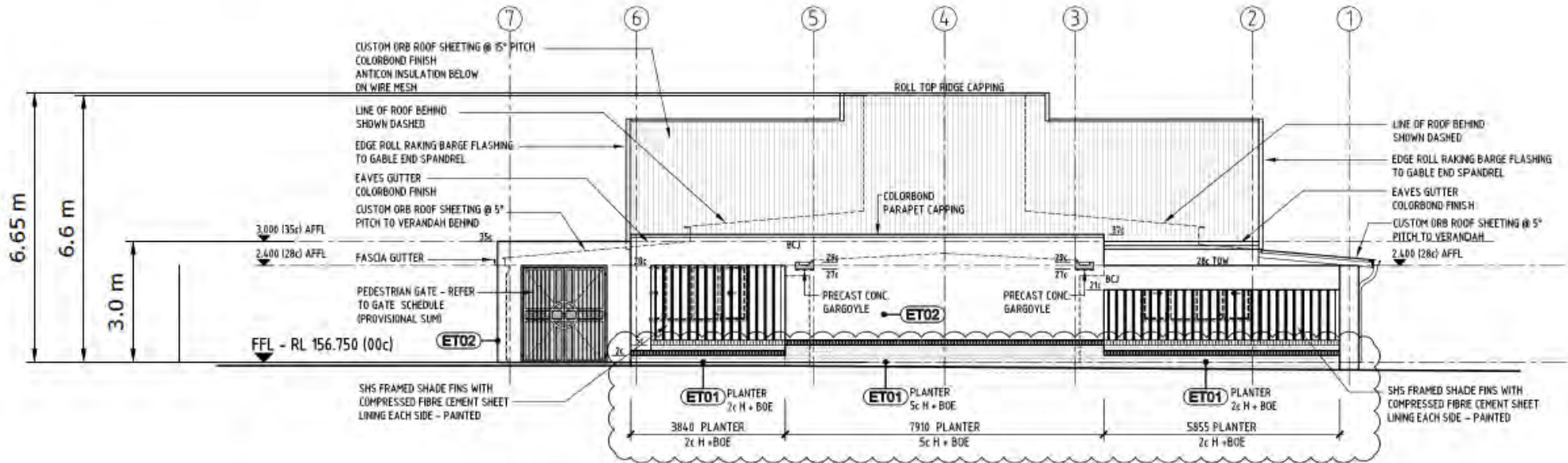
Major Modification	Advertised Plans	Modified Plans (Following Submissions/Officer Comments)
<p>Proposed landscaping between the property boundary and the 1.2m setback;</p>		

Major Modification	Advertised Plans	Modified Plans (Following Submissions/Officer Comments)
<p>Modified position of the retaining wall on the Gordon Street elevation;</p>		
<p>Modification of on-site parking to include universal access adjacent to proposed universal access ramp;</p>		

Major Modification	Advertised Plans	Modified Plans (Following Submissions/Officer Comments)
<p>Modified end-point of ramp and stair layout;</p>		

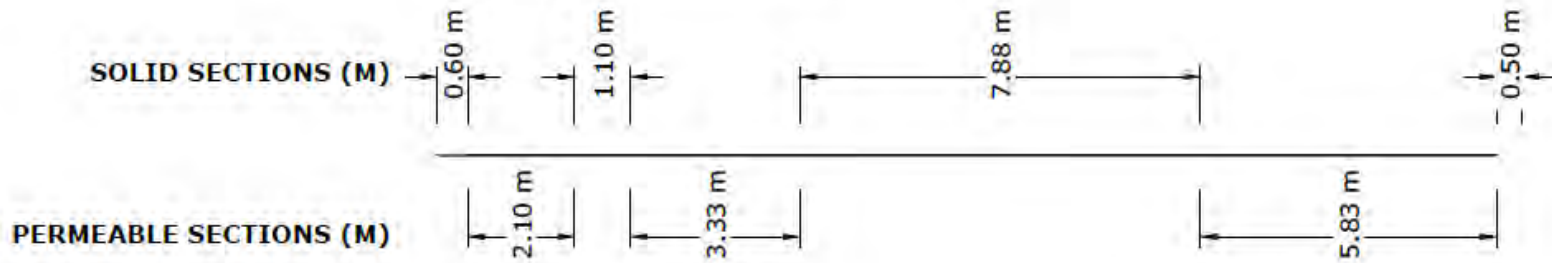
Major Modification	Advertised Plans	Modified Plans (Following Submissions/Officer Comments)
<p>Modified car park landscaped area;</p>		

3M BOUNDARY WALL 6.6M TO ROOF RIDGE 6.65M TO ROOF RIDGE CAP



ELEVATION 2 (SOUTH-EAST)

SCALE 1:100 @A1



12.3.5 Retail Trading Hours on New Year's Day

Address:	N/A
Owner:	N/A
Applicant:	Coles Supermarkets Australia Pty Ltd
File Reference:	1.3.14.1
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes if approved.

BRIEF

For Council to consider applying to Consumer Protection to extend the trading hours for general retail shops on New Year's Day.

Council resolved at its meeting held on 19th September 2018 the following:

That Council advertise its intention to apply to Consumer Protection for an extension to the retail trading hours for general retail shops to authorise trading on New Year's Day on a permanent basis and seeks community feedback by 12th October 2018.

ATTACHMENTS

- Attachment 1: Correspondence from Coles Supermarkets Australia Pty Ltd
Attachment 2: Extract from Government Gazette 2 December 2011, Retail Trading Hours (Shire of Northam) Variation Order (No.2) 2011.
Attachment 3: Submission received.

BACKGROUND / DETAILS

Correspondence has been received from Coles Supermarkets Australia Pty Ltd (Coles) in relation to the trading hours associated with the Christmas and New Year period. The current legislated trading hours for the Shire of Northam do not permit large retailers to open for trade on New Year's Day. Coles have raised that this is the busiest retail trading period and they wish to be able to provide service and convenience to their customers, provide their employees with the opportunity to work and minimise implications to their operations (i.e. stock wastage).

Council can apply to have an approval for a “once off” permit for New Year’s Day 2019 or alternately can apply so that it is a permanent arrangement.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

Outcome 1.2 : Local businesses are valued and supported by investors and residents within the Shire of Northam.

Objective: Encourage local consumers to ‘buy local’ and support local businesses.

Outcome 1.3: Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

Objective: Improve and expand the retail and hospitality offerings in Northam.

Financial / Resource Implications

Minimal advertising and administrative costs.

Legislative Compliance

Retail Trading Hours Act 1987.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Officers have consulted with the Northam Chamber of Commerce in relation to this matter with representative’s indicating that they have no objection to the request provided that any approval applies to all retailers within the Shire of Northam.

In addition advertising of the proposal was undertaken in local newspapers and the Shire of Northam website.

At the time of preparing this report, one submission was received which raised no objections to the proposed extension.

Risk Implications

- Reputational –Moderate
 - o There is a moderate reputational risk based should extended trading not be approved. Given that the extended hours are generally supported by the Corporate business Plan and the application is not

supported by Council it could be perceived that Council is not supporting local businesses.

- Financial - Low
 - There is no real financial risks associated with this recommendation.
- Compliance - Low
 - Provided approval is sought from the Department of Mines, Industry Regulation and Safety (Consumer Protection).
- Legal – Low
 - Providing approval is granted by Consumer Protection there is limited legal risk with this recommendation.

OFFICER'S COMMENT

Local government authorities outside the Perth metropolitan area can apply to Consumer Protection to extend the trading hours for general retail shops in their district beyond those stipulated in the Act.

Council's Strategic Community Plan identifies actions to encourage local consumers to 'buy local'/support local businesses and improve/expand the retail and hospitality offerings in Northam. Officers are recommending that Council apply to Consumer Protection to extend the retail trading hours as it is believed to be in accordance with the actions identified in the Strategic Community Plan. Should Council's application be approved, it will enable all retail businesses to operate on New Year's Day and encourage residents to support local businesses rather than potentially travelling to a metropolitan area which permits trading on this public holiday.

Given the limited feedback received staff recommend approval for the request.

RECOMMENDATION

That Council apply to the Department of Mines, Industry Regulation and Safety (Consumer Protection) to extend the retail trading hours for general retail shops to authorise trading on **New Year's Day on a permanent basis** within the Shire of Northam.

Attachment 1

9 August 2018

Councillor Chris Antonio
President, Shire of Northam
PO Box 373
Northam, Western Australia 6401

By email: president@northam.wa.gov.au

Dear Cr Antonio,

I am writing with regards to the retail trading hours for the Shire of Northam over the Christmas and New Year period.

The current legislated trading hours for the Shire of Northam do not permit large retailers to open for trade on New Year's Day.

As you would appreciate, the Christmas and New Year period is the busiest retail trading period of the year. During this peak holiday season, Coles wishes to provide our customers with the opportunity to purchase the products they require at a time that suits them. The previous closure of our store in Northam on New Year's Day has presented a significant inconvenience for customers, visitors and tourists, who have expected that our store would be open on this day.

Permitting large retail businesses to trade on New Year's Day would also be beneficial to our local team members. For the Coles Northam store alone, it would offer approximately 30 team members the opportunity to work, when they would otherwise be unable to. Should the store be permitted to open, these team members would be able to voluntarily elect to work and receive public holiday penalty rates should they do so.

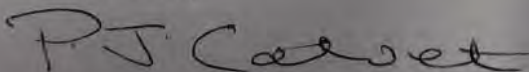
Furthermore, the mandatory closure on New Year's Day currently impacts the level of stock that is required to be cleared and thrown out if not sold. Enabling trade on this day would reduce the level of food waste in store over this period.

In order to permit trading on this day, the Shire of Northam can apply to Consumer Protection, in the Department of Mines, Industry Regulation and Safety, to extend the trading hours for general retail shops beyond those stipulated in the *Retail Trading Hours Act 1987*. The Department can be contacted on 08 6251 2916.

Coles would greatly appreciate Council considering our request for large retail traders to open on New Year's Day this year and forwarding an application through to Consumer Protection seeking same.

We look forward to your response.

Yours sincerely,



Paul Calvert
Regional Manager

Attachment 2

2 December 2011

GOVERNMENT GAZETTE, WA

5053

Retail Trading Hours Act 1987

**Retail Trading Hours (Shire of Northam)
Variation Order (No. 2) 2011**

Made by the Minister for Commerce under section 12E of the Act.

1. Citation

This order is the *Retail Trading Hours (Shire of Northam) Variation Order (No. 2) 2011*.

2. Commencement

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;
- (b) the rest of the order — on the day after that day.

3. Variation of retail trading hours: general retail shops

- (1) General retail shops, other than motor vehicle shops, within the Shire of Northam are authorised to be open at times when the shops would otherwise be required to be closed —
 - (a) on Monday, Tuesday, Wednesday and Friday in each week, from and after 6 p.m. until 9 p.m.; and
 - (b) on Sunday in each week, from and after 8 a.m. until 5 p.m.; and
 - (c) on each public holiday or public half-holiday in the Shire of Northam —
 - (i) if the day is a Monday, Tuesday, Wednesday, Thursday or Friday, from and after 8 a.m. until 9 p.m.; and
 - (ii) if the day is a Saturday or Sunday, from and after 8 a.m. until 5 p.m.
- (2) Despite subclause (1), this order does not authorise general retail shops referred to in that subclause to be open on —
 - (a) New Year's Day; or
 - (b) Good Friday; or
 - (c) Anzac Day; or
 - (d) Christmas Day.

4. *Retail Trading Hours Exemption Order (No. 1) 1994* revoked

The *Retail Trading Hours Exemption Order (No. 1) 1994* is revoked.

SIMON O'BRIEN, Minister for Commerce.

Attachment 3

From: Barbara Paton [REDACTED]
Sent: Sunday, 30 September 2018 4:47 PM
To: Marlene Plews
Subject: I81464 - Trading hours

I have no objection to extra trading if they want to open let them other shires and States have done it

Regards Barbara Paton

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – September 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Kathy Scholz Creditors Officer
Responsible Officer:	Colin Young Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the accounts for the period from 1 September 2018 to 30 September 2018.

ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – September 2018.
Attachment 2: Declaration.

BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.
Outcome 6.3: The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.

Financial / Resource Implications
Payments of accounts are in accordance with Council's 2018/19 Budget.

Legislative Compliance
Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.
Financial Management Regulations 2007, Regulation 12 & 13.

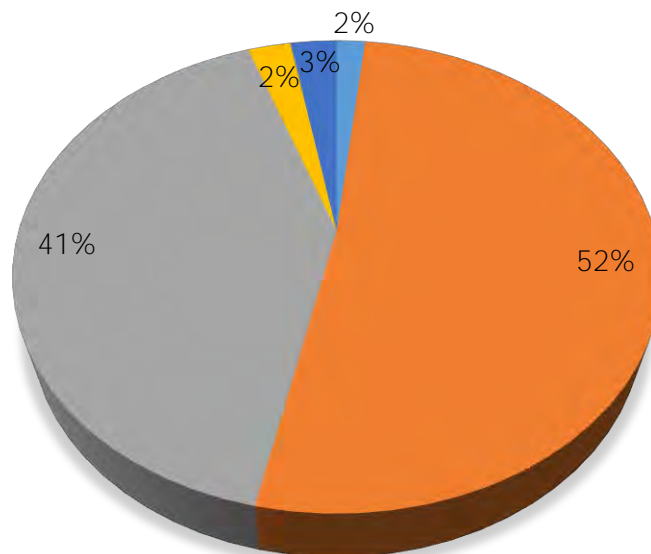
Policy Implications
Nil.

Stakeholder Engagement / Consultation
Not applicable.

Risk Implications
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 September 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 1 September 2018 to 30 September 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

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30942	05/09/2018	BANDIT TREE EQUIPMENT	SUPPLY & DELIVERY OF ONE NEW BANDIT MODEL 15XPC (15") WOOD CHIPPER AS PER QUOTE# JB180802.	1		101,530.00
INV 0009201504/09/2018		BANDIT TREE EQUIPMENT	SUPPLY & DELIVERY OF ONE NEW BANDIT MODEL 15XPC (15") WOOD CHIPPER AS PER QUOTE# JB180802.	1	101,530.00	
EFT30943	05/09/2018	COUNTRYWIDE LANDSCAPING	LIBRARY RETICULATION - SUPPLY & INSTALL 6 STATION SYSTEM TO AREA BETWEEN RIVERBANK & NORTHAM LIBRARY	1		8,147.40
INV 25915	04/09/2018	COUNTRYWIDE LANDSCAPING	LIBRARY RETICULATION - SUPPLY & INSTALL 6 STATION SYSTEM TO AREA BETWEEN RIVERBANK & NORTHAM LIBRARY	1	2,614.14	
INV 25810	15/08/2018	COUNTRYWIDE LANDSCAPING	LIBRARY RETICULATION - SUPPLY & INSTALL 6 STATION SYSTEM TO AREA BETWEEN RIVERBANK & NORTHAM LIBRARY	1	5,533.26	
EFT30944	06/09/2018	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		2,219.49
INV AUGUST31/08/2018		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	2,219.49	
EFT30945	06/09/2018	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		1,500.00
INV AUGUST31/08/2018		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	1,500.00	
EFT30946	06/09/2018	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		1,905.73
INV AUGUST31/08/2018		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	1,905.73	
EFT30947	06/09/2018	CHRIS DAVIDSON	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		1,905.73
INV AUGUST31/08/2018		CHRIS DAVIDSON	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	1,905.73	
EFT30948	06/09/2018	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS AUGUST 2018	1		5,645.76
INV AUGUST31/08/2018		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS AUGUST 2018	1	5,645.76	
EFT30949	06/09/2018	JOHN PROUD	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		1,905.73
INV AUGUST31/08/2018		JOHN PROUD	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	1,905.73	
EFT30950	06/09/2018	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		2,145.49

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV AUGUST31/08/2018		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	2,145.49	
EFT30951	06/09/2018	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		2,843.23
INV AUGUST31/08/2018		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	2,843.23	
EFT30952	06/09/2018	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		1,905.73
INV AUGUST31/08/2018		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	1,905.73	
EFT30953	06/09/2018	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS AUGUST 2018	1		1,905.73
INV AUGUST31/08/2018		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS AUGUST 2018	1	1,905.73	
EFT30954	06/09/2018	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR AUGUST 2018	1		2,065.57
INV AUGUST31/08/2018		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR AUGUST 2018	1	2,065.57	
EFT30955	06/09/2018	AVON VALLEY ENVIRONMENTAL SOCIETY	COMMUNITY GRANT - 2018/2019 - AVON VALLEY ENVIRONMENTAL SOCIETY	1		8,685.60
INV RR30/08/30/08/2018		AVON VALLEY ENVIRONMENTAL SOCIETY	COMMUNITY GRANT - 2018/2019 - AVON VALLEY ENVIRONMENTAL SOCIETY	1	550.00	
INV RR30/08/30/08/2018		AVON VALLEY ENVIRONMENTAL SOCIETY	COMMUNITY GRANT - 2018/2019 - AVON VALLEY ENVIRONMENTAL SOCIETY	1	5,500.00	
INV RR30/08/30/08/2018		AVON VALLEY ENVIRONMENTAL SOCIETY	COMMUNITY GRANT - 2018/2019 - AVON VALLEY ENVIRONMENTAL SOCIETY	1	1,535.60	
INV RR30/08/30/08/2018		AVON VALLEY ENVIRONMENTAL SOCIETY	COMMUNITY GRANT - 2018/2019 - AVON VALLEY ENVIRONMENTAL SOCIETY	1	1,100.00	
EFT30956	06/09/2018	A COUNTRY PRACTICE	CAT STRELISATION GRANT - 6 CATS AUGUST 2018	1		900.00
INV M820598 20/08/2018		A COUNTRY PRACTICE	CAT STRELISATION GRANT - 6 CATS AUGUST 2018	1	900.00	
EFT30957	06/09/2018	ABBOTTS FORGE	REPOSITION GOAL POSTS HENRY STREET OVAL	1		520.00
INV 0000324631/07/2018		ABBOTTS FORGE	REPOSITION GOAL POSTS HENRY STREET OVAL	1	520.00	
EFT30958	06/09/2018	ANDY'S PLUMBING SERVICE	AERODROME, HANGAR 13, REPLACE WATER METRE THAT IS LEAKING.	1		363.00
INV A18099	13/08/2018	ANDY'S PLUMBING SERVICE	AERODROME, HANGAR 13, REPLACE WATER METRE THAT IS LEAKING.	1	363.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30959	06/09/2018	ARTISTS REVOLUTION	COMMUNITY ART PROJECT-BERNARD PARK SEWER TRAPS WATER CORPORATION	1		1,500.00
INV RR31/08/31/08/2018		ARTISTS REVOLUTION	COMMUNITY ART PROJECT-BERNARD PARK SEWER TRAPS WATER CORPORATION	1	1,500.00	
EFT30960	06/09/2018	ASSET INFRASTRUCTURE MANAGEMENT	DEVELOPMENT OF PROPERTY ASSET MANAGEMENT PLAN FOR THE SHIRE OF NORTHAM - INCEPTION STAGE.	1		1,230.68
INV INV-044413/08/2018		ASSET INFRASTRUCTURE MANAGEMENT	DEVELOPMENT OF PROPERTY ASSET MANAGEMENT PLAN FOR THE SHIRE OF NORTHAM - INCEPTION STAGE.	1	1,230.68	
EFT30961	06/09/2018	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LAND MOBILE / LAND MOBILE SYSTEM - >30MHZ. WAWA SITE, BOBAKINE HILLS OFF TOODYAY ROAD, CLACKLINE - LIC# 276428/1	1		547.00
INV 5013090715/08/2018		AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LAND MOBILE / LAND MOBILE SYSTEM - >30MHZ. WAWA SITE, BOBAKINE HILLS OFF TOODYAY ROAD, CLACKLINE - LIC# 276428/1	1	547.00	
EFT30962	06/09/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		51.80
INV DEDUCT04/09/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		51.80	
EFT30963	06/09/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 04/09/2018 & INTERIM PAY 29/08/2018.	1		60,525.01
INV PAYG 0404/09/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 04/09/2018 & INTERIM PAY 29/08/2018.	1	60,525.01	
EFT30964	06/09/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 14/8/2018 to 26/08/2018.	1		1,568.00
INV 0088	26/08/2018	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 14/8/2018 to 26/08/2018.	1	1,568.00	
EFT30965	06/09/2018	AVON VALLEY CONTRACTORS	RAKE BUCKET HIRE FOR PERIOD 22/06/2018 - 03/08/2018	1		2,128.50
INV 2399	07/08/2018	AVON VALLEY CONTRACTORS	RAKE BUCKET HIRE FOR PERIOD 22/06/2018 - 03/08/2018	1	2,128.50	
EFT30966	06/09/2018	AVON WASTE	NEW DARK GREEN 240L WHEELIE BIN TO BE DROPPED TO THE BILYA KOORT BOODJA CENTRE AROUND 3RD OR 4TH JULY 2018.	1		95.00

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INV 0003041417/08/2018		AVON WASTE	NEW DARK GREEN 240L WHEELIE BIN TO BE DROPPED TO THE BILYA KOORT BOODJA CENTRE AROUND 3RD OR 4TH JULY 2018.	1	95.00	
EFT30967	06/09/2018	BLACKWELL PLUMBING PTY LTD	GAS LEAK IN TOWN HALL - 24/08/2018	1		99.00
INV 18259	27/08/2018	BLACKWELL PLUMBING PTY LTD	GAS LEAK IN TOWN HALL - 24/08/2018	1	99.00	
EFT30968	06/09/2018	BOYD KICKETT	AAG MEETING 30/08/2018	1		100.00
INV RR 06/09/06/09/2018		BOYD KICKETT	AAG MEETING 30/08/2018	1	100.00	
EFT30969	06/09/2018	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MONTHLY RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/07/2018 TO 31/08/2018.	1		52.65
INV L6941-3	15/08/2018	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MONTHLY RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/07/2018 TO 31/08/2018.	1	52.65	
EFT30970	06/09/2018	CDA AIR & SOLAR	REC CENTRE. REPAIR AIRCONDITIONER IN FOYER/FRONT DESK.	1		175.00
INV 0000392517/08/2018		CDA AIR & SOLAR	REC CENTRE. REPAIR AIRCONDITIONER IN FOYER/FRONT DESK.	1	175.00	
EFT30971	06/09/2018	CENTRAL REGIONAL TAPE	ONLINE ELEARNING FOR YVONNE RYDER IN CERT II IN TOURISM	1		154.04
INV I0004487	12/06/2018	CENTRAL REGIONAL TAPE	ONLINE ELEARNING FOR YVONNE RYDER IN CERT II IN TOURISM	1	154.04	
EFT30972	06/09/2018	CHIQUITA VIOLET DOS REIS	RELOCATION ALLOWANCE	1		3,000.00
INV CH03/09/03/09/2018		CHIQUITA VIOLET DOS REIS	RELOCATION ALLOWANCE	1	3,000.00	
EFT30973	06/09/2018	CLACKLINE FENCING CONTRACTORS	PERINA PARK - REMOVE AND DISPOSE OF EXISTING BOLLARDS AND INSTALL NEW FENCING	1		9,660.00
INV 1168	25/06/2018	CLACKLINE FENCING CONTRACTORS	PERINA PARK - REMOVE AND DISPOSE OF EXISTING BOLLARDS AND INSTALL NEW FENCING	1	9,660.00	
EFT30974	06/09/2018	CLAIRE ESSMORE MCGUIRE	CLAIRE MCGUIRE AAG MEETING 30/08/18	1		100.00
INV RR 06/09/06/09/2018		CLAIRE ESSMORE MCGUIRE	CLAIRE MCGUIRE AAG MEETING 30/08/18	1	100.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30975	06/09/2018	CODE GROUP	NORTHAM LIBRARY ACCESS AUDIT	1		2,970.00
INV RR_31/0806/09/2018		CODE GROUP	NORTHAM LIBRARY ACCESS AUDIT	1	2,970.00	
EFT30976	06/09/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FEES JULY 2018	1		1,483.83
INV 0363	13/07/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FEES JULY 2018	1	1,342.13	
INV 0366	10/08/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FEES AUGUST 2018	1	77.78	
INV 0364	20/07/2018	COURIER AUSTRALIA	COURIER AUSTRALIA FEES JULY	1	63.92	
EFT30977	06/09/2018	COVS PARTS PTY LTD	WIRE CONNECTORS FOR THE WATER PLAYGROUND	1		13.57
INV 1690037503/08/2018		COVS PARTS PTY LTD	WIRE CONNECTORS FOR THE WATER PLAYGROUND	1	13.57	
EFT30978	06/09/2018	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLWIDE EAST PERTH	TIP PASSES FOR OLD QUARRY AND INKPEN ROAD WASTE MANAGEMENT FACILITIES. 210MM X 100MM SIZE, LIGHT BLUE 200GSM SYSTEM BOARD, INK MONO, NUMBERED 1-6000 ASENDING ORDER. ART WORKOF PLASS AS PER ATTACHMENT FROMTHE SHIRE OF NORTHAM. INCLUDED COURIER TO 395 FITZGERALD STREET, NORTHAM.	1		828.00
INV 1,032,15716/08/2018		CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLWIDE EAST PERTH	TIP PASSES FOR OLD QUARRY AND INKPEN ROAD WASTE MANAGEMENT FACILITIES. 210MM X 100MM SIZE, LIGHT BLUE 200GSM SYSTEM BOARD, INK MONO, NUMBERED 1-6000 ASENDING ORDER. ART WORKOF PLASS AS PER ATTACHMENT FROMTHE SHIRE OF NORTHAM. INCLUDED COURIER TO 395 FITZGERALD STREET, NORTHAM.	1	828.00	
EFT30979	06/09/2018	DAMIAN'S PLUMBING	OLD FIRE STATION (MENS SHED) CALLOUT TO CLEAR BLOCKED DRAINS & CHECK SOAK PUMPS	1		574.20
INV 3398	12/07/2018	DAMIAN'S PLUMBING	OLD FIRE STATION (MENS SHED) CALLOUT TO CLEAR BLOCKED DRAINS & CHECK SOAK PUMPS	1	574.20	
EFT30980	06/09/2018	DEBORAH MOODY	BKB MEETING FEES 30/8/2018.	1		100.00
INV RR0509205/09/2018		DEBORAH MOODY	BKB MEETING FEES 30/8/2018.	1	100.00	
EFT30981	06/09/2018	DELYS MAY DICK	DELYS DICK - AAG MEETING 30/08/2018	1		100.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV RR 06/0906/09/2018		DELYS MAY DICK	DELYS DICK - AAG MEETING 30/08/2018	1	100.00	
EFT30982	06/09/2018	DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	ANNUAL RENEWAL LICENCE FEES - CATEGORY 61 LIQUID WASTE LICENCE FOR OLD QUARRY ROAD SEPTAGE PONDS.	1		6,496.00
INV L6977/2003/09/2018		DEPARTMENT OF WATER AND ENVIRONMENT REGULATION	ANNUAL RENEWAL LICENCE FEES - CATEGORY 61 LIQUID WASTE LICENCE FOR OLD QUARRY ROAD SEPTAGE PONDS.	1	6,496.00	
EFT30983	06/09/2018	DS AGENCIES PTY	SFCMM8 - MALL SLIM BENCH, CMM803, 3050MM LONG, BRIGHT SILVER POWDER COATED ALUMINIUM SUPPORT FRAME & SPLAY LEGS, BISTRO ORANGE & LEMON YELLOW POWDER COATED ALUMINIUM BATTENS WITH END CAPS BRIGHT SILVER POWDER COATED, SURFACE FIXED AS PER QUOTE# 145109. ***BATTEN COLOUR PATTERN TO BE AS FOLLOWED - LEMON YELLOW, BISTRO ORANGE, LEMON YELLOW, BISTRO ORANGE, LEMON YELLOW, BISTRO ORANGE.	1		12,485.00
INV 145856	14/08/2018	DS AGENCIES PTY	SFCMM8 - MALL SLIM BENCH, CMM803, 3050MM LONG, BRIGHT SILVER POWDER COATED ALUMINIUM SUPPORT FRAME & SPLAY LEGS, BISTRO ORANGE & LEMON YELLOW POWDER COATED ALUMINIUM BATTENS WITH END CAPS BRIGHT SILVER POWDER COATED, SURFACE FIXED AS PER QUOTE# 145109. ***BATTEN COLOUR PATTERN TO BE AS FOLLOWED - LEMON YELLOW, BISTRO ORANGE, LEMON YELLOW, BISTRO ORANGE, LEMON YELLOW, BISTRO ORANGE.	1	12,485.00	
EFT30984	06/09/2018	EASIFLEET	Payroll deductions	1		2,136.31
INV DEDUCT04/09/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT04/09/2018		EASIFLEET	Payroll deductions		942.19	
EFT30985	06/09/2018	FLOWGEN PTY LTD	HYDRANT FLOW PRESSURE TEST -NORTHAM RECREATION CENTRE	1		990.00
INV INV-178622/06/2018		FLOWGEN PTY LTD	HYDRANT FLOW PRESSURE TEST -NORTHAM RECREATION CENTRE	1	990.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT30986	06/09/2018	FM SURVEYS	PROVIDE A CONTOUR & FEATURE SURVEY OF HENRY STREET OVAL - PROVIDING CONTOUR PLAN, SHADING PLAN & DWG FILES AS PER QUOTED.	1		990.00
INV 0002075125/08/2018		FM SURVEYS	PROVIDE A CONTOUR & FEATURE SURVEY OF HENRY STREET OVAL - PROVIDING CONTOUR PLAN, SHADING PLAN & DWG FILES AS PER QUOTED.	1	990.00	
EFT30987	06/09/2018	FRAMESWEST	REPAIR AND REINFORCE STEEL SCOREBENCHES X 4	1		220.00
INV 0001589522/08/2018		FRAMESWEST	REPAIR AND REINFORCE STEEL SCOREBENCHES X 4	1	220.00	
EFT30988	06/09/2018	GLENN STUART BEVERIDGE	EMERGENCY REPAIRS IN FEMALE TOILETS AT BERNARD PARK PRIOR TO AVON DESCENT EVENT - 2 BROKEN DOOR LOCKS & 3 DAMAGED TOILET ROLL HOLDERS.	1		1,049.00
INV 39	17/08/2018	GLENN STUART BEVERIDGE	REPAIR TO EXTERNAL DOOR LOCK AT NORTHAM TOWN HALL (DOOR NEAR KITCHEN DOOR)	1	132.00	
INV 38	10/08/2018	GLENN STUART BEVERIDGE	REPLACE DOOR HANDLE AT NORTHAM RECREATION CENTRE (MAIN OFFICE DOOR)	1	110.00	
INV 40	23/08/2018	GLENN STUART BEVERIDGE	LABOUR AND MATERIALS			
INV 20	31/07/2018	GLENN STUART BEVERIDGE	REPAIR TO WALL, AND REPLACE OF FIRE EXTINGUISHER ON WALL (LOCATED ON TOP OF GRANDSTAND)	1	99.00	
INV 21	01/08/2018	GLENN STUART BEVERIDGE	REPAIR LOCK AT NORTHAM PLAYGROUP.	1	246.00	
INV 21	01/08/2018	GLENN STUART BEVERIDGE	EMERGENCY REPAIRS IN FEMALE TOILETS AT BERNARD PARK PRIOR TO AVON DESCENT EVENT - 2 BROKEN DOOR LOCKS & 3 DAMAGED TOILET ROLL HOLDERS.	1	462.00	
EFT30989	06/09/2018	HILLS CONCRETE PRODUCTS	SUPPLY 1200MM AND 600 HIGH X 1200 LONG BOX CULVERTS AND BASE SLABS	1		20,671.20
INV 8995	21/07/2018	HILLS CONCRETE PRODUCTS	SUPPLY 1200MM AND 600 HIGH X 1200 LONG BOX CULVERTS AND BASE SLABS	1	20,671.20	
EFT30990	06/09/2018	JANET KICKETT	JANET KICKETT - AAG MEETING 30/08/2018	1		100.00
INV RR 06/09/06/09/2018		JANET KICKETT	JANET KICKETT - AAG MEETING 30/08/2018	1	100.00	
EFT30991	06/09/2018	JASON SIGNMAKERS	CHEVERON 2400 X400 1.6MM ALUM WITH STRUTS CLASS I (MR-HM-2)	1		918.23

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 189979	27/08/2018	JASON SIGNMAKERS	CHEVERON 2400 X400 1.6MM ALUM WITH STRUTS CLASS 1 (MR-HM-2)	1	918.23	
EFT30992	06/09/2018	JENNIFER GRANT	REIMBURSTMENT FOR POLICE CLEARANCE APPLICATION	1		54.30
INV 1291616	31/08/2018	JENNIFER GRANT	REIMBURSTMENT FOR POLICE CLEARANCE APPLICATION	1	54.30	
EFT30993	06/09/2018	JS TECHNOLOGY & DIGITAL PTY LTD	PHONE ACCESSIORES	1		108.00
INV CY30/08/30/08/2018		JS TECHNOLOGY & DIGITAL PTY LTD	PHONE ACCESSIORES	1	108.00	
EFT30994	06/09/2018	KATHY DAVIS	BKB MEETING FEE 30/08/2018	1		100.00
INV RR 06/0906/09/2018		KATHY DAVIS	BKB MEETING FEE 30/08/2018	1	100.00	
EFT30995	06/09/2018	KOMATSU AUSTRALIA PTY LTD	TRAVEL TO SITE & CONDUCT 500 HOUR SERVICE ON KOMATSU EXCAVATOR N.4346 AS PER QUOTE# Q000836162-1.	1		1,379.92
INV 0011426731/05/2018		KOMATSU AUSTRALIA PTY LTD	TRAVEL TO SITE & CONDUCT 500 HOUR SERVICE ON KOMATSU EXCAVATOR N.4346 AS PER QUOTE# Q000836162-1.	1	1,379.92	
EFT30996	06/09/2018	LUCY'S TEAROOMS	CATERING - SPECIAL COUNCIL MEETING	1		540.00
INV 1700	15/08/2018	LUCY'S TEAROOMS	CATERING - SPECIAL COUNCIL MEETING	1	300.00	
INV 1726	28/08/2018	LUCY'S TEAROOMS	CATERING - COUNCIL FORUM MEETING 08/08/18	1	240.00	
EFT30997	06/09/2018	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET NORTHAM 01/08/2018 - 31/08/2018	1		1,833.32
INV 02673	27/07/2018	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET NORTHAM 01/08/2018 - 31/08/2018	1	916.66	
INV 02689	23/08/2018	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET NORTHAM 01/09/2018 - 30/09/2018	1	916.66	
EFT30998	06/09/2018	MALK PTY LTD T/AS SUN SOLUTIONS	MANUAL DUAL ROLLERBLINDS	1		2,148.30
INV 0000458017/08/2018		MALK PTY LTD T/AS SUN SOLUTIONS	MANUAL DUAL ROLLERBLINDS	1	2,148.30	
EFT30999	06/09/2018	MATHEW MACQUEEN	SUPPLY AND INSTALL SECURITY TEK SCREWS TO CLACKLINE FIRE SHED	1		2,332.00

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INV 691	21/08/2018	MATHEW MACQUEEN	SUPPLY AND INSTALL SECURITY TEK SCREWS TO LOWER 2 ROWS ON IRISHTOWN FIRE SHEDS	1	980.00	
INV 691	21/08/2018	MATHEW MACQUEEN	SUPPLY AND INSTALL SECURITY TEK SCREWS TO LOWER 2 ROWS ON IRISHTOWN FIRE SHED	1	1,352.00	
EFT31000	06/09/2018	MHW INTEGRATION PTY LTD	ELECTRICAL SERVICES RELOCATION	1		1,584.00
INV 000125429	06/2018	MHW INTEGRATION PTY LTD	ELECTRICAL SERVICES RELOCATION	1	1,584.00	
EFT31001	06/09/2018	MIDLAND MOWERS	SERVICE AND SHARPEN 22 INCH MOWMASTER MOWER	1		501.62
INV 26993	23/08/2018	MIDLAND MOWERS	SERVICE AND SHARPEN 22 INCH MOWMASTER MOWER	1	501.62	
EFT31002	06/09/2018	MUNGART YONGAH NYOONGAH ARTS ENTERPRISE T/AS ALICE KEARING	1 X DIDGERIDOO PLAYING (11TH AUGUST 2018)	1		500.00
INV 180814M	11/08/2018	MUNGART YONGAH NYOONGAH ARTS ENTERPRISE T/AS ALICE KEARING	1 X DIDGERIDOO PLAYING (11TH AUGUST 2018)	1	500.00	
EFT31003	06/09/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FROM 01/08/18 & ONLINE LEARNING MODULE	1		1,342.00
INV INV-260701	08/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FROM 01/08/18 & ONLINE LEARNING MODULE	1	671.00	
INV INV-265601	09/2018	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FROM 01/09/18 & ONLINE LEARNING MODULE	1	671.00	
EFT31004	06/09/2018	NORTHAM BMX CLUB INC	KIDSPORT FUNDING FOR COOPER & CORDELL MARRIS	1		288.00
INV KS02510029	08/2018	NORTHAM BMX CLUB INC	KIDSPORT FUNDING FOR COOPER & CORDELL MARRIS	1	288.00	
EFT31005	06/09/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR JOHN WOODS & ROBERT GRAY	1		200.00
INV 7098	30/08/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR JOHN WOODS & ROBERT GRAY	1	200.00	
EFT31006	06/09/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1		31.00
INV 0000148930	07/2018	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	31.00	

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EFT31007	06/09/2018	NORTHAM MAZDA	40,000KM SERVICE FOR CEO VEHICLE - MAZDA CX-9	1		594.95
INV 120979	24/08/2018	NORTHAM MAZDA	SCHEDULED SERVICE TO MAZDA CX5 PNI 702 - N11131. EXEC MANAGER COMMUNITY SERVICES VEHICLE.	1	262.36	
INV 121105	03/09/2018	NORTHAM MAZDA	40,000KM SERVICE FOR CEO VEHICLE - MAZDA CX-9	1	332.59	
EFT31008	06/09/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT	1		2,300.00
INV 1	28/08/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT	1	2,300.00	
EFT31009	06/09/2018	OCLC (UK) LTD	Amlib Annual Maintenance - Amlib 7 user, SQL base, NetOpacs, SIP2 Module	1		5,307.31
INV 2018713419/06/2018	06/09/2018	OCLC (UK) LTD	Amlib Annual Maintenance - Amlib 7 user, SQL base, NetOpacs, SIP2 Module	1	5,307.31	
EFT31010	06/09/2018	PRESTIGE ALARMS	SHIRE ADMIN BUILDING - 24 HOUR MONITORING OF SECURITY ALARM SYSTEM QUARTERLY ACCOUNT FOR SEPTEMBER, OCTOBER & NOVEMBER.	1		115.00
INV 0009990110/08/2018	08/08/2018	PRESTIGE ALARMS	SHIRE ADMIN BUILDING - 24 HOUR MONITORING OF SECURITY ALARM SYSTEM QUARTERLY ACCOUNT FOR SEPTEMBER, OCTOBER & NOVEMBER.	1	115.00	
EFT31011	06/09/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER, SOFTWARE AS A SERVICE, MONTHLY SUBSCRIPTION AUGUST	1		1,122.00
INV INV-100525/08/2018	08/08/2018	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER, SOFTWARE AS A SERVICE, MONTHLY SUBSCRIPTION AUGUST	1	1,122.00	
EFT31012	06/09/2018	RED DOT STORES	AA BATTERIES	1		18.00
INV 3719065117/08/2018	08/08/2018	RED DOT STORES	AA BATTERIES	1	18.00	
EFT31013	06/09/2018	SAMPSON ELECTRICAL CONTRACTORS PTY LTD	BKB CENTRE - ELECTRICAL WORKS	1		863.50
INV 0000203426/08/2018	08/08/2018	SAMPSON ELECTRICAL CONTRACTORS PTY LTD	BKB CENTRE - ELECTRICAL WORKS	1	863.50	
EFT31014	06/09/2018	SLATER-GARTRELL SPORTS	4 * 15LTR BLACK LINEMARKING PAINT	1		616.00
INV SG29504/23/08/2018	23/08/2018	SLATER-GARTRELL SPORTS	4 * 15LTR BLACK LINEMARKING PAINT	1	616.00	

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EFT31015	06/09/2018	THE LIONS CLUB OF NORTHAM	COMMUNITY GRANTS 2018/2019	1		750.00
INV RR 04/09/06/09/2018		THE LIONS CLUB OF NORTHAM	COMMUNITY GRANTS 2018/2019	1	750.00	
EFT31016	06/09/2018	THE RIVERSIDE HOTEL	TAKEAWAY MEALS - COUNCIL MEETING 15/08/2018	1		480.00
INV 1990	15/08/2018	THE RIVERSIDE HOTEL	TAKEAWAY MEALS - COUNCIL MEETING 15/08/2018	1	480.00	
EFT31017	06/09/2018	THE WORKWEAR GROUP	UNIFORM ORDER FOR SUE CONNELL	1		344.55
INV 1073654117/08/2018		THE WORKWEAR GROUP	UNIFORM ORDER FOR SUE CONNELL	1	176.25	
INV 1075825521/08/2018		THE WORKWEAR GROUP	UNIFORM ORDER FOR SUE CONNELL	1	84.15	
INV 1072670009/08/2018		THE WORKWEAR GROUP	ANASTASIA WILLIAMS - Y40447 - 3/4 SLEEVE PLAET BACK BLOUSE BLACK 12	1	84.15	
EFT31018	06/09/2018	THYLACINE DESIGN & PROJECT MANAGEMENT	AIR FARES - SHAUN KIRBY	1		7,398.31
INV 2010189113/08/2018		THYLACINE DESIGN & PROJECT MANAGEMENT	AIR FARES - SHAUN KIRBY	1	7,398.31	
EFT31019	06/09/2018	URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA	REGISTRATION FOR JASON WHITEAKER - CREATING A CITY OF VILLAGES - 17TH AUGUST 2018	1		250.00
INV 0002858401/08/2018		URBAN DEVELOPMENT INSTITUTE OF AUSTRALIA	REGISTRATION FOR JASON WHITEAKER - CREATING A CITY OF VILLAGES - 17TH AUGUST 2018	1	250.00	
EFT31020	06/09/2018	VERLINDENS ELECTRICAL SERVICE (WA)	TEST AND TAG OF NEW URN	1		73.15
INV 87852	31/07/2018	VERLINDENS ELECTRICAL SERVICE (WA)	TEST AND TAG OF NEW URN	1	73.15	
EFT31021	06/09/2018	VERONICA AGNES MCGUIRE	VERONICA MCGUIRE AAG MEETING 30/08/2018	1		100.00
INV RR 06/09/06/09/2018		VERONICA AGNES MCGUIRE	VERONICA MCGUIRE AAG MEETING 30/08/2018	1	100.00	
EFT31022	06/09/2018	WARRICKS NEWSAGENCY	JULY 2018 - X 26 WEST AUSTRALIAN NEWSPAPERS - ADMIN	1		124.80
INV SN0000631/07/2018		WARRICKS NEWSAGENCY	JULY 2018 - X 26 WEST AUSTRALIAN NEWSPAPERS - ADMIN	1	81.00	
INV SN0001731/07/2018		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR KILLARA FOR JULY 2018	1	43.80	

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EFT31023	06/09/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WORKS ON TOYOTA HILUZ DUAL CAB 4 x 4 N577	1		3,366.00
INV 7999	31/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1408 JOHN DEERE TRACTOR - CHECK REPLACE BATTERY IF REQUIRED.	1	396.50	
INV 8068	31/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WORKS ON TOYOTA HILUZ DUAL CAB 4 x 4 N577	1	2,969.50	
EFT31024	06/09/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	CALL OUT TO INVESTIGATE ROOF LEAKS AT NORTHAM RECREATION CENTRE.	1		150.00
INV 00055	02/09/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	CALL OUT TO INVESTIGATE ROOF LEAKS AT NORTHAM RECREATION CENTRE.	1	150.00	
EFT31025	06/09/2018	WUNDOWIE AND DISTRICTS MENS SHED INC	COMMUNITY GRANT - 2018/2019 - WUNDOWIE MEN'S SHED	1		2,800.00
INV RR30/08/30/08/2018		WUNDOWIE AND DISTRICTS MENS SHED INC	COMMUNITY GRANT - 2018/2019 - WUNDOWIE MEN'S SHED	1	2,800.00	
EFT31026	06/09/2018	YVONNE KICKETT	YVONNE KICKETT AAG MEETING 30/08/2018	1		100.00
INV RR 06/09/06/09/2018		YVONNE KICKETT	YVONNE KICKETT AAG MEETING 30/08/2018	1	100.00	
EFT31027	14/09/2018	ABBOTTS FORGE	FABRICATE SWING ARM BARRIER FOR LEVEL SENSOR PROBE IN GALV TUBE ZINC WELDS, FABRICATE AND DELIVER TO SHIRE YARD.	1		1,380.00
INV 0000295726/07/2018		ABBOTTS FORGE	AS PER QUOTE 00002957. FABRICATE SWING ARM BARRIER FOR LEVEL SENSOR PROBE IN GALV TUBE ZINC WELDS, FABRICATE AND DELIVER TO SHIRE YARD.	1	880.00	
INV 0000295826/07/2018		ABBOTTS FORGE	AS PER QUOTE 00002957. FABRICATE SWING DOWN POST FRO WIND SOCK GALV TUBE AND ZINC PLATED WELD, FABRICATE AND DELIVER TO SHIRE YEARD AS PER QUOTE 00002958	1	500.00	
EFT31029	14/09/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	FOR COLLECTION OF OUTSTANDING RATES	1		7.04
INV 84912	29/08/2018	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	FOR COLLECTION OF OUTSTANDING RATES	1	7.04	
EFT31030	14/09/2018	AUTOPRO NORTHAM	TRAILER NET	1		99.00

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INV 724275	07/05/2018	AUTOPRO NORTHAM	TRAILER NET	1	99.00	
EFT31031	14/09/2018	AVON PAPER SHRED	EMPTYING OF SHREDDER BIN - ADMIN	1		60.00
INV 1030	23/08/2018	AVON PAPER SHRED	EMPTYING OF SHREDDER BIN - ADMIN	1	60.00	
EFT31032	14/09/2018	AVON VALLEY STOCK FEED & GARDEN SUPPLIES	HIRE OF PORTABLE LIGHTING TOWER FOR JUBILEE OVAL FROM THURSDAY 09/08/18 TO SATURDAY 11/08/18.	1		1,020.00
INV 2916	09/08/2018	AVON VALLEY STOCK FEED & GARDEN SUPPLIES	HIRE OF PORTABLE LIGHTING TOWER FOR JUBILEE OVAL FROM THURSDAY 09/08/18 TO SATURDAY 11/08/18.	1	1,020.00	
EFT31033	14/09/2018	AVON WASTE	DOMESTIC RUBBISH FOR F/E 17/08/2018.	1		38,988.80
INV 0003041517/08/2018	17/08/2018	AVON WASTE	EVENT BINS- AVON RIVER FESTIVAL 2018 (40X BINS & 1X HOOK BIN)	1	896.80	
INV 0003041617/08/2018	17/08/2018	AVON WASTE	20 EVENT BINS & 1 3X3 SKIP BIN FOR BILYA KOORT BOODJA CENTRE OPENING (11 AUGUST 2018)	1	397.50	
INV 30417	17/08/2018	AVON WASTE	DOMESTIC RUBBISH FOR F/E 17/08/2018.	1	37,694.50	
EFT31034	14/09/2018	BEAUREPAIRES	PUNCTURE REPAIR PN1515-N11187	1		64.57
INV 6410089216/08/2018	16/08/2018	BEAUREPAIRES	PUNCTURE REPAIR PN1515-N11187	1	64.57	
EFT31035	14/09/2018	CANWA	VIDEOS FOR THE SEASON AND SORRY MONITORS IN EXHIBITION SPACE	1		1,430.00
INV 0000361317/07/2018	17/07/2018	CANWA	VIDEOS FOR THE SEASON AND SORRY MONITORS (N EXHIBITION SPACE	1	1,430.00	
EFT31036	14/09/2018	CHRISTMAS 360	SUPPLY X 4 CHRISTMAS TREES	1		17,600.00
INV 2018300	20/08/2018	CHRISTMAS 360	SUPPLY X 4 CHRISTMAS TREES	1	17,600.00	
EFT31037	14/09/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1		3,128.16
INV S7148	04/09/2018	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - ADMIN	1	2,027.56	
INV 41936	31/08/2018	COUNTRY COPIERS NORTHAM	AVERY PRINT LABEL DIVIDERS	1	331.20	
INV 41936	31/08/2018	COUNTRY COPIERS NORTHAM	PRINTER CARTRIDGES	1	84.90	
INV 51359	31/08/2018	COUNTRY COPIERS NORTHAM	VISITOR CENTRE STATIONERY	1	139.30	

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INV 41936	31/08/2018	COUNTRY COPIERS NORTHAM	STATIONERY COMMUNITY SERVICES	1	155.60	
INV 41936	31/08/2018	COUNTRY COPIERS NORTHAM	STATIONERY ENGINEERING	1	359.45	
INV 41977	31/08/2018	COUNTRY COPIERS NORTHAM	VISITOR CENTRE STATIONERY	1	30.15	
EFT31038	14/09/2018	COUNTRYWIDE GROUP	EDGER BLADES, FILES & CHAINS.	1		637.37
INV 25744	01/08/2018	COUNTRYWIDE GROUP	CHAINS FOR CHAINSAWS (X3)	1	179.37	
INV 25373	21/05/2018	COUNTRYWIDE GROUP	REPAIR OF HEDGE TRIMMER (WUNDOWIE)	1	168.00	
INV 25885	30/08/2018	COUNTRYWIDE GROUP	EDGER BLADES, FILES & CHAINS.	1	262.50	
INV 25889	30/08/2018	COUNTRYWIDE GROUP	THROTTLE CABLE 68"	1	27.50	
EFT31039	14/09/2018	CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL ALARM MONITORING FOR AUG	1		535.00
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL ALARM MONITORING FOR AUG	1	53.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY STATION ALARM MONITORING FOR AUG	1	53.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM SWIMMING POOL ALARM MONITORING FOR AUG	1	53.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY ALARM MONITORING FOR AUG	1	53.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE ALARM MONITORING FOR AUG	1	53.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR SES ADMIN	1	29.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE ALARM MONITORING FOR AUG	1	53.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	SES WAREHOUSE ALARM MONITORING FOR AUG	1	29.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	BERT HAWK OVAL ALARM MONITORING FOR AUG	1	53.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY ALARM MONITORING FOR AUG	1	53.00	
INV CINS30416/08/2018		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE ALARM MONITORING FOR AUG	1	53.00	
EFT31040	14/09/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY. REPLACE FAULTY ALARM SENSOR.	1		413.57
INV 110927	31/07/2018	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY. REPLACE FAULTY ALARM SENSOR.	1	413.57	

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EFT31041	14/09/2018	DAMIAN'S PLUMBING	BLOCKED SINK AT FLUFFLY DUCKLING'S DAY CARE	1		312.40
INV 3362	24/06/2018	DAMIAN'S PLUMBING	BLOCKED SINK AT FLUFFLY DUCKLING'S DAY CARE	1	312.40	
EFT31042	14/09/2018	DANIKA EADES	SALE OF PAINTING - VIP FUNCTION 10TH AUGUST 2018	1		400.00
INV 10/8/18 P.07/09/2018		DANIKA EADES	SALE OF PAINTING - VIP FUNCTION 10TH AUGUST 2018	1	400.00	
EFT31043	14/09/2018	DIRECTIONS WORKFORCE SOLUTIONS	MENTORING FOR THE MONTH OF JUNE 2018 - YVONNE RYDER	1		220.00
INV INV-023803/07/2018		DIRECTIONS WORKFORCE SOLUTIONS	MENTORING FOR THE MONTH OF JUNE 2018 - YVONNE RYDER	1	220.00	
EFT31044	14/09/2018	E FIRE & SAFETY	LEVEL 1/298 FITZGERALD STREET, NORTHAM -	1		154.00
INV 0022416315/08/2018		E FIRE & SAFETY	LEVEL 1/298 FITZGERALD STREET, NORTHAM -	1	154.00	
EFT31045	14/09/2018	FAST PRINTING GROUP PTY LTD	SUPPLY AND PRINTING OF BUMPER STICKERS FOR ROADWISE COMMITTEE "CHANGEMAKER" GRANT.	1		1,709.05
INV 0014015723/08/2018		FAST PRINTING GROUP PTY LTD	SUPPLY AND PRINTING OF BUMPER STICKERS FOR ROADWISE COMMITTEE "CHANGEMAKER" GRANT.	1	1,709.05	
EFT31046	14/09/2018	FM SURVEYS	LINE MARKING SPENCERS BROOK, & IRISHTOWN RD	1		3,355.00
INV 0002075226/08/2018		FM SURVEYS	LINE MARKING SPENCERS BROOK, & IRISHTOWN RD	1	3,355.00	
EFT31047	14/09/2018	FULTON HOGAN INDUSTRIES PTY LTD	IT BULKA BAG OF COLDMIX TO BE PICKED UP BY FLAT OUT FREIGHT	1		2,816.00
INV 1197340409/08/2018		FULTON HOGAN INDUSTRIES PTY LTD	IT BULKA BAG OF COLDMIX TO BE PICKED UP BY FLAT OUT FREIGHT	1	2,816.00	
EFT31048	14/09/2018	GDR CIVIL CONTRACTING PTY LTD	HIRE OF FLOAT TO MOVE TYRE ROLLER PN1502 FROM REFRACTORY ROAD TO HOGGARTH ROAD	1		495.00
INV 1373	24/07/2018	GDR CIVIL CONTRACTING PTY LTD	HIRE OF FLOAT TO MOVE TYRE ROLLER PN1502 FROM REFRACTORY ROAD TO HOGGARTH ROAD	1	495.00	
EFT31049	14/09/2018	GLENN STUART BEVERIDGE	UNIT 5 - REPAIRS TO CRACKED WALL IN BEDROOM 2 AND BATHROOM. INCLUDES FILL, SAND AND PAINT TO MATCH EXISTING COLOUR.	1		3,355.00

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INV 50	04/09/2018	GLENN STUART BEVERIDGE	WUNDOWIE HALL - 27/08/18 - EMERGENCY REPAIRS TO RIDGE CAPPING TO PREVENT LEAKS. REMOVE DAMAGED SECTION OF CEILING. RECTIFY ROOF LEAK OVER JARRAH FLOOR BOARDS.	1	627.00	
INV 48	04/09/2018	GLENN STUART BEVERIDGE	RECTIFY ROOF LEAK OVER JARRAH FLOOR BOARDS.	1	253.00	
INV 45	30/08/2018	GLENN STUART BEVERIDGE	REINSTATE 2 X TOILET ROLL DISPENSERS ON WALL IN FEMALE TOILETS AT TOWN HALL.	1	99.00	
INV 44	30/08/2018	GLENN STUART BEVERIDGE	UNIT 5 - REPAIRS TO CRACKED WALL IN BEDROOM 2 AND BATHROOM. INCLUDES FILL, SAND AND PAINT TO MATCH EXISTING COLOUR.	1	1,353.00	
INV 32	30/08/2018	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. EASE FRONT DOOR AND FIX LEAKING CISTERN.	1	363.00	
INV 34	30/08/2018	GLENN STUART BEVERIDGE	SOUND SHELL. REMOVE SEAT AND INSTALL HATCH IN WALL FOR CABLES.	1	132.00	
INV 47	30/08/2018	GLENN STUART BEVERIDGE	SUPPLY AND INSTALL NEW MIXER TAP FOR COTTAGE KITCHEN	1	121.00	
INV 46	04/09/2018	GLENN STUART BEVERIDGE	CALL OUT TO FIX "LOCKED" DOOR ON DISABLED TOILET AT BERNARD PARK.	1	66.00	
INV 42	30/08/2018	GLENN STUART BEVERIDGE	EMERGENCY REPAIRS TO SWINGING BRIDGE LIFTED BOARDS	1	198.00	
INV 33	30/08/2018	GLENN STUART BEVERIDGE	CEMETERY - REPLACE DAMAGED DOOR LATCH	1	143.00	
EFT31050	14/09/2018	GROVE WESLEY DESIGN ART	PRINT 7500 FAMILY PASSES BKB	1		902.00
INV 5185	31/08/2018	GROVE WESLEY DESIGN ART	5000 DL FLYERS BILYA	1	374.00	
INV 5178	31/08/2018	GROVE WESLEY DESIGN ART	PRINT 7500 FAMILY PASSES BKB	1	528.00	
EFT31051	14/09/2018	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD	1		522.75
INV 6008703	31/08/2018	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD	1	522.75	
EFT31052	14/09/2018	JANET VOST	CURATORIAL SERVICES FOR THE BKB CENTRE - JULY 2018	1		4,667.25
INV 0018-6	19/07/2018	JANET VOST	CURATORIAL SERVICES FOR THE BKB CENTRE - JULY 2018	1	4,667.25	

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EFT31053	14/09/2018	JOMAR CONTRACTING	CARRY OUT FUNGIDE TREATMENT ON BRIDGE 4654 MULUCKINE RD BRIDGE	1		10,362.00
INV 0000287829/08/2018		JOMAR CONTRACTING	CARRY OUT FUNGIDE TREATMENT ON BRIDGE 4654 MULUCKINE RD BRIDGE	1	10,362.00	
EFT31054	14/09/2018	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA	1		713.25
INV 0003239401/08/2018		KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE.	1	177.16	
INV 0003280915/08/2018		KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA	1	536.09	
EFT31055	14/09/2018	LANDMARK	SUMP PUMP FITTINGS (MINSON AVENUE)	1		27.07
INV 9007680105/07/2018		LANDMARK	SUMP PUMP FITTINGS (MINSON AVENUE)	1	27.07	
EFT31056	14/09/2018	LOCAL GOVERNMENT MANAGERS AUSTRALIA WA DIVISION INC	MANAGER TOURISM & EVENTS- CDN SPOTLIGHT FORUM	1		60.00
INV 9.406	03/07/2018	LOCAL GOVERNMENT MANAGERS AUSTRALIA WA DIVISION INC	MANAGER TOURISM & EVENTS- CDN SPOTLIGHT FORUM	1	60.00	
EFT31057	14/09/2018	LUCY'S TEAROOMS	CATERING FOR 2018 AVON RIVER FESTIVAL VIP FUNCTION (60 PEOPLE)- 3 AUGUST 2018 WITH DELIVERY AT 7PM	1		600.00
INV 1721	28/08/2018	LUCY'S TEAROOMS	CATERING FOR 2018 AVON RIVER FESTIVAL VIP FUNCTION (60 PEOPLE)- 3 AUGUST 2018 WITH DELIVERY AT 7PM	1	600.00	
EFT31058	14/09/2018	MARKETFORCE	JULY NEWSLETTER	1		1,526.00
INV 22734	24/07/2018	MARKETFORCE	JULY NEWSLETTER	1	1,526.00	
EFT31059	14/09/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 1ST JULY 2018 TO 5TH JANUARY 2019.	1		8,058.60
INV N1985	13/08/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 1ST JULY 2018 TO 5TH JANUARY 2019.	1	8,029.30	

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INV N1986	13/08/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 1ST JULY 2018 TO 5TH JANUARY 2019. 06/08/2018-12/08/2018	1	4,029.30	
EFT31060	14/09/2018	MUNVOST PTY LTD T/AS TRAINWEST	CERT 4 TRAINING AND ASSESSMENT - MICHELLE WINMAR	1		3,250.00
INV 16195	10/09/2018	MUNVOST PTY LTD T/AS TRAINWEST	CERT 4 TRAINING AND ASSESSMENT - MICHELLE WINMAR	1	3,250.00	
EFT31061	14/09/2018	NORTHAM & DISTRICTS LITTLE ATHLETICS CENTRE	KIDSPORT FOR NORTHAM DISTRICTS LITTLE ATHLETICS	1		148.50
INV KS025349	10/09/2018	NORTHAM & DISTRICTS LITTLE ATHLETICS CENTRE	KIDSPORT FOR NORTHAM DISTRICTS LITTLE ATHLETICS	1	148.50	
EFT31062	14/09/2018	NORTHAM BOWLING CLUB INC	MEMBERSHIP FEE FOR WOODING AND ROUSE	1		200.00
INV 7106	10/09/2018	NORTHAM BOWLING CLUB INC	MEMBERSHIP FEE FOR WOODING AND ROUSE	1	200.00	
EFT31063	14/09/2018	NORTHAM LIQUOR BARONS	BILYA KOORT BOODJA CENTRE OPENING (11 AUGUST 2018)	1		869.62
INV 1210-1250	17/08/2018	NORTHAM LIQUOR BARONS	BILYA KOORT BOODJA CENTRE OPENING (11 AUGUST 2018)	1	869.62	
EFT31064	14/09/2018	NORTHAM MAZDA	SERVICE OF MAZDA CX5 N10734	1		297.10
INV 120466	04/07/2018	NORTHAM MAZDA	SERVICE OF MAZDA CX5 N10734	1	297.10	
EFT31065	14/09/2018	NORTHAM SCOUT GROUP	KIDSPORT FOR HAMISH AND KASSIDY LAIRD	1		300.00
INV KS0253308	09/2018	NORTHAM SCOUT GROUP	KIDSPORT FOR HAMISH AND KASSIDY LAIRD	1	300.00	
EFT31066	14/09/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING FOR HAEUSLER, BANKS AND ROBINSON	1		300.00
INV 2	13/09/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING FOR HAEUSLER, BANKS AND ROBINSON	1	300.00	
EFT31067	14/09/2018	OFFICEWORKS SUPERSTORES PTY LTD	INKJOY BP PEN	1		68.77
INV 3096079509	08/2018	OFFICEWORKS SUPERSTORES PTY LTD	INKJOY BP PEN	1	41.86	

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INV 3991105106/08/2018		OFFICEWORKS SUPERSTORES PTY LTD	PAPERMATE INKJOY 550 RETRACTABLE BALLPOINT PEN BLACK	1	26.91	
EFT31068	14/09/2018	OXTER SERVICES	CLEANING OF VARIOUS PARKS - AUGUST 2018.	1		3,077.80
INV 20146	24/08/2018	OXTER SERVICES	NEW GRAVE AND GRAVE CERTIFICATION FOR JASON GILLESPIE 23/08/2018	1	781.00	
INV 20147	24/08/2018	OXTER SERVICES	CLEANING OF VARIOUS PARKS- AUGUST 2018.	1	2,296.80	
EFT31069	14/09/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	SET UP EMES LAPTOP.KILLARA BACK ONLINE, DEPOT & REC CENTRE BACK ONLINE-MARCH 2018	1		1,317.50
INV 23447	28/03/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	SET UP EMES LAPTOP.KILLARA BACK ONLINE, DEPOT & REC CENTRE BACK ONLINE-MARCH 2018	1	595.00	
INV 23446	28/03/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	DEPOT & REC CENTRE TELSTRA & VPN ISSUES	1	552.50	
INV 23445	28/03/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	KILLARA VPN RESET, COUNCILLOR P/W RESET AND UPS BLOWN SERVERS RESET	1	170.00	
EFT31070	14/09/2018	PRIMARIES OF WA PTY LTD	RETIC FITTINGS FOR PARKS & GARDENS	1		1,802.08
INV 2520010014/08/2018		PRIMARIES OF WA PTY LTD	RETIC FITTINGS FOR BKB.	1	642.58	
INV 2520020006/08/2018		PRIMARIES OF WA PTY LTD	RETIC FITTINGS FOR PARKS & GARDENS	1	1,159.50	
EFT31071	14/09/2018	PROTEUS ENTERPRISES PTY LTD	POSITIVE CULTURE DAY PROGRAMS - CHERYL GREENOUGH	1		499.00
INV INV-000208/08/2018		PROTEUS ENTERPRISES PTY LTD	POSITIVE CULTURE DAY PROGRAMS - CHERYL GREENOUGH	1	499.00	
EFT31072	14/09/2018	RIDING FOR THE DISABLED ASSOC. OF WA INC	COMMUNITY GRANTS 2018/2019	1		5,000.00
INV 05	31/08/2018	RIDING FOR THE DISABLED ASSOC. OF WA INC	COMMUNITY GRANTS 2018/2019	1	5,000.00	
EFT31073	14/09/2018	ROTARY CLUB OF NORTHAM	COMMUNITY GRANTS 2018/2019	1		1,936.00
INV 18013	30/08/2018	ROTARY CLUB OF NORTHAM	COMMUNITY GRANTS 2018/2019	1	1,936.00	
EFT31074	14/09/2018	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTERJULY 2018	1		1,995.14
INV 0001171431/07/2018		RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTERJULY 2018	1	1,995.14	

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EFT31075	14/09/2018	SMITH SCULPTORS	HUGO THROSSELL STATUE- NORTHAM - MILITARY INSIGNIA BADGES - REPLACEMENT	1		759.00
INV RR14/09/14/09/2018		SMITH SCULPTORS	HUGO THROSSELL STATUE- NORTHAM - MILITARY INSIGNIA BADGES - REPLACEMENT	1	759.00	
EFT31076	14/09/2018	SOHAN ARIEL HAYES	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FIT OUT - MEDIA SOFTWARE PACKAGE A	1		7,040.00
INV 0000014806/08/2018		SOHAN ARIEL HAYES	NORTHAM ABORIGINAL ENVIRONMENTAL AND INTERPRETIVE CENTRE INTERIOR FIT OUT - MEDIA SOFTWARE PACKAGE A	1	7,040.00	
EFT31077	14/09/2018	SOUTHERN CROSS AUSTEREO PTY LTD	I LOVE AVON VALLEY RADIO ADVERTISING.	1		1,633.50
INV 7070206131/07/2018		SOUTHERN CROSS AUSTEREO PTY LTD	I LOVE AVON VALLEY RADIO ADVERTISING.	1	1,633.50	
EFT31078	14/09/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN THE GRASS VALLEY TOWNSITE	1		2,090.00
INV 2907	05/09/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN THE GRASS VALLEY TOWNSITE.	1	2,090.00	
EFT31079	14/09/2018	STATE LIBRARY OF WESTERN AUSTRALIA	ANNUAL FEE LOST AND DAMAGED MATERIALS	1		1,540.00
INV RI02093814/08/2018		STATE LIBRARY OF WESTERN AUSTRALIA	ANNUAL FEE LOST AND DAMAGED MATERIALS	1	1,540.00	
EFT31080	14/09/2018	TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WFI SUPPORT RENEWAL 12 EXPIRY	1		7,585.68
INV 0000099702/07/2018		TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WFI SUPPORT RENEWAL 12 EXPIRY	1	7,585.68	
EFT31081	14/09/2018	THE PRINT SHOP BUNBURY	A1 BROCHURES (150GSM GLOSS/ FULL COLOUR, DOUBLE SIDED/ MAP FOLD TO DL)	1		2,058.00
INV 21630	21/08/2018	THE PRINT SHOP BUNBURY	A1 BROCHURES (150GSM GLOSS/ FULL COLOUR, DOUBLE SIDED/ MAP FOLD TO DL)	1	2,058.00	
EFT31082	14/09/2018	TRISLEY'S HYDRAULIC SERVICES PTY LTD	REPLACE HAIR AND LINT POT AT NORTHAM POOL	1		5,633.38
INV 9020314915/08/2018		TRISLEY'S HYDRAULIC SERVICES PTY LTD	REPLACE HAIR AND LINT POT AT NORTHAM POOL	1	5,633.38	
EFT31083	14/09/2018	VERLINDENS ELECTRICAL SERVICE (WA)	REC CENTRE. SUPPLY AND INST ALL EMERGENCY LIGHTS AND SIGNS TO REPLACE UNITS THAT HAVE FAILED AUS STANDARD AS2293.2	1		5,414.20

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INV 88013	20/08/2018	VERLINDENS ELECTRICAL SERVICE (WA)	REC CENTRE. SUPPLY AND INSTALL EMERGENCY LIGHTS AND SIGNS TO REPLACE UNITS THAT HAVE FAILED AUS STANDARD AS2293.2	1	4,000.70	
INV 88034	21/08/2018	VERLINDENS ELECTRICAL SERVICE (WA)	SUPPLY POWER TO 15 MARQUEES FOR BKB CENTRE OPENING (SATURDAY 11 AUGUST 2018).	1	1,413.50	
EFT31084	14/09/2018	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN.	1		391.26
INV 51264	17/08/2018	WARRICKS NEWSAGENCY	STATIONERY FOR SHIRE ADMIN.	1	391.26	
EFT31085	14/09/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - ATILA MENCSELYI	1		13,892.00
INV I3072664	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - CHRIS ANTONIO	1	1,843.00	
INV I3072672	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - FOR CR JULIE WILLIAMS	1	1,475.00	
INV I3072671	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - JASON WHITEBAKER	1	1,592.00	
INV I3072670	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - ROB TINETTI	1	1,973.00	
INV I3072669	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - MICHAEL RYAN	1	1,753.00	
INV I3072668	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - JOHN PROUD	1	1,355.00	
INV I3072667	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - ATILA MENCSELYI	1	2,128.00	
INV I3072666	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - TERRY LITTLE	1	1,053.00	
INV I3072665	15/08/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA 2018 LOCAL GOVERNMENT CONVENTION - CHRIS DAVIDSON	1	720.00	
EFT31086	14/09/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1201 WA HINO FLOCON N.008 - INSTRUMENT PANEL NOT WORKING, SPEEDO GOING HAYWIRE AND NEW BATTERY CONTINUALLY GOING FLAT AND HAVING TO JUMPSTART, TWO WAY SENDING NOT RECEIVING.	1		1,023.00
INV 8069	31/07/2018	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1201 WA HINO FLOCON N.008 - INSTRUMENT PANEL NOT WORKING, SPEEDO GOING HAYWIRE AND NEW BATTERY CONTINUALLY GOING FLAT AND HAVING TO JUMPSTART, TWO WAY SENDING NOT RECEIVING.	1	1,023.00	

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EFT31087	14/09/2018	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY 05/07/2018-2/08/2018	1		9,979.20
INV 0030094520/08/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY 07/08/2018-15/08/2018	1	2,851.20	
INV 0030094401/08/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY 05/07/2018-2/08/2018	1	7,128.00	
EFT31088	14/09/2018	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES FOR PRINTERS	1		712.90
INV 23840	17/08/2018	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES FOR PRINTERS	1	712.90	
EFT31089	14/09/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR GLEN MCPHERSON	1		300.00
INV 8360	24/07/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR GLEN MCPHERSON	1	150.00	
INV 8405	15/08/2018	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR RICHARD CAMPBELL	1	150.00	
EFT31090	26/09/2018	AUSTRALIA POST	POSTAGE FOR AUGUST 2018 - KILLARA & ADMIN.	1		827.78
INV AUGUST31/08/2018		AUSTRALIA POST	POSTAGE FOR AUGUST 2018 - KILLARA & ADMIN.	1	827.78	
EFT31091	26/09/2018	AUSTRALIAN SERVICES UNION	Payroll deductions	1		51.80
INV DEDUCT18/09/2018		AUSTRALIAN SERVICES UNION	Payroll deductions		51.80	
EFT31092	26/09/2018	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG RUN WEEK END 18/09/2018	1		63,938.00
INV PAYROL20/09/2018		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG RUN WEEK END 18/09/2018	1	63,938.00	
EFT31093	26/09/2018	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR AUGUST 2018	1		23,604.07
INV AUGUST31/08/2018		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR AUGUST 2018	1	23,604.07	
EFT31094	26/09/2018	EASIFLEET	Payroll deductions	1		2,136.31
INV DEDUCT18/09/2018		EASIFLEET	Payroll deductions		1,194.12	
INV DEDUCT18/09/2018		EASIFLEET	Payroll deductions		942.19	
EFT31095	26/09/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1		11,941.50

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INV 2914	14/09/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS IN NORTHAM TOWNSITE - GORDON STREET AVENUE.	1	11,941.50	
EFT31096	26/09/2018	WA HINO SALES & SERVICES	SUPPLY ONE (1) NEW HINO 500 SERIES 1628 MEDIUM AUTO MODEL: FG8J1A-WHU AS PER REFERENCE# VP95034 & QUOTE# Q17865*2 INCLUDING: WINDOW TINT CANVAS SEAT COVERS FIRST AID KIT DELIVERY & HANDOVER	1		146,074.50
INV F2890	18/09/2018	WA HINO SALES & SERVICES	REPAIR DAMAGED CAMERA ON NEW HINO 500 N10759.	1	495.00	
INV F2890	18/09/2018	WA HINO SALES & SERVICES	SUPPLY ONE (1) NEW HINO 500 SERIES 1628 MEDIUM AUTO MODEL: FG8J1A-WHU AS PER REFERENCE# VP95034 & QUOTE# Q17865*2 INCLUDING: WINDOW TINT CANVAS SEAT COVERS FIRST AID KIT DELIVERY & HANDOVER	1	145,579.50	
EFT31097	26/09/2018	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA ACCOUNT AUGUST 2018.	1		749.85
INV AUGUST31/08/2018		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA ACCOUNT AUGUST 2018.	1	749.85	
EFT31098	28/09/2018	ANDY'S PLUMBING SERVICE	CALL OUT TO LEAKING TOILET AT RSL MEMEORIAL HALL. REPLACE CISTERN.	1		1,743.50
INV A18102	11/09/2018	ANDY'S PLUMBING SERVICE	PLUMBING ISSUES AT UNITS 1, 4 AND 7 KURINGAL VILLAGE	1	616.00	
INV A18128	11/09/2018	ANDY'S PLUMBING SERVICE	CALL OUT TO REPAIR GAS OVEN NOT WORKING - TOWN HALL.	1	220.00	
INV A18127	11/09/2018	ANDY'S PLUMBING SERVICE	CALL OUT TO LEAKING TOILET AT RSL MEMEORIAL HALL. REPLACE CISTERN.	1	687.50	
INV A18129	11/09/2018	ANDY'S PLUMBING SERVICE	CALLOUT TO UNBLOCK TOILET IN DISABLED TOILETS AT VISITORS CENTRE BUILDING.	1	220.00	
EFT31099	28/09/2018	AVON PAPER SHRED	240LTR BIN PAPER SHRED FOR KILLARA	1		60.00

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INV 51455	04/09/2018	AVON PAPER SHRED	240LTR BIN PAPER SHRED FOR KILLARA	1	60.00	
EFT31100	28/09/2018	AVON VALLEY ARTS SOCIETY (INC)	ART WORKS SOLD FOR COMMISSION	1		258.30
INV 00048700	10/09/2018	AVON VALLEY ARTS SOCIETY (INC)	ART WORKS SOLD FOR COMMISSION	1	258.30	
EFT31102	28/09/2018	AVON VALLEY TOYOTA	SUPPLY NEW TOYOTA HIACE - 14 SEATER AND TRADE OF TOYOTA KILLARA4	1		41,121.80
INV 4292	12/09/2018	AVON VALLEY TOYOTA	SUPPLY NEW TOYOTA HIACE - 14 SEATER AND TRADE OF TOYOTA KILLARA4	1	41,121.80	
EFT31103	28/09/2018	AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR 12 MONTH PERIOD JULY 2018 TO JUNE 2019.	1		83,717.51
INV 0030653	31/08/2018	AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR 12 MONTH PERIOD JULY 2018 TO JUNE 2019.	1	46,317.52	
INV 30678	31/08/2018	AVON WASTE	RUBBISH COLLECTION FOR THE FORTNIGHT ENDING 31/08/2018.	1	37,399.99	
EFT31104	28/09/2018	AVONVALE EDUCATION SUPPORT CENTRE	EDUCATION PRIZES & DONATIONS 2018	1		200.00
INV 404	17/09/2018	AVONVALE EDUCATION SUPPORT CENTRE	EDUCATION PRIZES & DONATIONS 2018	1	200.00	
EFT31105	28/09/2018	BAKERS HILL PRIMARY SCHOOL	EDUCATION PRIZES & DONATIONS 2018	1		200.00
INV 1650	07/09/2018	BAKERS HILL PRIMARY SCHOOL	EDUCATION PRIZES & DONATIONS 2018	1	200.00	
EFT31106	28/09/2018	BEAUREPAIRES	REPAIR TO FLAT TYRE ON JOHN DEERE TRACTOR PN1408 - N11063.	1		417.56
INV 6410135407	09/2018	BEAUREPAIRES	REPAIR TO FLAT TYRE ON JOHN DEERE TRACTOR PN1408 - N11063.	1	323.75	
INV 6410068107	08/2018	BEAUREPAIRES	REPAIR TYRE ON BOMAG TYRE ROLLER	1	93.81	
EFT31107	28/09/2018	BLACKWELL PLUMBING PTY LTD	ANNUAL TESTING OF RPZD - SPENCERS BROOK	1		1,192.46
INV INV-182631	08/2018	BLACKWELL PLUMBING PTY LTD	ANNUAL TESTING OF RPZD - SPENCERS BROOK	1	845.63	
INV INV-181431	07/2018	BLACKWELL PLUMBING PTY LTD	Annual testing of RPZ	1	247.83	

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INV INV-182527/08/2018		BLACKWELL PLUMBING PTY LTD	REPAIR TO TAP IN MENS BASIN (HR) REPAIR TO LADIES TOILETS (HR)	1	99.00	
EFT31108	28/09/2018	BLOOMY'S FLORIST	FLOWERS FOR CARLY PARKER	1		80.00
INV 20215	06/09/2018	BLOOMY'S FLORIST	FLOWERS FOR CARLY PARKER	1	80.00	
EFT31109	28/09/2018	BOORLOO ABORIGINAL CULTURAL EXPERIENCE	PERFORMANCE AT THE OPENING OF THE BKB.	1		1,210.00
INV REF0280	04/09/2018	BOORLOO ABORIGINAL CULTURAL EXPERIENCE	PERFORMANCE AT THE OPENING OF THE BKB.	1	1,210.00	
EFT31110	28/09/2018	BUZZINROUND PTY LTD T/A BR COMMS	PABX PROGRAMMING CHANGES , TERINATION OF NETWORK & TELCO CABLES BETWEEN VISITORS CENTRE & BKB TESTED OK	1		1,596.65
INV 0000278706/09/2018		BUZZINROUND PTY LTD T/A BR COMMS	PROGRAMMING CHANGES TO PHONE SYSTEM AT ADMIN & REPAIR AT DEPOT, WORK AT BKB & VIS CEN	1	674.85	
INV 0000278516/08/2018		BUZZINROUND PTY LTD T/A BR COMMS	PABX PROGRAMMING CHANGES , TERINATION OF NETWORK & TELCO CABLES BETWEEN VISITORS CENTRE & BKB TESTED OK	1	921.80	
EFT31111	28/09/2018	CIVIC LEGAL	A PRACTICAL APPROACH LUNCH AND LEARN FOR CHERYL GREENOUGH 01/08/2018	1		231.00
INV 503981	15/08/2018	CIVIC LEGAL	A PRACTICAL APPROACH LUNCH AND LEARN FOR CHERYL GREENOUGH 01/08/2018	1	231.00	
EFT31112	28/09/2018	COUNTRY COPIERS NORTHAM	VC COPIER SERVICE SEPTEMBER 2018	1		1,401.53
INV S7147	04/09/2018	COUNTRY COPIERS NORTHAM	VC COPIER SERVICE SEPTEMBER 2018	1	1,401.53	
EFT31113	28/09/2018	COURIER AUSTRALIA	COURIER SERVICES VISITOR CENTER AND DEPOT	1		798.46
INV S301319	06/07/2018	COURIER AUSTRALIA	COURIER SERVICES VISITOR CENTER AND DEPOT	1	712.21	
INV S301319	24/08/2018	COURIER AUSTRALIA	COURIER SERVICES ENG AUGUST 18	1	86.25	
EFT31114	28/09/2018	DAMIAN'S PLUMBING	VISITORS CENTRE - FIT NEW WATER METRE FOR RETIC	1		295.90
INV 3526	09/09/2018	DAMIAN'S PLUMBING	VISITORS CENTRE - FIT NEW WATER METRE FOR RETIC	1	295.90	
EFT31115	28/09/2018	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK TOILETS - SERVICING OF SHARPS SAFE JULY 2018	1		270.27

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INV 1683250	31/08/2018	DANIELS HEALTH SERVICES PTY LTD	BERNARD PARK TOILETS - SERVICING OF SHARPS SAFE JULY 2018	1	180.18	
INV 1683252	31/08/2018	DANIELS HEALTH SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SERVICING OF SHARPS AUGUST 2018	1	90.09	
EFT31116	28/09/2018	DEREK PATERSON	RATES CREDIT REFUND FOR ASSESSMENT A1158 LOT 4042 GRASS VALLEY NORTH ROAD SOUTHERN BROOK WA 6401	1		817.65
INV A1158	19/09/2018	DEREK PATERSON	RATES CREDIT REFUND FOR ASSESSMENT A1158 LOT 4042 GRASS VALLEY NORTH ROAD SOUTHERN BROOK WA 6401		817.65	
EFT31117	28/09/2018	DMC CLEANING	CLEANING OF VARIOUS SHIRE PROPERTIES FROM 01/08/2018 TO 31/08/2018.	1		5,294.12
INV SON012	27/08/2018	DMC CLEANING	CLEANING OF VARIOUS SHIRE PROPERTIES FROM 01/08/2018 TO 31/08/2018.	1	5,096.12	
INV SON011	13/08/2018	DMC CLEANING	SPECIAL CLEANING OF BERNARD PARK PUBLIC	1	198.00	
EFT31118	28/09/2018	DOWNER EDI WORKS PTY LTD	FOR REMAINING WORKS NOT COMPLETED ON PREVIOUS PURCHASE ORDER 47370 - MITCHELL AVE ROAD SURFACING WORKS - SUPPLY AND LAY IPWEA AC10 75BLOW C320 ASPHALT @30MM, INCLUDING TACK COAT AS PER QUOTE 600.6383.04	1		89,471.64
INV 6004198	30/04/2018	DOWNER EDI WORKS PTY LTD	FOR REMAINING WORKS NOT COMPLETED ON PREVIOUS PURCHASE ORDER 47370 - MITCHELL AVE ROAD SURFACING WORKS - SUPPLY AND LAY IPWEA AC10 75BLOW C320 ASPHALT @30MM, INCLUDING TACK COAT AS PER QUOTE 600.6383.04	1	89,471.64	
EFT31119	28/09/2018	E FIRE & SAFETY	CHECKING OF EXIT SIGNS & REPLACE FAILED FITTINGS FOR VARIOUS BUILDINGS.	1		7,215.45
INV 0022448422/08/2018		E FIRE & SAFETY	NORTHAM SPORT & REC ROUTINE FIRE PANEL TESTING FOR AUGUST 2018.	1	236.50	
INV 0022451022/08/2018		E FIRE & SAFETY	NORTHAM TOWN HALL - FIRE DETECTION SYSTEM TESTED AUGUST 2018.	1	162.80	
INV 0022457322/08/2018		E FIRE & SAFETY	KILARRA. MONTHLY FIRE PANEL TESTING FOR AUGUST 2018.	1	532.40	
INV 0022518329/08/2018		E FIRE & SAFETY	CALL OUT TO TOWN HALL TO ATTEND SITE TO REPAIR FIRE PANEL	1	415.25	

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INV 0022326231/07/2018		E FIRE & SAFETY	CHECKING OF EXIT SIGNS & REPLACE FAILED FITTINGS FOR VARIOUS BUILDINGS.	1	5,868.50	
EFT31120	28/09/2018	ELDERS LIMITED	20L DRUM OF GLYSOPHATE	1		586.30
INV C308539511/09/2018		ELDERS LIMITED	20L DRUM OF GLYSOPHATE	1	586.30	
EFT31121	28/09/2018	EXECUTIVE MEDIA PTY LTD	1/2 PAGE AD AND 1/2 PAGE EDITORIAL IN CARAVANNING WA WILDFLOWER SPRING FOCUS	1		1,800.00
INV 160005	23/08/2018	EXECUTIVE MEDIA PTY LTD	1/2 PAGE AD AND 1/2 PAGE EDITORIAL IN CARAVANNING WA WILDFLOWER SPRING FOCUS	1	1,800.00	
EFT31123	28/09/2018	GDR CIVIL CONTRACTING PTY LTD	FLOATING MACHINERY FROM KATRINE ROAD TO CHINGANNING ROAD.	1		825.00
INV 1391	31/08/2018	GDR CIVIL CONTRACTING PTY LTD	FLOATING MACHINERY FROM KATRINE ROAD TO CHINGANNING ROAD.	1	825.00	
EFT31124	28/09/2018	GLENN STUART BEVERIDGE	CARRY OUT MAINTENANCE ON TIMBER SEATING IN CBD - INCLUDE STAINING, BOARD REPLACEMENT & SECURE FOOTINGS - 14 SEATS @ \$175.00 EACH.	1		3,484.00
INV 35	30/08/2018	GLENN STUART BEVERIDGE	INSTALLATION OF BARRIER AS GATE HAS BEEN REMOVED FROM MORRELL STREET PARK (ICS80316)	1	264.00	
INV 36	30/08/2018	GLENN STUART BEVERIDGE	CARRY OUT MAINTENANCE ON TIMBER SEATING IN CBD - INCLUDE STAINING, BOARD REPLACEMENT & SECURE FOOTINGS - 14 SEATS @ \$175.00 EACH.	1	2,450.00	
INV 43	30/08/2018	GLENN STUART BEVERIDGE	REPAIR SHIRE BOUNDARY FENCE POST BETWEEN 42 & 44 CHARLES STREET, NORTHAM	1	330.00	
INV 31	20/09/2018	GLENN STUART BEVERIDGE	AVVA BUILDING. REPAIR STORM WATER PIPES ON BUILDING AND ROAD EDGE.	1	440.00	
EFT31125	28/09/2018	HARRISON SARGEANT	YOUTH TRAVEL ALLOWANCE (OVERSEAS)	1		300.00
INV RR17/09/17/09/2018		HARRISON SARGEANT	YOUTH TRAVEL ALLOWANCE (OVERSEAS)	1	300.00	
EFT31126	28/09/2018	HILLS CONCRETE PRODUCTS	CONCRETE DRAIN LIDS	1		660.00
INV 9008	29/08/2018	HILLS CONCRETE PRODUCTS	CONCRETE DRAIN LIDS	1	660.00	
EFT31127	28/09/2018	HOST AUTO REPAIRS	GRASS VALLEY 4.4 - ANNUAL SERVICE , MAINTENANCE, PARTS & LABOUR	1		668.05

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INV 62371	31/08/2018	HOST AUTO REPAIRS	GRASS VALLEY 4.4 - ANNUAL SERVICE , MAINTENANCE, PARTS & LABOUR	1	668.05	
EFT31128	28/09/2018	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	AMP KIT - 1000S 24VDC 60/100W WA FIRE	1		764.28
INV INV-012420/08/2018		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	AMP KIT - 1000S 24VDC 60/100W WA FIRE	1	764.28	
EFT31129	28/09/2018	IT VISION	ELECTRONIC PAYSIP LICENCE OFFER - AS QUOTED (ONLGOING FEE OF \$293.00 PER ANNUM AFTER INITIAL SETUP	1		2,798.59
INV 30343	31/08/2018	IT VISION	ELECTRONIC PAYSIP LICENCE OFFER - AS QUOTED (ONLGOING FEE OF \$293.00 PER ANNUM AFTER INITIAL SETUP	1	2,798.59	
EFT31130	28/09/2018	IW PROJECTS	oncept design and feasibility study for the proposed Transfer Station and Tip Shop - Old Quarry Road Waste Facility	1		7,095.00
INV 997	31/08/2018	IW PROJECTS	oncept design and feasibility study for the proposed Transfer Station and Tip Shop - Old Quarry Road Waste Facility	1	7,095.00	
EFT31131	28/09/2018	IXOM OPERATIONS PTY LTD	920 DRUM CHLORINE GAS	1		2,960.10
INV 6012446	11/09/2018	IXOM OPERATIONS PTY LTD	920 DRUM CHLORINE GAS	1	2,960.10	
EFT31132	28/09/2018	JAMES ROSS HITSERT	CROSSOVER REBATE PAYMENT FOR 7 ATKINSON STREET NORTHAM	1		800.00
INV CK2007220/07/2018		JAMES ROSS HITSERT	CROSSOVER REBATE PAYMENT FOR 7 ATKINSON STREET NORTHAM	1	800.00	
EFT31133	28/09/2018	JONES CONTRACTING PTY LTD	SUPPLY 3100 TONNE OF GRAVEL @ \$11.00 PER TONNE FOR CHINGANNING ROAD.	1		7,311.15
INV 3951	31/08/2018	JONES CONTRACTING PTY LTD	SUPPLY 3100 TONNE OF GRAVEL @ \$11.00 PER TONNE FOR CHINGANNING ROAD.	1	7,311.15	
EFT31134	28/09/2018	KELLIE SLATER	REIMBURSEMENT FOR POLICE CLEARANCE	1		49.00
INV 275537	07/08/2018	KELLIE SLATER	REIMBURSEMENT FOR POLICE CLEARANCE	1	49.00	
EFT31135	28/09/2018	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA	1		110.17
INV 0003308429/08/2018		KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA	1	110.17	

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EFT31136	28/09/2018	LANDMARK	X 3 GAS BOTTLES TO NORTHAM TOWN HALL	1		467.00
INV 9009275523/08/2018		LANDMARK	REPLACEMENT GAS BOTTLE FOR SENIORS MEMORIAL HALL	1	107.00	
INV 9009320124/08/2018		LANDMARK	X 3 GAS BOTTLES TO NORTHAM TOWN HALL	1	360.00	
EFT31137	28/09/2018	MARKETFORCE	SATURDAY 28/07/2018 RFT FLOOD REPAIR (WEST) TENDER	1		2,514.23
INV 23286	27/08/2018	MARKETFORCE	28/07/18 DISPOSAL OF PROPERTY AT 269 FITZGERALD STREET NORTHAM	1	526.00	
INV 23275	27/08/2018	MARKETFORCE	01/08/2018 PROPOSAL TO DISPOSE 269 FITZGERALD STREET NORTHAM	1	163.00	
INV 23274	27/08/2018	MARKETFORCE	01/08/2018 DISPOSAL OF PROPERTY	1	180.93	
INV 23273	27/08/2018	MARKETFORCE	01/08/2018 RFT FLOOD REPAIRS	1	252.65	
INV 23284	27/08/2018	MARKETFORCE	SATURDAY 28/07/2018 RFT FLOOD REPAIR (WEST) TENDER	1	844.43	
INV 23285	27/08/2018	MARKETFORCE	SATURDAY 28/07/2018 - DISPOSAL OF PROPERTY (WEST)	1	547.22	
EFT31138	28/09/2018	MAYBERRY HAMMOND & CO	FURTHER CHARGES FOR DISBURSEMENT OF NORTHAM AERO CLUB LEASE	1		869.00
INV 41567	22/08/2018	MAYBERRY HAMMOND & CO	FURTHER CHARGES FOR DISBURSEMENT OF NORTHAM AERO CLUB LEASE	1	462.00	
INV 41589	06/09/2018	MAYBERRY HAMMOND & CO	SPEEDWAY LEASE	1	407.00	
EFT31139	28/09/2018	METROCOUNT	TRAFFIC COUNTERS - METROCOUNT TRAFFIC MONITORING EQUIPMENT AS PER QUOTE#	1		17,143.50
INV INV026603/09/2018		METROCOUNT	TRAFFIC COUNTERS - METROCOUNT TRAFFIC MONITORING EQUIPMENT AS PER QUOTE#	1	17,143.50	
EFT31140	28/09/2018	MICHELLE WINMAR	REIMBURSEMENT FOR MEALS WHILE ATTENDING 3-5/09/2018, TRAINING 10-14/09/2018, TAXI FAIR 05/09/2018	1		263.33
INV 0200020007/09/2018		MICHELLE WINMAR	PURCHASE OF ART SUPPLIES FOR SCHOOL GROUP 11/09/2018	1	57.00	
INV MW18/0918/09/2018		MICHELLE WINMAR	REIMBURSEMENT FOR MEALS WHILE ATTENDING 3-5/09/2018, TRAINING 10-14/09/2018, TAXI FAIR 05/09/2018	1	206.33	
EFT31141	28/09/2018	MIDALIA STEEL	50MM CAPS FOR SIGN POLE INSTALLATION (BOX)	1		24.42

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INV 6201909129/08/2018		MIDALIA STEEL	50MM CAPS FOR SIGN POLE INSTALLATION (BOX)	1	24.42	
EFT31142	28/09/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 1ST JULY 2018 TO 5TH JANUARY 2019.	1		8,058.60
INV N1996	27/08/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 1ST JULY 2018 TO 5TH JANUARY 2019.	1	4,029.30	
INV N1995	27/08/2018	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS 5 DAYS PER WEEK AS PER CONTRACT 5 OF 2014 FOR THE PERIOD 1ST JULY 2018 TO 5TH JANUARY 2019.	1	4,029.30	
EFT31143	28/09/2018	MOW MASTER TURF EQUIPMENT	SUPPLY & DELIVERY OF ONE MOW MASTER WR660 CRICKET PITCH ROLLER AS PER ATTACHED QUOTE. SPECIFICATIONS INCLUDED: REAR DRUM 900MM DIAMETER. A WALL THICNESS OF 25MM & IS FULLY MACHINED. ROLLER IS MOUNTED ON 60MM BEARINGS. FRONT ROLLERS ARE 2 SECTION, 10MM THICK & FULLY MACHINED. ROLLERS ARE MOUNTED ON 50MM BEARINGS. FRONT & REAR ROLLER SCRAPER. UNIQUE HYDRAULIC STEERING. HUGE SUN SHADE, FULLY ADJUSTABLE ON BOTH HEIGHT & WIDTH. FULLY ADJUSTABLE SUSPENSION SEAT INCLUDING SWIVEL. EASY OPERATOR CONTROLS & SPEED SETTINGS. TOTAL DRY WEIGHT OF MACHINE 1370KG & 1960KG WATER FILLED PLUS OPERATOR. HYDRAULIC TRANSMISSION UP TO 9KM/HR ENGINE 25HP HONDA.	1		32,900.00

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INV 0005530003/09/2018		MOW MASTER TURF EQUIPMENT	SUPPLY & DELIVERY OF ONE MOW MASTER WR660 CRICKET PITCH ROLLER AS PER ATTACHED QUOTE. SPECIFICATIONS INCLUDED: REAR DRUM 900MM DIAMETER, A WALL THICJNESS OF 25MM & IS FULLY MACHINED. ROLLER IS MOUNTED ON 60MM BEARINGS. FRONT ROLLERS ARE 2 SECTION, 10MM THICK & FULLY MACHINED. ROLLERS ARE MOUNTED ON 50MM BEARINGS. FRONT & REAR ROLLER SCRAPERS. UNIQUE HYDRAULIC STEERING. HUGE SUN SHADE, FULLY ADJUSTABLE ON BOTH HEIGHT & WIDTH. FULLY ADJUSTABLE SUSPENSION SEAT INCLUDING SWIVEL. EASY OPERATOR CONTROLS & SPEED SETTINGS. TOTAL DRY WEIGHT OF MACHINE 1370KG & 1960KG WATER FILLED PLUS OPERATOR. HYDRAULIC TRANSMISSION UP TO 9KM/HR. ENGINE 25HP HONDA.	1	32,900.00	
EFT31144	28/09/2018	MR NATURALLY CLEAN	AFTER HOURS SECURITY	1		1,100.00
INV INV-098930/08/2018		MR NATURALLY CLEAN	BASIC CLEAN OF POOL HOUSE AS PER EMAIL	1	165.00	
INV INV-098830/07/2018		MR NATURALLY CLEAN	1 OFF CLEAN OF NORTHAM TOWN HALL AS PER EMAIL	1	440.00	
INV INV-096917/08/2018		MR NATURALLY CLEAN	AFTER HOURS SECURITY	1	495.00	
EFT31145	28/09/2018	NORTHAM & DISTRICTS LITTLE ATHLETICS CENTRE	KIDSPORT FUNDING	1		374.00
INV KS02556819/09/2018		NORTHAM & DISTRICTS LITTLE ATHLETICS CENTRE	KIDSPORT FUNDING	1	374.00	
EFT31146	28/09/2018	NORTHAM AUTO ELECTRICS	205/75R17.5 TYERS X 4 TO BE FITTED 13 AUGUST 2018	1		986.40
INV Z8500	13/08/2018	NORTHAM AUTO ELECTRICS	205/75R17.5 TYERS X 4 TO BE FITTED 13 AUGUST 2018	1	986.40	
EFT31147	28/09/2018	NORTHAM AVON DESCENT ASSOCIATION	AVON DESCENT- SHIRE OF NORTHAM SUPPORT 2018	1		22,000.00

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INV 2018/017	19/07/2018	NORTHAM AVON DESCENT ASSOCIATION	AVON DESCENT- SHIRE OF NORTHAM SUPPORT 2018	1	22,000.00	
EFT31148	28/09/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		1,300.00
INV 7105	05/09/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	800.00	
INV 7122	13/09/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR ALLAN HICKS and CAROLE KULLACK	1	200.00	
INV 7107	11/09/2018	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR BRIAN SHEPHERD, GAYLE SHEPHERD and GILLIAN BEAZLEY	1	300.00	
EFT31149	28/09/2018	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FOR BEVEREY YOUNG	1		500.00
INV 2339	03/09/2018	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FOR BEVEREY YOUNG	1	100.00	
INV 2351	17/09/2018	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR FRED BLECHYNDEN	1	100.00	
INV 2353	17/09/2018	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR OLIVER GRIFFITHS	1	100.00	
INV 2352	17/09/2018	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR PETER BEAZLEY	1	100.00	
INV 2350	17/09/2018	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR PAULINE BLECHYNDEN	1	100.00	
EFT31150	28/09/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR TIM EDMONDS	1		236.50
INV 91534	19/08/2018	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR TIM EDMONDS	1	236.50	
EFT31151	28/09/2018	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FOR NORTHAM JUNIOR FOOTBALL CLUB	1		90.00
INV KS02521	07/09/2018	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FOR NORTHAM JUNIOR FOOTBALL CLUB	1	90.00	
EFT31152	28/09/2018	NORTHAM MITRE 10 SOLUTIONS	BLOW MOLD TABLES (0.75M X 1.8M) PLUS DELIVERY	1		4,826.96
INV 1032051701	08/2018	NORTHAM MITRE 10 SOLUTIONS	MAKITA BATTERY 18V 5AMP (FOR CORDLESS DRILL)	1	280.00	
INV 1032101703	08/2018	NORTHAM MITRE 10 SOLUTIONS	1X LARGE BOTTLE HELIUM GAS FOR AVON RIVER	1	446.50	
INV 1032308709	08/2018	NORTHAM MITRE 10 SOLUTIONS	ENGRAVING MACHINE FOR ENGINEERING SERVICES.	1	23.25	
INV 1032483115	08/2018	NORTHAM MITRE 10 SOLUTIONS	PURCHASE OF KARCHER WD# PREMIUM WET & DRY VACUUM CLEANER	1	140.00	
INV 1032090802	08/2018	NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR BKE	1	45.36	

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INV 1032078002/08/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR BKE	1	97.46	
INV 1032420213/08/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR HOOPER PARK	1	740.48	
INV 1032426613/08/2018		NORTHAM MITRE 10 SOLUTIONS	PAINT FOR NURSERY AT DEPOT	1	44.06	
INV 1032441113/08/2018		NORTHAM MITRE 10 SOLUTIONS	BAGS OF CEMENT	1	27.75	
INV 1032484815/08/2018		NORTHAM MITRE 10 SOLUTIONS	BAGS OF CEMENT	1	27.75	
INV 1032484715/08/2018		NORTHAM MITRE 10 SOLUTIONS	BAGS OF CEMENT	1	9.25	
INV 1032179506/08/2018		NORTHAM MITRE 10 SOLUTIONS	"D" SIZE BATTERIES FOR LASER LEVEL	1	13.78	
INV 1032081902/08/2018		NORTHAM MITRE 10 SOLUTIONS	CEMENT	1	55.50	
INV 1032278009/08/2018		NORTHAM MITRE 10 SOLUTIONS	JOINERS AND PVC PIPE FOR KERB CONNECTION	1	55.92	
INV 1032036101/08/2018		NORTHAM MITRE 10 SOLUTIONS	WIRE FASTNERS (CLIPS)	1	25.51	
INV 1032578617/08/2018		NORTHAM MITRE 10 SOLUTIONS	PLANTS FOR CITIZENSHIP CEREMONY	1	32.79	
INV 1032743722/08/2018		NORTHAM MITRE 10 SOLUTIONS	BLOW MOLD TABLES (0.75M X 1.8M) PLUS DELIVERY	1	1,470.00	
INV 1032528216/08/2018		NORTHAM MITRE 10 SOLUTIONS	KNEE PADS FOR PARKS AND GARDENS	1	37.62	
INV 1032804624/08/2018		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR VISITORS CENTRE GARDENS	1	44.60	
INV 1031808925/07/2018		NORTHAM MITRE 10 SOLUTIONS	WATERING CANS FOR FLOCON	1	46.32	
INV 1032900527/08/2018		NORTHAM MITRE 10 SOLUTIONS	5L OF OLIVE GREEN WATER BASED EXTERIOR PAINT	1	95.30	
INV 1032554717/08/2018		NORTHAM MITRE 10 SOLUTIONS	NETTING CLIPS	1	41.21	
INV 1032488415/08/2018		NORTHAM MITRE 10 SOLUTIONS	SURVEY PEGS AND GYMPIE	1	41.65	
INV 1032966829/08/2018		NORTHAM MITRE 10 SOLUTIONS	PALLET OF RAPID SET	1	510.00	
INV 1032558717/08/2018		NORTHAM MITRE 10 SOLUTIONS	2 X BAGS OF LIME 6 X BAGS OF CEMENT	1	76.50	
INV 1032901427/08/2018		NORTHAM MITRE 10 SOLUTIONS	EVENTS FOLDING TABLES	1	259.08	
INV 1033037431/08/2018		NORTHAM MITRE 10 SOLUTIONS	VALVES BOXES AND BRASS FITTINGS	1	139.32	
EFT31153	28/09/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	COMMUNITY GRANTS 2018/2019	1		2,500.00

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INV 7	13/09/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING FOR JACK & MIRIAM HATT, FLORENCE HILLS, SUSAN MISSHULL	1	400.00	
INV 3	07/09/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT FUNDING FOR SANDRA FERGUSON	1	100.00	
INV 4	07/09/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	COMMUNITY GRANTS 2018/2019	1	1,250.00	
INV 5	07/09/2018	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR CITIZENS ANNUAL CONTRIBUTION 2018/2019	1	750.00	
EFT31154	28/09/2018	OXTER SERVICES	BKB CENTRE CLEANING PRODUCTS - SCISSOR	1		1,149.91
INV 20200	04/09/2018	OXTER SERVICES	ARID WATERLESS URINAL CLEANER FOR BERNARD	1	457.80	
INV 20171	29/08/2018	OXTER SERVICES	BKB CENTRE CLEANING PRODUCTS - SCISSOR	1	627.86	
INV 20105	24/08/2018	OXTER SERVICES	VARIOUS PRODUCTS FOR USE AT PUBLIC TOILETS	1	64.25	
EFT31155	28/09/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	WORK FOR 25/07/2018, 26/07/2018, 27/07/2018, 01/08/2018, 03/08/2018	1		3,772.50
INV 23922	23/08/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	WORK FOR 07/08/2018, 09/08/2018, 10/09/2018, 13/08/2018 & 15/08/2018	1	807.50	
INV 23891	07/08/2018	PERFECT COMPUTER SOLUTIONS PTY LTD	WORK FOR 25/07/2018, 26/07/2018, 27/07/2018, 01/08/2018, 03/08/2018	1	2,965.00	
EFT31156	28/09/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES 182 FITZGERALD ST NORTHAM	1		245.90
INV 61148	01/10/2018	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES 182 FITZGERALD ST NORTHAM	1	245.90	
EFT31157	28/09/2018	PERTH SAFETY PRODUCTS PTY LTD	W8-17-2B - ADVISORY SPEED SIGN L/H BEND - 65KM	1		1,452.00
INV 0000835017/08/2018		PERTH SAFETY PRODUCTS PTY LTD	W8-17-2B - ADVISORY SPEED SIGN L/H BEND - 65KM	1	1,452.00	
EFT31158	28/09/2018	PFD FOOD SERVICES PTY LTD	212100 - HAND TOWLS	1		604.65
INV KL7819229/08/2018		PFD FOOD SERVICES PTY LTD	212100 - HAND TOWLS	1	604.65	
EFT31159	28/09/2018	PLAYMASTER PTY LTD T/A BEEFMASTER STEEL FABRICATIONS	REPLACEMENT STRAP SWING SEAT	1		154.00
INV INV-036618/09/2018		PLAYMASTER PTY LTD T/A BEEFMASTER STEEL FABRICATIONS	REPLACEMENT STRAP SWING SEAT	1	154.00	

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EFT31160	28/09/2018	PRIMARIES OF WA PTY LTD	1 BUNDLE OF 1800 HIGH START PICKETS.	1		79.09
INV 2520010010/08/2018		PRIMARIES OF WA PTY LTD	1 BUNDLE OF 1800 HIGH START PICKETS.	1	79.09	
EFT31161	28/09/2018	QUELLINGTON PROGRESS AND SPORTING ASSOCIATION INC	QUELLINGTON PROGRESS & SPORTING ASSOC. ANNUAL CONTRIBUTION 2018/2019	1		3,300.00
INV RRI 7/09/17/09/2018		QUELLINGTON PROGRESS AND SPORTING ASSOCIATION INC	QUELLINGTON PROGRESS & SPORTING ASSOC. ANNUAL CONTRIBUTION 2018/2019	1	3,300.00	
EFT31162	28/09/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUDNING FOR ROSEMARY LUKIN	1		330.00
INV 0023907	06/09/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUDNING FOR ROSEMARY LUKIN	1	110.00	
INV 0023888	06/09/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR MARY DYER	1	110.00	
INV 00249299	17/09/2018	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	110.00	
EFT31163	28/09/2018	RITECERT PTY LTD	PROVISION OF RELIEF BUILDING SURVEYOR SERVICES - PASSED ON HOURLY RATE AS PER QUOTE 10TH JULY 2018	1		726.00
INV INV-004306/09/2018		RITECERT PTY LTD	PROVISION OF RELIEF BUILDING SURVEYOR SERVICES - PASSED ON HOURLY RATE AS PER QUOTE 10TH JULY 2018	1	726.00	
EFT31164	28/09/2018	RIVERGUM VALLEY LAVENDER	STOCK PURCHASES FOR VISITORS CENTRE.	1		151.00
INV 0000030321/08/2018		RIVERGUM VALLEY LAVENDER	STOCK PURCHASES FOR VISITORS CENTRE.	1	151.00	
EFT31165	28/09/2018	ROBERT JASON WILSON	REIMBURSEMENT FOR POLICE CLEARANCE	1		54.30
INV 2361457	11/09/2018	ROBERT JASON WILSON	REIMBURSEMENT FOR POLICE CLEARANCE	1	54.30	
EFT31166	28/09/2018	ROLSTEEL ENTERPRISES PTY LTD	NEW HINO 500 (N10759) - PH300 INSTEAD OF RING FEEDER, FIX UP FOR REDOING THE FRAME, FIT PH300 WIRE & AIR LANE TO REAR & REPAINT AS QUOTED IN EMAIL DATED 14/09/2018.	1		715.00

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INV 0001361019/09/2018		ROLSTEEL ENTERPRISES PTY LTD	NEW HINO 500 (N10759) - PH300 INSTEAD OF RING FEEDER, FIX UP FOR REDOING THE FRAME, FIT PH300 WIRE & AIR LANE TO REAR & REPAINT AS QUOTED IN EMAIL DATED 14/09/2018.	1	715.00	
EFT31167	28/09/2018	SHIRE OF GOOMALLING	LONG SERVICE LEAVE CONTRIBUTION FOR JOANNA BUEGGE.	1		1,740.21
INV 13171	21/08/2018	SHIRE OF GOOMALLING	LONG SERVICE LEAVE CONTRIBUTION FOR JOANNA BUEGGE.	1	1,740.21	
EFT31168	28/09/2018	SOHAN ARIEL HAYES	MUSIC LICENCE FOR WELCOME VIDEO AT BKB CENTRE	1		550.00
INV 0000015114/09/2018		SOHAN ARIEL HAYES	MUSIC LICENCE FOR WELCOME VIDEO AT BKB CENTRE	1	550.00	
EFT31169	28/09/2018	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS ADS AUGUST 2018-JUNE 2019	1		88.00
INV 7071558931/08/2018		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS ADS AUGUST 2018-JUNE 2019	1	88.00	
EFT31170	28/09/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED	1		16,235.50
INV 2918	21/09/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED	1	14,744.00	
INV 2915	14/09/2018	SPECIALISED TREE SERVICE	TREE PRUNING, TREE REMOVAL & ASSOCIATED WORKS AT SPENCERS BROOK TOWNSITE.	1	1,491.50	
EFT31171	28/09/2018	SPORTSPOWER NORTHAM	SPORTS BAG WITH EMBROIDERY PLUS BASKETBALL	1		120.00
INV 18-00010012/09/2018		SPORTSPOWER NORTHAM	SPORTS BAG WITH EMBROIDERY PLUS BASKETBALL	1	120.00	
EFT31172	28/09/2018	ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING FOR STAFF	1		265.60
INV FAINV0006/09/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING FOR STAFF	1	132.80	
INV FAINV0006/09/2018		ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING - TENAYA EWINGS AND JAIMIE JONES	1	132.80	
EFT31173	28/09/2018	ST JOSEPH'S CATHOLIC CHURCH	REFUND OF FEES PAID IN EXCESS FOR BUILDING APPLICATION NO. 18165	1		97.70
INV SN19/09/19/09/2018		ST JOSEPH'S CATHOLIC CHURCH	REFUND OF FEES PAID IN EXCESS FOR BUILDING APPLICATION NO. 18165	1	97.70	
EFT31174	28/09/2018	ST JOSEPH'S SCHOOL	EDUCATION PRIZES & DONATIONS 2018	1		770.00

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INV 1109201811/09/2018		ST JOSEPH'S SCHOOL	EDUCATION PRIZES & DONATIONS 2018	1	220.00	
INV 1109201811/09/2018		ST JOSEPH'S SCHOOL	EDUCATION PRIZES & DONATIONS 2018	1	550.00	
EFT31175	28/09/2018	SUSAN BURLEY	INSPECTION OF DRUMS FOR DRUMMUSTER COLLECTIONS ON THE 14TH & 21ST OF SEPTEMBER 2018.	1		319.94
INV 3	25/09/2018	SUSAN BURLEY	INSPECTION OF DRUMS FOR DRUMMUSTER COLLECTIONS ON THE 14TH & 21ST OF SEPTEMBER 2018.	1	319.94	
EFT31176	28/09/2018	TCS INSTRUMENTS	TRAFFIC COUNTER EQUIPMENT	1		3,239.72
INV 1000332	12/09/2018	TCS INSTRUMENTS	TRAFFIC COUNTER EQUIPMENT	1	3,239.72	
EFT31177	28/09/2018	THE LIMES ORCHARD STAY - PT & JA PERKINS	6x Lime Cordial and marmalade	1		61.20
INV 0000094922/09/2018		THE LIMES ORCHARD STAY - PT & JA PERKINS	6x Lime Cordial and marmalade	1	61.20	
EFT31178	28/09/2018	THE WORKWEAR GROUP	#CATU2H - CAPE T-TOP - COBALT 2XL - SUE CONNELL.	1		112.15
INV 1078125303/09/2018		THE WORKWEAR GROUP	#CATU2H - CAPE T-TOP - COBALT 2XL - SUE CONNELL.	1	67.15	
INV 1080553906/09/2018		THE WORKWEAR GROUP	UNIFORM FOR MICHELLE WINMAR	1	45.00	
EFT31179	28/09/2018	THYLACINE DESIGN & PROJECT MANAGEMENT	INTERPRETIVE DESIGN - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1		31,240.00
INV 2010290011/07/2018		THYLACINE DESIGN & PROJECT MANAGEMENT	INTERPRETIVE DESIGN - ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE	1	31,240.00	
EFT31180	28/09/2018	VICTORIA WILLIAMS	PARKING - WA TOURISM CONFERENCE 2 DAYS REIMBURSEMENT	1		46.44
INV 46.44	06/09/2018	VICTORIA WILLIAMS	PARKING - WA TOURISM CONFERENCE 2 DAYS REIMBURSEMENT	1	46.44	
EFT31181	28/09/2018	VODAFONE	.HARVEST BAN HOTLINE	1		69.30
INV 19111D606/08/2018		VODAFONE	.HARVEST BAN HOTLINE	1	69.30	
EFT31182	28/09/2018	W.A. VOLUNTEER FIRE & RESCUE SERVICES ASSOCIATION (INC.)	12 MONTH SPONSORSHIP	1		150.00
INV IV00000004/09/2018		W.A. VOLUNTEER FIRE & RESCUE SERVICES ASSOCIATION (INC.)	12 MONTH SPONSORSHIP	1	150.00	

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EFT31183	28/09/2018	WA CONTRACT RANGER SERVICES	Relief Ranger duties for September (12 days @\$60.5/hr x 8 hours) and on call (20 days@ \$50/day)	1		7,711.00
INV 01680	04/09/2018	WA CONTRACT RANGER SERVICES	PROVISION ON RANGER ON-CALL AND RELIEF RANGER FROM 9TH AUGUST TO 2ND SEPTEMBER 2018	1	2,508.00	
INV 01744	16/09/2018	WA CONTRACT RANGER SERVICES	Relief Ranger duties for September (12 days @\$60.5/hr x 8 hours) and on call (20 days@ \$50/day)	1	5,203.00	
EFT31184	28/09/2018	WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA	1		297.45
INV AUGUST03/09/2018		WARRICKS NEWSAGENCY	WEST AUSTRALIAN NEWSPAPER AND AVON VALLEY ADVOCATE AUGUST 2018	1	90.70	
INV KILLAR/03/09/2018		WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA	1	159.65	
INV SNOO01/03/09/2018		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR KILLARA AUGUST 2018	1	47.10	
EFT31185	28/09/2018	WHEATBELT NATURAL RESOURCE MANAGEMENT	Labour Hire for tree planting for river bank	1		4,400.00
INV 0030094703/09/2018		WHEATBELT NATURAL RESOURCE MANAGEMENT	Labour Hire for tree planting for river bank	1	4,400.00	
EFT31186	28/09/2018	WHEATBELT OFFICE & BUSINESS MACHINES	HP OFFICEJET WIRELESS PORTABLE INKJET MFC PRINTER 250	1		388.00
INV 23908	05/09/2018	WHEATBELT OFFICE & BUSINESS MACHINES	HP OFFICEJET WIRELESS PORTABLE INKJET MFC PRINTER 250	1	388.00	
EFT31187	28/09/2018	WHEATBELT PARTY AND EVENT HIRE	Tables, chairs & urn (hire)	1		1,080.00
INV 1040	13/08/2018	WHEATBELT PARTY AND EVENT HIRE	Tables, chairs & urn (hire)	1	1,080.00	
EFT31188	28/09/2018	WHEATBELT SAFETYWEAR	SAFETY BOOTS FOR RUSSELL FITZGERALD.	1		150.00
INV 8420	24/08/2018	WHEATBELT SAFETYWEAR	SAFETY BOOTS FOR RUSSELL FITZGERALD.	1	150.00	
EFT31189	28/09/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	SUPPLY AND INSTALL THE FOLLOWING ITEMS AT VISITORS CENTRE BUILDING AS PER QUOTE DATED 19/8/2018: PAPER TOWEL DISPENSER - DISABLED TOILET SOAP DISPENSER - STAFF TOILET PAPER TOWEL DISPENSER - SHOWER ROOM SOAP DISPENSER - SHOWER ROOM	1		685.00

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INV 56	06/09/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	SUPPLY AND INSTALL 2 X REPLACEMENT STAINLESS STEEL TOILET ROLL HOLDERS AT WUNDOWIE PUBLIC TOILETS.	1	260.00	
INV 56	06/09/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	SUPPLY AND INSTALL REPLACEMENT TOILET ROLL HOLDER AT KATRINE PUBLIC TOILETS.	1	155.00	
INV 56	06/09/2018	WOOLFITT HOME IMPROVEMENTS & MAINTENANCE	SUPPLY AND INSTALL THE FOLLOWING ITEMS AT VISITORS CENTRE BUILDING AS PER QUOTE DATED 19/8/2018: PAPER TOWEL DISPENSER - DISABLED TOILET SOAP DISPENSER - STAFF TOILET PAPER TOWEL DISPENSER - SHOWER ROOM SOAP DISPENSER - SHOWER ROOM	1	270.00	
EFT31190	28/09/2018	WUNDOWIE PRIMARY SCHOOL	EDUCATION PRIZES & DONATIONS 2018	1		200.00
INV 000091	13/09/2018	WUNDOWIE PRIMARY SCHOOL	EDUCATION PRIZES & DONATIONS 2018	1	200.00	
EFT31191	28/09/2018	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	SOUVENIRS	1		553.91
INV 143972	22/08/2018	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	SOUVENIRS	1	553.91	
EFT31192	28/09/2018	ZIPFORM	RATES NOTICE PRODUCTION 2018/2019	1		14,989.25
INV 183846	20/08/2018	ZIPFORM	RATES NOTICE PRODUCTION 2018/2019	1	14,989.25	
35012	06/09/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		125.00
INV DEDUCT04/09/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		125.00	
35013	06/09/2018	SYNERGY	WUNDOWIE SWIMMING POOL - 22/06/2018-17/08/2018	1		7,623.45
INV 8110294723/08/2018		SYNERGY	WUNDOWIE SWIMMING POOL - 22/06/2018-17/08/2018	1	3,580.85	
INV 1585097621/08/2018		SYNERGY	BAKERS HILL FIRE SHED- 22/06/2018-17/08/2018	1	157.65	
INV 2931107320/08/2018		SYNERGY	BKB CENTRE- 22/06/2018-17/08/2018	1	1,788.25	
INV 9168227523/08/2018		SYNERGY	WUNDOWIE TENNIS CLUB - 22/06/2018-17/08/2018	1	100.10	
INV 3006770723/08/2018		SYNERGY	WUNDOWIE FOOTY CLUB - 22/06/2018-17/08/2018	1	156.40	

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INV 3706392323/08/2018		SYNERGY	WUNDOWIE TOWN HALL - 22/06/2018-17/08/2018	1	385.25	
INV 4879640423/08/2018		SYNERGY	YOUTH ADVISORY COUNCIL (WUNDOWIE MENS SHED)- 22/06/2018-17/08/2018	1	96.20	
INV 9626429923/08/2018		SYNERGY	MEDICAL CENTRE- 22/06/2018-17/08/2018	1	89.00	
INV 2886267421/08/2018		SYNERGY	CLACKLINE HALL- 22/06/2018-17/08/2018	1	92.05	
INV 9812925722/08/2018		SYNERGY	BAKERS HILL REC CENTRE- 22/06/2018-17/08/2018	1	51.85	
INV 1603961221/08/2018		SYNERGY	CLACKLINE FIRE SHED- 22/06/2018-17/08/2018	1	124.20	
INV 4449973023/08/2018		SYNERGY	WUNDOWIE LIBRARY - 22/06/-17/8/2018	1	737.40	
INV 3053076123/08/2018		SYNERGY	WUNDOWIE AGED ACCOMMODATION - 22/06/-17/8/2018	1	59.40	
INV 1422759523/08/2018		SYNERGY	WUNDOWIE OVAL - 26/06/2018 TO 23/08/2018	1	11.10	
INV 3619900323/08/2018		SYNERGY	WUNDOWIE OVAL PUMP 22/06/2018-17/08/2018	1	193.75	
35014	06/09/2018	WATER CORPORATION	WUNDOWIE POOL- 1/08/2018-31/08/2018	1		3,289.58
INV 9007927515/08/2018		WATER CORPORATION	OLD QUARRY RD REFUSE SITE- 1/07/2018-31/08/2018	1	76.51	
INV 9007868923/08/2018		WATER CORPORATION	TOILETS WUNDOWIE- 1/08/2018-31/08/2018	1	125.48	
INV 9007869123/08/2018		WATER CORPORATION	KINDERGARDEN- 1/08/2018-31/08/2018	1	108.51	
INV 9007869123/08/2018		WATER CORPORATION	WUNDOWIE LIBRARY- 1/08/2018-31/08/2018	1	92.65	
INV 9007871923/08/2018		WATER CORPORATION	WUNDOWIE DEPOT- 1/08/2018-31/08/2018	1	23.91	
INV 9007872223/08/2018		WATER CORPORATION	KURINGAL VILLAGE- 1/08/2018-31/08/2018	1	43.81	
INV 9007869123/08/2018		WATER CORPORATION	HALL- 1/08/2018-31/08/2018	1	285.92	
INV 9007868523/08/2018		WATER CORPORATION	WUNDOWIE POOL- 1/08/2018-31/08/2018	1	365.47	
INV 9007872323/08/2018		WATER CORPORATION	UNIT 8/410 KURINGAL - 1/08/2018-31/08/2018	1	251.72	
INV 9007872323/08/2018		WATER CORPORATION	UNIT 7/410 KURINGAL - 1/08/2018-31/08/2018	1	246.18	
INV 9007872223/08/2018		WATER CORPORATION	UNIT 6/410 KURINGAL - 1/08/2018-31/08/2018	1	250.03	
INV 9007872223/08/2018		WATER CORPORATION	UNIT 5/410 KURINGAL - 1/08/2018-31/08/2018	1	250.87	
INV 9007872223/08/2018		WATER CORPORATION	UNIT 4/410 KURINGAL - 1/08/2018-31/08/2018	1	251.72	

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INV 9007872223/08/2018		WATER CORPORATION	UNIT 3/410 KURINGAL - 1/08/2018-31/08/2018	1	244.99	
INV 9007872223/08/2018		WATER CORPORATION	UNIT 2/410 KURINGAL - 1/08/2018-31/08/2018	1	237.77	
INV 9007872223/08/2018		WATER CORPORATION	KURINGAL VILLAGE- 1/08/2018-31/08/2018	1	228.53	
INV 9007871823/08/2018		WATER CORPORATION	RESERVE 24266 BANKISA AVE WUNDOWIE19/6/2018-22/08/2018	1	205.51	
35015	26/09/2018	PETTY CASH	BKB PETTY CASH RECOUP 8/8/18 TO 5/9/18	1		124.70
INV BKB PET12/09/2018		PETTY CASH	BKB PETTY CASH RECOUP 8/8/18 TO 5/9/18	1	124.70	
35016	26/09/2018	SHIRE OF NORTHAM	RATES - 182 FITZGERALD STREET NORTHAM (POP UP SHOP)	1		4,080.62
INV JW 12/09/12/09/2018		SHIRE OF NORTHAM	RATES - 182 FITZGERALD STREET NORTHAM (POP UP SHOP)	1	4,080.62	
35017	26/09/2018	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		120.00
INV DEDUCT18/09/2018		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		120.00	
35018	26/09/2018	SYNERGY	STREET LIGHTS - 01/08/2018 - 06/09/2018	1		32,630.21
INV 0353464124/08/2018		SYNERGY	HOOPER PARK ELECTRICITY23 JUNE TO 23/8/18	1	272.95	
INV 1686149906/09/2018		SYNERGY	STREET LIGHTS - 01/08/2018 - 06/09/2018	1	23,753.75	
INV 7921766205/09/2018		SYNERGY	GROUP ELETRICITY POWER BILL, 03/08/2018 - 05/09/2018	1	8,466.36	
INV 9152416403/08/2018		SYNERGY	AUXILLARY LIGHTING 28/07/2018 -27/08/2018	1	137.15	
35019	26/09/2018	TELSTRA CORPORATION	TELSTRA CHARGES TO 4TH AUGUST	1		9,178.82
INV 3864754812/08/2018		TELSTRA CORPORATION	HENRY ST OVAL ELECTRICITY USAGE 4TH AUGUST SERVICE TO 4TH SEPT	1	72.32	
INV 9026075012/08/2018		TELSTRA CORPORATION	TELSTRA CHARGES TO 4TH AUGUST	1	4,801.67	
INV 2000049020/08/2018		TELSTRA CORPORATION	BIGPOND BROADBAND 200 GB	1	39.95	
INV 6305302927/08/2018		TELSTRA CORPORATION	BAKERS HILL BUSHFIRE BRIGADE	1	49.02	
INV 2726008927/08/2018		TELSTRA CORPORATION	MOBILE & DATA PHONE BILL 28/08/2018	1	4,215.86	

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35020	26/09/2018	WATER CORPORATION	JUBILEE OVALWATER BILL 09/07/2018 - 07/09/2018	1		2,324.09
INV 9007871923/08/2018		WATER CORPORATION	WUNDOWIE OVAL WATER ACCOUNT	1	222.25	
INV 9007907203/10/2018		WATER CORPORATION	WATER CHARGES 182 FITZGERALD ST NORTHAM	1	402.26	
INV 9007948305/09/2018		WATER CORPORATION	STANDPIPE WATER BILL 03/07/2018 - 04/09/2018	1	44.36	
INV 9007906710/09/2018		WATER CORPORATION	OLD FIRE STATION WATER BILL 09/07/2018 - 07/09/2018	1	94.82	
INV 9008729705/09/2018		WATER CORPORATION	ADMIN BUILDING WATER BILL 04/07/2018 - 04/09/2018	1	234.30	
INV 9079097510/09/2018		WATER CORPORATION	SES BUILDING WATER BILL 09/07/2018 - 04/09/2018	1	68.42	
INV 9007903710/09/2018		WATER CORPORATION	TOWN HALL WATER BILL 06/07/2018 - 07/09/2018	1	210.72	
INV 9007909710/09/2018		WATER CORPORATION	JUBILEE OVALWATER BILL 09/07/2018 - 07/09/2018	1	557.92	
INV 9007901710/08/2018		WATER CORPORATION	PURSLOWE PARK 04/07/2018 - 07/09/2018	1	15.20	
INV 9007901105/09/2018		WATER CORPORATION	MORRELL STREET PARK WATER BILL 02/07/2018 - 04/09/2018	1	2.53	
INV 9007908110/09/2018		WATER CORPORATION	TRAFFIC ISLAND WATER BILLS 09/07/2018 - 07/09/2018	1	10.14	
INV 9007901605/09/2018		WATER CORPORATION	RAILWAY MUSEUM WATER BILL 04/07/2018 - 04/08/2018	1	153.29	
INV 9007908010/08/2018		WATER CORPORATION	OLD POST OFFIC WATER BILL 09/07/2018 - 07/09/2018	1	84.68	
INV 9007906910/08/2018		WATER CORPORATION	OLD HEALTH CLINIC WATER BILL 09/07/2018 - 07/09/2018	1	67.54	
INV 9007908010/09/2018		WATER CORPORATION	OLD GIRLS SCHOOL WATER BILL 09/07/2018 - 07/09/2018	1	66.94	
INV 9007946105/09/2018		WATER CORPORATION	STANDPIPE WATER BILL 03/07/2018 - 04/09/2018	1	44.36	
INV 9007948205/09/2018		WATER CORPORATION	STANDPIPE WATER BILL 03/07/2018 - 04/09/2018	1	44.36	
35021	28/09/2018	GARY ARMSTRONG	CROSSOVER REBATE PAYMENT FOR LOT 247 JOSE ROAD BAKERS HILL	1		800.00
INV CK2408204/08/2018		GARY ARMSTRONG	CROSSOVER REBATE PAYMENT FOR LOT 247 JOSE ROAD BAKERS HILL	1	800.00	
35022	28/09/2018	SHIRE OF NORTHAM	RETENTION 2.5% OF TOTAL CONTRACT AMOUNT FOR CONTRACT 7 OF NAEIC - SHOWCASES	1		3,580.50
INV IN11531907/09/2018		SHIRE OF NORTHAM	RETENTION 2.5% OF TOTAL CONTRACT AMOUNT FOR CONTRACT 7 OF NAEIC - SHOWCASES	1	3,580.50	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35023	28/09/2018	SYNERGY	SYNERGY POWER BILL BKB CENTER 20/08/2018 - 12/09/2018	1		2,352.80
INV 2931107312/09/2018		SYNERGY	SYNERGY POWER BILL BKB CENTER 20/08/2018 - 12/09/2018	1	2,352.80	
35024	28/09/2018	WATER CORPORATION	WATER BILL RECREATION CENTER 11/07/2018 - 11/09/2018	1		3,023.66
INV 9007904011/09/2018		WATER CORPORATION	WATER BILL LIBRARY 10/07/2018 - 11/09/2018	1	191.68	
INV 9007909712/09/2018		WATER CORPORATION	WATER BILL RECREATION CENTER 11/07/2018 - 11/09/2018	1	1,712.44	
INV 9007903912/09/2018		WATER CORPORATION	WATER BILL BKB CENTER 10/07/2018 - 11/09/2018	1	250.86	
INV 9007908610/09/2018		WATER CORPORATION	WATER BILL KILLARA 09/07/2018 - 07/09/2018	1	868.68	
DD12883.1	03/09/2018	WESTNET PTY LTD	DNS MAIL RELAY RECURRING FOR THE PERIOD 31/7/2018 TO 31/07/2019	1		60.50
INV 1031495603/09/2018		WESTNET PTY LTD	DNS MAIL RELAY RECURRING FOR THE PERIOD 31/7/2018 TO 31/07/2019	1	60.50	
DD12897.1	04/09/2018	WA SUPER	Payroll deductions	1		22,834.05
INV SUPER	04/09/2018	WA SUPER	Superannuation contributions	1	19,802.14	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	1,737.41	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	88.39	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	35.48	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	237.33	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	475.00	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT04/09/2018		WA SUPER	Payroll deductions	1	143.44	
DD12897.2	04/09/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		147.02
INV SUPER	04/09/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	147.02	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12897.3	04/09/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.02
INV SUPER	04/09/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.02	
DD12897.4	04/09/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.88
INV SUPER	04/09/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.88	
DD12897.5	04/09/2018	CBUS	Superannuation contributions	1		169.93
INV SUPER	04/09/2018	CBUS	Superannuation contributions	1	169.93	
DD12897.6	04/09/2018	PRIME SUPER	Payroll deductions	1		430.54
INV SUPER	04/09/2018	PRIME SUPER	Superannuation contributions	1	310.39	
INV DEDUCT04/09/2018	04/09/2018	PRIME SUPER	Payroll deductions	1	120.15	
DD12897.7	04/09/2018	ONEPATH	Superannuation contributions	1		191.99
INV SUPER	04/09/2018	ONEPATH	Superannuation contributions	1	191.99	
DD12897.8	04/09/2018	MEDIA SUPER	Superannuation contributions	1		173.01
INV SUPER	04/09/2018	MEDIA SUPER	Superannuation contributions	1	173.01	
DD12897.9	04/09/2018	UNISUPER	Superannuation contributions	1		392.20
INV SUPER	04/09/2018	UNISUPER	Superannuation contributions	1	392.20	
DD12911.1	11/09/2018	BANKWEST	ROSS RAYSON MASTERCARD 24/7/18 TO 23/8/18	1		7,841.65
INV J WHITE11/09/2018	11/09/2018	BANKWEST	JASON WHITEAKER MASTERCARD 24/7/18 TO 23/8/18	1	1,602.93	
INV B RUTTE11/09/2018	11/09/2018	BANKWEST	BRENDON RUTTER MASTERCARD 24/7/18 TO 23/8/18	1	160.26	
INV C YOUNG11/09/2018	11/09/2018	BANKWEST	COLIN YOUNG MASTERCARD 24/7/18 TO 23/8/18	1	83.37	
INV C HUNT 11/09/2018	11/09/2018	BANKWEST	CHADD HUNT MASTERCARD 24/7/18 TO 23/8/18	1	48.00	
INV C KLEYN11/09/2018	11/09/2018	BANKWEST	CLINTON KLEYNHANS MASTERCARD 24/7/18 TO 23/8/18	1	936.46	
INV R RAYSC11/09/2018	11/09/2018	BANKWEST	ROSS RAYSON MASTERCARD 24/7/18 TO 23/8/18	1	5,010.63	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD12934.1	18/09/2018	WA SUPER	Payroll deductions	1		24,588.31
INV SUPER	18/09/2018	WA SUPER	Superannuation contributions	1	21,113.53	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	1,754.32	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	97.15	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	38.93	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	601.08	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	525.00	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	88.44	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT	18/09/2018	WA SUPER	Payroll deductions	1	143.44	
DD12934.2	18/09/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1		157.05
INV SUPER	18/09/2018	MACQUARIE SUPER MANAGER	Superannuation contributions	1	157.05	
DD12934.3	18/09/2018	ESSENTIAL SUPER	Superannuation contributions	1		156.02
INV SUPER	18/09/2018	ESSENTIAL SUPER	Superannuation contributions	1	156.02	
DD12934.4	18/09/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		198.48
INV SUPER	18/09/2018	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	198.48	
DD12934.5	18/09/2018	CBUS	Superannuation contributions	1		191.52
INV SUPER	18/09/2018	CBUS	Superannuation contributions	1	191.52	
DD12934.6	18/09/2018	PRIME SUPER	Payroll deductions	1		435.51
INV SUPER	18/09/2018	PRIME SUPER	Superannuation contributions	1	313.97	
INV DEDUCT	18/09/2018	PRIME SUPER	Payroll deductions	1	121.54	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DDI2934.7	18/09/2018	ONEPATH	Superannuation contributions	1		192.07
INV SUPER	18/09/2018	ONEPATH	Superannuation contributions	1	192.07	
DDI2934.8	18/09/2018	MEDIA SUPER	Superannuation contributions	1		148.30
INV SUPER	18/09/2018	MEDIA SUPER	Superannuation contributions	1	148.30	
DDI2934.9	18/09/2018	UNISUPER	Superannuation contributions	1		392.20
INV SUPER	18/09/2018	UNISUPER	Superannuation contributions	1	392.20	
DDI2897.10	04/09/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,475.48
INV SUPER	04/09/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,377.59	
INV DEDUCT04/09/2018		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	97.89	
DDI2897.11	04/09/2018	REST INDUSTRY SUPER	Superannuation contributions	1		965.87
INV SUPER	04/09/2018	REST INDUSTRY SUPER	Superannuation contributions	1	965.87	
DDI2897.12	04/09/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		186.37
INV SUPER	04/09/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	186.37	
DDI2897.13	04/09/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	04/09/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DDI2897.14	04/09/2018	AMP LIFE LIMITED	Superannuation contributions	1		567.21
INV SUPER	04/09/2018	AMP LIFE LIMITED	Superannuation contributions	1	567.21	
DDI2897.15	04/09/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	04/09/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DDI2897.16	04/09/2018	SUNSUPER	Superannuation contributions	1		789.25

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	04/09/2018	SUNSUPER	Superannuation contributions	1	789.25	
DDI2897.17	04/09/2018	HOSTPLUS SUPER	Superannuation contributions	1		612.40
INV SUPER	04/09/2018	HOSTPLUS SUPER	Superannuation contributions	1	612.40	
DDI2934.10	18/09/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,395.56
INV SUPER	18/09/2018	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,315.65	
INV DEDUCT18/09/2018	18/09/2018	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	79.91	
DDI2934.11	18/09/2018	REST INDUSTRY SUPER	Superannuation contributions	1		966.96
INV SUPER	18/09/2018	REST INDUSTRY SUPER	Superannuation contributions	1	966.96	
DDI2934.12	18/09/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		209.55
INV SUPER	18/09/2018	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	209.55	
DDI2934.13	18/09/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	18/09/2018	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DDI2934.14	18/09/2018	AMP LIFE LIMITED	Superannuation contributions	1		699.11
INV SUPER	18/09/2018	AMP LIFE LIMITED	Superannuation contributions	1	699.11	
DDI2934.15	18/09/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	18/09/2018	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DDI2934.16	18/09/2018	SUNSUPER	Superannuation contributions	1		793.53
INV SUPER	18/09/2018	SUNSUPER	Superannuation contributions	1	793.53	
DDI2934.17	18/09/2018	HOSTPLUS SUPER	Superannuation contributions	1		727.50
INV SUPER	18/09/2018	HOSTPLUS SUPER	Superannuation contributions	1	727.50	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,358,612.93
TOTAL		1,358,612.93

Attachment 2

Payment dates 1st of September 2018 to 30th September 2018

- Municipal Fund payment cheque numbers 35012 to 35024 Total \$69,253.43.

Electronic Funds Transfer

- Municipal Fund EFT30942 to EFT31192 Total \$1,217,332.66.

Direct Debits Total \$72,026.84.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2018/2019	EFT Payments 2018/2019	Direct Debits 2018/2019	Payroll 2018/2019	Total Payments 2018/2019
July	\$ 72,564.23	\$1,848,659.36	\$ 68,661.59	\$ 521,361.23	\$ 2,511,246.41
August	\$ 73,252.00	\$1,707,947.87	\$ 66,864.84	\$ 416,983.90	\$ 2,265,048.61
September	\$ 69,253.43	\$1,217,332.66	\$ 72,026.84	\$ 431,114.04	\$ 1,789,726.97
October					\$ -
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$215,069.66	\$4,773,939.89	\$207,553.27	\$1,369,459.17	\$6,566,021.99

The Following table presents all payments made for the month from Council credit cards paid by direct debit 12911.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
CALTEX SWAN VIEW 22/7/18	112.03	
M.A.L. AUTOMOTIVES WUNDOWIE BUS YEARLY INSPECTION	195.15	
SAI GLOBAL ASSET MANAGEMENT STANDARDS	257.90	
LINKEDIN	39.99	
WHEATBELT HEALTH NETWORK - RUSSEL FITZGERALD - WORKERS COMPENSATION	76.30	
SUBWAY NORTHAM STAFF LUNCH AT LESSON LEARNT WORKSHOP	99.90	
COLES 0492 - DRINKS FOR STAFF LUNCH AT LESSON LEARNT WORKSHOP	6.00	
NORTHAM BUILDING SUPPLIES - GIFT VOUCHER -GAVERN PETERSON	100.00	
COLES - STAFF BBQ DEPARTING STAFF GAVIN PETERSON	49.19	936.46

Summary Credit Card Payments	\$	Total
CESM		
AUTOPRO NORTHAM - CLEANING PRODUCTS	118.95	
EOT TRAINING - WHITE CARD	41.31	160.26
Executive Manager Corporate Services		
MICROSOFT OFFICE 365 BUSINESS MONTHLY CHARGES	83.37	83.37
Executive Manager Community Services		
COLOPHON FOUNDRY - WEBPAGES	293.70	
BUNNINGS BINS, CLEANING EQUIPMENT	128.28	
FACEBOOK -MARKETEING AND PROMOTION	586.44	
FACEBOOK -MARKETEING AND PROMOTION	10.67	
KENNARDS HIRE	508.00	
NORTHAM BUILDING SUPPLIES - POWER CORDS AND BOARDS	92.40	
NORTHAM BUILDING SUPPLIES -SHADE CLOTH AND TAPES	41.57	
NORTHAM BUILDING SUPPLIES -SHADE CLOTH AND TAPES	31.07	
NORTHAM BUILDING SUPPLIES -GAS CYLINDER AND GAS EXCHANGE	73.50	
KENNARDS HIRE	1299.00	
AGED AND COMMUNITY SERVICES - TRAINING NICOLE HAMPTON	1560.00	
TOWN TEAM MOVEMENT MOUNT HAWTHORN	386.00	5,010.63
Executive Manager Development Services		
AUTO PRO NORTHAM FUEL ADDITIVE	48.00	48.00
Chief Executive Officer		
SUBWAY LG PROFESSIONAL MEETING	143.00	
PRINT HALL -LG WEEK - CEO AND ELECTED MEMBERS MEALS REIMBURSED	715.00	
PRINT HALL -LG WEEK - CEO AND ELECTED MEMBERS DRINKS	202.00	
HILTON PARMELIA PERTH - REFRESHMENTS	40.60	
GRAMERCY BAR & KITCHEN - REFRESHMENTS	457.50	
SFS PCEC 5189 3/8/18 REFRESHMENT	10.50	
WILSON PARKING PERTH 18/8/18	8.06	
FOREIGN TRANSACTION FEES	8.66	
FOREIGN TRANSACTION FEES	17.61	1602.93
Total Credit Card Expenditure		\$ 7,841.65

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,789,726.97 was submitted to the Ordinary Meeting of Council on Wednesday, 17 October 2018.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,789,726.97 was submitted to each member of the Council on Wednesday, 17 October 2018, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

_____ CHIEF EXECUTIVE OFFICER



12.4.2 Financial Statement for the period ending 30 September 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Zoe Maconald Accountant
Responsible Officer:	Colin Young Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the Financial Statement for the period ending 30 September 2018.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 30 September 2018.

BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 30th September 2018 is included as Attachment 1 & 2 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting.

Notes to the Financial Statements

Operating Income

1. General purpose funding is under budget 3.43% predominantly due to the timing of interest income, \$19,075.
2. Recreation & culture is under budget by \$146,976. This is due to the timing of grant funding associated with the town hall render \$58,450, this revenue was budgeted to be received in the 17/18 financial year, as such it will be amended as part of the budget review process, less the timing of the NSRF grant claim of \$210,000.
3. Transport is over budget by \$153,828, due to the timing of the Mains Road Direct Grant of \$74,368 and RRG Grant of \$91,761.
4. Economic Services is under budget 13.21% predominantly due to the timing of the Avon decent festival grant funding of \$27,000.

Operating Expenditure

5. Governance is under budget by \$98,008 due to
 - Governance salaries are under by \$9,566
 - Insurance timing of \$36,746
 - Consultants of \$27,956
 - Advertising of \$7,447
 - Depreciation of \$11,856
6. General Purpose Funding is under budget by \$21,810 due to valuations of \$7,713 and legal costs recoverable of \$14,913.
7. Law and Order is under by \$120,331 due to the following
 - Brigades expenses of \$32,774
 - Fire Hazard Reduction \$4,500
 - Crime Prevention of \$3,750
 - Depreciation of \$56,472
 - The timing of dog pound management of \$7,818
 - ESL operating grant of \$6,398
8. Education and Welfare are under by \$39,758 due to depreciation timing of \$22,485, consumables of \$2,878, Killara building maintenance of \$7,363 and the Senior Memorial Hall of \$6,083.
9. Community amenities is under budget \$162,218, due predominantly to the timing of rubbish site maintenance, \$63,600 being brought to account. Other items under budget include
 - Regional verge bins \$5,324
 - Flood mitigation of \$7,522
 - Depreciation of \$15,339
 - Consultants of \$12,498

- Municipal Inventory of \$3,750
 - Town Planning salaries \$5,282
 - Cemetery maintenance \$5,621
 - Public conveniences \$4,199
 - Avon Mall maintenance \$5,100
 - Drainage Management \$4,274
 - Town pool aerators \$4,177
10. Recreation and Culture is under budget by \$492,558. This includes the following
- Depreciation is under \$269,160
 - Wundowie Hall is under by \$5,003
 - Northam Pool Electricity \$9,471
 - Northam Pool Operating expenses by \$6,834
 - Rec Centre salaries \$12,027
 - Parks and Gardens \$71,508
 - Progress and community \$23,100
 - Wundowie Oval \$9,249
 - Northam Library building \$6,253
 - Northam Library staff costs \$5,685
 - Wundowie Library building maintenance \$4,372
11. Transport is under by \$647,953 of which depreciation is \$654,471.
12. Economic Services is under budget by \$129,792 due to the timing of the Chamber of Commerce expense of \$127,000
13. Other property and services is under budget by \$88,142 predominantly Insurance \$45,260, Annual leave of \$21,672, Training of \$10,255 and salaries and superannuation of \$15,148.

Operating Income by Nature and Type

14. Operating Grants are over budget \$89,398 due to the items disclosed at points 2 & 3 above.
15. Fees and charges are under by \$65,884 which is covered in point 4 above together with CHSP client fees of \$20,637, Planning fees of \$12,275, building fees of \$11,912.
16. Other revenue is under budget by \$28,431, due to the timing of the Northam branding funding strategy of \$25,000.

Operating Expenditure by Nature and Type

17. Employee costs are over budget 7% due to a higher concentration on maintenance works than budgeted, offset capital works.
18. Materials and contracts is under budget 42% due to the timing of items presented below;
- Rubbish site Maintenance \$32,159
 - Parts and Repairs \$29,715
 - Festival and Events \$22,662
 - Road Maintenance \$43,661, budget timing requires adjusting
 - Verge Maintenance \$20,916

- Parks and Gardens and Reserves \$25,000
19. Depreciation is yet to be brought to account
20. Insurance is under budget due to the timing of the insurance payments.
21. Other expenditure is under budget by \$97,015, predominantly due to the expense for area promotion of the Northam Chamber of Commerce.

Non Operating Grants subsidies and Contributions

22. Non-operating grants are under budget by \$55,221, as detailed in operating income, item 3 above, offset against the Town Hall render grant income received.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2018/19 Budget.

Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

N/A.

Risk Implications

Nil.


OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the periods ending 30 September 2018.

Attachment 1



Shire of Northam

SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2018

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**SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2018**

	NOTE	18/19 Budget \$	Ytd Budget \$	18/19 Ytd Actual \$	Variance Actuals to Budget \$	Variance Actuals to Budget %
Operating						
Revenues						
Governance		35,400	27,589	25,766	(1,823)	(6.61%)
General Purpose Funding Other	1	2,195,476	555,586	536,511	(19,075)	(3.43%)
General Purpose Funding Rates		10,109,614	9,939,920	9,925,046	(14,874)	(0.15%)
Law, Order, Public Safety		1,400,880	68,228	71,893	3,665	5.37%
Health		81,000	39,390	27,854	(11,436)	(29.03%)
Education and Welfare		1,335,198	322,504	318,501	(4,003)	(1.24%)
Housing		44,568	11,139	9,386	(1,753)	(15.73%)
Community Amenities		2,648,293	1,713,206	1,719,266	6,062	0.35%
Recreation and Culture	2	6,194,753	253,395	106,419	(146,976)	(58.00%)
Transport	3	2,102,594	160,547	314,375	153,828	95.81%
Economic Services	4	696,402	154,469	134,067	(20,402)	(13.21%)
Other Property and Services		60,200	15,045	21,434	6,389	42.47%
Total Operating Revenue		26,904,378	13,261,018	13,210,620	(50,398)	(0.38%)
Expenses						
Governance	5	(1,306,014)	(385,589)	(287,581)	98,008	25.42%
General Purpose Funding	6	(283,705)	(70,471)	(48,661)	21,810	30.95%
Law, Order, Public Safety		(1,265,540)	(324,553)	(204,222)	120,331	37.08%
Health		(299,775)	(74,821)	(82,242)	(7,421)	(9.92%)
Education and Welfare	8	(1,372,112)	(331,285)	(291,527)	39,758	12.00%
Housing		(74,259)	(19,731)	(9,474)	10,257	51.99%
Community Amenities	9	(3,460,527)	(684,614)	(522,396)	162,218	23.69%
Recreation & Culture	10	(4,606,921)	(1,114,106)	(621,549)	492,568	44.21%
Transport	11	(5,498,594)	(1,357,037)	(709,064)	647,973	47.75%
Economic Services	12	(2,689,610)	(684,959)	(555,167)	129,792	18.95%
Other Property and Services	13	(27,141)	(133,066)	(44,924)	88,142	66.24%
Total Operating Expenses		(20,884,199)	(5,180,232)	(3,376,806)	1,803,426	34.81%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		75,848	0	0	0	
Movement in Employee Benefit Provisions		0	0	(1,740)	(1,740)	
Depreciation on Assets		4,363,387	0	0	0	
Non Operating Items						
Purchase Land Held for Resale		0	0	0	0	
Purchase Land and Buildings		(1,899,240)	(434,536)	(140,131)	294,405	67.75%
Purchase Plant and Equipment		(1,722,250)	(378,671)	(323,191)	55,480	14.65%
Purchase Furniture and Equipment		(76,776)	(1,125)	0	1,125	100.00%
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Playground Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(4,060,569)	(119,372)	(307,039)	(187,667)	(157.21%)
Purchase Infrastructure Assets - Bridges		(337,861)	(95,488)	(92,299)	3,189	3.34%
Purchase Infrastructure Assets - Footpaths		0	0	0	0	
Purchase Infrastructure Assets - Drainage		(1,734,384)	(86,739)	(118,003)	(31,264)	(36.04%)
Purchase Infrastructure Assets - Parks & Ovals		(2,717,581)	(186,794)	(51,439)	115,355	69.18%
Purchase Infrastructure Assets - Airfields		(59,200)	(14,799)	0	14,799	100.00%
Purchase Infrastructure Assets - Streetscape		(191,000)	(45,249)	(65,798)	(40,549)	(89.61%)
Purchase Infrastructure Assets - Other		(8,445,177)	(29,424)	(11,350)	18,074	61.43%
Proceeds from Disposal of Assets		450,113	793,139	0	(793,139)	100.00%
Repayment of Debentures		(227,381)	(227,611)	(60,341)	167,270	73.49%
Proceeds from New Debentures		2,800,000	2,800,000	0	(2,800,000)	
Self-Supporting Loan Principal Income		25,085	24,073	0	(24,073)	100.00%
Transfers to Restricted Assets (Reserves)		(1,029,767)	(1,546,211)	(13,455)	1,532,756	
Transfers from Restricted Asset (Reserves)		3,217,756	3,071,085	0	(3,071,085)	
ADD Net Current Assets July 1 B/Fwd		5,448,818	5,117,156	5,117,156	(0)	
LESS Net Current Assets Year to Date		0	16,740,220	13,761,511	(2,978,709)	
Surplus		(0)	0	(86,571)	(86,571)	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

1. OPERATING STATEMENT

	Note	18/19 Budget \$	Ytd Budget	18/19 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
OPERATING REVENUES						
Rates		10,109,614	9,939,920	9,939,530	(391)	0%
Operating Grants Subsidies and Contributions	14	4,379,720	798,405	887,803	89,398	11%
Fees and Charges	15	3,964,894	2,027,706	1,961,822	(65,884)	-3%
Proceeds from Sale of Assets				13,636	13,636	
Interest Earnings		391,500	76,912	73,407	(3,506)	-5%
Other Revenue	16	751,571	173,075	144,644	(28,431)	-16%
TOTAL OPERATING REVENUE		19,597,299	13,016,018	13,020,841	4,823	0%
OPERATING EXPENSES						
Employee Costs	17	(8,083,630)	(1,963,831)	(2,097,317)	(133,486)	-7%
Materials and Contracts	18	(6,531,974)	(1,344,007)	(778,180)	565,827	42%
Utility Charges		(952,576)	(159,379)	(141,458)	17,921	11%
Depreciation of Non Current Assets	19	(4,363,387)	(1,090,797)	0	1,090,797	100%
Interest Expenses		(133,094)	(7,549)	(1,268)	6,281	83%
Insurance Expenses	20	(475,846)	(468,698)	(309,627)	159,071	34%
Other Expenditure	21	(184,609)	(145,971)	(48,956)	97,015	66%
TOTAL OPERATING EXPENSE		(20,725,116)	(5,180,232)	(3,376,806)	1,803,427	-35%
Non Operating Grants Subsidies and Contributions	22	7,223,845	245,000	189,779	(55,221)	23%
Profit on Asset Disposals		84,234	0	0	0	#DIV/0!
Loss on Asset Disposals		(160,082)	0	0	0	#DIV/0!
RESULTING FROM OPERATIONS		6,020,180	8,080,786	9,833,815	1,753,029	22%

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

2. BALANCE SHEET

	18/19	17/18
	YTD Actual	Actual
	\$	Estimated
	\$	\$
CURRENT ASSETS		
Cash Assets	13,126,033	9,699,754
Receivables	7,807,236	4,033,786
Inventories	1,224	1,224
TOTAL CURRENT ASSETS	<u>20,934,493</u>	<u>13,734,764</u>
NON-CURRENT ASSETS		
Receivables	583,192	583,191
Land and Buildings	53,639,413	53,582,223
Property, Plant and Equipment	7,451,635	6,600,355
Infrastructure	139,754,019	147,628,583
TOTAL NON-CURRENT ASSETS	<u>201,428,259</u>	<u>208,394,352</u>
TOTAL ASSETS	<u>222,362,752</u>	<u>222,129,116</u>
CURRENT LIABILITIES		
Payables	641,169	2,079,925
Interest-bearing Liabilities	164,039	224,381
Provisions	1,062,556	1,064,296
TOTAL CURRENT LIABILITIES	<u>1,867,764</u>	<u>3,368,602</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	1,783,681	1,783,681
Provisions	271,813	271,813
TOTAL NON-CURRENT LIABILITIES	<u>2,055,494</u>	<u>2,055,494</u>
TOTAL LIABILITIES	<u>3,923,258</u>	<u>5,424,096</u>
NET ASSETS	<u>218,439,494</u>	<u>216,705,020</u>
EQUITY		
Retained Surplus	98,256,859	88,440,651
Reserves - Cash Backed	6,131,323	6,117,713
Reserves - Asset Revaluation	114,051,312	122,146,656
TOTAL EQUITY	<u>218,439,494</u>	<u>216,705,020</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

3. ACQUISITION OF ASSETS	18/19 Budget \$	18/19 Ytd Actual \$
The following assets have been acquired during the period under review:		
By Program		
Governance	Note	
Admin Building	337,500	0
New Telephone System	42,276	0
Server Upgrade	30,000	0
Law, Order & Public Safety		
Rangers Ute	47,000	0
CESM Ute		909
Inish Town Light Tanker	169,800	0
Grass Valley Fire shed Earthworks	288,919	0
Bakers Hill Fire Shed	339,000	0
Electronic Conversion of Standpipe	14,500	0
CCTV- Stage 1 & 2	235,814	0
Education & Welfare		
LTM Playgroup	13,850	0
Upgrade Memorial Hall	10,000	0
Killara Commuter Bus	73,539	51,043
Killara Bus	141,809	0
Community Amenities		
Cemetery Toilet	11,536	0
King Creek Drainage	80,395	545
Area Drainage	186,669	7,563
Design of Recycling Station Inkpen	10,000	0
Old Quarry Drainage	100,000	0
Rehab Investigation Old Tip Site	35,000	0
Inkpen Drainage	0	6,450
NRM Grant Capital Expenditure	40,100	4,000
Cemetery Lot development	18,121	0
CBD Works - Street Scaping	181,000	85,024

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
Town Hall Upgrades		20,250	0
Grass Valley Hall Car Park			774
Upgrade Rec Centre CCTV		24,500	0
Upgrade Emergency Exit door		6,035	0
Paint Non-slip Floor		4,500	0
Purchase Lot 1 GEH		220,000	0
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Replace Sewer Line Wundowie Library C/fwd		14,300	0
General Library Upgrades		50,000	0
Repairs to Exterior Steps Northam Library C/fwd		20,000	0
Old Railway Station Precinct Upgrade C/fwd		50,000	0
Old Railway Station Precinct Exit Gates		13,000	0
AVVVA - Drainage Works		22,850	400
AVVVA - Roof Replacement C/fwd		145,000	0
AVVVA - Brick Pointing		8,850	0
Community Coaster Bus		120,903	0
Wundowie Family Space		50,000	0
Wundowie Basketball Courts Upgrade		80,000	0
St Johns Ambulance Site Improvements		80,000	0
Artificial Hockey Turf		400,000	0
Bridge Crossing Fixings C/fwd		10,000	0
POS Playground Improvements		141,995	51,439
BMX Lighting		90,000	0
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	0
Northam Youth Space C/fwd		1,575,586	0
Wundowie Pool Bowl Repainting		10,000	0
Swimming Pool Redevelopment		7,991,642	900
Transport			
Northam Depot Redesign		10,000	0
PN1218 Mitsubishi Fuso C/fwd		120,000	133,445
PN0908 Volvo Back hoe Loader BL71		189,915	0
PN1221 4T Truck C/fwd		92,135	0
PN2240 Wood Chipper		130,000	92,300
PN1222 3.5T Truck C/fwd		78,745	0
P100 Cricket Wicket roller		35,000	29,909
PN1501 Hino Water Truck FM500		292,915	0
PN1401 Mazda BT50 Tray top		30,550	0
Traffic Counter		15,585	15,585
Kerb Edging Machine		14,673	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Spencers Brook Road SLK 5400 - 7360		283,773	1,333
Spencers Brook Road SLK 12800 - 14600		353,521	98,998
Spencers Brook Road		31,246	29,442
Jennapulin Road c/wd		214,952	1,565
Maintenance Capitalised		100,000	4,124
Fermoy Road		5,000	2,103
Katrine Road C/Fwd		62,586	18,969
Mudalla Way		32,158	0
Glass Avenue		94,958	0
Mervyn Street		34,896	0
Cody Street		23,885	0
Foreman Street		22,136	0
Cook Street		27,382	0
Balga Tce		84,514	0
Gregory Street		73,860	0
Wellington Street		84,849	0
Wellington Street West		68,731	0
Selby Street		67,819	0
Gordon Street		27,662	0
Byfield Street		115,835	0
Irishtown Road		192,259	0
Coates Road		115,100	0
Fitzgerald Street SLK		50,000	0
Newman Road		20,000	6,349
O'Neill Road		284,028	0
Charles Street		136,716	0
East Street		130,857	0
Coates Road		155,317	0
Mitchell Avenue		101,338	83,080
Laneway Land Acquisition		57,000	0
GEH Upgrade		419,936	0
Keane Street		118,000	0
Kerb Renewal		99,565	5,387
Chinganning Road C/fwd		80,087	51,879
Gravel Resheeting		223,365	0
Elizabeth Place Carpark Resurfacing		65,000	0
Beavis Place		45,024	0
St George Street		21,543	0
Lobellia Avenue		49,967	49,967
GEH Bakers Hill		118,431	0
Tames Road		57,375	0
BKB Footpath		45,521	42,332

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
Drainage - Rural		1,442,330	109,895
Culvert Renewal		59,238	3,813
Repair Leach Drains Airport		9,200	0
New Hanger Water Feeds Airport		50,000	0
Economic Services			
BKB Building & Furniture		403,000	139,730
Old Fire Station, Repairs Windows		5,800	0
Old fire Station, Brick Pointing		7,850	0
Bakers Drainage		25,000	0
Water Pump Station Upgrade		169,681	0
Signage Tower GEH Mitchell Avenue		10,000	0
		21,244,048	1,129,250

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
By Class			
Land Held for Resale		0	0
Land and Buildings		1,899,240	140,131
Plant and Equipment		1,722,250	323,191
Furniture and Equipment		76,776	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,060,569	307,039
Infrastructure Assets - Footpaths		337,861	92,299
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,734,394	118,003
Infrastructure Assets - Parks & Ovals		2,717,581	51,439
Infrastructure Assets - Airfields		59,200	0
Infrastructure Assets - Streetscape		191,000	85,798
Infrastructure Assets - Other		8,445,177	11,350
		21,244,048	1,129,250



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
Law Order & Public Safety						
Killarra Community Care Bus C/fwd	20,347	0	32,400	0	12,053	0
Education & Welfare						
Community Coaster Bus C/fwd	26,222	0	23,000	0	(3,222)	0
Killarra Commuter Bus C/fwd	24,370	0	68,181	0	43,811	0
Community Amenities						
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
Recreation & Culture						
Transport						
PN1514 Rangers Triton Ute 4*4	43,000	0	45,000	0	2,000	0
PN1218 Mitsubishi Fuso C/fwd	97,225	0.00	30,000	0	(67,225)	0
PN0908 Volvo Back Hoe Loader BL71	60,912	0	45,000	0	(15,912)	0
PN1221 4T Truck C/fwd	30,320	0	29,093	0	(1,227)	0
PN2240 Wood Chipper	42,329	0	43,000	0	671	0
PN1222 3.5T Truck C/fwd	3,400	0	5,000	0	1,600	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
P100 Cricket Wicket Roller	138,098	0	72,000	0	(66,098)	0
PN1501 Hino Water Truck, FM500	16,837	0	10,439	0	(6,398)	0
	525,961	0	450,113	0	(75,848)	0



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2018

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Class</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
Plant & Equipment						
PN1514 Rangers Triton Ute 4*4	20,347	0	32,400	0	12,053	0
Killarra Commuter Bus C/fwd	26,222	0	23,000	0	(3,222)	0
Killarra Community Care Bus C/fwd	24,370	0	68,181	0	43,811	0
Toyota Coaster Bus (Community)	22,901	0	45,000	0	22,099	0
PN1218 Mitsubishi Fuso C/fwd	43,000	0	45,000	0	2,000	0
PN0908 Volvo Back Hoe Loader BL71	97,225	0	30,000	0	(67,225)	0
PN1221 4T Truck C/fwd	60,912	0	45,000	0	(15,912)	0
PN2240 Wood Chipper	30,320	0	29,093	0	(1,227)	0
PN1222 3.5T Truck C/fwd	42,329	0	43,000	0	671	0
P100 Cricket Wicket Roller	3,400	0	5,000	0	1,600	0
Speed Alert Trailer	0	0	2,000	0	2,000	0
PN1501 Hino Water Truck, FM500	138,098	0	72,000	0	(66,098)	0
PN1401 Mazda BT50 Tray Top	16,837	0	10,439	0	(6,398)	0
	525,961	0	450,113	0	(75,848)	0
					18/19 Budget \$	Ytd Actual \$
Summary						
Profit on Asset Disposals					84,234	0
Loss on Asset Disposals					(160,082)	0
					<u>(75,848)</u>	<u>0</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		18/19 Budget	18/19 Ytd Actual	18/19 Budget	18/19 Ytd Actual	18/19 Budget	18/19 Ytd Actual	18/19 Budget	18/19 Ytd Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation & Culture									
Loan 208 - Northam Country Club ** 7.36%	9,365	0	0	6,128	0	3,237	9,365	624	0
Loan 219A - Northam Bowling Club ** 3.18%	182,007	0	0	18,967	0	163,040	182,007	6,870	0
Loan 223 - Recreation Facilities 6.06%	252,562	0	0	122,513	60,341	130,049	192,221	15,099	1,268
Loan 224 - Recreation Facilities 6.48%	860,271	0	0	43,876	0	816,395	860,271	60,776	0
Loan New - Swimming Pool	0	2,400,000	0	0	0	2,400,000	0	0	0
Loan New - Youth Space	0	500,000	0	0	0	500,000	0	0	0
Economic Services									
Loan 225 - Victoria Oval Purchase 6.48%	703,858	0	0	35,898	0	667,960	703,858	49,726	0
	2,008,063	2,900,000	0	227,381	60,341	4,680,682	1,947,722	133,094	1,268

Note: ** indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.

Loan 221 - No longer a self supporting loan to Northam Aero Club now financed by general purpose revenue.



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2018

	18/19 Budget				18/19 Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED										
Aged Accomodation Reserve	217,338	4,260	5,000		226,597	217,338	479			217,816
Employee Liability Reserve	418,145	8,196			426,340	418,145	921			419,066
Housing Reserve	259,499	5,086			264,586	259,499	572			260,071
Reticulation Scheme Reserve	69,088	1,354	10,000		80,442	69,088	152			69,240
Office Equipment Reserve	101,066	1,981		(72,276)	30,771	101,066	357			101,423
Plant & Equipment Reserve	109,879	2,154	330,000	(315,585)	126,448	109,879	242			110,121
Road & Bridgeworks Reserve	77,723	1,523	10,000		89,246	77,723	171			77,894
Refuse Site Reserve	476,794	9,345	180,000		666,139	476,794	1,050			477,843
Regional Development Reserve	91,481	1,793		(80,000)	13,274	91,481	201			91,683
Speedway Reserve	144,261	2,628			147,088	144,261	318			144,578
Community Bus Replacement Reserve	63,105	1,433		(62,000)	2,538	63,105	139			63,244
Septage Pond Reserve	191,430	3,752	71,223		266,405	191,430	422			191,852
Killara Reserve	375,484	7,360	4,000	(124,167)	262,677	375,484	825			376,310
Stormwater Drainage Projects Reserve	129,330	2,535		(100,000)	31,865	129,330	294			129,614
Recreation and Community Facilities Reserve	1,809,999	35,476	158,965	(1,886,228)	118,212	1,809,999	3,984			1,813,983
Administration Office Reserve	691,211	13,548		(337,500)	367,259	691,211	1,388			692,599
Council Buildings & Amenities Reserve	308,750	6,052	55,579	(175,000)	195,381	308,750	678			309,428
River Town Pool Dredging Reserve	303,220	5,943	50,000		359,163	303,220	669			303,889
Parking Facilities Construction Reserve	211,280	4,141		(65,000)	150,421	211,280	455			211,736
Art Collection Reserve	22,680	445			23,125	22,680	50			22,730
Election Reserve	163	3	15,000		15,166	163	0			163
Revaluation Reserve	40,463	793	20,000		61,256	40,463	89			40,552
Total Cash Backed Reserves	6,112,388	120,000	909,767	(3,217,756)	3,924,399	6,112,388	13,455			6,125,844
Total Interest										1,029,767

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

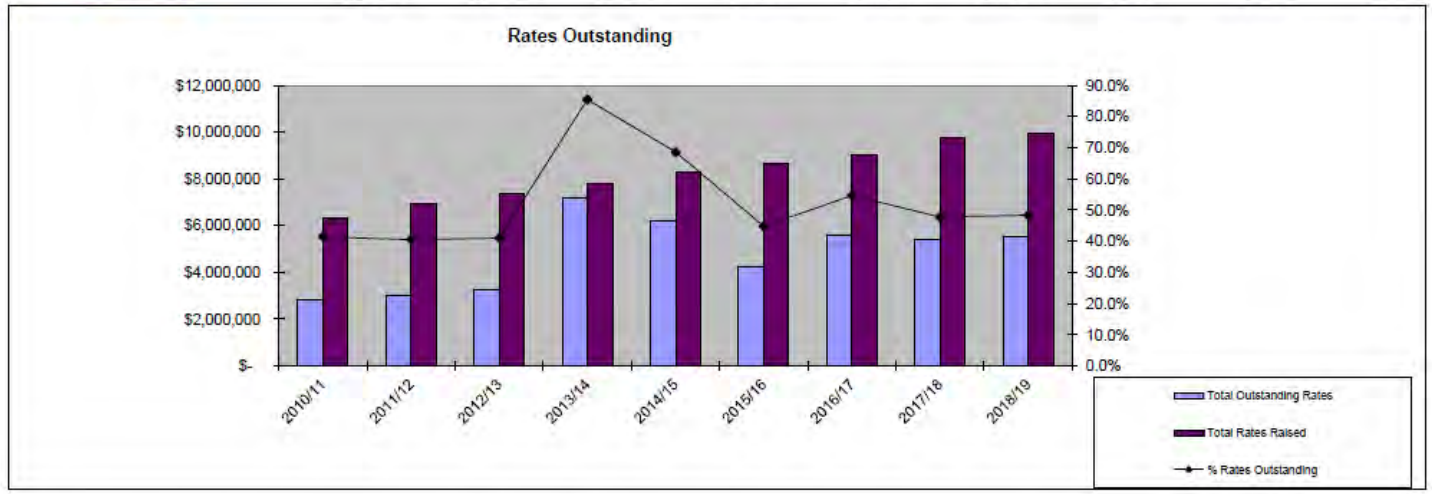
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2018

	18/19 Budget	18/19 Ytd Actual	Estimated 17/18 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	6,932,050	3,575,038
Cash - Restricted Unspent Grants	0	55,660	0
Cash - Restricted Reserves	3,924,399	6,138,323	6,124,714
Self Supporting Loan	26,500	16,818	16,818
Sundry Debtors	143,816	530,820	1,458,767
Rates - Current	1,900,000	6,429,710	1,981,652
Pensioners Rates Rebate	0	410,103	14,928
Provision for Doubtful Debts	100,000	(142,499)	(142,499)
GST Receivable	0	101,218	238,907
Accrued Income/Prepayments	0	461,066	465,216
Inventories	1,000	1,224	1,224
	6,295,715	20,934,493	13,734,764
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,703,361)	(626,185)	(1,450,291)
Rates Income in Advance	(280,000)	(60,706)	(238,427)
GST Payable	0	(13,860)	(143,310)
Accrued Salaries & Wages	0	0	(57,702)
Accrued Interest on Debentures	0	(17,733)	(31,275)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(166,462)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	77,389	7,542
Loan Liability	(227,381)	(164,039)	(224,381)
Provision for Annual Leave	(605,891)	(605,891)	(605,891)
Provision for Long Service Leave	(458,405)	(456,665)	(458,405)
Other Payables	0	0	0
	(3,275,038)	(1,867,764)	(3,368,602)
NET CURRENT ASSET POSITION	3,020,677	19,066,729	10,366,162
Less: Cash - Reserves - Restricted	(3,924,399)	(6,138,323)	(6,124,714)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition	0	0	0
Less: Loans receivable - clubs/institutions	0	0	(16,818)
Add: Current Loan Liability	227,381	164,039	224,381
Add: Leave Liability Reserve	426,341	419,065	418,145
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	13,761,511	5,117,156

**SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 30 September 2018**

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Key Rating Dates									
RATES ISSUED	04/08/10	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018
RATES DUE	13/09/2010	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018
2nd INSTALMENT DUE	12/11/2010	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018
3rd INSTALMENT DUE	11/01/2011	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018
4th INSTALMENT DUE	14/03/2011	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018
Outstanding ^{1st} July	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688.00	\$1,535,793.00
Rates Levied	\$6,268,889	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551.00	\$9,925,046.12
Interest, Ex gratia	\$75,632	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,215.58	\$18,640.98
Rates Paid by month									
1 July	24,586	51,948	38,805	47,443	62,554	29,105	43,333	60,002	60,002
2 August	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869
3 September	2,736,315	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835
4 October									
5 November									
6 December									
7 January									
8 February									
9 March									
10 April									
11 May									
12 June									
Total YTD	4,033,691	4,424,675	4,686,292	1,223,819	2,832,814	5,249,146	4,654,396	5,879,716	5,931,706
% Ytd Rates Outstanding	41.4%	40.5%	41.0%	85.4%	68.6%	44.8%	54.6%	47.8%	48.3%
Ytd Outstanding	2,851,121	3,011,305	3,257,126	7,176,604	6,186,075	4,259,901	5,601,159	5,373,738	5,547,774



12.4.3 Delegated Authority Reference F06

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.1.6
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Colin Young Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes

BRIEF

For Council to consider altering the Delegation Authority Register reference F06 to include airport leases for a period of twelve (12) years.

ATTACHMENTS

Attachment 1: Delegated register F06 with proposed amendment.

BACKGROUND / DETAILS

Under the Act, a local government may delegate to the CEO any of its powers or the discharge of any of its duties under the Act, other than those prescribed under section 5.43. All delegations made by the Council must be by an absolute majority as prescribed by sections 5.42 and 5.44 of the Act which legislates Council's ability to delegate functions to the CEO. Section 5.44 also allows the CEO to delegate to any employee the exercise of any of the CEO's powers or discharge of duties.

A review of all delegations was undertaken in June 2018, however when delegation F06 – *Disposing of Property by Lease or Licence* was endorsed, consideration was not given to the term for airport leases and as Council has expressed their desire to no longer consider airport leases, a further alteration to F06 must be considered.

New delegation to allow for the disposal of property through a lease/licence. The disposal of land can be delegated by Council, to the CEO, subject to there being an amount determined by the Council. Based on current
--

lease/licence arrangements, \$20,000 is believed to be an appropriate 'capped' amount.

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.

Objectives:

- Open, accountable and effective decision making.
- Develop clear policy settings to guide our organisation and community.

Financial / Resource Implications

Nil.

Legislative Compliance

Local Government Act 1995:

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

** Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
- (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
 - (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

- (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — *conditions* includes qualifications, limitations or exceptions.

Local Government (Administration) Regulations 1996 – Regulation 18G and 19:

18G. Delegations to CEOs, limits on (Act s. 5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

19. Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Policy Implications
Shire of Northam Policy

Stakeholder Engagement / Consultation
Council's previous request to not have airport leases brought before Council for consideration.

Risk Implications
Should Council not undertake a review of delegation F06 then Council will need to consider all lease agreements for the airport at Council's Ordinary meetings which will result in clogging the system and taking unnecessary time.

OFFICER'S COMMENT

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Without delegated authority, most decisions of the Shire would need to be made by Council at its ordinary meetings.

Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.

Previously delegation F06 only allowed the CEO to dispose of property by a lease no greater than five (5) years which will not cover airport leases at this time, as the end date is 2030 for all leases. It would be advantageous to extend the time base to twelve (12) years.

RECOMMENDATION

That Council endorse Delegated Authority Register reference F06 being altered to include a twelve (12) year lease period to cater for airport leases.

ABSOLUTE MAJORITY SIX (6) REQUIRED

Attachment 1

DELEGATION NUMBER	- F06
LEGISLATIVE POWER	- Section 3.58 Local Government Act 1995
DELEGATION SUBJECT	- Disposing of Property by Lease or Licence
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority for the disposal of property in accordance with section 3.58 of the Local Government Act 1995 by lease or licence.

NOTE: Section 3.58(1) defines:

'dispose' as includes to sell, lease, or otherwise dispose of, whether absolutely or not; and

'property' as includes the whole or any part of the interest of a local government in property, but does not include money.

The Chief Executive Officer and Shire President are authorised to execute leases and licences on behalf of the Shire of Northam subject to:

Subject to the disposal;

1. complying with the requirements of:
 - i. Section 3.58 of the Local Government Act 1995;
 - ii. The exclusions set out in Regulation 30 of the Local Government (Functions and General) Regulations 1996;
 - iii. Council Policies or Management Procedures;

The grant of a lease or licence in relation to:

1. freehold land owned by the Shire; or
2. crown land managed/leased by the Shire.

is further subject to:

1. Disposal by Lease
 - a) The disposal of property by lease being subject to:
 - i. The lease being in accordance with the Shire's Leasing Policy (as then applicable);
 - ii. The term of the lease being no greater than twelve (12) years for Northam Airport Hangar Sites and five (5) years for all other property;

- iii. The rental fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the lease term; and
 - iv. The area leased being no greater than 1000m².
 - b) The agreement for the varying the terms of a lease including but not limited to terminations, renewal options, assignments, subletting, special conditions or payment schedules of a lease subject to:
 - i. The variation being minor in nature in accordance with the Shire's Leasing Policy (as then applicable);
 - ii. The lease providing for an option for extension and specifying the applicable terms of that option term;
 - iii. The exercise of the lease being in accordance with the terms of the option provisions of the original lease, and in particular that the lessee is not in a material and un-remedied breach of that lease; and
 - iv. The extension being in accordance with the option provisions of the original lease.
- 2. Disposal by Licence
 - a) The disposal of property by licence being subject to:
 - i. The licence being in accordance with the Shire's Leasing Policy (as then applicable);
 - ii. The granting of a licence being permitted under the Shire's management order or lease;
 - iii. The term of the licence being no greater than five (5) years;
 - iv. The fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the licence term; and
 - v. The area licenced being no greater than 1000m².
 - b) The agreement for the varying the terms of a licence including but not limited to terminations, renewal options, assignments, sublicensing, special conditions or payment schedules of a licence subject to:
 - i. The variation being minor in nature in accordance with the Shire's Leasing Policy (as then applicable);
 - ii. The licence providing for an option for extension and specifying the applicable terms of that option term;
 - iii. The exercise of the licence being in accordance with the terms of the option provisions of the original licence, and in particular that the licensee is not in a material and un-remedied breach of that licence; and
 - iv. The extension being in accordance with the option provisions of the original licence.

12.4.4 Standing Orders Amendment Local Law 2018

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.2.15
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Colin Young Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes

BRIEF

This report is for Council to consider adopting the Amended Local Law after the statutory 60 days public notice pursuant to section 3.12 of the *Local Government Act 1995*, and the Joint Standing Committee for Delegated Legislation's (JSC) requirement to make some minor changes to the Shire of Northam *Standing Orders Local Law 2018* which was Gazetted on 20 April 2018.

ATTACHMENTS

Attachment 1: Standing Orders Amendment Local Law 2018.

BACKGROUND / DETAILS

The *Standing Orders Local Law 2018* was Gazetted on 20 April 2018. Subsequently the Joint Standing Committee for Delegated Legislation (JSC) requested the Shire to undertake some minor changes to the local law.

The changes recommended by the JSC were:

- (a) Amend clause 2.4 by deleting s5.16 and inserting 'section 5.17'
 - (ii) delete "Absolute Majority"
- (b) Amend clause 3.5 by deleting the first occurrence of the word "the"
- (c) Amend clause 5.1(4) by deleting "(item 10)"
- (d) Amend clause 19.1 by inserting the following sub-clause:
 - (1) A person who breaches a provision of these Local Laws commits an offence.

The Shire of Northam were required by the JSC to recommence the s3.12 process which included re-advertising the local law for comment. The

consultation period ended on 28 September 2018. There have not been any comments from the community.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

Objectives:

- Implement systems and processes which deliver quality outcomes for our community;
- Maintain a high standard of corporate governance;
- Encourage active community participation in our local government; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

Financial / Resource Implications

Commencing amendments to a local law process will incur:

- Advertising costs in the West Australian - Approximate cost of \$400.00
- Gazettal of the adopted amended local law. Approximate cost of \$212.00 per page.
- Advertising in the Avon Advocate relating to the adoption of the amended local law. Approximate cost of \$200.00

Legislative Compliance

Section 3.12 of the Local Government Act 1995 which outline the procedures for making local laws.

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give Statewide public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice;*
 - and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*

- (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
 - and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.
- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
- * Absolute majority required.
- (5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the Gazette the local government is to give local public notice —
- (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or **obtained from the local government's office.**
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

Section 9.17, Notice, content of

(3) Unless otherwise prescribed by regulation, the modified penalty that a local law may prescribe for an offence is not to exceed 10% of the maximum fine that could be imposed for that offence by a court

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Advertising undertaken in accordance with the Local Government Act 1995.

Risk Implications

Failure to comply with the process would cause a potential breach of legislation.

OFFICER'S COMMENT

The report seeks to finalise the 3.12 process and for Councillors to consider any minor changes as long as it is not significantly different to the current changes provided by the JSC. Then Council should adopt the Amendment to the local law and request the CEO to provide the local law for Gazettal in the Government Gazette and advertise the adoption of the local law.

A copy of the adopted amendment local law, this report and a copy of the public notice advertisements, will be forwarded to the Minister for Local Government Sport and Cultural Industries and to the Joint Standing Committee for Delegated Legislation after Gazettal.

When proposing to make a local law, the presiding person is to read aloud the Purpose and Effect of the *Standing Orders Amendment Local Law 2018*.

RECOMMENDATION

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* close the review period and adopt the local law with the following changes made:
 - (a) **(i) Amend clause 2.4 by deleting s5.16 and inserting 'section 5.17'**
 - (ii) delete **"Absolute Majority"**
 - (b) **Amend clause 3.5 by deleting the first occurrence of the word "the"**
 - (c) **Amend clause 5.1(4) by deleting "(item 10)"**
 - (d) Amend clause 19.1 by inserting the following sub-clause:
 - (2) *A person who breaches a provision of these Local Laws commits an offence.*
2. Pursuant to section 3.12 of the *Local Government Act 1995* authorise the CEO to give Statewide public notice that the Shire has adopted the Shire of Northam Standing Orders Amendment Local Law 2018 with the purpose and effect of this local law being as follows:

Purpose: The purpose of the Standing Orders Amendment Local Law 2018 is to provide for the orderly conduct of meetings of the council and committees, the manner of making an effective petition to the local government, and for the safe custody and use of the common seal.

Effect: The effect of the Standing Orders Amendment Local Law 2018 is that all council and committee meetings, the manner of making a petition to the local government, and the use of the common seal, are to be governed by the standing orders unless otherwise provided in the Act or regulations.

ABSOLUTE MAJORITY SIX (6) REQUIRED

Attachment 1

Local Government Act 1995

SHIRE OF NORTHAM

STANDING ORDERS AMENDMENT LOCAL LAW 2018

Under the powers conferred by the *Cemeteries Act 1986*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved by Absolute Majority onto make the following local law.

1. Citation

This local law may be cited as the *Shire of Northam Standing Orders Amendment Local law 2018*

2. Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

3. Principal local law amended

3.1 In this local law the *Shire of Northam Standing Orders Amendment Local Law 2018* as published in the *Government Gazette* on 20 April 2018, is referred to as the Principal Local Law.

3.2 The Principal local law is amended.

4. Clause 2.4 Amended

Clause 2.4 is amended as follows:

- (a) Delete 's5.16' and insert 'section 5.17
- (b) Delete '*Absolute Majority'

5. Clause 3.5 Amended

Clause 3.5 is amended as follows:

Delete the first occurrence of 'the'

6. Clause 5.1(4) Amended

Clause 5.1(4) is amended as follows:

Delete '(item 10)'

7. Clause 19.1 Amended

Clause 19.1 is amended as follows:

Insert 'A person who breaches a provision of these Local Laws commits an offence'.

DATED: _____ 20__

The Common Seal of the Shire of Northam was affixed by authority of a resolution of Council in the presence of:

Christopher R Antonio
President

Jason B Whiteaker
Chief Executive Officer

Cr J E G Williams declared an "Impartiality" interest in item 12.4.5 - Customer Service Charter Review as her daughter and daughter-in-law works for the Shire and will be covered by this Charter.

12.4.5 Customer Service Charter Review

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.2.3.2
Reporting Officer:	Cheryl Greenough Coordinator Governance/Administration
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes

BRIEF

This Customer Service Charter is being presented to Council for discussion and adoption to bring it into line with current practices and procedures.

ATTACHMENTS

Attachment 1: Customer Service Charter 2018 version.

BACKGROUND / DETAILS

In August 2017 the Shire commissioned Aveling to conduct an audit of our administrative services and customer service which included the Shire of Northam Customer Service Charter.

The scope of the proposal included a desktop audit of Shire policies and procedures, a survey of customers and staff, concluding with a site visit and validation of data. The final stage culminated in a detailed report advising that whilst the Customer Service Charter was well written, there were some areas that could be improved.

CONSIDERATIONS

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

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

Objectives:

- Provide outstanding customer service;
- Ensure robust financial management;
- Implement systems and processes which deliver quality outcomes for our community.

Financial / Resource Implications
Advertising costs.

Legislative Compliance

Local Government Act 1995 section 2.7. Role of council

- (1) The council —
- (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

Policy Implications
Shire of Northam Policies.

Stakeholder Engagement / Consultation

Shire staff were given a two week opportunity to review the document and provide input from 7 September to 21 September.

Risk Implications

There are no risk implications for the Shire in relation to the recommendations of this report.

OFFICER'S COMMENT

Following on from the Audit and in line with our Bi-annual review of the Customer Service Charter, the Charter has been reviewed by staff and some changes made to it. Notably in the report Aveling raised certain issues which are being or have been addressed.


1. No document control – This matter has now been addressed.
2. Doesn't align to complaints procedure – This matter addressed.
3. No internal customer service information – This has now been addressed.
4. The charter is not easily accessed – We are considering various options.

The new charter addresses the improvement recommendations made by Aveling (as part of their internal audit/review of Council customer service) and has improved the document beyond the suggestions made by the audit report. Some KPI's have been added for your perusal and comment, the document can be used with or without the KPI's.

RECOMMENDATION

That Council adopt the 2018 Customer Service Charter as presented.

Attachment 1



*Shire of Northam
Customer
Service Charter*

Safe, Open, Accountable, Respectful

www.northam.wa.gov.au
395 Fitzgerald Street, Northam WA 6401
T (08) 9622 6100 F (08) 9622 1810

INTRODUCTION

This Customer Service Charter outlines the Shire of Northam's commitment to providing you (the community) with quality services and includes a clear guide to measure our performance. The Charter sets the minimum standards our employees should adhere to.

OUR VISION

Is for a vibrant growing community that is safe, caring and inclusive. A community that values our heritage, preserves our environment and promotes our commerce.

In order to achieve this Vision, the Council will commit to display;

- **LEADERSHIP**
 - o *to recognise the community's expectations to provide leadership*
- **RESPECT**
 - o *to respect difference in age, culture, values and opinion*
- **TEAMWORK**
 - o *to achieve through the efforts of the team*
- **EXCELLENCE**
 - o *to aspire to one standard*
- **OPENNESS**
 - o *to engender trust through openness*

OUR MISSION



The Shire's cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to soar high in our aspirations and work together as an organisation to achieve them.

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth. In order to achieve this Mission, the Organisation will commit to being;

- **SAFE**
 - o *focus on importance of safety in the organisation*
- **OPEN**
 - o *engage in two way communication, with transparency and trust*
- **ACCOUNTABLE**
 - o *know what you are responsible for, take ownership and deliver accordingly*
- **RESPECTFUL**
 - o *demonstrate respect for other's skills, knowledge and differing value systems*

SERVICE STANDARDS YOU CAN EXPECT FROM US

As a customer you are entitled to:

- prompt, courteous, friendly and professional service;
- be treated with respect;
- have your concerns addressed promptly;
- have your business attended to in a timely manner;
- receive accurate and timely information;
- participate in the community engagement and decision making process;
- access to all services and amenities provided by the Shire; and
- have your feedback used as an opportunity to improve our services.

OUR STANDARDS

The Shire of Northam's Customer Service Charter requires all officers to be competent, approachable and courteous at all times. To achieve this staff will and we will do this by:

- wear a name badge when assisting customers;
- ~~treat all people as individuals, endeavoring to~~ Where possible identify them customers by name;
- be multi-culturally aware;
- be positive, friendly, supportive and helpful;
- listen to people's views and opinions;
- focus on what we can do, not what we can't do;
- ensure people who have special needs are able to access our services;
- answer calls in a courteous manner;
- return telephone calls within two (2) working days;
- respond to all letters within seven (7) working days or providing an acknowledgment and explanation for the delay;
- acknowledge requests within two (2) working days;
- keep you informed about the progress of your business with Council;
- seek clarification where necessary to ensure community needs are understood and can be met;
- maintain up-to-date knowledge of services and amenities;
- ensure they are familiar with the vision and goals of the Shire's Strategic and Corporate Plans;
- make all attempts to resolve issues to the mutual satisfaction of the person and the Shire;
- refer any enquiry that counter staff cannot answer to an appropriate officer;
- ensure an accurate message is recorded and delivered;
- ensure all enquiries where a commitment has been made are followed up and the person is advised of the outcome;
- look for opportunities to provide better service to the community; and
- produce brochures, publications and correspondence in clear language;

The Shire is being driven by principles of quality improvement, which means continuously improving our processes including documenting our processes and procedures. The Shire values feedback and welcomes suggestions, by using customer feedback the Shire can improve its service to the community.

YOU CAN ASSIST THE SHIRE BY

- being courteous, polite and respectful of our employees;
- providing accurate and complete details when you contact us with queries or requests for assistance;
- letting the Shire know when your situation changes, for example; change of address, change of

- details for your registered animal;
- phoning to make an appointment for complex enquiries or to see a specific officer;
- phoning the officer nominated on correspondence sent to you and quoting the reference number on the letter;
- being clear and concise with your requests and being prepared with relevant information;
- treating Employees with the same courtesy and respect given to you; and
- acknowledging understanding that the Shire may not have the authority to deal with your request and may need to refer it to another agency/organisation.
- working with the Shire to help solve problems; and
- providing feedback/compliments/suggestions to help the Shire improve its services.

WHAT IF YOU DON'T GET THE SERVICE YOU EXPECT?

Council has a designated complaints officer who will be your voice within Council and will endeavour to achieve a satisfactory solution for you. The complaints officer will investigate serious complaints via our Customer Request System and advise you of the progress within ten (10) working days.

You may also contact the WA Ombudsman by email at www.ombudsman.wa.gov.au or by phone on 08 9220 7555

YOUR PRIVACY

At all times staff will respect your privacy when dealing with the Shire and will treat your personal information collected by us in the strictest confidence.

FREEDOM OF INFORMATION (FOI)

Freedom of Information gives the public a right to access government documents, subject to some limitations. In Western Australia, under the *Freedom of Information Act 1992 (the FOI Act)*, the right applies to documents held by most State government agencies (such as departments, public hospitals, public universities and State government authorities), Ministers and local government. Together, these bodies are referred to as "agencies".

Documents accessible under the FOI Act include paper records, plans and drawings, photographs, tape recordings, films, videotapes or information stored in a computerised form.

Agencies are required to assist applicants to obtain access to documents at the lowest reasonable cost. Anyone can apply to have personal information about themselves in government documents amended if that information is inaccurate, incomplete, out of date or misleading.

For further information please contact the Shire on 9622 6100.

CONTACT US

Call into the Shire during office hours from 08:30 until 4:30pm for Administration and 08:30 to 4:00pm for Licensing. Contact the Shire by phoning 9622 6100, visit the administration centre, recreation centres and libraries or visit the Shire's website at www.northam.wa.gov.au to complete a Customer Feedback Form or email the Shire via: records@northam.wa.gov.au You can also write to us addressing the appropriate officer; records or write to:

Mr Jason Whiteaker
Chief Executive Officer
PO Box 613
NORTHAM WA 6401



CUSTOMER FEEDBACK FORM

Date: _____ Time: _____ File ref: _____

Customer Contact: (please circle) In person Telephone Written Email

Customer Details (this is you):

NAME _____

ADDRESS _____

TELEPHONE Home _____ Mobile _____

Email _____

Would you like to compliment a staff member, please provide their name and position if known and details of why you would like to compliment them:

Could you please answer a couple of questions to assist us to improve our service to you

How would you rate our service	Positive	Neutral	Negative
Was the time taken to acknowledge your query appropriate			
Were you happy with the way you were greeted			
If by phone: were you happy with the length of time on hold			
Would you like to receive more feedback from the Shire			

Office Use only

Name of Person taking request/feedback _____ Department _____



CUSTOMER COMPLAINTS FORM

Date: _____ Time: _____ File ref: _____

Customer Contact: (please circle) In person Telephone Written Email

Customer Details (this is you):

NAME _____

ADDRESS _____

TELEPHONE Home _____ Mobile _____

Email _____

If ~~this is~~ you would like to register a Complaint please supply the following details:

Who is this complaint about?	
Where did the problem occur?	
Date of the incident	
Time of the incident	
What is the complaint about? Eg. Noise, processes, Burning, dogs, poultry, other	

You may wish to register your complaint online at the Shire's website. Please go to:
<https://www.northam.wa.gov.au/community/online-services/customer-service-enquiry.aspx> and follow the prompts.

Should your complaint be about a staff member or an Elected Member, please email your complaint to:
records@northam.wa.gov.au. and your complaint will be handled with due diligence.

Could you please answer a couple of questions to assist us to improve our service to you

How would you rate our service	Positive	Neutral	Negative
Was the time taken to acknowledge your complaint appropriate			
Was the time taken to act on your complaint appropriate			
Were you happy with the way you were greeted			
If by phone: were you happy with the length of time on hold			

Office Use only
Name of Person taking complaint _____ Department _____

12.5 COMMUNITY SERVICES

Nil.

13. MATTERS BEHIND CLOSED DOORS

13.1 PROPOSED SALE OF LOT 881 YILGARN AVENUE, MALABAINÉ

13.2 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD 14
SEPTEMBER 2018

Note: Committee minutes are provided as a separate confidential attachment to this agenda and minutes.

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Chief Executive Officer Review Committee meeting held on 14 September 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Note that the CEO contract has been executed by the Chief Executive Officer and Shire President in accordance with the parameters and decision of Council at its Ordinary Council meeting held on 21st February 2018 set by Council (Decision No: C.3287).
2. Request the Chief Executive Officer to provide a final report of his **performance against the 2017/18 KPI's**.

13.3 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD 10 OCTOBER 2018

Note: Committee minutes are provided as a separate confidential attachment to this agenda and minutes.

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Chief Executive Officer Review Committee meeting held on 10 October 2018.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Receive the 2017/18 annual performance review for the Chief Executive Officer; and
2. Request the Shire President and Cr Mencshelyi to revise the proposed **KPI's as a result of the Committee's discussion and present these to the CEO and Committee for endorsement.**

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

16. DECLARATION OF CLOSURE