



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**17 July 2019**



## DISCLAIMER

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

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

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## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

Shire President

Deputy Shire 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

A/Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO

Manager Health and Environment

J B Whiteaker

C D Kleynhans

C B Hunt

R Rayson

C Young

A C McCall

C E Sadleir entered at  
6:17pm

### Gallery:

Public

Heather Meiklem

Sally Hart

Maren Lavery and child

Mathew Macqueen

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

The Executive Manager Corporate Services left the meeting at 5:30pm and returned at 5:31pm.

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee Meeting held on 9 July 2019	11.3	Cr C R Antonio	Impartiality	Nominated FCO for Southern Brook is a family member (brother).
		Cr J E G Williams	Impartiality	The nominated (and current) Deputy Chief Bush Fire Control Officer, Simon Peters is a friend of hers. There is remuneration involved with the position.
RFT 2 of 2019 – Supply and Construction of Bakers Hill Fire Shed	12.3.1	Cr J E G Williams	Impartiality	She is an executive committee member of Bakers Hill Progress Association. She will be involved in discussions regarding this matter.
Draft Shire of Northam Heritage List	12.3.2	Cr C P Della	Impartiality	Property owners on the draft register are known to him.
		Cr J E G Williams	Impartiality	She is a member of Bakers Hill Progress and Recreation Association, who are developing plans for the Bakers Hill Railway platform, which is proposed to be involved on the Heritage List. Inclusion on the list may affect the Associations planned development of the site.
		Cr S B Pollard	Proximity	Item 52 Barndon House, 14 Wellington Street is immediately adjacent to 12 Wellington St which is owned by his self-managed superannuation fund.

Two (2) members of the gallery left the meeting at 5:32pm.

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

<b><u>Visitations and Consultations</u></b>	
24/06/19	MMM Radio Fortnightly Interview
24/06/19	Rotary Club Changeover Night
28/06/19	Avon-Midland Country Zone Meeting – Shire of Gingin
04/07/19	Northam Chamber of Commerce Business After Hours
06/07/19	Lions Community Markets
08/07/19	MMM Fortnightly Radio Interview
09/07/19	Acacia Prison Celebrating Naidoc Event - Wooroloo
10/07/19	Regional Capitals Alliance WA Meeting Teleconference
<b><u>Upcoming Events</u></b>	
22/07/19	MMM Fortnightly Radio Interview
26/07/19	Citizenship Ceremony
01/08/19	Regional Capitals Alliance WA Meeting - Perth
01/08/19	Northam Chamber of Commerce Business After Hours
02/08/19	Avon River Festival and Official Event - Northam
03/08/19	Avon Descent Race Start - Northam
03/08/19	Lions Community Markets - Northam
04/08/19	Avon Descent Finish event - Bayswater
05/08/19	MMM Fortnightly Radio Interview
06/08/19	President's and Mayor's Forum - Perth
07/08/19	Local Government Week – State and Local Government Forum
08/08/19	Local Government Week - Perth
09/08/19	Local Government Week - Perth

## **Operational Matters:**

### Ready – Set – Go Branding

The new branding is now much more noticeable around the Shire. Starting with the Shire of Northam Website, you will notice many changes. Videos of some of our major events, promoting the Shire are now coming on line.

### Developments

Developments within the Shire of Northam range from Government Initiatives, such as the redevelopment of the Northam Hospital, to many of the private developments occurring around the Shire. Many of these are now nearing completion, and so expect to see some additional employment opportunities to become available.

### Shire of Northam Events

One of the Shire of Northam's major events is occurring at the beginning of August. This includes the Avon Descent Festival on the evening of Friday the 2<sup>nd</sup> August, followed by the start of the Avon Descent Race on the Saturday Morning.

## **Strategic Matters:**

### Major Projects

The annual road programme maintenance continues. Within most parts of the Shire, residents and visitors are able to witness the upgrades and repairs.

The Aquatic centre development remains on track for an early 2020 completion date. Each week, there are visible changes and developments showing what work has been completed.



## 5. PUBLIC QUESTION TIME

### 5.1 PUBLIC QUESTIONS

**Name:** Heather Meiklem.

**Summary of Question 1:** In relation to agenda item 11.1 and the reference to disposing of art work. Are these item items being destroyed/shredded or given to a charity or community group within the town e.g. AVAS.

**Summary of Response 1:** The Executive Manager Community Services advised that staff are open to suggestions. Council has undergone a formal process to advertise the disposal with only one person indicating interest in one of the pieces. If a group such as AVAS are interested staff can show these items who can make a decision in relation to whether they want these.

Cr Pollard left the meeting at 5:36pm as he declared a "Proximity" interest in item 12.3.2 - Draft Shire of Northam Heritage List which this question is in relation to. Item 52 Barndon House, 14 Wellington Street is immediately adjacent to 12 Wellington St which is owned by his self-managed trust fund.

The Shire President read aloud the following question and response which was submitted.

**Name:** Shane Green, Bakers Hill Progress and Recreation Association.

**Question 1:** Bakers Hill Progress and Recreation Association are in the process of planning a 'community/tourism hub' at the old Bakers Hill Railway Station. We have a draftsman doing concept drawings for us that we hope to present to the Shire in the near future. The concept includes, but is not limited to, restoring the old railway platform and incorporating old rail carriages to be used for market stalls or other small artisan businesses, building on both the major heritage and potential tourism aspects of the area. This will hopefully bring further economic value to both Bakers Hill and the Shire. We are concerned that the inclusion of the railway station on the Shire of Northam Heritage List may jeopardise some, if not all, of our plans, which we have so far had full Shire support for, so could you please advise us if this will be the case? Thank you.

**Response 1:** The draft Heritage List will be the subject of community and landowner consultation prior to its formal adoption. The intent of the heritage list is to provide statutory protection for those places that have the highest cultural heritage significance in the Shire of Northam. Development of places on the Heritage List will require prior development approval from the Shire but does not restrict appropriate sustainable development of the places, including heritage tourism.

Cr Pollard returned to the meeting at 5:38pm.

Two (2) members of the gallery returned to the meeting at 5:38pm.

## **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 JUNE 2019

#### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3703**

**Moved: Cr Ryan**  
**Seconded: Cr Tinetti**

**That the minutes of the Ordinary Council meeting held on Wednesday, 19 June 2019 be confirmed as a true and correct record of that meeting.**

**CARRIED 10/0**

### 9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 JULY 2019

#### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3704**

**Moved: Cr Little**  
**Seconded: Cr Williams**

**That Council receive the notes from the Council Forum meeting held Wednesday, 10 July 2019.**

**CARRIED 10/0**

**Attachment 1**



**Shire of Northam**

**Notes**

**Council Forum Meeting**

**10 July 2019**



## DISCLAIMER

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17 July 2019



**Preface**

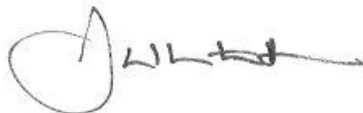
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 July 2019.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 17 July 2019.

Signed:  .....

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

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**1. DECLARATION OF OPENING**

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

**2. ATTENDANCE**

**Council:**

Shire President

Deputy Shire President

Councillors

C R Antonio

M P Ryan

J E G Williams

R W Tinetti

A J Menshelyi

T M Little

C P Della

**Staff:**

Chief Executive Officer

A/Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO

Coordinator Governance / Administration

J B Whiteaker

C B Hunt

R Rayson

C Young

A C McCall

C F Greenough

**Gallery:**

Public

Gary Williams

Maren Lavery and 1 x child

Leesa Khan and 1 x child

**2.1 APOLOGIES**

Councillors

C L Davidson

S B Pollard

J Proud

Executive Manager Engineering Services

C D Kleyhans

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

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### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
RFT 2 of 2019 – Supply and Construction of Bakers Hill Fire Shed	12.3.1	Cr J EG Williams	Impartiality	She is an executive committee member of Bakers Hill Progress Association. She will be involved in discussions regarding this matter.
Draft Shire of Northam Heritage List	12.3.2	Cr C P Della	Impartiality	Property owners on the draft register are known to him.

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

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

### 5. PUBLIC QUESTION TIME

#### 5.1 PUBLIC QUESTIONS

**Name:** Leesa Khan.

**Summary of Question 1:** Will Council be considering the budget request for playground equipment at Southern Brook Hall? It was advised that Southern Brook is a growing community with approximately 70 kids at function. The Hall's use is also increasing.

**Summary of Response 1:** The Chief Executive Officer advised that a Special Council meeting is proposed on Monday, 22 July 2019 to consider the draft budget which incorporates the consideration items. This is a public meeting which you are able to attend and ask questions or make a deputation.

**Summary of Question 2:** An updated quote has been received, should this be forwarded to Council and is one quote acceptable?

**Summary of Response 2:** The Chief Executive Officer asked for the revised quote to be provided. It was advised that one quote is acceptable as Council is approving the project and an allocation. Once approved it will be allocated to Engineering Services who will liaise with the Progress Association and follow Councils purchasing process.

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

Nil.

**7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

Nil.

**7.3 DEPUTATIONS**

Nil.

**8. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 19 JUNE 2019**

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

**9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 JULY 2019**

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

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

Nil.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 ART ADVISORY COMMITTEE MEETING HELD ON 20 JUNE 2019**

Clarification was sought in relation to:

- Percent for art within the draft Public Art Policy and whether this has been considered for the Aquatic Facility development. The Chief Executive Officer advised that this policy is a draft and therefore has not been applied.
- The remuneration for AVAS for displaying Council's art and whether this amount would need to be determined by the Committee / Council. The Executive Manager Community Services advised that this would need to be determined by Council.

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- The process for disposing art work. The Executive Manager Community Services advised that this has gone through a public advertising process, Mathew Pavlinovich has showed interest in one item however there was no interest in the remaining items, this is therefore being presented back to Council to authorise the disposal.

**11.2 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 18 JUNE 2019**

**11.3 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 9 JULY 2019**

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

**12. OFFICER REPORTS**

**12.1 CEO'S Office**

**12.1.1 Corporate Business Plan 2019/20**

Clarification was sought in relation to:

- Whether some workshops can be held to run through the document. The Chief Executive Officer advised that he is happy to hold some workshops prior to the Ordinary Council Meeting. The Chief Executive Officer advised that he will also provide a 'clean' copy of the document as this may be easier to understand.
- Process mapping and what this entails. The Chief Executive Officer provided an overview of the Promapp software. This initially involved mapping our key processes and is now extending to applying the LEAN methodology to improve efficiency of these processes. This software has also been extended to incorporate Councils Risk Register which documents and captures all the organisation risks and treatments to manage these which are assigned to staff to action, this generates an email reminder when specific actions are due to be completed.
- The NBN capacity in Northam. The Chief Executive Officer advised that it has been indicated that those speeds (indicated in the corporate plan) are possible for Northam however is dependent on how much the customer is willing to pay.
- Whether there is a list of Council's risks. The Chief Executive Officer advised that all organisational risks have been identified and captured within the Risk Register on Promapp.
- Information relating to staffing which is incomplete. The Chief Executive Officer advised that there are a number of figures which are not yet available and these are currently being finalised. It should also be noted that a HR Plan will also be presented to Council in the coming months.

**12.1.2 WALGA Annual General Meeting**

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

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## 12.2 ENGINEERING SERVICES

Nil.

## 12.3 DEVELOPMENT SERVICES

*Cr J E G Williams declared an "Impartiality" interest in item 12.3.1 - RFT 2 of 2019 – Supply and Construction of Bakers Hill Fire Shed as she is an executive committee member of Bakers Hill Progress Association. She will be involved in discussions regarding this matter.*

### 12.3.1 RFT 2 of 2019 – Supply and Construction of Bakers Hill Fire Shed

Clarification was sought in relation to:

- Whether this is applicable within the town site boundary. The Executive Manager Development Services advised that he is not sure if it is within the town site however if it isn't it is close. Staff have been advised that it is an area of interest and going through the process to be a registered site.
- The alternative locations. The Executive Manager Development Services advised that there has been a preliminary meeting with the brigade to look at other land which is owned by Council. It was advised that further discussions are proposed to be held with the Progress and Golf Club.
- Whether this delay will impact the funding. The Executive Manager Development Services advised that this should have no impact providing the project is completed this financial year.

*Cr C P Della declared an "Impartiality" interest in item 12.3.2 - Draft Shire of Northam Heritage List as Property owners on the draft register are known to him.*

### 12.3.2 Draft Shire of Northam Heritage List

Clarification was sought in relation to:

- The reason for the process taking so long. The Executive Manager Development Services advised that this has been mostly due to internal processes, in addition to the change in process as a result of the amendments to the Heritage Act.
- Whether the items added can be highlighted to see what is new. The Executive Manager Development Services advised that this will be undertaken and updated within the agenda.
- The implications this would have on landowners. The Executive Manager Development Services advised that this would require landowners to obtain planning approval for major alterations, the requirement for this will be assessed internally.

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- Whether grants will be available once included on this listing. The Executive Manager Development Services advised that funding is generally only available for those with significant historic value which are listed on the State's Heritage Register. Council does not currently have any funding available for items listed on its heritage inventory / list.
- Whether the numbers or values can be added for items that do not include these. The Executive Manager Development Services advised that this is due to them being new items on the list. Officers will include this and update the document in the agenda for the Ordinary Council Meeting.

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – June 2019

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

### 12.4.2 Financial Statement for the period ending 30 June 2019

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

### 12.4.3 Local Laws for Repeal

Clarification was sought in relation to whether these are the same document as those workshopped. The Chief Executive Officer confirmed these are the same local laws.

## 12.5 COMMUNITY SERVICES

### 12.5.1 Application for Fee Waiver – Special Needs Inclusion Group

Clarification was sought in relation to whether this waiver only applies to the bookings for the special needs group as the letter references other activities being held. The Executive Manager Community Services advised that it is his understanding that this applies to the special needs group booking however will confirm.

*Since the Council Forum Meeting is has been confirmed that this is booking and fee waiver is for the Special Needs Inclusion Group only.*

### 12.5.2 Shire of Northam Disability Access & Inclusion Plan

The Chief Executive Officer raised that it was disappointing with respect to the lack of community input. It was advised that the consultation period was extended twice and staff also went to stakeholder groups seeking comments with only a total of 16 responses being received from the community.

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**13. MATTERS BEHIND CLOSED DOORS**

Nil.

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

Nil.

**15. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**

The Shire President declared the meeting closed at 6:01pm.

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

Nil.

## 11. REPORTS OF COMMITTEE MEETINGS

### 11.1 ART ADVISORY COMMITTEE MEETING HELD ON 20 JUNE 2019

#### Receipt of Minutes:

<p><b>RECOMMENDATION / COUNCIL DECISION</b></p> <p><b>Minute No: C.3705</b></p> <p><b>Moved: Cr Pollard</b></p> <p><b>That Council receive the minutes from the Art Advisory Committee meeting held on 20 June 2019.</b></p> <p style="text-align: right;"><b>CARRIED 10/0</b></p>
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#### Adoption of Recommendations:

<p><b>RECOMMENDATION / COUNCIL DECISION</b></p> <p><b>Minute No: C.3706</b></p> <p><b>Moved: Cr Pollard</b></p> <p><b>That Council:</b></p> <ol style="list-style-type: none"><li><b>1. Disposes of the following artwork:</b><ul style="list-style-type: none"><li>• 16, Frank Pash, 'Bartolime Carmona Riding Bodeguero', value \$20.</li><li>• 58, Don Lobban, 'Buckland', value \$30.</li><li>• 96, George Throssell Sepia Photograph, value \$100.</li><li>• 100, Terry Maitland, untitled photograph, value \$220.</li><li>• 105, Image of Her Majesty Queen Elizabeth II, value \$50.</li></ul></li><li><b>2. Notes the outcome on the proposal to display some of the Shire of Northam art collection at the ANZ Bank Northam.</b></li><li><b>3. Accept the proposal from AVAS to display some the Shire of Northam Art Collection subject to:</b><ol style="list-style-type: none"><li><b>3.1 Artwork loan documentation is completed.</b></li><li><b>3.2. Conditions of loan are met.</b></li><li><b>3.3. Details of financial arrangements between Shire Officers and AVAS be agreed to.</b></li></ol></li><li><b>4. Notes the development of a Draft Public Art Policy.</b></li></ol> <p style="text-align: right;"><b>CARRIED 10/0</b></p>
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**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**ART ADVISORY COMMITTEE**

**20 June 2019**

## DISCLAIMER

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

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Art Advisory Committee Meeting Minutes  
20 June 2019



## 1. DECLARATION OF OPENING

The Chairperson declared the meeting open at 4:01pm.

## 2. ATTENDANCE

### Committee:

Chairperson  
Councillor  
Councillor  
Community Representative  
Community Representative  
Community Representative  
Avon Valley Arts Society

Cr Steven Pollard  
Cr Julie Williams  
Cr Michael Ryan  
Ms Trish Hamilton  
Mr Michael Letch  
Ms Anita Franklin  
Mr Cliff Simpson

### Staff:

Ross Rayson  
Jaime Hawkins  
Jordyn Budas

### 2.1. APOLOGIES

Nil.

### 2.2. APPROVED LEAVE OF ABSENCE

Nil.

## 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Proposal by Avon Valley Art Society to Display Shire of Northam Art Collection	5.3	Cliff Simpson	Impartiality	Member of AVAS
Proposal by Avon Valley Art Society to Display Shire of Northam Art Collection	5.3	Anita Franklin	Impartiality	Member of AVAS

#### 4. CONFIRMATION OF MINUTES

##### 4.1. COMMITTEE MEETING HELD

###### RECOMMENDATION

Minute No: AR.100

Moved: Trish Hamilton

Seconded: Anita Franklin

That the minutes of the Northam Art Committee meeting held 18<sup>th</sup> April 2019 be confirmed as a true and correct record of that meeting.

CARRIED 7/0

## 5. COMMITTEE REPORTS

### 5.1. Deaccessioning of Artworks (Update)

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	2.1.3.2
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The Shire of Northam advertised for expressions of interest for artworks to be deaccessioned from the Shire of Northam Art Collection and received no responses.

#### ATTACHMENTS

#### BACKGROUND / DETAILS

At the meeting of the 26 July 2018 the Art Advisory Committee recommended to Council that 5 artworks be deaccessioned from the Shire of Northam Art Collection in accordance with section 3.58 of the Local Government Act 1995 – Disposing of Property.

These artworks were:

- 16, Frank Pash, 'Bartolime Carmona Riding Bodeguero', value \$20.
- 58, Don Lobban, 'Buckland', value \$30.
- 96, George Throssell Sepia Photograph, value \$100.
- 100, Terry Maitland, untitled photograph, value \$220.
- 105, Image of Her Majesty Queen Elizabeth II, value \$50.

The deaccessioning of the above mentioned art was advertised with Expressions of Interest being sought for the artworks. This was advertised through the Avon Valley Advertiser for a period of two weeks and online via the Shire of Northam website, with Expressions of Interest closing on 24 April

Art Advisory Committee Meeting Minutes  
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2019. No expressions of interest or other enquiries were received during this time.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area

Outcome: 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objective: Facilitate the provision of varied cultural and artistic activities.

### Financial / Resource Implications

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

### Legislative Compliance

Section 3.58 of the Local Government Act 1995 – Disposing of Property.

### Policy Implications

Shire of Northam Policy Manual (Section 1), Policy C3.3 Art Collection Policy

- Deaccession and Disposal
  - o The Shire of Northam retains the right to dispose of artworks if they are deemed unsuitable at any stage.
  - o Recommendations for the disposal of any artwork will be the responsibility of the Shire of Northam Art Collection Committee.
  - o Work will be deaccessioned in accordance with section 3.58 of the Local Government Act 1995 – Disposing of Property.

### Stakeholder Engagement / Consultation

Individuals with a potential interest in the artworks were contacted.

### Risk Implications

- Reputational – Low
  - o The artworks are of low value
- Financial - Low
  - o A small
- Compliance - low
  - o The deaccessioning process is being undertaken in accordance with Section 3.58 of the Local Government Act 1995 – Disposing of Property.
- Legal – Low
  - o There is no legal risk should all polices be considered.

Art Advisory Committee Meeting Minutes  
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**OFFICER'S COMMENT**

Officers believe that as no interest was shown during the advertising period these artworks should be disposed of. Individuals with a potential interest in the artworks have been contacted.

**RECOMMENDATION**

Minute No: AR.101

Moved: Ms Trish Hamilton  
Seconded: Mr Cliff Simpson

That Council disposes of the following artwork:

- 16, Frank Pash, 'Bartolome Carmona Riding Bodeguero', value \$20.
- 58, Don Lobban, 'Buckland', value \$30.
- 96, George Throssell Sepia Photograph, value \$100.
- 100, Terry Maitland, untitled photograph, value \$220.
- 105, Image of Her Majesty Queen Elizabeth II, value \$50.

CARRIED 7/0



Art Advisory Committee Meeting Minutes  
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**5.2 Display of Artworks at ANZ (Update)**

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

The Shire of Northam's proposal to the ANZ Bank to display selected artworks from the Shire of Northam Art Collection was rejected by the bank due to their strict branding policy.

**ATTACHMENTS**

N/A

**BACKGROUND / DETAILS**

At the Art Advisory Committee Meeting of the 7 March 2019 it was recommended that a formal approach be made to the ANZ Bank in the Northam Boulevard to display a selection of the Shire's Art Collection.

An initial approach was made to the ANZ Bank in April with a Bank Officer advising that their Manager would have to seek approval from their Head Office and would contact the Shire with the outcome.

As there had been no response a follow up a visit was made to the ANZ Bank in May, with the Bank Manager stating that they are unable to display any of the Shire's artworks due to their strict branding policy.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area

Outcome: 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objective: Facilitate the provision of varied cultural and artistic activities.

**Financial / Resource Implications**

Art Advisory Committee Meeting Minutes  
20 June 2019



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

**Legislative Compliance**

N/A

**Policy Implications**

Shire of Northam Policy Manual (Section 1), Policy C3.3 Art Collection Policy

- Public Access, Display and Exhibitions
  - o The collection will be documented and information made available to the public.
  - o The collection will be exposed to as wide an audience as possible, and this may encompass the use of temporary displays in appropriate public places, including Council buildings and facilities.
  - o The possibility of work from the collection being included in travelling exhibitions will be considered subject to appropriate loan agreements being reached as per procedure 5.
  - o Display of artwork in Council buildings and facilities is at the discretion of the Shire of Northam Art Collections Committee.

**Stakeholder Engagement / Consultation**

N/A

**Risk Implications**

- Reputational – Low
- Financial - Low
- Compliance - Low
- Legal – Low

**OFFICER'S COMMENT**

Officers have undertaken the contact with the ANZ Bank and received a negative response. Other opportunities to display the collection will continue to be explored.

**RECOMMENDATION**

Minute No: AR.102

Moved: Cr Michael Ryan  
Seconded: Cr Julie Williams

The Council notes the outcome on the proposal to display some of the Shire of Northam art collection at the ANZ Bank Northam.

**CARRIED 7/0**

Art Advisory Committee Meeting Minutes  
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**5.3 Proposal by Avon Valley Art Society to Display Shire of Northam Art Collection**

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	2.1.3.2
<b>Reporting Officer:</b>	Jaime Hawkins
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

The Avon Valley Arts Society Inc. (AVAS) has written to the Shire of Northam with a proposal to display a selection of Shire of Northam Art Collection currently in storage.

**ATTACHMENTS**

Attachment 1: Written proposal from A.V.A.S.

**BACKGROUND / DETAILS**

With the AVAS now holding the lease of the Northam Old Girls School they have the scope to be able to develop an operational gallery.

AVAS have submitted a proposal to coordinate and present a gallery display selection of the Shire's Art Collection for a period of up to 3 months, manned 4 days a week or available for groups by appointment. If successful there is potential for the display to become an annual event. The possible benefits of the exhibition would be raising the public awareness of the Shire's artworks and providing another tourism activity. The exhibition would also be manned by an AVAS volunteer who would have knowledge of the arts. The artworks would be relatively secure within a Shire owned facility that is alarmed.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area

Outcome: 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objective: Facilitate the provision of varied cultural and artistic activities.

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**Financial / Resource Implications**

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

**Legislative Compliance**

N/A

**Policy Implications**

Shire of Northam Policy Manual (Section 1), Policy C3.3 Art Collection Policy

- Public Access, Display and Exhibitions
  - o The collection will be documented and information made available to the public.
  - o The collection will be exposed to as wide an audience as possible, and this may encompass the use of temporary displays in appropriate public places, including Council buildings and facilities.
  - o The possibility of work from the collection being included in travelling exhibitions will be considered subject to appropriate loan agreements being reached as per procedure 5.
  - o Display of artwork in Council buildings and facilities is at the discretion of the Shire of Northam Art Collections Committee.

**Stakeholder Engagement / Consultation**

N/A

**Risk Implications**

- Reputational – Low
  - o There is low reputational risk as Council is complying with the Committee terms of Reference
- Financial - Low
  - o There is an annual budget allocation for the ongoing management and maintenance of the art collection.
- Compliance - Low
  - o The display of artwork is in keeping with the Committee's Terms of Reference and Art Policy.
- Legal – Low
  - o There are no legal risks associated with this item.

**OFFICER'S COMMENT**

The AVAS proposal addresses the ongoing issue of a public exhibition of the Shire of Northam Art Collection. AVAS are well equipped and experienced to display the artwork having a suitable facility (which is also a Shire owned), display stands, and the volunteers to be able to oversee the exhibition.

Art Advisory Committee Meeting Minutes  
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Shire Officers believe the proposal to display the Shire of Northam Art Collection should be accepted provided appropriate artwork loan documentation and conditions are met as per the Shire of Northam Art Policy.

**DISCUSSION**

Cr Williams questioned that there was no monetary considerations, as there was no mention in the proposal and nothing received through correspondence saying that there is to be an exhibition fee for the displaying of the Shires art collection.

Cr Pollard suggested should AVAS require/desire a financial recompense to go through the Community Services. Mr Rayson responded council could delegate authority to the CEO, given a certain amount if the cost is above that amount it will then go back to council, but if the amount is in the existing budget it would come through the committee.

**RECOMMENDATION**

Minute No: AR.103

Moved: Michael Letch

Seconded: Trish Hamilton

That Council accept the proposal from AVAS to display some the Shire of Northam Art Collection subject to

1. Artwork loan documentation is completed.
2. Conditions of loan are met.
3. Details of financial arrangements between Shire Officers and AVAS be agreed to.

CARRIED 6/1

Art Advisory Committee Meeting Minutes  
20 June 2019



ATTACHMENT 1.



Avon Valley Arts Society Inc.

ABN 28 214 328 468

PO Box 308  
NORTHAM, WA 6401  
Email: [avas1@northam.wa.gov.au](mailto:avas1@northam.wa.gov.au)

29<sup>th</sup> March 2019

Mr Jason Whiteaker,  
C.E.O.  
Shire of Northam,  
P.O. Box 614  
NORTHAM, W.A. 6401.

Dear Jason,

RE: Shire Art Collection - Northam Old Girls School.

It was in May 2018 that the Shire of Northam agreed to lease the Northam Old Girls School to the Avon Valley Arts Society, also known as A.V.A.S., for which the Executive team and the membership of 70 were most grateful this being the start of a revitalisation of the group, as in our presentation at the time we indicated

*"To move forward, developing an operational gallery and not limiting the mediums displayed and to be recognised within the state of W.A."*

We therefore wish to present a Concept to the Shire of Northam that A.V.A.S., the group coordinate and present a gallery display selection of the Shire's Art works (currently in storage), for a period of up to 3 months, manned 4 days a week or available for groups by appointments, if a success can be measured from this it is thought that the event can be run annually some benefits are:

- A. Public awareness (to the town).
- B. Tourist, another attraction in town.
- C. Manned by volunteer people with knowledge of the Arts.
- D. Primarily a Shire of Northam building. (alarmed)

Having said that this is not our first exhibition of a large nature we have a membership strong in gallery preparation, in landing our first solo major exhibition is a big deal. Not only is it a great way to show a body of work, but it's one of the best ways to get your art in front of a large, art-loving audience, with respect it is a well-kept secret.

No doubt, a history steeped exhibition is a huge milestone, there are lots of factors to consider, which will require liaison between both the Shire and Society.

A.V.A.S. is well prepared to display framed art works having developed and having manufactured 15 free standing display large frames (2.4M x 1.8M) hence with no works to be hung from the walls.

Art Advisory Committee Meeting Minutes  
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It is not suggested that the Shire's Art Collection be contained permanently at the Old Girls School nor that AVAS be allowed to turn the building into permanent Art Gallery as this may not be feasible as periodically members will have themed exhibitions and workshops within the premises.

We would be most pleased if the matter could move through to the Shire's ART ADVISORY COMMITTEE, as with all early developments there are always many questions and doubts, for simplicity we kept our request short, we would be pleased to answer / workshop all in more detail.

Thank you in anticipation.



Mr Ulo Rumjantsev.  
President.  
Avon Valley Arts Society Inc..

**Our Mission Statement.**

*"To collect, preserve, study, exhibit, and stimulate appreciation for and advance knowledge of works of art that collectively represent the broadest spectrum of human achievement at the highest level of quality, all in the service of the public and in accordance with the highest professional standards."*

*AVON VALLEY ARTS SOCIETY 52 YEARS & STILL GOING STRONG*

Art Advisory Committee Meeting Minutes  
20 June 2019



Cr Ryan left at 4.40pm

#### 5.4 Public Art Policy Development

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	2.1.3.2
<b>Reporting Officer:</b>	Jaime Hawkins
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

A draft Public Art Policy has been developed for review by the Art Advisory Committee.

#### ATTACHMENTS

Attachment 2                      Draft Public Art Policy

#### BACKGROUND / DETAILS

At the previous Art Advisory Committee meeting held 18 April 2019 the committee reviewed a mural proposal for Gordon Place submitted by local artist Patricia Rose. Following discussion around this mural it was recommended by the committee that rather than accept the proposed mural at this stage, a laneway strategy be developed that looks towards how the Shire may be able to achieve art (cultural), tourism and economic outcomes. The Draft Public Art Policy has been developed as a broader policy that also encompasses laneway art. The Shire of Northam already has a planning document that is known as the Laneway Strategy.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Theme Area

Outcome: 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objective: Facilitate the provision of varied cultural and artistic activities.



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**Financial / Resource Implications**

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

**Legislative Compliance**

N/A

**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

N/A

**Risk Implications**

- Reputational – Low
  - There is low reputational risk as Council is complying with the Committee terms of Reference
- Financial - Low
  - There is an annual budget allocation for the ongoing management and maintenance of the art collection.
- Compliance - Low
  - Developing a Public Art Policy is compliant with the Shire's current Art Policy and Art Advisory Committee Terms of Reference.
- Legal – Low
  - There are no legal risks associated with this item.

**OFFICER'S COMMENT**

The Draft Public Art Policy is to be reviewed by the Art Advisory Committee. This is to be the overarching policy on Public Art with a Public Art Plan or Strategy to be developed that contains greater detail and actions once the Policy has been endorsed.

**DISCUSSION**

Debate was undertaken on whether a Public Art Policy or public Art Strategy should be developed first.

Cr Pollard expressed his thoughts of drafting a Public Art Policy without having the strategy in place first, questioning if the strategy will be impacted by the policy as the Strategy is generally adopted first.

Mr Rayson stated that officers created the policy first with the policy setting the framework of what is understood to be public art, with the associated definitions.

Officers undertook to continue development of the Art Policy, and the public art strategy for presentation at the next meeting.

Art Advisory Committee Meeting Minutes  
20 June 2019

**RECOMMENDATION**

**Minute No: AR.104**

**Moved: Michael Letch**

**Seconded: Cliff Simpson**

**That Council notes the development of a Draft Public Art Policy.**

**CARRIED 5/1**

**ATTACHMENT 2.**



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

**OBJECTIVE**

To provide a basis for the development or acquisition of public art projects within the Shire of Northam.

This policy seeks to establish the key criteria for informed, transparent and high quality decision making when approving or declining proposed public art projects that will enhance artistic, cultural, tourism and economic development within the Shire of Northam.

This Policy is to be read in conjunction with the Shire of Northam Art Collection Policy and Procedures, Shire of Northam Art Advisory Committee Terms of Reference, (the to be developed) Shire of Northam Public Art Strategy and the Northam Town Centre Development and Connectivity Strategy when in reference to the Northam CBD.

**SCOPE**

This policy applies to all public art projects located or proposed for the public domain within the Shire of Northam. These may be projects arising from within Council, the community, capital works or new developments.

- Consider whether memorials and plaques are to be considered public art.

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Shire of Northam Planning Policy Manual (Section 1)  
Policy

### Definitions

**Acquisition:** the process of obtaining valid title to an artwork, object or memorabilia.

**Commissioning:** the act of securing the services of a practitioner to fulfil a brief for an art project for the payment of a fee.

**Graffiti:** A non-commissioned public facing artwork realised without the approval of Council

**Mural:** a painting or other work of art executed directly on a wall.

**Percent for art:** an art scheme whereby public artworks are commissioned using a percentage of the total costs of capital projects for buildings and major infrastructure projects.

- Percent for Art facilitates the provision of public art works through the requirement for all developments (excluding private homes, subdivisions, rural and industrial development) above a value of \$1,000,000 (including GST) to allocate one per cent of the value of the development to public art.

The developer has two options. They may choose to:

- Include one per cent of the construction cost for public art in their designs in locations accessible to the public. Developers must ensure that their proposals meet the definition of art and the artwork has been designed by an artist (see definitions), or
- Provide the cash equivalent to the Shire. This funding may be pooled and the public art placed in identified suitable locations. Percent for Art also applies to Shire funded developments above a construction cost of \$1,000,000 (including GST).

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

- artwork in any medium specifically created to be experienced in the public realm. Public art is typically located in highly accessible public spaces and can include sculpture, painting, installation, multimedia, sound or performance; it may also be integrated into architectural surfaces and landscaping.

**Public Artist:** an artist that is involved in the design, planning, making and/or installation of public artworks. Responsibilities include site research and project development, often involving consultation and involvement with stakeholders.

**Public space:** includes parks, foreshores, streets, indoor spaces of public buildings such as entry foyers, and outdoor spaces of public buildings such as laneways, courtyards and forecourts.

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Shire of Northam Planning Policy Manual (Section I)  
Policy

**Street Art:** A commissioned, attributed, public facing artwork such as a mural realised with the approval of Council.

**Temporary Public Art:** A public artwork intended to be in place for a defined period of not more than six months.

**POLICY**

- Council is supportive of public art that enriches the cultural experience and enhances the appearance of streetscapes, buildings and other physical environments within the Shire of Northam. Council welcomes high quality public art that has the potential to become a unique local attraction that will engage residents, workers and visitors alike. Public artworks should celebrate, honour and engage with our past, present and future; share our history, our stories, our culture and our people. Council seeks public art that will give a voice to our local communities, bring together diverse social threads and create a sense of pride of place.
- Public Art proposals will be considered by the Shire of Northam Art Advisory Committee based on the criteria outlined in this policy and in line with the (to be developed) Shire of Northam Public Art Strategy and the Northam Town Centre Development and Connectivity Strategy where applicable. Council will make decisions on new public art projects based on the advice and recommendation of the Shire of Northam Art Advisory Committee.
- Public Art Project Assessment Criteria:
  - a) Does the artwork enhance the location in which the artwork is to be situated, adding interest and enriching context?
  - b) Is the artwork specific to its site or context, drawing from and adding to the history, heritage and environment of its location? Or is it telling a local story?
  - c) Is the artwork appropriate and suitable to its site, in scale and impact on amenity and other users?
  - d) Is the artwork of high quality in design, materials and finishes?
  - e) Does the artwork proposal present innovative, fresh, creative and original ideas?
  - f) Does the artwork encourage engagement or interactivity?
  - g) Does the artwork inspire, provoke reflection, arouse curiosity, or raise public awareness?
  - h) Is the proposed site a significant or strategically important public place, with high visibility and/or access? Sites that may be selected for public artwork could include parks and public open space, laneways, buildings and the river foreshore; and should be:
    - Highly visible to the public
    - A place of high pedestrian activity
    - A place of high recreational activity
    - A place of civic importance and/or cultural significance

Art Advisory Committee Meeting Minutes  
20 June 2019



Shire of Northam Planning Policy Manual (Section I)  
Policy

i) Is the artwork safe, durable, practical, robust and vandal resistant? Public artworks should be robust in nature and requiring minimal maintenance over the first 10 year period, except where the artwork is a temporary installation.

j) Is there a detailed plan for maintenance, including ongoing costs?

k) Is there an agreement on terms and conditions for removal, re-location, deaccessioning and disposal?

- Council will support public art based on their merit against the selection criteria without preference to local artists. Local artists are encouraged to participate in this process.
- Council will not be bound to approve or acquire any public artwork or accept any donations.
- Public artwork commissioned or acquired will be included as part of the Shire of Northam Art Collection.
- All public artwork must be accompanied by appropriate signage that acknowledges the artist and the name of the work.
- Non-commissioned public art projects in any form or style created or installed without Councils permission may be deemed as unwanted graffiti and removed.
- The Shire of Northam Art Advisory Committee will make recommendations to Council for budget allocations for maintenance and conservation of existing public art installations.

Art Advisory Committee Meeting Minutes  
20 June 2019



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

- Cr Steven Pollard requested an update on the art being uploaded to the Shire's website. Was advised that this work was still progressing.
- Cliff Simpson advised that AVAS has been funded for an art handling course to be run in Northam and asked if the Shire of Northam would be interested in putting anyone on it. The cost is \$50 for AVAS members and \$75 for non-members.

**7 DATE OF NEXT MEETING**

To be advised

**8 DECLARATION OF CLOSURE**

There being no further business the Chairperson, Cr Steven Pollard, declared the meeting closed at 5:35pm.

"I certify that the Minutes of the Northam Art Committee held on Thursday, 20 June 2019 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

## 11.2 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 18 JUNE 2019

### Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION
<p><b>Minute No: C.3707</b></p> <p><b>Moved: Cr Williams</b></p> <p><b>That Council receive the minutes from the Community Safety Committee meeting held on 18 June 2019</b></p> <p style="text-align: right;"><b>CARRIED 10/0</b></p>

### Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION
<p><b>Minute No: C.3708</b></p> <p><b>Moved: Cr Williams</b></p> <p><b>That Council accept the update of the Community Safety and Crime Prevention Plan provided.</b></p> <p style="text-align: right;"><b>CARRIED 10/0</b></p>



**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Community Safety Committee**

**18 June 2019**

## DISCLAIMER

These minutes have 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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Community Safety Committee Meeting Minutes  
18 June 2019



## 1. DECLARATION OF OPENING

Chairperson Cr Julie Williams declared the meeting open at 12:06pm

## 2. ATTENDANCE

### Committee Members:

Chairperson	Cr Julie Williams
Northam Police	SSGT David Hornsby
Wundowie Police	SGT Jamie Cresswell
Local Youth Services Representative	Ms Jane Atterby
Executive Manager Community Services	Mr Ross Rayson
Local Youth Services Representative	Mr Darren Watland
Northam Roadwise Committee	Mr Cliff Simpson

### Committee Ex-Officio Members:

Shire of Northam	Ms Jaime Hawkins
Shire of Northam	Ms Jordyn Budas

### Guests:

Department of Sport and Rec Representative	Ms Samantha Cornthwaite
Northam Youth Crime Intervention Officer (YCIO)	Nicky Creswell
Wundowie Police	Gillian Willis

### 2.1 APOLOGIES

LDAG	Mrs Rose Power
Department of Housing	Mr Attila Mencshelyi
Community Representative	Mr Denis Beresford
Department Education	Mrs Sharon Bray
Holyoake	Ms Eloise Fewster
Department of Sport and Recreation	Ms Emma Draper
Councillor	Cr Rob Tinetti
Holyoake	Mr Peter Osborn
Councillor	Cr Michael Ryan
Northam Chamber of Commerce	Ms Esther Bliss

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

## 3. DISCLOSURE OF INTERESTS

Nil.

#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 19 MARCH 2019

###### RECOMMENDATION

Minute No: CSC.051

Moved: Ms Jane Atterby  
Seconded: SSGT David Hornsby

That Committee accept the minutes of the Shire of Northam Community Safety Committee meeting held Tuesday, 19 March 2019 be confirmed as a true and correct record of that meeting.

CARRIED 8/0

Community Safety Committee Meeting Minutes  
18 June 2019



**5. COMMITTEE REPORTS**

**5.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN UPDATE**

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

**ATTACHMENTS**

**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.

**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**

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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 – Jaime Hawkins to present latest Crime Statistics from WALGA.
- Crime Statistics – SSGT David Hornsby to provide update from Northam Police.
- Crime Statistics – SGT Jamie Cresswell to provide update from Wundowie Police.

Community Awareness

- Jaime Hawkins to provide update on Community Awareness initiatives.

Building Partnerships

- Night Hoops 2019 – Jaime Hawkins and Jane Atterby to provide update on the new Night Hoops program to run during August 2019.
- Opening of the Northam Youth Precinct.

Community Design

- Northam and Wundowie CCTV Project – Jaime Hawkins to provide update.

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#### DISCUSSION

Ms Jaime Hawkins provided a handout of crime statistics from WALGA showing the monthly statistics for Northam. Looking at the year to date statistics, burglary, motor vehicle theft, and sexual assault have gone up, the rest seem to be tracking good from last year. Since the last meeting, in the last 3 months some categories have spiked such as property damage and theft. SGT Jamie Creswell elaborated on the statistics, drug offences and weaponry offences are through the roof in Wundowie and Bakers Hill, which is good as it's having come from warrants for the seizing of drugs and weapons. SSGT David Hornsby advised that as of 17th June, Northam is down by 10.9% from looking at last year's crime statistics, he said that while on the way down its great but we are eventually going to hit the bottom.

Mr Rayson asked the CEO if Anti-social behaviour is an issue, and if it is are strategies going to have to be created to deal with it?

SSGT David Hornsby responded saying that the Sunday incident is something that has gone way passed the anti-social behaviour, he is encouraging his staff to get out into the community, walk around and make sure their appearance is visible as much as possible in the CBD, boulevard and especially the new Coles and ALDI complex, walking up and down the main street. SSGT David Hornsby also mentioned that he was meeting up with the Chamber of Commerce and the Northam Women in Business to talk about strategies for businesses when dealing with these such incidents.

Ms Jaime Hawkins provided an update on the Community Awareness Initiatives. The Initiatives have been promoted through Facebook messages, Community Safety Corner. In the plan it is proposed to have one done every month with tips on home security, the keeping kids in school initiative (e.g. April



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18 June 2019



1st is the change of smoke alarms) which can be covered under Community Safety.

The initiatives have slipped due to not having the resources or the man power – e.g. the Neighbourhood Watch Facebook page. The Youth Wellbeing Plan implementing messages around the Youth, Drug and Alcohol, youth empowerment messages, "I want you to say no" campaign are being pushed via local Youth organisations and service providers.

Night Hoops- Mrs Jane Atterby advised that she has spoken to the YCIO's and they will drop in when they can. They have secured a tournament manager and Night Hoops flyers will be out shortly.

Mr Rayson added that getting volunteers is crucial, if it's the same volunteers for the whole duration of the program they end up being drained by the end. It was suggested that even if there is a main group for 3 out of the 6 weeks then they can rotate with others which will make it easier. It's clear that the kids love it. There is a need to start recruiting volunteers now it will help make the program a success again, and if successful there will be a chance of getting continual funding for the program.

Cr Williams asked about who we forward people to that might be interested in volunteering. Mrs Jane Atterby responded saying to forward them to the PCYC. Mr Rayson enquired about if the umpires need qualifications. Mrs Jane Atterby provided that there will be extra money so the umpires can be paid and anyone can umpire. Ms Samantha Cornthwaite asked if the PCYC will perform the relevant checks of those who volunteer. Mrs Jane Atterby responded yes.

Ms Jaime Hawkins updated the committee on the Youth Precinct. The precinct had its opening on April 27<sup>th</sup> with Skateboarding WA teaching and showing the kids and PCYC cooked the sausage sizzle. The Precinct is busy but there have been some isolated incidents.

Mr Rayson mentioned that anyone who gets reports or has issues to contact the Shire so that it can be documented. If incidents are serious Police should be called. Mr Rayson also updated the committee on getting a toilet block in the vicinity of the Youth space.

Ms Jaime Hawkins advised the committee of the progress of the ongoing Northam and Wundowie CCTV project. After going to a 2 day CCTV workshop it was established that it is a priority to develop an internal shire CCTV Policy to address the management of the Shire CCTV and the relationship with the police, given that the viewing platform and the main server for the Northam CCTV network is located at the Police station.

Discussion was held about the problems with the Northam CCTV system, with the cause believed to be due to the white Corellas eating the wiring at the tower.

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Mr Rayson provided a brief update on the Wundowie CCTV project.

Ms Jaime Hawkins informed the committee the Engineering department have designs for the Traffic Calming Infrastructure that is listed in the Wundowie Community Plan. Awaiting the annual budget process to be finalised before project can commence.

A budget submission has been made for Designing Out Crime initiatives.

**RECOMMENDATION**

**Minute No: CSC.052**

**Moved: Mr Cliff Simpson**  
**Seconded: SSGT David Hornsby**

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

**CARRIED 8/0**

Community Safety Committee Meeting Minutes  
18 June 2019



GENERAL BUSINESS

**6.1 AGENCY UPDATE - AGENCIES TO UPDATE ON THEIR SERVICE**

Samantha Cornthwaite is the new Regional Officer for Department of Sport and Recreation residing in Northam and Narrogin.

Avon Community Services, formally known as Avon Youth are running a 6 weekly program consisting of Traditional dance and Hip hop on Fridays on Thursdays. Are moving into a 6 bedroom house on Mitchell Ave for their NAHA homeless program, gets everyone under the one roof instead of the 2 split houses on Robinson Street and Throssell Street.

Youth Crime Intervention Officer (YCIO) looking to get involved in the youth projects – Night Hoops and the Youth Precinct especially with the issues that have arisen, they will be looked at and see what can be put in place to stop it.

SSGT Dave Hornsby advised that Megan Lahany from the Community Engagement Unit is coming to look at crime prevention, and is also meeting up with the Chamber of Commerce and Northam Women in Business to discuss target hardening options for local businesses.

The Shire of Northam RoadWise Committee conducted a five week road safety campaign over Easter until National Road Safety Week in May. The campaign was a partnership with Northam Police, Northam Chamber of Commerce, Quin's Gourmet Butcher and Sportspower. Drivers who blew zero at RBTs were given a coupon to enter a draw to win, as a way to reward drivers doing the right thing. There were five winners, all Shire of Northam residents.

The other part of the campaign was to shine a light on road safety, with the Flour Mill changing the colour of the floodlights from white to yellow, the official colour of National Road safety Week, and the Shire's Variable Message Boards carrying road safety messages. There were several media articles in the Avon Valley & Wheatbelt Advocate.

The Committee is currently engaged in advocating to the Ministers for Roads and Road Safety and the State opposition road safety spokesman for improvements to the Coates Gully section of Great Eastern Highway. Five-year crash records show that there have been 27 fatalities in the Shire of Northam, with most of them occurring on Great Eastern Highway.

The Committee is also working on a new version of the #Avonlocalsdrivingchange campaign, mainly a social media, radio and community engagement exercise using local identities as champions.

- Blow Zero project at Christmas
- Five Star cars project in partnership with AV Toyota and AV Nissan where young drivers aged 17-29 (who are the group most represented in crash statistics) are provided information and encouraged to purchase new or used 5 star rated vehicles.

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- Safe Vehicles project partnering with mechanics and Police on vehicle safety
- A heavy freight safety project, probably at harvest time, hopefully partnering with CBH
- Driving to the conditions of the road. This is a concern identified by many members of the community, and Shire, Police, Main Roads and RoadWise
- A campaign to remind drivers to slow down around emergency and road workers similar to the SLOMO campaign and legislation (which does not cover road workers or traffic management teams)

The Committee is also researching the use of the El Caballo roadside electronic sign to carry road safety messages.

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

**7. DATE OF NEXT MEETING**

Tuesday 17th September 2019 at 12:00pm

**8. DECLARATION OF CLOSURE**

There being no further business, Chairperson Cr Julie Williams declared the meeting closed at 12:51PM

"I certify that the Minutes of the Community Safety Committee meeting held on 18 June 2019 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

Cr C R Antonio declared an "Impartiality" interest in item 11.3 - Bush Fire Advisory Committee Meeting held on 9 July 2019 as a nominated FCO for Southern Brook is a family member (brother).

Cr J E G Williams declared an "Impartiality" interest in item 11.3 - Bush Fire Advisory Committee Meeting held on 9 July 2019 as the nominated (and current) Deputy Chief Bush Fire Control Officer, Simon Peters is a friend of hers. There is remuneration involved with the position.

### 11.3 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 9 JULY 2019

#### MOTION / COUNCIL DECISION

Minute No: C.3709

Moved: Cr Tinetti

Seconded: Cr Mencshelyi

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (b) of the *Local Government Act 1995*, meet behind closed doors to consider a matter which relates to personal affairs of an individual, being agenda item 11.3 - Bush Fire Advisory Committee Meeting held on 9 July 2019.

CARRIED 10/0

The Gallery left the meeting at 5:50pm.

#### MOTION / COUNCIL DECISION

Minute No: C.3710

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council suspend standing orders 8.5 and 8.9.

CARRIED 10/0

**MOTION / COUNCIL DECISION**

**Minute No: C.3711**

**Moved: Cr Ryan**  
**Seconded: Cr Mencshelyi**

**That Council move out from behind closed doors and resume standing orders 8.5 & 8.9.**

**CARRIED 10/0**

The Gallery returned to the meeting at 6:17pm.

The Manager Health and Environment entered the meeting at 6:17pm.

**Receipt of Minutes:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3712**

**Moved: Cr Little**

**That Council receive the minutes from the Bush Fire Advisory Committee meeting held on Tuesday, 9 July 2019.**

**CARRIED 10/0**

**Adoption of Recommendations:**

**RECOMMENDATION**

**That Council:**

- 1. Note the Chief Bushfire Control Officer Report as provided.**
- 2. Note the Community Emergency Services Manager Report as provided.**
- 3. Endorse the Resource to Risk document and approve the delivery of the following action items to deliver on the proposed outcomes:**
- 4. Endorse the reallocation of current appliances across brigades as follows and identified in Section 5 of this document, commencing in the 2019/2020 bush fire season:**

<b>2019 – 2020 Bushfire Season</b>	
<b>Brigade</b>	<b>Notes</b>
<b>Inkpen BFB</b>	

LT	Formerly Irishtown LT/2
2.4R	
<b>Wundowie BFB</b>	
LT	Formerly Irishtown LT/1
<b>Bakers Hill BFB</b>	
LT	
2.4U	
<b>Clackline BFB</b>	
LT	
2.4R	
<b>Northam Central BFB</b>	<b>New Brigade</b>
2.4R	Formerly Irishtown 2.4R
<b>Irishtown BFB</b>	
1.4B	Formerly Inkpen 1.4B
<b>Southern Brook BFB</b>	
1.4B	
<b>Grass Valley BFB</b>	
1.4B	Formerly Clackline 1.4B
4.4B	

5. Endorse the creation of the Northam Central BFB to be housed in a location as approved by the Chief Executive Officer.
6. Endorse the creation of an Emergency Services Cadet Unit.
7. Appoints the following Fire Control Officers for the 2019/20 Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual:

**Inkpen**

- Nic Dewar.
- Sim Kuiper- (Weather Officer Only)

**Wundowie BFB**

- TBA – Brigade AGM 20/07/2019

**Bakers Hill,**

- Simon Peters.
- Kristofer Brown.
- Suzanne Brown.
- Gordon Ashman – (Weather Officer Only)

**Clackline / Muresk**

- Mathew MacQueen.
- Matthew Letch

**Irishtown**

- Robert Herzer.

- **Murray McGregor** -(Further training required before formal designation of BFCO)

#### Jennapullin

- **Aaron Smith** – (Weather Officer Only)

#### Grass Valley

- **Christopher Marris**
- **Paul Reynolds** - (Further training required before formal designation of BFCO)
- **Philip Lloyd** – Weather Officer + (Further training required before formal designation of BFCO)

#### Southern Brook

- **Paul Antonio** – (Further training required before formal designation of BFCO)

#### Wundowie VFRS

- **Jeffery Roberts** (Further training required before active status)

#### Northam VFRS

- **Greg Montgomery**

#### Shire of Northam

- **Brendon Rutter.**
- **Kellee Walters**(Administrative Only)
- **Chris Turkich** (Administrative Only)

8. Allocate honorarium payments to the positions of the Volunteer Chief Bush Fire Control Officer (CBFCO) & Deputy Chief Bush Fire Control Officer (DCBFCO's) of \$4,000 and \$1,500 respectively.
9. Incorporate the honorarium within the draft budget for a fixed total of \$7,000.
10. Authorise the Chief Executive Officer to pay the honorarium in equal monthly instalments to the relevant officer. The CBFCO is to receive \$333.33 per month, the DCBFCO is to receive \$125.00 per month.
11. Review the honorarium payments annually to ensure the amount is reflective of the workload on these critical positions.
12. Formally appoint the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officer.
  - Chief Bush Fire Control Officer – Mathew Macqueen
  - Deputy Chief Bush Fire Control Officer – Simon Peters
13. Schedule Bush Fire Advisory Committee meetings on the second Tuesday of March, June, September and November each year.



The recommendation was moved subject to the following amendments:

- Item 7 - Removal of the nominated FCO's for Bakers Hill Bush Fire Brigade, excluding Simon Peters as he is the existing Deputy Chief Bush Fire Control Officer and nominated for this role for 2019/20. This matter is to be referred back to the Bakers Hill Bush Fire Brigade and subsequently the Bush Fire Advisory Committee for further consideration.
- Item 8 – Amendment to the honorarium being up to \$10,000 for the Chief Bushfire Control Officer.
- Item 9 – Amendment to the budget allocation to be reflective of the honorarium being \$10,000 for the Chief Bush Fire Control Officer.
- Item 11 – Removing the amount of each payment and listing this as equal monthly instalments in arrears.

### MOTION / COUNCIL DECISION

**Minute No: C.3713**

**Moved: Cr Pollard**

**Seconded: Cr Ryan**

**That Council:**

1. Note the Chief Bushfire Control Officer Report as provided.
2. Note the Community Emergency Services Manager Report as provided.
3. Endorse the Resource to Risk document and approve the delivery of the following action items to deliver on the proposed outcomes:
4. Endorse the reallocation of current appliances across brigades as follows and identified in Section 5 of this document, commencing in the 2019/2020 bush fire season:

2019 – 2020 Bushfire Season	
Brigade	Notes
<b>Inkpen BFB</b>	
LT	Formerly Irishtown LT/2
2.4R	
<b>Wundowie BFB</b>	
LT	Formerly Irishtown LT/1
<b>Bakers Hill BFB</b>	
LT	
2.4U	
<b>Clackline BFB</b>	
LT	
2.4R	
<b>Northam Central BFB</b>	<b>New Brigade</b>
2.4R	Formerly Irishtown 2.4R
<b>Irishtown BFB</b>	
1.4B	Formerly Inkpen 1.4B

<b>Southern Brook BFB</b>	
1.4B	
<b>Grass Valley BFB</b>	
1.4B	Formerly Clackline 1.4B
4.4B	

5. Endorse the creation of the Northam Central BFB to be housed in a location as approved by the Chief Executive Officer.
6. Endorse the creation of an Emergency Services Cadet Unit.
7. Appoints the following Fire Control Officers for the 2019/20 Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual:

**Inkpen**

- Nic Dewar.
- Sim Kuiper- (Weather Officer Only)

**Wundowie BFB**

- TBA – Brigade AGM 20/07/2019

**Bakers Hill**

- Simon Peters.
- \* *Nominations excluding Simon Peters are to be referred back to the brigade and BFAC for further consideration.*

**Clackline / Muresk**

- Mathew MacQueen.
- Matthew Letch

**Irishtown**

- Robert Herzer.
- Murray McGregor -(Further training required before formal designation of BFCO)

**Jennapullin**

- Aaron Smith – (Weather Officer Only)

**Grass Valley**

- Christopher Marris
- Paul Reynolds - (Further training required before formal designation of BFCO)
- Philip Lloyd – Weather Officer + (Further training required before formal designation of BFCO)

**Southern Brook**

- **Paul Antonio – (Further training required before formal designation of BFCO)**

**Wundowie VFRS**

- **Jeffery Roberts (Further training required before active status)**

**Northam VFRS**

- **Greg Montgomery**

**Shire of Northam**

- **Brendon Rutter.**
- **Kellee Walters(Administrative Only)**
- **Chris Turkich (Administrative Only)**

8. **Allocate honorarium payments to the positions of the Volunteer Chief Bush Fire Control Officer (CBFCO) & Deputy Chief Bush Fire Control Officer (DCBFCO's) of up to \$10,000 and \$1,500 respectively.**
9. **Incorporate the honorarium within the draft budget for a fixed total of \$13,000.**
10. **Authorise the Chief Executive Officer to pay the honorarium in equal monthly instalments in arrears to the relevant officer.**
11. **Review the honorarium payments annually to ensure the amount is reflective of the workload on these critical positions.**
12. **Formally appoint the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officer.**
  - **Chief Bush Fire Control Officer – Mathew Macqueen**
  - **Deputy Chief Bush Fire Control Officer – Simon Peters**
13. **Schedule Bush Fire Advisory Committee meetings on the second Tuesday of March, June, September and November each year.**

**CARRIED 7/3**

**REASON FOR CHANGE**

1. Council had received correspondence from the Captain of the Bakers Hill Fire Brigade which was considered relevant to the appointment of their Fire Control Officers. It was therefore considered prudent to refer the appointments back to that brigade for further comment;
2. The honorarium was increased as Council felt the responsibility and commitment required for this role warranted the flexibility to pay the additional amount if required

**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Bush Fire Advisory Committee**

**9 July 2019**

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## 1. DECLARATION OF OPENING

The Presiding Member, Cr T M Little declared the meeting open at 5:32pm.

## 2. ATTENDANCE

### Voting Committee:

Councillor – Shire of Northam	Terry Little
Chief Bush Fire Control Officer	Mathew Macqueen
Deputy Bush Fire Control Officer	Simon Peters
Inkpen Brigade	Nic Dewar
Clackline Muresk Brigade	Joe Marasco
Bakers Hill Brigade	Kris Brown
Grass Valley Brigade	Sam Moss
Irishtown Brigade	Rob Herzer
Jennapullin Brigade	Aaron Smith
Wundowie Volunteer Fire and Rescue Service	Jeffrey Roberts
Northam Volunteer Fire and Rescue Service	Greg Montgomery

### Non Voting

Community Emergency Service Manager	Brendon Rutter
District Officer Northam	Daniel Hendriksen

### Staff:

Executive Manager Development Services	Chadd Hunt
Executive Assistant - CEO	Alysha McCall

### Gallery:

Grass Valley Bush Fire Brigade	Chris Marris
Clackline Bush Fire Brigade	Mathew Letch
	Bob Stockman
	Michael Letch
	Blair Wilding
Wundowie VFRS	Andrew Wilson
	Mathew Sangston
Bakers Hill Bush Fire Brigade	Andrew Burrows

### 2.1 APOLOGIES

Irishtown Brigade	Murray McGregor
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Southern Brook Brigade  
Councillor – Shire of Northam

Paul Antonio  
Carl Della

**3. DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Honorarium's for Chief & Deputy Chief Bush Fire Control Officer	5.5	Mathew Macqueen	Financial	He is the CBFCO.
		Simon Peters	Financial	He is the DCBFCO.

**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 9 APRIL 2019**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.212

Moved: Kris Brown

Seconded: Sam Moss

That the minutes of the Bush Fire Advisory meeting held 9 April 2019 be confirmed as a true and correct record of that meeting.

**CARRIED 11/0**



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5. COMMITTEE REPORTS

5.1 CHIEF BUSHFIRE CONTROL OFFICER (CBFCO) REPORT

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Matt Macqueen Chief Bush Fire Control Officer
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For the Committee to receive and note the report provided by the Chief Bushfire Control Officer.

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

The CBFCO report for the 2018/19 bushfire season will be provided at the meeting.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

Nil.

Bush Fire Advisory Committee Meeting Minutes  
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**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

**Damage to appliances.**

This past season has seen an increase in damage done to the both the appliances and in some cases the buildings.

While it is accepted that accidents can occasionally happen, the majority of the damage that has occurred this season is due to carelessness.

We have had an incident where a brigade has borrowed another brigade's appliance, then upon returning the unit damaged the surrounds of the fire shed. This damage went unreported for several months which lead to frustration within the brigade as no-one could identify when or how the damage occurred.

We have also had multiple incidents of heat damage to several appliances this past season, one incident in particular involved an appliance being exposed to such a high level of heat, it melted the side mirror that has been coated in a fire proof coating. That one incident alone caused over \$4,000 worth of damage to the appliance as a result of the mirror damage and all signage down the side of the appliance being melted.

The fire proof coating on the mirror withstands up to 800 degrees of heat before failure, an appliance parked close enough for this type of damage to occur poses a significant risk not just to the appliance potentially being lost to fire, but has the potential to cause horrific injuries to the personnel both inside the cab and on the back deck, in all cases the driver of an appliance is responsible for safety of the appliance itself, but most importantly his/her crew on the appliance, please continue to reinforce the "LACES" message to all crew on the fire ground to ensure safety is out highest priority.

**OSH issues and PPC**

There was an incident in February this year where an appliance was driven fire call conditions to an incident, with 5 personnel on a 3 seater appliance. Please be reminded that DFES SOP 3.5.10 – Crew Safety at Bushfires that has been developed from Directive 3.5 – Bushfire provides the only circumstances when riding on the back of an appliance is permitted.

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Emergency service vehicles are provided exemptions under certain circumstances from penalties being applied under the Road Traffic Code 2000. Riding on the back of an appliance for obvious reasons is not one of them.

Had the offence been reported to Police by a concerned member of the public (dash cams are common nowadays) the driver could have been issued with a \$550 infringement + 4 demerit points, each of the personnel on the back deck also committing an offence could have been issued with an infringement of \$550 + 0 demerit points.

Road safety is something that the WA Police take extremely seriously, I would like to encourage us all to form the same view. The potential legal ramifications aside, this is incredibly dangerous and in the event of something going wrong there is the potential to cause severe injury or even death to one of your crew members, again we need to be better at looking out for each other. The community and indeed your families don't want to see a tragedy event involving our volunteer firefighters, again please ensure personal & crew safety are the highest priority at all times.

On a more positive note, this past season was the best I've seen to date with an estimated 60% increase in personnel wearing their issued PPC. It was also noted that personnel on the fire ground were reminding each other about safe work practices, and donning their PPC which is fantastic to see, so together as a team we are all working towards making our environment on the fire ground as safe as we possibly can. We are currently achieving 85% of personnel on the fire ground are utilising the correct PPC, this is encouraging that the message of personnel safety is getting through and I look forward to working towards 100% as we look towards the future.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.213**

**Moved: Nic Dewar**

**Seconded: Robert Herzer**

**That Council note the Chief Bushfire Control Officer Report as provided.**

**CARRIED 11/0**

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**5.2 COMMUNITY EMERGENCY SERVICES MANAGER REPORT**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For the Committee to receive and note the update provided by the Community Emergency Services Manager.

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

N/A.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

Nil.

**Policy Implications**

Nil.

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**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

**2018/2019 Bush Fire Season**

The 2018/2019 fire season finally came to a close with the Horton Rd Fire back in May.

The Horton Rd fire was a very prolonged and complex incident and one that burnt with such ferocity the fire ground resembled something you would expect to find during January/February. The fire behaviour was extremely erratic and serves best as a stark reminder that our seasons are getting longer and even though the weather, may be changing the prolonged dry conditions mean that fires of this magnitude have the potential to occur very late in the season, something we must be extremely mindful of as we head into the permit season following the prohibited burning period.

It is important to acknowledge all the volunteers who attended the Horton Rd fire but in particular the Inkpen & Bakers Hill members who maintained a consistent presence on the fire ground for 72 hrs post incident to monitor and deal with any re-occurring hot spots.

Fires such as this highlight how quickly we can be caught off guard, to have a level 2 incident in late May is not what most would expect however it is fast becoming a harsh reality of our changing climate.

For 5 days post fire the our Volunteer Chief Bush Fire Control Officer, the Deputy Chief and myself worked with the owners of the mulching facility to develop a strategy to initiate a controlled process for full extinguishment of over 30,000 cubic mtrs of mulch products at various stages of processing. Once restorative works were under way I would attend the site each day to liaise with the property owners and their staff, and in conjunction with ongoing advice from DWER and continuing air quality monitoring throughout the recovery works the site was able to be restored to normal operations.

The owner of the property tasked all of his staff each day to operate 5 x front end loaders, 2 x back hoes, and 3 x water carts that worked consistently to extinguish the mulch piles. There was approx. 800,000 ltrs of water used each day to achieve total extinguishment. Total size of this fore was 272 Ha and during the peak of the incident there was over 50 appliances and 175 personnel involved in fighting the fire.

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The incident was finally declared closed by myself on Friday May 31<sup>st</sup> at midday 16 days after the fire started, the total loss to the business owner as a result of this fire is an estimated \$500,000 with an estimated \$10,000 - \$15,000 per day for the recovery operation.

The Fire investigations team had attended the incident and identified the point of ignition was on a neighbouring property, the cause is still being investigated however preliminary advice is that the cause is not suspicious.

Thankfully our season was once again relatively quiet with a total of 78 incidents within the Shire of Northam for the financial year.

During the restricted period there was a high number of incidents that were a result of escaped permit burns, many of these were due to prescribed conditions on the permit not being adhered to which resulted in an large number of infringements being issued this year additional to record numbers of official cautions being handed to land owners for non-compliance.

There was a high number of caution notices given in respect to members of the public due to being provided with incorrect information by brigade members, in particular surrounding misinformation around 1mtr garden refuse burns.

All brigade members are urged to speak to their BFCO's before providing advice to members of the public as they are the ones who make amendments to accommodate changes in the season, if a member of the public is issued an infringement for breaching the conditions set by Council on advice from the BFCO's I'm sure that would lead to a conversation with their information source that is best avoided in the first place, so please either refer all enquiries to the Shire website, or ensure you are providing correct information if approached by members of the public.

#### **Community Engagement & Recruitment**

Speaking with each brigade over the past 12 months there is a clear message from each brigade and that is membership. I'm working on launching a recruitment drive in the near future that may involve some open days at some of our key fire stations.

I'm also hoping to raise our profile within the community particularly in the west of the Shire, so to enable this I encourage all brigades to attend as many community events as possible. Please let me know if there is an event you would like the brigade to participate in and I'll come along to support your efforts with recruitment material and assist with general advice to members of the public. I can arrange whatever resourcing you may require to make your attendance a success.

#### **Council Policies**

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With the adoption of the Bush Fire Manual there is a number of council policies that have now been superseded by either the manual itself or by the formalisation of any SOP's.

**A8.2 – Harvest, Vehicle Movement &/or Hot Works Ban** has been superseded by SOP 16

As a result of the policy being superseded, officers will recommend the policy be rescinded by Council.

**LGGS Funding**

We have received preliminary advice from DFES regarding the operational budget and all approved line 9 items for the 2019/20 fiscal year.

I'll be in touch with relevant brigades to advise what works have been approved as part of this process in due course.

To date we have not received any formal advice regarding any capital expenditure, once this comes in I'll provide a further update to brigades.

**Annual Fleet Servicing**

I'll be sending out requests for quotes by Mid July to all eligible repair technicians within the Shire of Northam for the annual servicing and inspection of all operational appliances. Information will be provided to each perspective workshop about the service standard required, and to ensure that each appliance is certified ready for operations, specifically certifying all systems, especially foam systems and communications equipment as these seem to be our reoccurring issues.

I ask that all brigade members please do a thorough check of your appliance, and ensure that all VFR's are completed to enable any repair work to be carried out as part of the annual service, if there is any issues at all, please let me know and I'll assist where I can.

**Bakers Hill Fire Station**

Recent information has come to light that has placed a hold on the tender being awarded for the construction of the Bakers Hill Fire Station.

Staff are working through the issues at the moment, and the brigade will be briefed in due course.

As soon as an outcome is developed moving forward I'll provide an update in the progress of the facility.

**Training**

We are now in the training period and as Training is an important part of what we do to keep our skillset current, I encourage all training officers to work with your brigades and if any training courses are needing to be run, please let me know. Once we hit our minimum numbers I'll arrange for the course to be setup prior to the new season.

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I'm also on hand for all brigade training nights to brush up on anything that needs to be worked on specific to your brigade.

**Criminal History Checks**

In accordance with DFES Circular 75/2016 an internal process has now been established with a provider appointed for the provision of criminal history checks for all volunteer applications. This is a requirement for new membership applications only.

**Reserve Management Plan**

Over the past few months I've been developing the Shire of Northam Reserve Management Plan. The document is still being developed and will be released once complete.

The document has captured all reserves either owned by or vested with Council to ensure that mitigation strategies are being implemented with any works being recorded against the land parcel.

This will also be utilised for MAF funding as we apply for the next round in the coming months.

Recent discussions have taken place around road reserves, these are now eligible for MAF funding and a treatment programme will be developed as part of the funding round that will be incorporated into the Reserve Management Plan.

Mat Macqueen has played an integral role in the development of this document which needs to be acknowledged as he has given up many volunteer hours to assist council with the important work.

**Brigade Burns on Private Property**

An issue has arisen with respect to Brigades undertaking burning on private property. There is subsequently insurance and legal issues that arise from the current practices that are being undertaken. It is proposed that BFAC and Council consider adopting a Standard Operating Procedure (SOP) for undertaken brigade burns.

Staff have prepared a draft Standard Operation Procedure for discussion with BFAC representatives and Brigades. The intent of the SOP is to provide guidance and a procedure for Brigades in how to manage the hazard reduction burning. This has been provided as Attachment 2. Comments are being sought in relation to this and it is proposed that the SOP be endorsed by BFAC at its next meeting before the next fire season.



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.214**

**Moved: Aaron Smith**

**Seconded: Kris Brown**

**That Council note the Community Emergency Services Manager Report as provided.**

**CARRIED 11/0**

Discussion was held around the following:

- SOP. 16 and the issue that has resulted in the development of this. The Community Emergency Services Manager advised that the issue raised is in relation to liability. Reference was made to the Bush Fires Act 1954, section 33(4) where a local government can direct its BFCO or another officer of the local government to enter the land and undertake remedial work, if this is occurs they are covered by the local government. The Executive Manager Development Services advised that the SOP is currently a draft, it was suggested that any concerns or queries in relation to the draft SOP be discussed after this meeting to address these prior to being circulated to brigades.

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Attachment

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Status
18-Jul-18	C.3415	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 3RD JULY 2018	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the Community Emergency Services Manager Report as provided.</li> <li>2. Note the Risk Assessment for vehicle and structural fires.</li> <li>3. Endorse the construction of a new Bakers Hill Fire Shed on a portion of Reserve 3308 subject to approval being issued by the Department of Heritage, Planning and Lands and the additional funding being provided by the ESL to be referred back to Council for formal approval following the submission of a planning application and consultation with adjoining landowners and the Bakers Hill Progress Association.</li> <li>4. Appoint Mr Mathew Macqueen as the Chief Bushfire Control Officer and Mr Simon Peters as the Deputy Chief Bushfire Control Officer for the 2018/19 period.</li> <li>5. Accept the revised Fire Breaks &amp; Fuel Load Notice for the 2018/19 period subject to the following amendments:                             <ol style="list-style-type: none"> <li>a. Section 1 – Building Protection Zone, item 15 being removed which relates to roof mounted evaporative air coolers being fitted with ember proof screens;</li> <li>b. Section 3 – Land with an area greater than 10,000m<sup>2</sup> (1 hectare), item 3(2) add 'excluding cropped and/or stubble land';</li> <li>c. Section 10 – Harvest, Movement of Vehicles and Hot Works Ban, Remove the proposed additions as highlighted in Attachment 1.</li> <li>d. Amending the Firebreak requirements to be consistent with the requirements detailed in 2017/18 Firebreak &amp; Fuel Load Notice (with reference to having different requirements for lots less than 10 hectares and a separate section for lots greater than 10 hectares) with the addition of remnant vegetation requiring a firebreak of 3 metres within 10 metres of the property boundary.</li> </ol> </li> <li>6. Request the Chief Executive Officer to investigate an annual fee for the Chief and Deputy BFCO for the</li> </ol>	CESM	<p>Update 10/12/2018</p> <ol style="list-style-type: none"> <li>1. No action required.</li> <li>2. No action required.</li> <li>3. Matter currently on hold, item being presented to the July Council meeting to not award the tender. It is recommended to continue consultation with the Bakers Hill Fire Brigade and the Bakers Hill Progress Association over the suitable location for a new or expanded Fire Brigade Shed.</li> <li>4. No action required.</li> <li>5. Complete.</li> <li>6. Report being presented to BFAC on 9 July 2019 for consideration.</li> </ol>	Open

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Status
19-Dec-18	C.3562	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 27 NOVEMBER 2018	<p>2018/19 season and the findings be presented to the next Bush Fire Advisory Committee meeting.</p> <p>That Council</p> <ol style="list-style-type: none"> <li>Note the Chief Bushfire Control Officer Report as provided.</li> <li>Note the Deputy Chief Bushfire Control Officer Report as provided.</li> <li>Note the Community Emergency Services Manager Report as provided.</li> <li>Pay an annual honorarium of \$2,500 to the volunteer CBFCO &amp; \$1,500 to the volunteer DCBFCO commencing in the 2018/19 Fire Season.</li> <li>Endorse SOP16, SOP17 &amp; SOP18, and acknowledge that these SOP's will be included in the future Section 8 SOP's of the Bush Fire Manual, subject to:                             <ol style="list-style-type: none"> <li>Dot point 2 of SOP16, being amended to remove reference to 'a harvest ban shall be imposed' and redrafted to reflect that the notification of the potential for a fire ban the following day is an advisory notice only and that a decision to impose a fire ban will be made on the day and necessary notification provided at that time.</li> <li>Staff undertaking a final review of the SOP's to ensure they align with the bushfire manual and make any necessary adjustments to cause this to occur if it is not the case.</li> </ol> </li> <li>Endorse the current Risk to Resources process and that all Brigades abide by the outcomes of the Risk to Resources process and the final decision made by the Shire of Northam.</li> <li>Notes the Risk to Resource Document (stages 1 and 2) as attached and refers it to a Bush Fire Advisory working group for further development.</li> </ol>	CESM	<p>Update 20/02/2019</p> <ol style="list-style-type: none"> <li>No action required.</li> <li>No action required.</li> <li>No action required,</li> <li>honorariums paid at end of season</li> <li>Complete.</li> <li>No Action Needed</li> <li>Sections 3,4,5 have been workshopped and will be provided to BFAC in March</li> </ol> <p>Update 13/03/2019</p> <ol style="list-style-type: none"> <li>R2R being finalised, will be tabled at next BFAC meeting</li> </ol> <p>Update 05/04/2019</p> <ol style="list-style-type: none"> <li>Sections 4 &amp; 5 have been workshopped and endorsed by council, Section 3 the BRMP is attached to the BFAC meeting on the 9th April 2019</li> </ol> <p>R2R is still under way and an announcement about the completion is pending final review by officers and staff.</p> <p>Update 12/06/2019 - R2R is complete, sent to brigades</p> <p>12/06/2019 - BFAC scheduled for 9/07/2019</p>	Open
17-Apr-19	C.3627	11.4	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 9 APRIL 2019	<p>That Council:</p> <ol style="list-style-type: none"> <li>Endorse the Bushfire Risk Management Plan as provided in Attachment 1;</li> <li>Requests the Chief Executive Officer to apply for the MAF (Mitigation Activity Fund) for implementation of the Bushfire Risk Management Plan.</li> </ol>	CESM	<p>Update 04/07/2019</p> <ol style="list-style-type: none"> <li>No action required.</li> <li>Received grant. Due to late rain, unable to action any items. Funds were required to be returned. Officers will reapply in the next round of funding.</li> </ol>	Open

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Date	Motion No	Item No	Subject	Motion	Action By	Comment	Status
				3. Request the Chief Executive Officer to incorporate the appropriate actions from the Bushfire Risk Management Plan within the Corporate Business Plan; 4. Request the Chief Executive Officer to incorporate the Bushfire Risk Management Plan within Section 3 of the Bush Fire Manual; 5. Note the Chief Bushfire Control Officer Report as provided; 6. Note the Community Emergency Services Manager (CESM) Report as provided. 7. Note Bush Fire Brigade Safety Committee report as provided. 8. Refer the matter relating to the CBFCCO & DCBFCCO annual allowance and a second DCBFCCO to the brigades for further discussion; and 9. Request the outcomes from the brigade's discussion to be presented to the next BFAC meeting.		3. Complete. Corporate Business Plan being presented to Council in July 2019. 4. Incorporated. To be provided to all Brigades. 5. No action required. 6. No action required. 7. No action required. 8. Brigades currently holding General/AGM's. Expected to be completed in coming weeks. Update 12/06/2019 - Nothing further from Brigades, will await a proposal from current CBFCCO. Update 4 July 2019, awaiting proposal from current CBFCCO. 9. No action to date, dependent on completion of item 8.	

UNCONFIRMED

## Attachment 2

### SOP.19 BRIGADE BURNS ON PRIVATE PROPERTY

Procedure No.	SOP.19
Procedure Subject:	Brigade Burns on Private Property

#### Introduction

Burning off private land is not a power of a Bush Fire Brigade or a Bush Fire Control Officer unless directed by Local Government in the circumstances described in Section 33 (4) and (6) of the Bush Fires Act.

In other words, a property owner who is subject to a Local Government notice to remove hazards and does not want to do the work personally may request the Local Government to do the work. The Local Government can also act in default of the owner or occupier. In both circumstances the brigade/contractor can be directed by the Local Government to carry out the work as specified in the notice.

There is no other way in which brigades can carry out burning of private land and still enjoy the immunity conferred by the Bush Fires Act.

Local Governments have a crucial role in ensuring that proper direction is given to brigades and that appropriate notices have been issued to landholders as required by Section 33.

In summary, a brigade operating in accordance with the powers and duties described in the Bush Fires Act, enjoys immunity from liability. If a brigade operates outside these parameters, members may well have liability for damage caused as a result. Accordingly, all requests direct from landholders to brigades must be referred to the Local Government so that Local Government may lawfully direct the brigade to act.

#### Procedure

1. The land owner / occupier (applicant) makes contact with the Brigade.
2. The FCO (or their delegate) must visit the proposed burn site with the applicant and establish the aims and objectives of the burn and identify any risks.
3. Alternatives to burning should be identified and considered if practical.
4. The Brigade is to cost the burn and provide a quote to the applicant on behalf of the local government for the work to be carried out by the Brigade.
5. If the scope and cost of the burn is agreed to by the applicant, the applicant is required to send a written request through to the CESM.
6. The FCO is to prepare a burn plan in consultation with the brigade members and the property owner/occupier and submit the plan with a private works request form to the CESM for approval.
7. The CESM in consultation with the CBFCO is to assess the burn plan with any proposed variations to the conditions to be discussed with the FCO prior to being recorded on the burning plan. Any alterations are to be dated and initialled by the CESM and/or CBFCO.
8. Once the plan is approved, the CESM and/or CBFCO is to approve the plan in writing, which will authorise the brigade to carry out the works.
9. A 'permit to burn' must be issued to the applicant (Not the Brigade) before any burning is carried out during the Restricted Burning period.
10. The Shire of Northam will invoice the applicant and receive the outstanding monies.
11. On receipt of payment, the local government will forward the monies to the Brigade upon receipt of a brigade invoice

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**5.3 RESOURCE TO RISK DOCUMENT**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

The 2018 Shire of Northam Resource to Risk Assessment.

**ATTACHMENTS**

Attachment 1: Resource to Risk Document.

**BACKGROUND / DETAILS**

In 2018 Council Officers in conjunction with Bushfire Brigade volunteers initiated the extensive process for the assessment, creation and endorsement of the Resource to Risk (R2R) document. The last R2R completed in 2012 had failed to deliver outcomes due to never being formally endorsed by either Council or the HMA for fire of the time, FESA. The previous R2R from 2004 also seems to have fallen short of delivering suitable outcomes for both the Volunteer Bush Fire Service and the communities that they all protect.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Financial / Resource Implications**

Administrative implications only as all resourcing is eligible to be funded through the LGGS process

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**Legislative Compliance**

Nil.

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

Volunteer Chief Bush Fire Control Officer – Shire of Northam  
Volunteer Deputy Chief Bush Fire Control Officer – Shire of Northam]  
Wundowie Volunteer Bush Fire Brigade  
Inkpen Volunteer Bush Fire Brigade  
Bakers Hill Volunteer Bush Fire Brigade  
Clackline/Muresk Volunteer Bush Fire Brigade  
Irishtown Volunteer Bush Fire Brigade  
Southern Brook Volunteer Bush Fire Brigade  
Grass Valley Volunteer Bush Fire Brigade  
Bush Fire Prone Planning  
Department of Fire & Emergency Services

**Risk Implications**

- Reputational –High
  - o The last Resource to Risk Assessment was completed back in 2012, however it would appear that for unknown reasons the R2R was never formally endorsed by council or FESA as the HMA for fire at the time and as a result, none of the recommendations have been officially endorsed or acted on.
  - o Failing to endorse the R2R at present would cause the bushfire brigade volunteers to lose faith in council
- Financial - Low
  - o The LGGS funding covers all operational expenses incurred by council as a result of compliance with obligations under the Bush Fires Act 1954 & the Emergency Management Act 2005
- Compliance - High
  - o Officers believe that by endorsing and approving activities based on proposed outcomes of the R2R process will ensure that Council is able to achieve compliance with obligations under the Bushfires Act 1954
- Legal – High
  - o Officers believe that due to identified risks within the community, Council is obliged to ensure risk are minimised by either ensuring risk treatments are completed in an effort to reduce identified risk, or the provide capability to brigades responsible for the district the risk has been identified as being a part of.

**OFFICER'S COMMENT**

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Officers have recently completed a Resource to Risk assessment on behalf of council and after final review present the final document for endorsement.

Each brigade has been involved throughout the process as much as practical by way of holding workshops to establish the specific local risks within each fire district.

Each brigade has been assessed using the same risk based approach identifying brigade strengths by skillset, brigade incidents, and vehicle turnouts. This data was compiled together with data obtained from CENSUS to identify accurate population size, number of dwellings, land mass etc.

Officers have met with each brigade to ensure that any data utilised through this process is as accurate as possible, and to ensure that Brigades were able to adjust/amend any data they felt were inaccurate.

The consultation process has been extensive and as a result of multiple brigade & BFB service level workshops which included the development a 5 & 10 yr strategic plan that begins with an initial reallocation of current brigade resourcing for the coming 2019/2020 season, and to ensure that any identified risk within each brigade district is appropriately resourced into the future by documenting a proposed future fleet requirement to enable timely applications for appliances through the annual LGGs application.

The final result is a comprehensive risk assessment on each fire district within the Shire of Northam. In addition to the fleet requirements the R2R document has also identified the need, in certain circumstances, for additional mitigation works or bush fire preparedness. These have been documented within the document and will be progressively worked through by staff.



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.215**

**Moved: Nic Dewar**

**Seconded: Robert Herzer**

That Council endorse the Resource to Risk document and approve the delivery of the following action items to deliver on the proposed outcomes:

1. Endorse the reallocation of current appliances across brigades as follows and identified in Section 5 of this document, commencing in the 2019/2020 bush fire season:

2019 – 2020 Bushfire Season	
Brigade	Notes
<b>Inkpen BFB</b>	
LT	Formerly Irishtown LT/2
2.4R	
<b>Wundowie BFB</b>	
LT	Formerly Irishtown LT/1
<b>Bakers Hill BFB</b>	
LT	
2.4U	
<b>Clackline BFB</b>	
LT	
2.4R	
<b>Northam Central BFB</b>	<b>New Brigade</b>
2.4R	Formerly Irishtown 2.4R
<b>Irishtown BFB</b>	
1.4B	Formerly Inkpen 1.4B
<b>Southern Brook BFB</b>	
1.4B	
<b>Grass Valley BFB</b>	
1.4B	Formerly Clackline 1.4B
4.4B	

2. Endorse the creation of the Northam Central BFB to be housed in a location as approved by the Chief Executive Officer.
3. Endorse the creation of an Emergency Services Cadet Unit.

**CARRIED 9/2**

Discussion was held around the following:

- The proposed location of the Northam Central Brigade. The Community Emergency Services Manager advised that this is yet to be determined

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however the Shire of Northam Depot is proposed in the interim. It was confirmed that this will be within the Northam town site.

- Where the data was collected for the turnout times. The Community Emergency Services Manager advised that this was provided by DFES using an algorithm on a set criteria. This is applied across the state and is calculated by determining the average speed that can be travelled on gravel and bitumen road. It was noted that this will not always be an accurate representation.
- How the risk assessment was conducted for the Wundowie town site which is in the Wundowie VFRS gazetted brigade district. The Community Emergency Services Manager advised that although the Shire brigades are secondary response to the VFRS an assessment has still been undertaken as it is a town site within the Shire of Northam. This assessment is from the local governments perspective only with consideration given to the fuel loading, access/eagres points and resources available.
- The reference to VFRS units are utilised for asset protection only and whether the words 'as required' can be added as this is interpreted as the VFRS only utilised for RUI. It was agreed that these words can be included.
- Grass Valley being listed as having a poor response time. Information was sought in relation to what determines this and what they are being measured against. The Community Emergency Services Manager advised that this will need to be confirmed however it is a measurement from DFES which is applied across the state. It was identified that the Grass Valley response times were incorrect and were showing as Inkpen's, it was advised that this table will be corrected.
- The lack of consultation was raised by the Northam VFRS, the Executive Manager Development Services advised that invitations were sent to workshops.
- The Community Emergency Services Manager outlined that this is a living document. This process was completed in 2012 however if the document was never endorsed by Council and implemented.

Attachment 1

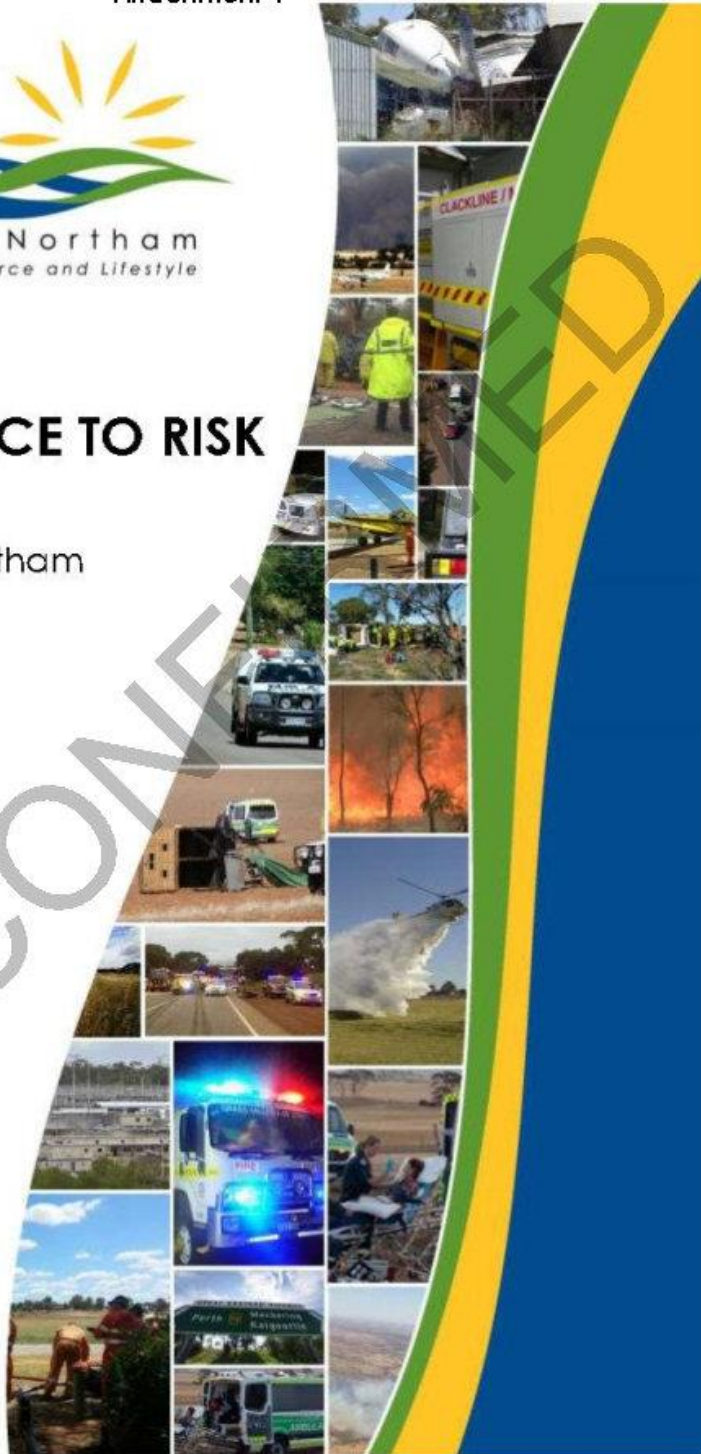


**RESOURCE TO RISK**

Shire of Northam

2019

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### Introduction

This Resource to Risk (R2R) assessment has been undertaken by the Shire of Northam Emergency Management staff and the appointed Chief Bushfire Control Office in conjunction with representatives of the Department of Fire & Emergency Services (DFES), and in collaboration the volunteer bushfire brigades located within the Shire of Northam.

The DFES recommended process for assessment of the R2R criteria uses different methodology to that used for the Bushfire Risk Management Plan (BRMP). The R2R process is intended to identify the best location and mix of appliances to ensure an ongoing competent and efficient community based bushfire response capability that is supported by Emergency Service Levy funding arrangements.

A BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment within a treatment schedule. The identification of assets is more comprehensive than that in the DFES R2R process. A BRM Plan categorises assets as Human Settlement (including Special Risk and Critical facilities), Economic (including Critical infrastructure), Environmental and Cultural.

Land managers are responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure. Importantly, response capability is not considered to be a risk treatment in a BRM Plan. The Shire of Northam BRM Plan is an addendum to this document.

The R2R assessment has been carried out based on the DFES recommended process and considers the strengths and opportunities that exist in and around the Shire of Northam, as well as revealing threats and weaknesses through risk assessment, analysis and treatments. Where possible, this R2R assessment uses elements of the Shire of Northam BRM Plan to ensure a comprehensive approach to the management of bushfire risk in the Shire of Northam. This includes the capacity to support volunteer brigades and ensure their viability well into the future including the establishment of a cadet unit.

The R2R process involves five (5) stages:

- Stage 1 - Bushfire Risk Identification
- Stage 2 - Local Government response criteria and key risk assessment
- Stage 3 - Risk reduction and control assessment and strategies
- Stage 4 - Identified Risk re-assessment after stage 3 mitigation strategies
- Stage 5 - Resource requirements

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### Executive Summary

The Resource to Risk (R2R) document has been undertaken generally in accordance with the guidelines provided by the Department of Fire and Emergency Services (DFES) template with additional mapping and analysis undertaken in consultation with various stakeholders.

In essence the assessment has indicated that there is insufficient resources within identified areas of the Shire to meet the desired response standard, there is issued with attracting and retaining volunteer fire fighters and there is additional mitigation works required within identified areas to reduce the risk implications for those areas.

The flowing is a broad summary of the assessment that is provided in further detail within the attached.

### Bushfire Brigades

As a component of this assessment the following key findings have emerged

- Majority of Brigades have an ageing membership base and are not attracting new members.
- There is a shortfall of Bushfire Brigade members aged between 15 to 34 (21%) and a significant proportion of volunteers are over the age of 55 (47%)
- Resourcing of the Wundowie BFB is required in order to provide additional appliances and volunteers within the western sector of the Shire of Northam
- The establishment, resourcing and membership of a Northam Central BFB will provide an opportunity to increase overall membership of bushfire fighters from people within the townsite of Northam, provide additional manning of appliances for attendance at incidents and potentially provide a mechanism for the establishment of a cadet unit/brigade
- A concerted effort is require to establish and develop Northam Central BFB
- A recruitment campaign is required to increase active memberships of all Bushfire Brigades
- The utilisation of both the Wundowie and Northam VFRS units have been included within the local government response criteria. It is recognised however that specific protocols are required for these units to attend and if other significant incidents (such as vehicle accident, structure fires etc.) are in progress that attendance cannot be guaranteed
- No private units have been included in the local government response criteria except for the Muresk LT at Muresk

### Resource Allocation

Following the establishment of the key response criteria and assessment of turn out times the following recommendations have been developed. These have been included within the strategic Plan-

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- Additional appliances are required within the western portion of the Shire due to the current and predicted growth in the area
- Additional units are required in the central and eastern portion of the Shire to provide adequate response resources and times

**Stage 1 (2019-20 Season)**

- o No new units to be included however includes reallocation of existing units (12) only.
- o Wundowie BFB be provided with a Light Tanker unit (relocated from Irishtown BFB)
- o Clackline-Muresk BFB will initially have a unit relocated (1.4B to Grass Valley BFB) but will revert to three units in stage 2 and 3
- o Northam Central BFB will be created and resourced with a 2.4R (relocated from Irishtown BFB) within Stage 1
- o Grass Valley BFB will have an additional appliance (former Clackline 1.4B)
- o Inkpen BFB will replace a 1.4B unit with a light tanker (relocated from Irishtown)
- o Irishtown BFB will be allocated a 1.4B (relocated from Inkpen)

**Stage 2 (2020-2025)**

- o Involves the request for three additional units and retainment of two existing units (refurbished and retained after new unit supplied) resulting in a fleet of 17 units
- o The reallocation and replacement of units is in response to the differing requirements for each of the brigades to response to the local issues including terrain and resources available (such as water supplies)
- o Inkpen will be resourced with 2 units (1.4b and 3.4U)
- o Wundowie BFB will be resourced with 2 units (2.4R and LT)
- o Bakers Hill BFB will be resourced with 3 units (LT, 2.4U and 4.4B)
- o Clackline-Muresk BFB will be resourced with 3 units (LT, 3.4U and 2.4R)
- o Northam Central BFB will be resourced with two units (3.4U and 12.2)
- o Irishtown BFB will be resourced with two units (1.4B and LT)
- o Southern Brook BFB will be resourced with one unit (1.4B)
- o Grass Valley BFB will be resourced with two units (2.4R and 4.4B)

**Stage 3 (2025-2030)**

- o Involves the request for two additional units and refurbishment and upgrading of units at end of life resulting in a fleet of 19 units
- o Inkpen will be resourced with 2 units (4.4B and 3.4U)
- o Wundowie BFB will be resourced with 3 units (3.4U, 3.4R and LT)
- o Bakers Hill BFB will be resourced with 3 units (LT, 3.4U and 4.4B)
- o Clackline-Muresk BFB will be resourced with 3 units (LT, 3.4U and 2.4R)



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- o Northam Central BFB will be resourced with three units (3.4U x 2 and 12.2)
- o Irishtown BFB will be resourced with two units (3.4R and LT)
- o Southern Brook BFB will be resourced with one unit (3.4B)
- o Grass Valley BFB will be resourced with two units (3.4U and 4.4B)

**Other Mitigation and Planning Required**

As a component of undertaking the revised risk assessment a number of mitigation strategies were identified that are required to ensure that the overall risk is reduced. These include the following –

- A number of vulnerable areas require the preparation, implementation and ongoing review of individual Bushfire Emergency Plans.
- A number of specific sites have Bushfire Management Plans that require review and implementation. A number of these were completed at the subdivision/development stage and are required to be reviewed and update to current standards.
- Reserve and other land under the control of Council require ongoing maintenance and fuel load management to reduce the intensity of fires
- A number of non-Council controlled reserve land requires ongoing maintenance and fuel load management to reduce the intensity of fire. The majority of those are identified in the Bushfire Risk Management Plan.

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**1. Stage 1- Bushfire Risk Identification**

To commence an assessment of bushfire risk extensive GIS mapping and assessment was undertaken.

The GIS mapping takes a layered approach, with the aim of identifying areas within the Shire of Northam that have perceived elevated risks. This layering includes;

- Shire of Northam local government area
- Shire of Northam bushfire brigade designated areas
- DFES mapping of bushfire risk areas
- Identification of population areas and key infrastructure
- Identification of DFES estimated response / turn out times for brigades

Based on the mapping assessment there are a number of areas identified within the Shire of Northam that do not meet the established R2R criteria.

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**2. Stage 2 – Local Government Response Criteria and key risk assessment**

**2.1 Local Government Response Criteria**

In order to assess the mapping, it is important to establish a response criteria or service standard that is acceptable to the Shire of Northam in relation to responding to bushfire threats.

The State Government has established a generic response criterion, which establishes a framework around acceptable levels/times for responding to bushfires based on a range of land categories. The State Government framework includes the following land categories – pastoral, rural/broad acre, South West Agriculture or Central West Coastal and Lower West Coastal.

The table below is from DFES guide for preparing a Resource to Risk document

**Table 1: Local Government Response Criteria**

KEY= \*Property under threat from bushfire # Turnout time to incident. + Aircraft and/or appropriate machinery where required

PASTORAL		Firefighting response for bushfire within 3 hours (200 + kms between services) + Firefighting response on site for property threat within 3 hours* Specialist Units (ICV) on site within 2 days
RURAL BROADACRE	/	Up to two firefighting appliances on site for bushfire in 1 hour (30 + kms between services)# 1 fire firefighting appliance on site for property threat in 1 hour Specialist Units (ICV) on site within 6 hours
SOUTH AGRICULTURAL or CENTRAL COASTAL	WEST	Up to 6 firefighting appliances on site for bushfire in 30 minutes (20kms between services) # 1 firefighting appliance on site for property threat in 30 minutes Specialist Units (ICV) on site within 3 hours
LOWER COASTAL	WEST	Initial dispatch of 2 firefighting appliances on site for bushfire in 20 minutes (10 kms between services). 1 firefighting appliance on site for property threat in 20 minutes Specialist Units (ICV) on site within 1 hour, Perth Outer Metropolitan within 45 minutes

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The Shire of Northam has adapted these categories to ensure applicability to our context, whilst still utilising the turnout times as the basis for establishing Shire of Northam turnout times – refer table 2 below.

**Table 2: Shire of Northam Response Criteria**

KEY: * = Property under threat from wildfire; # = Turnout time to incident; + = Aircraft and/or appropriate machinery where required	
<b>RURAL / BROADACRE</b>	# Up to 2 firefighting appliances on site for wildfire in 1 hour (>30 kms between services) # 1 fire firefighting appliance on site for property/Asset protection in 1 hour # Specialist Units (ICV) on site within 6 hours
<b>SETTLEMENT/TOWNSITE/RURAL RESIDENTIAL AND RURAL SMALLHOLDING ZONES</b>	# Up to 6 firefighting appliances on site for wildfire in 30 minutes (20kms between services) * 1 firefighting appliance on site for property/Asset protection in 30 minutes # Specialist Units (ICV) on site within 3 hours
<b>CRITICAL INFRASTRUCTURE</b> (includes properties with major infrastructure and/or large numbers of people either working, residing or otherwise at that facility)	# Up to 6 firefighting appliances on site for wildfire in 30 minutes (20kms between services) * 1 firefighting appliance on site for property/Asset protection in 30 minutes # Specialist Units (ICV) on site within 3 hours

The Shire of Northam response time maps, as provided by DFES, have been provided in Appendix 2. It should be noted that for the purposes of undertaking the risk assessment, the 30 minutes response time mapping has been based on a 10 minute travel time from the Brigade Shed – this allows for volunteer turn out times to the Brigade sheds.

The turnout times for the 60 minutes response time are based on the actual 30 minute travel time from the brigade shed and 30 minute turn out time to the brigade shed. The above was undertaken to give a more realistic response time recognising the challenges of brigade members travelling to the specific fire shed.

The mapping has been based on the fire units travelling at 80km/hr on sealed roads and 60km/hr on unsealed roads.

It should also be recognised that the assessments in Appendix 1 and 3 have been based on the assumption that all Shire of Northam appliances are able to be crewed within the timeframes above, and no other active incidents being at that time. The assessment includes two (of two) Wundowie VFRS appliances and two (of three) Northam VFRS appliances being turned out. The exception is in the assessment of vulnerable areas within the Northam VFRS area where it has been assumed that all three appliances will be turned out. The turnout of the VFRS units will be for asset protection only – if a property is under threat the VFRS will turn out and defend the structure but are restricted from other forms of firefighting due to operational restrictions.

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The initial assessment (stage 3) does not include the possible attendance of a brigade from an adjoining local government at an incident outside of their local government area (i.e. within the Shire of Northam.). The revised risk assessment (stage 4) does however identify the use of appliances from outside the Shire of Northam and includes recommendations to ensure that the necessary agreements and protocols are in place for this to occur.

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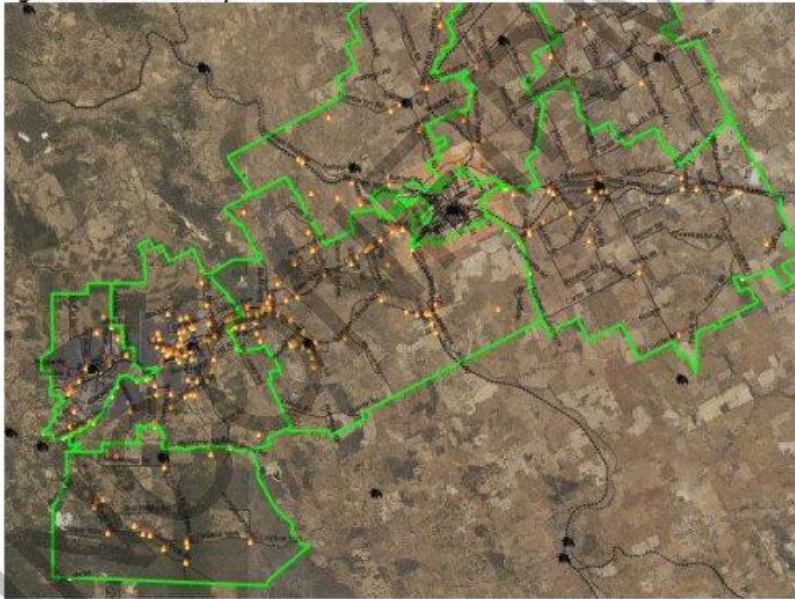
## 2.2 Incident History

The Map below is developed from information sourced from DFES. The map shows the number and extent of level 1 and level 2 bushfire incidents that have occurred in the Shire of Northam over the past five years.

Although the mapping process also captures further information on each of the mapped fire incidents, it is not possible at this stage to demonstrate on a printed map. However, whilst not shown here, the data includes the following information –

- Type of fire
- Suspected cause of fire
- Type of units in attendance

Figure 1: Incident History



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**2.3 Shire of Northam Brigade Profiles & Available Resources**

Pursuant to s41 of the Bush Fires Act 1954, the Shire of Northam has established the following brigades:-

- Bakers Hill
- Clackline-Muresk
- Grass Valley
- Inkpen
- Irishtown
- Jennapullin (Farmer Response Only)
- Southern Brook
- Wundowie (created but has no appliances, equipment etc.)

It should be noted that the possibility of creating the Northam Central Bush Fire Brigade has been suggested. Although at this stage this brigade has not been gazetted.

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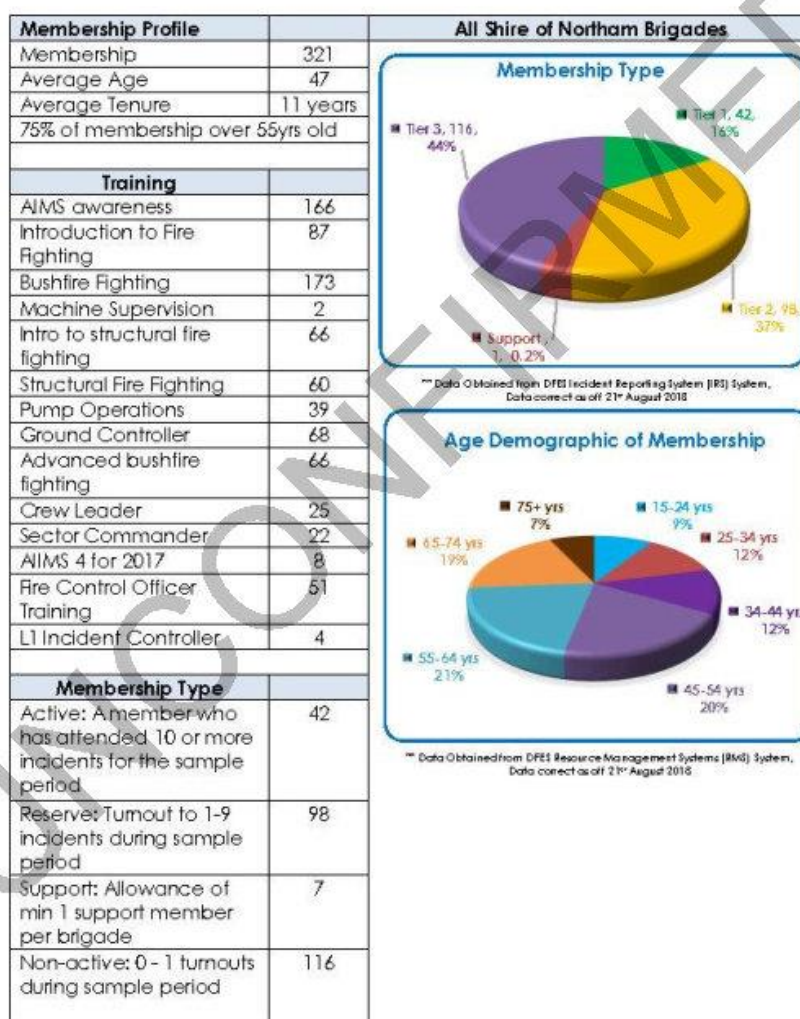
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The following information profiles the membership, training, recent brigade activity and available resources of the established bushfire brigades within the Shire. Using this information, a risk profile has been established for each brigade.

Figure 2: All Shire of Northam Volunteer Bush Fire Service





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Brigade activity		All Shire of Northam Brigades
Documented incident turn out		
2013/2014	111	
2014/2015	180	
2015/2016	119	
2016/2017	129	
2017/2018	108	
<b>Appliance &amp; Resources List</b>		
1.4R	3	
2.4R	3	
2.4U	1	
4.4B	1	
Light tanker	4	
Various mobile pumps	2	
Standpipe pumping trailer	0	
<b>External Available Resources</b>		
Shire of Northam works depot - Loaders, Graders, Posi Tracks, 2 x Water Carts and tree lopping teams, Traffic Management from the Shire	30-60 mins to mobilise	

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**2.4 Inkpen Volunteer Bush Fire Brigade – (6300)**

The Inkpen Fire District is a large agricultural district within the Shire of Northam, in the western section of the Shire of Northam.

There are approximately 12 private dwellings within the Inkpen location, with a further 38 private dwellings in the Woottating area. It is estimated that there is at least one additional outbuilding or structure per property, with many properties having multiple additional outbuildings.

According to 2016 Census these dwellings equate to 20 residents within the Inkpen Area and 66 residents within the Woottating area. The district comprises approximately 167km<sup>2</sup> of predominantly broad acre properties and significant infrastructure in the brigade area includes the BGC quarry, Great Southern Highway, a composting facility on Horton Road and a waste disposal facility on Inkpen Road (just outside of Brigade District).

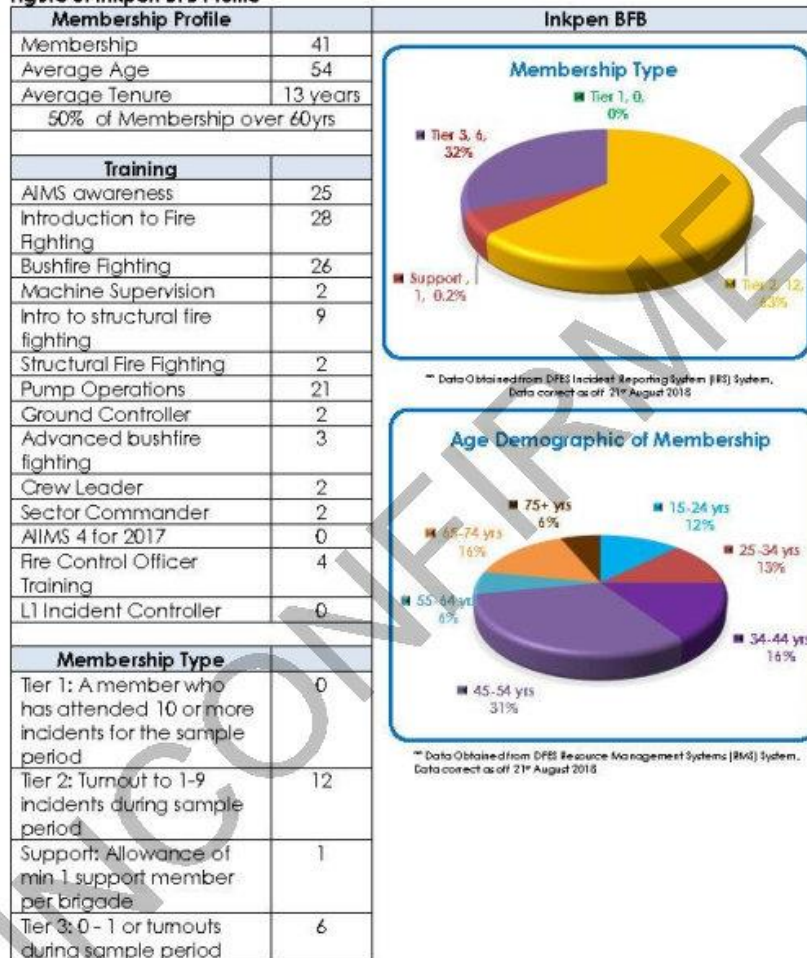
The Shire of Northam is experiencing some growth in rural/residential housing in the west of the Shire. Whilst, not currently within the Inkpen fire district, it is likely that this area will be developed further over the next 10 years given its proximity to the Perth metropolitan area.

The area is predominantly vegetated with Jarrah, marri and wandoo type forest, dryandra/banksia vegetation and cereal crops. There are large areas of remnant vegetation in the southern area of the brigade district being Water Catchment Reserves and a portion of National Parks.

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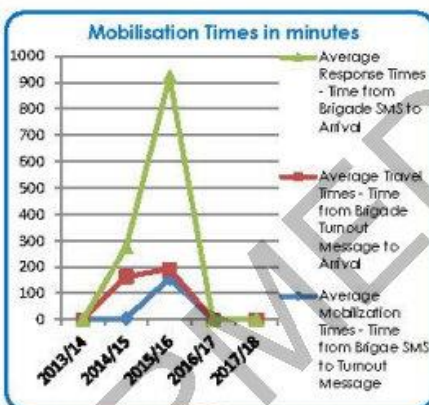
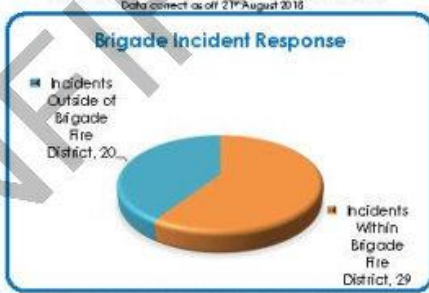
Figure 3: Inkpen BFB Profile



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Brigade activity		Inkpen BFB	
Documented incident turnout		 <p><b>Mobilisation Times in minutes</b></p> <p>Legend:                      - Average Response Times - Time from Brigade SMS to Arrival                      - Average Travel Times - Time from Brigade Turnout Message to Arrival                      - Average Mobilization Times - Time from Brigade SMS to Turnout Message</p> <p>Y-axis: 0 to 1000 minutes                      X-axis: 2013/14, 2014/15, 2015/16, 2016/17, 2017/18</p> <p>*** Data Obtained from DFES Incident Reporting System (IRS) system, Data correct as of 21<sup>st</sup> August 2018</p>	
2013/2014	8		
2014/2015	16		
2015/2016	7		
2016/2017	7		
2017/2018	10		
<b>Bridge incident response 2013 - 2018 (June)</b>		 <p><b>Brigade Incident Response</b></p> <p>Legend:                      - Incidents Outside of Brigade Fire District, 20                      - Incidents Within Brigade Fire District, 29</p> <p>*** Data Obtained from DFES Incident Reporting System (IRS) system, Data correct as of 21<sup>st</sup> August 2018</p>	
Incidents within the district	29		
Incidents outside the district	20		
<b>Appliance &amp; Resources List</b>			
1.4R	1		
2.4R	1		
2.4U	0		
4.4B	0		
Light tanker	0		
Various mobile pumps	0		
Standpipe pumping trailer	0		
1 bay facility with Office/Comms Room	0		
2 bay facility with Office/Comms Room	1		
3 bay facility with Office/Comms Room	0		
Training Room	1		
Lunch Rooms	1		
Disabled Access Toilets and Showers	2		
<b>External Resources Available</b>			
Shire of Northam works depot - Loaders, Graders, Pesi Tracks, 2 x Water Carts and tree looping teams, Traffic Management from the Shire	30-60 mins to mobilise		

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**2.5 Bakers Hill Volunteer Bush Fire Brigade – (6029)**

Bakers Hill is a settlement 73 kilometres east of Perth on the Great Eastern Highway. The town is located within the Shire of Northam, between Wundowie and Clackline. There are numerous pockets of rural/residential and hobby farm areas being developed around the townsite. Current planning indicates that this will continue in the future.

Other significant infrastructure in the brigade district include Great Eastern Highway, Bakers Hill Townsite and the Inkpen Waste Disposal Facility. In the former area (now part of Wundowie BFB) other infrastructure includes El Caballo Lifestyle Village, El Caballo resort, El Caballo road house, tavern and shops and Linley Valley abattoir.

There are approximately 577 residential dwellings within the Bakers Hill area, and a further 37 dwellings in the Copley Area, it is further estimated that there is at least one extra outbuilding or structure per property. According to the 2016 census, these dwellings equate to a population of 1,257 in Bakers Hill, with a further population of 67 in Copley.

At approximately 180km<sup>2</sup>, the district comprises small mixed farming, hobby farms, and a small village with commercial/light industrial infrastructure.

The area is predominantly vegetated with jarrah, marri, wandoo forest with dryandra/banksia vegetation and cereal crops. There are several large pockets of remnant vegetation throughout the brigade district including private landholdings, Council managed reserves, DPaW managed reserves and sections of unallocated crown land (including the KEP track). A number of these remnant vegetation areas are located within close proximity to existing rural residential/hobby farm areas.

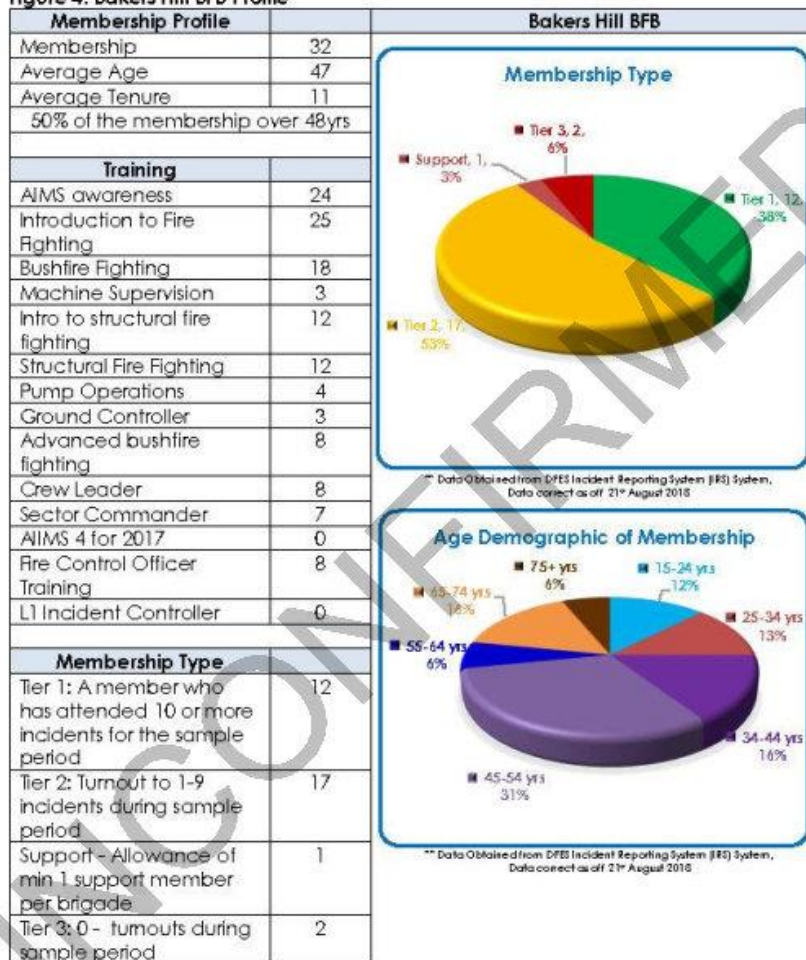
The Bakers Hill fire district was recently modified with the creation of the Wundowie BFB. For the purposes of this assessment, the original Bakers Hill fire district has been used in the initial assessment phase.

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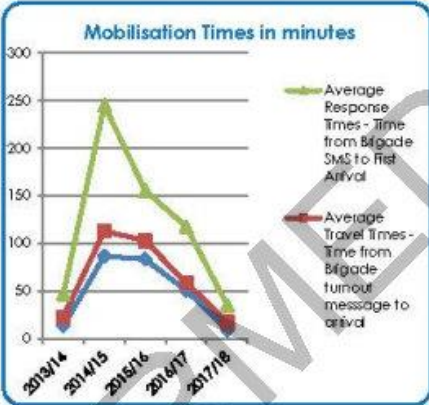
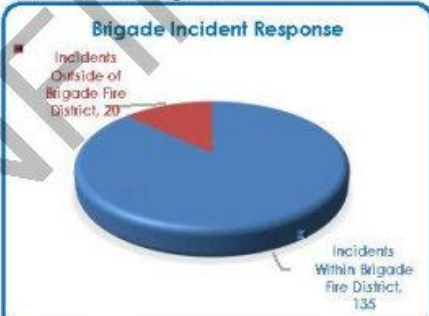
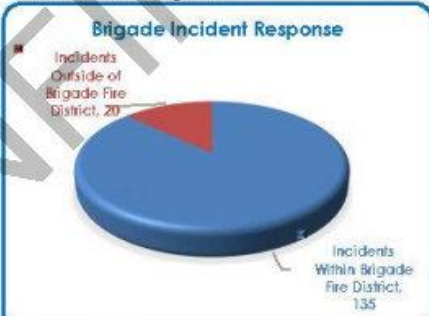
Shire of Northam  
Resource to Risk (R2R) Assessment

**Figure 4: Bakers Hill BFB Profile**



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Shire of Northam  
Resource to Risk (R2R) Assessment

Brigade activity		Bakers Hill BFB																			
Documented incident turn out		 <p><b>Mobilisation Times in minutes</b></p> <p>Legend:                      - Average Response Times - Time from Brigade SMS to First Arrival                      - Average Travel Times - Time from Brigade turnout message to arrival</p> <p>Data (Approximate):</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Average Response Times (min)</th> <th>Average Travel Times (min)</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>250</td> <td>100</td> </tr> <tr> <td>2014/15</td> <td>150</td> <td>100</td> </tr> <tr> <td>2015/16</td> <td>120</td> <td>100</td> </tr> <tr> <td>2016/17</td> <td>100</td> <td>100</td> </tr> <tr> <td>2017/18</td> <td>100</td> <td>100</td> </tr> </tbody> </table>		Year	Average Response Times (min)	Average Travel Times (min)	2013/14	250	100	2014/15	150	100	2015/16	120	100	2016/17	100	100	2017/18	100	100
Year	Average Response Times (min)			Average Travel Times (min)																	
2013/14	250			100																	
2014/15	150			100																	
2015/16	120			100																	
2016/17	100			100																	
2017/18	100	100																			
2013/2014	41																				
2014/2015	39																				
2015/2016	36																				
2016/2017	47																				
2017/2018	37																				
<b>Bridge incident response 2013 - 2018 (June)</b>		 <p><b>Brigade Incident Response</b></p> <p>Legend:                      - Incidents Within Brigade Fire District, 135                      - Incidents Outside of Brigade Fire District, 20</p>																			
Incidents within the district	135																				
Incidents outside the district	20																				
<b>Appliance &amp; Resources List</b>		<p>** Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as off 21<sup>st</sup> August 2018.</p>																			
1.4R	0	 <p><b>Brigade Incident Response</b></p> <p>Legend:                      - Incidents Within Brigade Fire District, 135                      - Incidents Outside of Brigade Fire District, 20</p> <p>** Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as off 21<sup>st</sup> August 2018.</p>																			
2.4R	1																				
2.4U	0																				
4.4B	0																				
Light tanker	1																				
Various mobile pumps	0																				
Standpipe pumping trailer	0																				
1 bay facility with Office/Comms Room	0																				
2 bay facility with Office/Comms Room	1																				
3 bay facility with Office/Comms Room	0																				
Training Room	0																				
Lunch Rooms	0																				
Disabled Access Toilets and Showers	1 (Not disabled)																				
<b>External Resources Available</b>				<p>** Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as off 21<sup>st</sup> August 2018.</p>																	
Shire of Northam works depot - Loaders, Graders, Pesi Tracks, 2 x Water Carts and tree looping teams, Traffic Management from the Shire	30-60 mins to mobilise																				

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Resource to Risk (R2R) Assessment

#### **2.6 Clackline-Muresk Bush Volunteer Bush Fire Brigade – (6142)**

Clackline is a locality in the Wheatbelt region of Western Australia, about 80 kilometres east/northeast of Perth. It is a large district with a distinct agricultural influence, which is being developed in pockets with multiple small land holdings and hobby farms. It is likely that this trend will continue in the years to come.

Other significant infrastructure in the brigade area includes the townsites of Clackline and Spencers Brook, the Muresk Agricultural Institute, Springhill recovery centre, Great Eastern Highway, the Yongah Hill Detention Centre and the Northam Army Camp.

The 2016 Census indicates Clackline has approximately 166 private residential dwellings (typically family homes) with an additional 3 residences in Muresk, 87 in Spencers Brook, 103 in Mokine and 46 in Burlong and 67 in Muluckine for a total of 492 private residential dwellings. It is estimated that there is at least 1 extra outbuilding or structure per property (more than 1 in many cases). According to 2016 Census these dwellings equate to Clackline having a population of 310, with a further 28 for Muresk, 206 for Mokine, 488 for Burlong, 218 residents in Muluckine & 51 for Spencers Brook bringing the population for the district to a total of 1,301 residents.

The area is approximately 291km<sup>2</sup> ha of predominantly broad acre agricultural farms and with a large number of small rural holdings and hobby farms. Other vegetation includes jarrah, marr, wandoo forest tending to York/Salmon gum and jam (*Acacia acuminata*) vegetation.

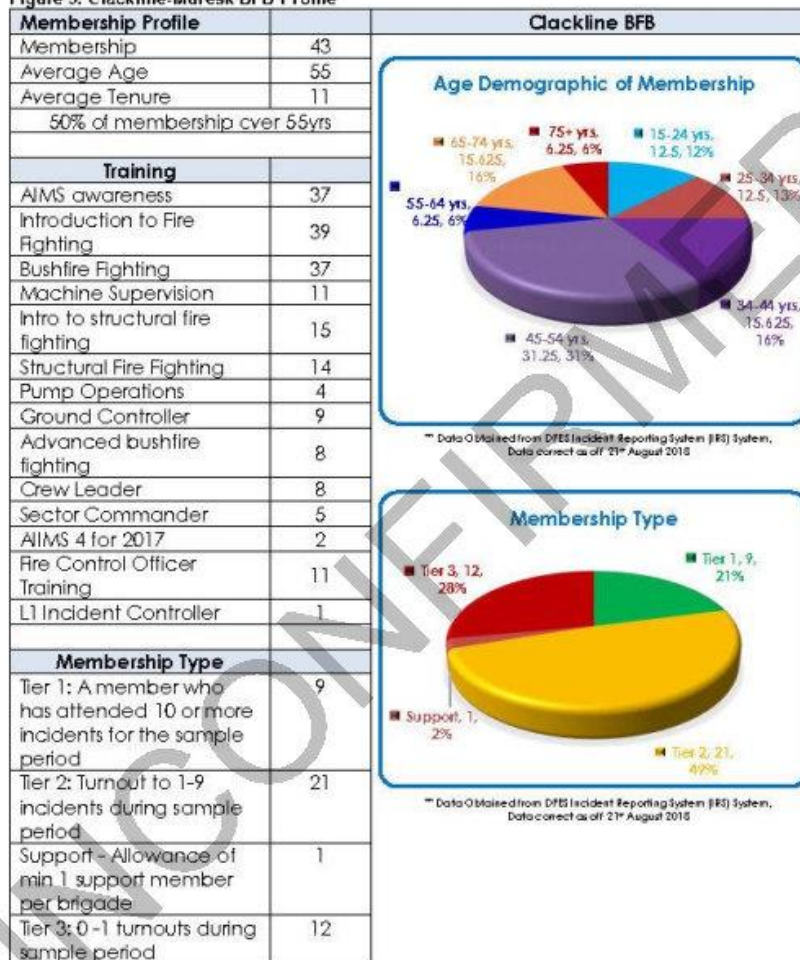


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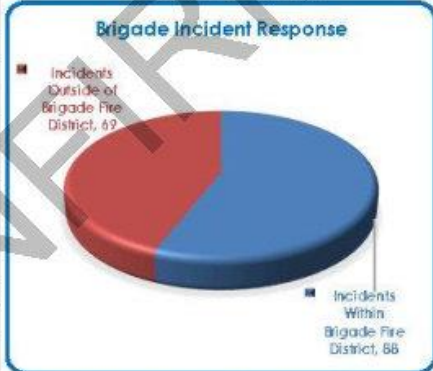
Shire of Northam  
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Figure 5: Clackline-Muresk BFB Profile



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Resource to Risk (R2R) Assessment

Brigade activity		Clackline BFB	
Documented incident turn out		 <p><b>Mobilisation Times in Minutes</b></p> <p>Legend:                      - Average Response Times - Time from Brigade SMS to Arrival                      - Average Travel Times - Time from Brigade Turnout Message to Arrival</p> <p>Y-axis: 0 to 100 minutes                      X-axis: 2013/14, 2014/15, 2015/16, 2016/17, 2017/18</p> <p>Approximate data from graph:                      - Average Response Times: 70, 60, 85, 50, 95                      - Average Travel Times: 35, 30, 40, 25, 45</p>	
2013/2014	36		
2014/2015	43		
2015/2016	36		
2016/2017	40		
2017/2018	24		
<b>Bridge incident response 2013 - 2018 (June)</b>		 <p><b>Brigade Incident Response</b></p> <p>Legend:                      - Incidents Outside of Brigade Fire District, 69                      - Incidents Within Brigade Fire District, 88</p> <p>Approximate data from pie chart:                      - Incidents Within Brigade Fire District: 88 (60%)                      - Incidents Outside of Brigade Fire District: 69 (40%)</p>	
Incidents within the district	88		
Incidents outside the district	69		
<b>Appliance &amp; Resources List</b>		<p><small>** Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as of 21<sup>st</sup> August 2018</small></p>	
1.4R	1		
2.4R	1		
2.4U	0		
4.4B	0		
Light tanker	1		
Various mobile pumps	0		
Standpipe pumping trailer	0		
1 bay facility with Office/Comms Room	0		
2 bay facility with Office/Comms Room	0		
3 bay facility with Office/Comms Room	1		
Training Room	1		
Lunch Rooms	1		
Disabled Access Toilets and Showers	1		
<b>External Resources Available</b>		<p><small>** Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as of 21<sup>st</sup> August 2018</small></p>	
Shire of Northam works depot - Loaders, Graders, Pasi Tracks, 2 x Water Carts and tree looping teams, Traffic Management from the Shire	30-60 mins to mobilise		

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**2.7 Irishtown Volunteer Bush Fire Brigade – (6301)**

Irishtown is a rural locality to the east of the Shire of Northam. The area is over 90% broad acre farming and has minimal significant infrastructure other than residences and farm buildings. There is a hall (cultural asset) and fire shed (critical infrastructure) located in Irishtown and historical buildings and church (cultural assets) at Katrine. The Avon River is a geographically significant and the Northam-Toodyay Road and the Perth-Adelaide Rail Line are critical infrastructure.

There are approximately 35 private dwellings within the district of Irishtown, another 21 in Wongamine, 23 in Katrine and an additional 29 within the Buckland area. According to 2016 Census these dwellings equate to a population of 73 in Irishtown, 39 in Wongamine, 43 in Katrine and 39 in Buckland.

There is approximately 194km<sup>2</sup> of predominantly broad acre farming with a small section of hobby farms on smaller lots.

This area transitions into the broad acre farming region and hence vegetation is reduced in large pasture areas, fires are more controllable. The area contains York/salmon gum and jam vegetation.

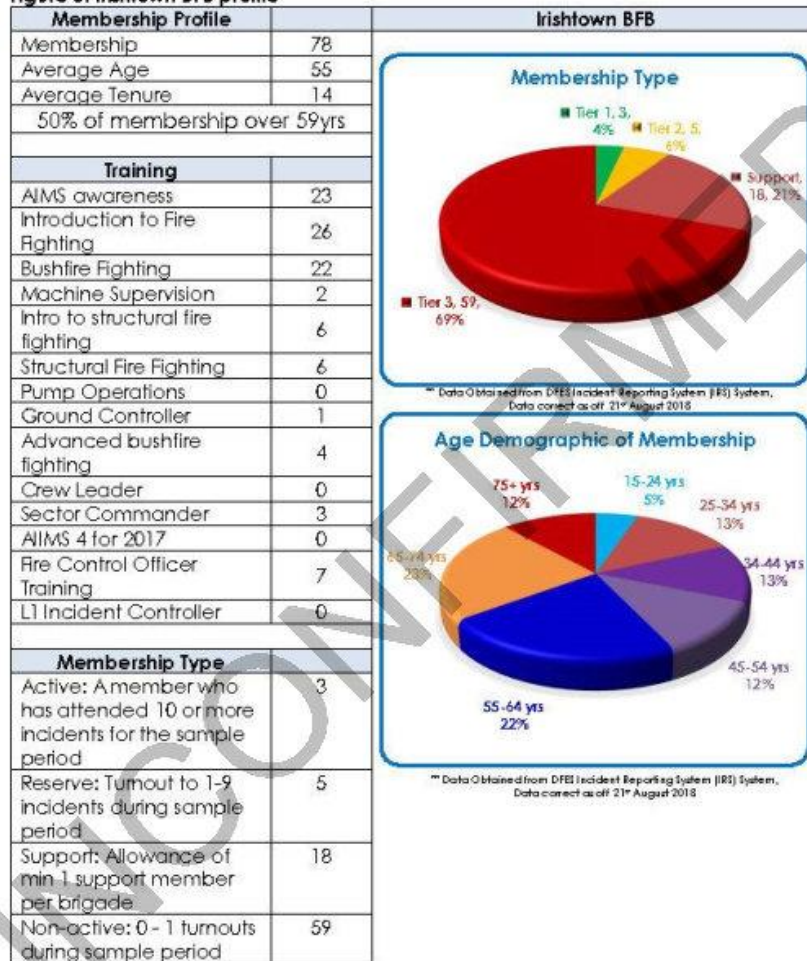
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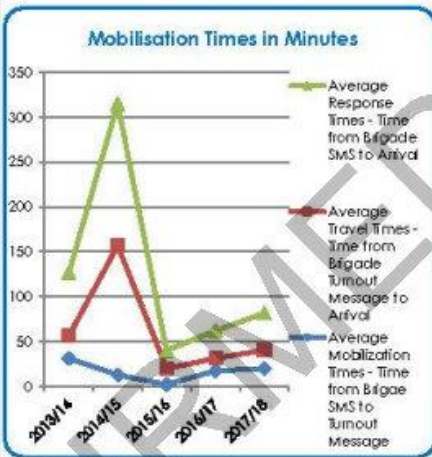
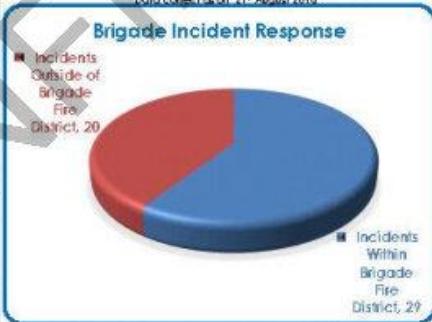
Shire of Northam  
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Figure 6: Irishtown BFB profile



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Brigade activity		Irishtown BFB																									
Documented incident turn out		 <p><b>Mobilisation Times in Minutes</b></p> <p>Legend:                      - Average Response Times - Time from Brigade SMS to Arrival                      - Average Travel Times - Time from Brigade Turnout Message to Arrival                      - Average Mobilization Times - Time from Brigade SMS to Turnout Message</p> <p>Data (Approximate):</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Average Response Times (min)</th> <th>Average Travel Times (min)</th> <th>Average Mobilization Times (min)</th> </tr> </thead> <tbody> <tr> <td>2013/14</td> <td>120</td> <td>50</td> <td>30</td> </tr> <tr> <td>2014/15</td> <td>320</td> <td>160</td> <td>20</td> </tr> <tr> <td>2015/16</td> <td>40</td> <td>20</td> <td>10</td> </tr> <tr> <td>2016/17</td> <td>60</td> <td>30</td> <td>20</td> </tr> <tr> <td>2017/18</td> <td>80</td> <td>40</td> <td>30</td> </tr> </tbody> </table> <p><small>** Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as of 21<sup>st</sup> August 2018</small></p>		Year	Average Response Times (min)	Average Travel Times (min)	Average Mobilization Times (min)	2013/14	120	50	30	2014/15	320	160	20	2015/16	40	20	10	2016/17	60	30	20	2017/18	80	40	30
Year	Average Response Times (min)			Average Travel Times (min)	Average Mobilization Times (min)																						
2013/14	120			50	30																						
2014/15	320			160	20																						
2015/16	40			20	10																						
2016/17	60			30	20																						
2017/18	80	40	30																								
2013/2014	9																										
2014/2015	23																										
2015/2016	8																										
2016/2017	11																										
2017/2018	19																										
<b>Brigade incident response 2013 - 2018 (June)</b>		 <p><b>Brigade Incident Response</b></p> <p>Legend:                      - Incidents Within Brigade Fire District, 29                      - Incidents Outside of Brigade Fire District, 20</p> <p>Data:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Incidents Within Brigade Fire District</td> <td>29</td> </tr> <tr> <td>Incidents Outside of Brigade Fire District</td> <td>20</td> </tr> </tbody> </table> <p><small>** Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as of 21<sup>st</sup> August 2018</small></p>		Category	Count	Incidents Within Brigade Fire District	29	Incidents Outside of Brigade Fire District	20																		
Category	Count																										
Incidents Within Brigade Fire District	29																										
Incidents Outside of Brigade Fire District	20																										
Incidents within the district	29																										
Incidents outside the district	20																										
<b>Appliance &amp; Resources List</b>																											
1.4R	0																										
2.4R	1																										
2.4U	0																										
4.4B	0																										
Light tanker	2																										
Various mobile pumps	0																										
Standpipe pumping trailer	0																										
1 bay facility with Office/Comms Room	0																										
2 bay facility with Office/Comms Room	1 (Shed only)																										
3 bay facility with Office/Comms Room	0																										
Training Room	0																										
Lunch Rooms	0																										
Disabled Access Toilets and Showers	0																										
<b>External Resources Available</b>																											
Shire of Northam works depot - Loaders, Graders, Pasi Tracks, 2 x Water Carts and tree looping teams, Traffic Management from the Shire	30-60 mins to mobilise																										

Shire of Northam  
Resource to Risk (R2R) Assessment

### **2.8 Jennapullin Volunteer Bush Fire Brigade – (6314)**

Jennapullin BFB is made up predominately of a small group of farmers that utilise their own private equipment for the control and extinguishment of fire within the brigade's area of responsibility. They provide support for neighbouring brigades if requested, but lack the resources to travel outside of their district. They have small community of farmers who respond with their private vehicles/appliances to handle the initial attack of fire, while they wait for support and resources from their neighbouring brigades.

The 2016 Census indicates that Jennapullin has a population of 69 people.

The area is approximately 105km<sup>2</sup> made up of rural blocks, typically of 12, 25, 50, 1000 hectares. The area is categorised of small mixed farming/hobby farms and mainly broad acre farming and has minimal significant infrastructure other than residences and farm buildings.

This area transitions into the broad acre farming region and hence vegetation is less with large areas of pasture. Fires are generally more controllable. Other vegetation includes York gum, salmon gum, jam (*Acacia acuminata*) vegetation and cereal crops.

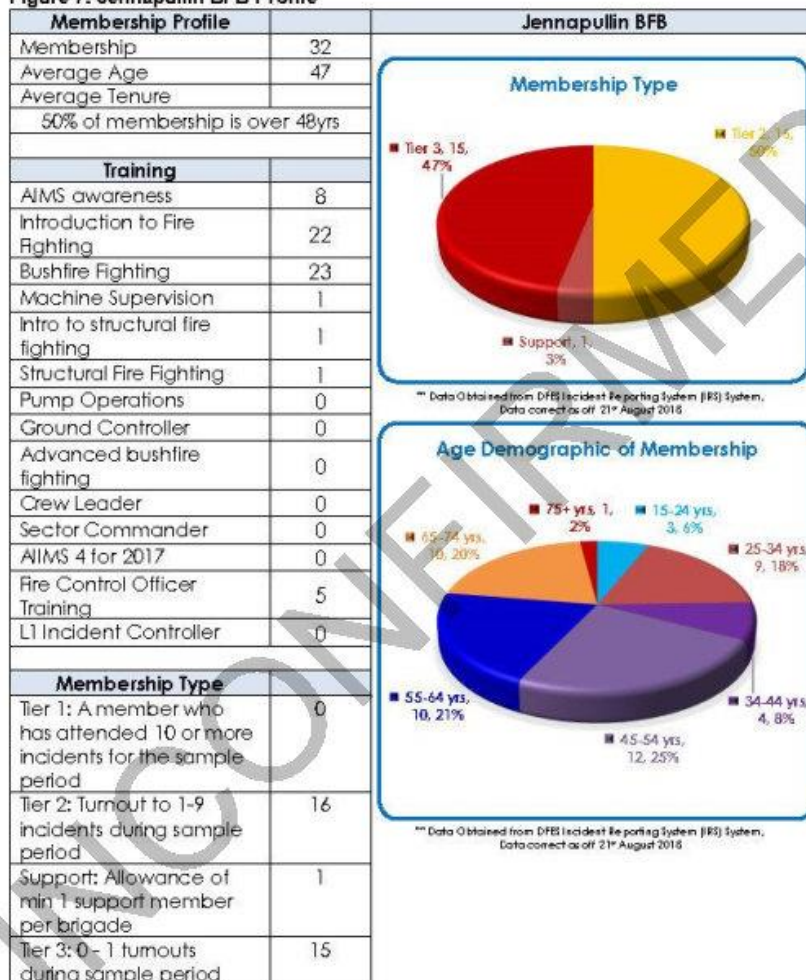
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Figure 7: Jennapullin BFB Profile



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Brigade activity		Jennapullin BFB
Documented incident turn out		
2013/2014	0	
2014/2015	1	
2015/2016	0	
2016/2017	0	
2017/2018	0	
<b>Bridge incident response 2013 - 2018 (June)</b>		
Incidents within the district	1	
Incidents outside the district	20	
<b>Appliance &amp; Resources List</b>		
1.4R	0	
2.4R	0	
2.4U	0	
4.4B	0	
Light tanker	0	
Various mobile pumps	0	
Standpipe pumping trailer	0	
1 bay facility with Office/Comms Room	0	
2 bay facility with Office/Comms Room	0	
3 bay facility with Office/Comms Room	0	
Training Room	0	
Lunch Rooms	0	
Disabled Access Toilets and Showers	0	
<b>External Resources</b>	<b>Available</b>	
Shire of Northam works depot - Loaders, Graders, Pesi Tracks, 2 x Water Carts and tree looping teams, Traffic Management from the Shire	30-60 mins to mobilise	



\*\*\* Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as of 21<sup>st</sup> August 2018



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**2.9 Southern Brook Volunteer Bush Fire Brigade – (6588)**

Southern Brook is on the far North Eastern most Corner of the Shire of Northam. The area is over 90% agricultural operations with a small town settlement by way of a Town Hall (cultural asset), Fire shed & former Golf Course. Due to the area comprising mainly agricultural properties, the main bushfire risk period for Southern Brook is during an approximately 8 week period during the December - January harvest time. At all other times, the fuel load is minimal with only small amount of low/medium risk reserves throughout the brigade district.

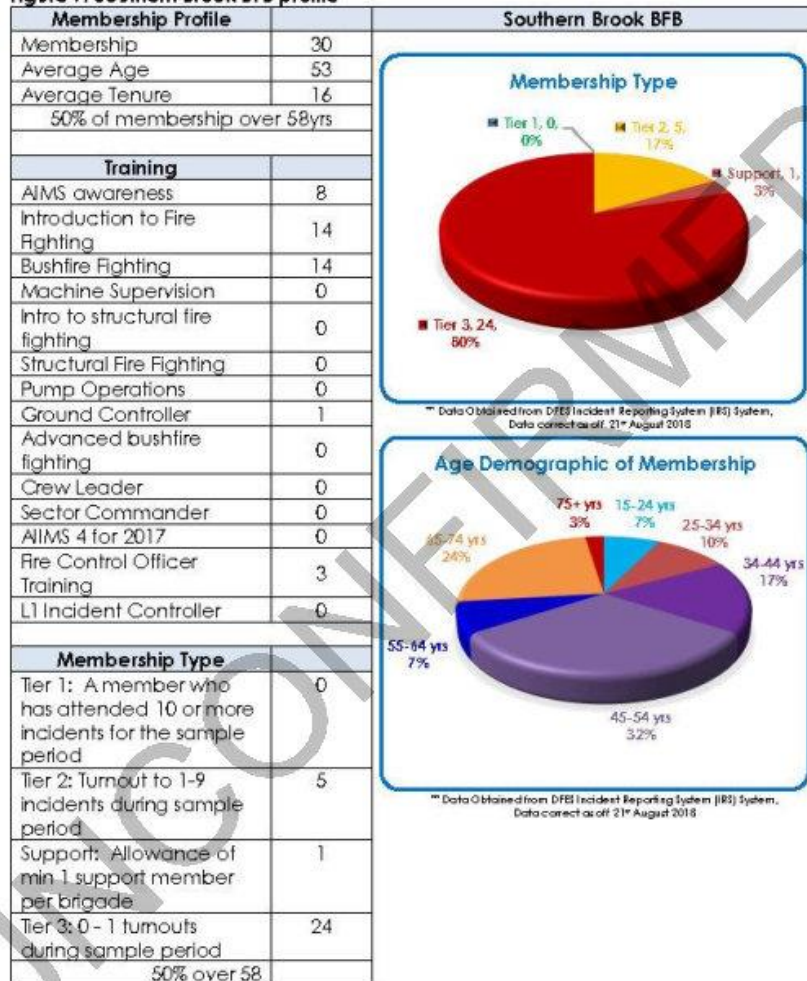
According to the 2016 Census data, there are 28 private residential dwellings in Southern Brook, and a further 22 in Malabaine. It is assumed that these dwellings have more than 1 additional outbuilding or structure. According to 2016 Census the dwellings equate to a population of 77 in Southern Brook, with an additional 45 in Malabaine.

The area is approximately 163km<sup>2</sup>. Rural blocks vary from 12, 25, 50 and 1000 hectare lots for small mixed farming, hobby farms and broad acre farming. The area has minimal significant infrastructure other than isolated residences and farm buildings.

This area transitions into the broad acre farming region and hence there is less vegetation on the large pasture areas where fires are more controllable. Other vegetation includes York gum, salmon gum, jam vegetation and the crops immediately before and during harvest.

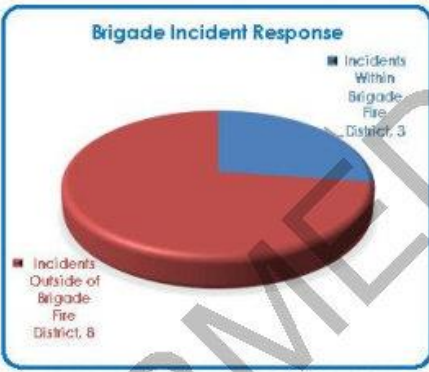
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Figure 7: Southern Brook BFB profile



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Brigade activity		Southern Brook BFB	
Documented incident turn out		 <p><b>Brigade Incident Response</b></p> <ul style="list-style-type: none"> <li>Incidents Within Brigade Fire District, 3</li> <li>Incidents Outside of Brigade Fire District, 8</li> </ul> <p><small>** Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as of 31<sup>st</sup> August 2018</small></p>	
2013/2014	0		
2014/2015	5		
2015/2016	6		
2016/2017	4		
2017/2018	1		
<b>Bridge incident response 2013 - 2018 (June)</b>			
Incidents within the district	3		
Incidents outside the district	8		
<b>Appliance &amp; Resources List</b>			
1.4R	1		
2.4R	0		
2.4U	0		
4.4B	0		
Light tanker	0		
Various mobile pumps	0		
Standpipe pumping trailer	0		
1 bay facility with Office/Comms Room	1		
2 bay facility with Office/Comms Room	0		
3 bay facility with Office/Comms Room	0		
Training Room	1		
Lunch Rooms	1		
Disabled Access Toilets and Showers	1		
<b>External Resources</b>	<b>Available</b>		
Shire of Northam works depot - Loaders, Graders, Pesi Tracks, 2 x Water Carts and tree looping teams, Traffic Management from the Shire	30-60 mins to mobilise		

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#### **2.10 Grass Valley Volunteer Bush Fire Brigade – (6267)**

Grass Valley is a small town site 13 kilometres east of Northam. Although there are 2 settlements - Grass Valley town site and Seabrook (human settlement assets), it is a predominantly a broad acre farming district. Other critical infrastructure in the brigade locality include Avon Industrial Park (Economic asset), Great Eastern Highway, Perth-Adelaide Railway, Northam-Cranbrook Highway and the Brigade shed. Geographical features include the Mortlock River and its tributaries. The Meenaar Nature reserve is a significant environmental asset.

There are 78 private residential dwellings within the Grass Valley district, 30 dwellings in Throssell and an additional 12 in Meenaar. According to the 2016 census, these dwellings equate to a population of 176 residents in the Grass Valley area, 75 residents in Throssell and a further 34 in Meenaar.

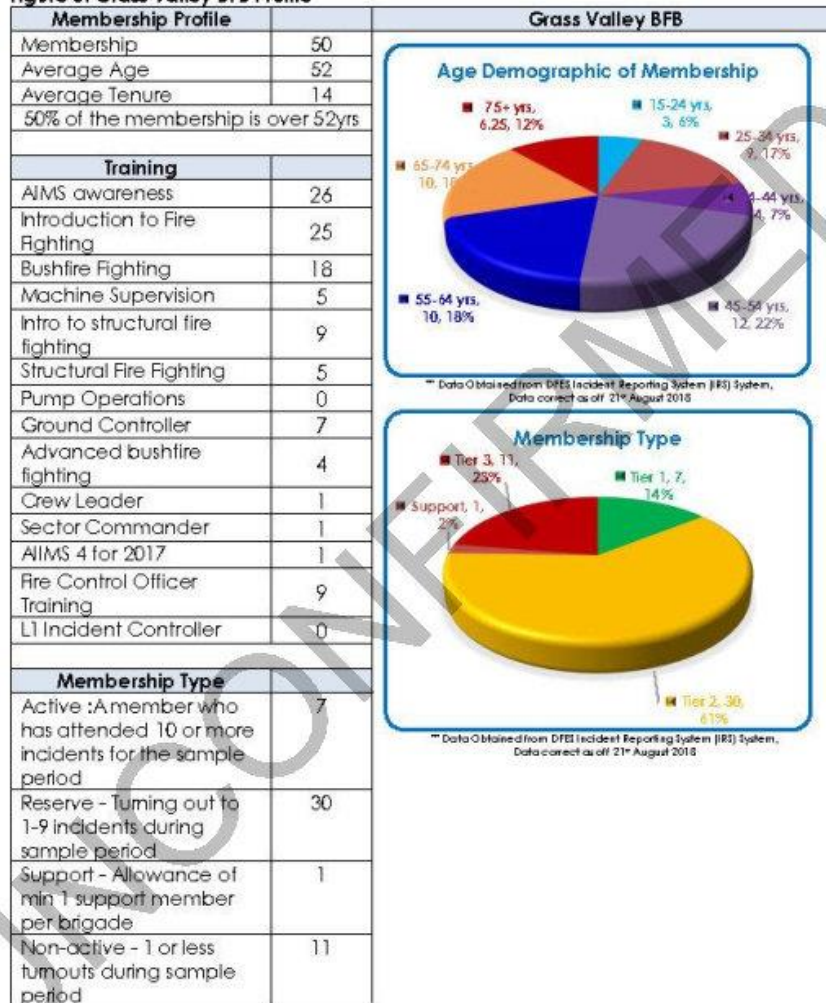
There is 242km<sup>2</sup> of rural properties comprising 12, 25, 50 and 1000 ha lots used for small mixed farming, hobby farms and broad acre farming.

The area is predominantly vegetated with jarrah, marri and wandoo forest with dryandra/banksia vegetation and cereal crops. This area is adjacent to the broad acre farming region with large pasture areas. Hence vegetation outside of the Meenaar Nature reserve is less prone to fire and those that do occur are more controllable.

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Figure 8: Grass Valley BFB Profile



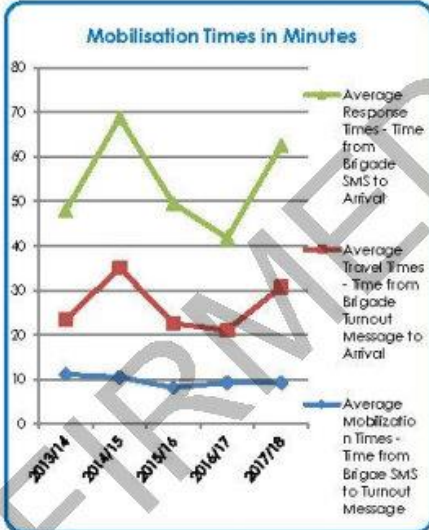
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Brigade activity		Grass Valley BFB
Documented incident turn out		
2013/2014	22	
2014/2015	67	
2015/2016	33	
2016/2017	22	
2017/2018	20	
<b>Bridge incident response 2013 - 2018 (June)</b>		
Incidents within the district	38	
Incidents outside the district	65	
<b>Appliance &amp; Resources List</b>		
1.4R	0	
2.4R	0	
2.4U	0	
4.4B	1	
Light tanker	0	
Various mobile pumps	0	
Standpipe pumping trailer	0	
1 bay facility with Office/Comms Room	0	
2 bay facility with Office/Comms Room	1	
3 bay facility with Office/Comms Room	0	
Training Room	1	
Lunch Rooms	1	
Disabled Access Toilets and Showers	1	
<b>External Resources Available</b>		
Shire of Northam works depot - Loaders, Graders, Posi Tracks, 2 x Water Carts and tree looping teams, Traffic Management from the Shire	30-60 mins to mobilise	


  



**Mobilisation Times in Minutes**

Legend:  
 - Average Response Times - Time from Brigade SMS to Arrival  
 - Average Travel Times - Time from Brigade Turnout Message to Arrival  
 - Average Mobilisation Times - Time from Brigade SMS to Turnout Message

\*\* Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as of 21<sup>st</sup> August 2018



**Brigade Incident Response**

Legend:  
 - Incidents Outside of Brigade Fire District, 65  
 - Incidents Within Brigade Fire District, 38

\*\* Data Obtained from DFES Incident Reporting System (IRS) System, Data correct as of 21<sup>st</sup> August 2018

Shire of Northam  
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### 2.11 Identification and Assessment of Bushfire Brigades

The ability of the Shire of Northam to manage potential bushfires goes beyond the simple physical infrastructure assessment. The volunteers who form our various bushfire brigades are critical to the Shire's response capability and are the community's most valuable asset. As such, an assessment of each brigade's capacity has been undertaken. It is based on the information provided in section 2 of this report and through consultation with the brigades. The matrix has been developed utilising the likelihood and consequence table (Table 3.)

Brigade	Risk statement	Consequence	Likelihood	Risk Rating
Bakers Hill Brigade	Cover significant area, including Wundowie	3	4	12
	Low membership base of volunteers	4	4	16
	New members not being attracted to the brigade	4	4	16
Clackline Brigade	Relatively small number of recently active members	3	4	12
	Ageing membership base	4	4	16
	Not attracting new members	4	4	16
Irishtown Brigade	Small number of recently active members	3	4	12
	Poor response/turnout times	4	4	16
	Ageing membership	4	4	16
Jennapullin Brigade	Not attracting new members	3	4	12
	Very small number of recently active members	3	4	12
	Potentially insufficient membership to utilise available appliances	4	3	12
Southern Brook Brigade	Poor response/turnout times	4	4	16
	No active members	3	3	9
Grass Valley Brigade	No appliance	3	3	9
	Not attracting new members	4	3	12
Inkpen	No recently active members	3	3	9
	Not attracting new members	3	4	12
Inkpen	Ageing membership	4	3	12
	Not attracting new members	3	4	12
	Poor response/turnout times	4	4	16
Inkpen	Small number of recently active members	3	4	12

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**3. Stage 3 - Risk Assessment**

**3.1 Identification & Assessment of vulnerable populations**

The information gathered in stage 2 has contributed to the identification of areas which are not able to meet the Shire of Northam Response Criteria.

Table 2: (repeated here)

SHIRE OF NORTHAM RESPONSE CRITERIA	
KEY= *Property under threat from wildfire # Turnout time to incident. + Aircraft and/or appropriate machinery where required	
<b>RURAL / BROADACRE</b>	Up to two firefighting appliances on site for wildfire in 1 hour (30 + kms between services) # 1 fire firefighting appliance on site for property/Asset protection in 1 hour Specialist Units (ICV) on site within 6 hours
<b>SETTLEMENT/TOWNSITE/RURAL RESIDENTIAL AND RURAL SMALLHOLDING ZONES</b>	Up to 6 firefighting appliances on site for wildfire in 30 minutes (20kms between services) # 1 firefighting appliance on site for property/Asset protection in 30 minutes Specialist Units (ICV) on site within 3 hours
<b>CRITICAL INFRASTRUCTURE (includes properties with major infrastructure and large numbers of people either working, residing or otherwise at that facility)</b>	Up to 6 firefighting appliances on site for wildfire in 30 minutes (20kms between services) # 1 firefighting appliance on site for property/Asset protection in 30 minutes Specialist Units (ICV) on site within 3 hours

Each of the "non-compliant" areas were then been risk assessed in collaboration with local bushfire brigades using the DFES R2R process. The objective of the process is to assess the degree of bushfire risk for the various communities and/or areas considered "at risk". Areas which are assessed as being at an elevated risk (that is: areas that return a risk rating which exceeds '6') will be further assessed, incorporating risk mitigation (treatment) strategies as per the DFES R2R guidelines. Please note the risk ratings and the risk treatment strategies identified in the BRM Plan may differ from those in this R2R assessment.

The following risk table and associated information has been compiled, in accordance with Department of Fire and Emergency Services R2R Guidelines;



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Table 3: Risk Matrix

		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain 5	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
	Likely 4	Low (4)	Moderate (8)	High (12)	Extreme (16)	Extreme (20)
	Moderate 3	Low (3)	Low (6)	Moderate (9)	High (12)	Extreme (15)
	Unlikely 2	Very Low (2)	Low (4)	Moderate (6)	High (8)	High (10)
	Rare 1	Very Low (1)	Very Low (2)	Low (3)	Moderate (4)	High (5)

TABLE 4 - LIKELIHOOD AND CONSEQUENCES - (EMERGENCY MANAGEMENT AUSTRALIA 2004)

LIKELIHOOD	
Rare	1 Less than once in 15 years
Unlikely	2 At least once in 10 years
Moderate	3 At least once in 3 years
Likely	4 At least once per year
Almost Certain	5 More than once per year

CONSEQUENCE - HUMAN LIFE AND PROPERTY	
1. Insignificant or of little significance	
2. Minor – No fatalities, Small number of minor injuries. First aid treatment may be required. No people are displaced. Little or no personal support required (support not monetary or material). Inconsequential or no damage	
3. Moderate- Medical treatment required but no fatalities. Some hospitalisation. Localised displacement of people who return within 24 hours. Personal support satisfied through local arrangements. Local damage, rectified by routine arrangements. Community functioning with some inconvenience.	
4. Major – Possible fatalities. Extensive injuries, significant hospitalisation. Large number displaced (more than 24 hours duration). Extensive resources required for personal support. Significant damage that requires external resources. Community only partially functioning, some services unavailable.	
5. Catastrophic – Significant fatalities. Large number of severe injuries. Extended and large number requiring hospitalisation. General and widespread displacement for extended duration. Extensive damage. Extensive personal support. Community unable to function without significant support.	

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The following assessments have been categorised into their associated brigade areas. The assessment highlights that there are a number of potentially vulnerable risk areas because of insufficient resource(s) being able to get an incident in the area within the specified timeframe. This is summarised as;

No. of identified vulnerable areas	Brigade District
6	Wundowie Brigade area
1	Inkpen Brigade area
2	Grass Valley Brigade area
7	Bakers Hill Brigade area
0	Southern Brook Brigade area
9	Clackline Brigade area
0	Irishtown Brigade area
0	Jennapullin

(Appendix 1 provides the detailed assessment matrix)

The following represents a summary risk assessment undertaken within each of the identified areas to determine areas which represent a response risk. In some cases response times are outside of the Local Government Response Criteria. Some of these instances have been deemed as being "acceptable" based on a concept aligned to the ALARP (as low as reasonably practical) principle.

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3.1.1 Risk Assessment for Wundowie Bushfire Brigade area (formerly within Bakers Hill Bushfire Brigade Area)

Vulnerable Area Risk Assessment – Wundowie Brigade Area			
<b>Wundowie Gazetted Town site and rural residential subdivisions.</b> (Currently the Wundowie VFRS gazetted brigade district)	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>
	4	4	16
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Attachment 1 for current estimated response times)	<b>Target</b>	<b>Achieved</b>	<b>Total Incidents</b>
	6	4	18
<p>Risk treatments, Local Government Wide Controls and other mitigation measures:</p> <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Reticulated water supply.</li> <li>• Creation of Wundowie Bushfire brigade.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Review Bush Fire Management Plans for subdivision areas and ensure compliance.</li> <li>• Review and implementation of existing strategic firebreak network.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<p><b>Characteristics</b> Facilities include the Wundowie Primary School, Hall, Library, Day Care Centre and commercial, industrial and residential properties. The area is adjacent to significant areas of reserved natural vegetation to the north and east. Hyde Dr Subdivision is a rural/residential estate with approximately 60 lots with associated houses and buildings. Kep track is located to the north of the subdivision. There is a significant area of bushland to the east of the subdivision. The area includes the established Maringa Way and Olive Road subdivisions area and a relatively new rural residential area (Acacia Retreat). It is primarily rural/residential and hobby farming purposes comprising approximately 77 properties.</p>			
<p><b>Access</b> There are a number of routes to the north and south, Hyde Dr has a single road entry point into a subdivision. There is an unconstructed road reserve along northern end of the subdivision. There is a semi-formal access to Kep track at end of Dawson Road. Maringer Way and Acacia Retreat have single road access to cul-de-sacs. A specific Fire Management Plan has been prepared for Acacia Retreat with emergency exit direct to GEH.</p>			
<p><b>Fire Threat</b> External part of townsite Located within Bushfire Prone area. Northern part of the townsite bordered by large reserves, DBCA has completed a burning program in recent years to mitigate the risk.</p>			
<p><b>Fire History</b> There has been 18 reported fire incidents in the area in the past 5 years. The majority of fires were classified as low-level incidents as they were contained to private property.</p>			

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Vulnerable Area Risk Assessment – Wundowie Bushfire Brigade Area			
<b>Mauravillo Estate</b> (Note: Currently within the Wundowie BFB area (previously Bakers Hill))	Likelihood	Consequence	Risk Rating
	5	5	25
<b>Standard Local Government Response Criteria</b>	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	2	2
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Creation of Wundowie Bushfire brigade.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implement Bushfire Management Plan.</li> <li>• Alternate means of emergency exit to be formalised.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Newly developed rural residential estate located north west of the Wundowie townsite. New houses and associated infrastructure being developed. Significant reserve land to the south. Further lots (Stage 3) to be developed south of existing lots. Longer term planning is for the area to be further developed for rural residential lots (refer Wundowie North-West Structure Plan).			
<b>Access</b> Extremely poor access with single entry road being 3-5 kms long. Likelihood of residents becoming entrapped is very high. Currently only single road entry and exit until adjoining land to the east is developed and/or gazetted road constructed.			
<b>Fire Threat</b> Located within Bushfire Prone area.			
<b>Fire History</b> 2 Fires in 2018. (Note: as this estate is still under development, there is a potential for a higher degree of ignition sources and the subsequent increase of fire incidents to more than one per year in the future.			

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Vulnerable Area Risk Assessment – Wundowie Bushfire Brigade Area			
<b>Bodeguero Subdivision</b> (Note: Currently within the Wundowie BFB area - previously Bakers Hill)	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>
	4	5	20
<b>Standard Local Government Response Criteria</b>	<b>Target</b>	<b>Achieved</b>	<b>Total Incidents</b>
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	2	9
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Creation of Wundowie Bushfire brigade.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Predominately developed as a rural residential estate with approximately 52 lots located south west of the Wundowie townsite and adjacent to El Caballo resort and golf course.			
<b>Access</b> Single Road entry exit point north from Great Eastern Highway. No gazetted road access to the north of the subdivision. Physical barrier of water pipeline preventing residents to escape an emergency to the north of the estate.			
<b>Fire Threat</b> Located within Bushfire Prone area, multiple pockets of remnant vegetation with minimal risk treatment works. Large areas of swamp land which cause access/egress and suppression/containment difficulties. If a fire comes from the southeast it could cause catastrophic consequences due to access/egress issues.			
<b>Fire History</b> There has been 9 reported fire incidents in the area in the past 5 years. The majority of the fires are classified as low-level incidents as they were contained to private property.			

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Vulnerable Area Risk Assessment – Wundowie Bushfire Brigade Area			
El Caballo Lifestyle Village (Note Currently within the Wundowie BFB area (previously Bakers Hill))	Likelihood	Consequence	Risk Rating
	4	4	16
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	2	5
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Fire Management Plan prepared for estate.</li> <li>• Creation of Wundowie Bushfire brigade.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan.</li> <li>• VFRS units are utilised for asset protection as required.</li> </ul>			
<b>Characteristics</b> Relatively new development for over 45's comprising individual houses and existing and proposed communal facilities. Currently approximately 35 houses in the development. Specific Fire Management Plan prepared for the estate. Expected to grow significantly in coming years – proposed approximately 220 units.			
<b>Access</b> One entry/exit road. Alternate emergency access route constructed to Great Eastern Highway and included as part of fire management plan. No gazetted road access to the north of the subdivision. Physical barrier of water pipeline preventing emergency escape to the north of the estate.			
<b>Fire Threat</b> Located within Bushfire Prone area, multiple pockets of remnant vegetation with minimal mitigation works.			
<b>Fire History</b> There has been 5 reported fire incidents in the area in the past 5 years. The majority of fires are classified as low risk as either contained to private property or a vehicle fire.			

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Vulnerable Area Risk Assessment – Wundowie Bushfire Brigade Area			
Sims Road Subdivision. (Note: Currently within the Wundowie BFB area (previously Bakers Hill))	Likelihood	Consequence	Risk Rating
	4	3	12
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	2	10
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Creation of Wundowie Bushfire brigade.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent reserves and forest.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Approximately 20 Rural residential lots located north east of the Wundowie townsite. A majority of the larger properties have dwellings and associated outbuildings. Large area of remnant vegetation to the east and west.			
<b>Access</b> Fernie Road provides access to the north and south. Sims Road provides access south only.			
<b>Fire Threat</b> Located within Bushfire Prone area, large tracts of crown reserves & private property with high native vegetation fuel loads.			
<b>Fire History</b> There has been 10 reported fire incidents in the area in the past 5 years. The majority of fires are classified low – moderate level incidents as they were either contained to private property or were a vehicle fire.			

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Vulnerable Area Risk Assessment – Wundowie Bushfire Brigade Area (Formerly Bakers Hill)			
Days/Gaden Road Subdivision (Note: Currently within the Wundowie BFB area - previously Bakers Hill)	Likelihood	Consequence	Risk Rating
	3	3	9
Standard Local Government Response Criteria	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	2	5
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for vegetated estate to the north, west and east.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Approximately 30 Larger Rural Smallholding lots used for hobby farming purposes located west of Wundowie townsite. Various areas of remnant vegetation. Majority of properties have dwellings and associated outbuildings. There is a large area of remnant vegetation to the north.			
<b>Access</b> Good Access with Great Eastern Hwy & Linley Valley Road, Chedaring Rd to the south or back into the Wundowie Townsite to the east.			
<b>Fire Threat</b> Located within Bushfire Prone area, multiple pockets of remnant vegetation with high fuel loads and minimal mitigation works throughout the area.			
<b>Fire History</b> There has been 5 reported fire incidents in the area in the past 5 years, The majority of fires are classified as low-level incidents as they were either contained to private property or were a vehicle fire.			



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3.1.2 Risk Assessment for Bakers Hill BFB Fire District

Vulnerable Area Risk Assessment – Bakers Hill Bushfire Brigade Area			
Carlin Road Subdivision	Likelihood	Consequence	Risk Rating
	5	3	15
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	2	13
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent reserves and forest.</li> </ul>			
<b>Characteristics</b> Rural residential area located within a few kilometres of the Bakers Hill townsite. The subdivision has approximately 65 residents and abuts heavily forested areas to the north and west. To the east and south of the subdivision is predominantly rural farm and, with small pockets of forested areas.			
<b>Access</b> There are two main access/egress routes to the east and south of the subdivision.			
<b>Fire Threat</b> Located within Bushfire Prone area. Based on the assumption that the predominant threat of fire arises from the north and west quadrants. Provided residents are provided with sufficient warning the risk of people being unable to evacuate the area is low. Most of the area is an undulating landscape with a predominant slope factor of greater than 5 degrees.			
<b>Fire History</b> There have been 13 reported fire incidents in the area in the past 5 years, however six of these have been to the low level incidents in the lower risk east and south areas.			

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Vulnerable Area Risk Assessment – Bakers Hill Bushfire Brigade Area			
Koojemma/Jose Road Subdivision	Likelihood	Consequence	Risk Rating
	5	4	20
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	4	19
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent reserves and forest.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Rural residential area located north west of the Bakers Hill townsite and is characterised by significant areas of reserve land to the east and north by. Predominately developed with houses and associated infrastructure.			
<b>Access</b> There is no formal road access/egress to the north of the subdivision.			
<b>Fire Threat</b> Located within Bushfire Prone area. Surrounded by DBCA & Shire reserves characterised by heavy jarrah forest fuel loads. Undulating land with high slope factor above 5 degrees.			
<b>Fire History</b> There have been 19 reported fire incidents in the area in the past 5 years, however most are classified as low level incidents as they were contained to private property.			

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Vulnerable Area Risk Assessment – Bakers Hill Bushfire Brigade Area			
Bakers Hill Townsite	Likelihood	Consequence	Risk Rating
	5	4	20
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	4	22
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Reticulated water supply.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Includes special risk assets of the Bakers Hill Primary School, and Recreation Centre, sporting complex and numerous residential and commercial properties.			
<b>Access</b> Good access, with multiple egress routes.			
<b>Fire Threat</b> Located within Bushfire Prone area. Low fuel loads within townsite and surrounding agricultural land.			
<b>Fire History</b> There have been 22 reported fire incidents in the area in the past 5 years, however most were classified as low incidents as they were contained to private property.			

Vulnerable Area Risk Assessment – Bakers Hill Bushfire Brigade Area			
Redcourte/O’Driscoll, Subdivisions	Likelihood	Consequence	Risk Rating
	4	4	16
<b>Standard Local Government Response Criteria</b>	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	2	8
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for vegetated estate to the west and south.</li> </ul>			
<b>Characteristics</b> Rural residential subdivision south of Bakers Hill townsite comprising approximately 67 lots. The area is predominately developed with housing and associated infrastructure (with the exception of vacant lots in Gum Tree lane subdivision). There are areas of significant vegetation to the south and west. Tree farms (economic assets) are located to the east and southeast of the area.			
<b>Access</b> Good access, with multiple access/egress routes. Strategic firebreaks are installed with fire access gates.			
<b>Fire Threat</b> Located within Bushfire Prone area, the estates back onto a large privately owned bush block, with an extremely high fuel load.			
<b>Fire History</b> There has been 8 reported fire incidents in the area in the past 5 years, however most were classified as low level incidents as they were contained to private property.			

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Vulnerable Area Risk Assessment – Bakers Hill Bushfire Brigade Area			
Oyston Road/Glenmore Estate subdivision area	Likelihood	Consequence	Risk Rating
	4	4	16
Standard Local Government Response Criteria	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	6	12
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent vegetated estate and DBCA reserves.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Approximately 90 rural residential lots located south west of the Bakers Hill townsite. New subdivisions on Oyston Road are partially developed. Glenmore Estate is predominately developed with a mixture of hobby farming and lifestyle properties. There is a significant naturally vegetated property located to the north of Glenmore Estate.			
<b>Access</b> Oyston Road has direct access to Great Eastern Hwy to the north and Inkpen Road to the south. Glenmore estate has access to the north east via Anderson Road and Oyston Road to the north west.			
<b>Fire Threat</b> Located within Bushfire Prone area, Gleeson Hill & Cook St properties are vulnerable to large privately owned bush block with high fuel loads and has had little risk treatment works applied. This situation affects the Asset Protection Zones of adjacent properties. There is a large DBCA reserve to the south west, with very high fuel loads in native vegetation, and also has had little risk treatments applied. There is a high risk of fire ignition within the Inkpen Tip.			
<b>Fire History</b> There has been 12 reported fire incidents in the area in the past 5 years, however most are classified as low level incidents as they were contained to private property.			

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Vulnerable Area Risk Assessment – Bakers Hill Brigade Area			
Inkpen Road Waste Disposal Site	Likelihood	Consequence	Risk Rating
	4	4	16
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	6	6
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Bush Fires Act.</li> <li>• Site Management Plan.</li> <li>• Fuel management adjacent to site in accordance with the BRM Plan.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Existing waste Disposal Site surrounded by significant vegetation.			
<b>Access</b> Inkpen Road provides access to the north and south from the facility.			
<b>Fire Threat</b> It is located within Bushfire Prone area.			
<b>Fire History</b> There has been 6 reported fire incidents in the area in the past 5 years, As the majority of these were in the DBCA reserve that surrounds the refuse site, they have been classed as having the potential to pose a high – very high risk to the community.			

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3.1.3 Risk Assessment for Inkpen BFB Fire District

Vulnerable Area Risk Assessment – Inkpen Bushfire Brigade Area			
<b>Wundabiring Road Area</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>
	3	4	12
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target! Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	<b>Target</b>	<b>Achieved</b>	<b>Total Incidents</b>
	6	2	4
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent vegetated estate and DBCA reserves.</li> </ul>			
<b>Characteristics</b> Area zoned "Rural". It contains approximately 16 lots used for farming/grazing purposes. Most lots have dwellings and associated farm infrastructure located on them.			
<b>Access</b> Approximately 8 lots have single exit/entry point back to Great Southern Highway. Remaining lots have direct access to Great Southern Highway.			
<b>Fire Threat</b> Located within Bushfire Prone area, estate is surrounded on 4 sides with dense bushland, with high fuel loads, and minimal risk treatment works completed. There is limited water supply for firefighting. There are no reticulated hydrants and therefore a sole reliance on privately owned static water supplies.			
<b>Fire History</b> There has been 4 reported fire incidents in the area in the past 5 years, however most are classified as low risk as were contained to private property or were vehicle fires.			

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3.1.4 Risk Assessment for Clackline- Muresk BFB Fire District

Vulnerable Area Risk Assessment – Clackline-Muresk Bushfire Brigade Area			
Clackline Townsite	Likelihood	Consequence	Risk Rating
	4	3	12
<b>Standard Local Government Response Criteria</b>	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	5	9
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Reticulated water supply.</li> <li>• Emergency response plan for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for vegetated estate and reserves to the north.</li> </ul>			
<b>Characteristics</b> Small townsite located on Great Eastern Highway with assets including a hall, shop and post office a number of residential and rural residential lots. Contains approximately 30 mainly developed properties. Significant area of vegetation north of Great Eastern Hwy and areas of vegetation within the townsite.			
<b>Access</b> Direct access to Great Eastern Highway to the north. Multiple access/egress points to the North and South.			
<b>Fire Threat</b> Located within Bushfire prone area, there are multiple large scale reserves with high fuel loads, and minimal risk treatment works completed. Undulating land with high slope factor above 5 degrees.			
<b>Fire History</b> There has been 9 reported fire incidents in the area in the past 5 years, however most are classified as low level incidents as they were contained to private property or were vehicle fires.			



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Vulnerable Area Risk Assessment – Clackline-Muresk Bushfire Brigade Area			
Spencers Brook Townsite	Likelihood	Consequence	Risk Rating
	4	3	12
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	0	9
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Reticulated water supply.</li> <li>• Emergency response plan for residents.</li> </ul>			
<b>Characteristics</b> Small townsite located on Great Eastern Highway with assets including a hall, shop and post office a number of residential and rural residential lots. Contains approximately 30 mainly developed properties. Significant area of vegetation north of Great Eastern Hwy and areas of vegetation within the townsite.			
<b>Access</b> Direct access to Great Eastern Highway to the north. Multiple access/egress points to the North and South.			
<b>Fire Threat</b> Located within Bushfire prone area, there are multiple large scale reserves with high fuel loads, and minimal risk treatment works completed. Undulating land with high slope factor above 5 degrees.			
<b>Fire History</b> There has been 9 reported fire incidents in the area in the past 5 years, however most are classified as low level incidents as they were contained to private property or were vehicle fires.			

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Vulnerable Area Risk Assessment – Clackline-Muresk Brigade Area			
Muresk Institute	Likelihood	Consequence	Risk Rating
	3	4	12
Standard Local Government Response Criteria	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	0	7
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Safety Management Plan.</li> <li>• Reticulated water supply.</li> <li>• Own fire appliance.</li> </ul>			
<b>Characteristics</b> Significant tertiary institution (Special risk human settlement, temporary accommodation asset) located approximately 18 km south of Northam townsite and adjacent to the Avon River. Currently comprises a number of educational buildings including classrooms, lecture theatres, laboratories, accommodation units, social facilities and a working farm.			
<b>Mitigation measures:</b> Currently has single privately owned Light tanker for "onsite" fire suppression purposes. Has own Safety Management Plan and a reticulated water supply throughout site. Maintains compliance with Shire of Northam Firebreak Notice.			
<b>Access</b> Single formal access point being Muresk Road. Secondary alternate exit across Avon River to York Spencers Brook Road.			
<b>Fire Threat</b> Small portion of education area within Bushfire prone area. Portion of the farm located within bushfire prone area. Due to own appliance on site, is able to respond quickly to minor incidents on site. This lessens the need for the standard Local Government Response Criteria to be applied for this facility.			
<b>NB:</b> This facility considered as a Vulnerable Land Use according to State Planning Policy 3.7 (6.6)			
<b>Fire History</b> There were 7 reported fire incidents in the area in the past 5 years, however are classified as moderate level incidents as they were contained to private property or were vehicle fires.			

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Vulnerable Area Risk Assessment – Clackline- Muresk Bushfire Brigade Area			
Detention Centre	Likelihood	Consequence	Risk Rating
	5	5	25
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	2	5
Risk treatments, Local Government Wide Controls and other mitigation measures as per BRM Plan. Note: Commonwealth Land is not subject to local government provisions. <ul style="list-style-type: none"> <li>VFRS units are utilised for asset protection as required.</li> </ul>			
<b>Characteristics</b> Immigration detention centre located 2.8 km west of Northam on Commonwealth land being the farm Northam Army Camp. Centre contains numerous accommodations units, offices and recreation areas. The Northam Army Camp located to the west and vegetation located to the south west. Commonwealth land is not subject to the Shire's Firebreak notice requirements. It has accommodation for up to 800 people plus staff and associated subcontractors. <u>Specific arrangements are in place in case of emergency although not known to local volunteer emergency management personnel.</u>			
<b>Access</b> Formal access located on Mitchell Avenue with informal access to Great Eastern Highway via existing Army Camp access point. <u>Bushfire Brigades will not be allowed access into camp for asset protection.</u> The local brigades will not risk firefighter safety by entering premises without adequate assistance from law enforcement resources. Residents are locked down with no escape.			
<b>Fire Threat</b> Located within bushfire prone mapping area, the facility has highly flammable construction materials. There is remnant vegetation with moderate to high fuel loads surround the facility and an undulating landscape with slope factor above 5 degrees. Low bushfire fuel hazard within compound itself due to grounds keeping requirements.			
<b>Fire History</b> There has been 10 reported fire incidents in the area in the past 5 years, however are classified as moderate level incidents as they were contained to private property.			

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Vulnerable Area Risk Assessment – Clackline-Muresk Bushfire Brigade Area			
<b>Springhill Recovery Centre</b>	Likelihood	Consequence	Risk Rating
	3	4	12
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	2	1
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Site specific Bushfire Management Plan. – Revised risk assessment is contingent on compliance with the Bushfire Management plan and risk treatment strategies identified in the BRM Plan.*</li> <li>• Risk treatment strategies to apply to surrounding properties as per BRM Plan</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> The former Army training centre is currently utilised as a recovery centre. It comprises a number of buildings including accommodation units, kitchen, function centre, recreation buildings and houses. Located adjacent to the Avon River (opposite side of Spencers Brook Road). It contains some vegetation and pasture land (former golf course) on site and there is vegetation to the north east of the site. The site has a specific Bushfire Management Plan.			
<b>Access</b> Single direct access to Spencers Brook Road.			
<b>Fire Threat</b> Buildings are located within Bushfire Prone mapping area. The river valley can act as corridor for fire travel with undulating land with exceeding a 5 degree slope factor. APZ is poorly maintained, with high fuel loads encroaching on perimeter fences.			
<b>Fire History</b> There has been 1 reported fire incidents in the area in the past 5 years.			

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Vulnerable Area Risk Assessment – Clackline-Muresk Bushfire Brigade Area			
Leeder Road/Mokine Area	Likelihood	Consequence	Risk Rating
	4	4	16
<b>Standard Local Government Response Criteria</b>	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	3	12
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan.</li> </ul>			
<b>Characteristics</b> Rural smallholdings estate located between Spencers Brook townsite and Clackline. It consists of approximately 85 properties that are mainly hobby farms/lifestyle lots with numerous dwellings and associated infrastructure. Numerous lots have vegetation on them and the surrounding land is used for pasture/grazing. More significant vegetation to the west. Has minimal reticulated water supply however there is a hydrant and a standpipe.			
<b>Access</b> Several cul-de-sacs (Moandyne, Boondine, Harvey and Avro Anson Roads that prevents emergency access/egress to the south.) No strategic firebreaks or emergency access/egress points.			
<b>Fire Threat</b> Located within a Bushfire Prone area there are large tracts of reserves with high fuel loads and minimal risk treatment works applied.			
<b>Fire History</b> There has been 12 reported fire incidents in the area in the past 5 years, however are classified as moderate level incidents as they were contained to private property.			

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Vulnerable Area Risk Assessment – Clackline-Muresk Bushfire Brigade Area			
Breen Rise /Raymond Court, & Benrua Area	Likelihood	Consequence	Risk Rating
	5	5	25
Standard Local Government Response Criteria	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	5	21
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan.</li> </ul> NB compliance with the above does not greatly affect the inherent risk profile for this area.			
<b>Characteristics</b> Approximately 60 Rural/residential lots and rural small holdings located to the south west of Clackline townsite. Mixed use of hobby farming and lifestyle lots. Some lots contain significant vegetation.			
<b>Access</b> Several cul-de-sacs (Raymond Court, Virginia Court, Breen Rise) that connect to strategic firebreaks/emergency access points.			
<b>Fire Threat</b> Located within Bushfire prone area, the area has extreme slopes above 10 degrees with high to extreme fuel loads in conjunction with difficult terrain and limited access.			
<b>Fire History</b> There have been 21 reported fire incidents in the area in the past 5 years, mostly escaped burns that were extinguished before they became a greater threat.			

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Vulnerable Area Risk Assessment – Clackline-Muresk Bushfire Brigade Area			
Railway Road Area	Likelihood	Consequence	Risk Rating
	5	5	25
<b>Standard Local Government Response Criteria</b>	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	5	17
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan. Fuel management needs to be applied to the vegetated areas to the west and along Eadine road.</li> </ul> NB compliance with the above does not greatly affect the inherent risk profile for this area.			
<b>Characteristics</b> Approximately 30 rural smallholding lots located north of the Clackline townsite and Great Eastern Hwy. It is a mixture of hobby farming and lifestyle properties (vegetated lots). There is an area of significant vegetation to the west and to the east between Railway Parade and Clackline-Toodyay/Eadine Roads.			
<b>Access</b> Several cul-de-sacs including Lukin, Connor and Railway Roads. Several access roads from Railway Road to Clackline-Toodyay Road and Eadine Road. There is a timber bridge (itself being vulnerable infrastructure) on Eadine Rd that could potentially be the only escape route if a fire approach is from the SW.			
<b>Fire Threat</b> Located within Bushfire prone area, heavy fuel loads in multiple DBCA reserves that have had little risk treatment works applied.			
<b>Fire History</b> There has been 17 reported fire incidents in the area in the past 5 years, made up of a mixture of vehicle and road verge fires.			

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Vulnerable Area Risk Assessment – Clackline-Muresk Bushfire Brigade Area			
Paynter Road/Searle Drive & Smith Road Area (Bobakine)	Likelihood	Consequence	Risk Rating
	4	4	16
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	0	6
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for residents.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies on each property and for adjacent reserves and forest.</li> </ul>			
<b>Characteristics</b> Approximately 15 rural residential lots located off Smith Road. Primarily lifestyle lots with majority of lots vegetated. Significant vegetation to the north and west. Reserve 42432 (Bubaline Nature Reserve) and lot m1375 (privately owned) contains significant vegetation.  Smith Rd - approximately 25 rural lots located at the end of Smith Road used for both agricultural and lifestyle purposes. Several lots contains significant vegetation. Nature Reserve 43077 and lot 322 (owned by the State of WA) contain significant vegetation.			
<b>Access</b> Searle Drive and Paynter Road are cul-de-sacs and provide the only means of entry/exit to the properties. Unconstructed road reserve at end of Paynter Road (approximately 3 km in length) to area adjacent to Clackline-Toodyay Road.  Smith Road is a cul-de-sac which runs generally north from Eadine Road with no means of exit to the north.			
<b>Fire Threat</b> Located within Bushfire Prone area, heavy vegetation surrounding each subdivision, DBCA Bobakine Reserve and undulating terrain with slope factor around 10 degrees. Due to the slope rising up from the estate, it reduces the threat of fire but may cause winds to become unpredictable.			
<b>Fire History</b> There has been 6 reported fire incidents in the area in the past 5 years, escapes from burns and lightning strikes were the cause of the majority of the fires.			



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3.1.5 Risk Assessment for Grass Valley BFB Fire District

Vulnerable Area Risk Assessment – Grass Valley Bushfire Brigade Area			
Seabrook	Likelihood	Consequence	Risk Rating
	4	3	12
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	3	7
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Reticulated water supply.</li> <li>• Emergency response plan for residents.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Residential lots located adjacent to Mortlock River. Primarily used for residential/lifestyle purposes. Approximately 45 separate properties. Perth-Adelaide railway line located to the north. Seabrook Battery reserve located to the east and Mortlock River to the west. Generally surrounded by broad acre farming properties to the north and east, hobby farms to the south.			
<b>Access</b> Access East & West is via Muluckine Road, and across the railway line via Hunter Rd.			
<b>Fire Threat</b> Significant number of houses (approx. 30-32) within Located within Bushfire Prone area, surrounded by agricultural land, with pockets of vegetation along the Mortlock River. Seabrook Reserve has had some risk treatment works conducted in 2017.			
<b>Fire History</b> There have been 7 reported fire incidents in the area in the past 5 years, 1 of which was a structure fire, the remainder were escapes from burns.			

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Vulnerable Area Risk Assessment – Grass Valley Bushfire Brigade Area			
Grass Valley Townsite	Likelihood	Consequence	Risk Rating
	3	3	9
<b>Standard Local Government Response Criteria</b> Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	Target	Achieved	Total Incidents
	6	1	4
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Reticulated water supply.</li> <li>• Emergency response plan for residents.</li> </ul>			
<b>Characteristics</b> Townsite includes Hall, Tavern, Post Office and associated residential infrastructure. It is surrounded by rural residential/lifestyle lots. Approximately 80 mainly developed separate properties. Some expansion of the rural residential properties to the west of the town is proposed. Great Eastern Hwy located to the north of the townsite and Pert-Adelaide Railway line separates the residential lots to the rural residential lots to the west. Generally surrounded by farmland.			
<b>Access</b> Main access and egress points are to GEH to the north and Muluckine Road to the south west.			
<b>Fire Threat</b> Part of the townsite and areas to the south east are Located within Bushfire Prone area, mainly surrounded by agricultural properties, with several small parcels of regrowth vegetation with low fuel loads.			
<b>Fire History</b> There has been 4 reported fire incidents in the area in the past 5 years, 1 of which was a structure fire, the remainder were escapes from burns.			

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3.1.6 Northam Townsite and Environs

Vulnerable Area Risk Assessment – Northam Townsite and Environs (Note: This area is within a Gazetted Fire District, Bushfire response only is used for this asset)			
<b>Avon Yards/CBH Complex</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>
	4	3	12
<b>Standard Local Government Response Criteria</b>	<b>Target</b>	<b>Achieved</b>	<b>Total Incidents</b>
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	6	12
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Reticulated water supply.</li> <li>• Bushfire Emergency Plan is needed for facility.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Significant rail and marshalling yards and regional CBH grain handling facility located on Northam-Toodyay Road (Critical infrastructure and economic assets). Within Northam VFRS district but likely BFB required for major incident due to the need to dedicate resources to both protecting structures/infrastructure and bushfire containment/suppression. Located on Perth-Adelaide Rail Line and Northam-Toodyay Road. The Avon River is located to the north. Cropping and grazing land located to the south and west. Great Eastern Hwy is located to the east and a landfill facility to the south east.			
<b>Access</b> Direct to Northam-Toodyay Road.			
<b>Fire Threat</b> The highest threat for this area is from the road/rail reserve. There is a history of fires being ignited by rail activity throughout the Avon Valley. It has also been reported that animal "strikes" along the power infrastructure within the area have caused fire ignition.			
<b>Fire History</b> There has been 12 reported fire incidents in the area in the past 5 years. The majority were landscape fires, however there have been multiple fires within the road/rail reserve as well as fires started by birds striking powerlines.			

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Vulnerable Area Risk Assessment – Northam Townsite and Environs (Note: This area is within a Gazetted Fire District. Bushfire response only is used for this asset)			
Old Quarry Landfill Site	Likelihood	Consequence	Risk Rating
	4	4	16
Standard Local Government Response Criteria	Target	Achieved	Total Incidents
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	5	9
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for facility.</li> <li>• Regular revision of Fire Management Plan.</li> <li>• Implementation of risk treatment strategies as per BRM Plan.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Significant landfill facility located to the west of the Northam townsite. Located within a valley and has remnant vegetation surrounding active tip face. Has existing Fire Management Plan and network of existing firebreaks. Would have significant environmental issues if a major fire was to occur. Currently within Northam VFRS district but likely BFB called for assistance.			
<b>Access</b> Single entry/exit point from Old Quarry Road.			
<b>Fire Threat</b> Landfill facilities are often categorised a "high risk" land use are known to be prone to ignitions. The highest threat arising from outside the facility is from area with the road/rail reserves and the animal "strikes" along the power infrastructure within the area. There has also been several escapes from burns by farmers in the area adjacent to the tip in the refuse site in the past 5 yrs.			
<b>Fire History</b> There has been 9 reported fire incidents in the area in the past 5 years, the Majority were landscape fires, however there were multiple fires within the road/rail reserve as well as fires started by birds striking powerlines. There has also been a large green waste fire within the facility itself.			

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<b>Vulnerable Area Risk Assessment – Northam Townsite and Environs</b> (Note: This area is within a Gazetted Fire District, Bushfire brigade response is not normally required but may be called upon for water capacity)			
<b>West Industrial Area</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>
	4	4	16
<b>Standard Local Government Response Criteria</b>	<b>Target</b>	<b>Achieved</b>	<b>Total Incidents</b>
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	6	10
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is needed for facility.</li> <li>• Implementation of risk treatment strategies as per BRM Plan.</li> <li>• New buildings to be constructed as per SPP 3.7.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Partially developed Industrial area on the western extremity of the Northam townsite. Major land uses include hay processing facility, earthmoving/landscaping supply business, Water Corporation treatment plant/storage dams and several vacant properties. Has potential for expansion in the future. Perth-Adelaide rail line and Avon River located to the north. Currently within Northam VFRS district but likely BFB called for assistance.			
<b>Access</b> Direct to Northam-Toodyay Road and GEH			
<b>Fire Threat</b> The highest threat for this area is from the road/rail reserve and the animal strikes along the power infrastructure within the area. High fuel loads along river area and difficult topography make it almost essential that air support is utilised as a priority. The Hay facility has also been designated as a Zone 3 response area by DFES for increased mobilisation during the high threat period.			
<b>Fire History</b> There has been 10 reported fire incidents in the area in the past 5 years, the Majority were landscape fires, however there was multiple fires within the road/rail reserve as well as fires started by birds striking powerlines			

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<b>Vulnerable Area Risk Assessment – Northam Townsite and Environs</b> (Note: This area is within a Gazetted Fire District. Bushfire response only is used for this asset)			
<b>East Industrial Area</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>
	4	4	16
<b>Standard Local Government Response Criteria</b>	<b>Target</b>	<b>Achieved</b>	<b>Total Incidents</b>
Target = Total No. of units able to arrive within 30 min. Achieved = Total No. of units able to reach target Total Incidents = Total No. of incidents in 5yr period. (Refer to Appendix 1 for current estimated response times)	6	4	10
Risk treatments, Local Government Wide Controls and other mitigation measures: <ul style="list-style-type: none"> <li>• Compliance with Firebreak notice.</li> <li>• Bushfire Emergency Plan is required for all facilities.</li> <li>• Evacuation plan is needed for caravan park.</li> <li>• Implementation of risk treatment strategies as per BRM Plan.</li> <li>• New buildings to be constructed as per SPP 3.7.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Characteristics</b> Partially developed Industrial area on the eastern extremity of the Northam townsite. Major land uses include machinery sales, workshops, Northam Turf Club, Truck assembly Area and roadhouse currently under construction. The Northam caravan park located in the precinct. A Caravan Park is a Human Settlement Asset, Temporary Occupation and has potential for expansion in the future. Northam-Goomalling rail line located in area and the Morlock River and its associated vegetation dissects the area. Currently within Northam VFRS district but likely BFB called for assistance.			
<b>Access</b> Direct to Yilgam Avenue and GEH.			
<b>Fire Threat</b> The highest threat for this area is from the road/rail reserve and the animal strikes along the power infrastructure within the area. The Morlock River vegetation has the capacity to carry fire through the valley and act as a "wick" for fires arising outside of the area. Several fires to the East of this area are from escaped farmer burns. <b>NB:</b> This facility would be designated as a Vulnerable Land Use according to State Planning Policy 3.7 (6.6).			
<b>Fire History</b> There has been 9 reported fire incidents in the area in the past 5 years. The Majority were landscape fires, however there was multiple fires within the road/rail reserve as well as fires started by birds striking powerlines. There has also been a large green waste fire within the facility itself.			

#### 4. Stage 4- Revised Risk Assessments

Following the assessment in Stage 3 a revised risk assessment was undertaken for all of those vulnerable areas included in that stage. The revised assessment has been undertaken using the reallocation of existing resources, incorporation of adjoining local authority resources (were appropriate/practical), additional treatment works identified in Stage 3 and potential additional resources.

##### 4.1 Prioritised Area Risk Reduction & Control

Risk treatments in themselves do not amend a risk profile. Bushfire risk in a BRM Plan is assessed as an underlying value. Risk treatments such as fuel management have the potential to adjust a consequence rating but are typically temporary in nature and must be repeated on a regular cycle.

Some risk "controls" have the capacity to amend a risk profile, particularly if they can be applied to alter the likelihood. For instance if power infrastructure is re-engineered from being overhead conductors to an underground system

This section focuses on risk controls and treatments. In undertaking this section consideration has been given to a potential risk treatment strategy in accordance with the Shire's BRM Plan.

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**4.1.1 Revised Risk Assessment for Wundowie Bush Fire Brigade Area (formerly within the Bakers Hill Bushfire Brigade Area)**

Revised Risk Assessment - Wundowie Brigade Area			
Wundowie Townsite and surrounding rural residential subdivision	Likelihood	Consequence	Residual Risk
	4	3	12
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	7*	Y
<p><b>*Options required to meet revised Local Government Response Criteria</b></p> <ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2020 -2025 Strategic Plan.</li> <li>VFRS units are utilised for asset protection only.</li> <li>Call out of Wooraloo BFB at time of incident report (*2 units from Wooraloo BFB can be on site within response time).</li> </ul>			
<p><b>*Additional measures required to support Revised Response Criteria</b></p> <ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>Second unit for Wundowie BFB (2.4R as per 2020 - 2025 Strategic Plan) will increase number of units within response time.</li> <li>Third Unit for Bakers Hill BFB (4.4B as per 2020-2025 Strategic Plan) will increase number of units within response time.</li> <li>Formalise agreement with Shire of Mundaring/DFES for additional response from Wooraloo Bushfire Brigade - Has capability to be on site in Wundowie within response time.</li> <li>Ensure continuation of fuel management risk treatments on reserve areas in accordance with BRM Plan.</li> <li>Encourage Brigades to take part in regional annual regional RUI exercise within the town site or immediately surrounding area to ensure brigade readiness.</li> <li>Conduct community engagement activities to educate the residents within the RUI with information sessions specifically based on how to better prepare their properties.</li> </ul>			



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Revised Risk Assessment - Wundowie Brigade Area			
Mauravilla Estate Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	5	4	20
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	3	N*
<p><b>*Options required to meet revised Local Government Response Criteria</b></p> <ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2019-20 Strategic Plan.</li> <li>VFRS units are utilised for asset protection as required.</li> <li>Call out of Wooroloo BFB to incident (2 Units) can be onsite within 35 minutes.</li> <li>* 5 units onsite within 35 minutes considered acceptable.</li> </ul>			
<p><b>*Additional measures required to support Revised Response Criteria</b></p> <ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>Additional unit for Wundowie BFB (2.4R as per 2020 – 2025 Strategic Plan)</li> <li>Collaborate with Shire of Mundaring/DFES for additional response from Wooroloo Bushfire Brigade – Has capability to be on site in Wundowie in approximately 35-40 minutes.</li> <li>Emergency access/egress to be provided to the north of the estate to provide an alternate means of escape.</li> </ul>			

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Resource to Risk (R2R) Assessment



Revised Risk Assessment - Wundowie Brigade Area			
Bodeguera Subdivision Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	4	16
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	5	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2019-20 Strategic Plan.</li> <li>Immediate mobilisation of Woaraloo BFB to incident (2 units).</li> <li>Bakers Hill BFB (2 units) can be on site in approximately 35-40 minutes.</li> <li>VFRS units are utilised for asset protection as required</li> <li>*7 units onsite within 35-40 minutes considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Woaraloo BFB (2 units) can be on site within response time.</li> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>Additional unit for Wundowie BFB (2.4R as per 2020 – 2025 Strategic Plan).</li> <li>*Formalise agreement with Shire of Mundaring/DFES for additional response from Woaraloo and Chidlow Bushfire Brigades.</li> </ul>			

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Resource to Risk (R2R) Assessment

Revised Risk Assessment - Wundowie Brigade Area			
<b>El Caballo Lifestyle Village</b> Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	4	16
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	5	Y+
<b>Options required to meet revised Local Government Response Criteria</b>			
<ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2019-20 Strategic Plan.</li> <li>Immediate mobilisation of Woaroloo BFB to incident (2 units).</li> <li>Bakers Hill BFB (2 units) can be on site in approximately 35-40 minutes.</li> <li>VFRS units are utilised for asset protection as required.</li> <li>* 7 units on site within 35-40 minutes considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b>			
<ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>Additional unit for Wundowie BFB (2.4R as per 2020 – 2025 Strategic Plan).</li> <li>*Formalise agreement with Shire of Mundaring/DFES for additional response from Woaroloo Bushfire Brigades.</li> <li>Implementation of fuel management treatment strategies as per BRM Plan.</li> </ul>			

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Revised Risk Assessment - Wundowie Brigade Area			
Sims Road Subdivision Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	3	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2019-20 Strategic Plan.</li> <li>Bakers Hill Brigade (2.4R + LT) is approximately 35-40 minutes response time.</li> <li>VFRS units are utilised for asset protection as required</li> <li>* 5 units within 35 minutes considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>Additional unit for Wundowie BFB (2.4R as per 2020 – 2025 Strategic Plan).</li> <li>Additional unit for Bakers Hill BFB (4.4B as per 2020-2025 Strategic Plan).</li> <li>Collaborate with Shire of Toodyay/DFES for additional response from Morangup BFB.</li> <li>Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent reserves and forest.</li> </ul>			

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Revised Risk Assessment - Wundowie Brigade Area			
Days/Gaden Road Subdivision Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	3	3	9
Revised Standard Local Government Response Criteria	Target	Achieved	Acceptable?
(considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	6	5	Yr
<b>Options required to meet revised Local Government Response Criteria</b>			
<ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2019-20 Strategic Plan.</li> <li>Automatic mobilisation of Waaraloo BFB (2 units) to incident.</li> <li>VFRS units are utilised for asset protection as required</li> <li>* 5 units within response time considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b>			
<ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>Wundowie BFB (2.4R as per 2020 – 2025 Strategic Plan).</li> <li>Additional unit for Wundowie BFB (2.4R as per 2020 – 2025 Strategic Plan).</li> <li>Collaborate with Shire of Mundaring/DFES to mobilise Waaraloo BFB (2 units).</li> <li>Implementation of fuel management treatment strategies as per BRM Plan.</li> <li>Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for vegetated estate to the north, west and east.</li> </ul>			

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Resource to Risk (R2R) Assessment



4.1.2 Revised Risk Assessment for Bakers Hill BFB Fire District

Revised Risk Assessment – Bakers Hill Brigade Area			
Carlin Road Subdivision Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	5	3	15
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan.	Target	Achieved	Acceptable?
	6	2	Y*
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2019-20 Strategic Plan – approximately 35 minute response time.</li> <li>Turn out of Wundowie VFRS (2 units) and Wundowie BFB will result in 5 units being on site within 35 minutes – consider acceptable.</li> <li>VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Mobilise Wundowie VFRS and Wundowie BFB approximate turn out time 35 minutes (3 units).</li> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>Ensure alternate exit route to the east (Chitty Road) is included in Bushfire Emergency Plan.</li> <li>Third unit for Bakers Hill BFB (4.4B) as per 2020-25 Strategic Plan) will result in 3 units being on-site within response time.</li> <li>Additional unit for Wundowie BFB (2.4R as per 2020 – 2025 Strategic Plan).</li> <li>Ensure mitigation works are undertaken on Shire of Northam Reserve 25785 (Pony Club) is undertaken regularly.</li> <li>Advocate for fire mitigation works to be undertaken on the Unallocated Crown Land to the north and west (potentially included within Bushfire Risk Management Plan).</li> <li>Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent reserves and forest.</li> </ul>			

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Revised Risk Assessment- Bakers Hill Brigade Area			
Koojeda/Jose Road Subdivision Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	5	4	20
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019- 20 Strategic Plan	Target	Achieved	Acceptable?
	6	5	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Resourcing of Wundawie BFB as per 2019-20 Strategic Plan.</li> <li>Call out of Wundawie VFRS (2 units).</li> <li>VFRS units are utilised for asset protection as required</li> <li>* 5 units onsite within 30 minutes considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>Third unit for Bakers Hill BFB (4.4B) as per 2020-25 Strategic Plan] will result in 6units being on-site within response time.</li> <li>Second unit for Wundawie BFB (2.4R as per 2020 – 2025 Strategic Plan) will result in 7 units being onsite within response time.</li> <li>Ensure adequate fire mitigation works are maintained on Shire of Northam Reserve 48721.</li> <li>Advocate for fire mitigation works to be undertaken on the Unallocated Crown Land to the north east (potentially included within Bushfire Risk Management Plan).</li> <li>Advocate for fire mitigation works on Reserve 14275 (DPaW) located to the west and north (potentially included within Bushfire Risk Management Plan).</li> <li>Alternate Emergency exit.</li> <li>Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent reserves and forest.</li> </ul>			

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Resource to Risk (R2R) Assessment



Revised Risk Assessment- Bakers Hill Brigade Area			
Bakers Hill Townsite Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	5	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	5	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2019-20 Strategic Plan.</li> <li>Call out of Wundowie VFRS (2 units).</li> <li>VFRS units are utilised for asset protection as required</li> <li>* 5 units on site considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>Additional unit for Bakers Hill BFB (4.46) as per 2020-25 Strategic Plan] will result in 6 units being on-site within response time.</li> <li>Additional unit for Wundowie BFB (2.4R as per 2020 - 2025 Strategic Plan) will result in 7 units being on-site within response time.</li> </ul>			



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Resource to Risk (R2R) Assessment



Revised Risk Assessment- Bakers Hill Brigade Area			
Redcourte/O'Driscoll, Subdivisions Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	5	4	20
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	2	Y+
<b>Options required to meet revised Local Government Response Criteria</b>			
<ul style="list-style-type: none"> <li>• Wundowie BFB and Wundowie VFRS (3 units) approximately 35 minute response time.</li> <li>• VFRS units are utilised for asset protection as required</li> <li>• * 5 units on-site within 35 minutes considered acceptable.</li> </ul>			
<b>*Additional measures required to support Revised Response Criteria</b>			
<ul style="list-style-type: none"> <li>• Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>• Additional unit for Bakers Hill BFB (4.4B) as per 2020-25 Strategic Plan] will result in 3 units on-site within response time.</li> <li>• Additional unit for Wundowie BFB (2.4R as per 2020 – 2025 Strategic Plan) will result in 7 units on site within 35 minutes.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for vegetated estate to the west and south.</li> </ul>			

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Revised Risk Assessment- Bakers Hill Brigade Area			
Oyston Road/Glenmore Estate subdivision area <b>Revised Risk Assessment</b>	Likelihood	Consequence	Residual Risk
	4	3	12
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	7	Y
<b>Options required to meet revised Local Government Response Criteria</b>			
<ul style="list-style-type: none"> <li>Resourcing of Wundawie BFB as per 2019-20 Strategic Plan.</li> <li>Call out of Wundawie VFRS (2 units).</li> <li>VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b>			
<ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>Third unit for Bakers Hill BFB (4.4B) as per 2020-25 Strategic Plan) will result in 8 units being on site within response time.</li> <li>Second unit for Wundawie BFB (2.4R as per 2020 – 2025 Strategic Plan) will result in 9 units on site within response time.</li> <li>Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent vegetated estate and DBCA reserves.</li> </ul>			

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Revised Risk Assessment- Bakers Hill Brigade Area			
Inkpen Road Waste Disposal Facility Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments and Controls*)	Target	Achieved	Acceptable?
	6	7	Y
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Resourcing of Wundowie BFB as per 2019-20 Strategic Plan.</li> <li>Call out of Wundowie VFRS (2 units).</li> <li>VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Third unit for Bakers Hill BFB (4.4B) as per 2020-25 Strategic Plan) will result in 8 units on-site within response time.</li> <li>Second unit for Wundowie BFB (2.4R as per 2020 - 2025 Strategic Plan) will result in 9 units on site within response time.</li> <li>Fuel management adjacent to site in accordance with the BRM Plan.</li> <li>Bushfire Management Plan to be implemented for facility.</li> <li>Close facility on days of Very High Fire Danger Rating and above.</li> </ul>			

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Resource to Risk (R2R) Assessment



4.1.3 Revised Risk Assessment for Inkpen BFB Fire District

Revised Risk Assessment – Inkpen Brigade Area			
Wundabining Road Area Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	4	16
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	2	Y*
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>* Although response times are just outside of the criteria – this is considered acceptable in this location.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for adjacent vegetated estate and DBCA reserves.</li> </ul>			

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4.1.4 Revised Risk Assessment for Clackline-Muresk BFB Fire District

Revised Risk Assessment – Clackline-Muresk Brigade Area			
Clackline Townsite Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	2	Y*
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Clackline-Muresk Brigade (2 units) response time approximately 35 minutes.</li> <li>Northam Central BFB (1 unit) and Northam VFERS (2 units) response time approximately 35 minutes.</li> <li>* 7 units can be on-site within 35 minutes – consider acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Develop protocol/procedure for turnout of Muresk LT and Spencers Brook LT.</li> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies for vegetated estate and reserves to the north.</li> </ul>			

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Revised Risk Assessment- Clackline-Muresk Brigade Area			
Spencers Brook Townsite Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	0	N*
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Clackline-Muresk Brigade (2 units) response time approximately 35 minutes.</li> <li>Northam Central BFB (1 unit) and Northam VFRS (2 units) response time approximately 35 minutes.</li> <li>* 5 units can be onsite within 35 minutes – consider acceptable.</li> <li>VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>Northam Central BFB response time approximately 35-40 minutes.</li> </ul>			

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Resource to Risk (R2R) Assessment



Revised Risk Assessment- Clackline-Muresk Brigade Area			
Muresk Institute Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	3	2	6
Revised Standard Local Government Response Criteria (considering Risk Treatments and Controls*)	Target	Achieved	Acceptable?
Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	4	1	N*
<b>Options required to meet revised Local Government Response Criteria</b>			
<ul style="list-style-type: none"> <li>• Include Muresk LT (private) as available appliance.</li> <li>• Clackline Muresk Brigade (2 units) approximate turn out time of 35-40 minutes –.</li> <li>• Northam Central BFB (1 unit) and Northam VFRS (2 units) approximate response time 35-40 minutes.</li> <li>• VFRS units are utilised for asset protection as required</li> <li>• * 6 units onsite within 35-40 minutes considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b>			
<ul style="list-style-type: none"> <li>• Institute staff to be trained in Bushfire Awareness.</li> <li>• Bushfire Management Plan to be prepared for facility.</li> <li>• Turn out Northam VFRS (2 units) for asset protection as required.</li> <li>• Develop protocol/procedure for turnout of Muresk LT and Spencers Brook LT.</li> </ul>			

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Resource to Risk (R2R) Assessment



Revised Risk Assessment- Clackline-Muresk Brigade Area			
Detention Centre Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	5	5	25
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	3	Y
<b>Options required to meet revised Local Government Response Criteria</b>			
<ul style="list-style-type: none"> <li>Formal arrangements with Commonwealth Government and DFES are required.</li> <li>Consider boundary refinement to include area within the Northam VFRS area.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b>			
Note: Commonwealth Land is not subject to local government provisions.			

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Revised Risk Assessment- Clackline-Muresk Brigade Area			
Springhill Recovery Centre Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	3	4	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	3	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Clackline Muresk Brigade (2 units) approximate turn out time of 35-40 minutes.</li> <li>VFRS units are utilised for asset protection as required.</li> <li>* 5 units on site within 35 minutes considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Second unit for Northam Central BFB (12.2) as per 2025-30 Strategic Plan will result in 6 units being on-site within response time.</li> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> <li>Compliance with Bushfire Management Plan.</li> <li>Develop protocol/procedure for turnout of Muresk LT and Spencers Brook LT.</li> <li>Site specific Bushfire Management Plan. - Revised risk assessment is contingent on compliance with the Bushfire Management plan and risk treatment strategies identified in the BRM Plan.*</li> <li>Risk treatment strategies to apply to surrounding properties as per BRM Plan.</li> </ul>			

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Resource to Risk (R2R) Assessment



Revised Risk Assessment- Clackline-Muresk Brigade Area			
Leeder Road/Mokine Area Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	4	16
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	2	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Bakers Hill Brigade (2 units) approximately 35-40 minute response time.</li> <li>* 4 units onsite within 35-40 minutes considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>Additional unit for Bakers Hill BFB (4.4B) as per 2020-25 Strategic Plan.</li> <li>Implementation of fuel management treatment strategies as per BRM Plan.</li> </ul>			

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Revised Risk Assessment- Clackline-Muresk Brigade Area			
<b>Breen Rise /Raymond Court, &amp; Benrua Road Area Revised Risk Assessment</b>	Likelihood	Consequence	Residual Risk
	5	5	25
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	4	Y+
<b>Options required to meet revised Local Government Response Criteria</b>			
<ul style="list-style-type: none"> <li>Wundowie BFB (1 unit) and Wundowie VFRS (2 units) approximate response time 45 minutes.</li> <li>*7 units on site within 40 minutes – consider as acceptable.</li> <li>VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b>			
<ul style="list-style-type: none"> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>Undertake management and improvement to strategic firebreaks and access ways.</li> <li>Implementation of fuel management treatment strategies as per BRM Plan.</li> <li>NB compliance with the above does not greatly affect the inherent risk profile for this area.</li> </ul>			

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Revised Risk Assessment- Clackline-Muresk Brigade Area			
Railway Road Clackline Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	5	5	25
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	4	N
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>• Northam BFB (1 unit) and Northam VFRS (2 units) approximate turn out time 40 minutes.</li> <li>• Wundowie BFB (1 unit) and Wundowie VFRS (2 units) approximate turn out time 40 minutes.</li> <li>• * Four additional units on-site within 40 minutes – consider acceptable.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>• Third unit for Bakers Hill BFB (4.4B) as per 2020-25 Strategic Plan will result in 5 units on site within response time.</li> <li>• Call out Wundowie and Northam VFRS if structures under threat.</li> <li>• Ensure mitigation works are undertaken on Shire of Northam reserves 29179 (Clackline Hall), 19542 (Clackline Railway Park).</li> <li>• Ensure Mitigation works are undertaken on reserves not under Council control (Reserve 6322, 12541, 32400(Clackline Nature Reserve) and 12541 (Toilet/Standpipe Area) potentially through the Bushfire Risk Management Program.</li> <li>• Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan. Fuel management needs to be applied to the vegetated areas to the west and along Eadine road.</li> <li>• NB compliance with the above does not greatly affect the inherent risk profile for this area.</li> </ul>			

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Revised Risk Assessment- Clackline-Muresk Brigade Area			
Paynter Road/Searle Drive & Smith Road Area (Bobakine) Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	4	16
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	0	N*
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>• Northam Central BFB (1 unit) and Northam VFRS (2 units) approximate response time 45 minutes.</li> <li>• Clackline-Muresk BFB (2 units) approximate response time 40 minutes.</li> <li>• Bakers Hill Brigade (2 units) approximately 40 minute total response time.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>• Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice. Due to the potential risk of entrapment, the plan should include options regarding leaving early on days of Severe+ FDR as well as reducing vulnerability of each lot.</li> <li>• Ensure mitigation works are undertaken on Bobakine Nature Reserve (Reserve 42432) and Reserve 43077 possibly with funding through the Bushfire Risk Management Plan.</li> <li>• Ensure private property complies with Firebreak order – refer to Bushfire Risk Management Plan.</li> <li>• Maintain Emergency Water Supply tank on Smith Road.</li> <li>• Implementation of fuel management treatment strategies as per BRM Plan - Maintenance of Risk Rating is contingent on continued implementation of fuel management treatment strategies on each property and for adjacent reserves and forest.</li> </ul>			

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4.1.5 Revised Risk Assessment for Grass Valley BFB Fire District

Revised Risk Assessment- Grass Valley Fire Brigade Area			
Seabrook Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
<b>Revised Standard Local Government Response Criteria</b> (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan.	Target	Achieved	Acceptable?
	6	5	Y*
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>Additional unit for Grass Valley (4.4B) as per Strategic Plan 2019-20.</li> <li>Northam Central Brigade created and resourced as per Strategic Plan 2019-20.</li> <li>* 5 units on site within 30 minutes considered acceptable.</li> <li>VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>Additional unit for Northam Central BFB (12.2) as per 2025-30 Strategic Plan will result in 6 units on-site within response time.</li> <li>Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> </ul>			

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Revised Risk Assessment- Grass Valley Brigade Area			
Grass Valley Townsite Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	3	3	9
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	2	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>• Additional unit for Grass Valley (4.4B) as per Strategic Plan 2019-20.</li> <li>• Southern Brook (4.4B) approximately 35 mins to arrival.</li> <li>• Northam BFB (1 unit) and Northam VFRS (2 units) approximately 35 response time.</li> <li>• * 6 units onsite within 35 minutes considered acceptable.</li> <li>• VFRS units are utilised for asset protection as required</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>• Bushfire Emergency Plan to be created &amp; distributed to residents with Firebreak notice.</li> </ul>			

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4.1.6 Revised Risk Assessment Northam Townsite and Environs

Revised Risk Assessment Northam Townsite and Environs			
Avon Yards/CBH Complex Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	5	Y*
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>• Northam Central BFB created and resourced as per Strategic Plan 2019-20.</li> <li>• Northam VFRS turned out by default as within the Gazetted Townsite.</li> <li>• VFRS units are utilised for asset protection as required</li> <li>• *5 units within 30 minutes considered acceptable with additional units (Grass Valley x 2) available for backup.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>• Bushfire Emergency Plan to be created &amp; distributed to facility.</li> <li>• Additional unit for Northam Central BFB (12.2) as per 2025-30 Strategic Plan.</li> </ul>			

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Revised Risk Assessment Northam Townsite and Environs			
Old Quarry Landfill Site Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	5	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>• Northam Central BFB created and resourced as per Strategic Plan 2019-20.</li> <li>• Northam VFRS turned out by default as within the Gazetted Townsite.</li> <li>• *5 units considered acceptable within 30 minutes – additional resources (Grass Valley x 2) available for backup.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>• Implement facility Bushfire Management Plan.</li> <li>• Additional unit for Northam Central BFB (12.2) as per 2025-30 Strategic Plan.</li> </ul>			

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Revised Risk Assessment Northam Townsite and Environs			
West Industrial Area Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	5	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>• Northam Central BFB created and resourced as per Strategic Plan 2019-20.</li> <li>• Northam VFRS turned out by default as within the Gazetted Townsite.</li> <li>• * 5 units considered acceptable within 30 minutes – additional resources (Grass Valley x 2) available for backup.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>• Additional unit for Northam Central BFB (12.2) as per 2025-30 Strategic Plan.</li> <li>• Bushfire Emergency Plan is needed for facility.</li> <li>• Implementation of risk treatment strategies as per BRM Plan.</li> <li>• New buildings to be constructed as per SPP 3.7.</li> </ul>			

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Revised Risk Assessment Northam Townsite and Environs			
East Industrial Area Revised Risk Assessment	Likelihood	Consequence	Residual Risk
	4	3	12
Revised Standard Local Government Response Criteria (considering Risk Treatments, Controls and proposed additional measures) Refer to Appendix 3 for response times including recommendations from the 2019-20 Strategic Plan	Target	Achieved	Acceptable?
	6	4	Y+
<b>Options required to meet revised Local Government Response Criteria</b> <ul style="list-style-type: none"> <li>• Northam Central BFB created and resourced as per Strategic Plan 2019-20.</li> <li>• Northam VFRS turned out by default as within the Gazetted Townsite.</li> <li>• Grass Valley Brigade (2 units) total response time approximately 35 minutes.</li> <li>• * 6 units onsite within 35 minutes considered acceptable.</li> </ul>			
<b>Additional measures required to support Revised Response Criteria</b> <ul style="list-style-type: none"> <li>• Additional unit for Northam Central BFB (12.2) as per 2025-30 Strategic Plan.</li> <li>• Bushfire Emergency Plan is required for all facilities.</li> <li>• Evacuation plan is needed for caravan park.</li> <li>• Implementation of risk treatment strategies as per BRM Plan.</li> <li>• New buildings to be constructed as per SPP 3.7.</li> </ul>			

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## 5. Stage 5 – Resource Requirements

### 5.1 Additional resource requirements and/or proposed internal resource reallocation

During January 2019, a series of workshops were conducted with representatives from Inkpen BFB, Wundowie BFB, Bakers Hill BFB, Clackline BFB, Irishtown BFB, Southern Brook BFB and Grass Valley BFB.

The brigade members present at each workshop received a general update on the resource to risk document, and were given an insight into the risk assessment process that forms part of the Bushfire Risk Management Plan which forms stage 2 of the R2R document.

Once the risk has been identified in each district and a risk rating is applied, stage 3 of the R2R document investigates mitigation strategies to reduce the risk in each district.

Part of the R2R process includes an assessment of the current resource allocations within the Shire. This enabled further assessment of the resources that are specifically available to each district and whether the appliance is the correct type of unit for the identified risk of that district. The process also facilitated an examination of further efficiencies that can be achieved through either combining/collocating appliances/brigades or swapping appliances within the fleet to ensure the most appropriate appliance is based in the district.

After this assessment has been completed it is then possible to identify any gaps in coverage, and which strategies need to be employed to fill the gaps, such as

- a) The relocation of a brigade and any benefits in doing so
- b) Adjusting the fire district boundaries to achieve better coverage
- c) The creation of a new brigade
- d) A request for additional appliances through the LGGs grants process.

The brigade recommendations involved a reshuffle of the current appliance allocations, and identified the type and number of appliances required in the future taking into consideration the anticipated growth areas and areas that have been identified as being of the highest risk.

Through the workshops, a 10yr strategy was developed to ensure the needs of the community both now and into the future could be appropriately resourced.

One such strategy identified was for the creation of the Northam Central BFB as a way of having a centrally based brigade that can assist anywhere outside

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the gazetted fire districts of the Northam & Wundowie townsites which are both serviced by their respective Volunteer Fire & Rescue Brigades.

A collaborative workshop was held at the Northam Recreation Centre on Tuesday 5<sup>th</sup> of Feb 2019 to consolidate the recommendations of each brigade's workshop, and to formulate a strategic plan for the Volunteer Bush Fire Service moving forward.

The workshop was well attended by Shire of Northam personnel as well as representatives from the below brigades. Representatives have developed a plan for the resourcing required for each fire district for the next 10 years taking into consideration the life and suitability of each appliance taking into consideration the anticipated future growth within each fire district starting with the 2019/2020 bushfire season.

<b>Workshop Attendance Record 5<sup>th</sup> February 2019 – Northam Rec Centre.</b>		
<b>Inkpen BFB</b>	<b>Bakers Hill BFB</b>	<b>Clackline BFB</b>
Nic Dewar	Steve Grey	Mat Macqueen
Daniel Wilson	Simon Grey	
<b>Irishtown BFB</b>	<b>Southern Brook</b>	<b>Grass Valley BFB</b>
Glenn Steer	Paul Antonio	Angus Cooke
	John Den Hollander	Chris Marris
<b>Shire of Northam</b>		
Chadd Hunt – Executive Manager Development Services		
Brendon Rutter – Community Emergency Services Manager		
Simon Peters – A/Chief Bush Fire Control Officer		

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**2019 – 2020 bush fire season**

The 2019-2020 season involves a reshuffle of the current appliances to ensure a more efficient allocation of resources to maximise the coverage of bushfire appliances for the safety of the community across the entire Shire of Northam.

The brigade and resource structure for the 2019-2020 season involves the creation of the Northam Central BFB which would include a provision for a potential Emergency Services Cadet Unit run in conjunction with a suitable host school, and Cadets WA.

This would allow cadets aged from 12-16 years to start their entry into the volunteer bushfire service under a curriculum based program that would assist the interested cadets to progress towards becoming active volunteers. When they reach the age of 16 they would be able to join the ranks as an active fire fighter with their local BFB.

2019 – 2020 Bushfire Season	
Brigade	Notes
<b>Inkpen BFB</b>	
LT	Formerly Irishtown LT/2
2.4R	
<b>Wundowie BFB</b>	
LT	Formerly Irishtown LT/1
<b>Bakers Hill BFB</b>	
LT	
2.4U	
<b>Clackline BFB</b>	
LT	
2.4R	
<b>Northam Central BFB</b>	<b>New Brigade</b>
2.4R	Formerly Irishtown 2.4R
<b>Irishtown BFB</b>	
1.4B	Formerly Inkpen 1.4B
<b>Southern Brook BFB</b>	
1.4B	
<b>Grass Valley BFB</b>	
1.4B	Formerly Clackline 1.4B
4.4B	

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**2020 – 2025 5yr plan**

The 2020-2025 plan involves another reshuffle of some of the appliances and a request for additional appliances to address an anticipated increase in growth on the Western edge of the Shire.

The 5yr plan involves a business case to retain the Inkpen 2.4 upon receipt of the 3.4U to enable a refit and re-deployment to the Wundowie BFB. The Clackline 2.4R should be retained, refurbished and redeployed to Grass Valley BFB as part of the 5yr plan.

There is a request for 3 x additional appliances, as indicated in the table below, over the 5yr period, with the current resources to be redeployed upon receiving approval and delivery for the requested appliances.

2020 – 2025 5yr Strategic Plan	
Brigade	Notes
<b>Inkpen BFB</b>	
1.4B	Formerly Irishtown Grass Valley 1.4B
3.4U	Approved 18/19- Retain 2.4R for Clackline
<b>Wundowie BFB</b>	
2.4R	Formerly Northam Central 2.4 - Refurbished
LT	Formally Inkpen LT
<b>Bakers Hill BFB</b>	
LT	
2.4U	3.4U – Approved Indicative Program 2020-2025 – <b>DO NOT RETAIN</b>
4.4B	** New Appliance – (Request 2020)
<b>Clackline BFB</b>	
LT	Indicative Program 2020-2025
3.4U	Indicative Program 2020-2025 – Retain 2.4R, redeploy to GV BFB
2.4R	Formally Inkpen 2.4R
<b>Northam Central BFB</b>	
3.4U	Formerly Wundowie LT - Approved 17/18
12.2	** New Appliance – (Request 2022)
<b>Irishtown BFB</b>	
1.4B	Formerly Inkpen 1.4B
LT	** New Appliance – (Request 2025)
<b>Southern Brook BFB</b>	
1.4B	
<b>Grass Valley BFB</b>	
2.4R	Formerly Clackline 2.4R - Refurbished
4.4B	

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**2025 – 2030 10yr plan**

The 10yr plan has been established based on the identified risk in each area as well as the anticipated growth within each district. Workshop representatives discussed a variety of different issues such as access and egress into rural residential estates, as well as issues around access to adequate reticulated water supply.

A number of appliances will have reached end-of-life, so discussions took place around ensuring that they would be replaced with the size & type of appliance that is most suited to the district they operate in.

The resource allocations for each district is based on formulating a 10yr plan as well also taking into consideration the life of the appliances taking us into the next 15-20 years.

2025 – 2030 10yr Strategic Plan	
Brigade	Notes
<b>Inkpen BFB</b>	
4.4B	LT - 4.4B @ EOL
3.4U	Approved 18/19
<b>Wundowie BFB</b>	
3.4U	** New Appliance – (Request 2027)
2.4R	2.4R – 3.4R @ EOL
LT	
<b>Bakers Hill BFB</b>	
LT	
3.4U	
4.4B	
<b>Clackline BFB</b>	
LT	
3.4U	
3.4R	Formerly Clackline 1.4
<b>Northam Central BFB</b>	
3.4U	
12.2	
3.4U	** New Appliance - (Request 2029)
<b>Irishtown BFB</b>	
3.4R	1.4B – 3.4R @ EOL
LT	
<b>Southern Brook BFB</b>	
3.4B	1.4B – 3.4B @EOL
<b>Grass Valley BFB</b>	
3.4U	2.4R – 3.4U @ EOL
4.4B	



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The brigade representatives agreed that there may be a need to reallocate resources in the future, it was discussed that a review of resourcing should be undertaken annually by the Shire of Northam CESM, and the Chief and Deputy Chief Bush Fire Control Officers.

If improvements/efficiencies are identified as a result of this review then a further collaborative workshop will be conducted with brigade representatives under the direction of BFAC to ensure the best outcome for the all residents across the entire Shire of Northam.

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Appendix 1 Response capability as per Local Government Response Criteria

	Bakers BFB	Wundowie VFRS	Inkpen BFB	Northam VFRS	Grass Valley BFB	Southern Brook BFB	Irishtown BFB	Clackline BFB	Total Units within 30 minutes	Total Units within 60 minutes
<b>Bakers Hill Area (including new Wundowie BFB area)</b>										
<b>Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)</b>										
Wundowie Townsite and Hyde Drive, Acacia Retreat, Olive Road rural residential subdivisions	2	2							4	
Mauravilla Estate		2							2	
Bodeguero Way subdivision		2							2	
Linley Valley Abattoir		2							2	
Doy Road Subdivision		2							2	
El Caballo Lifestyle Village		2							2	
Sims Road Subdivisions Area		2							2	
Carlin Rd Subdivision	2								2	
Koojeddah Road subdivision	2	2							4	
Bakers Hill Townsite	2	2							4	
Orchid Valley Subdivision (Redcourte, O'Driscoll)	2								2	
Glenmore and Oyston Road subdivisions	2	2	2						6	
Inkpen Road Waste Disposal Facility	2	2	2						6	
<b>Rural Broad Acre (within 1 hour)</b>	2	2	2	2				3		11

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	Bakers BFB	Wundowie VFRS	Inkpen BFB	Northam VFRS	Grass Valley BFB	Southern Brook BFB	Irishtown BFB	Clackline BFB	Total Units within 30 minutes	Total Units within 60 minutes
<b>Inkpen BFB</b>										
<b>Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)</b>										
Wundabiniring Road			2						2	
BGC Quarry/Composting Facility									0	6
<b>Rural Broad Acre (within 1 hour)</b>	2	2	2							6
<b>Clackline</b>										
<b>Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)</b>										
Clackline Townsite	2							3	5	
Spencers Brook Townsite									0	
Muresk Institute									0	
Detention Centre				2					2	
Springhill Recovery Centre				2					2	
Leeder Road Area								3	3	
Breen Rise/ Benrua Road Area	2							3	5	
Railway Road Area	2							3	5	
Paynter Road Area									0	
Smith Road Area									0	
<b>Rural Broad Acre (within 1 hour)</b>	2		2	2	1		3	3		13
Rogers Road Area					1	1	3	0		5
Spencer Brook Road Area					1		3	3		7

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	Bakers BFB	Wundowie VFRS	Inkpen BFB	Northam VFRS	Grass Valley BFB	Southern Brook BFB	Irishtown BFB	Clackline BFB	Total Units within 30 minutes	Total Units within 60 minutes
<b>Irishtown</b>										
Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)										
Frenches Siding							2		2	
Rural Broad Acre (within 1 hour)					1		3	3		7
<b>Jennapullin</b>										
Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)										
Abattoir Goomalling Road				2					2	
Rural Broad Acre (within 1 hour)					1		2			3
<b>Southern Brook</b>										
Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)										
Nil										
Rural Broad Acre (within 1 hour)				2	1	1	3			7

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	Bakers BFB	Wundowie VFRS	Inkpen BFB	Northam VFRS	Grass Valley BFB	Southern Brook BFB	Irishtown BFB	Clackline BFB	Total Units within 30 minutes	Total Units within 60 minutes
<b>Grass Valley</b>										
<b>Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)</b>										
Townsite					1				1	
Seabrook				2	1				3	
Avon Industrial Park						1			1	
York-Northam Lifestyle lots				2		1 (northern part only)			3 (northern part only)	
<b>Rural Broad Acre (within 1 hour)</b>										
General				2	1	1	3			7
Hooper/Parker/Duck Pool/Quamkadne				2	1	1				4
<b>Northam Townsite</b>										
<b>Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)</b>										
Avon Rail Yards and CBH Facility				3			3		6	
Old Quarry Waste Disposal Site				3			3		6	
West Industrial Area (Toodyay Road)				3			3		6	
East Industrial Area (Yilgarn Avenue)				3	1 (eastern portion only)				4 (eastern only)	

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Note: Assumes that Wundowie VFRS will turn out both appliances to incidents. VFRS will only attend for asset protection with approval of ComCen Supervisor or as required.  
Note 2: Assumes that Northam VFRS will turn out 2 appliances to incidents not within the gazetted VFRS area and 3 to those within the gazetted VFRS. VFRS will only attend for asset protection with approval of ComCen Supervisor or as required.

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Appendix 2 Shire of Northam Bushfire Brigade Response Time Maps

a) Inkpen BFB 30 min & 60 min turnout maps

2018 Resource to Risk Assessment  
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Inkpen Volunteer Bush Fire Brigade  
30min & 60min Turnout Response Maps

Legend

- DFES Stations - (C) DFES 2018
- Inkpen 60 Minute Travel Time - (C) DFES 2018
- Inkpen 30 Minute Travel Time - (C) DFES 2018



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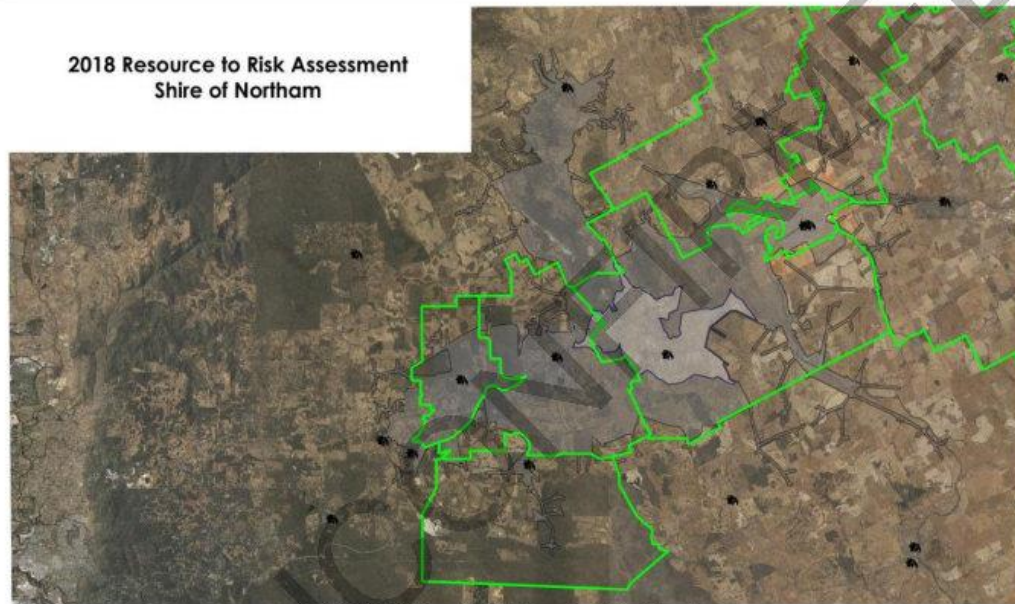


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Resource to Risk (R2R) Assessment



Clackline 30min & 40 min turnout map

2018 Resource to Risk Assessment  
Shire of Northam



Legend

- DFES Stations - (C) DFES 2018
- Clackline-Muresk 60 Minute Travel Time - (C) DFES 2018
- Clackline-Muresk 30 Minute Travel Time - (C) DFES 2018

Clackline/Muresk Volunteer Bush Fire Brigade  
30min & 40min Turnout Response Maps



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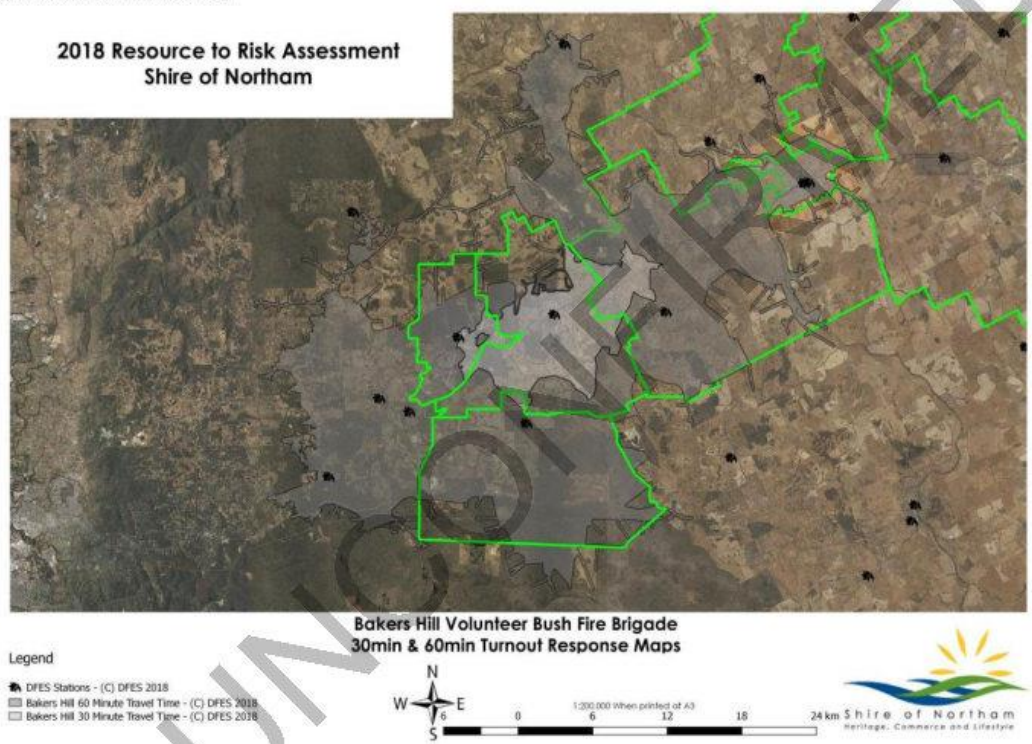
Bush Fire Advisory Committee Meeting Minutes  
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Shire of Northam  
Resource to Risk (R2R) Assessment



b) Bakers Hill 30 min & 60 Min turnout maps



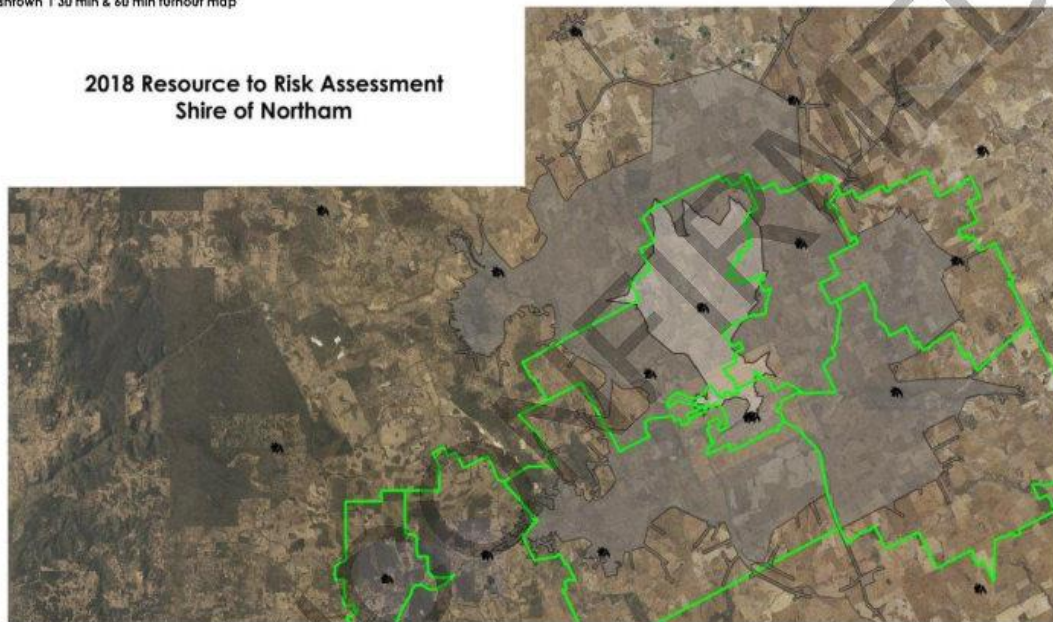
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Shire of Northam  
Resource to Risk (R2R) Assessment

c) Irishtown 1 30 min & 60 min turnout map

2018 Resource to Risk Assessment  
Shire of Northam



Irishtown 1 Volunteer Bush Fire Brigade  
30min & 60min Turnout Maps

Legend

- DFES Stations - (C) DFES 2018
- Irishtown 60 Minute Travel Time - BFB 1 - (C) DFES 2018
- Irishtown 30 Minute Travel Time - BFB 1 - (C) DFES 2018



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Shire of Northam  
Resource to Risk (R2R) Assessment



2018 Resource to Risk Assessment  
Shire of Northam



Irishtown 2 Volunteer Bush Fire Brigade  
30min & 60min Turnout Response Maps

Legend

- DFES Stations - (C) DFES 2018
- Irishtown 60 Minute Travel Time - BFB 2 - (C) DFES 2018
- Irishtown 30 Minute Travel Time - BFB 2 - (C) DFES 2018



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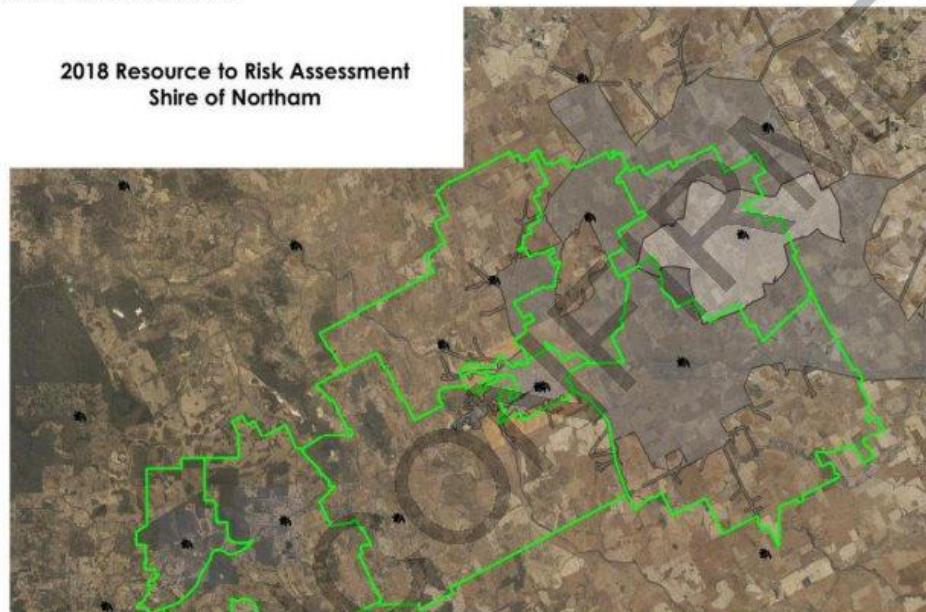


Shire of Northam  
Resource to Risk (R2R) Assessment



d) Southern Brook 30min & 60 min turnout map

2018 Resource to Risk Assessment  
Shire of Northam



Southern Brook Volunteer Bush Fire Brigade  
30min & 60min Turnout Response Maps

Legend

- DFES Stations - (C) DFES 2018
- Southern Brook 60 Minute Travel Time - (C) DFES 2018
- Southern Brook 30 Minute Travel Time - (C) DFES 2018



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Shire of Northam  
Resource to Risk (R2R) Assessment

e) Grass Valley 30min & 60 min Turnout map

2018 Resource to Risk Assessment  
Shire of Northam



Grass Valley Volunteer Bush Fire Brigade  
30min & 60min Turnout Response Maps

Legend

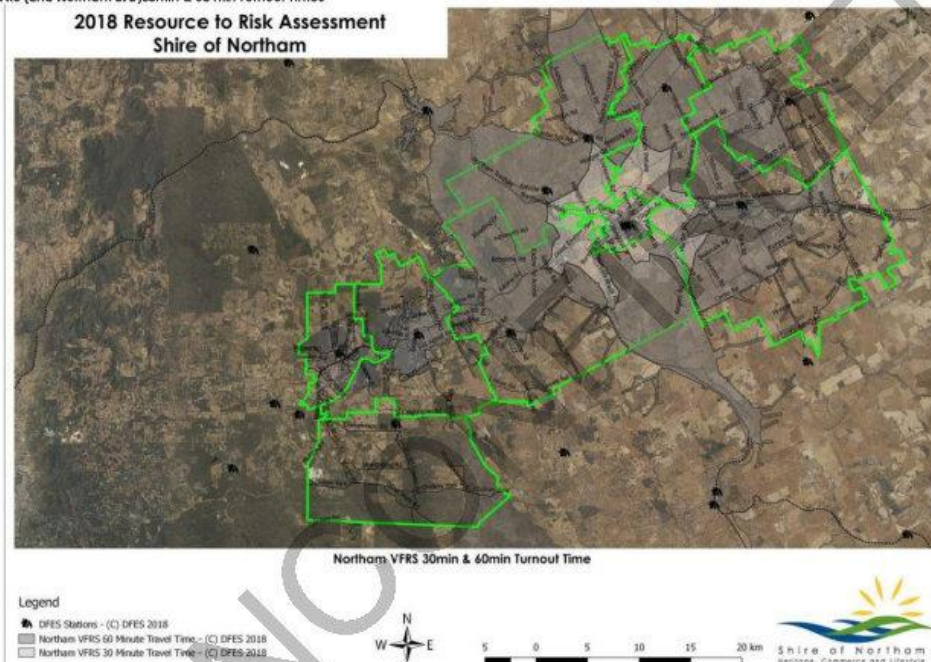
- DFES Stations - (C) DFES 2018
- Grass Valley 60 Minute Travel Time - (C) DFES 2018
- Grass Valley 30 Minute Travel Time - (C) DFES 2018



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Shire of Northam  
Resource to Risk (R2R) Assessment

f) Northam VFRS (and Northam BFB) 30min & 60 min Turnout Times



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Shire of Northam  
Resource to Risk (R2R) Assessment



g) Wundowie VFRS (and Wundowie BFB) 30min & 40min Turnout Times

2018 Resource to Risk Assessment  
Shire of Northam



Wundowie VFRS 30min & 40 min Turnout Time

Legend

- DFES Stations - (C) DFES 2018
- Wundowie VFRS 60 Minute Travel Time - (C) DFES 2018
- Wundowie VFRS 30 Minute Travel Time - (C) DFES 2018



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Shire of Northam  
Resource to Risk (R2R) Assessment

Appendix 3 Response capability with Additional Treatment and Resources

Revised Brigade Areas	Bakers BFB	Wundowie VFRS	Wundowie BFB	Inkpen BFB	Northam VFRS	Northam Central BFB	Grass Valley BFB	Southern Brook BFB	Robtown BFB	Clackline BFB	Additional Units	Total Units within 30 minutes	Total Units within 60 minutes
Revised Brigade Unit	2	2	1	2	2	1	2	1	1	2			
<b>BAKERS HILL AREA (INCLUDING NEW WUNDOWIE BFB AREA)</b>													
<b>Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)</b>													
Wundowie Townsite and Hyde Drive, Acacia Retreat, Olive Road rural residential subdivisions	2	2	1								* 2 units from Woorloo BFB	7	
Mauravillo Estate		2	1									3	
Bodeguero Way subdivision		2	1								2 units from Woorloo BFB	5	
Unley Valley Abattoir		2	1								2 units from Woorloo BFB / 3 units from Chidlow BFB	6	
Day Road Subdivision		2	1								2 units from Woorloo BFB	5	
El Caballo Lifestyle Village		2	1								2 units from Woorloo BFB / 3 units from Chidlow BFB	6	
Sims Road Subdivisions Area		2	1									3	
Carlin Rd Subdivision	2											2	
Koojeda Road subdivision	2	2	1									5	
Bakers Hill Townsite	2	2	1									5	
Orchid Valley Subdivision (Redcourt, O'Donnell)	2											2	
Glenmore and Cyston Road subdivisions	2	2	1	2								7	
Inkpen Road Waste Disposal Facility	2	2	1	2								7	
Rural Broad Acre (within 1 hour)	2	2	1	2	2					2		11	11
<b>INKPEN BFB</b>													
<b>Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)</b>													
Wundabining Road				2								2	
BGC Quarry/Composting Facility												0	6
Rural Broad Acre (within 1 hour)	2	2		2									6



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Shire of Northam  
Resource to Risk (R2R) Assessment

Revised Brigade Areas	Bakers BFB	Wundowie VFRS	Wundowie BFB	Inkpen BFB	Northam VFRS	Northam Central BFB	Grass Valley BFB	Southern Brook BFB	Irishtown BFB	Clackline BFB	Additional Units	Total Units within 30 minutes	Total Units within 40 minutes
<b>CLACKLINE</b>													
Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)													
Clackline Townsite	2									2		4	
Spencers Brook Townsite											Muresk Private LT	0	1
Muresk Institute													3
Detention Centre					2	1							3
Springhill Recovery Centre					2	1							3
Lerder Road Area										2		0	
Green Rise/ Berrua Road Area	2									2		4	
Railway Road Area	2									2		4	
Paynter Road Area												0	
Smith Road Area												0	
Rural Broad Acre (within 1 hour)	2			2	2	1	2		1	2			12
Rogers Road Area					2	1	2	1	1	0			6
Spencer Brook Road Area					2	1	2		1	3			9
<b>IRISHTOWN</b>													
Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)													
Tranches Siding									1			1	
Rural Broad Acre (within 1 hour)						1	2		1	2			7
<b>JENNAPULLIN</b>													
Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)													
Abattoir Goomaling Road					2	1						3	
Rural Broad Acre (within 1 hour)						1	2	1	1				3
<b>SOUTHERN BROOK</b>													
Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)													
Nil													
Rural Broad Acre (within 1 hour)					2	1	2	1	1				7
<b>GRASS VALLEY</b>													
Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)													

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Shire of Northam  
Resource to Risk (R2R) Assessment

Revised Brigade Areas	Bakers BFB	Wundowie VFRS	Wundowie BFB	Inkpen BFB	Northam VFRS	Northam Central BFB	Grass Valley BFB	Southern Brook BFB	Kistown BFB	Clackline BFB	Additional Units	Total Units within 30 minutes	Total Units within 40 minutes
<b>Infrastructure (within 30 minutes)</b>							2					2	
Townsite					2	1	2					5	
Seabrook								1				1	
Avon Industrial Park													
York-Northam Lifestyle lots					2	1	2	1 (northern part only)				3 (northern part only)	
<b>Rural Broad Acre (within 1 hour)</b>													
General					2	1	2	1					7
Hooper/Parker/Duck Pool/Quamkaine					2	1	2	1					6
<b>NORTHAM TOWNSITE</b>													
<b>Settlement/Townsite/Rural Residential Area/Critical Infrastructure (within 30 minutes)</b>													
Avon Rail Yards and CBH Facility					3	1			1			5	
Old Quarry Waste Disposal Site					3	1			1			5	
West Industrial Area (Boodyay Road)					3	1			1			5	
East Industrial Area (Irilgan Avenue)					3	1	2 (eastern portion only)					6 (eastern only)	
Note 1: Assumes that Wundowie VFRS will turn out both appliances to incidents. VFRS will only attend for asset protection as required with approval of ComCen Supervisor Note 2: Assumes that Northam VFRS will turn out 2 appliances to incidents not within the gazetted VFRS area and 3 to those within the gazetted VFRS. VFRS will only attend for asset protection as required with approval of ComCen Supervisor													

UNCOMPLETED

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**5.4 NOMINATIONS FOR BUSH FIRE CONTROL OFFICERS (BFCO) 2019/20**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For the committee to recommend to Council the appointment of Fire Control Officers (BFCO) for the 2019/20 bush fire season.

**ATTACHMENTS**

Attachment 1: BFCO Voting Summary sheet.

**BACKGROUND / DETAILS**

Council resolved at its meeting held on 15 July 2015 the following (in part)–

5. *Endorse that the minimum standard to be appointed a BFCO include the recommendation to complete the following DFES training modules prior to 1st November 2015 and become a requirement in order to qualify to the position of Bushfire Control Officer for the 2016 and future fire seasons.*

- Introduction to Fire Fighting
- Bush Fire Fire fighting
- Structural Firefighting
- Crew Leader/Advanced Firefighter and/or Sector Commander
- FCO course or a refresher within the last 5 years

In addition during the preparation of the Bush Fire Manual brigades developed a process to determine how members would be classed as active.

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For a brigade member to be considered as active, they must have attended 4 brigade activities such as incidents, training, DFES training, Community Engagement Functions, Fundraising activities etc.

Brigades established this criteria to ensure that only members who were actively engaged with the brigades normal function would have a say in how the brigade was run.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

#### Financial / Resource Implications

Advertising costs.

#### Legislative Compliance

Section 38 (1) Bush Fire Act 1954 which states as follows:

38. *Local government may appoint Bush fire control officer*

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its Bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

#### Policy Implications

Nil.

#### Stakeholder Engagement / Consultation

Chief Bush Fire Control Officer

Deputy Chief Bush Fire Control Officer

Captains of all Brigade

Volunteer Bush Fire Fighters whom nominated in accordance with the process outlined in the Shire of Northam Bush Fire Manual.

#### Risk Implications

- Reputational -High
  - Ensuring that any person/s appointed as Bush Fire Control Officers have the capacity to manage emergency incidents within the Shire of Northam
- Financial -Low

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- Officers believe the financial implications are low due to advertising costs being accounted for in annual budget process
- Compliance - Low
  - Officers believe that by following processes as defined in the Shire of Northam Bush Fires Manual in accordance with powers under the Bush Fires Act 1954, any compliance issues will be resolved.
- Legal - High
  - Officers believe that Council is obliged to ensure that any person/s appointed under 38(1) of the Bush Fires Act 1954 are suitably qualified to hold the position. In the interest of community safety Council has a duty of care to ensure that any person/s appointed as Bush Fire Control Officers have the right knowledge, experience & skillset and are capable of demonstrating a working understanding of the special powers of a Bush Fire Control Officer under Section 39 of the Bush Fires Act 1954 and their obligations to Council

**OFFICER'S COMMENT**

Candidates that have nominated and subsequently applied for the position of Bush Fire Control Officer that meet the criteria as outlined in the Bush Fires Manual and determined as eligible to be appointed are listed below.

Captains from each brigade were invited to assess the suitability of all candidates, based on the following criteria in accordance with section 5 of the Bush Fire Manual.

- Meets minimum training requirements
- Is actively involved in brigade response to activities.
- Is able to suitably demonstrate a working knowledge of the Bush Fires Act 1954, and their obligations to council as endorsed officers.

Where a nominee has not achieved the minimum training requirements as prescribed by Council, voting captains identified the candidates they believe should be appointed only after further training has been achieved.

Until required training is completed the member is ineligible to be designated as a fully operational BFCO.

Officers will prepare a development plan and work with all prospective candidates to ensure training requirements are able to be achieved as soon as practical. Once the extra training is achieved and the personnel then meet the requirements of Council formal appointment can be granted by way of Certificate of Appointment, and further advertising as per standard advertising protocols.

The nominations for the Wundowie BFB are subject to the brigades inaugural AGM scheduled for July 20<sup>th</sup> 2019. Nominations will be raised at pre-season BFAC for formal appointment.

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Bakers Hill BFB had 4 members nominate for BFCO, in accordance with section 5.6B a maximum of 3 active BFCO's can be appointed. The candidates in this report are the ones with the highest number of votes from the panel.

Officers believe that all attempts should be made to further develop our volunteers at every available opportunity, so with this in mind a development plan has been established for all members that require further training to identify what is required to progress to a designated BFCO for the Shire of Northam. A personnel development table has been provided for below.

A Development plan for each of the candidates that have support from the assessment panel for further development has been attached to this report. All boxes highlighted in red are ones competencies that need to be achieved.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.216**

**Moved: Kris Brown**

**Seconded: Robert Herzer**

That Council appoints the following Fire Control Officers for the 2019/20 Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual:

**Inkpen**

- Nic Dewar.
- Sim Kuiper- (Weather Officer Only)

**Wundowie BFB**

- TBA – Brigade AGM 20/07/2019

**Bakers Hill**

- Simon Peters.
- Kristofer Brown.
- Suzanne Brown.
- Gordon Ashman – (Weather Officer Only)

**Clackline / Muresk**

- Mathew MacQueen.
- Matthew Letch

**Irishtown**

- Robert Herzer.
- Murray McGregor - (Further training required before formal designation of BFCO)

**Jennapullin**

- Aaron Smith – (Weather Officer Only)

**Grass Valley**

- Christopher Marris
- Paul Reynolds - (Further training required before formal designation of BFCO)
- Philip Lloyd – Weather Officer + (Further training required before formal designation of BFCO)

**Southern Brook**

- Paul Antonio – (Further training required before formal designation of BFCO)

**Wundowie VFRS**

- Jeffery Roberts (Further training required before active status)

**Northam VFRS**

- Greg Montgomery

**Shire of Northam**

- Brendon Rutter.
- Kellee Walters (Administrative Only)
- Chris Turkich (Administrative Only)

CARRIED 10/1

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**Attachment 1**

Red indicates training that has not been completed or has expired. Green indicates training that has been completed.

	INTRODUCTION TO FIREFIGHTING	BUSHFIRE FIGHTING	STRUCTURAL FIRE FIGHTING	SECTOR COMMANDER	CREW LEADER	ADVANCED BUSH	FIRE CONTROL OFFICER
Jeffrey Roberts	Green	Green	Green	Red	Red	Red	Red
Murray McGregor	Green	Green	Green	Red	Red	Red	Green
Paul Reynolds	Green	Green	Green	Green	Red	Red	Red
Philip Lloyd	Green	Green	Red	Green	Green	Green	Green
Paul Antonio	Green	Green	Red	Red	Red	Red	Green

**Jeffrey Roberts – Wundowie VFRS** (Currently has national equivalent to Advanced Bush/Crew Leader)  
Fire Control Officer

**Murray McGregor – Irishtown BFB**  
Sector Commander OR Advanced Bush/Crew Leader

**Paul Reynolds – Grass Valley BFB**  
Crew Leader  
Fire Control Officer Refresher

**Philip Lloyd – Grass Valley BFB**  
Structural Fire Fighting

**Paul Antonio – Southern Brook BFB**  
Structural Firefighting  
Sector Commander OR Advanced Bush/Crew Leader



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Mr Mathew Macqueen declared a "Financial" interest in item 5.5 - Honorarium's for Chief & Deputy Chief Bush Fire Control Officer as he is the CBFCO.

Mr Simon Peters declared a "Financial" interest in item 5.5 - Honorarium's for Chief & Deputy Chief Bush Fire Control Officer as he is the DCBFCO.

Mathew Macqueen and Simon Peters left the meeting at 5:59pm.

**5.5 HONORARIUM'S FOR CHIEF & DEPUTY CHIEF BUSH FIRE CONTROL OFFICER**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Name: Brendon Rutter Position: Community Emergency Services Manager
<b>Responsible Officer:</b>	Name Position
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple or Absolute Majority
<b>Press release to be issued:</b>	No

**BRIEF**

At the April 2019 BFAC a decision to refer the honorarium to brigades for further discussion, with BFAC representatives to table the outcome of the discussion at the next BFAC meeting.

Officers to date have not received any formal advice from brigades so in the interest of progressing the honorariums further, in the absence of advice from brigades, officers have developed the proposal below for consideration of BFAC and Council.

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

**MOTION / COMMITTEE DECISION**

**Minute No: BFAC.211**

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

**That Council:**

- 1. Refer the matter relating to the CBFCO & DCBFCO annual allowance and a second DCBFCO to the brigades for further discussion; and**
- 2. Request the outcomes from the brigade's discussion to be presented to the next BFAC meeting.**

The current resolution of Council is that the volunteer CBFCO is paid an annual honorarium of \$2,500 per annum and the DCBFCO is paid \$1500 per annum. This was resolved by Council in December 2011 following the recommendation from BFAC in November 2018.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Financial / Resource Implications**

This has financial implications to council and would need to be allocated as a line item in the annual budget process.

**Legislative Compliance**

There is no legislative compliance.

**Policy Implications**

Officers are unaware of any policy implications.

**Stakeholder Engagement / Consultation**

Officers have discussed at length with the Chief & Deputy Bush fire Control Officers. Officers have liaised with other Local Government CFSM's during the research of this proposal about the effectiveness of the Honorarium payments.

**Risk Implications**

- Reputational - High
  - Maintaining a good working relationship with the volunteer CBFCO & DCBFCO by way of providing an honorarium to acknowledge the demanding workload placed on the volunteer positions.
- Financial - High
  - The amount provided to the volunteer CBFCO & DCBFCO would need to be included as a separate line item in the annual budget.
- Compliance - Low

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- o Officers don't believe there is any compliance issues relating to this item.
- Legal – Low
  - o Officers don't believe there is any additional legal implications that council would be exposed to as a result of this item

**OFFICER'S COMMENT**

Officers have reviewed the publicly available budgets of several local governments to investigate how many local governments pay honorariums to their CBFCO & DCBFCO and to use this information in forming a recommendation to council of a dollar amount for consideration.

The annual allowances/honorariums at the following local government areas have been identified.

Shire of Serpentine/Jarrahdale- \$10,000 for CBFCO only  
Shire of Busselton- \$1,500 for CBFCO & \$1,000 for DCBFCO  
Shire of Broome, - \$1,500 for CBFCO Only  
Shire of York, - \$1,200 for CBFCO only  
Shire of Ravensthorpe- \$4,333 for CBFCO only  
Shire of Manjimup- \$5,000 for CBFCO, \$3,000 for DCBFCO  
Augusta/Margaret River – Decided annually for CBFCO & DCBFCO  
Shire of Collie, \$1,000 for CBFCO only

The Shire of Northam currently provides both the CBFCO and DCBFCO positions with a mobile phone, and a Fire Support Vehicle/ Chief Vehicle.  
Some Shires also supply Fire Support Vehicles for their volunteer CBFCO & DCBFCO use at incidents during the fire season only.

The Shire of Northam has fortunately had 3 quiet bushfire seasons however officers acknowledge the high workload of these 2 volunteer roles throughout the year that require a lot of sacrifice from the officers to attend to their expected duties relevant to their positions. As such the officers incur significant out of pocket expenses due to attending multiple meetings at both brigade and district level each year including but not limited to BFAC, LEMC & DOAC meetings, additional to workshops, exercises, brigade trainings etc.

As an example for the past fire season an indicative log of hours from the CBFCO was kept, which indicates that in excess of 500 hours of voluntary time was involved in the role. A further breakdown of estimated times in the role indicated the following percentages –

- Direct Fire Attendance-24%
- Indirect Fire Attendance-8%
- Shire/Brigade Meeting within Shire –10%

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- Other Meetings outside Shire-4%
- Phone calls/Emails-45%
- SoN Reserves/MAF funding/R2R-9%

It is recognised that this season also involved some additional meetings associated with the R2R, MAF Funding and assessment of Shire Reserves for fire mitigation works. It is also recognised however that the fire season was relatively quiet.

Given the responsibility of the role and the important function it provides to the Shire of Northam an equitable honorarium, is suggested.

**RECOMMENDATION / MOTION**

**Moved: Nic Dewar**  
**Seconded: Kris Brown**

**That Council:**

1. **Allocate honorarium payments to the positions of the Volunteer Chief Bush Fire Control Officer (CBFCO) & Deputy Chief Bush Fire Control Officer (DCBFCO) of \$15,000 and \$5,000 respectively.**
2. **Incorporate the honorarium within the draft budget for a fixed total of \$20,000.**
3. **Authorise the Chief Executive Officer to pay the honorarium in equal monthly instalments to the relevant officer. The CBFCO is to receive \$1,250 per month, the DCBFCO is to receive \$416.66 per month.**
4. **Review the honorarium payments annually to ensure the amount is reflective of the workload on these critical positions.**

Debate was held around the motion.

Clarification was sought in relation to:

- What the current amount is for the CBFCO and DCBFCO. The Community Emergency Services Manager advised that the current amount is \$2,500 for the CBFCO and \$1,500 for the DCBFCO.
- Whether there has been any progress towards a second DCBFCO. The Community Emergency Services Manager advised that staff are waiting for advice from the brigades on this matter. Staff have not looked at potential candidates.

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**AMENDMENT TO MOTION**

Minute No: BFAC.217

Moved: Sam Moss  
Seconded: Aaron Smith

The following amendments be made:

- Item 1: The words '\$15,000' be amended to '\$4,000', '\$5,000' to '\$1,500' and '(DCBFCO)' to '(DCBFCO's)';
- Item 2: The word '\$20,000' be amended to '\$7,000';
- Item 3: The words '\$1,250' be amended to '\$333.33' and '\$418.66' be amended to '\$125.00'.

**CARRIED 6/3**

**SUBSTANTIVE MOTION / COMMITTEE DECISION**

Minute No: BFAC.218

Moved: Nic Dewar  
Seconded: Kris Brown

That Council:

1. Allocate honorarium payments to the positions of the Volunteer Chief Bush Fire Control Officer (CBFCO) & Deputy Chief Bush Fire Control Officer (DCBFCO's) of \$4,000 and \$1,500 respectively.
2. Incorporate the honorarium within the draft budget for a fixed total of \$7,000.
3. Authorise the Chief Executive Officer to pay the honorarium in equal monthly instalments to the relevant officer. The CBFCO is to receive \$333.33 per month, the DCBFCO is to receive \$125.00 per month.
4. Review the honorarium payments annually to ensure the amount is reflective of the workload on these critical positions.

**CARRIED 6/3**

Mathew Macqueen and Simon Peters returned to the meeting at 6:08pm.

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**5.6 APPOINTMENT OF 2019/20 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO)  
AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

**BRIEF**

Upon appointment of the Fire Control Officer's for the 2019/20 fiscal year, Council is required to appoint a Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

Mr Mathew Macqueen is the current CBFCO and Mr Simon Peters is the DCBFCO.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Financial / Resource Implications**

Advertising costs.

**Legislative Compliance**

Section 38 (1) Bush Fire Act 1954 which states as follows

38. *Local government may appoint Bush fire control officer*

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and second in seniority

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of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

Officers have received nominations for Bush Fire Control Officers from brigades by way of endorsement at each brigades AGM.

**Risk Implications**

Council is requested to appoint a CBFCO and DCBFCO who meet the minimum training requirements as per section 5 of the Shire of Northam Bush Fire manual.

**OFFICER'S COMMENT**

Upon receipt of the nominations for Bush Fire Control Officer, officers check all candidates for compliance with minimum training requirements as defined in section 5.3 of the Bush Fire Manual.

At the time of conducting the assessment officers automatically check all candidates against the criteria for appointment of CBFCO & DCBFCO as defined by section 5.1 & 5.2 respectively of the Shire of Northam Bush Fires Manual.

Two candidates were identified as eligible to be appointed into either of these positions, Officers have spoken to both candidates who have both indicated they are happy to continue in their current role without change until such a time as other BFCO's complete higher training to become eligible to apply for the role.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** BFAC.219

**Moved:** Sam Moss

**Seconded:** Aaron Smith

**That Council formally appoint the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officer.**

- 1. Chief Bush Fire Control Officer – Mathew Macqueen**
- 2. Deputy Chief Bush Fire Control Officer – Simon Peters**

**CARRIED 11/0**

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**5.7 BUSH FIRE ADVISORY COMMITTEE MEETINGS**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For the Committee to have an opportunity to set meeting dates and times.

**ATTACHMENTS**

Nil.

**BACKGROUND / DETAILS**

N/A.

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Theme Area 3: Safety and Security

Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Financial / Resource Implications**

Nil.

**Legislative Compliance**

Nil.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**



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Nil.

**Risk Implications**

Nil.

**OFFICER'S COMMENT**

In an effort to improve processes around BFAC meetings, and to ensure that brigades are able to plan their meetings to suit anything specific for BFAC, officers have established a draft annual schedule for each meeting which proposes that the BFAC meetings be held on the second Tuesday of March, June, September and November each year, with the agenda to be received by the committee at least 14 days prior to enable brigade discussion.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** BFAC.220

**Moved:** Sam Moss

**Seconded:** Nic Dewar

That Council schedule Bush Fire Advisory Committee meetings on the second Tuesday of March, June, September and November each year.

**CARRIED 11/0**

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

Simon Peters left the meeting at 6:26pm and returned at 6:28pm.

**6.1 DRESS UNIFORMS FOR BRIGADE MEMBERS**

**RECOMMENDATION / MOTION**

Moved: Kris Brown  
Seconded: Mathew Macqueen

That Council supply Shire of Northam brigade members with dress uniforms for non-firefighting events such as PR, meetings and training.

LOST 6/5

Debate was held around the motion.

**BACKGROUND**

Email correspondence:

**From:** kris brown <brownkris8@gmail.com>  
**Sent:** Tuesday, 18 June 2019 5:41 PM  
**To:** Brendon Rutter  
**Cc:** Bakers Hill VBFB; Captain Bakers Hill VBFB  
**Subject:** Bfac item

Hi Brendan

Item for the bfac agenda from Bakers Hill VBFB

Bakers Hill VBFB would like bfac to request the Shire supply Brigade members dress uniforms so that when we have none Fire fighting events such as PR, Meetings, training we can wear a uniform to all match without wearing PPE that could look dirty.

Regards

Bfac Proxy

Kris.Brown  
0400 945 214  
2nd Lieutenant/FCO  
Bakers Hill VBFB

**OFFICER COMMENT**

Currently the dress shirts are not eligible items under the LGGS scheme. Depending on the take up of the uniform there could be significant cost to Council and or the brigades given that the ESL does not currently fund them.

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Currently the Bush Fire Service is the only volunteer emergency service that doesn't have a dress uniform

As of 1<sup>st</sup> July 2019 the approx. costings are as follows,

- a) Dress shirts short sleeve \$60.65 GST & Long sleeve \$76.13 + GST
- b) Epauettes \$22.09 + GST per pair
- c) BFB Tie \$26.26 + GST

It is suggested that the above information is taken back to brigade meetings, to discuss possible funding options that can be brought back to BFAC for further discussion.

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6.2 ASSESSMENT QUESTIONNAIRE FOR FIRE CONTROL OFFICERS (FCO'S)

**RECOMMENDATION / MOTION**

Moved: Sam Moss

That Council remove the recently instated assessment questionnaire for FCO's.

**LAPSED OF WANT OF SECONDER**

**BACKGROUND**

Email correspondence:

**From:** Sam Moss <Samm@boekemans.com.au>  
**Sent:** Friday, 28 June 2019 4:27 PM  
**To:** Brendon Rutter  
**Subject:** BFAC items

Hi Brendan,

Can Grass Valley please submit the following for July BFAC:

- Grass Valley brigade wishes to place a motion to remove the recently instated assessment questionnaire. We believe from discussions with several FCO's that this is an unnecessary step, and one that will dissuade prolonging FCO service, as all current FCO's have completed the required DFES training levels as previously established in the workshops and this training is their proof of competency. If there is an issue of an FCO not taking control at a fire, this needs to be addressed at a brigade or 1 on 1 level between the FCO, their Captain and the CESM.

Thank you,

Sam.  
Grass Valley BFAC delegate.

*Regards*

**Sam Moss**  
Sales Representative  
**Boekeman Machinery**  
Phone: (08) 9622 6344  
Fax: (08) 9622 6355  
Mobile: 0409 220 482  
Address: 29 York Rd, Northam WA 6401  
Email: [samm@boekemans.com.au](mailto:samm@boekemans.com.au)  
Web: <http://www.boekemans.com.au>

**OFFICER COMMENT**

Under Section 5C of the Bush Fire Manual, one of the dot points states that a member who is appointed as a BFCO for the Shire of Northam must have knowledge of the Bush Fires Act 1954, in order to try and ascertain if a potential

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BFCO has a demonstrated understanding of the role a questionnaire was developed and included within the application package. The 10 questions that formed part of the BFCO application was designed in consultation with the CBFCA to assess the level of knowledge the BFCO of the Act and the responsibilities of that position.

Candidates were provided 2 weeks to answer the questionnaire, and it was conducted via email, this allowed adequate time for the candidate to research their answer if required prior to submission.

Only 5 out of the 15 candidates failed to hand in the questionnaire by the due date. Two of them confirmed that that had connectivity issues and hadn't received it, the other 3 declined to provide the information as they felt they didn't need to.

The assessment panel was only able to conduct an assessment based on the training records of the candidates. An assessment of their knowledge was unable to be conducted as the information was not supplied.

One of the critical questions was to ensure that all acting BFCO's understood their powers afforded to them by Council under the Bush Fires Act, everyone that completed the questionnaire was able to demonstrate this knowledge.

It is critical that all active BFCO's understand what powers they have, and under what circumstances they can exercise these powers. This is to ensure that our volunteer Bush Fire Control Officers conduct themselves in such a way that they are afforded the protections of the act.

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**7. URGENT BUSINESS APPROVED BY DECISION**

Mr Robert Herzer raised how members can add items to the agenda. Items were submitted however have not been included. The Executive Manager Development Services advised that these need to be formatted in the form of a 'Notice of Motion'. It was advised that some guidelines will be prepared to assist brigades to raise matters for future BFAC meetings.

The Gallery raised whether there is general business. The Executive Manager Development Services advised that this has not been a part of the agenda for some time. BFAC meetings must follow the same process and format as Council meetings which do not have general business. It was advised that matters should be presented to BFAC through the brigade representative.

**8. DATE OF NEXT MEETING**

10 September 2019.

**9. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr Terry Little declared the meeting closed at 6:37pm.

<p>"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Tuesday, 9 July 2019 have been confirmed as a true and correct record."</p> <p>_____ Presiding Member</p> <p>_____ Date</p>
--

## 12. OFFICER REPORTS

### 12.1 CEO'S Office

#### 12.1.1 Corporate Business Plan 2019/20

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.3.1.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to give consideration to endorsing the 2019/20 Corporate Business Plan.

#### ATTACHMENTS

Attachment 1: Revised Corporate Business Plan 2019/20.

#### BACKGROUND / DETAILS

The Corporate Business Plan is an internal business planning tool that translates Council priorities identified in its Strategic Community Plan into operations within the resources available.

The plan details the services, operations and projects a local government will deliver within a defined period. It also includes the processes for delivering these and the costs associated.

The Council undertook a significant review of its Corporate Business Plan in 2017 as a result of the review of Council's Strategic Community Plan, this resulted in significant alteration to the format and intent of the plan. The 2019/20 (current) review is therefore focused on minor adjustments.

## CONSIDERATIONS

### **Strategic Community / Corporate Business Plan**

The Corporate Business Plan has been prepared and fully integrates with the Shire of Northam Strategic Community Plan.

### **Financial / Resource Implications**

The Strategic Community Plan and Corporate Business Plan have been used as drivers of the annual budgeting process, as a consequence Management have reviewed their upcoming annual deliverables to ensure they are satisfied the organisation has sufficient resource to deliver on established expectations.

### **Legislative Compliance**

A corporate business plan for a district is to —

- a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- d) A local government is to review the current corporate business plan for its district every year.
- e) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- f) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

- g) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Regulations also require that 'significant' modifications made to the corporate business plan be detailed in the annual report of Council.

### **Policy Implications**

Nil.

### **Stakeholder Engagement / Consultation**

Consultation has been undertaken with relevant staff.



### **Risk Implications**

If Council does not regularly review and update its Corporate Business Plan the operations of Council may not be consistent with the endorsed Strategic Community Plan and community aspirations within. In addition, Council may be in breach of the *Local Government Act 1995* which sets out the requirements for establishing and reviewing the Corporate Business Plan of the local government.

### **OFFICER'S COMMENT**

The changes have been tracked in the provided Attachment 1. In essence the recommended adjustments fall into the following categories;

- Adjustment to areas of responsibility/accountability resulting from staff structure adjustments and realignment
- Addition of 2020/21 year and associated actions
- Adjustment to project management framework
- Addition of actions which are to be undertaken in accordance with endorsed plan / strategies of Council

### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3714**

**Moved: Cr Mencshelyi**

**Seconded: Cr Tinetti**

**That Council:**

- 1. Endorse the 2019/20 Corporate Business Plan as presented, with the following adjustments;**
  - a. Any final publishing adjustments approved by the Chief Executive Officer.**
- 2. Requires the Chief Executive Officer to detail the alterations to the Corporate Business Plan in the Annual Financial Report 2018/19 in accordance with 19CA of the Local Government (Administration) Regulations.**

**CARRIED 10/0  
BY ABSOLUTE MAJORITY**

**Attachment 1**

**SHIRE OF NORTHAM  
CORPORATE BUSINESS PLAN**

**2019/20**

**Safe**

**Open**

**Accountable**

**Respectful**

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## 1. Introduction

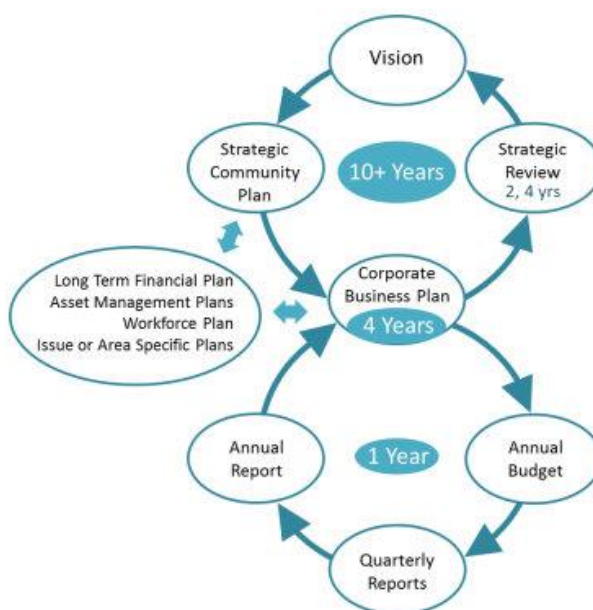
The *Corporate Business Plan* is the Shire of Northam's 5-year service and project delivery program. It is aligned to the strategic direction and priorities set within the *Strategic Community Plan 2022*

All operational planning and reporting is driven by the current *Corporate Business Plan*, which is reviewed annually as a precursor to the Annual Budgeting process of the Shire to ensure priorities are achievable and effectively timed.

Whilst the Shire recognises the importance of long term planning it is also cognisant of the importance flexibility and adaptability in acknowledgment of the fast paced environment in which we live and operate. As such it is critical that the *Corporate Business Plan* is read in this context and acknowledged by the reader that the Council needs to retain the ability to adjust to external and internal influences as they arise. The annual review process enables the Shire to frequently assess its progress and realign actions and tasks against the most currently available information.

## 2. Planning Context

This document is part of a series of strategic and forward planning documents used by the Shire. The overall process is shown below.



### 3. Informing Documents & Plans

Document/Plan	Date Adopted	Review Date	Document Control
Avon Sub Regional Economic Strategy	February 2013	N/A	ORG-STRAT-01
Shire of Northam Biodiversity Strategy	19 August 2015	2020/21	ORG-STRAT-02
Local Emergency Management Arrangements	16 November 2016	2020	DS-PL-01
Northam Land Rationalisation Strategy	20 March 2013	2018/19	DS-STRAT-01
Northam Railway Station Improvement Plan	December 2014	2019	ES-PL-03
Drainage Master Plan	June 2014	2018/19	ES-PL-04
Northam Regional Centres Growth Plan; a. Social Infrastructure Audit b. Physical Infrastructure Audit c. Northam office Accommodation Strategy d. Opportunities and Gaps Assessment e. Commercial Investment & employment Strategy f. Economic & Commercial Profile	19 September 2012	2022	ORG-PL-01
DRAFT Bakers Hill Hydrological Assessment June 2018 (Koojeddah Hills)	June 2018	TBC	
Local Planning Scheme 6	21 March 2012	2018/19 – 2019/20	DS-PL-02
Local Planning Strategy	21 March 2012	2018/19 – 2019/20	DS-STRAT-02
Northam Town Centre Parking Strategy	21 December 2011	2017/18	ES-STRAT-01
Laneway Strategy	20 March 2013	2018/19	DS-STRAT-03
Minson Avenue Design Guidelines	17 August 2011	2017/18	ES-GL-01
Avon Regional Organisation of Councils Strategic Waste Management Plan 2015-2020	19 August 2015	2019/20	DS-PL-06
Inkpen Waste Facility Management Plan	25 January 2017	2021/22	DS-PL-03
Old Quarry Road Waste Management Plan	17 May 2017	2021/22	DS-PL-04
Bakers Hill Community Plan 2017	2017	2021	COMMS-PL-03
Grass Valley Community Plan	December 2002	2018	COMMS-PL-07
Wundowie Community Plan 2016	15 February 2017	2021	COMMS-PL-02
Safety & Risk Management Plan	November 2016	2019	CEO-PL-01
Strategic Community Plan –2017 - 2027	16 August 2017	2021/22	ORG-PL-02
Corporate Business Plan 2018/19	June 2019	2018/19	ORG-PL-03
Long Term Financial Plan	23 January 2019	2022	CS-PL-02

Integrated Workforce Plan 2013-2017	17 July 2013	2017	CEO-PL-02
Transport Asset Management Plan	25 January 2017	2020/21	ES-PL-09
Shire of Northam's Local Bicycle Plan	16 May 2012	2016/17	ES-PL-06
Shire of Northam's Local Bicycle Plan Addendum	May 2013	2016/17	ES-PL-07
Northam Youth & Wellbeing Plan 2018-2020			COMMS-PL-09
Community Safety and Crime Prevention Plan 2016-2020	18 May 2016	2019/20	COMMS-PL-08
Tracks Master Plan	17 February 2010	2014/15	ES-PL-08
Recreation Facilities Development Plan	21 June 2017	2021/22	COMMS-PL-01
Municipal Heritage Inventory	19 September 2012	2018/19	DS-PL-06
Community Engagement Plan	12 October 2011	2016/17	COMMS-PL-04
Bernard Park Masterplan	19 March 2014	2018/19	ES-PL-02
Disability Access & Inclusion Plan 2014-2018	19 August 2015	2018/19	COMMS-PL-05
Shire of Northam Records Keeping Plan 2013	2013	2023/24	CS-PL-01
Shire of Northam Public Health & Wellbeing Plan 2016-2019	15 June 2016	2019/20	COMMS-PL-06
Northam Town Centre Development & Connectivity Strategy	17 January 2018	2022/23	COMMS-STRAT-02
AROC Sport & Recreation Facilities Audit	2017	2022	COMMS-STRAT-01
Northam Airport Master Plan 2015	June 2017		DS-PL-05
Bush Fire Manual	April 2019		DS-GL-01
Shire of Northam Bushfire Risk Management Plan 2018-2023	April 2019		

#### 4. Strategic Context

##### a. Our Vision for Northam

*Shire of Northam is a vibrant growing community that is safe, caring and inclusive. We are recognised as 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**
  - to recognise the community's expectations to provide leadership
- **RESPECT**
  - to respect differences in age, culture, values and opinion
- **TEAMWORK**
  - to achieve through the efforts of the team
- **EXCELLENCE**

- to aspire to one standard
- **OPENNESS**
  - to engender trust through openness

**b. Our Mission**

*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**  
*Focus on importance of safety in the organisation*
- **OPEN**  
*Engage in two way communication, with transparency and trust*
- **ACCOUNTABLE**  
*Know what you are responsible for, take ownership and deliver accordingly*
- **RESPECTFUL**  
*Demonstrate respect for other's skills, knowledge and differing value systems*

*Our 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.*



**c. Key Drivers**

- Agricultural sector
- Transport and logistics
- Government agency and service sectors
- Location, commutable to and from Perth
- Strong infrastructure connections to Perth and mining centres
- Status as a regional centre and Super Town

The Shire of Northam continues to be an attractor for development, with a number of major developments recently completed, such as the \$45m hospital refurbishment, \$25m new shopping centre and a \$10m refurbishment of the pre-existing shopping centre. Moving forward there are a number of projects commenced with completion due in 2019/20, including the DOME development, Commercial Hotel refurbishment, KFC development, Procon Developments Road House and Logistics Hub, while Council will have completed the development of its \$12m aquatic facility.

The private sector investment ranges from retail, to industrial, service sector, while the Government is investing in key amenity, medical and tourism related projects. More information is available at [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

**d. Challenges facing the Shire of Northam**

The Shire of Northam faces a variety of challenges as it develops over the next 10 years. The critical challenges affecting the Shire have been identified through community engagement and the Strategic Community planning process. The Corporate Business Plan has been developed in consideration of these, which include;

- Difficulties attracting and retaining specialised labour to the area
- Economic development and, in particular, the development of a more balanced economy with diversity and choice in employment
- Increasing the engagement of youth through a range of programs and services
- Social and economic issues connected with drive in drive out (DIDO) and population transience
- Perception of Northam Communities
- Ensuring a balanced housing stock attractive to current and potential residents
- Developing an active healthy community
- Crime and vandalism trends

The development of this plan is based on the Shire's current knowledge. However, there are some critical uncertainties that the Shire has no control over, which may affect its planning, resourcing and implementation of the key initiatives described in this plan. Such critical uncertainties include:

- Growth planning funding gap
- Global financial conditions that may affect the resources industry and the Australian economy



- Change of State or Federal government policy
- Climatic/weather changes

**e. Key Opportunities**

- Realising the benefits of proximity to the metropolitan area
- State Government recognition of Northam as having significant growth potential (Super Towns)
- Diversification of economy into the areas of transport and logistics, professional services, mining related manufacturing
- Developing a tourism market around the natural and manmade assets already existing in Northam, particularly around heritage tourism, recreational aviation and adventure tourism
- Further development of Northam as a health and educational service provider to the wider region
- Land development opportunities, particularly in the smaller communities such as Wundowie and Bakers Hill
- Existing commercial interest in the Shire of Northam.

**f. Our Roles & Responsibilities**

**i. The role of the Elected Council;**

Council

Council is responsible for setting our strategic direction, which the Shire's administration then implements. In fulfilling this role, Council oversees the Shire of Northam finance and resources, determines its policies, and ensures that the Shire is meeting its statutory and community responsibilities effectively and efficiently.

The Shire of Northam meets twice monthly, on the second Wednesday of the month for an Agenda review and third Wednesday of the month for Full Council, both meetings are open to the public. In addition to this the Council have a quarterly strategic meeting, providing the opportunity for the Elected Council and Executive to discuss high level strategic issues, opportunities and challenges which may be facing the community. All meetings of Shire of Northam and its committees are conducted in accordance with the Local Government Act. Meeting times and dates are published on the Northam website.

Shire President

The Local Government Act 1995 states that the role of the Shire President is to:

- preside at meetings in accordance with this Act;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the Mayor or president by this Act or any other written law; and

- liaise with the CEO on the local government's affairs and the performance of its functions.

#### Councillors

The Local Government Act 1995 states that the role of a Councillor is to:

- represent the interest of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local government's decision-making processes at Council and Committee Meetings; and
- perform such other functions as are given to a Councillor by the Local Government Act or any other written law.

#### **ii. The Council Executive**

The Local Government Act 1995 states that the role of the CEO is to:

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the president agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The following table provides further insight into the role of the various Departments within the Shire of Northam

### CHIEF EXECUTIVE'S OFFICE

Service Area	Responsibility	Description	Outputs
Governance	Chief Executive Officer	Provide leadership to the organisation, liaise with all appropriate stakeholders, and ensure compliance within the legislative framework	<ul style="list-style-type: none"> <li>▪ Advocacy and lobbying</li> <li>▪ Staff Management</li> <li>▪ Coordinate staff newsletter</li> <li>▪ Compliance</li> <li>▪ Executive Team Leadership</li> <li>▪ Media liaisons</li> </ul>
Councillor Activity / Liaison	Chief Executive Officer	Provide support services for the Shire President, Elected Members and Full Council	<ul style="list-style-type: none"> <li>▪ Councillor liaison</li> <li>▪ Councillor induction and training</li> <li>▪ Committee meetings</li> <li>▪ Council meetings</li> <li>▪ Council agendas and minutes</li> <li>▪ Shire travel arrangements</li> </ul>
Regional Development	Chief Executive Officer	Provide input into projects and initiatives on a regional basis	<ul style="list-style-type: none"> <li>▪ Avon Regional Organisation of Councils (AROC)</li> <li>▪ Wheatbelt Regional Blueprint (WDC)</li> </ul>
Economic Development	Chief Executive Officer	Facilitate and promote economic development in the Shire	<ul style="list-style-type: none"> <li>▪ Economic Development Plan</li> <li>▪ Advocacy for economic development</li> </ul>
Human Resources	Human Resources Coordinator	Manage human resources policies, procedures and services for the organisation	<ul style="list-style-type: none"> <li>▪ Human resources administration</li> <li>▪ Recruitment, selection, induction and retention</li> <li>▪ Employee and Industrial relations</li> <li>▪ Staff training and development</li> <li>▪ Staff performance and appraisal systems</li> <li>▪ Human resources policies and procedures</li> <li>▪ Workforce Planning</li> </ul>

Occupational Health and Safety	Human Resources Coordinator	Manage occupational health and safety policies, procedures and services for the organisation	<ul style="list-style-type: none"> <li>▪ Occupational Health and Safety Plan</li> <li>▪ Occupational Health and Safety policies and procedures</li> <li>▪ Occupational Health and Safety Committee</li> <li>▪ Oversee minutes of Safety meetings and action plans</li> <li>▪ Occupational Health and Safety awareness and education</li> <li>▪ Accident investigation and incident reporting</li> <li>▪ Oversee and manage return to work programs</li> <li>▪ Provision of safety equipment</li> </ul>
Risk Management	Chief Executive Officer	Provide risk management services for the Shire	<ul style="list-style-type: none"> <li>▪ OSH Audit reports of Shire locations</li> <li>▪ Develop overall risk management policy for Council to endorse</li> <li>▪ Train staff and elected members to establish context for assessing potential risks</li> <li>▪ Define the organisations risk appetite, tolerance and likelihood guidelines</li> <li>▪ Identify, analyse, evaluate, treat, monitor and communicate risks associated with any activity, function or process in a way that will maximise the potential to achieve goals and objectives and minimise potential for harm or loss management services for the Shire</li> <li>▪ Administer Promapp for risk management</li> </ul>
Communications	Executive Assistant - CEO	Manage the Shire's internal and external communication,	<ul style="list-style-type: none"> <li>▪ Assisting with Shire staff communication</li> <li>▪ Oversee Shire's corporate communication policy</li> <li>▪ Oversee Shire style guide</li> </ul>
Business Improvement	Chief Executive Officer	Manage the organisational performance, identifying improvement opportunities	<ul style="list-style-type: none"> <li>▪ Administer Promapp for process mapping and improvement</li> </ul>

### CORPORATE SERVICES

Service Area	Responsibility	Description	Outputs
Administration	Executive Manager Corporate Services	Provide and manage Corporate Services for the Shire	<ul style="list-style-type: none"> <li>• Compliance (Acts, Regulations, Local Laws)</li> <li>• Compliance Audit</li> <li>• Financial management of service area</li> <li>• Insurance management and review</li> <li>• Staff management and development</li> <li>• Purchasing and compliance</li> <li>• Complaints and dispute handling</li> <li>• Council elections</li> <li>• Management of leases associated with Shire controlled land &amp; facilities (including Airport)</li> <li>• Processing insurance claims</li> </ul>
Cemetery	Administration Officer	Administration of Cemetery	<ul style="list-style-type: none"> <li>• Compliance (Local Law, Act and Regulations)</li> <li>• Maintaining Burial Register</li> <li>• Liaison with Funeral Directors</li> </ul>
Customer Service	Co-Ordinator Governance/Administration	Provide internal and external customer service for the Shire	<ul style="list-style-type: none"> <li>• Front counter service</li> <li>• Telephone service</li> <li>• Department of Transport Licensing</li> <li>• Charter &amp; processes</li> <li>• Information Statement</li> <li>• Internal Audits</li> </ul>
Finance	Accountant	Provide financial services for the Shire	<ul style="list-style-type: none"> <li>• Payment of creditors</li> <li>• Invoicing and collection of charges</li> <li>• Managing and investing Shire funds</li> <li>• Payroll management</li> <li>• Rating and property management</li> <li>• Administering collection and remittance of Emergency Services Levy (ESL)</li> <li>• Management of the asset register</li> <li>• Financial management reports</li> <li>• Statutory reporting</li> <li>• Annual budget</li> <li>• Long Term Financial Plan</li> <li>• Financial audit</li> </ul>

Information Technology	Executive Manager Corporate Services	Provide information and communication systems for the Shire	<ul style="list-style-type: none"> <li>• Audit Committee</li> </ul>
			<ul style="list-style-type: none"> <li>• Maintenance and support</li> <li>• Security of critical applications and data</li> <li>• Telecommunications management</li> <li>• IT Contract management</li> <li>• Purchase of IT equipment</li> <li>• Licensing compliance</li> <li>• Website coordination</li> </ul>
Records Management	Senior Records Officer	Provide record management services for the Shire that meet compliance requirements.	<ul style="list-style-type: none"> <li>• Registration of incoming and outgoing correspondence</li> <li>• Distribution of incoming correspondence</li> <li>• Registration of building and planning applications</li> <li>• Filing, retrieving and archiving of files</li> <li>• Disposal of records according to legislation</li> <li>• Freedom of Information requests</li> </ul>



### COMMUNITY DEVELOPMENT

Service Area	Responsibility	Description	Outputs
Aquatic	Manager Recreation Services	Provide and manage Northam and Wundowie town pools	<ul style="list-style-type: none"> <li>▪ Aquatic operations</li> <li>▪ Aquatic centres administration</li> <li>▪ Swim school</li> <li>▪ Fitness programs</li> <li>▪ Kiosks</li> <li>▪ Contribute to the planning of maintenance programs for Aquatic Centres</li> </ul>
Arts & Culture	Community Development Officer 2	Provide appropriate services and facilities which recognise the importance of art & culture to the community	<ul style="list-style-type: none"> <li>▪ Art &amp; Culture Development</li> <li>▪ Managing Shire art collection</li> <li>▪ Coordinating Shire Arts Committee</li> </ul>
Community Events	Community Events Officer	Provide ongoing support to Council authorised events and activities in the Shire Provide a coordination role for all external events and support community groups in the application process	<ul style="list-style-type: none"> <li>▪ Events and Festivals</li> <li>▪ Coordinate the Event Approval process</li> </ul>
Community	Community Development Officer 2	Coordinate initiatives to ensure a safe community.	<ul style="list-style-type: none"> <li>▪ Community Safety and Crime Prevention Plan</li> <li>▪ Alcohol &amp; Other Drugs Management Plan implementation</li> </ul>
	Community Services Admin	Assist in the delivery of the Shire's external communications.	<ul style="list-style-type: none"> <li>▪ Monthly newsletter update</li> <li>▪ Oversee Social Media usage</li> <li>▪ Oversee website content ensure up to date and relevant</li> </ul>

Information & Digital Innovation (Library)	Manager Information & Digital Innovation	Provide library and information services in Northam & Wundowie	<ul style="list-style-type: none"> <li>▪ Information technology and organisational innovation</li> <li>▪ Library administration</li> <li>▪ Collection management</li> <li>▪ Lending services</li> <li>▪ Reference and information</li> <li>▪ Local history collection</li> <li>▪ Northam and Wundowie library management</li> <li>▪ Community education programs</li> <li>▪ Public computer access</li> </ul>
Tourism and Promotion	Manager Tourism and Events	To contribute to the marketing of Northam Shire as a tourism destination and provide services to assist Visitors to the area	<ul style="list-style-type: none"> <li>▪ Manage the Visitor Centre / servicing</li> <li>▪ Contribute to marketing and promotion of the region</li> <li>▪ Contribute to the marketing and promotion of the Shire</li> <li>▪ Christmas Decorations</li> </ul>
Recreation	Manager Recreation Services	Manage Recreation Services	<ul style="list-style-type: none"> <li>▪ Manage activation of recreation reserves (bookings, payments, events etc.)</li> <li>▪ Provision of community recreation activities</li> <li>▪ Liaise with stakeholder agencies</li> <li>▪ Recreation centres management</li> <li>▪ Liaise/coordinate with sporting groups/clubs</li> <li>▪ Reserves and facility bookings management</li> </ul>
Youth	Manager Recreation Services	Provide opportunities to recognise achievements and facilitate the engagement of youth within the community	<ul style="list-style-type: none"> <li>▪ Consultation with youth groups</li> <li>▪ National Youth Week</li> <li>▪ Youth sponsorship</li> <li>▪ Liaison with government agencies and non-government organisations</li> <li>▪ Youth Art Projects</li> <li>▪ Manage activation of Northam Youth Precinct</li> </ul>



Respite	Killara Manager	Provide respite opportunity to the Shire of Northam Community	<ul style="list-style-type: none"> <li>Manage Killara facility</li> <li>Work with other respite service providers</li> </ul>
Aged	Killara Manager	Provide opportunities to recognise achievements and facilitate the engagement of the aged within the community	<ul style="list-style-type: none"> <li>Recognising and responding to the needs of the aged community</li> <li>Providing services and facilities which are relevant and accessible to the aged</li> <li>Review and Implement the Northam Disability Access &amp; Inclusion Plan</li> </ul>
Grants Management	Community Development Officer (Joint)	To identify and facilitate the securing and management of grants both to and from the Shire of Northam	<ul style="list-style-type: none"> <li>Opportunity identification</li> <li>Application facilitation</li> <li>Acquittal facilitation</li> <li>Process oversight</li> </ul>
Place Activation	Community Development Officer 1	Coordinate the activation of community and CBD plans.	<ul style="list-style-type: none"> <li>Liaise/consult with key stakeholder group</li> <li>Oversight of Northam Pop up Shop</li> <li>Oversight of Northam co-work space</li> <li>Implement the various community and CBD plans as adopted by Council</li> </ul>
Aboriginal Culture	BKB Coordinator	Establish the needs of the local Noongar Community, and align with the desired cultural experiences of visitors	<ul style="list-style-type: none"> <li>Administration and implementation of a range of cultural activities</li> <li>Build strong relationships with local Noongar groups</li> <li>Liaise with the local Noongar communities to identify business opportunities to operate out of the Interpretive Centre</li> <li>Coordinate the day to day operations of the BKB Centre</li> </ul>

### DEVELOPMENT SERVICES

Service Area	Responsibility	Description	Outputs
Statutory Land Use Planning	Manager Planning Services	Provide development control in accordance with the Local Planning Scheme #6	<ul style="list-style-type: none"> <li>Assessment of development applications</li> <li>Planning and Development Act administration</li> <li>Sub-division process management</li> <li>State Administrative Tribunal reviews response</li> <li>Provision of advice to customers and internal stakeholders on planning matters</li> <li>Local Planning Scheme amendments</li> <li>Structure Planning</li> <li>Local planning policies</li> <li>Compliance with local planning scheme requirements</li> <li>Liaison and referral to relevant government agencies</li> </ul>
Strategic Planning	Manager Planning Services	Manage all matters that relate to strategic land use planning, primarily with respect to land use planning for the future development of the Shire	<ul style="list-style-type: none"> <li>Review and implement the Local Planning Strategy</li> <li>Develop and review planning strategic documents Input to State planning legislation and policy.</li> <li>Provide strategic planning advice to customers.</li> <li>Review precinct plans including structure plans and design guidelines</li> <li>Shire Land holdings management</li> </ul>

<p>Building Services</p>	<p>Senior Building Surveyor</p>	<p>Manage building services to ensure overall compliance with all statutory building related legislation, codes and standards</p>	<ul style="list-style-type: none"> <li>▪ Building Control including compliance with Building Legislation, Local Laws &amp; Policies</li> <li>▪ Provide Certification Services for all types of buildings</li> <li>▪ Issue Building and Demolition Permits.</li> <li>▪ Applications for built strata subdivisions response.</li> <li>▪ Site Inspections and issue of certificates where appropriate</li> <li>▪ Issue Occupancy permits &amp; building approval certificates</li> <li>▪ Provide Building statistics to the Australian Bureau of Statistics, Valuer Generals Office, Building Commission and BCITF</li> <li>▪ Provide advice to customers on statutory building matters</li> <li>▪ 4-yearly swimming pool inspections</li> <li>▪ Ensure building information on the website is current and correct</li> <li>▪ Plan search requests</li> </ul>
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Community Health	Manger Health and Environment	<p>Manage health services to ensure overall compliance with all statutory environmental health related legislation, codes and standards</p> <p>Manage all matters that relate to strategic environmental health planning for the future development of the community as identified.</p>	<ul style="list-style-type: none"> <li>▪ Food Businesses Approvals and Assessment</li> <li>▪ Food Sampling (Legal and LHAAC Coordinated)</li> <li>▪ Approval of Skin Penetration Premises</li> <li>▪ Sampling and Assessment of aquatic facilities.</li> <li>▪ Sampling &amp; Assessment of Reclaimed Waste Water Reuse Scheme</li> <li>▪ Lodging House Inspection and Registration</li> <li>▪ Vector Investigation</li> <li>▪ Health Promotion</li> <li>▪ Registration of Offensive Trades</li> <li>▪ Issue permits for stallholders, street traders, morgues, stable licences and portable signs</li> <li>▪ Approve and issue permits for onsite Effluent Disposal Systems</li> <li>▪ Advise on Environmental Health related matters</li> <li>▪ Public Building Approvals and Assessments</li> <li>▪ Section 39 Liquor Licencing Approvals</li> <li>▪ Public Event Assessment, Permits and Monitoring</li> <li>▪ Unightly Land/ Hoarding</li> <li>▪ Complaints (noise, noxious odours, poultry, dust)</li> <li>▪ Liaison with DER &amp; Industry regards lead levels in community</li> </ul>
Environment	Environmental Sustainability Officer	Provide natural environmental services for the Shire and wider community	<ul style="list-style-type: none"> <li>▪ Investigate and recommend appropriate action on Shire controlled contaminated sites</li> <li>▪ Environmental compliance and complaints</li> <li>▪ Environmental assessment and clearances for development</li> <li>▪ Environmental Strategies, Policies and Local Laws</li> <li>▪ Avon River Town Pool</li> <li>▪ Implement Biodiversity Strategy</li> <li>▪ Incorporate Water Wise Protocols</li> <li>▪ Advise other Shire Departments on Environmental Approvals Processes for submissions for agencies including road widening applications to DWER and upgrading Water Reuse Scheme</li> </ul>

Emergency	Community Emergency Services Manager	Coordinate emergency management services to provide safety and security to the local community	<ul style="list-style-type: none"> <li>▪ Emergency management</li> <li>▪ Liaison with government agencies and non-government organisations</li> <li>▪ Compliance with relevant legislation, policies, codes, regulations</li> <li>▪ Development and ongoing review of Emergency Management Plans</li> <li>▪ Training in emergency management practices and response</li> <li>▪ Local &amp; District emergency management committee</li> <li>▪ Education programs</li> <li>▪ Monitoring and informing of emergencies</li> <li>▪ Local recovery plans</li> <li>▪ Bushfire mitigation plans</li> </ul>
Ranger	Senior Ranger	Administer Ranger Services in accordance with state and local legislation to ensure compliance and safety of the local community	<ul style="list-style-type: none"> <li>▪ Animal control</li> <li>▪ Parking management</li> <li>▪ Permits issued under Local Laws</li> <li>▪ Local Law enforcement</li> <li>▪ Litter control</li> <li>▪ White Swan colony management</li> <li>▪ Liaison with government agencies and non-government organisations</li> <li>▪ Assist with provision of bushfire mitigation and management</li> <li>▪ Implementation of community education programs</li> </ul>

Landfill operations	Manager Health and Environment	Provide and manage landfill operations	<ul style="list-style-type: none"> <li>▪ Manage Contracts for Old Quarry Road and Inkpen Road Waste Management Facilities</li> <li>▪ Waste Management Business Planning, Operations and Construction</li> <li>▪ Monthly Invoicing and Customer Management</li> <li>▪ Strategic Site Management and Consultant Liaison</li> <li>▪ Site Licence Renewals and Compliance</li> <li>▪ Ground Water Bore Monitoring and Sampling</li> <li>▪ Annual DWER Licence Report including AMR and AACR and Quarterly DWER Levy Reporting</li> <li>▪ Assessment of Contaminated Waste Disposals</li> <li>▪ Management of controlled waste disposal</li> <li>▪ Annual National Pollutant Inventory (NPI) Reporting for the Old Quarry Road Waste Management Facility</li> </ul>
Waste collection & Recycling services	Manager Health and Environment	Provide and manage waste collection and recycling services for the Shire	<ul style="list-style-type: none"> <li>▪ Manage contracted waste and recycling services for Domestic and Commercial Collection</li> <li>▪ Contract Renewals and Implementation</li> <li>▪ Strategic Waste Management Plan Implementation</li> <li>▪ Waste and Recycling Promotion</li> <li>▪ New Services and Master List Maintenance</li> <li>▪ Complaints and Missed Bins</li> <li>▪ Annual DWER Waste Census</li> </ul>

### ENGINEERING SERVICES

Service Area	Responsibility	Description	Outputs
Engineering Services Administration	Executive Manager Engineering Services	Manage and administer Engineering services for the Shire	<ul style="list-style-type: none"> <li>▪ Compliance (Local Laws, Acts, and Regulations)</li> <li>▪ Directorate financial management and reporting</li> <li>▪ Staff management</li> <li>▪ Procurement and probity</li> <li>▪ Regional Road Group membership</li> <li>▪ Complaints and dispute resolution</li> <li>▪ Policy review</li> <li>▪ Staff development</li> </ul>
Infrastructure Design	Technical Officer	Manage and co-ordinate internal engineering design	<ul style="list-style-type: none"> <li>▪ Development of standard drawings</li> <li>▪ Design of minor infrastructure improvement projects</li> <li>▪ Development and maintenance of mapped asset infrastructure</li> </ul>
Asset Management	Technical Officer	Manage the Shire's assets in accordance with asset management principles	<ul style="list-style-type: none"> <li>▪ Asset Management framework</li> <li>▪ Development of Asset Management Plans across all asset classes</li> <li>▪ Funding submission applications</li> <li>▪ Project renewal modelling</li> <li>▪ Asset Management reports</li> <li>▪ Preventative maintenance planning</li> <li>▪ Asset information systems management</li> <li>▪ Asset management information recording</li> <li>▪ Data collection and analysis</li> </ul>

Building Maintenance	Building & Project Supervisor	Maintain Council buildings to an acceptable standard	<ul style="list-style-type: none"> <li>▪ Building Asset Management Plan</li> <li>▪ Scheduled and unscheduled maintenance to buildings, , CCTV, town clock</li> <li>▪ Upgrades to Council buildings</li> <li>▪ Building Project Management</li> <li>▪ Design of building modifications</li> <li>▪ Liaise with stakeholders</li> <li>▪ Supervision of contractors</li> <li>▪ Preparation and management of tenders and contracts</li> <li>▪ Assist with preparation of specifications for grant applications</li> <li>▪ Identify and implement energy saving opportunities</li> <li>▪ Carry out minor repairs of buildings and structures</li> <li>▪ Manage provision of service utilities to new building infrastructure</li> </ul>
Engineering Operations	Works Manager	Provide construction and maintenance services for the Shire's roads, drainage, Bridges and pathway networks	<ul style="list-style-type: none"> <li>▪ Roads and laneways construction and maintenance</li> <li>▪ Pathways construction and maintenance</li> <li>▪ Risk assessments</li> <li>▪ Drainage construction and maintenance</li> <li>▪ Street &amp; footpath sweeping</li> <li>▪ Development and implementation of annual, routine and periodic works programs for the service area.</li> <li>▪ Private Works</li> </ul>
	Project Development Manager	Performs planning and development of capital works projects to be delivered both internal and externally.	<ul style="list-style-type: none"> <li>▪ Traffic Management Assessments</li> <li>▪ Initiates procurement of materials and contractors for projects.</li> <li>▪ Risk assessments</li> <li>▪ Management of special projects</li> <li>▪ Provide engineering and technical advice to external stakeholders and other internal departments.</li> </ul>



	Parks & Gardens Manager	Provide maintenance and improvement services for POS, Cemetery and Northam Airport.	<ul style="list-style-type: none"><li>▪ Manage Landscape and Streetscape improvement works</li><li>▪ Waste Water Re-use management</li><li>▪ Risk assessments</li><li>▪ Development and implementation of annual, routine and periodic works programs for the service area.</li><li>▪ Development and management of service levels</li><li>▪ Oversees the provision of internal labour resources support to other departments.</li></ul>
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**THEME AREA 1: ECONOMIC GROWTH**

Diversifying and growing the economy for prosperity and employment

**Key indicators of success:**

- *Grow labour force as measured by DEEWR by 10% over 5 years*
- *Increase Gross Regional Product by 10% over 5 years*

**OUTCOME 1.1**

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

**Objectives:**

- Ensure the Shire of Northam is a welcoming and easy place for quality investment to occur
- Communicate clearly and widely the benefits of doing business in the Shire of Northam
- Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation
- Embrace technology as an enabler for development, and lobby for high speed internet connectivity
- Promote the business case for Government offices servicing the Wheatbelt to choose to locate in Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Lobby LandCorp to undertake Avon Industrial Park Stage 3 development, if existing Industrial Park at 80% capacity	Northam Regional Centre Growth Plan	Economic Development				
Develop incentives for relocation of existing businesses to established industrial area, physical improvements to sites, encourage private investment						
Pursue the further development of NBN / broadband into Northam (areas Aim to have at least 300mbps upload speed in CBD)						
Encourage increase in professional services to the community						
Assess opportunities in equestrian development area	Northam Regional Centre Growth Plan (Page 153)					
IIA Capacity Assessment (key infrastructure requirements)	Northam Regional Centre Growth Plan (Page 153)	Strategic Planning				
Review Local Planning Strategy to acknowledge mineral resources in and adjacent to the Shire of Northam	Local Planning Strategy					
Develop a POS Strategy that identifies existing areas of POS (undeveloped and developed) in relation to current and future development including timeframes for proposed development/rationalisation						
Develop Northam Smart Cities/Regions Plan	Strategic Community Plan	Information & Innovation				
Lobby Government to establish & maintain Regional Government Offices and potential State Government Departments in Northam	Strategic Community Plan	Economic Development				
Review Shire of Northam investment prospectus	Strategic Community Plan					
Actively encourage employers to employ local residents	Strategic Community Plan					

**OUTCOME 1.2**

Local businesses are valued and supported by investors and residents within the Shire of Northam.

Objectives:

- Encourage local consumers to 'buy local' and support local businesses
- Support existing and future local businesses in maximising subcontracting opportunities within the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
In liaison with the Chamber of Commerce implement the ready.set.go marketing strategy focused on local business development	Northam Regional Centre Growth Plan & Northam Development Plan	Economic Development				
Lobby LandCorp to continue to implement a marketing strategy for the Avon Industrial Park	Industrial Skilled Labour Force Attraction in the Avon Valley					
Coordinate Council works to maximise opportunities for local business	Strategic Community Plan	Engineering Services Administration				
Be recognised as a Small Business friendly Council	Strategic Community Plan	Economic Development				
Review Local & Regional Price Preference Policy	Strategic Community Plan					

**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.

Objectives:

- Improve and expand the retail and hospitality offerings in Northam
- An activated and attractive town centre with lower retail vacancy rates

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Sale of Victoria Oval, for development	Northam Regional Centre Growth Plan	Strategic Planning				
Apply Minson Avenue Design Guidelines to assist activate the area from Avon to Peel Terrace bridges. Encourage demonstration building along Minson Ave and promote detailed/precinct concept plan.	Minson Avenue Design Guidelines/Growth Plan (Page 160)	Statutory Planning				
Continue the development of Bernard Parkas central focus of the CBD	Northam Regional Centre Growth Plan	Parks, Gardens and Reserves				
Work with Chamber of Commerce to develop incentives for businesses in CBD to open on weekends		Community				
Develop incentives and identify opportunities for businesses to establish in CBD		Community				
Implement CBD Centres Development & Connectivity Strategy	Northam Regional Centre Growth Plan	Community				

**OUTCOME 1.4**

A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region.

Objectives:

- Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets
- Position Northam as an ideal destination to attract regional, state and second-tier national events
- Effectively market the tourism options available within the Shire of Northam including annual flagship events
- Collaborate with surrounding areas to create Avon Valley tourism growth

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Manage the Northam Visitor Centre	Strategic Community Plan	Tourism and promotion				
Implement Northam tourism branding strategy	Strategic Community Plan					
Review Membership of Avon Valley Tourism	Strategic Community Plan					
Contribute to the development and review of a regional marketing strategy	Strategic Community Plan					
Review events package to assist and guide local event and festival providers	Strategic Community Plan	Community Events				
Develop a policy to guide Council in the support of various local events and festivals	Strategic Community Plan					
Support monthly local markets	Strategic Community Plan					
Encourage small business to operate 7 days	Strategic Community Plan	Economic Development				
Advocate for State League or higher sporting fixtures to be held in Northam on a regular basis – including (AFL football match at Henry Street Oval (NAB cup, WAFL, AFL intra club, Netball, Basketball))	Strategic Community Plan	Recreation				
Identify and lobby for 1 second tier State or National Event to occur in Northam each year	Strategic Community Plan	Community Events				
Advocate for national or international ballooning event in Northam every two years						
Hold National or International ballooning event in Northam every two years						
Produce an Annual Calendar of events in conjunction with identified stakeholders						

**OUTCOME 1.5**

Shire of Northam is recognised for its education services and research and development excellence.

Objectives:

- Maintain an innovative and broad-ranging education system that is recognised and valued by the community and the Region
- Offer via education providers a wide range of tertiary programs, either directly or through brokerage arrangements
- Be recognised for excellence in agricultural research and development
- Facilitate growth in knowledge industries enabled by broadband

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Review current educational services and develop actions to create additional value	Northam Regional Centre Growth Plan	Strategic Planning				
Partner with community groups to provide early years facilities and services within Shire	Strategic Community Plan	Community				



**THEME 2: COMMUNITY WELLBEING**

**A cohesive community with access to quality services**

*Key indicators of success:*

- 5% population growth per annum
- Socio Economic Index For Areas (SEIFA) rating increases and improves by 2022

**OUTCOME 2.1**

People in the Shire of Northam feel that their community is caring and inclusive.

Objectives:

- Residents are well informed about activities and services in the Shire
- Support is provided to encourage a strong culture of volunteering
- Services targeted at parent support and building stronger families are available
- Opportunities are provided for residents to gain a greater understanding and appreciation of the diverse cultures within the community
- People with disabilities are able to live a safe and fulfilling life in the Shire
- Improved facilities and activities for youth are available within the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Review the Shire of Northam Disability access and inclusion plan	Disability Services Act	Community				
Partner with community groups providing services to the aged and people with disabilities						
Implement Wundowie Community Master Plan						
Implement Bakers Hill Community Master Plan						
Develop & Implement Grass Valley Community Master Plan						
Identify and support Local Service providers to deliver Youth programs						
Maintain Senior Citizens Centre (Memorial Hall)	Memorial Hall Deed	Building Maintenance				

**OUTCOME 2.2**

There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objectives:

- Maintain a range of sporting facilities in Northam, as expected of a Regional Centre
- Maintain local facilities in other local communities in the Shire of Northam
- Facilitate the provision of varied cultural and artistic activities
- Provide a range of quality activities for specific demographics, including seniors and youth
- A range of outdoor leisure activities available throughout the Shire
- To have well maintained reserves within the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Implement recreation facilities master plan for the Shire of Northam.	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010	Recreation				
Review/develop a Shire wide bike trails master plan	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010					
Manage the Northam & Bakers Hill Recreation Centres						
Manage the Shire Swimming Pool facilities in Northam & Wundowie						
Develop annual program of active recreational activities for the Shire of Northam						
Develop Northam Swimming Pool at recreation Centre precinct		Recreation				
Implement Seniors Activity Program around active ageing						
Assist local sporting clubs to develop their governance and expand their participation levels						
Implement annual program of events in partnership with Inclusion WA		Information & Innovation				
Develop, implement and review policy and procedures relating to Library Services.						
Deliver a supportive library service						



**OUTCOME 2.3**

A needs-driven public transport system is available for residents of the Shire of Northam.

Objectives:

- Lobby for transport links from Northam to the metropolitan area to be improved to ensure they are fast, reliable and appropriate, this will include continued provision of a regular daily Avon Link train service.

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Develop a long term local bus service business case (noting importance of other services such as Taxi)	Northam Regional Centre Growth Plan	Community				
Review the trial community bus from Wundowie to Northam, via Bakers Hill and Clackline						
Promote the use of Taxi and Ride Share Services in Northam						
Lobby for the introduction of improved public transport links to Perth metropolitan area						

**OUTCOME 2.4**  
Aged residents are able to remain in or near to their local community in the Shire of Northam at all stages of care.

Objectives:

- Provide support to enable seniors to remain living in their own homes as long as possible
- Establish a range of care options to ensure people can remain in their local communities as they age
- Offer seniors activities that are accessible across the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Implement the Wheatbelt Integrated Aged Care Plan		Community				
Investigate opportunities for expansion of community aged care units						
Manage the Killara Adult Day Care and Respite Services		Respite				
Implement the Aged Care WAAFI (WA Assessment Framework Interface) to promote collaboration with other service providers within the Avon region						
Review and monitor the financial sustainability for the Killara facility		Finance				
Manage & Maintain Kuringal Village (8units)	Community Housing Guidelines	Building Maintenance				

**OUTCOME 2.5**

Northam continues to be a regional health services centre providing specialist and general and ancillary health services.

Objectives:

- Specialist health and support services are available within the Shire Northam for residents and the region
- Support establishment of new ancillary health service businesses within the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Ongoing development of Avon Health & Emergency Services Precinct	Avon Health & Emergency Services Precinct business case	Economic Development				

**THEME AREA 3: SAFETY AND SECURITY**

**A community without fear of crime or antisocial behaviour**

**Key indicator of success:**

- A continuous downward trend in crime and anti-social behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys

**OUTCOME 3.1**

Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**Objectives:**

- Plan and implement strategies to address crime and safety within the Shire of Northam
  - increase community participation in identifying and reporting of crime
  - increase community awareness and understanding of how to prevent crime and improve community safety
  - work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives
- Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges
- Inform community of long term crime trends and comparisons

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Implement the Shire of Northam Community Safety and Crime Prevention Plan 2016-2020	Community Safety & Crime Prevention Plan 2016-2020	Community				
Continue to implement Community Alcohol & Other Drug Management Plan						
Monitor and maintain the Shire's CCTV network	Community Safety & Crime Prevention Plan 2016-2020	Information Communication & Technology				
Finalise Stage 2 of the Shire's CCTV network	Community Crime Prevention Plan 2016-2020	Information Communication & Technology				
Lobby to maintain adequate police services in the Shire of Northam		Governance				

**THEME 4: ENVIRONMENT & HERITAGE**

**Preserving the natural and historic beauty of the Shire of Northam**

*Key indicators of success:*

- *Determine a baseline carbon footprint for Council and identify strategies to reduce carbon emissions*
- *Avon River water quality remains at same or improved level by 2022*
- *No decrease in the number of high and medium value heritage assets on the municipal heritage inventory*

**OUTCOME 4.1**

The Shire of Northam is visually pleasing and easy to find your way around.

Objectives:

- Verges and roadsides are neat, tidy and attractive
- Information and way finding signage is clear, visible and easy to find

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Implement Shire of Northam Way find Strategy	Northam Town Centre Development & Connectivity Strategy	Tourism Promotion				
Develop incentives and policies to encourage residents to maintain property verges in both town and rural areas		Engineering Services Admin				
Develop and implement a rural verge maintenance program						
Develop and implement a town site verge maintenance program for main arterial routes						

**OUTCOME 4.2**

Northam honours, and is recognised for, its unique heritage and cultural identity.

Objectives:

- Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted
- Northam's heritage buildings and locations are well maintained
- There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Manage Bilya Koort Boodja	Northam Interpretive Centre Business Case	Aboriginal Culture				
Develop Reconciliation Action plan		Aboriginal Culture				
Manage and maintain the Shire's Art Collection		Arts & Culture				
Review Municipal Heritage Inventory and develop Heritage List and Local Heritage Survey	Heritage Act	Planning				
Implement Northam Heritage Design Guidelines for Fitzgerald & Gordon St areas	LPP 18 - Heritage Precincts	Strategic Planning				
Adopt Heritage Policy to guide development of privately owned buildings(refer c4.1 above)	Municipal Heritage Inventory, Local Planning Scheme					
Support Community groups to assist them raise their profiles and obtain grant funding to develop their infrastructure		Community				
Develop a plan to identify and market Northam's heritage assets.	Municipal Heritage Inventory/Northam Development Plan	Tourism and Promotion				
Assist local groups in identifying & preserving local stories		Community				

**OUTCOME 4.3**

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

Objectives:

- Increase energy efficiency in Shire-controlled buildings and increased procurement of renewable energy
- Sustainable waste management with the aim of reducing and reusing waste effectively
- Deliver a well-planned and implemented street tree program
- Support locally grown food initiatives
- Promote water re-use and water efficiency

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Review and implement the regional waste management strategy initiatives.	Strategic Waste Minimisation Plan	Waste Management				
Contract manage waste facilities, to process general waste, inert waste, and liquid waste and green waste operations and access in accordance with regulations and licence conditions.	Old Quarry Road & Inkpen Road Waste Management Plans					
Update Landfill Sites Waste Management Plans	Waste Management Plans					
Review Operation of Waste Disposal Local Laws Formalise Contract for Inkpen Waste Management Facility	Local Law Waste Management Plan					
Provide general rubbish bin kerbside collections, skip bin verge & street bin service.	Strategic Waste Minimisation Plan					
Review Waste Local Law						
Develop waste minimisation community awareness campaign	Strategic Waste Minimisation Plan					
Provide kerbside and drop-off recycling facilities to reduce waste to landfill	Strategic Waste Minimisation Plan					
Develop a climate change adaptation position and potential strategy, including the development of a baseline carbon footprint for Council	WALGA Climate Change Management Toolkit	Environment				
Remediate Shire of Northam controlled contaminated sites	Contaminated Sites Act					
Review Pest Plant Local Law						
Implement Shire of Northam Biodiversity Strategy in liaison with Wheatbelt NRM	Local Government Biodiversity Planning Guidelines					
Liaise with Water Corporation in regards to waste water treatment plant upgrade						
Investigate the upgrading of existing water reuse system for use by the Shire of Northam and possible expansion for other users						
Identify opportunities to implement water efficiency into Council facilities and operations	Department of Water Policy 1.02					
Commit to water saving initiative program such as ICLEI – Local Governments for Sustainability –	ICLEI Guidelines					
Investigate incentives to encourage water reuse systems	Department of Health Grey Water Guidelines	Community Health				
Investigate and enforce compliance regards unlawful activities that are detrimental to the environment	Health Act					

Identify opportunities to implement energy efficiency into Council facilities and operations	Building Act & Building Code of Australia	Building Services						
Introduction of water-wise programs at the swimming pools & recreation centre	Water Corporation Water Wise Community program	Recreation						
Develop & Implement Corella Management Strategy/Plan		Ranger						
Review Shire of Northam street tree guidelines	W5.5 Street Tree policy	Engineering						
Audit adequacy of street trees in Northam								
Audit adequacy of street trees in Wundowie, Bakers Hill & Grass Valley								





**OUTCOME 4.4**

Rivers and waterways in the Shire of Northam are greatly valued and maintained to a high natural standard.

Objectives:

- The Shire of Northam is widely known and maintained as a biodiversity hotspot and the premier destination to experience the Avon River
- The Avon River is healthy, appreciated and used by the community and visitors for both passive and active recreation

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Develop / Endorse management plan for the Avon River Town Pool	Proposed Avon Town Pool Management Plan	Environment				
Implement strategies to improve the health and aesthetics of the Avon River Town Pool	Northam Town Pool Water Quality Management Plan 2013 Northam Regional Centre Growth Plan					
Promote passive and active recreational use of the Avon river		Tourism & Promotion				
Support the Avon descent						

**THEME 5: INFRASTRUCTURE AND SERVICE DELIVERY**  
**Liveable, connected communities with well-maintained assets**

**Key indicators of success:**

- Asset sustainability ratio is between 90% and 110%
- Asset consumption ratio is between 60% and 75%

**OUTCOME 5.1:**

The Shire of Northam sensitively facilitates well planned development, urban renewal and improved urban realm.

**Objectives:**

- Well planned and legible urban and rural areas
- Work with the Housing Authority to deliver newer public housing stock
- Pursue a land rationalisation strategy
- Investigate a laneways strategy to enable subdivision access

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Review Local Planning Strategy	Planning & Development Act	Strategic Planning				
Review Local Planning Scheme 6	Planning & Development Act					
Facilitate planning for West Northam redevelopment precinct	Northam Regional Centre Growth Plan					
Facilitate planning for Avonvale redevelopment precinct in partnership with Department of Housing	Northam Regional Centre Growth Plan					
Review Local Planning Policies	Local Planning Scheme 6 and Strategy					
Develop Urban renewal/regeneration plans for identified areas	Northam Regional Centre Growth Plan					
Process development and DAP applications in accordance with LPS 6	Planning & Development Act	Statutory Planning				
Manage and implement local planning policies.	Local Planning Scheme No.6					
Undertake compliance proceedings on development	Local Planning Scheme No.6					
Guide / control the development and use of agricultural land in the Shire and minimise potential for land use conflict as identified in the precincts contained within the LPS	Local Planning Strategy					
Review Extractive Industries Local Law						
Process development and DAP applications in accordance with LPS 6	Local Planning Scheme					
Undertake compliance proceedings on development	Local Planning Policies					
Input into subdivision applications	Local Planning Strategy/Scheme					

Facilitate clean-up of disused commercial & residential properties	Northam Regional Centre Growth Plan	Community Health					
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**OUTCOME 5.2:**

Environmental risks are proactively managed to minimise impact on residents.

Objectives:

- Focus on stormwater management in both urban and rural areas
- Continued bushfire management planning and mitigation works
- Proactive weed and pest management

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Review Local Emergency Management Arrangements	Emergency Management Act 2005	Emergency Services				
Develop and Conduct an emergency exercise for the LEMC annually	Local Emergency Management Arrangements					
Develop & coordinate delivery of community Emergency Services	Local Emergency Management Arrangements					
Encourage safe & effective bushfire mitigation management on non-Council controlled Reserve Land	Shire of Northam Bushfire Risk Management Plan					
Develop Reserve Management Plan, implement and conduct bushfire mitigation on (shire controlled) land in conjunction with BFB and residents	Reserve Management Plan (to be developed)					
Maintain Emergency services Directory for the Shire of Northam	Local Emergency Management Arrangements					
Support local bushfire brigades in bushfire management	Bushfire Manual					
Support the bushfire brigades in the maintenance and acquiring of suitable plant and equipment	Bushfire Manual					
Provide training and support to BFB volunteers to perform firefighting operations to acceptable standard	Bushfire Manual					
Provide Recovery Support to Emergency Services	Local Emergency Management Arrangements					
Review Bushfire Management Plan	Bushfire Management Plan					
Complete Shire of Northam Resource to Risk Assessment	Shire of Northam Resource to Risk (to be completed)					
Implement recommendations of Shire of Northam Resource to Risk Assessment	Shire of Northam Resource to Risk (to be completed)					
Inspect and report on properties with regard to fire breaks and fire control	Shire of Northam Firebreak Order	Ranger				
Support protection of existing & remnant vegetation and revegetation along waterways	Local Planning Scheme Special Control Area Strategies	Environment				
Encourage and support community environmental projects	Environmental Protection Act					
Identify opportunities for buffer zones to protect the natural environment against development	Local Planning Strategy / Scheme	Strategic Land use Planning				
Continue to address ongoing issues with storm water drainage management in rural residential areas (Bakers Hill)		Engineering & Operations				

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

Objectives:

- Implement robust asset management plans which promote efficient, safe and quality infrastructure.
- 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.
- Improve and encourage utilisation of existing airport facilities and associated air services
- Maintain an efficient and safe regional road network

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2019/20	2020/21
Implement drainage maintenance plan	Asset Management Plan	Asset Management				
Implement 2 year footpath construction program	Asset Management Plan					
Deliver footpath program	Operational Plan					
Implement and maintain 2 year road construction program	Asset Management Plan					
Lobby for the development of the 'orange route' Great Eastern Highway		Engineering Services Administration				
Input into the Avon Regional Roads Group						
Implementing the Northam Bike / Footpath Plan.	Northam Local Bicycle Plan					
Maintain Roads within the Shire		Engineering Operations				
Develop road maintenance plan	Asset Management Plan					
Deliver Annual construction program	5 year Construction Program					
Implement footpath maintenance plan	Asset Management Plan					
Provide input and lobby to retain the Avon Link Rails Service with improved scheduling'.	Northam Regional Centre Growth Plan	Governance				
Encourage strong connectivity between Train Station and CBD	Northam Regional Centre Growth Plan	Strategic Planning				
Review Airport Master Plan	Northam Airport Master Plan					
Manage the Shire's Airport and maintenance	Airport master plan	Airport				
Manage the leasing of airport infrastructure	Airport Lease / Policy / Structure Plan	Administration				

**THEME 6: GOVERNANCE & LEADERSHIP**

**Leading with accountability, connection and openness**

*Key indicators of success:*

- *Community Perceptions Survey measures increased satisfaction that the Council is leading the Shire of Northam in the right direction*
- *Nil non-compliance with Local Government Act requirements*

**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 Northam
- Foster a sense of community pride
- Develop a clear brand identity and market it within the Shire, and beyond the Shire to investors, visitors and potential residents

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2018/19	2019/20	2020/21
Market Northam's 'brand' both externally and internally		Economic Development					

**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 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 and stakeholders
- Clearer understanding of the roles of Elected Members in the community

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Review Shire of Northam communications plan		Governance				
Implement a framework for regular community meetings						
Undertake biennial Community Survey						
Actively promote local government elections						
Proactively promote Shire of Northam decisions						
Actively promote the role and profile of Elected Members						
Maintain an open & transparent complaints process						

**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 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
- Be an organisation where people want to work

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Provide management and leadership to the organisation and stakeholders	Corporate Plan	CEO & Executive Management				
Manage and administer the Shire's financial systems and procedures.		Finance				
Review the Shire's rates strategy.						
Review UV to GRV rating for rural residential properties under 5 hectares						
Manage and implement Fair Value of assets to meet legislative requirements						
Review Council Insurance coverage						
Provide occupational health & safety advice and fit for work support to Shire of Northam staff	OSH Policy, Injury Management Manual	Human Resources				
Review attraction & retention strategy	Workforce Plan					
Maintain a staff development framework	Workforce Plan					
Manage customer services through use and maintenance of appropriate systems and processes.		Customer Service				
Implement Shire of Northam Customer Services Charter						
Implement an organisational wide process for dealing with/responding to customer requests/complaints						
Maintain provision of Department of Transport licensing services for the community						
Provide a proactive approach to responsible animal (dog, cat) ownership and management within the community		Ranger				
Develop/implement community education program on animal management requirements						
Coordinate the Council Community grant contributions and processes		Community				
Provide records management systems and services while maintaining compliance with relevant legislation.		Records				
Ensure latest retention and disposal guidelines are met						
Administer and review of the Shire's Record Keeping Plan.						



Manage the Shire's plant, equipment and vehicle fleet.		Plant and Fleet				
Review Plant Replacement Strategy.						
Ensure telecommunication needs of the Council are met to an adequate standard.		Administration				
Review the provision of the Department of Transport licensing services by the Shire						
Oversee the ongoing maintenance and support services for Shire systems and applications.		Information Technology				
Develop and implement an IT Strategy for the Shire.						
Review adequacy of Administration Building		Building Services				
Review Council Building Asset Management Plan.	Asset Management Strategy	Asset Management				
Review Council Road Asset Management Plan.	Asset Management Strategy					
Review Council Footpath Asset Management Plan.	Asset Management Strategy					
Review Council Drainage Asset Management Plan.	Asset Management Strategy					
Develop Council Parks & Reserves Asset Management Plan.	Asset Management Strategy					
Develop/implement environmental health programs	Public Health Planning Guide 2011	Environmental Health				
Review Public Health Plan	Public Health Act					
Implement a Public Health & Wellbeing Plan.	Public Health Act					
Assessment and approval of stallholders, portable signs, effluent disposal systems, temporary accommodation and public events	Health Act & Regulations, Food Act, Local Laws					
Review Health Local Law	Health Local Law					
Regular inspections of commercial establishments - food premises, lodging houses, offensive trades, caravan parks, stallholders, swimming pools	Health Act, Food Act, Local Laws					
Monitoring and sampling of food and water outlets including commercial food businesses, swimming pools and wastewater reuse scheme	Health Act, Food Act					
Continue to implement process mapping and process improvement across the organisation		Governance				
Implement an organisational innovation group		Information and Digital Innovation				

**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
- Effectively communicate the Shire's vision and strategic priorities, internally and externally
- 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

Actions and Projects	Informing Plan/Legislation	Service Area	2019/20	2020/21	2021/22	2022/23
Active Membership of the Avon Regional Organisation of Councils (AROC)	Strategic Community Plan	Regional Development				
Partner with the Wheatbelt Development Commission on identified regional initiatives	Strategic Community Plan					
Review Governance Policy	Council Policy Manual	Governance				
Review Community support policy	Council Policy Manual	Community Events				
Review Finance policies	Council Policy Manual	Finance				
Review Long Term Financial Plan	Corporate Business Plan					
Review Human Resource policies	Council Policy Manual	Human Resources				
Review Workforce Plan	Corporate Business Plan					
Review Works (engineering) policies	Council Policy Manual	Engineering Services Administration				
Review Health policies	Council Policy Manual	Environmental Health				
Review Building policies	Council Policy Manual	Building				
Review Administration policies	Council Policy Manual	Administration				

Review Strategic Community Plan	LG Act	Strategy					
Review Corporate Business Plan	Strategic Community Plan						
Review Asset Management Strategy	Corporate Business Plan	Asset Management					
Monitor and implement the Northam Regional Centre Growth Plan, incorporating the Northam Development Plan, to encourage population growth in the Shire	Northam Regional Centre Growth Plan	Economic Development					
Review Northam Growth Plan Implementation Schedule	Northam Regional Centre Growth Plan						



#### 5. Priority Projects

The Shire of Northam has a significant number and range of priority projects which have been identified through its various planning processes. The priorities have been split into two distinct categories. The first category focusing on projects which will be programmed into the annual budgeting process with revenue for the project either coming entirely from the Council, is already confirmed, or likely to be confirmed by a third party. While the Council reserves the right to make a final determination as to the delivery of these projects during its annual budget process, it can be assumed that the projects will be delivered. The second category identifies projects which are more strategic and aspirational in their nature and are projects that the Council will be endeavouring to focus on and deliver, however will require a significant financial contribution from a third party which has yet to be confirmed. The nature of these projects is that they have significantly more risk in terms of deliverability within identified timeframes than those which identified in category one.

	2018/19	2019/20	2020/21	2021/22	2022/23
Playground & Open Space Improvements	75,000	75,000	75,000	75,000	40,000
Council Owned Building Maintenance	500,000	600,000	650,000	680,000	690,000
Wundowie Sports Pavilion			1,651,681		
Wundowie Swimming Pool refurbishment					1,000,000
Northam Swimming Pool redevelopment*	7,991,600	2,985,800			
Northam Town Pool Dredging (subject to external funding)	50,000	50,000	50,000	50,000	50,000
Drainage improvements general	472,750	472,750	472,750	450,000	400,000
Administration building redevelopment**	345,000	680,000			
Northam depot redevelopment				3,033,000	
CBD Street scape	50,000	50,000	50,000	50,000	25,000
Northam Hockey Turf (subject to additional external funding)	400,000				
Develop Northam Youth space	1,575,000				
<b>ANNUAL TOTAL</b>	<b>11,459,350</b>	<b>4,913,550</b>	<b>2,949,431</b>	<b>4,338,000</b>	<b>2,205,000</b>

\* Budget increased as per resolution of Council.

\*\* Project deferred from 2017/18 to 2019/20

**6. Organisational Context**

**a. Project Management**

Project management forms an integral part of the management of the Shire of Northam. We are not only committed to focusing on delivering projects within budgets established by Council, but we have a strong focus on delivering projects safely, within established timeframes and which deliver established outcomes.

This will be achieved through a range of initiatives which include:

**Training**

Staff who are required to manage or contribute to the management of projects will be provided basic project management training through a recognised training provider.

**Reporting**

Executive Managers will be required to report the progress of major projects to the Chief Executive Officer at agreed timeframes.

**Risk Management**

Executive Managers will ensure the risk matrix illustrated below is applied.

In order to assess projects and determine the level and complexity of project management required, the following framework will be applied. In many cases, projects will have elements in a number of the project categories (major, project, works). In this circumstance, the classification should reflect a conservative approach, that is, if in doubt projects are to be scaled to the higher level.

**i. Project Classification**

Criteria	Major Project	Project	Works
Scope of Work	Complex	Defined	Simple/well known
Budget	Above \$250k	Above \$50k to \$250k	Up to \$50k
Timing	> 10 weeks	2 – 10 weeks	Less than 2 weeks

ii. Project Delivery

Criteria	Major Project	Project	Works
<b>Project Planning</b>	Detailed Gantt chart required utilizing MS-Project (or similar). Detailed working or engineering designs and plans required to be signed off prior to commencement by Chief Executive Officer.	Schedule of timeframes required. Detailed working or engineering designs and plans required to be signed off prior to commencement by Executive Manager.	Preliminary planning required. Detailed working or engineering designs and plans may be required generally, but are required for capital road works.
<b>Risk Management</b>	<p><b>High Risk</b> Complex analysis and mitigation management formalised in writing and registered on project file. Will require the assistance of Regional Risk Co-ordinator.</p> <p>All risks and treatments to be input into 'Promapps' Risk Module</p>	<p><b>Medium Risk</b> Initial analysis and priority mitigation monitored in project meeting reports. May require the assistance of Regional Risk Co-ordinator at discretion of Executive Manager.</p> <p>All risks identified as being High or Extreme and their treatments to be input into 'Promapps' Risk Module</p>	<p><b>Low risk</b> Monitored by responsible officer. JSA required or reference to risk register.</p> <p>All risks identified as being Extreme and their treatments to be input into 'Promapps' Risk Module</p>
<b>Range of Personnel, including Sub-Contractors</b>	High level of competence in PM required. Executive Manager to project manage or external project manager appointed with authority of CEO. Project Team to be established, which must include a minimum of two Executive Managers.	Sound level of competence in areas of technical and project management. Generally managed by Senior Officer, Manager or Executive Manager.	Managed by works supervisor, manager, or other member of staff authorised by Executive Manager.
<b>Level of Communications</b>	High - detailed reporting and data management to CEO on fortnightly cycles. Reports to include progress against Gantt Chart and against financial budget.	Weekly reporting to Executive Manager, or as otherwise agreed	Exception reporting to the CEO (i.e. if perceived issue arising).
<b>Contract (if required)</b>	Consideration to be given to contract development or vetted by legal representative.	Standard Contracts in accordance with WALGA template for single supplier contracts, else refer works schedule requirements.	Purchase Order and standard contracts in accordance with WALGA templates at discretion of Executive Manager.
<b>Authorisation</b>	Formal CEO sign off to commence required after presentation of project planning, may require common seal.	Executive Manager authorization to commence required (may require Council approval for tenders).	Official Council order considered sufficient sign off.
<b>Data Management</b>	All documents, including planning and internal documents required to be registered on file created specifically for project in question. At completion of project, summary of financial outcomes required.	All documents, including planning and internal documents require registration. Reference made to job number or chart of account number established within Synergy for future reference.	Synergy financial system records along with Notes taken and registered in accordance with standard records management practices.
<b>Financial</b>	Specific Chart of Account or Job Number Required. Detailed budgets to be prepared and supporting documentation to be placed on file. Budget should include breakdown by nature and type.	Either specific Chart of Account Number or Job Number required. Planning and other supporting documents to be placed on file.	Either specific Chart of Account Number or Job Number required.

Compliance & Quality Control	Detailed management plans to be developed identifying HOLD points through various stages of the project in accordance with contract specifics	Inspection Test Plans to be developed and implemented identifying HOLD points in accordance with standards and specifications	Basic checklists to be maintained as directed by Executive Manager
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iii. **Risk Management**

Risks should be identified or categorised into one of the following general areas and analysed by determining how they might affect the success of the project. Generally the impact of a risk will realise one or any combination of the following consequences:

- Project outcomes (benefits) are delayed or reduced
- Project output quality is reduced
- Timeframes are extended
- Costs are increased
- Occupational Health & Safety protocols breached

**Risk Management Definitions**

Term	Definition
Risk	The effect of uncertainty on objectives (may be positive, negative or a deviation from what is expected)
Consequence	Outcome of an event or change in circumstances affecting the achievement of objectives
Likelihood	The chance of something happening
Event	An occurrence or existence of a particular set of circumstances
Hazard	Object or activity which may cause a risk (now referred to as a 'risk source') - interaction with the risk source is required to create a risk
Risk Management	Coordinated activities to direct and control an organisation in regard to risk



Consequence

Level Description	Financial Impacts	Health & Safety	Reputation	Service Interruption	Compliance	Property	Environment
Insignificant (1)	<\$10,000	Medical type injuries	Unsubstantiated, low impact, low profile, or no news item	No material service interruption	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	\$10,001 - \$25,000	Lost Time Injury <30 days	Low impact, low news item	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Medium (3)	\$25,001 - \$250,000	Lost time Injury >30 Days	Substantiated, public embarrassment, moderate impact, moderate news profile	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
High (4)	\$250,001 - \$650,000	Long term disability / multiple injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Extreme (5)	>\$650,000	Death or permanent disablement	Substantiated, public embarrassment, very high multiple impacts, high, widespread multiple news profile, third party actions	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact

Likelihood

Description	Examples	Frequency
Almost Certain (A)	The event is expected to occur	More than once per year
Likely (B)	The event will probably occur	At least once per year
Possible (C)	The event could occur	At least once in five years
Unlikely (D)	The event could occur but probably won't	At least once in ten years
Rare (E)	The event is not expected to occur	Less than once in 20 years

Level of Risk

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

**E EXTREME RISK:** Immediate action required by Executive Management

**H HIGH RISK:** Senior Management attention required

**M MODERATE RISK:** Management by specific monitoring or response procedures

**L LOW RISK:** Manage by routine procedures, unlikely to need specific application of resources

Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action). This strategy also involves identifying the stage of the project when the action should be undertaken, either prior to the start of or during the project.

Risk mitigation strategies to reduce the chance that a risk will be realised and/or reduce the seriousness of a risk if it is realised should be developed. Written mitigation strategies will usually only be prepared and/or deployed for projects classified as Major, however mitigation strategies may be prepared for projects and works at the discretion of the Executive Manager.

b. **Asset Management Planning**

The Shire of Northam adopted an asset management plan in 2013 to cover the following asset classes;

Property Plant and Equipment

- Land
- Buildings
- Plant and Equipment

Infrastructure

- Roads
- Bridges
- Footpaths and cycleways\*
- Drainage\*
- Parks, open space and streetscapes
- Other Infrastructure\*

Key elements of the plan and are:

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how Council will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting Council's objectives.
- Asset management improvement plan

Key Performance Indicator	Calculation	Standards	Current Performance 2017/18	Basic Standard Achieved
Asset consumption ratio (ACR)	Depreciated replacement cost of assets (written down value) divided by current replacement costs of depreciable assets.	Standard is not met if ratio data cannot be identified or ratio is less than 50%. Basic standard is met if ratio data can be identified and ratio is 50% or greater. Advanced standard is met if this ratio is between 60% and 75%.	58%	Yes
Asset sustainability ratio (ASR)	Capital expenditure on replacement or renewal of assets divided by the depreciation expense	Standard is not met if ratio data cannot be identified or ratio is less than 90%. Basic standard is met if ratio data can be calculated and ratio is 90% or greater. Advanced standard is met if this ratio is between 90% and 110%	98%	Yes
Asset renewal funding ratio	Net present value of planned capital expenditure based on current Departmental guidance on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period	Standard is not met if ratio data cannot be identified or ratio is less than 75%. Basic standard is met if ratio data can be identified and ratio is between 75% and 95%. Advanced standard is met if this ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%.	1.08%	Yes

c. **Workforce Planning**

The Shire is a significant employer within the Local Government Area, employing 122 people in full time, part time and casual positions. The Shire is in an enviable position of being identified as a regional SuperTown opening up numerous opportunities for local infrastructure and redevelopment. Although infrastructure development continues across the region, the Shire as an organisation, has the ongoing challenge of delivering strong governance and sustainable service provision in an ever-changing and highly complex environment.

With the recent development of the new Strategic Community Plan 2012 – 2022, Council now has clear direction from the community and a mandate to lead. To activate the Strategic Community Plan, the newly developed Corporate Business Plan takes effect and aligns the resources of the Shire to ensure implementation occurs. Assessing the capabilities and capacity of the workforce to deliver upon the community's goals and objectives is the first step of implementation and the Integrated Workforce Plan 2013 – 2017 (IWP) is igniting that process.

The Shire of Northam is situated in the Wheatbelt Region of Western Australia which bears unique regional factors with one of those being the issue of recruiting and retaining skilled and experienced employees. The Shire reflects this issue in several ways with the current employee attrition rate of 34% p.a.

The Shire values its workforce and through the development of the Community Strategic Plan 2012-2022, the IWP is a tangible commitment to building workforce capability and capacity and ensuring that the right people are in the right place at the right time;

*"to deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth".*  
*Strategic Community Plan 2012-2022 Mission Statement.*

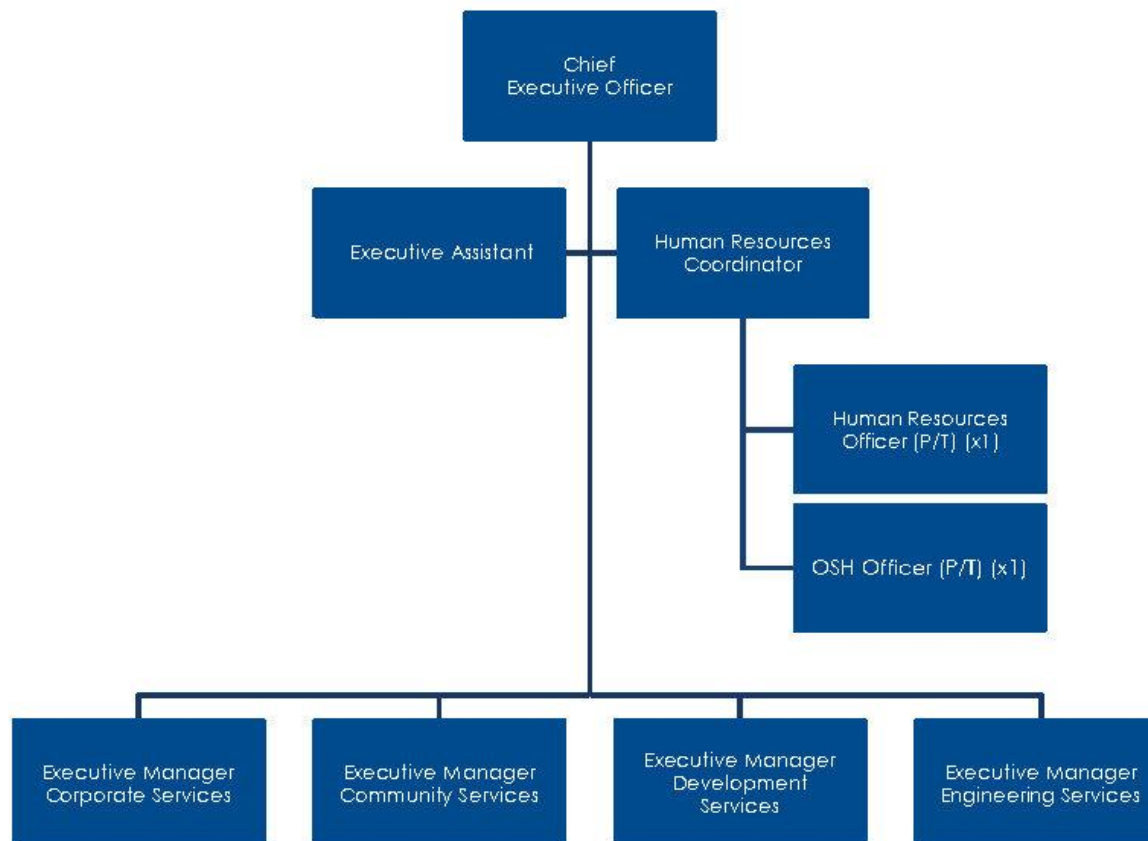
The challenge for the Shire is to maintain the focus on the traditional 'roads, rates and rubbish' functions whilst realigning the structure of the business to the new community vision, along with a more robust, systemised and integrated approach to service delivery. Improving internal communications whilst planning and developing procedural excellence will ensure the Shire can meet community and Council expectations.

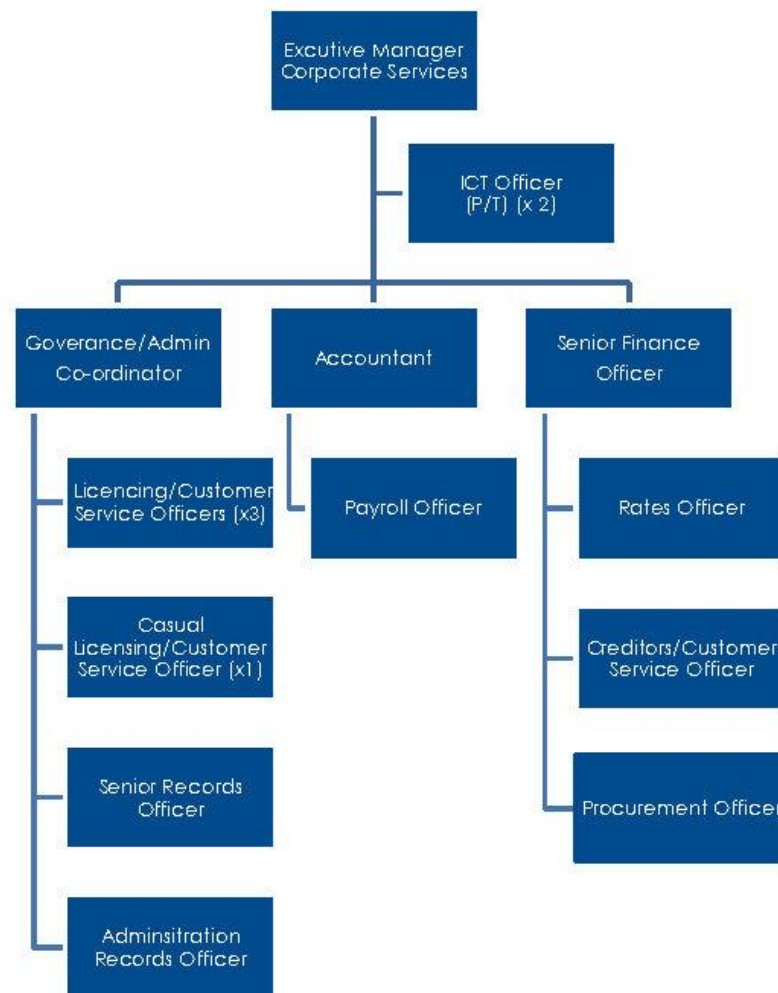
The IWP highlights key workforce risks and challenges and recommends actions that can mitigate the risk of service delivery interruptions. Workplace culture plays a big part in this challenge and through a structured and well managed strategy, the Shire can ensure that a confident, skilled, professional and accountable workforce will be sustained long into the future.

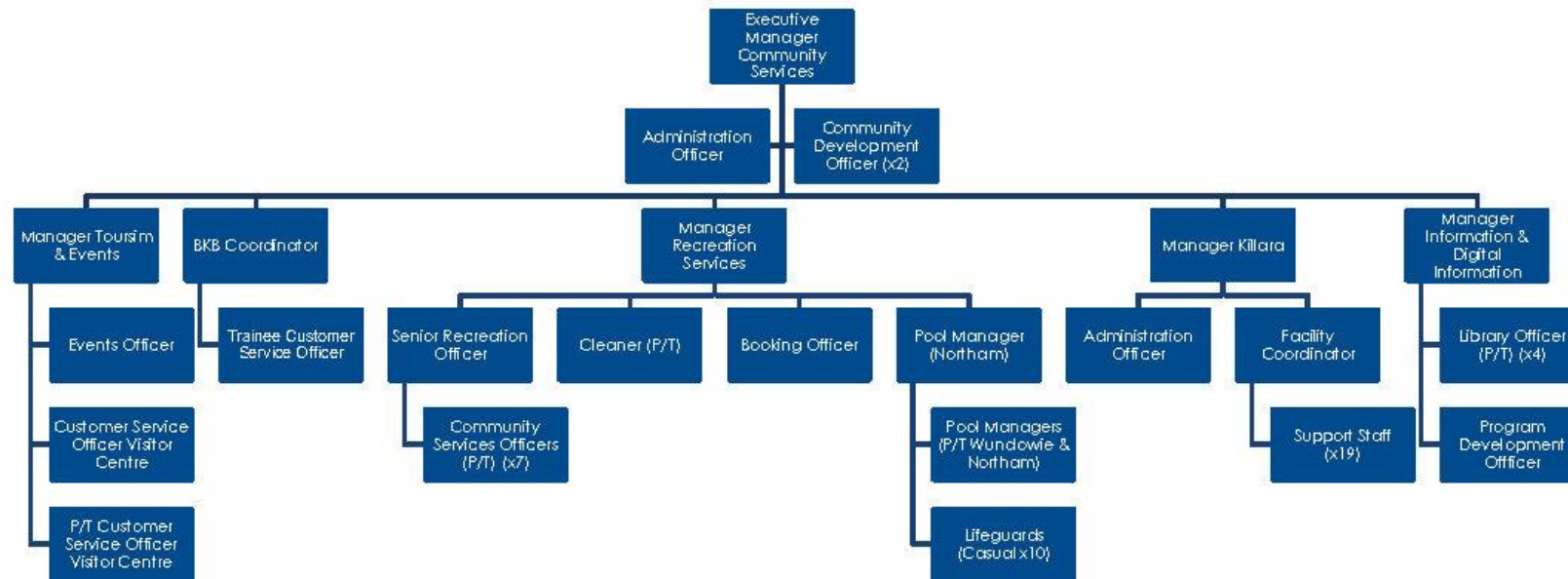
The IWP is one of continuous improvement and long term commitment. The Shire does not have the discretionary funds or capacity to resolve and address all challenges immediately. What the Shire does have is a united and clear community vision, strong Council leadership, effective management and a long term commitment to its greatest asset – its people, who will continue to develop, thrive and deliver.

# Organisational Structure

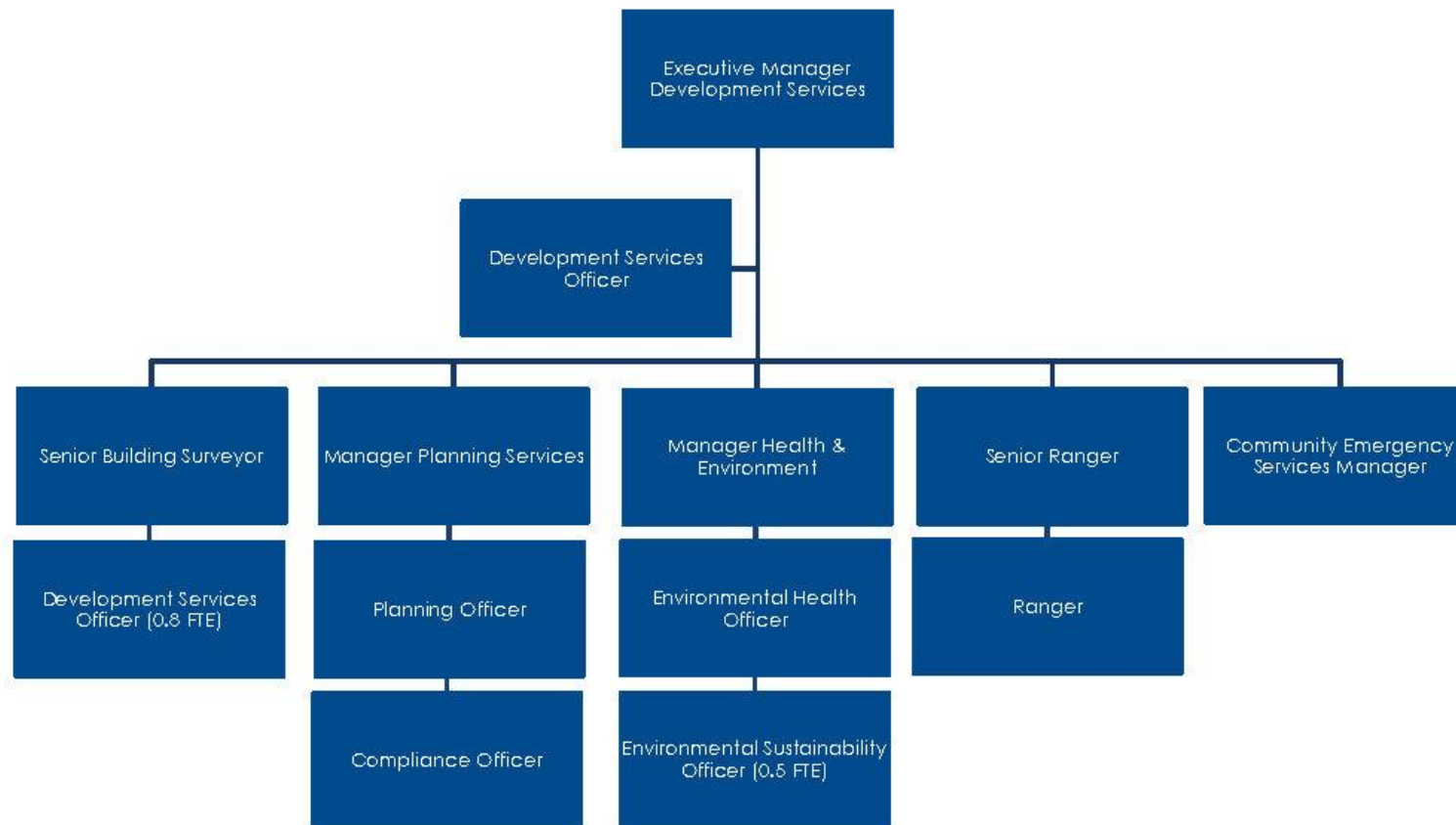
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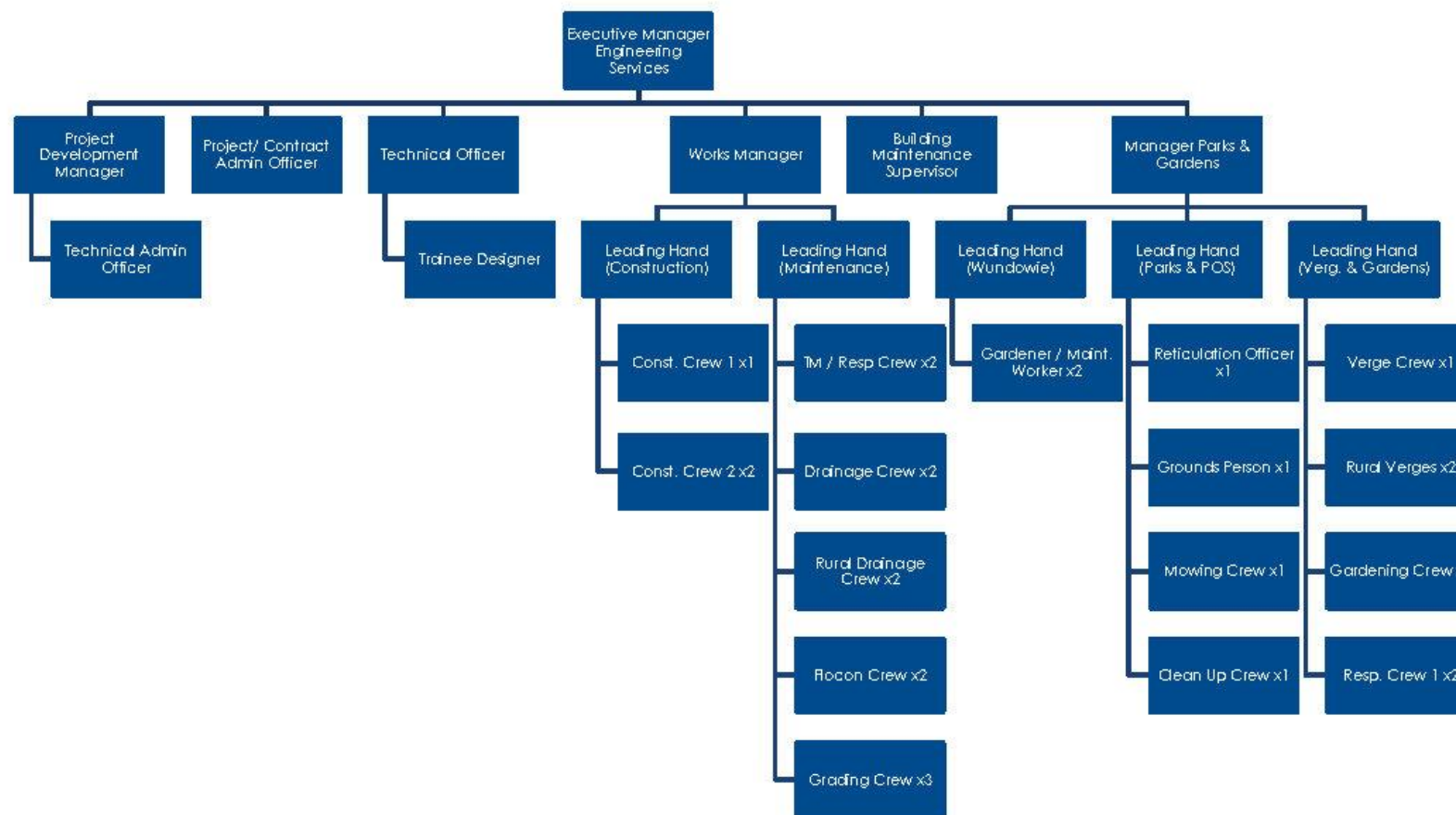








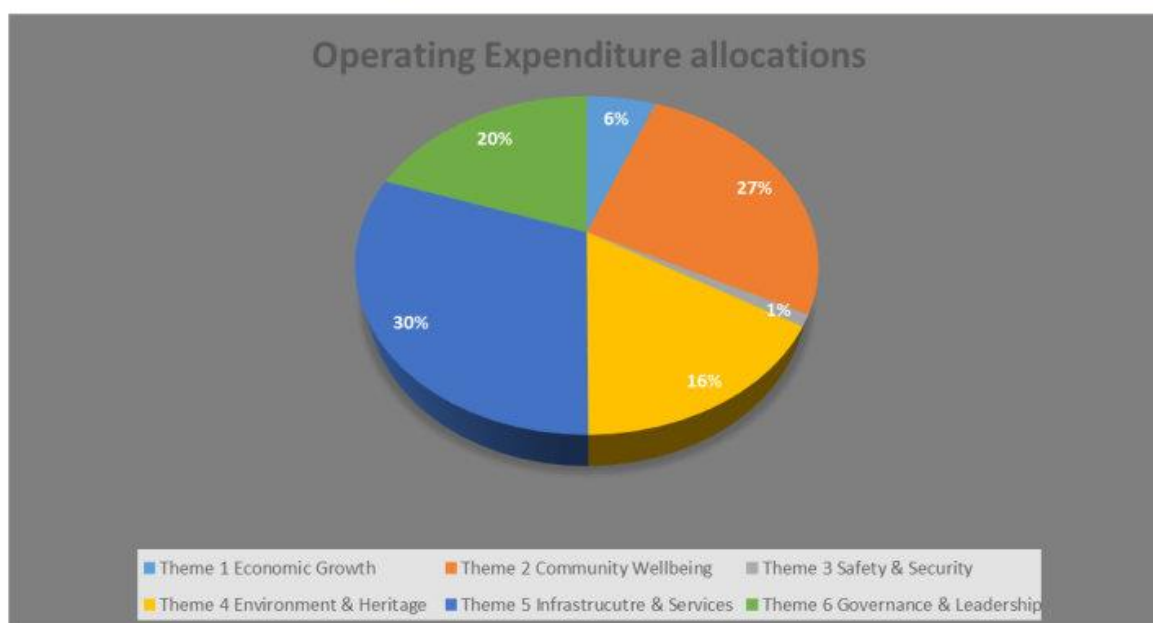




d. Financial Planning

The following provides an indication as to the financial resource allocations for the Shire of Northam in 2018/19 against each of the Strategic & Corporate Business Plan themes;

Theme	Operating Expenditure	Operating revenue	Capital Expenditure	Capital Revenue
<i>Theme 1 – Economic Growth</i>				
<i>Theme 2 – Community Wellbeing</i>				
<i>Theme 3 – Safety &amp; Security</i>				
<i>Theme 4 – Environment &amp; Heritage</i>				
<i>Theme 5 – Infrastructure &amp; Services</i>				
<i>Theme 6 – Governance &amp; Leadership</i>				



The Shire of Northam has a current long term financial plan which is adjusted annually.

This plan has been prepared to support the strategic planning process for the Shire. The plan addresses the operating and capital needs placed on the Shire over the next 10 years.

The plan is reviewed every 12 months to reflect the prevailing economic conditions and changing community needs placed on the Shire. In compiling this long term plan consideration has been given to the economic drivers that will influence the future cost of providing facilities and services. The values disclosed in this plan therefore represent estimated future prices and costs.

This long-term strategic financial plan is set against economic uncertainty. The plan addresses operating and capital renewal of the period 2019/20 and concluding in 20/29/30. The changing economic circumstances have meant that projections for growth and therefore community demand as facilities and services are subject to how the Australian and State economies recover from the current position.

This plan represents a financial solution to meeting the competing demands of services and facilities to the community. There are numerous ways that will enable the Shire to achieve its objectives. This plan balances the funding needs of renewal and new infrastructure assets, existing services against rating expectations, reasonable fees, debt\leverage and the use of accumulated funds held in reserve accounts.

# Ordinary Council Meeting Minutes

## 17 July 2019



The following financial projections have been taken from the Councils Long Term Financial Plan, Developed in the context of the Strategic Community Plan and Corporate Business Plan deliverables.

Shire of Northam Forecast Statement of Funding For the period 2017 - 2029															
	2014-15	2015-16	Base	1	2	3	4	5	6	7	8	9	10	11	12
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>OPERATING</b>															
<b>Revenues</b>															
Rates	8,281,186	8,666,545	8,945,651	9,598,361	10,109,614	10,668,205	11,046,906	11,546,600	12,061,714	12,590,424	13,142,319	13,718,422	14,319,801	14,947,570	15,602,893
Operating grants, subsidies and contributions	6,940,731	3,729,396	5,223,542	5,444,729	4,379,720	5,583,066	5,690,327	5,799,726	5,911,303	6,025,106	6,141,180	6,259,569	6,380,822	6,503,486	6,629,110
Profit on Asset Disposal	19,433	8,493	212,712	-	84,234	358,500	-	-	-	-	-	-	-	-	-
Fees and charges	3,772,076	3,717,247	3,759,512	3,841,941	3,956,379	4,056,068	4,148,862	4,243,810	4,340,962	4,440,371	4,542,038	4,646,169	4,752,668	4,861,641	4,973,146
Service charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earnings - General	237,813	121,606	220,000	188,485	251,000	295,917	256,534	261,551	261,568	261,585	261,602	261,619	261,636	261,653	261,679
Interest earnings - Reserves	184,322	245,815	120,000	125,746	139,986	105,672	90,393	118,351	93,666	132,270	105,148	143,076	116,968	158,232	131,602
Other revenue	1,058,605	618,899	721,853	737,734	751,571	760,106	785,004	802,274	819,924	837,962	856,397	875,238	894,493	914,172	934,284
	20,494,166	17,108,101	19,203,270	19,836,996	19,681,534	21,699,134	22,018,026	22,772,312	23,489,157	24,287,718	25,048,734	25,904,093	26,725,888	27,646,754	28,532,714
<b>Expenses</b>															
Employee costs	(7,016,776)	(7,552,624)	(7,730,602)	(8,076,989)	(8,083,630)	(8,275,512)	(8,492,400)	(8,725,941)	(8,987,719)	(9,457,351)	(9,741,072)	(10,033,304)	(10,334,303)	(10,644,332)	(11,163,662)
Materials and contracts	(5,353,675)	(5,169,216)	(6,041,965)	(5,357,670)	(6,545,128)	(5,898,384)	(6,032,901)	(6,140,223)	(6,291,228)	(6,396,008)	(6,554,658)	(6,667,274)	(6,833,956)	(7,004,805)	(7,179,925)
Utility charges (electricity, gas, water etc.)	(730,325)	(868,216)	(812,191)	(843,991)	(952,576)	(1,009,555)	(1,063,724)	(1,094,323)	(1,135,841)	(1,158,305)	(1,191,743)	(1,226,187)	(1,261,668)	(1,298,217)	(1,335,865)
Depreciation on non-current assets	(3,540,043)	(3,864,126)	(4,157,607)	(3,944,267)	(4,363,387)	(4,587,577)	(4,789,230)	(4,955,070)	(5,131,497)	(5,307,958)	(5,490,858)	(5,678,975)	(5,873,699)	(6,074,655)	(6,282,441)
Loss on Asset Disposal	(2,538,394)	(95,892)	(1,456,576)	-	(160,832)	(1,077,800)	-	-	-	-	-	-	-	-	-
Interest Expense	(188,977)	(156,812)	(143,300)	(135,188)	(119,941)	(215,237)	(267,589)	(350,359)	(332,201)	(313,308)	(293,398)	(272,798)	(250,688)	(227,709)	(204,140)
Insurance expense	(542,796)	(448,835)	(438,444)	(445,021)	(475,846)	(479,887)	(489,005)	(498,296)	(507,764)	(517,412)	(527,243)	(537,261)	(547,469)	(557,871)	(568,471)
Other expenditure	(775,790)	(340,607)	(1,406,561)	(143,229)	(184,609)	(187,378)	(192,062)	(196,864)	(201,786)	(206,831)	(212,002)	(217,302)	(222,735)	(228,303)	(234,011)
	(20,737,336)	(19,486,828)	(19,609,892)	(18,946,855)	(20,885,199)	(21,721,420)	(21,426,911)	(21,961,076)	(22,578,116)	(23,357,173)	(24,010,974)	(24,633,101)	(25,324,518)	(26,035,892)	(26,968,515)
<b>NET OPERATIONS</b>	(243,170)	(1,378,727)	(406,622)	890,141	(1,203,665)	(32,286)	591,115	811,236	911,041	930,545	1,027,760	1,270,992	1,401,370	1,610,862	1,564,199
<b>Funding Position Adjustments</b>															
Depreciation on non-current assets	3,540,043	3,864,126	4,157,607	3,944,267	4,363,387	4,587,577	4,789,230	4,955,070	5,131,497	5,307,958	5,490,858	5,678,975	5,873,699	6,074,655	6,282,441
Net profit and losses on Disposal	2,538,394	87,399	(67,036)	-	75,848	719,300	-	-	-	-	-	-	-	-	-
Movement in Accruals	(365,606)	(205,284)	61,021	-	-	-	-	-	-	-	-	-	-	-	-
Movement in Deferred Pensioner Rates (Non-Clients)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Movement in Employee Benefit Provisions	144,521	184,130	-	-	-	-	-	-	-	-	-	-	-	-	-
Write-off of assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>FUNDING FROM GENERAL OPERATIONS</b>	5,645,309	2,551,644	3,744,970	4,834,408	3,235,570	5,274,591	5,380,345	5,766,306	6,042,538	6,238,503	6,528,618	6,949,967	7,275,069	7,685,517	7,846,640
<b>CAPITAL</b>															
<b>Asset Acquisitions and Construction</b>															
Purchase of land held for resale	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Purchase of Property Plant and Equipment	(818,653)	(1,426,606)	(8,114,860)	(1,855,000)	(3,627,616)	(2,090,000)	(6,149,681)	(1,495,000)	(1,505,000)	(1,520,000)	(1,530,000)	(1,540,000)	(1,550,000)	(1,560,000)	(1,570,000)
Infrastructure	(4,281,870)	(5,254,220)	(9,862,525)	(7,437,750)	(17,596,447)	(8,240,066)	(4,264,483)	(5,110,834)	(5,731,898)	(5,630,998)	(5,972,504)	(6,221,835)	(6,593,888)	(6,930,636)	(7,305,937)
Proceeds on Disposal	438,946	232,262	501,666	450,000	450,113	2,074,000	1,300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Non-Operating grants, subsidies and contributions	3,833,030	1,746,295	7,093,233	4,695,564	7,223,845	2,096,732	2,002,044	1,230,907	1,548,561	1,275,237	1,293,676	1,312,520	1,331,779	1,360,287	1,380,402
<b>NET FUNDING BEFORE FINANCING</b>	(1,278,547)	(4,702,269)	(10,382,466)	(4,147,186)	(13,550,105)	(6,159,274)	(7,212,120)	(5,074,927)	(5,388,337)	(5,574,861)	(5,908,828)	(6,159,315)	(6,512,109)	(6,830,349)	(7,195,535)
<b>Financing</b>															
<b>Inflows</b>															
Transfer from Reserves	689,759	1,562,271	2,761,981	690,842	3,217,756	1,728,636	612,904	253,871	268,871	331,371	331,871	254,871	268,871	255,371	420,371
New Borrowings	-	-	1,650,000	-	2,900,000	2,100,000	2,033,000	-	-	-	-	-	-	-	-
Self Supporting Loan	214,570	30,098	31,990	46,450	33,873	16,734	14,044	14,611	15,201	15,816	16,455	17,119	17,812	-	-
<b>Outflows</b>															
Transfer to Reserves	(2,001,103)	(1,036,818)	(1,439,788)	(1,310,570)	(1,049,753)	(2,412,808)	(458,764)	(573,222)	(533,557)	(587,141)	(524,519)	(598,447)	(563,339)	(619,603)	(556,973)
Advances to Community Groups	-	-	(150,000)	-	-	-	-	-	-	-	-	-	-	-	-
Repayment of Past Borrowings	(1,578,756)	(210,153)	(223,416)	(249,987)	(236,159)	(347,879)	(369,409)	(386,639)	(404,716)	(423,688)	(443,597)	(464,195)	(486,304)	(490,936)	(514,503)
<b>NET FINANCING</b>	(2,675,530)	345,398	2,630,757	(823,265)	4,865,717	1,084,683	1,831,775	(691,379)	(654,201)	(663,642)	(619,790)	(790,652)	(762,960)	(855,168)	(651,105)
<b>ACCOUNTING PERIOD BALANCES</b>															
Opening Balance	4,120,734	5,811,966	4,006,739	-	5,448,818	-	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Closing Balance	5,811,966	4,006,739	-	5,448,818	-	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000

Shire of Northam  
Forecast Statement of Comprehensive Income  
For the period 2017 - 2029

INCOME STATEMENT	Notes	2014-15	2015-16	Base	1	2	3	4	5	6	7	8	9	10	11	12
		\$	\$	\$	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Revenues</b>																
Rates		8,281,186	8,666,545	8,945,651	9,698,361	10,109,614	10,568,205	11,046,906	11,546,600	12,061,714	12,590,424	13,142,319	13,718,422	14,319,801	14,947,570	15,602,899
Operating grants, subsidies and contributions		6,940,791	8,729,896	5,223,542	5,944,729	4,379,720	5,583,066	5,690,327	5,799,726	5,911,809	6,025,106	6,141,180	6,259,569	6,380,322	6,503,486	6,629,110
Ries and changes		3,772,076	3,717,847	3,759,512	3,841,941	3,965,379	4,056,068	4,148,862	4,243,810	4,340,962	4,440,371	4,542,088	4,646,169	4,752,668	4,861,641	4,973,146
Service charges		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earnings - General		297,813	121,606	20,000	188,485	251,030	259,517	256,594	261,551	261,568	261,585	261,602	261,619	261,636	261,653	261,679
Interest earnings - Reserves		34,322	245,815	120,000	125,746	139,986	105,672	90,393	118,351	93,686	132,270	105,148	143,076	116,968	158,232	131,602
Other revenue		1,058,605	618,899	721,859	787,794	751,571	768,106	785,004	802,274	819,324	837,962	856,397	875,238	894,493	914,172	934,294
		20,474,793	17,099,608	18,990,558	19,836,996	19,597,800	21,940,694	22,018,026	22,772,312	23,889,157	24,287,718	25,048,794	25,904,093	26,725,888	27,646,754	28,532,714
<b>Expenses</b>																
Employee costs		(7,016,776)	(7,552,624)	(7,790,063)	(8,076,989)	(8,083,690)	(8,275,512)	(8,492,400)	(8,725,941)	(8,987,719)	(9,457,351)	(9,741,072)	(10,033,304)	(10,334,303)	(10,644,332)	(11,163,662)
Materials and contracts		(5,353,675)	(5,160,216)	(6,041,965)	(6,357,670)	(6,545,128)	(6,898,384)	(6,832,901)	(6,140,223)	(6,291,223)	(6,896,008)	(6,554,658)	(6,667,274)	(6,833,956)	(7,004,805)	(7,179,325)
Utility charges (electricity, gas, water etc.)		(730,325)	(868,216)	(812,191)	(843,991)	(852,576)	(1,009,555)	(1,063,724)	(1,094,323)	(1,125,841)	(1,158,305)	(1,191,743)	(1,226,187)	(1,261,668)	(1,298,217)	(1,335,865)
Depreciation on non-current assets		(3,540,043)	(3,864,126)	(4,157,607)	(3,944,267)	(4,363,387)	(4,587,577)	(4,783,230)	(4,955,070)	(5,131,497)	(5,307,958)	(5,490,858)	(5,678,975)	(5,873,699)	(6,074,655)	(6,282,441)
Interest expense		(188,377)	(156,612)	(143,380)	(135,188)	(119,941)	(215,327)	(867,589)	(850,359)	(832,281)	(813,308)	(793,398)	(772,798)	(750,688)	(727,709)	(704,140)
Insurance expense		(542,796)	(448,535)	(438,444)	(445,021)	(475,846)	(479,887)	(483,005)	(498,296)	(507,764)	(517,412)	(527,243)	(537,261)	(547,469)	(557,871)	(568,471)
Other expenditure		(775,790)	(840,607)	(1,401,566)	(1,437,729)	(1,846,093)	(1,873,788)	(1,921,062)	(1,963,864)	(2,011,786)	(2,068,331)	(2,125,002)	(2,181,302)	(2,238,303)	(2,295,611)	(2,353,111)
		(18,148,382)	(18,390,336)	(19,464,216)	(18,946,855)	(20,725,117)	(20,653,620)	(21,426,911)	(21,961,076)	(22,578,116)	(23,357,173)	(24,010,974)	(24,633,101)	(25,324,518)	(26,035,892)	(26,968,515)
<b>OPERATING RESULT</b>		2,326,411	(1,291,328)	(473,658)	890,141	(1,127,817)	887,074	591,115	811,236	911,041	980,545	1,037,760	1,270,992	1,401,970	1,610,862	1,564,199
<b>Revenue (Asset related)</b>																
Non-Operating grants, subsidies and contributions		3,383,030	1,746,295	7,093,233	4,695,564	7,223,845	2,096,732	2,002,044	1,230,907	1,548,561	1,275,237	1,293,676	1,312,520	1,331,779	1,360,287	1,380,402
Profit on disposal of assets		19,433	3,493	212,712	-	84,234	358,500	-	-	-	-	-	-	-	-	-
Loss on asset disposal		(2,583,954)	(85,892)	(1,461,676)	-	(160,082)	(1,077,800)	-	-	-	-	-	-	-	-	-
<b>NET RESULT</b>		3,199,860	867,568	6,886,611	5,585,705	6,020,180	2,064,446	2,593,159	2,042,143	2,469,602	2,205,782	2,331,436	2,583,512	2,733,149	2,971,149	2,944,601
<b>Other Comprehensive Income</b>		94,718,041	618,484	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other Comprehensive Income</b>		97,857,901	886,052	6,886,611	5,585,705	6,020,180	2,064,446	2,593,159	2,042,143	2,469,602	2,205,782	2,331,436	2,583,512	2,733,149	2,971,149	2,944,601

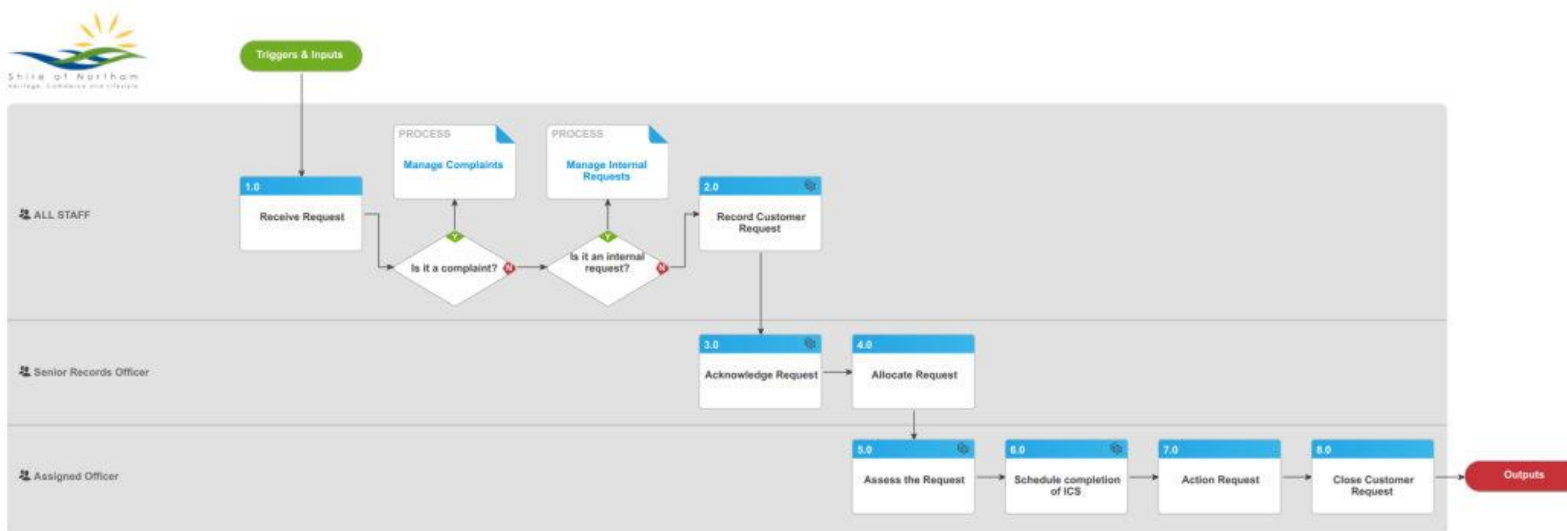
**e. Business Improvement**

At the Shire of Northam we are committed to improving our internal business processes and interactions with our community and stakeholders. This being the case the Council has embarked on an extensive identification and review of its most critical processes with the view of eliminating wastage and providing value to our customers. This initiative has been underway for the last three years and has resulted in a range of beneficial outcomes and improvements. We have established an internal business improvement team who are our process champions. It is their responsibility to co-ordinate the identification, review and implementation of our most critical organisational business processes.

To date we have identified and mapped 69 of our critical processes and made 409 improvements to these processes and while our initial focus has been on our administration processes we will soon be moving into our more critical operational processes to identify and improve how we deliver our services. The following is a list of our currently identified, mapped and improved processes;

Conduct Citizenship Ceremonies	Receiving Visitor Centre Money	Manage Hazard Reporting
Develop Annual Report	Updating a Creditor Record	Manage Inductions
Prepare Council Forum agenda's & meetings	Create New Standpipe Keycard User	Manage Infrastructure Bonds
Prepare Council meeting minutes	Manage Employee Termination	Manage Internal Requests
Prepare Ordinary Council agenda's & meetings	Declaring Dangerous Dogs	Manage Major Projects
Manage Facilities & Bookings	Issue Tree Subsidy Vouchers	Manage Near Miss, Incident & Injury Reporting
Manage Grants	Manage Building Application	Manage Public Interest Disclosures
Organise Shire Event	Manage Development Applications	Manage Records
Process Event Applications	Manage Development Compliance	Manage Recruitment
Processing KidSport Applications	Manage Firebreaks	Manage Staff Training
Arrange payment plans for Rates	Manage Harvest Bans	Manage Tenders
Manage Burial Requests and Reservations	Manage Public Swimming Pool Water Sampling	Manage Website
Manage Debtors	Manage Reclaimed Water Sampling	Managing Employee Grievance
Manage Insurance Claims	Manage Stallholder Application	Managing Poor Performance
Manage Payroll	Approving Traffic Management Plans	Managing Return to Work Programs (RTWP)
Manage Purchasing	Develop Annual Works Program (Roads and Footpaths)	Managing Staff Misconduct and Discipline
Manage Rate Recovery	Manage As Built Data	Process Time Sheets & Time Cards
Process Creditors Payments	Manage Bridge Maintenance	Undertake Staff Development & Review
Process Superannuation Payment	Administering Injury Management	Follow Up Process Development
Processing New Creditor Applications	Develop Annual Budgets	Run a Process Development Workshop
Receiving Debtors Payments	Handling & Disposing of Sharps	Run a Process Validation Workshop
Receiving Pool Money	Manage Complaints	
Receiving Rates payments	Manage Council's Media	
Manage Customer Requests	Manage Document Control	

In order to be able to map, monitor and improve our processes we utilise an off the shelf system call Promapps. Promapps allow us to clearly identify our processes making them accessible across our organisation. Critically it also allows us to track our improvements and monitor our staff use of these processes. The below is an example of a process map which we utilise



## 7. Monitoring and Reporting

The implementation of the Corporate Business Plan will be monitored monthly and reported corporately on an annual basis through progress of action and project delivery against targets and year to date expenditure against budget. In addition, performance will be monitored and reported against corporate or operational key performance indicators. The tables below outlines the Shire's corporate key performance indicators. Where necessary, additional performance measures will be progressively developed and implemented across the organisation during 2018-2019.

As the Corporate Business Plan is integrated with and delivers on the Strategic Community Plan, monitoring and reporting of outcome performance through the strategic key performance indicators is also important in determining the effectiveness of the Shire's services and projects.

All elements of the Corporate Business Plan will be reviewed and amended as required each year prior to the annual budget process. This enables the corresponding year of the Corporate Business Plan and Long Term Financial Plan to accurately inform the annual budget

### Human Resources

Performance Area	Key Performance Indicator	Formula	Target	2018/19 Actual	2017/18 Actual
<b>Safe Working Environment</b>					
Workplace Safety	Lost Time Injury Frequency Rate	$\frac{\text{Number of lost time injuries} \times 1,000,000}{\text{Total hours worked}}$	<15		5.1
Occupational Health and Safety Management	Percentage compliance with AS/NZS 4801:2001 requirements	Average percentage compliance over 10 sections through an independent audit *formal assessment by LGIS to be undertaken	> 75%		80% (est)
<b>Appropriately Skilled Workforce</b>					
Professional Development	Percentage employee satisfaction with professional development opportunities	Average percentage satisfaction across all Departments determined through Tri- Annual Workforce Systems Processes People Audit	>60%		TBA
<b>Retention of Valued Staff</b>					
Staff Turnover	Staff turnover rate	$\frac{\text{Number of staff separations}^*}{\text{Total number of staff}}$ (less casual and Council instigated)	<20%		12%



### Financial Management

Performance Indicator	Definition	Formula	Target	2018/19 Estimated Actual	2017/18 Actual	16/17 Actual
Budget Management	Percentage variance in actual year to date expenditure (operating) versus budgeted expenditure	$\frac{\text{Actual Expenditure} - \text{Budgeted Expenditure}}{\text{Budgeted Expenditure}} \times 100$	<10%	-5.19%	-1.13	-3.35%
Current Ratio	This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions	$\frac{\text{Current Assets MINUS Restricted Assets}}{\text{Current Liabilities MINUS Liabilities Associated with Restricted Assets}}$	1:1 (100% or greater)	248%	229%	289%
Debt Service Ratio	This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan	Annual Operating Surplus BEFORE Interest and Depreciation Principal and Interest	>4	15.17	12.23	16.90

**Governance**

Performance Indicator	Definition	Formula	Target	2018/19 Estimated Actual	2017/18 Actual	16/17 Actual
Corporate Plan Achievement	Percentage of identified Corporate Actions achieved	$\frac{\text{Corporate Actions undertaken in current year}}{\text{Total Number of Corporate Actions}}$	100%			
Project Delivery	Percentage of Major Projects delivered	$\frac{\text{Number of Major Projects Delivered in current year}}{\text{Total Number of Major Projects Identified in Corporate Plan}}$	100%			

### Compliance

Performance Indicator	Definition	Formula	Target	2018/19 Actual	2017/18 Actual	2016/17 Actual
<b>Statutory Planning</b>						
Building Permit Processing	Average Building Permit processing time	Building Permit process times to be measured by the official date received and official date Permit issued	Uncertified ≤25 working days		7.01	8.71
			Certified <10 working days		3.97	3.88
Development Application Processing	Average Development Application processing times	<u>Total days to process development applications</u> Total number of development applications Development application process times measured by the official date received and official date approval issued, less any official hold periods recorded	≤30 days (delegated decisions)		22.6 days	15 days
			≤40 days (non-delegated decisions)		41.9 days	37.8 days
<b>Local Government Compliance</b>						
Compliance Auditing	Percentage of elements identified within the annual Department of Local Government Audit Return identified as being complied with by the Shire of Northam	<u># of Audit elements complied with x 100</u> Total number Audit elements Compliance audit for the period 1st January to 31st December against the requirements of the Compliance Audit Return	≥90%		Not available until 31 <sup>st</sup> March 2019	100%

### 12.1.2 WALGA Annual General Meeting

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.6.5.5
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For the Council to provide direction to the Shire President and Deputy Shire President (as Councils nominated voting delegates) in relation to matters for consideration at the WALGA AGM.

#### ATTACHMENTS

Attachment 1: Extract from WALGA AGM Agenda

#### BACKGROUND / DETAILS

The following items are for consideration at the upcoming WALGA Annual General Meeting:

- 3.1 Coastal Erosion;
- 3.2 Department of Housing Leasing Residential Property to Charitable Organisations;
- 3.3 Motorist Taxation Revenue and Spending in WA;
- 3.4 Biosecurity Groups (RBGs);
- 3.5 WALGA Members Support for Waste to Energy;
- 3.6 Membership of Development Assessment Panels;
- 3.7 Review of the Mining Act 1978;
- 3.8 Financial Assistance Grant; and
- 3.9 Third Party Appeal Rights.

## 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**

Nil.

### **Legislative Compliance**

Nil.

### **Policy Implications**

Nil.

### **Stakeholder Engagement / Consultation**

Nil.

### **Risk Implications**

- Reputational – Low
  - No risk identified.
- Financial – Low
  - No risk identified.
- Compliance – Low
  - No risk identified.
- Legal – Low
  - No risk identified.

## OFFICER'S COMMENT

Section 4 of the WALGA AGM agenda has been included in Attachment 1, the complete agenda is available for Elected Members to view as a separate attachment to this agenda.

### 3.1 Coastal Erosion

- WALGA advocate for more resources to be provided to Coastal Councils to manage coastal hazards.
- Intergovernmental Agreement to develop a coordinated national approach to Coastal Issues.

Comment: No impact on Shire of Northam, recommend Council supports the position being put forward.

### 3.2 Department of Housing Leasing Residential Property to Charitable Organisations

- Department of Housing policy and practice to lease housing assets, to not for profit organisations is eroding Local Governments' rate base.

Comment: The recommendation is in line with previous positions taken by Council on this matter. Therefore it is recommended that Council support this item.

### 3.3 Motorist Taxation Revenue and Spending in WA

- Fair distribution of funding from motorists to road maintenance, congestion and road safety is sought.
- An inquiry into road user pricing should be established.

Comment: Road infrastructure funding is a critical issue for local government, the Shire of Northam is no different. Any change to legislation or current agreements that would result in more funding flowing to local governments to deliver improved road infrastructure would be welcomed. It is recommended the position being put forward is supported.

### 3.4 Biosecurity Groups (RBGs)

- Current WALGA policy position is that local government isn't supportive of Recognised Biosecurity Groups (RBGs).
- Since development of this policy position 16 RBGs have been established in Western Australia, covering land within 61 separate local governments.
- Individual local governments can be discouraged from trying to work with the RBG in its area due to the current sector policy provision.
- It is timely to review the current policy position.

Comment: The issue being raised here seems less about the RBG's and more about individual local governments being able to have their own position on matters in contrary to a general sector position. In the view of staff the mere fact that WALGA have a position on a certain matter in no way means the Shire of Northam is required to hold a similar position. WALGA's role is to simply put policy positions and views forward which represent the majority view of WA Local Government, this in no way diminishes an individual Councils right to have a contrary view. This being the case, there does not appear to be any reason to change WALGA's position on this matter currently, particularly given the recently announced

review of the Biosecurity and Agricultural Management Act (2007). The recommendation is not supported by staff.

### 3.5 WALGA Members Support for Waste to Energy

- Seeking support for the Waste Strategy: Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 from WALGA Members.
- To seek firm commitments from the State Government as to how it will be achieved, including alternative options and incentives to reduce and eventually eliminate reliance on landfill.

Comment: Recommendation supported.

### 3.6 Membership of Development Assessment Panels

- DAP includes 3 experts and 2 elected members, which is considered by DoPLH as a balanced decision-making framework;
- There is a need to strengthen transparency and increase public respect for the DAP process;
- It is proposed that WALGA advocate for increasing local government membership on DAP.

Comment: Recommendation supported.

### 3.7 Review of the Mining Act 1978

- FIFO and DIDO to be limited in a reviewed Mining Act, similar to the Stronger Resource Communities Act in Qld <https://www.legislation.qld.gov.au/view/whole/pdf/inforce/current/act-2017-028>
- That an MOU with Councils is addressed as a compulsory part of the mining application process
- That the MOU forms part of the Audit process of the relevant Local Government.

Comment: While the notion is supported, there does appear to be a process in place, certainly at a Federal level, to look in more detail at the impact of FIFO & DIDO. The main concern with the recommendation as it is currently put forward related to the lack of detail around what is actually being requested. This is obviously a very complex and long standing issue that may be best served by awaiting the outcome of the research currently being undertaken by the Federal Government. Recommendation not supported.

### 3.8 Financial Assistance Grant

- Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of council services and infrastructure;
- Expresses its concern about the decline in the value of Financial Assistance Grants funding at the national level from an amount equal to around 1% of Commonwealth Taxation Revenue in 1996 to a current figure of around 0.55%.; and
- Calls on all political parties contesting the 2019 Federal Election and their local candidates to support the Australian Local Government Association's call to restore the national value of Financial Assistance Grants funding to an amount equal to at least 1 % of Commonwealth Taxation revenue and therefore to provide a Fairer Share of Federal funding for our local communities.

Comment: Recommendation supported, noting the work that WALGA are already doing in this space.

### 3.9 Third Party Appeal Rights

- Further amendments proposed to the Preferred Model for Third Party Appeals Process.

Comment: Council has previously adopted a position against third party appeal rights. While this position has been softened to advocate for third party appeal rights in the case of JDAP's what is being proposed extends further than this. Staff share concerns of the State Government in that the introduction of more third party appeal right has the potential to add layers of complexity and red tape. As such the recommendation is not supported.



## RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3715**

**Moved: Cr Ryan**

**Seconded: Cr Williams**

**That Council:**

- 1. Supports items 3.1, 3.2, 3.3, 3.5, 3.6, 3.8 as presented in the WALGA Annual General Meeting Agenda;**
- 2. Does NOT support items 3.4, 3.7, 3.9;**
- 3. Authorises the Council voting delegates to vote in accordance with the Council position on these matters, unless additional information is presented at the AGM which the voting delegates consider warrants a change in the position of Council; and**
- 4. In the event the voting delegates do not vote in accordance with the stated Council position this is to be reported back to the next meeting of Council, along with the reasons for altering the Council position.**
- 5. Authorise the Council voting delegates to make a determination on voting for any late items presented to the WALGA AGM, in the context of the Councils adopted Strategic Community Plan and other guiding plans or policies.**

**CARRIED 10/0**

## Attachment 1



### 3. Consideration of Executive and Member Motions

#### 3.1 Coastal Erosion

*Shire of Gingin Delegate to move:*

##### MOTION

**That WALGA advocate to the Federal and State Governments with respect to the importance of responding to the increasing challenges faced by Coastal Councils, and develop policy initiatives to include:**

1. Introduction of a national funding formula to provide the resources necessary to manage and maintain the coast effectively on behalf of all Australians, including the funds needed to increase the adaptive capacity of Councils to address climate impacts.
2. Allocation of additional Financial Assistance Grants to address coastal hazards, and broadening of the range of 'disabilities' listed under Financial Assistance Grants to include factors such as the vulnerability of coastal areas and communities to coastal hazards.
3. Development of an intergovernmental agreement on the Coastal Zone that will provide a co-ordinated national approach to coastal governance through and in cooperation with Australian state, territory and local governments and clearly define the roles and responsibilities of each tier of government in relation to coastal zone management.
4. Creation of a National Coastal Policy, the basis of which is formed by the intergovernmental agreement on the Coastal Zone, that outlines the principles, objectives and actions to be taken to address the challenges of integrated coastal zone management for Australia.
5. An increase in funding for Australian climate science research programs conducted by CSIRO and other research bodies, including the restoration of funding for the National Climate Change Adaption Research Facility or establishment of a similar body, and continuing support for *CoastAdapt*. This is essential to ensure that appropriate guidance in responding to coastal hazards is accessible by Australia's coastal Councils so that coastal communities and assets are adequately prepared to address the adverse effects of climate change impacts.

##### IN BRIEF

- WALGA advocate for more resources to be provided to Coastal Councils to manage coastal hazards.
- Intergovernmental Agreement to develop a coordinated national approach to Coastal Issues.

##### MEMBER COMMENT

Many Western Australian Local Governments attended the Australian Coastal Councils Conference in NSW earlier this year. From this conference it was clear that other State Governments are working more closely with Local Governments to provide guidance, advice and funding to help manage coastal hazards, including storm erosion, shoreline recession and coastal inundation.

This conference also clearly outlined the fact that there is no coordinated Federal, State and Local Government Policy outlining clear responsibilities, which essentially leaves Councils in a very uncertain situation with respect to how to deal with the coastal issues that they face.

The estimated cost of coastal hazards is unprecedented and yet there is no clear direction at the Commonwealth level as to responsibilities or action plans. In nearly all instances it is being



advised/proposed that retreat is the preferred method of dealing with coastal hazards, yet the financial cost of this option eclipses the cost of performing minor works to alleviate the issue for the short to medium term.

Without entering into a debate about sea-levels rising, we all acknowledge that the climate is changing and all coastal Councils in WA are being affected in some way or another that is directly impacting their residents and ratepayers. It should be noted that this matter will not only affect coastal Councils but other Council that will be affected by the ingress of water such as those located on coastal estuaries.

As such, it is requested that WALGA, whilst continuing to work in this space, has a strong focus on the recommendation above which will provide coastal Councils with the necessary support, tools, advice, resources and financial backing to work through these issues in a coordinated manner.

#### **WALGA SECRETARIAT COMMENT**

In 2013 the Western Australian Planning Commission (WAPC) adopted a significantly revised *State Planning Policy 2.6: State Coastal Planning Policy*. This policy was revised largely in response to a growing scientific consensus that increasing sea levels and storm intensities will cause more frequent coastal inundation, storm erosion and shoreline recession in coastal areas. A recent report published by the [Climate Council](#) emphasises these challenges.

In particular, the revised state coastal policy introduced new policy measures which require Local Governments to:

- a) Show due regard to coastal hazards when assessing new development proposals, or making or amending a new planning scheme
- b) Prepare strategies (Coastal Hazard Risk Management and Adaptation Plans) to preserve public interests in coastal areas, and
- c) Inform landholders of coastal hazard risks.

WALGA has been working with its members for a number of years to help Local Governments meet these responsibilities. Key activities include:

- Preparation of *Local Government and Coastal Land Use Planning: Discussion Paper* (2014)
- Preparation of *Disclosing Hazard Information: The Legal Issues* (2017)
- Establishment of the Local Government Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) forum, which meets every three months to discuss common issues with member officers and progress key actions
- Submissions to the Department of Planning Lands and Heritage on the Draft Planned and Managed Retreat Guidelines (2017) and CHRMAP Guidelines (2019), and
- Preparation of *Local Government Coastal Hazard Planning Issues Paper* (in draft).

It is the secretariat's view that the requested advocacy activities, outlined in this motion, generally align with and are complementary to, the direction being pursued by members through the Local Government CHRMAP forum to seek additional resources and pursue collaborative approaches with other levels of government to manage coastal hazard risk.

The motion also aligns with:

1. Recommendations made by a [Commonwealth Government parliamentary inquiry](#) in 2009
2. Advocacy being pursued by the [Australian Coastal Councils Alliance](#)
3. WALGA's climate change advocacy, outlined in WALGA's [Policy Statement on Climate Change](#), adopted by WALGA State Council in 2018, and
4. The State Government's intent to formulate a new [climate change policy](#)



### 3.2 Department of Housing Leasing Residential Property to Charitable Organisations

City of Kwinana Delegate to move:

#### MOTION

**WALGA advocate to the Minister for Housing to:**

- 1. Cease the policy of the Department of Housing leasing their housing assets to charitable/not for profit organisations who are then eligible for charitable Local Government rate exemptions; or**
- 2. Provide Local Governments with a rate equivalent payment annually as compensation for the loss of rates income; or**
- 3. Include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.**

#### IN BRIEF

- Department of Housing policy and practice to lease housing assets, to not for profit organisations is eroding Local Governments' rate base.

#### MEMBER COMMENT

The Department of Housing contribute to Local Government rates and do not receive the charitable rate exemption outlined in the *Local Government Act 1995*. It should be noted however that land that is held by the Crown and used for public purposes, is not rateable in accordance with section 6.26(2)(a)(i) of the *Local Government Act 1995*.

The Department of Housing own a large residential housing portfolio in Kwinana and have been paying local government rates for the tenants to access services (such as Library, crèche services, Zone Youth Space, roads and footpaths, parks and reserves) and programs (through the Community Centres, Zone, Library, free events). The standard of services and programs that the City offer is in line with community expectations. A reduction in rate revenue, which is predominantly the revenue source that funds these services, will increase the cost burden onto the remaining ratepayers to pay for these services and programs or result in a reduced standard of service to the community.

Prior to May 2019, the Department of Housing had 13 properties that were exempt from rates due to the Department of Housing leasing these properties to charitable/not for profit organisations, which is estimated to cost the City around \$20,000 annually in lost rate revenue. At the 8 May 2019 Ordinary Council Meeting, Council approved rate exemptions for another 31 Department of Housing properties as a result of these being leased to charitable/not for profit organisations, which is estimated to result in approximately an additional \$85,000 annually in lost rate revenue.

City Officers have undertaken a preliminary review of the types of properties that the Department of Housing own and has estimated that there are 338 residential properties that could be leased to charitable/not for profit organisations. If the Department of Housing entered into an agreement with a charitable organisation to manage these 338 properties and they applied for a rate exemption, the estimated annual loss of rate revenue is \$585,000.

Overall, the potential annual loss of rates revenue from the Department of Housing continuing with this business practice could be up to \$690,000. If the City maintained the same level of service, programs and capital schedule, the shortfall from the annual loss of rates revenue would equate to a 1.85% rate increase for the remaining ratepayers. A loss of this amount would be a major risk under the City's risk assessment framework.

The properties that have been granted charitable rate exemptions are still using the services and accessing programs that are being delivered, however they are not contributing towards this through



rates. Each charitable rate exemption reduces the base for rates income and therefore increases the burden on other ratepayers to fund the services provided to the community by a local government. It is recommended that WALGA advocate to the Minister for Housing the negative financial impact that this current Department of Housing policy is having on Local Governments; that exempting these residential properties from rates is increasing the burden on other ratepayers; and that users of local government services should contribute towards the cost of these, including the State Government.

The City does not receive information from the Department of Housing in regards to the plans for leasing their properties until such time that a lease is entered into. The trend over recent years is that the Department of Housing owned properties are leased to charitable and/or not-for-profit organisations without any rate equivalent payment being made for the local government's loss of rates revenue.

Every Western Australian Local Government is required to apply the provisions of the *Local Government Act 1995* regarding exempt properties, including those for charitable rates exemptions and are potentially facing the same issues with the Department of Housing as the City of Kwinana.

#### **WALGA SECRETARIAT COMMENT**

The issue of rate exemptions has been a high priority for the sector in the current Local Government Act Review.

This item from the City of Kwinana is consistent with the current advocacy positions of the Association.

The sectors current policy positions are as follows:

#### **Rating Exemptions – Section 6.26**

Position Statement: Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.

#### **Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)**

Position Statement: Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997; and either:

- amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or
- establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.

#### **Rating Exemptions – Rate Equivalency Payments**

Position Statement: Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.

#### **Rating Restrictions – State Agreement Acts**

Position Statement: Resource projects covered by State Agreement Acts should be liable for Local Government rates.



### 3.3 Motorist Taxation Revenue and Spending in WA

*Shire of Marjilup Delegate to move*

#### MOTION

To support the independent position of the RAC, that WALGA call on the State and Federal Government to:

1. Provide a fairer distribution of funding from revenue collected from Western Australian motorists (consistently a minimum of 50%) to remediate Western Australia's \$845m road maintenance backlog and tackle the increasing costs of congestion and road trauma, to deliver productivity and liveability outcomes; and
2. Hold an inquiry into road user pricing as part of a broader reform of motorist taxation that would remove revenue raising fees and charges, and / or hypothecate money collected for the provision of transport infrastructure and services.

#### IN BRIEF

- Fair distribution of funding from motorists to road maintenance, congestion and road safety is sought.
- An inquiry into road user pricing should be established.

#### BACKGROUND

A 2018 report by Acil Allen Consulting called "Motorist Taxation Revenue and Spending in WA" commissioned by the RAC reveals that over the past twelve years Western Australia has only received back on average 34 cents in every dollar of motoring taxation collected by successive Federal Governments.

Motoring taxation is collected by the Federal Government through:

- GST;
- Luxury Car Tax;
- Excise on petrol and diesel; and
- Passenger motor vehicles customs duty.

In 2016 the Western Australian Auditor General identified that Western Australia was facing an \$845M road infrastructure maintenance backlog and it is widely recognised that the condition of many metropolitan, regional and rural roads are not up to an appropriate standard. Partly supporting this position is that the Western Australian road fatality rate that is 33% higher than the national average, and that Infrastructure Australia is projecting that by 2031 Western Australia will have seven of the top ten most congested roads in Australia.

It is concerning that in 2021/22 the projection is that Western Australia motorists are expected to pay \$3.3b in motoring taxes however in the same year only \$562m is forecast to be returned to fund road and transport projects, a return of 17 cents in the dollar which is the lowest level since 2007/08.

#### **WALGA SECRETARIAT COMMENT**

The \$845m road maintenance backlog identified by the Western Australian Auditor General in 2016 relates only to Main Roads WA controlled roads. Additionally there is consistently a shortfall in the amount that Local Governments are able to invest in road maintenance and renewal compared that required to maintain the asset in current condition.

Twenty percent of revenue collected by the State Government from Motor Vehicle Licencing is currently provided to Local Governments through the State Road Funds to Local Government Agreement. The balance of this revenue is hypothecated to Main Roads WA. Under earlier agreements between State



and Local Governments up to 27% of motor vehicle licence fee revenue has been provided to Local Governments for the road network. This difference equates to \$67 million per year. Increased Federal funding for road infrastructure would not only result in higher levels of service from State roads but also create a more favourable environment for achieving higher levels of funding for Local Government roads.

Numerous inquiries into road user pricing and broad reform of motorist taxation have been completed including:

- Productivity Commission 2007 Road and Rail Freight Infrastructure Pricing
- Henry, K *et al* 2009 Australia's Future Tax System
- COAG Road Reform Plan 2013
- Heavy Vehicle Charging and Investment Reform 2014
- Harper, I. *et al* 2015 Competition Policy Review
- Infrastructure Australia 2016, Australian Infrastructure Plan

WALGA has actively contributed to these inquiries including formal submissions endorsed by State Council (for example 65.3/2011 and 249.4/2013).

Each of these inquiries conclude that the current way of funding road infrastructure is unsustainable and inefficient. Increasingly fuel efficient vehicles, and ultimately electric or hydrogen powered vehicles are undermining the revenue base from fuel excise. However, the Federal Government firmly asserts that there is no link or hypothecation of fuel excise revenue to road funding.

The Australian Government is continuing to investigate heavy vehicle road pricing reform through the Transport and Infrastructure Council, which comprises Transport, Infrastructure and Planning Ministers from all jurisdictions, Federal Ministers and the Australian Local Government Association. The current focus is on developing nationally consistent service level standards for roads to provide an evidence base for investment decisions. Studies are also underway looking at independent price regulation and establishing a forward-looking cost base.

If roads are to become a priced utility (like power or water networks) an important consideration would be sustainable funding for low traffic volume roads, all of which are the responsibility of Local Governments. There remains an important role for all levels of government to support the provision of basic road services to ensure social mobility, economic welfare, road safety and public security. Any reforms to road investment and charging arrangements must be mindful of how best to integrate roads as an economic service with roads as a community service obligation.



### 3.4 Biosecurity Groups (RBGs)

*Shire of Bridgetown-Greenbushes Delegate to move*

#### MOTION

**That WALGA revokes its current policy position of not supporting the establishment and operations of Recognised Biosecurity Groups (RBGs) and that the decision on whether to support RBGs is to rest with individual Local Governments.**

#### MEMBER COMMENT

A component of WALGA's current policy position on 'biosecurity' is that:

*Local Government are not supportive of Recognised Biosecurity Groups (RBGs).*

With the establishment of the Biosecurity and Agriculture Management Regulations in 2013 the State Government communicated a new policy setting, being a community coordinated approach to managing biosecurity. In Western Australia Recognised Biosecurity Groups (RBGs) were introduced as the key mechanism to deliver a community coordinated approach, and to manage widespread and established pests in WA.

The Shire of Bridgetown-Greenbushes recognises that when RBGs were initially being established in Western Australia the sector's preference was that the State Government maintains responsibility for the management of pests including providing assistance to land managers and establishment of a biosecurity network. However with the significant establishment of RBGs since 2013 the Shire of Bridgetown-Greenbushes believes it is timely for WALGA to review its current policy position.

Currently there are 16 RBGs established in Western Australia with more being considered for establishment. The 16 current RBGs have a footprint across 61 local governments in Western Australia. As the RBGs are established it is therefore appropriate and at times necessary for the affected local governments to work with the RBG to ensure that the services provided by the RBG are coordinated and compatible with services, works, etc. that are provided by the local government. This working environment and partnership can be compromised by the existence of a sector-wide policy provision that states that Local Government isn't supportive of the existence of the RBG.

With 16 RBGs established and more likely to come it is unlikely that legislation is going to be amended to discontinue this approach to biosecurity management.

The Shire of Bridgetown-Greenbushes proposes that WALGA amend its current policy position by removing the specific part that states that the sector is not supportive of RBGs. Instead the decision on whether to support a RBG should rest with individual Local Governments.

The Blackwood Biosecurity Group (BBG) operates within the boundaries of the Shire of Bridgetown-Greenbushes. The Shire has chosen to recognise and respect the work being done by the BBG noting that the establishment of the BBG wasn't a Shire initiative.

The choice on whether to support the activities of the BBG was a decision that solely rested with the Shire of Bridgetown-Greenbushes. However this decision appears to have left the Shire open to

#### IN BRIEF

- Current WALGA policy position is that local government isn't supportive of Recognised Biosecurity Groups (RBGs).
- Since development of this policy position 16 RBGs have been established in Western Australia, covering land within 61 separate local governments.
- Individual local governments can be discouraged from trying to work with the RBG in its area due to the current sector policy provision.
- It is timely to review the current policy position.





criticism within the sector. In recent times, at various meetings where the subject of RBGs has been on the agenda, including those with WALGA representatives in attendance, there was a view expressed by some that by supporting the BGG the Shire of Bridgetown-Greenbushes is acting in contradiction of a sector policy provision, is therefore weakening the sector's position and could be seen to be encouraging the extension of RBGs or the establishment of more RBGs in Western Australia.

The Shire of Bridgetown-Greenbushes respects the rights of individual Local Governments to oppose the establishment of, or continuation of a RBG within their areas.

The WALGA policy position on biosecurity groups was determined before the growth in the number of RBGs in Western Australia and therefore it is timely to review that position. All other components of the WALGA policy position on 'biosecurity' can be retained.

### SECRETARIAT COMMENT

Correspondence received in May 2019 from the Minister for Agriculture has indicated that the review of the *Biosecurity and Agriculture Management Act (2007)* will occur in the second quarter of 2020.

It is envisaged that the current Policy Position will be reviewed in response to any proposed changes to the Act. The policy review will include the provision of a discussion paper on any potential changes to the Act, and a series of workshops for members across the State in order for members, the WALGA zones, and ultimately State Council, to make their respective determinations.

That said, the change proposed by the Shire of Bridgetown-Greenbushes asserts the primacy of each member to make its own decisions, in accordance with its community's desires and expectations.



### 3.5 WALGA Members Support for Waste to Energy

*Shire of Dardanup Delegate to move:*

#### MOTION

**That WALGA continue to support Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 and seek firm commitments from the State Government about how the waste avoidance, resource recovery and diversion from landfill targets will be achieved, including local options for reprocessing, recycling and waste to energy.**

In particular these commitments should clearly indicate how the State Government will cease the proliferation of landfills in the non-metropolitan areas which are predominantly taking metropolitan waste or waste generated elsewhere in the state including mining and construction camps. These commitments should encourage alternative options and outline what incentives the Government will put in place to reduce, and eventually eliminate, our reliance on landfill.

#### IN BRIEF

- Seeking support for the Waste Strategy: Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 from WALGA Members.
- To seek firm commitments from the State Government as to how it will be achieved, including alternative options and incentives to reduce and eventually eliminate reliance on landfill.

#### ATTACHMENTS

**Attachment 1** – Waste Avoidance and Resource Recovery Strategy 2030

[http://www.wasteauthority.wa.gov.au/media/files/documents/Waste\\_Avoidance\\_and\\_Resource\\_Recovery\\_Strategy\\_2030.pdf](http://www.wasteauthority.wa.gov.au/media/files/documents/Waste_Avoidance_and_Resource_Recovery_Strategy_2030.pdf)

**Attachment 2** – Waste Avoidance and Resource Recovery Strategy Action Plan 2030

[http://www.wasteauthority.wa.gov.au/media/files/documents/Waste\\_Avoidance\\_and\\_Resource\\_Recovery\\_Strategy\\_2030\\_Action\\_Plan.pdf](http://www.wasteauthority.wa.gov.au/media/files/documents/Waste_Avoidance_and_Resource_Recovery_Strategy_2030_Action_Plan.pdf)

**Attachment 3** – Waste to Energy Position Statement

[https://www.wasteauthority.wa.gov.au/media/files/documents/W2E\\_Position\\_Statement.pdf](https://www.wasteauthority.wa.gov.au/media/files/documents/W2E_Position_Statement.pdf)

**Attachment 4** – WALGA Waste to Energy Discussion Paper for Local Government

<https://www.dropbox.com/s/7ihc97m8p056nk1/Attachment%204%20-%20W2E%20Discussion%20Paper%20FINAL.pdf?dl=0>

#### MEMBER COMMENT

- Currently the Strategy sets Targets for these outcomes but does not include a firm plan of how the State Government is going to actually implement and achieve these Targets. The Waste Avoidance and Resource Recovery Strategy Action Plan 2030 ([Attachment 2](#)) also does not provide clarity or concrete actions or incentives to address these targets.
- Building on and updating the first Western Australian Waste Strategy: Creating the Right Environment published in 2012, earlier this year (2019) the State Government released the West Australia's Waste Strategy (Waste Avoidance and Resource Recovery Strategy 2030). Previous State Government Targets have included goals of towards zero waste to landfill by 2020. This may no longer be achievable, however there has been positive trends in waste figures as included in Table 1 on page 9 of the Waste Strategy:



Table 1: Changes in waste generation and landfill in Western Australia, 2010-11 and 2014-15 (Hyder, 2013 & ASK Waste Management, 2017)

	2010-11	2014-15	Percentage change
Generation – total	6.53 million tonnes	6.23 million tonnes	↓5%
Generation – per capita	2,764 kilograms	2,437 kilograms	↓12%
Waste to landfill	4.49 million tonnes	3.61 million tonnes	↓20%
Resource recovery	2.04 million tonnes	2.62 million tonnes	↑28%

- Increases in FOGO and other recycling efforts have improved resource recovery significantly up 28%, whilst per capita generation is down 12%. The knock on effect is that there was a fifth (20%) less waste going to landfill in 2014/15 than in 2010/11. However, there have been questions raised regarding the accuracy of this data and the Department of Water and Environmental Regulation are going to require mandatory reporting by Local Government and industry to address this issue. Even given questions about the data, there is still more than 3.6 million tonnes of waste going to landfill every year.
- To reduce this the Waste Strategy 2030 sets out the following targets:

VISION	Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.		
OBJECTIVES	<b>Avoid</b> Western Australians generate less waste.	<b>Recover</b> Western Australians recover more value and resources from waste.	<b>Protect</b> Western Australians protect the environment by managing waste responsibly.
TARGETS	<ul style="list-style-type: none"> <li>2025 – 10% reduction in waste generation per capita</li> <li>2030 – 20% reduction in waste generation per capita</li> </ul>	<ul style="list-style-type: none"> <li>2025 – Increase material recovery to 70%</li> <li>2030 – Increase material recovery to 75%</li> <li>From 2020 – Recover energy only from residual waste</li> </ul>	<ul style="list-style-type: none"> <li>2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled.</li> <li>2030 – All waste is managed and/or disposed to better practice facilities</li> </ul>

Source: Waste Avoidance and Resource Recovery Strategy 2030 page 6

- If these targets are achieved it would result in the following:
  - Total waste generated in 2030 reduced by 20% from 2014/15 figures to 4.98 million tonnes per annum.
  - Only 15% of total waste generated is landfilled (acknowledging that the target is only set for Perth and Peel), the total waste to landfill across the state will be 0.75 million tonnes.
  - Resource recovery is increased to 75%, resulting in 3.74 million tonnes being recovered.
  - That leaves 0.5 million tonnes potentially available for Waste to Energy – which the Strategy notes should only be generated from 'residual waste'. The alternative is that waste to landfill will increase to 1.25million tonnes per annum.
- Whilst the targets are clear, the plan about how this will be implemented is yet to be developed and Local Government and industry will need long term certainty to invest to achieve these targets. The Shire of Dardanup is therefore asking WALGA members to support WALGA to advocate to the State Government for more specific and firm commitments to divert waste from landfill through local options for reprocessing, recycling and waste to energy.
- In this regard, the Waste Authority recognises the benefits in siting waste infrastructure close to the source of waste generation. Benefits include reduced transport impacts from the movement of waste, such as greenhouse impacts, traffic congestion and community amenity (Waste Authority's



Waste to Energy Position Statement, 2013 - [Attachment 3](#)). It is therefore important that **local options** for reprocessing, recycling and waste to energy are considered an essential component in achieving the Waste Strategy's targets. **Not taking action and continuing with the status quo** will mean waste is transported hundreds or even thousands of kilometres to be disposed of in the regions, rather than being dealt with at source. By considering smaller scale local options it would provide opportunities for reduction at source and also assist communities in the regions to reduce their waste to landfill.

- Considering the above, without Waste to Energy (WtE) and significant improvements in resource recovery, there would still be 25% or 1.25million tonnes state-wide of waste being sent to landfill. According to a 2013 discussion paper ([Attachment 4](#)) prepared for WALGA by the Municipal Waste Advisory Council (MWAC), a standing committee of the Association with delegated authority to represent the Association in all matters relating to solid waste management, WtE could reduce the weight of waste by 70-80% and the volume of waste by 90%.
- The Waste Authority considers best practice WtE processes to be a preferable option to landfill for the management of residual waste but not at the expense of reasonable efforts to avoid, reuse, reprocess or recycle waste. WtE has the potential to divert substantial volumes of waste from landfill (and thereby support the delivery of Waste Strategy targets) and produce a beneficial product (Waste Authority's Waste to Energy position Statement, 2013).
- To address this it is important that options for reduction in the amount of waste going to landfill also consider smaller waste to energy plants that could be located within regional areas to reduce reliance on landfill. Initial investigations indicate that current available technologies could provide opportunities for smaller plants to be established that would use about 500kg of Municipal Solid Waste per hour or about 4,400 tonnes per annum. Such facilities could be located across regional areas and reduce waste to landfill but also provide for energy generation.
- It is recommended that the alternative options outlined in this item be incorporated into the Waste Strategy's Action Plan 2030 with specific incentives put in place by the Government to ensure we reduce, and eventually eliminate, our reliance on landfill.

#### SECRETARIAT COMMENT

The Shire of Dardanup should be commended for their initiative and identification of key issues such as the need to control the development of new landfills, to support the Strategy Targets, and to develop local solutions to divert material from landfill for material and energy recovery.



### 3.6 Membership of Development Assessment Panels

*Shire of Mundaring Delegate to move:*

#### MOTION

**That WALGA investigate increasing Local Government membership in Development Assessment Panels**

#### MEMBER COMMENT

At its meeting of 3 March 2018, the Shire of Mundaring Council resolved to:

*'Advise WALGA that it recommends WALGA investigate increasing local government membership in Development Assessment Panels, rather than advocate for the introduction of Third Party Appeal Rights.'*

#### IN BRIEF

- DAP includes 3 experts and 2 elected members, which is considered by DoPLH as a balanced decision-making framework;
- There is a need to strengthen transparency and increase public respect for the DAP process;
- It is proposed that WALGA advocate for increasing local government membership on DAP.

The Shire will be reconsidering its position in relation to Third Party Appeal Rights at its meeting on the 11 June 2019; its position on seeking WALGA investigate increasing local members on DAP however remains unchanged.

The Department for Planning's website states:

As a key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Development Assessment Panels (DAPs) comprise three technical experts in planning (one of whom chairs the meeting) and two elected members from the local government in which the DAP applies. This is not a balance and there could be various membership options that WALGA could explore, with some likely to be more palatable to the State than others.

For example, an equal number of local elected members and planning professionals on a DAP would demonstrate respect for the expertise of local members in applying planning regulations to a proposed development. It would demonstrate that local elected members have views of equal importance to those of the other Panel members.

Equal numbers of members could result in a tied vote with the Chairperson having a deciding vote. That would not diminish the importance of a balanced number of local representatives and planning experts participating in the decision making process.

DAPs are public meetings. Community members attend to take the opportunity to briefly address the Panel and to listen to the reasons why the decision is made.

Appointing additional elected member/s to DAPs means community members would have local experts and three planning experts explain how the proposed development would impact on a local area and what conditions, if any, are justifiably imposed. This would be educative for the community, strengthen transparency and increase public respect for the DAP process.

#### SECRETARIAT COMMENT



The Minister for Planning initiated several amendments to Development Assessment Panels (DAPs) to improve their efficiency and operation. The majority of the changes were *"primarily administrative to ensure the system remains flexible and responsive, while more clearly communicating DAP decisions to the public"* ([Changes-to-the-DAP-system-announced.aspx](#)), and did not include changes to DAP membership.

A previous 2016 AGM resolution was for WALGA to advocate for consideration of a series of reforms, in the event that DAPs remain in place, to ensure greater accountability, transparency and procedural fairness for ratepayers through the Panel's assessment and decision making processes. One of the reforms specifically sought a change that would require equal membership on the DAP between Local Government and Appointed Specialist members with an independent chair approved by both State and Local Governments.

At the same 2016 AGM, WALGA was also requested to advocate for an independent review of the decision making within the WA planning system, looking at the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process

In December 2016, two reports were presented to WALGA's State Council, one on the review of the entire planning system (Resolution 108.6/2016), followed by one on the possible improvements to the DAPs system (Resolution 109.6/2016). The report on the review of Decision Making within the WA Planning System also resolved to undertake research on third party appeals around Australia and further consult with members regarding its current policy position. The Association prepared a discussion paper which provided background on the development of WALGA's position and a review of the arguments both for and against third party appeals which was then circulated to the Local Government sector for comment and feedback during 2017.

At the May 2018 WALGA State Council meeting, it was resolved to amend the policy position to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels (DAPs) (Resolution 37.2/2018). The following resolutions were made: -

1. Note the results of the additional consultation with members on the possible introduction of Third Party Appeal Rights into the Planning System;
2. Based on the feedback received, amend its current policy position to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels;
3. Provide the State Government with the outcomes of this consultation and advocate for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels as part of the upcoming Independent Planning Reform process; and
4. Further consult with members to provide more clarity on the exact details of the criteria that would need to be established, before any system of Third Party Appeals for decisions made by Development Assessment Panels is implemented by the State Government.

At its May 2019 meeting (Resolution 44.4/2019), WALGA's State Council considered a 'Preferred Model' and resolved that WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and
2. Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.

The Shire of Mundaring proposal to have equal representation may achieve an actual balance between technical advice and local knowledge, as espoused as the objective of the DAP framework. This would be a beneficial improvement to the DAP system, particularly in the event that the State is unwilling to pursue any introduction of Third Party Appeal Rights to DAP decisions. The Minister for Planning has advised that Third Party Appeal rights would not be considered by the Government as it would add



unnecessary complexity and red tape to the planning framework, contrary to the intent of the current planning reform process.



### 3.7 Review of the *Mining Act 1978*

*Shire of Dundas Delegate to move*

#### MOTION

**That:**

- 1. WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the outdated *Mining Act 1978* and that the revision address FIFO and DIDO, and its impact on local communities; and**
- 2. The Mining application process includes a mandatory MOU with the Local Government which would be overseen by the Auditor General to ensure fairness to the Community by having the mining company contribute to local infrastructures as a Legacy project.**

#### IN BRIEF

- FIFO and DIDO to be limited in a reviewed Mining Act, similar to the Stronger Resource Communities Act in Qld  
<https://www.legislation.qld.gov.au/view/whole/pdf/inforce/current/act-2017-028>
- That an MOU with Councils is addressed as a compulsory part of the mining application process
- That the MOU forms part of the Audit process of the relevant Local Government

#### MEMBER COMMENT

As a Local Government we have felt and seen the impact of mine closures and factors out of our control and how this can devastate a small community; This has significant flow on effects from lack of volunteers to support fighting bush fires in our 95,000 square kilometres of currently unmanaged, UCL land, lack of volunteers to support St Johns Ambulance services, to reducing the capacity of our school through a steady decline in numbers. Businesses have closed, as have Government Departments as the population declines.

We are not advocating a total elimination of FIFO and DIDO as this would be an unrealistic approach.

We seek the Minister's support as a matter of urgency to make our small communities sustainable.

#### SECRETARIAT COMMENT

The Association provided an interim submission to the Education and Health Standing Committee Inquiry into mental health impacts of FIFO work in October 2014. This inquiry was in response to the suicides of nine FIFO lives in the Pilbara region of WA.

The submission reinforced support for the implementation of the key recommendations of the 2013 House of Representatives Standing Committee Senate Inquiry report, *Cancer of the bush or salvation for our cities*. That Inquiry recommended research to be undertaken by the Commonwealth Government to determine the socio economic impact of FIFO work practices, accurate measurement of the impact of FIFO on existing on infrastructure and services, and strategies to address current inequities in infrastructure and sustainability of regional medical services health service delivery.





### 3.8 Financial Assistance Grant

*Shire of Dundas Delegate to move*

#### MOTION

**That WALGA requests the Hon. Minister of Local Government and Communities David Templeman to assist all Local Governments to Lobby the Federal Government to retain the Financial Assistance Grant at one percent of the of Commonwealth Taxation Revenue.**

#### MEMBER COMMENT

The Shire of Dundas feels the current funding arrangements for Local Government are no longer fit for purpose.

The roles and responsibilities of Local Government has grown significantly. The main funding available from the Australian Government (the Financial Assistance Grants) has consistently declined from a level equal to 1% of Commonwealth Taxation Revenue (CTR) in 1996 to just 0.55% of CTR today.

The Australian Government collects approximately 82% of Australia's tax revenue and is responsible for just one tenth of Australia's public infrastructure assets.

Local councils raise 3.6% of taxes and are responsible for 33% of public infrastructure, including 75% of Australia's roads

3.6% of the tax take is not adequate funding to unlock the potential of our communities. The decline in the Financial Assistance Grants funding has left local councils worse off struggling to meet increasing demand on local infrastructure and services and impacting their ability to build and maintain essential infrastructure to the higher standard required today.

The result is increased pressure on rates and council budgets, making it harder to maintain community services and infrastructure.

There is a current infrastructure backlog of \$30+ billion dollars. The requirement to upgrade and renew infrastructure built during the 'baby boom' and rapid growth periods in the 60s and 70s is becoming a major problem. New infrastructure is also required to meet the needs of the growing population and to meet productivity and safety requirements.

There are also increasing community expectations related to the type and standards of services available to local communities. This is placing pressure on local governments particularly when they are required to provide services previously provided by the other spheres of government. This is particularly the case in thin markets such as rural and regional areas where, if federal or state governments withdraw services, local government must step in or no one will, as we have seen in recent years.

#### SECRETARIAT COMMENT

WALGA supports the need for a review of the Financial Assistance Grants (FAGs) system, from the perspective of growing the overall size of the pool.

#### IN BRIEF

- Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of council services and infrastructure;
- Expresses its concern about the decline in the value of Financial Assistance Grants funding at the national level from an amount equal to around 1% of Commonwealth Taxation Revenue in 1996 to a current figure of around 0.55%; and
- Calls on all political parties contesting the 2019 Federal Election and their local candidates to support the Australian Local Government Association's call to restore the national value of Financial Assistance Grants funding to an amount equal to at least 1% of Commonwealth Taxation revenue and therefore to provide a Fairer Share of Federal funding for our local communities.



WALGA has consistently supported advocacy, through ALGA and other channels, for increases in funding from the Commonwealth Government to Local Government through Financial Assistance Grants. WALGA continues to work with ALGA to advocate to increase FAGS funding to 1% of taxation revenue.

ALGA's number one priority in their Federal Election advocacy strategy was to restore Financial Assistance Grant funding to one percent of Commonwealth taxation revenue. This remains an ongoing area of advocacy for ALGA.



### 3.9 Third Party Appeal Rights

*City of Bayswater Delegate to move:*

#### MOTION

1. That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal.
2. That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

#### IN BRIEF

- Further amendments proposed to the Preferred Model for Third Party Appeals Process

#### MEMBER COMMENT

The Council has taken a particularly strong stand on this important issue and it is requested that this matter be given further consideration.

#### SECRETARIAT COMMENT

At its May 2019 meeting, WALGA's State Council considered a 'Preferred Model' and resolved that WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and
2. Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.

(Resolution 44.4/2019)

The above resolution was sent to the Minister for Transport: Planning with a copy of the proposed model (as attached).

The May 2019 Agenda item sought to finalise a 'Preferred Model' for appeals on Development Assessment Panel decisions. WALGA's State Council considered several alternative WALGA Zone resolutions, as several Zones proposed alternative 'Preferred Models' for decisions made by DAPs, preferred types of Third Party Appeals and one Zone indicated its opposition to any Third Party Appeals model being introduced, as follows: -

#### SOUTH METROPOLITAN ZONE

That the Position Statement be referred back to WALGA officers to provide an evidence case to support the need for change, the expected benefits, and an analysis of the implications of change in terms of cost, resource and timeframes by utilising the experience of other States where third party appeals exist and applying that to the system proposed.



#### GREAT SOUTHERN COUNTRY ZONE

That the Zone opposes Third Party Appeals in relation to Item 5.2 in the May 2019 WALGA State Council Agenda.

#### EAST METROPOLITAN ZONE

That there be an amendment to the Preferred Model, being that third parties are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

#### CENTRAL METROPOLITAN ZONE

That WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels; and
2. Endorses the original December 2018 'Preferred Model' as the third party appeals process for decisions made by the Development Assessment Panels with the following amendments:
  - a. DOT POINT 1 "which could possibly be expanded later if it proves to be beneficial" to be removed
  - b. DOT POINT 4 to be replaced with "Other affected parties would be able to appeal a DAP decision"

Based on the formal resolutions received and members discussions at Zone meetings, there were a range of options available for State Council to consider at its meeting in May: -

1. Not adopt a Preferred Model until more information on cost and resource implications is provided;
2. Adopt the Preferred Model as presented in the May 2019 Agenda;
3. Adopt the Preferred Model as presented in the May 2019 Agenda, with the amendments suggested by the East Metropolitan Zone, ie ability to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels;
4. Adopt the Preferred Model as circulated to members in December 2018;
5. Adopt the Preferred Model as circulated to members in December 2018, with the amendments suggested by the Central Metropolitan Zone;
6. Adopt the Preferred Model with different amendments (any amendments discussed by State Council);
7. Not adopt any Preferred Model but still advocate for Third Party Appeal Rights for DAPs decisions
8. Adopt a different Third Party Appeal model (ie wider than just for DAPs);
9. Consult the sector again on what model of Third Party Appeal rights is considered acceptable given the wide range of views;
10. Return to the pre-May 2018 position, where any Third Party Appeal rights are not supported

The preferred approach by State Council was to adopt the Preferred Model as presented in the May 2019 Agenda, as it would provide the starting point for discussion with the State Government about the introduction of Third Party Appeals for Development Assessment Panel decisions.

WALGA provided this position to the Minister for Transport; Planning and the Minister's response was as follows:

*I note WALGA's State Council endorsed Preferred Model on this matter, however I maintain concerns regarding the unnecessary complexity and red tape third party appeal rights would add to the planning system, which is contrary to the objectives of the Government's commitment to planning reform.*



*The Department of Planning, Lands and Heritage received 254 submissions in response to the Green Paper, including many which confirmed the issues and views identified in the Green Paper regarding the current DAP system.*

*An Action Plan for planning reform which contains a program of initiatives to address the concerns identified by the Green Paper and submissions is currently being finalised by the Department for consideration by Government.*

*I will make announcements regarding the content of the Action Plan and reform initiatives in the near future.*



## Preferred Model

### Third Party Appeal Rights for decisions made by Development Assessment Panels

#### Benefits of Third Party Appeal Right for decisions made by Development Assessment Panels

- Only Local Governments will be able to challenge and seek review of DAP decisions that are made contrary to the recommendations of the Responsible Authority Report (RAR) or Council position.
- In future, possible consideration to a broadening of Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.
- Local Government would be able to appeal a DAP decision and defend the merits of their policies and defend the enforceability of their conditions.
- More transparent process in both decision making and condition setting, resulting in more accountable DAP members.
  
- Would allow for an appeal to be made on the conditions of approval or refusal
  - i) that may have been removed from a RAR; or
  - ii) added to the decision, particularly where no liaison has occurred with the Local Government for clearing or enforcing the condition; or
  - iii) applied inappropriately i.e. the condition would change the intent or design of the development and therefore a new application should have been lodged.
  
- Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden the system.
- Provides the opportunity for additional information to be included in the appeal process, particularly if information was not received before the DAP meeting.
- Provides the ability to challenge any new information being presented at the DAP meeting without the Local Government being able to undertake any assessment of the new information (unassessed revised plans are currently being lodged and approved at meetings).
- Able to appeal the 'Deferral' process being over utilised, i.e. DAPs are tending to defer applications multiple times rather than making a decision to approve or refuse the proposal.
- Can give the Local Government more confidence that the developer will provide a fully complete application and discuss the application with the Local Government first, rather than relying on the DAP to condition the proposal requiring additional critical information.



### Appellants in a Third Party Appeal

Should be for

- A Local Government where DAP has gone against the position of Council itself; or
- A Local Government where DAP has gone against the Responsible Authority Report (RAR)

### Local Government makes a submission

- SAT would need to ensure that appeals are made on valid planning grounds and are not made for commercial or vexatious reasons.
- The existing Directions Hearing process could be used to see if the appeal has reasonable planning merit, which would assist in providing clarity on what constitutes a valid planning consideration and what would be an invalid planning consideration. The Directions Hearing could consider the appellant's justification for submitting the appeal, in particular, whether the grounds of appeal are supported by documentary evidence or other material (a similar process for justifying the lodgement of an appeal already exists through Section 76 of the *Planning and Development Act 2005*).
  - *“ Will need to discuss with SAT the definition of 'valid planning grounds' to determine whether the submission has reasonable grounds for appeal”*

### What can be appealed?

- DAP applications that are compulsory over \$10 million for JDAPs and \$20 million for City of Perth DAP; or
- DAP applications in the optional threshold \$2m – 10m for JDAPs and in the City of Perth \$2 million – \$20 million; or
- DAP applications seeking amendments to approvals *i.e.* Form 2 applications proposing a change to the development application, and including applications for an extension of time

### Timeframe to lodge an appeal

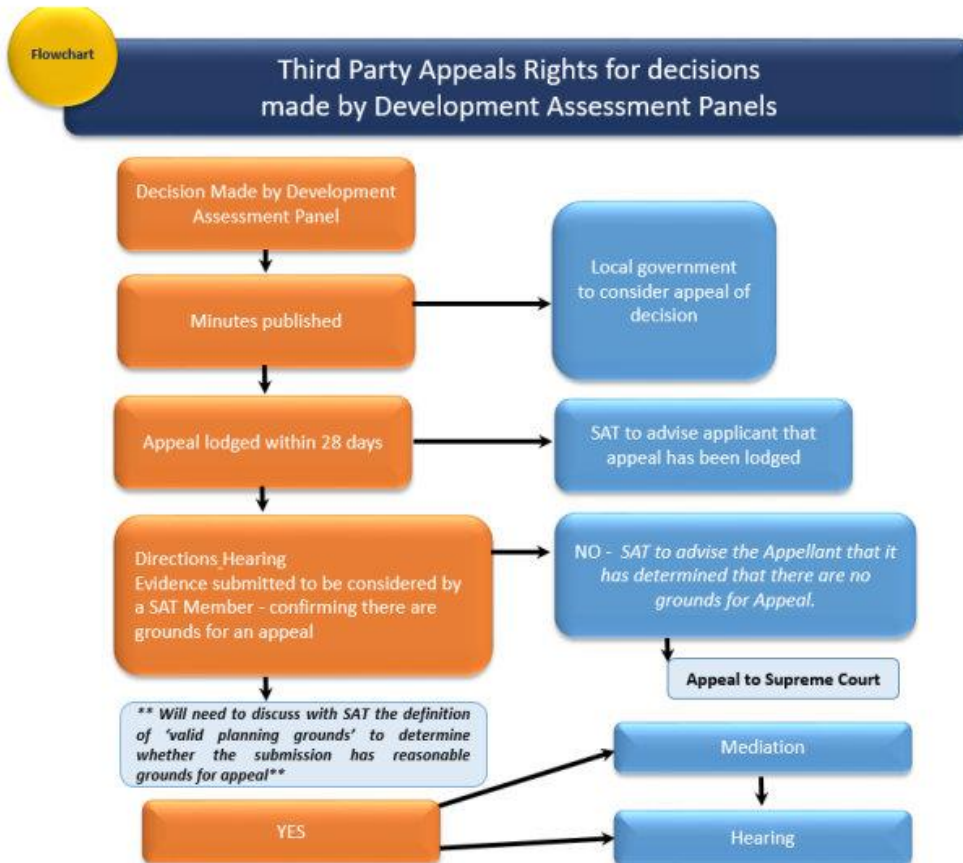
- As per the existing timeframe, an appeal on a decision made by a Development Assessment Panel should be lodged within 28 days of the decision being made public, ie publishing of the DAP minutes.
- Local Governments would need to determine within their own organisation what process to follow in order to decide whether or not to lodge an appeal against a DAP decision. In many cases this may require a Special Council meeting to determine this.

### Costs

- Any Local Government would need to cover their costs of initiating the appeal, attending SAT directions, mediation and hearings, and costs could also include obtaining expert advice.



## Appeals Process





## 12.2 ENGINEERING SERVICES

Nil.

## 12.3 DEVELOPMENT SERVICES

*Cr J E G Williams declared an "Impartiality" interest in item 12.3.1 - RFT 2 of 2019 – Supply and Construction of Bakers Hill Fire Shed as she is an executive committee member of Bakers Hill Progress Association. She will be involved in discussions regarding this matter.*

### 12.3.1 RFT 2 of 2019 – Supply and Construction of Bakers Hill Fire Shed

<b>Address:</b>	Yates Street, Bakers Hill
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

### BRIEF

For the Council to consider the options for dealing with Tender 2 of 2019 – Supply and Construction Bakers Hill Fire Shed.

This report details the submissions received in response to the tender as well as recent correspondence received from the South West Aboriginal Land and sea Council (SWALSC) regarding the proposed location of the new fire shed.

It is recommended by staff that Council not award any tender for this project due to the objections received from SWALSC.

### ATTACHMENTS

- Attachment 1: SWALSC Correspondence.  
Attachment 2: Extract from Aboriginal Heritage Sites mapping.

## BACKGROUND / DETAILS

Council resolved at its meeting held on February 2019 to issue development approval for the construction of a new fire station on a portion of Reserve No 5331 (Lot 297 –Deposited Plan 194442) subject to a number of conditions.

Specifically Condition 5 states the following –

5. Prior to commencement of development, the Department of Aboriginal Affairs shall be consulted to determine the status of sites listed as “Lodged - Other Heritage Status”.

Following this resolution staff made contact with the Department of Planning, Lands and Heritage with respect to the above condition. The response from the DPLH was to contact the South West Land and Sea Council (SWLASC) explaining the proposed works and the description of the former use of the property (BMX Track etc.).

Following the above advice staff consulted with SWALSC and a response was received highlighting opposition to the proposed location (refer to attachment 1).

After receiving the initial advice staff requested SWALSC further consider the historical use of the land and the footprint area of the development. Further correspondence was receive from SWALSC reiterating its opposition to the location of the fire shed.

In undertaking the original planning assessment for the location of the fire shed the following was included in the planning assessment –

<p>(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;</p>	<p>No Registered Aboriginal Heritage Sites or Municipal Heritage/State Heritage Sites are on the proposed development site. Two Other Heritage Places (AHIS Enquiry) are noted to be in proximity, Garrett Marked Tree &amp; Garrett Camping Ground. The proposed building does not impact on the Garrett Marked Tree, however it is located on the periphery of the identified Garrett Camping Ground Feature (Feature Diameter 222m). It is recommended a Condition be imposed to seek the advice of the Department of Aboriginal Affairs to determine if the</p>
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	status of these sites have been ascertained prior to the issuing of the Building Permit given the original survey period of 2000-2003.
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Concurrently with the further correspondence with the Department of Planning, Heritage and lands and SWALSC a public tender for the construction of the fire shed was undertaken. At the conclusion of the tender period 5 submissions have been received.

### **CONSIDERATIONS**

Theme Area 5: Infrastructure and Service Delivery

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

Objective: Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.

### **Financial / Resource Implications**

The cost of the facility construction has been provided through the Local Government Grant Scheme with funding through the Emergency Services Levy.

Council is financially responsible for the earthworks (cut-and-fill), stormwater management works (swale/detention basin creation) and associated hardstand areas (carpark and trafficable areas).

### **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**

As indicated above correspondence has been received from representatives of DPLH and SWLASC.

Council staff will also be undertaking further consultation with representatives from the Bakers Hill Bush Fire Brigade, Bakers Hill Progress Association and DFES regarding any decision of council and options moving forward,

### **Risk Implications**

- Reputational – High  
There is high risk involved in terms of reputation of Shire should the advice of SWLASC not be considered.
- Financial - Moderate  
There is a risk that should an alternate site not be selected that the funding provided by DFES will not be available for the 2020/21 financial year.
- Compliance - Low  
The tendering process that has been performed has followed all protocols necessary.
- Legal -High  
There is high risk involved for legal matters should the advice of SWALSC not be acted on.

### **OFFICER'S COMMENT**

Given the advice received from SWALSC staff believe that not proceeding with the development of the Bakers Hill Fire Shed in this location is the appropriate course of action at this time

It is also proposed that discussions continue with the Bakers Hill Fire Brigade, Progress Association and DFES regarding an alternate site for the fire shed. This also includes a more detailed consideration of the current site and alternatives previously considered.

### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3716**

**Moved: Cr Little**

**Seconded: Cr Della**

**That Council:**

- 1. Not award Tender 2 of 2019 – Supply and Construction of Bakers Hill Fire Shed to any tenderers; and**
- 2. Continue consultation with the Bakers Hill Fire Brigade and the Bakers Hill Progress Association over the suitable location for a new or expanded Fire Brigade Shed.**

**CARRIED 10/0**

## Attachment 1

### Alysha McCall

---

**From:** Etienne van Tonder <Etienne.vanTonder@noongar.org.au>  
**Sent:** Thursday, 16 May 2019 10:41 AM  
**To:** Brendon Rutter  
**Cc:** Grace Kent  
**Subject:** 188144 - RE: Site ID 19598 - Garrett Camping Ground

Morning Brendon,

Further to your email dated 8 April 2019, we advise that we have now had the opportunity to discuss the matter with the Ballardong Working Party meeting.

We are advised that the proposed location for the construction of the fire station significantly encroach on an area which is currently the subject of an application lodged with the Department of Planning, Lands and Heritage, (Registrar of Aboriginal Sites) to be registered as an Aboriginal site.

We are instructed to advise that the Ballardong People are opposed to the proposed development at the proposed location due to the cultural significance of the area. It is the view of the Ballardong People that the proposed development be relocated to another area where there will be no encroachment on culturally sensitive land.

Should you have any further queries in this regard, please don't hesitate to contact me.  
Regards,



**Etienne van Tonder** | Senior Legal Officer  
South West Aboriginal Land and Sea Council  
p. (08) 9358 7400 | f. (08) 9358 7499  
[etienne.vantonder@noongar.org.au](mailto:etienne.vantonder@noongar.org.au) | [www.noongar.org.au](http://www.noongar.org.au)  
1490 Albany Hwy CANNINGTON | PO Box 585 CANNINGTON WA 6967

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 Please consider the environment before printing this e-mail

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**From:** Brendon Rutter <cesm@northam.wa.gov.au>  
**Sent:** Monday, 8 April 2019 5:28 PM  
**To:** Etienne van Tonder <Etienne.vanTonder@noongar.org.au>  
**Subject:** Site ID 19598 - Garrett Camping Ground

Good evening,

I hope I have come through to the correct department.  
My Name is Brendon Rutter and I'm contacting your department today on behalf of the Shire of Northam.  
I've been referred to your office by Glenn Shaw from the Dept. Planning, Lands & Heritage

In February this year Council have approved a development application for a fire station to be built on a portion of the following parcel of land  
Reserve 53331 (Lot 297 – Deposited Plan 194442)

As part of our due diligence I have conducted a search on the AHIS System using the Site ID number as above.

The purpose of my email today is to find out further information regarding the reserve as the search has given a result of "within or adjacent to" and ILUA for the Ballardong people.

Can you please advised if there is any specific requirements that I need to ensure are addressed on this particular site prior to the commencement of construction.

The site in question has been a park in the past and was most recently a BMX track that has since been relocated.

The building as attached has been designed to illuminate within reason any non-essential clearing of vegetation, so we have purposely designed the foot print to fit within the area that has already been cleared just to the north East of the identified area,

There is plans to conduct some revegetation of the surrounding area once construction is complete which we will conduct in consultation with DBCA.

Additionally would there be any identified risk associated with this development that may impact on the ILUA as stated above.

Please feel free to contact me should I be of further assistance.  
I look forward to receiving your reply in due course.

**Brendon Rutter**

CESM, Community Emergency Services Manager,  
Shire of Northam

e: [cesm@northam.wa.gov.au](mailto:cesm@northam.wa.gov.au); [Brendon.Rutter@dfes.wa.gov.au](mailto:Brendon.Rutter@dfes.wa.gov.au)

p: (08) 9622 6137 | m: 0458 08 08 18 | f: (08) 9622 1910

w: [www.northam.wa.gov.au](http://www.northam.wa.gov.au) | [www.visitnortham.com.au](http://www.visitnortham.com.au)

PO Box 613 Northam WA, 6401

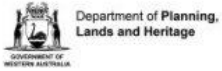


Disclaimer by the Shire of Northam "If you are not the intended recipient, please advise by return e-mail immediately, and delete the e-mail and any att the Shire of Northam unless this is clearly indicated. You should scan this e-mail and any attachments for viruses. The Shire of Northam accepts no liabil

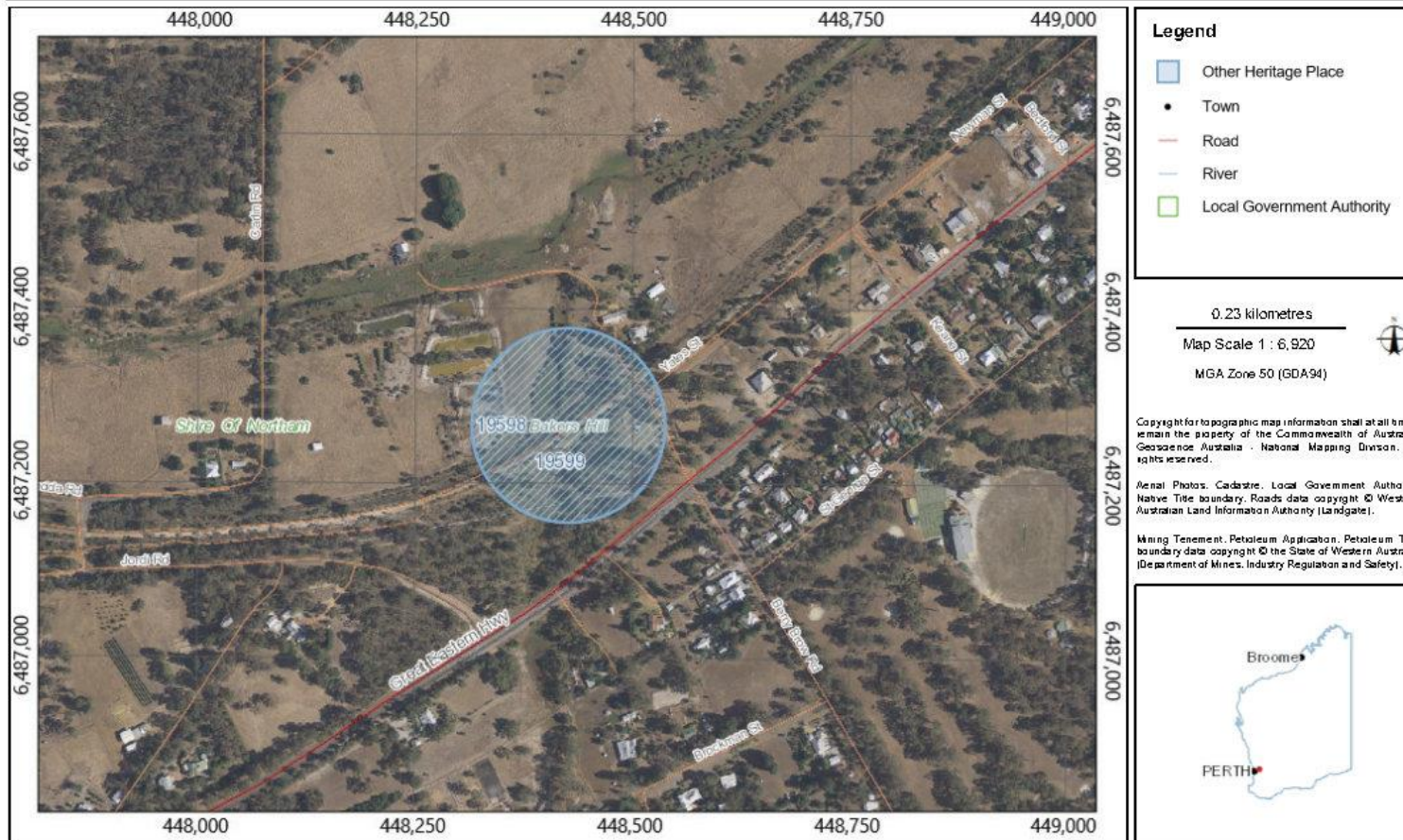
## Attachment 2

### Aboriginal Heritage Inquiry System

#### Map of Other Heritage Places



For further important information on using this information please see the Department of Planning, Lands and Heritage's Disclaimer statement at <http://www.dpla.wa.gov.au/plan/plan/other-places>



Cr C P Della declared an "Impartiality" interest in item 12.3.2 - Draft Shire of Northam Heritage List as Property owners on the draft register are known to him.

Cr J E G Williams declared an "Impartiality" interest in item 12.3.2 - Draft Shire of Northam Heritage List as she is a member of Bakers Hill Progress and Recreation Association, who are developing plans for the Bakers Hill Railway platform, which is proposed to be involved on the Heritage List. Inclusion on the list may affect the Associations planned development of the site.

Cr S B Pollard declared a "Proximity" interest in item 12.3.2 - Draft Shire of Northam Heritage List as item 52 Barndon House, 14 Wellington Street is immediately adjacent to 12 Wellington St which is owned by his self-managed superannuation fund.

Cr Pollard left the meeting at 6:38pm.

### 12.3.2 Draft Shire of Northam Heritage List

<b>Address:</b>	Various
<b>Owner:</b>	Various
<b>Applicant:</b>	Shire of Northam
<b>File Reference:</b>	3.1.8.19
<b>Reporting Officer:</b>	Jacky Jurmann Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

### BRIEF

It is proposed to adopt for advertising purposes a draft Heritage List for the Shire of Northam.

The Heritage List will provide increased protection to those places on the list.

Landowner and community consultation will take place prior to the final list being adopted by Council.

### ATTACHMENTS

Attachment 1: Draft Heritage List.



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## BACKGROUND / DETAILS

A review of the Shire's Municipal Heritage Inventory (MHI) was conducted by Laura Gray of Heritage Intelligence in 2017 with the view of providing recommendations to create a Heritage List. The draft Heritage List has been formulated from these recommendations.

There are two options when compiling heritage lists, Council may elect to include all heritage places in its MHI, or a smaller sub-set of places. It is common practice for those places of higher cultural heritage significance to be adopted into the Heritage List, which allows the MHI to act as a general survey and store of information, while the List records places that need the protection of additional planning controls.

Ms Gray has recommended that a smaller sub-set of places form the Heritage List, generally based on categories 1 and 2 of the MHI. The draft list contains 63 places whereas the MHI contains 129 places, including places where the building(s) of significance have since been demolished.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 4: Environment & Heritage.

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

Objectives:

- The Shire of Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted;
- The Shire of Northam's heritage buildings and locations are well maintained.

### Financial / Resource Implications

Costs associated with the creation of the Heritage List are contained within the Shire's existing budgetary allocations.

### Legislative Compliance

Planning and Development (Local Planning Schemes) Regulations 2015

Clause 8(1) of Part 3 of Schedule 2 of the Regulations (also known as the Deemed Provisions) requires local governments to establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.

Sub-clause (2) requires the heritage list to set out a description of each place and the reason for its entry in the heritage list. The list must be available, with

the Scheme documents, for public inspection; and be published on the Shire's website.

Sub-clause (3) sets out the consultation requirements for entering or removing a place from the heritage list, or modifying the heritage list, and includes notifying each owner and occupier of the place to provide a minimum of 21 days to comment.

Following adoption of the list (and any subsequent modifications), the Shire must notify the Heritage Council of WA, and each owner and occupier.

### **Policy Implications**

The development of places on the Heritage List and within the Heritage Precincts will be guided by Local Planning Policy No. 18 – Heritage Precincts.

### **Stakeholder Engagement / Consultation**

If Council resolves to adopt the draft Heritage List, consultation will be conducted in accordance with the provisions of the Regulations (as outlined above) for a minimum period of 21 days to all landowners and occupiers. It is also recommended that the draft Heritage List be advertised to the community on the Shire's website and in the Avon Advocate.

### **Risk Implications**

- Reputational – Low
  - A specific Heritage List in lieu of adopting the whole MHI is best practice and ensures that higher regulatory controls only apply to those places with the highest cultural significance.
- Financial - Low
  - No additional budgetary allocations are required.
- Compliance - Low
  - The creation of a Heritage List is in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- Legal – Low
  - The provisions of the Shire of Northam Local Planning Scheme No. 6 will apply to those places on the Heritage List to provide increased protection.

### **OFFICER'S COMMENT**

There are three levels of Heritage Listings –

1. State Heritage Register – highest level of protection under State Heritage legislation. This is for our most significant heritage buildings.
2. Local Government Heritage List – adopted by Council under the Local Planning Scheme. This is for significant building and places that require “protection” under our Scheme.

3. Municipal Heritage Inventory (MHI) – adopted by Council and includes buildings and places that are significant to the local community.

The draft Heritage List predominantly contains properties already on the State Register and MHI. There are also several properties that are proposed new entries on the Heritage List and MHI following the 2017 review undertaken by Laura Gray (Heritage Consultant).

Council are also advised that the review of the MHI is also being progressed in consultation with the Heritage Council, who are at present reviewing their format and purpose following the gazettal of the Heritage Act 2018 where they will now be known as 'Local Heritage Surveys'. Early discussions have been held on how the Shire can optimise use of the Heritage Council's Inherit database to provide a central location for Council, Officers, landowners and the community to access up to date heritage information.

#### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3717**

**Moved: Cr Mencshelyi**

**Seconded: Cr Proud**

**That Council:**

1. **Adopt the draft Heritage List for advertising purposes;**
2. **Notify all affected land owners and occupiers and the State Heritage Council of the proposed Heritage List and provide a minimum of 21 days for comment;**
3. **Advertise the draft Heritage List to the community providing a minimum of 21 days for comments; and**
4. **Receive a report following close of the consultation period to further consider adoption of the Heritage List.**

**CARRIED 9/0**

Cr Pollard returned to the meeting at 6:39pm.

**Attachment 1**

**SHIRE OF NORTHAM  
LOCAL PLANNING SCHEME NO. 6  
REGISTER 1 – HERITAGE LIST**

## 1. INTRODUCTION

The provisions for the adoption of a Heritage List under the provisions of the Northam Local Planning Scheme No. 5 are outlined in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* known as the Deemed Provisions.

*Note: Deemed provisions are those provisions that are automatically incorporated into a local planning scheme.*

## 2. SCHEME PROVISIONS UNDER SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO. 6

The provisions state:

### 8. Heritage list

- (1) The local government must establish and maintain a heritage list to identify places within the Scheme area that are of cultural heritage significance and worthy of built heritage conservation.
- (2) The heritage list —
  - (a) must set out a description of each place and the reason for its entry in the heritage list; and
  - (b) must be available, with the Scheme documents, for public inspection during business hours at the offices of the local government; and
  - (c) may be published on the website of the local government.
- (3) The local government must not enter a place in, or remove a place from, the heritage list or modify the entry of a place in the heritage list unless the local government —
  - (a) notifies in writing each owner and occupier of the place and provides each of them with a description of the place and the reasons for the proposed entry; and
  - (b) invites each owner and occupier to make submissions on the proposal within 21 days of the day on which the notice is served or within a longer period specified in the notice; and
  - (c) carries out any other consultation the local government considers appropriate; and

- (d) following any consultation and consideration of the submissions made on the proposal, resolves that the place be entered in the heritage list with or without modification, or that the place be removed from the heritage list.
- (4) If the local government enters a place in the heritage list or modifies an entry of a place in the heritage list the local government must give notice of the entry or modification to —
- (a) the Heritage Council of Western Australia; and
  - (b) each owner and occupier of the place.

### 3. HERITAGE LIST REGISTER

The following is the Heritage List Register.

Heritage List #	MHI Ref.	Inherit Ref.	Common Name	Assess. No	Lot No.	House No.	Street	Suburb	Management Category	Reason for Entry
1.	111	11646	St Simon & St Jude Anglican Church	A1571	157	34	Boronia Avenue (cnr Banksia Ave)	Wundowie	3	Timber church building constructed in 1940.
2.	97	1846	Grass Valley Hotel (fmr Tavern)	A1961	4 & 132	8	Carter Street (cnr George Street)	Grass Valley	3	The Tavern, located opposite the railway siding, is a single storey red brick building with a mortared string course part way up the wall and a mortared plinth to window height. A prominent gabled section faces the street, with half-timbered eaves. A deep verandah under separate roof provides a shady area in the front. The first licensee of the hotel was Timothy O'Discoll.
3.	95	1849	Grass Valley Post Office (fmr)	A2504	8	14	Carter Street	Grass Valley	3	Place is a tin shed housing post boxes for individuals.
4.	96	10916	Grass Valley Rail Shed (fmr)				Carter Road	Grass Valley	3	Place is associated with the development of Grass Valley as the centre for a hay and chaff industry in the 1890s. Advent of the car reduced need for hay and chaff, and increased mobility saw the decline of Grass Valley as a centre.
5.	59	24992	Methodist Manse (fmr)	A14199	62	100	Chidlow Street	Northam	2	Comprises stone and iron Hall (old church, 1892, 1901, 1954), red brick and iron Church (1901, 1924), both in the Federation Gothic style, and the Manse (1908, 1967) a brick and iron Federation Bungalow. The Church is of brick construction detailed in Flemish Bond that is tuck pointed to the front and to the return lobby wings. There is a 1924 rear extension. The Hall (old church) is rectangular with a porch on the front and a 1954 kitchen extension across the rear. The Manse is a single storey residence, with a verandah to the side and front. A small section of the original bricks is visible on the south west wall.
6.	114	10912	Clackline Refractory (former)	A526	19	3	Clackline Road	Clackline	4	The Clackline Refractory was established in 1898 after John Ford and James Murray discovered clay suitable for fired bricks in the Clackline area. They set up the WA Firebrick Co, which only survived for two years. It was then operated by Burnings until 1903 and then the Hunter Family until the 1950s.
7.	NEW	NEW	Jacaranda House	A10556	7-8	25	Duke Street	Northam	2	Large sprawling estate containing a single dwelling constructed of local stone in a Federation country style.
8.	13	1852	Northam Fire Station (fmr #2) & Quarters	A10590	158	87	Duke Street	Northam	1	Constructed in 1929 and is representative of the period when fire stations were individually designed. It is rare for its

Shire of Northam – Heritage List

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Heritage List #	MHI Ref.	Inherit Ref.	Common Name	Assess. No	Lot No.	House No.	Street	Suburb	Management Category	Reason for Entry
										distinctive single bay two-storey central appliance room, flanked by single-storey wings, a design type not applied elsewhere in WA.
9.	34	16300	Uniting Church & Hall	A14327	611	103	Duke Street East	Northam	1	Comprises a stone and iron hall (1892, 1901, 1954) and a red brick and iron Church (1901, 1924) in Federation Gothic style and is associated with the development of Northam following extension of the railway and discovery of gold.
10.	8	1855	Colonial Tavern & Stables	A14398	8-10	197	Duke Street East	Northam	1	Constructed in 1907 in the Federation Filigree style for passengers using the railway and population around the station. The stables are rare and largely intact.
11.	3	3414	Bardeen Homestead Group	A425	100, 104-105	866	Dumbarton Road	Irishtown	1	A rare and intact homestead group constructed from 1858 to 1870s for the Morgan family and provides evidence of the first phase of settlement in the Perth Hinterland in the late 1830s. Granary was constructed using convict labour.
12.	1	1861	Union Bank (ANZ Bank)	A11041	15-16	133	Fitzgerald Street	Northam	1	Constructed in the Federation Free Classical style for the Union Bank in 1906. Building has a significant presence in the streetscape and is associated with the financial life in Northam and surrounding farming districts. Good representative example of a bank building in a rural town of some importance.
13.	62	14788	National Australia Bank	A11049	7	141	Fitzgerald Street	Northam	1	Constructed in 1940 as a bank and residence and is rare as an example of austere Inter-War Art Deco bank constructed during WWII. The NAB was the first bank established in Northam in 1888.
14.	36	1872	Bank of New South Wales (fmr)	A11060	113	161	Fitzgerald Street	Northam	1	Constructed in 1915 in the Federation Free Classical style and is a rare example of architecture applied to a rural branch of the bank and reflects confidence the bank had for the Northam area.
15.	9	1871	Commonwealth Bank	A11079	111-112	181	Fitzgerald Street	Northam	1	Constructed in 1934 in the Inter War Stripped Classical style, which has an imposing presence in the streetscape and is associated with the Government's employment program during the depression.
16.	24	1867	Northam Post Office & Quarters	A13298	1	239-243	Fitzgerald Street	Northam	1	Constructed in 1909 and is a fine example of Federation Free style architecture. It has a strong visual impact on the street vista and contributes to the townscape and character associated with the development of postal and telecommunication services.



Heritage List #	MHI Ref.	Inherit Ref.	Common Name	Assess. No	Lot No.	House No.	Street	Suburb	Management Category	Reason for Entry
17.	25	1859	Northam Railway Station	A11190	359 & 370 (Reserve 31355)	401	Fitzgerald Street	Northam	1	Constructed in 1900 and is valued by the community for its former role as a transport interchange. It was an important station in the railway link to the goldfields.
18.	51	1873	Grand Hotel (fmr)	A11194	146-147	426	Fitzgerald Street	Northam	2	Built in 1896 by Michael Cody, the Grand Hotel was located close to the West Northam Station, and catered for passengers and railway workers. Located prominently on a corner site, as is typical of many country pubs, the two storey hotel maintains the timber verandahs with the decorative timber work.
19.	26	10907	Town Council Offices (fmr) & Library	A11140	17 & 18	298	Fitzgerald Street East (cnr Glebe St)	Northam	1	Comprises two double-storey concrete block buildings constructed from 1971-1974 in Late Twentieth Century Brutalist style. It is a fine and unusual example of Ivanoff architecture in WA and in a regional or institutional application.
20.	64	10889	Northam Flour Mill	A15569	100 & 34	334	Fitzgerald Street East	Northam	1	Comprises a large complex of operational industrial buildings, including the brick and iron flour mill (1867 to 1955) and a number of associated ancillary structures. It is the oldest operational flour mill in WA, which has contributed to the growth of WA and demonstrates the evolution of flour milling.
21.	118	1848	Grass Valley Store (fmr)	A246	11	4	George Street	Grass Valley	4	Associated with the early commercial activities of Grass Valley.
22.	5	1878	Byfield House	A14058	1-3	30	Gordon Street	Northam	1	Constructed in 1904 in Federation Queen Anne style for James Byfield and demonstrates wealth of former owner as a direct result of the gold boom era.
23.	35	1876	Uralia (Rosalyn, St John of God Hospital)	A14343	347	59	Gordon Street	Northam	1	Place is a single storey stone, brick and roughcast render residence; formal entrance gates and approach route; and, associated Moreton Bay Fig Tree. Is important for it's associated with the Throssels and as a landmark in Northam.
24.	72		Quellington Hall	A995	28631	Reserve 3410	Grass Valley South Road	Quellington	2	This building is situated in the area known as Quellington on the Grass Valley South Road. The building is has a very simple rectangular design, with a door at the western end, and a window. The corrugated roof is medium pitched.
25.	68	6126	Northam Army Camp	A496	28465		Great Eastern Highway	Burlong	1	Place is a military training camp, consisting of about 70 timber-framed buildings, parade ground with stone retaining walls, network of roads, and footings of buildings no longer existent. It was the main training camp for the special forces during WWII, including 10 <sup>th</sup> Light Horse and 2 <sup>nd</sup> Australian Imperial Force. It held approx. 3,500 Italian Prisoners of War and was home for over 15,000 immigrants after WWII.

Heritage List #	MHI Ref.	Inherit Ref.	Common Name	Assess. No	Lot No.	House No.	Street	Suburb	Management Category	Reason for Entry
26.	31	1880	The Residency	A11407	330	42	Habgood Street	Northam	1	Place is a single-storey Federation Queen Anne style brick and iron residence associated with Magistrate WD Cowan. It is evident of the emergence of Northam as a regional centre in 1900s.
27.	18	1882	Mitchell House	A13332	33	15-17	Hawes Street (cnr Duke St)	Northam	1	Place is a Federation Free Classical Style two-storey brick and iron residence, which was home to Sir James Mitchell, a WA Premier and Governor representative of a style influenced by prosperity arising from the gold boom.
28.	113	10922	Wundowie Foundry – Factory Office	A16025	28416	52	Hawke Avenue	Wundowie	3	The Wundowie Charcoal Iron Industry was commissioned in 1948 with building commencing in 1943. The site was chosen by the State Government because of a local occurrence of commercial quantities of limonitic ore and the close proximity to the Goldfields water supply line and the East-West railway line. The administration building for the Wundowie Foundry is one of the original buildings in the complex.
29.	NEW	NEW	Stackallan Homestead	A15800	9501	29	Henty Place	Northam	2	Constructed around 1906 for the owners of the surrounding farmland.
30.	4	1843	Buckland Homestead & Farm Buildings	A15736	60	972	Irishtown Road	Buckland	1	Constructed from 1876 to 1874. Homestead constructed for the Dempster family by convict labour and is an example of mid-to late-nineteenth century farm complex in the Avon Valley.
31.	54	16758	Katrine Precinct	A1722	50	1418	Katrine Road	Katrine	2	Inn was constructed in 1842 the Barn in 1858 and the house in the 1860s. The barn is in a group of farm buildings which have been recorded for their vernacular interest and association with the pioneer Viveash family. Includes: Katrine Causeway & St Saviour's Church.
32.	19	1837	Morby Farm Cottage	A13075	600	70	Katrine Road	Katrine	1	Place is a simple single-storey random-stone and corrugated iron farmhouse in the Victorian Georgian style with some Victorian Regency detailing and is rare as one of WA's oldest surviving residences and the first house constructed in Northam. It was also the first church, school, courthouse, retail outlet and postal centre.
33.	21	3976	Northam Cemetery (1856+)	A14141	Avon Loc. 20511	160	Katrine Road	Katrine	1	One of the oldest and longest serving public cemeteries in WA, having operated continuously from 1856 to the present. Contains remains of individuals and families associated with the opening up of the Avon Valley from the 1830s.
34.	34	3413	Lockyers Mill, Hampton Vineyard	A384	1	633	Katrine Road	Irishtown	2	The Mill has architectural significance as a rural structure built in the vernacular manner. Lockyer's Mill has historical significance as an example of an early mill, built by a well-known family of pioneer mill

Heritage List #	MHI Ref.	Inherit Ref.	Common Name	Assess. No	Lot No.	House No.	Street	Suburb	Management Category	Reason for Entry
										buildings. It has scientific significance as an example of an industrial heritage place.
35.	66	1883	Northam Senior High School	A14136	463	30	Kennedy Street	Northam	1	School is a complex of predominantly brick and tile buildings with the Building constructed in 1921, and later buildings (1945-95) in keeping with the original, is a late example of the Inter-War Arts and Crafts style. It was the 1 <sup>st</sup> purpose built secondary education facility in the agricultural regions in WA following WWI.
36.	47	1874	Fermoy House (fmr), St Joseph's Primary School	A15718	236 & 60	1	Lance Street	Northam	1	Place is a large brick and iron Federation Queen Anne style residence, which was built for George Throssell, one of a few Premier's residences extant in WA.
37.	106	2661	Pensioner Guard Cottage (fmr)	A13174	123	1	McMillan Place	Northam	3	A single storey cottage featuring the original two rooms and verandahs built by Pensioner Guard John McMillan c.1876 with moderate authenticity.
38.	15	17618	Railway Goods Shed	A12015	438	437	Morrell Street	West Northam	1	Place is associated with the original Northam Railway Station.
39.	119	1839	Seabrook Battery Ruins	A2048	29061	Reserve 42084	Muluckine Road	Seabrook	4	The milling works at Seabrook were erected c.1896 by the Water Trust and Public Crushing Co. (WA) to treat low-grade ores. Discontinued in 1899 due to excessive rail-gate rates.
40.	12	10882	Enfield House	A12176	1	12	Newcastle Street	Northam	1	Single storey stone residential house.
41.	11	10881	Curdnatta	A12187	32	22	Newcastle Street	Northam	1	Single storey brick and iron building in the Federation Bungalow style with a corrugated iron constructed in 1911 for Ashton Hunter, Mayor of Northam (1921-23).
42.	41	10879	Carami House	A12198	26	38	Newcastle Road	Northam	2	A brick residence constructed in 1899 by Simon Millington occupying a prominent position overlooking the town. After 1974 it was used as the base for the Lutheran Church.
43.	NEW	NEW	Bakers Hill Railway Platform	A16442	254		Newman Street	Bakers Hill	2	Bakers Hill was also a station and siding on the second route of the Eastern Railway between Midland Junction and Spencers Brook. This track was closed in 1966 when the route through the Avon Valley was opened. Although the rail was removed in 1890, remnants of the old platform are still visible today.
44.	78	1847	St Peters Anglican Church	A1643	50	1277	Northam-Pithara Road	Jennapullin	2	Constructed in 1914 of stone blocks with red brick quoins and Gothic style windows with stained glass and lead lights.
45.	46	3416	Egoline Homestead	A2050	100	439	Northam-Toodyay Road	Malabaine	2	The complex consists of 4 different buildings, of different architectural styles. The original house, built in 1850, was of local brick with mud mortar now incorporated into the present kitchen, office, bathroom and family room. A two

Heritage List #	MHI Ref.	Inherit Ref.	Common Name	Assess. No	Lot No.	House No.	Street	Suburb	Management Category	Reason for Entry
										storey dwelling, of brick and mud mortar was built in 1870. Property was part of an original 1837 land grant to Richard Hinds.
46.	32	3989	Glen Avon & Glen Avon Barn	A16114	204	1252	Northam-Toodyay Road	Katrine	2	Single-storey local freestone barn with grey clay/earth mortar. External lime plaster applied c1870. Second building is a rebuilt machinery shed (1948?) includes a long stone-walled section of the 1843 coach house. The brick granary (1891) is still whole.
47.	81	1886	Warranine Homestead Group	A1983	75	91	Old Spencers Brook Road	Mokine	2	Constructed from 1845 to 1855 consists of the original residence and a large shed built of stone set in a cottage garden, which may have been built as a two-storey coaching inn.
48.	91	18797	Exhibition Building & Commemorative Arch	A14137	217	44	Peel Terrace	Northam	3	The place (c1925-1954) comprises showgrounds which include the Jubilee Oval and Pavilion, a rodeo arena with seating and rodeo yards (including corrugated iron rodeo buildings) an Exhibition Pavilion, sheep pens, stables and an animal nursery (1975). The 1954 gates commemorate visiting Queen Elizabeth II.
49.	60	10919	Mokine Homestead	A15382	49	1662	Spencers Brook Road	Mokine	2	The two-storey Homestead constructed in 1876 of ornate Flemish bond 'checkered' brickwork created from bricks made on the property with the timber also locally pit sawn. Other buildings include an original stone shepherd's cottage. The rammed earth walls of the large shed show evidence of damage from the Meckering earthquake.
50.	74	1838	Spencers Brook Tavern (fmr Brookton Hotel)	A2725	148	47	Thomas Street	Spencers Brook	2	The hotel was constructed in 1884 by Thomas Widing as part of an ambitious land scheme depending on the Perth to Toodyay railway line bypassing Northam. It is a brick two-storey hotel with an iron roof, similar to Mokine Homestead.
51.	33	1891	St John's Anglican Church & Parish Hall	A12502	90	11	Wellington Street	Northam	1	Comprises St John's Church, the Parish Hall and the former rectory (intrusive). The Church is a stone and fibrous cement tile church constructed in 1890 and 1971. The Parish Hall, constructed in 1897 and 1957 is also stone and fibrous cement tile building. Both buildings are in the Victorian Gothic style.
52.	NEW	NEW	Bamdon House	A12499	851	14	Wellington Street	Northam	2	Red brick and iron single dwelling of Federation style.
53.	29	1881	Northam State School (fmr)	A13095	380	33	Wellington Street	Northam	1	Place is a fine, picturesque red brick and corrugated iron roofed building with a prominent central Victorian Tudor curvilinear gable. It is an important indicator of the introduction of compulsory education in WA and is one of the earliest Government schools to remain extant in WA.

Heritage List #	MHI Ref.	Inherit Ref.	Common Name	Assess. No	Lot No.	House No.	Street	Suburb	Management Category	Reason for Entry
54.	29	1892	Northam Post Office (fmr)	A13095	380	33	Wellington Street	Northam	1	Place is a brick and iron building combining Victorian Georgian and Federation Free Style architecture. The highly unusual and aesthetically pleasing composition makes it distinctive and uncommon in the Town of Northam. The Department of Defence used it for a training centre for the 28 <sup>th</sup> Infantry Battalion, and the Drill Hall for the Army Reserve. It continued to be used by the Army, during WWII and later, until 1976.
55.	5	1889	Bushmans' House (fmr) (Northam Guest House/ Clearview House/ Temperance Hostel)	A12507	7	51	Wellington Street	Northam	2	Clearview House (former) has historical significance, with the original hall dating back to 1889. It also has social significance, being associated with the Temperance movement, which played a major role in shaping aspects of Northam society after the 1870s.
56.	76	1897	St Joseph's Catholic Church Group (Convent & School)	A15185	54	77	Wellington Street	Northam	2	The church constructed in 1902 replaced an existing church (1877-1879) and displays many Gothic features. The church, school and convent provides the focus for the Catholic community which has contributed to the district over many years.
57.	27	1877	Northam Town Hall & Lesser Hall	A13409	86	85	Wellington Street	Northam	1	Town Hall, a brick structure including two-storey main hall and single-storey lesser hall, with rendered pilasters and pediments and corrugated iron roof. It is an example of Federation Free Classical architecture and is a landmark in Northam.
58.	104	25048	Northam Care & Share	A12529	401	88	Wellington Street	Northam	3	The original building is constructed of brick and tin. In 2015, a new double story brick extension to the rear of the building was constructed.
59.	23	1890	Northam Police Station & Court House	A14132	429	114	Wellington Street	Northam	1	Comprises four single-storey, brick and iron Federation period buildings, including Courthouse (1896), Cell Block (1897), Police Station (c. 1910), and Police Quarters No.3 (1910). The place has important historical associations for its early and ongoing role in the operation of law and order in Northam, and with the development of Northam as a major regional centre.
60.	30	1898	Railway Institute	A12641	453	182	Wellington Street	Northam	1	Comprises a brick and iron hall (1898) in Federation Free Classical style, brick and iron library extension, timber and iron billiard room extension (1940), and timber railway cabins. It was the first Railway Institute established in WA. It was established with active support from prominent Northam citizens and the Women's Temperance Movement.
61.	75	1899	St James Anglican Church	A13532	97	185	Wellington Street (cnr Morrell St)	West Northam	2	The 1 <sup>st</sup> Anglican Church in the district was built (1851-55) on the outskirts of the town (memorial at 122 Katine Road) and due to dissatisfaction among Anglicans living in town about the distance, services were held in the Mechanics Institute and in 1889

Heritage List #	MHI Ref.	Inherit Ref.	Common Name	Assess. No	Lot No.	House No.	Street	Suburb	Management Category	Reason for Entry
										St Johns Church was built. St James Church (original) was demolished in 1904 and St James Church was built in 1911.
62.	16	10917	Hoopers Winery & Surrounds	A2052	5739	9	Yates Street	Bakers Hill	1	The place is a rare example in WA of a 19 <sup>th</sup> century winery which has survived into the 21 <sup>st</sup> century. It was established in c.1885 and operational until 1969/70, and was one of the earliest wineries developed in the eastern hills district and one of the longest to remain in operation.
63.	105	13106	Our Lady Queen of Heaven Church	A1585	205	4	Zamia Terrace (Cnr Orchid Tce)	Wundowie	3	Constructed in 1950 in the Inter-War Gothic style. It is a timber and weatherboard church building.

Register of Entries /Amendments

HList #	Date of Update	Date of Decision	Property file reference

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – June 2019

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Kathy Scholz Creditors Officer
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Service
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1 June 2019 to 30 June 2019.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – June 2019.  
Attachment 2: Declaration.

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#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### CONSIDERATIONS

##### **Strategic Community / Corporate Business Plan**

Theme Area 6: Governance & Leadership.

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

### Financial / Resource Implications

Payments of accounts are in accordance with Council's 2018/19 Budget.

### Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

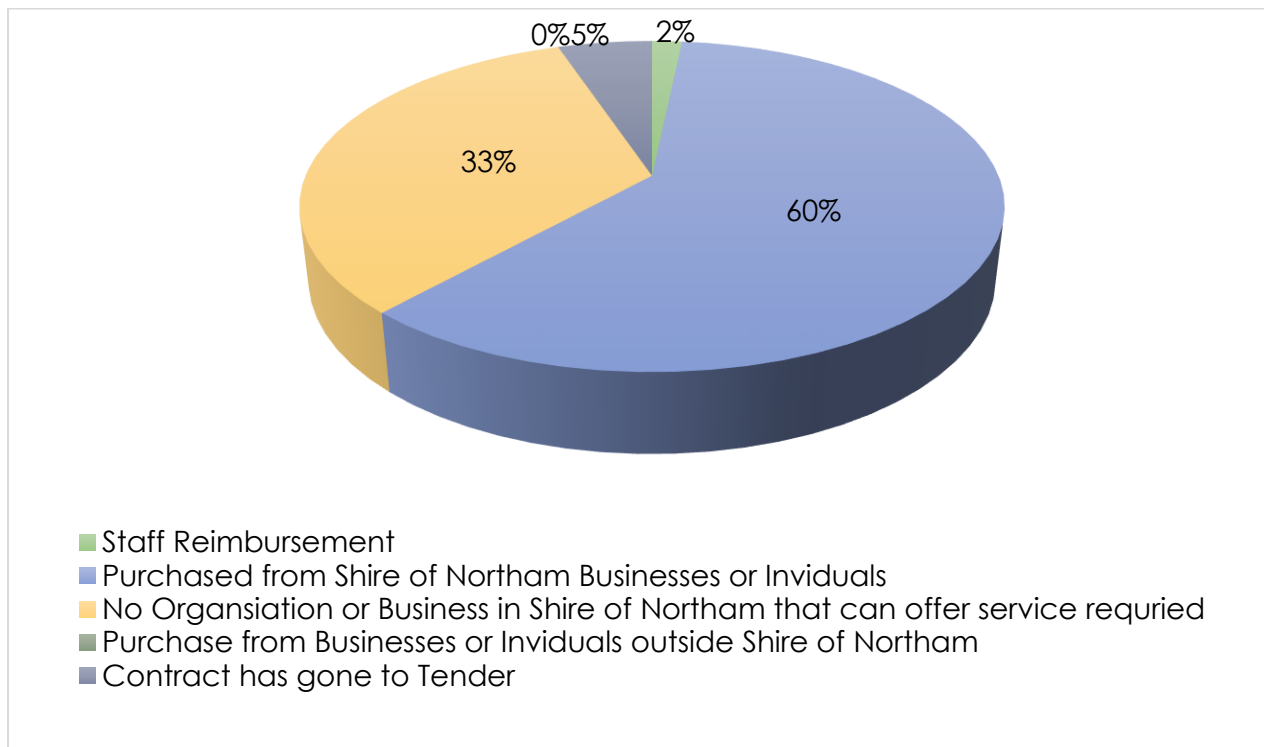
Not applicable.

### Risk Implications

Nil.

### OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of June 2019;





**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3718**

**Moved: Cr Ryan**  
**Seconded: Cr Tinetti**

**That Council endorse the payments for the period 1 June 2019 to 30 June 2019, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).**

**CARRIED 9/1**

The Executive Manager Development Services left the meeting at 6:48pm and returned at 6:49pm.

The following queries were raised and responses provided.

Reference	\$	Details Reference	Question	Query By	Answer
33358	3410.00	AVC	Hourly rate x hours does not equal \$ per detail?	Cr Pollard	Two invoices one for the hire of the Loader & Tipper for 10 hours to relocate cover material from rear of site to landfill face, and one for weighbridge calibration of 4 hours plus callout
33361	435.93	Beaurepaires	Odd amount for swapping tyres	Cr Pollard	The backhoe we traded had better and newer tyres than the one we kept so to save money on new tyres they were swapped over.
33389	3000.00	Oasis Outdoor - "Low Clearance Bar"	Why was this needed as there are no height issues in Gordon Place?	Cr Pollard	In the event that an over height vehicle drives down Gordon Place, they will be alerted by the low clearance bar rather than collecting the wire cables/lighting that is strung between the Wine Bar and the Arbor.
	16181.00	Oasis Outdoor - Arbor/Seating/Steel wires	Seems expensive?	Cr Pollard	This was a fair price compared to previous similar works performed, and the cheapest of 3 x quotes scope included arbour structure, brick planters/ timber seating.
	24780.80	Oasis Outdoor - 45m kerbing	At \$550/meter seems very	Cr Pollard	The kerb machine was purchased to address

Reference	\$	Details Reference	Question	Query By	Answer
			expensive? Value for money? Why is our kerbing machine not used? Why was this needed as there was a reasonable kerb already and no roadworks envisaged??		small sections that cannot be done by contractors (not cost effective). The PO covers several roads totalling 308m @ 75\$/m plus a few pram ramps
33392	3000.00	Perth trail series sponsorship	Can't recall this as a community grant? What was this event?	Cr Pollard	Cobber Classic Run from Northam to Mundaring 02.06.2019 contribution towards marketing video
33408	1263.50	Westwide Auto - Replace LH Tail light	Seems expensive?	Cr Pollard	Invoice included LH Tailgate plus supply a Tank vision gauge including recalibration, also replace additional faulty LEDs on Fire truck 2.4
33413	32960.13	Advanteering - Youth Space variations	Same as last month P278 Electrical \$7838/Fence \$15512?	Cr Pollard	Variation 5 - Revised electrical Plan total amount \$31353.30. Inv #1048 paid March \$7838.33, Inv#1058 paid April \$15676.60, Inv 1061 paid June \$7838.33 (final claim for variation \$5) all 3 invoices total \$31353.26.
					Variation 9 - upgrade to jarrah fence total amount \$31024.40. Inv#1058 paid April \$15512.20, Inv 1061 paid June \$15512.20 (final claim for variation 9) both invoices total \$31024.40.
33420	35624.60	Lightforce - Mobilisation/De mobilisation	Total 8 hours seems expensive?	Cr Pollard	Works is for the installation of 282m of w-beam barrier plus mobilization of 3 x crew trucks , 120km each way
33428	5929.00	Anser Technical - study of solar power options	Value for money?	Cr Pollard	Yes, 3 x quotes sought
33427	373.11	Beaurepaires - callout to change flat tyre	On CX5 - can't we change tyres? RAC?	Cr Pollard	The call out service had expired, consideration was given to having a

Reference	\$	Details Reference	Question	Query By	Answer
					staff member perform the job, however given the tyre had to be taken away and inspected it made sense to have them attend with minimal disruption to our busy staff. (lost time changing the tyre and having to deliver it).
33439	1194.55	Blue Force WALGA Non DLP Works P Projects	What is this please?	Cr Pollard	CCTV work not covered by defects liability.
33444	474.10 702.57 1490.72 1185.80	Central Mobile - Assess rocker cover oil leak	Value for money?	Cr Pollard	It was assessed and repaired.
		Central mobile - Replace jockey wheel/conn	Value for money?		Has to be welded on.
		Central Mobile - supply price coolant tank	Detail please		This was to remove and replace the over flow tank on the bobcat as it was perished and cracked.
		Central Mobile - put tracks back on skid steer	Why could they not be put on by staff/operator?		Staff do not have the tools to do it safely.
33454	5258.88	Evoke Interior - possible admin building design	Needed now that Community Services relocated??	Cr Pollard	Yes, is for Admin Building redesign, As per recent advice to some elected members, a report will be provided to Council. There remains a desire / perceived need to undertake upgrade works at Admin facility
33462	23669.25	Greenacres Turf - ongoing band aid to Henry	Is this resolving the grass issues? Similar amount spent last year	Cr Pollard	This is part of the annual maintenance program, there will be turf replacement required for heavy trafficked area's which is caused by insufficient time for turf recovery due to the number of clubs using the ovals. In doing so the surface levels will be raised over time to improve drainage. Turf replacement is a standard practice for such venues.

Reference	\$	Details Reference	Question	Query By	Answer
33476	422.46	Major Motors - Spare wheel winder	Does the new \$280k truck not come with this as standard?	Cr Pollard	Replacement for lost winder plus seatbelt for Fire truck.
	299.68	Major Motors - LH Mirror	For new truck?	Cr Pollard	No PN1305 old truck.
33496	7500.00	Oxter Services - very old invoices	I note response to Cr Williams	Cr Pollard	Noted.
33524	500.00	West Oz Geocaching	I note response to Cr Williams	Cr Pollard	Noted.
33525	16886.00	WALGA new website design	I note that "searching" option is still very poor i.e. minutes focus mainly	Cr Pollard	Staff are happy with the work completed and are happy to provide assistance to individuals with search function issues.
Cr Card	1604.00	AIM Internet paid twice, refunded	What is Control system?	Cr Pollard	Paid through creditors and on credit card, the credit was issued the same day as the invoice. It was picked up and rectified immediately.
Certify	3135503.66	President Certification	Should these both be \$3,171,748.85 i.e. total as per page 404?	Cr Pollard	Yes they should, administration error
Certify	3316160.22	CEO Certification			

Clarification was also sought in relation to variations for projects, particularly those which have major costs, reference was made to the variation for the Youth Precinct. The Chief Executive Officer advised that all project variations are subject to an internal process and (depending on quantum) signed off by the Chief Executive Officer or Executive Manager. The variations were approved within the context of the approved budgets and at times recommendations of Council (which authorise the Chief Executive Officer to approve variations). The questioning was around why were there variations in project delivery at all, the Chief Executive Officer explained that it is the nature of managing large projects, in the sense of the one in question was on a design tender and then construction tender. Council has previously looked at other project delivery methodologies, including design & construct, which would significantly reduce potential costs variations, however for a variety of reasons this methodology has not been applied.

### Attachment 1

Date: 02/07/2019  
Time: 11:06:01AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2056	28/06/2019	JOSEPH WILLIAM CORCORAN	REFUND FOR BUILDING APPLICATION 14172 FOR INFRA.STRUCTURE BOND.	2		1,022.69
INV T768	27/06/2019	JOSEPH WILLIAM CORCORAN	REFUND FOR BUILDING APPLICATION 14172 FOR INFRA.STRUCTURE BOND.	2	1,022.69	
2057	28/06/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2019.	2		121.25
INV T908	27/06/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2017.	2	10.00	
INV T907	27/06/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2017.	2	8.25	
INV T1079	27/06/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2019.	2	33.00	
INV T1080	27/06/2019	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2019.	2	70.00	
EFT33351	06/06/2019	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR APRIL 2019.	1		2,953.62
INV APRIL 2019	04/06/2019	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR APRIL 2019.	1	2,953.62	
EFT33352	06/06/2019	SPECIALISED TREE SERVICE	8 DUTTON STREET - AS PER OPTION 1 TO KEEP THE TWO TREES AND REMOVE ONLY THE TWO FICUS TREES, GRIND STUMPS AND SURFACE LATERALS	1		3,701.20
INV 3073	04/06/2019	SPECIALISED TREE SERVICE	8 DUTTON STREET - AS PER OPTION 1 TO KEEP THE TWO TREES AND REMOVE ONLY THE TWO FICUS TREES, GRIND STUMPS AND SURFACE LATERALS	1	3,501.20	
INV 3073	04/06/2019	SPECIALISED TREE SERVICE	INSTALLATION OF READY SET GO SIGNAGE ON BANNER POLES- MITCHELL AVENUE	1	200.00	
EFT33353	06/06/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016	1		12,302.77
INV 219A	06/06/2019	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016		12,302.77	

Ordinary Council Meeting Minutes  
17 July 2019



Date: 02/07/2019  
Time: 11:06:01AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT33354	07/06/2019	ABBOTTS FORGE	REMOVE AND ROUNDABOUT AND CONCRETE ISLANDS FOR FLYING 50 4/4/2019 AND REPLACE ON 9/4/2019.	1		1,210.00
INV 0000352817/04/2019		ABBOTTS FORGE	REMOVE AND ROUNDABOUT AND CONCRETE ISLANDS FOR FLYING 50 4/4/2019 AND REPLACE ON 9/4/2019.	1	1,210.00	
EFT33355	07/06/2019	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MAY 2019	1		1,905.73
INV MAY 20131/05/2019		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MAY 2019	1	1,905.73	
EFT33356	07/06/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 31/05/2019 - INTERIM.	1		478.00
INV PAYG 3105/06/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 31/05/2019 - INTERIM.	1	478.00	
EFT33357	07/06/2019	AUSTRALIAN TRAINING MANAGEMENT	JARED WYNNE - TRAINEESHIP FEES	1		895.00
INV 0001451830/04/2019		AUSTRALIAN TRAINING MANAGEMENT	JARED WYNNE - TRAINEESHIP FEES	1	895.00	
EFT33358	07/06/2019	AVON VALLEY CONTRACTORS	SEMI TRUCK TO RELOCATED COVER MATERIAL FROM REAR STOCK PILE TO TOP OF LANDFILL (60%) AND NEAR CURRENT STOCK PILE (40%). 9 HOURS @ \$120 PER HOUR + GST, AT OLD QUARRY ROAD LANDFILL.	1		3,410.00
INV 2815	31/05/2019	AVON VALLEY CONTRACTORS	SEMI TRUCK TO RELOCATED COVER MATERIAL FROM REAR STOCK PILE TO TOP OF LANDFILL (60%) AND NEAR CURRENT STOCK PILE (40%). 9 HOURS @ \$120 PER HOUR + GST, AT OLD QUARRY ROAD LANDFILL.	1	2,750.00	
INV 2814	31/05/2019	AVON VALLEY CONTRACTORS	HIRE OF TRUCK AND DOG APPROX 60T FOR EXTRA WEIGHT FOR OLD QUARRY ROAD WEIGHBRIDGE CALABRATION 3 HOURS TOTAL \$450 + GST. ONSITE AT 8.00AM 21 MAY 2019.	1	660.00	
EFT33359	07/06/2019	AVON VALLEY DESIGN AND DRAFTING SERVICE	NORTHAM LIBRARY, SUPPLY FLOOR PLAN FOR BOTH STORIES OF THE LIBRARY, INCLUDING OPTIONS FOR ACCESSIBLE TOILETS.	1		3,000.00
INV 0000113429/05/2019		AVON VALLEY DESIGN AND DRAFTING SERVICE	NORTHAM LIBRARY, SUPPLY FLOOR PLAN FOR BOTH STORIES OF THE LIBRARY, INCLUDING OPTIONS FOR ACCESSIBLE TOILETS.	1	3,000.00	
EFT33360	07/06/2019	AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR 12 MONTH PERIOD JULY 2018 TO JUNE 2019.	1		119,279.04

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INV 33164	15/03/2019	AVON WASTE	WASTE REMOVAL - F/E 15/03/2019.	1	35,738.27	
INV 33164	15/03/2019	AVON WASTE	GENERAL WASTE BIN PURCHASES AND PARTS FOR APRIL, 2019	1	882.00	
INV 000339842405/2019		AVON WASTE	OLD QUARRY ROAD LANDFILL SITE MONTHLY MANAGEMENT FOR 12 MONTH PERIOD JULY 2018 TO JUNE 2019.	1	46,734.38	
INV 33983	24/05/2019	AVON WASTE	RUBBISH REMOVAL - F/E 24/05/2019.	1	35,499.39	
INV 33983	24/05/2019	AVON WASTE	GENERAL WASTE BIN PURCHASES AND PARTS FOR MAY 2019.	1	425.00	
EFT33361	07/06/2019	BEAUREPAIRES	SWAP TYRES OVER BEFORE TRADING	1		862.53
INV U524355E23/05/2019		BEAUREPAIRES	SWAP TYRES OVER BEFORE TRADING	1	435.93	
INV U524355E23/05/2019		BEAUREPAIRES	SUPPLY AND FIT 175R13C TYRES TO SUIT PN0001 AS UNABLE TO GET 165R13C TYRES PN0001	1	400.00	
INV 6410696729/05/2019		BEAUREPAIRES	PUNCTURE REPAIR TO Z-TRACK RIDE ON MOWER TYRE PN1705.	1	26.60	
EFT33362	07/06/2019	BLUE DIAMOND MACHINERY PTY LTD	TE 300052 TOOL BOX HALF DOOR W1750	1		2,024.99
INV SO-0004314/05/2019		BLUE DIAMOND MACHINERY PTY LTD	TE 300052 TOOL BOX HALF DOOR W1750	1	2,024.99	
EFT33363	07/06/2019	BOOKTOPIA PTY LTD	106 Books and DVDs - patron requests and DVD sale items	1		3,026.48
INV 9135188-B0/05/2019		BOOKTOPIA PTY LTD	39 NEW BOOKS, PATRON REQUESTS	1	881.59	
INV 9195304-B1/05/2019		BOOKTOPIA PTY LTD	106 Books and DVDs - patron requests and DVD sale items	1	2,144.89	
EFT33364	07/06/2019	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2019	1		1,500.00
INV MAY 20191/05/2019		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2019	1	1,500.00	
EFT33365	07/06/2019	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR MAY 2019	1		1,905.73
INV MAY 20131/05/2019		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR MAY 2019	1	1,905.73	
EFT33366	07/06/2019	CHRIS DAVIDSON	COUNCILLOR PAYMENTS MAY 2019	1		1,905.73
INV MAY 20191/05/2019		CHRIS DAVIDSON	COUNCILLOR PAYMENTS MAY 2019	1	1,905.73	

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EFT33367	07/06/2019	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS MAY 2019	1		5,179.56
INV MAY2019105/2019		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS MAY 2019	1	5,179.56	
EFT33368	07/06/2019	COUNTRY COPIERS NORTHAM	Service of colour copier.	1		1,712.89
INV S7675	28/05/2019	COUNTRY COPIERS NORTHAM	Service of colour copier.	1	1,712.89	
EFT33369	07/06/2019	COUNTRYWIDE GROUP	P100 - CHECK FS85 BRUSHCUTTER AND CARRY OUT REPAIRS	1		162.00
INV 27074	11/03/2019	COUNTRYWIDE GROUP	P100 - CHECK FS85 BRUSHCUTTER AND CARRY OUT REPAIRS	1	162.00	
EFT33370	07/06/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	OLD GIRLS SCHOOL. CHANGE BATTERY IN EXPANDER MODULE.	1		912.60
INV 113822	26/03/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL. CHECK ON BATTERY FAULT.	1	185.01	
INV 114357	01/05/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	OLD GIRLS SCHOOL. CHANGE BATTERY IN EXPANDER MODULE.	1	265.06	
INV 114356	01/05/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM REC CENTRE. SERVICE ALARM SYSTEM AND CHECK PIN PADS AS NOT ALWAYS WORKING PROPERLY.	1	255.00	
INV 114358	01/05/2019	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	NORTHAM LIBRARY. REPLACE BATTERY IN EXPANDER MODULE.	1	207.53	
EFT33371	07/06/2019	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR MONTH OF APRIL.	1		213.90
INV RI02327227/05/2019		DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR MONTH OF APRIL.	1	213.90	
EFT33372	07/06/2019	EMU ESSENCE	STOCK PURCHASES FOR VISITORS CENTRE.	1		231.70
INV 49	16/04/2019	EMU ESSENCE	STOCK PURCHASES FOR VISITORS CENTRE.	1	231.70	
EFT33373	07/06/2019	GDR CIVIL CONTRACTING PTY LTD	PICK UP STEEL DRUM ROLLER AND MULTI TYRE ROLLER FROM BALGA TERRACE AND TRANSPORT TO CHARLES STREET	1		2,475.00
INV 001472	06/03/2019	GDR CIVIL CONTRACTING PTY LTD	HIRE OF FLOAT TO SHIFT TYRE ROLLER FROM BOUNDARY ROAD TO KOJEDDA ROAD	1	495.00	



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INV 001506	08/05/2019	GDR CIVIL CONTRACTING PTY LTD	PICK UP STEEL DRUM ROLLER AND MULTI TYRE ROLLER FROM BALGA TERRACE AND TRANSPORT TO CHARLES STREET	1	1,155.00	
INV 001511	08/05/2019	GDR CIVIL CONTRACTING PTY LTD	RELOCATE STEEL DRUM ROLLER & MULTI TYRE ROLLER FORM CHARLES STREET TO SPENCERS BROOK ROAD 16TH MAY 2019.	1	825.00	
EFT33374	07/06/2019	GLENN STUART BEVERIDGE	INVESTIGATE & REPAIR DAMAGE TO SAFETY FENCE AT BERNARD PARK PLAYGROUP.	1		803.00
INV 79	14/05/2019	GLENN STUART BEVERIDGE	REPAIR BIRDSNEST SWING (TOP BRACKET) AT GEORGE NUICH PARK	1	143.00	
INV 91	22/05/2019	GLENN STUART BEVERIDGE	INVESTIGATE & REPAIR DAMAGE TO SAFETY FENCE AT BERNARD PARK PLAYGROUP.	1	660.00	
EFT33375	07/06/2019	HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		140.94
INV INV-058019/10/2018		HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	140.94	
EFT33376	07/06/2019	HI CONSTRUCTIONS AUST PTY LTD	BERNARD PARK PLAYGROUP. INSTALL DAMPPROOF INJECTION SYSTEM AND WATERPROOF PRODUCT TO REAR AND SIDE WALLS AS PER QUOTE SON/SS/NFG-BP-WP-000.	1		11,000.00
INV BPPG-1	27/05/2019	HI CONSTRUCTIONS AUST PTY LTD	BERNARD PARK PLAYGROUP. INSTALL DAMPPROOF INJECTION SYSTEM AND WATERPROOF PRODUCT TO REAR AND SIDE WALLS AS PER QUOTE SON/SS/NFG-BP-WP-000.	1	11,000.00	
EFT33377	07/06/2019	HT CLEANING SERVICES PTY LTD	2019 NORTHAM MOTOR SPORT FESTIVAL (BOULEVARD CLEANERS)	1		385.00
INV 0000894824/04/2019		HT CLEANING SERVICES PTY LTD	2019 NORTHAM MOTOR SPORT FESTIVAL (BOULEVARD CLEANERS)	1	385.00	
EFT33378	07/06/2019	IMAGE SOURCE	6x READY SET GO STREET BANNERS	1		1,485.00
INV 445578	24/04/2019	IMAGE SOURCE	6x READY SET GO STREET BANNERS	1	1,485.00	
EFT33379	07/06/2019	JOHN PROUD	COUNCILLOR PAYMENTS MAY 2019	1		1,905.73
INV MAY 20131/05/2019		JOHN PROUD	COUNCILLOR PAYMENTS MAY 2019	1	1,905.73	

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EFT33380	07/06/2019	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS MAY2019	1		1,905.73
INV MAY 2019 1/05/2019		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS MAY2019	1	1,905.73	
EFT33381	07/06/2019	LIGHTING OPTIONS AUSTRALIA PTY LTD	PRODUCT CODE 34743000 - ERCO LIGHTMARK IP65 BOLLARD, WIDE BEAM, 6W LED 3000K SWITCHABLE, GRAPHIT M	1		1,973.71
INV INV-20482405/2019		LIGHTING OPTIONS AUSTRALIA PTY LTD	PRODUCT CODE 34743000 - ERCO LIGHTMARK IP65 BOLLARD, WIDE BEAM, 6W LED 3000K SWITCHABLE, GRAPHIT M	1	1,973.71	
EFT33382	07/06/2019	MADDINGTON CONCRETE PRODUCTS PTY LTD	PH03 PIPE HEADWALL TO SUIT 450 DIA PIPE.	1		1,342.00
INV 026347	23/04/2019	MADDINGTON CONCRETE PRODUCTS PTY LTD	PH03 PIPE HEADWALL TO SUIT 450 DIA PIPE.	1	1,342.00	
EFT33383	07/06/2019	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM- JUNE 2019	1		916.66
INV 000002182005/2019		MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM- JUNE 2019	1	916.66	
EFT33384	07/06/2019	MARTIN PAUL PHOTOGRAPHY & FRAMING	Framing of artwork	1		177.00
INV 730	14/05/2019	MARTIN PAUL PHOTOGRAPHY & FRAMING	Framing of artwork	1	177.00	
EFT33385	07/06/2019	METRO FILTERS	RIVERS EDGE CAFE. 6 MONTHLY RANGE HOOD CANOPY CLEAN AND SERVICE.	1		977.70
INV 0015064608/04/2019		METRO FILTERS	RIVERS EDGE CAFE. 6 MONTHLY RANGE HOOD CANOPY CLEAN AND SERVICE.	1	977.70	
EFT33386	07/06/2019	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2019	1		2,843.23
INV MAY 2019 1/05/2019		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2019	1	2,843.23	
EFT33387	07/06/2019	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR	1		671.00
INV INV-308901/06/2019		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR	1	671.00	
EFT33388	07/06/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -MAY	1		132.00

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INV 0000212122/05/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -MAY	1	33.00	
INV 0000212724/05/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	33.00	
INV 0000212825/05/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	33.00	
INV 0000213330/05/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS -MAY	1	33.00	
EFT33389	07/06/2019	OASIS OUTDOOR STRUCTURES	BURGOYNE STREET KERB REMOVAL INCLUDING DISPOSAL KERBING (45LM) NEW KERB LAYING INCLUDING COMPACTED GRAVEL BACKFILL 600MM WIDE	1		74,451.60
INV INV-040727/05/2019		OASIS OUTDOOR STRUCTURES	WORKS TO BE COMPLETED AT THE EXIT OF GORDON PLACE, REMOVAL AND RELAY OF APPROXIMATELY 10M2 OF CONCRETE PATH. REMOVAL OF OLD KERB AND ASPHALT AND PREP-RELAY 30LM OF SEMI MOUNTABLE KERB.	1	4,268.00	
INV INV-040527/05/2019		OASIS OUTDOOR STRUCTURES	FLASH KERBBING @ ACCESS POINT MISON AVE APPROX 15M	1	330.00	
INV INV-040427/05/2019		OASIS OUTDOOR STRUCTURES	SUPPLY AND INSTALL 6.3M WIDE LOW CLEARANCE BAR SIGN AND POSTS TO TOP ENTRANCE OF GORDON PLACE	1	3,000.00	
INV INV-040827/05/2019		OASIS OUTDOOR STRUCTURES	EXCAVATE VERG SOIL IN FRONT OF LAURA'S WINE BAR TO -100MM. INSTALL 25MM PVC RETIC LINE CENTRAL UNDER GRASS AREA WITH 3 SPRINKLERS AND HOSE CONNECTOR POINT UP BESIDE BRICK WALL. SUPPLY INSTALL SAND 100MM THICK. SUPPLY AND LAY 45M OF KI-COUCH MIX LAWN.	1	2,062.50	
INV INV-041027/05/2019		OASIS OUTDOOR STRUCTURES	SUPPLY & INSTALL 3 X NEW BRICK PLANTER BOXES. PLANTERS TO BE 1000W X 750D X 800 HIGH OF RECYCLED BRICK. LOCATED AT MINSON AVE END OF GORDON PLACE OPP LAURA'S WINE BAR HARD UP AGAINST EXISTING LOW HEIGHT BRICK WALL & CHAINMESH FENCE INCLUDING SETTING OF STARTER BARS TO HOLD PLANTERS IN PLACE AS PER QUOTE# QU-0304.	1	4,081.00	

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INV INV-040627/05/2019		OASIS OUTDOOR STRUCTURES	PREP - SUPPLY AND INSTALL 6.0M OF FLUSH KERB TO HEAD PAVERS AT THE ENTRANCE OF GORDON TERRACE AS PER QU-0443	1	514.80	
INV INV-040327/05/2019		OASIS OUTDOOR STRUCTURES	CUT AND REMOVE ASPHALT FROM AREA. SUPPLY AND LAY 29M SEMI MOUNTABLE KERB, SUPPLY/LAY 30M PAVING, SUPPLY AND INSTALL COMPACT GRAVEL BASE INTO ISLAND TO BRING LEVEL, INSTALL BARRIER AND GIVE WAY LINE, BLACK OUT EXISTING LINES, SUPPLY AND INSTALL GIVE WAY SIGN AS PER QUOTE QU-0381 ( THIS IS SPLIT ACROSS TWO STREETS	1	11,577.50	
INV INV-040927/05/2019		OASIS OUTDOOR STRUCTURES	GORDON PLACE. SUPPLY AND INSTALL ARBOR, SEATING AND STEEL WIRES AS PER DRAWINGS-1610-SS-003 AND QUOTE QU-0418.	1	16,181.00	
INV INV-041128/05/2019		OASIS OUTDOOR STRUCTURES	BALGA TERRACE, WUNDOWIE - NEW KERB LAYING (120LM)	1	7,656.00	
INV INV-041204/06/2019		OASIS OUTDOOR STRUCTURES	BURGOYNE STREET KERB REMOVAL INCLUDING DISPOSAL KERBING (45LM) NEW KERB LAYING INCLUDING COMPACTED GRAVEL BACKFILL 600MM WIDE	1	24,780.80	
EFT33390	07/06/2019	OXTER SERVICES	CLEANING PRODUCTS FOR VARIOUS PROPERTIES	1		10,264.27
INV 19987	18/07/2018	OXTER SERVICES	WUNDOWIE LIBRARY. SUPPLY 1 X CARTON TOILET PAPER, 1 X CARTON HAND TOWEL.	1	93.96	
INV 20055	02/08/2018	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 5 X CARTONS TOILET PAPER, 1 X ROLL OF WIPES.	1	765.95	
INV 20210	05/09/2018	OXTER SERVICES	CLEANING PRODUCTS FOR BERNARD PARK TOILETS	1	280.43	
INV 20273	19/09/2018	OXTER SERVICES	CLEANING PRODUCTS FOR VARIOUS PROPERTIES	1	2,533.75	
INV 20287	21/09/2018	OXTER SERVICES	DATE 26/08/2018 - INTERNMENT OF ASHES FOR SHIRLEY ALBERTA FORWARD.	1	77.00	
INV 20517	13/11/2018	OXTER SERVICES	SUPPLIES (SOAP/PAPER TOWEL/TOILET PAPER) FOR COMMUNITY SERVICES AND CO-WORKING SPACE	1	149.51	
INV 20534	16/11/2018	OXTER SERVICES	RAILWAY MUSEUM. SUPPLY 1 X CARTON TOILET PAPER, 1	1	97.83	
INV 20541	23/11/2018	OXTER SERVICES	QUELLINGTON HALL. SUPPLY 1 X CARTON OF TOILET PAPER.	1	28.71	

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INV 20602	30/11/2018	OXTER SERVICES	BURIAL DATE 27/11/2018 - REOPENING FOR THE BURIAL OF MAVIS ELLEN EATON	1	1,419.00	
INV 20626	05/12/2018	OXTER SERVICES	BKB Building - Neutral Cleaner 5 Litre	1	142.16	
INV 20649	11/12/2018	OXTER SERVICES	CLEANING SUPPLIES	1	401.63	
INV 20662	12/12/2018	OXTER SERVICES	CLEANING SUPPLIES	1	133.61	
INV 20727	09/01/2019	OXTER SERVICES	CLEANING PRODUCTS FOR PUBLIC TOILETS.	1	92.96	
INV 20820	05/02/2019	OXTER SERVICES	BAKERS HILL PAVILION. SUPPLY 3 X CARTONS OF TOILET PAPER, 1 X BOX GLOVES AND 1 X ENVIRO BLOCKS.	1	303.34	
INV 20963	13/03/2019	OXTER SERVICES	QUELLINGTON HALL - CLEANING PRODUCTS.	1	64.25	
INV 20971	15/03/2019	OXTER SERVICES	CLACKLINE TOILETS. MONTHLY CLEANING FOR MARCH.	1	2,296.80	
INV 20994	20/03/2019	OXTER SERVICES	GRASS VALLEY HALL TOILETS. CLEANING SUPPLIES.	1	157.98	
INV 21022	29/03/2019	OXTER SERVICES	QUELLINGTON HALL. TOILETS SUPPLIES FOR CLEANING.	1	157.98	
INV 21051	03/04/2019	OXTER SERVICES	BAKERS HILL PAVILION. SUPPLY TOILET CLEANING SUPPLIES.	1	159.33	
INV 21049	03/04/2019	OXTER SERVICES	BAKERS HILL PAVILION. SUPPLY TOILET CLEANING SUPPLIES.	1	217.49	
INV 21067	08/04/2019	OXTER SERVICES	CLEANING SUPPLIES	1	101.44	
INV 21194	14/05/2019	OXTER SERVICES	BBQ CLEANER.	1	72.73	
INV 21200	15/05/2019	OXTER SERVICES	QUELLINGTON HALL. 3 X TOILET ROLLS, IX PINEAWAY AND VINYL GLOVES.	1	181.74	
INV 21245	24/05/2019	OXTER SERVICES	ADMIN BUILDING. TOILET PAPER X 3 HAND TOWEL X 4.	1	334.69	
EFT33391	07/06/2019	PAT DAVIS	WELCOME TO COUNTRY FOR RECONCILIATION WEEK 27/5/2019.	1		300.00
INV RR2705207/05/2019		PAT DAVIS	WELCOME TO COUNTRY FOR RECONCILIATION WEEK 27/5/2019.	1	300.00	
EFT33392	07/06/2019	PERTH TRAIL SERIES	SPONSORSHIP: COBBER CLASSIC RUN (NORTHAM TO MUNDARING, 2 JUNE 2019)	1		3,000.00
INV CC2019B1605/2019		PERTH TRAIL SERIES	SPONSORSHIP: COBBER CLASSIC RUN (NORTHAM TO MUNDARING, 2 JUNE 2019)	1	3,000.00	

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EFT33393	07/06/2019	QUIN'S GOURMET BUTCHERS	SAUSAGES FOR RECONCILIATION WEEK MORNING TEA BEING HELD ON 27/05/2019	1		75.00
INV 24	27/05/2019	QUIN'S GOURMET BUTCHERS	SAUSAGES FOR RECONCILIATION WEEK MORNING TEA BEING HELD ON 27/05/2019	1	75.00	
EFT33394	07/06/2019	RED DOT STORES	Materials for Mother's Day Storytime craft	1		45.00
INV 4094216106/05/2019		RED DOT STORES	Materials for Mother's Day Storytime craft	1	45.00	
EFT33395	07/06/2019	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS MAY 2019	1		1,905.73
INV MAY 20191/05/2019		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS MAY 2019	1	1,905.73	
EFT33396	07/06/2019	SANTALEUCA FORRESTRY	BOX INDIVIDUAL NOUGAT (100)	1		566.30
INV 1140	17/05/2019	SANTALEUCA FORRESTRY	BOX INDIVIDUAL NOUGAT (100)	1	566.30	
EFT33397	07/06/2019	SIGMA CHEMICALS	PHOTOMETER TABLETS	1		113.03
INV 128783/0108/05/2019		SIGMA CHEMICALS	PHOTOMETER TABLETS	1	113.03	
EFT33398	07/06/2019	SLAV'S CLEANING SERVICE	CLEANING OF THE BKB CENTRE AS PER CONTRACT C.201819-05. COMMENCING APRIL 2019.	1		1,853.50
INV 1336	29/04/2019	SLAV'S CLEANING SERVICE	CLEANING OF THE BKB CENTRE AS PER CONTRACT C.201819-05. COMMENCING APRIL 2019.	1	1,853.50	
EFT33399	07/06/2019	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS MAY 2019	1		1,957.53
INV MAY 20131/05/2019		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS MAY 2019	1	1,957.53	
EFT33400	07/06/2019	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS MAY 2019	1		2,012.29
INV MAY 20131/05/2019		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS MAY 2019	1	2,012.29	
EFT33401	07/06/2019	THE PRINT SHOP BUNBURY	8 x 2000x1000mm vinyl banners, 510GSM outdoor scrim vinyl, Full	1		569.00
INV 23310	17/04/2019	THE PRINT SHOP BUNBURY	8 x 2000x1000mm vinyl banners, 510GSM outdoor scrim vinyl, Full	1	569.00	

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EFT33402	07/06/2019	THE WORKWEAR GROUP	UNIFORM FOR JACK LITTLE	1		24.65
INV 1139658124/05/2019		THE WORKWEAR GROUP	UNIFORM FOR JACK LITTLE	1	24.65	
EFT33403	07/06/2019	TREVOR EASTWELL	Driving for Wundowie to Northam Bus	1		50.00
INV 41	30/05/2019	TREVOR EASTWELL	Driving for Wundowie to Northam Bus	1	50.00	
EFT33404	07/06/2019	TYREPOWER	PN1613 - REPLACEMENT TYRE TO BE SUPPLIED AND FITTED	1		330.50
INV 8265.12929/05/2019		TYREPOWER	WHEEL ALIGNMENT ON FORD ESCAPE REGO N3333 (PN1614) PLEASE GIVE REPORT ON CONDITION OF TYRES AND WHAT PSI SHOULD BE IN TYRES	1	50.99	
INV 8265.12929/05/2019		TYREPOWER	PN1613 - REPLACEMENT TYRE TO BE SUPPLIED AND FITTED	1	279.51	
EFT33406	07/06/2019	WEST AUSTRALIAN CRICKET ASSOCIATION	1T BULKA BAG OF CLAY	1		808.00
INV WFT100120/05/2019		WEST AUSTRALIAN CRICKET ASSOCIATION	1T BULKA BAG OF CLAY	1	808.00	
EFT33407	07/06/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA PLANNING AND SPECIFICATION/DEVELOPMENT TRAINING - NADEEM GUL	1		892.00
INV B075686 29/03/2019		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA PLANNING AND SPECIFICATION/DEVELOPMENT TRAINING - NADEEM GUL	1	677.00	
INV B076505 17/05/2019		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	EMERGENCY MANAGEMENT FUNDAMENTALS (eLEARNING) - SUSAN BURLEY	1	215.00	
EFT33408	07/06/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE REAR L/H TAILLIGHT ON BAKERS HILL 2.4	1		1,920.00
INV 8705	31/01/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE REAR L/H TAILLIGHT ON BAKERS HILL 2.4	1	1,263.50	
INV 8779	28/02/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BAKERS HILL 2.4 - TRAVEL TO SITE AFTER HOURS, JUMP START, TEST ALTERNATOR AND LOAD TEST BATTERIES	1	250.00	
INV 8841	31/03/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1612 - ATTEND SITE SUPPLY AND REFIT BATTERIES	1	406.50	
EFT33409	07/06/2019	WHEATBELT OFFICE & BUSINESS MACHINES	VARIOUS PRINTER CARTRIDGES	1		1,492.00
INV 24861	23/05/2019	WHEATBELT OFFICE & BUSINESS MACHINES	VARIOUS PRINTER CARTRIDGES	1	1,492.00	

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EFT33410	07/06/2019	WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE	1		199.91
INV 0000665818/05/2019		WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE	1	199.91	
EFT33411	07/06/2019	WUNDOWIE PRODUCE & HARDWARE	NEW LOCK FOR WUNDOWIE OVAL SHED	1		8.50
INV INV-002327/04/2019		WUNDOWIE PRODUCE & HARDWARE	NEW LOCK FOR WUNDOWIE OVAL SHED	1	8.50	
EFT33412	14/06/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	PROGRESS CLAIM NO 05: ALUE COMPLETED AS PER CERTIFICATE	1		952,028.15
INV 3462	13/06/2019	COOPER & OXLEY CONSTRUCTION CO PTY LTD	PROGRESS CLAIM NO 05: ALUE COMPLETED AS PER CERTIFICATE	1	952,028.15	
EFT33413	19/06/2019	ADVANTEERING - CIVIL ENGINEERS	CONSTRUCTION OF NORTHAM YOUTH PRECINCT AS PER CONTRACT 9013.95	1		208,538.44
INV 1061	22/05/2019	ADVANTEERING - CIVIL ENGINEERS	VARIATION V10 AS PER CONTRACT 9013.95 FOR THE UPGRADE OF 426 METRES OF FENCE WIRE	1	3,835.70	
INV 1061	22/05/2019	ADVANTEERING - CIVIL ENGINEERS	CONSTRUCTION OF NORTHAM YOUTH PRECINCT AS PER CONTRACT 9013.95	1	175,578.31	
INV 1061	22/05/2019	ADVANTEERING - CIVIL ENGINEERS	VARIATION VO-05 AS PER CONTRACT 9013.05 FOR REVISED ELECTRICAL PLAN INCLUDING EOT AND ADDITIONAL SUPERVISION COSTS.	1	7,838.33	
INV 1061	22/05/2019	ADVANTEERING - CIVIL ENGINEERS	VARIATION VO-08 AS PER CONTRACT 9013.05 FOR ADDITIONAL GARDEN BEDS.	1	5,773.90	
INV 1061	22/05/2019	ADVANTEERING - CIVIL ENGINEERS	VARIATION VO-09 AS PER CONTRACT 9013.05 FOR UPGRADE TO JARRAH FENCE.	1	15,512.20	
EFT33414	19/06/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR MAY 2019	1		37,083.13
INV 55832	31/05/2019	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR MAY 2019	1	37,083.13	
EFT33415	19/06/2019	AUSTRALIAN SERVICES UNION	Payroll deductions	1		103.60
INV DEDUCT11/06/2019		AUSTRALIAN SERVICES UNION	Payroll deductions		103.60	
EFT33416	19/06/2019	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 11/06/2019.	1		65,588.00
INV PAYG 1111/06/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 11/06/2019.	1	64,202.00	
INV PAYG 1415/06/2019		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 14/06/2019 - INTERIM	1	1,386.00	



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EFT33417	19/06/2019	CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES AS PER CONTRACT C.201819-06 FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE WITHIN THE SHIRE OF NORTHAM BEING CONDUCTED BY PALMER CIVIL CONSTRUCTION - SCOPED UNDER WANDRRA AGRN 743.	1		77,156.16
INV INV-090531/03/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1	4,923.24	
INV INV-090431/03/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES AS PER CONTRACT C.201819-06 FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE WITHIN THE SHIRE OF NORTHAM BEING CONDUCTED BY PALMER CIVIL CONSTRUCTION - SCOPED UNDER WANDRRA AGRN 743.	1	24,129.63	
INV INV-090630/04/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES AS PER CONTRACT C.201819-06 FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE WITHIN THE SHIRE OF NORTHAM BEING CONDUCTED BY PALMER CIVIL CONSTRUCTION - SCOPED UNDER WANDRRA AGRN 743.	1	12,508.06	
INV INV0907 30/04/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES AS PER CONTRACT C.201819-06 FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE WITHIN THE SHIRE OF NORTHAM BEING CONDUCTED BY PALMER CIVIL CONSTRUCTION - SCOPED UNDER WANDRRA AGRN 743.	1	5,955.90	

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INV INV-090931/05/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES AS PER CONTRACT C.201819-06 FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE WITHIN THE SHIRE OF NORTHAM BEING CONDUCTED BY PALMER CIVIL CONSTRUCTION - SCOPED UNDER WANDRRA AGRN 743.	1	15,525.15	
INV INV-091081/05/2019		CORE BUSINESS AUSTRALIA	CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM.	1	14,114.18	
EFT33418	19/06/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2018/2019 ESL QUARTER 4 IN ACCORDANCE WITH THE DEPT OF FIRE AND EMERGENCY SERVICES.	1		57,273.21
INV 149104	21/05/2019	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2018/2019 ESL QUARTER 4 IN ACCORDANCE WITH THE DEPT OF FIRE AND EMERGENCY SERVICES.	1	57,273.21	
EFT33419	19/06/2019	EASIFLEET	Payroll deductions	1		3,036.10
INV DEDUCT11/06/2019		EASIFLEET	Payroll deductions		1,421.55	
INV DEDUCT11/06/2019		EASIFLEET	Payroll deductions		1,614.55	
EFT33420	19/06/2019	LIGHTFORCE ASSET PTY LTD T/AS ERECTIONS WA	MOBILISATION 3 X CREW TRUCK MACHINERY TO SITE AND RETURN 2 HOURS BY ROAD 120KM EACH WAY. DOMOBILISATION 3 X CREW TRUCK MACHINERY TO SITE AND RETURN 2 HOURS BY ROAD 120KM EACH WAY.	1		35,624.60
INV INV-041810/06/2019		LIGHTFORCE ASSET PTY LTD T/AS ERECTIONS WA	MOBILISATION 3 X CREW TRUCK MACHINERY TO SITE AND RETURN 2 HOURS BY ROAD 120KM EACH WAY. DOMOBILISATION 3 X CREW TRUCK MACHINERY TO SITE AND RETURN 2 HOURS BY ROAD 120KM EACH WAY.	1	35,624.60	
EFT33421	19/06/2019	RESOLUTE AUSTRALIA CIVIL CONTRACTORS PTY LTD	AS PER CONTRACT C.201819-15 SPENCER BROOK ROAD MULUCKINE	1		46,200.00
INV 1898	07/06/2019	RESOLUTE AUSTRALIA CIVIL CONTRACTORS PTY LTD	AS PER CONTRACT C.201819-15 SPENCER BROOK ROAD MULUCKINE	1	46,200.00	
EFT33423	21/06/2019	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MAY 2019.	1		27,052.80

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INV MAY 20131/05/2019		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MAY 2019.	1	27,052.80	
EFT33424	21/06/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA FUEL CHARGES ACCOUNT FOR MAY 2019.	1		3,004.09
INV 54	31/05/2019	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	PUMA FUEL CHARGES ACCOUNT FOR MAY 2019.	1	3,004.09	
EFT33425	24/06/2019	ABBOTTS FORGE	FABRICATION OF REPLACEMENT INFORMATION BAY SIGN FRAMES FOR HOOPER PARK BAKERS HILL POWDERCOAT TO BE "COLORBOND PALE EUCALYPT"	1		2,470.00
INV 0000360620/05/2019		ABBOTTS FORGE	FABRICATE SIDE ENTRY PIT DRAINAGE GRATES FOR BROOME TERRACE.	1	820.00	
INV 0000359329/05/2019		ABBOTTS FORGE	FABRICATION OF REPLACEMENT INFORMATION BAY SIGN FRAMES FOR HOOPER PARK BAKERS HILL POWDERCOAT TO BE "COLORBOND PALE EUCALYPT"	1	1,650.00	
EFT33427	24/06/2019	ANDY'S PLUMBING SERVICE	REC CENTRE. 6 MONTHLY PUMP OUT OF GREASE TRAP.	1		1,751.20
INV A.18293	06/04/2019	ANDY'S PLUMBING SERVICE	MEMORIAL HALL, CLEAR BLOCKED MALE TOILET.	1	246.40	
INV A.18330	07/04/2019	ANDY'S PLUMBING SERVICE	VISITORS CENTRE. UNBLOCK LADIES TOILET AND FIX LEAKING SHOWER.	1	338.80	
INV A.18412	29/05/2019	ANDY'S PLUMBING SERVICE	KILLARA RESPITE CARE. PUMP OUT GREASE TRAP AS PER WATER CORP CONDITIONS.	1	528.00	
INV A.18418	10/06/2019	ANDY'S PLUMBING SERVICE	REC CENTRE. 6 MONTHLY PUMP OUT OF GREASE TRAP.	1	638.00	
EFT33428	24/06/2019	ANSER GROUP PTY LTD T/A.ANSER TECHICAL	SOLAR. SUPPLY CONSULTANCY FOR SHIRE BUILDINGS POWER USAGE AND SOLAR POTENTIAL.	1		5,929.00
INV 1549	06/06/2019	ANSER GROUP PTY LTD T/A.ANSER TECHICAL	SOLAR. SUPPLY CONSULTANCY FOR SHIRE BUILDINGS POWER USAGE AND SOLAR POTENTIAL.	1	5,929.00	
EFT33429	24/06/2019	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION COSTS FOR COLLECTING RATES MAY 2019.	1		27.50
INV 88342	29/05/2019	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	COLLECTION COSTS FOR COLLECTING RATES MAY 2019.	1	27.50	
EFT33430	24/06/2019	AUSTRALIA POST	POSTAGE FOR MAY 2019, FOR ADMIN	1		512.12
INV 1008618003/06/2019		AUSTRALIA POST	POSTAGE FOR MAY 2019, FOR ADMIN	1	512.12	

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EFT33431	24/06/2019	AUTOPRO NORTHAM	WIPER BLADES FOR HINO WATERCART PN 1501 - 1DZI621.	1		99.08
INV 781312	07/05/2019	AUTOPRO NORTHAM	WIPER BLADES FOR HINO WATERCART PN 1501 - 1DZI621.	1	96.00	
INV 782085	13/05/2019	AUTOPRO NORTHAM	SPARK PLUG FOR AUGER	1	3.08	
EFT33432	24/06/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 21/05/2019-03/06/2019	1		1,792.00
INV 0008	03/06/2019	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 21/05/2019-03/06/2019	1	1,792.00	
EFT33433	24/06/2019	AVON SERVICE SPECIALISTS	CLACKLINE 1.4 - ANNUAL SERVICE, PARTS & LABOUR	1		380.30
INV 15217	13/09/2018	AVON SERVICE SPECIALISTS	CLACKLINE 1.4 - ANNUAL SERVICE, PARTS & LABOUR	1	380.30	
EFT33434	24/06/2019	AVON VALLEY BAKERY	MINI QUICHES RRG MEETING 25/02/2019	1		63.50
INV 2679	06/06/2019	AVON VALLEY BAKERY	MINI QUICHES RRG MEETING 25/02/2019	1	63.50	
EFT33435	24/06/2019	AVON VALLEY CONTRACTORS	Mitigation works on Shire Reserves, A2380, A1212, A1508, A1399, A2574, A1211	1		8,712.00
INV 2821	07/06/2019	AVON VALLEY CONTRACTORS	Mitigation works on Shire Reserves, A2380, A1212, A1508, A1399, A2574, A1211	1	8,712.00	
EFT33436	24/06/2019	AVON WASTE	RUBBISH COLLECTION JUNE 2019	1		35,389.74
INV 34225	07/06/2019	AVON WASTE	GENERAL WASTE BIN PURCHASES AND PARTS FOR APRIL, MAY & JUNE 2019	1	115.00	
INV 34225	07/06/2019	AVON WASTE	RUBBISH COLLECTION JUNE 2019	1	35,274.74	
EFT33437	24/06/2019	BEAUREPAIRES	CALL OUT TO CHANGE FLAT TYRE & REPAIR ON MAZDA CX5 PN1520 - N10734	1		972.26
INV 6410702531/05/2019		BEAUREPAIRES	COLLECT SPARE TYRE FROM SHIRE DEPOT, TRANSPORT TO SITE AT FIT TO LOADER. REPAIR FLAT TYRE AND RETURN TO SHIRE DEPOT. KOMATSU LOADER PN1003.	1	307.52	
INV U52435606/06/2019		BEAUREPAIRES	ATTEND SHIRE TO REPAIR LEAK IN REAR TYRE ON LOADER PN1003. WED 5TH JUNE 2019.	1	291.63	

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INV U52435611	11/06/2019	BEAUREPAIRES	CALL OUT TO CHANGE FLAT TYRE & REPAIR ON MAZDA CX5 PN1520 - N10734	1	373.11	
EFT33438	24/06/2019	BLACKWELL PLUMBING PTY LTD	BAKERS HILL 2.4 - ATTEND STATION AND DIAGNOSE AND REPAIR PASS SIDE HOSEREEL, UNDERBED PLUMBING HAS FAILED.	1		154.00
INV INV-195031	10/05/2019	BLACKWELL PLUMBING PTY LTD	BAKERS HILL 2.4 - ATTEND STATION AND DIAGNOSE AND REPAIR PASS SIDE HOSEREEL, UNDERBED PLUMBING HAS FAILED.	1	154.00	
EFT33439	24/06/2019	BLUE FORCE PTY LTD	WALGA NORTHAM - NONDLP WORKS - P - PROJECTS.	1		1,194.55
INV 93850	11/06/2019	BLUE FORCE PTY LTD	WALGA NORTHAM - NONDLP WORKS - P - PROJECTS.	1	1,194.55	
EFT33440	24/06/2019	BOEKEMAN MACHINERY	FITTINGS FOR BITUMEN CRACK SEALER	1		38.39
INV 263584	10/05/2019	BOEKEMAN MACHINERY	FITTINGS FOR BITUMEN CRACK SEALER	1	38.39	
EFT33441	24/06/2019	BRICK MART	GORDON PLACE PAVING WORKS -	1		440.00
INV 2298	31/05/2019	BRICK MART	GORDON PLACE PAVING WORKS -	1	440.00	
EFT33442	24/06/2019	BUNNINGS BUILDING SUPPLIES P/L	MASTERPLUG 20M EXTENTION LEAD. BLACK AND RED	1		203.54
INV 2180/998016	05/2019	BUNNINGS BUILDING SUPPLIES P/L	MASTERPLUG 20M EXTENTION LEAD. BLACK AND RED	1	91.18	
INV 2180/998014	06/2019	BUNNINGS BUILDING SUPPLIES P/L	MASTERPLUG 20M EXTENTION LEAD. BLACK AND RED	1	112.36	
EFT33443	24/06/2019	CADD'S FASHIONS	UNIFORMS FOR DEPOT STAFF.	1		250.80
INV 19-00003015	05/2019	CADD'S FASHIONS	PURCHASE OF X4 PODIUM COOLPOLO SHIRTS.	1	88.00	
INV 19-00003015	05/2019	CADD'S FASHIONS	NAVY/GRAY BIZ GENEVA JACKET - DAVID SPARROW	1	66.00	
INV 19-00004025	05/2019	CADD'S FASHIONS	UNIFORMS FOR DEPOT STAFF.	1	96.80	
EFT33444	24/06/2019	CENTRAL MOBILE MECHANICAL REPAIRS	PROVIDE PRICE FOR REPLACEMENT OF NEW COOLANT TANK AND REPAIR TO LEFT RAM SEAL	1		10,592.19
INV 0000275514	06/2019	CENTRAL MOBILE MECHANICAL REPAIRS	PN1218 - 110,000KM SERVICE	1	846.73	
INV 0000275414	06/2019	CENTRAL MOBILE MECHANICAL REPAIRS	PN1610 - 30,000KM SERVICE OF TRUCK 6.5.2019	1	898.87	

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INV 0000275014/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1509 - TRAVEL TO WUNDOWIE AND ASSESS ROCKER COVER WHICH IS LEAKING OIL	1	474.10	
INV 0000275114/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1207 - CONDUCT 3750HR SERVICE	1	748.88	
INV 0000275614/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1701 - REPAIR BENT A FRAME AND REPAIR TRAILER	1	649.00	
INV 0000275714/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1214 - REPLACE JOCKEY WHEEL AND REPLACE LIGHTS CONNECTION	1	702.57	
INV 0000275814/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1006 - HOSE CRACKED AND LEAKING HYDRAULIC OIL (ON SITE)	1	1,444.74	
INV 0000275314/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PROVIDE PRICE FOR REPLACEMENT OF NEW COOLANT TANK AND REPAIR TO LEFT RAM SEAL	1	1,490.72	
INV 0000275214/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1619 - ATTEND SITE AND PUT TRACKS BACK ON SKID STEER LOADER	1	1,185.80	
INV 0000276216/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN3555 - REPAIR BROKEN HYDRAULIC LINES ON BACKHOE	1	529.65	
INV 0000276016/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - REPAIR BACK TAIL GATE HINGES AND LATCHES AND REPAIR WELDS ON TOOLBOX HINGES	1	132.00	
INV 0000275916/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	PN1501 - 170,000KM SERVICE AND TIGHTEN REAR BUMPER BOLTS AND DRIBBE BAR BOLTS	1	1,081.30	
INV 0002761 16/06/2019		CENTRAL MOBILE MECHANICAL REPAIRS	SITE CALL OUT FOR LEAKING HYDRAULIC HOSE ON BOBCAT BROOM ATTACHMENT.	1	407.83	
EFT33445	24/06/2019	CLACKLINE FENCING CONTRACTORS	REPAIR FENCE AT THE INKPEN ROAD WASTE MANAGEMENT FACILITY	1		239.00
INV 1225	06/06/2019	CLACKLINE FENCING CONTRACTORS	REPAIR FENCE AT THE INKPEN ROAD WASTE MANAGEMENT FACILITY	1	239.00	
EFT33446	24/06/2019	CLASSIC IT SUPPORT	SSD 240GB SOLID STATE DRIVE FOR KILLARA1 COMPUTER	1		66.00
INV 8323	06/06/2019	CLASSIC IT SUPPORT	SSD 240GB SOLID STATE DRIVE FOR KILLARA1 COMPUTER	1	66.00	
EFT33447	24/06/2019	COCA-COLA AMATIL (AUST) PTY LTD	STOCK FOR REC CENTRE	1		337.94
INV 2202068412/06/2019		COCA-COLA AMATIL (AUST) PTY LTD	STOCK FOR REC CENTRE	1	337.94	
EFT33448	24/06/2019	COUNTRY COMFORTSTYLE NORTHAM	FURNITURE FOR BEB.	1		1,649.00
INV 7584	18/06/2019	COUNTRY COMFORTSTYLE NORTHAM	FURNITURE FOR BEB.	1	1,649.00	

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EFT33449	24/06/2019	COUNTRYWIDE GROUP	15L DRUM OF CHLORINE.	1		76.34
INV 27543	13/06/2019	COUNTRYWIDE GROUP	15L DRUM OF CHLORINE.	1	76.34	
EFT33450	24/06/2019	COVS PARTS PTY LTD	Locktite	1		18.02
INV 1690054622/05/2019		COVS PARTS PTY LTD	Locktite	1	18.02	
EFT33451	24/06/2019	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	10,000 SHIRE OF NORTHAM LETTERHEADS	1		940.00
INV 1046532	31/05/2019	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	10,000 SHIRE OF NORTHAM LETTERHEADS	1	940.00	
EFT33452	24/06/2019	CUTTING EDGES EQUIPMENT PARTS	GB6658HT CUTTING EDGES FOR GRADER	1		3,057.24
INV 3252702	30/05/2019	CUTTING EDGES EQUIPMENT PARTS	GB6658HT CUTTING EDGES FOR GRADER	1	3,057.24	
EFT33453	24/06/2019	DMC CLEANING	CLEANING OF VARIOUS BUILDINGS FOR MONTH OF MAY 2019.	1		5,096.12
INV SON021	31/05/2019	DMC CLEANING	CLEANING OF VARIOUS BUILDINGS FOR MONTH OF MAY 2019.	1	5,096.12	
EFT33454	24/06/2019	EVOKE INTERIOR DESIGN PTY LTD	ADMIN BUILDING. CARRY OUT INITIAL FESABILITY, DESIGN AND SKETCH DRAWINGS FOR THE POSSIBLE UPGRADE OF THE SHIRE OF NORTHAMS ADMINISTRATION BUILDING AS PER QUOTENOR2002 FROM RFQ4 OF 2019	1		5,258.88
INV IV000000931/05/2019		EVOKE INTERIOR DESIGN PTY LTD	ADMIN BUILDING. CARRY OUT INITIAL FESABILITY, DESIGN AND SKETCH DRAWINGS FOR THE POSSIBLE UPGRADE OF THE SHIRE OF NORTHAMS ADMINISTRATION BUILDING AS PER QUOTENOR2002 FROM RFQ4 OF 2019	1	5,258.88	
EFT33455	24/06/2019	FOOD SAFETY WA.	REGULATORY FOOD SAFETY AUDIT - SITE VISIT, AUDIT REPORT & TRAVEL	1		770.00
INV 000442	11/06/2019	FOOD SAFETY WA.	REGULATORY FOOD SAFETY AUDIT - SITE VISIT, AUDIT REPORT & TRAVEL	1	770.00	
EFT33456	24/06/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	replacement threaded bic - male fittings for 2.4 appliance	1		304.70
INV 64247	24/05/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	replacement threaded bic - male fittings for 2.4 appliance	1	304.70	

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EFT33457	24/06/2019	FULTON HOGAN INDUSTRIES PTY LTD	RFT 10 OF 2018 - BITUMEN SEAL COAT PACKAGE OVER ROAD WIDENINGS & RECONSTRUCTED AREAS - SPENCERS BROOK ROAD SLK 12.8 - 14.6 SPENCERS BROOK ROAD.	1		141,346.38
INV 1281180314/05/2019		FULTON HOGAN INDUSTRIES PTY LTD	12 TUBS OF RED CRACK SEAL.	1	4,422.00	
INV 1285473628/05/2019		FULTON HOGAN INDUSTRIES PTY LTD	RFT 10 OF 2018 - BITUMEN SEAL COAT PACKAGE OVER ROAD WIDENINGS & RECONSTRUCTED AREAS - SPENCERS BROOK ROAD SLK 12.8 - 14.6 SPENCERS BROOK ROAD.	1	134,812.38	
INV 1286621030/05/2019		FULTON HOGAN INDUSTRIES PTY LTD	1T BULKA BAG OF BLACK COLD MIX	1	2,112.00	
EFT33458	24/06/2019	GARPEN PTY LTD	SUPPLY ONE GP T BOX FOR FIRE FIGHTING PUMP	1		20.00
INV SI-00041514/05/2019		GARPEN PTY LTD	SUPPLY ONE GP T BOX FOR FIRE FIGHTING PUMP	1	20.00	
EFT33459	24/06/2019	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF EXCAVATOR FOR SPENCERS BROOK ROAD SLK .	1		5,170.00
INV 001515	31/05/2019	GDR CIVIL CONTRACTING PTY LTD	6 WHEELER TIP TRUCK DRY HIRE 5 WORKING DAYS @ \$500/DAY.	1	2,200.00	
INV 001514	31/05/2019	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF EXCAVATOR FOR SPENCERS BROOK ROAD SLK .	1	2,970.00	
EFT33460	24/06/2019	GLENN STUART BEVERIDGE	VISITORS CENTRE. INSTALL NE TOILET PAPER DISPENSERS TO ALL TOILETS.	1		616.00
INV 94	10/06/2019	GLENN STUART BEVERIDGE	VISITORS CENTRE. INSTALL NE TOILET PAPER DISPENSERS TO ALL TOILETS.	1	209.00	
INV 97	10/06/2019	GLENN STUART BEVERIDGE	SOUND SHELL. SERVICE REAR SLIDING DOORS.	1	198.00	
INV 95	10/06/2019	GLENN STUART BEVERIDGE	REC CENTRE. PEEL BACK SECTION OF FENCE, SECURE TO EXISTING AND REMOVE BOTTOM POLE FOR EMERGENCY ACCESS.	1	209.00	
EFT33461	24/06/2019	GRAFTON ELECTRICS	REPLACE LIGHT ON ROOF THAT FACES PLAYGROUND	1		324.94
INV 5954	17/05/2019	GRAFTON ELECTRICS	REPLACE LIGHT ON ROOF THAT FACES PLAYGROUND	1	324.94	
EFT33462	24/06/2019	GREENACRES TURF GROUP	TO SUPPLY AND INSTALL 755M2 STING NEMATODE FREE JUMBO VILLAGE GREEN PREMIUM KIKUYU ROLLS TO HENRY STREET OVAL AS PER QUOTE 17/MAY/2019	1		23,669.25



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INV 0005593623/05/2019		GREENACRES TURF GROUP	TO SUPPLY AND INSTALL 755M2 STING NEMATODE FREE JUMBO VILLAGE GREEN PREMIUM KIKUYU ROLLS TO HENRY STREET OVAL AS PER QUOTE 17/MAY/2019	1	23,669.25	
EFT33463	24/06/2019	GROVE WESLEY DESIGN ART	MANUFACTURE FOUR SIGNS 2400 X 1200 ON 3MM ACM PANEL WITH SUPREME FILM LAMINATED GRAPHICS POSTCARDS	1		3,767.17
INV 5543	30/05/2019	GROVE WESLEY DESIGN ART	Name badge & Business Cards - Shane McRedmond, EHO	1	1,721.50	
INV 5563	31/05/2019	GROVE WESLEY DESIGN ART	MANUFACTURE FOUR SIGNS 2400 X 1200 ON 3MM ACM PANEL WITH SUPREME FILM LAMINATED GRAPHICS	1	118.47	
INV 5548	31/05/2019	GROVE WESLEY DESIGN ART	MANUFACTURE FOUR SIGNS 2400 X 1200 ON 3MM ACM PANEL WITH SUPREME FILM LAMINATED GRAPHICS	1	1,927.20	
EFT33464	24/06/2019	PEGAN BUILDING SURVEYING	APEX PARK PLAYGROUND. COMPLETE CDC FOR APPROVAL OF SHADE SALE.	1		979.00
INV 595	29/04/2019	PEGAN BUILDING SURVEYING	GORDON PLACE. PROVIDE CERTIFICAT OF DESIGN COMPLIANCE FOR ARBOR NEAR LAURA'S WINE BAR.	1	434.50	
INV 608	10/06/2019	PEGAN BUILDING SURVEYING	APEX PARK PLAYGROUND. COMPLETE CDC FOR APPROVAL OF SHADE SALE.	1	544.50	
EFT33465	24/06/2019	HILLS CONCRETE PRODUCTS	CONCRETE TUBS - LARGE FOR AVON MALL PLANTERS	1		880.00
INV 9379	04/06/2019	HILLS CONCRETE PRODUCTS	CONCRETE TUBS - LARGE FOR AVON MALL PLANTERS	1	880.00	
EFT33466	24/06/2019	IT VISION	PAYROLL ESSENTIALS TRAINING WORKSHOP FOR JENNIFER GRANT.	1		1,940.40
INV 31305	17/05/2019	IT VISION	LEAVE ESSENTIALS TRAINING WORKSHOP FOR JENNIFER GRANT	1	812.90	
INV 31304	17/05/2019	IT VISION	PAYROLL ESSENTIALS TRAINING WORKSHOP FOR JENNIFER GRANT.	1	1,127.50	
EFT33467	24/06/2019	IW PROJECTS	ATTEND AND ADVISE AT THE COMPULSORY SITE MEETING FOR THE OLD QUARRY ROAD DRAINAGE PROJECT.	1		1,127.50
INV 1073	31/05/2019	IW PROJECTS	ATTEND AND ADVISE AT THE COMPULSORY SITE MEETING FOR THE OLD QUARRY ROAD DRAINAGE PROJECT.	1	1,127.50	
EFT33468	24/06/2019	EXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/05/2019 to 31/05/2019.	1		354.12

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INV 6116870	31/05/2019	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/05/2019 to 31/05/2019.	1	354.12	
EFT33469	24/06/2019	JH COMPUTER SERVICES PTY LTD	Q20523 11 SUPPORT PACK LABOUR HOURS FOR PRICE OF 10	1		1,760.07
INV 000019020405/2019		JH COMPUTER SERVICES PTY LTD	Q20523 11 SUPPORT PACK LABOUR HOURS FOR PRICE OF 10	1	1,760.07	
EFT33470	24/06/2019	ILO DESIGNS	1X ACM SIGN, 2300 X 700MM INSTALLED ON SIDE OF BUILDING IN VILLAGE GREEN NORTHAM AND ARTWORK	1		2,174.75
INV 240	05/06/2019	ILO DESIGNS	1X ACM SIGN, 2300 X 700MM INSTALLED ON SIDE OF BUILDING IN VILLAGE GREEN NORTHAM AND ARTWORK	1	1,600.00	
INV 240	05/06/2019	ILO DESIGNS	1X ACM SIGN - 'CREATE298' 1560MM X 610MM INSTALLED ON BUILDING FACADE INCLUDES INSTALLATION	1	574.75	
EFT33471	24/06/2019	JS TECHNOLOGY & DIGITAL PTY LTD	IPAD BATTERY REPLACEMENT FOR RANGER1	1		178.00
INV 5192	10/05/2019	JS TECHNOLOGY & DIGITAL PTY LTD	IPAD BATTERY REPLACEMENT FOR RANGER1	1	178.00	
EFT33473	24/06/2019	KYLIE DONOVAN	REFUND OF BOND PAYMENT FOR BOOKING #3957	1		100.00
INV 9932	10/06/2019	KYLIE DONOVAN	REFUND OF BOND PAYMENT FOR BOOKING #3957	1	100.00	
EFT33474	24/06/2019	LUCY'S TEAROOMS	MORNING TEA - 44 PEOPLE - SCONES & SAUSAGE ROLLS -HEALTH & BUILDING MEETING	1		1,068.00
INV 1922	10/06/2018	LUCY'S TEAROOMS	MORNING TEA - 44 PEOPLE - SCONES & SAUSAGE ROLLS -HEALTH & BUILDING MEETING	1	758.00	
INV 1924	10/06/2019	LUCY'S TEAROOMS	CATERING- STRATEGIC & SPECIAL COUNCIL MEETING 27 MARCH 2019	1	310.00	
EFT33475	24/06/2019	MAD DOG PROMOTIONS	Stock purchases for BKB	1		1,666.50
INV INV-149008/04/2019		MAD DOG PROMOTIONS	Stock purchases for BKB	1	1,666.50	

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EFT33476	24/06/2019	MAJOR MOTORS	SUPPLY & DELIVERY OF ONE (1) BRAND NEW ISUZU TRUCK FYHJJ-L18 FYH 300-350 AUTO MWB WITH 400 LITRE CAPACITY ALUMINIUM FUEL TANK WITH LOCKABLE CAP.	1		281,199.14
INV 763793	09/05/2019	MAJOR MOTORS	SPARE WHEEL WINDER PART NO, 9231100180	1	422.46	
INV 764195	09/05/2019	MAJOR MOTORS	Freight charges for invoice 763793	1	33.00	
INV 765948	15/05/2019	MAJOR MOTORS	PN1305 - MIRROR ASSEMBLY L/H - (PART NUMBER 92075044)	1	299.68	
INV 766841	16/05/2019	MAJOR MOTORS	SUPPLY & DELIVERY OF ONE (1) BRAND NEW ISUZU TRUCK FYHJJ-L18 FYH 300-350 AUTO MWB WITH 400 LITRE CAPACITY ALUMINIUM FUEL TANK WITH LOCKABLE CAP.	1	280,444.00	
EFT33477	24/06/2019	MARKETFORCE	EMPLOYMENT ADVERT ON SEEK FOR ENGINEERING ADMINISTRATION COORDINATOR AND SENIORS DISABILITY SERVICES OFFICER	1		497.99
INV 27890	28/05/2019	MARKETFORCE	EMPLOYMENT ADVERT ON SEEK FOR ENGINEERING ADMINISTRATION COORDINATOR AND SENIORS DISABILITY SERVICES OFFICER	1	370.72	
INV 27889	28/05/2019	MARKETFORCE	PUBLIC NOTICE - MAY 2019 COUNCIL MEETING AT WUNDOWIE HALL	1	127.27	
EFT33478	24/06/2019	MARLENE MARIE PLEWS	REIMBURSEMENT FOR ACCOMODATION AND PARKING FOR RECORDS COURSE 29/05/2019	1		173.00
INV 48	28/05/2019	MARLENE MARIE PLEWS	REIMBURSEMENT FOR ACCOMODATION AND PARKING FOR RECORDS COURSE 29/05/2019	1	173.00	
EFT33479	24/06/2019	MCLEODS BARRISTERS & SOLICITORS	ILLEGAL STRUCTURE/PARK HOMES - LEGAL COSTS	1		938.85
INV 108450	30/05/2019	MCLEODS BARRISTERS & SOLICITORS	ILLEGAL STRUCTURE/PARK HOMES - LEGAL COSTS	1	938.85	
EFT33480	24/06/2019	MORRIS PEST AND WEED CONTROL	REMOVAL OF BIRDS IN TOWN HALL ROOF	1		632.50
INV 183031	11/06/2019	MORRIS PEST AND WEED CONTROL	REMOVAL OF BIRDS IN TOWN HALL ROOF	1	632.50	
EFT33481	24/06/2019	MR NATURALLY CLEAN	MEMORIAL HALL. AFTER HOURS CALL OUT FOR 05/05/2019	1		165.00
INV INV-144506/05/2019		MR NATURALLY CLEAN	MEMORIAL HALL. AFTER HOURS CALL OUT FOR 05/05/2019	1	165.00	

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EFT33482	24/06/2019	NATASHA FITZGERALD	REIMBURSEMENT FOR POLICE CLEARANCE.	1		49.00
INV 352326	30/05/2019	NATASHA FITZGERALD	REIMBURSEMENT FOR POLICE CLEARANCE.	1	49.00	
EFT33483	24/06/2019	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/05/2019 TO 14/06/2019.	1		846.62
INV 9164539815/05/2019	15/05/2019	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM - 15/05/2019 TO 14/06/2019.	1	846.62	
EFT33484	24/06/2019	NORTHAM & DISTRICTS GLASS SERVICE	BERT HAWKE PAVILION. REPLACE CRACKED WINDOW ON OVAL SIDE.	1		811.80
INV 3547	07/06/2019	NORTHAM & DISTRICTS GLASS SERVICE	BERT HAWKE PAVILION. REPLACE CRACKED WINDOW ON OVAL SIDE.	1	536.80	
INV 3596	14/06/2019	NORTHAM & DISTRICTS GLASS SERVICE	FIT SUPPLIED GLASS INTO JOHN DEERE TRACTOR EN1408 - N91063.	1	275.00	
EFT33485	24/06/2019	NORTHAM BETTA ELECTRICAL	TRAINING EQUIPMENT FOR FIRE BRIGADES.	1		1,766.00
INV 19832	26/09/2018	NORTHAM BETTA ELECTRICAL	BROTHER A3 INKJECT MFCJ6930 MULTIFUNCTION PRINTER FOR BKB	1	399.00	
INV 2001000211/06/2019	11/06/2019	NORTHAM BETTA ELECTRICAL	TRAINING EQUIPMENT FOR FIRE BRIGADES.	1	1,367.00	
EFT33486	24/06/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNIND FOR LINDSAY KELLY	1		100.00
INV 2692	30/05/2019	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNIND FOR LINDSAY KELLY	1	100.00	
EFT33487	24/06/2019	NORTHAM FEED & HIRE	GIFT CERTIFICATE FOR KRISTY ROBINSON PARTING	1		733.00
INV 0000211517/05/2019	17/05/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - MAY 2019	1	77.00	
INV 0000211620/05/2019	20/05/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	33.00	
INV 0000212023/05/2019	23/05/2019	NORTHAM FEED & HIRE	GIFT CERTIFICATE FOR KRISTY ROBINSON PARTING	1	445.00	
INV 0000215005/06/2019	05/06/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	33.00	
INV 0000215108/06/2019	08/06/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	33.00	
INV 0000215210/06/2019	10/06/2019	NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JULY	1	33.00	

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INV 0000216010/06/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JUNE 2019	1	46.00	
INV 0000216111/06/2019		NORTHAM FEED & HIRE	DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - JUNE 2019.	1	33.00	
EFT33488	24/06/2019	NORTHAM FLORIST	FLOWERS FOR JUDITH HAY AND SUZANNE SAMS	1		230.00
INV 21285	06/06/2019	NORTHAM FLORIST	FLOWERS FOR JUDITH HAY AND SUZANNE SAMS	1	130.00	
INV 21294	10/06/2019	NORTHAM FLORIST	FLOWERS FOR FAMILY OF JAN JAMES - DELEIVERED	1	100.00	
EFT33489	24/06/2019	NORTHAM MITRE 10 SOLUTIONS	EQUIPMENT FOR BANNERS IN THE TERRACE.	1		2,224.51
INV 1041633507/05/2019		NORTHAM MITRE 10 SOLUTIONS	PURCHASE OF X2 BROOMS.	1	77.98	
INV 1041630807/05/2019		NORTHAM MITRE 10 SOLUTIONS	CLEANING SUPPLIES FOR MDSES	1	180.85	
INV 1041612407/05/2019		NORTHAM MITRE 10 SOLUTIONS	CONTACT CEMENT	1	95.00	
INV 1041660008/05/2019		NORTHAM MITRE 10 SOLUTIONS	TOOLS & EQUIPMENT FOR DEPOT.	1	51.11	
INV 1041682709/05/2019		NORTHAM MITRE 10 SOLUTIONS	WATER BOTTLE	1	59.90	
INV 1041743510/05/2019		NORTHAM MITRE 10 SOLUTIONS	SHOVEL	1	59.94	
INV 1041738010/05/2019		NORTHAM MITRE 10 SOLUTIONS	AXE WITH FIBREGLOSS HANDLE	1	80.20	
INV 1041824113/05/2019		NORTHAM MITRE 10 SOLUTIONS	VALVE BOX FOR RETIC REPAIRS TO MITCHELL AVE STREET TREES.	1	105.31	
INV 1041828113/05/2019		NORTHAM MITRE 10 SOLUTIONS	TOOLS. SUPPLY SET OF DRILL BITS FOR BUILDING SUPERVISOR.	1	28.98	
INV 1041847414/05/2019		NORTHAM MITRE 10 SOLUTIONS	SUPPLY PAINT FOR STRUCTURE IN BERNARD PARK.	1	126.50	
INV 1041850114/05/2019		NORTHAM MITRE 10 SOLUTIONS	2LT BERGER JETDRY GLOSS PAINT - BLACK	1	73.10	
INV 1041850814/05/2019		NORTHAM MITRE 10 SOLUTIONS	FULL CORD (ROLL)	1	8.08	
INV 1041870814/05/2019		NORTHAM MITRE 10 SOLUTIONS	CONTACT CEMENT	1	93.05	
INV 1041883315/05/2019		NORTHAM MITRE 10 SOLUTIONS	CONTACT CEMENT	1	93.05	
INV 1041902915/05/2019		NORTHAM MITRE 10 SOLUTIONS	PURCHASE OF X3 MICRO JOINER BARB/THR AND X1 FLEXI TUBE.	1	58.21	
INV 1042138423/05/2019		NORTHAM MITRE 10 SOLUTIONS	GYPMIE HAMMER, WOOD SAW	1	54.76	

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INV 1042282027/05/2019		NORTHAM MITRE 10 SOLUTIONS	40MM RETIC PARTS FOR JUBILEE OVAL.	1	26.58	
INV 1042297628/05/2019		NORTHAM MITRE 10 SOLUTIONS	ANTI THEFT TAP FOR SOUNDSHELL BERNARD PARK.	1	34.20	
INV 1042309728/05/2019		NORTHAM MITRE 10 SOLUTIONS	METAL FILE & SILICONE FOR KILLARA MAINTENANCE	1	21.09	
INV 1042300528/05/2019		NORTHAM MITRE 10 SOLUTIONS	EQUIPMENT FOR BANNERS IN THE TERRACE.	1	373.40	
INV 1042383030/05/2019		NORTHAM MITRE 10 SOLUTIONS	PAINTING SUPPLIES	1	247.95	
INV 1042383030/05/2019		NORTHAM MITRE 10 SOLUTIONS	TOOLS AND EQUIPMENT	1	160.72	
INV 1042425631/05/2019		NORTHAM MITRE 10 SOLUTIONS	Potting mix for library plants	1	57.00	
INV 1042398831/05/2019		NORTHAM MITRE 10 SOLUTIONS	CBD STREETSCAPING	1	57.55	
EFT33490	24/06/2019	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	COMMUNITY GRANT FOR THE NORTHAM RSL SUB BRANCH 2018/2019	1		2,748.50
INV 007	26/04/2019	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	COMMUNITY GRANT FOR THE NORTHAM RSL SUB BRANCH 2018/2019	1	2,748.50	
EFT33491	24/06/2019	NORTHAM VETERINARY CENTRE	CONSULTATION FOR INJURED DOG	1		90.00
INV 72504	17/05/2019	NORTHAM VETERINARY CENTRE	CONSULTATION FOR INJURED DOG	1	90.00	
EFT33492	24/06/2019	OASIS OUTDOOR STRUCTURES	ORCHID TERRACE, WUNDOWIE (BETWEEN ZAMIA TO KURINGAL ) AS PER ATTACHED QUOTATION QU- 0451	1		52,114.70
INV INV-041305/06/2019		OASIS OUTDOOR STRUCTURES	WORKS TO BE COMPLETED AT 21 PUTTING RISE, REMOVE SECTION OF PATH 6M X 1.5 & ASPHALT RAMP. DISPOSE OF CONCRETE. CUT ASPHALT EDGE STRAIGHT. SET AND POUR NEW DRIVE RAMP AS PER QUOTE# QU-0372.	1	3,109.70	
INV INV-041514/06/2019		OASIS OUTDOOR STRUCTURES	ORCHID TERRACE, WUNDOWIE (BETWEEN ZAMIA TO KURINGAL ) AS PER ATTACHED QUOTATION QU- 0451	1	49,005.00	
EFT33493	24/06/2019	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. SUPPLY AND INSTALL 4G COMMUNICATOR TO LIFT EMERGENCY PHONE AS PER 10736.	1		3,477.12
INV 0001905221/05/2019		OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE.	1	668.05	

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INV 0001910527/05/2019		OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. SUPPLY AND INSTALL 4G COMMUNICATOR TO LIFT EMERGENCY PHONE AS PER 10736.	1	2,809.07	
EFT33494	24/06/2019	OFFICEWORKS SUPERSTORES PTY LTD	Kindle Paperwhites for patron borrowing	1		1,084.30
INV 4301977802/05/2019		OFFICEWORKS SUPERSTORES PTY LTD	Kindle eReader for patron ebook borrowing	1	481.35	
INV 4336886331/05/2019		OFFICEWORKS SUPERSTORES PTY LTD	Kindle Paperwhites for patron borrowing	1	602.95	
EFT33495	24/06/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	MAKE NEW TARPS FOR TRUCK/UTES	1		363.00
INV 3336	17/05/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	MAKE NEW TARPS FOR TRUCK/UTES	1	253.00	
INV 3340	22/05/2019	OLLY'S CAR & FURNITURE UPHOLSTERY'S	MAKE NEW TARPS FOR TRUCK/UTES	1	110.00	
EFT33496	24/06/2019	OXTER SERVICES	CLEANING SUPPLIES - MARCH 2018	1		10,071.03
INV 18994	30/11/2017	OXTER SERVICES	TOILET PAPER FOR BERNARD PARK.	1	115.79	
INV 19090	20/12/2017	OXTER SERVICES	CLEANING SUPPLIES DECEMBER 2017	1	1,991.69	
INV 19365	08/03/2018	OXTER SERVICES	CLEANING SUPPLIES - MARCH 2018	1	2,444.28	
INV 19670	11/05/2018	OXTER SERVICES	CLEANING SUPPLIES - MAY 2018	1	1,121.67	
INV 19761	29/05/2018	OXTER SERVICES	ADMIN BUILDING. 1 CARTON TOILET PAPER.	1	64.46	
INV 19816	08/06/2018	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS - JUNE 2018	1	349.80	
INV 19821	08/06/2018	OXTER SERVICES	CLACKLINE TOILETS - JUNE 2018	1	349.80	
INV 19820	08/06/2018	OXTER SERVICES	CEMETERY TOILETS - JUNE 2018	1	233.20	
INV 19819	08/06/2018	OXTER SERVICES	WUNDOWIE TOILETS - JUNE 2018	1	382.80	
INV 19818	08/06/2018	OXTER SERVICES	BAKERS HILL PAVILLIONN TOILETS JUNE 2018	1	233.20	
INV 19817	08/06/2018	OXTER SERVICES	KATRINE TOILETS - JUNE 2018	1	233.20	
INV 19815	08/06/2018	OXTER SERVICES	CLEANING OF TOILETS - JUNE 2018	1	382.80	
INV 19898	02/07/2018	OXTER SERVICES	GRASS VALLEY HALL TOILETS. 1 X PINEAWAY, 1 X BOX GLOVES AND 2 X CARTONS TOILET PAPER.	1	164.61	
INV 21108	17/04/2019	OXTER SERVICES	VISITORS CENTRE. SUPPLY 1 X 20L PINE CLEANER, 1 X WHITE BIN BAGS AND 1 X WIPES ON A ROLL.	1	250.83	

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INV 21141	30/04/2019	OXTER SERVICES	SOUTHERN BROOK HALL. SUPPLY OF CLEANING PRODUCTS. 2 X CARTONS OF TOILET PAPER AND 1 X BOX OF VINYL GLOVES.	1	136.90	
INV 21202	15/05/2019	OXTER SERVICES	CLEANING PRODUCTS FOR VARIOUS BUILDINGS	1	499.28	
INV 21235	23/05/2019	OXTER SERVICES	VISITORS CENTRE. SUPPLY 6 X 3 ROLL TOILET ROLL HOLDERS.	1	703.98	
INV 21282	06/06/2019	OXTER SERVICES	CLEANING PRODUCTS FOR THE VISITORS CENTRE.	1	289.43	
INV 21314	07/06/2019	OXTER SERVICES	CLEANING RESTOCK FOR CLEANERS	1	123.31	
EFT33497	24/06/2019	PATRICK GEORGE BEKKERS	2 YEARS LEASE OF PORTION OF LAND LOT 750 GOOCH RD MOKINE FOR FIRE SHED.	1		909.00
INV 96	10/05/2019	PATRICK GEORGE BEKKERS	2 YEARS LEASE OF PORTION OF LAND LOT 750 GOOCH RD MOKINE FOR FIRE SHED.	1	909.00	
EFT33498	24/06/2019	PATTON'S PANEL & PAINT	REPAIR OF WHITE HOLDEN CAPTIVA REGO N11120 AS PER ESTIMATE 758 DATED 19/03/2019	1		841.50
INV 767	12/06/2019	PATTON'S PANEL & PAINT	REPAIR OF WHITE HOLDEN CAPTIVA REGO N11120 AS PER ESTIMATE 758 DATED 19/03/2019	1	841.50	
EFT33499	24/06/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD STREET, NORTHAM	1		191.30
INV 601148	17/06/2019	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD STREET, NORTHAM	1	191.30	
EFT33500	24/06/2019	PERTH SAFETY PRODUCTS PTY LTD	SINGLE SIDED BRACKET - TD1 - 50MM ALUM BRACKET	1		1,172.60
INV 0000903713/05/2019		PERTH SAFETY PRODUCTS PTY LTD	PURCHASE OF X6 DIRECTIONAL SIGNS.	1	492.80	
INV 0000904616/05/2019		PERTH SAFETY PRODUCTS PTY LTD	SINGLE SIDED BRACKET - TD1 - 50MM ALUM BRACKET	1	679.80	
EFT33501	24/06/2019	PRIMARIES OF WA PTY LTD	ECO FERTILIZER EMERALD	1		884.52
INV 4084664228/05/2019		PRIMARIES OF WA PTY LTD	CAMLOCK FITTINGS FOR GRAFFITI REMOVAL TRAILER.	1	17.28	
INV 4084704628/05/2019		PRIMARIES OF WA PTY LTD	ECO FERTILIZER EMERALD	1	867.24	
EFT33502	24/06/2019	PUBLIC TRANSPORT AUTHORITY	TICKET SALES - MAY 2019	1		90.76
INV MAY 20131/05/2019		PUBLIC TRANSPORT AUTHORITY	TICKET SALES - MAY 2019	1	90.76	



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EFT33503	24/06/2019	QUALITY PRESS	DFES DEMARCATION TAPE (DFES 11)	1		1,630.20
INV 147255	17/04/2019	QUALITY PRESS	DFES DEMARCATION TAPE (DFES 11)	1	1,630.20	
EFT33504	24/06/2019	REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT INC	CONTRIBUTION TO BILYA KOORT BOODJA ONLINE PLATFORM PROJECT	1		3,300.00
INV 106192	10/06/2019	REGIONAL DEVELOPMENT AUSTRALIA WHEATBELT INC	CONTRIBUTION TO BILYA KOORT BOODJA ONLINE PLATFORM PROJECT	1	3,300.00	
EFT33505	24/06/2019	RETAIL DECISIONS (COLES)	COLES EXPENSE ACCOUNT MAY 2019	1		3,699.80
INV MAY 20131/05/2019		RETAIL DECISIONS (COLES)	COLES EXPENSE ACCOUNT MAY 2019	1	3,699.80	
EFT33506	24/06/2019	ROAD AND TRAFFIC SERVICES	BAKERS HILL - INSTALL PAVEMENT MARKINGS AS PER DRAWING SUPPLIED CARBAYS - 29 BUS BAY - 23M	1		1,034.00
INV 0000793823/04/2019		ROAD AND TRAFFIC SERVICES	BAKERS HILL - INSTALL PAVEMENT MARKINGS AS PER DRAWING SUPPLIED CARBAYS - 29 BUS BAY - 23M	1	1,034.00	
EFT33507	24/06/2019	ROADS2000	6 TONNES OF ASPHALT	1		1,356.04
INV 36252	31/05/2019	ROADS2000	6 TONNES OF ASPHALT	1	1,356.04	
EFT33508	24/06/2019	ROSS RAYSON	OFFICE EXPENSES AT CREATE 298	1		27.50
INV 0606201906/06/2019		ROSS RAYSON	OFFICE EXPENSES AT CREATE 298	1	27.50	
EFT33509	24/06/2019	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	Reconciliation week Ad - TA5521917	1		1,246.96
INV 5434313	01/05/2019	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	Reconciliation week Ad - TA5521917	1	997.57	
INV 5521917	22/05/2019	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	MONTHLY NEWSLETTER AVON VALLEY ADVOCATE	1	249.39	
EFT33510	24/06/2019	SAMANTHA MARGARET ROGERS	RATES CREDIT REFUND FOR ASSESSMENT A11558	1		1,000.00
INV A11558	20/06/2019	SAMANTHA MARGARET ROGERS	RATES CREDIT REFUND FOR ASSESSMENT A11558		1,000.00	

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EFT33511	24/06/2019	SLAV'S CLEANING SERVICE	BERNARD PARK TOILETS. CLEANING FOR REST OF MARCH.	1		5,307.31
INV 1348	30/05/2019	SLAV'S CLEANING SERVICE	COMMUNITY SERVICES SPACE, CLEANING FOR MONTH OF MAY.	1	528.00	
INV 1347	30/05/2019	SLAV'S CLEANING SERVICE	CLEANING OF THE BKB CENTRE FOR MAY 2019	1	1,853.50	
INV 1349	30/05/2019	SLAV'S CLEANING SERVICE	BERNARD PARK TOILETS. CLEANING FOR REST OF MARCH.	1	2,925.81	
EFT33512	24/06/2019	SOUTHERN CROSS AUSTEREO PTY LTD	ROADWISE CHRISTMAS CAMPAIGNE ADS DEC 2018	1		533.50
INV 7078658231/12/2018		SOUTHERN CROSS AUSTEREO PTY LTD	ROADWISE CHRISTMAS CAMPAIGNE ADS DEC 2018	1	326.70	
INV 7080014731/01/2019		SOUTHERN CROSS AUSTEREO PTY LTD	ROADWISE CHRISTMAS CAMPAIGNE ADS DEC 2018	1	118.80	
INV 7085903831/05/2019		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS ADS MAY 2019.	1	88.00	
EFT33513	24/06/2019	SPECIALE SMASH REPAIRS	PN1407 - REPAIRS AS PER ESTIMATE 16207 DATED 25/02/2019	1		1,373.48
INV 18286/1	14/06/2019	SPECIALE SMASH REPAIRS	PN1407 - REPAIRS AS PER ESTIMATE 16207 DATED 25/02/2019	1	1,373.48	
EFT33514	24/06/2019	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	PORTABLE FIRST AID KIT, DISPOSABLE GLOVES X5, CPR MASK, DESPOSABLE FACE SHEILD X5, THERMAL BLANKET X2, BIO WASTE BAG X2 AND EVACUATION GRAB BAG FOR COMMUNITY HUB.	1		198.44
INV CYINV0003/04/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	PORTABLE FIRST AID KIT, DISPOSABLE GLOVES X5, CPR MASK, DESPOSABLE FACE SHEILD X5, THERMAL BLANKET X2, BIO WASTE BAG X2 AND EVACUATION GRAB BAG FOR COMMUNITY HUB.	1	198.44	

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EFT33515	24/06/2019	STALLION BUILDING CO PTY LTD	SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS AS PER SPECIFICATIONS IN TENDER 4 OF 2018 - SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS. INCLUDING THE FOLLOWING OPTIONS: OPTION 2: TRIFOLD TIMBER DOORS & ELECTRIC ROLLER SHUTTER. OPTION 6: CONCRETE FLOOR PAINTING TO MAIN SHED AREA. OPTION 7: 65 LINEAL METRES OF LINE MARKING IN THE MAIN SHED.	1		6,361.30
INV 1126	05/06/2019	STALLION BUILDING CO PTY LTD	SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS AS PER SPECIFICATIONS IN TENDER 4 OF 2018 - SUPPLY & CONSTRUCTION OF THE GRASS VALLEY FIRE SHED EXTENSIONS. INCLUDING THE FOLLOWING OPTIONS: OPTION 2: TRIFOLD TIMBER DOORS & ELECTRIC ROLLER SHUTTER. OPTION 6: CONCRETE FLOOR PAINTING TO MAIN SHED AREA. OPTION 7: 65 LINEAL METRES OF LINE MARKING IN THE MAIN SHED.	1	6,361.30	
EFT33517	24/06/2019	TENAYA EWINGS	REIMBURSEMENT OF MONEY FOR WORKING WITH CHILDREN CHECK	1		85.00
INV 3542368	22/05/2019	TENAYA EWINGS	REIMBURSEMENT OF MONEY FOR WORKING WITH CHILDREN CHECK	1	85.00	
EFT33518	24/06/2019	THE WORKWEAR GROUP	UNIFORMS	1		963.20
INV 1128988908/04/2019		THE WORKWEAR GROUP	UNIFORM - JENNY ABBOTT - CATSAP BKP - DETAIL CARDIGAN SIZE M	1	112.20	
INV 1140419327/05/2019		THE WORKWEAR GROUP	UNIFORMS	1	243.50	
INV 1140230927/05/2019		THE WORKWEAR GROUP	UNIFORMS	1	303.45	
INV 1139852327/05/2019		THE WORKWEAR GROUP	CAT64 SHORT SLEEVE ROUND NECK T-TOP XL NAVY - SUE CONNELL	1	279.40	
INV 1141447830/05/2019		THE WORKWEAR GROUP	UNIFORM FOR JACK LITTLE	1	24.65	

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EFT33519	24/06/2019	TIM EDMONDS	REINBURSEMENT FOR MR CLASS LICENCE APPLICATION	1		108.40
INV CK1806118/06/2019		TIM EDMONDS	REINBURSEMENT FOR MR CLASS LICENCE APPLICATION	1	108.40	
EFT33520	24/06/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM BUS 06/06/2019.	1		100.00
INV 42	06/06/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM BUS 06/06/2019.	1	50.00	
INV 43	13/06/2019	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM BUS	1	50.00	
EFT33521	24/06/2019	VODAFONE	HARVES/FIRE/HOTWORKS BANLINE	1		2,681.21
INV 1123409506/06/2019		VODAFONE	HARVES/FIRE/HOTWORKS BANLINE	1	2,681.21	
EFT33522	24/06/2019	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE - JULY	1		440.00
INV 02140	06/06/2019	WA CONTRACT RANGER SERVICES	CAT MANGEMENT EXPENSE - JULY	1	440.00	
EFT33523	24/06/2019	WARRICKS NEWSAGENCY	STICK ON NOTES HIGHLAND 6549 76X76 YELLOW PK12	1		1,149.37
INV SN0001730/04/2019		WARRICKS NEWSAGENCY	MAGAZINE SUBSCRIPTIONS- NORTHAM LIBRARY APRIL 2019	1	145.47	
INV 54318	28/05/2019	WARRICKS NEWSAGENCY	STICK ON NOTES HIGHLAND 6549 76X76 YELLOW PK12	1	825.70	
INV SN00006B1/05/2019		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR ADMIN FOR MAY 2019	1	90.70	
INV SN0001731/05/2019		WARRICKS NEWSAGENCY	COPIES OF NEWSPAPERS FOR KILLARA FOR MAY 2019	1	87.50	
EFT33524	24/06/2019	WEST OZ GEOCACHING	SPORTING COMMUNITY SPONSORSHIP 2018/2019	1		600.00
INV 9603	06/06/2019	WEST OZ GEOCACHING	BOND REFUND FOR BOOKING #3837.	1	100.00	
INV 00190	13/06/2019	WEST OZ GEOCACHING	SPORTING COMMUNITY SPONSORSHIP 2018/2019	1	500.00	
EFT33525	24/06/2019	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CREATE NEW WEBSITE DESIGN, MOBILE DESIGN	1		17,101.00
INV B07571402/04/2019		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CREATE NEW WEBSITE DESIGN, MOBILE DESIGN	1	16,886.00	
INV B07616129/04/2019		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	AIMS AWARENESS (eLearning) COURSE - SUSAN BURLEY	1	215.00	
EFT33526	24/06/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1510A - REPLACE AERIAL & TRAILER PLUG AND CLEARANCE LIGHT	1		359.50

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INV 8755	28/02/2019	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1510A - REPLACE AERIAL & TRAILER PLUG AND CLEARANCE LIGHT	1	359.50	
EFT33527	24/06/2019	WHEATBELT SAFETYWEAR	STEEL CAP BOOTS- MANAGER TOURISM & EVENTS (FILMING & EVENTS)	1		179.00
INV 8845	23/05/2019	WHEATBELT SAFETYWEAR	DANGER DO NOT OPERATE (YELLOW) TAG OUT TAGS (X100)	1	44.00	
INV 8848	24/05/2019	WHEATBELT SAFETYWEAR	STEEL CAP BOOTS- MANAGER TOURISM & EVENTS (FILMING & EVENTS)	1	135.00	
EFT33528	24/06/2019	XYST AUSTRALIA P/L	OPEN SPACE REVIEW INCLUDING PARKS AND GARDENS	1		5,775.00
INV INV-018331/05/2019		XYST AUSTRALIA P/L	OPEN SPACE REVIEW INCLUDING PARKS AND GARDENS	1	5,775.00	
EFT33529	27/06/2019	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JUNE 2019	1		1,905.73
INV JUNE 20124/06/2019		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JUNE 2019	1	1,905.73	
EFT33530	27/06/2019	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JUNE 2019	1		1,500.00
INV JUNE 20124/06/2019		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JUNE 2019	1	1,500.00	
EFT33531	27/06/2019	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JUNE 2019	1		1,905.73
INV JUNE 20124/06/2019		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JUNE 2019	1	1,905.73	
EFT33532	27/06/2019	CHRIS DAVIDSON	COUNCILLOR PAYMENTS JUNE 2019	1		1,905.73
INV JUNE 20124/06/2019		CHRIS DAVIDSON	COUNCILLOR PAYMENTS JUNE 2019	1	1,905.73	
EFT33533	27/06/2019	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JUNE 2019	1		4,905.80
INV JUNE 20124/06/2019		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JUNE 2019	1	4,905.80	
EFT33534	27/06/2019	JOHN PROUD	COUNCILLOR PAYMENTS JUNE 2019	1		1,905.73
INV JUNE 20124/06/2019		JOHN PROUD	COUNCILLOR PAYMENTS JUNE 2019	1	1,905.73	
EFT33535	27/06/2019	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JUNE 2019	1		1,905.73
INV JUNE 20124/06/2019		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JUNE 2019	1	1,905.73	

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EFT33536	27/06/2019	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JUNE 2019	1		2,843.23
INV JUNE 20124/06/2019		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JUNE 2019	1	2,843.23	
EFT33537	27/06/2019	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JUNE 2019	1		1,905.73
INV JUNE 20124/06/2019		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JUNE 2019	1	1,905.73	
EFT33538	27/06/2019	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JUNE 2019	1		1,905.73
INV JUNE 20124/06/2019		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JUNE 2019	1	1,905.73	
EFT33539	27/06/2019	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JUNE 2019	1		1,905.73
INV JUNE 20124/06/2019		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JUNE 2019	1	1,905.73	
EFT33540	28/06/2019	BRIAN KLOPPER ARCHITECT	REFUND FOR BUILDING APPLICATION #16061 FOR INFRASTRUCTURE BOND.	2		1,534.04
INV T891	27/06/2019	BRIAN KLOPPER ARCHITECT	REFUND FOR BUILDING APPLICATION #16061 FOR INFRASTRUCTURE BOND.	2	1,534.04	
EFT33541	28/06/2019	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MAY 2019.	2		5,500.36
INV T908	27/06/2019	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JUNE 2017.	2	303.41	
INV T1080	27/06/2019	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MAY 2019.	2	5,196.95	
EFT33542	28/06/2019	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2019.	2		1,521.37
INV T907	27/06/2019	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FROM JUNE 2017 THAT HAVENT BEEN REMITTED.	2	359.29	
INV T1079	27/06/2019	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2019.	2	1,162.08	
EFT33543	28/06/2019	FLEETWOOD	INFRASTRUCTURE BOND REFUND FOR BLDG APP NO 19032 R#122081.	2		1,509.96

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INV T1160	27/06/2019	FLEETWOOD	INFRASTRUCTURE BOND REFUND FOR BLDG APP NO 19032 R#122081.	2	1,509.96	
EFT33544	28/06/2019	MULTICON COMMERCIAL CONSTRUCTIONS	REFUND FOR BUILDING APPLICATION #16002/15182 FOR INFRASTRUCTURE BOND.	2		3,068.08
INV T851	27/06/2019	MULTICON COMMERCIAL CONSTRUCTIONS	REFUND FOR BUILDING APPLICATION #16002/15182 FOR INFRASTRUCTURE BOND.	2	1,534.04	
INV T470	27/06/2019	MULTICON COMMERCIAL CONSTRUCTIONS	REFUND FOR BUILDING APPLICATION #11377 FOR INFRASTRUCTURE BOND.	2	1,534.04	
EFT33545	28/06/2019	NICHELIVING CONSTRUCTION	RETURN OF RETENTION BALANCE - KILLARA RESPITE (KILLARA STAGE 2) PROJECT & INTEREST.	2		13,890.13
INV T745	27/06/2019	NICHELIVING CONSTRUCTION	RETURN OF RETENTION BALANCE - KILLARA RESPITE (KILLARA STAGE 2) PROJECT & INTEREST.	2	13,890.13	
EFT33546	28/06/2019	RED INK HOMES	REFUND FOR BUILDING APPLICATION 15159 FOR INFRASTRUCTURE BOND R#83108.	2		2,045.38
INV T841	27/06/2019	RED INK HOMES	REFUND FOR BUILDING APPLICATION 15159 FOR INFRASTRUCTURE BOND R#83108.	2	1,022.69	
INV T835	27/06/2019	RED INK HOMES	REFUND FOR BUILDING APPLICATION 15118 FOR INFRASTRUCTURE BOND	2	1,022.69	
EFT33547	28/06/2019	RURAL BUILDING COMPANY PTY LTD	REFUND FOR BUILDING APPLICATION #18097 FOR INFRASTRUCTURE BOND.	2		1,014.86
INV T1069	27/06/2019	RURAL BUILDING COMPANY PTY LTD	REFUND FOR BUILDING APPLICATION #18097 FOR INFRASTRUCTURE BOND.	2	1,014.86	
EFT33548	28/06/2019	STALLION BUILDING CO PTY LTD	REFUND OF BUILDING APPLICATION 11369 FOR INFRASTRUCTURE BOND R#46097	2		1,534.04
INV T517	27/06/2019	STALLION BUILDING CO PTY LTD	REFUND OF BUILDING APPLICATION 11369 FOR INFRASTRUCTURE BOND R#46097	2	1,534.04	
EFT33549	28/06/2019	TASHCO SYSTEMS	FINAL RETENTION RELEASE 2.5% PLUS INTEREST.	2		3,604.28
INV T1098	27/06/2019	TASHCO SYSTEMS	FINAL RETENTION RELEASE 2.5% PLUS INTEREST.	2	3,604.28	
EFT33550	28/06/2019	WBS MODULAR PTY LTD T/A S WBS HOMES	REFUND FOR BUILDING APPLICATION 15186 FOR INFRASTRUCTURE BOND.	2		1,022.69
INV T854	27/06/2019	WBS MODULAR PTY LTD T/A S WBS HOMES	REFUND FOR BUILDING APPLICATION 15186 FOR INFRASTRUCTURE BOND.	2	1,022.69	

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35161	19/06/2019	SHIRE OF NORTHAM	DEFECTS LIABILITY RETENTIONS FOR CONTRACT C2018/19-02 REINSTATE REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE A.GRN743	1		22,665.03
INV 0000238918/04/2019		SHIRE OF NORTHAM	DEFECTS LIABILITY RETENTIONS FOR CONTRACT C2018/19-02 REINSTATE REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE A.GRN743	1	22,665.03	
35162	19/06/2019	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		75.00
INV DEDUCT11/06/2019		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		75.00	
35163	19/06/2019	SYNERGY	STREET LIGHTS 02/05/2019-04/06/2019	1		25,903.75
INV 1365377422/05/2019		SYNERGY	AIRPORT 20/03/2019-22/05/2019	1	2,076.15	
INV 1578225627/05/2019		SYNERGY	IRISHTOWN BFB 27/05/2019-27/05/23019	1	95.90	
INV 1539025130/05/2019		SYNERGY	OLD SHIRE ADMIN DEPOT BUILDING 29/03/2019-30/05/2019	1	125.15	
INV 1648520331/05/2019		SYNERGY	OLD GIRLS SCHOOL 01/04/2019-31/05/2019	1	185.30	
INV 9152416404/06/2019		SYNERGY	AUXILLARY LIGHTING CHARGES 02/05/2019-04/06/2019	1	135.10	
INV 1127695004/06/2019		SYNERGY	OLD FIRE STATION - 01/04/2019-04/06/2019	1	359.05	
INV 1686149904/06/2019		SYNERGY	STREET LIGHTS 02/05/2019-04/06/2019	1	22,800.10	
INV 2361098005/06/2019		SYNERGY	RAP PARK AVON YOUTH 02/04/2019-05/06/2019	1	127.00	
35165	19/06/2019	WATER CORPORATION	STANDPIPE 14/03/2019-09/05/2019	1		7,346.35
INV 9007840909/04/2019		WATER CORPORATION	MUSEUM AT CARTER ST GRASS VALLEY LOT 21 RES 41081.	1	12.38	
INV 9007913510/05/2019		WATER CORPORATION	STANDPIPE 14/03/2019-09/05/2019	1	2,874.33	
INV 9007951317/05/2019		WATER CORPORATION	STANDPIPE AT MEENAAR SOUTH ROAD MAIN CONDUIT WEST FL LOT OPP LOC 84	1	44.36	
INV 9007945317/05/2019		WATER CORPORATION	STANDPIPE AT MEENAAR T/S GREAT EASTERN HWY MAIN CONDUIT WEST FL LOT STAND	1	44.36	
INV 9007926021/05/2019		WATER CORPORATION	SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503.	1	159.64	
INV 9010596321/05/2019		WATER CORPORATION	RESERVE AT 34 WOOD DR NORTHAM LOT 29515 RES 46350. GEORGE NUICH PARK.	1	909.71	



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INV 9007938931/05/2019		WATER CORPORATION	STANDPIPE 28/03/2019-30/05/2019	1	44.36	
INV 9007938705/06/2019		WATER CORPORATION	STANDPIPE 01/04/2019-04/06/2019	1	2,153.41	
INV 9007938505/06/2019		WATER CORPORATION	CLACKLINE HALL MTCE - 01/04/2019-04/06/2019	1	5.07	
INV 9007892507/06/2019		WATER CORPORATION	BAKERS HILL REC CENTRE 03/04/2019-06/06/2019	1	276.79	
INV 9007891707/06/2019		WATER CORPORATION	Playground at Great Eastern Hwy Bakers Hill Lot 4166 Res. Hooper Park.	1	821.94	
35166	21/06/2019	SHIRE OF NORTHAM	TOYOTA LANDCRUISER SES VEHICLE 1CIZ913 - 12 MONTHS REGISTRATION	1		2,081.05
INV N.2014	19/05/2019	SHIRE OF NORTHAM	ISUZU FIREENGINE N.2014 - 12 MONTHS REGISTRATION	1	79.35	
INV 1CIZ913	19/05/2019	SHIRE OF NORTHAM	TOYOTA LANDCRUISER SES VEHICLE 1CIZ913 - 12 MONTHS REGISTRATION	1	414.20	
INV 1DJA799	19/05/2019	SHIRE OF NORTHAM	TOYOTA LANDCRUISER FIRETRUCK SES BUSHFIRES VEHICLE 1DJA799 - 12 MONTHS REGISTRATION	1	209.00	
INV 1TOV60219/05/2019		SHIRE OF NORTHAM	CUSTOM MADE - SES VEHICLE - 1TOV602 - 12 MONTHS REGISTRATION	1	24.00	
INV 1TOV60119/05/2019		SHIRE OF NORTHAM	CUSTOM MADE - SES VEHICLE - 1TOV601 - 12 MONTHS REGISTRATION	1	24.00	
INV 1GBO74419/05/2019		SHIRE OF NORTHAM	TOYOTA LANDCRUISER FIREENGINE - BUSHFIRES - SES VEHICLE - 1GBO744 - 12 MONTHS REGISTRATION	1	209.00	
INV 1DID141	19/05/2019	SHIRE OF NORTHAM	TOYOTA LANDCRUISER 1DID141 - 12 MONTHS REGISTRATION	1	386.10	
INV 1CIG323	19/05/2019	SHIRE OF NORTHAM	ISUZU FIREENGINE ICIG323 - 12 MONTHS REGISTRATION	1	79.35	
INV 1DWZ14719/05/2019		SHIRE OF NORTHAM	ISUZU FIREENGINE IDWZ147 - 12 MONTHS REGISTRATION	1	79.35	
INV 1GAZ65019/05/2019		SHIRE OF NORTHAM	ISUZU FIREENGINE IGAZ650 - 12 MONTHS REGISTRATION	1	209.00	
INV 1EFJ949	01/07/2019	SHIRE OF NORTHAM	TOYOTA LANDCRUISER FIRETRUCK - 1EFJ949 - 12 MONTHS REGISTRATION.	1	209.00	
INV 1DZI553	01/07/2019	SHIRE OF NORTHAM	TOYOTA LANDCRUISER FIRETRUCK - 1DZI553 - 12 MONTHS REGISTRATION.	1	79.35	
INV N.2501	01/07/2019	SHIRE OF NORTHAM	ISUZU 300 FIREENGINE - N.2501 - 12 MONTHS REGISTRATION.	1	79.35	
35167	21/06/2019	SYNERGY	VISITORS CENTRE 01/04/2019-31/05/2019	1		2,037.45

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INV 3355969291/05/2019		SYNERGY	VISITORS CENTRE 01/04/2019-31/05/2019	1	1,523.85	
INV 9356001431/05/2019		SYNERGY	VISITORS CENTRE CONF ROOM 01/04/2019-31/05/2019	1	513.60	
35168	21/06/2019	TELSTRA CORPORATION	PHONE BILL - 25/05/2019-27/06/2019	1		4,754.32
INV 2000049020/05/2019		TELSTRA CORPORATION	SES	1	39.95	
INV 6305302927/05/2019		TELSTRA CORPORATION	BFB BAKERS HILL - MAY - JUNE 2019	1	27.21	
INV 2726008928/05/2019		TELSTRA CORPORATION	PHONE BILL - 25/05/2019-27/06/2019	1	4,637.16	
INV 2726009028/05/2019		TELSTRA CORPORATION	VEMS TRAILERS & SPRINKLER SYSTEM 28/05/2019-27/06/2019	1	50.00	
35169	21/06/2019	WATER CORPORATION	BRIGADES SHED 03/04/2019-06/06/2019	1		42.36
INV 9007947907/06/2019		WATER CORPORATION	ANIMAL POUND 02/04/2019-05/06/2019	1	1.82	
INV 9007892007/06/2019		WATER CORPORATION	BRIGADES SHED 03/04/2019-06/06/2019	1	25.34	
INV 9007840911/06/2019		WATER CORPORATION	GRASS VALLEY MUSEUM 08/04/2019-10/06/2019	1	15.20	
35170	21/06/2019	SHIRE OF NORTHAM	RATES PAYMENT - 298 FITZGERALD ST	1		17,433.02
INV 1126	05/06/2019	SHIRE OF NORTHAM	12 MONTHS DEFECTS LIABILITY RETENTION C.201819/01 - SUPPLY & CONSTRUCTION OF GRASS VALLEY FIRE SHED EXTENSION	1	6,361.30	
INV A.11140	19/06/2019	SHIRE OF NORTHAM	RATES PAYMENT - 298 FITZGERALD ST	1	11,071.72	
35171	28/06/2019	SHIRE OF NORTHAM	PETTY CASH REIMBURSEMENT FOR NORTHAM POOL TO BE REBANKED	1		148.80
INV NORTHA12/02/2019		SHIRE OF NORTHAM	PETTY CASH REIMBURSEMENT FOR NORTHAM POOL TO BE REBANKED	1	148.80	
DD13838.1	06/06/2019	BANKWEST	ROSS RAYSON MASTERCARD 19/4/19 TO 23/5/19	1		3,386.44
INV B RUTTE	06/06/2019	BANKWEST	BRENDON RUTTER MASTERCARD 19/4/19 TO 23/5/19	1	735.90	
INV C YOUNG	06/06/2019	BANKWEST	COLN YOUNG MASTERCARD 19/4/19 TO 23/5/19	1	575.01	
INV C KLEYH	06/06/2019	BANKWEST	CLINTON KLEYNHAN'S MASTERCARD 19/4/19 TO 23/5/19	1	321.28	
INV C HUNT	06/06/2019	BANKWEST	CHADD HUNT MASTERCARD 19/4/19 TO 23/5/19	1	1,100.95	

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INVR.RA.YSQ06/06/2019		BANKWEST	ROSS RAYSON MASTERCARD 19/4/19 TO 23/5/19	1	653.30	
DD13857.1	11/06/2019	WA SUPER	Payroll deductions	1		25,458.88
INV SUPER	11/06/2019	WA SUPER	Superannuation contributions	1	22,038.64	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	2,122.96	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	102.50	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	45.45	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	337.14	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	325.00	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	24.13	
INV DEDUCT	11/06/2019	WA SUPER	Payroll deductions	1	143.44	
DD13857.2	11/06/2019	SUN SUPER	Superannuation contributions	1		680.51
INV SUPER	11/06/2019	SUN SUPER	Superannuation contributions	1	680.51	
DD13857.3	11/06/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		133.66
INV SUPER	11/06/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	133.66	
DD13857.4	11/06/2019	ESSENTIAL SUPER	Superannuation contributions	1		98.54
INV SUPER	11/06/2019	ESSENTIAL SUPER	Superannuation contributions	1	98.54	
DD13857.5	11/06/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		203.23
INV SUPER	11/06/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	203.23	
DD13857.6	11/06/2019	PRIME SUPER	Payroll deductions	1		434.59
INV SUPER	11/06/2019	PRIME SUPER	Superannuation contributions	1	313.31	

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INV DEDUCT11/06/2019		PRIME SUPER	Payroll deductions	1	121.28	
DD13857.7	11/06/2019	ONEPATH	Superannuation contributions	1		190.79
INV SUPER	11/06/2019	ONEPATH	Superannuation contributions	1	190.79	
DD13857.8	11/06/2019	MEDIA SUPER	Superannuation contributions	1		197.73
INV SUPER	11/06/2019	MEDIA SUPER	Superannuation contributions	1	197.73	
DD13857.9	11/06/2019	UNISUPER	Payroll deductions	1		564.24
INV SUPER	11/06/2019	UNISUPER	Superannuation contributions	1	406.78	
INV DEDUCT11/06/2019		UNISUPER	Payroll deductions	1	157.46	
DD13861.1	14/06/2019	WA SUPER	Payroll deductions	1		920.36
INV SUPER	14/06/2019	WA SUPER	Superannuation contributions	1	703.57	
INV DEDUCT14/06/2019		WA SUPER	Payroll deductions	1	216.79	
DD13914.1	25/06/2019	WA SUPER	Payroll deductions	1		25,277.23
INV SUPER	25/06/2019	WA SUPER	Superannuation contributions	1	21,551.49	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	2,327.66	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	88.96	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	40.46	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	228.45	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	534.00	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	294.62	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	43.15	
INV DEDUCT25/06/2019		WA SUPER	Payroll deductions	1	143.44	
DD13914.2	25/06/2019	SUNSUPER	Superannuation contributions	1		681.53

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INV SUPER	25/06/2019	SUNSUPER	Superannuation contributions	1	681.53	
DD13914.3	25/06/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1		133.66
INV SUPER	25/06/2019	MACQUARIE SUPER MANAGER	Superannuation contributions	1	133.66	
DD13914.4	25/06/2019	ESSENTIAL SUPER	Superannuation contributions	1		135.50
INV SUPER	25/06/2019	ESSENTIAL SUPER	Superannuation contributions	1	135.50	
DD13914.5	25/06/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		208.68
INV SUPER	25/06/2019	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	208.68	
DD13914.6	25/06/2019	CBUS	Superannuation contributions	1		81.54
INV SUPER	25/06/2019	CBUS	Superannuation contributions	1	81.54	
DD13914.7	25/06/2019	PRIME SUPER	Payroll deductions	1		435.51
INV SUPER	25/06/2019	PRIME SUPER	Superannuation contributions	1	313.97	
INV DEDUCT	25/06/2019	PRIME SUPER	Payroll deductions	1	121.54	
DD13914.8	25/06/2019	ONEPATH	Superannuation contributions	1		191.99
INV SUPER	25/06/2019	ONEPATH	Superannuation contributions	1	191.99	
DD13914.9	25/06/2019	MEDIA SUPER	Superannuation contributions	1		197.73
INV SUPER	25/06/2019	MEDIA SUPER	Superannuation contributions	1	197.73	
DD13857.10	11/06/2019	CATHOLIC SUPER	Superannuation contributions	1		43.16
INV SUPER	11/06/2019	CATHOLIC SUPER	Superannuation contributions	1	43.16	
DD13857.11	11/06/2019	MLC NOMINEES PTY LTD	Payroll deductions	1		220.46
INV SUPER	11/06/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	190.46	
INV DEDUCT	11/06/2019	MLC NOMINEES PTY LTD	Payroll deductions	1	30.00	

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DD13857.12	11/06/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,695.81
INV SUPER	11/06/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,583.05	
INV DEDUCT	11/06/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	112.76	
DD13857.13	11/06/2019	HESTA SUPER FUND	Superannuation contributions	1		105.12
INV SUPER	11/06/2019	HESTA SUPER FUND	Superannuation contributions	1	105.12	
DD13857.14	11/06/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		125.11
INV SUPER	11/06/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	125.11	
DD13857.15	11/06/2019	REST INDUSTRY SUPER	Superannuation contributions	1		525.82
INV SUPER	11/06/2019	REST INDUSTRY SUPER	Superannuation contributions	1	525.82	
DD13857.16	11/06/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		281.20
INV SUPER	11/06/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	281.20	
DD13857.17	11/06/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		231.14
INV SUPER	11/06/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	231.14	
DD13857.18	11/06/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	11/06/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD13857.19	11/06/2019	AMP LIFE LIMITED	Superannuation contributions	1		728.05
INV SUPER	11/06/2019	AMP LIFE LIMITED	Superannuation contributions	1	728.05	
DD13857.20	11/06/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	11/06/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD13857.21	11/06/2019	HOSTPLUS SUPER	Superannuation contributions	1		456.68

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INV SUPER	11/06/2019	HOSTPLUS SUPER	Superannuation contributions	1	456.68	
DD13914.10	25/06/2019	UNISUPER	Payroll deductions	1		564.24
INV SUPER	25/06/2019	UNISUPER	Superannuation contributions	1	406.78	
INV DEDUCT	25/06/2019	UNISUPER	Payroll deductions	1	157.46	
DD13914.11	25/06/2019	CATHOLIC SUPER	Superannuation contributions	1		56.39
INV SUPER	25/06/2019	CATHOLIC SUPER	Superannuation contributions	1	56.39	
DD13914.12	25/06/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,791.17
INV SUPER	25/06/2019	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,673.81	
INV DEDUCT	25/06/2019	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	117.36	
DD13914.13	25/06/2019	MLC NOMINEES PTY LTD	Payroll deductions	1		174.61
INV SUPER	25/06/2019	MLC NOMINEES PTY LTD	Superannuation contributions	1	144.61	
INV DEDUCT	25/06/2019	MLC NOMINEES PTY LTD	Payroll deductions	1	30.00	
DD13914.14	25/06/2019	HESTA SUPER FUND	Superannuation contributions	1		88.75
INV SUPER	25/06/2019	HESTA SUPER FUND	Superannuation contributions	1	88.75	
DD13914.15	25/06/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		148.41
INV SUPER	25/06/2019	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	148.41	
DD13914.16	25/06/2019	REST INDUSTRY SUPER	Superannuation contributions	1		504.13
INV SUPER	25/06/2019	REST INDUSTRY SUPER	Superannuation contributions	1	504.13	
DD13914.17	25/06/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		328.53
INV SUPER	25/06/2019	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	328.53	
DD13914.18	25/06/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		231.14

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INV SUPER	25/06/2019	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	231.14	
DD13914.19	25/06/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		522.64
INV SUPER	25/06/2019	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	522.64	
DD13914.20	25/06/2019	AMP LIFE LIMITED	Superannuation contributions	1		754.73
INV SUPER	25/06/2019	AMP LIFE LIMITED	Superannuation contributions	1	754.73	
DD13914.21	25/06/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1		263.76
INV SUPER	25/06/2019	NETWEALTH SUPERANNUATION	Superannuation contributions	1	263.76	
DD13914.22	25/06/2019	HSTPLUS SUPER	Superannuation contributions	1		438.31
INV SUPER	25/06/2019	HSTPLUS SUPER	Superannuation contributions	1	438.31	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,690,037.80
2	TRUST FUND	37,389.13
<b>TOTAL</b>		<b>2,727,426.93</b>



## Attachment 2

### Payment dates 1st of June 2019 to 30 June 2019

- Municipal Fund payment cheque numbers 35161 to 35171 Total \$82,487.13.
- Trust Fund payment cheque numbers 2056 to 2057 total \$1143.94.

#### Electronic Funds Transfer

- Municipal Fund EFT33351 to EFT33539 Total \$2,534,872.57.
- Trust Fund EFT33540 to EFT33550 \$36,245.19.

Direct Debits Total \$72,678.10.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2018/2019	EFT Payments 2018/2019	Direct Debits 2018/2019	Payroll 2018/2019	Total Payments 2018/2019
July	\$ 72,564.23	\$1,848,659.36	\$ 68,661.59	\$ 521,361.23	\$ 2,511,246.41
August	\$ 73,252.00	\$1,707,947.87	\$ 66,864.84	\$ 416,983.90	\$ 2,265,048.61
September	\$ 69,253.43	\$1,217,332.66	\$ 72,026.84	\$ 431,114.04	\$ 1,789,726.97
October	\$ 81,575.31	\$1,929,162.93	\$ 106,587.03	\$ 628,872.64	\$ 2,746,197.91
November	\$ 117,243.45	\$1,482,342.30	\$ 71,164.39	\$ 445,810.16	\$ 2,116,560.30
December	\$ 39,439.79	\$1,046,201.17	\$ 75,011.58	\$ 461,516.89	\$ 1,622,169.43
January	\$ 128,297.30	\$2,544,662.26	\$ 73,290.54	\$ 468,244.45	\$ 3,214,494.55
February	\$ 101,906.37	\$1,766,048.57	\$ 70,852.69	\$ 467,327.85	\$ 2,406,135.48
March	\$ 152,087.56	\$1,981,890.93	\$ 73,575.77	\$ 457,076.93	\$ 2,664,631.19
April	\$ 28,558.57	\$1,963,156.55	\$ 102,487.63	\$ 456,328.36	\$ 2,550,531.11
May	\$ 229,482.75	\$2,327,947.02	\$ 75,446.85	\$ 683,283.60	\$ 3,316,160.22
June	\$ 83,631.07	\$2,571,117.76	\$ 72,678.10	\$ 444,321.92	\$ 3,171,748.85
<b>Total</b>	<b>\$1,177,291.83</b>	<b>\$22,386,469.38</b>	<b>\$928,647.85</b>	<b>\$5,882,241.97</b>	<b>\$30,374,651.03</b>

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD13838.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
CUSTOM DESIGN & CUTT FOR ROADWISE	109.23	
SUBWAY -WORKSHOP OPEN SPACES & PARKS	64.2	
SHIRE OF NORTHAM LICENCE NEW WATER TRUCK INSURANCE	83.15	
SHIRE OF NORTHAM LICENCE NEW WATER TRUCK - RECORDING & PLATE FEE	37.85	
SHIRE OF NORTHAM LICENCE NEW WATER TRUCK - CHANGE OF PLATE	26.85	<b>321.28</b>

<b>CESM</b>		
COUNTRY COPIERS STAMPS FOR NDSSES UNIT	115.95	
PUMA ENERGY EL CABAL REFRESHMENTS & WELFARE FOR DFES INC# 431916	70.00	
PUMA ENERGY EL CABAL REFRESHMENTS & WELFARE FOR DFES INC#431916	226.60	
PUMA ENERGY EL CABAL REFRESHMENTS & WELFARE FOR DFES INC#431916	259.50	
PUMA ENERGY EL CABAL VOLUNTEER REFRESHMENTS INC#454631	63.85	<b>735.90</b>
<b>Executive Manager Corporate Services</b>		
MICROSOFT MONTHLY SUBSCRIPTION	78.65	
AMAYSIM AUSTRALIA -\$10 PER MONTH FOR MOBILE PHONE PLAN FOR LIBRARY LIFT	10.00	
ADOBE CREATIVE CLOUD MONTHLY SUBSCRIPTION	290.36	
CITY OF SOUTH PERTH - PARKING CONFERENCE WORKSHOP FOR REPORTING - COLIN	19.50	
CITY OF SOUTH PERTH - PARKING CONFERENCE WORKSHOP FOR REPORTING - ZOE	19.50	
CLASSIC IT SUPPORT -COMPUTER POWER SUPLIES AND WIRELESS CARD	157.00	<b>575.01</b>
<b>Executive Manager Development Services</b>		
AUSTRALIAN POST -FAREWELL GIFT VOUCHER D HENDRIKSEN	155.95	
MASALA CORNER RESTAURANT WUNDOWIE - CATERING COUNCIL FORUM	550.00	
FPA AUSTRALIA - WA BUSHFIRE SEMINAR GORDON TESTER	395.00	<b>1,100.95</b>
<b>Executive Manager Community Services</b>		
AIM INTERNET CREDITOR A53 AUSTRALIAN INSTITUE OF MANAGEMENT REFUND PAID TWICE	-1604.00	
PIN NAVA YEARLY SUBSCRIPTION - NATIONAL ASSOCIATION FOR THE VISUAL ARTS	84.00	
SURVEY MONKEY - MONTHLY SUBSCRIPTION MAY 24 TO JUNE23	37.00	
FACEBOOK - BOOSTING OF FACEBOOK FOR MOTORSPORT FESTIVAL , TWILIGHT CONCERT & MOTORKHANA	249.51	
LOCAL GOVERNMENT MANAGEMENT TRAINING FOR CCTV JAMIE HAWKINS	765.00	
SQUARESPACE - PURCHASE OF DOMAIN BKB	27.00	
COUNTRY COMFORT - ACCOMMODATION FOR JAMIE HAWKIN CCTV TRAINING	222.20	
SQUARESPACE - ANNUAL SUBSCRIPTION FOR BKB	100.80	
MASALA CORNER RESTAURANT - CATERING COUNCIL MEETING	500.00	
DMIRS EAST PERTH - ANNUAL LIENCE FEE FOR NORTHAM SWIMMING POOL	251.00	
BANK FEES -FOREIGN TRANSACTION FEE	20.79	<b>653.30</b>
<b>Total Credit Card Expenditure</b>		<b>\$ 3,386.44</b>

CERTIFICATION OF THE PRESIDENT

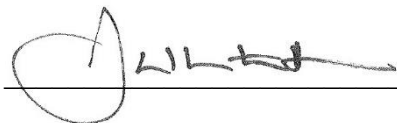
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$3,171,748.85 was submitted to the Ordinary Meeting of Council on Wednesday, 17 July 2019.



CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$3,171,748.85 was submitted to each member of the Council on Wednesday, 17 July 2019, 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 June 2019

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald Accountant
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Service
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the Financial Statement for the period ending 30 June 2019.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 30 June 2019.

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#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 30 June 2019 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. **Governance is over budget by \$19,539. This is predominantly revenue from Create 298 by \$9,300 and sundry income by \$4,797.**
2. **General Purpose Funding is over budget by \$1,679,090 due to the receipt of the FAGS grant instalment paid in advance for the 2019/2020 financial year of \$1,738,568 less lower than anticipated interest of \$43,749**
3. **Law and Order is under budget by \$919,650 due to timing of CCTV grant income \$262,682, DFES BFB grant funding of \$821,909 for the Grass Valley and Bakers Hill Fire Sheds and the Irishtown Appliance. ESL Grants funding was received in advance for the 2019/2020 financial year of \$51,055**
4. **Health is under budget by \$18,690 with lower than anticipated non-compliance health notices. This is a timing issue with the processing of the sale of the property through rates to recover the expense.**
5. Education and Welfare is under by \$48,852 due predominantly to Killara CHSP grant and client fees of \$54,206.
6. **Housing is over budget by \$7,051 due to the unbudgeted income received from the rental of the pool house**
7. Community Amenities is over budget by \$131,259. **Grant funding for the Old Quarry Transfer station and reuse shop was received in advance for the 2019/2020 financial year of \$310,000.** Septage disposal fees are \$65,162 under budget due to the partial year closure, **Planning Development fees are under by \$49,416 and cemetery fees by \$18,031.**
8. Recreation and culture is under budget by \$4,038,873. This is predominantly due to the timing of the receipt of the swimming pool grant of \$3,531,204. Pool revenue is down by \$6,092, stock sales by \$7,608, recreation programs by \$9,755 and the restructure of the Kidsport grant. The sale of the community bus made a loss of \$32,149 rather than a budgeted profit of \$22,099. There was no POS revenue budgeted at \$25,000, and the budgeted grant for the AVVA roof replacement of \$95,500 did not go ahead.
9. Transport is over budget by \$9,902,440. This was due to Mainroads handover of Newcastle Street Bridge with a fair value of \$10,743,000 less the timing of the WANDRRA anticipated budget funding of \$1,151,854. Unbudgeted revenue for black spot funding of \$127,676 was received
10. Economic Services is under budget \$208,733 predominantly due to the items presented below;
  - Timing of the festivals and events grant funding of \$36,000.
  - BKB revenue is under budget by \$93,785
  - Building Permits are under budget by \$33,702
  - Tourism reimbursements for branding is under by \$69,873
  - WA Police Night Hoops funding of \$19,290 was paid in advance for the program running in 2019/2020

11. Other Property and Services is over by 26.95% due to fuel rebate of \$52,338, less charges for Insurance claims of \$10,920 and workers comp of \$9,106 being timing issues and private works of \$8,722 being under budget.

### **Operating Expenditure**

12. Governance is under budget by \$90,781 predominantly due to the items disclosed below;
  - Consultants of \$93,522
13. **General Purpose Funding is over budget by \$45,873. legal costs recoverable are \$47,426 over**
14. Health is under by \$42,334 predominantly due to
  - Vehicle Expenses \$3,589
  - **Health Legal Expenses \$24,528**
  - **Office Expenses \$2,584**
  - **Conferences \$2,893**
  - **Fringe Benefits Tax \$5,249**
15. Education and welfare are under budget by \$35,688 due to the following expenses associated with Killara
  - **Vehicle Expenses \$12,821 (timing)**
  - **Consultancy \$6,132**
  - **Non recurrent expenditure \$6,558**
  - **Utilities \$6,132**
  - **Office Expenses \$6,525**
16. **Housing is under budget of \$15,126 due to maintenance housing of \$3,599, Aged Accommodation Wundowie \$8,991 and Kuringal Village day to day maintenance of \$3,301**
17. Community Amenities is under budget \$425,951, due to the items presented below;
  - Rubbish site maintenance \$390,169
  - Regional verge bins \$47,325
  - Septage Pond Maintenance \$21,515
  - Flood mitigation is under \$12,864 due predominantly to refunds from synergy resulting from being overcharged for estimated power usage readings
  - Aerators of \$14,466
  - Tree subsidy of \$5,180
  - Environmental works \$10,000
  - Consultants of \$42,015
  - Town Planning salaries & wages \$13,742
  - Municipal heritage inventory \$15,000
  - Cemeteries expenditure \$20,200
  - Drainage Management is over budget by \$231,307, being the dedicated crew at the Bakers Hill sub divisions.
18. Recreation and Culture is under budget by \$421,505. This includes the following items;
  - Public Halls \$39,862
  - Timing of swimming pool expenditure
    - Electricity \$12,575
    - Water \$29,628
    - Water park \$10,684

- Rec Centre salaries \$22,785
  - Recreation control \$29,614
  - Parks and gardens \$80,186
  - Depreciation of \$117,693 due to adjustments to the fair value of assets.
  - Library salaries and staff costs \$14,990
  - Library building maintenance \$2,732
  - Library computer operating expense \$5,124
  - Morby cottage and gardens \$6,439
19. Transport is under budget \$425,295 relating to
- **Verge maintenance \$256,026(timing)**
  - **Depreciation \$163,696**
20. Other Economic Services are under by \$129,715 due to
- Marketing & promotion \$39,119
  - Consultants \$31,978
  - Noxious weeds program \$30,240
  - Visitors Centre building maintenance \$43,886
  - Festivals & events \$24,110
  - Maintenance Council property \$28,225
  - **Main Street Heritage \$59,724**
  - BKB depreciation is over budget \$129,070, (non-cash)

#### **Operating Income by Nature and Type**

21. **Operating Grants are over budget \$1,441,845, predominantly due grants received in advance items 2,3,7,9 and 10, less the timing of the WANDRRA funding, claims currently with Mainroads pending sign off.**
22. Fees and charges are under budget by \$367,447 due to points 4,5,7 and 10
23. Interest earnings are over by \$30,097, being late payment interest of \$71,697 over budget less interest on investments being under budget by \$43,748
24. **Other revenue is under budget by 26,986 due to unbudgeted rates write off of \$93,033 (held in bad debt), offset by the fuel tax reimbursement of \$53,665, legal costs recoverable \$22814 and pension deferred subsidy of \$16,187**

#### **Operating Expenditure by Nature and Type**

25. Employee costs are 5% higher than anticipated due to a lower than budgeted amount being capitalised
26. Materials and contracts is under budget 26% due to the timing of items presented below;
- Valuations and searches \$8,931
  - Audit Fees \$21,082 (timing)
  - Health Legal Fees \$24,527
  - Rubbish site maintenance \$390,169
  - Regional verge bins \$47,325
  - Septage pond maintenance \$21,525
  - Municipal Heritage inventory \$15,000
  - Cemeteries expenditure \$20,200
  - Recreation Control \$29,614
  - Maintenance Council property \$28,225
  - Marketing and promotion \$39,119

- Visitor Centre building maintenance \$43,886
  - Festival and events \$24,110
  - Consultants as disclosed at points 12,15,17 & 20 above
  - Verge maintenance \$256,026
  - Footpath maintenance \$16,073
  - Parks, ovals and gardens and reserves \$80,186
27. Utility charges are over budget by 5% as disclosed in point 18.
28. Depreciation is under budget 4% due to changes to the fair value of Council's infrastructure assets.
29. Interest expense is under budget \$30,547 (timing)
30. Insurance expense is over budget \$28,705
31. Other expenditure is over budget by \$172,281, predominantly due to the timing of internal allocations relating to POC (non-cash).
32. Non-operating grants are as disclosed in item 3 and 8
33. Profit and loss variations are due to the timing of the plant replacement program.

### **Capital expenditure**

34. Server upgrade is over budget by \$6,300 due to additional unforeseen hardware requirements during the upgrade.
35. Wundowie Basketball Courts resurfacing was over budget by \$4,854 on award of the contract
36. The Flocon unit required maintenance of \$19,260, due to the significant expenditure this item has been capitalized.
37. Spencers Brook Road is over budget \$103,465 due to additional plant and labour costs.
38. Katrine Road \$72,563 over budget, due to additional plant and labour costs
39. Charles Street \$10,555 over budget due to additional plant and labour costs
40. East Street is \$33,253 over budget due to additional labour and plant costs
41. New hangar water feeds were \$6,292 over budget due to 9m leach drain
42. Newcastle Road Bridge was handed over to the Shire from Mainroads and has been added to the asset register \$10,943,000

## **CONSIDERATIONS**

### **Strategic Community / Corporate Business Plan**

Theme Area 6: Governance & Leadership.

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

### **Financial / Resource Implications**

The Financial Statements have been prepared in accordance with Council's 2018/19 Budget.

### **Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.



## Policy Implications

Nil.

## Stakeholder Engagement / Consultation

N/A.

## Risk Implications

- Reputational – Nil.
- Financial – Nil.
- Compliance - Low
  - Risk assessed as low as there are processes in place to ensure that this report is presented to Council each month in order to comply with relevant legislation.
- Legal – Nil.

## OFFICER'S COMMENT

Nil.

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3719**

**Moved: Cr Ryan**

**Seconded: Cr Williams**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 30 June 2019.**

**CARRIED 9/1**


The following queries were raised and responses provided.

Reference	\$	Details Reference	Question	Query By	Answer
Note 2	43749.00	Lower interest income	Have we looked at 19/20 budget for precise calculations ?	Cr Pollard	Timing of end of year accruals, this will change. Yes we do check.
Note 8	54248.00	Loss on bus \$32k vs expected profit \$22k	This is another asset sale where result was greatly different to	Cr Pollard	Yes it appears the budgeted written down value was incorrect as reported in the Ordinary Council Meeting 20.02.2019.

Reference	\$	Details Reference	Question	Query By	Answer
			expectations this year?		
	25000.00	POS revenue \$0 actual vs. \$25k budget	Where was the revenue coming from? Expected developers	Cr Pollard	This has been completed July 2019 from trust, funds to be used to retic the bottom of George Nuich Park include in the 2019/20 budget.
Note 10	93785.00	BKB Revenue under budget	Ongoing marketing concerns	Cr Pollard	Yes, Staff are continuing to develop strategies for promotion of the Centre to increase general admissions
	69873.00	Tourism reimbursements under - for Ready Set Go?	Thought original plan was if no major external funding, R-S-G would not proceed in a major way	Cr Pollard	Is proceeding in line with budget parameters. Budget estimate was to raise \$100k in external funding (supported by \$80k of Council funding), we have raised approximately \$50k. The revised budget was the 'net' amount of \$130k
Note 12	93522.00	Consultants under budget	Hard to reconcile when I see the consultants payments for the various months?	Cr Pollard	Budgets in different programmes make it difficult to report on, Manager's monitor this
Note 17	390169.00	Rubbish site maintenance under budget	Is that right? Timing?	Cr Pollard	Inkpen Tip Site not being contracted out at this stage (previous arrangements are still in place).
	42015.00	Consultants under budget	See query above	Cr Pollard	Noted
	231307.00	Drainage Management op exp over budget	Re Drainage Crew - see past comments Capital vs Operating	Cr Pollard	Drainage crews have allocated most of their time to this GL, overall Drainage has not gone over budget- Colin to confirm his previous advice

Reference	\$	Details Reference	Question	Query By	Answer
Note 19	256026.00	Verge maintenance under budget - timing	Was this due to no summer rain growth?	Cr Pollard	Yes
Note 20	31978.00	Consultants under budget	See query above	Cr Pollard	Noted.
Note 25	443024.00	Employee costs 5% higher due to lower actual capitalised amounts vs. budget	\$8550752 actual vs \$8107728 bud. This is a flag for budget 19/20	Cr Pollard	Yes allocations relating to Drainage Capital vs Maintenance and Labour associated with Capital works vs roads has been carried out during the 2019/20 budget process.
Note 30	28705.00	Higher insurance costs		Cr Pollard	Predominantly Pool contract insurance which was unbudgeted

## Attachment 1



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 JUNE 2019**

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	Page
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Notes to and Forming Part of the Statement	
1 Acquisition of Assets	5 to 8
2 Disposal of Assets	9 to 10
3 Information on Borrowings	11
4 Reserves	12
5 Net Current Assets	13
6 Rating Information	14



SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 JUNE 2019

	NOTE	18/19 Budget \$	18/19 Ytd Actual \$	Variance Actuals to Budget \$	Variance Actuals to Budget %
<b>Operating</b>					
<b>Revenues</b>					
Governance	1	61,400	80,939	19,539	31.82%
General Purpose Funding Other	2	2,172,748	3,850,838	1,678,090	77.32%
General Purpose Funding Rates		10,247,614	10,254,203	5,589	0.05%
Law, Order, Public Safety	3	1,493,449	573,800	(919,650)	(61.58%)
Health	4	81,000	62,310	(18,690)	(23.07%)
Education and Welfare	5	1,335,198	1,286,346	(48,852)	(3.66%)
Housing	6	44,568	51,819	7,051	15.82%
Community Amenities	7	2,648,293	2,779,552	131,259	4.96%
Recreation and Culture	8	6,582,200	2,553,327	(4,028,873)	(61.27%)
Transport	9	2,566,554	12,468,994	9,902,440	385.83%
Economic Services	10	696,402	487,669	(208,733)	(29.97%)
Other Property and Services	11	148,110	188,031	39,921	26.95%
<b>Total Operating Revenue</b>		<b>28,087,536</b>	<b>34,637,629</b>	<b>6,550,091</b>	<b>23.32%</b>
<b>Expenses</b>					
Governance	12	(1,296,184)	(1,205,402)	90,781	7.00%
General Purpose Funding	13	(283,705)	(329,577)	(45,873)	(16.17%)
Law, Order, Public Safety	14	(1,289,643)	(1,294,597)	(4,954)	(0.38%)
Health	10	(299,775)	(257,441)	42,334	14.12%
Education and Welfare	15	(1,372,112)	(1,336,425)	35,688	2.60%
Housing	16	(74,259)	(59,133)	15,126	20.37%
Community Amenities	17	(3,530,527)	(3,104,576)	425,951	12.06%
Recreation & Culture	18	(4,606,821)	(4,185,416)	421,505	9.15%
Transport	19	(5,661,202)	(5,235,907)	425,295	7.51%
Economic Services	20	(2,669,610)	(2,539,885)	129,715	4.86%
Other Property and Services		(97,851)	(88,787)	(1,416)	(1.45%)
<b>Total Operating Expenses</b>		<b>(21,181,289)</b>	<b>(19,647,137)</b>	<b>1,534,153</b>	<b>7.24%</b>
<b>Removal of Non-Cash Items</b>					
(Profit)/Loss on Asset Disposals		(138,539)	39,974	178,513	
Movement in Employee Benefit Provisions		0	(1,740)	(1,740)	
Depreciation on Assets		4,363,387	4,194,467	(168,920)	
<b>Non Operating Items</b>					
Purchase Land Held for Resale		0	0	0	
Purchase Land and Buildings		(2,002,930)	(674,094)	1,328,836	66.34%
Purchase Plant and Equipment		(1,565,116)	(1,178,933)	386,183	24.67%
Purchase Furniture and Equipment		(122,108)	(85,530)	36,578	29.95%
Purchase Bush Fire Equipment		0	0	0	
Purchase Playground Equipment		0	0	0	
Purchase Infrastructure Assets - Roads		(3,942,002)	(2,840,807)	1,101,195	27.93%
Purchase Infrastructure Assets - Bridges		0	(10,943,000)	(10,943,000)	
Purchase Infrastructure Assets - Footpaths		(337,861)	(303,729)	34,132	10.10%
Purchase Infrastructure Assets - Drainage		(1,904,123)	(1,389,917)	514,204	27.00%
Purchase Infrastructure Assets - Parks & Ovals		(2,717,581)	(1,859,769)	857,812	31.57%
Purchase Infrastructure Assets - Airfields		(59,200)	(56,292)	2,908	4.91%
Purchase Infrastructure Assets - Streetscape		(191,000)	(151,560)	39,440	20.65%
Purchase Infrastructure Assets - Other		(11,471,019)	(3,024,184)	8,446,835	73.64%
Proceeds from Disposal of Assets		1,111,000	219,248	(891,752)	80.27%
Repayment of Debentures		(227,381)	272,619	500,000	219.90%
Proceeds from New Debentures		5,000,000	500,000	(4,500,000)	
Self-Supporting Loan Principal Income		25,095	25,095	0	0.00%
Transfers to Restricted Assets (Reserves)		(1,044,301)	(993,681)	50,620	
Transfers from Restricted Asset (Reserves)		3,327,756	2,102,507	(1,225,249)	
ADD Net Current Assets July 1 B/Fwd		4,962,863	4,962,863	0	
LESS Net Current Assets Year to Date		0	3,142,741	3,142,741	
<b>Surplus/Deficit</b>		<b>(26,812)</b>	<b>572,311</b>	<b>599,123</b>	
Budget deficit due to changes made to roads program Council motion C.3608					

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 JUNE 2019

1. OPERATING STATEMENT

	Note	18/19 Budget \$	18/19 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
<b>OPERATING REVENUES</b>					
Rates		10,247,614	10,242,933	(4,681)	0%
Operating Grants Subsidies and Contributions	21	5,015,589	6,457,434	1,441,845	29%
Fees and Charges	22	3,964,894	3,597,447	(367,447)	-9%
Interest Earnings	23	391,500	421,597	30,097	8%
Other Revenue	24	757,675	730,689	(26,986)	-4%
<b>TOTAL OPERATING REVENUE</b>		<b>20,377,272</b>	<b>21,450,100</b>	<b>1,072,828</b>	<b>5%</b>
<b>OPERATING EXPENSES</b>					
Employee Costs	25	(8,107,728)	(8,550,752)	(443,024)	-5%
Materials and Contracts	26	(6,695,359)	(4,959,394)	1,735,965	26%
Utility Charges	27	(952,576)	(905,414)	47,162	5%
Depreciation of Non Current Assets	28	(4,363,387)	(4,194,467)	168,920	4%
Interest Expenses	29	(133,094)	(102,547)	30,547	23%
Insurance Expenses	30	(475,846)	(504,551)	(28,705)	-6%
Other Expenditure	31	(184,609)	(356,890)	(172,281)	-93%
<b>TOTAL OPERATING EXPENSE</b>		<b>(20,912,599)</b>	<b>(19,574,015)</b>	<b>1,338,584</b>	<b>-6%</b>
Non Operating Grants Subsidies and Contributions	32	7,303,035	13,154,382	5,851,347	-80%
Profit on Asset Disposals	33	407,229	33,146	(374,083)	92%
Loss on Asset Disposals	33	(268,690)	(73,120)	195,570	73%
<b>RESULTING FROM OPERATIONS</b>		<b>6,906,247</b>	<b>14,990,492</b>	<b>8,084,245</b>	<b>117%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2019

2. BALANCE SHEET

	18/19 YTD Actual \$	17/18 YTD Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	7,442,021	9,699,754
Receivables	2,665,238	3,496,735
Inventories	1,224	1,224
<b>TOTAL CURRENT ASSETS</b>	<b>10,108,483</b>	<b>13,197,713</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	583,191	583,191
Land and Buildings	53,138,409	53,557,271
Property, Plant and Equipment	7,435,125	6,600,355
Infrastructure	156,952,281	139,487,644
<b>TOTAL NON-CURRENT ASSETS</b>	<b>218,109,006</b>	<b>200,228,461</b>
<b>TOTAL ASSETS</b>	<b>228,217,489</b>	<b>213,426,174</b>
<b>CURRENT LIABILITIES</b>		
Payables	1,564,860	1,936,615
Interest-bearing Liabilities	(3,000)	224,381
Provisions	1,062,556	1,064,296
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,624,416</b>	<b>3,225,292</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,283,681	1,783,681
Provisions	271,813	271,813
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,555,494</b>	<b>2,055,494</b>
<b>TOTAL LIABILITIES</b>	<b>5,179,910</b>	<b>5,280,786</b>
<b>NET ASSETS</b>	<b>223,037,579</b>	<b>208,145,388</b>
<b>EQUITY</b>		
Retained Surplus	104,042,679	88,041,666
Reserves - Cash Backed	5,015,888	6,124,711
Reserves - Asset Revaluation	113,979,012	113,979,011
<b>TOTAL EQUITY</b>	<b>223,037,579</b>	<b>208,145,388</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2019

3. ACQUISITION OF ASSETS		18/19 Budget \$	18/19 Ytd Actual \$
The following assets have been acquired during the period under review:			
By Program			
<b>Governance</b>	Note		
Admin Building		317,500	4,781
Community Services Hub Building		20,000	24,177
New Telephone System		42,276	0
Server Upgrade	34	79,830	85,530
<b>Law, Order &amp; Public Safety</b>			
Rangers Ute		47,000	0
Irish Town Light Tanker		169,800	0
Grass Valley Fire Shed		288,919	250,104
Northam SES Building		14,900	0
Bakers Hill Fire Shed		403,290	4,650
Electronic Conversion of Standpipe		14,500	14,502
CCTV - Stage 1 & 2		235,814	36,968
<b>Education &amp; Welfare</b>			
Playgroup		13,850	5,077
Upgrade Memorial Hall		10,000	10,348
Killara Commuter Bus		51,020	51,020
Killara Bus		143,627	143,627
<b>Community Amenities</b>			
Cemetery Toilet		1,536	0
King Creek Drainage		80,395	74,143
Area Drainage		186,669	13,958
Design of Recycling Station Inkpen		50,000	16,260
Old Quamy Drainage		100,000	4,733
Rehab Investigation Old Tip Site		35,000	0
NRM Grant Capital Expenditure		40,100	0
Cemetery Lot development		18,121	19,119
CBD Works - Street Scaping		181,000	151,560



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<u>By Program (Continued)</u>			
<b>Recreation &amp; Culture</b>			
Town Hall Upgrades		20,250	18,538
Upgrade Rec Centre CCTV		24,500	4,885
Upgrade Emergency Exit door		6,035	1,500
Paint Non-slip Floor		4,500	3,860
Purchase Lot 1 GEH		220,000	221,225
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Solar Initiative		30,000	250
General Library Upgrades		84,300	2,268
Cld Railway Station Precinct Upgrade C/fwd		50,000	0
Cld Railway Station Precinct Exit Gates		13,000	0
AVVVA - Drainage Works		22,850	310
AVVVA - Roof Replacement C/fwd		145,000	0
AVVVA - Brick Pointing		8,850	4,410
Community Coaster Bus		103,637	103,627
Wundowie Family Space		50,000	0
Wundowie Basketball Courts Upgrade	35	80,000	84,855
St Johns Ambulance Site Improvements		80,000	0
Artificial Hockey Turf		400,000	35,547
Bridge Crossing Fixings C/fwd		10,000	0
POS Playground Improvements		141,895	94,571
BMX Lighting		90,000	85,344
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	0
Northam Youth Space C/fwd		1,575,586	1,338,227
Wundowie Pool Bowl Repainting		10,000	0
Swimming Pool Redevelopment		10,977,484	2,932,602
<b>Transport</b>			
Northam Depot Redesign		10,000	0
PN1804 Mitsubishi Fuso C/fwd		133,966	135,148
PN0908 Volvo Back Hoe Loader BL71		153,614	153,124
PN1805 4T Truck C/fwd		89,408	89,407
PN2240 Wood Chipper		92,300	92,300
PN1807 3.5T Truck C/fwd		79,971	81,612
P100 Cricket Wicket Roller		29,909	29,909
PN1501 Hino Water Truck FM500		276,234	254,949
PN1202 Flocon unit	36	0	19,260
Traffic Counter		15,585	15,585
MV1808 Kerb Edging Machine		9,364	9,364

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2019

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	192,363
Spencers Brook Road SLK 12800 - 14600	37	353,521	502,920
Spencers Brook Road		31,246	33,384
Jennapulin Road c/wd		68,352	22,740
Fermoy Road		2,300	2,298
Katrine Road C/Fwd	38	62,500	135,063
Mudalla Way		23,030	20,421
Glass Avenue		129,169	83,921
Mervyn Street		23,319	20,252
Cody Street		35,914	34,542
Foreman Street		36,317	33,772
Cook Street		9,214	9,769
Balga Toe		84,514	65,386
Gregory Street		52,042	27,959
Wellington Street		93,465	63,666
Wellington Street West		73,668	54,947
Selby Street		51,232	55,961
Gordon Street		21,532	26,730
Byfield Street		183,791	104,096
Irishtown Road		195,615	40,258
Maintenance Capitalised		100,000	15,902
Coates Road		149,846	60,237
Fitzgerald Street SLK		57,757	56,482
Newman Road		17,150	5,098
O'Neill Road		284,028	0
Charles Street	39	86,572	99,922
East Street	40	109,068	142,917
Coates Road		155,317	79,077
Mitchell Avenue		101,338	93,398
Laneway Land Acquisition		57,000	0
GEH Upgrade		419,936	421,236
Keane Street		140,221	118,000
Kerb Renewal		78,565	58,553
Chinganning Road C/wd		80,087	80,807
Gravel Resheeting		223,365	72,962
Elizabeth Place Carpark Resurfacing		65,000	0
St George Street		21,543	6,143
Lobellia Avenue		49,967	49,967
GEH Bakers Hill		118,431	118,000
Tames Road		57,375	42,737
Orchid Terrace		45,024	44,550
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 JUNE 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
Drainage - Rural		1,612,057	1,301,816
Culvert Renewal		59,238	5,767
Repair Leach Drains Airport		9,200	0
New Hanger Water Feeds Airport	41	50,000	56,292
Newcastle Road Bridge	42	0	10,943,000
<b>Economic Services</b>			
BKB Building & Furniture		403,000	320,587
Old Fire Station, Repairs Windows		5,800	8,100
Old fire Station, Brick Pointing		7,850	0
Bakers Drainage		25,000	0
Water Pump Station Upgrade		169,681	0
Signage Tower GEH Mitchell Avenue		10,000	0
		<u>24,312,936</u>	<u>22,507,814</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2019

3. ACQUISITION OF ASSETS (Continued)	Note	18/19 Budget \$	18/19 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		2,002,930	674,094
Plant and Equipment		1,565,116	1,178,933
Furniture and Equipment		122,106	85,530
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,942,002	2,840,807
Infrastructure Assets - Footpaths		337,861	303,729
Infrastructure Assets - Bridges & Culverts		0	10,943,000
Infrastructure Assets - Drainage		1,904,121	1,389,917
Infrastructure Assets - Parks & Ovals		2,717,581	1,859,769
Infrastructure Assets - Airfields		59,200	56,292
Infrastructure Assets - Streetscape		191,000	151,560
Infrastructure Assets - Other		11,471,019	3,024,184
		<u>24,312,936</u>	<u>22,507,814</u>



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 JUNE 2019

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						
PN1514 Rangers Triton Ute 4*4	20,347	0	19,000	0	(1,347)	0
Education & Welfare						
Community Coaster Bus C/fwd	26,222	26,508	13,500	13,636	(12,722)	(12,872)
Killarra Commuter Bus C/fwd	24,370	27,400	70,000	60,546	45,630	33,146
Community Amenities						
Toyota Coaster Bus (Community)	22,901	50,997	24,000	18,848	1,099	(32,149)
Recreation						
Sale of Land, Yilgarn Ave	446,500	80,500	805,000	80,500	358,500	0
Recreation & Culture						
Transport						
PN1218 Mitsubishi Fuso C/fwd	43,000	43,000	19,000	33,635	(24,000)	(9,365)
PN0908 Volvo Back Hoe Loader BL71	97,225	0	27,500	0	(69,725)	0
PN1218 Mitsubishi Fuso C/fwd	60,912	0	26,000	0	(34,912)	0
PN2240 Wood Chipper	30,320	0	10,000	0	(20,320)	0
PN1221 4T Truck C/fwd	42,329	0	22,000	0	(20,329)	0
P100 Cricket Wicket Roller	3,400	0	1,000	0	(2,400)	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
Ride on Mower	0	1,652	0	303	0	(1,349)
PN1401 Mazda BT50 Tray Top	16,837	0	0	0	(16,837)	0
Vermeer Wood Chipper		29,165		11,780		(17,385)
	972,461	259,222	1,111,000	219,248	138,539	(39,974)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2019

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$	18/19 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1514 Rangers Triton Ute 4*4	20,347	0	19,000	0	(1,347)	0
Killarra Commuter Bus C/fwd	26,222	26,508	13,500	13,636	(12,722)	(12,872)
Killarra Community Care Bus C/fwd	24,370	27,400	70,000	60,546	45,630	33,146
Toyota Coaster Bus (Community)	22,901	50,997	24,000	18,848	1,099	(32,149)
PN1218 Mitsubishi Fuso C/fwd	43,000	43,000	19,000	33,635	(24,000)	(9,365)
PN0908 Volvo Back Hoe Loader BL71	97,225	0	27,500	0	(69,725)	0
PN1221 4T Truck C/fwd	60,912	0	26,000	0	(34,912)	0
PN2240 Wood Chipper	30,320	0	10,000	0	(20,320)	0
PN1222 3.5T Truck C/fwd	42,329	0	22,000	0	(20,329)	0
P100 Cricket Wicket Roller	3,400	0	1,000	0	(2,400)	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
Ride on Mower	0	1,652	0	303	0	(1,349)
PN1401 Mazda BT50 Tray Top	16,837	0	0	0	(16,837)	0
Vermeer Wood Chipper		29,165		11,780		(17,385)
Land						0
Sale of Land, Yilgarn Ave	446,500	80,500	805,000	80,500	358,500	0
	972,461	259,222	1,111,000	219,248	138,539	(39,974)
					18/19 Budget \$	Ytd Actual \$
<b>Summary</b>						
Profit on Asset Disposals					407,229	33,146
Loss on Asset Disposals					(268,690)	(73,120)
					138,539	(39,974)



**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 JUNE 2019**

**5 INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
		13/19 Budget \$	13/19 Ytd Actual \$	13/19 Budget \$	13/19 Ytd Actual \$	13/19 Budget \$	13/19 Ytd Actual \$	13/19 Budget \$	13/19 Ytd Actual \$	
<b>Recreation &amp; Culture</b>										
Loan 208 - Northam Country Club **	7.36%	9,365	0	3,008	6,128	6,128	3,237	6,245	624	454
Loan 219A - Northam Bowling Club **	3.18%	182,007	0	0	18,967	18,967	163,040	163,040	6,870	5,864
Loan 223 - Recreation Facilities	6.06%	252,562	0	60,342	122,513	122,512	130,049	190,392	15,099	8,003
Loan 224 - Recreation Facilities	6.48%	860,271	0	21,588	43,876	43,876	816,395	837,983	60,776	48,524
Loan New - Swimming Pool		0	4,500,000	0	0	0	4,500,000	0	0	0
Loan 227 - Youth Space		0	500,000	500,000	0	(500,000)	500,000	1,000,000	0	0
<b>Economic Services</b>										
Loan 225 - Victoria Oval Purchase	6.48%	703,858	0	17,663	35,898	35,898	667,960	685,623	49,726	39,701
		2,008,063	5,000,000	602,601	227,381	(272,619)	6,780,682	2,883,283	133,094	102,546

**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 JUNE 2019

	18/19 Budget				Total	18/19 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve		Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Aged Accommodation Reserve	217,338	4,280	5,000		226,597	217,338	4,487	5,000		226,824
Employee Liability Reserve	418,145	8,198			426,340	418,145	8,830			426,774
Housing Reserve	259,499	5,088			264,586	259,499	5,358			264,855
Reticulation Scheme Reserve	89,088	1,354	10,000		89,442	89,088	1,425	10,000		89,513
Office Equipment Reserve	101,088	1,981		(72,278)	30,771	101,088	3,281		(30,000)	74,327
Plant & Equipment Reserve	109,879	2,154	330,000	(315,585)	126,448	109,879	2,288	330,000	(315,585)	126,562
Road & Bridgeworks Reserve	77,723	1,823	10,000		89,246	77,723	1,804	10,000		89,326
Refuse Site Reserve	478,794	9,345	180,000	(110,000)	556,139	478,794	9,835	140,000		626,629
Regional Development Reserve	91,481	1,793		(80,000)	13,274	91,481	1,888		(20,000)	73,369
Speedway Reserve	144,281	2,828			147,088	144,281	2,978			147,238
Community Bus Replacement Reserve	83,105	1,433		(82,000)	2,538	83,105	1,299		(82,000)	2,404
Septage Pond Reserve	191,430	3,782	71,223		266,405	191,430	3,951	71,223		266,604
Killara Reserve	375,484	7,380	17,020	(124,187)	275,697	375,484	7,741	4,000	(111,147)	276,078
Stormwater Drainage Projects Reserve	129,330	2,535	1,514	(100,000)	33,379	129,330	2,884	1,514	(100,000)	33,509
Recreation and Community Facilities Reserve	1,809,999	35,478	158,985	(1,886,228)	118,212	1,809,999	33,725	158,985	(1,421,775)	589,914
Administration Office Reserve	891,211	13,548		(337,500)	567,259	891,211	13,007		(20,000)	684,218
Council Buildings & Amenities Reserve	308,750	8,052	55,579	(175,000)	195,381	308,750	8,358	55,579	(22,000)	348,687
River Town Pool Dredging Reserve	303,220	5,943	50,000		359,163	303,220	8,258	50,000		359,478
Parking Facilities Construction Reserve	211,280	4,141		(85,000)	150,421	211,280	4,380			215,640
Art Collection Reserve	22,880	445			23,125	22,880	488			23,148
Election Reserve	183	3	15,000		15,166	183	3	15,000		15,166
Revaluation Reserve	40,483	793	20,000		61,256	40,483	834	20,000		61,297
<b>Total Cash Backed Reserves</b>	<b>6,112,388</b>	<b>120,000</b>	<b>924,301</b>	<b>(3,327,756)</b>	<b>3,828,933</b>	<b>6,112,388</b>	<b>122,400</b>	<b>871,281</b>	<b>(2,102,507)</b>	<b>5,003,562</b>

Total Interest 1,044,301

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

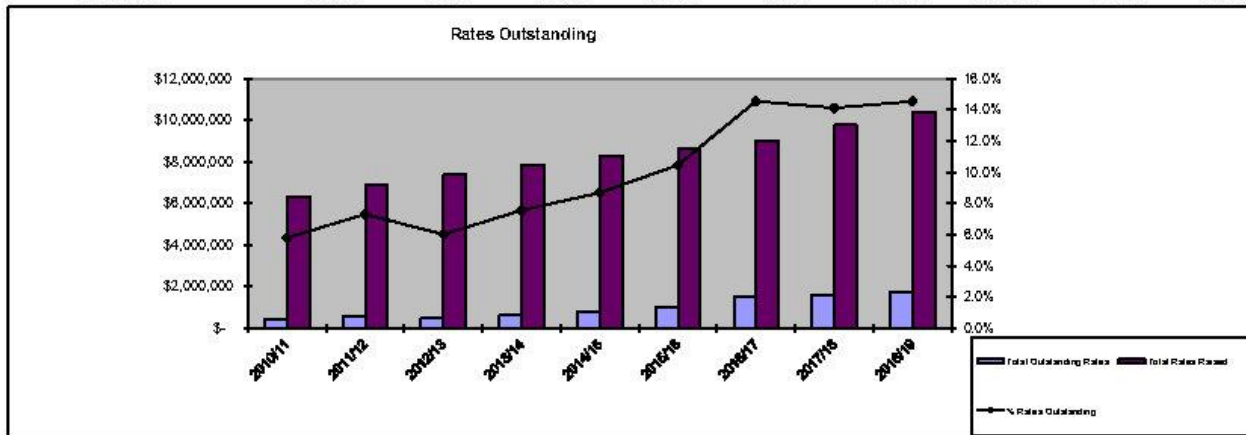
FOR THE PERIOD ENDING 30 JUNE 2019

	18/19 Budget	18/19 Ytd Actual	17/18 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	2,426,133	2,388,415
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Reserves	3,828,933	5,015,888	7,311,337
Self Supporting Loan	26,500	(8,277)	16,818
Sundry Debtors	143,816	315,670	1,458,765
Rates - Current	1,900,000	2,236,791	1,996,581
Pensioners Rates Rebate	0	(93,879)	0
Provision for Doubtful Debts	100,000	(142,499)	(142,499)
GST Receivable	0	285,958	95,597
Accrued Income/Prepayments	0	71,474	71,474
Inventories	1,000	1,224	1,224
	<u>6,200,249</u>	<u>10,108,483</u>	<u>13,197,711</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(1,703,361)	(1,131,513)	(1,450,292)
Rates Income in Advance	(280,000)	(285,168)	0
GST Payable	0	(147,317)	0
Accrued Salaries & Wages	0	0	(57,702)
Accrued Interest on Debentures	0	0	(31,275)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(166,462)
Withholding Tax Payable	0	(74)	0
Payg Payable	0	(1)	7,542
Loan Liability	(227,381)	3,000	(224,381)
Provision for Annual Leave	(605,891)	(605,891)	(605,891)
Provision for Long Service Leave	(458,405)	(456,665)	(458,405)
Other Payables	0	0	0
	<u>(3,275,038)</u>	<u>(2,623,629)</u>	<u>(2,986,866)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,925,211</b>	<b>7,484,855</b>	<b>10,210,845</b>
Less: Cash - Reserves - Restricted	(3,828,933)	(5,015,888)	(6,124,711)
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	(3,000)	224,381
Add: Leave Liability Reserve	426,341	426,774	419,166
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>3,142,741</b>	<b>4,962,863</b>



SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 30 June 2019

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
<b>Key Rating Dates</b>									
RATES ISSUED	04/08/10	08/08/2011	5/08/2012	4/08/2013	14/08/14	14/08/15	10/08/2016	1/08/2017	15/08/2018
RATES DUE	13/09/2010	22/09/2011	24/09/2012	23/10/2013	01/10/2014	25/09/2015	30/09/2016	14/09/2017	10/09/2018
2nd INSTALLMENT DUE	13/11/2010	22/11/2011	16/11/2012	23/11/2013	01/11/2014	25/11/2015	30/11/2016	14/11/2017	10/11/2018
3rd INSTALLMENT DUE	11/01/2011	23/01/2012	24/01/2013	24/02/2014	02/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018
4th INSTALLMENT DUE	14/03/2011	22/03/2012	24/03/2013	24/04/2014	02/04/2015	25/03/2016	30/03/2017	15/03/2018	21/03/2018
Outstanding 1st July Rates Levied	\$540,290	\$521,194	\$582,531	\$588,847	\$716,120	\$873,888	\$1,116,220	\$1,483,888	\$1,535,793
Interest, Ex gratia, Interim and back rates less write-offs	\$75,832	\$63,079	\$68,857	\$73,830	\$80,154	\$83,173	\$208,077	\$205,218	\$474,784
<b>Rates Paid by month</b>									
1 July	24,588	51,948	38,805	47,443	62,854	29,105	43,333	60,002	94,838
2 August	1,272,790	1,120,912	1,043,183	23,961	119,840	700,198	367,776	2,054,983	1,856,889
3 September	2,738,315	3,251,815	3,804,324	1,152,418	2,850,420	4,519,842	4,243,288	3,784,731	4,014,835
4 October	374,483	318,701	443,703	3,790,848	2,550,091	830,888	1,188,138	484,807	590,724
5 November	800,065	889,481	880,522	444,497	508,022	842,858	908,844	1,038,340	962,902
6 December	158,023	172,178	160,885	885,338	854,900	214,507	338,154	189,794	239,893
7 January	382,368	441,740	489,219	194,157	295,829	441,881	484,528	837,884	861,148
8 February	99,185	112,296	168,351	502,178	508,828	148,327	280,983	258,355	174,143
9 March	404,575	438,277	448,128	178,270	258,379	801,418	589,884	870,482	821,970
10 April	202,156	108,483	281,010	517,451	484,185	188,587	182,282	164,940	230,157
11 May	182,815	101,999	119,728	110,851	87,473	102,880	91,433	178,343	154,025
12 June	88,839	87,525	30,530	120,455	59,527	115,947	109,089	165,995	209,350
Total YTD	8,485,958	8,892,315	7,488,145	7,785,881	8,235,829	8,513,993	8,783,488	9,884,415	10,200,852
% Ytd Rates Outstanding	5.8%	7.3%	6.0%	7.6%	8.7%	10.5%	14.5%	14.1%	14.5%
Ytd Outstanding	398,854	543,885	477,273	634,782	783,081	995,054	1,492,088	1,589,039	1,734,972



### 12.4.3 Local Laws for Repeal

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Shire of Northam
<b>File Reference:</b>	2.3.2.15
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance/Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Service
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

This report is to commence section 3.12 of the *Local Government Act 1995* (the Act) to initiate the process of repealing five (5) local Laws and making new 2019 local laws.

#### ATTACHMENTS

- Attachment 1: Cat Local Law 2019.
- Attachment 2: Parking Local Law 2019.
- Attachment 3: Pest Plants Local Law 2019.
- Attachment 4: Waste Local Law 2019.
- Attachment 5: Fencing Local Law 2019.

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#### BACKGROUND / DETAILS

On 19 September 2018 Council voted to review the remaining Shire of Northam Local Laws. Under s.3.12 of the Act, the Shire is recommending the following local laws be repealed:

- *Cat Local law 2008*
- *Parking and Parking Facilities 2008*
- *Pest Plant Local Law 2011,*
- *Waste Amendment Local law 2011*
- *Fencing Local Law 2008* in conjunction with the *Fencing Amendment Local law 2010*

The local laws have been reviewed by staff and workshopped with Councillors. On 7 May 2019. De Vita Legal were provided with the local laws for preparation to commence s3.12 of the Act.

## CONSIDERATIONS

### Financial / Resource Implications

Commencing the local law process will incur:

- Advertising costs in the West Australian - Approximate cost of \$600.00
- Gazettal of the adopted amended local law. Approximate cost of \$212.00 per page of the five local laws.
- Advertising in the Avon Advocate approximate cost of \$300.00

### Legislative Compliance

Section 3.12 Procedure 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 State wide 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) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*

### **Policy Implications**

Nil.

### **Stakeholder Engagement / Consultation**

State wide and local notification in the newspaper providing 6 weeks for community consultation must be undertaken, public notices seeking comment are to be displayed at the Shire's administration centre and libraries.

### **Risk Implications**

- Reputational Medium
  - If the Shire does not provide current local laws it may be a hindrance to community safety.
- Financial – Low
  - The financial risks are low as they are minimal costs.
- Compliance – High
  - If the Shire does not comply with the Act then the Shire would be in breach.
- Legal – High
  - The legal requirement to review local laws is set out in the Act and must be adhered to.

### **OFFICER'S COMMENT**

Council has the option to review the current local laws or repeal the current local laws and adopt new local laws in their place. It is recommended that repealing the old local laws and replacing them with new local laws is a more efficient process.

The following process and timeframes will be applied to the review;

Stage 2 s3.12(3)(2A – 4)	Workshop completed	Council Decision to repeal	Advert to repeal	DLGC	6 week consultation ends	Adoption by Council
Cat Local Law 2019	29/4/19	17/7/19	27/7/19	29/7/19	13/9/19	16/10/19
Parking Local Law 2019	29/4/19	17/7/19	27/7/19	29/7/19	13/9/19	16/10/19
Pest Plant Local Law 2019	29/4/19	17/7/19	27/7/19	29/7/19	13/9/19	16/10/19
Waste Local Law 2019	29/4/19	17/7/19	27/7/19	29/7/19	13/9/19	16/10/19
Fencing Local law 2019	29/4/19	17/7/19	27/7/19	29/7/19	13/9/19	16/10/19

The Presiding Member is to read aloud the purpose and effect of the proposed local laws.

#### RECOMMENDATION / MOTION

Moved: Cr Ryan  
Seconded: Cr Mencshelyi

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* authorise the CEO to give State wide public notice that the Shire intends to repeal the following Local Laws:
  - *Keeping Control of Cats Local Law 2008;*
  - *Parking and Parking Facilities Local Law 2008;*
  - *Pest Plants Local Law 2011;*
  - *Waste Local Law 2009; and*
  - *Fencing Local Law 2010.*
2. The Shire proposes to commence the s3.12 process to make the following new Local Laws at the end of the public consultation period:
  - Cat Local Law 2019;
  - Parking Local Law 2019;
  - Pest Plants Local Law 2019;
  - Waste Local Law 2019; and
  - Fencing Local Law 2019.
3. The purpose and effect of the new local laws being as follows:  
Purpose: The Shire Northam Cat Local Law 2019 is to encourage responsible cat ownership within the Shire of Northam.

**Effect:** To reduce public and environmental nuisance caused by cats and to promote the effective management of cats.

**Purpose:** The Shire Northam Parking Local Law 2019 is to enable the Shire to regulate the parking of vehicles within its district and provide for the orderly management of parking and future parking facilities within the Shire of Northam.

**Effect:** Provides the ability for the Shire to monitor and ensure compliance with the local law.

**Purpose:** The Shire Northam Pest Plant Local Law 2019 is to provide for the regulation, control and management of prescribed pest plants within the district.

**Effect:** The effect of this local law is to establish controls for prescribed pest plants within the district.

**Purpose:** The Shire Northam Waste Local Law 2019 provides for the management of organic waste, recycling waste, waste facilities and waste receptacles within the Shire of Northam.

**Effect:** The effect is to provide greater control on waste and waste facilities within the district.

**Purpose:** The Shire Northam Fencing Local Law 2019 provides guidance to the construction of acceptable fences within the Shire of Northam.

**Effect:** To maintain an aesthetically pleasing effect on properties and enhance property values.

**4. Request the CEO to complete the local law process by inviting public submissions on the proposed local laws as described in s3.12(3) of the *Local Government Act 1995*.**

With the approval of the mover and seconder:

- The words 'subject to the inclusion of *Eragrostis curvula* (Schrad.) Nees and *Tribulus terrestris* being included' were added after the words 'Pest Plants Local Law 2019' under item 2; and
- The purpose and effect being amended under item 3 for the Parking Local Law 2019 to reflect the purpose and effect within the local law attachment.

#### **MOTION**

**Moved:** Cr Ryan

**Seconded:** Cr Mencshelyi

**That Council:**

1. Pursuant to section 3.12 of the *Local Government Act 1995* authorise the CEO to give State wide public notice that the Shire intends to repeal the following Local Laws:
  - *Keeping Control of Cats Local Law 2008;*
  - *Parking and Parking Facilities Local Law 2008;*
  - *Pest Plants Local Law 2011;*
  - *Waste Local Law 2009; and*
  - *Fencing Local Law 2010.*
2. The Shire proposes to commence the s3.12 process to make the following new Local Laws at the end of the public consultation period:
  - Cat Local Law 2019;
  - Parking Local Law 2019;
  - Pest Plants Local Law 2019, subject to the inclusion of *Eragrostis curvula* (Schrad.) Nees and *Tribulus terrestris* being included;
  - Waste Local Law 2019; and
  - Fencing Local Law 2019.
3. The purpose and effect of the new local laws being as follows:
  - Purpose:** The Shire of Northam Cat Local Law 2019 is to encourage responsible cat ownership within the Shire of Northam.
  - Effect:** To reduce public and environmental nuisance caused by cats and to promote the effective management of cats.
  
  - Purpose:** The Shire of Northam Parking Local Law 2019 is to provide for the regulation, control and management of parking within the local government.
  - Effect:** To control parking throughout the local government to ensure the safe, fair and equitable use of parking facilities under the care and control of the local government.
  
  - Purpose:** The Shire Northam Pest Plant Local Law 2019 is to provide for the regulation, control and management of prescribed pest plants within the district.
  - Effect:** The effect of this local law is to establish controls for prescribed pest plants within the district.
  
  - Purpose:** The Shire Northam Waste Local Law 2019 provides for the management of organic waste, recycling waste, waste facilities and waste receptacles within the Shire of Northam.
  - Effect:** The effect is to provide greater control on waste and waste facilities within the district.
  
  - Purpose:** The Shire Northam Fencing Local Law 2019 provides guidance to the construction of acceptable fences within the Shire of Northam.

**Effect:** To maintain an aesthetically pleasing effect on properties and enhance property values.

4. Request the CEO to complete the local law process by inviting public submissions on the proposed local laws as described in s3.12(3) of the *Local Government Act 1995*.

#### AMENDMENT TO MOTION

Moved: Cr Pollard

That the words 'subject to the removal of clause 3.9 (a) and (c) and corresponding penalty' be added after the words 'Parking and Parking Facilities Local Law 2008' under item 2.

LAPSE FOR WANT OF SECONDER

#### MOTION / COUNCIL DECISION

Minute No: C.3720

Moved: Cr Ryan  
Seconded: Cr Mencshelyi

That Council:

1. Pursuant to section 3.12 of the *Local Government Act 1995* authorise the CEO to give State wide public notice that the Shire intends to repeal the following Local Laws:
  - *Keeping Control of Cats Local Law 2008*;
  - *Parking and Parking Facilities Local Law 2008*;
  - *Pest Plants Local Law 2011*;
  - *Waste Local Law 2009*; and
  - *Fencing Local Law 2010*.
2. The Shire proposes to commence the s3.12 process to make the following new Local Laws at the end of the public consultation period:
  - *Cat Local Law 2019*;
  - *Parking Local Law 2019*;
  - *Pest Plants Local Law 2019*, subject to the inclusion of *Eragrostis curvula* (Schrad.) Nees and *Tribulus terrestris* being included;
  - *Waste Local Law 2019*; and
  - *Fencing Local Law 2019*.
3. The purpose and effect of the new local laws being as follows:



**Purpose:** The Shire of Northam Cat Local Law 2019 is to encourage responsible cat ownership within the Shire of Northam.

**Effect:** To reduce public and environmental nuisance caused by cats and to promote the effective management of cats.

**Purpose:** The Shire of Northam Parking Local Law 2019 is to provide for the regulation, control and management of parking within the local government.

**Effect:** To control parking throughout the local government to ensure the safe, fair and equitable use of parking facilities under the care and control of the local government.

**Purpose:** The Shire Northam Pest Plant Local Law 2019 is to provide for the regulation, control and management of prescribed pest plants within the district.

**Effect:** The effect of this local law is to establish controls for prescribed pest plants within the district.

**Purpose:** The Shire Northam Waste Local Law 2019 provides for the management of organic waste, recycling waste, waste facilities and waste receptacles within the Shire of Northam.

**Effect:** The effect is to provide greater control on waste and waste facilities within the district.

**Purpose:** The Shire Northam Fencing Local Law 2019 provides guidance to the construction of acceptable fences within the Shire of Northam.

**Effect:** To maintain an aesthetically pleasing effect on properties and enhance property values.

**4. Request the CEO to complete the local law process by inviting public submissions on the proposed local laws as described in s3.12(3) of the *Local Government Act 1995*.**

**CARRIED 10/0**

#### **REASON FOR CHANGE TO OFFICER RECOMMENDATION**

Council added two plant species to the pest plant local law.

Attachment 1

**CAT ACT 2011**  
**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**  
~~KEEPING AND CONTROL OF~~ **CAT LOCAL LAW 2008 2019**

*Cat Act 2011*  
*Local Government Act 1995*  
SHIRE OF NORTHAM  
**CAT LOCAL LAW 2019**

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**CAT ACT 2011**

**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**

**~~CATS LOCAL LAW 2008~~ 2019**

Under the powers conferred by the *Cat Act 2011* and *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved on .....**2019** to make the following local law.

**PART 1 – PRELIMINARY**

**1.1 Title Citation**

This local law may be cited as the *Shire of Northam ~~Keeping and Control of Cats Local Law 2008~~ 2019*.

**1.2 Purpose and Effect**

- (1) The purpose of this local law is to provide for the regulation, control and management of the keeping of cats, within the District.
- (2) The effect of this local law is to establish the requirements with which owners and occupiers of land within the District must comply in order to keep domestic cats and provides the means of enforcing the local law.

**1.2 Objects**

The object of this local law is—

- (a) to encourage responsible cat ownership;
- (b) to reduce public and environmental nuisance caused by cats; and
- (c) to promote the effective management of cats.

**1.3 Commencement**

This local law comes into operation 14 days after the date of publication in the *Government Gazette*.

**1.4 Repeal**

- (1) The Shire of Northam *Keeping and Control of Cats Local Law 2008* published in the *Government Gazette* on 16 September 2008 and all amendments thereto are hereby repealed on the day this local law comes into operation.

- (2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.
- (3) The local government may resolve that notwithstanding subclause (2), specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

### 1.5 Application

This local law applies throughout the District.

### 1.6 Definitions ~~Interpretation~~

- (1) In this local law, unless the context otherwise requires —

**Act** means the *Cat Act 2011*;

**animal establishment** has the meaning given to the term in the Local Planning Scheme;

**applicant** means the owner or occupier of the premises who makes an application for a permit under this local law;

**application** means an application for approval granted under this local law;

**approved person** means the person to whom an approval is granted under this local law;

**approved cattery** means any premises which are the subject of a valid planning approval under a Scheme or which is a non-conforming use that may continue under a Scheme;

**Authorised Person** means a person authorised by the local government under section 9.10 of the *Local Government Act 1995* to perform any of the functions of an Authorised Person under this local law;

**"cat"** means any member of the species *felix domesticus* (domestic cat) over the age of three months and includes all domestic, feral and stray cats but does not include any other Feline species, e.g. Lion, Tiger, etc;

**"cattery"** means any premises where more than 4 cats over the age of 3 months are kept, boarded, trained or bred;

**cat** means an animal of the species *felis catus* or a hybrid of that species;

**Cat Management Facility** has the meaning given to it in the Act;

**cat prohibited places** means all land identified in Schedule 3;

**cattery** means any premises where more than 4 cats are boarded, housed or trained temporarily, usually for profit, and where the occupier of the premises is not the ordinary keeper of the cats;

**CEO** means the Chief Executive Officer of the Shire of Northam;

**Council** means the Council of the Shire of Northam;

**district** means the district of the local government;

**infringement notice** means the notice referred to in clause 6.3;

**keeper** in relation to a cat means each of the following—

- (a) the owner of the cat as defined in the Act;
- (b) a person who has or appears to have immediate custody or control of the cat;
- (c) a person who keeps the cat, or has the cat in her or his possession for the time being;
- (d) a person who occupies any premises in which a cat is ordinarily kept or permitted to live and who has care and control of the cat;
- (e) A permit holder of a permit which relates to the cat; or
- (f) the holder of an exemption issued in relation to the cat.

**licence** means a Cat Management Facility licence issued under this local law;

**licensee** means the holder of a licence issued under this local law;

**LG Act** means the *Local Government Act 1995*;

**local government** means the Shire of Northam;

**local planning scheme** means a local planning scheme of the local government under the *Planning and Development Act 2005*, or a local planning scheme which was made under the ~~Town Planning and Development Act 1928~~ *Planning and Development (Local Planning Schemes) Regulations 2015*;

**notice of withdrawal** means the notice referred to in clause 6.3;

**nuisance** means if a cat—

- (a) is injurious or dangerous to the health of any person or domestic or Australian indigenous animal or is in the opinion of an Authorised Person likely to be injurious or dangerous to the health of any person or domestic or Australia indigenous animal;
- (b) creates a noise, which persistently occurs or continues to a degree or extent which in the opinion of an Authorised Person, and has or could have a disturbing effect on the state of reasonable physical, mental, or social well-being of a person;
- (c) urinates, which persistently occurs or continues to a degree or extent which in the opinion of an Authorised Person, and has or could have a disturbing effect on the state of reasonable physical, mental, or social well-being of a person; or
- (d) behaves in a manner that is contrary to a reasonable standard of behaviour expected of an animal in the locality of the premises where the cat is normally resident.

**premises**, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application to be licensed as a Cat Management Facility;

**person** means any person, company, public body, association or body of persons corporate or unincorporated and includes an owner, occupier, licensee and permit holder, but does not include the local government;

**Regulations** means the *Cat Regulations 2012*;

**RSPCA** means the Royal Society for the Prevention of Cruelty to Animals (Inc) of Western Australia;

**Schedule** means a Schedule to this local law;

**transferee** means a person who applies for the transfer of a licence to him or her under clause 4.12;

**vermin** means rats, mice, flies, fleas, mites, cockroaches and any other animal, whether vertebrate or invertebrate, which is known to be a vector of disease or likely to cause damage to human food, habitation or possessions; and

**written law** has the same meaning given to it by section 5 of the *Interpretation Act 1984* and includes this local law.

- (2) A term that is used in this local law and is not defined in subclause (1) has the same meaning given to it in the Act or, if not defined in the Act, the same meaning given to it in the *Cat Regulations 2012*, the *Cat (Uniform Local Provisions) Regulations 2013* or the *Local Government Act 1995*.

## PART 2 – NUMBER OF CATS THAT MAY BE KEPT

### 2.1 Interpretation

For the purposes of applying this Part, a cat does not include a cat less than 6 months old.

### 2.2 Standard number of cats

Subject to clause 2.3 and the *Cat (Uniform Local Provisions) Regulations 2013*, no more than two cats may be kept on premises at which a member of a cat organisation is not ordinarily resident.

### 2.3 Cats to which an approval is required

- (1) Subject to subclause (2) and the *Cat (Uniform Local Provisions) Regulations 2013* a person is required to have an approval—
- (a) to keep more than two cats on any premises; or
  - (b) to use any premises as a cattery.
- (2) An approval is not required under subclause (1) if the premises concerned are –
- (a) a refuge of the RSPCA or any other incorporated animal welfare organisation;
  - (b) a cat management facility which has been approved by the local government;
  - (c) a veterinary surgery; or
  - (d) a pet shop.



#### 2.4 Application for approval

- (1) An application for approval to keep an additional number of cats at prescribed premises is dealt with in regulation 8 of the *Cat (Uniform Local Provisions) Regulations 2013*; and
- (2) An application for approval must be accompanied by the application fee determined by the local government from time to time.

#### 2.5 Determining an application

- (1) For the purposes of determining whether to grant approval for an application to keep an additional number of cats at prescribed premises, the local government must have regard to–
  - (a) the suitability of the zoning of the premises under the local planning scheme which applies to the premises for the use;
  - (b) the physical suitability of the premises for the proposed use;
  - (c) the environmental sensitivity and general nature of the location surrounding the premises for the proposed use;
  - (d) the structural suitability of any enclosure in which any cat is to be kept;
  - (e) the likelihood of a cat causing a nuisance, inconvenience or annoyance to an occupier of adjoining land;
  - (f) the likely effect on the amenity of the surrounding area of the proposed use;
  - (g) the likely effect on the local environment including any pollution or other environmental damage, which may be caused by the proposed use;
  - (h) any other factors which the local government considers to be relevant in the circumstances of the application; and
  - (i) any submissions received under subclause (2) within the time specified in subclause (2).
- (2) The local government may–
  - (a) consult with adjoining landowners; and
  - (b) advise the adjoining landowners that they may make submissions to the local government on the application for the approval within 14 days of receiving that advice, before determining the application for the permit.

- (3) The local government may–
  - (a) approve an application for a permit in which case it shall approve it subject to the conditions in clause 2.6 and may approve it subject to any other conditions it considers fit; or
  - (b) refuse to approve the application for an approval.
- (4) If the local government approves an application under subclause (3), then it shall issue to the applicant an approval in the form determined by the CEO.
- (5) If the local government refuses to approve an application under subclause (3), then it is to advise the applicant accordingly in writing.

## 2.6 Conditions

- (1) For the purpose of ensuring that the premises to which an application relates are suitable for the additional number of cats, the local government may impose any condition that it considers to be reasonably necessary for that purpose, including–
  - (a) that each cat on the premises to which the approval relates shall be registered under the Act;
  - (b) that the premises shall be maintained in good order and in a clean and sanitary condition;
  - (c) that the premises must have adequate enclosures;
  - (d) that there must be adequate space for the exercise of the cats;
  - (e) that, in the case of multiple dwellings where there is no suitable dividing fence, each current occupier of the adjoining multiple dwellings must give their written consent to the approval; and
  - (f) that, without the consent of the local government, the approved person must not substitute or replace any cat that dies or is permanently removed from the premises.
- (2) A person who does not comply with a condition of the approval, commits an offence.

## 2.7 Renewal of an application

- (1) An application is to be renewed if–
  - (a) the approved person has not breached the conditions of the approval;
  - (b) the approval would have been granted if a fresh application for an approval had been made; and
  - (c) the renewal fee is paid in full, imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.
- (2) On the renewal of an approval, the conditions of the approval that applied immediately before the renewal continue to have effect.

## 2.8 Transfer of an approval

- (1) An approval relates only to the premises specified in the approval, and only to the approved person specified in the approval, and is transferrable only in accordance with this clause 2.8.
- (2) An application for the transfer of an approval from the approved person to another person must be–
  - (a) made in the form determined by the CEO;
  - (b) made by the proposed transferee;
  - (c) made with the consent of the approved person; and
  - (d) lodged with the local government together with the fee for the application for the transfer of an approval that is imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

## 2.9 Variation or cancellation of an approval

- (1) The local government may, at any time, vary the conditions of an approval by giving written notice to the approved person and specifying the date on which the changes will become effective.
- (2) The local government may cancel an approval–
  - (a) on the request of the approved person;
  - (b) if the approved person breaches the Act, the Regulations, the *Cat (Uniform Local Provisions) Regulations 2013* or this local law; or
  - (c) if the approved person is not a fit and proper person to provide for the health and welfare of the cats.
- (3) If an approval is cancelled, the fee paid for the approval is not refundable for the term of the approval that has not yet expired.

### **PART 3 – CONTROL OF CATS**

#### **3.1 Cat nuisance**

The owner or occupier of premises on which a cat is ordinarily kept **must take reasonable measures** to prevent the cat from creating a nuisance on other premises, to another person or exposing another person to health and/ or safety risk.

#### **3.2 Cats in other places**

- (1) A cat shall not be in any cat prohibited places listed in Schedule 3.
- (2) If a cat is at any time in a place in contravention of clause 3.2(1)–
  - (a) the keeper of the cat commits an offence; and
  - (b) an Authorised Person may seize and impound the cat and deal with the cat pursuant to the Act.

#### **3.3 Cleanliness**

The owner or occupier of a premises where a cat or cats are kept must take reasonable measures to—

- (a) keep the premises free from excrement, filth, food waste and all other matter that is likely to become offensive or injurious to health or to attract rats, vermin or insects;
- (b) when so directed by an Authorised Person, clean and disinfect the premises; and
- (c) keep the premises, so far as possible, free of flies and when directed by an Authorised Person, spray the premises with a residual insecticide or use any other effective means to kill and repel flies.

### **PART 4 – DESIGNATED CAT MANAGEMENT FACILITIES**

#### **4.1 Operating a Cat Management Facility without a licence**

Unless exempt as an organisation listed in the Regulations, a person who operates a premises as a Cat Management Facility within the District without a licence commits an offence.

#### 4.2 Application for a licence to be designated as a Cat Management Facility

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with–

- (a) plans and specifications of the premises, including a site plan;
- (b) proposed details of how the facility will be kept secure;
- (c) written evidence that either the applicant or another person who will have the charge of the cats, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the cats and ensure their health and welfare;
- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practise relating to the keeping of cats which may be nominated from time to time by the local government; and
- (e) the fee for the application for a licence referred to in clause 4.7(1).

#### 4.3 Determination of an application

In determining an application to be designated as a Cat Management Facility, the local government is to have regard to–

- (a) the matters referred to in clause 4.4;
- (b) any written submissions received on the proposed use of the premises;
- (c) the effect which the Cat Management Facility may have on the environment or amenity of the neighbourhood;
- (d) whether the Cat Management Facility will create a nuisance for the owners and occupiers of adjoining premises; and
- (e) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the Cat Management Facility identified in the preceding paragraphs.

#### 4.4 Where applications cannot be approved

The local government cannot approve an application for a licence where–

- (a) the facility is proposed to be located in an area where an animal establishment is not a permitted use under the Local Planning Scheme; or
- (b) an applicant or another person who will have the charge of the cats will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the cats and so as to ensure their health and welfare.

**4.5 Conditions of approval**

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.
- (3) Operators of a Cat Management Facility must comply with their obligations as specified in Division 3 of Part 3 of the Act.

**4.6 Compliance with conditions of approval**

A licensee who does not comply with the conditions of a licence commits an offence.

**4.7 Fees**

- (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclause (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

**4.8 Exemption from requirement to pay fees**

- (1) In this clause—

**charitable organisation** means—

- (a) An institution, association, club, society or body whether incorporated or not—
  - (i) Where its objectives are charitable, benevolent, educational, or other like nature concerned with the welfare of cats; and
  - (ii) From which any members does not receive any pecuniary profit.
- (2) the local government may waive any fee required to be paid by the applicant for a licence, or the fee for the renewal of a licence by a charitable organisation.

#### 4.9 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

#### 4.10 Period of licence

- (1) The period of effect of a licence is 12 months from the date of issue.
- (2) A licence is to be renewed if the fee referred to in clause 4.7(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

#### 4.11 Variation or cancellation of licence

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence –
  - (a) on the request of the licensee;
  - (b) following a breach of the Act, the Regulations or this local law; or
  - (c) if, in the local government's opinion, the licensee is not a fit and proper person to hold a licence.
- (3) The date a licence is cancelled is to be, in the case of –
  - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
  - (b) paragraphs (b) and (c) of subclause (2), the date determined by an Authorised Person.
- (4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

#### 4.12 Transfer

- (1) An application for the transfer of a valid licence from the licensee to another person must be –
  - (a) made in the form determined by the local government;
  - (b) made by the transferee;
  - (c) made with the written consent of the licensee; and
  - (d) lodged with the local government together with –
    - (i) written evidence that a person to whom the licence is proposed to be transferred will reside at or within reasonably close to the proximity to the premises subject to the licence; and

- (ii) the fee for the application for the transfer of a licence referred to in clause 4.7(3).
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of the approval, unless otherwise specified in the notice issued under subclause 4.13(b), the transferee becomes the licensee of the licence for the purposes of this local law.

#### **4.13 Notification**

The local government is to give written notice to –

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.11(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.11(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.11(2).

#### **4.14 Inspection of Cat Management Facility**

Subject to the provisions of the power to enter premises within the Act, an authorised person may inspect an approved Cat Management Facility.

#### **4.15 Record Keeping**

All designated Cat Management Facilities are required to keep and maintain a register of all cats entering and leaving the facility, and where entry to the premises has been made under clause 4.14, an Authorised Person may inspect the register.



## **PART 5 – MISCELLANEOUS**

### ***Division 1 – General***

#### **5.1 Pound**

The local government may establish and maintain a pound or pounds for the impounding of a cat seized pursuant to the provisions of the Act or this local law.

#### **5.2 Pound Fees**

The fees and charges in relation to the seizure, impounding and maintenance of a cat and the maintenance thereof in a pound payable under the Act, are those approved by the local government from time to time.

#### **5.3 Fees and Charges**

All fees and charges applicable under this local law must be as determined by the local government from time to time in accordance with sections 6.16 to 6.19 of the Act.

#### **5.4 False or Misleading Statement**

A person must not make a false or misleading statement in connection with any application, requirement or demand under this local law.

#### **5.5 Offence to fail to comply with notice**

Whenever the local government gives a notice under this local law requiring a person to do anything, if a person fails to comply with the notice, that person commits an offence.

#### **5.6 Local government may undertake requirements of notice**

Where a person fails to comply with a notice referred to in clause 5.5, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

### ***Division 2 - Right of Appeal and Review***

#### **5.7 Appeal and review rights**

When the local government makes a decision as to whether it will—

- (a) grant a person a permit, or licence under this local law; or
- (b) renew, vary, or cancel a permit or licence that a person has under this local law, the provisions of Division 1 of Part 9 of the Act and regulations 33 of the Local Government (Functions and General) Regulations 1996 apply to that decision; or

(c) give a person a notice,

the provisions of Division 1 of Part 9 of the Act and regulations 33 of the Local Government (Functions and General) Regulations 1996 apply to that decision.

## PART 6 - ENFORCEMENT

### 6.1 Offences and Penalties

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is to be liable, upon conviction, to a penalty not less than \$1000 and not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

### 6.2 Modified Penalties and Offence Description

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16 (1) of the Act.
- (2) The amount of the modified penalty for a prescribed offence is the amount specified in the fourth column of Schedule 4.

### 6.3 Form of notices

For the purposes of this local law –

- (a) the form of the infringement notice referred to in section 9.13 of the Act is to be in or substantially in the form of Form 1 of Schedule 1 of the Local Government (Functions and General) Regulations 1996;
- (b) the form of the notice referred to in section 9.17 of the Act is to be in the form of Form 2 in Schedule 1 of the Local Government (Functions and General) Regulations 1996;
- (c) the form of the infringement withdrawal notice referred to in section 9.20 of the Act is to be in the form of Form 3 in Schedule 1 of the Local Government (Functions and General) Regulations 1996;
- (d) the issue of infringement notices, their withdrawal and the payment of modified penalties are dealt with in Division 4 of Part 4 of the Act;
- (e) an infringement notice given under the Act is to be in the form of Form 6 of Schedule 1 of the Regulations; and
- (f) a notice sent under the Act withdrawing an infringement notice is to be in the form of Form 7 of Schedule 1 of the Regulations.

**SCHEDULE 1 – APPLICATION FOR A LICENCE FOR A DESIGNATED CAT MANAGEMENT FACILITY**

[clause 4.2]

**APPLICANT/S DETAILS**

Name of Applicant/s (in full).....

Residential Address.....

.....(Suburb) Post Code.....

Postal Address (if different from above).....

Telephone (Home).....(Work).....(Mobile).....

Email.....  
Fax.....

**CAT MANAGEMENT FACILITY DETAILS**

I/ We apply for a licence for a designated cat management facility at:

Address of premises.....  
..

.....Suburb Post Code.....

For number of cats.....

Person will reside (tick appropriate box) \*evidence to be provided

- At the premises
- Sufficiently close to the premises so as to control the cats and so as to ensure their health and welfare

Name of person (if not applicant/s)  
Address of residence (if not residing at the premises).....  
.....  
.....

**Prior to approval the following must be attached:**

- (a) A site plan of the premises showing the location of the cages and runs and all other building and structures and fences;
- (b) Plans and specifications of the Cat Management Facility;

- (c) Proposed details of how the facility will be kept secure;
- (d) Evidence that a person will reside–
  - i. at the premises; or
  - ii. sufficiently close to the premises so as to control the cats and so as to ensure their health and welfare; and
- (e) if the person in item (d) is not the applicant, evidence that the person is a person in charge of the cats.

Signature of applicant.....

Date.....

**Note:**

A licence, if issued, will have effect for a period of 12 months, effective from the date of issue unless and until it is revoked or it is determined by the local government non-compliance with the conditions of the *Shire of Northam Cat Local Law 2019* justifies this.

\*\*\*\*\*

<b>APPLICATION FEE</b>	Cat Management Facility Establishment Fee	\$200.00
------------------------	---	----------

**OFFICE USE ONLY**

Application No..... Date..... / .. / ..

Receipt No.....

Amount Paid.....

Cashier.....



## SCHEDULE 2 – MINIMUM CONDITIONS OF A DESIGNATED CAT MANAGEMENT FACILITY

[clause 4.6(1)]

An application for a licence within the District may be approved subject to the following conditions –

### 1 Cat Management Facility Building, Fixtures, Equipment and Appliances:

- 1.1 All building enclosures must be structurally sound, have impervious flooring, be well lit and ventilated and otherwise comply with all legislative requirements.
- 1.2 The Cat Management Facility must have a feed room, wash area, isolation cages and maternity section.
- 1.3 Materials used in structures are to be approved by the local government. The internal surfaces of walls are, where possible, to be smooth, free from cracks, crevices and other defects.
- 1.4 All fixtures, fittings and appliances are to be capable of being easily cleaned, resistant to corrosion and constructed to prevent the harbourage of vermin.
- 1.5 A wash hand basin with the minimum of piped cold water is to be provided in the building.
- 1.6 A Cat Management Facility must have a secure area where cats are housed and can exercise and must be at a distance of not less than 10 metres from the front boundary of the premises and 5 metres from any other boundary of the premises;
- 1.7 A Cat Management Facility must have adequate measures in place to minimise the risk of unauthorised entry into the facility;
- 1.8 Where floor washing is required, washings must pass through the drains and must be piped to an approved apparatus for the treatment of sewage (as specified by the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*) and in accordance with the health requirements of the local government;
- 1.9 All external surfaces of each Cat Management Facility must be impervious and kept in good condition;
- 1.10 A Cat Management Facility must have sufficient ventilation to keep animal housing areas free of dampness, noxious odours and draughts, and prevent accumulation or concentrations of gases;
- 1.11 Supply of fresh air, or if animals are housed in a totally enclosed area where forced ventilation is the only form of air movement there should be adequate air change rate;
- 1.12 The Cat Management Facility is to be located away from sources of excessive noise or pollution, and draughts that could cause injury or stress to animals;
- 1.13 Natural lighting or lighting that duplicates the characteristics of natural light including a simulated day/ night period;
- 1.14 All cages and outdoor enclosures are to have adequate shelter in the form of a roof constructed of impervious material;
- 1.15 Must have a mix of cages to provide for individual housing where required and cages or modules constructed of impervious, washable materials;
- 1.16 All cages, outdoor enclosures and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected or when so ordered by an Authorised Person.

**2. Cat Management Facility Operations and Maintenance:**

- 2.1 Enclosures are to be thoroughly cleaned each day and disinfected at least once a week to minimise disease.
- 2.2 All refuse, faeces and food waste must be disposed of daily to the satisfaction of an Authorised Person.
- 2.3 Noise, odours, vermin, fleas, flies and other vectors of disease must be effectively controlled.
- 2.4 Suitable water both for cleaning and drinking must be available at the Cat Management Facility.
- 2.5 The maximum number of cats to be kept on the premises stated on the licence is not to be exceeded.
- 2.6 An entry book is to be kept recording in respect of each cat the—
  - (i) date of admission;
  - (ii) date of departure;
  - (iii) breed, age, colour and sex; and
  - (iv) the name and residential address of the keeper.
- 2.7 The entry book is to be made available for inspection on the request of an Authorised Person; and
- 2.8 The licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside –
  - (a) At the premises; or
  - (b) In the opinion of the local government, sufficiently close to the premises so as to control the cats, and to ensure their health and welfare.

**3. Cat Management Facility Additional conditions:**

- 3.1 Any other matter which in the opinion of the local government is deemed necessary for the health and well-being of any cat, or person, or adjoining premises or the amenity of the area (or any part thereof).

**SCHEDULE 3 – CAT PROHIBITED PLACES**

[clause 3.2(1)]

No:	Reserve Name	Reserve Number	Location
1.			
2.			
3.			

Shire of Northam to insert any prohibited reserves or areas into the above Schedule

**Note –**

1. The list is correct at the time of publication in the Gazette.
2. Members of the public may inspect or obtain a copy of the Local Public Notice containing an up-to-date list of the specified lands and areas designated as Cat Prohibited Places in accordance with this local law, from the Shire of Northam's Administration Centre or public library during normal office hours.

**SCHEDULE 4 - OFFENCES AND MODIFIED PENALTIES**

[Clause 6.2]

Item No.	Clause No.	Nature of offence	Modified Penalty \$
1.	23(1)(a)	Keeping more than 2 cats over the age of 6 months on a premises without an approval	200
2.	23(1)(b)	Using a premises as a cattery without an approval	200
3.	2.6	Failing to comply with conditions of an application for additional cats	200
4.	3.1	Failing to take all reasonable measures to prevent a cat creating a nuisance	200
5.	3.2(2)(a)	Permitting a cat to be in a cat prohibited place	200
6.	3.3(a)	Failing to keep premises free of excrement, filth, food waste and other matter likely to be offensive or injurious to health or attract rats, vermin or insects	200
7.	3.3(b)	Failing to clean and disinfect premises when directed by an Authorised Person	200
8.	3.3(c)	Failing to keep premises free of flies or when directed by an Authorised Person spray premises with residual insecticide or other means to kill or repel flies	200
9.	4.1	Operating a Cat Management Facility without a licence	500
10.	4.6	Failing to comply with conditions imposed by the local government	200
11.	5.5	Failing to comply with a notice issued under this local law	500
12.	6.1	All other offences not specified	200



Dated this .....day of .....2019

The Common Seal of the )  
Shire of Northam was )  
affixed by authority of a )  
resolution of the Council )  
in the presence of )

.....  
C R ANTONIO  
President

.....  
JASON WHITEAKER  
Chief Executive Officer

DRAFT



Attachment 2

**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**

**PARKING ~~AND PARKING FACILITIES~~  
LOCAL LAW ~~2008-2019~~**

Local Government Act 1995

SHIRE OF NORTHAM

**PARKING LOCAL LAW 2008-2019**

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LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

**PARKING ~~AND PARKING FACILITIES~~ LOCAL LAW 2008-2019**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved on ..... 2019 to make the following local law.

**PART 1 – PRELIMINARY DEFINITIONS AND OPERATION**

**1.1 Title Citation**

This local law may be cited as the *Shire of Northam Parking ~~and Parking Facilities~~ Local Law 2008-2019*.

**1.2 Commencement**

This local law comes into operation 14 days after the date of publication in the Government Gazette.

**1.3 Purpose and effect**

- (1) The purpose of this local law is to provide for the regulation, control and management of parking within the local government.
- (2) The effect of this local law is to control parking throughout the local government to ensure the safe, fair and equitable use of parking facilities under the care and control of the local government.

**1.4 Repeal**

The Shire of Northam Parking and Parking Facilities Local Law 2008 published in the Government Gazette on 16 September 2008 and all amendments thereto are hereby repealed on the day this local law comes into operation.

**1.5 Interpretation Definitions**

In this local law unless the context otherwise requires:

~~ACROD sticker~~ has the same meaning given to it by the Code;

**Act** means the *Local Government Act 1995*;

**Authorised Person** means a person authorised by the local government under section 9.10 of the Act, to perform any of the functions of an authorised person under the Act and this local law;

~~authorised vehicle~~ means a vehicle authorised by the local government, ~~CEO Chief Executive Officer~~, Authorised Person or by any written law to park on a thoroughfare or parking facility;

**bicycle** has the meaning given to it by the Code;

~~bicycle lane~~ has the meaning given to it by the Code;

~~bicycle path~~ has the meaning given to it by the Code;

**bus** has the meaning given to it by the Code;

**bus embayment** has the meaning given to it by the Code;

**bus stop** has the meaning given to it by the Code;

**bus zone** has the meaning given to it by the Code;

**caravan** has the meaning given to it in the *Caravan Parks and Camping Grounds Act 1995* means a vehicle that is fitted or designed to allow human habitation and which is drawn by another vehicle, or which is capable of self-propulsion;

**carriageway** has the meaning given to it by the Code; means a portion of thoroughfare that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayments, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

**centre** has the meaning given to it by the Code; in relation to a carriageway, means a line or a series of lines, marks or other indications:

- (i) for a two-way carriageway placed so as to delineate vehicular traffic travelling in different directions; or
- (ii) in the absence of any such lines, marks or other indications the middle of the main, travelled portion of the carriageway;

**children's crossing** has the meaning given to it by the Code;

**CEO** means the Chief Executive Officer of the local government Shire of Northam;

**clearway** means a length of carriageway which carries a high traffic volume that has clearway no stopping signs erected appurtenant to it, to facilitate the unhindered flow of traffic;

**Code** means the *Road Traffic Code 2000*;

**coin** means any coin which is legal tender pursuant to the *Currency Act 1965 (Commonwealth)*;

**commercial vehicle** means –

- (a) a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers; and
- (b) includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose.

**commercial vehicle** means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers, and includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

**continuous dividing line** means –

- (a) a single continuous dividing line only;
- (b) a single continuous dividing line to the left or right of a broken dividing line; or
- (c) parallel continuous dividing lines;

**crossover** means an area of the verge, constructed and used for the purpose of enabling a vehicle to access the adjacent property;

**disability parking permit** has the meaning given in the *Local Government (Parking for People with Disabilities) Regulations 2014*;

**district** means the district of the local government;

**driver** has the meaning given to it in the *Road Traffic (Administration) Act 2008*;  
~~means any person driving or in control of a vehicle;~~

**eating area** means an area in which tables, chairs and other structures are provided for the purpose of the supply of food and beverages to a member of the public or the consumption of food and beverages by a member of the public;

**edge line** has the meaning given to it by the Code; ~~for a carriageway means a line marked along the carriageway at or near the far left or the far right of the carriageway;~~

**emergency vehicle** has the meaning given to it by the Code;

**fire hydrant** has the meaning given to it by the Code;

**fee** means the prescribed amount of legal tender that the local government may impose and determine from time to time for the stopping or parking of a vehicle under and in accordance with sections 6.16 to 6.19 of the Act;

**footpath** has the meaning given to it by the Code;

**GVM** (which stands for 'gross vehicle mass') has the meaning given to it by the *Code Road Traffic (Administration) Act 2008*;

**heavy vehicle** has the meaning given to it by the Code;

**intersection** has the meaning given to it by the Code;

**keep clear marking** has the meaning given to it by the Code;

**kerb** means any structure, mark, marking or device to delineate or indicate the edge of a carriageway;

**length of carriageway** means the same side of the road between intersections on that side of the road;

**loading zone** has the meaning given to it by the Code; ~~means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked 'Loading Zone';~~

**local government** means the Shire of Northam;

**long vehicle** means a vehicle or any combination of vehicles that, together with any projection or combination of vehicles is 7.5 metres or more in length;

**mail zone** has the meaning given to it by the Code;

**median strip** has the meaning given to it by the Code;

**metered space** means a section or part of a metered zone that is adjacent to a parking meter and that is marked or defined by painted lines or by metallic studs or similar devices for the purpose of indicating where a vehicle may be parked on payment of a fee or charge;

**metered zone** means any thoroughfare or reserve, or part of any thoroughfare or reserve, in which parking meters regulate the parking of vehicles;

**motorcycle** has the meaning given to it by the Code;

**motor vehicle** has the meaning given to it by the *Code Road Traffic (Administration) Act 2008*; ~~means a self-propelled vehicle that is not operated on rails; and the expression includes a trailer, semi-trailer or caravan while attached to a motor vehicle, but does not include a power-assisted pedal cycle;~~

**nature strip** has the meaning given to it by the Code;

**no parking area** has the meaning given to it by the Code;



**no parking sign** means a sign with the words 'no parking' in red letters on a white background, or the letter 'P' within a red annulus and a red diagonal line across it on a white background;

**no stopping area** has the meaning given to it by the Code;

**no stopping sign** means a sign with the words 'no stopping' or 'no standing' in red letters on a white background or the letter 'S' within a red annulus and a red diagonal line across it on a white background;

**obstruct** means to prevent, hinder, or impede the normal passage of any vehicle, wheelchair, perambulator or pedestrian and 'obstruction' has a corresponding meaning;

**occupier** has the meaning given to it by the Act;

**owner** means

- (a) where used in relation to a vehicle licensed under the Road Traffic Act, means the person in whose name the vehicle has been registered under that Road Traffic Act;
- (b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and
- (c) where used in relation to land, has the meaning given to it by the Act;

**painted island** has the meaning given to it by the Code;

~~**park** has the meaning given to it by the Code; in relation to a vehicle, means to permit a vehicle, whether attended or not by any person, to remain stationary except for the purpose of:~~

- ~~(a) avoiding conflict with other traffic; or~~
- ~~(b) complying with the provisions of any law; or~~
- ~~(c) taking up or setting down persons or goods (maximum of 2 minutes);~~

**parking area** has the meaning given to it by the Code;

**parking bay** means a section or part of a carriageway or parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked;

**parking control sign** has the meaning given to it by the Code;

**parking facilities** includes land, buildings, shelters, metered zones, metered spaces, parking stalls and other facilities open to the public generally for the parking of vehicles with or without charge and signs, notices and facilities used in connection with the parking of vehicles;

**parking fee payment equipment** means a parking meter, parking ticket machine or other; credit/debit card terminal or other device approved by the local government for payment of the applicable parking fee;

**parking meter** includes the stand on which the meter is erected and a ticket issuing machine;

**parking permit** means a permit issued by the local government under this local law;

**parking ticket** means a ticket which is issued from a ticket issuing machine and which authorises the parking of a vehicle and includes the date and time of which the authorisation expires, whether or not the payment of a fee is required;

**parking region** means the area described in Schedule 1;

**parking scheme** means the mapped record of the local government, which details the location of parking facilities, parking bay layout and any parking time restrictions, parking prohibitions and special uses like bus or taxi zones, that are applied to those parking facilities;

**parking stall** means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked, but does not include a metered space;

**parking station** means any land, or structure provided for the purpose of parking of multiple vehicles;

~~'parking station' means any land, or structure provided for the purpose of accommodating vehicles with or without charge, but does not include a metered zone or metered space;~~

**path** has the meaning given to it by the Code;

**pay station** means a machine or device within or near a parking station, which accepts payment of the fee for the period a vehicle has been parked and issues a token, ticket or other media to activate a barrier to allow the vehicle to exit from the parking station;

**pedestrian** has the meaning given to it by the Code;

**pedestrian crossing** has the meaning given to it by the Code;

**postal vehicle** has the meaning given to it in the Code;

**Private Property Parking Enforcement Agreement** means a written agreement between the local government and a property owner or occupier that allows for the enforcement of this local law, or part thereof, upon that property;

**property line** means the boundary between the land comprising a road and the land that abuts that road;

**public place** means any place to which the public has access whether or not that place is on private property;

**reserve** means any land—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or which is an 'otherwise unvested facility' within section 3.53 of the Act; or
- (c) which is an 'otherwise unvested facility' within the meaning of section 3.53 of the Act;

**right of way** means a portion of land that is —

- (a) shown and marked 'Right of Way' or 'R.O.W', or coloured or marked in any other way to signify that the portion of land is a right of way, on any plan or diagram deposited with the Registrar of Titles that is subject to the provisions of section 167A of the *Transfer of Land Act 1893*;
- (b) shown on a diagram or plan of survey relating to a subdivision that is created as a right of way and vested in the Crown under section 152 of the *Planning and Development Act 2005*; or
- (c) shown and marked as a right of way on a map or plan deposited with the Registrar of Titles and transferred to the Crown under the *Transfer of Land Act 1893*, but does not include—
  - (i) a private driveway; or
  - (ii) a right of way created by easement between two parties;

**road** means a highway, lane, thoroughfare or similar place which the public are allowed to use and includes all of the land including the nature strip and paths appurtenant thereto lying between the property lines abutting the road;

**Road Traffic Act** means the *Road Traffic Act 1974*;

**Road Traffic (Administration) Act** means the *Road Traffic (Administration) Act 2008*;

**Schedule** means a Schedule to this local law;

**shared zone** has the meaning given to it by the Code;

**sign** includes a traffic sign, inscription, road marking, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking of vehicles;

**special purpose vehicle** has the meaning given to it by the Code;

**stop** has the meaning given to it by the Code; ~~in relation to a vehicle means to stop a vehicle and permit it to remain stationary, except for the purposes of avoiding conflict with other traffic or of complying with the provisions of any law;~~

**symbol** includes any symbol specified by the Code; ~~Australian Standard 1742.11-1999 2016 and any symbol specified from time to time by Standards Australia for use in the regulation of parking and any reference to the wording of any sign in this local law shall be also deemed to include a reference to the corresponding symbol;~~

**taxi** has the meaning given to it by the Code; ~~means a taxi within the meaning of the *Taxi Act 1994* or a taxi car in section 47Z of the *Transport Co-ordination Act 1966*;~~

**taxi zone** has the meaning given to it by the Code;

**thoroughfare** has the meaning given to it by the Act;

**ticket machine** means a machine or device which issues, as a result of money or other permitted form of payment being inserted into the machine, a ticket showing the period during which it is lawful to remain parked in the area to which the machine relates;

**ticket issuing machine** means a parking meter which issues, as a result of money being inserted in the machine or such other form of payment as may be permitted to be made, a ticket showing the period during which it shall be lawful to remain parked in a metered space to which the machine is referable;

**ticket parking area** means a parking area or facility where a sign applies which indicates a parking fee applies by purchase of a ticket;

**tour coach** means a vehicle licensed as a Tour Coach and displaying "TC" registration plates, which is hired or chartered to carry passengers for the specific purpose of sight-seeing and/or tourism;

**traffic** includes the passage of both vehicles and pedestrians;

**traffic-control signal** has the meaning given to it by the Code;

**traffic island** has the meaning given to it by the Code;

**traffic sign** has the meaning given to it by the Code;

**trailer** has the meaning given to it by the Code;

~~'trailer' means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed, but does not include the rear portion of an articulated vehicle, or a side-car;~~

**truck** has the meaning given to it by the Code;

**unattended** means the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle;

**unexpired parking ticket** means a parking ticket on which a date and a time is printed and the printed time has not expired;

**vehicle** has the meaning given to it by the *Code-Road Traffic (Administration) Act 2008*;

**verge** means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

#### 1.6 Application of particular definitions

- (1) For the purposes of the application of the definitions 'no parking area' and 'parking area' an arrow inscribed on a traffic sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (2) A reference to a parking station or ticket parking area includes a reference to a part of the parking station or ticket parking area.
- (3)(2) Unless the context otherwise requires, where a term is used, but not defined, in this local law, and that term is defined in the *Road Traffic Act 1974*, *Road Traffic (Administration) Act 2008*, *Road Traffic Code 2000* or in the *Local Government Act 1995*, then the term shall have the meaning given to it in those Acts or the Code.

#### 1.7 Application and pre-existing signs

- (1) Subject to subclause (2), this local law applies to the parking region.
- (2) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (3) The agreement referred to in subclause (2) may be made on such terms and conditions as the parties may agree.
- (4) Where a parking facility or a parking station is identified in Schedule 3, then the facility or station shall be deemed to be a parking station to which this local law applies and it shall not be necessary to prove that it is the subject of an agreement referred to in subclause (2).
- (5) A sign that—
  - (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
  - (b) relates to the parking of vehicles within the parking region, shall be deemed for the purposes of this local law to have been erected by the local government under the authority of this local law.
- (6) An inscription or symbol on a sign referred to in subclause (5) operates and has effect according to its tenor, and where the inscription or symbol relates to the stopping of vehicles, it shall be deemed for the purposes of this local law to operate and have effect as if it related to the parking of vehicles.

- (7) The provisions of Parts 2, 3, 4 and 5 do not apply to a bicycle parked at a bicycle rail or bicycle rack.

**1.8 Classes of vehicles**

For the purpose of this local law, vehicles are divided into classes as follows—

- (a) buses;
- (b) commercial vehicles;
- (c) motorcycles and bicycles;
- (d) emergency vehicles;
- (e) special purpose vehicles;
- (f) taxis; and
- (g) all other vehicles.

**1.9 Part of thoroughfare to which sign applies**

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which—

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

**1.10 Powers of Local Government**

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently with the provisions of this local law.

**PART 2 - PARKING BAYS, PARKING STATIONS AND PARKING AREAS**

**2.1 Determination of parking bays, parking stations and parking areas**

- (1) The local government may by Council resolution constitute, determine and vary -
- (a) parking bays;
  - (b) parking stations;
  - (c) parking areas;
  - (d) general no parking or restricted parking zones;
  - (e) permitted time and conditions of parking in parking bays, parking stations and parking areas which may vary with the locality;
  - (f) permitted classes of vehicles which may park in parking bays, parking stations and parking areas;
  - (g) permitted classes of persons who may park in specified parking bays, parking stations and parking areas; and
  - (h) the manner of parking in parking bays, parking stations and parking areas.

- (2) Where the local government makes a determination under subclause (1) it must erect signs to give effect to the determination.
- (3) Where the local government makes a determination or a resolution under subclause (1)(d) it may erect signs at entry points to the general no parking zone indicating the dates and/or days and times during which the area is a general no parking or restricted parking zone.
- (4) Where the local government makes a determination or a resolution under clause 2.1 it must record the details and effect in the parking scheme.

## 2.2 Vehicles to be within a parking bay

- (a) Subject to subclauses (2) and (3) a person must not park a vehicle in a parking bay in a parking area or parking station otherwise than -
  - (a) if the parking area is within a carriageway, parallel to and as close to the kerb as is practicable;
  - (b) wholly within the parking bay; and
  - (c) if the parking area is within a carriageway, headed in the direction of the movement of traffic on the side of the carriageway in which the bay is situated.
- (b) If a vehicle is too long or too wide to fit completely within a single parking bay then the person parking the vehicle must do so within the minimum number of parking bays needed to park that vehicle.
- (c) A person must not park a vehicle partly within and partly outside a parking area.

## 2.3 Parking where fees are payable

A person must not park a vehicle, or permit a vehicle to remain parked, in a parking station or parking area where a permissive parking sign indicates that a fee is payable, unless—

- (a) the vehicle is parked in compliance with any instructions on or with the sign, or parking fee payment equipment; and
- (b) the appropriate fee is paid for each parking bay that the vehicle occupies.

## 2.4 Parking restrictions in fee paying zones

A person must not park a vehicle in a fee paying zone except in accordance with signs referable to the zone.

## 2.5 Parking in a ticket parking zone or ticket parking area

A person must not park a vehicle, except a motor cycle in a motor cycle bay, in a parking zone, parking area or parking station which is equipped with a parking ticket machine without—

- (a) purchasing or obtaining a ticket, from the ticket machine for that area, which remains valid for the period the vehicle is parked; and
- (b) displays the ticket inside the vehicle in a prominent position, in such a manner as to be clearly visible from the front of the vehicle at all times while that vehicle remains parked in that ticket parking zone, ticket parking area or parking station.

## 2.6 Methods of payment

- (1) The local government may introduce and apply methods of payment for parking fees which may include but not be limited to payment by–
  - (a) Australian currency including coins and or bank notes;
  - (b) credit or debit card;
  - (c) payment by telephone; or
  - (d) any other approved method of payment.
- (2) The local government may introduce various paid parking processes which may include but not be limited to the following–
  - (a) ticket parking;
  - (b) pay by vehicle registration number; or
  - (c) pay by parking bay.

## 2.7 Reserved fee paying zones

Unless authorised by the local government a person must not leave or permit a vehicle to remain stopped or parked in a fee paying space or zone if the parking meter or ticket issuing machine is hooded with a cover bearing the words No Parking, Reserved Parking, Temporary Bus Stop, No Stopping, Tow Away Zone or with an equivalent symbol, depicting one of these purposes or any other words or symbols that indicate parking is not permitted within the space or zone including temporary signage.

## 2.8 Use of counterfeit or altered parking tickets

A person must not –

- (a) park a vehicle in a parking facility which requires a parking ticket, if there is displayed in that vehicle so as to be visible from outside the vehicle, a parking ticket which has been counterfeited, altered, obliterated or interfered with; or
- (b) produce to an Authorised Person who accepts payment for parking, a parking ticket which has been counterfeited, altered, obliterated or interfered with.

## PART 3 - PARKING GENERALLY

### 3.1 Restrictions on parking in particular areas

- (1) A person must not park a vehicle in a parking station or part of a parking station or parking area–
  - (a) if by a sign it is set apart for the parking of vehicles of a different class;
  - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
  - (c) during any period when the parking of vehicles is prohibited by a sign, but does not include a clearway.
- (2) Unless a sign or road markings indicate otherwise a person must not park any portion of a vehicle in a parking station or parking area–
  - (a) for more than the maximum time specified;
  - (b) in a bay marked 'M/C' unless it is a motor cycle without a sidecar or a trailer;

- (c) so as to obstruct an entrance to or an exit from a parking station, or an access way within a parking station; or
  - (d) park or attempt to park a vehicle in a parking bay in which another vehicle is parked.
- (3) Notwithstanding the provisions of subclause (2)(a), a person may park a vehicle in a permissive parking bay or station (except in a parking area for people with disabilities) for twice the length of time allowed, provided that—
- (a) the person's vehicle displays a current disability parking permit sticker; and
  - (b) a disabled person to whom that disability parking permit sticker relates, is either the driver or a passenger in the vehicle.
- (4) A person must not park a vehicle or permit a vehicle to remain parked in a parking facility controlled by a sign stating 'Authorised Vehicles Only', without—
- (a) a valid permit displayed inside the vehicle that must be displayed in a prominent position, in such a manner as to be clearly visible from the front of the vehicle; or
  - (b) prior written permission of the local government or an Authorised Person to park within the area has been obtained and the written permission is displayed in a prominent position, in such a manner as to be clearly visible from the front of the vehicle to indicate it has authorisation to park.

### 3.2 Parking and stopping on a carriageway

- (1) Subclauses (4)(b), (d), (h) and (i) do not apply to a bus which stops in a bus embayment.
- (2) A person parking a vehicle on a carriageway other than in a parking bay must park it—
- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the carriageway on which the vehicle is parked;
  - (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic;
  - (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
  - (d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motor cycle without a trailer, or a bicycle parked in accordance with this local law;
  - (e) so that it does not obstruct any vehicle on the carriageway, or
  - (f) so that the vehicle is not faced against the normal flow of traffic on that side of the carriageway;
- unless otherwise indicated on a parking control sign or markings on the carriageway.
- (3) A person must not stop a vehicle on a carriageway or any part of a carriageway—
- (a) if the parking of a vehicle is prohibited at all times by a sign; or
  - (b) during a period in which the parking of vehicles on that part is prohibited by a sign.



- (4) A person must not stop a vehicle on a carriageway so that any portion of the vehicle—
- (a) is on or adjacent to a median strip;
  - (b) obstructs a private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
  - (c) is alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway if the vehicle would obstruct traffic;
  - (d) is on or within 10 metres of any portion of a carriageway bounded by a traffic island;
  - (e) is on any pedestrian crossing;
  - (f) is within 10 metres of the departure side or within 20 metres of the approach side of a children's crossing or pedestrian crossing;
  - (g) is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing;
  - (h) is between the boundaries of a carriageway and any double longitudinal line consisting of two continuous dividing lines or a continuous dividing line and a broken or dotted line, unless there is a distance of at least 3 metres clear between the vehicle and the nearer continuous dividing line; or
  - (i) is contrary to a clearway sign referable to that part,
- unless the person stops the vehicle at a place on a length of carriageway, or in an area, to which a parking control sign applies and the person is permitted to stop at that place under this local law.
- (5) A person must not stop a vehicle on a carriageway—
- (j) if the parking of a vehicle is prohibited at all times by a sign; or
  - (k) during a period in which the parking of vehicles on that part is prohibited by a sign;
  - (l) or in an area to which a 'no stopping' sign applies;
  - (m) marked with a continuous yellow edge line;
  - (n) if by a sign it is set apart for the parking of vehicles of a different class; or
  - (o) if by a sign it is set apart for the parking of vehicles by persons of a different class,
- unless the person stops the vehicle at a place on a length of carriageway, or in an area, to which a parking control sign applies and the person is permitted to stop at that place under this local law.
- (6) A person must not park a vehicle on a length of carriageway or in an area to which a 'no parking' sign applies, unless the driver—
- (a) is dropping off, or picking up, passengers or goods;
  - (b) does not leave the vehicle unattended; and
  - (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

### 3.3 When parallel and right-angled parking apply

- (1) Where a traffic sign associated with a parking area is not inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is—
  - (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area must park it as near as practicable to and parallel with that boundary; or
  - (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area must park it at approximately right angles to the center of the carriageway.
- (2) Clause 3.3(1)(a) does not apply to the rider of a motor cycle if the rider positions the motor cycle so at least one wheel is as near as practicable to the far left or far right side of the carriageway.

### 3.4 When angle parking applies

- (1) This clause does not apply to—
  - (a) a passenger vehicle or a commercial vehicle with a mass including any load, of over three tonnes; or
  - (b) a person parking a motor cycle without a trailer.
- (2) Where a sign associated with a parking area is inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area must park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or marks on the carriageway that indicate the required angle of parking.
- (3) Where a sign associated with an angle parking area is inscribed with the words 'reverse in' a person parking a vehicle in the area must reverse the vehicle into the parking bay so that the vehicle is driven forward when it is leaving the parking bay.

### 3.5 Parking of heavy and long vehicles

- (1) A person must not park a heavy or long vehicle—
  - (a) on a carriageway for any period exceeding one hour, unless actively engaged in the loading or unloading of goods; or
  - (b) on a carriageway except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of heavy or long vehicles.
- (2) Nothing in this clause mitigates the limitations or condition imposed by any other clause in this local law, any other written law or traffic sign relating to the parking or stopping of vehicles.

**3.6 Authorised Person may order vehicle on thoroughfare to be moved**

A person must not park a vehicle on any part of a thoroughfare in contravention of this local law after an Authorised Person has directed that person to move the vehicle.

**3.7 Authorised Person**

(1) An Authorised Person may—

- (a) mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers;
- (b) take a valve stem reading of the vehicle;
- (c) record vehicle registration numbers; and
- (d) place a notice or parking fact sheet upon a vehicle.

(2) A person must not remove a mark made by an Authorised Person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

(3) An Authorised Person may in the course of performing his duties, park contrary to the provisions of a parking control sign for the minimum amount of time required to complete those duties.

**3.8 No movement of vehicles to avoid time limitation**

(1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person must not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility, unless the vehicle has first been removed from the parking facility for at least one hour.

(2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person must not move a vehicle along a section of thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from that section of thoroughfare for at least one hour.

(3) For the purposes of this local law a section of thoroughfare ends and another begins whenever an intersecting carriageway occurs.

**3.9 No parking of vehicles exposed for sale and in other circumstances**

A person must not park a vehicle on any portion of a thoroughfare—

- (a) for the purpose of exposing it for sale or hire;
- (b) if that vehicle is not licensed under the Road Traffic Act 1974;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle;
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

**3.10 Parking on private land**

(1) In this clause, a reference to 'land' does not include land—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the Land Administration Act 1997; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act.

- (2) A person must not park a vehicle on private land without the consent of the owner or occupier of the land on which the vehicle is parked.
- (3) Where the owner or occupier of private land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person must not park a vehicle on the land otherwise than in accordance with the consent.
- (4) The owner or occupier of private land must not permit a private property parking enforcement agreement sign to remain erected and visible to the public if the owner or occupier no longer has a current private property parking enforcement agreement with the local government.

### 3.11 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government may drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

### 3.12 Right of ways

A person must not stop or park a vehicle at any time in a right of way so as to cause an obstruction or so as to prevent a vehicle reasonable access to or egress from the right of way.

### 3.13 Suspension of parking limitations for urgent, essential or official duties

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government or an Authorised Person, may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under sub-clause (1), the local government or an Authorised Person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.
- (3) An Authorised Person may, in the course of performing his or her duties, park a vehicle contrary to a sign or other restriction in this local law for the minimum amount of time required to complete those duties.

### 3.14 Event parking

- (1) For the purposes of this clause an event means a planned activity or occurrence involving the gathering of people, approved by the local government which warrants the setting aside of any parking facilities for the temporary parking of vehicles between specific times and dates and where Local Public Notice of at least 14 days is provided prior to the event.
- (2) The local government may by use of signs establish additional parking facilities on any reserve or local government property, for any period specified on the signs, for the parking of vehicles by persons attending an event.
- (3) A fee payable for event parking may be determined and imposed by the local government.

- (4) A person must not stop or park a vehicle on a reserve or local government property set aside under sub-clause (1) during the period for which it is set aside unless:
- (a) a ticket purchased from the local government with respect to the event is displayed inside the vehicle and is clearly visible to and able to be read by an Authorised Person from outside the vehicle at all times; or
  - (b) such alternative method of payment for parking as may be authorised by the local government is made; or
  - (c) approval is otherwise granted by the local government.

#### **PART 4 - PARKING AND STOPPING IN ZONES FOR PARTICULAR VEHICLES**

##### **4.1 Stopping at intersections**

- (1) A person must not stop any portion of a vehicle on a thoroughfare within 20 metres from the nearest point of an intersecting carriageway at an intersection with traffic-control signals, unless the person stops at a place on a length of thoroughfare, or in an area, to which a parking control sign applies and the person is permitted to stop at the place under this local law.
- (2) A person must not stop any portion of a vehicle on a thoroughfare so that any portion of the vehicle is within 10 metres of the prolongation of the nearer edge of any intersecting carriageway (without traffic-control signals) intersecting that carriageway on the side on which the vehicle is stopped, unless the person stops—
- (a) at a place on the thoroughfare, or in an area, to which a parking control sign applies and the person is permitted to stop at that place under this local law; or
  - (b) if the intersection is a T-intersection – along the continuous side of the continuing carriageway at the intersection.

##### **4.2 Stopping in a loading zone**

A person must not stop a vehicle in a loading zone—

- (a) unless it is a commercial vehicle continuously engaged in the picking up or setting down of goods;
- (b) (if no time is indicated on the sign), for longer than a time indicated on the loading zone sign; or
- (c) for longer than 30 minutes.

##### **4.3 Stopping in a taxi zone or a bus zone**

- (1) A person must not stop a vehicle in a taxi zone, unless that person is driving a taxi.
- (2) A person must not stop a vehicle in a bus zone unless that vehicle is a bus that is permitted to stop at the bus zone by information on or with the 'bus zone' sign applying to the bus zone.

#### 4.4 Stopping in a mail zone

A person must not stop a vehicle in a mail zone unless authorised under a written law.

#### 4.5 Construction site vehicle parking

In this clause unless the context otherwise requires—

**builder** has the meaning given to it in the *Building Act 2011*;

**construction site** means any land subject to development;

**construction site vehicle** means a *commercial vehicle, truck heavy or long vehicle*;

**daily fee** means the applicable daily fee as determined in accordance with section 6.16 of the Act;

**development** means the demolition, erection, construction, alteration of or addition to any building or structure on land or the carrying out on land of any excavation or other works;

**eligible person** means an owner or occupier of a construction site or any builder carrying out work on a construction site;

**establishment fee** means the applicable establishment fee as determined in accordance with section 6.16 of the Act;

**work zone** means any carriageway or part of a carriageway, whether or not marked as a metered space, parking bay or ticket machine zone, which is set aside by the local government by a sign, for a period specified on the sign, for the stopping or parking of construction site vehicles—

- (1) An eligible person seeking to establish a work zone adjacent to a construction site may apply in writing to the local government, which may approve or refuse the application.
- (2) Where the local government approves an application, it is to give the applicant written notice specifying—
  - (a) the number and location of work zones the applicant may use;
  - (b) the times during which the stopping or parking of construction site vehicles is permitted in the work zone;
  - (c) the period for which the approval is valid;
  - (d) any conditions to which the approval of the local government is subject; and
  - (e) the amount of the establishment fee and daily fee applicable.
- (3) The local government is to set aside a work zone in accordance with the notice referred to in subclause (2) within 14 days from the date of payment of the establishment fee.
- (4) An eligible person must, in addition to the establishment fee, pay to the local government a daily fee for each day that a work zone is set aside.
- (5) The daily fee is payable monthly in advance.
- (6) Where the local government has approved an application to establish a work zone adjacent to a construction site, the local government may cancel its approval by written notice to the applicant in the event that, the applicant or any person authorised by the applicant to use the work zone stops or parks a vehicle other than in accordance with—
  - (a) any condition stipulated in the notice issued to the applicant pursuant to sub-clause (2);
  - (b) any sign applicable to the work zone;
  - (c) the applicant fails to pay the daily fee as required pursuant to sub-clause (5); or

- (d) if the local government or a person authorised by the local government requires access to or near the place where the work zone is situated, for the purposes of carrying out works in or near the vicinity of that place.
- (7) A person must not stop or park a vehicle in a work zone unless the person is driving a vehicle that is—
  - (a) engaged in construction work in or near the zone; or
  - (b) permitted to stop in the works zone in accordance with this local law.

#### 4.6 Other limitations in zones

A person must not stop a vehicle in a zone to which a traffic sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a traffic sign that applies to the zone.

### PART 5 - OTHER PLACES WHERE STOPPING IS RESTRICTED

#### 5.1 Stopping in a shared zone

A person must not stop a vehicle in a shared zone unless—

- (a) the person stops a vehicle at a place on a length of carriageway, or in an area, to which a parking control sign applies and the person is permitted to stop at that place under this local law;
- (b) the person stops a vehicle in a parking bay and the person is permitted to stop in the parking bay under this local law; or
- (c) the person is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

#### 5.2 Double parking

- (1) A person must not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.
- (2) This clause does not apply to—
  - (a) a vehicle stopped in traffic; or
  - (b) a vehicle angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

#### 5.3 Stopping near an obstruction

A person must not stop a vehicle on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

**5.4 Stopping in a bus lane, transit lane or truck lane**

A driver must not stop in –

- (a) a bus lane;
- (b) a transit lane;
- (c) a truck lane; or
- (d) a bicycle lane,

unless the driver is driving a public bus or taxi, and is dropping off, or picking up, passengers.

**5.5 Stopping on a bridge, causeway, ramp or in a tunnel**

(1) A person must not stop a vehicle on a bridge, causeway, ramp or similar structure unless–

- (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a sign does not prohibit stopping or parking; or
- (b) the person stops a vehicle at a place on a length of carriageway, or in an area to which a parking control sign applies and the person is permitted to stop at that place under this local law.

(2) A person must not stop a vehicle in a tunnel or underpass unless–

- (c) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a sign does not prohibit stopping or parking; or
- (d) the vehicle is a bus stopped at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.

**5.6 Stopping on crests and curves**

(1) Subject to subclause (2), a person must not stop a vehicle on, or partly on, a carriageway within the parking region, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres.

(2) A person may stop a vehicle on a crest or curve on a carriageway within the parking region if the vehicle stops at a place on the carriageway, or in an area, to which a parking control sign applies and the vehicle is permitted to stop at that place under this local law.

**5.7 Stopping near a fire hydrant**

A person must not stop a vehicle so that any portion of the vehicle is within 1 metre of a fire hydrant or fire plug or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless–

- (a) the person is driving a public bus, and stops in a bus zone or at a bus stop and does not leave the bus unattended; or
- (b) the person is driving a taxi and stops in a taxi zone and does not leave the taxi unattended.



#### 5.8 Stopping near a bus stop

- (1) A person must not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop or within 10 metres of the departure side of a bus stop, unless –
  - (a) the vehicle is a public bus stopped to take up or set down passengers; or
  - (b) the person stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the person is permitted to stop at that place under this local law.
- (2) In this clause a trailer attached to a public bus is deemed to be a part of the public bus.

#### 5.9 Stopping on a traffic island

A person must not stop a vehicle (other than a bicycle) so that any portion of the vehicle is on a traffic island, unless the vehicle stops in an area to which a parking control sign applies and the vehicle is permitted to stop at that place under this local law.

#### 5.10 Stopping on a verge

- (1) A person must not stop–
  - (a) a vehicle (other than a bicycle);
  - (b) a commercial vehicle, a bus, a trailer, a boat, a caravan, a truck or any other vehicle with a GVM in excess of 2.5 tonnes or 7.5 metres in length; or
  - (c) a vehicle during any period when stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,so that any portion of it is on a verge.
- (2) Subclause (1)(a) does not apply to the driver if he or she is the owner or occupier of a premises that abuts the verge or is a person authorised by the owner or occupier of those premises to park the vehicle so that any portion of it is on the verge.
- (3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods or materials collected from or delivered to the premises that abuts the verge on which the commercial vehicle is parked, (but in any event not for any period exceeding 3 consecutive hours between the hours of 7am and 6pm Western Australian Standard Time and not at any other time), provided no obstruction is caused to the passage of any other vehicle or person using a carriageway or path.
- (4) Notwithstanding subclause (2) and (3), clause 4.1 applies.

#### 5.11 Driving over a residential verge

Unless, otherwise approved or permitted by the local government, a person must not drive a vehicle across a footpath or verge adjacent to a length of carriageway to access a private driveway, private property, an adjacent verge or local government property, unless using an approved crossover.

**5.12 Obstructing access to a footpath, path or crossover**

- (1) A person must not stop a vehicle so that any portion of the vehicle is on or across a footpath, path or in a position that it obstructs access or egress by pedestrians using that footpath or path or other vehicles to that path, unless—
  - (a) the driver is dropping off or picking up passengers and must not remain for longer than 2 minutes; or
  - (b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law.
- (2) A person must not stop a vehicle on or across a crossover or other way of access for vehicles travelling to or from adjacent land, unless—
  - (a) the vehicle is dropping off, or picking up, passengers and must not remain for longer than 2 minutes;
  - (b) the vehicle stops in a parking bay and the vehicle is permitted to stop in the parking bay under this local law; or
  - (c) the driver is the owner or occupier of the premises that abuts the crossover or is a person permitted by the owner or occupier of the premises.
- (3) A person must not park a vehicle on a crossover if any portion of the vehicle obstructs a footpath or prolongation thereof.

**5.13 Stopping near a public letter box**

A person must not stop a vehicle other than a postal vehicle, so that any portion of the vehicle is within 3 metres of a public letter box, unless the vehicle stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the vehicle is permitted to stop at that place under this local law.

**5.14 Stopping on a carriageway with a bicycle parking sign**

A person must not stop a vehicle (other than a bicycle) on a length of carriageway to which a 'bicycle parking' sign applies, unless the vehicle is dropping off or picking up passengers.

**5.15 Stopping on a carriageway with motor cycle parking sign**

A person must not stop a vehicle on a length of carriageway, or in a parking bay to which a 'motor cycle parking' sign applies, or an area marked 'M/C', unless the vehicle is a motor cycle.

**5.16 Stopping on a median strip**

A person must not stop a vehicle (other than a bicycle) so that any portion of the vehicle is on a median strip, unless the vehicle stops in an area to which a parking control sign applies and the vehicle is permitted to stop at that place under this local law.

**5.17 Eating Areas in parking bays**

A person must not stop a vehicle in a parking bay which has been authorised in writing by the local government, to be set up or conducted as an eating area and which is designated by signs as such at that time.

## PART 6 - PARKING PERMITS

### 6.1 Interpretation

In this part of this Local Law, unless the context requires otherwise –

**Commercial Parking Permit** means a permit issued by the local government pursuant to clause 6.2(3).

**dwelling unit** means premises lawfully used for self-contained living quarters.

**eligible person** means the owner of a vehicle registered under the Road Traffic Act at the address shown on the application for the parking permit, where used:

- (a) in relation to an application for a residential parking permit means a single house occupier, a unit occupier, a unit owner;
- (b) in relation to an application for a visitor's parking permit means –
  - (i) a single house occupier;
  - (ii) a strata company; or
  - (iii) a unit owner of a residential unit which is not a strata lot;
- (c) in relation to an application for a commercial parking permit means the proprietor of a commercial business.

**Residential Parking Permit** means a permit issued by the local government pursuant to Clause 6.2(1).

**Residential Unit** means a dwelling unit which is part of a building adjacent to a part of a road on which road the stopping or parking of vehicles is prohibited for more than a specified period and which building contains –

- (a) 2 or more dwelling units with or without any non-residential units; or
- (b) 1 dwelling unit with one or more non-residential units.

**single house** means a dwelling unit constructed on its own lot and used for self-contained living quarters and which is adjacent to a part of a road on which the stopping or parking of vehicles is prohibited for more than a specified period.

**single house occupier** means an occupier of a single house.

**strata company** means a body corporate constituted under section 32 of the *Strata Titles Act 1985*.

**unit occupier** means an occupier of a residential unit but does not include a unit owner.

**unit owner** means a person who is the owner of a residential unit.

**Visitors Parking Permit** means a permit issued by the local government pursuant to Clause 6.2(2).

### 6.2 Issue of a parking permit

- (1) The local government may upon a written application of an eligible person issue a residential parking permit in the prescribed form approved by the local government and for the prescribed fee.
- (2) The local government may upon a written application of an eligible person issue a visitor's parking permit in the prescribed form approved by the local government and for the prescribed fee.

- (3) The local government may upon a written application of an eligible person issue a commercial parking permit in the prescribed form approved by the local government and for the prescribed fee.
- (4) The local government's power to issue, replace and revoke permits under this Part may be exercised by an Authorised Person.

### 6.3 Validity of a parking permit

Every parking permit as the case may be, must cease to be valid upon—

- (a) On 31 December of the year of expiry of a period of either 1 or 3 years (depending upon the permit issued) from and including the date on which it is issued;
- (b) the holder of the permit ceasing to be an eligible person;
- (c) the revocation of the permit by the local government pursuant to clause 6.4; or
- (d) the replacement of any permit by a new permit issued by the local government pursuant to clause 6.2.

### 6.4 Revoking a parking permit

- (1) The local government may revoke a parking permit if the permit holder breaches any of the conditions for its use or the prerequisites for the issue of the permit no longer apply.
- (2) The local government may at any time give an eligible person to whom a permit was issued pursuant to the provisions of this local law a notice of intention in the prescribed form approved by the local government requiring that person to notify the local government of any reason why that permit should not be revoked.
- (3) The local government must give notice referred to in subclause (2) by serving a notice of intention on the eligible person to whom the permit was issued.
- (4) If within 7 days after the date of receipt of the notice of intention referred to in subclause (2) the eligible person to whom the permit was issued—
  - (i) fails to give the local government notice in writing of any reason why the permit should not be revoked;
  - (ii) gives the local government notice in writing of any reasons why the permit should not be revoked,then the local government may in its absolute discretion revoke that permit.
- (5) For the purpose of subclause (2) the date of receipt of the notice must be the date the notice was served.
- (6) The local government must give notice in the prescribed form of the revocation by serving a notice of revocation on the eligible person to whom the permit was issued.

### 6.5 Where a parking permit applies

- (1) Where the parking of a vehicle on any part of a carriageway within the parking region is prohibited for more than a specified time, or in a ticket parking zone without an unexpired parking ticket being displayed within the vehicle, or in a parking fee zone requiring the fee to be paid, the holder of a permit issued under this clause is exempt from such prohibition, provided that such exemption must only apply—
  - (a) to the part of the carriageway specified in the permit;

- (b) if the permit is displayed inside the vehicle in a prominent position, in such a manner as to be clearly visible from the front of the vehicle;
  - (c) if the permit was validly issued and has not expired; and
  - (d) if the permit holder occupies the premises in respect of which the permit is issued.
- (2) A person must not stop or park a vehicle in an area set aside for persons or vehicles of a particular class during any permitted period unless a permit is displayed inside the vehicle in a prominent position, in such a manner as to be clearly visible from the front of the vehicle and able to be read by an Authorised Person at all times while the vehicle remains stopped or parked in the zone.

**6.6 Return of a parking permit to the local government**

A parking permit holder who ceases to occupy the premises or own a vehicle for which a parking permit was issued, must remove any permit displayed in or affixed to the windscreen of any vehicle and return the permit(s) to the local government.

**6.7 Counterfeit or altered parking permit**

A person must not use or display in a vehicle, a parking permit that has in any way been counterfeited, altered, obliterated or interfered with.

**6.8 Replacement of a parking permit**

The local government may issue a replacement residential, visitors or commercial parking permit when a written application is made and the appropriate fee is paid.

**6.9 Discretionary Authority**

Notwithstanding any other provisions in this local law or a policy adopted by the local government which restricts the number of parking permits that may be issued, the local government may approve the issue of additional parking permits to any eligible person on such terms and conditions as the local government sees fit.

**6.10 Fees payable**

Fees payable for the issue of a permit must be determined in accordance with section 6.16 of the Act.

**PART 7 - MISCELLANEOUS**

**7.1 Impersonating an Authorised Person**

A person who is not an Authorised Person of the local government must not impersonate or assume the duties of an Authorised Person.

**7.2 Removal of notices from a vehicle**

A person, other than the owner or driver of the vehicle or a person acting under the direction of the owner or driver of the vehicle, must not remove from the vehicle any notice put on the vehicle by an Authorised Person.

### 7.3 Unauthorised signs and defacing signs

A person must not without the authority of the local government—

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

### 7.4 Contravention of signs

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

### 7.5 General provisions about signs

A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.

### 7.6 Damage to parking areas and associated infrastructure

- (1) A person must not, nor attempt to, remove, damage, deface, misuse or interfere with any part of a parking station, parking facility, parking area or any infrastructure appurtenant to those areas.
- (2) A person must not operate or attempt to operate a ticket issuing machine or pay station except in accordance with the operating instructions appearing on those devices.

### 7.7 Special purpose and emergency vehicles

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) a special purpose vehicle may, only in the course of performing his or her duties and when it is expedient and safe to do so, stop or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of performing his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop or park the vehicle at any place, at any time.

### 7.8 Vehicles not to obstruct a public place

- (1) A person must not park or leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A vehicle which is parked in any portion of a public place where vehicles may be lawfully parked, is deemed to cause an obstruction and may be impounded where—
  - (a) the vehicle is parked for any period exceeding 24 hours;
  - (b) the vehicle is so parked during any period in which the parking of vehicles is prohibited or restricted by a sign; or
  - (c) the vehicle is abandoned, unregistered or disused.

## **PART 8 - ENFORCEMENT**

### **8.1 Offences and penalties**

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything, which under this local law that person is prohibited from doing, commits an offence.
- (2) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (3) Any person who commits an offence under this local law is to be liable, upon conviction, to a penalty not less than \$1000 and not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.
- (4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

### **8.2 Form of notices**

For the purposes of this local law –

- (a) the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Local Government (Functions and General) Regulations 1996;
- (b) the form of the infringement notice referred to in section 9.17 of the Act is that of Form 2 in Schedule 1 of the Local Government (Functions and General) Regulations 1996; and
- (c) the form of the infringement withdrawal notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Local Government (Functions and General) Regulations 1996.

### SCHEDULE 1 - PARKING REGION

[Clause 1.7(1)]

The parking region is the whole of the district, but excludes the following portions of the district:

- (1) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
- (2) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
- (3) any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government.

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**SCHEDULE 2 - PRESCRIBED OFFENCES**

[Clause 8.1(4)]

<b>Item No.</b>	<b>Clause No.</b>	<b>Nature of offence</b>	<b>Modified Penalty \$</b>
1.	2.2(1)(b)	Failure to park wholly within a parking bay	80
2.	2.2(1)(c)	Parking against the flow of traffic	80
3.	2.2(3)	Failure to park wholly within a parking area	80
4.	2.3(a)	Parking in fee paying area contrary to instructions	80
5.	2.3(b)	Failure to pay the required fees	80
6.	2.4	Parking contrary to signage where fees are payable	80
7.	2.5(a)	Parking with an expired parking ticket	80
8.	2.5(b)	Failing to clearly display parking ticket	80
9.	2.7	Stopping a vehicle when stopping is not permitted within a fee paying zone	80
10.	2.8	Use counterfeit or altered parking ticket	250
11.	3.1(1)(a)	Parking wrong class of vehicle	80
12.	3.1(1)(b)	Parking by persons of a different class	80
13.	3.1(1)(c)	Parking during prohibited period, excluding clearways	80
14.	3.1(2)(a)	Parking in excess of maximum time	80
15.	3.1(2)(b)	Parking vehicle in a motor cycle only area	80
16.	3.1(2)(c)	Causing obstruction in a parking station	80
17.	3.1(2)(d)	Parking or attempting to park a vehicle in a parking bay occupied by another vehicle	80
18.	3.1(4)	Parking without permission in an area designated for 'Authorised Vehicles Only'	100
19.	3.2(2)(a)	Failure to park as near as practicable to the left side of the carriageway	80
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21.	3.2(2)(c)	Parking within 3 metres of the farther carriageway boundary, median strip or a vehicle parked on the farther carriageway boundary	80
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24.	3.2(f)	Parking a vehicle against the normal flow of traffic whilst on a carriageway	80
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Item No.	Clause No.	Nature of offence	Modified Penalty \$
26.	3.2(3)(b)	Parking on a carriageway when prohibited during a period by a sign	80
27.	3.2(4)(a)	Parking on or adjacent to a median strip	80
28.	3.2(4)(b)	Obstructs a private drive or carriageway or denies reasonable access to a private drive or right of way or carriageway	150
29.	3.2(4)(c)	Stopping beside excavation or obstruction so as to obstruct traffic	80
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32.	3.2(4)(f)	Stopping a vehicle within 10 metres of departure side or 20 metres approach side of a children's or pedestrian crossing	100
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Item No.	Clause No.	Nature of offence	Modified Penalty \$
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Item No.	Clause No.	Nature of offence	Modified Penalty \$
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DRAFT

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**SCHEDULE 3  
DEEMED PARKING STATIONS  
PARKING AND PARKING FACILITIES LOCAL LAW 2008 2019**

**RELEVANT INFORMATION TO BE INSERTED BY THE SHIRE**

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Dated this .....day of .....2019

The Common Seal of the )  
Shire of Northam was )  
affixed by authority of a )  
resolution of the Council )  
in the presence of )

.....  
CR ANTONIO  
President

.....  
JASON WHITEAKER  
Chief Executive Officer

DRAFT

**SHIRE OF NORTHAM 2008**

**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**

**PARKING LOCAL LAW 2008**

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## **PART 2 – METERED ZONES**

### **2.1 — Determination of metered zones**

The local government may by resolution constitute, determine and vary and also indicate by signs, metered spaces and metered zones.

In respect of metered spaces and metered zones the local government may by resolution determine, and may indicate by signs:

- (a) permitted times and conditions of parking depending on and varying with the locality;
- (b) classes of vehicles which are permitted to park;
- (c) the amount payable for parking; and
- (d) the manner of parking.

### **2.2 — Parking fee to be paid**

Subject to clause 2.5, a person shall not park a vehicle in a metered space unless the appropriate fee as indicated by a sign on the parking meter referable to the space is inserted into the parking meter.

### **2.3 — Limitation on parking in metered space**

The payment of a fee under clause 2.2 shall entitle a person to park the vehicle in a metered space for the period shown on the parking meter, but does not authorize the parking of the vehicle during any time when parking in that space may be prohibited in accordance with this local law.

### **2.4 — No parking when meter is expired**

Subject to clause 2.5, a person shall not leave or permit a vehicle to remain parked in a metered space during the hours when a fee is payable to park the vehicle in the space when the parking meter referable to that space exhibits the sign 'Expired' or a negative time.

### **2.5 — Suspension of requirement to pay fee**

The local government may from time to time by a resolution declare that the provisions of clauses 2.2 and 2.4 shall not apply during the periods and days specified in the resolution.

### **2.6 — Vehicles to be within metered space**

Subject to subclause (2):

- (1) A person shall not park a vehicle in a metered space in a thoroughfare otherwise than parallel to and as close to the kerb as practicable and wholly within the space, provided that where a metered space is set out otherwise than parallel to the kerb the vehicle need only park wholly within the space.
- (2) If a vehicle is too long or too wide to fit completely within a single metered space then the person parking the vehicle shall do so within the minimum number of metered spaces needed to park that vehicle.
- (3) A person shall not park a vehicle partly within and partly outside a metered zone.

### **2.7 — Permitted insertions in parking meters**

- (1) A person shall not insert into a parking meter anything other than the designations of coin or banknote or such other permitted form of payment indicated by a sign on the parking meter.
- (2) The insertion of a coin or banknote into any parking meter or the making of payment in such other form as may be permitted shall be effected only in accordance with the instructions printed on that particular meter.

### **2.8 — Parking ticket to be clearly visible**

A driver of a vehicle left parked in a metered zone which is regulated by a ticket issuing machine shall on purchasing a ticket from the machine for a period of parking, place the ticket inside the vehicle in such a position that the ticket is clearly visible to and the expiry time or time for which the ticket remains valid is able to be read by an Authorised Person examining the ticket from outside the vehicle.

**2.9 — One vehicle per metered space**

A person shall not park or attempt to park a vehicle in a metered space in which another vehicle is parking.

**2.10 — No parking when hood on meter**

Notwithstanding any other provision of this local law and notwithstanding any other sign or notice, a person shall not park a vehicle in a metered space if the parking meter referable to such metered space has a hood marked 'No Parking', 'Reserved Parking' or 'Temporary Bus Stand' or equivalent symbols depicting these purposes except with the permission of the local government or an Authorised Person.

**PART 2 – PARKING STALLS AND PARKING STATIONS**

**2.1 — Determination of parking stalls and parking stations**

The local government may by resolution constitute, determine and vary and also indicate by signs:

- (a) parking stalls;
- (b) parking stations;
- (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
- (d) permitted classes of vehicles which may park in parking stalls and parking stations and;
- (e) permitted classes of persons who may park in specified parking stalls and parking stations; and
- (f) the manner of parking in parking stalls, and parking stations.

**2.2 — Vehicles to be within parking stall on thoroughfare**

(1) — Subject to subclause (2), (3) and (4), a person shall not park a vehicle in a parking bay stall in a thoroughfare otherwise than:

- (a) parallel to and as close to the kerb as is practicable;
- (b) wholly within the stall; and
- (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the bay stall is situated

(2) — Subject to subclause (3) where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.

(3) — If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle.

(4) — A person shall not park a vehicle partly within and partly outside a parking area.

**2.3 — Payment of fee to park in parking station**

A person shall not park a vehicle or permit a vehicle to remain parked in any parking station during any period for which a fee is payable unless:

- (a) in the case of a parking station having an Authorised Person on duty, the appropriate fee is paid when demanded; or
- (b) in the case of a parking station equipped with parking meters, the appropriate fee is inserted in the meter or the required payment is made in such other form as may be permitted.

**2.4 — Suspension of parking station restrictions**

The local government may by resolution declare that the provisions of clause 3.3 do not apply during periods on particular days in relation to particular parking stations as specified in such resolution.

**2.5 — Vehicle not to be removed until fee paid**

A person shall not remove a vehicle which has been parked in a parking station until there has been paid the appropriate fee for the period for which the vehicle has been parked.

### **3.6 — Entitlement to receipt**

A person paying a fee at a parking station is to be entitled to receive a receipt on demand showing the period of parking covered by such payment.

### **3.7 — Parking ticket to be clearly visible**

A driver of a vehicle in a parking station which is equipped with a ticket issuing machine shall on purchasing a ticket from the machine for a period of parking, place the ticket inside the vehicle in such a position that the ticket is clearly visible to and the expiry time or time for which the ticket remains valid is able to be read by an Authorised Person examining the ticket from outside the vehicle.

### **3.8 — Parking prohibitions and restrictions**

(1) A person shall not:

- (a) park a vehicle so as to obstruct an entrance to, or an exit from a parking station, or an access way within a parking station;
- (b) except with the permission of the local government or an Authorised Person park a vehicle on any part of a parking station contrary to a sign referable to that part;
- (c) permit a vehicle to park on any part of a parking station, if an Authorised Person directs the driver of such vehicle to move the vehicle; or
- (d) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked 'M/C', if the bicycle is parked in accordance with subclause (2).

(2) No person shall park any bicycle:

- (a) in a parking stall other than in a stall marked 'M/C'; and
- (b) in such stall other than against the kerb.

(3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a permissive parking stall or station (except in a parking area for people with disabilities) for twice the length of time allowed, provided that:

- (a) the driver's vehicle displays an ACROD sticker; and
- (b) a person with disabilities to which that ACROD sticker relates is either the driver of or a passenger in the vehicle.

## **PART 4 — PARKING GENERALLY**

### **4.1 — Restrictions on parking in particular areas**

(1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station:

- (a) if by a sign it is set apart for the parking of vehicles of a different class;
- (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
- (c) during any period when the parking of vehicles is prohibited by a sign.

(2) (a) This subclause applies to a driver if:

- (i) the driver's vehicle displays an ACROD sticker; and
- (ii) a disabled person to which the ACROD sticker relates is either the driver of the vehicle or a passenger in the vehicle.

(b) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign.

(3) A person shall not park a vehicle:

- (a) in a no parking area;
- (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law;
- (c) in a stall marked 'M/C' unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.

~~(4) A person shall not park a motorcycle without a sidecar or a trailer, or a bicycle in a parking stall unless the stall is marked 'M/C'.~~

~~(5) A person shall not, without the prior permission of the local government, the CEO, or an Authorised Person, park a vehicle in an area designated by a sign stating 'Authorised Vehicles Only'.~~

#### **4.2 — Parking vehicle on a carriageway**

- ~~(1) A person parking a vehicle on a carriageway other than in a parking stall shall park it:~~
- ~~(a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;~~
  - ~~(b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;~~
  - ~~(c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;~~
  - ~~(d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law, and~~
  - ~~(e) so that it does not obstruct any vehicle on the carriageway, unless otherwise indicated on a parking regulation sign or markings on the roadway.~~
- ~~(2) In this clause, 'continuous dividing line' means—~~
- ~~(a) a single continuous dividing line only;~~
  - ~~(b) a single continuous dividing line to the left or right of a broken dividing line; or~~
  - ~~(c) 2 parallel continuous dividing lines.~~

#### **4.3 — When parallel and right-angled parking apply**

~~Where a traffic sign associated with a parking area is not inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is:~~

- ~~(a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and~~
- ~~(b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.~~

#### **4.4 — Angle parking**

~~(1) This clause does not apply to a passenger vehicle or a commercial vehicle with a mass including any load, of over three tonnes.~~

~~(2) Where a sign associated with a parking area is inscribed with the words 'angle parking' (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.~~

#### **4.5 — General prohibitions on parking**

- ~~(1) (a) This clause does not apply to a vehicle parked in a parking stall nor to a bicycle in a bicycle rack.~~
- ~~(b) Subclauses (2)(c), (e) and (g) do not apply to a vehicle which parks in a bus embayment.~~
- ~~(2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is:~~
- ~~(a) between any other stationary vehicles and the centre of the carriageway;~~
  - ~~(b) on or adjacent to a median strip;~~
  - ~~(c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;~~
  - ~~(d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the~~

- carriageway, if the vehicle would obstruct traffic;
- (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
  - (f) on any footpath or pedestrian crossing;
  - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;
  - (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
  - (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
  - (j) within 3 metres of a public letter box, unless the vehicle is being used for the purposes of collecting postal articles from the public letter box; or
  - (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked, unless a sign or markings on the carriageway indicate otherwise.
- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of:
- (a) a sign inscribed with the words 'Bus Stop' or 'Hail Bus Here' (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
  - (b) a children's crossing or pedestrian crossing.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of:
- (a) a sign inscribed with the words 'Bus Stop' or 'Hail Bus Here' (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
  - (b) a children's crossing or pedestrian crossing.
- (5) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

#### **4.6 — Authorised person may order vehicle on thoroughfare to be moved**

The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this local law after an Authorised Person has directed the driver to move it.

#### **4.7 — Authorised person may mark tyres**

- (1) An Authorised Person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non indelible substance for a purpose connected with or arising out of his or her duties or powers.
- (2) A person shall not remove a mark made by an Authorised Person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

#### **4.8 — No movement of vehicles to avoid time limitation**

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least two hours.

#### **4.9 — No parking of vehicles exposed for sale and in other circumstances**

A person shall not park a vehicle on any portion of a thoroughfare:

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the Road Traffic Act;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or

~~(d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.~~

#### **4.10 Parking on private land**

~~(1) In this clause a reference to 'land' does not include land:~~

- ~~(a) which belongs to the local government;~~
- ~~(b) of which the local government is the management body under the Land Administration Act 1997;~~
- ~~(c) which is an 'otherwise unvested facility' within section 3.53 of the Act;~~
- ~~(d) which is the subject of an agreement referred to in subclause 1.5(2); or~~
- ~~(e) which is identified in Schedule 3.~~

~~(2) A person shall not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.~~

~~(3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person shall not park a vehicle on the land otherwise than in accordance with the consent.~~

#### **4.11 Parking on reserves**

~~No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.~~

#### **4.12 Suspension of parking limitations for urgent, essential or official duties**

~~(1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an Authorised Person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.~~

~~(2) Where permission is granted under subclause (1), the local government, the CEO or an Authorised Person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.~~

### **PART 5 – PARKING AND STOPPING GENERALLY**

#### **5.1 No stopping and no parking signs, and yellow edge lines**

~~(1) No stopping~~

~~A driver shall not stop on a length of carriageway, or in an area, to which a 'no stopping' sign applies.~~

~~(2) No parking~~

~~A driver shall not stop on a length of carriageway or in an area to which a 'no parking' sign applies, unless the driver is~~

- ~~(a) dropping off, or picking up, passengers or goods;~~
- ~~(b) does not leave the vehicle unattended; and~~
- ~~(c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.~~

~~(3) A driver shall not stop at the side of a carriageway marked with a continuous yellow edge line.~~

### **PART 6 – STOPPING IN ZONES FOR PARTICULAR VEHICLES**

#### **6.1 Stopping in a loading zone**

~~A person shall not stop a vehicle in a loading zone unless it is:~~

- ~~(a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or~~

- (b) a motor vehicle taking up or setting down passengers, but, in any event, shall not remain in that loading zone;
- (c) for longer than a time indicated on the 'loading zone' sign; or
- (d) longer than 30 minutes (if no time is indicated on the sign).

#### **6.2 — Stopping in a taxi zone or a bus zone**

- (1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.
- (2) A driver shall not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the 'bus zone' sign applying to the bus zone.

#### **6.3 — Stopping in a mail zone**

A person shall not stop a vehicle in a mail zone.

#### **6.4 — Other limitations in zones**

A person shall not stop a vehicle in a zone to which a traffic sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a traffic sign that applies to the zone.

### **PART 7 — OTHER PLACES WHERE STOPPING IS RESTRICTED**

#### **7.1 — Stopping in a shared zone**

A driver shall not stop in a shared zone unless:

- (1) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law;
- (2) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;
- (3) the driver is dropping off, or picking up, passengers or goods; or
- (4) the driver is engaged in door to door delivery or collection of goods, or in the collection of waste or garbage.

#### **7.2 — Double parking**

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.
- (2) This clause does not apply to:
  - (a) a driver stopped in traffic; or
  - (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

#### **7.3 — Stopping near an obstruction**

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

#### **7.4 — Stopping on a bridge or in a tunnel, etc.**

- (1) A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless:
  - (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
  - (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.
- (2) A driver shall not stop a vehicle in a tunnel or underpass unless:
  - (a) the carriageway is at least as wide in the tunnel or underpass as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
  - (b) the driver of a motor vehicle stops at a bus stop, or in a bus zone or parking area marked on the carriageway, for the purpose of setting down or taking up passengers.

**7.5 — Stopping on crests, curves, etc.**

(1) Subject to subclause (2), a driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built up area, and from a distance of 150 metres outside a built up area.

(2) A driver may stop on a crest or curve on a carriageway that is not in a built up area if the driver stops at a place on the carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

**7.6 — Stopping near a fire hydrant etc.**

(1) A driver shall not stop a vehicle so that any portion of the vehicle is within one metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless:

- (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
- (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.

(2) In this clause a driver leaves the vehicle 'unattended' if the driver leaves the vehicle so the driver is over 3 metres from the closest point of the vehicle.

**7.7 — Stopping at or near a bus stop**

(1) A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10m of the departure side of a bus stop, unless:

- (a) the vehicle is a public bus stopped to take up or set down passengers; or
- (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

(2) In this clause:

- (a) distances are measured in the direction in which the driver is driving; and
- (b) a trailer attached to a public bus is deemed to be a part of the public bus.

**7.8 — Stopping on a path, median strip, or traffic island**

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless the driver stops in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

**7.9 — Stopping on verge**

(1) A person shall not:

- (a) stop a vehicle other than a bicycle or a wheel chair (motorised or not);
- (b) stop a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or
- (c) stop a vehicle during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,

so that any portion of it is on a verge.

(2) Subclause (1)(a) does not apply to the person if he or she is the owner or occupier of the premises adjacent to that verge, or is a person authorised by the occupier of those premises to stop the vehicle so that any portion of it is on the verge.

(3) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a path.

**7.10 — Obstructing access to and from a path, driveway, etc.**

(1) A driver shall not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless:

- (a) the driver is dropping off, or picking up, passengers; or
- (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

(2) A driver shall not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless:



- (a) the driver is dropping off, or picking up, passengers; or
- (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

#### **7.11 Stopping near a letter box**

A driver shall not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver:

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a length of carriageway, or in an area, to which a parking control sign applies and the driver is permitted to stop at that place under this local law.

#### **7.12 Stopping on a carriageway— heavy and long vehicles**

(1) A person shall not park a vehicle or any combination of vehicles, that, together with any projection on, or load carried by, the vehicle or combination of vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes:

- (a) on a carriageway in a built up area, for any period exceeding one hour, unless engaged in the picking up or setting down of goods; or
- (b) on a carriageway outside a built up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of goods vehicles.

(2) Nothing in this clause mitigates the limitations or condition imposed by any other clause or by any local law or traffic sign relating to the parking or stopping of vehicles.

#### **7.13 Stopping on a carriageway with a bicycle parking sign**

The driver of a vehicle (other than a bicycle) shall not stop on a length of carriageway to which a 'bicycle parking' sign applies, unless the driver is dropping off, or picking up, passengers.

#### **7.14 Stopping on a carriageway with motor cycle parking sign**

The driver of a vehicle shall not stop on a length of carriageway, or in an area, to which a 'motor cycle parking' sign applies, or an area marked 'M/C' unless:

- (a) the vehicle is a motor cycle; or
- (b) the driver is dropping off, or picking up, passengers.

#### **7.15 Stopping in a parking stall for people with disabilities**

(1) A driver shall not stop in a parking area for people with disabilities unless:

- (a) the driver's vehicle displays an ACROD sticker; and
- (b) either the driver or the passenger in that vehicle is a person with disabilities.

(2) In this clause a 'parking area for people with disabilities' is a length or area:

- (a) to which a 'permissive parking' sign displaying a people with disabilities symbol applies;
- (b) to which a 'people with disabilities parking' sign applies; or
- (c) indicated by a road marking (a 'people with disabilities road marking') that consists of, or includes, a people with disabilities symbol.

### **PART 8— MISCELLANEOUS**

#### **8.1 Removal of notices on vehicle**

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle, shall not remove from the vehicle any notice put on the vehicle by an Authorised Person.

#### **8.2 Unauthorised signs and defacing of signs**

A person shall not without the authority of the local government:

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign

~~set up or exhibited by the local government under this local law.~~

### **8.3—Signs must be complied with**

~~An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.~~

### **8.4—General provisions about signs**

~~(1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.~~

~~(2) The first three letters of any day of the week when used on a sign indicate that day of the week.~~

### **8.5—Special purpose and emergency vehicles**

~~Notwithstanding anything to the contrary in this local law, the driver of:~~

- ~~(1) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop, or park the vehicle in any place, at any time; and~~
- ~~(2) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time.~~

### **8.6—Vehicles not to obstruct a public place**

~~(1) A person shall not leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.~~

~~(2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.~~

## **PART 9—PENALTIES**

### **9.1—Offences and penalties**

~~(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.~~

~~(2) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.~~

~~(1) Any person who commits an offence under this local law shall be liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.~~

~~(2) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.~~

### **9.2—Form of notices**

~~For the purposes of this local law—~~

- ~~(a) the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the *Local Government (Functions and General) Regulations 1996*;~~

- (b) ~~the form of the infringement notice referred to in section 9.17 of the Act is that of Form 2 in Schedule 1 of the Local Government (Functions and General) Regulations 1996;~~
  - (c) ~~the form of the infringement withdrawal notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Local Government (Functions and General) Regulations 1996.~~
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**SCHEDULE 1  
PARKING REGION  
PARKING AND PARKING FACILITIES LOCAL LAW 2008 2019**

\_\_\_\_\_ [clause  
1.7(1)]

The parking region is ~~the whole of the district, but excludes the following portions of the district:~~

- ~~(1) the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;~~
- ~~(2) prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and~~
- ~~(3) any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government.~~

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**SCHEDULE 2  
PRESCRIBED OFFENCES  
PARKING AND PARKING FACILITIES LOCAL LAW 2008 2019**

[clause 9.1]

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
1	2.2	Failure to pay fee for metered space	55
2	2.3	Parking in excess of period shown on metered space	40
3	2.4	Parking when meter has expired	55
4	2.6(1)	Failure to park wholly within metered space	40
5	2.6(3)	Parking outside metered zone	40
6	2.7	Non permitted insertion in parking meter	55
7	2.8	Failure to display ticket clearly in metered zone	50
8	2.9	Parking or attempting to park a vehicle in a metered space occupied by another vehicle	40
9	2.10	Parking contrary to a meter hood	50
10	3.2	Failure to park wholly within parking stall	60
11	3.2(4)	Failure to park wholly within parking area	60
12	3.3	Failure to pay parking station fee	55
13	3.5	Leaving without paying parking station fee	55
14	3.7	Failure to display ticket clearly in parking station	50
15	3.8(1)(a)	Causing obstruction in parking station	50
16	3.8(1)(b)	Parking contrary to sign in parking station	50
17	3.8(1)(b)	Parking a vehicle in a parking station for the disabled	200
18	3.8(1)(c)	Parking contrary to directions of Authorised Person	60
19	3.8(1)(d)		40
		<b>PARKING OR ATTEMPTING TO PARK A VEHICLE IN A</b>	
20	4.1(1)(a)	Parking wrong class of vehicle	40
21	4.1(1)(b)	Parking by persons of a different class	45
22	4.1(1)(c)	Parking during prohibited period	45
23	4.1(3)(a)	Parking in no parking area	60
24	4.1(3)(b)	Parking contrary to signs or limitations	60
25	4.1(3)(c)	Parking vehicle in motorcycle only area	60
26	4.1(4)	Parking motorcycle in stall not marked 'M/C'	60
27	4.1(5)	Parking without permission in an area designated for 'Authorised Vehicles Only'	60

28	4.2(1)(a)	Failure to park on the left of two-way carriageway	60
29	4.2(1)(b)	Failure to park on boundary of one-way carriageway	60
30	4.2(1)(a) or 4.2(1)(b)	Parking against the flow of traffic	60
31	4.2(1)(c)	Parking when distance from farther boundary less than 3 metres	45
32	4.2(1)(d)	Parking closer than 1 metre from another vehicle	40
33	4.2(1)(e)	Causing obstruction	60
34	4.3(b)	Failure to park at approximate right angle	60
35	4.4(2)	Failure to park at an appropriate angle	60
36	4.5(2)(a) and 7.2	Double parking	60
37	4.5(2)(b)	Parking on or adjacent to a median strip	60
38	4.5(2)(c)	Denying access to private drive or right of way	60
39	4.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	60
40	4.5(2)(e)	Parking within 10 metres of traffic island	60
41	4.5(2)(f)	Parking on footpath/pedestrian crossing	60
42	4.5(2)(g)	Parking contrary to continuous line markings	60
43	4.5(2)(h)	Parking on intersection	60
44	4.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	60
45	4.5(2)(j)	Parking within 3 metres of public letter box	60
46	4.5(2)(k)	Parking within 10 metres of intersection	60
47	4.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	60
48	4.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	60
49	4.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	60
50	4.6	Parking contrary to direction of Authorised Person	60
51	4.7(2)	Removing mark of Authorised Person	60
52	4.8	Moving vehicle to avoid time limitation	60
53	4.9(a)	Parking in thoroughfare for purpose of sale	60
54	4.9(b)	Parking unlicensed vehicle in thoroughfare	60
55	4.9(c)	Parking a trailer/caravan on a thoroughfare	60
56	4.9(d)	Parking in thoroughfare for purpose of repairs	60
57	4.10(1) or (2)	Parking on land that is not a parking facility without consent	60

58	4.10(3)	Parking on land not in accordance with consent	60
59	4.11	Driving or parking on reserve	60
60	5.1(1)	Stopping contrary to a 'no stopping' sign	60
61	5.1(2)	Parking contrary to a 'no parking' sign	60
62	5.1(3)	Stopping within continuous yellow lines	60
63	6.1	Stopping unlawfully in a loading zone	60
64	6.2	Stopping unlawfully in a taxi zone or bus zone	60
65	6.3	Stopping unlawfully in a mail zone	60
66	6.4	Stopping in a zone contrary to a sign	60
67	7.1	Stopping in a shared zone	60
68	7.3	Stopping near an obstruction	60
69	7.4	Stopping on a bridge or tunnel	60
70	7.5	Stopping on crests/curves etc	60
71	7.6	Stopping near fire hydrant	60
72	7.7	Stopping near bus stop	60
73	7.8	Stopping on path, median strip or traffic island	60
74	7.9	Stopping on verge	60
75	7.10	Obstructing path, a driveway etc	60
76	7.11	Stopping near letter box	60
77	7.12		60
78	7.13	Stopping in bicycle parking area	60
79	7.14	Stopping in motorcycle parking area	60
80	7.15	Unauthorised vehicle stopping in disabled parking area	200
81	8.6	Leaving vehicle so as to obstruct a public place	60
82		All other offences not specified	60

**SCHEDULE 3  
DEEMED PARKING STATIONS  
PARKING AND PARKING FACILITIES LOCAL LAW 2008 2019**

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Dated:

The Common Seal of the Shire of Northam was hereto affixed by the authority of a resolution of the Council in the presence of:

CR S.B. POLLARD, Shire President  
G. BRENNAN, Acting Chief Executive Officer

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**Attachment 3**

**BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007  
LOCAL GOVERNMENT ACT 1995**

~~**AGRICULTURE AND RELATED RESOURCES  
PROTECTION ACT 1976**~~

**SHIRE OF NORTHAM**

**PEST PLANTS LOCAL LAW ~~2011~~ 2019**

**BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007  
LOCAL GOVERNMENT ACT 1995**

SHIRE OF NORTHAM

**PEST PLANTS LOCAL LAW 2019**

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**FIRST SCHEDULE  
PEST PLANTS**

**SECOND SCHEDULE  
PEST PLANT NOTICE**

**BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007**  
**LOCAL GOVERNMENT ACT 1995**  
**AGRICULTURE AND RELATED RESOURCES PROTECTION ACT 1976**

SHIRE OF NORTHAM

**PEST PLANTS LOCAL LAW ~~2011~~ 2019**

Under the powers conferred by the *Biosecurity and Agriculture Management Act 2007*, *Local Government Act 1995* and by all other powers enabling it, the Council of the Shire of Northam resolved on.....2019 to make the *Shire of Northam Pest Plants Local Law 2019*.

**PART 1 - PRELIMINARY**

**1.1 Title Citation**

This local law may be cited as the *Shire of Northam Pest Plants Local Law 2019*.

**1.2 Commencement**

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

**1.3 Purpose and Effect**

- (1) The purpose of this local law is to provide for the regulation, control and management of prescribed pest plants within the district.
- (2) The effect of this local law is to establish controls for prescribed pest plants within the district.

**1.4 Repeal**

The *Shire of Northam Pest Plants Local Law 2011* published in the *Government Gazette* on 22 July 2011 and all amendments thereto are hereby repealed on the day this local law comes into operation.

**1.5 Application**

This local law applies ~~in respect of the western side of the Avon River~~ throughout the district ~~or part thereof~~, as prescribed in the First Schedule.

**1.6 Definitions-Interpretation**

In this local law, unless the context requires otherwise-

**Act** means the *Biosecurity and Agriculture Management Act 2007*;

**Authorised Person** means a person appointed by the local government under section 9.10 of the *Local Government Act 1995* to perform any of the functions of an Authorised Person under this local law;

**Council** means the Council of the Shire of Northam;

**district** means the district of the local government;

**land** means land in the district and includes houses, buildings, works and structures, in or upon the land;

**local government** means the Shire of Northam;

**notice** means a notice referred to in clause 3.1;

**occupier** has the meaning given to it in the *Local Government Act 1995*;

**owner** has the meaning given to it in the *Local Government Act 1995*;

**person** means any person, company, public body, association or body of persons corporate or unincorporated and includes an owner, occupier, licensee and permit holder, but does not include the local government;

**pest plant** means a plant described in the First Schedule of this local law;

**schedule** means a schedule to this local law; and

**treat** means to take action to either–

- (a) destroy the pest plant so that the pest plant is fully and continuously suppressed and destroyed;
- (b) eradicate the pest plant from the land so that the land is kept free of the pest plant; or
- (c) control the growth of the pest plant so the pest plant does not spread.

## PART 2 – PEST PLANTS

- 2.1 Every plant described in the First Schedule is a pest plant.

## PART 3 – GENERAL NOTICES

### 3.1 Serving of a notice

The local government ~~Council~~ may serve on the owner or occupier of private land within the district a duly completed notice in the form of the Second Schedule to ~~these~~ this local law requiring him ~~her~~ the owner or occupier to ~~destroy, eradicate or otherwise control~~ **treat** any pest plant on that land. and any person so served shall comply with that notice within the time and in the manner specified therein.

### 3.2 Obligation to comply with a notice

A person served with a notice under clause 3.1 shall comply with the notice within the time and manner specified therein.

### 3.3 Failure to comply with a notice

Where a person ~~an owner or occupier~~ fails to comply with a notice under clause 3.1 of this local law, the ~~local government Council~~ may:

- (a) without payment of any compensation in respect thereof, ~~destroy, eradicate or control, as the case may be, any pest plant~~ ~~the destruction, eradication and control of which was required by the notice~~ ~~take the action that was required by the notice;~~ and
- (b) recover in a court of competent jurisdiction ~~from the person to whom the notice is directed, the amount of the expense of such destruction, eradication or control~~ ~~the amount of the expense of the action from that owner or occupier.~~

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*First Schedule*

**PEST PLANTS**

[clause 2.1]

<b>COMMON NAME</b>	<b>SCIENTIFIC NAME</b>	<b>DISTRICT FOR WHICH DESCRIBED</b>
Watsonia	<i>Watsonia meriana</i> var <i>bulbillifera</i> <i>Watsonia meriana</i> var <i>meriana</i>	The whole of the district
African Love Grass	<i>Eragrostis curvula</i> (Schrad.) Nees	The whole of the district
<i>Caltrop</i>	<i>Tribulus terrestris</i>	The whole of the district

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**SECOND SCHEDULE**

[clause 3.1]

**PEST PLANT NOTICE**

*BIOSECURITY AND AGRICULTURE MANAGEMENT ACT 2007*

*Agriculture and Related Resources Protection Act 1976.*

Shire of Northam Pest Plants Local Law 2019.

No: \_\_\_\_\_

To \_\_\_\_\_  
(full names)

of \_\_\_\_\_  
(address)

You are hereby given notice under the above local laws that you are required to:  
(specify whether required to destroy, eradicate, or otherwise control) the following pest plant—

\_\_\_\_\_ (Common Name) \_\_\_\_\_ (Scientific Name)

on \_\_\_\_\_  
(specify the land)

of which you are the \_\_\_\_\_  
(owner or occupier)

This notice may be complied with by \_\_\_\_\_  
\_\_\_\_\_  
(specify manner of achieving destruction, eradication or control)

Such measures shall be commenced not later than \_\_\_\_\_  
(date)

and shall be completed by \_\_\_\_\_  
(date)

Upon failure to comply with this notice within the times specified, the Council local government may destroy, eradicate or control, as the case may be, any specified pest plant at your expense, and if necessary recover the expense in a court of competent jurisdiction.

Date of service of notice ...../...../.....

Signature of ~~Authorised Person~~ authorised by the Council  
of the Shire of Northam.

Dated this .....day of.....2019

The Common Seal of the )  
Shire of Northam was )  
affixed by authority of )  
a resolution of the Council )  
in the presence of )

.....  
CR ANTONIO  
President

.....  
JASON WHITEAKER  
Chief Executive Officer

DRAFT



**Attachment 4**

WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007  
LOCAL GOVERNMENT ACT 1995

**SHIRE OF NORTHAM**  
**WASTE LOCAL LAW ~~2009~~ 2019**

**Waste Avoidance and Resource Recovery Act 2007  
Local Government Act 1995**

SHIRE OF NORTHAM

**WASTE LOCAL LAW 2019**

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DRAFT

**WASTE AVOIDANCE AND RESOURCE RECOVERY ACT 2007  
LOCAL GOVERNMENT ACT 1995**

Shire of Northam

**WASTE LOCAL LAW ~~2009~~ 2019**

Under the powers conferred by the *Waste Avoidance and Resource Recovery Act 2007* and the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Northam resolved on the ..... 2019 to make the following local law.

**PART 1 – PRELIMINARY**

**1.1. Title Citation**

This local law may be cited as the Shire of Northam Waste Local Law ~~2009-2019~~.

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the Government Gazette.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

The Shire of Northam Waste Local Law 2009 published in the *Government Gazette* on ..... 2009 and all amendments thereto are hereby repealed on the day this local law comes into operation.

**1.5 Definitions Interpretation**

(1) In this local law—

**Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**Authorised Person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an Authorised Person under this local law;

**bulk waste** means solid waste that may require special handling and management, and which by reason of its bulk, shape, or weight cannot be placed in a container or bundled and includes, but is not limited to, furniture, mattresses, refrigerators, washing machines and clothes dryers;

**carriageway** means a portion of thoroughfare that is improved, designed or ordinarily used for vehicles and includes the shoulders and areas including embayments at the side or centre of the carriageway, used for the parking of vehicles; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection** when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection day** means the day of the week on which waste is collected and removed by the local government or its contractor;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** where used in connection with any premises, means the time of the day on which waste is collected and removed from the premises by the local government or its contractor;

**commercial purpose** means the carriage of persons or property for any fare, fee, rate, charge or other consideration, or directly or indirectly in connection with any business, or other undertaking intended for profit;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**cycleway** means a path, lane or way which is specifically designed and /or designated for bicycle use;

**district** means the district of the local government;

**EHO** means the local government's Environmental Health Officer;

**footpath** includes every footpath, pedestrian access way or other place—

- (a) intended for the use of pedestrians only, or in the case of a dual use path, for the use of pedestrians and bicyclists only; or
- (b) habitually used by pedestrians and not by vehicles or, in the case of a dual use path, by pedestrians and bicyclists and not by vehicles other than bicycles;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**green waste** means vegetative material as approved by the local government;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means the Shire of Northam;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste;

**occupier** where used in relation to land, has the meaning given in section 1.4 of the *Local Government Act 1995*;

**owner** has the same meaning as in the LG Act;

**owner**, in relation to premises comprised of or on land, has the meaning given in section 1.4 of the *Local Government Act 1995*;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**public place** includes a street, way or place which the public are allowed to use, whether the street, way or place is or is not on private property;

**receptacle** means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**receptacle** where used in connection with any premises means—

- (a) a polyethylene cart fitted with wheels, a handle and a lid and having a capacity of at least 120 litres; or
- (b) a container provided by the local government or its contractor for the deposit, collection and recycling of specific materials; and supplied to the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**right of way** means a portion of land that is—

- (a) shown and marked 'Right of Way' or 'R.O.W', or coloured or marked in any other way to signify that the portion of land is a right of way, on any plan or diagram deposited with the Registrar of Titles that is subject to the provisions of section 167A of the *Transfer of Land Act 1893*;
- (b) shown on a diagram or plan of survey relating to a subdivision that is created as a right of way and vested in the Crown under section 152 of the *Planning and Development Act 2005*; or
- (c) shown and marked as a right of way on a map or plan deposited with the Registrar of Titles and transferred to the Crown under the *Transfer of Land Act 1893*, but does not include—
  - (i) private driveway; or
  - (ii) a right of way created by easement between two parties;

**schedule** means a Schedule to this local law;

**specified** means specified by the local government or an Authorised Person, as the case may be;

**street** has the same meaning as in the *Local Government LG Act 1995*;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**street alignment** means the boundary between the land comprising a street and the land that abuts thereon, but where a new street alignment is prescribed under the *Local Government (Miscellaneous Provisions) Act 1960*, means the new street alignment so prescribed;

**vector of disease** means an insect, arthropod or rodent that transmits, by biological or mechanical means, an infectious agent from a source or reservoir to a person and includes —

- (a) flies (any of the two-winged insects constituting the order *Diptera*);
- (b) mosquitoes (any of the insects constituting the family *Diptera culicidae*); and
- (c) any other insect prescribed by the *Health Act 1911*;

**vehicle** includes every conveyance not being a train, vessel or aircraft, and every object capable of being propelled or drawn on wheels by any means, and, where the context permits, an animal being driven or ridden;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**waste** has the same meaning as in the WARR Act;

**waste includes matter —**

- (a) whether liquid, solid, gaseous or radioactive and whether useful or useless, which is discharged into the environment;
- (b) prescribed by the regulations to be waste;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste facility** means premises used for the storage, treatment, processing, sorting, recycling or disposal of waste; and

**waste service** has the same meaning as in the WARR Act.

**waste service means —**

- (a) the collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste; or
- (b) the provision of receptacles for the temporary deposit of waste; or
- (c) the provision and management of waste facilities, machinery for the disposal of waste and processes for dealing with waste.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

## 1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter—

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under paragraph (a);
- (d) after the period referred to in paragraph (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.



**1.7 Rates, fees and charges**

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and section 6.16 and 6.17 of the LG Act.

**1.8 Power to provide waste services**

The local government's power to provide or enter into a contract for the provision of waste services is dealt with in section 50 of the WARR Act.

**PART 2 - LOCAL GOVERNMENT WASTE**

**2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must take all reasonable steps to—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

**2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

**2.3 General waste receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

#### 2.4 Recycling waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres—more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

#### 2.5 Organic waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres—more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

#### 2.6 Direction to place or remove a receptacle

- (1) The local government or an Authorised Person may give a written direction to an owner or occupier of specified premises—
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

#### 2.7 Duties of owner or occupier

- (1) For the purposes of this clause, a 'reasonable period' means on the evening prior to collection day or on collection day.
- (2) An owner or occupier of premises must—
  - (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
  - (b) if a receptacle requires to be emptied of waste, take reasonable steps, to place a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, to ensure that, within a reasonable period before collection time, each receptacle is —
    - (i) within 1 metre of the carriageway;
    - (ii) placed so that it does not unduly obstruct any footpath, cycleway, right-of-way or carriageway; and

- (iii) facing squarely to the edge of and opening towards the carriageway,  
or in such other position as is approved in writing by the local government  
or an Authorised Person; and
- (c) if the receptacle is lost, stolen, damaged or defective, notify the local  
government, as soon as practicable, after the event.

## 2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of subclause 2.7 (2) (a) or (b).
- (2) The local government or an Authorised Person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the Authorised Person.
- (4) An exemption granted under this clause ceases to apply—
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under subclause 2.8(4)(a).
- (5) The local government may rescind the exemption or from time to time vary conditions imposed by it under this clause by giving written notice of the variation to the person to whom the exemption was given.

## 2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) remove a receptacle from any premises to which it was delivered by the local government or its contractor;

except as permitted by this local law or as authorised by the local government or an Authorised Person.

## 2.10 Verge collections

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste verge collection) a person, unless with and in accordance with the approval of the local government or an Authorised Person—
  - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and

- (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Subclause (2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

#### **2.11. Burning Waste**

- (1) A person shall not—
  - (a) without the approval of the local government; and
  - (b) except in accordance with the terms and conditions to which the approval is subject, set fire to, or cause to be set on fire, any waste either—
    - (i) in any incinerator; or
    - (ii) on the ground.
- (2) Subject to subclause (3), an approval of the local government is issued subject to the following conditions—
  - (a) the material to be burnt—
    - (i) does not include any plastic, rubber, food scraps, green garden cuttings and other material which may become offensive when burnt; and
    - (ii) is of such quantity, or of such a nature, as to be unsuitable for removal by the local government's waste collection service;
  - (b) there is no other appropriate means of disposal;
  - (c) burning shall not take place—
    - (i) during any period for which an air dispersion alert has been issued by the Bureau of Meteorology; or
    - (ii) where there is no current dispersion alert, outside the hours of 10.00am to 6.00pm;
  - (d) an incinerator must meet the standards specified by the local government; and
  - (e) an incinerator unit used for fire must be located—
    - (i) at least 3 metres from a fence, building or inflammable matter; and
    - (ii) in such a position so as not to create a nuisance or be offensive to other persons.
- (3) Subject to subclause (1) and (2), the local government may grant approval to clear by burning fire breaks or vacant blocks of grass, straw, hay, undergrowth, herbage and other similar vegetation.

### **PART 2 – WASTE SERVICES**

#### **2.1. Provision of Waste Service**

The local government shall undertake or contract for the efficient execution of a waste service in those parts of the district to which this local law applies.

## **2.2.— Obligations of the Owner or Occupier**

(1) Owners or occupiers shall—

- (a) not remove any waste from the premises other than in accordance with this local law;
- (b) pay to the local government the annual waste collection rate imposed under section 66 of the Act;
- (c) pay to the local government the annual receptacle charge made in lieu of, or in addition to the annual waste collection rate, under section 67 of the Act.

(2) The local government may in writing authorise the occupier of premises within its district to remove or dispose of house and trade waste from or on the premises if—

- (a) the waste on the premises is not available for removal at regular periods and is of such a nature or quantity as to be unsuitable for removal by the local government or its contractor; or
- (b) there is installed on the premises efficient apparatus for the destruction of the waste and the apparatus is used to dispose of the waste on the premises without causing a nuisance or permitting the discharge of smoke into the atmosphere in such quantities or of such a nature as to cause annoyance to persons.

(3) Where any waste is removed from the premises under a written authority of a local government, the person removing it shall—

- (a) dispose of it at the place set apart by the local government for the disposal of waste; and
- (b) pay to the local government the fee for the disposal as determined by the local government from time to time under sections 6.16 and 6.19 of the *Local Government Act 1995*.

## **2.3.— Receptacles**

An owner or occupier of premises shall—

- (a) ensure the premises are provided with a receptacle for the depositing of waste and maintain the receptacle in a serviceable condition;
- (b) at all times keep the lid of the receptacle closed except when depositing waste or cleaning the receptacle;
- (c) except for a reasonable period before and after collection time, keep the receptacle on the premises and located—
  - (i) behind the street alignment and so as not to be visible from a street or public place; or
  - (ii) in such other position as is approved by the local government;
- (d) on each collection day at or prior to 6.00am place the receptacle out in the street in a position, prescribed by the local government, where it is visible from the carriageway of the street or the right of way, but so that it does not obstruct any thoroughfare, land, footpath, cycleway or other carriageway and positioned with the handle facing away from the kerb line, or placed in such other position as is approved by the local government.

## **2.4.— Exemption**

(1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.3(c) or (d).

(1) The local government may grant or refuse, with or without conditions, an application for exemption from compliance under this clause.

(2) —

(3) An exemption granted under this clause shall state—

- ~~(a) the premises to which the exemption applies;~~
- ~~(b) the period during which the exemption applies; and~~
- ~~(c) any conditions imposed by the local government.~~

~~(4) The local government may rescind the exemption or from time to time vary conditions imposed by it under this clause by giving written notice of the variation to the person to whom the exemption was given.~~

#### **2.5.— Use of Receptacles**

~~An owner or occupier of premises shall—~~

- ~~(a) not deposit or permit to be deposited in a receptacle—~~
  - ~~(i) more than 70 kilograms of waste;~~
  - ~~(ii) hot or burning ash;~~
  - ~~(iii) oil, motor spirit or other flammable liquid;~~
  - ~~(iv) liquid paint, solvent or other liquid;~~
  - ~~(v) bricks, concrete, building rubble, asbestos, earth or other like substances;~~
  - ~~(vi) drugs, dressings, bandages, swabs or blood samples unless placed in a sealed impervious and leak proof container;~~
  - ~~(vii) hospital, medical, veterinary, laboratory or pathological substances containing blood unless placed in a sealed impervious and leak proof container;~~
  - ~~(viii) syringes, needles, surgical hardware, broken glass, sharps or other sharp objects unless placed in a durable, impervious and leak proof container;~~
  - ~~(ix) cytotoxics, radioactive substances and dangerous chemicals;~~
  - ~~(x) sewage, manure, nightsoil, faeces or urine;~~
  - ~~(xi) any object which is greater in length, width or breadth than the corresponding dimension of the receptacle or which will not allow the lid of the receptacle to be tightly closed;~~
  - ~~(xii) waste which is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non absorbent or impervious material or placed in a sealed impervious container; or~~
  - ~~(xiii) hazardous products including ammunition and flares;~~
- ~~(b) at all times keep the receptacle in a clean condition;~~
- ~~(c) whenever directed to do so by an EHO, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the receptacle;~~
- ~~(d) take all reasonable steps to prevent—~~
  - ~~(i) fly breeding and keep the receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease; and~~
  - ~~(ii) the emission of offensive and noxious odours from the receptacle; and~~
- ~~(e) ensure that the receptacle does not cause a nuisance to the occupiers of adjoining premises.~~

#### **2.6.— Ownership of Receptacles**

~~(1) A receptacle supplied by the local government or its contractor, remains the property of the local government or its contractor, as the case may be.~~

~~(2) The owner or occupier of a premises supplied with a receptacle remains responsible for any waste placed or deposited in the receptacle until such time as it has been removed by the local government or its contractor.~~

#### **2.7.— Damage to Receptacles**

~~(1) Where a receptacle is supplied under section 2.6 a person shall not—~~

- (a) ~~damage, destroy or interfere with a receptacle; or~~
  - (b) ~~except as permitted by this local law or as authorised by the local government, remove a receptacle from any premises.~~
- (2) ~~If the receptacle of a premises is damaged, defective, lost or stolen, the owner or occupier of the premises shall notify the local government within 7 days after the event.~~

#### **2.8.— Use of Other Containers**

(1) ~~In the case of premises consisting of more than 3 dwellings, any premises used for commercial or industrial purposes or food premises, the local government may authorise waste to be deposited in a container other than a receptacle.~~

(2) ~~The owner or occupier of premises who is authorised under this clause to deposit waste in a container shall—~~

- (a) ~~unless approved by the local government not deposit or permit to be deposited in the container anything specified in clause 2.5(a) (ii) to (xiii);~~
- (b) ~~take all reasonable steps to prevent fly breeding in, and the emission of offensive or noxious odours from the container;~~
- (c) ~~whenever directed by an EHO to do so, thoroughly clean, disinfect, deodorise and apply a residual insecticide to the container;~~
- (d) ~~cause the container to be located on the premises in an enclosure constructed and located as approved by the local government;~~
- (e) ~~ensure that the container is not visible from the street but is readily accessible for the purposes of collection; and~~
- (f) ~~ensure that the container does not cause a nuisance to an occupier of adjoining premises.~~

(3) ~~An owner or occupier shall—~~

- (a) ~~ensure that there are a sufficient number of containers provided to contain all waste which accumulates or may accumulate in or from the premises;~~
- (b) ~~ensure that each container on the premises—~~
  - (i) ~~has a close fitting lid;~~
  - (ii) ~~is constructed of non absorbent and non corrosive material; and~~
  - (iii) ~~is clearly marked, for the use of, and is used only for, the temporary deposit of waste;~~
- (c) ~~keep or cause to be kept each container thoroughly clean and in good condition and repair;~~
- (d) ~~place any waste in, and only in, a container marked for that purpose;~~
- (e) ~~keep the cover on each container except when it is necessary to place something in, or remove something from, it; and~~
- (f) ~~ensure that each container is emptied at least weekly or as directed by the EHO.~~

#### **2.9.— Suitable Enclosure**

(1) ~~An owner or occupier of premises—~~

- (a) ~~consisting of more than three (3) dwellings; or~~
- (b) ~~used for commercial or industrial purposes, or a food premises shall if required by the local government provide a suitable enclosure for the storage and cleaning of receptacles on the premises.~~

(2) ~~An owner or occupier of premises required to provide a suitable enclosure under this clause shall keep the enclosure thoroughly clean and disinfected.~~

(3) ~~For the purposes of this clause, a "suitable enclosure" means an enclosure—~~

- (a) ~~of sufficient size to accommodate all receptacles used on the premises but in any event having a floor area not less than a size approved by the local government;~~
- (b) ~~constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness approved by the local government;~~

- ~~(c) having walls not less than 1.8 metres in height and having an access way of not less than 1 metre in width and fitted with a self-closing gate;~~
- ~~(d) containing a smooth, non-slip and impervious floor—~~
  - ~~(i) of not less than 75 millimetres in thickness; and~~
  - ~~(ii) which is evenly graded to an approved liquid refuse disposal system;~~
- ~~(e) which is easily accessible to allow for the removal of the receptacles;~~
- ~~(f) provided with a ramp into the enclosure having a gradient no steeper than 1:8 unless otherwise approved by the local government; and~~
- ~~(g) provided with a tap connected to an adequate supply of water.~~

#### **2.10. Building Construction**

- ~~(1) During all periods of construction on any building site, the builder shall—~~
  - ~~(a) when requested by an EHO, provide and maintain on such site a waste disposal bin, being either—~~
    - ~~(i) a bin of not less than 4 cubic metres in capacity; or~~
    - ~~(ii) a receptacle or other container approved by the EHO;~~
  - ~~(b) keep such site free of waste and offensive matter; and~~
  - ~~(c) maintain the street verge immediately adjacent to such site free of waste or offensive matter.~~
- ~~(2) On completion of construction, the builder shall immediately clear the site and the adjacent street verge of all waste, waste materials and offensive matter and all waste bins provided by the builder.~~
- ~~(3) In subclauses (1) and (2), "waste" includes all discarded stones, brick, lime, timber, iron, tiles, bags, plastics and any broken, used or discarded matter.~~

#### **2.11. Deposit of Waste**

- ~~(1) A person shall not deposit or cause or permit to be deposited any waste in or on any street or on any land other than a waste facility.~~
- ~~(2) The driver of a vehicle, upon entering a waste facility, shall present or display a current pass issued by the local government, to the attendant or person in charge of the site and shall not deposit any waste until authorised to do so by that attendant or person in charge.~~
- ~~(3) A person shall not deposit waste in or on a waste facility except—~~
  - ~~(a) at such place on the site as may be directed by the person in charge of the facility; or~~
  - ~~(b) if the person in charge is not in attendance at the facility, as may be directed by a notice erected on the site.~~

#### **2.12. Removal from Waste Facility**

- ~~(1) A person shall not remove any waste from a waste facility without the written approval of the local government.~~
- ~~(2) A person who obtains approval from the local government shall comply with any conditions imposed by the local government and set out in the approval.~~

#### **2.13. Removal of Waste from Premises or Receptacle**

- ~~(1) A person shall not remove any waste from premises unless that person is—~~
  - ~~(a) the owner or occupier of the premises;~~
  - ~~(b) authorised to do so by the owner or occupier of the premises; or~~
  - ~~(c) authorised in writing to do so by the local government.~~
- ~~(2) A person shall not, without the approval of the local government or the owner of a receptacle, remove any waste from the receptacle or other container provided for the use of the general public in a public place.~~



- ~~(3) Where the local government provides—~~
- ~~(a) a collection service for recyclable material, the occupier of premises shall comply with and observe the directions given by the local government in relation to that collection;~~
  - ~~(b) a collection for bulk material, the occupier of premises shall comply with and observe the directions given by the local government in relation to that collection.~~
- ~~(4) Where additional collection services are provided upon request by the occupier of premises, fees as set by the local government from time to time under sections 6.16 and 6.19 of the Local Government Act 1995 shall be paid.~~

#### **2.16. Waste Removal Vehicles**

~~A vehicle used by the local government or its contractor for the collection and transport of waste shall—~~

- ~~(a) be provided with a compartment in which all waste shall be deposited for removal, and of which the interior is constructed from or surfaced with impermeable material; and~~
- ~~(b) have a cover over the compartment at all times when the vehicle is engaged in the transport of waste.~~

#### **2.16. Method of Removal of Waste**

~~A person engaged in the removal of waste from premises shall—~~

- ~~(a) convey all waste from the receptacles of the occupier of the premises and deposit the waste in the portion of the collection vehicle intended to hold the waste; and~~
- ~~(b) replace the receptacle in the position it was lifted from.~~

### **PART 3 - GENERAL DUTIES**

#### **3.1 Duties of an owner or occupier**

~~An owner or occupier of premises must—~~

- ~~(a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;~~
- ~~(b) take reasonable steps to ensure that each receptacle is kept in good condition and repair;~~
- ~~(c) take all reasonable steps to—~~
  - ~~(i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;~~
  - ~~(ii) prevent the emission of offensive or noxious odours from each receptacle; and~~
  - ~~(iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and~~
- ~~(d) whenever directed to do so by the local government or an Authorised Person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.~~

### 3.2 Removal of waste from premises

- (1) A person must not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an Authorised Person.
- (2) A person must not remove any waste from a receptacle without the approval of—
  - (a) the local government or an Authorised Person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### 3.3 Receptacles and containers for public use

A person must not, without the approval of the local government or an Authorised Person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from a receptacle provided for the use of the general public in a public place.

## PART 4 - OPERATION OF WASTE FACILITIES

### 4.1 Operation of this Part

This Part applies to a person who enters a waste facility.

### 4.2 Hours of operation

The local government may from time to time determine the hours of operation of a waste facility.

### 4.3 Signs and directions

- (1) The local government or an Authorised Person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).

- (3) The local government or an Authorised Person may direct a person who commits, or is reasonably suspected by the local government or the Authorised Person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

#### 4.4 Fees and charges

- (a) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an Authorised Person, pay the fee or charge as assessed by an Authorised Person.
- (b) An Authorised Person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (c) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### 4.5 Depositing waste

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an Authorised Person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### 4.6 Prohibited activities

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or

- (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

## **PART 5 – OBJECTION AND APPEAL RIGHTS**

### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel —

- (a) an approval under clause 2.7(2)(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.10(1);
- (d) an authorisation under clause 3.2(1)(c);
- (e) an approval under clause 3.2(2); and
- (f) an approval under clause 3.3.

## **PART 6 – OFFENCES AND PENALTIES**

### **6.3-1 Offences and penalties**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is to be liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

### **6.2 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 6.1(2), to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

**6.3 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

**6.4 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations;
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations; and
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

DRAFT

**Schedule 1 - Meaning of 'non-collectable waste'**

[Clause 1.5(1)]

'non-collectable waste' means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

**Schedule 2 - Prescribed offences**

[clause 6.3]

Item No.	Clause No.	Description	Modified Penalty
1	2.1(2)(a)	Failing to pay fee or charge	\$350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorised waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(2)(a)	Failing to keep a receptacle in the required location	\$250
13	2.7(2)(b)	Failing to place a receptacle for collection in a lawful position	\$250
14	2.7(2)(c)	Failing to provide a sufficient number of receptacles	\$250
15	2.7(d)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
16	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
17	2.9(b)	Removing a receptacle from premises	\$400
18	2.10(1)	Failing to comply with a term or condition of verge waste collection	\$400
19	2.10(2)	Removing waste for commercial purposes	\$350
20	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
21	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
22	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
23	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
24	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350
25	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
26	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300

Item No.	Clause No.	Description	Modified Penalty
27	(1)	Unauthorised removal of waste from premises	\$250
28	(2)	Removing waste from a receptacle without approval	\$250
29	4.3(2)	Failing to comply with a sign or direction	\$500
30	4.3(4)	Failing to comply with a direction to leave	\$500
31	4.4(1)	Disposing waste without payment of fee or charge	\$500
32	4.5(1)	Depositing waste contrary to sign or direction	\$500
33	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
34	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
35	4.6(1)(c)	Lighting a fire in a waste facility	\$300
36	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
37	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
38	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
39	4.6(2)	Acting in an abusive or threatening manner	\$300

Dated this ..... day of ..... 2019

The Common Seal of the )  
Shire of Northam was )  
affixed by authority of a )  
resolution of the Council )  
in the presence of )

.....  
C R ANTONIO  
President

.....  
JASON WHITEAKER  
Chief Executive Officer

Consented to:

Dated this ..... day of ..... 2019

.....  
(insert name)  
Director General-Chief Executive Officer  
Department of Water and Environmental Regulation



Attachment 5

**DIVIDING FENCES ACT 1961**  
**LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**

**FENCING LOCAL LAW 2010-2019**  
*(includes amendments gazetted 15/7/2010)*

DIVIDING FENCES ACT 1961  
LOCAL GOVERNMENT ACT 1995

SHIRE OF NORTHAM

**FENCING LOCAL LAW 2010-2019**

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**DIVIDING FENCES ACT 1961  
LOCAL GOVERNMENT ACT 1995**

**SHIRE OF NORTHAM**

**FENCING LOCAL LAW ~~2010-2019~~**

Under the powers conferred by the *Local Government Act 1995* and by all other powers enabling it, the Council of the Shire of Northam resolved on ~~19 August 2010~~ .....2019 to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation Title**

This local law may be cited as the *Shire of Northam Fencing Local Law ~~2010-2019~~*.

**1.2 Commencement**

This local law comes into operation on the fourteenth day after the day on which it is published in the *Government Gazette*.

**1.3 Purpose and Effect**

(1) The purpose of this local law is to provide for the regulation, control and management of dividing fences between private properties and fencing on private land within the district.

(2) The effect of this local law is to establish the standard of a fence according to land use.

**1.4 Repeal**

The *Shire of Northam Fencing Local Law 2010* published in the *Government Gazette* on 15 July 2010 and all amendments thereto are hereby repealed on the day this local law comes into operation.

The following local laws are repealed:

- ~~The *Shire of Northam By laws Relating to Fencing* published in the *Government Gazette* of 4 October 1985.~~
- ~~The *Town of Northam By laws Relating to Fencing* published in the *Government Gazette* of 25 September 1970 and as amended and published in the *Government Gazette* of 25 October 1985.~~

**1.5 Application of Local Laws**

This local law applies throughout the district.

**1.6 Definitions – Interpretation**

In this local law, unless the context requires otherwise–

**Act** means the *Dividing Fences Act 1961*;

**AS/NZS** means an Australian Standard published by the Standards Association of Australia and as amended from time to time;

**Authorised Person** means a person authorised by the local government under section 9.10 of the *Local Government Act 1995* to carry out functions with respect to this local law;

**boundary fence** means a fence, other than a dividing fence, that separates the lands of different owners whether the fence is on the common boundary of adjoining lands or on a line other than a common boundary;

**building permit** means a building permit issued pursuant to the *Building Act 2011*;

**CEO** means the Chief Executive Officer of the Shire of Northam;

**commercial lot** means a lot where a commercial use—

- (a) is or may be permitted under the town planning scheme; and
- (b) is or will be the predominant use of the lot;

**dangerous** in relation to any fence means –

- (a) an electrified fence other than a fence in respect of which a licence permit under Part 5 of this local law has been issued and is current;
- (b) a fence containing barbed wire other than a fence erected and maintained in accordance with this local law;
- (c) a fence containing exposed broken glass, asbestos fibre, razor wire or any other potentially harmful projection or material; or
- (d) a fence which is likely to collapse or fall, or part of which is likely to collapse or fall, from any cause.

**district** means the district of the local government;

**dividing fence** has the meaning given to it in and for the purposes of the;

**electrified fence** means a fence carrying or designed to carry an electric charge;

**electrified fence permit** means a permit, in the form of the Second Schedule, to have and use an electrified fence on the lot to which the permit applies;

**estate boundary fence** means a fence around the external boundary of a subdivision to indicate the extent of that subdivision and includes any special works or construction that indicates the entrance to that land;

**estate entry statement** means a fence or wall that identifies the entrance of an estate, and includes any sign (indicating the estate name and locality) sculpture, flagpole or flag;

**estate fence** means an estate entry statement or an estate boundary fence;

**fence** means any structure, that is used or functioning as a barrier, irrespective of where it is located and includes a gate that separates the road reserve and a lot adjacent to the road reserve;

**front boundary** means the boundary that separates a thoroughfare and the front of the lot.

**front setback** means the horizontal distance between the front boundary and a wall of the building measured at right angle to the front boundary;

**height** in relation to a fence means the vertical distance between—

- (a) the top of the fence at any point; and
- (b) the ground level or, where the ground levels on each side of the fence are not the same, the higher ground level, immediately below that point;

**industrial lot** means a lot where an industrial use—

- (a) is or may be permitted under the town planning scheme; and
- (b) is or will be the predominant use of the lot;

**land** includes a house, building, work, or structure, in or on the land;

**local government** means the Shire of Northam;

**lot** means a defined portion of land for which a separate certificate of title has been issued and includes a strata lot;

**natural ground level**, in relation to a development, means —

- (a) the level approved, for the purposes of the development, by the local government, under a local planning scheme; or
- (b) in any other case, the level which existed immediately before the commencement of the development, (including any site works);

**non-sacrificial graffiti protection** means a coating applied to a fence or wall which is not removed in the process of removing graffiti;

**notice of breach** means a notice referred to in clause 6.1(1);

**occupier** has the meaning given to it in the *Local Government Act 1995*;

~~**open fence** means a fence—~~

- ~~(a) that has continuous vertical gaps with a minimum gap width of 50mm with the area of gaps being not less than one third of the area of the fence face; and~~
- ~~(b) the lower portion of which may be closed up to a height of 1200mm above natural ground level slopes, the height of the closed portion is to be no more than 1000mm from the base of the fence;~~

**owner** for the purposes of the definition of 'dividing fence', has the meaning given to it in the Act;

**owner** for all other purposes, has the meaning given to it in the *Local Government Act 1995*;

**permit** means an electrified fence permit or a razor wire permit under Part 5;

**person** has the meaning given to it in the *Interpretation Act 1984*;

~~**planning permit** means a permit given under a local planning scheme;~~

**public place** means a place to which the public has access;

**reserve** means land (including parkland or foreshore) in or adjoining the district that is –  
(a) set apart for the use and enjoyment of the public; or  
(b) Acquired for public purposes and vested in or under the care control and management of the local government;

**razor wire fence permit** means a permit, in the form of the Third Schedule, to construct a fence wholly or partly of razor wire on the lot to which the permit applies;

**residential lot** means a lot where a residential use –

- (a) is or may be permitted under a local planning scheme; and
- (b) is or will be the predominant use of the lot;

**retaining wall** means any structure which prevents the movement of soil in order to allow ground levels of different elevations to exist adjacent to one another;

**right of way** means a portion of land that is –

- (a) shown and marked 'Right of Way' or 'R.O.W', or coloured or marked in any other way to signify that the portion of land is a right of way, on any plan or diagram deposited with the Registrar of Titles that is subject to the provisions of section 167A of the Transfer of Land Act 1893;
- (b) shown on a diagram or plan of survey relating to a subdivision that is created as a right of way and vested in the Crown under section 152 of the Planning and Development Act 2005; or
- (c) shown and marked as a right of way on a map or plan deposited with the Registrar of Titles and transferred to the Crown under the Transfer of Land Act 1893, but does not include –
  - (i) private driveway; or
  - (ii) right of way created by easement between two parties;

**rural lot** means a lot where a rural use –

- (a) is or may be permitted under a local planning scheme; and
- (b) is or will be the predominant use of the lot;

**rural residential lot** means a lot where a rural residential use –

- (a) is or may be permitted under the local planning scheme; or
- (b) is or will be the predominant use of the lot;

**rural small holdings lot** means a lot where a rural small holdings use –

- (a) is or may be permitted under the local planning scheme; or
- (b) is or will be the predominant use of the lot;

**schedule** means a schedule to this local law;

**secondary frontage**, in the case of a lot that has frontage and access to more than one road, means the longer or longest of the boundaries that separates the lot from a road reserve;

**setback area** has the meaning given to it for the purposes of a local planning scheme;

**Shire** means Shire of Northam;

~~**special residential lot** means a lot within a special residential zone under a local planning scheme.~~

**special rural lot** means a lot where a special rural use –  
(a) is or may be permitted under a local planning scheme; and  
(b) is or will be the predominant use of the lot;

**sufficient fence** means a fence described in clause 2.1; and includes a fence of the description and quality agreed upon by the owners adjoining lots which does not fail to satisfy clause 2.1

**thoroughfare** has the meaning given to it in the *Local Government Act 1995*;

**planning scheme** means a local planning scheme of the local government made under the *Planning and Development Act 2005*;

~~**uniform fence** means a fence erected by a developer or subdivider in accordance with a subdivision or development approval which divides a lot from a public place such as a pedestrian access way, public open space or road reserve.~~

**unsightly** has the meaning given to it in and for the purposes of the *Local Government Act 1995*;

**written law** has the same meaning given to it by section 5 of the *Interpretation Act 1984* and includes this local law.

(1) Any other expression used in this local law and not defined herein must have the meaning given to it in the–

- (a) *Local Government Act 1995*;
  - (b) *Building Act 2011*; or
  - (c) *Planning and Development Act 2005*;
- unless the context requires otherwise.

(2) A reference to an Australian Standard is to that Australian Standard as it is amended from time to time.

## 1.7 Relationship with other laws

- (1) In the event of any inconsistency between the provisions of a local planning scheme and the provisions of this local law, the provisions of the local planning scheme are to prevail.
- (2) Nothing in this local law affects a provision in any other written law in respect of a building permit for a fence.

## 1.8 Permit fees and charges

All permit fees and charges applicable under this local law shall be as determined by the local government from time to time in accordance with section 6.16 of the *Local Government Act 1995*.



## PART 2 - SUFFICIENT FENCES

### 2.1 Sufficient fences

- (1) A person shall not erect a dividing fence or a boundary fence that is not a sufficient fence unless all owners of land which adjoins the relevant boundary agree to erect a fence which though different does not fail to comply with the requirements of a sufficient fence.
- (2) Subject to subclauses (3) and (4), a sufficient fence—
  - (a) on a residential lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the First Schedule.
  - (b) on a commercial lot and on an industrial lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the ~~Second~~ First Schedule;
  - (c) on a rural lot and on a special rural lot is a dividing fence or a boundary fence constructed and maintained in accordance with the specifications and requirements of the ~~Third~~ First Schedule;
- (3) Where a fence is erected on or near the boundary between—
  - (a) a residential lot and an industrial lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the First Schedule;
  - (b) a residential lot and a commercial lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the ~~Second~~ First Schedule;
  - (c) a residential lot and a rural lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the ~~Third~~ First Schedule;
  - (d) a residential lot and a special rural lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the First Schedule; and
  - (e) a special rural lot and a rural lot, a sufficient fence is a dividing fence constructed and maintained in accordance with the specifications and requirements of the ~~Third~~ First Schedule.
- (4) Unless the local government specifies otherwise, a sufficient fence on a boundary between lots other than those specified in subclause (3) is a dividing fence constructed in accordance with the specifications and requirements of the ~~Second~~ First Schedule.
- (5) Notwithstanding any other provisions in this local law, a fence constructed of stone or concrete shall be a sufficient fence only if it is designed by a structural engineer where—
  - (a) it is greater than 1800mm in height; or
  - (b) the local government so requires.

### PART 3 - GENERAL

#### 3.1 Fences within front setback areas

- (1) A person shall not, without the written consent of the local government, erect a free-standing fence greater than 1200mm in height, within the front set-back area of a residential lot within the district.
- (2) The local government may approve the erection of a fence of a height greater than 1200mm in the front setback area of a residential lot only if the fence on each side of the driveway into the Lot across the front boundary is to be angled into the Lot for a distance of not less than 1500mm along the frontage to a distance of not less than 1500mm from the frontage in order to provide appropriate splayed lines of vision for a motorist using the driveway for access to a thoroughfare.
- (3) The provision of subclause (2) shall not apply to a fence—
  - (a) of open construction that does not obscure the lines of vision of a motorist using the driveway for access to a thoroughfare; or
  - (b) that does not adjoin a footpath.
- (4) Secondary street fences shall be visibly permeable above 1200mm from natural ground level for 50% of the length of the street boundary, right of way or access leg and shall allow surveillance from an outdoor living area and/or major opening such as a window to a habitable room.

#### 3.2 Maximum height of fences

A person shall not erect a fence that is greater in height than—

- (a) 1800mm on a residential, rural or special rural lot, or
- (b) 2400mm on a commercial or industrial lot.

#### 3.3 Fences on a rural lot

A person shall not without the written consent of the local government, erect a fence on a rural lot, within 7.5m of a thoroughfare of a height exceeding 1500mm.

#### 3.4 Maintenance of fences

- (1) An owner or occupier of a lot on which a fence is erected shall maintain the fence in good condition and so as to prevent it from becoming dangerous, dilapidated, or unsightly or prejudicial to the amenity of the locality.

- (2) Where in the opinion of an Authorised Person, a fence is in a state of disrepair or is dangerous or is otherwise in breach of a provision of this local law, an Authorised Person may give notice in writing to the owner or occupier (as the case requires) of the land on which the fence is erected, requiring the owner or occupier to modify, repair, paint, or maintain the fence within the time and in the manner specified in the notice.
- (3) A notice issued pursuant to subclause (2) may contain a condition requiring that the fence be treated with a non-sacrificial graffiti protection treatment, which protection treatment must be applied in accordance with the manufacturer's specifications.

### 3.5 Fences in relation to fill

- (1) A free standing fence constructed of corrugated fibre reinforced pressed cement must not have more than 150mm difference in soil levels on each side.
- (2) Where land has been filled or retained to a height of more than 500mm above natural ground level at or within 1m of a boundary, a person must only erect a dividing fence that is a sufficient fence on the said fill or retaining wall if the applicant produces to the local government written agreement from all and any adjoining land owners.

### 3.6 Gates in fences

A person shall not erect a fence which does not—

- (a) open into a lot, if the gate is providing access to a thoroughfare; or
- (b) open by sliding parallel and on the inside of the fence, which it forms part of, when closed.

### 3.7 Fences across rights-of-way, public access ways or thoroughfares

A person shall not, without the approval of the local government, erect or maintain a fence or obstruction of a temporary or permanent nature across any rights-of-way, public access way or thoroughfare so as to impede or prevent use of those facilities in the manner for which they are intended and constructed.

### 3.8 General discretion of the local government

- (1) Notwithstanding clauses 2.1 and 3.2, the local government may consent to the erection or repair of a fence which does not comply with the requirements of this local law.
- (2) In determining whether to grant its consent to the erection or repair of any fence, the local government may consider, in addition to any other matter that it is authorised to consider, whether the erection or retention of the fence would have an adverse effect on—
  - (a) the safe or convenient use of any land; ~~or~~
  - (b) the safety or convenience of any person; or
  - (c) the visual amenity of the locality.

### 3.9 Estate Fences

- (1) A person must not construct an estate fence without a permit.
- (2) Where an estate fence is constructed and contains an estate name, the estate fence must also depict the suburb name in equal prominence.

#### Repairs to estate boundary fences

- (3) An owner or occupier of a lot adjacent to an estate boundary must, where that estate boundary fence is damaged, dilapidated or in need of repair, ensure that—
  - (a) It is repaired or replaced with the same or similar materials with which it was first constructed; and so far as is practicable the repaired or replaced section is the same as the original fence.

### TENNIS COURT FENCING

#### 3.10 Tennis Court Fences

- (1) This clause does not apply to a rural lot.
- (2) A person shall not erect a fence around or partly around a tennis court on a lot unless—
  - (a) The fence is less than 3.6m in height.
  - (b) The whole of the fence is at least 900mm from the boundary between the lot on which the tennis court is located and the adjoining lot or if it is less than 900mm, the owner of the adjoining lot has been given the opportunity to make submissions to the local government on the location of the fence; and
  - (c) The fence is constructed of chain link fabric mesh and is 50mm x 2.5mm poly vinyl chloride coated or galvanised, and is erected in accordance with the manufacturers specifications

## PART 4 - FENCING MATERIALS

### 4.1 Fencing materials

- (1) A person shall construct any fence on a residential lot, a commercial lot or an industrial lot from only those materials specified for a sufficient fence in respect of such lot in the First or Second Schedule or some other material approved by the local government.  
~~Where the local government approves the use of pre used materials in the construction of a fence under subclause (1), that approval shall be conditional on the applicant for approval painting or treating the pre-used material as directed by the local government.~~
- (2) No person shall erect a fence of impervious material in any place, position or location where it will, or is likely to, act as a barrier to or restrict the flow of stormwater or a watercourse.

#### 4.2 Pre-used fencing materials

- (1) A person must not construct a dividing fence on a residential lot, a commercial lot or an industrial lot from pre-used materials without the written consent of the local government or an Authorised Person.
- (2) Where the local government or an Authorised Person approves, under this Part, the use of pre-used materials in the construction of a fence under subclause (1), that approval must be conditional on the applicant painting or treating the pre-used material as directed by the local government or an Authorised Person.

#### 4.3 Barbed wire and broken glass fences

- (1) This clause does not apply to a fence constructed wholly or partly of razor wire.
- (2) An owner or occupier of a residential lot or a commercial lot shall not erect or affix to Any fence on such a lot any barbed wire or other material with spiked or jagged projections, unless the prior written approval of the local government has been obtained.
- (3) An owner or occupier of an industrial lot shall not erect or affix on any fence bounding that lot any barbed wire or other materials with spiked or jagged projections unless the wire or materials are not nearer than 2000mm from the ground level.
- (4) If the posts which carry the barbed wire or other materials referred to in subclause (3) are angled towards the outside of the lot bounded by the fence the face of the fence must be set back from the lot boundary a sufficient distance to ensure that the angled posts, barbed wire or other materials do not encroach on adjoining land.
- (5) An owner or occupier of a lot shall not affix or allow to remain as part of any fence or wall, whether internal or external, on that lot any broken glass.
- (6) An owner or occupier of a rural lot shall not place or affix barbed wire upon a fence on that lot where the fence is adjacent to a thoroughfare or other public place unless the barbed wire is fixed to the side of the fence posts furthest from the thoroughfare or other public place.

#### 4.4 Fence Screening and Colours

- (1) On a residential lot, commercial lot, or industrial lot, any screening affixed to a fence shall be designed to integrate with the colours, materials and specification of that sufficient fence, to the satisfaction of the local government.
- (2) On a rural residential lot, rural small holdings lot or rural lot, no person shall affix any screening to a fence.
- (3) Screening affixed to a fence shall be installed and maintained in accordance with the manufacturers specifications and shall not undermine the structural integrity of the fence.

## PART 5 - ELECTRIFIED AND RAZOR WIRE FENCES

### 5.1 Requirements for a Permit

- (1) An owner or occupier of a lot, other than a rural lot, shall not—
  - (a) have and use an electrified fence on that lot without first obtaining a licence permit under subclause (2); or
  - (b) construct a fence wholly or partly of razor wire on that lot without first obtaining a permit under subclause (3).
- (2) A permit to have and use an electrified fence shall not be issued—
  - (a) in respect of a lot which is or which abuts a residential lot;
  - (b) unless the fence complies with AS/NZS 3016:2002 Electrical installations – Electricity security fences; and
  - (c) unless provision is made so as to enable the fence to be rendered inoperable during the hours of business operations, if any, on the lot where it is erected.
- (3) A permit to have a fence constructed wholly or partly of razor wire shall not be issued—
  - (a) if the fence is within 3m of the boundary of the lot;
  - (b) where any razor wire used in the construction of the fence is less than 2000mm or more than 2400mm above the ground level.
- (4) An application for a permit referred to in subclauses (2) or (3) shall be made by the owner of the lot on which the fence is or is to be erected, or by the occupier of the lot with the written consent of the owner.
- (5) An application for a permit referred to in subclauses (2) or (3) may be—
  - (a) approved by the local government;
  - (b) approved by the local government subject to such conditions as it thinks fit; or
  - (c) refused by the local government.

### 5.2 Application for a Permit

- (1) An owner or occupier of land may apply to the local government for an electrified fence permit or a razor wire fence licence permit.
- (2) An application for a permit must—
  - (a) be in the form determined by the local government;
  - (b) include:
    - (i) a written consent signed by the owner of the land on which the proposed fence is to be located – unless the applicant is the owner of that land; and
    - (ii) any further information may be required by the local government; and
  - (c) be accompanied by any fee imposed by the Council under sections 6.16-6.19 of the *Local Government Act 1995*.

### 5.3 Determining an application

- (1) The local government may refuse to consider an application that does not comply with clause 5.2.
- (2) The local government may—
  - (a) approve an application, subject to any conditions that it considers to be appropriate; or
  - (b) refuse an application.
- (3) If the local government approves an application, it is to issue a permit in the form set out in the Second Schedule or the Third Schedule (as the case may be).
- (4) The local government may vary a condition to which a permit is subject by giving written notice to the permit holder and the varied condition takes effect 7 days after that notice is given.

### 5.4 Transfer of a licence permit

- (1) A permit referred to in clause 5.1 shall transfer with the land to any new occupier or owner of the lot, to which the permit applies.
- (2) On an application by a new owner or occupier, the local government is to transfer the relevant licence permit to that new owner or occupier (as the case may be) by a written endorsement on the permit.

### 5.5 Cancellation of a Permit

Subject to Division 1 Part 9 of the *Local Government Act 1995*, the local government may cancel a permit issued under this Part if—

- (a) the permit holder requests the Shire to do so;
- (b) the fence to which the permit applies is being demolished and not rebuilt for a period of 6 months;
- (c) the fence no longer satisfies the requirements specified in clause 5.1(2) or 5.1(3) as the case may be; ~~or~~
- (d) the permit holder breaches any condition upon which the permit has been issued; or
- (e) the permit holder fails to comply with a notice issued under clause 6.1.

### 5.6 Right of appeal and review

When the local government makes a decision as to whether it will —

- (a) grant a person a permit ~~or licence~~ under this local law;
- (b) renew, vary, or cancel a permit ~~or licence~~, that a person has under this local law; or
- (c) give a person a notice.

the provisions of Division 1 of Part 9 of the *Local Government Act 1995* and regulation 33 of the *Local Government (Functions and General) Regulations 1996* apply to that decision.

## PART 6 - NOTICES OF BREACH

### 6.1 Notices of breach

- (1) Where a breach of any provision of this local law has occurred in relation to a fence on a lot, the local government may give a notice in writing to the owner of that lot ('notice of breach').
- (2) A notice of breach shall—
  - (a) specify the provision of this local law which has been breached;
  - (b) specify the particulars of the breach; and
  - (c) state that the owner or occupier of the lot is required to remedy the breach within 28 days from the giving of the notice.

## PART 7 — ~~OFFENCES~~ ENFORCEMENT

### 7.1 Offences and penalties

- (1) An ~~owner~~ person who fails to comply with a notice of breach commits an offence and is liable upon conviction to a ~~maximum~~ penalty of ~~not less than \$500 and not exceeding \$5000~~ and, if the offence is a continuing offence, to a maximum daily penalty of \$500.
- (2) A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable to maximum penalty of \$5000 and, if the offence is a continuing offence, to a maximum daily penalty of \$500.

### 7.2 Modified penalties

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16 of the *Local Government Act 1995*.
- (2) ~~Unless otherwise specified, The amount of the modified penalty for a an prescribed offence against any provision of this local law is \$150 is that specified adjacent to the clause in the Sixth Schedule.~~
- (3) ~~Before giving an infringement notice to a person in respect of the commission of a prescribed offence, an Authorised Person should be satisfied that—~~
  - (a) ~~commission of the prescribed offence is a relatively minor matter; and~~
  - (b) ~~only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.~~



### 7.3 Form of notices

For the purposes of this local law–

- (a) the form of the **infringement** notice referred to in section 9.17 of the *Local Government Act 1995* is to be in or substantially in the form of Form 2 of Schedule 1 of the *Local Government (Functions and Genera,) Regulations 1996*; and
- (b) the form of the notice of **withdrawal of infringement notice** referred to in section 9.20 of the *Local Government Act 1995* is to be in or substantially in the form of Form 3 in Schedule 1 of the *Local Government (Functions and Genera,) Regulations 1996*.

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**FIRST SCHEDULE**

**SPECIFICATIONS FOR A SUFFICIENT FENCE  
ON A RESIDENTIAL LOT**

— [clause 2.1(2)(a)]

Each of the following is a "sufficient fence" on a Residential Lot:

- A.** ~~A fully enclosed timber fence built to manufacturer's specifications or in accordance with established construction techniques, the height of the fence to be 1800mm except with respect to the front setback area for which there is no minimum height but which is subject to clause 3.1.~~
- B.** ~~A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting erected to manufacturer's specifications or which otherwise satisfies the following specifications:~~
- ~~(a) a minimum in ground length of 25 per cent of the total length of the sheet, but in any case shall have a minimum in ground depth of 600mm;~~
  - ~~(b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;~~
  - ~~(c) the sheets to be lapped and capped with extruded "snap fit" type capping in accordance with the manufacturer's written instructions; and~~
  - ~~(d) the height of the fence to be 1800mm except with respect to the front setback area for which there is no minimum height but which is subject to clause 3.1.~~
- C.** ~~A fence constructed of brick, stone or concrete, which satisfies the following specifications:~~
- ~~(a) footings of minimum 225mm x 150mm concrete 15MPa or 300mm x 175mm brick laid in cement mortar;~~
  - ~~(b) fences to be offset a minimum of 200mm at maximum 3000mm centres or 225mm x 100mm engaged piers to be provided at maximum 3000mm centres;~~
  - ~~(c) expansion joints in accordance with the manufacturer's written instructions; and~~
  - ~~(d) the height of the fence to be 1800mm except with respect to the front setback area for which there is no minimum height but which is subject to clause 3.1.~~
- D.** ~~A composite fence having a minimum overall height of 1800mm except with respect to the front setback area for which there is no minimum height but which is subject to clause 3.1, which satisfies the following specifications for the brick construction:~~
- ~~(1) (a) brick piers of minimum 345mm x 345mm at 1800mm centres bonded to a minimum height base wall of 514mm;~~
  - ~~(b) each pier shall be reinforced with one R10 galvanised starting rod 1500mm high with a 250mm horizontal leg bedded into a 500mm x 200mm concrete footing and set 65mm above the base of the footing. The top of the footing shall be 1 course (85mm) below ground level;~~
  - ~~(c) the minimum ultimate strength of brickwork shall be 20MPa. Mortar shall be a mix of 1 part cement, 1 part lime and 6 parts sand;~~
  - ~~(d) the ground under the footings is to be compacted to 6 blows per 300mm and checked with a standard falling weight penetrometer; and~~
  - ~~(e) control joints in brickwork shall be provided with double piers at a maximum of 6 metre centres; or~~
  - ~~(2) (a) brick piers of a minimum 345mm x 345mm x 2700mm centres bonded to the base wall; and~~
  - ~~(b) each pier shall be reinforced with two R10 galvanised starting rods as previously specified;~~

## SECOND SCHEDULE

### SPECIFICATIONS FOR A SUFFICIENT FENCE ON A COMMERCIAL LOT AND AN INDUSTRIAL LOT

[clause 2.1(2)(b)]

Each of the following is a "sufficient fence" on a Commercial Lot and an Industrial Lot:

- ~~A. A fence constructed of galvanised or PVC coated rail-less link mesh, chain mesh or steel mesh which satisfies the following specifications:~~
- ~~(a) corner posts to be minimum 50mm normal bore x 3.5mm and with footings of a 225mm diameter x 900mm;~~
  - ~~(b) intermediate posts to be minimum 37mm nominal bore x 3.15mm at maximum 3.5m centres and with footings of a 225mm diameter x 600mm;~~
  - ~~(c) struts to be minimum 30mm nominal bore x 3.15mm fitted at each gate and two at each corner post and with footings 225mm x 600mm;~~
  - ~~(d) cables to be affixed to the top, centre and bottom of all posts and to consist of two or more 3.15mm wires twisted together or single 4mm wire;~~
  - ~~(e) rail-less link, chain or steel mesh is to be to a height of 2000mm on top of which are to be three strands of barbed wire carrying the fence to a height of 2400mm in accordance with clause 4.2(3) of this local law; and~~
  - ~~(f) galvanised link mesh wire to be 2000mm in height and constructed of 50mm mesh 2.5mm galvanised or poly vinyl chloride coated wire and to be strained, neatly secured and laced to the posts and affixed to cables. Vehicle entry gates shall provide an opening of not less than 3.6m and shall be constructed of 25mm tubular framework with one horizontal and one vertical stay constructed of 20mm piping and shall be covered with 50mm x 2.5mm galvanised link mesh strained to framework. Gates shall be fixed with a drop bolt and locking attachment.~~
- ~~B. A fence of fibre reinforced cement sheet or steel sheeting constructed to the minimum specifications referred to in Item B of the First Schedule.~~
- ~~C. A fence constructed of aluminium steel sheeting when supported on posts and rails provided that it is used behind a building line and is of a minimum height of 1800mm but no greater than 2400mm.~~
- ~~D. Fences of timber, brick, stone or concrete constructed to the minimum specifications referred to in the First Schedule.~~

### THIRD SCHEDULE

#### SPECIFICATIONS FOR A SUFFICIENT FENCE ON A RURAL LOT

[clause 2-1(2)(c)]

- (1) ~~In the case of a non electrified fence, a sufficient fence on a Rural Lot is a fence of posts and wire construction, the minimum specifications for which are—~~
- ~~(a) wire shall be high tensile wire and not less than 2.5mm. A minimum of five wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases.~~
  - ~~(b) posts shall be of indigenous timber or other suitable material including—
    - timber impregnated with a termite and fungicidal preservative;
    - standard iron star pickets; or
    - concrete;~~
  - ~~(c) if timber posts are used, posts are to be cut not less than 1800mm long x 50mm diameter at small end if round or 125mm x 60mm if split or sawn. Posts to be placed at not more than 10 metre intervals, set minimum 600mm in the ground and 1200mm above the ground; and~~
  - ~~(d) strainer posts, if timber, shall be not less than 2250mm long and 150mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1000mm in the ground and set at all corners, gateways and fence line angles but not exceeding 200 metres apart.~~
- (2) ~~An electrified fence having four wires only is a sufficient fence if constructed generally in accordance with (1).~~

## FIRST SCHEDULE

### SPECIFICATIONS FOR A SUFFICIENT FENCE

[clause 2.1]

Each of the following is a "sufficient fence" on the specified lot type:

#### A. RESIDENTIAL LOT

##### (1) Post and wire construction

In the case of a non-electrified fence of post and wire construction –

- (a) wire shall be high tensile wire and not less than 2.5mm. A minimum of 5 wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases;
- (b) posts shall be of indigenous timber or other suitable material including –
  - (i) timber impregnated with a termite and fungicidal preservative;
  - (ii) standard iron star pickets; or
  - (iii) concrete;
- (c) if timber posts are used, posts are to be cut not less than 1,800mm long x 50mm diameter at small end if round or 125mm x 60mm if split or sawn. Posts to be placed at no more than 10 metre intervals, set minimum 600mm in the ground and 1,200mm above ground;
- (d) strainer posts, if timber, shall not be less than 2,250mm long and 150mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1,000mm in the ground and set at all corners, gateways and fence line angles but not exceeding 200 metres apart.

##### (2) Timber fence

- (a) corner posts to be 125mm x 125mm x 2,400mm and intermediate posts to be 125mm x 75mm x 2,400mm spaced at 2,400mm centres;
- (b) corner posts to be strutted two ways with 100mm x 50mm x 450mm sole plates and 75mm x 50mm struts;
- (c) intermediate posts to be doubled yankee strutted with 150mm x 25mm x 450mm struts;
- (d) all posts to have tops with a 60mm weather cut and to be sunk at least 600mm into the ground;
- (e) rails to be 75mm x 50mm with each rail spanning 2 bays of fencing double railed or bolted to each post with joints staggered;
- (f) the fence to be covered with 75mm x 20mm sawn pickets, 1,800mm in height placed 75mm apart and affixed securely to each rail;

- (g) the height of the fence to be 1,800mm except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.1(2).

**(3) Corrugated fence**

A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting constructed to manufacturer's specifications or which satisfies the following specifications –

- (a) a minimum in-ground length of 25 per cent of the total length of the sheet, but in any case with a minimum in-ground depth of 600mm;
- (b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;
- (c) the sheets to be lapped and capped with extruded "snap-fit" type capping in accordance with the manufacturer's written instructions;
- (d) the height of the fence to be 1.8 metres except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.1(2).

**(4) Brick, stone or concrete fence**

A fence constructed of brick, stone or concrete, which satisfies the following requirements and specifications –

- (a) footings of minimum 225mm x 150mm concrete 15MPA or 300mm x 175mm brick laid in cement mortar or 400mm x 400mm concrete 20MPA with minimum 1 layer 4-L11TM;
- (b) pier specifications –
  - (i) continuous fence with engaged piers or infill panels between piers maximum 2.1 metres high with No. 2 R6 galvanised rod continuous in last mortar bed joint;
  - (ii) engaged or attached piers 290mm x 290mm (for 90mm wide masonry unit) and 350mm x 350mm (for 110 wide masonry unit) with No. 1 Y12 galvanised reinforcing rod tied into footing and located centrally in pier;
  - (iii) pier core to be filled with 15MPA concrete. Piers at maximum 2.1 metre centres.
- (c) expansion joints in accordance with the manufacturer's written instructions;
- (d) a minimum height of 1.8 metres up to 2.1 metres (including screening), except within the street setback area which is subject to requirements outlined in clause 3.1; and
- (e) certified by a Structural Engineer as being appropriate for the particular site and wind terrain category.

**(5) Composite fence**

A composite fence which satisfies the following specifications for the brick construction –

- (1) (a) brick piers of minimum 345mm x 345mm at 1,800mm centres bonded to a minimum height base wall of 514mm;

- (b) each pier shall be reinforced with one R10 galvanised starting rod 1,500mm high with a 250mm horizontal leg bedded into a 500mm x 200mm concrete footing and set 65mm above the base of the footing. The top of the footing shall be 1 course (85mm) below ground level;
- (c) the minimum ultimate strength of brickwork shall be 20MPA. Mortar shall be a mix of 1 part cement, 1 part lime and 6 parts sand;
- (d) the ground under the footings is to be compacted to 6 blows per 300mm and checked with a standard falling weight penetrometer;
- (e) control joints in brickwork shall be provided with double piers at a maximum of 6-metre centres;

or

- (2) (a) brick piers of a minimum 345mm x 345mm x 2,700mm centres bonded to the base wall; and
- (b) each pier shall be reinforced with two R10 galvanised starting rods as previously specified.

## B. RURAL RESIDENTIAL LOT

### (1) Post and wire construction

In the case of a non-electrified fence of post and wire construction –

- (a) wire shall be high tensile wire and not less than 2.5mm. A minimum of 5 wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases;
- (b) posts shall be of indigenous timber or other suitable material including –
  - (i) timber impregnated with a termite and fungicidal preservative;
  - (ii) standard iron star pickets; or
  - (iii) concrete;
- (c) if timber posts are used, posts are to be cut not less than 1,800mm long x 50mm diameter at small end if round or 125mm x 60mm if split or sawn. Posts to be placed at no more than 10 metre intervals, set minimum 600mm in the ground and 1,200mm above ground;
- (d) strainer posts, if timber, shall not be less than 2,250mm long and 150mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1,000mm in the ground and set at all corners, gateways and fence line angles but not exceeding 200 metres apart.

### (2) Electrified fence

An electrified fence having 4 wires is a sufficient fence if constructed generally in accordance with a non-electrified fence.

### C. RURAL SMALL HOLDINGS LOT, SPECIAL RURAL LOT OR RURAL LOT

#### (1) Post and wire construction

In the case of a non-electrified fence of post and wire construction –

- (a) wire shall be high tensile wire and not less than 2.5mm. A minimum of 5 wires shall be used, generally with the lower wires spaced closer together than the higher wires so as to prevent smaller stock passing through, and connected to posts in all cases;
- (b) posts shall be of indigenous timber or other suitable material including –
  - (i) timber impregnated with a termite and fungicidal preservative;
  - (ii) standard iron star pickets; or
  - (iii) concrete;
- (c) if timber posts are used, posts are to be cut not less than 1,800mm long x 50mm diameter at small end if round or 125mm x 60mm if split or sawn. Posts to be placed at no more than 10 metre intervals, set minimum 600mm in the ground and 1,200mm above ground;
- (d) strainer posts, if timber, shall not be less than 2,250mm long and 150mm diameter at the small end (tubular steel to be 50mm in diameter) and shall be cut from indigenous timber or other suitable material. These shall be placed a minimum of 1,000mm in the ground and set at all corners, gateways and fence line angles but not exceeding 200 metres apart.

#### (2) Electrified fence

An electrified fence having 4 wires is a sufficient fence if constructed generally in accordance with a non-electrified fence.

### D. COMMERCIAL LOT OR INDUSTRIAL LOT

#### (1) PVC coated rail-less link mesh, chain mesh or steel mesh which satisfies the following specifications –

- (a) corner posts to be minimum 50mm normal bore x 3.5mm and with footings of a 225mm diameter x 900mm;
- (b) intermediate posts to be minimum 37mm nominal bore x 3.15mm at maximum 3.5 centres and with footings of a 225mm diameter x 600mm;
- (c) struts to be minimum 30mm nominal bore x 3.15mm fitted at each gate and two at each corner post and with footings 225mm x 600mm;
- (d) cables to be affixed to the top, centre and bottom of all posts and to consist of two or more 3.15mm wires twisted together or single 4mm wire;



- (e) rail-less link, chain or steel mesh is to be to a height of 2 metres on top of which are to be 3 strands of barbed wire carrying the fence to a height of 2.4 metres in accordance with clause 4.3 of this local law; and
- (f) galvanised link mesh wire to be 2 metres in height and constructed of 50mm mesh 2.5mm galvanised iron wire and to be strained, neatly secured and laced to the posts and affixed to cables. Vehicle entry gates shall provide an opening of not less than 3.6 metres and shall be constructed of 25mm tubular framework with 1 horizontal and 1 vertical stay constructed of 20mm piping and shall be covered with 50mm x 2.5mm galvanised link mesh strained to framework. Gates shall be fixed with a drop bolt and locking attachment.

**(2) Corrugated fence**

A fence constructed of corrugated fibre reinforced pressed cement or steel sheeting constructed to manufacturer's specifications or which satisfies the following specifications –

- (a) a minimum in-ground length of 25 per cent of the total length of the sheet, but in any case with a minimum in-ground depth of 600mm;
- (b) the total height and depth of the fence to consist of a single continuous fibre reinforced cement or steel sheet;
- (c) the sheets to be lapped and capped with extruded "snap-fit" type capping in accordance with the manufacturer's written instructions;
- (d) the height of the fence to be 1.8 metres except with respect to the front set back area for which there is no minimum height but which is subject to clause 2.1(2).

**(3) Brick, stone or concrete fence**

A fence constructed of brick, stone or concrete, which satisfies the following requirements and specifications –

- (a) footings of minimum 225mm x 150mm concrete 15MPa or 300mm x 175mm brick laid in cement mortar or 400mm x 400mm concrete 20MPa with minimum 1 layer 4-L11TM;
- (b) pier specifications –
  - (i) continuous fence with engaged piers or infill panels between piers maximum 2.1 metres high with No. 2 R6 galvanised rod continuous in last mortar bed joint;
  - (ii) engaged or attached piers 290mm x 290mm (for 90mm wide masonry unit) and 350mm x 350mm (for 110 wide masonry unit) with No. 1 Y12 galvanised reinforcing rod tied into footing and located centrally in pier;
  - (iii) pier core to be filled with 15MPa concrete. Piers at maximum 2.1 metre centres.
- (c) expansion joints in accordance with the manufacturer's written instructions;
- (d) a minimum height of 1.8 metres up to 2.1 metres (including screening), except within the street setback area which is subject to requirements outlined in clause 3.1; and
- (e) certified by a Structural Engineer as being appropriate for the particular site and wind terrain category.

**FOURTH SECOND SCHEDULE**

**PERMIT FOR AN ELECTRIFIED FENCE**

[clause 5.2]

This is to certify that .....  
of .....  
is the permit holder, subject to the conditions set out below, to have and use an electrified fence on  
.....  
.....  
(address)

from ..... 20 .. and until this permit is transferred or cancelled.

Dated this .....day of .....20..

Authorised Person  
Shire of Northam

**Conditions of Permit:**

The holder of the permit must -

- (a) display the permit in a prominent position on the land or premises on which the electrified fence has been constructed;
- (b) upon the request of the local government or an Authorised Person produce to him or her this permit;
- (c) within 14 days of a change in the ownership or occupation of the land or premises in respect of which the permit has been granted, notify the local government in writing of the details of that change or those changes;
- (d) obtain the written consent of the local government prior to the commencement of any alteration, addition or other work relating to or affecting the electrified fence;
- (e) comply with AS/NZS 3016:2002; and
- (f) following construction of the fence, lodge with Western Power a certificate of installation from a qualified electrician and comply with any requirements of Western Power regarding the construction of the fence.

**Transfer by endorsement**

This permit is transferred to .....  
of .....  
from and including the date of this endorsement.

Dated this .....day of .....20..

Authorised Person  
Shire of Northam

**FIFTH THIRD SCHEDULE**

**PERMIT FOR A RAZOR WIRE FENCE**

[clause 5.2]

This is to certify that .....  
of .....  
is the permit holder, subject to the conditions set out below, to have a fence constructed wholly or  
partially of razor wire  
on.....

.....  
.....  
(address)

from ..... 20 and until this permit is transferred or cancelled.

Dated this ..... day of ..... 20 ..

.....  
Authorised Person  
Shire of Northam

**Conditions of licence permit:**

The holder of the permit must –

- (a) display this permit in a prominent position on the land or premises on which the fence has been constructed;
- (b) on the request of the local government or an Authorised Person, produce to him or her this permit;
- (c) within 14 days of a change in the ownership or occupation of the land or premises in respect of which the permit has been granted, notify the local government in writing of the details of that change or those changes; and
- (d) obtain the written consent of the local government prior to the commencement of any alteration, addition or other work relating to or affecting the fence.

**Transfer by endorsement :**

This permit is transferred to .....  
of .....  
from and including the date of this endorsement.

Dated this ..... day of ..... 20 ..

.....  
Authorised Person  
Shire of Northam

**SIXTH FOURTH SCHEDULE - OFFENCES AND MODIFIED PENALTIES**

[clause 7.2]

Item No.	Clause No.	Nature of offence	Modified Penalty \$
1.	2.1(1)	Erect a fence which is not a sufficient fence	250
2.	3.1(1)	Erect or modify a fence within the street setback area without written consent of the local government	250
3.	3.2	Erect a fence which is higher than the permitted height	250
4.	3.3	Erect a fence on a rural lot which is higher than the permitted height	250
5.	3.4(1)	Failing to maintain a fence in good condition or preventing a fence from becoming dangerous, dilapidated	250
6.	3.5(1)	Erect or permit a fence of corrugated fibre reinforced pressed cement having soil higher than 150mm on a side of	250
7.	3.6(a)	Erect a fence which contains a gate which does not open into the lot	250
8.	3.6(b)	Erect a fence which contains a sliding gate which is not located on the inside of the fence on the lot	250
9.	3.7	Erect a fence across a right of way, public access way or thoroughfare without the approval of the local government	250
10.	4.1(1)	Construct a fence on a residential, commercial or industrial lot from materials not approved by the local government	250
11.	4.2(1)	Construct a dividing fence on a residential, commercial or industrial lot from pre-used materials without the approval of the local government	250
12.	4.3(2)	Erect a fence using barbed wire or other material with spiked or jagged projections in fence construction without written approval of the local government	500
13.	4.3(3)	Erect a fence using barbed wire or other material with spiked or jagged projections in a fence at a level lower than 2000mm from the ground	500
14.	5.1(1)	Have or use razor wire in a fence or electrify a fence without having a permit	500
15.	6.1(1)	Failing to comply with the requirements of a notice	500
16.	7.1(2)	All other penalties not specified	250

Dated this .....day of .....2019

The Common Seal of the )  
Shire of Northam was )  
affixed by authority of a )  
resolution of the Council )  
in the presence of )

.....  
CR ANTONIO  
President

.....  
JASON WHITEAKER  
Chief Executive Officer

DRAFT



## 12.5 COMMUNITY SERVICES

### 12.5.1 Application for Fee Waiver – Special Needs Inclusion Group

<b>Address:</b>	Wundowie Hall
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Paula Day
<b>File Reference:</b>	1.3.5.5
<b>Reporting Officer:</b>	Kim Colbourne Manager Digital Innovation and Information
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider a waiver of fees for the use of Wundowie Hall for the purpose of an inclusion group for local families with children with special needs.

#### ATTACHMENTS

Attachment 1: Letter requesting Fee Waiver

#### BACKGROUND / DETAILS

Paula Day, a resident of Wundowie, has begun a special needs inclusion group meeting fortnightly at Wundowie Hall. This is a support group for families with special needs children who frequently find their social options limited because of their child's or children's requirements. She has started the group without any financial support, and can only attempt for financial support from relevant charities after such a group has been running for several months. She requests that Council waive the booking fee for Wundowie Hall for one year, a total of \$600.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing.

Outcome 2.1: People in the Shire of Northam feel that their community is caring and inclusive.

Objective Support is provided to encourage a strong culture of volunteering.  
Services targeted at parent support and building stronger families are available.

### **Financial / Resource Implications**

The fees that Council resolve to waive will represent foregone income. This will be to a maximum of \$600 (inc GST).

### **Legislative Compliance**

Local Government Act 1995, Section 6.12 - Power to defer, grant discounts, waive or write off debts.

### **Policy Implications**

This application has been assessed against Policy C3.4 –Write/Off Small Fees or Debts and officers believe it fits the parameters for a fee waiver in that:

- It promotes the Shire of Northam's mission and objectives;
- It provides a benefit to the Shire of Northam community;
- It is for an activity, event or program with a charitable or community service oriented purpose;
- Is being conducted for not-for-profit and by a non-government organisation.

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government up to a maximum of \$500. As this request is above the delegated limit, Council is requested to make a determination.

### **Stakeholder Engagement / Consultation**

There has been some feedback from the community towards support for this project.

### **Risk Implications**

- Reputational – Low
  - This is to support local families in the Wundowie and Baker's Hill area who have children with special needs, as well as providing activities for the Wundowie community.
- Financial - Low
  - The cost is minimal.
- Compliance - Low
  - Council can waive fees as per the Local Government Act 1995.
- Legal – Low
  - Council can waive fees as per the Local Government Act 1995.

## OFFICER'S COMMENT

Such a group would be very beneficial to local families in that circumstance as having a special needs child is socially isolating. There are a number of Wundowie families that have supported this initiative, and officers believe that it would be beneficial to support the fee waiver on this occasion.

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3721**

**Moved: Cr Little**

**Seconded: Cr Della**

**That Council waive the following fees as a donation to the inclusive social group:**

**(a) Hall hire fees for Wundowie Hall for one year = \$600**

**CARRIED 10/0**

The Manager Health and Environment left the meeting at 7:00pm and returned at 7:02pm



## Attachment 1

Applicant email:

Hello,

I am fairly new to the town of Wundowie (November 2018) and I am very keen to start running several family focussed community activities/events to be held in Wundowie's Hall. I would also like to run a small, special needs inclusion group.

I have some equipment that I would like to donate to either the Shire or the Wundowie Progress Association (or whoever would like to use them) in the form of a portable basketball hoop (brand new & adjustable) and a ping pong table (near new, barely used). I have several basketballs and ping pong bats and balls to go with them. I also have several other items, such as a Wii console and projector & 2 games, over a dozen board games, hula hoops, soft Frisbees, a large indoor bowling game, etc.

At present, I have nowhere to store the larger items (basketball hoop and ping pong table). The Progress Association have said I can put them in their storage unit, but as yet, they have not had the time or the means to make room for them (and don't look likely to in the near future) and I wish to start the special needs inclusion group within the next few weeks. I'm hoping to be able to leave the basketball hoop and the ping pong table in the hall (in a corner or near the chairs) temporarily until space has been made available in either the Progress's storage unit or the Shires storage unit. Please let me know if I am able to do so?

I would also like to request that the Shire waive the hall hire fees for my up and coming special needs inclusion group and for the proposed family community activities/events.

I envisage running the special needs inclusion group once a fortnight initially and then perhaps, once a week, depending on the needs of the community. I am hoping to run the family focussed community activities/events on a monthly basis or thereabouts. Each activity/event will be designed to accommodate whole family participation. I am hoping to heavily engage the Progress Association with the organising and the running these events.

I am looking at purchasing some equipment to support these events through a community grant, which I will follow up shortly with Wundowie's Shire Representative.

Here are some ideas so far, some of these can be run a few times each year:

1. Movie Night – Family films & popcorn.
2. Family Fun Activities Night/Day – ping pong, shooting hoops, wii on a big screen, bocce, putt-putt, games table & several giant indoor games.
3. Disco – blue light and juniors (separate discos)
4. Family Feud WPA Style.
5. Wheel of Fortune WPA Style.
6. Family Fun Workshops – Jewelry making, woodwork, cooking, craft etc.
7. Robot Wars (spruce up your favorite remote-control toy for battle)
8. Wundowie's Got Talent – Or maybe it doesn't!

Please don't hesitate to contact me if you need any further information.

Kind regards  
Paula Day  
7 Sparrowhawk Rd  
Wundowie 6560  
0488 128 990

## Attachment 2

To Whom it May Concern,

I am a resident of, Wundowie and have lived here with my husband and four children for the past four years. During this time, we have found that there is very little to do in the way of child friendly, family orientated activities in Wundowie and surrounding areas.

My four children and I have recently become aware of and one occasion so far this year, attended a WICK fun day run by Paula Day, held at Wundowie Hall. All of us had a fantastic time and are looking forward to attending on a fortnightly basis.

Kind regards



Kylie

### 12.5.2 Shire of Northam Disability Access & Inclusion Plan

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Disability Services Commission
<b>File Reference:</b>	1.6.21.1
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer Nicole Hampton, Killara Manager
<b>Responsible Officer:</b>	Ross Rayson, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

The purpose of this item for Council to endorse the Disability Access and Inclusion Plan (DAIP) 2019-23.

#### ATTACHMENTS

Attachment 1: Disability Access and Inclusion Plan.

---

#### BACKGROUND / DETAILS

The WA Disability Services Act (1993) require each Local Government to have a Disability Access and Inclusion Plan (DAIP) (formerly known as a Disability Services Plan).

Disability Access and Inclusion Plans provide a means of ensuring that people with disability have the same fundamental rights as all other residents to access services, community events, buildings and facilities, information, consultative and complaint resolution processes.

The Shire of Northam's initial Disability Access and Inclusion Plan was adopted at the Ordinary Council Meeting on 15 October 2008 and has since been reviewed. The DAIP 2009-2013 provides a planned approach to progressively address barriers to access and inclusion across all areas of Council responsibility.

The 2019-23 DAIP builds upon the work already achieved in ensuring that both the physical infrastructure and the communities' perception and awareness of the needs of people with a disability is enhanced through education.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing.

Outcome 2.1: People in the Shire of Northam feel that their community is caring and inclusive.

Objective: People with disabilities are able to live a safe and fulfilling life in the Shire.

Action: Review the Shire of Northam Disability Access and Inclusion Plan.

### Financial / Resource Implications

Items listed in the 'Implementation Plan' will require financial resources.

### Legislative Compliance

Compliance with Disability Services Act 1993.

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

To assist with the review, community consultation consisting of a Community wide survey to gauge the opinions of the community about the services and facilities provided by the Shire of Northam was conducted.

The survey was available in online or hard copy format and was completed by a wide cross section of the community, including people with a disability, their families and carers, service providers, Shire of Northam staff and elected members.

The survey was advertised via the local print media, the Shire of Northam website and social media pages in February 2019. Due to a lack of response initially, the deadline for submissions was extended until May 2019.

The survey was also promoted via disability stakeholder groups and organisations. In addition, workshops were held with both individuals with a disability, and disability support organisations to gain input.

Despite this, the survey only returned 16 responses.

### Risk Implications

- Reputational – Low
  - Council has undertaken a community wide review of the DAIP and updated the revised DAIP accordingly.
- Financial - Low

- The recommended options will be identified within the annual budget cycle and within the Long term Financial Plan
- Compliance - Low
  - The plan is in accordance with outcome areas and Standards as stated within the Western Australian Disability Services Act (1993)
- Legal – Low
  - The plan is in accordance with outcome areas and Standards as stated within the Western Australian Disability Services Act (1993)

## OFFICER'S COMMENT

The Shire of Northam is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information facilities and services. Towards this goal the Shire of Northam adopted its first Disability Service Plan (DSP) in 1995 to address the access barriers within the community.

The Shire of Northam has found that the planned approach to progressively addressing barriers to access and inclusion across all areas of Council responsibility has resulted in many initiatives and has assisted the Shire to make significant progress towards better access.

In 2006, 2007 and 2008 the Shire of Northam undertook a comprehensive review of its DSP and subsequently developed the 2009-2013 DAIP.

The 2014-2018 DAIP built upon the work already achieved with the 2009-2013 DAIP in ensuring that both the physical infrastructure and the communities' perception and awareness of the needs of people with a disability is enhanced through education.

The 2019-23 plan continues to build on this work already achieved and provides a pathway for progression over the next five years.

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3722**

**Moved: Cr Ryan**

**Seconded: Cr Mencshelyi**

**That Council endorse Disability Access & Inclusion Plan (DAIP) 2019-23.**

**CARRIED 10/0**

## Attachment 1



# DISABILITY ACCESS AND INCLUSION PLAN (DAIP) 2019-2023

## SHIRE OF NORTHAM

PO Box 613, NORTHAM WA 6401  
395 Fitzgerald Street, NORTHAM WA 6401  
Telephone: (08) 9622 6100  
Facsimile: (08) 9622 1910  
Email: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)  
Website: [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

This document explains how Council will improve access to functions, facilities and services for people with disability provided by the Shire of Northam in accordance with outcomes areas and Standards as stated within the Western Australian Disability Services Act (1993)

If you have any questions or would like to provide feedback regarding barriers to access please address your letters to the Chief Executive Officer, Shire of Northam, PO Box 613, Northam WA 6401.

Should you require this document in an alternative format such as large print please telephone the Shire of Northam on (08) 9622 6100, or fax (08) 9622 1910 or alternatively email [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

Please note that this plan can be made available in electronic format and is able to be downloaded from Councils website [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

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## 1. Introduction

The Shire of Northam is proud to present the 2019–2023 Disability Access and Inclusion Plan (DAIP).

The WA Disability Services Act (1993) require each Local Government to have a DAIP (formerly known as a Disability Services Plan).

If you would like to contribute to the continued development of the DAIP or have questions or comments regarding disability access, policy or programs please contact the Seniors and Disability Manager on 96225765 or email [killaramanager@northam.wa.gov.au](mailto:killaramanager@northam.wa.gov.au) / [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au).

## 2. About the Plan

Disability Access and Inclusion Plans provide a means of ensuring that people with disability have the same fundamental rights as all other residents to access services, community events, buildings and facilities, information, consultative and complaint resolution processes.

The Shire of Northam's initial Disability Access and Inclusion Plan was adopted at the Ordinary Council Meeting on 15 October 2008 and has since been reviewed. The DAIP 2019-2023 provides a planned approach to progressively address barriers to access and inclusion across all areas of Council responsibility.

The 2019-2023 DAIP builds upon the work already achieved in ensuring that both the physical infrastructure and the communities' perception and awareness of the needs of people with a disability is enhanced through education.

## 3. Background

### 3.1 The Shire of Northam

The Shire of Northam is an established regional centre situated approximately 96 kilometres east of Perth in the picturesque Avon Valley. The Shire of Northam has its office within the townsite of Northam which occupies approximately 24 square kilometres with surrounding farmland and small towns in the surrounding 1419 square kilometres in the Shire. The towns include Wundowie, Bakers Hill, Clackline, Spencers Brook and Grass Valley, with smaller localities of Seabrook, Southern Brook, Irishtown and El Caballo.

Northam is the centre of a large agricultural district within the Avon Valley and Central Wheatbelt. There are farming communities within the Shire of Northam who primarily produce crops such as oats, wheat, barley, canola and lupins as well as other avenues of income from livestock such as sheep (wool) and cattle. Northam is used for farmer's everyday banking, retail shopping, recreation, education and government needs.

The Shire is undergoing extensive residential growth and change, including several large areas of land being developed for new housing of suburban size and

rural-residential size. Council is committed to developing the Shire and encouraging growth through means of new investment and tourism, with an emphasis on maintaining the warm country feel and friendly community atmosphere.

### **3.2 Functions, Facilities and Services**

The Shire of Northam is responsible for a range of functions, facilities and services including:

#### **Services to Property:**

- Provision and maintenance of roads, footpaths and cycle ways;
- Construction and maintenance of community buildings and facilities;
- Land drainage and development;
- Waste management including collection, disposal and recycling;
- Street cleaning and litter control;
- Planting and caring for street trees;
- Numbering of buildings and lots
- Installation and maintenance of street signage;
- Street lighting;
- Bush fire control.

#### **Services to the Community:**

- Provision and maintenance of playing areas and playgrounds, parks, gardens, reserves sports grounds and facilities for sports groups;
- Provision and maintenance of facilities for community groups and public halls;
- Management of recreation centres and pools;
- Public libraries, information services and internet access via the libraries;
- Environmental health services; home support and respite services at the Killara Centre;
- Citizenship ceremonies and community events.
- Community Grants

#### **Regulatory Services:**

- Planning of road systems, subdivisions and town planning schemes;
- Building approvals for construction, additions or alterations;
- Environmental health services and ranger services including dog control; and the development, maintenance and control of parking;
- Compliance services.

#### **General Administration:**

- Public Information service;
- Lodging of complaints;
- Payment of fees including rates and dog licences.

#### **Processes of Government:**

- Ordinary and special Local Government and committee meetings;
- Elector's meetings and election of Council Members;
- Ward meetings and community consultations.

**Economic & Tourism Development:**

- White Swans Management;
- Notices & Signage; Avon Descent and Avon River Festival;
- Special Events, Heritage and Cultural Promotion;
- Municipal Heritage Inventory;
- Parks and river walk-trails.

**Human Resources Management:**

- Conferences (by Councillors and staff), Council vehicles, computers and other equipment, vehicles, training, telephones, workplace safety, staff recruitment, policies, procedures, and stock management.

**3.3 People with Disability in the Shire of Northam**

According to the Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2012) 18.5% of the Australians identify themselves as having some form of disability. Based on the population estimate and these findings it is estimated that there are around 2066 people with disability living in the Shire of Northam. The seasonal influx of tourists, including tourists with a disability must also be considered.

**3.4 Planning for Better Access**

It is a requirement of the Western Australian Disability Services Act (1993) that all Local Government authorities develop and implement a DAIP that outlines the ways in which the authority will ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

**3.5 Progress in the Shire of Northam**

The Shire of Northam is committed to facilitating the inclusion of people with disability through the improvement of access to its information facilities and services. Towards this goal the Shire of Northam adopted its first Disability Service Plan (DSP) in 1995 to address the access barriers within the community.

The Shire of Northam has found that the planned approach to progressively addressing barriers to access and inclusion across all areas of Council responsibility has resulted in many initiatives and has assisted the Shire to make significant progress towards better access.

In 2006, 2007 and 2008 the Shire of Northam undertook a comprehensive review of its DSP and subsequently developed the 2009-2013 DAIP.

The 2019-2023 DAIP builds upon the work already achieved with the 2014-2018 DAIP in ensuring that both the physical infrastructure and the communities'

perception and awareness of the needs of people with a disability is enhanced through education.

The following is a sample of the Shire of Northam's progress and achievements in improving access for people with disability:

**Existing functions, facilities and services are adapted to meet the needs of people with disability.**

- When planning community events, the Shire of Northam consider elements of access in the planning stages of each event.
- The Shire of Northam conducted a comprehensive access audit of buildings, facilities and public spaces in 2015 through the Age Friendly Community program, to determine where improvements could be made.
- The Shire of Northam's website includes a wide range of documents available to the public and it has a functionality which allows the user to alter the text size.
- The Northam Public Library has disabled access to the second floor of the building.

**Access to buildings and facilities has been improved.**

- Wheelchair access points to get onto the footpath have been installed in the CBD.
- As the Shire of Northam undertakes maintenance and renewal of footpaths, the requirements of people with disability will be an important consideration, particularly with respect to level surfaces and access from road surfaces onto footpaths.
- Widened parking bays for people with disability where practicable.
- Developed a program for signage improvement throughout the town.
- Tactile pavers have been included in new footpaths.
- Undesirable growth in footpath crevices have been eradicated via a regular maintenance program.
- Public toilets have been upgraded to be accessible.
- Paths and ramps continue to be upgraded.
- The Shire of Northam administration office has been fitted with a purpose built lowered service counter to enable wheelchair bound people to adequately and comfortably be served.
- The Shire of Northam has improved line marking, signage and policing.
- Existing swimming facilities have a limited remaining useful life. A new aquatic centre is under construction in Northam and is due to open in 2020. This facility will have heated pools and fully comply with disability standards.
- Additional disabled parking bays have been positional in areas where there are higher volumes of parking.
- The Shire of Northam has identified the most appropriate locations for additional public seating through the Friendly Aged Community project and will install new seating.
- All new buildings in the Shire comply with AS1428.1 Disability Standard.

**Information about functions, facilities and services is provided in formats which met the communication needs of people with disability.**

- The Shire of Northam works in partnership with Home and Community Care (HACC) to provide an extensive range of HACC services to the Shire of Northam community.
- The Shire of Northam is investigating a function on the website that allows people listen to documents.

**Employee awareness of the needs of people with disability and skills in delivering services is improved**

- Selected staff have participated in comprehensive disability awareness training.
- The Human Resources team has committed to producing a policy to promote a more inclusive workplace.

**Opportunities are provided for people with disability to participate in public consultations, grievance mechanisms and decision-making processes.**

- The Shire of Northam promotes a number of ways for people to make complaints and comments including phone and online through the website.
- The Shire of Northam promotes consultation processes with the public through a number of different means to ensure that all people have adequate access.
- Where the Shire of Northam becomes aware of deficiencies in service or facilities provided by other organisations as a matter of policy, brought those deficiencies to the attention of the relevant organisation.

**Opportunities are provided for people with disability to access employment opportunities within the Shire of Northam.**

- Recruitment practices are reviewed regularly.
- The Human Resources team has committed to producing a policy to promote a more inclusive workplace.
- The Shire of Northam administration building has facilities to ensure that disabled employees are included.
- Advertisements for vacancies include the statement that the Shire of Northam is an Equal Opportunity Employer.
- Flexible employment options are available for employees with disability.
- Workplace is set-up and equipment is tailored to employee needs.

#### 4. Access and Inclusion Statement

The Shire of Northam is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

The Shire of Northam interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

##### The Shire of Northam

- Recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
  - Believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
  - Believes that people with disability, their families and carers should be supported to remain in the community;
  - Is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
  - Will ensure its agents and contractors work towards the desired outcomes of the DAIP;
  - Is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
  - Is committed to achieving initiatives within the following seven (7) Outcome areas and Standards as prescribed within the Disability Service Act (1993).
1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Northam.
  2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Northam.
  3. People with disability receive information from the Shire of Northam in a format that will enable them to access the information as readily as other people are able to access it.
  4. People with disability receive the same level and quality of service from the staff of the Shire of Northam.
  5. People with disability have the same opportunities as other people to make complaints to the Shire of Northam.
  6. People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Northam.
  7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Northam.

**Standard:** A Disability Access and Inclusion Plan must provide a means of ensuring that people with disability have the same opportunities as other people to participate in any public consultation by the Shire of Northam.

## **5. Development of the Access and Inclusion Plan**

### **5.1 Responsibility for the Planning Process**

In November 2018, the Shire of Northam contracted an access agency to audit and create an action plan for changes within our shire.

Responsibility for developing, monitoring, implementing, reviewing and amending the DAIP is a whole of organisation responsibility that is led by the Seniors and Disability Manager and this includes the responsibility of ensuring that the plan is rolled out throughout the organisation.

The Chief Executive Officer has the responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

Agents and contractors are informed of the DAIP when it is advertised for public comment prior to the Plan being endorsed. This provides the agents and contractors with the opportunity to value add to the Plan.

### **5.2 Community Consultation Process**

In March 2019, the Shire of Northam conducted a Community Perception Survey with the purposes of gauging the opinions of the community about the services and facilities provided by the Shire of Northam. This was a wide consultation process and was used to identify potential strategies to be incorporated into the new plan. This was available online including social media and hardcopy with staff also available to help complete the survey.

The Community Perception Survey was completed by community members including people with disability, their families and carers, service providers, Shire of Northam staff and elected members.

In March 2015, the Shire of Northam conducted an Age Friendly Community audit on all Shire owned buildings, public spaces and other important services. This involved one-on-one consultations with members of the public, shop owners and service providers and inspections of Shire owned buildings, footpaths and public spaces.

In March 2019 an advertisement was placed in the local newspaper, on the shire of Northam social media pages and on the Shire of Northam's website calling for comments from the community via a survey which was available online or in hard copy.

### **5.3 Findings of the Consultation**

The Community Perception Survey showed that the communities perception is that the community is reasonably happy, with 52% of respondents indicating that they are satisfied that the Shire of Northam provides adequate access to public facilities, events and services for people with disability.

Following the Age Friendly Community audit, the Shire of Northam has successfully secured some funding to improve some of the accessibility barriers that were identified as needing improvement. This included appropriate locations for additional public seating, new footpaths that allow dual mobility devices linking the public transport and the recreation services.

Other projects were identified as being barriers to access and inclusion and these will be addresses in the DAIP Action Plan.

### **5.4 Access Barriers**

The access barriers identified in the consultation process were:

- Council policy to guide and inform access and inclusion activities may not reflect contemporary values and practice;
- Processes of the Council may not be as accessible as possible;
- Events may not always be held in a manner and location that best facilitates the participation of people with disability;
- Suitable parking for people with disability may not be meeting the needs of this growing demographic;
- Elements of the Council's website require improvement to best meet the needs of people with disability;
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability;
- People with disability may not be aware of consultation opportunities with the Council.

These barriers raised the need to develop strategies in the DAIP. The barriers have been prioritised in order of importance, which assists in setting timeframes for the completion of strategies to overcome those access barriers.

### **5.5 Responsibility for Implementing the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.



## **5.6 Communicating the Plan to Staff and People with Disability**

- Once adopted by Council, the DAIP will be promoted within the community.
- Copies of the plan will be available upon request and in alternative formats if required, including hard copy in standard print, electronic format (CD), via email and on Council's website.
- As plans are amended Council staff and the community will be advised of the availability of updated plans, using the above methods.
- Following consultation, the DAIP was finalised and submitted to the Disability Services Commission. The Community was informed of the final DAIP through an advertisement in the local newspaper and a copy was placed on the Shire of Northam website.

## **5.7 Review and Evaluation Mechanisms**

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The Implementation Plan and Action Plan can be updated more frequently if desired.

## **5.8 Monitoring and Reviewing**

The employee with the responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

The Council's DAIP will be reviewed and submitted to the Disability Services Commission in 2023. The report will outline what has been achieved under the Council's DAIP 2019-2023.

## **5.9 Evaluation**

- An evaluation will occur as part of the four-yearly review of the DAIP.
- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

## **5.10 Reporting on the DAIP**

The Disability Services Act requires the Council to report on the implementation of its DAIP in its annual report outlining:

- Progress towards the desired outcomes of its DAIP;
- Progress of its agents and contractors towards meeting the seven desired outcomes; and

- The strategies used to inform agents and contractors of its DAIP.

The Council is also required to report on progress in the prescribed format to the Disability Services Commission by 31 July each year.

## 6. Strategies to Improve Access and Inclusion

The following overarching strategies have been developed to address each of the six desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

### Outcome 1:

People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Northam.

Strategy	Timeline
People with disability are consulted on their needs for services and the accessibility of current services	Ongoing
Monitor Shire services to ensure equitable access and inclusion	Ongoing
All Shire of Northam policies and frameworks are consistent with the DAIP and support equitable access to services	Ongoing
Internal planning and evaluation of Shire of Northam events including festivals, meetings and consultations to incorporate access and inclusion	Ongoing
External agencies to consider access and inclusion in the planning of events and services in the Shire of Northam.	Ongoing

### Outcome 2:

People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Northam.

Strategy	Timeline
All buildings and facilities meet the standards for access and any demonstrated additional need, where practicable	Ongoing
All new or redevelopment works provide access to people with disability, where practicable	Ongoing
The provision of ACROD parking meets the needs of people with disability in terms of quantity and location	Ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues	Ongoing

All recreational areas are accessible, where practicable	Ongoing
Address specific building and facility issues raised during public consultation process	Ongoing

**Outcome 3:**

People with disability receive information from the Shire of Northam in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Timeline
Improve community awareness of Shire information that is available in alternative formats upon request	Ongoing
Improve employee awareness of accessible information needs and how to provide information in other formats	Ongoing
Ensure that the Council's website meets contemporary good practice	Ongoing
Marketing is consistent to the accessibility standards for information	Ongoing

**Outcome 4:**

People with disability receive the same level and quality of service from the staff of the Shire of Northam.

Strategy	Timeline
All elected members and employees are aware of access needs and can provide appropriate services	Ongoing
Improve community awareness about disability and access issues	Ongoing

**Outcome 5:**

People with disability have the same opportunities as other people to make complaints to the Shire of Northam.

Strategy	Timeline
Shire of Northam complaint procedures are accessible for people with disability and are acted upon	Ongoing

**Outcome 6:**

People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Northam.

Strategy	Timeline
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People with disability are actively consulted about the DAIP and any other significant planning processes	Ongoing
People with disability are aware of and can access other established consultative processes	Ongoing

**Outcome 7:**

People with disability have the same opportunities as other people to obtain and maintain employment within the Shire of Northam.

Strategy	Timeline
Recruitment practices align to equal employment opportunity	Ongoing
Equal employment principles are upheld and reflected in all workforce development activities.	Ongoing
Encourage employees to improve positive mental health and wellbeing	Ongoing

**7. Implementation Plan 2019-2023**

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2019-2023 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the four year plan.



<b>Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of Northam.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
People with disability are consulted on their need for services and the accessibility of current services.	Obtain feedback from community members with disability on a regular basis.	Ongoing	Executive Manager Community Services
Monitor Shire services to ensure equitable access and inclusion.	Conduct systematic reviews of the accessibility of services.	Ongoing	Executive Manager Community Services
	Rectify identified barriers and provide feedback to consumers.	Ongoing	Executive Manager Community Services
All Shire of Northam policies and frameworks are consistent with the DAIP and support equitable access to services.	Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, particularly the Strategic Plan.	Ongoing	All Managers
Internal planning and evaluation of Shire of Northam events including festivals, meetings and consultations to incorporate access and inclusion.	Review the Accessible Events checklist.	Ongoing	Events Coordinator
	All events are planned using the Accessible Events checklist.	Ongoing	Events Coordinator
	Audit current regular events to check the adequacy of access and inclusion to build improvement measures.	Ongoing	Events Coordinator
	Debriefing and evaluation of the Shire's events and services to include access and inclusion.	Ongoing	Events Coordinator

	Promote each event as accessible.	Ongoing	All Staff
	Promotional material for events where applicable to include 'Please advise of any access/dietary requirements or communication support you may need to participate'.	Ongoing	All Staff Events Coordinator
External agencies to consider access and inclusion in the planning of events and services in the Shire of Northam.	Include Accessible Events Checklist as a requirement in the events package.	Ongoing	Events Coordinator
	Provide Access and Inclusion Directory to external agencies on request and include it on the website.	Ongoing	Community Development Officer

<b>Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Northam.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
All buildings and facilities meet the standards for access and any demonstrated additional need, Where practicable	Continue to identify access barriers to buildings and facilities and make a submission to Council to commence work on rectifying identified barriers.	Ongoing	Building Maintenance & Project Supervisor
	Ensure that all emergency evacuation plans safeguard people with disability.	Ongoing	Safety Officer
All new or redevelopment works provide access to people with disability, where practicable.	Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities.	Ongoing	Senior Building Surveyor

	Ensure that no development application is signed off without a declaration that it meets the legal requirements.	Ongoing	Senior Building Surveyor
	Ensure that key staff are trained and kept up to date with the legal requirements.	Ongoing	All managers
	Engage with members of the community regarding access when undergoing building refurbishment.	Ongoing	Senior Building Surveyor
The provision of ACROD parking meets the needs of people with disability in terms of quantity and location.	Undertake an audit of ACROD bays and implement a program to rectify any noncompliance. Enforce parking in ACROD bays require an ACROD sticker.	Ongoing	Executive Manager Development Services / Executive Manager Engineering Services
	Enforce 'no parking on footpaths'.	Ongoing	Executive Manager Development Services
	Consider the need for additional ACROD bays at some locations.	Ongoing	Executive Manager Development Services/ Executive Manager Engineering Services
	Continue to upgrade public toilets and public spaces in accordance with priority areas that were identified in the Age Friendly Community audit.	Ongoing	Executive Manager



			Development Services
Advocate to local businesses and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.	As requested, provide information (available on the DSC website), on the needs of people with disability and of legal requirements and best practice.	Ongoing	Community Development Officer /
	Follow up with local businesses concerns about their premises raised by community members.	Ongoing	Senior Building Officer
	Make access information available on the Shire's website.	Ongoing	Community development officer
	Promote Access and Inclusion through the Northam Chamber of Commerce.	Ongoing	Community Development Officer
All recreational areas are accessible, where practicable.	Continue to upgrade recreational areas in accordance with priority areas that were identified in the Age Friendly Community audit.	Ongoing	Executive Manager Engineering Services
	Where possible provide programs, activities and equipment that is accessible and inclusive.	Ongoing	Recreation Centre Manager
Address specific building and facility issues raised during public consultation process	Provide more seating in public places.	Ongoing	All Managers
	Increase number of footpaths in town or improvement to verge walkways, incorporating kerb ramps for disabled access.	Ongoing	Executive Manager Engineering Services
	Regular clearing of footpaths to ensure they are free of loose stones on the concrete, as per maintenance schedule.	Ongoing	Executive Manager Engineering Services



<b>Outcome 3: People with disability receive information from the Shire of Northam in a format that will enable them to access the information as readily as other people are able to access it.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Improve community awareness of Shire information that is available in alternative formats upon request.	Relevant documents carry a notation that they are available in alternative formats.	Ongoing	All Managers / Communications Officer
Improve employee awareness of accessible information needs and how to provide information in other formats.	Make front counter staff aware that State Government Access Guidelines for Information, Services and Facilities are available on the internet.	Ongoing	Executive Manager Corporate Services
	Train employees in providing accessible information.	Ongoing	All Managers / Human Resources
Ensure that the Shire's website meets contemporary good practice.	Review website to ensure it complies with the W3C web content guidelines.	Ongoing	Communications Officer
	Investigate ways to improve the website through alternative functions that support disability access.	Ongoing	Communications Officer
Marketing is consistent to the accessibility standards for information.	The Shire of Northam Style Guide is to be consistent with best practice in accessible information.	Ongoing	Communications Officer

<b>Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Northam as other people receive.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
All Elected Members and employees are aware of access needs and can provide appropriate services.	Determine training needs of employees and conduct training as required. Include training requirements in a future Corporate Induction Manual.	Ongoing	Chief Executive Officer / Human Resources
	Ensure that information and resources are readily available to staff on Access and Inclusion.	Ongoing	Executive Manager Community Services
	Staff induction includes Access and Inclusion.	Ongoing	Human Resources
Improve community awareness of disability and access issues.	Develop strategies for increasing awareness, including the use of the Shire newsletter and website.	Ongoing	Executive Manager Community Services
	Provide Access and Inclusion Directory to the community on request and include it on the website.	Ongoing	Community Development Officer/Communications Officer



<b>Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Northam.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Shire of Northam complaint procedures are accessible for people with disability and are acted upon.	Review current complaint procedures and implement any recommendations.	Ongoing	Executive Manager Community Services
	Develop other methods of making complaints, such as web-based forms.	Ongoing	Community Development Officer
	Promote accessible complaints mechanisms to the community.	Ongoing	Community Development Officer

<b>Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Northam.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
People with disability are actively consulted about the DAIP and any other significant planning processes.	Consult people with disability and use a range of consultation techniques where appropriate.	Ongoing	Executive Manager Development Services
	Create the register of people with disability and use to provide comment on access and inclusion issues.	Ongoing	Community Development Officer

People with disability are aware of and can access other established consultative processes.	Consultations are widely advertised.	Ongoing	Community Development Officer
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<b>Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment in the Shire of Northam.</b>			
<b>Strategy</b>	<b>Task</b>	<b>Task Timeline</b>	<b>Responsibility</b>
Recruitment practices ensure equal opportunity of employment.	Create an Equal Opportunity Employment Plan to ensure recruitment processes meet the requirements for people with disability.	Ongoing	Human Resources
	Review the Equal Opportunity Plan annually.	Ongoing	Human Resources
	Staff induction includes Access and Inclusion.	Ongoing	Human Resources
Equal employment principles are upheld and reflected in all workforce development activities.	Ensure all workforce development activities include access and inclusion principals.	Ongoing	Human Resources
Encourage employees to improve positive mental health and wellbeing.	Provide information to employees as it becomes available to encourage them to take an interest in their health and wellbeing.	Ongoing	Human Resources



### 13. MATTERS BEHIND CLOSED DOORS

#### MOTION / COUNCIL DECISION

Minute No: C.3723

Moved: Cr Ryan

Seconded: Cr Della

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (a) of the Local Government Act 1995, meet behind closed doors to consider a matter affecting an employee of the Council.

**CARRIED 10/0**

The staff and gallery left the meeting at 7:07pm.

#### MOTION / COUNCIL DECISION

Minute No: C.3724

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council:

1. Approve the Chief Executive Officer's application for leave from 2 December 2019 to 31 January 2020 (inclusive);
2. Request the Chief Executive Officer to prepare a future report relating to the appointment of an acting CEO in his absence.

**CARRIED 10/0**

#### MOTION / COUNCIL DECISION

Minute No: C.3725

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council move out from behind closed door.

**CARRIED 10/0**

The staff and gallery returned to the meeting at 7:10pm.

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

Nil.

**15. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 7:10pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 17 July 2019 have been confirmed as a true and correct record."



\_\_\_\_\_  
President

21/08/2019

\_\_\_\_\_  
Date