



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**21 June 2017**



**NOTICE PAPER**  
**Ordinary Council Meeting**  
**21<sup>st</sup> June 2017**

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 21<sup>st</sup> June 2017 at 5:30pm.

There will be a Forum meeting held in the Council Chambers on 14<sup>th</sup> June 2017 at 5:30 pm to discuss the contents of this agenda.

Yours faithfully



**Jason Whiteaker**  
**Chief Executive Officer**

## DISCLAIMER

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

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

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

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

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## 1. DECLARATION OF OPENING

## 2. ATTENDANCE

### Council:

Shire President  
Deputy Shire President  
Councillors

S B Pollard  
T M Little  
D G Beresford  
J E Williams  
J Proud  
R W Tinetti  
C L Davidson  
U Rumjantsev  
C R Antonio  
D A Hughes

### Staff:

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

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

### 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

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

<b>Visitations and Consultations:</b>	
21/5/17	Open the Wundowie Iron Festival
22/5/17	Site inspection re: Poultry Farm Development Application
25/5/17	ABC Regional Radio interview re: Poultry Farm proposal
26/5/17	ABC Regional Radio interview post poultry farm approval
1/6/17	WALGA Delegations webinar training
1/6/17	Northam Chamber of Commerce Business After Hours session
2/6/17	Ombudsman Office teleconference re: ratepayer complaint
6/6/17	Shire AICD governance review initial results teleconference
8/6/17	Strategic Community Plan review workshop
12/6/17	AROC meeting in Toodyay
15/6/17	Joint DAP meeting re: proposed solar farm development application
15/6/17	WA Regional Capitals Alliance (WARCA) meeting – Jason attending
16/6/17	Volunteer Bushfire fighters recognition dinner
17/6/17	Lions Club of Northam annual changeover dinner
20/6/17	State Administrative Tribunal (SAT) hearing continues re: Di Trento
20/6/17	Library Board of WA visit to Northam
21/6/17	Shire AICD governance review results Council workshop
<b>Upcoming Events:</b>	
23/6/17	WALGA Avon Midlands Country Zone meeting in Gingin
24/6/17	Northam Aero Club annual dinner
25/6 – 30/6/17	Northam Performing Arts Festival Week
26/6/17	Rotary Club annual changeover dinner
28/6/17	Bakers Hill Community Consultation session
8/7/17	Tail End Charlie Tractor ride passing through Northam
8/7/17	Federal Member for Pearce Christian Porter in Northam
8/7/17	State Basketball League (SBL) game at Northam Recreation Centre

## **Operational Matters**

### Annual Shire Budget

Shire staff are preparing a draft 2017/18 budget for Council to consider adopting, The framework for this budget now comes from the 10 year Long Term Financial Plan which Council has endorsed in recent months. There is an underlying rate rise of 3.5% implicit in that LTFF.

### Avon Bridge renovations

It has been recently confirmed by Main Roads WA that the 8 month project to overhaul the Newcastle Road (Avon) Bridge#0638 is on track for completion by the end of July as expected. The reopening of this bridge will be greatly appreciated by all who have had to make alternative plans to get in and out of the Northam town site over the past months. I am confident that the “new” bridge will be a great asset to the Shire for years to come and that the end result will justify the short term pain.

### Bushfire fighter’s dinner

We have again come through the bushfire season relatively unscathed due in no small part to the work our volunteer fire fighters do across the Shire. As a sign of appreciation, the Shire is hosting a dinner with the fire fighting brigade members. We should all be very grateful for the work these and many other volunteers do to keep us safe.

### Gt. Eastern Highway Bakers Hill redesign

I understand that the recent presentation by Main Roads WA to residents of the Bakers Hill area of the latest design plans was well received by all attendees. I know there is still some scepticism about the ability of cars to safely re-enter the highway from the off street parking areas to the north of the highway but Main Roads are confident that line of sight design features will make this task much safer than is currently the case. A proposed speed reduction from 70 kph to 60 kph should also assist with the pedestrian and other safety aspects once implemented.

## **Strategic matters**

### Strategic Community Plan (SCP) 2018 - 2022

Councillors have attended a workshop to tease out the key performance indicators and then the measurement processes around the new draft SCP's 6 theme areas. We are trying to hone in on the critically key indicators of true performance so that there is more focus on the underlying themes of the plan. There are numerous objectives to address the various themes but the concept is to see if we can come up with the most valid indicator of genuine performance for each of the theme areas. The final draft SCP will be made available to the public for their input prior to any final adoption by Council.

WA Regional Capitals Alliance (WARCA)

The next meeting of this group clashes with a JDAP meeting, so Jason will attend the WARCA meeting and I will attend the JDAP meeting.

The last WARCA meeting endorsed the following:

- Budget 2017/18 of a loss of \$27k funded from retained cash reserves
- Structure to change from an unincorporated association to an incorporated association
- Adoption of an advocacy program
- Set up meetings with key State Government Ministers with responsibilities in the Local Government space
- Alternative insurers to LGIS presented
- 3 year Strategic Plan to be created

## 5. PUBLIC QUESTION/STATEMENT TIME

### 5.1 PUBLIC QUESTIONS

### 5.2 PUBLIC STATEMENTS

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

Nil.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 PETITIONS

Nil.

### 7.2 PRESENTATIONS

Nil.

### 7.3 DEPUTATIONS

Nil.

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION

That Council grant Cr S B Pollard leave of absence from 1<sup>st</sup> July 2017 to 31<sup>st</sup> July 2017 inclusive.

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 17<sup>th</sup> MAY 2017

### RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 17<sup>th</sup> May 2017 be confirmed as a true and correct record of that meeting.

## 9.2 SPECIAL COUNCIL MEETING HELD 25<sup>th</sup> MAY 2017

### RECOMMENDATION

That the minutes of the Special Council meeting held on Thursday, 25<sup>th</sup> May 2017 be confirmed as a true and correct record of that meeting.

## 9.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 14<sup>th</sup> JUNE 2017

### RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 14<sup>th</sup> June 2017.

## 9.4 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 24<sup>th</sup> MAY 2017

### RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held on Wednesday, 24<sup>th</sup> May 2017.

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

## 11. REPORTS OF COMMITTEE MEETINGS

### 11.1 AUDIT COMMITTEE MEETING HELD 31<sup>ST</sup> MAY 2017

#### Receipt of Minutes:

### RECOMMENDATION

That Council receive the minutes from the Audit Committee meeting held on 31<sup>st</sup> May 2017.

## Adoption of Recommendations:

### RECOMMENDATION

#### That Council:

1. Adopt the presented Audit Committee Terms of Reference;
2. Receive the 2016/17 Interim Audit Findings as attached;
3. Receives the outstanding rates report;
4. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan;
5. Receive the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan;
6. Receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety & Risk Management Plan;
7. Receives the Australasian LG Performance Excellence Program FY16;
8. Identifies the following areas to be assessed in more detail and reported back to a future Audit Committee Meeting in 2017:
  - a) Information Technology resourcing;
  - b) Parks, Gardens & Sporting Grounds resourcing; and
  - c) Roads & Bridges.
9. Identify the following area to be assessed in more detail upon the completion of item 8;
  - a) Gross Workforce FTE per 1,000 Residents; and
  - b) Governance Costs.
10. Request the Chief Executive Officer to:
  - 10.1 Obtain quotes, in accordance with Council Policy, for a suitably qualified organisations to undertake the following Internal Audits in 2017/18:
    - a. Procurement; and
    - b. Customer Service.
  - 10.2 Make budget provision for Internal Audit; and
  - 10.3 Report back to the next Audit Committee outcomes of the quotes received along with details of the objectives of the individual audits for a final determination.
11. Adopt the presented Related Party Disclosure Forms.

*Note: The reference to 'item 2' has been amended to 'item 8' in No. 9 of the recommendation to reflect the numbering in the Ordinary Council agenda/minutes which is different to the Audit Committee minutes.*



**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Audit Committee Meeting**

**31 May 2017**

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Audit Committee Meeting Minutes  
31 May 2017



## 1. DECLARATION OF OPENING

The Shire President, Cr S B Pollard declared the meeting open at 5:35pm.

## 2. ATTENDANCE

### Committee:

Shire President

Deputy Shire President

Councillors

Cr S B Pollard

Cr T M Little

Cr C R Antonio

Cr J Proud

### Staff:

Chief Executive Officer

Executive Manager Corporate Services

Executive Assistant – CEO

Accountant

Rates Officer

J B Whiteaker

C Young

A C Maxwell

Z Macdonald

C Redmond

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

## 3. DISCLOSURE OF INTERESTS

Nil.

## 4. CONFIRMATION OF MINUTES

### 4.1 COMMITTEE MEETING HELD 22<sup>ND</sup> FEBURARY 2017

#### RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.075

Moved: Cr Proud

Seconded: Cr Antonio

That the minutes of the Audit Committee meeting held Wednesday, 22 February 2017 be confirmed as a true and correct record of that meeting.

CARRIED 4/0

Audit Committee Meeting Minutes  
31 May 2017



**5. COMMITTEE REPORTS**

**5.1 AUDIT COMMITTEE TERMS OF REFERENCE**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.3.5
<b>Reporting Officer:</b>	Chief Executive Officer Jason Whiteaker
<b>Responsible Officer:</b>	Chief Executive Officer Jason Whiteaker
<b>Voting Requirement</b>	Simple Majority

**BRIEF**

A review of the Audit Committee Terms of Reference has been undertaken by staff. This report is presented for the Committee to consider expanding the terms of reference to allow for an 'Internal Audit' function. The proposed Terms of reference are in line with the Department of Local Government Audit Committee Guidelines.

**ATTACHMENTS**

Attachment 1: Current Terms of Reference.

Attachment 2: Proposed Terms of Reference.

**BACKGROUND / DETAILS**

The Local Government Act 1995 (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Objective G2: Improve Organisational capability & capacity.  
Strategy G2.3: Operate/manage organisation in a sustainable manner.

**Financial / Resource Implications**

The incorporate of an internal audit function will have a financial impact on Council in the order of \$10,000 to \$20,000 per annum.

Audit Committee Meeting Minutes  
31 May 2017



**Legislative Compliance**

Part 7 of the Local Government Act and the Local Government (Audit) Regulations 1996 (the Regulations) address the situation of audit. The proposed terms of reference have been developed in accordance and comply with the Act and Regulation requirements.

**Policy Implications**

N/A.

**Stake Holder Engagement / Consultation**

N/A.

**Risk Implications**

The proposed expanded terms of reference for the Committee is viewed as a risk mitigation strategy in itself. It will provide the Council with a further opportunity to satisfy itself that the (primarily financial) Governance of the Shire of Northam is effective and efficient

**OFFICER'S COMMENT**

The proposed terms of reference are in line with the recommendations of the department of Local Government. The only significant change to the terms of reference is around the provision for an internal audit function and the future requirement for the annual report to be presented to Council 'via' the audit Committee.

It is considered that the proposed adjustment will improve the 'governance/financial oversight' function of the Council.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.076

**Moved:** Cr Little

**Seconded:** Cr Antonio

**That Council adopt the presented Audit Committee Terms of Reference.**

**CARRIED 4/0**

Clarification and discussion was held around the primary changes which were made to the Terms of Reference. The CEO confirmed the changes as per the 'Officer's Comment' above.

Clarification was also sought around the external audit, the CEO confirmed that this has always been a function of the Audit Committee.



## Attachment 1

*Audit Committee Terms of Reference 2015 to 2017*

### TERMS OF REFERENCE SHIRE OF NORTHAM AUDIT COMMITTEE

#### 1. Objectives of Audit Committee

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility and objectivity of external financial reporting;
- compliance with laws and regulations as well as use of best practise guidelines relative to auditing;
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

#### 2. Powers of the Audit Committee

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

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

*Audit Committee Terms of Reference 2015 to 2017*

**3. Membership**

The committee shall consist of four elected members. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

**4. Meetings**

The committee shall meet at least three times annually.

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

**5. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**6. Duties and Responsibilities**

The duties and responsibilities of the committee will be -

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope to be undertaken.
- d) Recommend to Council the person or persons to be appointed as auditor.
- e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –



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31 May 2017



*Audit Committee Terms of Reference 2015 to 2017*

- the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor.
- f) Meet with the auditor once in each year.
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- j) Review the scope of the audit plan and program and its effectiveness.
- k) Address issues brought to the attention of the committee that are within the parameters of the committee's terms of reference.
- l) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.

**7. Guiding Principals**

The guiding principles are in accordance with the Local Government Operational Guidelines (No 9) for Audit Committees in Local Government – Their appointment, function and responsibilities.

*Audit Committee Terms of Reference 2015 to 2017*

**8. Tenure of Membership**

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

**9. Delegated Authority Of**

The authority to meet with the Auditor of the local government at least once in every year, pursuant to Section 7.12A(2) the Local Government Act 1995.

**10. Committee**

**10.1 Chairperson**

The members shall appoint the Chairperson.

**10.2 Secretary**

A Shire employee will fulfil the role of non-voting Secretary.

**Standing Ex-Officio Members**

Nil.

**10.4 Quorum**

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be six (6) voting members.

**10.5 Voting**

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

**10.6 Minutes**

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

**10.7 Who Acts If No Presiding Member**

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

**10.8 Meetings**

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

**10.9 Members Interests to be Disclosed**

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

## Attachment 2

*Audit Committee Terms of Reference 2017*

### TERMS OF REFERENCE SHIRE OF NORTHAM AUDIT COMMITTEE

#### 1. Objectives of Audit Committee

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility and objectivity of external & internal financial reporting;
- compliance with laws and regulations as well as use of best practise guidelines relative to auditing;
  - the coordination of the internal audit
  - function with the external audit
- effective oversight of financial and other risks and the protection of Council assets
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

#### 2. Powers of the Audit Committee

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



*Audit Committee Terms of Reference 2017*

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

**3. Membership**

The committee shall consist of four elected members. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

**4. Meetings**

The committee shall meet at least four times annually.

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

**5. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**6. Duties and Responsibilities**

The duties and responsibilities of the committee will be -

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council –
  - a list of those matters to be audited; and
  - the scope to be undertaken.

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Audit Committee Terms of Reference 2017

- Recommend to Council the person or persons to be appointed as auditor.
- Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor.
- d) Meet with the auditor once in each year.
- e) Liaise with the CEO to ensure that the local government does everything in its power to –
  - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
- f) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters.
- g) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- h) Review the scope of the audit plan and program and its effectiveness.
- i) Address issues brought to the attention of the committee that are within the parameters of the committee's terms of reference.
- j) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.

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Audit Committee Terms of Reference 2017

- k) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO
- l) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- m) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- n) Review the local government's draft annual financial report, focusing on –
  - accounting policies and practices;
  - changes to accounting policies and practices;
  - the process used in making significant accounting estimates;
  - significant adjustments to the financial report (if any) arising from the audit process;
  - compliance with accounting standards and other reporting requirements; and
  - significant variances from prior years;
- o) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- p) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- q) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- r) Review the annual Compliance Audit Return and report to the council the results of that review, and
- s) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.



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## 5.2 INTERIM AUDIT

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Absolute Majority

### BRIEF

For the Audit Committee to receive an update on the Interim Audit that was conducted by the Shire's auditor, Moore Stephen's on the 13 & 14 March 2017.

### ATTACHMENTS

Attachment 1: Audit findings.

### BACKGROUND / DETAILS

The Interim Audit was carried out on the 13 & 14 March, Moore Stephen's conducted the interim audit, it concentrated largely on compliance and administration issues rather than financial issues that are concentrated on during the year end audit.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Objective G1: Provide accountable and transparent leadership.

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate in a financially sustainable manner.

#### Financial / Resource Implications

N/A.

#### Legislative Compliance

*Local Government Act (1995) Section 7.12A.*

#### Policy Implications

Nil.

#### Stake Holder Engagement / Consultation

Nil.

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**Risk Implications**

If the Interim Audit was not carried out there would be a risk that agreed procedures that were not followed (if any), would not be reported to Council.

**OFFICER'S COMMENT**

The Auditor has raised three issues that are presented in the audit findings report attached that need to be addressed to ensure that best practices are being followed by Council. The following comprises the issues raised and as they are minor a formal report was not forthcoming from the Auditor.

1. Council minutes for the 19 October 2016 was not dated by the president of the Shire (compliance)

**Management Comment:** Oversight, Will ensure future minutes are dated.

2. The Annual Financial Report for the year 2016 was not submitted to the Department of Local Government within 30 days as per FM Reg 51 (2).

**Management Comment:** Oversight by the Executive Manager Corporate Services, was submitted on the adoption of the Financial Report by Council (38 Days), will ensure the financial report is sent to the department in a timelier manner in future.

3. The IT server is not properly secured. The server should be locked at all times and the key should be kept by the IT department and the finance department.

**Management comment:** actioned, the server is now keep locked.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.077

**Moved:** Cr Proud

**Seconded:** Cr Antonio

**That Council receive the 2016/17 Interim Audit Findings as attached.**

**CARRIED 4/0**

Clarification was sought around the attachment for the Interim Audit as detailed in this report. The CEO advised that this would be provided to Elected Members and included in the Committee minutes accordingly.



**Attachment 1**

<b>Moore Stephens Perth</b>			
<b>Client Code</b>		Shire of Northam	
<b>Client Name</b>		NOR802	
<b>Period Start and End</b>		1/07/2016-30/6/2017	
Audit findings			
#	Matter Identified/Raised		Nature
1	Council minutes for the 19 October 2016 was not dated by the President of the Shire.		Compliance
2	The Annual Financial Report for the year 2016 was not submitted to the Department of Local Government within 30 days as per FM Reg 51(2).		Compliance
3	IT issue- The IT server is not properly secured. The server should be locked at all times and the key should be kept by the IT department and the finance department.		

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### 5.3 RATES RECOVERY

<b>Address:</b>	Nil.
<b>Owner:</b>	N/A
<b>File Reference:</b>	N/A
<b>Reporting Officer:</b>	Codey Redmond Rates Officer
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

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

#### ATTACHMENTS

Nil.

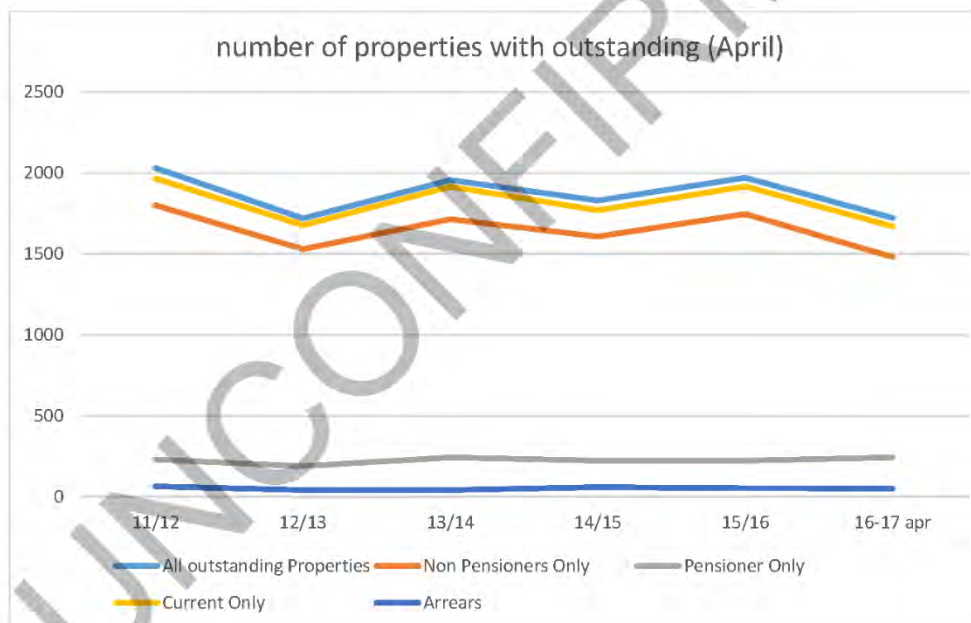
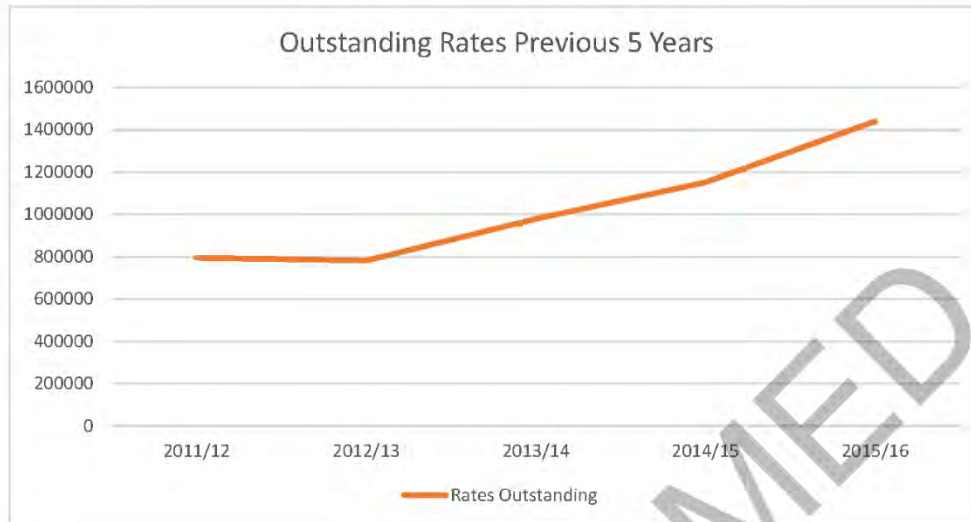
#### BACKGROUND / DETAILS

Over the past number of years the Executive have been raising with Council concerns in relation to escalating outstanding rate debt.

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

- The promotion of payment plans for those residents in financial hardship
- Legal action where necessary

The following graphs summarises the trend and subsequent challenge facing the Shire.



**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

Objective G2: Improve organisational capability and capacity  
 Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

**Financial / Resource Implications**



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The Shire will be responsible for the upfront legal costs for case's referred to debt collection. Under the local government act these costs are recoverable through rates

**Legislative Compliance**

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

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

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

Rates Notice issued, Final notice Issued, additional letters and calls sent under Austral's rates payment management scheme.

**Risk Implications**

If outstanding debt continues to rise council cash flows may be affected.

**OFFICER'S COMMENT**

In an effort to recover outstanding rates and charges and reduce overall rate debt the shire has been developing strategies to address the issue.

If Ratepayers contact Council, advising they are unable to pay by the offered instalments staff have facilitated there needs by making customised payment arrangements to allow them to pay their rates over time through weekly or fortnightly payment arrangements.

All Ratepayers with no arrangements in place and over \$1,000 in outstanding rates are identified for additional action.

This year Council has utilised the debt collection agency Austral's, Rates Payment Management System in an effort to recover outstanding rates before issuing legal action. A series of letters and automated phone calls were sent with some success. Of the 150 Debts referred only 30 resulted in payment in full or a payment arrangement being made. Austral's system provided overdue ratepayers with more opportunity to pay in a less threatening manner than proceeding directly to debt collection but the uptake was lower than anticipated.

The Remaining 120 property are now been reviewed and many will be referred to Austral to issue a General Procedure claim on the outstanding rate debt.

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Austral issued a new letter of demand to inform these ratepayers of the shires intentions to issue the claim within 7 days if no arrangement is in place. All ratepayers that contact us and make arrangements will be removed from our list and the remaining ratepayers will be assessed with the view of issuing general procedure claims.

For all outstanding accounts under \$1000 it is generally uneconomic to proceed with legal action as doing so will generate another \$500 in fees as a minimum. For these properties we will attempt to contact the owners to ask why rates are unpaid as well as issue additional overdue notices. For these properties under \$1000 if we are unable to contact the ratepayer the amount will be carried over into the 17/18 rates and if they continue to remain unpaid will be included in our 17/18 recovery.

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

- A15862-A15881 - \$123,617.79 - subdivision in Bakershill owned by deregistered company. Proceeding with legal action with intention to sell and recover rates.
- A16091, A16090, A16032, A16022 - \$14,901.74 - a subdivision in spencers brook owned by a deregistered company. Proceeding with legal action with, liaising internally to determine options moving forward, including possibility of transferring land to shire or crown. (no land access and in floodplain)
- A15423 - \$11,288.28- a foreign investment property which has been abandoned by owner living in France. We have contacted owner who now has property listed for sale.
- A10888 - \$8,523.97 - previously deferred rates under scheme. Couple is now separated and both refuse to pay rates. Currently issuing PSSO and will proceed to sale if the owners do no pay.
- A13169 - \$39,668.30 - abandoned land in flood plain and recreation reserve. Reviewing internally to identify opportunities and/or transfer to crown or shire
- A13191 - \$47,726.37 - abandoned land in flood plain and recreation reserve. Reviewing internally to identify opportunities and/or transfer to crown or shire
- A10691 - \$50,468.67 - shire attempted to sell for non-payment of rate but no buyers were interested, will change into shires name for future sale.
- A11388 - \$31,571.63 -deceased estate - in the process of selling land. C.2361
- A154 - \$12,238.55 - previously receiving a pension, past action was unsuccessful so starting again. Currently issuing PSSO and will proceed to sale is the owner does no pay.



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The following Debts have been Recovered/Resolved during the 2016/17 financial year.

- A15664 – \$17,633.01 - after long standing disagreement we have now met with owner and organised a settlement, \$15,000 paid by owner and remaining \$2,633.01 written off by Council.
- A14460 - \$23,705.91 – deregistered company, have contacted liquidators and recovered all rates and penalties in full. Paid \$23,705.91 on 17/01/17
- A10509 – \$56,480.71 - A deceased estate, sold by shire for \$23,700 and awaiting settlement. Remaining rates mostly made up of penalty's to be written off.
- A10384 – \$29,770.38 - a key part of king creek infrastructure, currently in the process of transferring into shires name, outstanding rates to be written off.

Council's process for Managing Rates Recovery can be viewed [here](#).

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.078**

**Moved: Cr Little**

**Seconded: Cr Proud**

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

**CARRIED 4/0**

Discussion was held around the current outstanding rate debt, trends and reasons associated with this. The CEO advised that the number of properties with outstanding rates is not increasing however the amount outstanding is. This indicates that it is not a general affordability issue and is an issue with the same outstanding rate properties which is increasing due to compounding nature of the interest and legal fees. Officers now have processes in place in an attempt to address these issues and will continue to work through these. The CEO stated that this is expected to decrease with the current focus and processes in place.

As a general comment it was advised the most local governments aim to recover 95% of the rates levied and in the context of annual rate recovery the Council is currently performing well against a number of local governments as identified in the Australasian Local Government Performance Excellence Program which the Shire of Northam participated in (agenda item 5.7).

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#### 5.4 PROGRESS TOWARDS BETTER PRACTICE REVIEW ACTION PLAN

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

To provide Council with an update of the progress made towards the Better Practice Review (BPR) Action Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the Better Practice Review Program to ensure that continuous improvement occurs within the organisation.

#### ATTACHMENTS

Attachment 1: BPR Action Plan.

#### BACKGROUND / DETAILS

The Local Government BPR Program is an initiative undertaken in October 2015, with the Final Report received by Council in March 2016, by the Department of Local Government and Communities to recognise and promote good practice in Western Australian country local government. The BPR Program involved a team reviewing key areas of the Shire of Northam's activities and operations. The BPR Program objectives are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector;
- Promote good governance and ethical regulation;
- Identify and share innovation and best practice in the local government sector; and
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

The key findings from the review are summarised in the areas of Governance, Planning and Regulatory function, Plan for the Future (strategic and corporate planning), assets and finance, workforce planning / Human Resource (HR) management and community and consultation. The report aims to highlight



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areas where the local government is demonstrating better practice as well as providing constructive feedback on addressing any areas for further development. The areas requiring further development are provided to the local government with suggested recommendations that the local government can aim to address through a documented action plan (Attachment 1).

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

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

#### Financial / Resource Implications

Staffing resources are required in order to action the recommendations detailed within the BPR Action Plan.

#### Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

#### Policy Implications

Nil.

#### Stake Holder Engagement / Consultation

Nil.

#### Risk Implications

Should the recommendations and relevant actions identified not be undertaken or addressed, Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.

### OFFICER'S COMMENT

This review found that overall the Shire is an organisation that functions well. Areas of further development identified related to enabling planning, building and health staff to work more cohesively to deliver consistent information to the community, the improvement of asset management, financial reporting practices, meeting/briefing procedures and standing orders. Areas for further development and recommendations have been detailed in Attachment 1 with comments in respect to the progress made towards each of these.

Key to table

Completed



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**No Action**

**Underway**

Officers are working towards addressing the areas for further development whilst continuing the improvements already underway in order to achieve good practice, governance and legislative compliance into the future. The action plan for the review has been provided in Attachment 1 with an update of the progress made towards the recommendations.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.079**

**Moved: Cr Antonio**

**Seconded: Cr Little**

**That Council receive the update as provided in the Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.**

**CARRIED 4/0**

Discussion was held around whether this was believed to be useful information for the Committee/Council. The CEO advised that this provides level of accountability in respect to how the organisation is performing and dealing with recommendations received through various reviews/audits.

It was queried whether a percentage for the completion or an extra column can be added to assist in tracking the items underway (highlighted orange). The CEO advised that this could be onerous and time consuming to implement however if Councillors identify items that they believe are important or should be treated as a priority then can raise and track these accordingly.

The Committee indicated that the information is useful and was interested in this information being reported to the Committee/Council in the future.

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Attachment 1

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<b>Governance</b>				
Business Continuity Plan	1. Continue to work towards developing a business continuity plan to complement any risk management documentation.	June 2016	CEOPA	Adopted
Council forum meetings	2. Review the council forum procedures and formalise these to minimise duplication with Ordinary Council Meetings.	May 2016	CEO	Review completed. Notes of forums now taken and presented to council meetings for acceptance. Process has been improved eliminating duplication of agenda preparation.
Local Laws	3. Review (and update or repeal, where required) local laws, including the Standing Orders in line with the requirements of the <i>Local Government Act 1995</i>	2016/17	Gov Officer	Reviews underway.
Information Statement	4. Review and update the Shire's Information Statement and ensure that it reflects the current council.	July 2016	Gov Officer	Review Completed
Legislative compliance	5. Develop a legislative compliance checklist/calendar to promote accountability and legislative awareness amongst all staff.	June 2016	CEO	In place
Communication devices	6. Develop a communication device usage agreement for Elected Members	October 2016	CEOPA	No progress
Business statement ethics	7. Consider developing a statement or policy to guide contractors and suppliers on expected standards and conduct when acting on the Shire's behalf.	August 2016	Purchasing Officer	No progress



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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Information Technology (IT) and Information and Communications Technology Framework (ICT)	8. Review the current arrangements with the Shire's IT provider to ensure appropriate support is provided.	May 2016	EMCS	Under development by I/T Officer
	9. Consider the adoption of an ICT Strategic Framework as a resource to use to plan for, manage and review the Shire's information and technology assets.	November 2016	EMCS	Have realigned staff to accommodate I/T Officer to coordinate.
Governance Relationship	10. Review the Shire's Code of Conducts and/or develop policies to formalise and document the Shire's practices in regards to elected member and staff interactions and requests for information.	January 2017	CEO	No progress on second part of the recommendation
Emergency management	11. Continue the process of reviewing and documenting emergency management processes and procedures, ensuring plans are current and relevant.	November 2016	Community Emergency Services Manager	Completion of Local Emergency Management Arrangements adopted by Council 16/11/16.
<b>Planning and Regulatory</b>				
Documentation on Development Application Process	12. Review the current information and content on the Shire's website relating to Planning to ensure it is accurate and helpful.	October 2016	Senior Planner	In progress
	13. Further develop additional information that will assist applicants to understand the Development Applications process and ensure its availability on the Shire's website.	October 2016	Senior Planner	In progress
Heritage	14. Continue working towards developing a heritage list and revising and amending the Municipal inventory.	February 2017	Senior Planner	In progress, consultant currently being appointed to undertake full review

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<b>Plan for the Future</b>				
Corporate Business Plan	15. Ensure the annual review of the Corporate Business Plan results in the development of an evolving and rolling four-year plan, with the current financial year as the base year, which is linked to the annual budget.	May 2016	CEO	Completed
	16. Review and provide clearer descriptions of the two categories of 'priority projects' in the Corporate Business Plan and ensure the financial allocation for the priority projects in the Corporate Business Plan aligns with the annual budget.	May 2016	CEO	Completed
<b>Asset and Finance</b>				
Asset management	17. Continue the process of drafting individual asset plans for each of the major asset classes ensuring integration with other IPR plans.	June 2016	EMES	Infrastructure Asset Plan finalised. Parks & Building Asset Plans under development
	18. As part of the Shire's asset management review, both an asset management policy and strategy should be developed.	June 2016	EMES	Completed
	19. Consider developing an asset disposal policy.	November 2016	EMCS	No progress
Long Term Financial Plan	20. Continue the process of revising the Long Term Financial Plan.	June 2016	EMCS	Completed



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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
	21. Once the update of the Long Term Financial Plan is complete, consider undertaking annual reviews of the plan and its projections to ensure data remains current and up-to-date, resulting in a rolling and evolving 10-year plan.	April 2017	EMCS	In progress
Statutory Ratios	22. Monitor the Operating Surplus Ratio and the Shire's expenditures to avoid any further deterioration of the continuing trend of decline of this ratio.	Ongoing	CEO	Staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP
	23. Consider reviewing the Shire's long term capital investment program to ensure asset renewal is maintained at an appropriate level with sufficient funding support.	Ongoing	CEO	Staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP
	24. Consider reviewing the Shire's depreciation calculations to ensure depreciation expenses are accurate.	July 2016	EMCS	Completed, resulted in significant movements in depreciation to better reflect Council position.
<b>Workforce Planning and HR Management</b>				
Workforce Plan	25. Future revisions of the Workforce Plan should align with the rest of the Shire's Plan for the Future documentation, to ensure the most current Plan for the Future vision, mission statement, themes and objectives are captured.	December 2016	HRC	Undertaking staff survey as phase 1 of the review, this will occur in June 2017
Employee surveys	26. Investigate the appropriateness of conducting an employee survey and including results from the survey in the revised Workforce Plan.	October 2016	HRC	Per above

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<i>Community and Consultation</i>				
Tourism Plan	27. Continue the development of a local tourism plan/marketing strategy.	November 2016	EMCMS	Development of plan underway – currently finalising (with the CEO for signoff)
Reconciliation Action Plan (RAP)	28. Work with Reconciliation Australia to develop and adopt a Reconciliation Action Plan.	December 2016	EMCMS	First internal draft has been completed. Will be presented to Council for discussion / workshopping if required

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## 5.5 PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Voting Requirement</b>	Simple Majority

### BRIEF

To provide Council with an update of the progress made towards the Regulation 17 Review Action Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the Regulation 17 Review to ensure that Council's risk management, internal controls and legislative compliance is appropriate and effective.

### ATTACHMENTS

Attachment 1: Regulation 17 Review Action Plan.

### BACKGROUND / DETAILS

The Shire of Northam procured AMD Chartered Accountants to undertake the Shire of Northam's Regulation 17 Review in accordance with Local Government (Audit) Regulations 1996, Regulation 17 for the period ending 31 December 2016. This Regulation 17 Review includes a review of the appropriateness and effectiveness of the risk management, internal controls and legislative compliance of the Shire of Northam. A report has then been prepared identifying the findings from the review along with recommendations (if applicable). These findings and recommendation have been developed into an action plan and provided in Attachment 1.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

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

#### Financial / Resource Implications



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Staffing resources are required in order to action the recommendations detailed within the BPR Action Plan.

**Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Should the recommendations and relevant actions identified not be undertaken or addressed, Council may be at risk of not generating continuous improvement, better practice, good governance and legislative compliance.

**OFFICER'S COMMENT**

This review indicated that the Shire of Northam is proactive in managing risk, internal controls and legislative compliance as well as taking the necessary steps to ensure appropriate risk management, internal controls and legislative compliance policies and practices are in place. Areas for improvement and recommendations have been detailed in Attachment 2 with comments in respect to the progress made towards each of these.

Officers are working towards addressing the recommendations from the review whilst continuing the improvements already underway in order to achieve an optimum levels of risk management, internal controls and legislative compliance into the future. The Action Plan for Review has been provided in Attachment 1 with an update of the progress made towards the recommendations.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.080

Moved: Cr Proud

Seconded: Cr Antonio

That Council receive the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.

CARRIED 4/0



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Discussion was held around items with no progress. The CEO advised that Officers are working towards addressing the recommendations from the review whilst continuing the improvements already underway, this is in an attempt to achieve an optimum levels of risk management, internal controls and legislative compliance.

The Committee requested whether the organisational risk matrix along with a list of risks can be provided. The CEO advised that this will be provided to the Committee at the next meeting.

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**Attachment 1**  
**APPENDIX A**  
**SHIRE OF NORTHAM**  
**RISK MANAGEMENT**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	<p>Shire of Northam have not developed an organisational-wide risk register which identifies risks, assesses the impact of the risk and identifies controls to mitigate risk.</p> <p>We would expect the organisational risk register to encompass each business unit incorporating the following categories for each business unit:</p> <ul style="list-style-type: none"> <li>Operational;</li> <li>Strategic;</li> <li>Finance;</li> <li>Technological; and</li> <li>Compliance risks (also refer Appendix C)</li> </ul> <p>While we acknowledge Shire of Northam has developed a Risk Management Framework, Risk Dashboard and many individual policies and operational procedures, the risk identification process</p>	Medium	Lack of documentation in place to evidence risks have been identified.	<p>We recommend the Shire of Northam develop an organisational risk register. This should include conducting a comprehensive risk identification process to identify potential Shire of Northam risks within each business unit and incorporating the following categories:</p> <p>(a) Operational, (b) Strategic, (c) Finance, (d) Technological, and (e) Compliance risks.</p> <p>The risk register should identify the risk, analyse the risk by determining the likelihood, consequence and current controls in respect to each identified risk; evaluate the risk by deciding whether the risk is to be treated/controlled, reassessed or accepted and determine the action to be taken to treat or control each risk.</p> <p>The risk register should also be monitored and reviewed on a</p>	<p>A current register exists even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended.</p> <p>Agree, the three identified policies will be developed.</p>	Chief Executive Officer	A risk register has been developed, not to the extent as identified

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
	is the first step to effective risk management. In addition, we noted Shire of Northam's Risk policies and procedures do not include: (a) Litigation/Claims Policy; (b) Fraud Control Policy; and (c) Whistleblower/Public Interest Disclosure (PID) Policy (allowing anonymous reporting and to be available on the Shire's website to ensure external parties can report).			regular basis to ensure up to date and integrates with existing Shire of Northam Risk Management Framework policies and procedures.			
2	We noted at the time of our on-site visit the following plans are currently under review and require finalisation: (a) Landfill Site Waste Management Plan; (b) Local Emergency Response Plan; (c) Bushfire Management Plan; (d) Asset Management Plan; and (e) Long Term Financial Management Plan.	Medium	Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Northam Community and District operations. Risk of the plan being out of date and non-compliance with the plan.	Once the plans have been completed, we recommend they are endorsed and communicated to all staff, implemented and monitored on a regular basis including testing the plans to ensure that in the event of a disaster, appropriate actions can be taken.	Noted, all plans are expected to be finalized and adopted early 2017, current plans in place reduce the risk until the reviews are completed.	Various	<p>A – Inkpen Road Waste Management Facility Plan was adopted by Council on 25.01.2017. The Old Quarry Road Waste Management Facility Plan is being presented to Council on 17/05/2017.</p> <p>B – Completion of Local Emergency Management Arrangements adopted by Council 16/11/16.</p> <p>C – Due for Review late 2017 the new document will include Bushfire Management procedures. HR</p>



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
							<p>Induction, OSH, Administration, BFAC Terms</p> <p>D – Completed for road related assets, finalising parks &amp; buildings currently</p> <p>E – Completed</p>
3	<p>We noted that the following from the sample of lease agreements tested:</p> <p>(a) Lease agreement for Northam Aero Club Management is not signed and the details on the lease register are out of the date;</p> <p>(b) Lease register not updated to reflect the lease agreement terms for Northam Airport – Hanger 13; and</p> <p>(c) The commencement date in the lease register for Blackberry Close Bakers Hill differs to that reflected in the lease agreement.</p>	Medium	Risk the Shire is exposed to risks due to lessee non-compliance with lease terms.	We recommend a sample lessee compliance check be completed to ensure lessees are complying with stated lease terms, including obtaining documentation to support adequate insurance is maintained by the lessee. This could be completed on a rolling basis over several years to ensure all lessees are contacted at least once within the lease term.	<p>(a) As discussed with the Auditor, the lease agreement for Northam Aero Club is not yet signed because it is with them (Aero Club) for their approval and signing.</p> <p>(b) Register for Hangar 13 has been updated.</p> <p>(c) The reason is that the original lease commenced in 2004 and went for 5 years, a new lease was initiated 1/7/2009 for two years with 4x2year options to renew. The lease register is currently being updated so this will be rectified.</p> <p>The Governance officer is the designated officer with the responsibility for</p>	Governance Officer	<p>Complete - The register is updated on a regular basis and random checks are conducted including Property Condition Reports.</p>



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
					ensuring compliance and random checks are done several times a year to ensure compliance.		
4	<p>While the "Declaration of Interest" step was added to the Purchasing Process in Promapp post the Projects and Contracts Administration Officer and Procurement Officer attending the WALGA procurement training in August 2016, there is no centrally maintained register that records any disclosed Councillor and staff conflicts of interests.</p> <p>We acknowledge the Shire of Northam records those interests disclosed at the Council and Committee meetings in the Register of Financial Interest. However this register does not currently record any conflicts (whether perceived or actual) disclosed outside these meetings.</p>	Medium	Risk that a Councillor/staff have a perceived/actual conflict of interest which is not recorded and managed appropriately by the Council.	We recommend that the Shire of Northam design and implement a conflict of interest register. This register should be monitored to ensure that all conflicts (whether perceived/actual) are disclosed. All conflicts of interest should be managed accordingly by the Shire.	Noted, management will investigate the establishment of a central register	CEO	<p>Executive Assistant – CEO (EA – CEO) has posted an improvement idea/request onto the 'Manage Purchasing' process for an additional task outlining that a disclosure of interest form is to be completed (If applicable) and forwarded the EA – CEO. This will then be added to the existing Register for Interest Disclosures. This improvement idea/request is currently pending approval of the process owner (Executive Manager Corporate Services). The EA – CEO has also amended the register to add an additional field for the person/party/location which the disclosure relates to allow for a quick search to be undertaken when reviewing whether interests should be declared.</p>

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
5	Our inquiries of the Human Resources Officer identified that the Shire of Northam does not maintain a central Contractor/Sub-contractor Insurance Register and that the responsibility for checking insurances currently rests with the Responsible Officer who has arranged the Contract.	Medium	Risk that the Contractors/Sub-contractors insurances expire whilst providing the service to the Shire and that this is not identified in a timely manner.	We recommend that the Shire designs and implements a central Contractor/Sub-contractor Insurance Register which is maintained by one or two individual to ensure that all insurances are up to date.	Noted and will implement.	Human Resource Officer	HR Coordinator is investigating an online induction for all contractors. Will be liaising with the Executive Manager Development Services to finalise due to the resignation of Council's Building & Project Supervisor. It is proposed that contractors would be able to lodge their paperwork and do the online OSH test via the Shire website. It is suggested by the HR/OSH Coordinator that Council's purchasing Officer be responsible for ensuring that their insurance cover is maintained through the MYOSH system however this is awaiting confirmation/approval from the Executive Manager Corporate Services.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
6	Our inquiries indicated Shire of Northam has no documented policy or procedure in respect to personally owned IT devices including laptops, smartphones, tablets, thumb drives etc.	Medium	Risk that existing procedures and practices in respect to personally owned devices are not formally documented.	In accordance with the Department of Local Government IT Framework (best practice guidelines), we recommend policies and procedures outlining the terms and conditions in respect to the use of personally owned devices and access be documented, approved, implemented and monitored on an ongoing basis.	Noted, a policy will be developed and implemented.	Exec Manager Corporate Services	Limited, policy to be developed as part of overall IT Strategy.
7	While our inquiries indicate that the Shire of Northam's prior period Audit Regulation 17 Risk Report (being the risk dashboard) was presented to the Audit Committee, an updated risk report is not provided to the Audit Committee / Council on a regular basis.	Low	Lack of communication with those charged with governance.	Once the development of the organisation risk register (as noted at number 1 above) is completed, we recommend this register and / or risk dashboard is tabled at Audit Committee and subsequent Council meetings on a periodic basis.	Notes, currently in the process of reviewing the functions for the Audit committee.	CEO	Completed, per this report to the Audit Committee.



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
8	We note Shire of Northam does not currently hold Cybercrime insurance.	Low	Risk of being uninsured against cybercrime.	We recommend Council investigate obtaining cybercrime insurance.	Insurance coverage is reviewed annually in consultation with the council Insurance Company (LGIS), in the past this has not been identified as a 'high' risk area, will investigate as part of the annual insurance review.	Exec Manager Corporate Services	Complete – The Shire now has cover for Cybercrime.
9	We noted the Shire of Northam Insurance Register does not currently record the date insurance claims are submitted to the Shire of Northam, to ensure insurance claims are subsequently lodged and followed up in a timely manner after an incident.	Low	Untimely recovery of costs associated with insurance events.	We recommend insurance claims be lodged on a timely basis after incidents occur (we suggest no longer than one month) and the date the claim is submitted to the Shire be recorded in the insurance claims register.	Noted.	Governance Officer	Complete - The register is updated and now reflects the date the event happened, when it was given to the Governance Officer and when it was provided to LGIS. If there is a gap in the dates, the reason for the gap has been entered.



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
10	Our review identified that the: (a) Community Engagement Plan was last endorsed on 12 October 2011; and (b) Management of Council Property Leases was last reviewed on 16 October 2013.	Low	Risk that outdated documents are being referenced by Council staff.	We recommend all Council plans, policies and procedures are reviewed and updated regularly. We also recommend that reviews of policies and procedures include ensuring all references to legislation / guidelines are current and if legislation / guidelines have changed, the policy is updated to reflect those changes.	Plans and policies are monitored and reviewed (as required) internally on a regular basis.	Various	a) Not yet reviewed b) Policy on Management of Council Leases will be reviewed prior to the end of 2017. This Policy was transferred to the Administration section of the Policy manual as a result of the decision made at the Ordinary Council meeting on 15 <sup>th</sup> February 2017, the review is yet to be undertaken.
11	Our inquiries of the Executive Manager, Corporate Services indicated that there is currently no Council signature specimen list in place.	Low	Risk that someone without the appropriate delegated authority signs a document approving a Contract, transaction etc. which could be enforceable by another party.	We recommend that the Shire of Northam develops a signature specimen list for all those with delegated authority.	A signature register is currently being developed.	Exec Manager Corporate Services	Completed.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
12	Our inquiries of the Projects and Contracts Administration Officer identified that Council has not developed any probity plan(s) or Statement of Purchasing Ethics requiring acknowledgement by third parties.	Low	Risk of the third party not acting in accordance with the Shire's policies and procedures.	We recommend that the Shire develops and implements a Statement of Purchasing Ethics which sets out the way the third party conducts business with the Shire. Terms and conditions included within supplier contracts would require suppliers to comply with Council's Statement of Purchasing Ethics.	Will investigate the implementation.	Exec Manager Corporate Services	Limited investigation under
13	We noted that there is currently no process documented in Promapp which covers the following: <ul style="list-style-type: none"> <li>Receiving of goods/services;</li> <li>Matching of purchase order to invoice;</li> <li>Invoice verification; and</li> <li>Invoice authorisation ready for payment.</li> </ul>	Low	Lack of a formalised documented processes.	We recommend that the Shire designs and implements in Promapp an all-encompassing purchasing process which includes the following (in addition to the current Purchasing Process documented in Promapp): <ul style="list-style-type: none"> <li>Receiving of goods/services;</li> <li>Matching of purchase order to invoice;</li> <li>Invoice verification and authorisation</li> </ul>	Staff are currently in the process of developing a procedure with the Promapp system for creditor payments this will cover the identified areas.	Exec Manager Corporate Services	Still in the development stage

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**APPENDIX B  
SHIRE OF NORTHAM  
INTERNAL CONTROLS**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Our inquiries of the Executive Manager, Corporate Services identified that the Shire of Northam does not currently have a formal documented IT Disaster Recovery Plan in place. We acknowledge that IT Disaster Recovery is briefly commented on in the Business Continuity Plan and that by coincidence the Shire put to test the recovery of the Shire's back-up due to an incident that occurred on 22 September 2016.	Medium	Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Council organisational business.	We recommend the IT Disaster Recovery Plan be developed and implemented by the Shire of Northam. Once the plan has been completed, we recommend it is endorsed and communicated to all staff, implemented and monitored on a regular basis including testing the plan to ensure that in the event of a disaster, appropriate actions can be taken.	Staff are currently looking to develop an IT disaster recovery plan.	Exec Manager Corporate Services	limited
2	We noted there is a Contractor Induction process in place. However, testing identified no evidence that the contractor had attended/completed the Contractor Induction process.	Medium	Risk of non-compliance with stated policies, procedures including relevant health and safety requirements.	We recommend contractors be required to complete some level of induction (the level of induction completed should be determined based on the risks associated with the service or product provided) and the induction process be formally documented as evidence of attendance.	A current register exists even though it is not as extensive as that suggested, the risk register will be updated in the future as recommended.	CEO	Not yet complete.  HR/OSH Coordinator is to finalise with the Executive Manager Development Services. This has been delayed due to the resignation of the Building & Project Supervisor.



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
3	Our inquiries of the Executive Manager, Corporate Services indicated that the Shire of Northam does not currently have an ICT Framework in place.	Medium	Risk that existing procedures and practices in respect to information and communication technology are not formally documented.	<p>We recommend the ICT Framework be developed to ensure procedures and practices in respect to information and communication technology is documented and presented to Council for review and adoption. The framework should be monitored on a pre-determined basis to ensure compliance with stated policies and procedures.</p> <p>As part of the development of the ICT framework, we suggest consideration be given to:</p> <ul style="list-style-type: none"> <li>•A formal cost v benefit analysis or feasibility study be completed prior to major ITC projects, including post implementation reviews;</li> <li>•KPI's are set for the IT process and regular monitoring against KPI be performed, including user satisfaction reviews,</li> <li>•Confidentiality clause be included in key service level agreements with external supplies; and</li> <li>•Review of external service level agreements be completed against targets included within those agreements</li> </ul>	Currently investigating available options.	Exec Manager Corporate Services	Investigating options



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
4	Our inquiries of Council's Building Supervisor indicated the Shire of Northam does not currently have a signed contract in place with the external security companies used for monitoring and call-outs.	Medium	Risk of the Shire of Northam locations not being protected from break-ins, vandalism etc.	We recommend that contracts are in place with all third parties engaged to provide said security services.	Staff will develop an agreement.	Exec Manager Development Services	Council's security company has been changed. Staff are in the process of revising contract documentation with the new contractor.
5	Our inquiries of the Executive Manager, Corporate Services indicated there is no ongoing security awareness program in respect to IT.	Low	Risk of security breaches due to changing security environment.	We recommend an ongoing security awareness program be developed to ensure security needs of the Shire is updated as required (for example due to IT infrastructure or application changes) and to prevent any security breaches from occurring. This could be incorporated as part of Shire of Northam's overall Risk Management Framework.	Staff to investigate. While there is no formal program the Council IT Officer regularly sends notifications in regards to 'cyber alerts' and other potential IT related issues.	Exec Manager Corporate Services	Alerts being sent as they come to light
6	Our inquiries of the Executive Manager, Corporate Services identified that the Shire of Northam computers do not currently automatically log out when left dormant for a period of time. <i>We acknowledge that the licensing computers at the front counter does automatically log out when left dormant.</i>	Low	Risk of someone else using the computer to access information that they do not currently have authority to view and/or amend details in order to receive some benefit etc.	We recommend that the Shire of Northam implements a policy where all Shire owned computers are automatically logged out after five minutes of being dormant (or as considered appropriate time limit).	Staff to investigate and implement.	Exec Manager Corporate Services	Currently under review.

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
7	Our inquiries of the Governance Officer identified that there is currently no cash handling policies and procedures in place.	Low	Risk that cash is not being handled appropriately by staff.	We recommend that cash handling policies and procedures are developed and implemented. Once developed, these policies and procedures should be reviewed and approved by Council and then communicated to all staff that handles the Shire's cash.	Staff are verbally informed of the procedures, these however are not written, and staff will look at developing a written procedure.	Exec Manager Corporate Services	Complete - There is a 'Guide to Reception Duties' document at Reception which is maintained and used for training
8	We note that there is currently no independent review of the general journal adjustments posted to Synergy Soft.	Low	Risk that errors will not be identified in a timely manner.	We recommend that all general journal adjustment journals are independently reviewed and physically signed off by the reviewed as evidence of this review.	The measure will be implemented.	Exec Manager Corporate Services	Implemented
9	We note that that credit card statements were not signed off to evidence review as required by policy HR 2.7 Credit Card Use.	Low	Risk that fraud or errors will not be identified in a timely manner.	We recommend that all credit card statements are signed off by the reviewer as evidence of this review, as per stated policy.	Credit Cards are independently reviewed by Finance Officer, Accountant, Exec Manager of Corporate Services and finally the Credit Card Holder. It is noted however that the reviewing persons do not sign to indicate the review has been completed. This has been corrected. It is also noted that all credit card payments are itemised and presented to	Exec Manager Corporate Services	Completed

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
					Council monthly for review.		
10	We note that the Vehicle Management Policy was currently under review at the time of our on-site visit.	Low	Risk of inappropriate usage of the Shire's fuel cards.	We recommend that the Vehicle Management Policy is finalised and approved by Council. This policy should detail limits and permissible usage. Once endorsed, the policy should be communicated to all staff, implemented and monitored on a regular basis including testing fuel card usage is in accordance with the policy.	Policy expected to be adopted early 2017.	Exec Manager Engineering Services	In process of finalising
11	Our testing identified instances where the purchase order was raised post receiving the invoice. This finding was raised previously when the Financial Management System Review was performed (report issued in June 2016) and we acknowledge that there have been no unexplainable instances of this occurring post the issuance of the report.	Low	Risk of non-compliance with policies and procedures. Risk of fraud or error not being identified in a timely manner.	We recommend purchase orders are raised and approved prior to the goods/services being incurred by the Shire.	Noted.	Various	Process in place and random audits undertaken by purchasing staff



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
12	While best practice methods are used in respect to procurement practices, our testing identified one instance where a Purchasing Procedures Checklist was not attached to the payment documentation for All-ways Foods (invoice number 20368).	Low	Risk of non-compliance with policies and procedures.	We recommend that the Purchasing Procedures Checklist is completed, signed off and attached to all payment documentation in accordance with stated policy.	Noted.	Various	Implemented and audited by purchasing staff
13	While best practice methods are used in respect to tendering processes, our testing identified that Tender Checklist form was not signed off by the senior checking officer for tender 1 of 2016.	Low	Risk of non-compliance with policies and procedures.	We recommend that the Tender Checklist is reviewed and signed off by the senior checking officer once the tender process has been completed, in accordance with stated policy.	All staff involved have been reminded of the importance of following procedures.	Exec Managers	Completed.  A process is currently being developed for 'Managing Tenders'. This will include tasks outlining the requirements for updating and signing off tenders.

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**APPENDIX C  
SHIRE OF NORTHAM  
LEGISLATIVE COMPLIANCE**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	<p>Our inquiries indicated Shire of Northam does not have a documented legislative compliance manual which is linked to each business unit risk management assessment.</p> <p>While we understand the Chief Executive Officer and Executive Managers Annual Delivery Plan sets out key compliance milestones, however there does not appear to be an overall compliance manual which identifies the legislation (as the first step) and follows the process from this initial point, to risk management.</p>	Medium	Risk of non-compliance with all legislative requirements.	<p>We recommend a compliance manual linked to each business unit risk management assessment be completed and implemented.</p> <p>We would expect the manual to be divided into each business unit section (as identified within the organisation structure) and to:</p> <ul style="list-style-type: none"> <li>Identify relevant legislation to that business unit (for example the Health Act 1911 or the Planning and Development Act 2005 or the Dog Act 1976);</li> <li>Identify key relevant sections within each legislation and note within the compliance manual;</li> <li>Who is responsible for ensuring controls in place to ensure compliance with each identified legislation section;</li> <li>The mechanism in place to ensure compliance, for example a policy or procedure (this component of the compliance manual</li> </ul>	Noted	CEO	In progress, draft has been completed

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
				<p>would link each relevant section of legislation to a policy, procedure, person or other control).</p> <ul style="list-style-type: none"> <li>Regular testing of compliance, for example if the mechanism for compliance is a policy, regular review and spot checking (internal audit) of that policy; any</li> <li>Key milestone / reporting dates applicable to that legislative section and how compliance is met.</li> </ul> <p>Once the compliance manual is implemented, we recommend a standing agenda item be added to the Audit Committee meeting agenda to assess the effectiveness of compliance through the review and assessment of the compliance manual.</p>			
2	We noted two Audit and Risk Management Committee meetings were held during the year.	Medium	Risk of governance and oversight responsibilities not being met.	Local Government Operational Guideline Number 09 – Audit in Local Government outlines it is best practice for the Audit Committee to meet on at least a quarterly basis.	Noted and agreed that the committee should be meeting on more regular basis.	CEO	Completed
3	Our inquiries of the Chief Executive Officer identified the current Internal Audit Framework incorporates the:	Medium	Risk that internal controls are not being adhered to.	We recommend that Council consider conducting relevant internal audits in the years between Financial	Currently developing a framework for internal audits.	CEO	In progress



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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
	(a) Financial Management System Review (conducted every four years, last conducted for the period 1 July 2015 to 30 April 2016); (b) Regulation 17 Review (conducted every two years, the current review for the period 1 July 2015 to 30 October 2016); and (c) DLGC Better Practice Review (conducted every four years, last conducted the end of 2015).			Management System reviews and Regulation 17 reviews.			
4	We note that the Audit Committee meeting minutes have not been signed by the Presiding Officer for the meeting held on 19 November 2014, 16 March 2015, 25 November 2015 and 8 March 2016.	Medium	Risk of non-compliance with clause 5.22(3) of the Local Government Act 1995.	We recommend that the Presiding Officer signs off the Audit Committee meeting minutes certifying confirmation.	Will ensure this is adhered to in the future.	CEO	Completed

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## 5.6 PROGRESS TOWARDS SAFETY & RISK MANAGEMENT PLAN

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Voting Requirement</b>	Simple Majority

### BRIEF

To provide Council with an update of the progress made towards the Safety & Risk Management Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the audit undertaken by LGIS in 2014 and 2016 in order to ensure that continuous improvement occurs within the organisation.

### ATTACHMENTS

Attachment 1: Safety & Risk Management Plan.

### BACKGROUND / DETAILS

The AS/NZS 4801:2001 Audit Report undertaken by LGIS in August 2016 has highlighted significant improvements pertaining to all aspects of Occupational Safety and Health at the Shire of Northam. The total 'average' score for the Shire of Northam was 67% which is significantly higher than the previous audit result of 28% which was achieved in 2014.

As a consequence and to ensure that any shortfalls identified during the audit are addressed, the Safety & Risk Management Plan has been developed to ensure that required improvements are made in a timely manner. This Plan demonstrates the commitment of the Executive team together with the Occupational Safety & Health Committee to the achievement of a safe working environment.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Objective G2: Improve organisational capability and capacity.

#### Financial / Resource Implications

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Staffing resources are required in order to action the recommendations detailed within

**Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.  
Occupation Safety & Health Act 1984 and relevant subsidiary legislation.

**Policy Implications**

Nil.

**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

Should the actions identified not be undertaken or addressed, the Council may not meet its responsibilities in respect to legislative compliance and providing a safe working environment for its employees and contractors.

**OFFICER'S COMMENT**

The Shire, as an employer, must ensure that all employees and contractors across the entire scope of operations are considered and included in the application of occupational health and safety management systems.

As with all system based programs there is opportunity for continuous improvement aligned with AS/NZS 4801 guidance specifications. The implementation of the recommendations contained in audit report have assisted the Shire of Northam to improve its current occupational health and safety performance.

Officers are working towards addressing the areas requiring attention whilst continuing the improvements already underway in order meet its occupational health and safety responsibilities into the future. The Safety & Risk Management Plan has been provided as Attachment 1 with an update of the progress made towards the actions.



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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.081

**Moved:** Cr Proud

**Seconded:** Cr Little

**That Council receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety & Risk Management Plan.**

**CARRIED 4/0**

Discussion was held around the timeframes that were listed where the date had passed and the item had not yet been completed. The CEO advised that these timeframes were set by staff however due to other work commitments had not yet been completed. The CEO advised that it is not critical or urgent for these to be completed and stated that Audit undertaken at the end of 2016 demonstrated Council had a score of approximately 70% which was equivalent to a silver rating.

Clarification was sought in relation to the 'score' column within the attachment. The CEO advised that it is believed that this is in relation to the priority however would be confirmed upon investigation.

Cr Proud departed the Council Chambers at 6:15pm and returned at 6:16pm.

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Attachment 1

Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
1	OSH Audit 2014	N/A	N/A		Close out actions from OHS Audit 2014  HR to note item as superseded by 2016 Audit	HR	31.3.17 ACTIONED
2	4.3	4.3.1	3	<p><b>Planning Identification of Hazards, Hazard/Risk Assessment and Control of Hazards/Risks</b>  <i>The organisation shall establish, implement and maintain documented procedures for hazard identification, hazard/risk assessment and control of hazards/risks of activities, products and services over which an organisation has control or influence, including activities, products or services of contractors and suppliers.</i></p> <p><i>The organisation shall develop its methodology for hazard identification, hazard/risk assessment and control of hazards/risks, based on its operational experience and its commitment to eliminate workplace illness and injury. The methodology shall be kept up to date.</i></p>	Contractor management procedure to be developed and implemented to include hazard identification for contracts less than \$100K.	HR	30.6.17 WAITING FOR NEW BUILDING/PROJECT SUPERVISOR TO LAUNCH THE PROCEDURE
3	4.3	4.3.2	2	<p><b>Legal and Other Requirements</b>  <i>The organisation shall establish, implement and maintain procedures to identify and have access to all legal and other requirements that are directly applicable to the OSH issues related to its activities, products or services, including relevant relationships with contractors and suppliers. The organisation shall keep this information up-to-date. It shall communicate relevant information on legal and other requirements to its employees.</i></p>	Develop a procedure for accessing legislative documentation e.g. Act, Regulations, Codes of Practice, Australian Standards etc.	HR	31.3.17 COMPLETED
4	4.3	4.3.3	3	<p><b>Objectives and Targets</b></p>	Ensure that targets align with all Shire Business	HR	ONGOING

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<i>The organisation shall establish, implement and maintain documented OHS objectives and targets, at each relevant function and level within the organisation. When establishing and reviewing its objectives, an organisation shall consider its legal and other requirements, its hazards and risks, its technological options, its operational and business requirements and the views of interested parties. The objectives and targets shall be consistent with the OSH policy, including the commitment to measuring and improving OSH performance.</i>	Plans and documents e.g. LTIFR targets		
5	4.3	4.3.4	2	<p><b>OHS Management Plans</b></p> <p><i>The organisation shall establish and maintain management plans for achieving objectives and targets. They shall include:</i></p> <p>a) <i>Designation of responsibility for achievement of objectives and targets at relevant functions and levels of the organisation;</i></p> <p>b) <i>Outlining the means and timeframes by which objectives and targets are to be achieved.</i></p> <p><i>Procedures shall be established to ensure that current plans are reviewed and if necessary amended to address such changes at regular and planned intervals, whenever there are changes to the activities, products or services of the organisation or significant changes in operating conditions.</i></p>	Ensure any OHS Management Plans (Safety and Risk Management Plans are regularly reviewed and updated.	OSH COMMITTEE	ONGOING TO BECOME A REGULAR ITEM ON AGENDA
6	4.4	4.4.1.2	2	<p><b>Responsibility and Accountability</b></p> <p><i>The organisation shall define, document and communicate the areas of accountability and responsibility (including those imposed by OHS legislation). Where contractors are involved, those areas of accountability and responsibility shall be clarified with respect to those contractors.</i></p>	Performance evaluations need to include OHS. Position descriptions should include a sign-off of OHS responsibilities. Any amendments made to performance evaluations	EXECUTIVE TEAM	30.6.17



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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>a) <i>The organisation's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for:</i></p> <p>a) <i>ensuring that OHSMS requirements are established, implemented and maintained in accordance with AS/NZS 4801, and</i></p> <p>b) <i>reporting on the performance of the OHSMS to top management for review and as a basis for improvement of the OHSMS.</i></p>	and/or Position Descriptions need to be communicated to relevant personnel.		
7	4.4	4.4.2	3	<p><b>Training and Competency</b></p> <p><i>The organisation in consultation with employees shall identify training needs in relation to performing work activities competently, including OHS training. Procedures shall be in place to ensure that OHS competencies are developed and maintained. Personnel shall be assessed as competent on the basis of skills achieved through education, training or experience, to perform assigned tasks taking into account the OHS obligations, hazards and risks associated with the work activities.</i></p>	Training requirements should be clearly stated in Position Descriptions.	EXECUTIVE TEAM & HR	31.1.18
8	4.4	4.4.2	2	<p><b>Training and Competency Continued</b></p> <p><i>Procedures shall be developed for providing OHS training. These procedures shall take into account:</i></p> <p>a) <i>the characteristics and composition of the workforce which impact on occupational health and safety management; and</i></p> <p>b) <i>responsibilities, hazards and risks.</i></p> <p><i>The organisation shall ensure that all personnel, including contractors and visitors, have undertaken training appropriate to the identified needs. Training shall be carried out by persons with appropriate knowledge, skills and experience in OHS and training.</i></p>	Develop a procedure that outlines the specific training requirements for OHS including Contractors.	HR	30.4.17 CURRENTLY WORKING WITH CRT TO CREATE A TRAINING PLAN.

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
9	4.4.3	4.4.3.2	3	<p><b>Communication</b></p> <p>The organisation shall have procedures for ensuring that pertinent OHS information is communicated to and from employees and other interested parties.</p>	All staff meetings and toolbox meetings must be documented and OHS items raised must be minuted	DEPARTMENT MANAGERS	31.3.17 & ONGOING
10	4.4.3	4.4.3.3	3	<p><b>Reporting</b></p> <p>a) Appropriate procedures for relevant and timely reporting of information shall be established to ensure the OHSMS is monitored and performance improved. Reporting procedures shall be established to cover the following:</p> <p>a) OHS performance reporting (including results of OHS audits and reviews)</p> <p>b) Reporting on incidents and systems failures</p> <p>c) Reporting on hazard identifications</p> <p>d) Reporting on hazard/risk assessment</p> <p>e) Reporting on preventive and corrective action</p> <p>f) Statutory reporting requirements</p>	Include reporting notification timeframes in the OHS induction (for employees and contractors)	HR	31.3.17 COMPLETED
11	4.4	4.4.5	2	<p><b>Document and Data Control</b></p> <p>The organisation shall establish, implement and maintain procedures for controlling all relevant documents and data required by AS/NZS 4801 to ensure that:</p> <p>a) They can be readily located;</p> <p>b) They are periodically reviewed, revised as necessary and approved for adequacy by competent and responsible personnel;</p> <p>c) Current versions of relevant documents and data are available at all locations where operations essential to the effective functioning of the OHSMS are performed;</p>	Finalise Document Control and Records Management Procedure (see previous OHS Audit 2014 actions).	EXECUTIVE MANAGER CORPORATE SERVICES	NA

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>d) <i>Obsolete documents are promptly removed from all points of issue or otherwise assured against unintended use; and</i></p> <p>e) <i>Archival documents and data retained for legal or knowledge preservation purposes or both, are suitably identified.</i></p> <p><i>Documentation and data shall be legible, dated (with dates of revision) and readily identifiable and be maintained in an orderly manner for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of various types of documentation and data. The organisation shall preclude the use of obsolete documents.</i></p>			
12	4.4.6	4.4.6.1	2	<p><b>General</b></p> <p><i>The organisation shall establish, implement and maintain documented procedures to ensure that the following are conducted: hazard identification; hazard/risk assessment; of hazards/risks; and then evaluation of steps a) to c).</i></p>	<p>Evaluate current Hazard Management Procedure for effectiveness and continual improvement.</p> <p>(Chiara will develop evaluation methodology and a template for reporting on this).</p> <p>Develop and implement a purchasing procedure &amp; Hire/Lease procedure/Agreement that details hazard identification, risk assessment and risk control of new products</p>	<p>HR</p> <p>EXECUTIVE MANGER CORPORATE SERVICES</p>	<p>30/09/17</p> <p>31/8/17</p>



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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
					Implement a Supplier/Contractor selection criteria and listing based on safety practices	EXECUTIVE MANGER CORPORATE SERVICE	31.5.17
13	4.4.6	4.4.6.2	2	<p><b>Hazard Identification</b></p> <p>a) The identification of hazards in the workplace shall take into account:</p> <p>a) the situation or events or combination of circumstances that has the potential to give rise to injury or illness;</p> <p>b) the nature of the potential relevant injury or illness:</p> <p>i. The identification process shall also include consideration of the way that work is organised, managed, carried out and any changes that occur in this;</p> <p>ii. the design of workplaces, work processes, materials, plant and equipment;</p> <p>iii. the fabrication, installation and commissioning and handling and disposal (of materials, workplaces, plant and equipment);</p> <p>iv. the purchasing of goods and services;</p> <p>v. the contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to and by contractors;</p> <p>vi. vi) the inspection, maintenance, testing, repair and replacement (of plant and equipment) to the activity, product or service; and</p>	<p>Conduct a review of injury, hazard and incident data.</p> <p>Analyse and consider findings in data for planning future work.</p> <p>Chiara will develop a methodology and template for reporting on this.</p>	OSH COMMITTEE	ONGOING

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<i>c) past injuries, incidents and illnesses.</i>			
14	4.4.6	4.4.6.3	3	<p><b>Hazard/Risk Assessment</b></p> <p><i>All risks shall be assessed and have control priorities assigned, based on the established level of risk</i></p>	<p>Develop a Job Safety Analysis template that is consistent throughout the Shire departments ensuring that the template includes an initial risk rating and residual risk rating boxes.</p> <p>It is recommended that the document called "Task Steps" be re-named "Safe Work Method Statement" to align with the OHS legislation.</p>	HR	30.11.16 COMPLETED
15	4.4.6	4.4.6.5	2	<p><b>Evaluation</b></p> <p><i>The process of hazard identification, hazard/risk assessment and control of hazards/risks shall be subject to a documented evaluation of effectiveness and modified as necessary.</i></p>	As above for 4.4.6.1	HR	31.1.16
16	4.5.1	4.5.1.2	2	<p><b>General continued</b></p> <p><i>The organisation shall establish, implement and maintain documented procedures to monitor and measure on a regular basis the key characteristics of its operations and activities that can cause illness and injury. The effectiveness of these measures shall be evaluated. Appropriate equipment for monitoring and measurement related to health and safety risks shall be identified, calibrated, maintained and stored as necessary.</i></p> <p><i>Records of this process shall be retained according to the organisation's procedures.</i></p>	<p>Conduct a risk assessment to determine health surveillance requirements. This includes reviewing MSDS' and work processes.</p> <p>Chiara will assist with this process.</p>	CONTINUED FROM PREVIOUS PAGE	SEE PREVIOUS PAGE

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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>With regards to the OHSMS, the organisation shall establish, implement and maintain procedures to monitor:</p> <ul style="list-style-type: none"> <li>a) performance, effectiveness of operational controls and conformance with the organisation's objectives and targets; and</li> <li>b) compliance with relevant OHS legislation.</li> </ul>	When it is determined whether health surveillance is required a procedure should be developed.		
17	4.5	4.5.3	2	<p><b>Records and Records Management</b></p> <p>The organisation shall establish, implement and maintain procedures for the identification, maintenance and disposition of OHS records, as well as the results of audits and reviews. OHS records shall be legible, identifiable and traceable to the activity, product or service involved. OHS records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and maintained. Records shall be maintained as appropriate to the system and to the organisation, to demonstrate conformance to the requirements of AS/NZS 4801.</p>	<p>As above for 4.4.5.</p> <p>Review current staff access, security arrangements and storage of records.</p>	EXECUTIVE MANAGER CORPORATE SERVICES	31/3/18
18	4.5	4.5.4	1	<p><b>OHSMS Audit</b></p> <p>The organisation shall establish, implement and maintain an audit program and procedures for periodic audits to be carried out by a competent person, in order to:</p> <ul style="list-style-type: none"> <li>a) determine whether the OHSMS:                             <ul style="list-style-type: none"> <li>i) conforms to planned arrangements for OHS management including the requirements of AS/NZS 4801;</li> <li>ii) has been properly implemented and maintained;</li> <li>iii) is effective in meeting the organisation's policy as well as objectives and targets for continual improvement; and</li> <li>iiii) provide information on the results of audits to management and employees.</li> </ul> </li> </ul>	<p>Develop a procedure for audits.</p> <p>Develop an Audit Program based on previous audit findings and areas of concern.</p>	HR	30/3/20



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Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<i>The audit program, including any schedule, shall be based on the OHS importance of the activity concerned, and the results of previous audits. The audit procedures shall cover scope, frequency, methodologies and competencies, as well as the responsibilities and requirements for conducting audits and reporting results.</i>			
19	4.6	4.6	2	<p><b>Management Review</b></p> <p><i>The organisation's top management shall ensure, at intervals that it determines, review the OHSMS, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented. Management shall review the continued relevance of, and change where appropriate, policy, objectives, responsibilities and other elements of the OHSMS, in light of OHSMS audit results, changing circumstances and the commitment to continual improvement.</i></p>	<p>Senior management to conduct a review of the OHS system.</p> <p>Develop an agenda for items and determine timeframes/intervals for the review.</p>	EXECUTIVE TEAM	30.9.17

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**5.7 AUSTRALASIAN LG PERFORMANCE EXCELLENCE PROGRAM FY16**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.2.1
<b>Reporting Officer:</b>	Chief Executive Officer Jason Whiteaker
<b>Responsible Officer:</b>	Chief Executive Officer Jason Whiteaker
<b>Voting Requirement</b>	Simple Majority

**BRIEF**

In 2016 the Shire of Northam joined the Australasian LG Performance Excellence Program. The program is in essence an opportunity to compare the Shire of Northam across a range of areas with other Local Governments in Western Australia, Australia and New Zealand.

The areas of focus are:

- Workforce;
- Finance;
- Operations;
- Service Delivery;
- Risk management;
- Corporate Leadership; and
- Asset Management.

**ATTACHMENTS**

Attachment 1: Full Report (provided as a separate confidential attachment).

**BACKGROUND / DETAILS**

In 2016 the Shire of Northam joined the Australasian LG Performance Excellence Program. The program is in essence an opportunity to compare the Shire of Northam across a range of areas with other Local Governments in Western Australia, Australia and New Zealand.

The areas of focus are:

- Workforce;
- Finance;
- Operations;
- Service Delivery;
- Risk management;

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- Corporate Leadership; and
- Asset Management.

The process for populating the Council data occurred over a period from September 2016 – November 2016, with the information relating to the 2015/16 Financial Year.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate/manage organisation in a sustainable manner.

#### Financial / Resource Implications

There has been staff time committed to populating the database associated with the survey and in analysing the results. It is expected that further staff resource will be provided to undertake a more detailed assessment of some specific areas.

#### Legislative Compliance

N/A.

#### Policy Implications

N/A.

#### Stake Holder Engagement / Consultation

N/A.

#### Risk Implications

There is a risk of becoming a poor performing Council if organisational performance is not assessed on a regular basis.

### OFFICER'S COMMENT

Staff have reviewed the outcomes of the Program and make the following comments:

1. Workforce
  - a. FTE per 1,000 residents. Show the Council at 8.3, compared with 6.5 in the overall WA survey population. However, if you filter the survey population to WA Rural Council's the average is at 8.3, which is the Council's FTE count (noting this is a very small sample size). In addition, if you filter the figures to Regional Local Governments in WA the average FTE count is 8.1, slightly lower than Council's 8.3. In essence this highlights that the larger City local governments skew the number of employees per 1,000 employees to the lower result of 6.5.



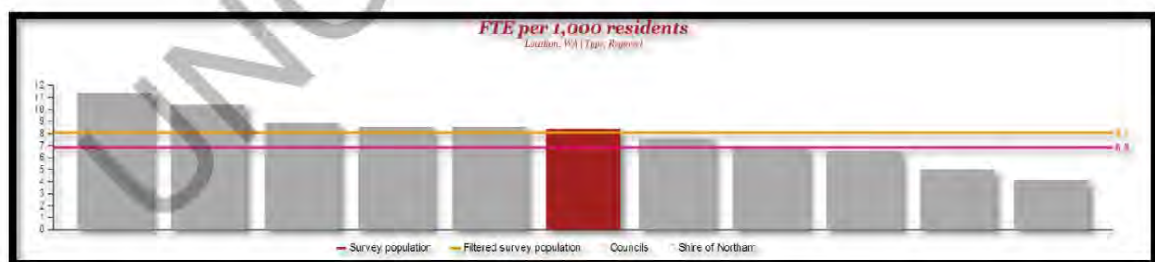
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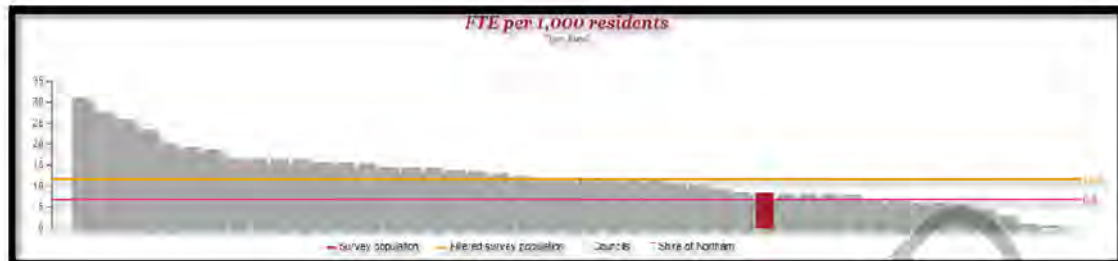
This notion of the skewing effect of larger Councils on the numbers is supported by assessing the employee numbers per 1,000 residents across all Rural Local Governments in the program (across Australia and New Zealand), which indicates the average number of employees per 1,000 residents is 11.6, putting Northam well under the national average.

The other relevant factor associated with these numbers is the Council playing a role in the Killara Respite Centre, Licensing and Visitor Centres. These three areas are not 'usual' local government functions and may further skew the Shire of Northam figures. To put this into context Killara employs 1.4 employees per 1,000, whilst the combined Licensing and Visitor Centre represents 0.5 (approx.) employees per 1,000 residents.

In addition the Shire of Northam, as 'hang over' from the amalgamation has two swimming pools and libraries, which would be unusual for a rural or regional local government.



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b. Remuneration as a % of operating expenses

All the comments above remain relevant, although when filtering the results by Rural Local Governments across Australia our percentage of remuneration to operating expenses is at the higher end, being 42.9% compared with an average of 36.3%

c. Staff Turnover

The turnover rate is higher than that the WA Survey population, with Northam being at 21.1%, WA Survey population being 16.2%. Comparing to Rural & regional Councils across the entire survey population Council fares more poorly with the average being 13.6%. It is noteworthy to highlight that the turnover numbers are based on number of actual employees employed at 1 July 2015, not number of positions, so having positions vacant at that time will skew the results. It also does not take into account turnover instigated by the Council. Consequently the turnover rates reported to Council regularly are considered more accurate and highlight our performance is under the internal benchmark set of 20%.

The turnover of employees in the first year of service represents a positive outcome, with Council having Nil over the year in review, highlighting sound recruitment practices.

d. Median sick leave days

At 2.8, the Shire is in a positive position compared with the WA Survey population showing 5.4. Compared to all Councils involved in the survey, Northam again is in a strong position with the average across all Councils being 5.7 days. Northam is ranked the 6<sup>th</sup> lowest in the particular category which is positive given it has been a focus over the past four years and indicates a good ethic / culture.

e. Lost Time Injuries

Another area Council is performing strongly in, with our LTI's less than the WA Survey Population (62 compared with 86), however we are



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slightly higher than the entire population which is 54, indicating there is some work to do, which we are aware of.

2. Finance

a. Cost of finance as a % of revenue

This is an area staff are currently investigating, however filtering the data to compare with other WA Regional and Rural Communities indicates that our finance function is only slightly higher than the average, with Northam being 4.6% of revenue whilst the average is 3.7%. It is however noted that Councils finance department includes the position of a Purchasing Officer which is rare within Local Government and supports the whole of the organisation in Procurement.

b. Rates and annual charges collected

Interestingly, given the context of discussions Council is having on its rate recovery, the Council is actually performing well in this area comparatively. Compared with the entire population, who are recovering on average of 62% of rates and charges at the end of the second quarter, Northam is collecting 83%. However important context around this is the collection framework of other States and New Zealand, a better comparison would simply be with WA where Council is performing slightly above benchmark, with the average WA Council collecting 80%.

3. Operations

a. Corporate Services staff per 10,000 residents

At 4.7, this is slightly higher than the entire population survey results of 2.4, however exactly the same as the 4.7 results for the Rural WA cohort, but higher than the Rural and Regional LG Council results of 2.7. Consideration does need to be given to the structure of our Corporate Services area with licensing being included, a function not undertaken by many local governments, this function equates to approximately 2 employees per 10,000 residents.

b. Customer Service staff per 100 employees and per 10,000 residents

Per above comment.

c. I/T staff per 100 employees

This is the most significant area of underperformance/representation within the organisation. Given that I/T is being raised across every audit and review Council is undertaking as a focus. It is an area which requires some consideration moving forward to ensure our organisational structure is effective and efficient.



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I/T staff per 100 employees at the Shire of Northam compares with 4.1 for the entire population and 2.4 for rural and regional WA Councils.

4. Service Delivery

a. Service delivery operating costs and FTE breakdown (p.79)

The provision of this comparison raises some areas of potential interest, however it also raised a number of queries. Specifically the assessment that Council is spending significantly less than the survey population in Governance & Administration. This is currently being clarified but may go to explaining why other costs elements are more than the survey population, as we may be allocating more of the Governance Expense out than others. In saying this the areas that staff believe we should specifically focus on to assess our performance is in Parks & Gardens and Sporting Grounds & Venues which are the most significant outliers for Council.

b. Organisational design by span of control (p83)

This highlights the relatively flat structure of the Shire of Northam, which is a positive. Our organisation performs well when compared with others in the context of the number of employees per supervisor/manager.

c. Solid Waste Management (p.88)

Council cost of \$138 per resident is exactly average with the survey population, indicating our current contract is around market rate.

d. Roads & Bridges (p.91)

A breakdown of our roads & bridges cost per kilometre of road indicates Council is either very efficient, or underspending. This more detailed assessment needs to be undertaken in the context of the Council's endorsed asset management plan, which would indicate that our current spend is sufficient to maintain existing service standards. However a more detailed analysis may be advisable.

e. Parks, Gardens and Sporting Grounds (p.93)

Out of the review it appears that this is the area that requires the most significant further detailed assessment. This indicator (figure 4.23) indicates that Council is spending \$276 per sq. kilometre of park, garden/sporting ground. This is well above the survey average and should be investigated further to ensure we are getting value for money.

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However putting this into further context when filtered by Regional WA the Shire of Northam is performing better as the table below shows;



Analysis highlights that performance against WA Rural & Regional Local Governments is also better, although not as positive as against only the Rural LG's (as shown above);



5. Risk Management

a. Audit & Risk Committee

The current terms of reference for the Council Audit Committee does not include risk. It is the view of the staff that the terms of reference should be expanded to include risk which will allow the Committee to increase its scope and play a more prominent role in a range of areas.

b. Internal Audit

Staff have held a view for some time that an internal audit function should be performed for Council. This element is further explored in a furthermore detailed report to the Committee.

6. Corporate Leadership

No specific areas requiring comment or focus



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7. Asset Management  
No specific areas requiring comment or focus

**RECOMMENDATION**

**That Council:**

1. Receives the Australasian LG Performance Excellence Program FY16; and
2. Identifies the following areas to be assessed in more detail and reported back to a future Audit Committee Meeting in 2017:
  - a. Information Technology resourcing; and
  - b. Parks, Gardens & Sporting Grounds resourcing.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.082

Moved: Cr Proud

Seconded: Cr Antonio

**That Council:**

1. Receives the Australasian LG Performance Excellence Program FY16;
2. Identifies the following areas to be assessed in more detail and reported back to a future Audit Committee Meeting in 2017:
  - a. Information Technology resourcing;
  - b. Parks, Gardens & Sporting Grounds resourcing; and
  - c. Roads & Bridges.
3. Identify the following area to be assessed in more detail upon the completion of item 2;
  - a. Gross Workforce FTE per 1,000 Residents; and
  - b. Governance Costs.

**CARRIED 4/0**

Mr C Redmond departed the Council Chambers at 7:00pm.

Discussion was held around the usefulness of this report. The CEO advised that the report provides a comparison with other local governments which participated in the program and provides Council with information in relation to how the Council is performing generally. The report provides some context for improvement and the opportunity to look at other local governments to see how they are performing. From this, Council may then be able to look at their processes to assist in optimising its performance. The report has the intent of highlighted areas of potential focus (it is not intended to provide any



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definitive answers or absolutes) which can then be further investigated and as a result have formed the recommendation of this report.

It was raised that the report does not outline what is a good or acceptable level of performance. The CEO advised that this is not the intention of the assessment. The intention is to look at performance compared to other local governments and then allow Council to make a determination if it would like to focus on assessing particular areas to ascertain if it is comfortable with performance levels.

Discussion was held around the items listed under the 'Officers Comment' of the report. From this, the Committee identified additional items/focus areas for further investigation which formed item 2c, and 3 of the Committee decision.

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### 5.8 INTERNAL AUDIT

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Chief Executive Officer Jason Whiteaker
<b>Responsible Officer:</b>	Chief Executive Officer Jason Whiteaker
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Report recommends the establishment of an Internal Audit Framework reporting back to Council via the Shire of Northam Audit Committee

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

The following is taken from the Department of Local Government & Communities guidelines on Audit Committee's in local government:

Many local governments have recognised the need to improve their internal auditing processes, and have moved to either employ an internal auditor or contract out the internal audit function.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The scope of an internal audit would be determined by the Audit committee, with input from the CEO, based on the size of the local government's internal operations and the level of compliance to be achieved.

The role differs from that of the external auditor who is appointed by council on the recommendation of the Audit Committee, to report independently to it, through the mayor/president and the CEO, on the annual financial statements. The external auditor's primary role is to decide whether the annual financial statements of a local government are free of material misstatement.

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There are certain functions of the internal audit that complement the external auditor's role. As the external auditor plans for an effective audit they need to assess and determine whether to include the scope, procedures and outcomes of the internal audit. The CEO must refer all internal audit reports to the Audit Committee for consideration.

An internal auditor's activities should typically include the following:

- (a) Review of the internal control structure, monitoring the operations of the information system and internal controls and providing recommendations for improvements;
- (b) A risk assessment with the intention of minimising exposure to all forms of risk on the local government;
- (c) Examination of financial and operating information that includes detailed testing of transactions, balances and procedures;
- (d) a review of the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- (e) a review of compliance with management policies and directives and any other internal requirements;
- (f) review of the annual Compliance Audit Return;
- (g) assist in the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
- (h) specific tasks requested by management.

For local government, the internal auditor should report functionally to the audit committee and administratively to the CEO. It should be remembered that pursuant to section 5.41 of the Act, the CEO is responsible for the day-to-day management of council activities including the direction of staff and implicitly the internal audit function. The CEO may choose to delegate this responsibility provided always that the delegation does not directly or indirectly interfere with the ability of the Internal Auditor to conduct an internal audit function free from interference.

A clear and properly defined reporting relationship ensures that the internal auditor is empowered to perform their role working with management. The direct reporting line to the audit committee also acts as an adequate safeguard in the event of a serious breakdown in internal controls or internal control culture at senior levels in the organisation.



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While it is recognised that smaller councils may not be able to justify a full-time internal auditor, a small size of operation does not justify forgoing internal audit altogether. If audit committee or management is of the view that the employment of an independent internal auditor either full-time or part-time is not warranted, it may request the council to have the internal audit function undertaken as necessary by an external contractor, or expand the role of its external auditor.

The external auditor or his or her professional company should only undertake internal audit functions that complement the external audit and do not cloud the objectivity and independence of the external audit. An external auditor must not audit information prepared by them or their accounting practice, as this is considered incompatible with the standard of independence.

Local governments that do not establish an internal audit process but require a review of the financial management systems and procedures, may decide to use the services of the external auditor for that purpose. Such reviews are to be undertaken every four years in accordance with regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996.

The review of financial management systems and procedures provides the external auditor with greater assurance of systems and procedures used to prepare the annual financial statements, and whether they provide information free of material misstatement.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate/Manage organisation in a sustainable manner.

### Financial / Resource Implications

The development of an internal audit function will come at a financial cost to Council. It is considered that given the scale of the organisation the Internal Audit function would be outsourced. It is envisaged that the cost would be between \$10,000 and \$20,000 per annum.

### Legislative Compliance

There is no legislative requirement to undertake internal audits, however it is considered a sound management practice.

### Policy Implications

F4.2 – Purchasing and Tendering Policy will be applied if the Officers Recommendation is supported by Council.

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**Stake Holder Engagement / Consultation**

Nil.

**Risk Implications**

It is considered that the development of an internal audit function will act as a significant organisational risk mitigation strategy for Council.

**OFFICER'S COMMENT**

Over the past three years the Shire of Northam has exposed itself to a significant number of reviews and assessments to promote a high level compliance, governance and general organisational effectiveness. These reviews have included:

- Dept. of Local Government Better Practice review
- OHS & Risk Review/Audit
- Community satisfaction surveys
- Australasian LG Performance Excellence Program FY16
- Dept. of Local Government Governance Review (underway)
- Key Systems and Processes Review (Promapps)
- Regulation 17 CEO review of risk management, internal control, legislative compliance

Whilst all of the reviews have resulted in improvement recommendations, the general theme is that the Shire of Northam is an organisation which is performing strongly. However with the a view of striving for improvement and to ensure that the Elected Council can be satisfied that our governance role is being discharged to a high level the internal audit function is being recommended.

It is proposed that the internal function be risk based, in that areas considered high risk be the focus on more detailed audits. Assessing the Shire of Northam Corporate Risk Register the following areas are identified as High Risk and may therefore represent a good starting point:

- Failure to fulfil statutory, regulatory or compliance requirements
- Inadequate safety and security practices
- Document Management
- Not meeting Community expectations
- Ineffective Management of Facilities / Venues / Events
- Inadequate Supplier / Contract Management

In addition to recent focuses from the Corruption and Crime Commission (CCC) have been around purchasing / contract management, identifying this as a critical risk to local government. In 2015 the CCC published a report on



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the Misconduct Risk in Local Government Procurement <https://www.ccc.wa.gov.au/sites/default/files/Report%20on%20Misconduct%20Risk%20in%20Local%20Government%20Procurement.pdf> this may be another starting point for Council.

Council may also take the approach of balancing the focuses of Internal Audit between a risk based approach and a service based approach. This type of approach would result in, for example, two internal audits being undertaken each year, one selected from the our risk register (for example supplier/contract management) and another based on information obtained from the LG Performance Excellence Program (for example customer service or parks and gardens performance).

In terms of procuring the internal audit service the Council would have a number of options. Council could tender for a three year service, identifying a scope of audit services and detailing the areas to look at (audit plan). Alternatively Council could choose to develop a three year audit plan, to be confirmed annually and then procure individual organisations to undertake the selected audit independently.

A potential internal audit plan could be based on the following:

**Risk focus** (taken from areas considered High Risk in organisational risk matrix)

- Failure to fulfil statutory, regulatory or compliance requirements  
Council undertakes its annual compliance return 'internally'. It may be prudent to consider 'outsourcing' this function every second or third year (if not annually). The Council may also wish to expand on the compliance return framework provided by the Department of Local Government.
- Misconduct
  - Procurement  
The objectives of the review could be to:
    - Evaluate internal controls over procurement process;
    - Verify that the payments were made correctly, accurately accounted for, timely and properly supported;
    - Review for duplicate payments; and
    - Evaluate compliance with policy, procedures and with laws and regulations.
    - Evaluate the support for local business
    - Assess adequacy and application of delegated authority
- Inadequate safety and security practices
- Document Management



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- Not meeting Community expectations  
It could be considered that this 'audit' occurs biennially through the community perception survey.
- Ineffective Management of Facilities / Venues / Events
- Inadequate Supplier / Contract Management  
The objectives of this review could be similar to the procurement review with the added element of reviewing what occurs after the purchase decision has been made – contract development, management etc

**Service focus** (taken from Australasian LG Performance Excellence Program FY16)

**1. Parks, Gardens & Sporting Grounds**

The objective of the review will be to assess the performance of the Councils management of Parks, Gardens & Sporting Grounds in the context of the Australasian LG Performance Excellence Program 2016 results. The following will be reviewed;

- Adequacy and appropriateness of the
  - service provided
  - staffing levels
  - cost of service
- Opportunities identified for improvements in process, service and cost

**2. Information Technology resourcing**

The objective of this review will be to assess the adequacy and performance of Information technology Management in the Shire of Northam.

**3. Customer Service**

The objective of the review will be to assess the performance of the Councils customer service primarily in the core area of in and around the administration centre. The following will be reviewed;

- Adequacy and appropriateness of:
  - Face to face service at Admin Centre 'front counter'
  - Building Services customer service
  - Health services customer service
  - Town planning customer service
  - Ranger customer service
  - Adequacy and performance of ICS system/process

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.083**

**Moved: Cr Antonio**

**Seconded: Cr Proud**

**That Council request the Chief Executive Officer to:**

1. Obtain quotes, in accordance with Council Policy, for a suitably qualified organisations to undertake the following Internal Audits in 2017/18:
  - a. Procurement; and
  - b. Customer Service.
2. Make budget provision for Internal Audit; and
3. Report back to the next Audit Committee outcomes of the quotes received along with details of the objectives of the individual audits for a final determination.

**CARRIED 4/0**

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## 5.9 AASB124 RELATED PARTY DISCLOSURES

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Accountant Zoe Macdonald
<b>Responsible Officer:</b>	Executive Manager Corporate Services Colin Young
<b>Voting Requirement</b>	Simple Majority

### BRIEF

Changes to the scope of AASB124 becomes operative from 1 July 2016, with disclosures to be made in the Financial Statements for the year ended 30 June 2017. The declarations for the process are enclosed as an introduction to the procedural forms.

### ATTACHMENTS

Attachment 1: Related Party Disclosure Forms.

Attachment 2 Appendix 2 Terms of Reference.

### BACKGROUND / DETAILS

The objective of the standard is to ensure that the entity's financial statements contain disclosures necessary to draw attention to related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

N/A.

#### Financial / Resource Implications

N/A.

#### Legislative Compliance

Associated Regulatory Framework.  
AASB 124 Related Party Disclosures.  
Local Government Act 1995.



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Local Government (Financial Management) Regulations 1996.

**Policy Implications**

To be developed.

**Stake Holder Engagement / Consultation**

N/A.

**Risk Implications**

The proposed forms for completion ensures the compliance Shire of Northam.

**OFFICER'S COMMENT**

The proposed forms are in line with the recommendations of the department of Local Government and our appointed Auditors. They will be supplied to senior staff and Councillors at the end of the financial year.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.084

**Moved:** Cr Proud

**Seconded:** Cr Antonio

**That Council adopt the presented Related Party Disclosure Forms.**

**CARRIED 4/0**

Discussion was held around the reasons for requiring this to be undertaken. The Executive Manager Corporate Services confirmed that the standards have always been in place however have recently been changed to include not for profits which includes local governments.

Clarification was sought in relation to when items must be declared. The CEO and Executive Manager Corporate Services referred Councillors to the examples provided in the attachments to respond to their queries.

Attachment 1

Shire of Northam

**AASB 124 – “RELATED PARTY DISCLOSURES”**

**RELATED PARTY DISCLOSURES - DECLARATION**

*As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure Related Party Disclosures. For additional information to assist you in making a declaration, please refer to the Appendices to this form.*

The following declaration must be completed by all Council members, the CEO and Directors of the Shire of Northam who were elected or employed at any time during the financial year.

<b>Disclosure Period (Quarter Ended):</b>	
<b>Person making disclosure:</b>	
<b>Position held by person:</b> e.g. Councillor, Director	

1. CLOSE MEMBERS OF THE FAMILY (See Appendix 1)	
Name of Family Member	Relationship to you
<i>If there has been no change since your last declaration, please complete "No Change"</i>	





**Shire of Northam**

**AASB 124 – “RELATED PARTY DISCLOSURES”**

**3. ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH**

Did you or any member of your close family use facilities provided at Recreation Centre, attend any event at the Civic Centre, or use any other council provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person using the facility	Service/Facility used	Nature of transaction	Nature of discount or special conditions received.

Note: Recreation Centre membership provided as part of employment has been provided under the same terms as those memberships provided to the public.

**4. LEASING AGREEMENTS - DOMESTIC RESIDENTIAL**

Did you, a close family member or related entity, enter into a lease agreement with the Shire of Northam (either as lessee or lessor) for the provision of a domestic rental property (includes properties owned by the Shire of Northam and privately owned properties sub-leased through the Shire of Northam from a real estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?

Name of Person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arms length conditions

**Shire of Northam**

**AASB 124 – “RELATED PARTY DISCLOSURES”**

**5. LEASING AGREEMENTS - COMMERCIAL**

Did you, a close family member or related entity, enter into a commercial leasing agreement with the Shire of Northam for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arms length conditions

**6. TRADING ARRANGEMENTS**

Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the Shire of Northam? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the Shire of Northam.

Business name	Goods or services provided	Approximate value for the reporting period	Terms & conditions





**Shire of Northam**

**AASB 124 – “RELATED PARTY DISCLOSURES”**

**8. PURCHASE OF PROPERTY**

Did you, a close family member or related entity, purchase any property or other assets from the Shire of Northam? (This may include vehicles or other plant items, land or buildings).

Was the purchase made at arms length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

**9. SALE OF PROPERTY**

Did you, a close family member or related entity, sell any property or other assets to the Shire of Northam? (This may include vehicles or other plant items, land or buildings).

Was the sale made at arms length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of person or entity name	Property Sold	Value of the Sale	Terms & conditions

**Shire of Northam**

**AASB 124 – “RELATED PARTY DISCLOSURES”**

**10. FEES & CHARGES FOR APPLICATIONS**

Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?

Name of person or entity name	Application type	Application and/or receipt number

**11. SELF SUPPORTING LOANS**

Did you, a close family member or related entity, enter into a loan agreement with the Shire of Northam?

For e.g. a club for which you have control (See Appendix 2 for example)

Name of person or entity name	Loan details	Value of the loan	Terms & conditions

**12. OTHER AGREEMENTS**

Please list any other agreement or arrangement you believe is a related party transaction and should be declared.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

**Shire of Northam**

**AASB 124 – “RELATED PARTY DISCLOSURES”**

I declare that all information and details provided in this form are true and correct to the best of my knowledge and belief and that no known relevant information has been omitted.

I have made this declaration after reading the information supplied by Council which details the meaning of the definitions to which this declaration relates.

SELECT OPTION 1:  Handwritten Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Once signed please provide to the Executive Manager Corporate Services.

OR

SELECT OPTION 2:  Electronic Signature

This form can be sent by email to the Executive Manager Corporate Services provided the email is sent by the person making the disclosure from their work or personal (e.g. Councilors) email account.



Attachment 2

APPENDIX 2

Terms of Reference

**AASB 124 – “RELATED PARTY DISCLOSURES”**

Close Family Members

Close family members include:

- a child, spouse or domestic partner;
- children of your spouse or domestic partner;
- dependents of you or your spouse or domestic partner;
- any other close family member;

who may be expected to influence, or be influenced by, your dealings with the council.

The following table may assist you in identifying your close family members:

Definitely a close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council

There may be relationships that a council has which are not identified in this appendix but still meet the definition of a related party.

**Example: Cousin of Councillor**

A Councillor for the Shire has lived in the Shire her whole life. In fact her family has been in the area for generations.

The Councillor's cousin owns and operates the local newsagent through a company ABC Pty Ltd, in which she owns 100% of the shares. The Councillor and her cousin have always been close and regularly socialise together.

From these facts it would appear that the Councillor's cousin is a close family member of the Councillor because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both the cousin and the company she controls, ABC Pty Ltd would therefore be related parties of Council.

Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

APPENDIX 2

**AASB 124 – “RELATED PARTY DISCLOSURES”**

Control in entities

**What is an entity that I, or my close family member, control or jointly control?**

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Manager Financial Services for a confidential discussion.

**Example: Clubs or other incorporated bodies**

(A Shire of Councillor is the President of a local football club)

A Shire of Councillor is the President of a Football Club Inc., the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the Councillor does not control or jointly control the football club so it will not be a related party of Council just because the Councillor is the president of the club.

Appendix 2

**AASB 124 – “RELATED PARTY DISCLOSURES”**

Other examples

**Example 1 (Audit committee member)**

A Shire's audit committee comprises two Councillors and a local retired accountant, Fred. Fred has no other connection with the council.

The audit committee attends to the functions as required under the *Audit Regulations*. It does not make any decisions on behalf of the council but simply provides reports, with recommendations, for the Mayor and councillors to consider.

Based on the facts outlined Fred would not be a KMP of council.

**Example 2 (Son of CFO employed by council)**

A Council has recently employed Paul's son (George) in the Council's parks and gardens area. Paul is Council's Deputy Chief Executive Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

**Example 3 (Cousin of Mayor – related party commonly known but omitted from declaration)**

Shelley, the Mayor of a Shire forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council and vice versa.

Mavis and her company are related parties of Council, even though Shelley omitted them from her declaration.

**Example 4 (Example of control)**

Fred is the Mayor of a Shire and owns 100% of the ordinary shares in the Shire Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.



Appendix 2

**AASB 124 – “RELATED PARTY DISCLOSURES”**

**Example 5 (Example of joint control)**

Fred is the Mayor of a Shire and owns 50% of the ordinary shares in a Shire Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration

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

Nil.

**7. DATE OF NEXT MEETING**

The next Audit Committee Meeting is proposed to be held on 23<sup>rd</sup> August 2017 at 4:00pm.

**8. DECLARATION OF CLOSURE**

There being no further business the Presiding Officer declared the meeting closed at 7:34pm.

"I certify that the Minutes of the Audit Committee meeting held on Wednesday, 31 May 2017 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Officer

\_\_\_\_\_ Date

## 11.2 COMMUNITY SAFETY COMMITTEE MEETING HELD 12<sup>TH</sup> MAY 2017

### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 12<sup>th</sup> May 2017.

### Adoption of Recommendations:

#### RECOMMENDATION

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



**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Community Safety Committee**

**12 May 2017**



Community Safety Committee Meeting Minutes  
12 May 2017



**NOTICE PAPER**

**Shire of Northam Community Safety Committee**

**12 May 2017**

Committee Members

I inform you that a Community Safety Committee meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 12 May 2017 at 2pm.

Yours faithfully



**Jason Whiteaker**  
**Chief Executive Officer**

Community Safety Committee Meeting Minutes  
12 May 2017



### DISCLAIMER

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

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

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

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

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

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

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

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Community Safety Committee Meeting Minutes  
12 May 2017



### 1. DECLARATION OF OPENING

Chairperson Cr Julie Williams declared the meeting open at 2.07pm.

The quorum of voting Members is 7. The Committee has reached a quorum.

### 2. ATTENDANCE

#### Committee Members:

Chairperson	Cr Julie Williams
Executive Manager Community Services	Mr Ross Rayson
Northam Roadwise Committee	Mr Cliff Simpson
Local Youth Service Representative	Ms Jane Atterby
Department of Housing	Mr Attila Mencshelyi
Northam Police	SSGT Geoff Dickson
Department Education	Mrs Sharon Bray
LDAG	Mrs Rose Power
Health Representative	Mr Greg Bentley

#### Committee Ex-Officio Members:

Community Development Officer	Mrs Michelle Blackhurst
Local Youth Service Representative	Mrs Tricia Chrimes

#### Special Guests:

#### 2.1 APOLOGIES

Community Representative	Ms Margaret O'Reilly
Holyoake	Ms Eloise Fewster
Northam Chamber of Commerce	Mr Paul Tomlinson
Wundowie Police	SGT Jamie Cresswell

#### 2.2 APPROVED LEAVE OF ABSENCE

Councillor	Cr Chris Davidson
------------	-------------------

### 3. DISCLOSURE OF INTERESTS

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

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12 May 2017



#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 24 FEBRUARY 2017

###### RECOMMENDATION

Minute No: CSC.033

Moved: Mr Attila Mencshelyi

Seconded: Ms Jane Atterby

That Council accepts the minutes of the Shire of Northam Community Safety Committee meeting held Friday, 24 February 2017 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

#### 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

###### BRIEF

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

###### ATTACHMENTS

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

###### 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.



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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**

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 provided an update on recent activities.

**Criminal or Offending Behaviour**

Lock and Light

Mrs Michelle Blackhurst advised that the Lock and Light program was launched and our vulnerable community members were now receiving support from the program.

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**12 May 2017**



SSGT Geoff Dickson provided an update, explaining the process of the program and how the vulnerable community members are being identified. Four properties have now been through the assessment process, with two assessments being approved for support. SSGT Geoff Dickson suggested that a follow up call to the participants would be effective to monitor the progress of their referral, as well as a follow up call with the hardware stores to keep the program progressing. Mrs Michelle Blackhurst will call the participants and the hardware stores. The Committee agreed that a communication strategy is required, with Shire staff to develop this.

SSGT Geoff Dickson noted that the Police are targeting the low level repeat victims and will move through their lists as each level is complete. Mr Ross Rayson asked if it was worth more widely advertising the program. Mrs Michelle Blackhurst noted that people are hearing of the program and contacting the Shire for assistance, and these people are being referred to the Police. These calls are coming from both the Northam and Wundowie communities.

SSGT Geoff Dickson said that he has been in contact with Sgt James Cresswell, the new Officer in Charge of the Wundowie Police Station and has explained the process involving the Police with Lock and Light and Sgt Cresswell is eager to be involved. SSGT Geoff Dickson said that the program is being well received by the community.

The Committee agreed that the program should be marketed more widely on social media sites and on the Shire's website. The Committee has been asked to actively refer community members that they believe could benefit from accessing support from Lock and Light.

Bernard Park Toilets

Mrs Michelle Blackhurst advised that the potential solutions for the Bernard Park toilet issues that were raised at the previous meeting have been presented to Council staff for investigation and implementation. Mr Ross Rayson explained that staff will need to consider the logistics of each potential solution and budget implications.

**Community Awareness**

Communications Plan

Council staff have created a draft Community Safety and Crime Prevention Communications Plan and the Committee is asked to contribute ideas to the document.

As per the direction of the Committee, the Shire of Northam has now purchased a Variable Message Board (VMB) which is now available for use by the Police for community safety purposes.



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Mrs Michelle Blackhurst explained that the Shire of Northam is provided with a confidential statistical report detailing locations in the Shire of Northam where crime is being committed. Although the Committee cannot be provided with the report, it has been suggested that the Committee could be provided with some detail about locations within the Shire requiring support. SSGT Geoff Dickson commended that this was 'Hot Spotting' and would give the Committee an opportunity to determine where to focus resources however, with the crime being so opportunistic in the Shire of Northam, this will not necessarily help. SSGT Geoff Dickson will bring some crime mapping to the next meeting to demonstrate the crime pattern issues. SSGT Dickson was able to identify vacant houses as an issue.

### **Building Partnerships**

#### Alcohol and Other Drugs Management Plan

The Committee discussed the Alcohol and Other Drugs Management Plan Committee. Mrs Michelle Blackhurst advised the group that the Committee do focus on alcohol and drugs however, their focus is more on the user and not community safety, suggesting that the Community Safety Committee needed to understand that community safety with drugs and alcohol was not necessarily covered and not assuming the Community Safety Committee did not need to be active in this area.

Mr Cliff Simpson agreed that the community safety aspect of AODMP is not currently covered and the Community Safety Committee should consider doing more in this space. Ms Rose Power said that SDERA is about to commence some marketing initiatives that could be used around this area. Mr Ross Rayson noted that there needs to be a clear delineation between the two groups so that there is not a duplication. A process to allocate each issue to the correct Committee is required.

#### Night Hoops

Youth Stakeholders from the Shire of Northam have been working with the Shire of Northam to develop the Night Hoops program as this works towards achieving our objective 1.3 – Reduce youth crime. The first 6 week tournament is due to commence at the Northam Recreation Centre on 22 June 2017.

### **Community Design**

#### Youth Precinct

Mrs Michelle Blackhurst provided an update on the Youth Precinct, advising that Convic, who were appointed as the successful contractor had developed an initial report which identifies the two preferred locations for the community. Council will make a decision on the final location and the project will then proceed to the next stage which is creating a detailed design.



Community Safety Committee Meeting Minutes  
12 May 2017



Mrs Michelle Blackhurst provided an update on the CCTV Project, advising that the installation of the new clusters has commenced. The project should be complete within the next 2 months.

**Community Safety and Crime Prevention Plan**

The actions in the current plan are nearing completion. Mr Ross Rayson suggested that the plan would need to be reviewed. This will initially be done via an email group where Committee Members will be provided with the opportunity to provide input. Mrs Michelle Blackhurst to organise.

<b>RECOMMENDATION</b>
<b>Minute No: CSC.034</b>
<b>Moved: SSGT Geoff Dickson</b>
<b>Seconded: Mr Cliff Simpson</b>
<b>That Council accept the Community Safety and Crime Prevention Plan update.</b>
<b>CARRIED 9/0</b>

**5.2 HOME BREAK-INS**

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

**BRIEF**

To seek Committee support in developing actions to reduce the opportunity for home break-ins.

**BACKGROUND / DETAILS**

RAC has recently released a list of WA's worst suburbs for home break-ins. This list identifies Northam as the ninth worst overall suburb, and as the worst performing regional suburb.

The list has been developed from data gathered from only 4000 insurance claims, and only from customers of RAC Insurance.

Community Safety Committee Meeting Minutes  
12 May 2017



## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

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

Strategy: Provide community services to uphold public safety standards.

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

### Financial / Resource Implications

N/A

### Legislative Compliance

N/A

### Policy Implications

N/A

### Stakeholder Engagement / Consultation

N/A

### Risk Implications

N/A

## OFFICER'S COMMENT

Although the data is captured using a small pool of people who predominantly live in the Shire of Northam, 'Home Break-ins' is a current topic of concern to the community.

SSGT Geoff Dickson address the Committee about the current issue advising that the Shire of Northam is way under the 5 year averages for home burglary. Home burglary is everywhere he said and agreed that Northam had experienced a peek however, RACs figures did not depict an accurate picture of the situation here.

SSGT Geoff Dickson said that this report from RAC is damaging to the community's perception of crime in the Shire of Northam. As a Committee we need to work towards changing the perception with positive messaging and promoting the good things that are happening. This should be considered when further developing the Communications Plan.

Mr Greg Bentley enquired as to whether we could access data from similar communities to enable the Committee to do a comparison. SSGT Geoff

Community Safety Committee Meeting Minutes  
**12 May 2017**



Dickson said that this can be dangerous due to the difference in opportunities and difference in population.

The Committee has been asked to assist to complete a Targeted Prevention Strategy for the development of additional actions to be included in the Community Safety and Crime Prevention Plan. This will be circulated by email.

This item requires more input from the Committee to further develop the plan and as such will be re-presented for recommendation at the next meeting.

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

No urgent business was introduced.

**7. DATE OF NEXT MEETING**

Meeting dates for 2017:

Friday, 16 June 2017 at 2pm  
Friday, 18 August 2017 at 2pm  
Friday, 13 October 2017 at 2pm  
Friday, 08 December 2017 at 2pm

**8. DECLARATION OF CLOSURE**

The meeting was declared closed at 3.20pm.



## 12. OFFICER REPORTS

### 12.1 CEO'S Office

#### 12.1.1 Delegated Authority Register Review

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.3.1.6
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Voting Requirement</b>	Absolute Majority

#### BRIEF

In accordance with Section 5.46 of the *Local Government Act 1995 (the Act)*, Council is required to keep and review its Delegated Authority Register at least once every financial year.

Officers have undertaken a review of the Delegated Authority Register and the Chief Executive Officer is presenting this report to Council for its consideration in accordance with Section 5.46 of the Act.

#### ATTACHMENTS

Attachment 1: Reviewed Delegated Authority Register.

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#### BACKGROUND / DETAILS

The Act requires a local government to keep a register of its delegations and review this register once every financial year. The previous review undertaken was presented to the Ordinary Council meeting held on 15<sup>th</sup> June 2016 and therefore a review is now due.

Under the Act, a local government may delegate to the CEO any of its powers or the discharge of any of its duties under the Act, other than those prescribed under section 5.43. All delegations made by the Council must be by an absolute majority as prescribed by sections 5.42 and 5.44 of the Act which legislates Council's ability to delegate functions to the CEO. Section 5.44 also allows the CEO to delegate to any employee the exercise of any of the CEO's powers or discharge of duties.

A review has been undertaken in consultation with relevant staff. There has been a number of grammatical and formatting amendments throughout the Register, including an additional column in the 'Delegation Use' table. This has been added to ensure that details are entered outlining how the power or discharge of duty was exercised. Changes other than grammatical or formatting have been detailed on the following table however all changes are clearly marked in Attachment 1:

<b>Delegation</b>	<b>Proposed Change</b>
A05 – Authorised Officers – Appointment	<ul style="list-style-type: none"> <li>• Amendment to Authorised Officer to reflect current staff/positions.</li> <li>• Added/amended reference to Public Health Act 2016 &amp; Health (Miscellaneous Provisions) Act 1911 to reflect current legislation.</li> </ul>
B01 to B07	<ul style="list-style-type: none"> <li>• Added reference to section 127 of the Building Act 2011 which details the authority to delegate.</li> </ul>
B10 – Buildings – Revoke Building Orders	<ul style="list-style-type: none"> <li>• Amended reference to correct section of the Building Act 2011.</li> </ul>
H01 – Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016 & Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers	<ul style="list-style-type: none"> <li>• Amended reference to reflect current legislation.</li> </ul>
P16 – Authorised Officers – Planning Infringements	<ul style="list-style-type: none"> <li>• New delegation.</li> </ul>
R01 – Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws	<ul style="list-style-type: none"> <li>• New delegation.</li> </ul>

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective G1: Provide accountable and transparent leadership.

Objective G2: Improve organisational capability and capacity.

### Financial / Resource Implications

Nil.

### Legislative Compliance

Local Government Act 1995:

**5.46. Register of, and records relevant to, delegations to CEO and employees**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

**5.16. Delegation of some powers and duties to certain committees**

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

**5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

**5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;



- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
  - (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

#### **5.44. CEO may delegate powers and duties to other employees**

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — *conditions* includes qualifications, limitations or exceptions.

*Local Government (Administration) Regulations 1996 – Regulation 18G and 19:*

#### **18G. Delegations to CEOs, limits on (Act s. 5.43)**

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

#### **19. Delegates to keep certain records (Act s. 5.46(3))**

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- I the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

### **Policy Implications**

Nil.

### **Stakeholder Engagement / Consultation**

Relevant staff reviewed their respective delegations and each was checked for accuracy.

### **Risk Implications**

Should Council not undertake an annual review of its Delegated Authority Register, the Council will not comply with the requirements of the *Local Government Act 1996* and the *Local Government (Administration) Regulations 1996*. In addition, there is a risk that Council's delegations will not be accurate, outdated and/or reflective of the requirements of current legislation or the Council's position on matters delegated.

### **OFFICER'S COMMENT**

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Without delegated authority, most decisions of the Shire would need to be made by Council at its ordinary meetings. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.

### **RECOMMENDATION**

#### **That Council;**

- 1. Endorse the revised Delegated Authority Register for the 2017/18 period with the proposed amendments as detailed in Attachment 1 of this report; and**
- 2. Note the decisions made under delegated authority for the 2016/17 period, as presented through the Monthly Reporting process to Elected Members.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

Attachment 1



Shire of Northam  
2017/186/17

Delegated Authority  
Register



2017/18 Delegated Authority Register



**Version Control**

Amendments File Reference 2.3.1.6			
Meeting/Review Date	Resolution No	Delegation No	Revision No
20/10/2010	C.1313	Complete	4.0
20/07/2011	C.1543	Complete/Minor	4.1
21/12/2011	C.1665	Complete	4.2
19/04/2012	CEO	Minor	4.3
25/07/2012	CEO	Minor	4.4
08/08/2012	C.1754	Minor	4.5
18/01/2013	CEO	Minor	4.6
19/06/2013	C.2069	Complete	4.7
16/07/2014	C.2242	Complete	4.8
17/06/2015	C.2458	Minor	4.9
15/06/2016	C.2724	Complete	5.0
<u>21/06/2017</u>	<u>TBC</u>	<u>Complete</u>	<u>5.1</u>



2017/18 Delegated Authority Register

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## 2017/18 Delegated Authority Register



### EXPLANATION NOTES

#### General

Section 5.42 of the Local Government Act 1995 allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer. The document also indicates delegations which the Chief Executive Officer intends to delegate to other staff, however this is for information/indication purposes only and may change from time to time at the discretion of the Chief Executive Officer. The register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

#### Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Executive Manager for the period of absence.

#### Register of, and Records Relevant to, Delegations - Section 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and

The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

2017/18 Delegated Authority Register

# SECTION A

DELEGATIONS FROM COUNCIL  
TO CHIEF EXECUTIVE OFFICER  
(OTHER OFFICERS, WHERE  
APPROPRIATE)

2017/18 Delegated Authority Register



## Administration

DELEGATION NUMBER	-	<b>A01</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s9.49A (2), s9.49A (4)
DELEGATION SUBJECT	-	<b>Common Seal</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Nil.

The Chief Executive Officer is delegated authority to:

- Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally.
- Sign documents on behalf of the local government.

REFER TO SEPARATE USAGE REGISTER KEPT BY CEO EA.





2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **A02**
- LEGISLATIVE POWER** - *Local Government Act 1995, s3.39, s3.40A, s3.42,s3.44, s3.46, 3.48*
- DELEGATION SUBJECT** - **Power to Remove & Impound Goods**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with s3.39 and 3.40A to remove and impound any goods that are involved in a contravention that can lead to impounding.
2. Take appropriate action in respect to impounded non-perishable goods in accordance with s3.42.
3. Give notice in accordance with s3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with s3.46.
5. Take action to recover expenses in accordance with s3.48.

**A02 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.



2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **A03**
- LEGISLATIVE POWER - Local Government Act 1995, s3.47 & s3.58
- DELEGATION SUBJECT - **Disposing of Confiscated or Uncollected Goods**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Nil.

The Chief Executive Officer is delegated authority to dispose of, in accordance with s3.58, any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of s3.47.

In disposing said goods by way of auction or after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations, the Chief Executive Officer is authorised pursuant to s5.43 (b) to accept any tender up to the value of \$20,000. Tenders for amounts exceeding \$20,000 shall be referred to the Council for consideration.

**A03 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b><u>How power / discharge of duty was exercised</u></b>	<b>Name of Officer Exercising Delegation</b>
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.



2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **A04**
- LEGISLATIVE POWER - Caravan Parks And Camping Grounds Regulations 1997, (Reg 11)
- DELEGATION SUBJECT - **Approval of Camping Other than at a Caravan Park or Camping Ground**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services

The Chief Executive Officer is delegated authority to provide a written approval for a person to camp on land in accordance with regulation 11 (1) (a) for longer than 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, however not exceeding longer than 3 months in any period of 12 months

A04 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.





## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>A05</b>
LEGISLATIVE POWER	- Local Government Act 1995, s5.42 & s9.10
DELEGATION SUBJECT	- <b>Authorised Officers – Appointment</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to appoint "authorised persons" and "Designated Officers" to perform functions under the Local Government Act, Regulations and Local Laws and other regulations and acts including but not limited to the following:

- Local Government Act 1995;
- Local Government (Miscellaneous Provisions) Act 1960;
- Dog Act 1976 and Regulations there under;
- Cat Act 2011 and Regulations there under;
- Control of Vehicles (Off Road Areas) Act 1978 and Regulations there under;
- Litter Act 1979 and Regulations there under;
- Planning & Development Act 2005.
- Building Act 2011
- Food Act 2008
- **Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911**

### **The following is a list of Authorised Officers:**

#### Planning & Development Act 2005:

Chief Executive Officer, Executive Manager Development Services; Manager Planning Services; Planning Officer/s.

#### Litter Officers:

Chief Executive Officer; Executive Manager Corporate Services; Executive Manager Community Services; Executive Manager Development Services; Executive Manager Engineering Services; Environmental Health Officer/s; Ranger/s.

#### Dog Act Officers:

Chief Executive Officer; Executive Manager Corporate Services; Executive Manager Engineering Services; Executive Manager Development Services;



## 2017/18 Delegated Authority Register

Executive Manager Community Services; Environmental Health Officer/s,  
Ranger/s, Senior Building Surveyor/s

### Cat Act Officers:

Chief Executive Officer; Executive Manager Development Services; Ranger/s.

### Swimming Pool Inspections:

Chief Executive Officer, Executive Manager Development Services; Senior Building Surveyor/s, Technical Officer; Ranger/s.

### Building Act 2011

Chief Executive Officer, Executive Manager Development Services, Senior Building Surveyor, Building and Project Supervisor.

### Food Act 2008

Chief Executive Officer, Executive Manager Development Services, Environmental Health Officer/s.

### Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911

Chief Executive Officer, Executive Manager Development Services, Environmental Health Officer/s.



## 2017/18 Delegated Authority Register



### Building

DELEGATION NUMBER	- B01
LEGISLATIVE POWER	- Building Act 2011, s20, <u>s127</u>
DELEGATION SUBJECT	- <b>Buildings – Grant or Refusal of Building Permits</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officers of the Shire of Northam is delegated authority to grant or refuse building permits, subject to the provisions of s20 *Building Act 2011*.

#### Special Conditions or Guidelines

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

#### Special Conditions or Guidelines

~~An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.~~

~~An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.~~

REFER TO SEPARATE USAGE REGISTER KEPT BY SENIOR BUILDING SURVEYOR.





## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B02</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s21, <u>s127</u></i>
DELEGATION SUBJECT	- <b>Buildings – Grant or Refusal of Demolition Permits</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer of the Shire of Northam is delegated authority to grant or refuse demolition permits, subject to the provisions of s21 *Building Act 2011*.

### Special Conditions or Guidelines

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

Any buildings or structure on the Shire of Northam Municipal Inventory being referred to Council for decision.

### Special Conditions or Guidelines

~~An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.~~

~~An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.~~

~~Any buildings or structure on the Shire of Northam Municipal Inventory being referred to Council for decision.~~

B02 - Delegation Use



2017/18 Delegated Authority Register

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b><u>How power / discharge of duty was exercised</u></b>	<b>Name of Officer Exercising Delegation</b>
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2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B03</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s22, <u>s127</u></i>
DELEGATION SUBJECT	- <b>Buildings – Further Grounds for Not Granting an Application</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer of the Shire of Northam is delegated authority to refuse building or demolition permits due to errors in information or documentation submitted, subject to the provisions of s22 *Building Act 2011*.

**Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

**Special Conditions or Guidelines**

~~An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.~~

~~An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.~~

B03 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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2017/18 Delegated Authority Register



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2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B04</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s58, <u>s127</u></i>
DELEGATION SUBJECT	- <b>Buildings – Grant of Occupancy Permit, Building Approval Certificate</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer of the Shire of Northam is delegated authority to grant, modify or refuse Occupancy Permits or Building Approval Certificates, subject to the provisions of s58 *Building Act 2011*.

**Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

**Special Conditions or Guidelines**

~~An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.~~

~~An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.~~

B04 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
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2017/18 Delegated Authority Register



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## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B05</b>
LEGISLATIVE POWER	- <i>Building Act 2011, s110, <a href="#">s127</a></i>
DELEGATION SUBJECT	- <b>Buildings – Building Orders</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to issue Building Orders in relation to:

- Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act;
- Take specific action to prevent contravention of the Act;
- Finish an outward facing side of a wall;
- Buildings which are considered as being unsafe or not fit for human habitation.

Subject to the provisions of *Building Act 2011*.

### **Special Conditions or Guidelines**

An Officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

~~An Officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.~~

~~An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.~~

### **B05 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b><u>How power / discharge of duty was exercised</u></b>	<b>Name of Officer Exercising Delegation</b>
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
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2017/18 Delegated Authority Register



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2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **B06**
- LEGISLATIVE POWER - Building Act 2011, s133, s127
- DELEGATION SUBJECT - **Buildings – Prosecutions**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Nil.

The Chief Executive Officer is delegated authority to commence prosecution for an offence against this Act, subject to the provisions of *Building Act 2011*.

B06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
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2017/18 Delegated Authority Register



DELEGATION NUMBER	- B07
LEGISLATIVE POWER	- Building Act 2011, <u>s127</u> Building Regulations 2012, r53 Local Government Act 1995, s5.42 & s9.10
DELEGATION SUBJECT	- <b>Recover the Charge Imposed for Private Swimming Pool Inspections</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover the amount of a charge imposed for the inspection of a private swimming pool in a court of competent jurisdiction, subject to Reg 53 of the Building Regulations 2012.

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES.**



2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>B08</b>
LEGISLATIVE POWER	- <i>Local Government (Uniform Local Provisions) Regulations 1996 r. 5, 6</i>
DELEGATION SUBJECT	- <b>Issue Permit to Deposit Material on or Excavate on or Adjacent Street</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services Senior Building Surveyor Building and Project Supervisor

The Chief Executive Officer is delegated authority to;

1. Serve written notice on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, require the person to cover the footpath during the period specified in the notice so as to:
  - (a) Prevent damage to the footpath; or
  - (b) Prevent inconvenience to the public or danger from falling materials.
2. Grant permission for a person to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare and impose such conditions as the CEO thinks fit on granting permission.

B08 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **B09**
- LEGISLATIVE POWER - *Building Act 2011, s65*
- DELEGATION SUBJECT - **Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services  
Senior Building Surveyor  
Building and Project Supervisor

The Chief Executive Officer is Delegated Authority to extend the period of duration of an Occupancy permit or a Building Approval Certificate, subject to the provisions of s65 *Building Act 2011*.

B09 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **B10**
- LEGISLATIVE POWER - *Building Act 2011, s117*
- DELEGATION SUBJECT - **Buildings – Revoke Building Orders**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services  
Senior Building Surveyor  
Building and Project Supervisor

The Chief Executive Officer is Delegated Authority to Revoke Building Orders, subject to the provisions of s117 Building Act 2011.

B10 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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## 2017/18 Delegated Authority Register

### Engineering

DELEGATION NUMBER	- E01
LEGISLATIVE POWER	- Local Government Act 1995, s3.50 & s3.50A  Local Government (Functions and General) Regulations – Part 2 – Thoroughfares  Road Traffic Act 1974, s92 & s81D
DELEGATION SUBJECT	- <b>Temporary Closure of Thoroughfares to Vehicles</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services  Executive Manager Development Services

The Chief Executive Officer is delegated authority:

- ~~a) To close any thoroughfare, wholly or partially, for a period of up to 4 weeks after giving local public notice of the intention to do so ; and~~
- ~~b) To close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of more than 4 weeks, but not exceeding 3 months, after giving local public notice of the intention to do so and allowing submissions to be made and considered, and give the necessary notices and take all appropriate actions to temporarily close any thoroughfare under its management for any period exceeding 4 weeks but not exceeding 3 months. The Chief Executive Officer, in exercising this delegated authority, shall observe the requirements of s3.50 and s3.50A of the Local Government Act.~~
- ~~— Any proposal to close a thoroughfare for any period exceeding 3 months shall be referred to Council for determination.~~

~~(Note: Not for the permanent closure of a road/road reserve; refer Land Administration Act).~~

~~(Note: Not for the permanent closure of a road/road reserve; refer Land Administration Act).~~



2017/18 Delegated Authority Register

E01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>E02</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.50 &amp; s3.50A</i>  <i>Road Traffic (Events on Roads) Regulations 1991</i>  <i>Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places</i>
DELEGATION SUBJECT	- <b>Events on Roads</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services  Executive Manage Development Services

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of thoroughfares under its management for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991. ~~The Chief Executive Officer shall have regard to s3.50 & s3.50A of the Local Government Act 1995 and Council's Local Law.~~

E02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>E03</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, Sch 9.1, cl 5(1)</i> <i>Local Government (Uniform Local Provisions) Regulations 1996 Reg 9</i>
DELEGATION SUBJECT	- <b>Gates across Public Thoroughfare</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for permission to erect gates or other devices across public thoroughfares under Council control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying. This authority relates to all of the provisions of Regulation 9, Local Government (Uniform Local Provisions) Regulations 1996.

### E03 - Delegation Use

Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **E04**
- LEGISLATIVE POWER** - *Local Government Act 1995, Schedule 9.1, Clause 7*  
*Local Government (Uniform Local Provisions) Regulations 1996 Regs 12 to 16 (Inclusive)*
- DELEGATION SUBJECT** - **Crossovers**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council policy.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land in accordance with the provisions of Schedule 9.1 Clause 7 of the Act.

This delegated authority relates to all of the provisions of Local Government (Uniform Local Provisions) Regulations 1996; Regulation numbers 12 to 16 inclusive.

**E04 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
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2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	- <b>E05</b>
LEGISLATIVE POWER	- Local Government Act 1995, s3.51
DELEGATION SUBJECT	- <b>Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to give the required notices as specified in s3.51 (3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider submissions received and proceed with the proposal if no objection is received.

**E05 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b><u>How power / discharge of duty was exercised</u></b>	<b>Name of Officer Exercising Delegation</b>
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2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>E06</b>
LEGISLATIVE POWER	-	<i>Local Government Act 1995, s3.52</i>
DELEGATION SUBJECT	-	<b>Public Thoroughfares – Public Access &amp; Plans – s3.52 (within designated Town sites)</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to ensure that public thoroughfares are kept open for public use except if they are closed or have restricted use subject to:

1. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided. (Reference s3.52 (3)).
2. Keeping plans of the levels and alignments of public thoroughfares that are under Council's control or management and make those plans available for public inspection. (Reference s3.52 (4)).

**E06 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b><u>How power / discharge of duty was exercised</u></b>	<b>Name of Officer Exercising Delegation</b>
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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2017/18 Delegated Authority Register



## Finance

DELEGATION NUMBER	- F01
LEGISLATIVE POWER	- <i>Local Government Act 1995, s6.10</i> <i>Local Government (Financial Management) Regulations 1996, Reg 12</i>
DELEGATION SUBJECT	- <b>Creditors, Payment of</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to make payments from the Municipal fund or the Trust fund in accordance with the provisions of Local Government (Financial Management) Reg 12

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES.**





2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>F02</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s3.58  Local Government (Functions General) Regulations, Reg. 30
DELEGATION SUBJECT	-	<b>Disposal of Council Property</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Nil.

The Chief Executive Officer is delegated authority to dispose of property to the highest bidder, at public auction, public tender or by private treaty subject to the following limits:

- Land - to a value of \$5,000 in accordance with Local Government (Functions General) Regulations – Reg 30(2)(a) & (c);
- Other – to a value of \$20,000 in accordance with Local Government (Functions General) Regulations – Reg 30(3).

**F02 - Delegation Use**

Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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2017/18 Delegated Authority Register



<b>DELEGATION NUMBER</b>	- <b>F03</b>
LEGISLATIVE POWER	- Local Government Act 1995 Recovery of Rates and Charges, s6.55 & s6.56
DELEGATION SUBJECT	- <b>Recovery of Unpaid Debtors</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover outstanding rates and service charges and take the legal action necessary for recovery in accordance with the provisions of Part 6, Division 6, subdivisions 5 and 6 of the Local Government Act 1995.

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER OF CORPORATE SERVICES.**

## 2017/18 Delegated Authority Register



<b>DELEGATION NUMBER</b>	- <b>F04</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995</i> <i>Inviting of Tenders s3.57</i> <i>Local Government (functions and general)</i> <i>Regulations cl. 14, 18, 20</i>
DELEGATION SUBJECT	- <b>Inviting Tenders</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to;

1. Invite tenders before for the local government to enter into a contract of a prescribed kind under which another person is to supply goods or services.
2. Determine an appropriate selection criteria based on one or more of the following criteria;
  - a. Price
  - b. Ongoing Operational costs
  - c. Quality
  - d. Timeliness of deliver
  - e. Fit purpose
  - f. Community benefit
  - g. Application of regional price preference in accordance with Council policy
  - h. Relevant experience
  - i. Reliability
3. Make minor variations to awarded tenders within the following parameters;
  - a. Cost to Council not to exceed available budget allocations.
4. Make a determination to accept or reject tenders up to \$150,000.
5. Make determinations on purchases under \$250,000 for the supply of the goods or services obtained through the Council Purchasing Service of WALGA.



2017/18 Delegated Authority Register



F04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **F05**
- LEGISLATIVE POWER** - *Local Government Act 1995*  
*Local Government (functions and general) Regulations cl. 14, 18, 20*
- DELEGATION SUBJECT** - **Write Off / Waive Small Fees or Debts**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2)] – up to a maximum of \$500.00.

<b>F05 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
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2017/18 Delegated Authority Register



## Health

DELEGATION NUMBER	- H01
LEGISLATIVE POWER	- Health <u>(Miscellaneous Provisions) Act 1911</u> <u>Public Health Act 2016</u> Health Local Laws 2008
DELEGATION SUBJECT	- <b><u>Health (Miscellaneous Provisions) Act 1911 &amp; Public Health Act 2016 Health Act &amp; Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers</u></b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Environmental Health Officer/s

The Chief Executive Officer is delegated authority to act as Council's "Deputy" pursuant to the Health Act and to exercise and discharge the following powers and functions, including:

1. Issue such Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016 Health Act and Health Local Law notices and orders as appropriate;
2. Determine applications for licenses and permits under the Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016 Health Act and Health Local Laws in accordance with relevant provisions.
3. Authorise Environmental Health Officers with the power to enter premises under s349 of the Health Act, to administer the provisions of the Fly Eradication Regulations and the Health Poultry Manure Regulations 2001 provided that the power to serve notice is exercised by the Executive Manager Development Services.

**REFER TO SEPARATE USAGE REGISTER KEPT BY ENVIRONMENTAL HEALTH OFFICER/S.**





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**Planning**

- DELEGATION NUMBER** - **P01**
- LEGISLATIVE POWER** - *Local Government Act 1995*  
*Planning and Development Act 2005,*  
*gazetted Local Planning Schemes, the*  
*Local Government (Miscellaneous*  
*Provisions) Act 1960*
- DELEGATION SUBJECT** - **Instruct Legal Action**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority to instruct Council's Solicitors to take legal action in respect of any breach, contravention or offence under the Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960 and all subsidiary legislation made under those acts including signing and executing documents on behalf of the Shire.

**P01 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b><u>How power / discharge of duty was exercised</u></b>	<b>Name of Officer Exercising Delegation</b>
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>P02</b>
LEGISLATIVE POWER	-	Local Planning Scheme No. 6
DELEGATION SUBJECT	-	<b>Development Applications - Advertising</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to advertise development applications for public comment where the Chief Executive Officer considers such applications should have public comment prior to consideration by Council, and to make available from Council's file's, information regarding the development application so the public are in a position to make a proper assessment, in accordance with Council policy which may exist from time to time.

P02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.



## 2017/18 Delegated Authority Register



<b>DELEGATION NUMBER</b>	-	<b>P03</b>
LEGISLATIVE POWER	-	Local Planning Scheme No. 6
DELEGATION SUBJECT	-	<b>Planning Determinations</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

### **General Delegation**

The Chief Executive Officer, Pursuant to Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes, is delegated authority to approve or refuse applications for development approval made under Shire of Northam Local Planning Scheme No. 6 (the Scheme), with or without conditions subject to consistency with the Scheme, including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

### **Exclusions/Conditions**

#### General Exclusions

1. Applications for development approval for development exceeding \$3M in value and/or a net increase of in excess of 10 dwellings and/or uses listed as 'P', 'D' or 'A' within the Scheme at variance with Scheme requirements and standards.

#### Specific Exclusions and Exceptions for Minor Works etc.

1. Subject to 7 below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.
2. Subject to 7 below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.
3. Subject to 7 below, applications for development approval for the types of land-use or development listed below may only be refused under delegated authority:
  - a) Animal Establishment in other than the 'Rural' Zone;



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- b) Equestrian Activity in other than the Rural Zone;
  - c) Hotel;
  - d) Industry - Extractive;
  - e) Industry – Mining in other than the 'Rural' Zone;
  - f) Liquor Store (small and large);
  - g) Motel in other than the 'Commercial' Zone;
  - h) Night Club;
  - i) Restricted Premises;
  - j) Tavern;
  - k) Telecommunications Infrastructure; and/or
  - l) Any other development associated with racing, gaming or the sale of liquor, other than where development is of a temporary nature (no more than 48 hours duration).
4. Subject to 7 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clauses 3.4.2 or 3.4.3 of the Scheme (uses not listed in the Zoning Table) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration prior to the undertaking of consultation, if consultation is considered necessary)
5. Subject to 7 below, applications for development approval that must be assessed under the provisions of Part 3, Clauses 3.8 up to and including 3.12 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration)
6. Subject to 7 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clause 4.13.7 of the Scheme (the 'Cash Payment in Lieu of the Provision of Car Parking' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration)
7. Subject to 8 below, the provisions of 1 - 6 above do not apply to applications for renewals of development approval, alterations and/or expansions affecting a maximum area of 10% of the existing development, or 200m<sup>2</sup> (in terms of floorspace or land area in use, as appropriate), whichever is the lesser, and which are associated with existing, lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.

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8. Where a renewal of development approval is issued pursuant to 7 above, the term of any renewal shall not exceed 12 months, however, an unlimited number of renewals may be granted under delegated authority.

An officer to who this authority is delegated cannot approve plans in which he/she have an interest.

~~An officer to who this authority is delegated cannot approve plans in which he/she have an interest.~~

**REFER TO SEPARATE USAGE REGISTER KEPT BY MANAGER PLANNING SERVICES**

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<b>DELEGATION NUMBER</b>	-	<b>P04</b>
LEGISLATIVE POWER	-	Strata Titles Act 1985, s23
DELEGATION SUBJECT	-	<b>Strata Titles – Certificate of Local Government</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

Under s23(4) of the Strata Titles Act 1985 the Chief Executive Officer is delegated to issue certificates relating to Strata Title developments confirming various obligations have been met under s23 of the Strata Titles Act 1985, excluding modifications to existing buildings (s23(3) and s24).

P04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.



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<b>DELEGATION NUMBER</b>	-	<b>P05</b>
LEGISLATIVE POWER	-	Strata Titles Act 1985, s19(10)
DELEGATION SUBJECT	-	<b>Consent to the Lease of Common Property</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated to give consent to the mortgage and/or lease of common property on Strata Plans where the provisions of the Act are met and in accordance with Council Policy.

P02 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.

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- DELEGATION NUMBER** - **P06**
- LEGISLATIVE POWER - Local Planning Schemes No 6
- DELEGATION SUBJECT - **Advertising Signs**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services  
 Manager Planning Services

The Chief Executive Officer is delegated authority to approve signs that require such approval and where appropriate the licensing of signs that comply with the Local Planning Schemes, any Council Policy which may exist from time to time and Local Laws of the Council.

<b>P06 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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<b>DELEGATION NUMBER</b>	-	<b>P07</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s5.42 Local Planning Scheme No 6 Local Planning Policy
DELEGATION SUBJECT	-	<b>Illegal Development, Giving Written Direction</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to exercise the power under s5.42(1) of the Local Government Act 1995, to give an owner or developer a direction requiring them to comply under Section 214 of the Planning & Development Act, with the Local Planning Scheme, Policy or Planning requirement. The Chief Executive Officer should inform the owner if the developer is not the owner.

P07 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
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## 2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>P08</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s5.42 Local Planning Scheme No 6
DELEGATION SUBJECT	-	<b>Amended Plans</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to amended plans relating to applications determined by Council, where-

- a) The amended plan, if submitted as a new application, could have been determined under delegated authority; and/or
- b) The amended plans do not differ from the determined plans in any respect which generates a need to undertake consultation pursuant to Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 (Neighbour Consultation) of the R-Codes; and/or
- c) The amended plans do not differ from the determined plans in respect of the number of residential units or an increase in floorspace of more than 10% or 200m<sup>2</sup> (in terms of floorspace or land area in use, as appropriate) whichever is the lesser.

### P08 - Delegation Use

Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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## 2017/18 Delegated Authority Register



<b>DELEGATION NUMBER</b>	- <b>P09</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i> <i>Local Planning Scheme No 6</i>
DELEGATION SUBJECT	- <b>Conditions Related to Consultation</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to determine applications for development approval that have been advertised for consultation purposes, in accordance with the provisions of Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 of the R-Codes, if-

- a) No submissions were received, or only supportive submissions that do not request any change to the development were received; or
- b) Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations;
- c) Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but;
  - i) Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer, the applicant, and the party or parties that lodged the submissions (the delegated officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and
  - ii) Prior to approval of the application, the applicant and/or party or parties who lodged the submissions have provided written (including via fax or email) confirmation of their acceptance of the terms of the proposed delegated decision.

*(Note: Should (a), (b) or (c) above not apply, or the delegated officer feel that the application should be refused, the application shall be reported to Council for consideration)*

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P09 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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<b>DELEGATION NUMBER</b>	-	<b>P10</b>
LEGISLATIVE POWER	-	<i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	-	<b>Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to make recommendations to the WAPC with regards to applications referred to Council pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005, subject to consistency with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions

Applications that, were they approved by the WAPC, might result in a net increase of more than 10 lots, a recommendation to the WAPC may only be made under delegated authority if-

- a) The application is consistent with a strategy, local structure plan, local development plan or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy; and/or
- b) The application is for amended plans for an application that has been considered by Council within the last two years and the amendments are, in the opinion of the delegated officer, of a minor nature.

**P10 - Delegation Use**

Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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<b>DELEGATION NUMBER</b>	-	<b>P11</b>
LEGISLATIVE POWER	-	Local Government Act 1995, s5.42  Deemed Provisions for Local Planning Schemes (Cl. 82)
DELEGATION SUBJECT	-	<b>Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services  Manager Planning Services

The Chief Executive Officer is delegated authority to, advise regarding clearance of conditions of development approval, and to advise the Western Australian Planning Commission with regards to the clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005 and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, Local Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions  
Nil.

**P11 - Delegation Use**

Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
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<b>DELEGATION NUMBER</b>	-	<b>P12</b>
LEGISLATIVE POWER	-	<i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	-	<b>Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to advise the Department of Lands with respect to proposed changes of tenure, changed/new management orders, and/or granting or renewing of leases and/or licences relating to Crown Land.

Exclusions/Conditions  
Nil.

P12 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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- DELEGATION NUMBER** - **P13**
- LEGISLATIVE POWER - *Local Government Act 1995, s5.42*
- DELEGATION SUBJECT - **Advising other Regulatory Authorities**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to advise other regulatory authorities (other than the Western Australian Planning Commission with respect to applications for subdivision) with respect to matters where planning-related advice is required subject to consistency with existing planning or other local government approvals, as appropriate, and the Scheme, relevant Local Planning Policies and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions  
Nil.

P13 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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- DELEGATION NUMBER** - **P14**
- LEGISLATIVE POWER - *Local Government Act 1995, s5.42*
- DELEGATION SUBJECT - **Appeals, Requests for Reconsideration**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to respond to appeals made to the State Administrative Tribunal (including appointment of Counsel), or requests for reconsideration lodged with the WAPC, subject to consistency with any resolution of Council relating to the matter subject of an appeal or request for reconsideration, the Scheme, Local Planning Policies (in the event of any inconsistency between the Scheme, Local Planning Policies and any resolution of Council relating to the matter subject of an appeal or request for reconsideration, then the resolution of Council shall prevail), and the exclusions/conditions set out below.

Exclusions/Conditions  
Nil.

**P14 - Delegation Use**

Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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<b>DELEGATION NUMBER</b>	-	<b>P15</b>
LEGISLATIVE POWER	-	<i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	-	<b>Road Names</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to advise the Geographic Names Committee with respect to the application of names to new or extended roads within the Shire of Northam.

Exclusions/Conditions

1. With respect to new roads, the delegated officer may only advise the Geographic Names Committee to apply names previously endorsed by Council for inclusion on the Shire's Reserved List of Road Names.
2. With respect to new roads, within areas affected by Native Title, the delegated officer may only advise the Geographic Names Committee to apply aboriginal names previously endorsed by Council for inclusion on the Shire's Reserved List of Road Names.
3. A register of names endorsed by Council for inclusion on the Shire's Reserved List of Road Names shall be maintained.

**P15 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
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- DELEGATION NUMBER** = **P16**
- LEGISLATIVE POWER** = Planning and Development Act 2005  
Gazetted Local Planning Schemes  
Local Government (Miscellaneous Provisions) Act 1960
- DELEGATION SUBJECT** = **Authorised Officers – Planning Infringements**
- DELEGATE** = Chief Executive Officer
- SUB DELEGATE** = Executive Manager Development Services

The Chief Executive Officer is delegated authority under Section 234 of the Planning and Development Act 20015 to appoint authorised persons under Sections 228-231 of the Act to issue Planning Infringement Notices.

<b><u>P16 - Delegation Use</u></b>			
<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>How power / discharge of duty was exercised</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
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**Properties**

- DELEGATION NUMBER** - **PR01**
- LEGISLATIVE POWER - *Local Government Act 1995, s3.24*
- DELEGATION SUBJECT - **Notice Requiring Certain Things to be done by the Owner or Occupier of Land**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services  
Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to exercise the power under s3.25 (1) of the Local Government Act 1995, to give an owner or occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1 of the Act. The Chief Executive Officer must inform the owner if the occupier is not the owner.

PR01 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
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- DELEGATION NUMBER** - **PR02**
- LEGISLATIVE POWER - *Liquor Licensing Act 1988*
- DELEGATION SUBJECT - **Authority to Issue s39 & s40 Certificates  
 Liquor Licensing Act 1988**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services

The Chief Executive Officer is delegated authority to issue s39 and s40 Certificates under the Liquor Licensing Act 1988.

PR01 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
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**Ranger**

- DELEGATION NUMBER** = **R01**
- LEGISLATIVE POWER** = *Shire of Northam Keeping and Control of Cats Local Law 2008, Shire of Northam Dogs Local Law 2008*
- DELEGATION SUBJECT** = **Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws**
- DELEGATE** = Chief Executive Officer
- SUB DELEGATE** = Executive Manager Development Services

The Chief Executive Officer is delegated authority under the provisions of the relevant local law to approve more than the prescribed number of dogs or cats provided the application has been advertised in accordance with Council Policy and that no adverse comments have been received.

<b>R01 - Delegation Use</b>			
<b><u>Date of Decision</u></b>	<b><u>Person/party impacted by decision</u></b>	<b><u>How power / discharge of duty was exercised</u></b>	<b><u>Name of Officer Exercising Delegation</u></b>
<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
<a href="#">Click here to enter a date.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Choose an item.</a>
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2017/18 Delegated Authority Register

**Other**

- DELEGATION NUMBER** - **O01**
- LEGISLATIVE POWER** - *Bush Fires Act 1954, s33 ~~Firebreaks & s48 Delegations~~*
- DELEGATION SUBJECT** - **Firebreak Order - Variation**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer, in accordance with s48(1) of the *Bush Fires Act 1954*, is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land in consultation with the Chief Bush Fire Control Officer.

~~s48(3) of the Bush Fires Act 1954 precludes sub delegation from the CEO to others.~~

~~s48(3) of the Bush Fires Act 1954 precludes sub delegation from the CEO to others~~

O01 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
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2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>O02</b>	
LEGISLATIVE POWER	-	Bush Fires Act 1954	
		<del>Delegated Authority, s17(10) &amp;</del>	
		<del>Declaration of Restricted Burning Times, s18</del>	
DELEGATION SUBJECT	-	<b>Burning, Prohibited (Variations)</b>	
DELEGATE	-	Shire President	} <b>Jointly</b>
		Chief Bush Fire Control Officer	
SUB DELEGATE	-	Nil.	

That pursuant to s17(10), the Shire President and the Chief Bush Fire Control Officer be delegated **jointly** the Council's powers and duties under the Bush Fires Act 1954, to vary the prohibited burning times and restricted burning times s17(7), and give notice of such s17.8, provided that the Officer in Charge of the Department of Environment and Conservation (DEC) is consulted with before the authority under this delegation is exercised in accordance with the provisions of s18 of the Bush Fires Act 1954.

O02 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.





2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **O03**
- LEGISLATIVE POWER - *Bush Fires Act 1954, s59(3)*
- DELEGATION SUBJECT - **Offences - Bush Fires Act**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Executive Manager Development Services

In accordance with s59(3) of the *Bush Fires Act 1954*, the Chief Executive Officer is delegated authority generally to consider allegations of offences alleged to have been committed against the Bush Fires Act within the district and to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices by authorised Fire Control Officers in accordance with the provisions of s59A of the Act.

O03 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.



2017/18 Delegated Authority Register

<b>DELEGATION NUMBER</b>	-	<b>O04</b>
LEGISLATIVE POWER	-	<i>Local Government Act 1995, s9.10</i>
DELEGATION SUBJECT	-	<b>Issuing of Licences, Approvals &amp; Permits – Local Laws</b>
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the issue and or renewal of licenses and permits that are provided for in Council local laws.

O04 - Delegation Use			
Date of Decision	Person/party impacted by decision	<u>How power / discharge of duty was exercised</u>	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.
Click here to enter a date.	Click here to enter text.	<u>Click here to enter text.</u>	Choose an item.



2017/18 Delegated Authority Register

- DELEGATION NUMBER** - **O05**
- LEGISLATIVE POWER - *Local Government Act 1995, Schedule 9.1*
- DELEGATION SUBJECT - **Authority to Approve Requests for Short Term Parking**
- DELEGATE - Chief Executive Officer

The Chief Executive Officer is delegated authority to approve requests for short term parking bays on town Streets within the Shire.

O01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.
Click here to enter a date.	Click here to enter text.	<a href="#">Click here to enter text.</a>	Choose an item.



| 2017/18 Delegated Authority Register



## SECTION B

### DELEGATIONS FROM COUNCIL TO COMMITTEES

There are NO delegated responsibilities from  
Council to any of its Committees.

| 2017/18 Delegated Authority Register



# SECTION C

## DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES

## 2017/18 Delegated Authority Register



The following Delegations have been made by the Chief Executive Officer to:

### **EXECUTIVE MANAGER CORPORATE SERVICES:**

- B07** Recover charges imposed for Private Swimming Pool inspections
- F01** Creditors, Payment of
- F03** Recovery of unpaid Debtors
- O04** Issuing of Licences, Approvals & Permits – Local Laws

### **EXECUTIVE MANAGER DEVELOPMENT SERVICES**

- A02** Power to Remove and Impound Goods
- A04** Approval of Camping Other than at a Caravan Park or Camping Ground
- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings – Grant of Occupancy Permit, Building Approval Certificate
- B05** Buildings – Building Orders
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders
- E01** Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads
- F01** Creditors, Payment of
- H01** Health Act & Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers)
- P01** Instruct Legal Action
- P02** Development Applications - Advertising
- P03** Planning Determinations
- P04** Strata Titles – Certificates of Local Government
- P05** Consent to the lease of Common Property
- P06** Advertising Signs



2017/18 Delegated Authority Register



- P07** Illegal Development, Giving Written Direction
- P08** Amended Plans
- P09** Conditions Related to Consultation
- P10** Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
- P11** Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
- P12** Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
- P13** Advising other Regulatory Authorities
- P14** Appeals, Requests for Reconsideration
- P15** Road Names
- PR01** Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
- PR02** Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988
- O03** Offences – Bush Fires Act
- O04** Issuing of Licences, Approvals & Permits – Local Laws

**EXECUTIVE MANAGER ENGINEERING SERVICES**

- A02** Power to Remove and Impound Goods
- B08** Issue Permit to Deposit Material on or Excavate on or
- E01** Adjacent Street Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads
- E03** Gates Across Public Thoroughfare
- E04** Crossovers
- E05** Public Thoroughfares – Fixing or Altering Levels, or Alignments, or Drainage onto Adjoining Land
- E06** Public Thoroughfares – Public Access & Plans s3.52 (within designated Townsites)
- F01** Creditors, Payment of
- PR01** Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
- O04** Issuing of Licences, Approvals & Permits – Local Laws

## 2017/18 Delegated Authority Register



### EXECUTIVE MANAGER COMMUNITY SERVICES

- F01** Creditors, Payment of
- O04** Issuing of Licences, Approvals & Permits – Local Laws

### MANAGER PLANNING SERVICES

- P02** Development Applications - Advertising
- P03** Planning Determinations
- P04** Strata Titles – Certificates of Local Government
- P05** Consent to the lease of Common Property
- P06** Advertising Signs
- P07** Illegal Development, Giving Written Direction
- P08** Amended Plans
- P09** Conditions Related to Consultation
- P10** Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
- P11** Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
- P12** Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
- P13** Advising other Regulatory Authorities
- P14** Appeals, Requests for Reconsideration
- P15** Road Names

### ENVIRONMENTAL HEALTH OFFICER/S

- H01** Health Act & Health Local Law 2008 – (Deputy) – (Including Itinerant Food Vendors, Stallholders, Traders and Street Entertainers)

### SENIOR BUILDING SURVEYOR

- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings - Grant of Occupancy Permit, Building Approval

2017/18 Delegated Authority Register



- Certificate
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
  - B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
  - B10** Buildings – Revoke Building Orders

**BUILDING AND PROJECT SUPERVISOR**

- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings - Grant of Occupancy Permit, Building Approval Certificate
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders

**SHIRE PRESIDENT**  
**CHIEF BUSH FIRE CONTROL OFFICER**

} **Jointly**

- O02** Burning, Prohibited (Variations)



## **12.2 ENGINEERING SERVICES**

Nil.

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Final Adoption of Amendment No.10 to Shire of Northam Local Planning Scheme No.6 – Rezoning of Lot 860 Yilgarn Avenue, Malabaine from ‘Rural’ to ‘Special Use No.12 – Truck & Travel

<b>Address:</b>	Lot 860 Yilgarn Avenue, Malabaine
<b>Owner:</b>	Peter & Suzetta Scheer
<b>Applicant:</b>	Peter D Webb and Associates
<b>File Reference:</b>	A928 / SA10
<b>Reporting Officer:</b>	Kobus Nieuwoudt Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council initiated Amendment No.10 to Shire of Northam Local Planning Scheme No.6 at the March '17 Ordinary Council Meeting.

Staff have now completed the advertising process and Council is consequently requested to:

- Assess and determine the submissions made in respect of Scheme Amendment No.10; and
- Consider adopting Scheme Amendment No. 10, with or without modification, for the purpose of seeking the Final Approval of the Hon. Minister for Planning.

#### ATTACHMENTS

Attachment 1: Location Plan.

Attachment 2: Schedule of Submissions.

Attachment 3: Scheme Amendment Document.

---

#### BACKGROUND / DETAILS

Council initiated Amendment No. 10 to its Local Planning Scheme No.6 on 15<sup>th</sup> March 2017 (Minute No. C.2976). The proposed Amendment relates to Lot 860 Yilgarn Avenue, Malabaine (the subject site). Refer **Attachment 1** – Location Plan.

The required documentation has been prepared and lodged by Peter D Webb and Associates on behalf of the landowners Peter & Suzetta Scheer.

Purpose of Amendment:

The purpose of the proposed Amendment is to amend Council's Local Planning Scheme No.6 (the Scheme) by rezoning Lot 860 Yilgarn Avenue, Malabaine from 'Rural' to 'Special Use No.12 – Truck & Travel, subject to conditions to be contained in Schedule 4 of the Scheme, and amending the Scheme Map accordingly. The Amendment will (subject to development approval) allow the site to be developed for a 'Truck & Travel Centre' comprising of a service station, restaurant, fast food outlet and produce stall.

A copy of the Scheme Amendment Document is attached. Refer **Attachment 3** – Scheme Amendment Document.

Environmental Assessment:

After Council's resolution, assessment of the Amendment by the Environmental Protection Authority (EPA) was undertaken. The EPA advised in a letter received 29<sup>th</sup> March 2017 that the Amendment is unlikely to have a significant impact on the environment and does not warrant formal assessment under Part IV of the *Environmental Protection Act 1986* (EP Act).

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective P1: Promote a diverse mix of development opportunities throughout the Shire.

Strategy P1.1: Ensure Council land use planning is in place and reflective of established objectives.

### Financial / Resource Implications

There are no financial or budgetary implications for the Shire in relation to the recommendations of this report.

The proponent has paid the fee quoted by the Shire in accordance with Regulation 48(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for this Amendment.

### Legislative Compliance

Council is now required to consider the submissions received and make a recommendation to the Hon. Minister for Planning regarding approval of the Amendment. Should Council adopt the amendment for final approval, it will need to authorise the President and Chief Executive Officer to execute three (3) copies of the documents and forward them to the Western Australian Planning Commission within 42 days of the resolution.



### Policy Implications

There are no policy implications for the Shire in relation to the recommendations of this report.

### Stakeholder Engagement / Consultation

Subsequent to the EPA advice (received 29<sup>th</sup> March 2017), the Amendment was advertised in accordance with Regulation 47(2) (a) up to and including I of the *Planning and Development (Local Planning Schemes) Regulations 2015* in the following manner:

- Publication of a notice in *The Advocate* of 19<sup>th</sup> April 2017;
- Placement of a copy of the amendment document in the Council Administration Centre's foyer from 19<sup>th</sup> April 2017 until 31<sup>st</sup> May 2017;
- Publication of a notice on the Shire's website from 19<sup>th</sup> April 2017 until 31<sup>st</sup> May 2017;
- Notifying a total of 4 adjoining landowners in writing on 13<sup>th</sup> April 2017 and inviting comment;
- Notifying the following agencies in writing on 19<sup>th</sup> April 2017 and providing a link to an electronic copy of the Amendment Document on the Shire's website:
  - Department of Health;
  - Department of Aboriginal Affairs;
  - Brookfield Rail;
  - Telstra;
  - Water Corporation;
  - Western Power;
  - Main Roads WA;
  - Department of Agriculture & Food;
  - Department of Parks & Wildlife;
  - Department of Water;
  - Department of Environment Regulation;
  - Department of Fire & Emergency Services; and
  - Water Corporation.

A public submission period of 42 days ended on Wednesday 31<sup>st</sup> May 2017.

Council received a total of five (5) submissions from Government Agencies and nil (0) submissions from adjoining neighbours. Refer **Attachment 2** – Schedule of Submissions.

### Risk Implications

There are no risk implications for the Shire in relation to the recommendations of this report.

### OFFICER'S COMMENT

Public advertising and Agency referral of the proposed Scheme Amendment did not raise any issues critical to this stage of the Scheme Amendment process. Consequently, it is recommended Council adopts Scheme Amendment No. 10 without modification as set out in the officer's recommendation below.

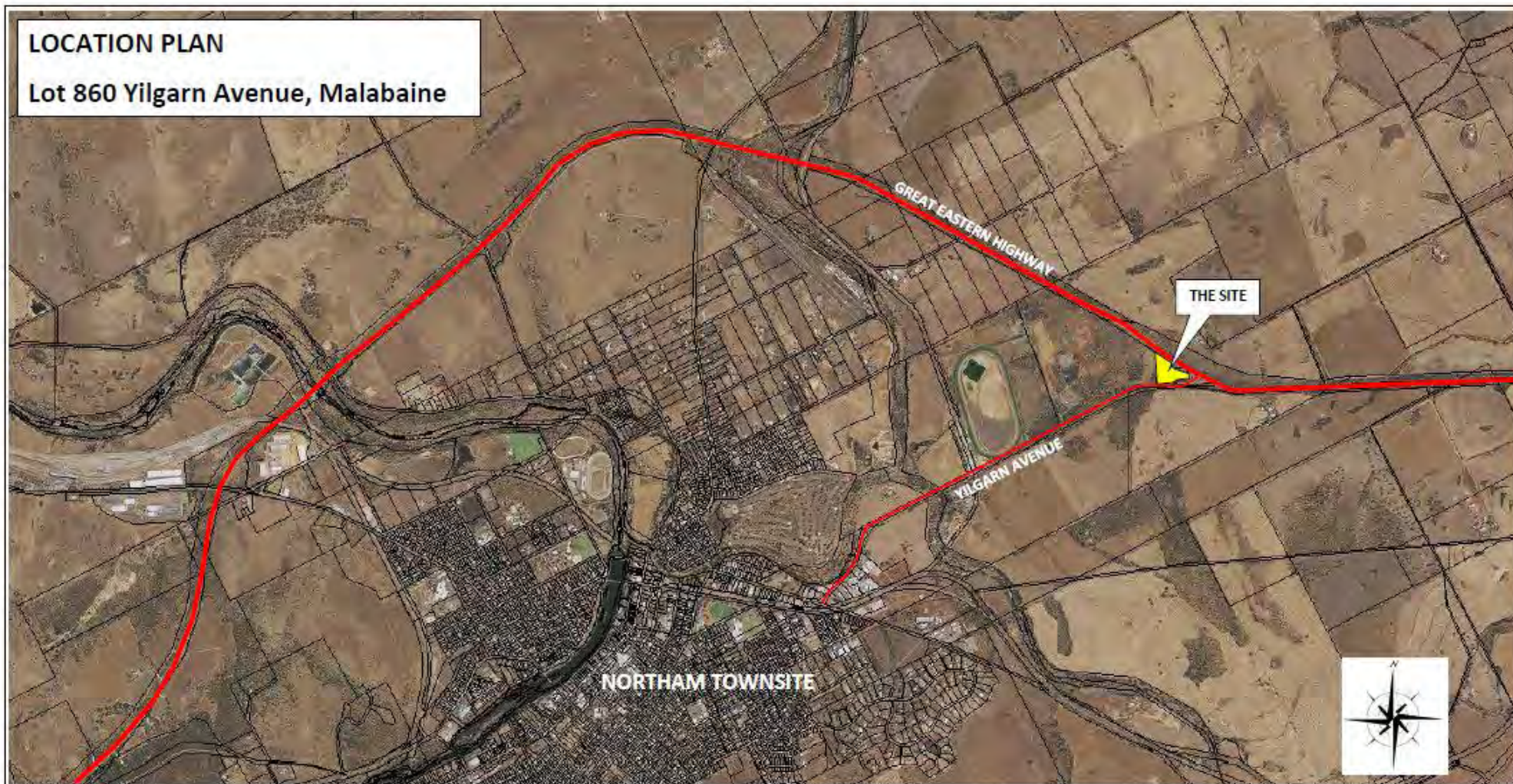
#### **RECOMMENDATION**

**That Council, in respect of Shire of Northam Scheme Amendment No.10 –**

- 1. Determines the Schedule of Submissions that forms the subject of Attachment 2 to this report;**
- 2. Adopts Scheme Amendment No.10 to Shire of Northam Local Planning Scheme No.6 for final approval as expressed in the Amendment Document that forms the subject of Attachment 3 to this report;**
- 3. Authorises the President and Chief Executive Officer to execute three (3) copies of the Amendment Document for Amendment No.10 to Shire of Northam Local Planning Scheme No.6, including the fixing of the Council's Seal in the event that the Minister for Planning approves the Amendment without modification; and**
- 4. Forwards the Schedule of Submissions, three (3) copies of the executed Scheme Amendment Document and recommendations in relation to Amendment No.10 to the Western Australian Planning Commission for the Minister for Planning's consideration.**



Attachment 1





Attachment 2

**Shire of Northam Local Planning Scheme No.6  
Proposed Scheme Amendment No.10 – Rezoning of Lot 860 Yilgarn Avenue, Malabaine from ‘Rural’  
to ‘Special Use No.12 – Truck & Travel**

**Schedule of Submissions**

Number	Name & Address of Submitter	Summary of Submission	Officer’s Comments & Recommendations
1	Department of Aboriginal Affairs 151 Royal Street EAST PERTH WA 6004  Received: 24 <sup>th</sup> May 2017	<p>Advises that a review of the Register of Places and Objects, as well as the Department of Aboriginal Affairs’ (DAA) Aboriginal Heritage Database, concludes that ‘DAA 54’ (Kuninie Hill) was in the north-west corner of the proposed Amendment site. However, after further review of the Spatial Information, it was concluded that the actual boundary was to the north and outside of the proposed Amendment area. Therefore, no approvals under the <i>Aboriginal Heritage Act 1972</i> will be required.</p> <p>Recommends that, for any future works, the developers refer to the State’s Aboriginal Heritage Due Diligence Guidelines.</p>	<p>Noted.</p> <p><b><u>Recommendation:</u> That the submission be acknowledged and the proponent be advised accordingly. Modification of Scheme Amendment No.10 not required.</b></p>

**Shire of Northam Local Planning Scheme No.6  
 Proposed Scheme Amendment No.10 – Rezoning of Lot 860 Yilgarn Avenue, Malabaine from ‘Rural’  
 to ‘Special Use No.12 – Truck & Travel**

**Schedule of Submissions**

<p><b>2</b></p>	<p>Water Corporation                  PO Box 100                  LEEDERVILLE WA 6902</p> <p>Received: 28 April                  2017</p>	<p>Advises the site is outside the Water Corporation's Northam townsite water supply zone and is distant from water mains. Notes that the Amendment Report advises that the proposed development will be provided with reticulated water. Further advises that, in the event that the proponent requires a water service off the Water Corporation's network, the developer will need to investigate the feasibility of undertaking an extension of a suitable sized water reticulation main to the site.</p> <p>Advises that the nearest major water distribution main is located within the townsite at the intersection of Old York Road and Chidlow Street, approximately 4.5km away from the subject land. Also advises that if water services are required to be extended for the future subdivision and development of the area, then the developers will be required to fund the extension of new, suitably-sized water</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
-----------------	---	---	---

**Shire of Northam Local Planning Scheme No.6  
 Proposed Scheme Amendment No.10 – Rezoning of Lot 860 Yilgarn Avenue, Malabaine from ‘Rural’  
 to ‘Special Use No.12 – Truck & Travel**

**Schedule of Submissions**

		<p>reticulation mains from the town system heading east along a suitable road reserve route.</p> <p>Generally, advises that in 2013, in response to then proposals for light industrial development in the town's ‘Eastern Precinct’ as identified in the Supertowns Regional Centres Development Plan and the Shire’s Industrial Business Case, WaterCorp undertook a desk-top analysis to determine the required water infrastructure upgrades. In order to service the then proposed Eastern Industrial Precinct near the racecourse, several kilometres of water reticulation pipes would need to be installed at the developers’ cost and other feeding water mains upgraded. Advises that WaterCorp is not funded to undertake those works.</p> <p>Also advises that further engineering investigations will be required to confirm</p>	<p>Noted.</p> <p><b><u>Recommendation:</u> That the submission be acknowledged and the proponent be advised accordingly. Modification of Scheme Amendment No.10 not required.</b></p>
--	--	---	---



**Shire of Northam Local Planning Scheme No.6  
Proposed Scheme Amendment No.10 – Rezoning of Lot 860 Yilgarn Avenue, Malabaine from ‘Rural’  
to ‘Special Use No.12 – Truck & Travel**

**Schedule of Submissions**

		the size of a water main to service the proposed development. WaterCorp recommends the proponents engage a suitably qualified engineer to investigate the water servicing requirements (flow rates and firefighting needs) associated with the development and to approach WaterCorp's Development Services Branch (Network Expansion) with a design proposal for the proposed water main.	
<b>3</b>	Department of Water PO Box 497 NORTHAM WA 6401  Received: 10 May 2017	The DoW recommends that stormwater management be in accordance with the <i>Stormwater Management Manual of Western Australia (DoW, 2004-2007)</i> . Stormwater management should include, but not be limited to; management of stormwater from all hardstand and carpark areas, and management of hydrocarbons to prevent pollution.	Noted.  <b><u>Recommendation:</u> That the submission be acknowledged and the proponent be advised accordingly. Modification of Scheme Amendment No.10 not required.</b>
<b>4</b>	Main Roads WA PO Box 613 NORTHAM WA 6401	MRWA advises that the proposed Amendment will not have an adverse impact on the MRWA network and	Noted.  <b><u>Recommendation:</u> That the submission be acknowledged. Modification of</b>

**Shire of Northam Local Planning Scheme No.6  
 Proposed Scheme Amendment No.10 – Rezoning of Lot 860 Yilgarn Avenue, Malabaine from ‘Rural’  
 to ‘Special Use No.12 – Truck & Travel**

**Schedule of Submissions**

	Received: 21 April 2017	therefore advises no objection to the proposal.	<b>Scheme Amendment No.10 not required.</b>
<b>5</b>	Department of Agriculture & Food PO Box 483 NORTHAM WA 6401  Received: 31 May 2017	DAFWA that it does not object to the proposed amendment to rezone Lot 860 Yilgarn Avenue, Malabaine from ‘Rural’ to ‘Special Use 12 – Truck & Travel Centre’.	Noted.  <b><u>Recommendation:</u> That the submission be acknowledged. Modification of Scheme Amendment No.10 not required.</b>

**Attachment 3**

Proposed Scheme Amendment

**Rezoning from “Rural” to “Special Use” (SU12)**

Lot 860 Yilgarn Avenue, Malabaine

Shire of Northam Town Planning Scheme No. 6 (TPS 6)

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P E T E R   D   W E B B   A N D   A S S O C I A T E S



Proposed Scheme Amendment

**Rezoning from “Rural” to “Special Use” (SU12)**

Lot 860 Yilgarn Avenue, Malabaine

Shire of Northam Town Planning Scheme No. 6 (TPS 6)

Prepared by:

**PETER WEBB & ASSOCIATES (PWA)**

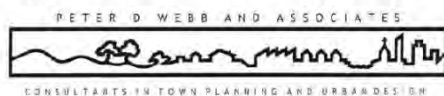
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Principal: Mr Nik Hidding, Director PWA  
Job Number: C2227  
Version / Date: Final / 20 Feb 2017

Prepared for:

**PROCON DEVELOPMENTS (AUST.) P/L**



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## 1.0 EXECUTIVE SUMMARY

The purpose of this Scheme Amendment to the Shire of Northam Town Planning Scheme No. 6 (TPS 6) is to rezone Lot 860 Yilgarn Avenue, Malabaine from "Rural" to "Special Use".

The Applicant seeks the Shire's support to rezone the subject land to facilitate development of the property for a Truck & Travel Centre, comprising "Service Station", "Restaurant", "Fast Food Outlet", "Produce Stall" and "Third Party Highway Advertising" uses.

The Applicant's justification in support of the Scheme Amendment is summarised as follows:

- The proposal is assessed as being in accordance with the relevant State Planning frameworks of the WAPC;
- The proposal is consistent with the intended future development identified in the Northam Growth Plan prepared in conjunction with the Department of Regional Development & Lands, the Wheatbelt Development Commission and the Shire of Northam;
- The proposal is consistent with the Northam Surrounds Structure Plan; and
- The subject site is adjacent to land that is the subject of an Omnibus Amendment to the Shire of Northam TPS 6 for a "Light & Service Industry" zone, and is therefore consistent and complementary with that adjacent future zoning.

The location of this site is ideally suited for the Truck & Travel Centre in the manner proposed, particularly given its access to Yilgarn Avenue and proximity to Great Eastern Highway, as well as its close proximity to the established Road Train Assembly facility to the west and the future "Light & Service Industry" zoning of adjacent land, recently progressed by the Shire of Northam as part of its Omnibus Amendment to TPS 6.

The Applicant therefore, seeks the Council's favourable consideration of this Scheme Amendment.

For the purposes of the *Planning and Development (Local Planning Schemes) Regulations 2015*, this proposed Scheme Amendment is a 'Standard' Scheme Amendment.



## 2.0 INTRODUCTION

Peter Webb & Associates (PWA) acts for the current landowners of Lot 860 Yilgarn Avenue, Malabaine and lodges this request on their behalf, seeking the Shire of Northam's support for a Scheme Amendment to Town Planning Scheme No. 6 (TPS 6) for the rezoning of the land from "Rural" to "Special Use", and to include the site in Schedule 4 of TPS 6, which sets out the provisions associated with the Special Use.

This proposed Scheme Amendment seeks to enable development of a Truck & Travel Centre, comprising a "Service Station", "Restaurant", "Fast Food Outlet", "Produce Stall" and "Third Part Highway Advertising" to provide for tourist and heavy vehicle traffic arriving and leaving Northam on the surrounding road network. This proposal will assist in providing much-needed services for these users.

As an added benefit of this Scheme Amendment and the future development of the site, there is the opportunity for between 60-120 people to be employed during the construction of the facility, and for the long term, it is estimated that between 15-20 staff will be employed in the various parts of the development when it becomes operational.

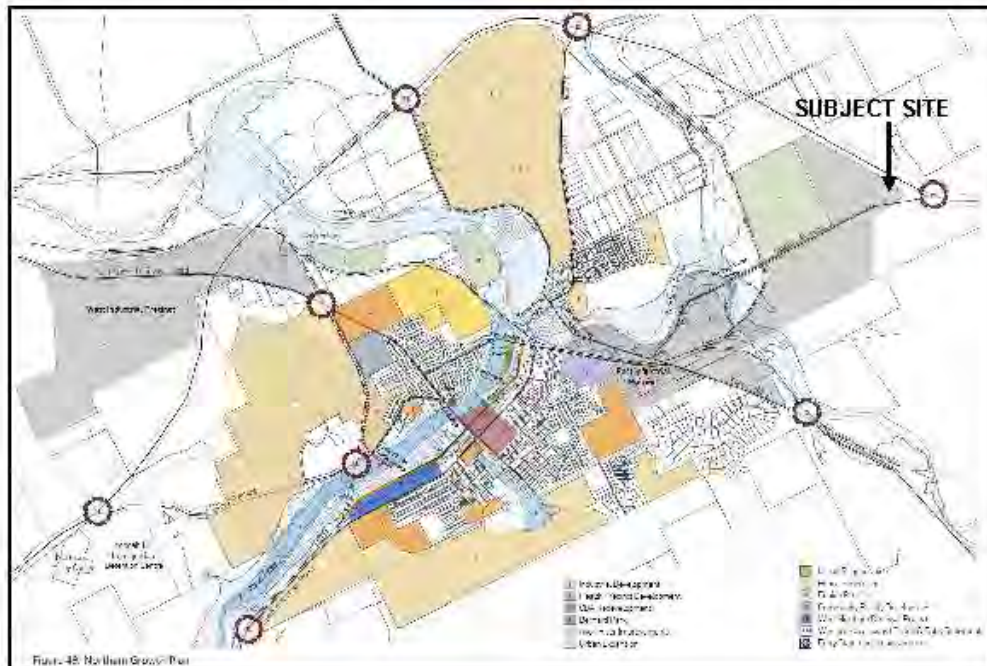
A copy of the required Scheme Amendment documents and Scheme Amendment Maps are included as part of this Scheme Amendment Request.

### 3.0 LOCATION & SITE DETAILS

The subject land comprises Lot 860 Yilgarn Avenue, Malabaine. Lot 860 is described on Certificate of Title Volume 2221, Folio 680. (Refer to **Annexure 1**: Certificate of Title).

The subject site is currently accessed from Yilgarn Avenue, and is adjacent to a tourist rest stop in the adjacent road reserve at the intersection of Great Eastern Highway.

The area of the subject site is 2.9662ha. See Location Plan at **Figure 1** which shows the site in the context of the Northam townsite.



**Figure 1: Location Plan**

The land is located approximately 103 km northeast of Perth.

The subject site is currently zoned "Rural" in the Shire of Northam Town Planning Scheme No. 6 (TPS 6).

The subject site is currently vacant and is not the subject of any productive rural use, due to its fragmented state and relatively small size.

The land is generally cleared of vegetation.

The subject land has a gentle incline rising from approximately 196m AHD at its south western corner along Yilgarn Avenue to approximately 208m AHD at the very eastern point of the land, adjacent to the tourist rest stop.

An Aerial Photograph of the site and its surrounds is included at **Figure 2**, below.



**Figure 2:** Aerial Photograph (source: Nearmap)



## 4.0 SCHEME AMENDMENT PROPOSAL

### 4.1 Amendment Specifications

The proposed Scheme Amendment to Town Planning Scheme No. 6 (TPS 6) seeks to rezone the subject site from "Rural" to "Special Use: Truck & Travel Centre" and to include the land in "Schedule 4 – Special Use Zones" of TPS 6.

The Special Use site will comprise a Truck & Travel Centre inclusive of the following Permitted (P) uses:

- Service Station
- Restaurant
- Fast Food Outlet (coffee)
- Produce Stall
- Third Party Highway Advertising

### 4.2 Rationale in Support of Amendment

The Proponent of this Amendment is seeking to development the land for a Truck & Travel Centre.

The proposed rezoning of the land is supported by the Shire of Northam's Northam Growth Plan and a range of other Planning documentation.

Further rationale in support of the Scheme Amendment is outlined in response to the various Planning requirements associated with the site, detailed in Section 5 of this Report.

### 4.3 Concept Plan

The proposed Scheme Amendment will enable a resultant development to be proposed which is depicted in the **attached** Concept Plan included at **Annexure 2**.

The Concept Plan identifies the conceptual layout for the Truck & Travel Centre, comprising the following elements:

- Service station bowzers and fuel canopies (for standard vehicles and heavy vehicles);
- Service station building comprising a dine-in restaurant and drive through coffee outlet;
- Car parking, caravan parking and truck parking;
- Roadside Market/Produce Stall for weekend trading that could possibly be connected to the already existing tourist rest stop;
- Third party highway advertising located at the northern end of the site, to be viewed from Great Eastern Highway; and
- Various landscaped zones and public amenities.

The detail of this Concept Plan will be perfected at the future Development Application stage.

## 5.0 PLANNING FRAMEWORK

### 5.1 Local Planning Context

#### 5.1.1 Town Planning Scheme No. 6

The subject land is currently zoned "Rural" in the Shire of Northam Town Planning Scheme No. 6 (TPS 6).

The land has direct frontage to Yilgarn Avenue which is a "Major Road" Local Scheme Reserve.

The land is **not** directly adjacent to the Great Eastern Highway "Regional Road" Local Scheme Reserve, as can be seen in **Figure 3** (Scheme Map extract), below.



Figure 3: Scheme Map Extract

The objectives of the "Rural" zone include (but are not limited to) to provide for agriculture, extractive industries and tourist uses within the zone; to protect the potential of agricultural land for primary production; to preserve the landscape and character of the rural area; to control the fragmentation of broad-acre farming properties through the process of subdivision; and to protect land from degradation.

The proposal to develop this small 2.9ha parcel of land as a "Special Use: Truck & Travel Centre" will not result in any significant change to the rural character and appearance of the land nor will it result in subdivision or further fragmentation of land. The Amendment will allow the land to be put to good use and be consistent with future zoning of adjacent land for "Light & Service Industry".

The proposed "Special Use: Truck & Travel Centre" seeks to introduce a range of uses to support the truck and travel (tourism) industries in this area.

The Shire has separately progressed a Scheme Amendment for immediately adjacent land to the west, as part of an Omnibus Amendment to TPS 6. That Scheme Amendment proposes to rezone the adjacent land from "Rural" to "Light and Service Industry".

Clause 3.7 of TPS 6 will apply to the land following the proposed rezoning, as it deals with Special Use Zones. The site will be Special Use No. 12 (SU12).

It is noted in Clause 3.7 that, "a person must not use any land, or any structure or buildings on land, in a special use zone except for the purpose set out against that land in Schedule 4 and subject to compliance with any conditions set out in Schedule 4 with respect to that land."

The draft provisions that have been prepared for the site are as follows:

No.	Description of Land	Special Use	Conditions
SU12.	Lot 860 Yilgarn Avenue, Malabaine	Truck & Travel Centre comprising: <ul style="list-style-type: none"> <li>• Service Station (P)</li> <li>• Restaurant (P)</li> <li>• Fast Food Outlet (P)</li> <li>• Produce Stall (P)</li> <li>• Third Party Highway Advertising (P)</li> </ul>	<ol style="list-style-type: none"> <li>1. All development and use shall be subject to an Application for Development Approval.</li> <li>2. All development and use shall be in accordance with any plans, conditions and management requirements approved by the local government.</li> <li>3. No alterations or extensions to the land use shall be undertaken without the approval of the local government.</li> <li>4. Any Application for Development Approval shall be supported by a Bushfire Management Plan and Transport Assessment.</li> <li>5. On-site wastewater disposal through the use of Aerobic Treatment Units (ATUs) is required, to be determined at Development Application stage and to the satisfaction of the Health Department.</li> </ol>

The draft provisions can be perfected through the progression of the Scheme Amendment.

### 5.1.2 Northam Growth Plan

Northam is reaffirmed as a Regional Centre under the State Government's SuperTowns Initiative to encourage more people to settle and live in the regional areas. Similarly, the Shire of Northam, through the 2011 Northam Development Plan, has articulated the desire for Northam to continue to grow sustainably and support local economic activity.



Northam has historically had a mono-economy based on the agriculture service industry, constrained by inadequate infrastructure and poor quality of amenity which has led to not fulfilling its current potential.

Since 2011, the Shire has been actively encouraging development and has prepared the Northam Growth Plan.

The Northam Growth Plan provides a framework for the future growth of the Northam townsite. The Growth Plan provides a strategic basis for the future growth of the townsite, which is to be used by decision makers in assessing rezoning, subdivision and development applications.

Importantly, the Growth Plan takes into account the need for additional industrial and service commercial areas in recognition of the regional service function of Northam. The Growth Plan states that this is particularly important on the town approach roads.

The Northam Growth Plan identifies a series of precincts, which set out how and when land should be used and developed, what infrastructure and services are needed, how community wellbeing can flourish and how the environment should be protected.

In relation to the subject site, the Growth Plan indicates that the land and land adjacent to it, are to be planned for "Industrial Development" as indicated at **Figure 4**, below. Further, an Entry Statement Improvement is also to be incorporated at the intersection of Great Eastern Highway and Yilgarn Avenue.

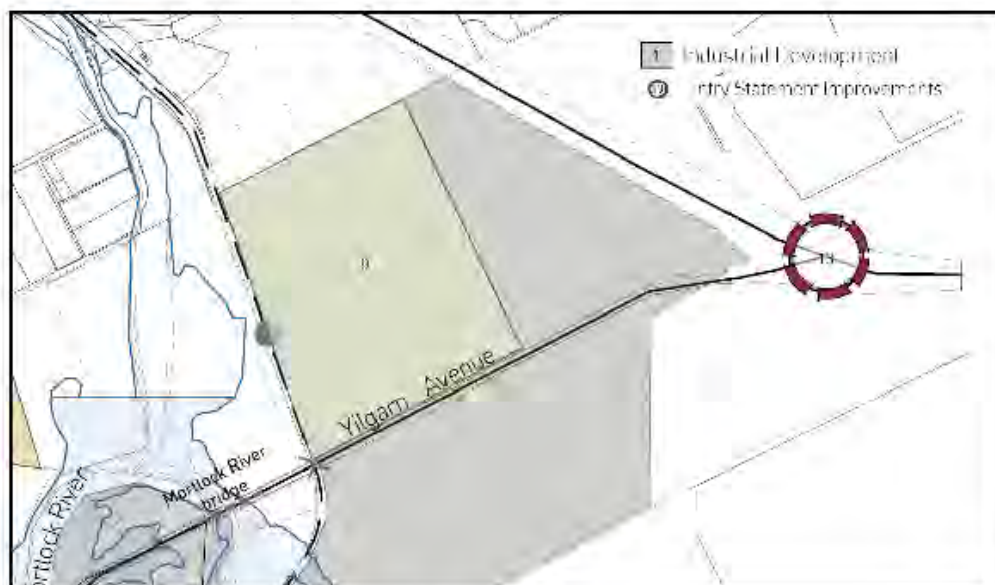


Figure 4: Northam Growth Plan Extract

The Shire has separately progressed a Scheme Amendment for adjacent land to the west, as part of an Omnibus Amendment to TPS 6. That Scheme Amendment proposes to rezone the adjacent land from “Rural” to “Light and Service Industry”, which is generally consistent with the intent of the Northam Growth Plan.

The proposed rezoning of Lot 860 provides a specific Special Use zoning to allow development for specific land uses, rather than opening it up to a wide range of light and service industry land uses.

The proposed Scheme Amendment will be complementary to the future zoning of adjacent land, as it will provide essential services to the future industrial precinct, as well as continuing to support the existing Road Train Assembly facility in close proximity along Yilgarn Avenue. There is also the opportunity for the development of the site to include an improved Entry Statement at the intersection of Great Eastern Highway and Yilgarn Avenue.

In these circumstances, the proposed Scheme Amendment is consistent with the Northam Growth Plan.

## **5.2 State Planning Context**

### **5.2.1 Northam Surrounds Structure Plan 2005**

The *Northam Surrounds Structure Plan 2005* was prepared to review the existing and proposed strategic framework to guide development in the study area, while also identifying the opportunities and constraints associated with the future growth of the area from an environmental, servicing, transportation, and planning perspective.

The concept of the Northam Surrounds Structure Plan arose following the finalisation of the Avon Arc Sub Regional Strategy and the granting of approval to advertise new town planning schemes for both the Town of Northam and the Shire of Northam. It became apparent at that time, that Northam’s growth as an important regional service centre required a coordinated planning framework.

A number of key issues were identified in the Structure Plan including the availability of serviced industrial land and development around the Northam Racecourse and road train assembly area.

Although the subject land is just outside of the study area, the Structure Plan supports land uses along Yilgarn Avenue that support existing heavy vehicle access opportunities.

The proposed Scheme Amendment is consistent with the intent of the Northam Surrounds Structure Plan for the locality.

### **5.2.2 Wheatbelt Regional Planning and Infrastructure Framework 2015**

The *Wheatbelt Regional Planning and Infrastructure Framework 2015* provides the strategic direction for regional planning in the Wheatbelt.

More specifically, the Framework identifies the primary objectives for land use planning in a regional context to achieve economic growth. A number of actions are identified in the Framework in order to achieve this overarching vision, which primarily relate to enhancing the growth of the main economic drivers of the region.

The importance of agriculture and resources (and to a lesser extent, tourism) are recognised as key economic drivers.

The need to support these sectors is highlighted in the Framework.

The proposed rezoning of the subject land to facilitate the development of a Truck & Travel Centre offering a range services for tourists and heavy vehicles, will assist in achieving this particular objective of the Wheatbelt Framework.

Further, the diversification of the Wheatbelt economy will continue to benefit from existing intra-State road linkages. These linkages provide opportunities for the establishment of new business within identified industrial estates focused on servicing the resource sector.

Along the region's main freight routes and side roads, there is strong demand for land and services associated with freight, logistics and mining support.

Along with the Shire's recently progressed Omnibus Amendment, the proposed rezoning will assist in providing much need services to the truck and travel (tourist) industries, in a manner consistent with the objectives of the Wheatbelt Regional Planning and Infrastructure Framework.

### **5.2.3 WAPC State Planning Policy 2.5 – Rural Planning (2016)**

The WAPC *State Planning Policy 2.5 (SPP 2.5) – Rural Planning* seeks to protect and preserve rural land in Western Australia and guide development on rural land and applies to State and local government planning decision-making.

SPP 2.5 states that where amendments are proposed on rural land:

- a) *Facilities should be located on a main road or on a road that is of a suitable standard and treatment, to accommodate traffic and freight.*
- b) *Facilities should contain or manage potential noise, amenity and air quality impacts on the land without affecting nearby rural land uses.*
- c) *Facilities should visually compatible with the surrounding land uses and development;*
- d) *Facilities should be provided with essential services commensurate with the intended land use.*

Further, at Clause 6.4 of the Policy, *"in contemplating zoning proposals or amendments to region or local planning schemes, planning decision-makers shall consider:*

- (a) The suitability of the site to be developed for the proposed use;*



- (b) The siting of the zone/land use in the context of surrounding zones/land uses (existing and proposed);
- (c) The capacity of the site to accommodate the proposed zone/land use and associated impacts and:
  - i. Only support proposals which are consistent with endorsed planning strategies, or in exceptional circumstances, where the proposal meets the objectives and intent of WAPC policy...

Given that the site is adjacent to Great Eastern Highway and adjacent to land the subject of rezoning to “Light and Service Industry”, and is of a fragmented state, the proposed rezoning to a Special Use site is entirely consistent with the provisions of the Policy. Further, no land use conflicts on rural land is envisaged.

#### 5.2.4 WAPC State Planning Policy 3.7 - Planning in Bushfire Prone Areas (2015)

The WAPC *State Planning Policy 3.7 (SPP 3.7) – Planning in Bushfire Prone Areas* states that strategic planning proposals within bushfire prone areas are to be accompanied by a bushfire assessment (relevant to the nature and scale of the development), identification of any bushfire hazard issues; and an assessment against the bushfire protection criteria contained in Appendix 4 of the Guidelines.

The subject land is identified as being **partly** within a designated bushfire prone area on the Department of Fire and Emergency Services (DFES) *Map of Bush Fire Prone Areas 2016* (see **Figure 5**, below).



Figure 5: Extract from Map of Bushfire Prone Areas

A Bushfire Attack Level (BAL) Assessment has been prepared by Bushfire Ready Consultants and is included at **Annexure 3**. The BAL Assessment has concluded the BAL rating for the site is BAL:12.5, and that a Bushfire Management Plan would be required at Development Application stage.

### **5.3 Other Planning Considerations**

#### **5.3.1 Services**

The subject land will be provided with reticulated power, telecommunications, and water. On-site effluent disposal will be provided through on-site systems, with the detail of these systems provided at Development Application stage, with a referral to the Health Department.

#### **5.3.2 Roads**

The intersection of Yilgarn Avenue and Great Eastern Highway has been designed for heavy vehicle usage.

A Road Train Assembly area is located to the west of the subject site, along Yilgarn Avenue. The proposed Scheme Amendment and future development proposes to support the Road Train Assembly facility and the transport / logistics industries by providing essential services to users of the road network in the locality.

Yilgarn Avenue is appropriately sealed and drained to enable access to the site as generally proposed by the Concept Plan. A Traffic Assessment will be undertaken at Development Application stage.

## 6.0 CONCLUSION

Given the Scheme Amendment is consistent with the objectives of the Shire's local planning framework, and is in accordance with the WAPC's State Planning Policies and Frameworks, it is respectfully requested that Council initiate the proposed Scheme Amendment to Town Planning Scheme No. 6 (TPS 6) to rezone Lot 860 Yilgarn Avenue, Malabaine from "Rural" to "Special Use: Truck & Travel Centre" as proposed in this documentation.

Ultimately, we look forward to the Shire's support and the Western Australian Planning Commission's approval for the proposed Scheme Amendment.

As an additional benefit of this Scheme Amendment and the future development of the site, there is the opportunity for between 60-120 people to be employed during the construction of the facility, and for the long term, it is estimated that between 15-20 staff will be employed in the various parts of the development when it becomes operational.

**Peter Webb and Associates**



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## ANNEXURES

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# ANNEXURE 1

## *Certificate of Title*

WESTERN



AUSTRALIA

REGISTER NUMBER	
860/DP25781	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	22/8/2005

RECORD OF CERTIFICATE OF TITLE  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 2221 FOLIO 680

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 860 ON DEPOSITED PLAN 25781

REGISTERED PROPRIETOR:  
(FIRST SCHEDULE)

PETER ROBERT SCHEER  
SUZETTE ANNE SCHEER  
BOTH OF POST OFFICE BOX 758, NORTHAM  
AS JOINT TENANTS

(T K225993 ) REGISTERED 13/6/2007

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:  
(SECOND SCHEDULE)

1. \*K225994 MORTGAGE TO BANK OF WESTERN AUSTRALIA LTD REGISTERED 13/6/2007.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP25781  
PREVIOUS TITLE: 1217-534, 1582-35  
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF NORTHAM

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING K225994



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## ANNEXURE 2

### *Concept Plan*

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**ANNEXURE 3**  
*BAL Assessment*  
*(Bushfire Ready Consultants)*



## AS 3959 BAL Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2009 (Incorporating Amendment Nos 1, 2 and 3). FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.


### Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference	
			860	YILGARN AVENUE	
Local government area	Suburb			State	Postcode
	NORTHAM			WA	6401
Main BCA class of the building	Class 6	Use(s) of the building	A PROPOSED SHOP FOR THE SALE OF FUEL AND OTHER PRODUCTS DIRECT TO THE PUBLIC		
Description of the building or works	SHOP AND OFFICE BUILDING, DETACHED FUEL CANOPIES AND ASSOCIATED INFRASTRUCTURE				

### Report Details

Report / Job Number	Report Version	Assessment Date	Report Date
2017-1128	1	9 February 2017	12 February 2017

### BPAD Accredited Practitioner Details

<p><b>Name</b> Robert Turner</p> <p><b>Company Details</b> Bushfire Ready</p> 	<div style="border: 1px solid black; padding: 5px;"> <p>I hereby declare that I am a BPAD accredited bushfire practitioner.</p> <p>Accreditation No. <u>BPAD 36103</u></p> <p>Signature <u><i>Robert Turner</i></u></p> <p>Date <u>12/02/17</u></p> </div> <p style="text-align: center; font-size: small;">Authorised Practitioner Stamp</p>
<p>Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.</p>	

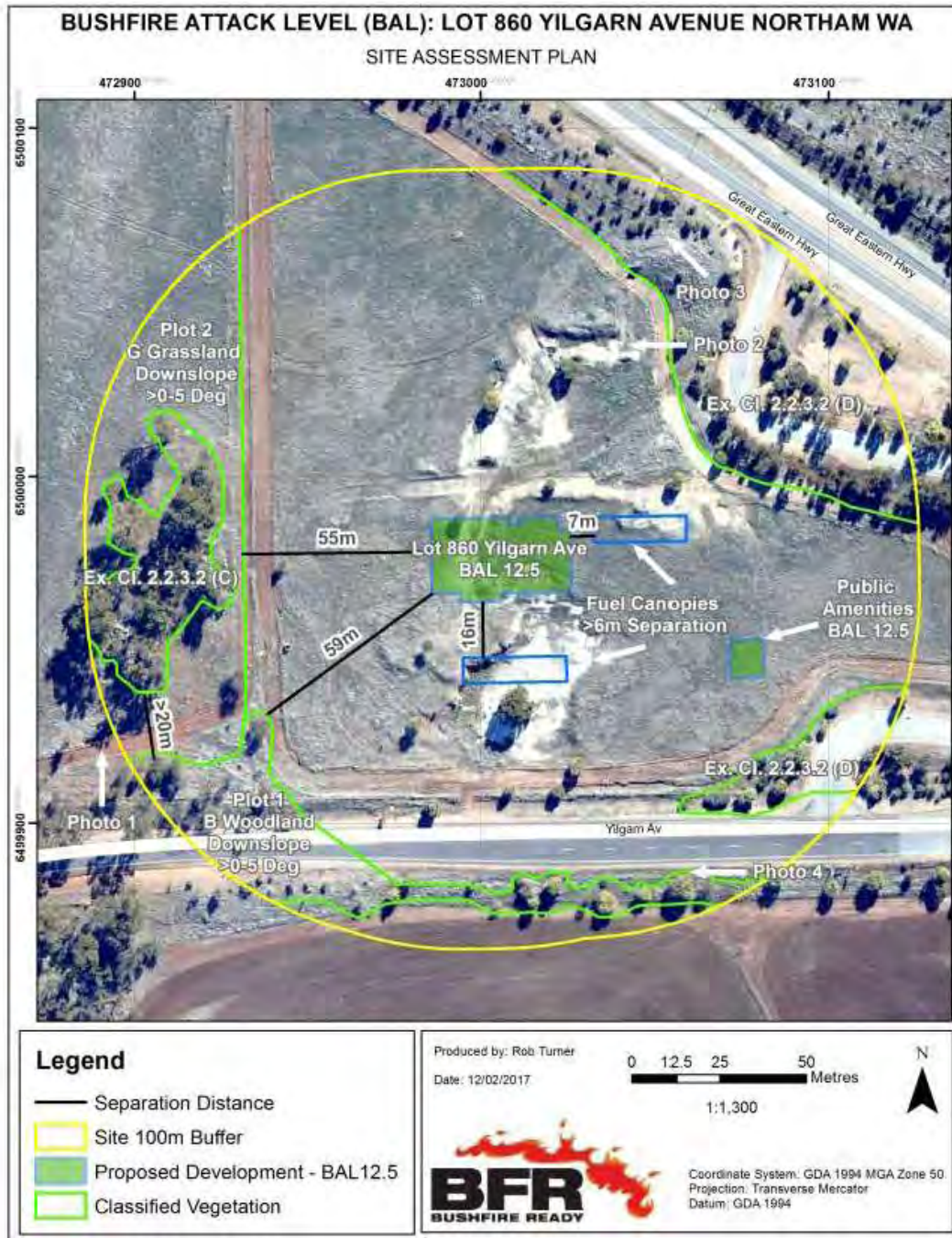


**BAL Assessment Report**

The Practitioner Association Australia Life Property Environment

**Site Assessment & Site Plans**

The assessment of this site / development was undertaken on 9 February 2017 by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959-2009 Simplified Procedure (Method-1)





**BAL Assessment Report**

Life Property Environment


**Vegetation Classification**

All vegetation within 100m of the site / proposed development was classified or excluded in accordance with Clause 2.2.3 and 2.2.3.2 of AS 3959-2009 respectively. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

<p><b>Photo ID:</b> 1      <b>Plot:</b> 2</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Class G Grassland – Sown pasture G-26</p> <p><b>Description / Justification for Classification</b></p> <p>A grassy structure used for livestock feed with some trees with total overstorey foliage less than 10%. This paddock to the West of the site is less suitable for cropping due to its greater slope than the area to the South and thus less likely to have the hazard removed on an annual basis by mechanical means. Livestock grazing is not deemed a means by which grassland hazard can be controlled in relation to exclusion purposes under AS3959-2009 clause (f).</p>	 <p>© 354°W (T) • 50 S 472886 6499907 ±5m ▲ 197m</p> <p>Yours (Northam) personal 50°47'28.86"S 115°47'28.86"E Northam, Western Australia 35°46'20.17" 14.27</p>
<p><b>Photo ID:</b> 2      <b>Plot:</b></p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Class G Grassland – Sown pasture G-26</p> <p><b>Description / Justification for Classification</b></p> <p>A grassy structure used for livestock feed with some trees with total overstorey foliage less than 10%. Site is in foreground and has not been included in separation distances as development will clear this land. Plot 2 can be seen in the background.</p>	 <p>© 274°W (T) • 50 S 473043 6500086 ±5m ▲ 213m</p> <p>Yours (Northam) personal 50°47'30.43"S 115°47'30.43"E Northam, Western Australia 35°46'20.17" 15.02</p>
<p><b>Photo ID:</b> 3      <b>Plot:</b></p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(d) Strip &lt;20m in width</p> <p><b>Description / Justification for Classification</b></p> <p>Roadside vegetation on Great Eastern Hwy less than 20m in width perpendicular to the site and separated by greater than 20m to classifiable vegetation to the North East. The separation is achieved by the width of Great Eastern Hwy running surface and road side formation.</p>	 <p>© 350°N (T) • 50 S 473088 6500071 ±5m ▲ 210m</p> <p>Yours (Northam) personal 50°47'30.88"S 115°47'30.88"E Northam, Western Australia 35°46'20.17" 15.02</p>

**BAL Assessment Report**

Life Property Environment

<b>Photo ID:</b> 4	<b>Plot:</b>	
<b>Vegetation Classification or Exclusion Clause</b>		
Excludable - 2.2.3.2(d) Strip <20m in width		
<b>Description / Justification for Classification</b>		
<p>Roadside vegetation on Yilgarn Avenue is less than 20m in width perpendicular to the site and separated by greater than 20m to classifiable vegetation to the North East. The separation is achieved by the width of Great Eastern Hwy running surface and road side formation. In addition the potentially classifiable vegetation to the south is associated with cropping and annual mechanical removal.</p>		

**Relevant Fire Danger Index**

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

**Fire Danger Index**

FDI 40

Table 2.4.5

FDI 50

Table 2.4.4

FDI 80

Table 2.4.3

FDI 100

Table 2.4.2

**Potential Bushfire Impacts**

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class B Woodland	>0-5	59	BAL – 12.5
2	Class G Grassland	>0-5	55	BAL – LOW

*Table 1: BAL Analysis*

**Determined Bushfire Attack Level (BAL)**

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2009 using the above analysis.

**Determined Bushfire Attack Level**

**BAL – 12.5**





**BAL Assessment Report**

Life Property Environment

**Appendix 1: Additional Information / Advisory Notes**

A Bushfire Attack Level (BAL) assessment is a means of measuring the severity of a buildings potential exposure to ember attack, radiant heat and direct flame contact in a bushfire event, and thereby determining the construction measures required for the proposed build / dwelling. The methodology used for the determination of the BAL rating and the subsequent building construction standards, are directly referenced from Australian Standards *AS3959:2009 Construction of Buildings in Bushfire Prone Areas*.

The BAL rating is determined through identification and assessment of the following parameters:

- Fire Danger Index (FDI) rating which is assumed to be FDI-80 for WA.
- All classified vegetation is within 100m of the subject building.
- Separation distance between the building and the classified vegetation source/s.
- Slope of the land under the classified vegetation

AS3959:2009 has six (6) levels of BAL, based on the radiant heat flux exposure to the building and also identifies the relevant sections for building construction, as detailed below;

Bushfire Attack Level (BAL)	Classified vegetation within 100m of the site and heat flux exposure thresholds	Description of the predicted bushfire attack and levels of exposure	Construction Section (within AS3959)
BAL-LOW	See clause 2.2.3.2	There is insufficient risk to warrant specific construction standards	4
BAL-12.5	$\leq 12.5\text{kW/m}^2$	Ember Attack	3 and 5
BAL-19	$>12.5\text{kW/m}^2$ to $\leq 19\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increased heat flux	3 and 6
BAL-29	$>19\text{kW/m}^2$ to $\leq 29\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increased heat flux	3 and 7
BAL-40	$>29\text{kW/m}^2$ to $\leq 40\text{kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increased heat flux with the increased likelihood of exposure to flames	3 and 8
BAL-FZ	$>40\text{kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 and 9





## Bushfire Attack Level (BAL) Certificate

Determined in accordance with AS 3959-2009

This Certificate has been issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme. The certificate details the conclusions of the full Bushfire Attack Level Assessment Report (full report) prepared by the Accredited Practitioner.

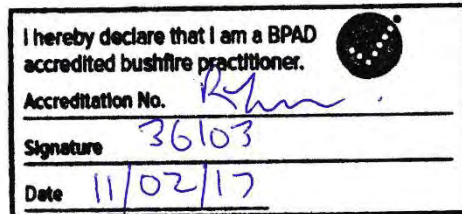
### Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference	
			860	Yilgarn Avenue	
Local government area	Suburb			State	Postcode
	Northam			WA	6401
Main BCA class of the building	Class 6	Use(s) of the building	A PROPOSED SHOP FOR THE SALE OF FUEL AND OTHER PRODUCTS DIRECT TO THE PUBLIC		
Description of the building or works	SHOP AND OFFICE BUILDING, DETACHED FUEL CANOPIES AND ASSOCIATED INFRASTRUCTURE				

### Determination of Highest Bushfire Attack Level

AS 3959 Assessment Procedure	Vegetation Classification	Effective Slope	Separation Distance	BAL
Method 1	Class B Woodland	Downslope >0 - 5	59	BAL - 12.5

### BPAD Accredited Practitioner Details

Name Rob Turner	 <p>I hereby declare that I am a BPAD accredited bushfire practitioner. Accreditation No. <u>36103</u> Signature <u>[Signature]</u> Date <u>11/02/17</u></p>
Company Details Bushfire Ready	
I hereby certify that I have undertaken the assessment of the above site and determined the Bushfire Attack Level stated above in accordance with the requirements of AS 3959-2009 (Incorporating Amendments 1, 2 and 3).	

Authorised Practitioner Stamp

Reliance on the assessment and determination of the Bushfire Attack Level contained in this certificate should not extend beyond a period of 12 months from the date of issue of the certificate. If this certificate was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated certificate issued.



### 12.3.2 Final Adoption of Amendment No.12 to Shire of Northam Local Planning Scheme No.6 – Lots 201 & 202 Duke Street, Northam to include 'Tourist Accommodation' as an additional land use class

<b>Address:</b>	Lots 201 & 202 (No. 200, 202) Duke Street, Northam
<b>Owner:</b>	Megaland Holdings Pty Ltd
<b>Applicant:</b>	Urbanista Town Planning
<b>File Reference:</b>	A15851 / SA12
<b>Reporting Officer:</b>	Kobus Nieuwoudt Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is requested to:

- Assess and determine the submissions made in respect of proposed Scheme Amendment No. 12 to Shire of Northam Local Planning Scheme No. 6 which seeks to include an additional use, 'Tourist Accommodation', for Lots 201 & 202 Duke Street, Northam; and
- Consider adopting Scheme Amendment No. 12, with or without modification, for the purpose of seeking Final Approval of the Hon Minister for Planning.

#### ATTACHMENTS

Attachment 1: Location Plan.

Attachment 2: Schedule of Submissions.

Attachment 3: Scheme Amendment Document.

#### BACKGROUND / DETAILS

Council initiated Amendment No. 12 to its Local Planning Scheme No.6 on 15<sup>th</sup> March 2017 (Minute No. C.2969). The proposed Amendment relates to Lots 201 & 202 Duke Street, Northam (the subject site). Refer **Attachment 1** – Location Plan.

The required documentation has been prepared and lodged by Urbanista Town Planning on behalf of the landowner Megaland Holdings Pty Ltd.

Purpose of Amendment:

The purpose of the proposed Amendment is to amend Local Planning Scheme No.6 by including 'Tourist Accommodation' as an additional use for Lots 201 & 202 Duke Street, Northam. The Amendment will allow the Duke's Inn Hotel to develop the land as additional short stay accommodation units to cater for the increasing demand for this type of accommodation in Northam.

A copy of the Scheme Amendment Document is attached. Refer **Attachment 3** – Scheme Amendment Document.

Environmental Assessment:

After Council's resolution, assessment of the Amendment by the Environmental Protection Authority (EPA) was undertaken. The EPA advised in a letter received 4<sup>th</sup> May 2017 that the Amendment is unlikely to have a significant impact on the environment and does not warrant formal assessment under Part IV of the *Environmental Protection Act 1986* (EP Act).

## **CONSIDERATIONS**

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

Objective P1: Promote a diverse mix of development opportunities throughout the Shire.

Strategy P1.1: Ensure Council land use planning is in place and reflective of established objectives.

### **Financial / Resource Implications**

There are no financial or budgetary implications for the Shire in relation to the recommendations of this report.

The proponent has paid the fee quoted by the Shire in accordance with Regulation 48(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for this Amendment.

### **Legislative Compliance**

Council is now required to consider the submissions received and make a recommendation to the Hon. Minister for Planning regarding approval of the Amendment. Should Council adopt the amendment for final approval, it will need to authorise the President and Chief Executive Officer to execute three (3) copies of the documents and forward them to the Western Australian Planning Commission within 42 days of the resolution.

### **Policy Implications**

There are no policy implications for the Shire in relation to the recommendations of this report.

### **Stakeholder Engagement / Consultation**

Subsequent to the EPA advice, the Amendment was advertised in accordance with Regulation 47(2) (a) up to and including I of the Planning and Development (Local Planning Schemes) Regulations 2015 in the following manner:

- Publication of a notice in *The Advocate* of 26<sup>th</sup> April 2017;
- Placement of a copy of the amendment document in the Council Administration Centre's foyer from 26<sup>th</sup> April 2017 until 7<sup>th</sup> June 2017;
- Publication of a notice on the Shire's website from 26<sup>th</sup> April 2017 until 7<sup>th</sup> June 2017;
- Notifying a total of 92 adjoining landowners (within 200m) in writing on 26<sup>th</sup> April 2017 and inviting comment;
- Notifying the following agencies in writing on 27<sup>th</sup> April 2017 and providing a link to an electronic copy of the Amendment Document on the Shire's website:
  - Department of Health;
  - Department of Aboriginal Affairs;
  - Heritage Council;
  - Telstra;
  - Water Corporation;
  - Western Power;
  - Tourism WA;

A public submission period of 42 days ended on Wednesday 7<sup>th</sup> June 2017.

Council received a total of 5 submissions from Government Agencies and 1 submission from an adjoining neighbour. Refer **Attachment 2** – Schedule of Submissions.

### **Risk Implications**

There are no risk implications for the Shire in relation to the recommendations of this report.

### **OFFICER'S COMMENT**

Public advertising and Agency referral of the proposed Scheme Amendment did not raise any issues critical to this stage of the Scheme Amendment process. One concern raised by an adjoining landowner regarding potential overlooking will be addressed during the development approval stage.

It is recommended Council adopt Scheme Amendment No. 12 without modification.



## **RECOMMENDATION**

**That Council, in respect of Shire of Northam Scheme Amendment No.12 –**

- 1. Determines the Schedule of Submissions that forms the subject of Attachment 2 to this report;**
- 2. Adopts Scheme Amendment No.12 to Shire of Northam Local Planning Scheme No.6 for final approval as expressed in the Amendment Document that forms the subject of Attachment 3 to this report;**
- 3. Authorises the President and Chief Executive Officer to execute three (3) copies of the Amendment Document for Amendment No.12 to Shire of Northam Local Planning Scheme No.6, including the fixing of the Council's Seal in the event that the Minister for Planning approves the Amendment without modification; and**
- 4. Forwards the Schedule of Submissions, three (3) copies of the executed Scheme Amendment Document and recommendations in relation to Amendment No.12 to the Western Australian Planning Commission for the Minister for Planning's consideration.**

**Attachment 1  
LOCATION PLAN**





Attachment 2

**Shire of Northam Local Planning Scheme No.6  
Proposed Scheme Amendment No.12 – Include ‘Tourist Accommodation’ as an Additional Use at Lots 201 & 202 Duke Street, Northam**

**Schedule of Submissions**

Number	Name & Address of Submitter	Summary of Submission	Officer’s Comments & Recommendations
1	Department of Aboriginal Affairs 151 Royal Street EAST PERTH WA 6004  Received: 24 <sup>th</sup> May 2017	<p>The Department of Aboriginal Affairs (DAA) advises there are no reported Aboriginal sites or Aboriginal heritage places within the areas of the Proposal.</p> <p>The DAA recommends that proponents undertaking works within this area have consideration for the DAA’s Aboriginal Heritage Due Diligence Guidelines when planning specific developments within the Proposal area. These guidelines have been developed to assist proponents to identify any risks to Aboriginal heritage and to mitigate risk where heritage sites may be present. The guidelines are available at:  <a href="https://www.daa.wa.gov.au/heritage/land-use/">https://www.daa.wa.gov.au/heritage/land-use/</a>.</p>	<p>Noted.</p> <p>Noted.</p> <p><b>Recommendation: That the submission be acknowledged and the proponent be advised accordingly. Modification of Scheme Amendment No.12 not required.</b></p>
2	Water Corporation PO Box 100 LEEDERVILLE WA 6902	<p>There are existing water and sewerage mains adjoining the site. The required water meter size, and any rationalisation and the setbacks to protect the existing sewer, will be determined at the building stage depending on the water demands of the proposed tourist development and the layout of the buildings.</p>	<p>Noted.</p> <p>Noted.</p>



**Shire of Northam Local Planning Scheme No.6**  
**Proposed Scheme Amendment No.12 – Include ‘Tourist Accommodation’ as an Additional Use at Lots 201 & 202 Duke Street, Northam**

**Schedule of Submissions**

	Received: 1 May 2017	For your information, I have attached a screen print showing the location of the existing 100mm water main along the Duke St frontage, and the 150mm gravity sewer and sewer junction points running down the rear of the lots.	<b>Recommendation:</b> That the submission be acknowledged and the proponent be advised accordingly. Modification of Scheme Amendment No.12 not required.
<b>3</b>	Department of Water PO Box 497 NORTHAM WA 6401  Received: 10 May 2017	The DoW recommends that stormwater management be in accordance with the <i>Stormwater Management Manual of Western Australia (DoW, 2004-2007)</i> . Stormwater management should include, but not be limited to; management of stormwater from all hardstand and carpark areas, and management of hydrocarbons to prevent pollution.	Noted.  <b>Recommendation:</b> That the submission be acknowledged and the proponent be advised accordingly. Modification of Scheme Amendment No.12 not required.
<b>4</b>	Tourism WA GPO Box X2261 PERTH WA 6847  Received: 12 May 2017	Tourism WA supports Scheme Amendment No. 12	Noted.  <b>Recommendation:</b> That the submission be acknowledged. Modification of Scheme Amendment No.12 not required.
<b>5</b>	State Heritage Office PO Box 7479	6. The proposed Scheme Amendment has been considered for its potential impact on heritage	Noted.

**Shire of Northam Local Planning Scheme No.6  
 Proposed Scheme Amendment No.12 – Include ‘Tourist Accommodation’ as an Additional Use at Lots 201 &  
 202 Duke Street, Northam**

**Schedule of Submissions**

	Cloisters Square PO PERTH WA 6850  Received: 22 May 2017	places within the Scheme area. There is no objection to the proposal.  2. The subject site is adjacent to the State Registered <i>Colonial Tavern &amp; Stables, Northam</i> (P1855). Please note that future development proposal for the site will need to be referred to the State Heritage Office for comment, prior to determination by the relevant decision making authority. Any development proposals will need to ensure that the heritage significance of the site is retained.	Noted.  <b><u>Recommendation:</u> That the submission be acknowledged. Modification of Scheme Amendment No.12 not required.</b>
6	Michael Kevin Hewett 175 Duke Street, Northam	No objection.	Noted.  <b><u>Recommendation:</u> That the submission be acknowledged. Modification of Scheme Amendment No.12 not required.</b>

Attachment 3

URBANISTA  
TOWN PLANNING

SHIRE OF NORTHAM LOCAL PLANNING SCHEME NO. 6

Scheme Amendment No. 12

*To include a 'tourist accommodation' land use as an additional use at*

*No. 200-202 Duke Street, Northam*





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PLANNING AND DEVELOPMENT ACT 2005  
**RESOLUTION DECIDING TO AMEND A TOWN PLANNING SCHEME**

**SHIRE OF NORTHAM**

LOCAL PLANNING SCHEME NO. 6  
AMENDMENT NO. 12

RESOLVED that the Council, in pursuance of Section 75 of the Planning and Development Act 2005, to amend Shire of Northam Local Planning Scheme No. 6 by:

1. Inserting into Schedule 2 (Additional Uses) the following text:

No.	Description of Land	Additional Use	Conditions
A11	Lots 201 and 202 Duke Street West, Northam	Tourist Accommodation ('A')	<ol style="list-style-type: none"><li>1. All development on the land shall be subject to an Application for Development Approval.</li><li>2. All development and use shall be in accordance with any plans, conditions and management requirements approved by the local government.</li><li>3. No alterations or extensions to the land use shall be undertaken without the approval of the local government.</li></ol>

2. Amending the Scheme Map accordingly.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
Jason Whiteaker  
Chief Executive Officer

## INTRODUCTION

The subject of Scheme Amendment No. 12 to the Shire of Northam's Local Planning Scheme No. 6 (LPS6) is to include a tourist accommodation land use as an additional use at No. 200 & 202 Duke Street West, Northam.

The definition of *tourist accommodation* in the Shire's LPS6 is:

*"tourist accommodation" means accommodation specifically catering for tourists such as chalets, farm stay, guesthouses and similar but does not include a hotel, motel or caravan park, and which is not to be occupied by a person for more than 3 months in a 12 month period.*

The proposed additional use for tourist accommodation will allow diversity in land uses for the area, and allow the land owner to operate an extension of the tourist accommodation adjacent to the Due's Inn.

## SITE DETAILS AND CONTEXT

### Lot Description

The lots which are the subject of this proposed scheme amendment are Nos. 200-202 Duke Street West, Northam, which is located on the corner of Duke Street West and Morrell Street. The two lots are of equal size and have a combined land area of 1230sqm. The dimensions of the combined lots are 40.28m along the Duke Street frontage and 30.56m along Morrell Street. Both sites are currently vacant.



Figure 1: Aerial photo of subject site and surrounds



**Site Context**

The subject lots are surrounded to the north, east and west by Residential R30, however to the south of the site on the opposite side of Duke Street, is the Duke's Inn Hotel that currently is zoned 'Commercial'.

The lots are located within 400m of a large 'Mixed Use' zoned precinct along Wellington Street and within 800m of the Northam Town Centre.

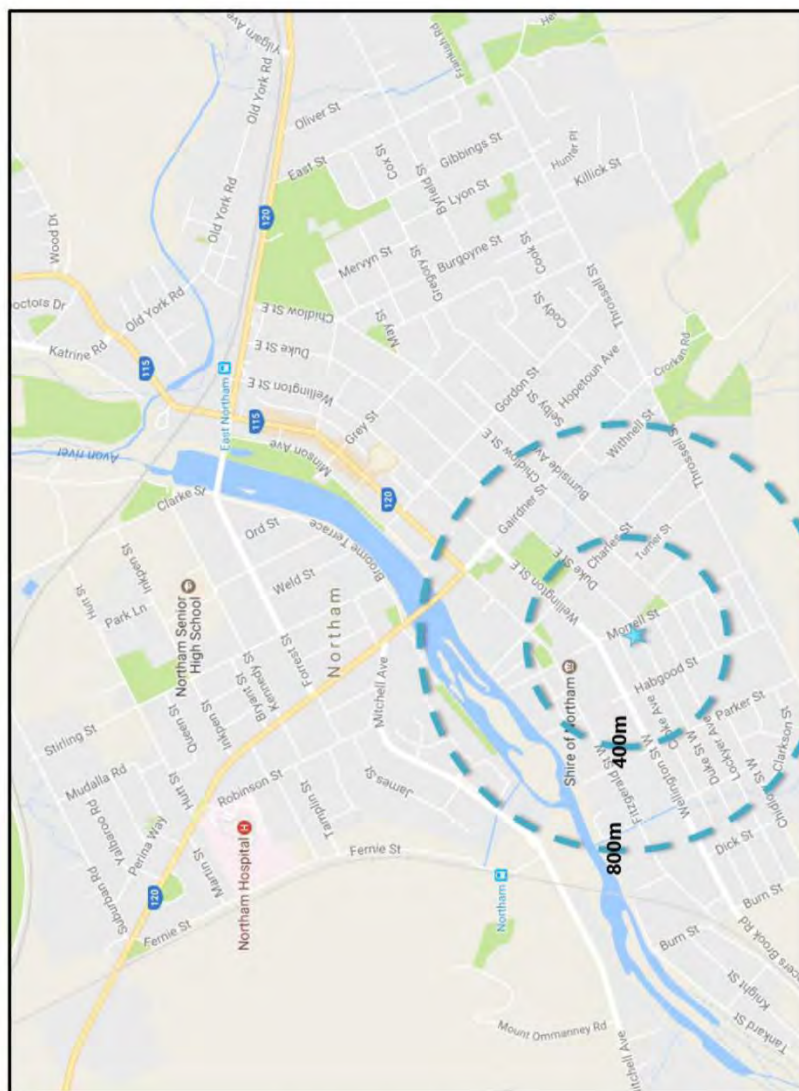


Figure 2: Northam Townsite

## PROPOSED AMENDMENT

The proposed town planning scheme amendment is to include a tourist accommodation land use as an additional use at Nos. 200 and 202 Duke Street West, Northam.

The subject lots have recently been purchased by the current owner and operator of the adjacent Duke's Inn Hotel located at No. 197 Duke Street West. The purpose of the amendment is to allow for additional low scale tourist accommodation that is associated with the Duke's Inn.

## JUSTIFICATION

The Shire's Local Planning Strategy (LPS) was first adopted in 2013 and identifies the following vision for tourism within the Shire:

*"Develop the Shire's tourism potential so that it becomes an increasingly popular tourism destination, provides opportunity for local employment, complements established land uses and protects and enhances the natural environment and local heritage values."*

In order for the Shire to implement their tourism objectives, the LPS provides the following strategies:

- *"Promote further development and diversification of tourism in the Shire by providing infrastructure support to encourage investment in tourism infrastructure and services.*
- *Make investment in tourism an attractive and simple proposition by recognizing tourism as a legitimate land use compatible with a range of existing land uses.*
- *Ensure that due consideration is given to protecting the natural environment and cultural heritage places and values in planning for tourism development.*
- *Ensure that all future tourism development is appropriately located so as to minimise the potential for any land use conflicts and/or any detrimental impacts upon the natural environment or buildings and places of heritage significance."*

The Shire's LPS6 provides the following objectives for the Tourist zone:

- *"Promote and provide for tourism opportunities on strategically located tourism sites in and around the Northam, Wundowie, Bakers Hill and Clackline townsites that will complement the existing natural and man-made features of the Shire.*
- *Encourage the location of tourist activities so that they may benefit from existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities.*
- *Provide for tourism development and uses associated with tourism development, including retailing and service facilities where such facilities are an integral part of the development and are of a scale appropriate to the needs of the development.*
- *Ensure that short stay tourist and holiday accommodation are the predominant uses in this zone."*

Based on the objectives of the Shire's LPS and overall objectives of the Tourist zone, it is considered that the scheme amendment proposal supports the Shire's strategic direction in that it provides additional tourism and local employment opportunities within the Shire.

Furthermore, the subject lots are considered to be within a strategically located tourism site as it is adjacent to an existing hotel and within a walkable distance to the Northam Town Centre and the future mixed use development precinct.

Given the Shire's strategic planning framework supports the proposal, the subject scheme amendment is considered a 'standard amendment' in accordance with clause 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

### CONCLUSION

In light of the above, it has been demonstrated above that the proposed scheme amendment to include tourist accommodation as an additional land use at Nos. 200-202 Duke Street, Northam is consistent with the Shire's strategic direction for the Northam townsite and for the Shire as a whole.

Should you require any further information please do hesitate to contact me on 0407 302 152 or [daniella@urbanistaplanning.com.au](mailto:daniella@urbanistaplanning.com.au)

Yours sincerely,



Daniella Mrdja | Director  
**Urbanista Town Planning**



PLANNING AND DEVELOPMENT ACT 2005  
**RESOLUTION DECIDING TO AMEND A TOWN PLANNING SCHEME**

**SHIRE OF NORTHAM**

LOCAL PLANNING SCHEME NO. 6  
AMENDMENT NO. 12

RESOLVED that the Council, in pursuance of Section 75 of the Planning and Development Act 2005, to amend Shire of Northam Local Planning Scheme No. 6 by:

3. Inserting into Schedule 2 (Additional Uses) the following text:

No.	Description of Land	Additional Use	Conditions
A11	Lots 201 and 202 Duke Street West, Northam	Tourist Accommodation ('A')	<ol style="list-style-type: none"><li>1. All development on the land shall be subject to an Application for Development Approval.</li><li>2. All development and use shall be in accordance with any plans, conditions and management requirements approved by the local government.</li><li>3. No alterations or extensions to the land use shall be undertaken without the approval of the local government.</li></ol>

4. Amending the Scheme Map accordingly.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
Jason Whiteaker  
Chief Executive Officer

**ADOPTION**

Adopted by Resolution of the Council of the Shire of Northam at the Meeting of the Council held on the

\_\_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
Steven Pollard  
**Shire President**

\_\_\_\_\_  
Jason Whiteaker  
**Chief Executive Officer**

**APPROVAL**

Approved by Resolution of the Council of the Shire of Northam at the Meeting of the Council held on

\_\_\_\_\_ day of \_\_\_\_\_ 2017

And the Common Seal of the Municipality was, pursuant to that Resolution, hereunto affixed in the presence of:

\_\_\_\_\_  
Steven Pollard  
**Shire President**



\_\_\_\_\_  
Jason Whiteaker  
**Chief Executive Officer**

**Recommended / Submitted for Approval**

\_\_\_\_\_  
Delegated under S.16 of the PD Act 2005

\_\_\_\_\_  
Date

**Approval Granted**

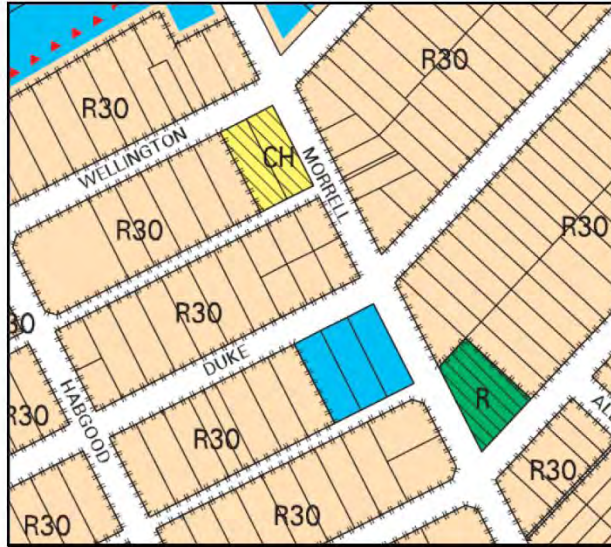
\_\_\_\_\_  
Minister for Planning

\_\_\_\_\_  
Date

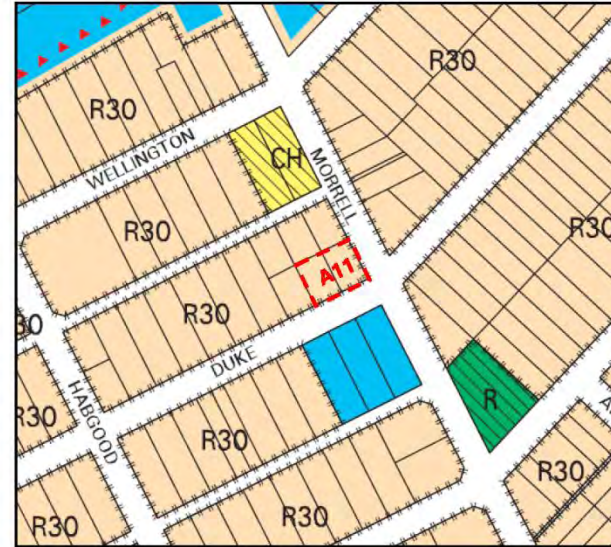


**SHIRE OF NORTHAM**

**LOCAL PLANNING SCHEME NO. 6 – AMENDMENT NO. 12**



EXISTING ZONING



SCHEME AMENDMENT

**RESOLVE TO ADOPT (LG)**

Adopted by Resolution of the Council of the Shire of Northam at the Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_ day of \_\_\_\_\_ 2017

Shire President

Date

Chief Executive Officer

Date

**RESOLVE TO ENDORSE (LG)**

Approved by Resolution of the Council of the Shire of Northam at the Meeting of the Council held on the \_\_\_\_\_ day of \_\_\_\_\_ 2017, and the Common Seal of the Municipality was, pursuant to that Resolution, hereunto affixed in the presence of:

Shire President

Date

Chief Executive Officer

Date



**FINAL APPROVAL (WAPC)**

Recommended / Submitted for Approval by the Western Australian Planning Commission

Delegated under S.16 of the PD Act 2005

Date

Final Approval Granted

Minister for Planning

Date

**LEGEND**

**LOCAL SCHEME ZONES**

(see scheme text for additional information)

- Commercial
- Development
- General industry
- Light and service industry
- Mixed use

**OTHER CATEGORIES**

(see scheme text for additional information)

- Scheme boundary
- Local Government boundary
- R20 R Codes
- A1 Additional uses
- R1 Restricted uses
- RR1 Rural residential area
- RSH Rural small lot holdings
- SU1 Special use area
- Abattoir buffer - SCA

- Residential
- Rural
- Rural residential
- Rural smallholding
- Special use
- Tourist

- Avon and Mottlock Rivers special control area
- Landscape protection special control area
- Mitchell on Avon special control
- Spencers Brook special control area
- Waste water treatment plant buffer - SCA
- No zone

### 12.3.3 Application for Development Approval – Proposed Single House – Lot 355 Cottage Court, Bakers Hill

<b>Address:</b>	Lot 355 Cottage Court, Bakers Hill
<b>Owner:</b>	Steven McGinity & Maree Craik
<b>Applicant:</b>	As above
<b>File Reference:</b>	A15174 / P17040.1
<b>Reporting Officer:</b>	Kobus Nieuwoudt Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council is requested to consider an application for development approval for a single house at Lot 355 Cottage Court, Bakers Hill.

This application is being referred to Council for consideration as a variation to a mandatory requirement of Local Planning Policy 19 – ‘Residential Design Guidelines for the Rural Residential and Rural Smallholdings Zone’ (LPP 19) is proposed and Staff do not have delegation to approve such a variation.

The Officer's recommendation is to approve the development application, subject to conditions.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Proposed Plans.
- Attachment 3: Justification Letter.

---

#### BACKGROUND / DETAILS

Lot 355 Cottage Court, Bakers Hill (subject site) is 2.6747 hectares in area, is zoned ‘Rural Residential 5’ under Local Planning Scheme No. 6 (the Scheme) and currently has an approved outbuilding on the property (refer to **Attachment 1** – Location Plan).

The application proposes a single house that is orientated to the rear of the property in order to take advantage of the views over the significantly vegetated watercourse area which runs through the ‘Glenmore Park’ subdivision. As the house is orientated to the rear of the property, no

architectural relief is provided on the elevation fronting the street. Therefore, the application proposes a variation to LPP 19. This will be discussed further in the 'Legislative Compliance' and 'Officer's Comment' sections of the report.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective P1: Promote a diverse mix of development opportunities throughout the Shire.

Strategy P1.1: Ensure Council land use planning is in place and reflective of established objectives.

Action: Ensure that any proposed development will not have a detrimental impact on the amenity of an existing area.

### Financial / Resource Implications

There are no financial or budgetary implications for the Shire in relation to the recommendations of this report.

### Legislative Compliance

#### Shire of Northam Local Planning Scheme No. 6

The development application was assessed against the provisions of the Scheme in regards to the 'Rural Residential' zone.

The proposed single house is setback in accordance with the Scheme setbacks for the Rural Residential zone. Notably, the house is setback 102m from the front boundary (required: 15m).

The Scheme sets a maximum building height for all development of 9 metres above natural ground level. The top of the roof ridge is 4.7m above natural ground level.

The objectives of the 'Rural Residential' zone in the Scheme are as follows:

#### *"3.2.9 Rural Residential Zone*

- To provide for the use of land for rural living purposes in a rural setting on lots generally ranging in size from 1 to 4 hectares whilst preserving the amenity of such areas, ensuring landscape protection and conservation and controlling land use impacts.*
- To reduce or eliminate the detrimental effect of keeping livestock in the zone by limiting stock numbers to those kept for hobby purposes and not for commercial gain."*

As the landscape and existing vegetation on the subject site will be preserved, ensuring the amenity of the area is not adversely affected, the application is consistent with Scheme objectives.



Shire of Northam Local Planning Policy 19 – Design Guidelines for the Rural Residential and Rural Smallholding Zone (LPP 19)

LPP 19 outlines a number of mandatory requirements for single houses within the 'Rural Residential' and 'Rural Smallholding' zones. Where a proposal varies one or more mandatory requirements of LPP 19 the application is required to be determined by full Council.

This application proposes to vary mandatory requirement '5.4 Streetscape' which is outlined below.

5.4 Streetscape

Development Controls (mandatory)	Design Guidance (‘Best Practice’ outcomes)
<ul style="list-style-type: none"><li>In order to achieve an attractive streetscape that is in keeping with the surrounding rural landscape, all houses are to provide verandahs, porches, porticos or other architectural relief on the elevations that are viewed from the street.</li></ul>	

The application does not propose any architectural relief on the elevations that are viewed from the street. For detailed justification of the proposed variation, please refer to **Attachment 3** – Justification Letter and the Officer's comment section below.

Planning & Development (Local Planning Schemes) Regulations 2015 – Deemed Provisions

When considering applications for development approval, the local government is to have due regard to any matters considered relevant to the application as set out in Clause 67 of the *deemed provisions for local planning schemes*. The following matters are considered to be relevant to this application:

- “(a) *The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.*
- (m) *The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.*
- (n) *The amenity of the locality including the following —*

- (i) environmental impacts of the development;*
- (ii) the character of the locality;*
- (iii) social impacts of the development.*
- (p) Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.*
- (x) The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.*
- (zb) Any other planning consideration the local government considers appropriate."*

Shire of Northam Local Planning Strategy (2013)

Under the Shire's Local Planning Strategy the subject site is designated as 'Existing Rural Smallholding Zone'. The proposed development is within the 'Glenmore Park' subdivision and will not impact the future planning of the area.

**Policy Implications**

There are no policy implications for the Shire in relation to the recommendations of this report.

**Stakeholder Engagement / Consultation**

The development application was referred internally amongst the Development Control Unit (Building, Health and Engineering). No concerns were raised.

The development application was not advertised to adjoining neighbours as staff believe the proposed development will not have an adverse impact on the amenity of the surrounding area.

**Risk Implications**

There are no risk implications for the Shire in relation to the recommendations of this report.

**OFFICER'S COMMENT**

A detailed assessment of the proposed development has been completed with Officers concluding that the proposed single house, although orientated to the rear of the block, will have no detrimental impact to the existing streetscape of Cottage Court for the following reasons:

- The subject site is located at the end of a cul-de-sac with only four properties serviced by Cottage Court;
- The single house is setback 102m from the front boundary and 117m from the street edge;

- There are large existing trees between the house and the street which act as visual screen;
- There are no existing footpaths along cottage court meaning pedestrian traffic is extremely minimal;
- The proposed house has major openings from habitable rooms fronting the street providing visual surveillance; and
- The neighbour at Lot 357 Cottage Court has also orientated the house to view the vegetated area and watercourse at the rear of the property.

### Precedent

Every development application is assessed on its individual merit. In this case, the variation centres on the relationship of the single house to the existing streetscape. The existing streetscape of Cottage Court resembles a rural landscape with no existing footpaths along the road and existing houses setback at least 30m. Considering the characteristics of the surrounding streetscape and the proposed setback of 102m from the front boundary, officers are satisfied that this proposal will not set an undesirable precedent for future applications.

### **RECOMMENDATION**

**That Council approve the development application for a single house at Lot 355 Cottage Court, Bakers Hill (Application P17040.1), subject to the following conditions:**

#### **GENERAL CONDITIONS**

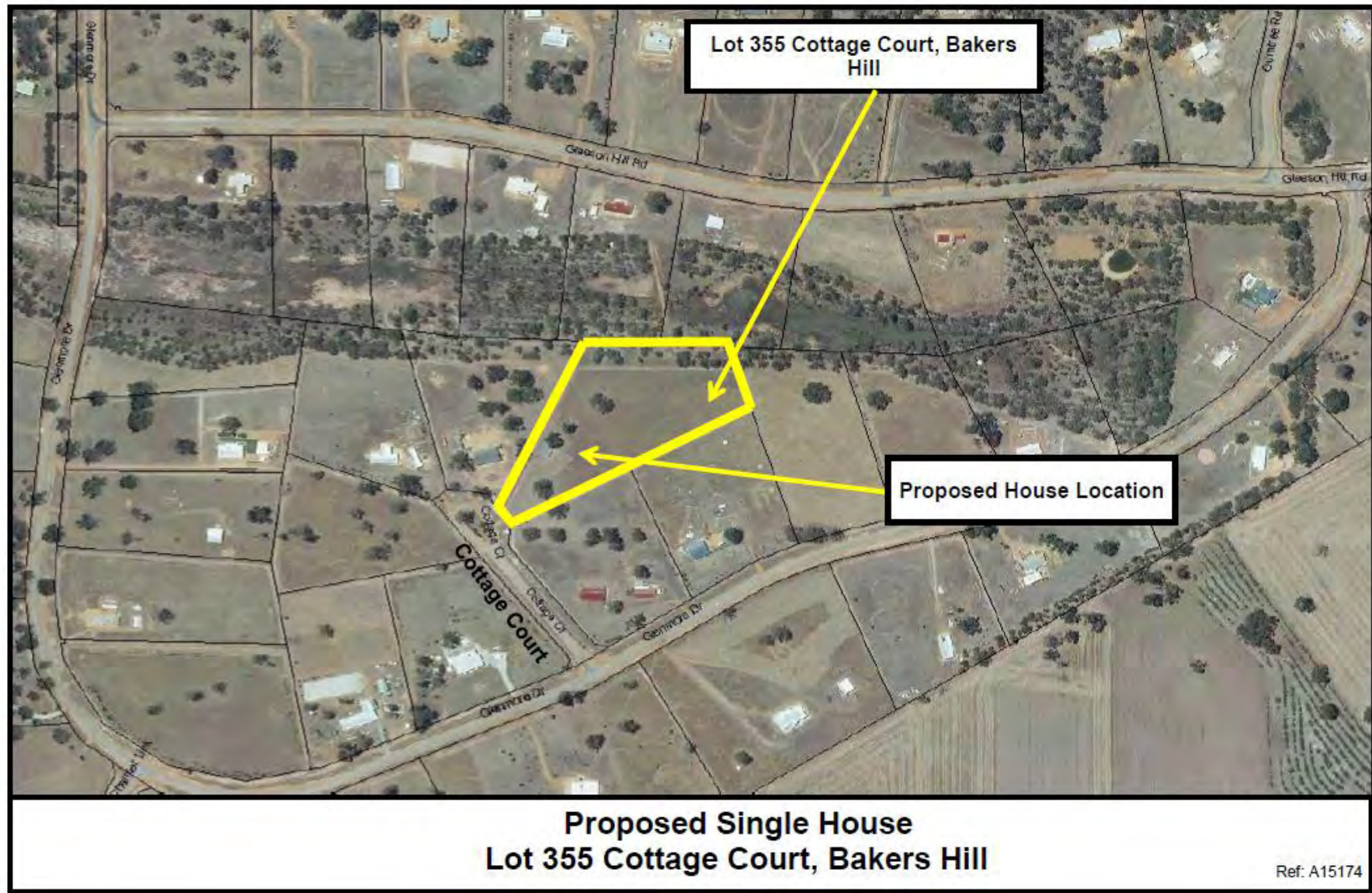
- 1. The development hereby permitted must substantially commence within two years from the date of this determination notice.**
- 2. The development hereby permitted taking place in accordance with the approved plans dated 21/06/2017.**
- 3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.**
- 4. The owner ensuring that the land is not laid bare of vegetation resulting in loose or erodible conditions.**

#### **CONDITIONS TO BE MET PRIOR TO OCCUPATION OF THE DEVELOPMENT**

- 5. Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government.**
- 6. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system.**



Attachment 1











HEAD FLASHING TO ALL WINDOWS and DOORS MARKED THUS \*

5 - Colorbond ROOF VENTS

COLORBOND CUSTOM ORB EXTERNAL WALL CLADDING (HORIZONTAL)

COLORBOND GUTTERS & DOWN PIPES

COLORBOND ROOF SHEETING

CUSTOM ORB ROOF SHEETING AT 22.5° PITCH TO MAIN ROOF

CEILING LEVEL

2745 o/a external frames

FLOOR LEVEL

**ELEVATION - 1**

90x90 DURAGAL POSTS

CUSTOM ORB ROOF SHEETING AT 22.5° PITCH TO MAIN ROOF

CEILING LEVEL

2710mm o/a w. frames

FLOOR LEVEL

**ELEVATION - 4**

COLORBOND CUSTOM ORB EXTERNAL WALL CLADDING

CUSTOM ORB ROOF SHEETING AT 22.5° PITCH TO MAIN ROOF

CEILING LEVEL

2745 o/a external frames

FLOOR LEVEL

**ELEVATION - 2**

90x90 DURAGAL POSTS

COLORBOND CUSTOM ORB EXTERNAL WALL CLADDING

90x90 DURAGAL POSTS

CUSTOM ORB ROOF SHEETING AT 22.5° PITCH TO MAIN ROOF

CEILING LEVEL

2745 o/a external frames

FLOOR LEVEL

**ELEVATION - 3**

COLORBOND CUSTOM ORB EXTERNAL WALL CLADDING

Duc Prodigy 135L 5 star hot water unit

L.P.GAS REGULATOR & HOOD (bottles supplied by owner)

DATE	AMENDMENTS	design, mad ARGYLE	PAGE No	SCALES	AS SHOWN	PROPOSED RESIDENCE FOR:	<p><b>ROSS SQUIRE HOMES</b>                  PH : (08) 92502434                  FAX: (08) 92502181                  36 MELLIADOR WAY, MIDVALE 6056                  Western Australia</p>	OWNER	WITNESS
			4.	DATE DRAWN	08-03-17	MR MCGINTY & MS CRAIK		OWNER	WITNESS
			No. IN SET	DRAWN BY	ZIK	TO BE CONSTRUCTED ON:		BUILDER	WITNESS
			CHECKED BY			Lot 355 COTTAGE COURT BAKERS HILL			WITNESS

CAUTION - DO NOT SCALE FROM DRAWING AS DISTORTION CAN OCCUR DURING COPYING FB1

40373 elev

### Attachment 3

**Owner:** Maree Veronica Craik & Steven Aaron McGinty

PO Box 6, Bakers Hill WA 6562

**Property Details:** Lot 355 Cottage Court, Bakers Hill

Please find below our justification for varying mandatory requirement '5.4 Streetscape' in Local Planning Policy No. 19:

- Our property is located at the end of a cul-de-sac with a 20m frontage, which is extremely narrow for a Rural Residential block.
- The front wall of the house is setback 102m from the front boundary.
- Between the front wall of the house and the street is a large tree (and other veg?)
- The front of the house is orientated to the North (rear) to make the most of the views over the bushland area which is located along the rear boundary. Our neighbours along Cottage Court have orientated their houses in a similar way to make the most of the views to the rear of the properties.
- There are major openings from habitable rooms fronting the street, plus an entry and exit point through the laundry.
- The orientation of the house will not be detrimental to the amenity of the area for the following reasons:
  - Given that the house is located 102m from the end of the cul-de-sac, the house will not be able to be viewed from a busy road.
  - Neighbouring land owners have orientated their houses in a similar way.

Kind Regards,

Maree Craik & Steven McGinty

**12.3.4 Request to Adopt for Final Approval Local Planning Policy No's. 23 (Outbuildings in the Residential & Mixed Use Zones) and 24 (Outbuildings in the Rural Residential, Rural Smallholding and Rural Zones)**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	3.1.8.23 & 3.1.8.24
<b>Reporting Officer:</b>	Kobus Nieuwoudt Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

**BRIEF**

Council is asked to adopt for final approval the following Local Planning Policies:

- Shire of Northam Local Planning Policy No.23 – Outbuildings in the Residential & Mixed Use Zones (LPP23); and
- Shire of Northam Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural Smallholding and Rural Zones (LPP24).

**ATTACHMENTS**

Attachment 1: 'As Advertised' Draft Local Planning Policy No.23 – Outbuildings in the Residential & Mixed Use Zones.

Attachment 2: 'As Advertised' Draft Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural Smallholding and Rural Zones.

**BACKGROUND / DETAILS**

Council resolved to adopt for advertising draft LPP23 and LPP24 at the March 2017 Ordinary Council Meeting (Minute No: C.2972) as follows:

*"That Council, in accordance with Clause 4(1) of the deemed provisions for local planning schemes, adopt for advertising:*

- 1. Draft Local Planning Policy No.23 'Outbuildings in the Residential and Mixed Use Zones'; and*
- 2. Draft Local Planning Policy No. 24 'Outbuildings in the Rural Residential, Rural Smallholding and Rural Zones' in accordance with the documents that formed the subject of Attachments 2 and 3 of this report."*



LPP23 was advertised for a period of 21 days from 12<sup>th</sup> April 2017 until 3<sup>rd</sup> May 2017, and LPP24 from 29<sup>th</sup> March 2017 until 19<sup>th</sup> April 2017.

No submissions were received during the submission period for each policy. A copy of the 'as-advertised' policies are attached. Refer **Attachments 1 and 2**.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective: G1 – Provide accountable and transparent leadership.

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

### Financial / Resource Implications

If Council resolves to proceed with the policies, the Shire must publish notice of the policies in *The Advocate* at a cost of approximately \$200. As these policies will replace Council's current Outbuildings Policy (LPP1), a notice to rescind LPP1 must be placed in *The Advocate* at a cost of approximately \$150.

### Legislative Compliance

*Procedure for making local planning policy*

If a local government resolves to prepare a local planning policy, the local government must follow the procedure under clause 4(1) up to and including clause 4(6) of the *deemed provisions for local planning schemes* as follows:

- “(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —
- (a) publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of —
    - (i) the subject and nature of the proposed policy; and
    - (ii) the objectives of the proposed policy; and
    - (iii) where the proposed policy may be inspected; and
    - (iv) to whom, in what form and during what period submissions in relation to the proposed policy may be made;
  - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
  - I give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- (2) The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).
- (3) After the expiry of the period within which submissions may be made, the local government must —

- (a) review the proposed policy in the light of any submissions made; and  
(b) resolve to —
- (i) proceed with the policy without modification; or
  - (ii) proceed with the policy with modification; or
  - (iii) not to proceed with the policy.
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.
- (5) A policy has effect on publication of a notice under subclause (4).
- (6) The local government —
- (a) must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and
  - (b) may publish a copy of each of those local planning policies on the website of the local government."

Council is now required to resolve to —

- (i) Proceed with the Policies without modification; or
  - (ii) Proceed with the Policies with modification; or
- (6) Not to proceed with one or both of the Policies.

### Policy Implications

If Council resolves to proceed with the Policies (adopting the Policies for Final Approval), staff will:

- In respect of LPP23, refer a copy of the as-adopted policy to the Western Australian Planning Commission (WAPC) for ratification (consent to amend the deemed-to-comply requirements of the R-Codes), and thereafter cause a public notice to be published in *The Advocate*.
- In respect of LPP24, cause a public notice to be published in *The Advocate*.

Both Policies will have effect upon publication of a notice in *The Advocate*.

### Stakeholder Engagement / Consultation

As outlined under 'Background' section of this report, LPP23 was advertised for a period of 21 days from 12<sup>th</sup> April 2017 until 3<sup>rd</sup> May 2017, and LPP24 from 29<sup>th</sup> March 2017 until 19<sup>th</sup> April 2017 for a period of 21 days in accordance with clause 4(1)(a) of the *deemed provisions for local planning schemes* as follows:

- Publication of a notice in *The Advocate* and inviting comments for a period of 21 days; and
- Publication of a notice on the Shire's website and inviting comments for a period of 21 days.

No submissions were received during the submission period for each policy. A copy of the as-advertised policies are attached. Refer **Attachments 1 and 2**.

### **Risk Implications**

There are no risk implications for the Shire of the recommendations of this report.

### **OFFICER'S COMMENT**

LPP23 and LPP24 have been designed to replace Council's current Local Planning Policy No. 1 'Outbuildings'. It is considered the revised Policies will be an improvement over LPP1 and will improve decision-making, resulting in better outcomes for the Shire.

Because LPP23 seeks to vary a small number of the *deemed-to-comply* provisions under Parts 5 and 6 of the R-Codes, Council is required to refer a copy of the adopted policy to the WAPC for ratification. To this end, it should be noted that Planning Staff have been liaising with Department of Planning (DoP) staff regarding the development of LPP23 since February 2017.

The DoP also advised that they are generally satisfied with the structure of LPP23 and supportive of the variations to the *deemed-to-comply* provisions of the R-Codes. The DoP further advised that, once the Policy had been adopted by Council, the Policy is to be referred back to the WAPC for ratification.

Accordingly, it is recommended Council resolves to revoke LPP1 and adopt LPP23 and LPP24 without modification for final approval.

### **RECOMMENDATION**

#### **That Council:**

- 1. Adopts for Final Approval (without modification): -**
  - 1.1 Local Planning Policy No.23 'Outbuildings in the Residential & Mixed Use Zones'; and**
  - 1.2 Local Planning Policy No.24 'Outbuildings in the Rural Residential, Rural Smallholding and Rural Zones'.**
- 2. In respect of Local Planning Policy No.23, refers the Policy to the Western Australian Planning Commission for ratification and, upon receipt of formal ratification by the Western Australian Planning Commission, revokes Local Planning Policy No.1 'Outbuildings'.**
- 3. Pursuant to clauses 4(4) and 4(6)(b)(ii) of the *deemed provisions for local planning schemes*, publishes a notice of both Local Planning Policy No.23 and Local Planning Policy No.24 in a newspaper circulating in the Scheme area, and advising that Council has revoked Local Planning Policy No.1 'Outbuildings'.**



## Attachment 1

*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.23 – Outbuildings in the Residential & Mixed Use Zones*



### LOCAL PLANNING SCHEME NO.6

## LOCAL PLANNING POLICY NO.23

### - OUTBUILDINGS IN THE RESIDENTIAL & MIXED USE ZONES -

#### 1. PRELIMINARY

##### 1.1 Authority to prepare and adopt a Local Planning Policy

Division 2 of Schedule 2, Part 2, clause 3(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, also known as the 'deemed provisions for local planning schemes', allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

This policy will be made effective once Council has completed the process stipulated in clause 4(1) up to and including clause 4(4) of the *deemed provisions for local planning schemes*.

##### 1.2 Relationship of this Policy to the Scheme

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

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

##### 1.3 Relationship of this Policy to the Residential Design Codes

This Policy has been made in accordance with clause 7.3 of the Residential Design Codes (R-Codes). This Policy replaces the *deemed-to-comply* requirements relating to Outbuildings (i.e. Part 5, clause 5.4.3 and Part 6, clause 6.4.4) contained in the R-Codes. This Policy is to be read in conjunction with the R-Codes for other relevant provisions.

#### 2. APPLICATION OF THE POLICY

##### 2.1 Definitions

**Carport** has the meaning given to it in the R-Codes, namely *a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable.*

*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.23 – Outbuildings in the Residential & Mixed Use Zones*

Carports are not considered outbuildings for the purposes of this Policy or the R-Codes and are to be assessed under the provisions of the R-Codes relating to carports.

**Deemed-to-comply requirements** means those provisions of the R-Codes that does not require the exercise of a discretion for it to be implemented.

*Deemed-to-comply* development provisions are listed in the right-hand column of Part 5 and Part 6 of the R-Codes and are related to the *\*design principle* and objectives.

\* *Design principles* are listed in the left-hand column of Part 5 and Part 6 of the R-Codes and provide guidance on matters which must be addressed and demonstrated by a proposal and the means of achieving the objective/s.

**Garage** has the meaning given to it in the R-Codes, namely *any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling.*

Detached Garages

For the purposes of this Policy and application of the R-Codes, a garage that is detached from the house is considered an outbuilding.

Attached Garages

Garages that are incorporated into the house design and under the same roof line are to be assessed under the provisions of the R-Codes relating to garages and are not considered outbuildings for the purposes of this Policy or the R-Codes.

**Lean-to** is an ancillary structure to an outbuilding that is attached to an existing or proposed outbuilding and has at least three open sides, generally designed to accommodate one or more motor vehicles.

**Natural Ground Level** or "NGL", is the level on a site which precedes the proposed development, excluding any site works unless approved by the Council or established as part of subdivision of the land preceding development.

**Outbuilding** has the meaning given to it in the R-Codes, namely *an enclosed non-habitable structure that is detached from any dwelling.*

**Policy deemed-to-comply requirements** means those provisions listed under section 6.1 up to and including 6.11 of this Policy.

**Primary Street** has the meaning given to it in the R-Codes, namely *unless otherwise designated by the local government, the sole or principal public road that provides access to the major entry (front door) to the dwelling.*

**R-Codes** means the State Planning Policy 3.1 *Residential Design Codes of Western Australia.*

**Secondary Street** has the meaning given to it in the R-Codes, namely *in the case of a site that has access from more than one public road, a road that is not the primary street but which intersects with or adjoins that road.*



*Shire of Northam Local Planning Scheme No.6*  
Local Planning Policy No.23 – Outbuildings in the Residential & Mixed Use Zones

**2.2 Purpose**

The purpose of this Policy is to provide local variation to the provisions of the R-Codes relating to outbuildings.

**2.3 Application**

This Policy applies to new residential outbuildings on land zoned 'Residential' and 'Mixed Use' as identified by the Scheme.

**2.4 Exclusions**

This Policy does not apply to:

- Residential outbuildings on land zoned 'Rural Residential', 'Rural Smallholding' or 'Rural' as Local Planning Policy No.24 'Outbuildings in the Rural Residential, Rural Smallholding and Rural Zones' applies in this case;
- Carports, either attached or detached from a house as this form of development will be considered under the R-Codes requirements;
- Garages attached to a house and incorporated under the same roof line;
- Verandahs, patios, pergolas, unenclosed gazebos and similar, as this form of development will be considered under the R-Codes requirements;
- Garden sheds with a floor area of less than 10m<sup>2</sup> and height of 2.4m and not located in the front setback area;
- Commercial or industrial sheds and outbuildings;
- Detached buildings that are to be used for habitable purposes, such as ancillary dwellings ('granny flats'), as this form of development will be considered under the R-Code requirements for ancillary dwellings, including the provisions of Local Planning Policy No.13 'Ancillary Accommodation'; and
- Sea Containers & other similar storage structures as this form of development will be considered under Clause 4.23 of the Scheme and the provisions of Local Planning Policy No.5 – 'Use and Control of Sea Containers and Similar Storage Containers'.

**2.5 Relationship of this Policy to other Local Planning Policies**

This Policy is to be read in conjunction with any other relevant Local Planning Policy.

**3. POLICY OBJECTIVES**

The primary objectives of this Policy are to:

- Recognise the unique characteristics of outbuilding development in the Shire not adequately catered for by the R-Codes;
- Provide appropriate development standards for outbuildings that reflect the Shire's climate, lifestyle and built form and do not detrimentally affect the amenity of the property or adjoining properties.



*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.23 – Outbuildings in the Residential & Mixed Use Zones*

4. **APPROVAL REQUIREMENTS**

4.1 Exemptions under the deemed provisions for local planning schemes

Under Clause 61(1)(i) of the *deemed provisions for local planning schemes*, the Development Approval of the Shire is not required for outbuildings that comply with the Policy *deemed-to-comply* requirements listed under section 6.1 up to and including 6.11 of this Policy.

The above-mentioned exemption does not apply if the outbuilding is located in a place that-

- comes under the *Heritage of Western Australia Act 1990*;
- is included on a heritage list;
- is located within an area designated under the Scheme as a heritage area;
- is within a Special Control Area under the Scheme; and/or
- accessed by an unconstructed road.

4.2 Variations to the Policy *deemed-to-comply* requirements

Council may approve a development at variance with the Policy *deemed-to-comply* requirements where it believes the variation and outbuilding as proposed: -

- meets the stated *design principle* for outbuilding development;
- meets the primary objectives of this Policy; and
- will not set an undesirable precedent for future development.

4.3 Lean-To Requirements

4.3.1 The maximum size of an ancillary "Lean-To" shall be 30% of the roof cover of the existing or proposed outbuilding.

4.3.2 For the purposes of calculating total floor area of an outbuilding(s), a lean-to is deemed to form part of the overall floor area if it is enclosed on two (2) or more sides (including the shared wall with the existing or proposed outbuilding).

4.3.3 A lean-to shall be constructed of materials that match or complement the proposed / existing adjoining outbuilding.

4.4 Need for a Building Permit

Notwithstanding that Development Approval is not required, or may be granted by Council (as the case might be), a **Building Permit is required to be sought and issued prior to on-site works commencing**. The outbuilding will need to meet all relevant requirements under the Building Code of Australia and Australian Standards. Building Permit fees and levies are payable in accordance with the current Shire of Northam Fees and Charges.

5. **DEVELOPMENT GUIDELINES**

Design Principle

The *design principle* for the development of outbuildings contained in the R-Codes applies, namely:

*"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."*

*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.23 – Outbuildings in the Residential & Mixed Use Zones*

**6. POLICY DEEMED-TO-COMPLY REQUIREMENTS**

The Policy *deemed-to-comply* requirements illustrate one way of meeting the stated *design principle* above. Where an outbuilding meets these provisions, it is permitted.

Where an outbuilding does not meet these requirements, Council must consider the proposal in accordance with section 4.2 of this Policy and will impose any conditions it considers necessary for the outbuilding to meet the *design principle* and Policy Objectives or determine the outbuilding cannot adequately meet the *design principle* and Policy Objectives and refuse the application.

The following *deemed-to-comply* requirements replace those contained in clauses 5.4.3 (C3) and 6.4.4 (C4) of the R-Codes: -

**'Deemed-to-comply' Outbuildings are:**

- 6.1 Not to be attached to a dwelling;
- 6.2 To be non-habitable (i.e. not used for residential purposes);
- 6.3 Outbuildings with maximum permissible floor areas as follows:-

Lot Size	Maximum Aggregate Outbuilding Area (m <sup>2</sup> )
Lot less than 1,000m <sup>2</sup>	80m <sup>2</sup> or 10% of the site area whichever is the lesser
Lot greater than 1,000m <sup>2</sup> but less than 2,000m <sup>2</sup>	90m <sup>2</sup>
Lot greater than 2,000m <sup>2</sup>	120m <sup>2</sup>

**Note:** Carports, attached garages, garden sheds with a floor area less than 10m<sup>2</sup> and other non-enclosed structures are excluded.

- 6.4 Not to exceed a wall height (measured from NGL) of 3.5m, or 2.7m where the outbuilding is located on or less than 1.0m from a boundary;
- 6.5 Not to exceed a roof ridge height (measured from NGL) of 4.5m, or 4.2m where the outbuilding is located on or less than 1.0m from a side or rear boundary;
- 6.6 Not located **within** the primary street or secondary street setback areas;
- 6.7 Not to reduce the amount of open space required in Table 1 or Table 4 (as the case might be) of the R-Codes for the density code;
- 6.8 **Setback:**
  - a) 1.0m from a side or rear boundary where the wall length is less than 9m; or
  - b) 1.5m from a side or rear boundary where the wall length is greater than 9m; or
  - c) Less than 1.0m from a side or rear boundary or on the boundary where:
    - (i) the wall height does not exceed 2.7m;
    - (ii) roof ridge height does not exceed 4.2m;

*Shire of Northam Local Planning Scheme No.6*  
*Local Planning Policy No.23 – Outbuildings in the Residential & Mixed Use Zones*

- (iii) wall length does not exceed 9.0m; and
  - (iv) stormwater is contained on the property;
- 6.9 **Constructed** of walls of masonry or non-reflective pre-painted steel cladding that is sympathetic to the surroundings and finish of the existing dwelling on the development site;
- 6.10 **Constructed** of new cladding material; and
- 6.11 **Located** on a property where a house is existing, or where a house is approved concurrently.

*Date Adopted:*

*Date Effective:*

*Date Reviewed:*

*Next Review:*



## Attachment 2

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural  
Smallholding and Rural Zones*

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### LOCAL PLANNING SCHEME NO.6

## LOCAL PLANNING POLICY NO.24

### - OUTBUILDINGS IN THE RURAL RESIDENTIAL, RURAL SMALLHOLDING & RURAL ZONES -

#### 1. PRELIMINARY

##### 1.1 Authority to prepare and adopt a Local Planning Policy

Division 2 of Schedule 2, Part 2, clause 3(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, also known as the 'deemed provisions for local planning schemes', allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area.

This policy will be made effective once Council has completed the process stipulated in clause 4(1) up to and including clause 4(4) of the *deemed provisions for local planning schemes*.

##### 1.2 Relationship of this Policy to the Scheme

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

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

#### 2. APPLICATION OF THE POLICY

##### 2.1 Definitions

**Carpport** means a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable.

Carpports that are included under the main roof of a dwelling are not subject to this Policy.

**Garage** means any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling.

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural  
Smallholding and Rural Zones*

**Detached Garages**

A garage that is detached from the house is considered an outbuilding.

**Attached Garages**

Garages that are incorporated into the house design and under the same roof line are not subject to this policy.

**Lean-to** is an ancillary structure to an outbuilding that is attached to an existing or proposed outbuilding and has at least three open sides, generally designed to accommodate one or more motor vehicles.

**Natural Ground Level** or "NGL", is the level on a site which precedes the proposed development, excluding any site works unless approved by the Council.

**Outbuilding** means an enclosed non-habitable structure that is detached from any dwelling.

2.2 **Application**

The purpose of this Policy is to provide development controls for the construction of residential outbuildings in the 'Rural Residential', 'Rural Smallholding' and 'Rural' zones as identified by the Scheme.

2.4 **Exclusions**

This Policy does not apply to:

- Residential outbuildings on land zoned 'Residential' and 'Mixed Use' as Local Planning Policy No.23 'Outbuildings in the Residential and Mixed Use Zones' applies in this case;
- Carports included under the main roof of a dwelling;
- Garages attached (i.e. structurally joined) to a house and incorporated under the same roof line;
- Verandahs, patios, pergolas, unenclosed gazebos and similar;
- Garden sheds with a floor area of less than 10m<sup>2</sup> and height of 2.4m and not located in the front setback area;
- Commercial or industrial sheds and outbuildings;
- Detached buildings that are to be used for habitable purposes, such as ancillary dwellings ('granny flats'), as this form of development will be considered under the provisions of Local Planning Policy No.13 'Ancillary Accommodation'; and
- Sea Containers & other similar storage structures as this form of development will be considered under Clause 4.23 of the Scheme and the provisions of Local Planning Policy No.5 – 'Use and Control of Sea Containers and Similar Storage Containers'.

2.5 **Relationship of this Policy to other Local Planning Policies**

This Policy is to be read in conjunction with any other relevant Local Planning Policy.

3. **POLICY OBJECTIVES**



*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural  
Smallholding and Rural Zones*

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The primary objectives of this Policy are to:

- Recognise the unique characteristics of rural residential development within the Shire as it relates to outbuilding size and construction;
- Provide Acceptable Development standards for outbuildings in rural residential areas; and
- Ensure that constructed outbuildings are not utilised for unapproved purposes.

**4. APPROVAL REQUIREMENTS**

**4.1 Exemptions under the deemed provisions for local planning schemes**

- 4.1.1 Under Clause 61(1)(i) of the *deemed provisions for local planning schemes*, the Development Approval of the Shire is not required for outbuildings, detached carports and detached garages that comply with the Development Guidelines listed under section 5.1 up to and including 5.13 of this Policy.

The above-mentioned exemption does not apply if the outbuilding is located in a place that-

- comes under the *Heritage of Western Australia Act 1990*;
- is included on a heritage list;
- is located within an area designated under the Scheme as a heritage area;
- is within a Special Control Area under the Scheme; and/or
- accessed by an unconstructed road.

**4.2 Variations to the Development Guidelines**

- 4.2.1 Where an outbuilding is proposed that does not meet one or more requirements of this Policy, a written justification of the variation to the Policy sought is required to be lodged for consideration together with the Application.
- 4.2.2 Council will take into account the following matters when considering granting approval to a development that varies a provision of this Policy:
- Consistency with the primary objectives of this Policy; and
  - the likely impact on the amenity of the locality and adjoining properties.
- 4.2.3 Where Council considers the proposed variation will adversely impact on the amenity of the locality and adjoining properties, it may place conditions on the approval to ensure the development complies with this Policy or refuse the application outright.

**4.3 Lean-To Requirements**

- 4.3.1 The maximum size of an ancillary "Lean-To" shall be 30% of the roof cover of the existing or proposed outbuilding.
- 4.3.2 For the purposes of calculating total floor area of an outbuilding(s), a lean-to is deemed to form part of the overall floor area if it is enclosed on two (2) or more sides (including the shared wall with the existing or proposed outbuilding).
- 4.3.3 A lean-to shall be constructed of materials that match or complement the proposed / existing adjoining outbuilding.



*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural  
Smallholding and Rural Zones*

4.4 **Need for a Building Permit**

Notwithstanding that Development Approval is not required, or may be granted by Council (as the case might be), a **Building Permit is required to be sought and issued prior to on-site works commencing**. The outbuilding will need to meet all relevant requirements under the Building Code of Australia and Australian Standards. Building Permit fees and levies are payable in accordance with the current Shire of Northam Fees and Charges.

5. **DEVELOPMENT GUIDELINES**

5.1 **Floor area**

The following maximum floor area for a single outbuilding and the combined floor area for all outbuildings on a single lot will apply, dependent on the size of the lot:

Lot Size	Maximum Outbuilding Size	Maximum Combined Area of all Outbuildings
Under 2ha	200m <sup>2</sup>	200m <sup>2</sup>
2ha-5ha	250m <sup>2</sup>	250m <sup>2</sup>
5ha-40ha	300m <sup>2</sup>	500m <sup>2</sup>
Over 40ha	1,000m <sup>2</sup>	Assessed on a case-by-case basis

Any outbuilding that does not meet the above floor area limitations will require the approval of full Council.

5.2 **Height**

The following maximum wall (measured from NGL) and roof ridge height for outbuildings will apply:

Zone	Wall Height	Ridge Height
Rural Residential	4m	5m
Rural Smallholding	4.5m	5.5m
Rural	5m	Assumed at a 10 degree pitch
Rural (over 40ha)	6m	Assumed at a 10 degree pitch

Any outbuilding that does not meet the above wall and ridge height limitations will require the approval of full Council.

5.3 **Boundary Setbacks**

All outbuildings shall employ the minimum setback distances as provided in Table 2 (Site and Development Requirements Table) of the Scheme.

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural  
Smallholding and Rural Zones*

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5.4 Building Envelopes

All outbuildings shall be located wholly within any building envelope required by the Scheme.

5.5 Wall and door cladding

In areas zoned "Rural Residential" and "Rural Smallholding", walls of steel outbuildings greater than 10m<sup>2</sup> in floor area are to be clad in a pre-painted steel sheeting and in a colour that complements the main dwelling.

The use of masonry or other non-steel cladding on outbuildings is to be in a style and colour that complements the main dwelling on the property.

5.6 Roof cladding

In areas zoned "Rural Residential" and "Rural Smallholding", un-painted roof sheeting can be used on all outbuildings where staff are satisfied that reflection will not cause undue impact to neighbouring properties or passing road traffic.

5.7 Use of second-hand materials

The use of second-hand materials is permitted only with full Council approval and where the materials have been approved for reuse by a private building certifier and certified by a structural engineer.

Council's approval is subject to any conditions deemed appropriate to give the materials an "as new" appearance.

5.8 Outbuildings on vacant land

Construction of an outbuilding on a vacant lot is not permitted unless: -

- an application to construct a dwelling on the lot is made and approved prior to or at the same time as an application for the outbuilding is made; or
- proof of financial commitment (e.g. a contract entered into between a builder and the owner) has been provided as well as financial evidence to demonstrate capability to pay for completion of a dwelling; and
- payment of a \$5,000 bond. This bond is fully refundable upon the Shire having received the notice of completion (Form BA7) from the builder for a residence on the same property.

5.9 Ablutions in outbuildings

Ablutions will only be permitted to be installed in outbuildings where an existing dwelling is located on the same lot.

Ablutions are not permitted in outbuildings approved on vacant land under the provisions of section 5.8 of this Policy unless ablutions are required in conjunction with an approval under Council's 'Temporary Accommodation during Construction of a Dwelling' Policy H 6.5.

5.10 Habitation

No outbuilding is to be used for habitation without prior Council approval and the meeting of the relevant construction requirements for a habitable building contained in the Building Code of Australia. Where relevant, approval of an

*Shire of Northam Local Planning Scheme No.6  
Local Planning Policy No.24 – Outbuildings in the Rural Residential, Rural  
Smallholding and Rural Zones*

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ancillary dwelling in accordance with the provisions of Council's Scheme will be required.

5.11 Commercial use

Use of outbuildings for commercial purposes is not permitted. Use of an outbuilding for a home occupation or cottage industry is to be in accordance with Council's Home Occupation, Home Business and Cottage Industry requirements.

5.12 Detached carports and garages

In addition to the maximum combined floor area permitted for outbuildings, a detached carport or garage up to 40m<sup>2</sup> is permitted provided there is no garage incorporated under the main roof of the dwelling.

5.13 Outbuildings in bushfire prone areas

Outbuildings within bushfire prone areas should be located in cleared areas. Where required, outbuildings are to be constructed in accordance with *Australian Standard AS 3959* construction standards.

Other requirements

All relevant requirements of Council's Scheme, Council Policies and Local Laws and relevant environmental health and building legislation are applicable to the development of outbuildings.

*Date Adopted:*

*Date Effective:*

*Date Reviewed:*

*Next Review:*



### 12.3.5 Multiple Dog Application 8 Dick Street, Northam

<b>Address:</b>	8 Dick Street, Northam
<b>Owner:</b>	Melanie Thomas
<b>File Reference:</b>	5.2.1.6/A10513
<b>Reporting Officer:</b>	Kellee Walters Senior Ranger
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

An application to keep more than the prescribed number of dogs for a property located at 8 Dick Street, Northam. Council is required to make a determination on the application in accordance with Council's Dog Local Law 2008.

#### ATTACHMENTS

- Attachment 1: Location Plan.
- Attachment 2: Photos of confinement.
- Attachment 3: Schedule of Submissions.

#### BACKGROUND / DETAILS

The Shire of Northam has received a multiple dog application from the owner of 8 Dick Street, Northam. The applicant is seeking to keep a total of six dogs (6) dogs on a 0.1229 hectare property zoned as Residential R30. Councils Local Laws require the immediate adjoining neighbours to be advised of the application to establish if they have any objections.

The 6 dogs in the application comprise of:

- 4 x Chihuahua Cross 2 x (M) approximately 2.5 and 2 years old & 2 x (F) 4 and 5 years old (300 approx.)
- Labrador Cross Shitzu (F) approximately 11 years old
- Kelpie Cross (F) approximately 2 years old

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective C1: Create an environment that provides for a caring and healthy community.

Strategy C1.1: Provide quality regulatory services.

### **Financial / Resource Implications**

Nil.

### **Legislative Compliance**

The Dog Act 1976 Part V — The keeping of dogs states the following;

26. *Limitation as to numbers*
- (1) *A local government may, by a local law under this Act —*
    - (a) *limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district; or*
    - (b) *limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government's district.*
  - (2) *A local law mentioned in subsection (1) —*
    - (a) *may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only*
  - (3) *Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —*
    - (a) *may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and*
    - (b) *cannot authorise the keeping in or at those premises of —*
      - (i) *more than 6 dogs that have reached 3 months of age;*

The Current Shire of Northam – Dogs Local Law 2008 stipulates the following;

#### 3.2 Limitation on the number of dogs

- (1) *This clause does not apply to premises which have been –*
  - (a) *licensed under Part 4 as an approved kennel establishment; or*
  - (b) *granted an exemption under section 26(3) of the Act.*
- (2) *The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act –*
  - (a) *2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or*
  - (b) *2 dogs over the age of 3 months and the young of those dogs under that age if the premises is situated outside a townsite, if the subject property is less than 40 hectares, or 4 dogs over the age of 3 months and the young of those dogs under that age if*

*the premises is situated outside a townsite and is greater than 40 hectares in area.*

### **Policy Implications**

Council Policy R9. 1 Multiple Dog Policy states the following;

*An exemption under s26(3) of the Dog Act 1976 to keep more than the number of dogs prescribed in the **Shire of Northam Dog Local Law 2008** is to be in accordance with the following conditions:*

*This approval is not transferable and is specific to the person named in the approval letter.*

- 1 The approval is valid only for the nominated dogs within the application form and should any of the dogs die, be sold, go missing or be given away, it cannot be replaced prior to further Council approval.*
- 2 All dogs approved to be kept on the subject premises, must hold and maintain valid registrations and be micro-chipped.*
- 3 Any proven complaints from neighbours regarding offences against the Dog Act 1976, may result in the permit being revoked and the maximum number of dogs on the premises being reduced to two within 14 days.*
- 4 At any time following approval, authorised Council officers can inspect the subject property to check fencing, number of dogs and registration details.*
- 5 Compliance with the requirements of the Dog Act 1976, Regulations and any Local Law of the Shire of Northam.*

### **Stakeholder Engagement / Consultation**

Due to the property location and surrounding properties a total of 4 notification letters were sent with one response received.

### **Risk Implications**

The dogs are confined by solid fencing and gated entrance.

Ranger Services, to date have not received any complaints regarding any nuisance behaviour or wandering of the dogs.

On past evidence no risk implications can be identified in this instance.

### **OFFICER'S COMMENT**

The Dog Act limits the number of dogs able to be approved as a variation under the local law to a maximum of 6. It is staff's interpretation that should an application for more than 6 be received it would need to be treated as a "kennel" application which would trigger a separate approval process.



Given the property is zoned Residential staff are concerned that approval for the keeping of six dogs would set an undesirable precedent for future applications on land similarly zoned. The suggested condition 2 provides the applicant with the opportunity to keep the current dogs with the understanding that the total number of dogs will be reduced to four over time.

There have been no breaches of legislation or local laws recorded against this property or these dogs to this date.

In support of the application staff advise that:

- The applicant has all six dogs registered and micro chipped.
- A Ranger inspected the premises and is satisfied that the fencing and confinement is of a high standard.
- There are no recorded breaches of the Dog Act against these dogs or this property.
- The six dogs have been at the residence without complaint for several months, awaiting application outcome. The applicant is compliant with the Dog Act 1976 and Shire of Northam Local Dog Laws.
- All five of the six dogs are small breeds and stature.

The location of the property has vacant land surrounding it and the area is currently not heavily populated. The area has the potential to become more populated into the future as the vacant lots could be developed. The six (6) dogs are all rescue dogs.

Given the above information Council Officers support the application subject to the conditions below.

#### **RECOMMENDATION**

**That Council approve a multiple dog application(6 dogs) for Melanie Thomas at 8 Dick Street, Northam pursuant to the following conditions;**

- 1. This approval is not transferable and is specific to the person named in the approval letter.**
- 2. The approval is valid only for the nominated dogs within the application form and should any of the dogs die, be sold, go missing or be given away, it cannot be replaced prior to further Council approval. Council will only issue further approval for the keeping of up to four dogs on the subject property**
- 3. All dogs approved to be kept on the subject premises, must hold and maintain valid registrations and be micro-chipped.**
- 4. Any proven complaints from neighbours regarding offences against the Dog Act 1976, may result in the permit being revoked and the**

**maximum number of dogs on the premises being reduced to two within 14 days.**

- 5. At any time following approval, authorised Council officers can inspect the subject property to check fencing, number of dogs and registration details.**
- 6. Compliance with the requirements of the Dog Act 1976, Regulations and any Local Law of the Shire of Northam.**

Attachment 1



Application for Multiple Dogs A10513  
No.8 Dick Street, Northam



Attachment 2



**Attachment 3**

<b>Number</b>	<b>Name</b>	<b>Summary of Submissions</b>	<b>Key Themes Identified in Submission</b>  <i>E.g. Traffic, Pedestrian Safety, Noise etc.</i>	<b>Officers Comment</b>
1	property owner in Duke Street – lives in Perth	Submission states  “I do not hate dogs, but I do not like to play with any dogs because they can cause skin allergy. If my neighbour likes dogs, just keep one or two of them is fine by me. Thanks.”	Objector has allergies to dogs however, does not live in Northam	This is more of an opinion rather than an objection



### 12.3.6 Draft Building Maintenance Budget 2017/18

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	2.4.2.3
<b>Reporting Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Responsible Officer:</b>	Chadd Hunt Executive Manager Development Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to consider the building maintenance portion of its draft Budget for 2017/18.

#### ATTACHMENTS

Nil.

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#### BACKGROUND / DETAILS

Council has traditionally discussed the building maintenance portion of its draft Budget ahead of discussion on the remainder of the annual budget, in order to split the budget consideration into manageable portions.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective G2: Improve organisational capability and capacity.

Strategy G2.2: Increase capacity through the application of the integrated planning policy.

Action: Review Council Building Asset Management Plan.

##### Financial / Resource Implications

Budget implications are shown in detail on the attached spreadsheet. The buildings budget is made up of building maintenance jobs, building improvement (discretionary) jobs which may result from requests or upgrade suggestions; and an allowance for building operational costs (made up of air conditioning maintenance, pest control, carpentry repairs, electrical repairs, plumbing repairs, fire equipment servicing, building maintenance coordination, vandalism response, key cutting, sanitary disposal, security monitoring and response, utilities, rates and charges, ESL, cleaning and toiletry supplies).



Historically these components have accounted to the following approximate amounts:

Description		Proposed 2017/18	LTFP 2017/18	2016/17
Building Renewal	Asset	154,615	500,000	179,399
Building Expansion / Upgrade	Asset /	345,000	345,000	337,500
Transfer to reserve	(from)	-385	-345,000	-337,500
<b>Total</b>		<b>499,230</b>	<b>500,000</b>	<b>179,399</b>

### Legislative Compliance

Formal adoption of the building maintenance budget will be undertaken when Council adopts its annual Municipal Fund Budget in its entirety, in accordance with section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996. This would normally include income by nature, type and program; rate setting; budget notes and schedules.

### Policy Implications

N/A.

### Stake Holder Engagement / Consultation

Nil – minor contact with trades/contractors for budgeting purposes.

### Risk Implications

There is significant risk that if Council building and facilities are not maintained then significant cost will be required in future years to bring them up to a sufficient standard.

### OFFICER'S COMMENT

The list in the attached spreadsheet details the major building maintenance and projects for the coming financial year. It should be recognised that a number of other projects are subject to either grant funding or external funding (e.g. Emergency Services Levy). These projects will be listed separately within the Budget documents subject to the funding being available or alternately if grant funding is successful a separate report will be presented to Council for endorsement.

**RECOMMENDATION**

**That Council endorse the draft building maintenance budget for 2017/18 for inclusion in the draft Shire of Northam 2017/18 Budget as follows:**

Building	Account	Job description	Required Ex GST
AVVVA Building	Job 1026	Roof Replacement(subject to grant of \$100,000)	\$45,000
Bernard Park Playgroup	Job 1007	Brick Pointing	\$4,500
Grass Valley Hall	Job 1803	Internal Painting	\$5,500
Killara Day Respite Centre	5665	Concrete path from staff car park.	\$2,000
Morby Cottage	Job 1014	Timber flyscreens to doors	\$2,700
Northam Library	Job 1017	Repairs to exterior stairs	\$20,000
Northam Old Railway Station	Job 1021	Exit Gates for fire escape from platform area	\$13,000
Northam Town & Lesser Hall	Job 1003	Painting window frames	\$3,200
		Painting and patching of internal walls	\$4,200
Rec Centre	Job 5250	Replace all lights in stadium	\$6,000
		Install Security Screens to Club Office Windows	\$5865
		Down lights in front of hospitality area	\$4,800
		External turnstiles for Outdoor Courts	\$7,450
Visitor Centre	Job 1019	Paint rusting steel work around base of building	\$3700
Wundowie Hall	Job 1810	Paint eaves and fascia	\$5,500
		Replace verandah ceiling	\$2,200
Wundowie Kuringal Village	09242032	Paint all exteriors (transfer from Aged Accommodation Reserve)	\$19,000
<b>Total</b>			<b>\$154,615</b>

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – May 2017

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Creditors Officer Kathy Scholz
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to receive the accounts for the period from 1<sup>st</sup> May 2017 to 31<sup>st</sup> May 2017.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – May 2017.

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

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

##### Financial / Resource Implications

Payments of accounts are in accordance with Council's 2016/17 Budget.



### Legislative Compliance

Section 6.4 of the Local Government Act  
Financial Management Regulations 2007 9  
Section 6.26(2)(g) of the Local Government Act 1995

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

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 May 2017;



**RECOMMENDATION**

**That Council endorse the payments for the period 1<sup>st</sup> May 2017 to 31<sup>st</sup> May 2017, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).**

### Attachment 1

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
2003	24/05/2017	SHIRE OF NORTHAM	IRONBRIDGE PROPERTIES - PROPOSED EXPENDITURE OF CASH IN LIEU CONTRIBUTION FOR CONSTRUCTION OF FACILITIES AND LANDSCAPING AT GEORGE NUICH PARK.	2		97,946.89
INV T1535	24/05/2017	SHIRE OF NORTHAM	IRONBRIDGE PROPERTIES - PROPOSED EXPENDITURE OF CASH IN LIEU CONTRIBUTION FOR CONSTRUCTION OF FACILITIES AND LANDSCAPING AT GEORGE NUICH PARK.	2	97,946.89	
2004	24/05/2017	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECT FOR BSL FOR APRIL 2017.	2		9,260.26
INV T908	24/05/2017	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECT FOR BSL FOR APRIL 2017.	2	9,260.26	
2005	24/05/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEES COLLECTED FOR BCITF FOR APRIL 2017.	2		10,666.21
INV T907	24/05/2017	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEES COLLECTED FOR BCITF FOR APRIL 2017.	2	10,666.21	
2006	24/05/2017	GIL WALLER	KERB BOND REFUND - T862 #15196 - 11 BURGUYNE ST NORTHAM	2		1,000.00
INV T862	24/05/2017	GIL WALLER	KERB BOND REFUND - T862 #15196 - 11 BURGUYNE ST NORTHAM	2	1,000.00	
2007	24/05/2017	SEAFORCE OFFSHORE SERVICES PTY LTD	KERB TRUST REFUND - T744 JOB #14085 - 21 RIVERSIDE OUTLOOK NORTHAM.	2		1,000.00
INV T744	24/05/2017	SEAFORCE OFFSHORE SERVICES PTY LTD	KERB TRUST REFUND - T744 JOB #14085 - 21 RIVERSIDE OUTLOOK NORTHAM.	2	1,000.00	
2008	24/05/2017	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF BSL FEES FOR APRIL 2017.	2		143.00
INV T908	24/05/2017	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF BSL FEES FOR APRIL 2017.	2	110.00	
INV T907	24/05/2017	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION FEE CHARGED FOR COLLECTION OF FEES FOR APRIL 2017.	2	33.00	
EFT26246	05/05/2017	12D SOLUTIONS PTY LTD	PURCHASE OF 12D MODEL SOFTWARE I/O (1 COPY) FOR ENGINERRING SERVICES ASSET DESIGN TEAM MAINTENANCE UNTIL 01/01/2018.	1		7,012.50



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 172448	03/04/2017	12D SOLUTIONS PTY LTD	PURCHASE OF 12D MODEL SOFTWARE I/O (1 COPY) FOR ENGINEERING SERVICES ASSET DESIGN TEAM MAINTENANCE UNTIL 01/01/2018.	1	7,012.50	
EFT26247	05/05/2017	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	DOG LEASHES - PACKETS OF 25, BLUE	1		147.60
INV 0002668612/04/2017		ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	DOG LEASHES - PACKETS OF 25, BLUE	1	147.60	
EFT26248	05/05/2017	AG IMPLEMENTS NORTHAM PTY LTD	PURCHASE OF NEW MAJOR MJ70-240 3 POINT LINKAGE ROLLER MOWER	1		12,600.01
INV 322	03/04/2017	AG IMPLEMENTS NORTHAM PTY LTD	PURCHASE OF NEW MAJOR MJ70-240 3 POINT LINKAGE ROLLER MOWER	1	12,600.01	
EFT26249	05/05/2017	ALLPUMPS & WATERBORING	NORTHAM TOWN POOL AERATORS. VISOTOR CENTRE AERATOR. REMOVE AERAOTOR FROM RIVER AND CLEAN OUR MUD AND SILT FROM PUMP AND MOTOR. AS PE QUOTE	1		4,842.02
INV V996	28/04/2017	ALLPUMPS & WATERBORING	NORTHAM TOWN POOL AERATORS. VISOTOR CENTRE AERATOR. REMOVE AERAOTOR FROM RIVER AND CLEAN OUR MUD AND SILT FROM PUMP AND MOTOR. AS PE QUOTE	1	4,842.02	
EFT26250	05/05/2017	AUSTRALIAN SERVICES UNION	Payroll deductions	1		26.35
INV DEDUCT02/05/2017		AUSTRALIAN SERVICES UNION	Payroll deductions		26.35	
EFT26251	05/05/2017	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 2/5/2017.	1		60,382.00
INV PAYG 2/02/05/2017		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 2/5/2017.	1	60,382.00	
EFT26252	05/05/2017	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE FROM 11/4/2017 TO 23/04/2017.	1		1,708.00
INV 0051	23/04/2017	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE FROM 11/4/2017 TO 23/04/2017.	1	1,708.00	
EFT26253	05/05/2017	AVON SANDS AND MINERALS	SUPPLY AND DELIVER 200M3 OF WHITE WASH ROCLA SAND SUITABLE FOR PLAYGROUND SOFTFALL TO WUNDOWIE OVAL PLAYGROUND, BANKSIA AVE WUNDOWIE	1		6,171.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000339428/03/2017		AVON SANDS AND MINERALS	SUPPLY AND DELIVER 200M3 OF WHITE WASH ROCLA SAND SUITABLE FOR PLAYGROUND SOFTFALL TO WUNDOWIE OVAL PLAYGROUND, BANKSIA AVE WUNDOWIE	1	6,171.00	
EFT26254	05/05/2017	AVON VALLEY CONTRACTORS	EMERGENCY REPAIRS TO OLD QUARRY ROAD LANDFILL STORM WATER DAM WALL.	1		3,190.00
INV 1788	28/04/2017	AVON VALLEY CONTRACTORS	EMERGENCY REPAIRS TO OLD QUARRY ROAD LANDFILL STORM WATER DAM WALL.	1	3,190.00	
EFT26256	05/05/2017	AVON VALLEY TOYOTA	50000KM SERVICE TO TOYOTA HILUX UTE - RECREATIONS SERVICES MANAGER VEHICLE PN1411 - N11075	1		311.00
INV 289957	05/04/2017	AVON VALLEY TOYOTA	50000KM SERVICE TO TOYOTA HILUX UTE - RECREATIONS SERVICES MANAGER VEHICLE PN1411 - N11075	1	311.00	
EFT26257	05/05/2017	BM TRONICS WA	SUPPLY AND INSTALL QUBE/MNAV & SATELLITE TRACKING SYSTEM INTO RANGERS SERVICES VEHICLE N11184 & PN11254.	1		7,227.00
INV INV-157221/04/2017		BM TRONICS WA	SUPPLY AND INSTALL QUBE/MNAV & SATELLITE TRACKING SYSTEM INTO RANGERS SERVICES VEHICLE N11184 & PN11254.	1	7,227.00	
EFT26258	05/05/2017	CADD'S FASHIONS	ASSORTED EQUIPMENT FOR SOCIAL SPORTS AT NORTHAM REC CENTRE.	1		1,130.95
INV 17-00002-05/04/2017		CADD'S FASHIONS	POLO SHIRTS FOR ROSS & MICHELLE.	1	44.00	
INV 17-00002-05/04/2017		CADD'S FASHIONS	POLO SHIRTS FOR ALYSHA, ANASTASIA, BEV & JASON	1	110.00	
INV 17-00002-05/04/2017		CADD'S FASHIONS	POLO SHIRT FOR CARMEN SADLIER.	1	22.00	
INV 17-00002-05/04/2017		CADD'S FASHIONS	UNIFORMS FOR RANGERS.	1	206.00	
INV 17-00002-05/04/2017		CADD'S FASHIONS	BIZLEY 5 IN 1 RAIN JACKETS FOR DEPOT STAFF.	1	206.00	
INV 17-00002-05/04/2017		CADD'S FASHIONS	ASSORTED EQUIPMENT FOR SOCIAL SPORTS AT NORTHAM REC CENTRE.	1	542.95	
EFT26259	05/05/2017	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING ELYSE CAMPBELL	1		170.00
INV KS0090421/04/2017		CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING ELYSE CAMPBELL	1	170.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT26260	05/05/2017	CHILD SUPPORT AGENCY	Payroll deductions	1		1,110.01
INV DEDUCT02/05/2017		CHILD SUPPORT AGENCY	Payroll deductions		1,110.01	
EFT26261	05/05/2017	CHRIS DAVIDSON	COUNCILLOR PAYMENTS APRIL 2017	1		1,905.73
INV APRIL 2005/05/2017		CHRIS DAVIDSON	COUNCILLOR PAYMENTS APRIL 2017		1,905.73	
EFT26262	05/05/2017	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS APRIL 2017	1		2,112.93
INV APRIL 2030/04/2017		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS APRIL 2017		2,112.93	
EFT26263	05/05/2017	COALCLIFF PLANT HIRE & CIVIL CONTRACTING	UPGRADE CARLIN ROAD MAIN CULVERT 24 - 2X900X1200 BOX AT SKL3.01 AS PER CARLIN VALLEY DRAINAGE PRICE SCHEDULE SUBMITTED 4-10-2016. INCLUDING ADDITIONAL FOR STAB SAND BACKFILL	1		52,254.61
INV 2311-1-1	26/03/2017	COALCLIFF PLANT HIRE & CIVIL CONTRACTING	UPGRADE CARLIN ROAD MAIN CULVERT 24 - 2X900X1200 BOX AT SKL3.01 AS PER CARLIN VALLEY DRAINAGE PRICE SCHEDULE SUBMITTED 4-10-2016. INCLUDING ADDITIONAL FOR STAB SAND BACKFILL	1	52,254.61	
EFT26264	05/05/2017	COMMERCIAL AQUATICS AUSTRALIA	REACTIVE MAINTENANCE TO WUNDOWIE POOL PLANT	1		640.20
INV 9283	14/03/2017	COMMERCIAL AQUATICS AUSTRALIA	REACTIVE MAINTENANCE TO WUNDOWIE POOL PLANT	1	640.20	
EFT26265	05/05/2017	COUNTRYWIDE POOLS	X90 91 VX OREGAN CHAINS & X2 ROUND FILES FOR ENGINEERING SERVICES.	1		92.00
INV 23058	04/04/2017	COUNTRYWIDE POOLS	X90 91 VX OREGAN CHAINS & X2 ROUND FILES FOR ENGINEERING SERVICES.	1	92.00	
EFT26266	05/05/2017	COUNTRYWIDE PUBLICATIONS	1/2 PAGE AD IN YOUR GUIDE TO WA FOR VISITORS CENTRE.	1		2,000.00
INV 111527-260/04/2017		COUNTRYWIDE PUBLICATIONS	1/2 PAGE AD IN YOUR GUIDE TO WA FOR VISITORS CENTRE.	1	2,000.00	
EFT26267	05/05/2017	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEVELOPMENT SERVICES, DEPOT & COMMUNITY SERVICES W/E 07/04/2017.	1		239.18
INV 0298	07/04/2017	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEVELOPMENT SERVICES, DEPOT & COMMUNITY SERVICES W/E 07/04/2017.	1	167.21	
INV 0296	24/03/2017	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEPOT, ADMIN, COMMUNITY SERVICES, FOR W/E 24/03/2017.	1	71.97	



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EFT26268	05/05/2017	DENIS GRAHAM BERESFORD	COUNCILLOR PAYMENTS APRIL 2017	1		1,905.73
INV APRIL 2030/04/2017		DENIS GRAHAM BERESFORD	COUNCILLOR PAYMENTS APRIL 2017		1,905.73	
EFT26269	05/05/2017	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS APRIL 2017	1		1,905.73
INV APRIL 2030/04/2017		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS APRIL 2017		1,905.73	
EFT26270	05/05/2017	DRACO AIR PTY LTD	REPAIRS TO WATER COOLER AT TOWN & LESSER HALLS.	1		501.88
INV DA6167	19/04/2017	DRACO AIR PTY LTD	REPAIRS TO WATER COOLER AT TOWN & LESSER HALLS.	1	501.88	
EFT26271	05/05/2017	EUPHORIA HEALTH & FITNESS	SILVERSPORT FUNDING	1		600.00
INV 17	27/04/2017	EUPHORIA HEALTH & FITNESS	SILVERSPORT FUNDING	1	600.00	
EFT26272	05/05/2017	GLENN STUART BEVERIDGE	NORTHAM RAILWAY MUSEUM. SUPPLY AND INSTALL NEW LOCKS AND PAINT DOORS	1		1,798.50
INV 60	03/04/2017	GLENN STUART BEVERIDGE	REPAIRS AT NORTHAM SWIMMING POOL.	1	759.00	
INV 61	03/04/2017	GLENN STUART BEVERIDGE	NORTHAM RAILWAY MUSEUM. SUPPLY AND INSTALL NEW LOCKS AND PAINT DOORS	1	808.50	
INV 58	03/04/2017	GLENN STUART BEVERIDGE	BERNARD PARK PLAYGROUP - SUPPLY & INSTALL POOL STYLE CLOSER TO GATE.	1	231.00	
EFT26273	05/05/2017	GRAFTON ELECTRICS	REPAIR OF LIGHTS IN RAILWAYS CHANGE ROOMS	1		672.54
INV 1024	17/02/2017	GRAFTON ELECTRICS	REPAIR OF LIGHTS IN RAILWAYS CHANGE ROOMS	1	393.80	
INV 1034	03/03/2017	GRAFTON ELECTRICS	REPAIR OF TOILET LIGHTS (MALES NEAR STADIUM) AT REC CENTRE.	1	179.74	
INV 1032	01/03/2017	GRAFTON ELECTRICS	LABOR 1 HOUR - HENRY STREET LIGHTS	1	99.00	
EFT26274	05/05/2017	GROVE WESLEY DESIGN ART	3 ALUMINIUM SIGNS FOR VISITOR CENTRE	1		731.50
INV 4486	24/04/2017	GROVE WESLEY DESIGN ART	3 ALUMINIUM SIGNS FOR VISITOR CENTRE	1	731.50	
EFT26275	05/05/2017	HOLCIM AUSTRALIA PTY LTD	CONCRETE PRODUCTS FOR TRIMMER ROAD - BOX CULVERT - 1200 X 1200 X 1.220 LONG (1.85 TONNE EACH).	1		20,660.73

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INV 9402975903/04/2017		HOLCIM AUSTRALIA PTY LTD	ASSORTED PIPES & HEADWALLS FOR MAURAVILLO ESTATE, ALMOND AVENUE & STOCK REPLACEMENT.	1	9,797.13	
INV 9402976604/04/2017		HOLCIM AUSTRALIA PTY LTD	CONCRETE PRODUCTS FOR TRIMMER ROAD - BOX CULVERT - 1200 X 1200 X 1.220 LONG (1.85 TONNE EACH).	1	10,863.60	
EFT26276	05/05/2017	IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1		31,825.75
INV 0000414403/08/2016		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	1,100.00	
INV 0000440701/03/2017		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	3,162.50	
INV 0000439501/03/2017		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	7,356.25	
INV 0000435101/02/2017		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	20,207.00	
EFT26277	05/05/2017	JACK GLASS	MEALS ALLOWANCE FOR LICENCING TRAINING FROM 9/3/2017 & 13-17/3/2017.	1		248.55
INV TRAININ28/04/2017		JACK GLASS	MEALS ALLOWANCE FOR LICENCING TRAINING FROM 9/3/2017 & 13-17/3/2017.	1	248.55	
EFT26278	05/05/2017	JOHN PROUD	COUNCILLOR PAYMENTS APRIL 2017	1		1,905.73
INV APRIL 2030/04/2017		JOHN PROUD	COUNCILLOR PAYMENTS APRIL 2017		1,905.73	
EFT26279	05/05/2017	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS APRIL 2017	1		1,905.73
INV APRIL 2030/04/2017		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS APRIL 2017		1,905.73	
EFT26280	05/05/2017	KERBTECH P/L T/A GDR CIVIL CONTRACTING	TRANSPORT OF ASSORTED CONCRETE PRODUCTS FROM HUMES HOLCIM (AUSTRALIA) PTY LTD WELSHPOOL YARD & LANDSDALE YARD TO SHIRE DEPOT.	1		3,300.00
INV 001135	06/04/2017	KERBTECH P/L T/A GDR CIVIL CONTRACTING	TRANSPORT OF ASSORTED CONCRETE PRODUCTS FROM HUMES HOLCIM (AUSTRALIA) PTY LTD WELSHPOOL YARD & LANDSDALE YARD TO SHIRE DEPOT.	1	3,300.00	
EFT26281	05/05/2017	LGIS - LOCAL GOVERNMENT INSURANCE SERVICES WA	INSURANCE - CONTRACT WORKS - MINSON AVENUE NORTHAM	1		6,930.00
INV 062-194728/04/2017		LGIS - LOCAL GOVERNMENT INSURANCE SERVICES WA	INSURANCE - CONTRACT WORKS - MINSON AVENUE NORTHAM	1	6,930.00	

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EFT26282	05/05/2017	LLOYDS EARTHMOVING	REFURBISH BRICK GARDEN BEDS AND RELAY PAVING HEADER COURSE TO AVON MALL AS PER QUOTE NS487 BRICKS, LIMESTONE BLOCKS AND PAVERS SUPPLIED BY SHIRE OF NORTHAM.	1		7,920.00
INV 8526	13/04/2017	LLOYDS EARTHMOVING	REFURBISH BRICK GARDEN BEDS AND RELAY PAVING HEADER COURSE TO AVON MALL AS PER QUOTE NS487 BRICKS, LIMESTONE BLOCKS AND PAVERS SUPPLIED BY SHIRE OF NORTHAM.	1	7,920.00	
EFT26283	05/05/2017	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT02/05/2017	05/05/2017	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT26284	05/05/2017	MCINTOSH & SONS	SUPPLY A SKID STEER LOADER & TRADE IN PLANT TRAILER & SKID STEER LOADER.	1		63,360.00
INV 304065	12/04/2017	MCINTOSH & SONS	SUPPLY A SKID STEER LOADER & TRADE IN PLANT TRAILER & SKID STEER LOADER.	1	63,360.00	
EFT26285	05/05/2017	MEGA-FIX	RYTOOL AIR IMPACT WRENCH.	1		478.50
INV 61387	04/04/2017	MEGA-FIX	RYTOOL AIR IMPACT WRENCH.	1	478.50	
EFT26286	05/05/2017	MOORE STEPHENS (WA) PTY LTD	AUDIT CERTIFICATION FOR ACQUITTAL - WHEATBELT DEVELOPMENT COMMISSION - ROYALTIES FOR REGIONS NORTHAM AGED FRIENDLY COMMUNITIES PROJECT - PATHWAY IMPROVEMENT AND BERNARD PARK SEATING.	1		990.00
INV 206333	24/04/2017	MOORE STEPHENS (WA) PTY LTD	AUDIT CERTIFICATION FOR ACQUITTAL - WHEATBELT DEVELOPMENT COMMISSION - ROYALTIES FOR REGIONS NORTHAM AGED FRIENDLY COMMUNITIES PROJECT - PATHWAY IMPROVEMENT AND BERNARD PARK SEATING.	1	990.00	
EFT26287	05/05/2017	MORRIS PEST AND WEED CONTROL	NORTHAM SWIMMING POOL HOUSE 10 OLYMPIC DRIVE. TERMITE TREATMENT OF WHITE ANT INFESTATION IN SUB FLOOR.	1		165.00
INV 8027	21/04/2017	MORRIS PEST AND WEED CONTROL	NORTHAM SWIMMING POOL HOUSE 10 OLYMPIC DRIVE. TERMITE TREATMENT OF WHITE ANT INFESTATION IN SUB FLOOR.	1	165.00	



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EFT26288	05/05/2017	NORTHAM BETTA HOME LIVING	FIRESHEDS ALL IN ONE PC'S & PRINTERS.	1		6,990.00
INV 2957096315/03/2017		NORTHAM BETTA HOME LIVING	FIRESHEDS ALL IN ONE PC'S & PRINTERS.	1	6,990.00	
EFT26289	05/05/2017	NORTHAM COUNTRY CLUB	SILVERSPORT FUNDING	1		200.00
INV 1679	11/04/2017	NORTHAM COUNTRY CLUB	SILVERSPORT FUNDING	1	200.00	
EFT26290	05/05/2017	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING	1		2,075.00
INV #2	26/04/2017	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING	1	2,075.00	
EFT26291	05/05/2017	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING.	1		5,070.00
INV 6	15/04/2017	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING.	1	3,880.00	
INV 8	15/04/2017	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING	1	280.00	
INV 7	15/04/2017	NORTHAM NETBALL ASSOCIATION	KIDSPORT FUNDING	1	910.00	
EFT26292	05/05/2017	PARKERVILLE NETBALL CLUB	KIDSPORT FUNDING	1		152.00
INV 6	20/04/2017	PARKERVILLE NETBALL CLUB	KIDSPORT FUNDING	1	152.00	
EFT26293	05/05/2017	POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR PAYMENTS APRIL 2017	1		3,500.00
INV APRIL 2030/04/2017		POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR PAYMENTS APRIL 2017		3,500.00	
EFT26294	05/05/2017	PROFESSIONAL LOCKSERVICE	HENRY STREET OVAL & JUBILEE OVAL. DO1 PADLOCKS.	1		1,559.25
INV 0001567827/04/2017		PROFESSIONAL LOCKSERVICE	REPAIR TO KILLARA DAY CENTRE FRONT DOOR	1	324.50	
INV 0001563713/04/2017		PROFESSIONAL LOCKSERVICE	REKEY 4 DOORS AT THE NORTHAM RECTREATION CENTRE (BAA RC3)	1	330.00	
INV 0001567727/04/2017		PROFESSIONAL LOCKSERVICE	SUPPLY KEYS FOR NORTHAM ADMIN BUILDING.	1	244.75	
INV 0001567626/04/2017		PROFESSIONAL LOCKSERVICE	HENRY STREET OVAL & JUBILEE OVAL. DO1 PADLOCKS.	1	660.00	

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EFT26295	05/05/2017	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER, SOFTWARE FOR APRIL 2017.	1		1,122.00
INV PM2577	25/04/2017	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER, SOFTWARE FOR APRIL 2017.	1	1,122.00	
EFT26296	05/05/2017	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS FOR MARCH 2017.	1		84.56
INV MARCH 31/03/2017	31/03/2017	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS FOR MARCH 2017.	1	84.56	
EFT26297	05/05/2017	QUIN'S GOURMET BUTCHERS	ASSORTED MEATS FOR KILLARA KITCHEN	1		337.95
INV 89	27/04/2017	QUIN'S GOURMET BUTCHERS	ASSORTED MEATS FOR KILLARA KITCHEN	1	337.95	
EFT26298	05/05/2017	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS APRIL 2017	1		1,905.73
INV APRIL 2030/04/2017	2030/04/2017	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS APRIL 2017		1,905.73	
EFT26299	05/05/2017	SCHWEPPE PTY LTD	ASSORTED DRINKS FOR NORTHAM REC CENTRE.	1		774.27
INV 0806964007/04/2017	0806964007/04/2017	SCHWEPPE PTY LTD	ASSORTED DRINKS FOR NORTHAM REC CENTRE.	1	774.27	
EFT26300	05/05/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 13/3/2017 TO 19/03/2017.	1		3,828.84
INV 394770	04/04/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - R DE-GREY 27/3/2017 TO 02/04/2017.	1	1,195.43	
INV 394221	21/03/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 13/3/2017 TO 19/03/2017.	1	1,472.63	
INV 394497	28/03/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 20/3/2017 TO 26/03/2017.	1	1,160.78	
EFT26301	05/05/2017	SONTEC INTERGRATED SYSTEMS	COMPLETED EQUIPMENT & SYSTEM CHECKS. RESET POWER TO CARD READER AND TESTED OPERATION.	1		518.10
INV 13762	11/04/2017	SONTEC INTERGRATED SYSTEMS	COMPLETED EQUIPMENT & SYSTEM CHECKS. RESET POWER TO CARD READER AND TESTED OPERATION.	1	518.10	
EFT26302	05/05/2017	SOS - SWITCHED ONTO SAFETY	CHEMWATCH GOLDFFX - CHEMICAL MANAGEMENT SOFTWARE AND RELATED SERVICES IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WALGA PREFERRED SUPPLY - MAY 2017 - APRIL 2018	1		1,925.00

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INV 0003935420/04/2017		SOS - SWITCHED ONTO SAFETY	CHEMWATCH GOLDFFX - CHEMICAL MANAGEMENT SOFTWARE AND RELATED SERVICES IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WALGA PREFERRED SUPPLY - MAY 2017 - APRIL 2018	1	1,925.00	
EFT26303	05/05/2017	SPECIALISED TREE SERVICE	MITCHELL AVE NORTHAM OPPOSITE BP SERVICE STATION - TO SET UP & IMPLEMENT TRAFFIC MANAGEMENT & THE SAFELY CUT TO THE GROUND 2 VERY LARGE YORK GUM TREES. ALL MATERIAL WILL BE REMOVED FROM SITE. STUMPS WILL BE GROUND DOWN 300MM BELOW THE EXISTING GROUND SURFACE. ALL WOODCHIP WILL BE RETURNED TO THE SHIRE DEPOT AS PER ESTIMATE# 656.	1		4,270.00
INV 2496	26/04/2017	SPECIALISED TREE SERVICE	MITCHELL AVE NORTHAM OPPOSITE BP SERVICE STATION - TO SET UP & IMPLEMENT TRAFFIC MANAGEMENT & THE SAFELY CUT TO THE GROUND 2 VERY LARGE YORK GUM TREES. ALL MATERIAL WILL BE REMOVED FROM SITE. STUMPS WILL BE GROUND DOWN 300MM BELOW THE EXISTING GROUND SURFACE. ALL WOODCHIP WILL BE RETURNED TO THE SHIRE DEPOT AS PER ESTIMATE# 656.	1	4,270.00	
EFT26304	05/05/2017	SPORTSPOWER NORTHAM	REC CENTRE NETBALL/FLOORBALL EQUIPMENT.	1		2,161.50
INV 2260	17/04/2017	SPORTSPOWER NORTHAM	REC CENTRE NETBALL/FLOORBALL EQUIPMENT.	1	1,356.00	
INV 2259	17/04/2017	SPORTSPOWER NORTHAM	NORTHAM REC CENTRE POLO SHIRTS	1	805.50	
EFT26305	05/05/2017	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS APRIL 2017	1		2,572.76
INV APRIL 2030/04/2017		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS APRIL 2017		2,572.76	
EFT26306	05/05/2017	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS APRIL 2017	1		3,003.07
INV APRIL 2030/04/2017		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS APRIL 2017		3,003.07	
EFT26307	05/05/2017	THE WORKWEAR GROUP	UNIFORM FOR GEORDAS THARIYATH.	1		255.40
INV 0138927003/04/2017		THE WORKWEAR GROUP	UNIFORM FOR GEORDAS THARIYATH.	1	255.40	



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EFT26308	05/05/2017	ULO RUMJANTSEV	COUNCILLOR PAYMENTS APRIL 2017	1		2,109.23
INV APRIL 2030/04/2017		ULO RUMJANTSEV	COUNCILLOR PAYMENTS APRIL 2017		2,109.23	
EFT26309	05/05/2017	WHEATBELT NATURAL RESOURCE MANAGEMENT	INSTALLATION OF WHITE SOFTFALL SAND INTO NEWLY CONSTRUCTED RETAINING AREA AT WUNDOWIE PLAYGROUND AS PER QUOTE.	1		4,880.70
INV 0030087713/04/2017		WHEATBELT NATURAL RESOURCE MANAGEMENT	SAND PROVIDED BY SHIRE OF NORTHAM INSTALLATION OF WHITE SOFTFALL SAND INTO NEWLY CONSTRUCTED RETAINING AREA AT WUNDOWIE PLAYGROUND AS PER QUOTE. SAND PROVIDED BY SHIRE OF NORTHAM	1	4,880.70	
EFT26310	05/05/2017	WHEATBELT OFFICE & BUSINESS MACHINES	PDO SUPPLIES FOR LIBRARY.	1		24.50
INV 21618	18/04/2017	WHEATBELT OFFICE & BUSINESS MACHINES	PDO SUPPLIES FOR LIBRARY.	1	24.50	
EFT26311	05/05/2017	YORK JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1		80.00
INV KS0093929/04/2017		YORK JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1	80.00	
EFT26312	11/05/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	HIRE OF ROCKBREAKER FOR SPENCERS	1		5,830.29
INV 121	31/03/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	HIRE OF ROCKBREAKER FOR SPENCERS	1	5,830.29	
EFT26313	11/05/2017	LESLIE TERRENCE JONES	REFUND OF OVERPAYMENT OF MR L T JONES RENT AT UNIT 5 KARINGAL, WUNDOWIE BY CENTRELINK.	1		464.00
INV 18359	11/05/2017	LESLIE TERRENCE JONES	REFUND OF OVERPAYMENT OF MR L T JONES RENT AT UNIT 5 KARINGAL, WUNDOWIE BY CENTRELINK.	1	464.00	
EFT26314	12/05/2017	ABBOTTS FORGE	REPAIR DRAINAGE GRATES ON GAIRDNER	1		550.00
INV 0000251023/03/2017		ABBOTTS FORGE	REPAIR DRAINAGE GRATES ON GAIRDNER	1	550.00	
EFT26315	12/05/2017	ALLPUMPS & WATERBORING	NORTHAM. AVON RIVER TOWN POOL AERATORS. REPAIRS DUE TO FEBURARY 2017 FLOODS.	1		17,090.48
INV V849	30/03/2017	ALLPUMPS & WATERBORING	NORTHAM. AVON RIVER TOWN POOL AERATORS. REPAIRS DUE TO FEBURARY 2017 FLOODS.	1	17,090.48	

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EFT26316	12/05/2017	ANDY'S PLUMBING SERVICE	KURINGAL VILLAGE - UNIT 7 - PLEASE INSPECT HWS AND REPAIR AS REQUIRED AS THE LADY HAS NOT HAD ANY HOT WATER FOR A FEW DAYS.	1		531.30
INV A17510	30/03/2017	ANDY'S PLUMBING SERVICE	KURINGAL VILLAGE - UNIT 7 - PLEASE INSPECT HWS AND REPAIR AS REQUIRED AS THE LADY HAS NOT HAD ANY HOT WATER FOR A FEW DAYS.	1	531.30	
EFT26317	12/05/2017	AUSTRALIA POST	POSTAGE FOR ADMIN, LIBRARY, KILLARA FOR APRIL 2017.	1		854.52
INV 1006381703/05/2017		AUSTRALIA POST	POSTAGE FOR ADMIN, LIBRARY, KILLARA FOR APRIL 2017.	1	854.52	
EFT26318	12/05/2017	AVON FIBRE TECH	REPAIR TO DAMAGED SEGMENTS OF FIRBREGLASS ROUND-A-BOUT	1		990.00
INV 76	17/03/2017	AVON FIBRE TECH	REPAIR TO DAMAGED SEGMENTS OF FIRBREGLASS ROUND-A-BOUT	1	990.00	
EFT26319	12/05/2017	AVON PAPER SHRED	EMPTYING OF SHREDDER BIN - ADMIN	1		55.00
INV 45698	27/04/2017	AVON PAPER SHRED	EMPTYING OF SHREDDER BIN - ADMIN	1	55.00	
EFT26320	12/05/2017	AVON VALLEY CONTRACTORS	SUPPLY 2 TON ROADBASE AS PER PURCHASE	1		110.00
INV 1778	27/04/2017	AVON VALLEY CONTRACTORS	SUPPLY 2 TON ROADBASE AS PER PURCHASE	1	110.00	
EFT26321	12/05/2017	BCI SALES PTY LTD	WIPER BLADE REFILLS FOR KILLARA BUS	1		37.21
INV 109484	09/05/2017	BCI SALES PTY LTD	WIPER BLADE REFILLS FOR KILLARA BUS	1	37.21	
EFT26322	12/05/2017	BLACKWELL PLUMBING PTY LTD	WUNDOWIE PUBLIC TOILETS - REPAIR WORKS TO LEAKING TOILETS.	1		502.00
INV INV-159513/04/2017		BLACKWELL PLUMBING PTY LTD	NORTHAM KURINGAL VILLAGE. REPAIRS TO HOT WATER SYSTEM	1	201.00	
INV INV-160428/04/2017		BLACKWELL PLUMBING PTY LTD	WUNDOWIE PUBLIC TOILETS - REPAIR WORKS TO LEAKING TOILETS.	1	202.00	
INV INV-159210/04/2017		BLACKWELL PLUMBING PTY LTD	CONNECT EYE WAS PERMANENTLY TO WATER NOT ALLOWING TURN OFF	1	99.00	
EFT26323	12/05/2017	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY BINS FOR VARIOUS SHIRE BUILDINGS.	1		351.01
INV 0007495001/04/2017		CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY BINS FOR VARIOUS SHIRE BUILDINGS.	1	351.01	

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EFT26324	12/05/2017	CIVIC LEGAL	Aboriginal & Environmental Centre Contract - Advice regarding unconditional bonds/bank guarantee	1		2,406.80
INV 0000118028/04/2017		CIVIC LEGAL	Aboriginal & Environmental Centre Contract - Advice regarding unconditional bonds/bank guarantee	1	2,406.80	
EFT26325	12/05/2017	CLACKLINE FENCING CONTRACTORS	SOUTHERN BOUNDARY WING-GRASS VALLEY FLORA & FAUNA RESERVE.	1		9,775.32
INV 1071	30/04/2017	CLACKLINE FENCING CONTRACTORS	SOUTHERN BOUNDARY WING-GRASS VALLEY FLORA & FAUNA RESERVE.	1	9,775.32	
EFT26326	12/05/2017	CLARK EQUIPMENT	HIRE OF PROFILER ATTACHMENT FOR 7 DAYS	1		1,540.00
INV 0881445018/04/2017		CLARK EQUIPMENT	HIRE OF PROFILER ATTACHMENT FOR 7 DAYS	1	1,540.00	
EFT26327	12/05/2017	COLIN DUNCAN GRANT	WUNDOWIE LIBRARY. CLEANING OF LIBRARY 2 TIMES PER WEEK. APRIL 3 CLEANS.	1		770.00
INV P858	01/05/2017	COLIN DUNCAN GRANT	WUNDOWIE LIBRARY. CLEANING OF LIBRARY 2 TIMES PER WEEK. APRIL 3 CLEANS.	1	385.00	
INV P859	01/05/2017	COLIN DUNCAN GRANT	WUNDOWIE HALL. CLEANING OF HALL TWICE WEEKLY. APRIL 3 CLEANS	1	385.00	
EFT26328	12/05/2017	CONVIC PTY LTD	NORTHAM YOUTH PRECINCT FEASIBILITY STUDY	1		2,640.00
INV INV-030930/04/2017		CONVIC PTY LTD	NORTHAM YOUTH PRECINCT FEASIBILITY STUDY	1	2,640.00	
EFT26329	12/05/2017	COUNTRY COPIERS NORTHAM	FLIP CHART PAPER	1		46.20
INV 40475	11/04/2017	COUNTRY COPIERS NORTHAM	FLIP CHART PAPER	1	46.20	
EFT26331	12/05/2017	COUNTRYWIDE POOLS	SODIUM BI CARBORNATE AND ALGAE CONTROL	1		785.20
INV 23043	31/03/2017	COUNTRYWIDE POOLS	SODIUM BI CARBORNATE AND ALGAE CONTROL	1	1,148.20	
INV 22897	27/02/2017	COUNTRYWIDE POOLS	HOSE 50MM X 20MT ITEM # 75203950 RETURNED	1	-363.00	
EFT26332	12/05/2017	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT & ADMIN.	1		139.97
INV 0300	21/04/2017	COURIER AUSTRALIA	FREIGHT CHARGE FOR DEVELOPMENT SERVICES.	1	12.86	
INV 0299	14/04/2017	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT & ADMIN.	1	127.11	



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EFT26333	12/05/2017	FEDERALS FOOTBALL CLUB	KIDSPORT FUNDING.	1		190.00
INV 026/2017 01/04/2017		FEDERALS FOOTBALL CLUB	KIDSPORT FUNDING.	1	190.00	
EFT26334	12/05/2017	FIRE MITIGATION SERVICES	Prescriptions and Prescribed Burns to 12 reserves # 420,26840,41452,44700,19452,16349,28043,25785,11619,25225, 42084,3203	1		2,750.00
INV 0000015414/04/2017		FIRE MITIGATION SERVICES	Prescriptions and Prescribed Burns to 12 reserves # 420,26840,41452,44700,19452,16349,28043,25785,11619,25225, 42084,3203	1	2,750.00	
EFT26335	12/05/2017	FIRM CONSTRUCTION PTY LTD	PROGRESS CLAIM 2 WORKS CONSTRUCTION OF THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE - CONTRACT NO: 5-2016	1		109,374.77
INV 0000118028/04/2017		FIRM CONSTRUCTION PTY LTD	PROGRESS CLAIM 2 WORKS CONSTRUCTION OF THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE - CONTRACT NO: 5-2016	1	109,374.77	
EFT26336	12/05/2017	FM SURVEYS	SURVEY REQUIRED TO CREATE DRAINAGE EASEMENT ON LOT 342 GLEESON HILL ROAD, BAKERS HILL.	1		1,261.25
INV 0002055102/03/2017		FM SURVEYS	SURVEY REQUIRED TO CREATE DRAINAGE EASEMENT ON LOT 342 GLEESON HILL ROAD, BAKERS HILL.	1	1,261.25	
EFT26337	12/05/2017	FRAMESWEST	POWDERCOAT PICNIC SHELTER AND SEAT FOR GRASS VALLEY	1		2,563.00
INV 0001237828/02/2017		FRAMESWEST	2 X KNEE PADS.	1	55.00	
INV 0001277528/04/2017		FRAMESWEST	POWDERCOAT PICNIC SHELTER AND SEAT FOR GRASS VALLEY	1	2,398.00	
INV 0001237428/02/2017		FRAMESWEST	POWDERCOAT ONE BOLLARD FOR MAIN STREET -- BLACK	1	110.00	
EFT26338	12/05/2017	FULTON HOGAN INDUSTRIES PTY LTD	IT BULKA BAGS OF COLD MIX TO BE PICKED UP BY SHIRE OF NORTHAM	1		1,408.00
INV 1048322805/04/2017		FULTON HOGAN INDUSTRIES PTY LTD	IT BULKA BAGS OF COLD MIX TO BE PICKED UP BY SHIRE OF NORTHAM	1	1,408.00	
EFT26339	12/05/2017	GALERIE DUSSELDORF	UNDERTAKE VALUATION OF COUNCILS ART COLLECTION	1		8,624.00
INV G000488 12/04/2017		GALERIE DUSSELDORF	UNDERTAKE VALUATION OF COUNCILS ART COLLECTION	1	8,624.00	

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EFT26340	12/05/2017	GLENN STUART BEVERIDGE	RAILWAY MUSEUM - REPAIR WEATHER BOARD DAMAGED FRONT POSTS.	1		5,093.00
INV 55	03/04/2017	GLENN STUART BEVERIDGE	REPAIRS AT NORTHAM VISITORS CENTRE.	1	682.00	
INV 67	01/05/2017	GLENN STUART BEVERIDGE	OLD TOWN COUNCIL BUILDING RECTIFY DOOR LOCK & REPLACE.	1	220.00	
INV 68	27/04/2017	GLENN STUART BEVERIDGE	FOOTBALL PAVILLION RE-NAIL EAVE SHEET.	1	66.00	
INV 72	01/05/2017	GLENN STUART BEVERIDGE	WUNDOWIE TELECENTRE PAINT GRAFFITIED WAL & RECTIFY ROOF FLASHING.	1	1,056.00	
INV 74	01/05/2017	GLENN STUART BEVERIDGE	SUPPLY HANDRAIL TO TOILETS	1	275.00	
INV 64	01/05/2017	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. REPLACE BURNT TOILET ROLL DISPENSERS AND CLEAN SMOKE STAINS.	1	198.00	
INV 65	01/05/2017	GLENN STUART BEVERIDGE	SOUND SHELL - REMOVE HEAVILY GRAFFITIED WALLS.	1	253.00	
INV 73	01/05/2017	GLENN STUART BEVERIDGE	WUNDOWIE DEPOT - ADJUST STEPS TO DEMOUNTABLE TO BE CONSTANT AND NOT MOVE.	1	429.00	
INV 70	27/04/2017	GLENN STUART BEVERIDGE	WUNDOWIE HALL PAINT KITCHEN DOOR, PAINT 2 HALL DOORS, PLACE 4 STEEL KICK BOARDS.	1	462.00	
INV 69	27/04/2017	GLENN STUART BEVERIDGE	RAILWAY MUSEUM - REPAIR WEATHER BOARD DAMAGED FRONT POSTS.	1	1,188.00	
INV 71	27/04/2017	GLENN STUART BEVERIDGE	RECREATION CENTRE - REPAIR HOLE IN KITCHEN ROOF IN CRECHE, CRACK IN WINDOW AND REPLACE 4 SOAP DISPENSERS.	1	264.00	
EFT26341	12/05/2017	GRAFTON ELECTRICS	POWER BOARD ON BROOME TERRACE / ORD STREET RUSTED OFF POST	1		2,075.67
INV 1033	01/03/2017	GRAFTON ELECTRICS	NORTHAM TOWN HALL. REPAIRS TO SECURITY LIGHTS.	1	198.00	
INV 1025	17/02/2017	GRAFTON ELECTRICS	ADJUST FLOOD LIGHT AT MORRELL PARK	1	99.00	
INV 1017	03/02/2017	GRAFTON ELECTRICS	INSTALL POWER POINT AT UNIT 7 WUNDOWIE	1	394.41	
INV 1022	14/02/2017	GRAFTON ELECTRICS	POWER BOARD ON BROOME TERRACE / ORD STREET RUSTED OFF POST	1	1,186.26	
INV 1021	13/02/2017	GRAFTON ELECTRICS	REMOVE SPOT LIGHT FROM MALL ON MURAL	1	198.00	
EFT26342	12/05/2017	HAYDN TRANSPORT	POOL DELIVERIES AROUND AND FROM PERTH	1		66.00
INV 38	28/02/2017	HAYDN TRANSPORT	POOL DELIVERIES AROUND AND FROM PERTH	1	66.00	

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EFT26343	12/05/2017	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPAIRS TO DECORATIVE RENDER AS PER QUOTE 9/02/2017. TO SPECIFICATIONS SUPPLIED BY SON.	1		14,135.00
INV NTHM-O26/04/2017		HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPAIRS TO DECORATIVE RENDER AS PER QUOTE 9/02/2017. TO SPECIFICATIONS SUPPLIED BY SON.	1	14,135.00	
EFT26344	12/05/2017	HOST AUTO REPAIRS	GRASS VALLEY 4.4 - FULL OPERATIONAL CHECK OF PUMP AND PLUMING SYSTEM INCLUDING WATER TANK LEVEL GAUGE	1		233.60
INV 60196	28/04/2017	HOST AUTO REPAIRS	GRASS VALLEY 4.4 - FULL OPERATIONAL CHECK OF PUMP AND PLUMING SYSTEM INCLUDING WATER TANK LEVEL GAUGE	1	233.60	
EFT26345	12/05/2017	HUMES WEMBLEY CEMENT	HEADWALLS & PIPE FOR VARIOUS DRAINAGE WORKS.	1		3,081.03
INV 9402983310/04/2017		HUMES WEMBLEY CEMENT	HEADWALLS & PIPE FOR VARIOUS DRAINAGE WORKS.	1	3,081.03	
EFT26346	12/05/2017	IREDALE PEDERSEN HOOK ARCHITECTS	CONTRACT ADMINISTRATION FOR THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE BUILDING PROJECT	1		8,888.00
INV 0000445805/04/2017		IREDALE PEDERSEN HOOK ARCHITECTS	CONTRACT ADMINISTRATION FOR THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE BUILDING PROJECT	1	8,888.00	
EFT26347	12/05/2017	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/04/2017 TO 30/04/2017.	1		505.89
INV 5820007	30/04/2017	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE FOR THE PERIOD 01/04/2017 TO 30/04/2017.	1	505.89	
EFT26348	12/05/2017	JR & A HERSEY PTY LTD	RAGS, LENS CLEANER ,EAR PLUGS ,SPRAY AND MARK	1		395.97
INV 39614	11/04/2017	JR & A HERSEY PTY LTD	RAGS, LENS CLEANER ,EAR PLUGS ,SPRAY AND MARK	1	395.97	
EFT26349	12/05/2017	KLEENHEAT GAS	ADMINISTRATION BUILDING - YEARLY FEES FOR RENT OF 45KG VAP CYL.	1		37.95
INV 4048759	01/04/2017	KLEENHEAT GAS	ADMINISTRATION BUILDING - YEARLY FEES FOR RENT OF 45KG VAP CYL.	1	37.95	
EFT26350	12/05/2017	LANDMARK	20L DRUM TAL-KEN 100	1		247.50



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INV 9909612116/03/2017		LANDMARK	20L DRUM TAL-KEN 100	1	247.50	
EFT26351	12/05/2017	LUPTONS LIQUID WASTE	PUMP OUT GREASE TRAP - KILLARA SYNERGY #045141	1		360.00
INV 30868	03/05/2017	LUPTONS LIQUID WASTE	PUMP OUT GREASE TRAP - KILLARA SYNERGY #045141	1	360.00	
EFT26352	12/05/2017	MALINOWSKI HOLDINGS PTY LTD	LEASE OF 174 FITZGERALD STREET, NORTHAM - 01/05/2017 TO 31/05/2017.	1		916.66
INV 02501	25/04/2017	MALINOWSKI HOLDINGS PTY LTD	LEASE OF 174 FITZGERALD STREET, NORTHAM - 01/05/2017 TO 31/05/2017.	1	916.66	
EFT26353	12/05/2017	MATHEW MACQUEEN	BAKERS HILL BFB ROLLER DOOR DAMAGED 11/04/17 - MAKE BFB SHED SECURE UNTIL PERMINANT REPAIR CAN BE MADE.	1		440.00
INV 615	12/04/2017	MATHEW MACQUEEN	BAKERS HILL BFB ROLLER DOOR DAMAGED 11/04/17 - MAKE BFB SHED SECURE UNTIL PERMINANT REPAIR CAN BE MADE.	1	440.00	
EFT26354	12/05/2017	MATT GIRAUDO	REVIEW DRAIANGE OPTIONS FOR THE ABORIGINAL ENVIRONMENTAL INTERPRETIVE CENTRE ABOUT TO BE CONSTRUCTED OVER THE EXISTING CAR PARK ON MINSON AVENUE	1		500.00
INV 10116	03/05/2017	MATT GIRAUDO	REVIEW DRAIANGE OPTIONS FOR THE ABORIGINAL ENVIRONMENTAL INTERPRETIVE CENTRE ABOUT TO BE CONSTRUCTED OVER THE EXISTING CAR PARK ON MINSON AVENUE	1	500.00	
EFT26355	12/05/2017	MISTY RIDGE PLANT FARM	PLANTS FOR NURSERY AT DEPOT & VISITOR CENTER	1		976.25
INV 0000237719/04/2017		MISTY RIDGE PLANT FARM	PLANTS FOR NURSERY AT DEPOT & VISITOR CENTER	1	976.25	
EFT26356	12/05/2017	MORRIS PEST AND WEED CONTROL	RE-INSPECT 13 X BRIDGES FOR SHIRE OF NORTHAM AS PER QUOTE# 00007404.	1		1,023.00
INV 8051	27/04/2017	MORRIS PEST AND WEED CONTROL	RE-INSPECT 13 X BRIDGES FOR SHIRE OF NORTHAM AS PER QUOTE# 00007404.	1	1,023.00	
EFT26357	12/05/2017	MR NATURALLY CLEAN	SECURITY CALL OUTS FOR APRIL 2017.	1		2,832.50
INV INV-021021/04/2017		MR NATURALLY CLEAN	SECURITY CALL OUTS FOR APRIL 2017.	1	2,832.50	

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EFT26358	12/05/2017	NATURE'S ALTERNATIVE	STOCK PURCHASES FOR VISITORS CENTRE.	1		93.00
INV ZJ22425603/05/2017		NATURE'S ALTERNATIVE	STOCK PURCHASES FOR VISITORS CENTRE.	1	93.00	
EFT26359	12/05/2017	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE 15/4/2017 TO 14/05/2017.	1		1,198.29
INV 9093124405/04/2017		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE	1	549.56	
INV 9093754715/04/2017		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE FEE 15/4/2017 TO 14/05/2017.	1	648.73	
EFT26360	12/05/2017	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - MAY 2017.	1		663.30
INV INV-192201/05/2017		NETSIGHT	MYOSH MONTHLY SUBSCRIPTION - MAY 2017.	1	663.30	
EFT26361	12/05/2017	NORTHAM BETTA HOME LIVING	CAMERA EQUIPMENT FOR ENGINEERING.	1		260.00
INV 16433	04/05/2017	NORTHAM BETTA HOME LIVING	CAMERA EQUIPMENT FOR ENGINEERING.	1	260.00	
EFT26362	12/05/2017	NORTHAM HIAB HIRE	KILLARA AGED RESPITE CENTRE. TRANSPORT OF EMERGENCY GENERATOR FROM THE DEPOT TO KILLARA AND BACK DUE TO POWER OUTAGE 2/5/2017. 7.30 AM	1		198.00
INV 651	02/05/2017	NORTHAM HIAB HIRE	KILLARA AGED RESPITE CENTRE. TRANSPORT OF EMERGENCY GENERATOR FROM THE DEPOT TO KILLARA AND BACK DUE TO POWER OUTAGE 2/5/2017. 7.30 AM	1	198.00	
EFT26363	12/05/2017	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING	1		1,390.00
INV 3	01/05/2017	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING	1	1,390.00	
EFT26364	12/05/2017	NORTHAM VETERINARY CENTRE	EXAMINATION / TREATMENT OF IMPOUNDED DOG	1		196.18
INV 58098	11/04/2017	NORTHAM VETERINARY CENTRE	EXAMINATION / TREATMENT OF IMPOUNDED DOG	1	196.18	
EFT26365	12/05/2017	OXTER SERVICES	NEW GRAVE FOR VALMAI HENDERSON 12.4.2017.	1		2,661.58
INV 17867	10/04/2017	OXTER SERVICES	CLEANING PRODUCTS FOR NORTHAM AERO CLUB.	1	339.81	

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INV 17920	26/04/2017	OXTER SERVICES	NORTHAM BERNARD PARK TOILETS. TOILET ROLL DISPENSER.	1	133.55	
INV 17911	21/04/2017	OXTER SERVICES	CLACKLINE TOILETS. SUPPLY OF ONE BOX/BAG OF TOILET PAPER ROLLS, TO BE COLLECTED BY GLENN.	1	113.28	
INV 17930	27/04/2017	OXTER SERVICES	GARBAGE BAGS & TOILET ROLLS FOR VARIOUS SHIRE BUILDINGS.	1	632.61	
INV 17879	12/04/2017	OXTER SERVICES	SUPPLY TOILET PAPER FOR VARIOUS SHIRE BUILDINGS.	1	478.50	
INV 17876	12/04/2017	OXTER SERVICES	BLEACH FOR DOG POUND.	1	49.28	
INV 17937	28/04/2017	OXTER SERVICES	INTERLEAVED DISPENSER WHITE METAL	1	133.55	
INV 17891	19/04/2017	OXTER SERVICES	NEW GRAVE FOR VALMAI HENDERSON 12.4.2017.	1	781.00	
EFT26366	12/05/2017	PERTH SAFETY PRODUCTS PTY LTD	X10 RURAL STREET PLATES BLANK 240 X 150.	1		220.00
INV 0000617404/04/2017		PERTH SAFETY PRODUCTS PTY LTD	X10 RURAL STREET PLATES BLANK 240 X 150.	1	220.00	
EFT26367	12/05/2017	PRESTIGE ALARMS	NORTHAM ADMINSTRATION BUILDING ALARM MONITORING.	1		115.00
INV 0091097	24/04/2017	PRESTIGE ALARMS	NORTHAM ADMINSTRATION BUILDING ALARM MONITORING.	1	115.00	
EFT26368	12/05/2017	PROFESSIONAL LOCKSERVICE	KEYS CUT FOR VARIOUS SHIRE BUILDINGS.	1		589.60
INV 0001558030/03/2017		PROFESSIONAL LOCKSERVICE	KEYS CUT FOR VARIOUS SHIRE BUILDINGS.	1	589.60	
EFT26369	12/05/2017	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS PURCHASED FOR APRIL 2017.	1		192.53
INV APRIL 2030/04/2017		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS PURCHASED FOR APRIL 2017.	1	192.53	
EFT26370	12/05/2017	R & JT CONTRACTORS PTY LTD	BERNARD PARK TOILETS. CLEAR SEWER LINE EASTER FRIDAY.	1		345.02
INV A1451	26/04/2017	R & JT CONTRACTORS PTY LTD	BERNARD PARK TOILETS. CLEAR SEWER LINE EASTER FRIDAY.	1	345.02	
EFT26371	12/05/2017	REGIONAL PHYSIOTHERAPY AND IN BALANCE FITNESS	SILVERSPORT FUNDING	1		144.00
INV 0005960	03/05/2017	REGIONAL PHYSIOTHERAPY AND IN BALANCE FITNESS	SILVERSPORT FUNDING	1	144.00	



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EFT26372	12/05/2017	ROAD AND TRAFFIC SERVICES	SUPPLY & INSTALL LINE MARKING AT VARIOUS OFF STREET PARKING BAYS & CARPARKS.	1		715.00
INV 0000674515/03/2017		ROAD AND TRAFFIC SERVICES	SUPPLY & INSTALL LINE MARKING AT VARIOUS OFF STREET PARKING BAYS & CARPARKS.	1	715.00	
EFT26373	12/05/2017	SLAV'S CLEANING SERVICE	CLEANING OF VARIOUS SHIRE BUILDINGS FOR APRIL 2017.	1		8,713.51
INV 1112	31/03/2017	SLAV'S CLEANING SERVICE	CLEANING OF VARIOUS SHIRE BUILDINGS FOR APRIL 2017.	1	8,713.51	
EFT26374	12/05/2017	SPECIALISED TREE SERVICE	REMOVE FALLEN TREES FROM BROOME TERRACE AND REMOVE FALLEN TREES FROM SWING BRIDGE SUPPORT WIRES	1		1,870.00
INV 2507	02/05/2017	SPECIALISED TREE SERVICE	REMOVE FALLEN TREES FROM BROOME TERRACE AND REMOVE FALLEN TREES FROM SWING BRIDGE SUPPORT WIRES	1	1,870.00	
EFT26375	12/05/2017	SUPERCIVIL	WOOD DRIVE - GEORGE NUICH PARK CAR PARK - REMOVE & SUPPLY KERBING.	1		1,193.50
INV 0000657303/04/2017		SUPERCIVIL	WOOD DRIVE - GEORGE NUICH PARK CAR PARK - REMOVE & SUPPLY KERBING.	1	1,193.50	
EFT26376	12/05/2017	THE WORKWEAR GROUP	UNIFORM FOR SONNY RUTHERFORD.	1		238.00
INV 0140073706/04/2017		THE WORKWEAR GROUP	UNIFORM FOR SONNY RUTHERFORD.	1	238.00	
EFT26377	12/05/2017	UNICARE HEALTH	SHOWER CHAIR, TOILET FRAME & FEEDING CUPS FOR KILLARA.	1		305.00
INV 142981	04/04/2017	UNICARE HEALTH	SHOWER CHAIR, TOILET FRAME & FEEDING CUPS FOR KILLARA.	1	305.00	
EFT26378	12/05/2017	VENUE TECHNICAL SERVICES	NORTHAM SOUND SHELL. REPAIRS TO OVERHEAD LIGHTS FOR AUSTRALIA DAY.	1		1,320.00
INV 31702	28/02/2017	VENUE TECHNICAL SERVICES	NORTHAM SOUND SHELL. REPAIRS TO OVERHEAD LIGHTS FOR AUSTRALIA DAY.	1	1,320.00	
EFT26379	12/05/2017	VICTORIA WILLIAMS	REIMBURSEMENT FOR PARKING FEES - ATTENDING MARKETING SEMINAR.	1		45.15
INV RR0505205/05/2017		VICTORIA WILLIAMS	REIMBURSEMENT FOR PARKING FEES - ATTENDING MARKETING SEMINAR.	1	45.15	

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EFT26380	12/05/2017	WARRICKS NEWSAGENCY	NEWSPAPERS & MAGAZINES FOR NORTHAM LIBRARY FOR MARCH 2017.	1		182.42
INV SN0001731/03/2017		WARRICKS NEWSAGENCY	NEWSPAPERS & MAGAZINES FOR NORTHAM LIBRARY FOR MARCH 2017.	1	182.42	
EFT26381	12/05/2017	WHEATBELT OFFICE & BUSINESS MACHINES	PRINTER CARTRIDGES.	1		577.60
INV 21584	07/04/2017	WHEATBELT OFFICE & BUSINESS MACHINES	KYOCERA TK-164 TONER FOR ROSS'S PRINTER	1	104.70	
INV 21607	13/04/2017	WHEATBELT OFFICE & BUSINESS MACHINES	PRINTER CARTRIDGES.	1	472.90	
EFT26382	12/05/2017	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR GLEN FRANKS	1		150.00
INV 7391	07/04/2017	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR GLEN FRANKS	1	150.00	
EFT26383	12/05/2017	WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE.	1		172.70
INV 0000600522/01/2017		WILD-CARD.ORG	STOCK PURCHASES FOR VISITORS CENTRE.	1	172.70	
EFT26384	19/05/2017	ABBOTTS FORGE	TRAFFIC ISLANDS - REMOVE FITZGERALD AND GREY STREET ROUNDABOUT	1		2,886.00
INV 0000254313/04/2017		ABBOTTS FORGE	REPAIR DRAIN GRATE ON THE CORNER OF SELBY AND GORDON STREET	1	150.00	
INV 0000246823/03/2017		ABBOTTS FORGE	PN1314 MOWER TRAILER REPLACE SNAPPED TAILGATE HINGES ON FLAT BED PLANT TRAILER .20NBT AND 20MM SOLID BAR REPLACEMENT	1	510.00	
INV 0000250914/03/2017		ABBOTTS FORGE	FABRICATE NEW GATE HINGES AS PER SUPPLIED DRAWING	1	55.00	
INV 0000250201/03/2017		ABBOTTS FORGE	HENRY STREET OVAL - INSTALL AFL POSTS	1	550.00	
INV 0000253811/04/2017		ABBOTTS FORGE	TRAFFIC ISLANDS - REMOVE FITZGERALD AND GREY STREET ROUNDABOUT	1	560.00	
INV 0000249801/03/2017		ABBOTTS FORGE	TRAFFIC ISLANDS - REMOVE FITZGERALD AND GREY STREET ROUNDABOUT	1	330.00	
INV 0000256904/05/2017		ABBOTTS FORGE	REPAIR/REPLACE DRAIN GRATE ON GORDON STREET & SELBY STREET ROAD GRATE.	1	325.00	
INV 0000238915/11/2016		ABBOTTS FORGE	SUPPLY AND FIT TAILGATE HELPER SPRINGS ON PARKS & GARDENS TRAILER.	1	156.00	

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INV 0000220325/02/2017		ABBOTTS FORGE	REMOVE EXISTING TOOLBOX FROM WUNDOWIE TRUCK PN1509 AND REFIT NEW TOOLBOX	1	250.00	
EFT26385	19/05/2017	ANDY'S PLUMBING SERVICE	REPAIRS TO VARIOUS PUBLIC TOILETS.	1		1,529.00
INV A17524	02/05/2017	ANDY'S PLUMBING SERVICE	REPAIRS TO VARIOUS PUBLIC TOILETS.	1	1,529.00	
EFT26386	19/05/2017	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	AUSTRAL RATE PAYMENT MANAGEMENT SYSTEM - 149 PROPERTIES	1		6,474.05
INV 68155	26/02/2017	AUSTRAL MERCANTILE COLLECTIONS PTY LTD	AUSTRAL RATE PAYMENT MANAGEMENT SYSTEM - 149 PROPERTIES	1	6,474.05	
EFT26387	19/05/2017	AUSTRALIAN SERVICES UNION	Payroll deductions	1		26.35
INV DEDUCT16/05/2017		AUSTRALIAN SERVICES UNION	Payroll deductions		26.35	
EFT26388	19/05/2017	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 16/05/2017.	1		51,964.00
INV PAYG 1616/05/2017		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 16/05/2017.	1	51,964.00	
EFT26389	19/05/2017	AVON COMPUTECH	BUSHFIRE BRIGADE - TREND INTERNET SECURITY COMPUTER ANTIVIRUS 2017	1		179.70
INV Y0349	08/05/2017	AVON COMPUTECH	BUSHFIRE BRIGADE - TREND INTERNET SECURITY COMPUTER ANTIVIRUS 2017	1	179.70	
EFT26390	19/05/2017	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE FROM 25/04/2017 TO 06/05/2017.	1		1,568.00
INV 0053	06/05/2017	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE FROM 25/04/2017 TO 06/05/2017.	1	1,568.00	
EFT26391	19/05/2017	AVON VALLEY BAKERY	CATERING FOR STRATEGIC COMMUNITY PLAN WORKSHOPS 8TH AND 9TH MARCH 2017. SANDWICHES AND SLICES	1		740.00
INV 2440	19/04/2017	AVON VALLEY BAKERY	CATERING FOR STRATEGIC COMMUNITY PLAN WORKSHOPS 8TH AND 9TH MARCH 2017. SANDWICHES AND SLICES	1	592.00	
INV 2440	19/04/2017	AVON VALLEY BAKERY	CATERING FOR CEO AND REGIONAL MANAGER MEETING - 9 MARCH 2017	1	64.00	
INV 2440	19/04/2017	AVON VALLEY BAKERY	SANDWICHES FOR 2ND STAGE INDUCTION TOUR	1	60.00	



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INV 2440	19/04/2017	AVON VALLEY BAKERY	CATERING FOR ROAD SAFETY COMMISSION GREAT EASTERN HIGHWAY ALLIANCE MEETING ON 23 MARCH 2017	1	24.00	
EFT26392	19/05/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	REPAIR OF RUBBER TRACK TYRE ON HIRE EXCAVATOR RT4139 DEKK / RUBBER TRACK	1		1,176.50
INV 100	09/01/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	HIRE OF SMALL EXCAVATOR FOR 1 DAY	1	225.00	
INV 133	05/02/2017	AVON VALLEY PLANT & EQUIPMENT PTY LTD	REPAIR OF RUBBER TRACK TYRE ON HIRE EXCAVATOR RT4139 DEKK / RUBBER TRACK	1	951.50	
EFT26393	19/05/2017	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 28/04/2017.	1		119,009.19
INV 24648	28/04/2017	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 28/04/2017.	1	82,303.87	
INV 24347	14/04/2017	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 14/04/2017.	1	36,705.32	
EFT26394	19/05/2017	BALLANTYNES JEWELLERS	ENGRAVING FOR SOCIAL SPORT TROPHIES X 11	1		136.00
INV 45721	28/04/2017	BALLANTYNES JEWELLERS	ENGRAVING FOR SOCIAL SPORT TROPHIES X 11	1	136.00	
EFT26395	19/05/2017	BEAUREPAINES	TIRE LEVY EXEMPTION	1		572.58
INV U524345	18/04/2017	BEAUREPAINES	TIRE LEVY EXEMPTION	1	450.28	
INV U524345-03	04/2017	BEAUREPAINES	REPLACE BLOWN TYRE FROM PN0001	1	122.30	
EFT26396	19/05/2017	BLACKWELL PLUMBING PTY LTD	Keane Street Bakers Hill Standpipe - Replace three 50mm valves on outlets (overhead, BIC,100mm) and supply and fit 50mm Gate valves. Return existing valves to Shires office. Clarke Street Northam Standpipe - Replace two 50mm ball valves on outlets (BIC,100mm) and supply and fit 50mm Gate valves. Return existing valves to Shires office. Jennapullin Rd Grass Valley Standpipe - Fit filter strainer for solenoid valve (collect strainer from Shire Office)	1		2,278.09

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INV INV-160328/04/2017		BLACKWELL PLUMBING PTY LTD	Keane Street Bakers Hill Standpipe - Replace three 50mm valves on outlets (overhead, BIC,100mm) and supply and fit 50mm Gate valves. Return existing valves to Shires office. Clarke Street Northam Standpipe - Replace two 50mm ball valves on outlets (BIC,100mm) and supply and fit 50mm Gate valves. Return existing valves to Shires office. Jennapullin Rd Grass Valley Standpipe - Fit filter strainer for solenoid valve (collect strainer from Shire Office)	1	1,040.60	
INV INV- 160.05/05/2017		BLACKWELL PLUMBING PTY LTD	NORTHAM AIRFIELD. CLEAR PUBLIC TOILET SEWER LINE.	1	879.00	
INV INV-160428/04/2017		BLACKWELL PLUMBING PTY LTD	WUNDOWIE LIBRARY. CLEAR SEWER BLOCKAGE.	1	259.49	
INV INV-160228/04/2017		BLACKWELL PLUMBING PTY LTD	NORTHAM BERNARD PARK TOILETS. CLEAR SEWER LINES.	1	99.00	
EFT26397	19/05/2017	BLOOMY'S FLORIST	WREATHS FOR WUNDOWIE AND BAKERS HILL 2017 ANZAC DAY SERVICE	1		240.00
INV 17946	01/05/2017	BLOOMY'S FLORIST	WREATH FOR ANZAC DAY SERVICE AT NORTHAM RSL - 25 APRIL 2017	1	60.00	
INV 17947	01/05/2017	BLOOMY'S FLORIST	WREATH FOR GRASS VALLEY 2017 ANZAC SERVICE	1	60.00	
INV 17948	01/05/2017	BLOOMY'S FLORIST	WREATHS FOR WUNDOWIE AND BAKERS HILL 2017 ANZAC DAY SERVICE	1	120.00	
EFT26398	19/05/2017	CEC MCCONNELL CONSULTING	BAKERS HILL COMMUNITY PLAN FACILITATION OF TWO COMMUNITY CONSULTATION WORKSHOPS	1		3,366.00
INV 25	21/03/2017	CEC MCCONNELL CONSULTING	BAKERS HILL COMMUNITY PLAN FACILITATION OF TWO COMMUNITY CONSULTATION WORKSHOPS	1	3,036.00	
INV 26	21/03/2017	CEC MCCONNELL CONSULTING	ADDITIONAL MEETINGS REQUESTED TO ATTEND AT BAKERS HILL 27/2/2017.	1	330.00	
EFT26399	19/05/2017	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1		85.00
INV KS00098.08/05/2017		CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1	85.00	
EFT26400	19/05/2017	CHILD SUPPORT AGENCY	Payroll deductions	1		1,110.01
INV DEDUCT16/05/2017		CHILD SUPPORT AGENCY	Payroll deductions		1,110.01	
EFT26401	19/05/2017	CIVIC LEGAL	LEGAL ADVICE IN RELATION TO CLEANING CONTRACT - FEE ESTIMATE ONLY	1		1,336.50

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INV 502337	28/04/2017	CIVIC LEGAL	LEGAL ADVICE IN RELATION TO CLEANING CONTRACT - FEE ESTIMATE ONLY	1	1,336.50	
EFT26402	19/05/2017	CLARK EQUIPMENT	HIRE OF PROFILER FOR 5 DAYS	1		1,100.00
INV 0881440203/04/2017		CLARK EQUIPMENT	HIRE OF PROFILER FOR 5 DAYS	1	1,100.00	
EFT26403	19/05/2017	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT.	1		43.35
INV 0301	28/04/2017	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT.	1	43.35	
EFT26404	19/05/2017	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR APRIL 2017.	1		18,931.16
INV APRIL 2030/04/2017		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR APRIL 2017.		18,931.16	
EFT26405	19/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING.	1		1,110.00
INV 0002	05/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING.	1	200.00	
INV 00003	05/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING.	1	200.00	
INV 00004	05/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING	1	101.00	
INV 00005	05/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT VOUCHER.	1	99.00	
INV 00006	05/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING.	1	110.00	
INV 00007	05/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING.	1	200.00	
INV 00001	05/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING	1	200.00	
EFT26406	19/05/2017	GLENN STUART BEVERIDGE	CUT ASTROTURF AND MAKE CONCRETE FOUNDATIONS FOR STEEL BENCHES ON OUTSIDE COURTS X 20 HOLES	1		4,997.00
INV 80	11/05/2017	GLENN STUART BEVERIDGE	JUBILEE FOOTBALL OVAL- REPAIR PERIMETER FENCE & REPAIR SMALL FENCE AROUND OVAL	1	250.00	
INV 81	11/05/2017	GLENN STUART BEVERIDGE	WUNDOWIE FLYFFY DUCKINGS - PAINT OVER GRAFFITI TO SIDE WALL & FRONT WALL	1	800.00	
INV 82	11/05/2017	GLENN STUART BEVERIDGE	BERNARD PARK BRIDGE OVER SWAN ENCLOSURE	1	90.00	
INV 78	11/05/2017	GLENN STUART BEVERIDGE	CUT ASTROTURF AND MAKE CONCRETE FOUNDATIONS FOR STEEL BENCHES ON OUTSIDE COURTS X 20 HOLES	1	1,500.00	
INV 79	11/05/2017	GLENN STUART BEVERIDGE	FIXING OF FENCING DUE TO VANDALISM ON OUTDOOR COURTS AT NORTHAM REC CENTRE	1	1,000.00	



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INV 77	11/05/2017	GLENN STUART BEVERIDGE	BOARD UP SMASHED WINDOW UNTIL REPAIRS CAN BE DONE. (CRECHE)	1	65.00	
INV 76	11/05/2017	GLENN STUART BEVERIDGE	PAINTING OF OUTSIDE COURT/SLIPPER SURFACE.	1	792.00	
INV 75	11/05/2017	GLENN STUART BEVERIDGE	REPAINTING OF FLOOR NEAR FIRE EXITS. SECURITY SCREENING FOR SMALL CRECHE WINDOWS (X3)	1	500.00	
EFT26407	19/05/2017	GRAFTON ELECTRICS	VISITORS CENTRE- REPAIR - REPLACE 6 LIGHTS AND A STARTER AS REQUIRED INCLUDING LABOUR & MATERIALS.	1		836.34
INV 1039	17/03/2017	GRAFTON ELECTRICS	ADMINISTRATION BUILDING - REPLACE 36 WATT TWIN DIFFUSED FLURO UNIT.	1	179.30	
INV 1023	15/02/2017	GRAFTON ELECTRICS	VISITORS CENTRE- REPAIR - REPLACE 6 LIGHTS AND A STARTER AS REQUIRED INCLUDING LABOUR & MATERIALS.	1	657.04	
EFT26408	19/05/2017	HILLS CONCRETE PRODUCTS	CONCRETE HEADWALLS FOR SQUARE BOX CULVERTS FOR TRIMMER ROAD	1		6,314.00
INV 3530	20/04/2017	HILLS CONCRETE PRODUCTS	CONCRETE HEADWALLS FOR SQUARE BOX CULVERTS FOR TRIMMER ROAD	1	6,314.00	
EFT26409	19/05/2017	HOST AUTO REPAIRS	SERVICE OF 1CIG913 - SES TOYOTA LANDCRUISER.	1		1,018.55
INV 60236	09/05/2017	HOST AUTO REPAIRS	GRASS VALLEY 4.4 - FULL OPERATIONAL CHECK OF PUMP AND PLUMING SYSTEM INCLUDING WATER TANK LEVEL GAUGE	1	377.80	
INV 60234	09/05/2017	HOST AUTO REPAIRS	SERVICE OF 1CIG913 - SES TOYOTA LANDCRUISER.	1	640.75	
EFT26410	19/05/2017	IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1		2,640.00
INV 0000446705/04/2017		IREDALE PEDERSEN HOOK ARCHITECTS	ARCHITECTURAL DESIGN SERVICES FOR ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	1	2,640.00	
EFT26411	19/05/2017	IXOM OPERATIONS PTY LTD	920KG BOTTLE OF CHLORINE TO BE DELIVERED TO THE NORTHAM WASTE WATER TREATMENT PLANT (CLARK STREET DAM) - MUST BE DELIVERED WITH FRONT HIAB ONLY	1		2,824.80

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INV 5821526	03/05/2017	IXOM OPERATIONS PTY LTD	920KG BOTTLE OF CHLORINE TO BE DELIVERED TO THE NORTHAM WASTE WATER TREATMENT PLANT (CLARK STREET DAM) - MUST BE DELIVERED WITH FRONT HIAB ONLY	1	2,824.80	
EFT26412	19/05/2017	JWA LOCATING SERVICE	SERVICE LOCATION ON ALMOND AVENUE	1		770.00
INV A1080	08/05/2017	JWA LOCATING SERVICE	SERVICE LOCATING AT AUGUSTINI ROAD	1	302.50	
INV A1081	08/05/2017	JWA LOCATING SERVICE	SERVICE LOCATION ON ALMOND AVENUE	1	467.50	
EFT26413	19/05/2017	KATHY DAVIS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		600.00
INV JW12052(12/05/2017		KATHY DAVIS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	600.00	
EFT26414	19/05/2017	KENNARDS HIRE PTY LTD	NORTHAM RECREATION CENTRE 44 PEEL TERRACE NORTHAM. SUPPLY AND DELIVER 250KVA GENERATOR. TO BE USED FOR 1 DAY. TUESDAY 2 MAY 2017.	1		2,161.00
INV 1828810804/05/2017		KENNARDS HIRE PTY LTD	NORTHAM RECREATION CENTRE 44 PEEL TERRACE NORTHAM. SUPPLY AND DELIVER 250KVA GENERATOR. TO BE USED FOR 1 DAY. TUESDAY 2 MAY 2017.	1	2,161.00	
EFT26415	19/05/2017	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions	1		20.50
INV DEDUCT16/05/2017		LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	Payroll deductions		20.50	
EFT26416	19/05/2017	MARIA NICKELS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		300.00
INV JW12052(12/05/2017		MARIA NICKELS	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	300.00	
EFT26417	19/05/2017	NETBALL WA INC	REFUND OF OVERPAYMENT OF INVOICES 18126 PAID TWICE - WEST COAST FEVER BOOKING.	1		740.00
INV 18403	15/05/2017	NETBALL WA INC	REFUND OF OVERPAYMENT OF INVOICES 18126 PAID TWICE - WEST COAST FEVER BOOKING.	1	740.00	

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EFT26418	19/05/2017	NORTHAM BETTA HOME LIVING	LG 22" 22MB37 IPS LED MONITOR FOR RECEPTION AND ONE SPARE	1		538.00
INV 16436	11/05/2017	NORTHAM BETTA HOME LIVING	LG 22" 22MB37 IPS LED MONITOR FOR RECEPTION AND ONE SPARE	1	538.00	
EFT26419	19/05/2017	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1		268.89
INV 547011	10/05/2017	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1	268.89	
EFT26420	19/05/2017	NORTHAM TOWING SERVICE	REMOVAL OF ABANDONED VEHICLE - COMMODORE SEDAN 1CYV169 FROM 20 EDMONDSON STREET, AND DELIVERED TO WORKS DEPOT, PEEL TCE.	1		110.00
INV 205752	28/03/2017	NORTHAM TOWING SERVICE	REMOVAL OF ABANDONED VEHICLE - COMMODORE SEDAN 1CYV169 FROM 20 EDMONDSON STREET, AND DELIVERED TO WORKS DEPOT, PEEL TCE.	1	110.00	
EFT26421	19/05/2017	OXTER SERVICES	CLACKLINE TOILETS. CLEANING 3 TIMES PER WEEK.	1		2,124.32
INV 17981	05/05/2017	OXTER SERVICES	CLACKLINE TOILETS. CLEANING 3 TIMES PER WEEK.	1	408.10	
INV 17980	05/05/2017	OXTER SERVICES	CLEANING OF KATRINE TOILETS	1	291.50	
INV 17982	05/05/2017	OXTER SERVICES	CLEANING OF BAKERS HILL PARK TOILETS.	1	408.10	
INV 17983	05/05/2017	OXTER SERVICES	BAKERS HILL PAVILLION. CLEANING OF TOILET FACILITIES 2 TIMES PER WEEK. APRIL 3 CLEANS.	1	291.50	
INV 17984	05/05/2017	OXTER SERVICES	CLEANING OF WUNDOWIE PUBLIC TOILETS	1	382.80	
INV 17985	05/05/2017	OXTER SERVICES	CLEANING OF CEMETERY TOILETS	1	291.50	
INV 17960	02/05/2017	OXTER SERVICES	NORTHAM RAILWAY MUSEUM. HAND TOWELS.	1	50.82	
EFT26422	19/05/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	ASSIST WITH COMPUTER UPGRADES	1		340.00
INV 22372	09/05/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	ASSIST WITH COMPUTER UPGRADES	1	255.00	
INV 22354	02/05/2017	PERFECT COMPUTER SOLUTIONS PTY LTD	MONTHLY DAILY MONITORING FOR APRIL.	1	85.00	
EFT26423	19/05/2017	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM, STATEMENT NO:2122955, ACCOUNT NO: 601148.	1		350.73



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INV 2122955	16/05/2017	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES - 182 FITZGERALD STREET, NORTHAM, STATEMENT NO:2122955, ACCOUNT NO: 601148.	1	350.73	
EFT26424	19/05/2017	PUBLIC TRANSPORT AUTHORITY	FEE TO DRAW UP LICENCE AGREEMENT - L6941.	1		385.00
INV 162	13/04/2017	PUBLIC TRANSPORT AUTHORITY	FEE TO DRAW UP LICENCE AGREEMENT - L6941.	1	385.00	
EFT26425	19/05/2017	ROAD SIGNS AUSTRALIA	WATER OVER ROAD B/Y CLI 1200 X 900 B/E	1		8,107.00
INV 0003536815	02/2017	ROAD SIGNS AUSTRALIA	WATER OVER ROAD B/Y CLI 1200 X 900 B/E	1	8,107.00	
EFT26426	19/05/2017	ROADS2000	SUPPLY & LAY ASPHALT IN THE CARPARK ENTRANCE AT BERNARD PARK AS PER QUOTE# 15686.	1		6,600.00
INV 18036	30/04/2017	ROADS2000	SUPPLY & LAY ASPHALT IN THE CARPARK ENTRANCE AT BERNARD PARK AS PER QUOTE# 15686.	1	6,600.00	
EFT26427	19/05/2017	SIGNAL ONE PTY LTD	VISION ROTATING CLIPS FOR RANGER CAMERAS - CODE BZW0V8	1		55.85
INV 128239	008/05/2017	SIGNAL ONE PTY LTD	VISION ROTATING CLIPS FOR RANGER CAMERAS - CODE BZW0V8	1	55.85	
EFT26428	19/05/2017	SOUTHERN CROSS AUSTEREO PTY LTD	ROADWORKS RADIO ADS MARCH - MAY 2017	1		3,091.88
INV 7043712030	04/2017	SOUTHERN CROSS AUSTEREO PTY LTD	ROADWORKS RADIO ADS MARCH - MAY 2017	1	2,263.80	
INV 7043768430	04/2017	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADS FOR THE 2017 EASTER CAMPAIGN	1	828.08	
EFT26429	19/05/2017	SPORTSPower NORTHAM	NETBALL CHAINS FOR OUTSIDE COURTS	1		100.00
INV 2273	27/04/2017	SPORTSPower NORTHAM	NETBALL CHAINS FOR OUTSIDE COURTS	1	100.00	
EFT26430	19/05/2017	SWAN DISTRICTS FOOTBALL CLUB	KIDSPORT VOUCHER 8JRKDZ ZOE BLURTON YOUTH GIRLS FEES 2017	1		176.00
INV 0000227327	04/2017	SWAN DISTRICTS FOOTBALL CLUB	KIDSPORT VOUCHER 8JRKDZ ZOE BLURTON YOUTH GIRLS FEES 2017	1	176.00	
EFT26431	19/05/2017	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	GRANT FROM COMMUNITY GRANTS FOR 2016/2017.	1		27,500.00
INV N17.1	02/09/2016	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	GRANT FROM COMMUNITY GRANTS FOR 2016/2017.	1	27,500.00	

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EFT26432	19/05/2017	THE WORKWEAR GROUP	UNIFORM FOR CHRISTINE WACURA	1		1,342.16
INV 0143757321/04/2017		THE WORKWEAR GROUP	UNIFORM FOR SONNY RUTHERFORD Y40446 CAP SLEEVE BLOUSE - BLACK AND WHITE SIZE 16 - CAP SLEEVE BLOUSE	1	50.15	
INV 0144410526/04/2017		THE WORKWEAR GROUP	UNIFORM FOR ROBERTA O'NEIL.	1	193.81	
INV 0144410426/04/2017		THE WORKWEAR GROUP	UNIFORM FOR ROBYN CRAGAN.	1	198.05	
INV 0138183430/03/2017		THE WORKWEAR GROUP	UNIFORM FOR MARLENE PLEWS.	1	271.15	
INV 0147300105/05/2017		THE WORKWEAR GROUP	UNIFORM FOR KIM MURCUTT.	1	205.65	
INV 0147299705/05/2017		THE WORKWEAR GROUP	UNIFORM FOR CHRISTINE WACURA	1	279.20	
INV 0147298905/05/2017		THE WORKWEAR GROUP	UNIFORM FOR ALISON DOWELL	1	144.15	
EFT26433	19/05/2017	TOURIST DESIGNS	STOCK PURCHASES FOR VISITORS CENTRE.	1		628.00
INV TD05328 16/03/2017		TOURIST DESIGNS	STOCK PURCHASES FOR VISITORS CENTRE.	1	628.00	
EFT26434	19/05/2017	VERMEER (WA & NT)	REPLACEMENT OF DRIVE MOTOR ON BC1400 VIN# 002244 AS PER QUOTATION SQ7126	1		2,982.72
INV 99551	23/02/2017	VERMEER (WA & NT)	REPLACEMENT OF DRIVE MOTOR ON BC1400 VIN# 002244 AS PER QUOTATION SQ7126	1	2,916.72	
INV 99749	08/03/2017	VERMEER (WA & NT)	BLADE SHAREPENING.	1	66.00	
EFT26435	19/05/2017	VERONICA AGNES MCGUIRE	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		300.00
INV JW120521/05/2017		VERONICA AGNES MCGUIRE	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	300.00	
EFT26436	19/05/2017	VODAFONE	HARVEST BAND LINES FROM 01/05/2017 TO 31/05/2017.	1		500.06
INV 1116234206/05/2017		VODAFONE	HARVEST BAND LINES FROM 01/05/2017 TO 31/05/2017.	1	500.06	
EFT26437	19/05/2017	WA CONTRACT RANGER SERVICES	CAT IMPOUNDING EXPENSES APRIL 2017	1		550.00
INV 00961	05/05/2017	WA CONTRACT RANGER SERVICES	CAT IMPOUNDING EXPENSES APRIL 2017	1	550.00	

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EFT26438	19/05/2017	WA GRAVEL PTY LTD	SUPPLY OF GRAVEL FOR AUGUSTINI ROAD FOR GRAVEL RESHEETING PROGRAM	1		4,337.41
INV 0000006	04/05/2017	WA GRAVEL PTY LTD	SUPPLY OF GRAVEL FOR AUGUSTINI ROAD FOR GRAVEL RESHEETING PROGRAM	1	4,337.41	
EFT26439	19/05/2017	WACKER AUSTRALIA PTY LTD	Ribbed V-Belt	1		210.77
INV P-INV00107/04/2017		WACKER AUSTRALIA PTY LTD	RIBBER V BELT FOR CONCRETE FLOOR SAW.	1	75.76	
INV P-INV00112/04/2017		WACKER AUSTRALIA PTY LTD	Ribbed V-Belt	1	135.01	
EFT26440	19/05/2017	WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA MARCH 2017.	1		42.50
INV SN00017/31/03/2017		WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA MARCH 2017.	1	42.50	
EFT26441	19/05/2017	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT SERVICES FOR TENDER OF CONSTRUCTION - ABORIGIANLA AND ENVIRONMENTAL INTERPRETIVE CENTRE	1		13,201.65
INV 1306429820/03/2017		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT SERVICES FOR TENDER OF CONSTRUCTION - ABORIGIANLA AND ENVIRONMENTAL INTERPRETIVE CENTRE	1	13,201.65	
EFT26442	19/05/2017	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	APRIL 2017 FUEL FROM PUMA.	1		1,481.69
INV APRIL 2030/04/2017		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	APRIL 2017 FUEL FROM PUMA.	1	1,481.69	
EFT26443	19/05/2017	YVONNE KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1		300.00
INV JW1705217/05/2017		YVONNE KICKETT	NORTHAM ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE ABORIGINAL ELDER MEETING FEES.	1	300.00	
EFT26444	24/05/2017	JEFFREY BASIL WASS	TRANSPORT DELIVERY OF AUXILLARY GROUP EQUIPMENT.	2		150.00
INV T687	24/05/2017	JEFFREY BASIL WASS	TRANSPORT DELIVERY OF AUXILLARY GROUP EQUIPMENT.	2	150.00	



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EFT26445	24/05/2017	SPECIALISED TREE SERVICE	CHINGANNING ROAD VEGETATION REMOVAL 6SLK TO 7.1 SLK = 2.2KM LENGTH = APPROX 200 TREES - SAFELY CUT TO THE GROUND ALL TREES WITHIN 7MTRS EACH SIDE OF THE CENTRE OF THE ROAD. PRUNE BACK ALL TREES OVERHANGING CURRENT OFFSHUTE DRAINS TO A HEIGHT OF 5.5MTRS. CUT STUMPS WILL BE LEFT AT APPROX 1MTR HIGH FOR MECHANICAL REMOVAL. LOGS GREATER THAN 300MM DIAMETER WILL ALSO BE LEFT FOR MECHANICAL REMOVAL BY SHIRE. ALL MATERIAL WILL BE MULCHED & TIPPED BACK AT THE OPEN AREA AT START OF WARRIN RD ON LEFT HAND SIDE AS PER ESTIMATE# 663.	1		48,260.00
INV 2519	18/05/2017	SPECIALISED TREE SERVICE	CHINGANNING ROAD VEGETATION REMOVAL 6SLK TO 7.1 SLK = 2.2KM LENGTH = APPROX 200 TREES - SAFELY CUT TO THE GROUND ALL TREES WITHIN 7MTRS EACH SIDE OF THE CENTRE OF THE ROAD. PRUNE BACK ALL TREES OVERHANGING CURRENT OFFSHUTE DRAINS TO A HEIGHT OF 5.5MTRS. CUT STUMPS WILL BE LEFT AT APPROX 1MTR HIGH FOR MECHANICAL REMOVAL. LOGS GREATER THAN 300MM DIAMETER WILL ALSO BE LEFT FOR MECHANICAL REMOVAL BY SHIRE. ALL MATERIAL WILL BE MULCHED & TIPPED BACK AT THE OPEN AREA AT START OF WARRIN RD ON LEFT HAND SIDE AS PER ESTIMATE# 663.	1	48,260.00	
EFT26446	26/05/2017	ABBOTTS FORGE	HIRE OF TELEHANDLER FOR JUBILEE OVAL	1		175.00
INV 0000257410	05/2017	ABBOTTS FORGE	HIRE OF TELEHANDLER FOR JUBILEE OVAL	1	175.00	
EFT26447	26/05/2017	ALAN'S AUTO ELECTRICS	KILLARA AGED CENTRE. PROVIDE ASSISTANCE TO START GENERATOR.	1		50.00
INV 18619	30/04/2017	ALAN'S AUTO ELECTRICS	KILLARA AGED CENTRE. PROVIDE ASSISTANCE TO START GENERATOR.	1	50.00	
EFT26448	26/05/2017	ALCHEMY TECHNOLOGY	ANNUAL SMS MAINTENANCE & SUPPORT RENEWAL TO 30/06/2018.	1		2,037.20
INV 5789	12/05/2017	ALCHEMY TECHNOLOGY	ANNUAL SMS MAINTENANCE & SUPPORT RENEWAL TO 30/06/2018.	1	2,037.20	

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EFT26449	26/05/2017	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	TOOLS FOR DEPOT.	1		218.08
INV 5918487	03/05/2017	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	TOOLS FOR DEPOT.	1	218.08	
EFT26450	26/05/2017	ASLAB PTY LTD	ASPHALT TESTING VARIOUS STREETS	1		3,788.96
INV 0002070403/05/2017	03/05/2017	ASLAB PTY LTD	ASPHALT TESTING VARIOUS STREETS	1	2,225.49	
INV 0002070303/05/2017	03/05/2017	ASLAB PTY LTD	COMPACTION TESTING ON SPENCERS BROOK RD	1	1,563.47	
EFT26451	26/05/2017	AUTOPRO NORTHAM	BATTERY FOR LINE MARKER FOR SPORTS GROUNDS.	1		180.05
INV 663514	03/04/2017	AUTOPRO NORTHAM	X2 TARPS & X1 POLY ROPE FOR HINO N.4012.	1	71.65	
INV 663844	05/04/2017	AUTOPRO NORTHAM	BATTERY FOR LINE MARKER FOR SPORTS GROUNDS.	1	97.16	
INV 666168	19/04/2017	AUTOPRO NORTHAM	FOOT PUMP WITH GAUGE	1	11.24	
EFT26452	26/05/2017	AVON SPICE CAFE	CATERING FOR ORDINARY COUNCIL MEETING - 17 MAY 2017	1		374.00
INV 055	16/05/2017	AVON SPICE CAFE	CATERING FOR ORDINARY COUNCIL MEETING - 17 MAY 2017	1	374.00	
EFT26453	26/05/2017	AVON TELECOMS PTY LTD	NORTHAM SES BUILDING. SECURITY MONITORING APRIL 2017.	1		1,210.00
INV 0000444501/05/2017	05/2017	AVON TELECOMS PTY LTD	NORTHAM VISITOR CENTRE. SECURITY MONITORING MAY 2017	1	50.00	
INV 0000444501/05/2017	05/2017	AVON TELECOMS PTY LTD	RAILWAY MUSEUM. SECURITY MONITORING FOR MAY 2017.	1	50.00	
INV 0000444501/05/2017	05/2017	AVON TELECOMS PTY LTD	MORBY COTTAGE. SECURITY MONITORING FOR MAY 2017.	1	50.00	
INV 0000444501/05/2017	05/2017	AVON TELECOMS PTY LTD	NORTHAM SWIMMING POOL. SECURITY MONITORING FOR MAY 2017.	1	50.00	
INV 0000440701/04/2017	04/2017	AVON TELECOMS PTY LTD	NORTHAM VISITOR CENTRE. SECURITY MONITORING APRIL 2017.	1	50.00	
INV 0000440701/04/2017	04/2017	AVON TELECOMS PTY LTD	NORTHAM SES BUILDING. SECURITY MONITORING APRIL 2017.	1	55.00	
INV 0000440701/04/2017	04/2017	AVON TELECOMS PTY LTD	NORTHAM BERT HAWKE PAVILLION. SECURITY MONITORING FOR APRIL 2017.	1	50.00	

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INV 0000440701/04/2017		AVON TELECOMS PTY LTD	WUNDOWIE LIBRARY. SECURITY MONITORING FOR APRIL 2017.	1	50.00	
INV 0000440701/04/2017		AVON TELECOMS PTY LTD	NORTHAM RECREATION CENTRE. SECURITY MONITORING FOR APRIL 2017.	1	50.00	
INV 0000440701/04/2017		AVON TELECOMS PTY LTD	NORTHAM REFUSE SITE. SECURITY MONITORING FOR APRIL 2017.	1	50.00	
INV 0000440701/04/2017		AVON TELECOMS PTY LTD	NORTHAM OLD STATE SCHOOL. SECURITY APRIL 2017.	1	50.00	
INV 0000444501/05/2017		AVON TELECOMS PTY LTD	NORTHAM SES BUILDING. SECURITY MONITORING MAY 2017.	1	55.00	
INV 0000440701/04/2017		AVON TELECOMS PTY LTD	NORTHAM LIBRARY. SECURITY MONITORING APRIL 2017.	1	50.00	
INV 0000440701/04/2017		AVON TELECOMS PTY LTD	NORTHAM SENIORS HALL. SECURITY MONITORING FOR APRIL 2017	1	50.00	
INV 0000440701/04/2017		AVON TELECOMS PTY LTD	OLD NORTHAM RAILWAY STATION SECURITY APRIL 2017.	1	50.00	
INV 0000440701/04/2017		AVON TELECOMS PTY LTD	MORBY COTTAGE. SECURITY MONITORING FOR APRIL 2017.	1	50.00	
INV 0000440701/04/2017		AVON TELECOMS PTY LTD	NORTHAM SWIMMING POOL. SECURITY MONITORING FOR APRIL 2017	1	50.00	
INV 0000444501/05/2017		AVON TELECOMS PTY LTD	NORTHAM BERT HAWKE PAVILLION. SECURITY MONITORING MAY 2017.	1	50.00	
INV 0000444501/05/2017		AVON TELECOMS PTY LTD	WUNDOWIE LIBRARY. SECURITY MONITORING FOR MAY 2017.	1	50.00	
INV 0000444501/05/2017		AVON TELECOMS PTY LTD	NORTHAM RECREATION CENTRE. SECURITY MAY 2017.	1	50.00	
INV 0000444501/05/2017		AVON TELECOMS PTY LTD	NORTHAM REFUSE SITE. SECURITY MONITORING FOR MAY 2017.	1	50.00	
INV 0000444501/05/2017		AVON TELECOMS PTY LTD	NORTHAM OLD STATE SCHOOL. SECURITY MAY 2017.	1	50.00	
INV 0000444501/05/2017		AVON TELECOMS PTY LTD	NORTHAM LIBRARY. SECURITY MONITORING.	1	50.00	
INV 0000444501/05/2017		AVON TELECOMS PTY LTD	NORTHAM SENIORS HALL. SECURITY MONITORING MAY 2017.	1	50.00	
EFT26454	26/05/2017	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1		253.35
INV 0004585815/05/2017		AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	1	253.35	



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EFT26455	26/05/2017	AVON VALLEY BAKERY	CAKES/SLICES FOR REVITALISING REGIONAL CENTRES - CEO'S & PRESIDENTS MEETING 10 APRIL 2017	1		37.00
INV 2454	17/05/2017	AVON VALLEY BAKERY	CAKES/SLICES FOR REVITALISING REGIONAL CENTRES - CEO'S & PRESIDENTS MEETING 10 APRIL 2017	1	37.00	
EFT26456	26/05/2017	BEAUREPAIRES	REPLACEMENT OF 4 TYRES FOR PN1308 AS PER QUOTE U524105162	1		570.24
INV U524345	28/04/2017	BEAUREPAIRES	REPLACEMENT OF 4 TYRES FOR PN1308 AS PER QUOTE U524105162	1	570.24	
EFT26457	26/05/2017	BLUE FORCE PTY LTD	PROVISION OF CCTV INFRASTRUCTURE AS PER 4 OF 2016 - PROGRESS CLAIM NO 5.	1		62,844.33
INV 70785	21/04/2017	BLUE FORCE PTY LTD	PROVISION OF CCTV INFRASTRUCTURE AS PER 4 OF 2016 PROGRESS CLAIM NO 4.	1	1,760.00	
INV 70909	28/04/2017	BLUE FORCE PTY LTD	PROVISION OF CCTV INFRASTRUCTURE AS PER 4 OF 2016 - PROGRESS CLAIM NO 5.	1	61,084.33	
EFT26458	26/05/2017	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH AUDIT QUERIES RELATING TO THE KILLARA HACC & CHSP FINANCIAL REPORT	1		363.00
INV 1011	13/03/2017	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH AUDIT QUERIES RELATING TO THE KILLARA HACC & CHSP FINANCIAL REPORT	1	363.00	
EFT26459	26/05/2017	BRICK MART	REINSTATE DRIVEWAY PAVING ON FORREST STREET	1		250.00
INV 942	15/05/2017	BRICK MART	REINSTATE DRIVEWAY PAVING ON FORREST STREET	1	250.00	
EFT26460	26/05/2017	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE MAINT. - CANNON HYGIENE SANITARY & MEDI SERVICE.	1		257.86
INV 0007606914	05/2017	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE MAINT. - CANNON HYGIENE SANITARY & MEDI SERVICE.	1	257.86	
EFT26461	26/05/2017	CAVERSHAM SUNS JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING.	1		200.00
INV KS00977906	05/2017	CAVERSHAM SUNS JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING.	1	200.00	
EFT26462	26/05/2017	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1		55.00
INV KS0104722	05/2017	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	1	55.00	
EFT26463	26/05/2017	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. APRIL 2017.	1		411.62

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INV 1558314	30/04/2017	DANIELS HEALTH SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. APRIL 2017.	1	164.65	
INV 1558316	30/04/2017	DANIELS HEALTH SERVICES PTY LTD	APEX PARK PUBLIC TOILETS. SERVICING OF SHARPS APRIL 2017	1	164.65	
INV 1558317	30/04/2017	DANIELS HEALTH SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS. EMPTY SHARPS APRIL 2017.	1	82.32	
EFT26464	26/05/2017	E FIRE & SAFETY	KILLARA AGED CARE - TESTING OF FIRE EQUIPMENT.	1		218.90
INV 0020108427/04/2017		E FIRE & SAFETY	KILLARA AGED CARE - TESTING OF FIRE EQUIPMENT.	1	218.90	
EFT26465	26/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDPSORT FUNDING	1		600.00
INV 0013	15/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDPSORT FUNDING	1	200.00	
INV 0012	15/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING	1	200.00	
INV 0014	15/05/2017	ELITE CHAMPIONS MIXED MARTIAL ARTS	KIDSPORT FUNDING	1	200.00	
EFT26466	26/05/2017	FM SURVEYS	BUILDING SPEC (2) - FLUFFY DUCKS - BOUNDARY & FEATURE SURVEY.	1		1,760.00
INV 0002057518/05/2017		FM SURVEYS	BUILDING SPEC (2) - FLUFFY DUCKS - BOUNDARY & FEATURE SURVEY.	1	1,760.00	
EFT26467	26/05/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	HOSES FOR FIRE BRIGADES.	1		391.60
INV 56647	28/04/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	HOSES FOR FIRE BRIGADES.	1	391.60	
EFT26468	26/05/2017	FULTON HOGAN INDUSTRIES PTY LTD	4 BAGS ASPHALT	1		2,816.00
INV 1052626526/04/2017		FULTON HOGAN INDUSTRIES PTY LTD	4 BAGS ASPHALT	1	2,816.00	
EFT26469	26/05/2017	GLENN STUART BEVERIDGE	REPAIRS TO NORTHAM LIBRARY.	1		2,933.70
INV 84	18/05/2017	GLENN STUART BEVERIDGE	APEX PARK - LADIES TOILETS, INSPECT AND REPAIR-REPLACE LIGHT GLOBE.	1	95.70	
INV 88	23/05/2017	GLENN STUART BEVERIDGE	REPAIRS TO NORTHAM LIBRARY.	1	2,772.00	
INV 83	18/05/2017	GLENN STUART BEVERIDGE	VISITORS CENTRE - REPAIR OF DAMAGED STORM WATER DOWN PIPE.	1	66.00	

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EFT26470	26/05/2017	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPAIRS TO DECORATIVE RENDER AS PER QUOTE 9/02/2017. TO SPECIFICATIONS SUPPLIED BY SON.	1		11,935.00
INV NTHM-1	19/05/2017	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPAIRS TO DECORATIVE RENDER AS PER QUOTE 9/02/2017. TO SPECIFICATIONS SUPPLIED BY SON.	1	11,935.00	
EFT26471	26/05/2017	HOUSE OF SHARDAY	STOCK PURCHASES FOR VISITORS CENTRE.	1		372.91
INV 0000056725/04/2017		HOUSE OF SHARDAY	STOCK PURCHASES FOR VISITORS CENTRE.	1	372.91	
EFT26472	26/05/2017	INCREDIBLE CREATURES MOBILE FARM	ANIMAL FARM FOR 2017 WUNDOWIE IRON FESTIVAL FROM 0900-1600 AT WUNDOWIE OVAL	1		950.00
INV 77767	21/05/2017	INCREDIBLE CREATURES MOBILE FARM	ANIMAL FARM FOR 2017 WUNDOWIE IRON FESTIVAL FROM 0900-1600 AT WUNDOWIE OVAL	1	950.00	
EFT26473	26/05/2017	IREDALE PEDERSEN HOOK ARCHITECTS	CONTRACT ADMINISTRATION FOR THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE BUILDING PROJECT	1		10,644.04
INV 0000451203/05/2017		IREDALE PEDERSEN HOOK ARCHITECTS	ADDITIONAL STRUCTURAL FEES- RE-ENGINEERING FOR ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE.	1	2,559.04	
INV 0000450403/05/2017		IREDALE PEDERSEN HOOK ARCHITECTS	CONTRACT ADMINISTRATION FOR THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE BUILDING PROJECT	1	8,085.00	
EFT26474	26/05/2017	JIM MCKENZIE PTY LTD	CABLE LOCATING MITCHELL AVENUE	1		880.00
INV G0224	27/04/2017	JIM MCKENZIE PTY LTD	CABLE LOCATING MITCHELL AVENUE	1	880.00	
EFT26475	26/05/2017	JTAGZ PTY LTD	DOG REGISTRATION TAGS - BLUE, DATED 2020, 95MM	1		176.00
INV 0000467718/05/2017		JTAGZ PTY LTD	DOG REGISTRATION TAGS - BLUE, DATED 2020, 95MM	1	176.00	
EFT26476	26/05/2017	KELLEE PATRICIA WALTERS	2 X RANGERS LOAD - BEARING VESTS	1		66.17
INV CH25052025/05/2017		KELLEE PATRICIA WALTERS	2 X RANGERS LOAD - BEARING VESTS	1	66.17	
EFT26477	26/05/2017	KERBTECH P/L T/A GDR CIVIL CONTRACTING	LOAD & CART GRAVEL FROM CHITTY ROAD TO NORTHAM AIRSTRIP	1		2,991.28



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INV 001144	25/04/2017	KERBTECH P/L T/A GDR CIVIL CONTRACTING	LOAD & CART GRAVEL FROM CHITTY ROAD TO NORTHAM AIRSTRIP	1	2,144.49	
INV 001149	03/05/2017	KERBTECH P/L T/A GDR CIVIL CONTRACTING	CART 75T OF GRAVEL INTO THE NORTHAM DEPOT	1	846.79	
EFT26478	26/05/2017	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR KILLARA.	1		259.66
INV 0002441419/04/2017		KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR KILLARA.	1	212.36	
INV 0002434512/04/2017		KLEENWEST DISTRIBUTORS	BIN LINERS FOR REC CENTRE.	1	47.30	
EFT26479	26/05/2017	KOTA HOLDINGS PTY LTD	STOCK PURCHASES FOR NORTHAM VISITORS CENTRE.	1		456.01
INV 2874	17/03/2017	KOTA HOLDINGS PTY LTD	STOCK PURCHASES FOR NORTHAM VISITORS CENTRE.	1	456.01	
EFT26480	26/05/2017	LANCE WILLIAM GARLETT	Rates refund for assessment A11619 101 HUTT STREET NORTHAM 6401	1		973.45
INV A11619	23/05/2017	LANCE WILLIAM GARLETT	Rates refund for assessment A11619 101 HUTT STREET NORTHAM 6401		973.45	
EFT26481	26/05/2017	LANDMARK	STAR PICKETS FOR BERT HAWKE OVAL.	1		181.86
INV 9921659121/04/2017		LANDMARK	STAR PICKETS FOR BERT HAWKE OVAL.	1	125.97	
INV 9916636205/04/2017		LANDMARK	15KG BOTTLE OF GAS FOR FORKLIFT	1	55.89	
EFT26482	26/05/2017	LLOYDS EARTHMOVING	PLANTS FOR CITIZENSHIP CEREMONY 28 APRIL 2017	1		48.00
INV 8594	27/04/2017	LLOYDS EARTHMOVING	PLANTS FOR CITIZENSHIP CEREMONY 28 APRIL 2017	1	48.00	
EFT26483	26/05/2017	MARKETFORCE	SEEK ADVERTISEMENT FOR THE FOLLOWING POSITIONS: - BUILDING & PROJECT SUPERVISOR; - MANAGER HEALTH & ENVIRONMENT; - ENGINEERING WORKS SUPERVISOR; AND - CUSTOMER SERVICE/LICENSING OFFICER.	1		7,078.91
INV 13742	28/04/2017	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE ON 12 APRIL 2017 FOR THE PROPOSAL TO DISPOSE OF PROPERTY BY LEASE (RESERVE 51213)	1	221.96	
INV 13740	28/04/2017	MARKETFORCE	MONTHLY COST COUNCIL NEWSLETTER FOR HILS GAZETTE	1	1,526.00	

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INV 13744	28/04/2017	MARKETFORCE	PUBLIC NOTICE - AVON VALLEY ADVOCATE 19/04/2017 - LOCAL PLANNING SCHEME AMENDMENT AVAILABLE FOR INSPECTION - LOCAL PLANNING SCHEME NO. 6 - PLANNING & DEVELOPMENT ACT 2005 - AMENDMENT NO. 10	1	302.92	
INV 13743	28/04/2017	MARKETFORCE	PUBLIC NOTICE FOR THE LOCAL LAW REVIEW IN THE WEST AUSTRALIAN ON 12 APRIL 2017	1	262.44	
INV 13741	28/04/2017	MARKETFORCE	EMPLOYMENT ADVERTISEMENT IN THE HILLS GAZETTE 1/04/2017 AND SEEK FOR THE ABORIGINAL AND ENVIRONMENTAL INTERPRETIVE CENTRE TRAINEE	1	704.67	
INV 13745	28/04/2017	MARKETFORCE	SEEK ADVERTISEMENT FOR THE FOLLOWING POSITIONS: - BUILDING & PROJECT SUPERVISOR; - MANAGER HEALTH & ENVIRONMENT; - ENGINEERING WORKS SUPERVISOR; AND - CUSTOMER SERVICE/LICENSING OFFICER.	1	2,909.23	
INV 13746	28/04/2017	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN 01/04/2017 - PROPOSAL TO DISPOSE OF PROPERTY BY LEASE - UNIT 5 KURINGAL VILLAGE	1	642.76	
INV 13747	28/04/2017	MARKETFORCE	PUBLIC NOTICE FOR THE LOCAL LAW REVIEW IN THE WEST AUSTRALIAN ON 12 APRIL 2017	1	508.93	
EFT26484	26/05/2017	NORTHAM CARPET'S PTY LTD	FOR OZ FLOOR PLANKING TO UNIT 5 KURINGAL VILLAGE	1		4,500.00
INV 12273	23/05/2017	NORTHAM CARPET'S PTY LTD	FOR OZ FLOOR PLANKING TO UNIT 5 KURINGAL VILLAGE	1	4,500.00	
EFT26485	26/05/2017	NORTHAM HYUNDAI	4500KM SERVICE TO BE DONE ON PN1311.	1		317.60
INV HYCF63628/04/2017	28/04/2017	NORTHAM HYUNDAI	4500KM SERVICE TO BE DONE ON PN1311.	1	317.60	
EFT26486	26/05/2017	NORTHAM LIQUOR BARONS	DRINKS FOR DEPOT.	1		91.98
INV 1201-53022/12/2016	22/12/2016	NORTHAM LIQUOR BARONS	DRINKS FOR DEPOT.	1	91.98	
EFT26487	26/05/2017	NORTHAM MITRE 10 SOLUTIONS	NEW TEC SHREDDER	1		2,809.16
INV 1017241604/04/2017	04/04/2017	NORTHAM MITRE 10 SOLUTIONS	GLACON TIMBER FOR WUNDOWIE TOWN HALL.	1	174.80	

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INV 1017454611/04/2017		NORTHAM MITRE 10 SOLUTIONS	GARDEN HOSE FIXTURES FOR PUMP SPRAY AT DOG POUND.	1	97.89	
INV 1017190703/04/2017		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS FOR OLD TOWN ADMIN GARDENS	1	23.85	
INV 1017314307/04/2017		NORTHAM MITRE 10 SOLUTIONS	TECH SCREWS & PAINT BRUSHES FOR ENGINEERING SERVICES.	1	41.43	
INV 1017460811/04/2017		NORTHAM MITRE 10 SOLUTIONS	STOCK PURCHASES FOR DEPOTS.	1	518.00	
INV 1017439211/04/2017		NORTHAM MITRE 10 SOLUTIONS	STOCK PURCHASE OF CEMENT	1	548.00	
INV 1017300706/04/2017		NORTHAM MITRE 10 SOLUTIONS	CONCRETE SCREWS	1	10.40	
INV 1017298006/04/2017		NORTHAM MITRE 10 SOLUTIONS	SCREWS & JETDRY PAINT.	1	201.69	
INV 1017472012/04/2017		NORTHAM MITRE 10 SOLUTIONS	GRINDER DISKS.	1	75.83	
INV 1017617418/04/2017		NORTHAM MITRE 10 SOLUTIONS	NEW TEC SHREDDER	1	861.65	
INV 1017652419/04/2017		NORTHAM MITRE 10 SOLUTIONS	CUTTING OF 7 NEW KEYS	1	49.88	
INV 1017921428/04/2017		NORTHAM MITRE 10 SOLUTIONS	HOSE FITTINGS FOR WASH BAY	1	36.86	
INV 1017725921/04/2017		NORTHAM MITRE 10 SOLUTIONS	NUTS AND BOLTS FOR SIGNS ETC.	1	35.01	
INV 1017727721/04/2017		NORTHAM MITRE 10 SOLUTIONS	NUTS AND BOLTS FOR SIGNS ETC	1	2.45	
INV 1017727621/04/2017		NORTHAM MITRE 10 SOLUTIONS	RETURNS SOME BOLTS & NUTS.	1	-11.31	
INV 1017610918/04/2017		NORTHAM MITRE 10 SOLUTIONS	ADAPTOR DOWNPIPE 90X80X50MM	1	7.25	
INV 1017843926/04/2017		NORTHAM MITRE 10 SOLUTIONS	LINK SPLIT REPAIR GL 8MM CD2	1	12.70	
INV 1017844026/04/2017		NORTHAM MITRE 10 SOLUTIONS	RETICULATION PARTS	1	21.43	
INV 1017696820/04/2017		NORTHAM MITRE 10 SOLUTIONS	TOOLS FOR DEPOT.	1	101.35	
EFT26488	26/05/2017	NORTHAM TOWING SERVICE	REMOVAL OF BLUE COMMODORE STATION WAGON FROM CORNER OF LEEDER & GOOCH ROADS, MOKINE	1		385.00
INV 205823	22/04/2017	NORTHAM TOWING SERVICE	REMOVAL OF VEHICLE FROM KENNEDY STREET, NORTHAM	1	132.00	
INV 205824	22/04/2017	NORTHAM TOWING SERVICE	REMOVAL OF BLUE COMMODORE STATION WAGON FROM CORNER OF LEEDER & GOOCH ROADS, MOKINE	1	165.00	
INV 205867	03/05/2017	NORTHAM TOWING SERVICE	RECOVER PN1305 FROM DRAIN ON GOOMALLING ROAD / WITHERS STREET	1	88.00	



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EFT26489	26/05/2017	OXTER SERVICES	NEW GRAVE FOR THE LATE GUNTER ALEC HANS TOLL - BURIAL DATE 3/5/2017.	1		3,715.72
INV 17986	05/05/2017	OXTER SERVICES	CLACKLINE TOILETS - REPLACEMENT OF 2 SEAT COVERS PLUS LARGE GLOVES.	1	142.08	
INV 17994	09/05/2017	OXTER SERVICES	SHIRE DEPOT GARBAGE BAGS, & HAND TOWELS	1	421.64	
INV 17978	05/05/2017	OXTER SERVICES	NEW GRAVE FOR THE LATE GUNTER ALEC HANS TOLL - BURIAL DATE 3/5/2017.	1	1,370.00	
INV 18041	19/05/2017	OXTER SERVICES	KATRINE TOILETS. CLEANING 2 PER WEEK. 8/5/2017 TO 19/05/2017.	1	233.20	
INV 18042	19/05/2017	OXTER SERVICES	CLACKLINE TOILETS. CLEANING 3 TIMES PER WEEK. 8/5/2017 TO 19/5/2017.	1	349.80	
INV 18046	19/05/2017	OXTER SERVICES	NORTHAM CEMETERY. CLEANING OF CEMETERY TOILETS. CLEANING FOR APRIL 2017. 2 TIMES PER WEEK. 8/5/2017 TO 19/05/2017.	1	233.20	
INV 18044	19/05/2017	OXTER SERVICES	BAKERS HILL PAVILLION. CLEANING OF TOILET FACILITIES 2 TIMES PER WEEK 8/5/2017 TO 19/5/2017.	1	233.20	
INV 18045	19/05/2017	OXTER SERVICES	WUNDOWIE PUBLIC TOILETS. CLEANING 3 TIMES PER WEEK 8/5/2017 TO 19/05/2017.	1	382.80	
INV 18043	19/05/2017	OXTER SERVICES	BAKERS HILL TOILETS. CLEANING 3 TIMES PER WEEK 8/5/2017 TO 19/5/2017.	1	349.80	
EFT26490	26/05/2017	OZSHUT PTY LIMITED	NORTHAM REFUSE SITE. REPAIRS TO SHUTTERS.	1		224.00
INV S050517	24/05/2017	OZSHUT PTY LIMITED	NORTHAM REFUSE SITE. REPAIRS TO SHUTTERS.	1	224.00	
EFT26491	26/05/2017	PROFESSIONAL LOCKSERVICE	TREATED WASTER WATER RETICULATION - PLEASE SUPPLY AND DELIVER (POST) TO US, 7 X NEW PADLOCKS TO SUIT KEY D07 (AND MASTER)	1		1,179.37
INV 0001562911/04/2017		PROFESSIONAL LOCKSERVICE	RETICULATION BOX. VISITOR CENTRE. DO7 LOCK	1	495.00	
INV 0001570510/05/2017		PROFESSIONAL LOCKSERVICE	ADMINISTRATION BUILDING MAINTENANCE - SUPPY AND DELIVER 3 CUT KEYS FOR MKTH	1	77.55	
INV 0001574119/05/2017		PROFESSIONAL LOCKSERVICE	TREATED WASTER WATER RETICULATION - PLEASE SUPPLY AND DELIVER (POST) TO US, 7 X NEW PADLOCKS TO SUIT KEY D07 (AND MASTER)	1	606.82	
EFT26492	26/05/2017	RADROCK ADVENTURES	CLIMBING WALL/BUNGEE TRAMPOLINE & BOUNCY OBSTACLE COURSE FOR 2017 WUNDOWIE IRON FESTIVAL.	1		2,915.00

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INV 087	18/05/2017	RADROCK ADVENTURES	CLIMBING WALL/BUNGEE TRAMPOLINE & BOUNCY OBSTACLE COURSE FOR 2017 WUNDOWIE IRON FESTIVAL.	1	2,915.00	
EFT26493	26/05/2017	RED DOT STORES	BIRTHDAY PARTY SUPPLIES FOR REC CENTRE.	1		333.91
INV 2983190529/03/2017		RED DOT STORES	BIRTHDAY PARTY SUPPLIES FOR REC CENTRE.	1	333.91	
EFT26494	26/05/2017	REGIONAL PHYSIOTHERAPY AND IN BALANCE FITNESS	SILVER SPORT FUNDING.	1		200.00
INV 0004517	28/03/2017	REGIONAL PHYSIOTHERAPY AND IN BALANCE FITNESS	SILVER SPORT FUNDING.	1	200.00	
EFT26495	26/05/2017	RETAIL DECISIONS (COLES)	COLES CARDS FOR APRIL 2017 - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS.	1		2,506.17
INV APRIL 2030/04/2017		RETAIL DECISIONS (COLES)	COLES CARDS FOR APRIL 2017 - NICOLE HAMPTON, MILTON BROOKS, SUSAN BURLEY, BEV BULL, ALISON ROWLAND, KRISTY ROBINSON, ALYSHA MAXWELL, WENDY SOFOULIS.	1	2,506.17	
EFT26496	26/05/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 09/04/2017.	1		6,288.98
INV AP5037030/04/2017		SKILL HIRE WA PTY LTD	LABOURE HIRE - RUSSEL DEGRAY - 30/04/2017.	1	1,178.10	
INV AP5031409/04/2017		SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 09/04/2017.	1	1,455.30	
INV 393946	14/03/2017	SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - 12/03/2017.	1	1,178.10	
INV AP5035323/04/2017		SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSEL DEGRAY - 23/4/2017.	1	1,299.38	
INV AP5033646/04/2017		SKILL HIRE WA PTY LTD	LABOUR HIRE - RUSSELL DEGRAY - W/E 16/04/2017.	1	1,178.10	
EFT26497	26/05/2017	SLAV'S CLEANING SERVICE	CONTRACT CLEANING MONTHLY FEE - FOR VARIOUS BUILDINGS.	1		9,032.51
INV 1123	30/04/2017	SLAV'S CLEANING SERVICE	CONTRACT CLEANING MONTHLY FEE - FOR VARIOUS BUILDINGS.	1	9,032.51	
EFT26498	26/05/2017	SPRINGFIELD FOOTBALL CLUB	KIDSPORT FUNDING	1		1,040.00
INV KS0104522/05/2017		SPRINGFIELD FOOTBALL CLUB	KIDSPORT FUNDING	1	1,040.00	

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EFT26499	26/05/2017	ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT / SERVICE - BAKERS HILL RECREATION	1		608.15
INV CYINV0011/05/2017		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT / SERVICE - WUNDOWIE LIBRARY.	1	65.10	
INV CYINV0011/05/2017		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT / SERVICE - WUNDOWIE POOL.	1	60.85	
INV CYINV0011/05/2017		ST JOHN AMBULANCE AUSTRALIA	FIRST AID KIT / SERVICE - BAKERS HILL RECREATION	1	482.20	
EFT26500	26/05/2017	STANLEE WA	ARCOROC ISLANDE OLD FASH. 300ML FOR REC CENTRE.	1		478.72
INV S-108403 21/03/2017		STANLEE WA	ARCOROC ISLANDE OLD FASH. 300ML FOR REC CENTRE.	1	478.72	
EFT26501	26/05/2017	SUBWAY NORTHAM	SUBWAY FOR FLOORBALL UMPIRING CLINIC X2 TRAYS	1		66.00
INV 09	14/05/2017	SUBWAY NORTHAM	SUBWAY FOR FLOORBALL UMPIRING CLINIC X2 TRAYS	1	66.00	
EFT26502	26/05/2017	THE PAPER COMPANY OF AUSTRALIA	200 REAMS A4 PHOTOCOPY PAPER	1		1,798.50
INV 0003864828/04/2017		THE PAPER COMPANY OF AUSTRALIA	200 REAMS A4 PHOTOCOPY PAPER	1	940.50	
INV 0003820522/02/2017		THE PAPER COMPANY OF AUSTRALIA	A4 TRUTONE PHOTOCOPY PAPER - 200 REAMS	1	858.00	
EFT26503	26/05/2017	THE WORKWEAR GROUP	UNIFORM FOR SUE CONNELL.	1		204.00
INV 0149969415/05/2017		THE WORKWEAR GROUP	UNIFORM FOR SUE CONNELL	1	81.60	
INV 0147298105/05/2017		THE WORKWEAR GROUP	UNIFORM FOR SUE CONNELL.	1	122.40	
EFT26504	26/05/2017	WHEATBELT OFFICE & BUSINESS MACHINES	PRINTER CARTRIDGES FOR VARIOUS PRINTERS.	1		1,973.00
INV 21785	23/05/2017	WHEATBELT OFFICE & BUSINESS MACHINES	PRINTER CARTRIDGES FOR VARIOUS PRINTERS.	1	1,188.20	
INV 21786	23/05/2017	WHEATBELT OFFICE & BUSINESS MACHINES	EPSOM 138 MULTI PACK	1	328.80	
INV 21795	24/05/2017	WHEATBELT OFFICE & BUSINESS MACHINES	CANON PRINTER CARTRIDGES FOR PRINTERS.	1	456.00	
EFT26505	26/05/2017	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR ROBIN YARRAN	1		105.00
INV 7429	02/05/2017	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE FOR ROBIN YARRAN	1	105.00	
EFT26506	30/05/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 221 Interest payment - AIRSTRIP UPGRADE	1		6,951.22

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INV 221	30/05/2017	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 221 Interest payment - AIRSTRIP UPGRADE		6,951.22	
34725	05/05/2017	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM MEETING 12/04/2017.	1		280.00
INV 1390	20/04/2017	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM MEETING 12/04/2017.	1	280.00	
34726	05/05/2017	SYNERGY	WUNDOWIE SWIMMING POOL. 20/02/2017 TO 24/4/2017.	1		9,044.90
INV 1819945020/04/2017		SYNERGY	KILLARA NEW BUILDING 16/03/2017 TO 20/04/2017.		912.95	
INV 1585097620/04/2017		SYNERGY	BAKERS HILL FIRE STATION 16/02/2017 TO 20/04/2017.		123.00	
INV 9168227524/04/2017		SYNERGY	WUNDOWIE TENNIS CLUB 20/02/2017 TO 24/4/2017.		58.75	
INV 3053076124/04/2017		SYNERGY	LOT 410 KURINGAL RD WUNDOWIE 20/02/2017 TO 24/4/2017.		29.65	
INV 3706392324/04/2017		SYNERGY	WUNDOWIE TOWN HALL . 20/02/2017 TO 24/4/2017.		361.85	
INV 4449973024/04/2017		SYNERGY	WUNDOWIE LIBRARY 20/02/2017 - 24/04/2017.		587.35	
INV 9626429924/04/2017		SYNERGY	MEDICAL CENTRE 20/02/2017 TO 24/4/2017.		28.15	
INV 7968413420/04/2017		SYNERGY	SHIRE ADMIN BUILDING 16/03/2017 TO 20/04/2017.		1,775.40	
INV 1603961220/04/2017		SYNERGY	CLACKLINE FIRE SHED 16/02/2017 TO 20/04/2017.		88.55	
INV 9812925721/04/2017		SYNERGY	BAKERS HILL REC CENTRE 17/02/2017 TO 21/04/2017.		848.55	
INV 8110294724/04/2017		SYNERGY	WUNDOWIE SWIMMING POOL. 20/02/2017 TO 24/4/2017.	1	4,196.50	
INV 4879640424/04/2017		SYNERGY	YOUTH ADVISORY COUNCIL BUILDING WUNDOWIE - 17/02/2017 TO 18/4/2017.	1	34.20	
34727	05/05/2017	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT FROM 04/04/2017 TO 04/05/2017.	1		4,810.27
INV 9026075012/04/2017		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT FROM 04/04/2017 TO 04/05/2017.		4,770.32	
INV 2000490618/04/2017		TELSTRA CORPORATION	SES ACCOUNT 2000049065756 15/03/2017 TO 14/04/2017.		39.95	
34728	05/05/2017	WATER CORPORATION	WUNDOWIE SWIMMING POOL 18/02/2017 TO 20/04/2017.	1		5,441.45
INV 9007951113/04/2017		WATER CORPORATION	STANDPIPE AT CHITIBIN RD 15/02/2017 TO 11/04/2017.		39.48	



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INV 9007949920/04/2017		WATER CORPORATION	STANDPIPE AT GRASS VALLEY RD 16/02/2017 TO 18/04/2017.		39.48	
INV 9007949711/04/2017		WATER CORPORATION	STANDPIPE AT HUNTER RD 10/02/2017 TO 10/04/2017		66.55	
INV 9007943520/04/2017		WATER CORPORATION	STANDPIPE AT AVRO ANSON RD 17/02/2017 TO 19/04/2017.		9.02	
INV 9007892031/03/2017		WATER CORPORATION	217 GEH BAKERS HILL 02/02/2017 TO 30/03/2017		106.03	
INV 9007872321/04/2017		WATER CORPORATION	UNIT 8/410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.		224.14	
INV 9007872321/04/2017		WATER CORPORATION	UNIT 7/410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.		222.83	
INV 9007872221/04/2017		WATER CORPORATION	UNIT 6/410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.		225.73	
INV 9007872221/04/2017		WATER CORPORATION	UNIT 5/410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.		209.87	
INV 9007872221/04/2017		WATER CORPORATION	UNIT 4/410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.		218.59	
INV 9007872221/04/2017		WATER CORPORATION	UNIT 3/410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.		214.63	
INV 9007872221/04/2017		WATER CORPORATION	UNIT 2/410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.		199.04	
INV 9007872221/04/2017		WATER CORPORATION	410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.		39.48	
INV 9007869121/04/2017		WATER CORPORATION	HALL AT BANKSIA AV WUNDOWIE 18/02/2017 TO 20/04/2017.		338.40	
INV 9007869121/04/2017		WATER CORPORATION	LIBRARY - WUNDOWIE 17/02/2017 TO 20/04/2017.		465.14	
INV 9007869121/04/2017		WATER CORPORATION	KINDERGARDEN - WUNDOWIE 18/02/2017 TO 20/04/2017.		368.66	
INV 9007868921/04/2017		WATER CORPORATION	TOILETS AT BANKSIA AV WUNDOWIE 17/02/2017 TO 20/04/2017.		121.15	
INV 9007868621/04/2017		WATER CORPORATION	WUNDOWIE YOUTH CENTRE 17/02/2017 TO 20/04/2017.		9.02	
INV 9007868521/04/2017		WATER CORPORATION	WUNDOWIE SWIMMING POOL 18/02/2017 TO 20/04/2017.		2,130.72	
INV 9007872221/04/2017		WATER CORPORATION	UNIT 1/410L KURINGAL RD WUNDOWIE 18/02/2017 TO 20/04/2017.	1	193.49	
34729	12/05/2017	ANNE CHRISTMASS	STATIONERY FOR MORBY COTTAGE - REIMBURSEMENT FOR ANNE CHRISTMASS FOR PURCHASING FROM PERSONAL FUNDS.	1		805.50

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INV RR1005210/05/2017		ANNE CHRISTMASS	STATIONERY FOR MORBY COTTAGE - REIMBURSEMENT FOR ANNE CHRISTMASS FOR PURCHASING FROM PERSONAL FUNDS.	1	805.50	
34730	12/05/2017	LUCY'S TEAROOMS	CATERING FOR STRATEGIC COMMUNITY PLAN SUMMIT 11 APRIL 2017	1		670.00
INV 1389	20/04/2017	LUCY'S TEAROOMS	CATERING FOR STRATEGIC COMMUNITY PLAN SUMMIT 11 APRIL 2017	1	670.00	
34731	12/05/2017	PETTY CASH	PETTY CASH FOR VISITORS CENTRE - 20/02/2017 TO 03/05/2017.	1		166.20
INV P/C VIST03/05/2017		PETTY CASH	PETTY CASH FOR VISITORS CENTRE - 20/02/2017 TO 03/05/2017.	1	166.20	
34732	12/05/2017	SYNERGY	STREET LIGHTS 03/04/2017 02/05/2017.	1		24,688.90
INV 9152416402/05/2017		SYNERGY	AUXILLARY LIGHTING CHARGES 28/03/2017 TO 27/04/2017.		121.10	
INV 3006770724/04/2017		SYNERGY	WUNDOWIE FOOTY PAVILLION 20/02/2017 TO 24/04/2017.		210.90	
INV 3619900324/04/2017		SYNERGY	WUNDOWIE OVAL PUMP 20/02/2017 TO 24/04/2017.		536.65	
INV 1422759524/04/2017		SYNERGY	WUNDOWIE OVAL 20/02/2017 TO 24/04/2017.	1	887.15	
INV 1686149902/05/2017		SYNERGY	STREET LIGHTS 03/04/2017 02/05/2017.	1	22,626.75	
INV 1640077124/04/2017		SYNERGY	WUNDOWIE DEPOT 20/02/2017 TO 24/04/2017.	1	306.35	
34733	12/05/2017	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNT 24/04/2017 TO 25/04/2017.	1		2,000.49
INV 1342948225/04/2017		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNT 24/04/2017 TO 25/04/2017.		1,906.60	
INV 6305302927/04/2017		TELSTRA CORPORATION	BAKERS HILL BFB 23/03/2017 TO 22/04/2017.		21.57	
INV 3864754812/04/2017		TELSTRA CORPORATION	HENRY ST OVAL 05/03/2017 TO 04/04/2017		72.32	
34734	12/05/2017	WATER CORPORATION	WATER CHARGES - 182 FITZGERALD STREET, NORTHAM ACCOUNT NO: 90 07907 298 BILL ID:0184.	1		1,172.50
INV 9007948303/05/2017		WATER CORPORATION	STANDPIPE AT IRISHTOWN RD 03/03/2017 TO 02/05/2017.		48.50	
INV 9007948203/05/2017		WATER CORPORATION	STANDPIPE AT KATRINE RD 03/03/2017 TO 02/05/2017.		39.48	
INV 9007946103/05/2017		WATER CORPORATION	STANDPIPE AT SPENCERS BROOK RD 03/03/2017 TO 02/05/2017.		39.48	

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INV 9007945602/05/2017		WATER CORPORATION	STANDPIPE NORTHAM-TOODYAY RD 02/03/2017 TO 01/05/2017.		39.48	
INV 9007945102/05/2017		WATER CORPORATION	TOILETS AT KATRINE RD 02/03/2017 TO 01/05/2017.		29.33	
INV 9007871921/04/2017		WATER CORPORATION	DEPOT - WUNDOWIE 18/02/2017 TO 20/04/2017.		24.82	
INV 9007871921/04/2017		WATER CORPORATION	WUNDOWIE OVAL 17/02/2017 TO 20/04/2017.		267.93	
INV 9007871821/04/2017		WATER CORPORATION	RESERVE AT BANKSIA AVE 17/02/2017 TO 20/04/2017.		285.98	
INV 9007907209/05/2017		WATER CORPORATION	WATER CHARGES - 182 FITZGERALD STREET, NORTHAM ACCOUNT NO: 90 07907 298 BILL ID:0184.	1	358.02	
INV 9007950428/04/2017		WATER CORPORATION	STANDPIPE AT GRASS VALLEY 10/02/2017 TO 06/04/2017.	1	39.48	
34735	19/05/2017	LUCY'S TEAROOMS	FRUIT PLATTERS FOR STRATEGIC COMMUNITY PLAN WORKSHOPS	1		40.00
INV 1388	20/04/2017	LUCY'S TEAROOMS	FRUIT PLATTERS FOR STRATEGIC COMMUNITY PLAN WORKSHOPS	1	40.00	
34736	19/05/2017	NORTHAM FEED & HIRE	POULTRY MIX	1		132.30
INV 0000518	26/04/2017	NORTHAM FEED & HIRE	POULTRY MIX	1	113.10	
INV 0000048914/04/2017		NORTHAM FEED & HIRE	DOG AND CAT FOOD APRIL 2017	1	19.20	
34737	19/05/2017	SYNERGY	ELECTRICTY BILL FOR VARIOUS 05/04/2017 TO 05/05/2017.	1		25,914.29
INV 7921766205/05/2017		SYNERGY	ELECTRICTY BILL FOR VARIOUS 05/04/2017 TO 05/05/2017.	1	25,835.39	
INV 0353464126/04/2017		SYNERGY	ELECTRICITY FOR HOOPER PARK - GEH B/HILL 21/02/2017 TO 26/04/2017.	1	78.90	
34738	19/05/2017	TELSTRA CORPORATION	SES BUILDING 05/04/2017 TO 4/05/2017.	1		378.31
INV 2773735012/04/2017		TELSTRA CORPORATION	SES BUILDING 05/04/2017 TO 4/05/2017.		378.31	
34739	19/05/2017	WATER CORPORATION	KILLARA 09/03/2017 TO 08/05/2017.	1		9,145.29
INV 9007909711/05/2017		WATER CORPORATION	RECREATION CENTRE 14/03/2017 TO 10/05/2017		1,521.38	
INV 9007909709/05/2017		WATER CORPORATION	SES BUILDING 09/03/2017 TO 08/05/2017.		135.36	
INV 9007908609/05/2017		WATER CORPORATION	KILLARA 09/03/2017 TO 08/05/2017.		1,725.22	

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INV 9007908009/05/2017		WATER CORPORATION	OLD GIRLS SCHOOL 09/03/2017 TO 08/05/2017.		100.19	
INV 9007908009/05/2017		WATER CORPORATION	OLD POST OFFICE BUILDING 09/03/2017 TO 08/05/2017.		127.27	
INV 9011070409/05/2017		WATER CORPORATION	SNACKBAR AT GREY ST 01/05/2017 TO 30/06/2017.		187.66	
INV 9007907409/05/2017		WATER CORPORATION	BERNARD PARK PLAYCENTRE 10/03/2017 TO 08/05/2017.		196.67	
INV 9007906909/05/2017		WATER CORPORATION	OLD INFANT HEALTH CLINIC 09/03/2017 TO 08/05/2017.		57.86	
INV 9007906709/05/2017		WATER CORPORATION	OLD FIRE STATION 09/03/2017 TO 08/05/2017.		201.71	
INV 9007904010/05/2017		WATER CORPORATION	LIBRARY 10/03/2017 TO 09/05/2017.		70.87	
INV 9007904010/05/2017		WATER CORPORATION	OLD TOWN BUILDING 10/03/2017 TO 09/05/2017.		806.85	
INV 9007904010/05/2017		WATER CORPORATION	MEMORIAL HALL 10/03/2017 TO 09/05/2017.		242.58	
INV 9007903910/05/2017		WATER CORPORATION	ST JOHN'S HALL 10/03/2017 TO 09/05/2017.		139.75	
INV 9007903705/05/2017		WATER CORPORATION	TOWN & LESSER HALL 08/03/2017 TO 04/05/2017.		311.66	
INV 9007901604/05/2017		WATER CORPORATION	RAILWAY MUSEUM 04/03/2017 TO 03/05/2017.		181.53	
INV 9007901102/05/2017		WATER CORPORATION	PLAYGROUND MORRELL STREET 02/03/2017 TO 01/05/2017.		542.00	
INV 9007899904/05/2017		WATER CORPORATION	GIRL GUIDES HALL 04/03/2017 TO 03/05/2017.		52.80	
INV 9008729809/05/2017		WATER CORPORATION	VISITORS CENTRE 10/03/2017 TO 08/05/2017.		1,178.76	
INV 9008729704/05/2017		WATER CORPORATION	SHIRE ADMIN 04/03/2017 TO 03/05/2017.		937.24	
INV 9007908710/05/2017		WATER CORPORATION	KINDERGARDEN AT BURGOPYNE - 11/03/2017 TO 09/05/2017.	1	427.93	
34740	26/05/2017	SYNERGY	AIRPORT 15/03/2017 TO 17/05/2017.	1		4,046.30
INV 7968413418/05/2017		SYNERGY	SHIRE ADMIN BUILDING 20/04/2017 to 18/05/2017.		1,369.95	
INV 1365377417/05/2017		SYNERGY	AIRPORT 15/03/2017 TO 17/05/2017.		2,676.35	
34741	26/05/2017	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/05/2017 TO 04/06/2017.	1		6,487.23
INV 9026075012/05/2017		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 04/05/2017 TO 04/06/2017.		4,682.61	
INV 2726008928/04/2017		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS 28/04/2017 TO 27/05/2017.		1,804.62	



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34742	26/05/2017	WATER CORPORATION	BERNARD PARK 10/03/2017 to 08/05/2017.	1		6,058.97
INV 9007929409/05/2017		WATER CORPORATION	AVON MALL 10/03/2017 TO 08/05/2017.		952.03	
INV 9007916612/05/2017		WATER CORPORATION	MORBY COTTAGE 15/03/2017 TO 11/05/2017.		558.36	
INV 9007915517/05/2017		WATER CORPORATION	AIRPORT 15/03/2017 to 15/05/2017.		1,273.16	
INV 9007913511/05/2017		WATER CORPORATION	DEPOT AT 116 PEEL TCE 11/03/2017 TO 10/05/2017.		227.86	
INV 9007913111/05/2017		WATER CORPORATION	DEPOT BUILDING 67 BYFIELD ST 11/03/2017 TO 09/05/2017.		175.97	
INV 9007909709/05/2017		WATER CORPORATION	JUBILEE OVAL 09/03/2017 TO 08/05/2017.		497.50	
INV 9007908109/05/2017		WATER CORPORATION	TRAFFIC ISLANDS 09/03/2017 TO 08/05/2017.		11.28	
INV 9007907409/05/2017		WATER CORPORATION	BERNARD PARK 10/03/2017 to 08/05/2017.		1,658.94	
INV 9007907310/05/2017		WATER CORPORATION	RIVERBANK TO BROOME TCE 10/03/2017 to 09/05/2017.		27.07	
INV 9007901704/05/2017		WATER CORPORATION	PURSLOWE PARK 04/03/2017 TO 03/05/2017.		676.80	
DD11150.1	01/05/2017	TENNANT AUSTRALIA	LEASE OF CLEANING EQUIPMENT APRIL 2017	1		1,046.85
INV APRIL 2001/05/2017		TENNANT AUSTRALIA	LEASE OF CLEANING EQUIPMENT APRIL 2017	1	1,046.85	
DD11161.1	02/05/2017	WA SUPER	Payroll deductions	1		24,998.41
INV SUPER	02/05/2017	WA SUPER	Superannuation contributions	1	21,277.33	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	2,534.97	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	146.76	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	43.87	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	324.04	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	422.06	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	43.53	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	150.00	
INV DEDUCT02/05/2017		WA SUPER	Payroll deductions	1	30.85	

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DD11161.2	02/05/2017	SUNSUPER	Superannuation contributions	1		401.82
INV SUPER	02/05/2017	SUNSUPER	Superannuation contributions	1	401.82	
DD11161.3	02/05/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1		169.92
INV SUPER	02/05/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1	169.92	
DD11161.4	02/05/2017	QSUPER	Superannuation contributions	1		186.99
INV SUPER	02/05/2017	QSUPER	Superannuation contributions	1	186.99	
DD11161.5	02/05/2017	BENDIGO SMART START SUPER	Superannuation contributions	1		192.20
INV SUPER	02/05/2017	BENDIGO SMART START SUPER	Superannuation contributions	1	192.20	
DD11161.6	02/05/2017	VISION SUPER	Superannuation contributions	1		187.50
INV SUPER	02/05/2017	VISION SUPER	Superannuation contributions	1	187.50	
DD11161.7	02/05/2017	HOSTPLUS SUPER	Superannuation contributions	1		625.75
INV SUPER	02/05/2017	HOSTPLUS SUPER	Superannuation contributions	1	625.75	
DD11161.8	02/05/2017	HESTA SUPER FUND	Superannuation contributions	1		176.64
INV SUPER	02/05/2017	HESTA SUPER FUND	Superannuation contributions	1	176.64	
DD11161.9	02/05/2017	RECRUITMENT SUPER	Superannuation contributions	1		72.58
INV SUPER	02/05/2017	RECRUITMENT SUPER	Superannuation contributions	1	72.58	
DD11172.1	08/05/2017	BANKWEST	JASON WHITEAKER MASTERCARD 20/3/17 TO 20/4/17	1		2,039.44
INV R RAYSC08/05/2017		BANKWEST	ROSS RAYSON MASTERCARD 20/3/17 TO 20/4/17	1	855.81	
INV C YOUN08/05/2017		BANKWEST	COLIN YOUNG MASTERCARD 20/3/17 TO 20/4/17	1	99.30	
INV C HUNT 08/05/2017		BANKWEST	CHADD HUNT MASTERCARD 20/3/17 TO 20/4/17	1	480.00	
INV C KLEYN08/05/2017		BANKWEST	CLINTON KLEYNHANS MASTERCARD 20/3/17 TO 20/4/17	1	345.19	
INV J WHITE.08/05/2017		BANKWEST	JASON WHITEAKER MASTERCARD 20/3/17 TO 20/4/17	1	259.14	

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DD11214.1	16/05/2017	WA SUPER	Payroll deductions	1		22,160.80
INV SUPER	16/05/2017	WA SUPER	Superannuation contributions	1	19,053.16	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	1,939.05	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	137.47	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	36.87	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	324.04	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	420.83	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	43.53	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	150.00	
INV DEDUCT	16/05/2017	WA SUPER	Payroll deductions	1	30.85	
DD11214.2	16/05/2017	EWRAP SUPER	Superannuation contributions	1		134.02
INV SUPER	16/05/2017	EWRAP SUPER	Superannuation contributions	1	134.02	
DD11214.3	16/05/2017	SUNSUPER	Superannuation contributions	1		402.94
INV SUPER	16/05/2017	SUNSUPER	Superannuation contributions	1	402.94	
DD11214.4	16/05/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1		169.92
INV SUPER	16/05/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1	169.92	
DD11214.5	16/05/2017	QSUPER	Superannuation contributions	1		186.41
INV SUPER	16/05/2017	QSUPER	Superannuation contributions	1	186.41	
DD11214.6	16/05/2017	BENDIGO SMART START SUPER	Superannuation contributions	1		187.77
INV SUPER	16/05/2017	BENDIGO SMART START SUPER	Superannuation contributions	1	187.77	
DD11214.7	16/05/2017	VISION SUPER	Superannuation contributions	1		187.84
INV SUPER	16/05/2017	VISION SUPER	Superannuation contributions	1	187.84	

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DDI1214.8	16/05/2017	HOSTPLUS SUPER	Superannuation contributions	1		486.99
INV SUPER	16/05/2017	HOSTPLUS SUPER	Superannuation contributions	1	486.99	
DDI1214.9	16/05/2017	UNISUPER	Superannuation contributions	1		52.19
INV SUPER	16/05/2017	UNISUPER	Superannuation contributions	1	52.19	
DDI1254.1	29/05/2017	TENNANT AUSTRALIA	LEASE OF CLEANING EQUIPMENT MAY 2017NORTHAM RECREATION CENTRE 29/5/17	1		1,046.85
INV MAY 20129/05/2017	29/05/2017	TENNANT AUSTRALIA	LEASE OF CLEANING EQUIPMENT MAY 2017NORTHAM RECREATION CENTRE 29/5/17	1	1,046.85	
DDI1262.1	30/05/2017	WA SUPER	Payroll deductions	1		23,325.46
INV SUPER	30/05/2017	WA SUPER	Superannuation contributions	1	19,991.40	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	2,170.73	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	138.55	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	32.07	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	324.04	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	419.29	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	43.53	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	150.00	
INV DEDUCT30/05/2017	30/05/2017	WA SUPER	Payroll deductions	1	30.85	
DDI1262.2	30/05/2017	EWRAP SUPER	Superannuation contributions	1		156.78
INV SUPER	30/05/2017	EWRAP SUPER	Superannuation contributions	1	156.78	
DDI1262.3	30/05/2017	SUNSUPER	Superannuation contributions	1		402.30
INV SUPER	30/05/2017	SUNSUPER	Superannuation contributions	1	402.30	
DDI1262.4	30/05/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1		171.67



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INV SUPER	30/05/2017	AMG UNIVERSAL SUPER	Superannuation contributions	1	171.67	
DD11262.5	30/05/2017	QSUPER	Superannuation contributions	1		183.53
INV SUPER	30/05/2017	QSUPER	Superannuation contributions	1	183.53	
DD11262.6	30/05/2017	BENDIGO SMART START SUPER	Superannuation contributions	1		186.99
INV SUPER	30/05/2017	BENDIGO SMART START SUPER	Superannuation contributions	1	186.99	
DD11262.7	30/05/2017	VISION SUPER	Superannuation contributions	1		187.57
INV SUPER	30/05/2017	VISION SUPER	Superannuation contributions	1	187.57	
DD11262.8	30/05/2017	HOSTPLUS SUPER	Superannuation contributions	1		486.99
INV SUPER	30/05/2017	HOSTPLUS SUPER	Superannuation contributions	1	486.99	
DD11262.9	30/05/2017	UNISUPER	Superannuation contributions	1		36.13
INV SUPER	30/05/2017	UNISUPER	Superannuation contributions	1	36.13	
DD11161.10	02/05/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,697.80
INV SUPER	02/05/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,697.80	
DD11161.11	02/05/2017	REST INDUSTRY SUPER	Superannuation contributions	1		461.35
INV SUPER	02/05/2017	REST INDUSTRY SUPER	Superannuation contributions	1	461.35	
DD11161.12	02/05/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1		191.88
INV SUPER	02/05/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1	191.88	
DD11161.13	02/05/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		249.31
INV SUPER	02/05/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	249.31	
DD11161.14	02/05/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		222.17

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INV SUPER	02/05/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	222.17	
DD11161.15	02/05/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		281.35
INV SUPER	02/05/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	281.35	
DD11161.16	02/05/2017	AMP LIFE LIMITED	Superannuation contributions	1		498.11
INV SUPER	02/05/2017	AMP LIFE LIMITED	Superannuation contributions	1	498.11	
DD11161.17	02/05/2017	EWRAP SUPER	Superannuation contributions	1		171.61
INV SUPER	02/05/2017	EWRAP SUPER	Superannuation contributions	1	171.61	
DD11214.10	16/05/2017	HESTA SUPER FUND	Superannuation contributions	1		164.60
INV SUPER	16/05/2017	HESTA SUPER FUND	Superannuation contributions	1	164.60	
DD11214.11	16/05/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,497.60
INV SUPER	16/05/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,497.60	
DD11214.12	16/05/2017	REST INDUSTRY SUPER	Superannuation contributions	1		458.59
INV SUPER	16/05/2017	REST INDUSTRY SUPER	Superannuation contributions	1	458.59	
DD11214.13	16/05/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1		194.41
INV SUPER	16/05/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1	194.41	
DD11214.14	16/05/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		249.31
INV SUPER	16/05/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	249.31	
DD11214.15	16/05/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		142.52
INV SUPER	16/05/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	142.52	

Ordinary Council Meeting Agenda  
21 June 2017



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD11214.16	16/05/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		281.35
INV SUPER	16/05/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	281.35	
DD11214.17	16/05/2017	AMP LIFE LIMITED	Superannuation contributions	1		516.45
INV SUPER	16/05/2017	AMP LIFE LIMITED	Superannuation contributions	1	516.45	
DD11262.10	30/05/2017	HESTA SUPER FUND	Superannuation contributions	1		161.92
INV SUPER	30/05/2017	HESTA SUPER FUND	Superannuation contributions	1	161.92	
DD11262.11	30/05/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1		1,537.39
INV SUPER	30/05/2017	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	1,537.39	
DD11262.12	30/05/2017	REST INDUSTRY SUPER	Superannuation contributions	1		526.08
INV SUPER	30/05/2017	REST INDUSTRY SUPER	Superannuation contributions	1	526.08	
DD11262.13	30/05/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1		194.48
INV SUPER	30/05/2017	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	1	194.48	
DD11262.14	30/05/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		249.31
INV SUPER	30/05/2017	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	249.31	
DD11262.15	30/05/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		104.98
INV SUPER	30/05/2017	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	104.98	
DD11262.16	30/05/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		281.35
INV SUPER	30/05/2017	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	281.35	
DD11262.17	30/05/2017	AMP LIFE LIMITED	Superannuation contributions	1		527.76

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**21 June 2017**



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	30/05/2017	AMP LIFE LIMITED	Superannuation contributions	1	527.76	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,321,794.34
2	TRUST FUND	120,166.36
<b>TOTAL</b>		<b>1,441,960.70</b>



## Attachment 2

### Payment dates 01<sup>st</sup> of May 2017 to 31<sup>st</sup> May 2017

- Municipal Fund payment cheque numbers 34725 to 34742 total \$101,282.90.
- Trust Fund payment cheque numbers 2003 to 2008 total \$120,016.36.

#### Electronic Funds Transfer

- Municipal Fund EFT26246 to EFT26506 total \$1,129,398.51.
- Trust Fund \$150.00.

Direct Debits total \$91,112.93

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42)

Month	Cheques 2016/17	EFT Payments 2016/17	Direct Debits 2016/17	Payroll 2016/17	Total Payments 2016/17
July	\$ 140,303.80	\$ 1,735,888.57	\$ 59,904.45	\$ 385,392.90	\$ 2,321,489.72
August	\$ 136,849.26	\$ 1,446,763.64	\$ 62,959.52	\$ 388,948.80	\$ 2,035,521.22
September	\$ 130,673.61	\$ 1,173,159.47	\$ 73,153.18	\$ 409,601.96	\$ 1,786,588.22
October	\$ 92,486.94	\$ 1,919,410.46	\$ 62,022.40	\$ 415,528.34	\$ 2,489,448.14
November	\$ 87,367.01	\$ 1,829,179.68	\$ 95,725.27	\$ 394,750.69	\$ 2,407,022.65
December	\$ 99,569.96	\$ 1,482,023.73	\$ 68,860.47	\$ 618,407.99	\$ 2,268,862.15
January	\$ 53,632.24	\$ 1,172,265.23	\$ 67,669.65	\$ 430,022.95	\$ 1,723,590.07
February	\$ 169,046.40	\$ 1,274,203.19	\$ 68,051.45	\$ 431,919.95	\$ 1,943,220.99
March	\$ 126,043.83	\$ 1,258,915.61	\$ 70,802.07	\$ 434,975.77	\$ 1,890,737.28
April	\$ 77,728.10	\$ 982,301.14	\$ 66,639.13	\$ 408,179.78	\$ 1,534,848.15
May	\$ 221,299.26	\$ 1,129,548.51	\$ 91,112.93	\$ 580,418.70	\$ 2,022,379.40
June					\$ -
<b>Total</b>	<b>\$1,335,000.41</b>	<b>\$15,403,659.23</b>	<b>\$786,900.52</b>	<b>\$4,898,147.83</b>	<b>\$22,423,707.99</b>

The Following table presents all payments made for the month from Council Credit cards paid by Direct Debit 11172.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
PUMA BELLEVUE - DIESEL	89.37	
PUMA ENERGY EL CABALLO - DIESEL	94.13	
DRAFTEX CORPORATION -RODIA 311 STANDARD A1 STRIPS	70.90	
CALTEX STAR MART - DIESEL	90.79	<b>345.19</b>
<b>Executive Manager Corporate Services</b>		
NORTHAM TAVERN - LUNCH FOR EXECUTIVE MANAGERS MEETING	99.30	<b>99.30</b>
<b>Executive Manager Community Services</b>		
FACEBOOK ADVERTISING 2017 MOTOR SPORT FESTIVAL	475.84	
FACEBOOK ADVERTISING -POST ENGAGEMENT IMPRESSIONS	90.09	
ADOBE CREATIVE CLOUD & PHOTOSHOP CC	164.97	
SUBWAY - CATERING	114.00	
CITY OF PERTH PARKING 19/4/17	10.91	<b>855.81</b>
<b>Executive Manager Development Services</b>		
ST JOHNS AMBULANCE -ANDREW BURROWS FIRST AID COURSE	160.00	
ST JOHNS AMBULANCE -MATHEW MACQUEEN FIRST AID COURSE	160.00	
ST JOHNS AMBULANCE -PATRICIA RUMJANTSEV FIRST AID COURSE	160.00	<b>480.00</b>
<b>Chief Executive Officer</b>		
SUBWAY NORTHAM -STRATEGIC COMMUNITY PLAN	221.00	
SUMMIT CATERING		
HJ BELMONT - MEETING	10.90	
PRZCHARGE.PREZI.COM	26.46	
FOREIGN TRANSACTION BANK FEES	0.78	<b>259.14</b>
<b>Total Credit Card Expenditure</b>		<b>\$ 2,039.44</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 \$2,022,379.40 was submitted to the Ordinary Meeting of Council on Wednesday, 21 June 2017.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers and electronic funds transfer payments as per above and totalling \$2,022,379.40 was submitted to each member of the Council on Wednesday, 21 June 2017, 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 Statements for the Period Ending 30<sup>th</sup> April 2017

<b>Address:</b>	N/A
<b>Owner:</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 Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

For Council to receive the Financial Statement for the period ending 30<sup>th</sup> April 2017.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 30<sup>th</sup> April 2017.

#### BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 31 March 2017 is included as Attachment 1 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves; and
- Net Current Assets;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting.

#### **Notes to the Financial Statements (items in bold represent new notes)**



### Operating Income

1. Recreation and Culture was over \$338,483 with the receipt of the WDC Grant of \$300,000.
2. Transport is under by \$1,058,219 primarily due to the timing of **Roads to Recovery Grant funding 2016 2017, funds received in May 2017 for \$1,436,265**, Wandrra funding of \$88,830 and MRWA Commodity Route funding of \$71,747.
3. Economic Services income is under budget by \$96,667, \$44,480 was budgeted for Income Retic System that will not be charged as no additional water is required, no gravel has been sold that was budgeted at \$8,330, lease fees and outgoings for NRM and the Medical Centre are lower than budget by \$15,372. **Extractive Industries income is under budget by \$5,000.**
4. Other Property & Services under budget \$22,783 due predominantly to the timing of insurance claims income.

### Operating Expenditure

5. Education and Welfare are under budget 10.8%, predominantly relating to the timing of Killara Salaries \$62,405, Killara consumables are under budget by \$22,193, Killara training is under budget by \$7,606, depreciation is \$12,849 lower than budget
6. Community Amenities is under budget \$534,475 due to the following items
  - Street bin maintenance \$23,244
  - Septage pond maintenance of \$52,026
  - Town Planning Salaries \$19,737
  - Refuse collection contract costs \$65,829
7. Other Property & Services under budget \$22,658 due predominantly to the timing of insurance claims income.

### Operating Income by Nature and Type

8. Other revenue is under budget by \$138,446 predominantly due to timing differences with legal fee recovery \$50,000 DFES overspend budget recovery \$37,220, Town Planning Fines \$24,607, Insurance \$60,483 being the pending Wundowie Pool Claim.

### Operating Expenditure by Nature and Type

9. Materials and contracts are under budget by 23%, this is
  - the timing of expenditure relating to, the Avon Waste and site maintenance for the operation of Councils waste facility by \$235,713
  - consultants \$74,340
  - **drainage management is \$21,067 over budget**
  - **septage pond maintenance is under budget by \$52,025**
  - Northam and Wundowie Pool Operating and building expenses of \$90,424
  - Recreation control is \$46,922
  - Parks and Gardens \$21,876

- Jubilee Pavillion \$35,575
10. Other expenditure is over budget \$158,290, **Rates written off are under budget by \$49,440 due to timing difference.** Landgate valuations \$15,843, Meeting Fees \$16,778, timing of community sponsorship \$15,950.

Non-Operating Income

11. Capital Income is under budget by \$642,419, this relates to timing of expenditure \$919,809 of Roads to Recovery Grant, less earlier than anticipated receipt of Wheatbelt Development Commission \$300,000. The exception items are disclosed below.

Capital Expenditure Item reporting

<b>ACQUISITION OF ASSETS</b>	<b>16/17 Budget \$</b>	<b>Ytd Actual \$</b>
<b><u>By Program</u></b>		
<b>Law &amp; Order</b>		
Brigade Appliance 3.4 Grass Valley	335,000	365,333

**CONSIDERATIONS**

**Strategic Community / Corporate Business Plan**

- Objective G2: Improve organisational capability and capacity.  
Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

**Financial / Resource Implications**

The Statement of Accounts have been prepared in accordance with Council's 2016/17 Budget.

**Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.  
Local Government (Financial Management) Regulations 1996.

**Policy Implications**

Nil.

**Stakeholder Engagement / Consultation**

N/A.

**Risk Implications**

Nil.

## **OFFICER'S COMMENT**

Nil.

## **RECOMMENDATION**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended 30<sup>th</sup> April 2017.**

## Attachment 1



SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2017

	NOTE	16/17 Revised Budget \$	Ytd Budget \$	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		95,992	91,545	103,258	11,713	12.79%
General Purpose Funding Other		3,824,263	2,886,711	2,880,264	(26,447)	(0.92%)
General Purpose Funding Rates		8,945,651	8,908,790	8,955,958	47,168	0.53%
Law, Order, Public Safety		1,304,615	1,087,896	1,081,082	(16,814)	(1.53%)
Health		75,000	81,660	57,181	(4,479)	(7.26%)
Education and Welfare		1,585,637	1,555,039	1,509,755	(45,284)	(2.91%)
Housing		44,978	37,460	29,770	(7,690)	(20.53%)
Community Amenities		2,594,125	2,391,208	2,432,121	40,913	1.71%
Recreation and Culture	1	5,542,044	842,613	1,181,096	338,483	40.17%
Transport	2	2,880,616	1,813,842	755,723	(1,058,219)	(58.34%)
Economic Services	3	516,543	431,410	334,733	(96,677)	(22.41%)
Other Property and Services	4	113,200	105,810	83,027	(22,783)	(21.53%)
<b>Total Operating Revenue</b>		<b>27,322,665</b>	<b>20,224,084</b>	<b>19,383,969</b>	<b>(840,115)</b>	<b>(4.15%)</b>
<b>Expenses</b>						
Governance		(1,297,588)	(1,037,723)	(954,110)	83,613	8.06%
General Purpose Funding		(301,469)	(197,530)	(173,247)	24,283	12.29%
Law, Order, Public Safety		(1,174,917)	(982,829)	(1,061,028)	(78,199)	(7.96%)
Health		(343,092)	(279,821)	(258,647)	21,174	7.57%
Education and Welfare	5	(1,422,368)	(1,186,488)	(1,040,508)	125,981	10.80%
Housing		(90,621)	(75,945)	(68,245)	7,700	10.14%
Community Amenities	6	(3,568,391)	(2,754,495)	(2,220,020)	534,475	19.40%
Recreation & Culture		(4,469,491)	(3,792,367)	(3,664,525)	127,842	3.37%
Transport		(5,156,429)	(4,214,004)	(4,162,065)	51,939	1.23%
Economic Services		(2,008,102)	(1,688,894)	(1,485,796)	203,098	12.03%
Other Property and Services	7	(96,683)	(86,869)	(70,857)	16,212	18.66%
<b>Total Operating Expenses</b>		<b>(19,930,150)</b>	<b>(16,276,965)</b>	<b>(15,158,847)</b>	<b>1,118,119</b>	<b>6.87%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(67,036)	(89,606)	11,183	100,789	112.48%
Movement in Employee Benefit Provisions		0	0	(9,236)	(9,236)	
Depreciation on Assets		4,157,607	3,118,107	3,351,289	233,182	(7.48%)
<b>Non Operating Items</b>						
Purchase Land Held for Resale		0	0	0	0	0.00%
Purchase Land and Buildings		(6,871,273)	(2,320,035)	(871,453)	1,448,582	62.44%
Purchase Plant and Equipment		(1,301,485)	(1,137,154)	(678,757)	256,397	22.72%
Purchase Furniture and Equipment		(57,989)	(53,403)	(26,178)	27,225	50.98%
Purchase Bush Fire Equipment		(460,000)	(460,000)	(480,159)	(20,159)	(4.38%)
Purchase Infrastructure Assets - Roads		(4,050,626)	(3,550,822)	(1,634,434)	1,916,388	53.97%
Purchase Infrastructure Assets - Footpaths		(402,939)	(398,042)	(178,598)	219,444	55.13%
Purchase Infrastructure Assets - Drainage		(2,301,694)	(1,790,820)	(862,017)	928,803	51.86%
Purchase Infrastructure Assets - Parks & Ovals		(1,211,715)	(222,928)	(101,760)	121,168	54.35%
Purchase Infrastructure Assets - Streetscape		(175,000)	(173,330)	(149,457)	24,873	14.35%
Purchase Infrastructure Assets - Other		(2,249,187)	(387,550)	(200,284)	187,268	48.32%
Proceeds from Disposal of Assets		805,429	574,849	485,718	(89,131)	15.51%
Repayment of Debentures		(223,416)	(186,150)	(203,538)	(17,388)	(9.34%)
Proceeds from New Debentures		1,684,000		150,000	150,000	
Advances to Community Groups		(150,000)		0	0	
Self-Supporting Loan Principal Income		31,979	28,649	18,443	(8,206)	30.79%
Transfers to Restricted Assets (Reserves)		(1,439,788)		(594,526)	(594,526)	
Transfers from Restricted Asset (Reserves)		3,083,881	0	(510,775)	(510,775)	
Transfers from Restricted Asset (Other)		0	0	0	0	0.00%
ADD Net Current Assets July 1 B/Fwd		4,006,738	4,006,738	5,906,402	1,899,664	
LESS Year End Adjustment - Killara		-	0	0	0	
LESS Net Current Assets Year to Date		0	0	6,503,618	6,503,618	
<b>Surplus</b>		<b>0</b>	<b>903,622</b>	<b>828,721</b>	<b>(74,901)</b>	

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 APRIL 2017**

**1. OPERATING STATEMENT**

	Note	16/17 Budget \$	Ytd Budget	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		8,957,651	8,945,354	8,959,276	13,922	0%
Operating Grants Subsidies and Contributions		5,253,542	4,319,351	4,313,173	(6,178)	0%
Fees and Charges		3,748,012	3,385,875	3,322,093	(63,782)	-2%
Proceeds from Sale of Assets				(47,898)		
Service Charges		0	0	0	0	
Interest Earnings		340,000	283,320	300,773	17,453	6%
Other Revenue	8	851,245	598,435	436,264	(162,171)	-27%
<b>TOTAL OPERATING REVENUE</b>		<b>19,150,451</b>	<b>17,532,335</b>	<b>17,283,681</b>	<b>(200,757)</b>	<b>-1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(7,757,067)	(6,352,787)	(6,252,965)	99,822	2%
Materials and Contracts	9	(6,310,220)	(5,067,600)	(3,878,515)	1,189,085	23%
Utility Charges		(812,191)	(676,110)	(628,110)	48,000	7%
Depreciation of Non Current Assets		(4,157,607)	(3,464,560)	(3,351,289)	113,271	3%
Interest Expenses		(143,380)	(119,460)	(116,854)	2,606	2%
Insurance Expenses		(438,444)	(438,401)	(463,031)	(24,630)	-6%
Other Expenditure	10	(165,565)	(86,117)	(244,407)	(158,290)	-184%
<b>TOTAL OPERATING EXPENSE</b>		<b>(19,784,474)</b>	<b>(16,205,035)</b>	<b>(14,935,170)</b>	<b>1,269,865</b>	<b>-8%</b>
Non Operating Grants Subsidies and Contributions	11	7,959,501	2,530,213	1,887,794	(642,419)	-25%
Profit on Asset Disposals		212,712	210,976	212,494	1,518	-1%
Loss on Asset Disposals		(145,676)	(121,370)	(223,677)	(102,307)	-84%
<b>RESULTING FROM OPERATIONS</b>		<b>7,392,514</b>	<b>3,947,119</b>	<b>4,225,122</b>	<b>278,003</b>	<b>7%</b>

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 APRIL 2017**

**2. BALANCE SHEET**

	<b>Ytd Actual \$</b>	<b>2015/2016 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash Assets	10,362,732	10,169,233
Receivables	2,381,634	2,223,094
Inventories	0	35,885
<b>TOTAL CURRENT ASSETS</b>	<b>12,744,366</b>	<b>12,428,212</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	560,285	410,285
Inventories	0	0
Land and Buildings	52,302,411	52,041,703
Property, Plant and Equipment	6,205,175	5,130,117
Infrastructure	144,672,097	144,424,083
<b>TOTAL NON-CURRENT ASSETS</b>	<b>203,739,968</b>	<b>202,006,188</b>
<b>TOTAL ASSETS</b>	<b>216,484,334</b>	<b>214,434,400</b>
<b>CURRENT LIABILITIES</b>		
Payables	103,374	2,216,031
Interest-bearing Liabilities	6,341	209,878
Provisions	998,083	1,007,320
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,107,798</b>	<b>3,433,229</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,241,881	2,091,882
Provisions	190,732	190,732
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,432,613</b>	<b>2,282,614</b>
<b>TOTAL LIABILITIES</b>	<b>3,540,411</b>	<b>5,715,843</b>
<b>NET ASSETS</b>	<b>212,943,923</b>	<b>208,718,557</b>
<b>EQUITY</b>		
Retained Surplus	82,403,841	78,255,231
Reserves - Cash Backed	5,710,825	5,634,070
Reserves - Asset Revaluation	124,829,257	124,829,256
<b>TOTAL EQUITY</b>	<b>212,943,923</b>	<b>208,718,557</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2017

3. ACQUISITION OF ASSETS	16/17 Budget \$	Ytd Actual \$
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
<b>Governance</b>		
CEO Vehicle	58,000	55,909
Executive Manager Corporate Services	40,000	40,841
Admin Building	337,500	0
Intramaps GIS	30,523	5,588
<b>Law, Order &amp; Public Safety</b>		
Toyota Hilux Dual Cab	26,363	26,364
Brigade Appliance -3.4 Grass Valley	335,000	365,333
Brigade Appliance - Light Tanker Irishtown BFB	125,000	114,826
Inkpen Fireshed	114,589	105,227
Electronic Conversion of Standpipe	12,500	11,815
CCTV - Fitzgerald St & Peel Tce	235,000	27,204
<b>Health</b>		
Health Officer Vehicle	25,000	0
<b>Education &amp; Welfare</b>		
Bernard Park Play Group modify toilet & disabled access	19,500	26,869
Kuringal Village Unit Upgrade	54,890	10,107
<b>Community Amenities</b>		
Gate House - Inkpen Landfill	9,500	3,800
Recycling Area - Inkpen Landfill	20,000	18,184
Infrastructure Septage Ponds	150,000	83,077
Bernard Park Drainage	690,167	713,509
Other Drainage	227,832	31,881
Northam Town Centre Drainage	112,603	28,831
Drainage Avon Mall		0
King Creek Drainage	552,189	18,840
CLGF Drainage 2012 2013	200,756	0
Town Pool Reserve Supertowns CF	75,000	0
Fencing Inkpen	55,000	51,173
Fencing Old Refuse Site Grass Valley	20,000	3,000
Inkpen Site Drainage	100,000	2,243
Upgrade River Bank Fencing	30,318	0
Snr Planners Vehicle	35,000	31,719
Hoopers Park Toilets Bakers Hill	4,050	0
Avon Mall Upgrade & Streetscaping	165,000	148,457
Cemetery New Rest Room	53,972	0
Cemetery Drainage	2,769	2,273
Cemetery Car Parking	40,000	0
Cemetery Lot Development	28,600	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2017

3. ACQUISITION OF ASSETS (Continued)	16/17 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>		
<b>Recreation and Culture</b>		
Town Hall Balcony & Render	313,990	5,318
Quellington Hall Windows & Doors	23,880	0
Swimming Pool Redevelopment	1,500,000	19,500
Rec Centre Air floor reseal & linemarking	157,000	107,637
Rec Centre Additional Exil Doors	31,519	0
Rec Centre Hardstand	3,350	0
Bert Hawk Pavillion Upgrade	40,000	1,550
Bakers Hill Golf & Tennis Kitchen Refurb	60,365	0
Bakers Hill Pavillion Air Conditioning	22,136	18,409
Ceiling Mounted Projector Hospitality Room	3,000	2,345
George Nuich Park	46,607	43,644
Play Equip Wundowie Retaining Wall	9,796	8,609
Broome Terrace Fitness Equipment	34,243	21,439
BMX Lighting	20,000	887
Bert Hawke Drainage	40,000	0
Bert Hawke Lighting	20,000	0
Hooper Park upgrade lighting	10,000	0
Long Jump Pit	17,580	295
Upgrade Bernard Park Reticulation	44,078	5,954
Bridge Crossing Fixings	10,000	0
POS Playground Equipment	100,000	5,481
Northam Youth Space	859,411	15,450
Replace Sewer Line Wundowie	14,300	0
Library Server Cabinet	3,500	0
Old Railway Station	50,000	0
AVVVA - Building	117,365	62,714
Aboriginal & Environmental Building	5,108,686	507,316



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2017

3. ACQUISITION OF ASSETS (Continued)	16/17 Budget \$	2017 Actual \$
<b><u>By Program (Continued)</u></b>		
<b>Transport</b>		
Northam Depot Redesign	10,000	0
Footpath Construction	373,939	178,598
Footpath Renewal	29,000	0
Rural Drainage	493,147	68,956
Roads RRG	880,471	960,813
Roadworks - General Construction	612,294	46,738
Bridge Construction	-	0
Roadworks - Roads to Recovery	1,487,115	199,465
Roadworks - Supplementary Funding	328,601	324
Laneway Land Acquisition	57,000	0
Roadworks - Blackspot Funding	181,165	132,073
Infra Development - Super Towns	-	0
Roadworks - Gravel Sheeting	414,980	189,857
Kerb Renewal	96,000	105,165
Culvert Renewal	50,000	0
Airport Electrical and Water	-	34,371
Plant & Equipment - Road Plant Purchases	915,941	723,924
<b>Economic Services</b>		
Visitors Centre Audio	20,966	18,246
Soil Drains	12,000	2,800
Signs Tower - GEH	10,000	0
Waste Water Pump Station	201,181	0
Bakers Hill & Wundowie Water Project	25,000	0
	19,082,302	5,416,468

**SHIRE OF NORTHAM**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD ENDING 30 APRIL 2017**

<b>3. ACQUISITION OF ASSETS (Continued)</b>	<b>16/17 Budget \$</b>	<b>2017 Actual \$</b>
<b><u>By Class</u></b>		
Land Held for Resale	0	0
Land and Buildings	6,871,667	871,453
Plant and Equipment	1,301,485	878,757
Furniture and Equipment	57,989	26,178
Bush Fire Equipment	460,000	480,159
Playground Equipment	0	0
Infrastructure Assets - Roads	4,050,626	1,634,434
Infrastructure Assets - Footpaths	402,939	178,598
Infrastructure Assets - Bridges & Culverts	0	0
Infrastructure Assets - Drainage	2,301,694	862,017
Infrastructure Assets - Parks & Ovals	1,211,715	101,760
Infrastructure Assets - Airfields	0	34,371
Infrastructure Assets - Streetscape	175,000	148,457
Infrastructure Assets - Other	2,249,187	200,284
	<b>19,082,302</b>	<b>5,416,468</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2017

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)	
	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Governance</b>						
PN1315 CEO Vehicle (N4082) MV1315	35,742	41,929	35,000	35,000	(742)	(6,929)
PN1313 EMCS Vehicle (N10931) MV1313	27,832	31,866	25,000	22,727	(2,832)	(9,139)
<b>Law, Order, Public Safety</b>						
PN1223 N.4021Holden Colorado Snr Ranger		21,463		24,457		2,994
1DAB 318 2002 Landcruiser Irishtown BFB		114,465		28,352	0	(86,113)
N.1562 3.4 Rural Appliance Grass Valley		38,096		19,545		(18,551)
<b>Health</b>						
PN1402 Mgr Planning Vehicle (N.3333) MV1402	29,015	29,585	23,500	18,182	(5,515)	(11,404)
<b>Community Amenities</b>						
PN1403 Toyota Rav4 2wd Petrol	20,048		16,900		(3,148)	
<b>Recreation &amp; Culture</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	15,500	15,500	217,806	225,000	202,306	209,500
<b>Transport</b>						
PN0917 N003 Fuso Canter Dual Cab 4T 9251	45,297	41,500	28,000	20,454	(17,297)	(21,046)
PN0914 N007 Fuso Fighter 9T 9247	76,000	63,000	50,000	39,091	(26,000)	(23,909)
Caterpillar Skid Steer	24,000		5,500		(18,500)	
PN1709 N1709 Multi Roller S589	43,748	43,798	5,000	12,000	(38,748)	(31,798)
PN0819 N5413 Afcon Cherry Picker Trailer 9220	1,250		9,580		8,330	
PN5066 Road Broom 2003 S133	12,323		1,500		(10,823)	
No Asset No PN2123 Husqvarna ride on reel mower	0		1,000		1,000	
PN2482 Trailer Bobcat 4.5T S98	1,424		2,500		1,076	
Papas Box Top Trailer Dynapac Roller 211 PN590	1,100		500		(600)	
PN542 P542 Howard Procut Mower 210 2008 9113	4,049		1,500		(2,549)	
PN1004 N5461 Bobcat Trailer 4.5T RP0001	7,997		5,000		(2,997)	
PN1404 N10721 Isuzu Stsdn 2014 Exec Mgr Works Serv M	34,860	35,280	32,000	28,364	(2,860)	(8,916)
PN1308 N4099 Toyota Hilux 2.7i Petrol Ute MV1308	13,422		9,000		(4,422)	
PN1401 N10938 Mazda BT50 T Top Ute MV1401	17,314		10,000		(7,314)	
PN1409 N11069 Mitsubishi ASX 2.5i Premium MV1408	23,729	20,419	22,400	14,545	(1,329)	(5,873)
	434,650	496,901	501,686	485,718	67,036	(11,183)





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2017

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)	
	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Land &amp; Buildings</b>						
Sale of Land Tfr to community recreation & Facilities Reserve	15,500	15,500	217,806	225,000	202,306	209,500
<b>Plant &amp; Equipment</b>						
PN1315 CEO Vehicle (N4082) MV1315	35,742	41,929	35,000	35,000	(742)	(6,929)
PN1223 N 4021 Holden Colorado Snr Ranger		21,463		24,457		2,994
PN1313 EMCS Vehicle (N10931) MV1313	27,832	31,866	25,000	22,727	(2,832)	(9,139)
1DAB 318 2002 Landeruiser Irishtown BFB		114,465		28,352		(86,113)
N.1582 3.4 Rural Appliance Grass Valley		38,096		19,545		(18,551)
PN1402 Mgr Planning Vehicle (N.3333) MV1402	29,015	29,585	23,500	18,182	(5,515)	(11,404)
PN1403 Toyota Rav4 2wd Petrol	20,048	0	16,900	0	(3,148)	0
PN0917 N003 Fuso Canter Dual Cab 4T 9251	45,297	41,500	28,000	20,454	(17,297)	(21,046)
PN0914 N007 Fuso Fighter 9T 9247	76,000	63,000	50,000	39,091	(26,000)	(23,909)
Caterpillar Skid Steer	24,000	0	5,500	0	(18,500)	0
PN1709 N1709 Multi Roller S589	43,748	43,798	5,000	12,000	(38,748)	(31,798)
PN0819 N5413 Atron Cherry Picker Trailer 9220	1,250	0	9,580	0	8,330	0
PN5066 Road Broom 2003 S133	12,323	0	1,500	0	(10,823)	0
No Asset No PN2123 Husqvarna ride on reel mower	0	0	1,000	0	1,000	0
PN2482 Trailer Bobcat 4.5T S98	1,424	0	2,500	0	1,076	0
Papas Box Top Trailer Dynapac Roller 211 PN590	1,100	0	500	0	(600)	0
PN542 P542 Howard Procut Mower 210 2008 9113	4,049	0	1,500	0	(2,549)	0
PN1004 N5461 Bobcat Trailer 4.5T RP0001	7,997	0	5,000	0	(2,997)	0
PN1404 N10721 Isuzu Stsdn 2014 Exeo Mgr Works Serv M	34,860	35,280	32,000	26,364	(2,860)	(8,916)
PN1308 N4099 Toyota Hilux 2.7i Petrol Ute MV1308	13,422	0	9,000	0	(4,422)	0
PN1401 N10938 Mazda BT50 T Top Ute MV1401	17,314	0	10,000	0	(7,314)	0
PN1409 N11069 Mitsubishi ASX 2.5i Premium MV1408	23,729	20,419	22,400	14,545	(1,329)	(5,873)
	434,650	498,901	501,686	485,718	67,036	(11,183)

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

16/17 Budget \$	Ytd Actual \$
212,712	212,494
(145,676)	(223,678)
67,036	(11,183)





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2017

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$	16/17 Budget \$	Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	20,351	0	0	5,292	5,293	15,059	15,058	1,402	1,138
Loan 219 - Northam Bowling Club **	69,743	150,000	150,000	26,687	13,150	193,056	206,593	3,664	1,500
Loan 223 - Recreation Facilities	476,699	0	0	108,724	108,723	367,975	367,976	27,265	16,808
Loan 224 - Recreation Facilities	940,058	0	0	38,622	38,622	901,436	901,436	60,300	53,146
Loan New - Swimming Pool		1,000,000	0		0	1,000,000	0		
Loan New - Youth Space		500,000	0		0	500,000	0		
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	25,770	0	0	12,491	6,150	13,279	19,620	1,412	777
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	769,138	0	0	31,600	31,600	737,538	737,538	49,336	43,483
	2,301,759	1,650,000	150,000	223,416	203,538	3,728,343	2,248,221	143,379	116,852

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 APRIL 2017

	16/17 Budget				Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Aged Accomodation Reserve	215,019	4,606	5,000	(13,500)	211,125	216,266	3,978	-	-	220,243
Employee Liability Reserve	467,474	10,010	-	(25,000)	452,484	469,890	6,644	-	-	478,534
Housing Reserve	246,892	5,287	-	-	252,179	248,079	4,564	-	-	252,843
Reticulation Scheme Reserve	89,575	1,918	10,000	(44,078)	57,415	89,816	1,652	-	-	91,468
Office Equipment Reserve	124,531	2,667	-	(30,523)	96,675	125,130	2,295	-	-	127,425
Plant & Equipment Reserve	621,676	11,171	230,000	(480,252)	282,595	524,607	9,594	230,000	480,252	1,244,453
Recreation Reserve	-	-	-	-	-	-	-	-	-	-
Road & Bridgeworks Reserve	97,028	2,076	-	-	99,106	99,675	1,834	-	-	101,509
Refuse Site Reserve	362,732	7,767	56,940	(75,000)	352,439	363,859	6,694	-	-	370,553
Regional Development Reserve	888,434	19,024	-	(480,981)	426,477	892,704	16,423	-	-	909,127
Speedway Reserve	137,252	2,939	-	-	140,191	137,911	2,537	-	-	140,448
Community Bus Replacement Reserve	31,665	676	20,000	-	52,343	31,817	585	-	-	32,402
Septage Pond Reserve	355,905	7,621	54,848	(186,000)	232,374	357,491	6,577	-	-	364,068
Killara Reserve	148,474	3,179	7,000	-	158,653	149,297	2,747	-	-	152,044
Stormwater Drainage Projects Reserve	27,906	588	-	-	28,504	28,040	516	-	-	28,556
Recreation and Community Facilities Reserve	768,243	16,446	831,000	(1,120,447)	495,242	772,149	18,150	257,000	-	1,047,299
Administration Office Reserve	658,978	14,111	-	(337,500)	335,589	662,257	12,183	-	30,623	704,963
Council Buildings & Amenities Reserve	32,408	694	-	(27,000)	6,102	33,038	508	-	-	33,646
River Town Pool Dredging Reserve	288,488	6,177	-	(223,600)	71,065	289,875	5,333	-	-	295,208
Parking Facilities Construction Reserve	119,884	2,567	70,000	(40,000)	152,451	120,488	2,217	-	-	122,705
Art Collection Reserve	21,578	462	-	-	22,040	21,682	399	-	-	22,081
Election Reserve	-	-	15,000	-	15,000	-	-	-	-	-
Revaluation Reserve	-	-	20,000	-	20,000	-	-	-	-	-
<b>Total Cash Backed Reserves</b>	<b>6,604,142</b>	<b>120,000</b>	<b>1,319,788</b>	<b>(3,083,881)</b>	<b>3,960,049</b>	<b>5,634,070</b>	<b>107,628</b>	<b>487,000</b>	<b>610,776</b>	<b>6,739,373</b>
<b>Total Interest</b>							<b>1,439,786</b>			<b>107,528</b>

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

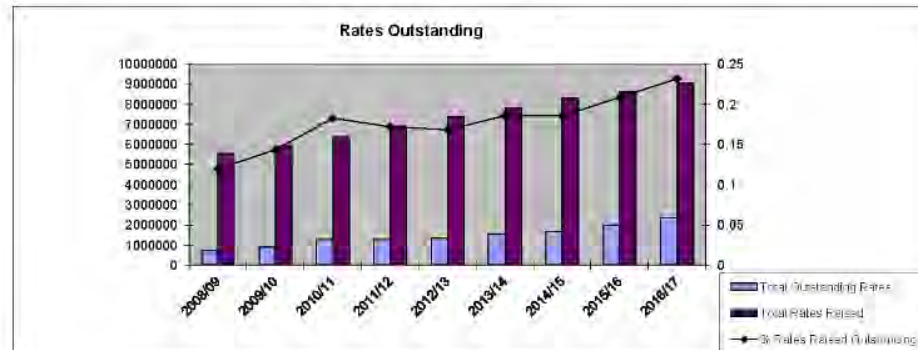
FOR THE PERIOD ENDING 30 APRIL 2017

	16/17 Budget	Ytd Actual	2015/2016 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	2,955,886	2,346,221
Cash - Restricted Unspent Grants	0	1,689,021	0
Cash - Restricted Reserves	3,960,049	5,717,825	7,823,012
Self Supporting Loan		(13,538)	0
Sundry Debtors	1,601,337	258,068	2,223,095
Rates - Current	0	2,049,169	0
Pensioners Rates Rebate	0	137,967	0
Provision for Doubtful Debts	0	(99,088)	0
Accrued Income/Prepayments	0	49,055	0
Inventories	10,000	0	35,885
	<u>5,771,386</u>	<u>12,744,366</u>	<u>12,428,212</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(2,612,237)	(139,929)	(2,216,031)
Rates Income in Advance	0	13,348	0
Accrued Interest on Debentures	0	240	0
Payg Payable	0	22,967	0
Loan Liability	0	(6,341)	(209,878)
Provision for Annual Leave	0	(602,378)	(602,378)
Provision for Long Service Leave	0	(395,705)	(404,942)
	<u>(2,612,237)</u>	<u>(1,107,798)</u>	<u>(3,433,229)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,159,149</b>	<b>11,636,567</b>	<b>8,994,983</b>
Less: Cash - Reserves - Restricted	(3,960,049)	(5,717,825)	(5,634,070)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			(15,500)
Less: Loans receivable - clubs/institutions			(18,442)
Add: Current Loan Liability	223,416	6,341	209,878
Add: Leave Liability Reserve	477,484	478,534	469,890
Add: Budgeted Leave	100,000	100,000	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>6,503,618</b>	<b>4,006,739</b>



**SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 30 APRIL 2017**

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
<b>Key Rating Dates</b>									
RATES ISSUED	12/01/2008	23/07/09	04/01/10	05/09/2011	09/09/2012	4/09/2013	18/03/14	18/03/15	30/06/2016
RATES DUE	15/09/2008	04/08/2009	13/09/2010	23/09/2011	24/08/2012	13/10/2013	01/10/2014	24/08/2015	30/06/2016
2nd INSTALLMENT DUE	17/11/2008	07/11/2009	15/11/2010	25/11/2011	16/11/2012	25/12/2013	01/12/2014	23/11/2015	30/11/2016
3rd INSTALLMENT DUE	19/01/2009	11/01/2010	11/01/2011	25/01/2012	29/01/2013	24/02/2014	06/02/2015	23/01/2016	06/02/2017
4th INSTALLMENT DUE	19/03/2009	11/03/2010	14/03/2011	22/03/2012	25/03/2013	24/04/2014	03/04/2015	28/02/2016	31/03/2017
Outstanding 1st July	\$386,392	\$405,172	\$540,290	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220
Rates Collected	\$5,512,994	\$5,879,217	\$5,268,889	\$6,851,705	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257
Interest Payable	\$60,118	\$67,958	\$87,288	\$70,016	\$71,374	\$86,930	\$88,519	\$85,488	\$115,889
<b>Rates Paid by month</b>									
July	51,557	48,247	24,586	51,948	38,805	47,443	62,554	29,105	43,333
August	772,417	1,402,467	1,272,790	1,120,912	1,043,163	23,961	119,840	700,198	357,776
September	2,856,797	2,241,533	2,736,315	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288
October	389,186	627,550	374,463	319,701	443,703	3,790,646	2,550,091	630,866	1,166,136
November	557,192	494,773	600,055	689,461	680,622	444,497	506,022	842,856	908,844
December	167,537	179,425	158,023	172,178	160,665	685,338	654,900	214,507	336,154
January	354,293	333,075	362,368	441,740	469,219	194,157	295,629	441,681	464,526
February	94,802	101,317	93,165	112,296	166,351	502,176	508,828	148,327	260,963
March	214,072	304,264	404,575	438,277	448,126	176,270	256,379	601,416	589,684
April	84,602	60,140	202,155	105,463	261,910	517,451	484,165	166,567	182,282
May									
June									
Total YTD	5,542,466	5,792,782	6,234,504	6,702,791	7,315,888	7,534,355	8,088,829	8,295,385	8,562,985
% Rates Outstanding	7.0%	8.9%	9.6%	9.9%	7.9%	10.5%	10.4%	12.8%	15.7%
	417,039	559,565	661,964	740,125	630,046	879,369	938,426	1,215,977	1,500,382





### 12.4.3 Lease for Hangar 31

<b>Address:</b>	Lot 1 Withers Street, Northam
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A15607
<b>Reporting Officer:</b>	Cheryl Greenough Coordinator Governance/Administration
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

This report is to advise Council that Mrs Symes wishes to transfer her lease of Hangar 31 to Mr James Rodgers and Mr Peter Newnes, and for Council to approve the transfer.

#### ATTACHMENTS

Nil.

#### BACKGROUND / DETAILS

On 1 July 2009 Mrs Symes commenced a lease with the Town of Northam for Hangar 31 and commenced building a large hangar. However works ceased after the framework was erected and the hangar was never completed.

Mrs Symes lease term ends in 2019, as this lease commenced just prior to the Shire's decision at the Ordinary Council meeting 18 September 2013 Minute No C2139 to grant approval for airport leases to extend till 30 June 2030 to bring them all to the same finite end.

There is also an old derelict plane sitting under the framework which needs to be removed.

On 9 March 2017 Mrs Symes was issued with an Incomplete Building Work Notice which is still waiting to be actioned by Mrs Symes. She has now decided to sell the hangar to Messrs Rodgers and Newnes.

The new owners of the hangar have lodged a building application for the hangar and anticipate the works will be completed within six (6) weeks. The Northam Airport is zoned 'Reserve – Public Purposes' and is 30.35 hectares.

#### CONSIDERATIONS

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

Objective R1: Provide and support an effective and efficient transport network.

Strategy R1.3: Improve and encourage utilisation of existing airport facilities and associated air services.

### **Financial / Resource Implications**

There is a transfer fee of \$1,500 plus GST which is payable by the applicant.

### **Legislative Compliance**

*Section 3.58 Local Government Act 1995 Disposing of Property*

- (1) *In this section —*
- dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;
  - property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) *the highest bidder at public auction; or*
  - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
    - (i) *describing the property concerned; and*
    - (ii) *giving details of the proposed disposition; and*
    - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
  - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

### **Policy Implications**

Policy A8.5(3) Management of Council Property Leases

3.0 Airport Hangar Site Agreement:

- 3.1. The Shire has an expectation that it will receive a rent calculated on the land use or probable use rate at a set rate per square metre determined by the Valuer General; or
- 3.2. No less than market value of vacant land determined by the Valuer General for any lease area or licence.

- 3.3. Lessee or Licensee will be responsible to contribute to the full cost of any previous improvements to the Airport by way of a levy proportioned to the cost of the work by a once-off lease “establishment fee” or “transfer fee”.
- 3.4. All agreements will have a common expiry date and an option to renew shall be limited to no more than five years.
- 3.5. The Lessee or Licensee will be responsible for meeting the full cost of the document preparation, registration and other costs associated with the execution of the agreement.
- 3.6. All improvements, repairs and maintenance to the “Demised Premises” are the sole responsibility of the Lessee or Licensee.
- 3.7. The Lessee or Licensee will be responsible for building and contents and also hold current public liability insurance and worker compensation (if applicable) to the value stipulated in the agreement.

### **Stakeholder Engagement / Consultation**

An advertisement has been posted in the West Australian newspaper as per the requirements of S3.58 of the LG ACT 1995.

### **Risk Implications**

If the hangar is left derelict, it may send the wrong message to other potential purchasers.

### **OFFICER'S COMMENT**

The request from Mrs Symes to transfer the lease agreement to Messrs Rodgers and Newnes should be considered to ensure continuity and utilisation of the airport hangar.

The Shire of Northam Local Planning Strategy acknowledges the retention and intensification of use of the Northam Airport for recreational aircraft activity into the foreseeable future.

As the current lease term expires in 2019 it is suggested that the new lease agreement with Messrs Rodgers and Newnes should terminate in 2030. It is therefore recommended that a lease agreement be permitted, to an expiry date of 30 June 2030, under the same general conditions as previous leases.

Messrs Rodgers and Newnes would be responsible for the all costs as detailed in the Policy plus Shire rates and any connection to utilities, and water, telephone, gas and electricity usage.

**RECOMMENDATION**

**That Council agree to Mrs Symes request to transfer her lease for Hangar 31 at the Northam Airport, Lot 1/105 Withers Street, Northam to Messrs Rodgers and Newnes subject to the following conditions and in accordance with Shire of Northam Policy A8.5:**

- Expiry date of 2030;
- A lease rental of \$1224.55 reviewed annually; and
- Shire rates.



#### 12.4.4 Licence Agreement with the Public Transport Authority (PTA) for the Rail Reserve Containing the Caravan Sewerage Dump Point – Peel Terrace, Northam

<b>Address:</b>	Peel Terrace Northam
<b>Owner:</b>	Public Transport Authority
<b>File Reference:</b>	6.3.1.2
<b>Reporting Officer:</b>	Cheryl Greenough Governance/Administration Coordinator
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

The Licence Agreement between the Public Transport Authority and the Shire of Northam for the Reserve containing the Caravan Dump Site on Peel Terrace is about to expire. The Licensed area is 2,012mts square and includes the carpark along Peel Terrace opposite McDonalds.

#### ATTACHMENTS

Attachment 1: Map of the licence area.

#### BACKGROUND / DETAILS

On 1 August 2007 the Shire of Northam commenced a Licence Agreement with the Public Transport Authority (PTA) for the use of a strip of land (car park) located on PTA Plan 6941 which is opposite McDonald's and at the edge of the rail corridor.

The Shire uses the land to house the Caravan Dump Point which is an essential service to the community allowing septage waste to enter deep sewerage safety. The PTA have offered to renew the Agreement for a ten (10) year period until 31 July 2027.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective C2: Provide services and processes to enhance public safety.

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

##### Financial / Resource Implications

\$1 per annum.

### **Legislative Compliance**

The *Health (Miscellaneous Provisions Act) 1911*

Section 95 - 'Disposing of Sewage' states a Local Government can construct any work in the district for the receiving of sewage such as the caravan dump point.

### **Policy Implications**

Nil.

### **Stake Holder Engagement / Consultation**

Nil.

### **Risk Implications**

If the lease does not continue then the Shire will lose the dump point and potentially caravan style tourism may dwindle.

### **OFFICER'S COMMENT**

The Shire has utilised the dump point for many years and it is fundamental in ensuring caravan travellers have somewhere they can deposit waste in a safe hygienic way.

### **RECOMMENDATION**

**That Council approve a Licence Agreement with the Public Transport Authority for the Rail Reserve containing the existing Caravan Dump Site located on Peel Terrace, Northam as identified in Attachment 1 of this report.**

**Attachment 1**



## 12.5 COMMUNITY SERVICES

### 12.5.1 Recreation Facilities Development Plan Review

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.6.7
<b>Reporting Officer:</b>	Milton Brooks, Manager Recreation Services
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

To advise Council of any feedback received from the public submission period for the draft Recreation Facilities Development Plan Review.

#### ATTACHMENTS

Attachment 1: Recreation Facilities Development Plan.

Attachment 2: Revised list of priority projects as per Council Resolution C.2910.

Attachment 3: Community feedback received

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#### BACKGROUND / DETAILS

Council, at its meeting held on 21<sup>st</sup> December 2016 resolved:

#### *RECOMMENDATION / COUNCIL DECISION*

*Minute No: C.2910*

*Moved: Cr Beresford  
Seconded: Cr Antonio*

*That Council:*

- 1. Authorise staff to make the following adjustments to the Recreation Plan as provided;*
  - a. Remove reference to relocation of the Northam BMX track, highlighting Councils intention to have it remain in its current location*
  - b. Table page 5 of 54 & 6 of 54 to be adjusted to reflect:*



- i. 5.0 to be consolidated into 1 line item reading New Swimming Pool at Recreation Centre building and incorporate new estimated project cost of \$8,000,000.00
  - ii. 2.0 Jubilee Reserve to remove reference to 'Improve playing surface', 'Install evaporative cooling in sports hall' and 'demolish BMX track'
  - iii. 2.7 Remove this section
  - iv. 22.0 Adjust the Title to 'Review and Implement Shire of Northam footpath Plan' and populate with figures reflected in draft infrastructure asset plan
  - v. 1.0 Remove item 1.1.1 as this has been completed
  - vi. 2.8 consolidate into 1 line item for Youth Precinct and assign \$850,000 as the cost
  - vii. B remove items 7.3, 8.2 (considered minor/operational). Include provision for a structural assessment to be undertaken identifying remaining economic life of Wundowie Pool (\$30,000)
  - viii. C Replace item 14.1 with 'Review and Implement Shire of Northam footpath Plan', remove item 11.2 as work has been completed
  - ix. D – remove entire item
  - x. Incorporate the Henry Street Oval Precinct spatial plan including the Volunteer Fire Brigade running track as provided.
2. Advertise the attached draft Recreation Facilities Development Plan for community via all relevant stakeholder groups, Council's website and social media, for a one month period;
3. At the conclusion of the comment period, the matter be referred back to Council for discussion and determination.

CARRIED 10/0

The modified draft Recreation Facilities Development Plan has since been advertised for public comment. The plan was advertised in the Avon Valley Advocate, to all relevant stakeholder groups and via Council's website during the period from Wednesday, 29<sup>th</sup> March 2017 to Monday, 1<sup>st</sup> May 2017.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective C3: Provide active and passive recreation facilities and services.

Strategy C3.1: Develop, maintain and support appropriate recreation facilities throughout the Shire.

Action: Implement a recreation facilities master plan for the Shire of Northam, in the context of current and previously archived plans.

### Financial / Resource Implications

As referenced in the plan report in December the proposed cost of the recommendations have included projected capital costs. The funding for

these projects will come from a range of sources including municipal funds, reserves, borrowings and external grant funding.

### **Legislative Compliance**

N/A.

### **Policy Implications**

Nil.

### **Stake Holder Engagement / Consultation**

Stakeholders were consulted extensively in the development of the draft report, including an initial meeting with key club and facility user groups, a Community group survey, an open community workshop and focus group sessions with staff and Elected Members. The plan was also advertised on social media, in the local paper and directly emailed to clubs seeking feedback. From this, feedback was received from the:

- Avon Hockey Association Committee who wanted consideration for the development of a hockey turf;
- Northam Golf Club who identified funding to initially water nine holes to enable membership growth;
- Basketball Association, who identified the capabilities the scoreboards required and more operational items such as tinting the office windows and minor maintenance
- Wundowie Golf Club, who raised a number of new projects not previously identified.

All feedback provided has been included in Attachment 3.

### **Risk Implications**

The Recreation Facilities Development Plan is aimed at prioritising identified projects using the guiding principles as identified. If Council accepts the guiding principles, and therefore the ranking of the individual projects, it provides some clear guidance to Council and the community on the parameters for future developments.

Not having a structured implementation, whilst allowing flexibility may result in an unstructured and more expensive developments as projects do not develop synergies with the other co-located facilities.

An unstructured implementation process may also impinge on Council's ability to attract funding from various external funding agencies.

### **OFFICER'S COMMENT**

With a comprehensive level of community consultation and input in the preparation of the original report being carried out, the only further comment

from the community was from hockey, basketball, and the Northam & Wundowie golf clubs.

A summary of the responses from those clubs is included as Attachment 3.

No other additional comments on the draft plan were received from the community.

**RECOMMENDATION**

**That Council endorse the Recreation Facilities Development Plan as presented.**

Attachment 1



**REPORT**

Northam Recreation Facilities  
Development Plan Review

June 2016





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## EXECUTIVE SUMMARY

CCS Strategic was engaged to review the Northam Recreation Facilities Development Plan prepared July 2009, and to provide a contemporary Recreation Facilities Plan for the Shire of Northam addressing community needs for period to 2031.

This report and its recommendations provide a new focused strategic plan for the sport, recreation and leisure needs of the Shire. In general terms the Shire is well endowed with facilities and it is noted that many facilities are provided by community groups and organisations. For example, many organisations including motorsport, equestrian, golf, tennis, squash, bowls, aero and shooting, have established their own facilities and operate with little assistance from or independently of the Shire.

There are also other examples where community based clubs and organisations seek use of facilities provided by others such as schools, church groups, the PCYC or even private facilities. These practices are to be encouraged and facilitated wherever possible as it demonstrates a strong community in action.

This plan seeks to satisfy a vision where the Shire of Northam provides:

- An agreed suite of regional standard facilities (over time) that are high quality, multi-purpose, non-exclusive and suitable for all ages; and
- Opportunities for participation in the broadest possible range of sport, recreation and leisure pursuits.

The key priority for the Shire in the next 5 years is to address to the swimming needs of the community.

Based on the data gathered and analysed in this study, the Northam Recreation Centre is the best performing of all sport, recreation and leisure facilities. To ensure that this facility retains its prominence, the Shire must continue to maintain, and then diversify and enhance this venue to maximise its appeal and utilisation. The inclusion of a swimming facility at the recreation complex would be a key step in this direction.

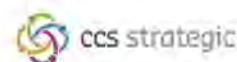
The needs of the older segment of the population, the main growth cohort in the community, is also a priority for attention. A range of amenity improvements, underpinned by the provision of safe, stable and interesting walking paths and trails would be considered a boon, not only to this age group but to the entire community. Improved walking facilities will respond to the physical recreation activity that has the highest level of participation. A paths and trails master plan should be prepared for the Shire for progressive implementation.

The development of an indoor heated swimming facility, providing year round swimming, water exercise classes and rehabilitation programs for the older population, as well as learn to swim classes for young children, is also a high demand development and should be considered a second stage of development for aquatic facilities.

The current provision of grassed playing fields is more than adequate, perhaps bordering on excessive, and the carrying capacity of the existing grounds is largely untapped. The challenge here is to increase utilisation whilst maintaining quality provision. As the local population grows and the demand for soccer ultimately emerges, there will be adequate space to accommodate this need, particularly if groups can be encouraged to play in summer and/or at night.

Henry Street oval is now equipped with competition lighting for small ball sports and provides an opportunity for additional groups, such as cricket and hockey, to capitalise on this underutilised investment.





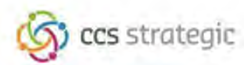
Naturally the playing arena would need to be prepared to the requirements of these additional sports, however, this could be readily achieved, especially if there were a summer season focus. A Flicx pitch laid on Henry Street Oval would provide a venue for night cricket in the Twenty20 format.

There is a range of additional issues that are brought to prominence through parallel impacts. For example, there is a need for additional car parking at the recreation centre. This would be much easier to achieve if the BMX track were not there. Relocating the BMX track could readily precipitate co-location with a new skate park as part of an integrated youth precinct. The now defunct Clarke Street netball complex may be a suitable location for this development. It is ideally situated near the school and the existing skate park, and is already well known as a sporting site. A further alternative would be to establish an integrated youth precinct along the Chidlow Street end of Jubilee Oval. A skate and BMX facility could be combined with potential access to existing (or new) buildings that may also service the Agricultural Society.

There were 147 works items identified during the course of the study, which were then assessed as being of direct Shire responsibility and evaluated against a series of qualitative (although somewhat subjective) evaluation criteria. This assessment revealed 74 works items associated with Shire facilities that score 30 or more points against a possible 42. These 74 items were then costed and escalated against a potential implementation timeline which is shown below.

Needs identified during the study		2016 Cost	Year to action	Escalated Cost
<b>2.1</b>	<b>Jubilee Pavilion</b>			
2.10.1	Retain as operational until amenities replaced			
2.10.2	Demolish Jubilee pavilion	33,000	2021	35,549
<b>5.0</b>	<b>New swimming pool at the recreation centre</b>	8,000,000	2017	8,000,000
<b>2.0</b>	<b>Jubilee Reserve</b>			
2.4	Accessible public toilets	84,000	2020	88,715
2.3	Formalise parking off Northey street	162,500	2021	175,053
2.5.13	Water fountains	9,000	2017	9,090
2.7.9	Scoreboard and timer for external courts	10,000	2017	10,100
2.7.10	Upgrade Scoreboards on all 3 indoor courts	12,500	2018	12,783
2.5.2	Remove metal grate near the oval	360	2016	364
2.5.3	Repair access path from changerooms to oval	6,250	2016	6,313
2.5.14	Netting (6m high) to BMX and water tanks	27,000	2017	27,270
<b>22.0</b>	<b>Implement Shire of Northam Footpath Plan</b>			
<b>1.0</b>	<b>Bert Hawke Park</b>			
1.1.3	shelter for spectators on No.2 oval	43,125	2017	43,556
1.2.3	Extended shaded viewing at front of pavilion	33,750	2019	35,031
<b>2.8</b>	<b>Youth Precinct</b>	850,000	2018	850,000
<b>2.9</b>	<b>Fire services running track</b>			
2.9.1	Scoreboard realignment and improved storage	2,750	2020	2,904
2.9.2	Resurface track and new line markings	42,000	2019	43,595
2.9.3	Repair water supply under track	1,200	2018	1,227





<b>B Wundowie Items</b>				
7.2	Seek a shared use agreement with Ed Dept.	-	2016	-
9.1	Replace the gravity fed sand filter	40,000	2017	40,400
8.4	Over mark the tennis courts for basketball	11,000	2017	11,110
8.2	Repair the door to the tennis store building	500	2016	-
9.2	Add a partly shaded playground at the pool	49,250	2018	50,364
8.1	Pressure clean the tennis courts	1,190	2017	1,202
6.1	Reinstate BMX track at back of the skate park	28,000	2019	29,063
6.2	Cover loose gravel surfaces around skate park	42,000	2017	42,420
<b>C Bakers Hill items</b>				
14.1	Implement Shire of Northam Footpath Plan			
11.1	Apply new synthetic turf on cricket wicket	2,430	2017	2,454
11.3	New shade shelter on cricket store/pavilion	800	2018	818
<b>Total and Escalated Cost</b>		<b>9,492,605</b>		<b>9519,201</b>

It is recommended that:

- the facility provision rationale outlined in section 10 of this report be adopted to guide sport recreation and leisure facility provision throughout the Shire; and
- the above table be adopted and funded as a program for facility improvements over the period to 2031.



## .0 INTRODUCTION

CCS Strategic was engaged to review the Northam Recreation Facilities Development Plan prepared July 2009, and to provide a contemporary Recreation Facilities Plan for the Shire of Northam addressing community needs for the next 20 years.

This report effectively provides a new strategic plan for the leisure needs of the Shire. The recommendations are reflective of the aspirations of the local community and the forecast demographic and social profile of Northam and responsive to forecast participation rates and trends in leisure activities.

## .0 METHODOLOGY

The data gathering phase of the study combined a blend of desktop research looking at previous documentation, demographic information and trends in the industry. The physical component of the study involved site inspections and a variety of stakeholder engagements as scheduled below.

Existing facilities inspection tour	11 January 2016
Initial meeting with key clubs and facility user groups	11 January 2016
Community group survey	18 January – 19 February 2016
Open community workshop	23 January 2016
Focus group session with staff and elected members	23 January 2016

**Table 1: Stakeholder Engagement Program**

The analysis phase was initiated by comparing the 2009 inventory to the 2016 provision. The schedule of utilisation now in place and the extent to which recommendations from the 2009 report were achieved and still relevant was then assessed.

Finally, came the exercise of assessing what was missing from or no longer relevant in the 2009 plan and proposing new or alternative facility development recommendations. These recommendations were then costed against an implementation timeline to comprise the new strategic leisure facilities plan for the Shire.

## .0 REVIEW OF OTHER BACKGROUND INFORMATION

CCS has reviewed a range of previous and current studies and reports related to this project. The Shire's progress in responding to the recommendations of the study carried out in 2009 is documented separately in section 4.

### .1 Strategic Community Plan 2012-2022

The Shire's strategic community plan is devised to guide the transition of Northam, enabled by its SuperTown classification, into a regional city. It offers a framework to plan, manage and deliver services that will enhance the social, environmental and economic sustainability of the community.

Key components of the Strategic Community plan that affect sport, recreation and leisure services provision are:



- Objective C1 Create an environment that provides for a caring and healthy community
- Objective C3 Provide active and passive recreation facilities and services
- Strategy C3.1 Develop, maintain and support appropriate recreation facilities throughout the Shire
- Strategy C3.2 Partner with stakeholders to achieve greater community participation in recreational facilities and services
- Strategy N3.1 Pursue opportunities to use treated effluent water on public open space & as an emergency water supply
- Strategy P1.1 Ensure Council land use planning is in place and reflective of established objectives

The long term financial plan included at the back of the document identifies range of sport recreation and leisure projects

Northam Cultural Centre	2014/15	\$685,000
Wundowie Youth Space	2014/15	\$216,700
Northam Youth Space	2016/17	\$266,640
Wundowie Sports Pavilion	2017/18	\$850,000
Bakers Hill Pavilion upgrade	2018/19	\$313,000
Northam Recreation Centre Stage 2	2015/16	\$ 95,000
	2016/17	\$162,000
	2019/20	\$1,000,000

**Table 2: Sport and recreation funding in the Shire's long term financial plan**

## 2 Northam Swimming Pool Condition Assessment (January 2016)

Geoff Ninnnes Fong and Partners (GNFP) were engaged to provide a condition assessment of the 50m pool and associated plant and options for future provision of aquatic facilities including an indicative budget.

The report indicated that this 57-year old pool (with a design life of 50 years) was losing an estimated 18,000 litres of water per day and attempts to remedy this largely failed. The gutters are in a very poor state with spalling and rusting of reinforcement, and there is a differential in the level of the gutters due to structural settlement which causes uneven skimming of the surface pollutants. Concourse drainage is poor with pooling evident, soiled water collection pits and pipework are leaking and need replacement and there is no disabled access to the 50m pool. Subsurface drainage around and under the pool is inundated with water from leaking joints. It is ineffective and needs to be rebuilt to prevent back pressure on the pool joint system and the joint system needs to be rebuilt to provide a water-tight pool.

Furthermore, and despite upgrades in 2006/07, the existing plant does not meet the current 2014 WA Health Code of Practice. For commercial pools the requirements are:

Pool	required pool water turnover rate	actual pool water turnover rate
50m pool	3.5hr	6.0hr
baby's pool	0.5hr	1.0hr
children's pool	1.0hr	1.5hr

**Table 3: Swimming Pool Turnover Requirements**

Source: WA Health Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Centres





To upgrade the water treatment system for the 50m pool (assuming the pool structure can be made sound) has an estimated cost of \$700,000 and a further \$150,000 would be required for new stand-alone systems for the children's and baby's pools.

GNFP offers a number of options for aquatic provision in Northam. These are summarised as follows:

- Build a new concrete pool structure within the existing pool structure
- Install a Myrtha Pool (vinyl lined metal panels) within the existing pool structure
- Install a new pool at the recreation complex.

The budget analysis offered is summarised below. Note that this report only addresses the pool structure, its filtration and housing requirements. The report does not address changeroom, administration, shade, fencing, carparking, clubhouse/meeting facilities or food and beverage service requirements, all of which need to be considered to offer a complete facility

Extent of works	Order of probable cost
<b>New 50m pool inside existing pool,</b>	1,584,000
with disabled access ramp, and	150,000
new concourse using existing filtration	150,000
<b>Total</b>	<b>1,884,000</b>
<b>New 25m pool inside existing pool,</b>	881,000
with disabled access ramp, and	100,000
new concourse using existing filtration	150,000
<b>Total</b>	<b>1,131,000</b>
<b>Myrtha Option</b>	<b>Not recommended</b>
50m pool	2,100,000 approx.
25m pool	1,250,000 approx.
<b>New 8 lane 50m pool on existing site</b>	2,920,000
Demolition estimate	130,000
<b>Total</b>	<b>3,050,000</b>
<b>New 8 lane 25m pool</b>	1,330,000
Demolition estimate	130,000
<b>Total</b>	<b>1,460,000</b>
<b>New pool at Recreation complex</b>	
Hydro pool 16m x 8m with heating + blankets	1,203,000
Hydro pool enclosure	2,310,000
Outdoor 25m heated pool + blankets	2,021,000
Outdoor 25m pool surrounds and seating	815,000
<b>Total</b>	<b>5,146,000</b>

**Table 4: Estimates of probable cost for Northam Swimming Pool**

Source: Geoff Ninnis Fong and Partners Report 2016





### 3 Swimming WA Strategic Plan 2015-2018

The Swimming WA Strategic Plan is a four-year plan built around six pillars including: Strategic Partnerships, Development, Performance, Commercial Sustainability, Profile and Infrastructure. These pillars are fundamental to the Plan and serve to guide the efforts of Swimming WA towards delivering on the Plan.

Of particular note to this study is Strategic Goal Six: Infrastructure

*Objective:*

Advocate and facilitate infrastructure development and improvement to provide greater access to swimming for the community.

*Strategies*

1. Work with water space operators to create optimal access for our Members;
2. Promote SWA's industry expertise to positively impact the design of new or existing facilities;
3. Lead the development and implementation of a Strategic Facility Plan for aquatic sports in WA;
4. Influence the delivery of World Class Aquatics infrastructure.

Direct contact was made with the CEO of Swimming WA with a request for a response to a series of specific questions related to the future of the Northam Memorial Swimming Pool and the Northam Amateur Swimming Club. This response is included as attachment 1.

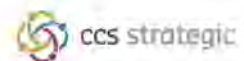
### 4.0 STATUS OF 2009 RECREATION FACILITIES DEVELOPMENT PLAN

The Recommendations from the 2009 Recreation Facilities Development Plan are summarised in the table below together with a commentary and status indicator related to 2016.

Element	Status	Commentary
<b>Recreation Complex</b>		
Three court indoor stadium	Green	Excellent
Four outdoor hardcourts	Green	Excellent
Connect indoor courts to the outdoor courts	Green	Excellent
Fitness suite	Red	Not yet provided and still required
Crèche / activity space	Orange	No secure outdoor play area
Multi-purpose activity rooms	Green	Excellent
Function room and kitchen	Green	Excellent
Food and beverage service to lobby	Light Green	Independent café style operation difficult, no retail opportunity
Changeroom and Storage areas	Green	Excellent
Administration suite	Light Green	Adequate, maybe too small
Hard stand carpark for 200	Light Green	Approx. 70 formal bays + overflow on upper hardcourts for approx. 90

<b>Jubilee pavilion</b>		
Demolish the pavilion	Red	Still needs to be done
Clubhouse overlooking oval with dividing wall	Green	Refer function room above
Committee room in clubhouse	Green	Refer activity rooms above
Bar kitchen and storage	Green	Refer function room above
Changerooms, first aid and umpires	Green	Refer changerooms above
<b>Jubilee and Henry St ovals</b>		
Realign and expand Henry Street Oval	Green	Excellent
Light Henry Street to 100 lux	Green	Completed
Relocate wicket from Henry St to Jubilee	Light Green	Wicket removed from Henry
Create access road from East St	Orange	Not done and may not be required
Maintain Jubilee for training and juniors	Green	Remains possible
<b>Netball</b>		
Relocated netball to recreation complex	Green	Excellent
Set aside area for hardcourt growth	Light Green	2 courts – relocate water tank
Committee room and store in rec centre	Green	Excellent
50 hardstand car bays near hardcourts	Red	No specific provision made
<b>Swimming pool</b>		
Upgrade and retain 50m pool	Green	As recommended – repairs ongoing – see new report
Fill in deep end to for additional shallow water	Red	No action taken
Renovate gutters return line and concourse	Green	Some work done, more required
Upgrade filtration system	Green	Some work done, more required
Replace toddlers with freeform leisure	Red	No action taken
New backwash and waste water disposal	Green	Some work done, more required
Blankets to pools	Red	No action taken
Totally refurbish changerooms	Red	No action taken
<b>Bert Hawke Park</b>		
Retain cricket and hockey on this reserve	Green	Retained – some soccer also
Remediate the surface – de-thatch	Orange	Ongoing
Install 3 turf practice wickets	Red	No action - synthetic nets only
Establish facility renewal fund lease of pavilion	Red	No action – pavilion needs renewal





<b>RSL Hall</b>		
Renovate kitchen		No action taken
Purchase new seating		No action taken
Install security system		No action taken
Construct secure storage for user groups		No action taken
Develop additional hardstand parking		No action taken
<b>Tennis facilities</b>		
Construct hard courts at country club		No action taken
Support tennis association funding bid		No action taken
Offer self-supporting loan to tennis association		No action taken
Resurface May St courts with acrylic		No action taken
<b>Bakers Hill</b>		
Resurface to hardcourts		Resurface and multi-marked
Protective seal to recreation centre floor		Floor remains in good condition

**Table 5: Dashboard summary of the status of recommendations from the 2009 study**

#### **.0 COMPARATIVE FACILITIES ANALYSIS 2009-2016**

A comparative inventory has been compiled showing facility condition in 2009 and in 2016. The inventory is presented as a separate document and shows how existing facilities have been maintained and presented over time, new facilities that have been established and old facilities that are now defunct.

The most significant change, in line with the recommendations of the 2009 study, has been the development of Jubilee Reserve comprising:

- Construction of a new 3 court recreation centre
- Construction of 4 adjacent hardcourts
- Realignment and lighting of Henry Street Oval as the premier playing field.

Other major developments include the irrigation of Bakers Hill Oval via a water supply line from Wundowie. The adjacent Bakers Hill hardcourts have been resurfaced and multi-marked.

A new skate park has been constructed in Wundowie, and exercise and playground equipment has been installed adjacent. The tennis courts have been resurfaced.

Most other facilities throughout the Shire have been maintained in situ, noting that the Clarke Street netball courts, Mary Street tennis courts and Victoria Oval have all been decommissioned.

The Northam Olympic Swimming Pool has received numerous remediation treatments and remains a major asset management issue. There are leaking joints in the pool shell, challenges with water quality compliance (turnover rates), ageing and failing infrastructure including the pool gutters, soiled water collection pipes and pits and pooling on the concourse.



Additionally, the pool façade, entry and reception, administration, kiosk and changerooms are all far from contemporary and exhibit a general tiredness. The pool remains outdoor, unheated and seasonal. Decisions regarding its future present a major challenge for the Shire and community in balancing the demand for an indoor, heated year round facility against maintaining a 50m competition pool in terms of location, amenity and cost.

## 1.0 DEMOGRAPHIC ANALYSIS

The following demographic information has been captured from the Western Australian Planning Commission's WA Tomorrow Population Report No.101. The forecast indicates that the Shire's population will grow at around 2.1% to 2.5% annually over the next decade with the total resident population increasing from 12,250 to 14,760 (using band C data).

Year	Band				
	A	B	C	D	E
2011	10 830	10 830	10 830	10 830	10 830
2016	11 870	12 070	12 250	12 390	12 650
2021	12 970	13 290	13 550	13 770	14 140
2026	14 020	14 440	14 760	15 050	15 530

### Percentage growth

Year	A	B	C	D	E
2016	1.85%	2.19%	2.49%	2.73%	3.16%
2021	1.82%	2.07%	2.27%	2.43%	2.70%
2026	1.74%	1.94%	2.09%	2.22%	2.43%

**Table 6: Population projections for Northam to 2026**

Source: WA Tomorrow Population Report No 10

ABS census data from 2011 is the latest information available on all localities in the Northam Shire. These are shown below and extrapolated to band C for 2016.

	2011	2016
Total Shire	10,830	12,250
Northam	6,580	7,985
Wundowie	1,281	1,290
Bakers Hill	1,147	1,155
Grass Patch	495	495
Clackline	331	330
Other	996	995

**Table 7: Population by locality in the Northam shire**

Source: ABS Census data 2011

In terms of the profile of the population there will be growth in all age cohorts except males 55-59, but the profile will change slightly as shown in the population pyramids below.

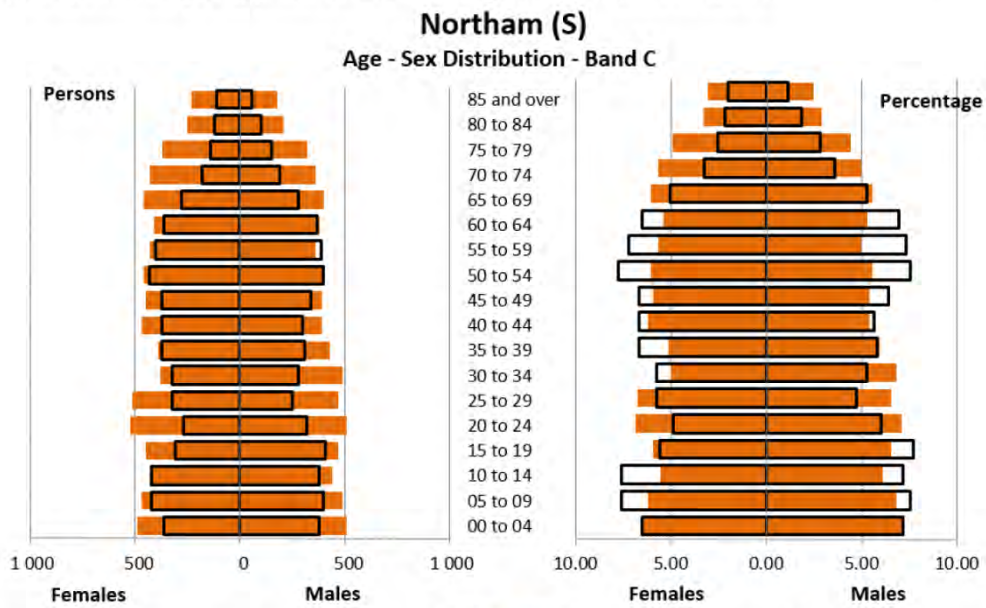
<sup>1</sup> <http://www.planning.wa.gov.au/publications/6194.asp>





Of note is the general ageing of the population which is consistent with the state trend, and a decrease in the proportion of children aged 5-14 and older working age adults 45-64.

Of note is the relatively significant increase in the 20-34 age group, traditionally the age of participants and young parents involved in organised competitive sports.



Source: WA Tomorrow Population Report No. 10

Note: The bars for 2011 and 2026 overlap

**Figure 1: Population pyramids for Northam 2011 and 2026**

Source: WA Tomorrow Population Report No.10



## .0 TRENDS ANALYSIS

### .1 Megatrends

An Australian Sports Commission study released by CSIRO in April 2013<sup>2</sup> identifies six megatrends likely to shape the Australian sports sector of the next 30 years.

The megatrends are shown in an interlinked and overlapping Venn diagram. This captures the connection between the different forces potentially shaping the future. The impact of these trends is summarised below.

#### 1. A Perfect Fit

Individualised sport and fitness activities are on the rise. People are fitting sport into their increasingly busy and time-fragmented lifestyles to achieve personal health objectives. Participation rates in aerobics, running, walking, along with gym membership, have all risen sharply over the past decade while participation rates for many organised sports have held constant or declined.

People are increasingly opting to go for a run with headphones and a music player when the opportunity arises, rather than commit to a regular organised sporting event.

Expenditure on healthcare as a proportion of total expenditure has been, and is, forecast to continue rising.



Australians are becoming more health conscious. We are increasingly playing sport to get fit, rather than getting fit to play sport.

#### 2. From Extreme to Mainstream

#### Figure 2: Megatrends affecting sport

Source: Australian Sports commission

This megatrend captures the rise of lifestyle, adventure and alternative sports, which are particularly popular with younger generations. These sports typically involve complex, advanced skills and have some element of inherent danger and/or thrill-seeking. They are also characterised by a strong lifestyle element and participants often obtain cultural self-identity and self-expression through these sports. These sports are likely to attract participants through generational change and greater awareness via online content (e.g. YouTube, Facebook, Twitter). There is strong viewer demand for extreme sports videos on the internet and television. These sports are also finding their way into the Olympic Games; with a recent addition being BMX cycling, introduced at the Beijing 2008 Olympics.

<sup>2</sup>The Future of Australian Sport, Megatrends shaping the sports sector over coming decades, ASC and CSIRO, April 2013





### 3. More than Sport

The broader benefits of sport are being increasingly recognised by governments, business and communities. Sport can help achieve mental and physical health, crime prevention, social development and international cooperation objectives. Sport for children and adults is an effective means of reducing the rising rates of obesity and chronic illness.

If managed appropriately, it can be an effective mechanism to help achieve social inclusion for marginalised groups and reduce crime rates. Sport can also build bridges to other countries and achieve overseas aid, peace, development and foreign policy objectives.

### 4. Everybody's Game

Australia and other countries of the Organisation for Economic Cooperation and Development (OECD) face an ageing population. This will change the types of sports we play and how we play them. There are indications that Australians are embracing sport into their old age. To retain strong participation rates, sports of the future will need to cater for senior citizens. They will also need to cater for the changing cultural make-up of Australia. Australian society has become, and will continue to become, highly multicultural. Different cultures have different sporting preferences and recreation habits. Sporting organisations will be challenged with capturing the interest and involvement of diverse cultures.

### 5. New Wealth, New Talent

Population and income growth throughout Asia will create tougher competition and new opportunities for Australia both on the sports field and in the sports business environment. Asian countries are investing heavily in sports capabilities and, especially in the case of China, have rapidly improved gold medal outcomes at the Olympics over recent decades.

As disposable incomes grow, the populations of Asian countries are becoming more interested in sport. This may create new markets for sports television, sports tourism, sports equipment, sport services and sports events.

### 6. Tracksuits to Business Suits

Market forces are likely to exert greater pressure on sport with some elite athletes and some sports enjoying generous salaries and large sponsorship deals. Sports with higher salaries may draw athletes away from those with lower salaries. Loosely organised community sports associations are likely to be replaced by organisations with corporate structures and more formal governance systems in light of market pressures. The cost of participating in sport is also rising and this is a participation barrier for many people.

Acknowledging these trends, BMX is well placed for a strong future. In addition to being attractive to both genders, a distinction from the traditional football, cricket, netball codes, it has taken an extreme sport or marginalised activity and brought it to the mainstream. Even though clubs have developed and are essential to create a pathway to higher level competitions, the activity itself is personal and allows for personal endeavour to achieve both skill and fitness goals.

## 2 Participation Trends

In the period 2000 - 2010 the Australian Sports Commission conducted an annual Exercise, Recreation and Sport Survey (ERASS) investigating the participation patterns of people aged 15 and over.

The following charts from the ERASS 2010 Annual Report (the latest data in the series) shows the rate of participation in the top ten physical participation activities.



It is noted that demand for learn to swim continues to rise year on year although this is not translating to competitive swimming. Leisure swimming and water play place swimming as the number three ranked physical activity with 13% of the population participating.

Organised swimming (through a club) only has a participation rate of 1.3% of the population and ranks in in an unstructured setting is more popular by far.

For children aged 5 to 14 there is a very different pattern of participation for boys and girls although both genders achieve their greatest levels of participation in the years aged 9 to 11. The following table identified the most popular organised sporting activities by gender.

Top Organised Sports by Gender		Number	Participation Rate
		'000	%
<b>MALES</b>			
1	Soccer (outdoor)	309.7	21.7
2	Swimming/Diving	235.2	16.5
3	Australian Rules football	212.7	14.9
4	Basketball	131.3	9.2
5	Cricket (outdoor)	123.1	8.6
6	Tennis	119.6	8.4
7	Martial arts	111.2	7.8
8	Rugby League	107.4	7.5
9	Rugby Union	57.9	4.0
10	Dancing	50.7	3.5
11	Athletics, track and field	45.9	3.2
<b>FEMALES</b>			
1	Dancing	367.4	27.1
2	Swimming/Diving	256.9	18.9
3	Netball	220.4	16.2
4	Gymnastics(b)	109.8	8.1
5	Basketball	88.9	6.6
6	Soccer (outdoor)	87.8	6.5
7	Tennis	85.6	6.3
8	Martial arts	49.8	3.7
9	Athletics, track and field	42.7	3.1
10	Horse riding/Equestrian/Polo	27.5	2.0
11	Hockey	26.6	2.0

**Table 8: Participation rates in organised sport for children aged 5-14**

Source: ABS 2012

<http://www.abs.gov.au/ausstats/abs@.nsf/Products/76DF25542EE96D12CA257AD9000E2685?op=endocument>





Facility provision is often predicated on organised sports, those that have a voice and can agitate for facilities. The following table shows the popularity of participation in the top 25 organised sports. Note the difference between WA and the nation collectively.

Activity	Percentage participation rates			
	WA	Rank	Australia	Rank
Aerobics/fitness	7.0	1	7.1	1
Netball	3.5	2	3.1	4
AFL	3.5	2	2.6	5
Basketball	3.2	4	2.3	7
Football (outdoor soccer)	3.1	5	3.4	2
Golf	2.8	6	3.4	2
Dancing	2.7	7	1.9	10
Lawn bowls	2.1	8	1.9	10
Tennis	2.0	9	2.4	6
Swimming	1.8	10	1.3	17
Yoga	1.7	11	1.8	12
Cycling	1.7	11	1.5	14
Touch Football	1.4	13	2.3	7
Walking	1.4	13	1.5	14
Hockey	1.4	13	0.9	19
Martial Arts	1.3	16	1.6	13
Running	1.1	17	1.5	14
Cricket outdoor	1.0	17	2.1	9
Volleyball	1.0	17	0.8	20
Squash/racquetball	1.0	17	0.5	23
Sailing	1.0	17	0.5	23
Futsal (indoor soccer)	0.8	22	1.3	17
Weight training	0.5	23	0.8	20
Rugby League	0.4	24	1.0	18
Rugby Union	0.1	25	0.7	22

**Table 9: Participation rates for all persons aged 15 and over in organised sport**

Source: ERASS 2010

### .3 Facility Trends

Aerobics/fitness participation ranked at number two; swimming now at three and netball at ten are activities that are often catered for in an indoor sport and recreation centre. These activities are usually accommodated by the provision of a multipurpose complex comprising a swimming pool(s), a gym (fixed and free weights) with cardio equipment and group fitness areas, and then court space sized to cater for netball. The proportions of the complex generally are dependent upon the population served and the facility's local, district or regional function.

The rules of netball call for the largest court dimensions and run off area and therefore provision for netball will allow for a variety of other sports to be accommodated. Netball regulation set the benchmark for indoor court measurements.



In terms of Western Australian participation data for the 55 sports reported in ERASS, seven sports can be played within the same court area as netball. These include basketball (ranked 9th in WA), volleyball (24th), indoor soccer or futsal (26th), badminton (29th), indoor hockey (44th), roller sports (50th), floorball (not yet surveyed) and even tennis (8th).

In line with the megatrends discussed in section 6.1, participation in a variety extreme or youth culture sports have shown an increase in participation. Although positioned well outside the top 10, activities such as BMX riding, skateboarding and rock climbing have experienced increased participation. Data is not isolated for each of these activities to show individual activity trends although there is a growing accommodation of these activities in facility design. Forecourts and plaza areas associated with community service hubs are now showing skate and BMX style accommodations and sports centres have climbing walls and other features both indoors and out to add variety to the activities on offer.

A trend in recent years relating to indoor sports centres in Australia is the commercialisation of competitive court sports. Going well beyond the commercial model that guided squash for many years is the emergence of specialist facilities such as indoor cricket centres, indoor beach volleyball centres and generic indoor sports centres. These centres are built, owned and operated by the private sector in lieu of the traditional local government provision.

Indoor Sports Victoria is an association of privately owned indoor sports centre operators involved in a variety of activities spearheaded by netball, cricket, volleyball and futsal (indoor soccer). Their 2014-2017 Strategic Plan seeks to grow membership by 25% in 2017 and the provision of Super League Administration for (indoor) netball and cricket. They are in effect looking to take on a role previously considered to be the domain of state sporting associations.

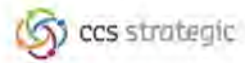
Queensland features one of the largest privately operated indoor sports centres, the Brisbane City Indoor Sports Centre (BCIS) with 4,000m<sup>2</sup> of court area and facilities. BCIS holds weekly leagues for Netball, Soccer, Beach Volleyball, Cricket and Dodgeball. The key issue here is that financially viable indoor sports facilities are multiple court venues, offering fast food style participation opportunities. Participation does not require your commitment to join a club, coach, administer, fund raise and generally volunteer. You turn up and pay for a dose of recreation administered by professionals.

There is a growing influence of European sports such as futsal, handball, floorball and dodgeball which nominate a court size approaching the nominated size for handball and floorball of 40m x 20m. This specification is similar to a netball court's dimensions, which requires a clear and unobstructed area measuring 36.6m long and 21.35m wide. A 40m x 40m enclosure will provide two European style courts side by side.

A further trend, and one that was identified by Sport England in its planning for sustainable sports facilities was the creation of community sports hubs, where a variety of community facilities were bought together, either under one roof or in very close proximity to each other. The key message here is that sustainable facilities are not stand alone, isolated single target market developments. Importantly, the sport and recreation offering is enhanced and supported by additional non-sport services. Most notably these include food and beverage and retail outlets and complementary services such as paramedical and wellness, community services such as counselling, library and information portals and conference and meeting facilities.

In terms of swimming pool provision, new facilities are seldom standalone boxes of water for competition swimming. They are increasingly incorporated into multi-function hubs and the overriding change in the industry in the past 20 years has been a dramatic increase in water quality standards.





The traditional 50m pool previously operated with an eight-hour turnover. This is now in the realm of three hours and higher temperature learn to swim and hydrotherapy pools (30°-35°C) require a turnover of one hour. Additionally, due to varying demand the trend is to offer multiple water spaces of varying sizes and temperature.

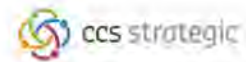
Largely due to the cost differential (capital and operating) and level of amenity offered, there has been a trend toward the 25m lap pool option in lieu of 50m and a year round indoor facility in lieu of a seasonal outdoor pool. This prevailing 'short course' model for fitness and competitive swimming is increasingly complemented by a body of leisure water with a beach entry and a variety of water features for water play.

Specialist learn to swim and hydrotherapy pools are a more recent trend and water playgrounds and splash pads are a current innovation. Water slides, flumes and wave pools have also growing in popularity, particularly in commercial installations, while diving boards and platforms have almost been eliminated from design, unless it is a FINA compliant competition facility.

A supplement feature from the US Recreation Management Journal<sup>3</sup> in February 2014 summarised trends in aquatic design. Cutting-edge technology and sophisticated play features continue to propel the aquatic industry to new heights, giving aquatic facilities the opportunity not only to offer patrons more breathtaking rides, but boost long-term profitability. Commercial waterparks which offer increasingly complex and high-intensity rides, which emulate their 'cousin,' the amusement park, are now featuring in municipal facilities. Other key design innovations and drivers include:

- Guest accommodations from deck chairs and pavilions to cafes and retail outlets
- Shade is increasingly important
- Sitting areas and bubble benches in the pool as conversation and socialising areas
- Designing for future expansion
- Zero-depth entries
- Tube and water slide rides are becoming longer and more exciting
- Surf generators, speed slides, wave pools, water coasters and multi-level play structures are becoming more common
- Mini-versions of attractions catering to younger guests
- Skill-based amenities, both wet and dry, to challenge guests and their peers
- Climbing walls, water slides, "spa" pools and similar attractions are finding their way into the once stoic lap pool environment.
- Non-traditional waterpark/aquatic activities like climbing walls, aqua courses and zip lines.

<sup>3</sup> <http://recmanagement.com/201402su04.php>



## 0 STAKEHOLDER CONSULTATION

The outcomes of the stakeholder meetings held throughout the study are summarised below:

### 1 Initial site inspection tour and workshop (11.01.16)

CCS inspected the facilities throughout the Shire to assist in the preparation of the comparative inventory and meet with facility users where possible. The comparative inventory is provided as a stand-alone document. The following comments were recorded during the on-site meetings.

#### Northam township

##### Hockey

- Has about 300 members in junior and senior ranks drawing from Toodyay, Cunderdin and Wongan Hills
- Based at Bert Hawke Park working in and around cricket and able to use 5 fields - which is great
- The pavilion is now outdated and the long term plan would be to have a synthetic pitch focused on a refurbished or new pavilion
- Parking is adequate however some netting to protect cars from cricket and hockey balls would be ideal

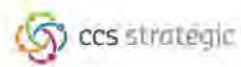
##### Cricket

- Happily operates from Bert Hawke Park on 2 banks of turf wickets and 4 practice nets
- Aim is to be able to play night cricket and this requires additional lighting towers to be bought in for major matches
- The club runs T20 matches which have proven to be popular and is looking to procure a FlicX wicket to add versatility.

##### Football

- Now relocated to Henry Street Oval – there has been some drainage issues in the past, hopefully fixed
- Function facility is fantastic
- Changerooms need some maintenance
- Access path from the oval needs to be repaired and the metal grate near the oval should be removed
- In the future improvements should include:
  - Back nets behind the goals to prevent the ball landing on the BMX and the water tanks
  - Reverse the slope of the perimeter parking – ideally should slope down toward rather than away from the oval
  - Tiered grandstand for spectator viewing
  - Toilets on the Peel Terrace side of the ground
  - Audio visual (projector, screen, amplifier and speakers) and WIFI set up in the function room
  - Improvements to the timekeepers and commentary box
  - Parking is insufficient and not well enough delineated





#### Little Athletics

- 150+ members aged 6-17
- Very strong growth in the 6-9 age group with athletes coming from Wongan Hills and Cunderdin
- Relocated from the school oval to Henry Street oval which now has a compliant 400m track and 100m straight
- The balance of the Jump pits and throw circles yet to come - 1 permanent jump pit is in place and the second one is inadequate and should be replaced.

#### Netball

- Have fully relocated from Clarke Street and love the move to the recreation centre on indoor and outdoor courts
- Membership has grown to 300 and Northam has re-entered the state league with 3-5 home games per season. Players are being attracted from Toodyay and Goomalling
- In the longer term as the population doubles there may be a need for more courts and/or more days for competition.
- Currently all fixtures are played on a Saturday – may need a mid-week night.

#### Basketball

- 400 members in total including participants from Cunderdin and York
- Seniors play inside – Juniors play outside on 1 night only
- Biggest issues are recreation centre security and lack of air-conditioning
- Association will look to install an external clock for the hard courts

#### BMX

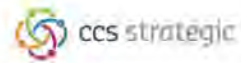
- 600 members under 16
- The existing facility is in a good location but outdated
- Lighting is needed – the poles have been secured but there is insufficient power to site
- Would like to establish a new facility and would welcome the option of BMX and skate facilities together

#### Karate

- Currently use the PCYC along with mixed Martial Arts, boxing and gymnastics.
- The venue is in very poor condition but it is affordable and air-conditioned
- Northam Karate Club numbers are at capacity limited by the number of coaches
- Ethos of club is quality and it recorded the highest gold medal tally at the recent national championships

#### Swimming

- Has operated from the pool since its opening in 1957
- The pool has never changed functionality and needs lots of work
- The club only has an effective 10-week season so swimmers are competing against others who train 40-50 weeks per year
- The biggest challenge is cold water and therefore the highest priority is heated water to extend the season
- The club's preferred position is a heated 50m pool and in the longer term an indoor heated 50m pool would be the best



- The Club is about to buy new timing gear and seeks to maintain a 50m pool so it can host country pennants and other championships where a 50m pool is required for Swimming WA sanction
- Note that not all swimming club members are demanding a 50m pool, some would prefer year round access to heated water in a 25m pool as a next step.

#### Northam Recreation Centre

- Improvements
- Air condition the sports hall
- Improve landscaping on oval side of centre
- Cover the bottom 4m of the exposed gutters in sports hall
- Add a permanent cafe and a fitness centre
- Add a dividing wall into the function centre
- Convert the Evap cooling in function room to reverse cycle
- Consider alternative use of crèche area
- Review use/ retention of Jubilee pavilion for use as a gym

#### Wundowie Township

##### Skate park and BMX Track

- Skate park is fabulous and well positioned next to play equipment picnic and exercise equipment
- Loss of dirt BMX track is a shame, reinstate it at the back of the skate park
- Cover loose gravel surfaces surrounding the skate park with concrete or synthetic grass to prevent dust and pebbles getting onto the skate surface – very dangerous for scooters
- Provide shade shelter and seating nearer to skate park and requested BMX track for spectator / parent viewing of the skate park

##### Grassed playing fields

- No organised sporting clubs operating at present
- Maintain the playing field for use by the school
- Seek a shared use and maintenance agreement with Education Department
- Let the hockey field go fallow as no teams are participating in competition

##### Hard courts

- Pressure clean (water blast) the tennis courts to bring surface back to life
- Repair the door to the tennis store/canteen building
- Verify expressed demand for basketball
- If proven, replace the basketball courts from scratch including a new subgrade base – do not attempt resurfacing – alternative is to over mark the existing tennis courts and install backboards – similar to Bakers Hill - a single court option is probably adequate.

##### Aquatic centre

- Repair or replace the gravity fed sand filter



#### Bakers Hill Township

- Consider the installation of showers in the changeroom area if a sporting team establishes at the oval
- Upgrade the playground
- Recover the shade shelter at the front of the cricket store/pavilion
- In the longer term add a double faced mezzanine viewing area to the recreation centre that looks into the sports hall and over the oval

#### .2 User group survey

A survey form was issued by the Shire to all known sport and recreation groups. Returns were received from:

- Avon Hockey Association
- Avon Valley Shotokan
- Bakers Hill Primary School P&C
- Bakers Hill Cricket Club
- Northam and Districts Gun Club
- Northam and Districts Little Athletics Centre
- Northam Cricket Association
- Northam Golf Club
- Northam Indoor Hockey Association
- Northam Netball Association
- Northam Railways Football (AFL) Club
- Northam Springfield Football (soccer) Club
- Northam Swimming Club
- Northam Wado Ryu Karate Club

A summary of responses is shown below.



Club membership and Fees	Males		Females		Trend	Annual Player Fees	
	junior	senior	junior	senior		junior	senior
Gun Club	1	16			↓	\$ 118.00	\$ 247.00
Cricket - Bakers Hill	2	20			↓	\$ -	\$ 100.00
Junior Cricket - Northam	180		20		→	\$ 80.00	\$ 140.00
Senior Cricket - Northam	35	100	1	1	↑	\$ -	\$ -
Netball	11		149	82	↓	\$ 140.00	\$ 165.00
Karate Club	24	10	21	6	→	\$ 50.00	\$ 80.00
Springfield Football (Soccer)	50		14		↑	\$ 70.00	\$ -
Railways Football (AFL)		80		70	↓	\$ -	\$ 150.00
Indoor Hockey	8	40	13	78	↑	\$ 80.00	\$ -
Outdoor Hockey	50	62	50	63	↓	\$ 100.00	\$ 200.00
Little Athletics	71		75		↓	\$ 140.00	\$ -
Shotokan - Clackline	30	15	13	7		\$ 65.00	\$ 65.00
Basketball - Northam		94	157	40	→	\$ 70.00	\$ 100.00
Golf - Country Club		60		229	↓	\$ -	\$ 375.00
Swimming Club	26	21	44	42	↓	\$ 200.00	\$ 80.00

Table 10: Summary of survey responses part 1

Note that of the 15 groups which have responded only 3 are experiencing growth in their membership and half have fewer members than at their peak. Importantly only 5 of those groups who have responded have indicated that their current facility will not be adequate for the next 5-10 years. The venues that require immediate improvement include the cricket facilities at Bakers Hill, storage and affordable ground access for soccer, lighting and a suitable pitch for night cricket and major renovations to or replacement of the Northam Swimming Pool.

The pavilion at Bert Hawke Park and the cricket shelter at Bakers Hill Oval are also highlighted for attention short to medium term attention.

### 8.3 Facility improvement requests nominated in the survey returns:

#### Bakers Hill

- New synthetic turf on cricket wicket at the Oval
- New synthetic turf on cricket practice nets at the Oval
- Improvement to cricket clubroom and shaded viewing
- Improved cycle and footpaths around Bakers Hill

#### township Henry Street Oval

- Second jump pit for athletics
- Permanent shot and discus structures
- Improve playing surface to remove hardness
- Spectator grandstand
- Wireless technology
- Electronic scoreboard
- Water fountains

#### Northam Gun Club

- Gutter replacement



- Roof replacement
- External painting
- Relocation to a new site with improved noise buffer

Bert Hawke Reserve

- Grounds
  - Repair practice cricket wicket surface (reglue)
  - Security screening to pavilion glass doors and roller door
  - Additional secure storage at the pavilion
  - Shade shelter for spectators on No.2 oval
  - Capacity for night cricket - lights
  - Purchase of Flick-pitch to enable night cricket at Henry Street Oval and indoor cricket in the recreation centre
- Pavilion
  - Extended shaded viewing at front of pavilion
  - Refurbished and enhanced or new pavilion – kitchen, carpet, indoor toilet access
  - Additional storage for seasonal users
  - Improved cleaning and maintenance

Northam Recreation centre

- Air-conditioning or improved ventilation in the sports hall
- Additional and Improved parking and signage to parking
- Scoreboard and timer for court 2 (IDH)
- Scoreboards (reliable) on all 3 indoor courts
- Electronic scoreboard on outside courts
- Fencing to outdoor courts to be sturdier
- Secure fencing to prevent unauthorised entry
- New grandstand seating to outdoor courts

Northam Swimming Pool

- Upgrade in existing location – refer Bilgoman and Collie for what they have done
- Heating to extend seasonal operations from September to April
- Upgraded FINA compliant 50m pool with appropriate water treatment system
- New well-drained concourse
- Shaded marshalling area for events
- Improved centre administration, kiosk, changerooms and clubhouse
- Additional club storage areas
- Carpark improvements including line marking, improved lighting and access pathways

Northam PCYC

- Floor surface unusable without mats
- Holes in walls

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- Leaking roof

Northam Country Club

- Security of water supply for the Country Club
- Reticulation of first 9 fairways

- Reticulation of second 9 fairways

#### 8.4 Elected member and Senior Staff Information Session (23.02.16)

CCS met with the elected members and senior staff of the Shire to provide an update on progress and findings to date. The key issues were presented for discussion including:

- The future of the Northam Swimming Pool
- The future of the now redundant Clarke Street netball courts
- The future of the Jubilee Pavilion
- Sustainability measures for the Northam Recreation Centre including:
  - Gym/fitness facilities
  - Crèche and childcare services
  - kiosk / café options
  - Improved parking conditions
- The creation of a youth precinct including the relocation of the existing BMX track
- Future accommodation for emerging sports, specifically football (soccer)

No decisions or determinations were made at this meeting, however, it was noted that:

- Victoria Oval is not to be considered for reinstatement as a playing field
- The Bowling Club, Gun Club and Country Club (golf and tennis) operate from freehold land and are not subject to Shire direction.

#### 8.5 Open Community Workshop (23.02.16)

An open invitation was issued to residents and community organisations to attend a workshop at the Northam Recreation Centre from 6.30pm to 8.00 pm on Tuesday 23 February. There were 23 attendees. The notes recorded at the meeting are summarised below.

##### Fire brigade

- Scoreboard realignment and redevelopment for improved storage
- Resurface track
- Repair water supply under track

##### Scouts

- A venue to be identified and secured for new groups

##### Jubilee Pavilion

- Must stay until amenities replaced

##### Community Bus

- Needs to be more accessible and affordable

##### Sound Shell

- Barnard Park facility non-functional

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- PA system @ Henry St Oval very poor

##### Lot 39 adjacent to Bert Hawke Park

- Water recreation area between Hockey field and equestrian park littered with tyres.

##### Youth precinct

- Consider locating next to PCYC (plans to redevelop in train)

Recreation Precinct (Jubilee)

- Accessible public toilets – ones that are not always locked

Northam Swimming Pool

- Regardless of where and what the new facility provides:
  - Add a playground
  - Provide disabled toilets
  - Amend pathways to facilitate easy wheelchair access
  - Redevelop changerooms - with a roof
  - Ramp entry for disabled and aged persons' access
- Straw Poll results on the future of the Northam pool

Location	
Existing site	Recreation centre
17	2
Operating season	
Seasonal	Heated year round
9	11
Willing to pay more rates	
Yes	No
8	10
Pool style	
25m + extra features	50m lap pool priority
5	11

Footpaths

- Generally clean and sweep them
- Additional paths and connections
  - Woodley Farm estate – Loton Drive and Woodley Farm Drive
  - Town centre to Shire offices
  - To new health centre
  - Burnside Avenue – address floodway impact on footpath
  - Gairdiner Street
  - Wood Drive

Wundowie Swimming Pool

- Add a playground
- Diversify what's on offer at the kiosk

Bakers Hill

- Public toilet facility outside the recreation centre

- Improved footpaths
- BBQ picnic and shade areas outside overlooking the oval
- Playground facilities for older children
- Playground facilities for children under age 4



- Seating around the oval
- Exercise equipment around the oval

#### 8.6 Liaison with Swimming WA

Discussion were held with the CEO of Swimming WA on the status of the Northam Swimming Club, the significance of the wheat belt district for the growth of the sport, the necessity of having a 50m pool for swimming competitions and the importance of year round swimming.

A formal response to these and other matters is included in attachment 1. In short the state body favours a 50m pool to accommodate sanctioned events and indicates that a seasonal facility would be adequate, preferably heated to extend the swimming season into September and April.

### 9.0 CURRENT PROVISION AND UTILISATION

#### 9.1 Current provision

The facilities inventory cited in section 5 and issued as a separate document outlines the suite of facilities currently provided by the Shire of Northam.

The following table draws from Table 12 (the top 25 physical recreation activities identified by ERASS) and indicates how are currently accommodated, or could be accommodated in the Shire of Northam.

In general terms the Shire is very well provisioned and can accommodate all of the top participation activities – except perhaps sailing.

Activity	Current accommodation
Aerobics/Yoga/Pilates	Northam Recreation Centre, Bakers Hill Recreation Centre, PCYC, Bridgeley Community Centre, Clackline Hall, Wundowie Pavilion, Northam Town Hall, Northam RSL Memorial Hall (seniors), Southern Brook Hall
Fitness /Weight Training	Euphoria Health, In Balance Fitness
Netball	Northam Recreation Centre, indoor (3) and outdoor (4) courts
AFL	Henry Street Oval, Jubilee Oval, Wundowie Oval, Bakers Hill Oval
Basketball	Northam Recreation Centre, indoor (3) and outdoor (4) courts, Bakers Hill (1) and Wundowie (1) outdoor courts
Football (outdoor soccer)	Bert Hawke Reserve, Wundowie Hockey Field, Bakers Hill Oval
Golf	Northam Country Club, Bakers Hill Golf Club, Wundowie Golf Club

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Dancing	Northam Recreation Centre, Bakers Hill Recreation Centre, PCYC, Bridgeley Community Centre, Clackline Hall, Wundowie Pavilion, Northam Town Hall, Northam RSL Memorial Hall (seniors), Southern Brook Hall
Lawn bowls	Northam Bowling Club (4 greens), Wundowie Bowling Club (1 green)



Tennis	Northam Country Club (8 grass), and Northam Recreation Centre (2), Wundowie (2) and Bakers Hill (4) hardcourts
Swimming	Northam Olympic Pool (8 lane x 50m) plus toddlers, Wundowie Aquatic Centre (5 lane x 33m) plus toddlers
Cycling	Road cycling - no dedicated cycle paths in Northam, Northam BMX
Touch Football	Bert Hawke Reserve, Jubilee Oval, Wundowie Oval, Bakers Hill Oval
Walking	Footpath track and trail network in towns. Kep Track linking to Mundaring via all townships
Hockey	Bert Hawke Reserve
Martial Arts	PCYC - Northam Wado Ryu Karate, Bakers Hill Recreation Centre - Bakers Hill Karate Club, Northam Recreation Centre,
Running	Footpath track and trail network in towns. Kep Track linking Northam to Mundaring via all townships, Henry Street oval (Little Athletics), Northam Running club
Cricket outdoor	Bert Hawke Reserve
Volleyball	Northam Recreation Centre (3) and Bakers Hill Recreation Centre (1) indoor courts
Squash/racquetball	Northam Country Club (4) courts
Sailing	Not available
Futsal (indoor soccer)	Northam Recreation Centre (3) and Bakers Hill Recreation Centre (1)
Rugby League/Union	Jubilee Oval, Wundowie Oval/Hockey Field, Bakers Hill Oval

**Table 11: Current accommodation for the top 25 physical recreation activities**

It is also noted that rural and regional communities such as Northam have a tendency to embrace a variety of activities that are more common in country areas. These activities and the facilities they operate from are generally sourced, developed, managed and maintained by the community (groups of like-minded interested people), rather than provided by local government.

This is the case in Northam with the following activities adding significantly to the sport, recreation and leisure mix on offer in the district, primarily operated independently of the Shire. It is noted that the golf, tennis, squash and bowls in Northam, Bakers Hill and Wundowie are community owned and managed facilities.

Activity	Current accommodation
Equestrian disciplines	Bakers Hill Adult Riding, Avon Valley Adult Riding, Avon Valley 10 <sup>th</sup> Light Horse Troop, Twin Pines Agistment Centre, Crowes Riding School, Avon Valley Show Jumping and Pony Club, Northam Agricultural Society
Horse Racing	Northam Harness Racing Club/Northam Trotting Club, Northam Race Club

Shooting	Northam and Districts Gun Club, Northam Rifle Club, Northam Pistol Club
Motor sport	Hurricane Go Kart Club, Northam and Districts Motor Cycle Club, Northam Speedway and Motorsports Complex,

Volunteer Bush Fire and Fire and Rescue Services	Northam, Wundowie, Irishtown, Inkpen, Grass Valley, Clackline/Muresk
Flying	Northam Aero Club, Avon Valley Ballooning, Windward Balloon Adventures
Marquee Events	Northam Avon Descent Association, Northam Flying 50, Northam Agricultural Society Annual Show

**Table 12: Specific accommodations for regional and rural style activities**

**9.2 Current utilisation**

The Shire has provided detailed information on the level of utilisation of the current suite of facilities provided within the Shire including:

- The indoor sports courts at the recreation centre
- The outdoor hard courts at the recreation centre
- The hospitality and meeting rooms at the recreation centre
- Henry Street oval
- Jubilee Oval
- Bert Hawke Park
- Northam Olympic Swimming Pool
- Wundowie Swimming Pool
- Bakers Hill Oval
- Wundowie Oval
- Wundowie Hard courts

CCS Strategic has over many years devised and refined a measure of the level of utilisation of community facilities based on overall use and peak hours use. The number of hours available and those hours considered peak (or high demand) are shown in the table below.

UTILISATION ANALYSIS - AVAILABILITY CHART			
Community Centres	Playing fields (unlit)	Playing fields (lit)	Hardcourts (lit)



	Overall	Peak	Overall	Peak	Overall	Peak	Overall	Peak
Mon	9-10 (13)	9-12 + 4-10 (9)	9-6.30 (9.5)	4-6.30 (2.5)	9-9 (12)	4-8.30 (4.5)	9-9 (12)	4-8.30 (4.5)
Tue	9-10 (13)	9-12 + 4-10 (9)	9-6.30 (9.5)	4-6.30 (2.5)	9-9 (12)	4-8.30 (4.5)	9-9 (12)	4-8.30 (4.5)
Wed	9-10 (13)	9-12 + 4-10 (9)	9-6.30 (9.5)	4-6.30 (2.5)	9-9 (12)	4-8.30 (4.5)	9-9 (12)	4-8.30 (4.5)
Thu	9-10 (13)	9-12 + 4-10 (9)	9-6.30 (9.5)	4-6.30 (2.5)	9-9 (12)	4-8.30 (4.5)	9-9 (12)	4-8.30 (4.5)
Fri	9-10 (13)	9-12 + 4-10 (9)	9-6.30 (9.5)	4-6.30 (2.5)	9-9 (12)	4-8.30 (4.5)	9-9 (12)	4-9.30 (5.5)
Sat	9-6 (9)	9-6 (9)	9-6.30 (9.5)	8-5 (9)	8-9 (13)	8-9 (13)	8-9 (13)	8-9 (13)
Sun	9-5 (8)	9-5 (8)	9-6.30 (9.5)	8-5 (9)	8-9 (13)	8-9 (13)	8-8 (12)	8-8 (12)
Total hours	82	62	66.5	30.5	86	48.5	86	48.5

**Table 13: Estimated peak and overall venue availability times**

The following table provides a subjective measure of facility utilisation.

Occupancy	Characterisation
0-20%	Dormant facility- need to question need or fitness for purpose
20-40%	Underutilised - need to consider promotion and programming
40-60%	Well utilised - maintain and promote for additional use
60-80%	Very well utilised - need to concentrate on maintenance
80%+	Effectively at capacity - need to plan for additional facilities

**Table 14: Facility classification based utilisation**

Those facilities for which the percentage utilisation analysis is appropriate have been assessed using this tool.

Note that those facilities privately owned (Country Club, Bowls, Gun Club) or operated under lease (RSL Memorial Hall, BMX track, Ag Society facilities, Bakers Hill Recreation Centre), or routinely open regardless of demand (Swimming Pools) have not been assessed in this manner. The following results are revealed for those facilities that have been assessed using the colour coding system in the table above.

Venue	Peak Use Percentage	Total Use percentage
Recreation Centre		
indoor sports courts	66	56
outdoor hard courts	72	34
hospitality and meeting rooms	41	22
Henry Street oval – summer	1	1

Henry Street oval – winter	8	5
Jubilee Oval – summer	1	1

Jubilee Oval – winter	0	0
Bert Hawke Park – summer	2	1
Bert Hawke Park - winter	3	2
Bakers Hill Oval	2	1
Wundowie Oval	0	0
Wundowie Hard courts	0	0

**Table 15: Facility utilisation dashboard**

The clear message from this assessment is that the recreation centre is very well utilised in the peak periods and the playing fields and hard courts across the Shire are grossly underutilised. If not for the specialisation of the playing surface for cricket (turf) there would be a strong argument to close Bert Hawke Park and relocate all activities to Jubilee and Henry Street Ovals. Please note that we do not advocate the installation of turf or synthetic cricket wicket in the premier football field.

The Bakers Hill and Wundowie facilities are serving a purpose, albeit a small one, noting the distances from Northam to these localities. These facilities (especially the grassed playing fields provide aesthetic appeal and do accommodate a degree of casual and informal use such as walking, walking the dog and informal play and family activities.

Note that It is not possible to measure the effectiveness of the aquatic centres using the above method. A benchmarking program devised by the University of South Australia's CERM PI © program identifies a series of key indicators and produces median results for various types of aquatic centres as shown below.

CERM PI Indicators	Group 5 - Outdoor Pools			
	< 1,500m <sup>2</sup>		1,500-2,499m <sup>2</sup>	
WORKING INDICATORS	Medians	Wundowie	Medians	Northam
Total space (m <sup>2</sup> )	936	950	2,075	2,250
<b>Finance</b>				
Expense recovery %	43%	50%	66%	34%
Gross receipts	\$92,733	\$47,232	\$352,526	\$132,600
Gross expenditures	\$196,476	\$93,673	\$642,208	\$388,571
Subsidy per visit	\$8.06	\$5.16	\$4.22	\$7.53
<b>Services</b>				
Visits per metre <sup>2</sup>	17	9	32	15
Total visits per year	12,879	9,000	68,577	34,000
Catchment population (5km radius)	8,176	1,300	50,000	8,000
Catchment multiple	2.1	7	1.6	4

**Table 16: Performance against industry benchmarks - Shire of Northam Aquatic Centres**



1,500-2,499m<sup>2</sup> category. The subsidy per head is a telling indicator for Northam with each patron attending costing the Shire \$7.53 per entry on top of the fee they pay.

Note that the finances and attendances for both pools are significantly lower than the median for pools of their respective sizes indicated by the fact that these are seasonal pools only opening for half the year. Note that if the pools were heated and operated year round, attendances in the winter season would be dramatically lower than summer attendances.

It is noted that attendances at Northam Olympic Pool have suffered a decline in recent years whilst Wundowie has experienced a small resurgence in the past season, primarily through the activities of the swimming club.

	2015-16	2014-15	2013-14
Northam	34,000	36,000	40,000
Wundowie	9,000	7,000	7,000

**Table 17: Estimated aquatic centre attendances**

The decline in attendances at Northam is arguably due to a series of factors such as:

- the ageing of the facilities and their loss of functional and aesthetic appeal
- an increase in private swimming pools at home
- the general proliferation of air-conditioning in homes
- changing leisure trends with technology based pursuits consuming more leisure time (TV, computer games, internet etc.)
- A relative stasis in the popularity of swimming, refer Figure 2.

## 10.0 FACILITY PROVISION RATIONALE

### 10.1 Philosophy of Community Facility Provision

The following series of statements outline the philosophy and rationale brought to the exercise of determining what facility and service needs should be provided to the community by the Shire of Northam, addressing both current and forecast requirements.

It is an underlying principle that individuals, clubs, or organisations of any ilk can, of their own volition, and at their own expense provide additional or alternative leisure experiences to those provided by the Shire.

Indeed, there are many examples of this already occurring within the Shire including the local motorsport, equestrian, golf, tennis, squash, bowls, aero and shooting organisations who have established their own facilities and operate independently.

There are also other examples where community based clubs and organisations seek use of facilities provided by others such as schools, church groups, the PCYC or even private facilities. These practices are to be encouraged and facilitated wherever possible as it demonstrates a strong community in action.

Accordingly, the following guidelines have been prepared to provide a framework to assist in determining which facilities should be provided by the Shire and to help determine priorities in provision in the face of competing needs.

The recommendations of this report are reflective of these guidelines.

## 10.2 Proposed Vision

That the Shire of Northam support the provision of:

- An agreed suite of regional standard facilities over time that are high quality, multi-purpose, non-exclusive and suitable for all ages; and
- Opportunities for participation in the broadest possible range of sport, recreation and leisure pursuits.

In the case of regional standard facilities, it is likely that the Shire will take a lead role in the development, management and maintenance of these facilities. See Guiding Principle 6 below.

In terms of providing or facilitating access to a broad base of opportunities for the local community, this may include direct provision by the Shire, the allocation of land and a degree of financial support to groups and organisations who are taking a lead role in facility and experience provision, or the simple allocation of suitable land parcel for development and use by an interested community organisation. In general terms the more exclusive the facility and restricted the access, the lesser the direct involvement of the Shire.

## 10.3 Guiding Principles

NB: The term 'playing arena' and 'arena' means the space on which an activity is conducted. It could be a grassed oval, a tatami mat, a squash court, a criterium track or swimming pool.

### A. Multipurpose and multifaceted

Playing arenas shall be developed that allow for maximum flexibility and use for as wide a variety of purposes as possible. The Shire shall prioritise opportunities for broad spectrum participation over elite provision. The aim is to provide facilities that service the greatest number of participants.

Exclusive use single purpose facilities are unlikely to be supported.

### B. All ages accommodation

Playing arenas developed by the Shire or supported for development by the community should be designed for use by all ages. Playing fields and courts and track and circuit lengths must be able to accommodate regulation size senior competition.

Facilities that can only be used for junior participation are unlikely to be supported.

### C. Basic amenity provision by the Shire

Where the Shire supports a playing arena development it shall subsequently support provision of a functional level of amenity for participants including (as required) toilet, shower and change areas, canteen/kiosk, first aid and officials' rooms and basic equipment storage.

The aim is to ensure participation is not impeded by lack of off-arena amenity.

### D. Advanced facility provision by the User Groups

Clubs and community based organisations wishing to improve the standard, scope and level of sophistication of facilities, (e.g. arena lighting, specialist equipment, social



amenities, spectator accommodations) shall be required to demonstrate need and make a contribution to facility improvements to attract Shire support.

The more sophisticated and the more exclusive the facility development the more it should be driven (and largely funded) by user groups.

Examples include competition level lighting, exclusive use (leased) clubhouse facilities, specialised timing and scoring equipment, media accommodations and secure venue fencing to allow spectator charges to be levied.

#### **E. Northam as a regional hub**

To assert that Northam is a regional centre requires facilities for a select suite of activities that are seen as priorities by the local community to be developed to a standard and scale capable of attracting and hosting regional events.

Note that the major difference between local and regional scale facilities is the off-arena amenity for spectators. While some permanent provision is generally warranted, many requirements can be provided on a temporary basis, e.g. site fencing, spectator seating, (additional) public toilets and food and beverage outlets, carparking, event administration and media facilities.

The value of these regional off-arena facilities is not only to service the events but to capture the economic multiplier effect of outlying town populations coming to Northam, staying and spending. The recommended priority suite of facilities to be developed over the next 10 years is as follows:

- Australian football WAFL compliant, nightmatch
- Cricket Twenty 20 format night match demonstration purposes
- Hockey WA compliant
- Netball WA compliant, indoor show court
- Basketball WA compliant, indoor show court
- Swimming WA compliant, 50m pool
- BMX UCI Compliant track with 5m start ramp

This priority suite would need to be reviewed every 5 years at a minimum.

#### **F. Value for money**

To achieve the lowest cost per capita and the greatest level of participation. Use ERASS data for indicative participation rates. Making use of residual asset value assessments, preserving the asset through effective maintenance and renewal and progressively improving the facility, particularly by taking advantage of technology and addressing safety issues, will rate highly.

### **10.4 Standards and benchmarks**

There are a variety of industry guidelines that assist in determining facility provision in communities. These include those certified as Australian Standards for very specific elements such as sportsfield lighting (AS 2560) and playgrounds (AS 4685) for safety purposes. Compliance is mandatory.

There is also a variety of generic provision indicators or benchmarks such as the Community Facilities Guidelines developed by Parks and Leisure Australia's WA Region. Importantly none are offered, nor should they be treated as absolute standards for facility provision, noting that the key to effective community facilities planning is to ensure that the specific needs of the community are adequately interpreted and addressed. These guidelines have been considered in the evaluation and analysis of facility improvements in this report.

#### 10.5 Facility preservation and maintenance

The cost of providing community facilities is generally very high and as community expectations continue to increase, the provision of new contemporary standard facilities becomes increasingly expensive. To this end the preservation and maintenance of existing facilities is a wise and economically motivated strategy.

Local government has long been the principal provider of community services infrastructure and it has generally done this well. Northam is well provisioned in terms of the range and extent of facilities provided by the Shire and the range of facilities and activities available in the Shire is significantly enhanced by community provision. Notwithstanding the restrictions on local government funding developments on private land, the maintenance and upgrade of community facilities developed on reserve land by community groups can be assisted by ongoing Shire support.

#### 10.6 Accommodation for emerging activities

New activities regularly enter the market place and often compete with traditional activities for market share and facility provision. Recent examples include the rise (and decline) of tee-ball, the growth in popularity of skate boarding and BMX riding (with BMX now an Olympic sport) and the rise and rise of soccer. Indeed, soccer, or football as it perhaps correctly and generically known, has displaced Australian football as the most popular sport for boys and has captured a growing market for girls.

Northam is yet to experience any significant demand from soccer, although it is noted that the Springfield Football Club did attempt to establish operations at Bert Hawke Park. Every indication is that the demand will come.

#### 10.7 Response to changing population profile

The demographic profile of Northam continues to change as is shown in section 6. The most significant changes to be accommodated based on projections to 2026 are:

- A decline in the number of children aged 5-19
- Growth in young adults, particularly men, aged 20-34
- Decline in the 50-64 age bracket and
- Growth in the 65-85 cohort

This would indicate a growing demand for traditional adult sports (football cricket, netball, basketball) and the need to accommodate older adults, particularly the well-aged and those requiring rehabilitation (walking, gentle exercise, strength training, hydrotherapy).

#### 10.8 Meeting aspirational challenges

There is always a need to respond to trends and shifts in leisure participation including the increasing levels of sophistication of facilities required and the impact and application of new technology.

For example, 20 years ago hockey was traditionally played on natural grass. Now clubs in all locations and across all grades aspire to play on artificial turf. Lawn bowls, once a grass green sport is increasingly transitioning to synthetic surfaces in response to demands for extended seasons and night play (corporate bowls), the diminishing availability of water and the increasing difficulty in securing a highly skilled greenkeeper.



Sports field lighting is now common place for community club training purposes to avoid the heat of the day or accommodate varying working hours, and now is increasingly being sought for night competition. A further trend in this field is the application of LED technology in lieu of metal halide lamps offering greater illumination, longer life and lower operating costs.

## 11.0 RECOMMENDATIONS AND PRIORITIES

The following list of works items has been compiled from the study process. Each has merit to a portion of the community.

### 11.1 Schedule of needs identified during the study

A	Northam Township
<b>1.0</b>	<u>Bert Hawke Park</u>
1.1	Grounds
1.1.1	Additional secure storage at the pavilion
1.1.2	Shade shelter for spectators on No.2 oval
1.1.3	Install lights for night cricket/hockey
1.1.4	Flick-pitch overlay
1.1.5	Synthetic hockey pitch
1.1.6	Protective netting to carpark
1.2	Pavilion
1.2.1	Improved cleaning and maintenance
1.2.2	Security screening to pavilion glass doors and roller door
1.2.3	Extended shaded viewing at front of pavilion
1.2.4	Refurbished and enhanced pavilion
1.2.5	Additional storage for seasonal users
<b>2.0</b>	<u>Jubilee Reserve</u>
2.1	Formalise parking off Northey street
2.2	Accessible public toilets – ones that are not always locked
2.3	Henry Street Oval
2.3.1	Remove metal grate near the oval
2.3.2	Repair access path from changerooms to oval
2.3.3	Reverse the slope of the perimeter parking for viewing
2.3.4	Toilets on the Peel Terrace side of the ground
2.3.5	Improvements to the timekeepers and commentary box
2.3.6	Second jump pit for athletics (2 x 40m <sup>2</sup> pits)
2.3.7	Second jump pit for athletics (2 x run ups 1.2 x 40m)
2.3.8	Permanent shot and discus circle @ 2.135m and 2.5m diameter
2.3.9	Shot and discus cage (8 fixed panels 2.83 x 7m + 2 moveable panels 2x7m)
2.3.10	Tiered grandstand for spectator viewing - 170 seats on 5 rows
2.3.11	Shelter to sit above grandstand - refer BHP with enclosed back and sides
2.3.12	Water fountains
2.3.13	Protective netting (6m high) to BMX and water tanks
2.4	External hard courts
2.4.1	Electronic scoreboard/timelock outside
2.4.2	Secure fencing to prevent unauthorised entry - feature fencing 1.8m high
2.4.3	Grandstand seating to outdoor courts - 4 mobile 4m aluminium units

- 2.5.1 Access control/security into and from the complex
- 2.5.2 Audio visual and WIFI set up (function room and throughout precinct)
- 2.5.3 Install evaporative cooling to the sports hall
- 2.5.4 Improve landscaping on oval side of centre
- 2.5.5 Cover the bottom 4m of the exposed gutters in sports hall
- 2.5.6 Add an operable acoustic dividing wall into the function centre
- 2.5.7 Convert the Evap cooling in function room to reverse cycle
- 2.5.8 Consider alternative use of crèche area and landscape outside area/playground
- 2.5.9 Scoreboard and timer for external courts (weatherproof)
- 2.5.10 Upgrade Scoreboards (reliable) on all 3 indoor courts
- 2.6 **BMX Track**
  - 2.6.1 BMX track 5m high start ramp structure
  - 2.6.2 BMX track start ramp gate
  - 2.6.3 BMX track start ramp storage under
  - 2.6.4 BMX track start ramp bitumen topping
  - 2.6.5 Covered marshalling area
  - 2.6.6 BMX track lighting - relocate
- 2.7 **Fire Brigade Training Track**
  - 2.7.1 Scoreboard realignment and redevelopment for improved storage
  - 2.7.2 Resurface track and new line markings
  - 2.7.3 Repair water supply under track
- 2.8 **Jubilee Pavilion**
  - 2.8.1 Retain as operational until amenities replaced - refer 2.4 and 2.5.5
  - 2.8.2 Demolish Jubilee pavilion

	Aquatic facility options
<b>3.0</b>	Swimming Pool - 50m + toddlers + splashpad at existing site - <b>refurbished</b> facilities
<b>4.0</b>	Swimming Pool - 50m + toddlers + splashpad at existing site - <b>new</b> facilities
<b>5.0</b>	Swimming Pool - 50m + toddlers + splashpad <b>at recreation centre site</b> Add new <b>indoor program pool</b> as a stage 2 development
<b>B</b>	<b>Wundowie Township</b>
<b>6.0</b>	<u>Skate Park and BMX Track</u>
6.1	Reinstate mini dirt BMX track at the back of the skate park
6.2	Cover loose gravel surfaces surrounding the skate park
6.3	Provide shade shelter and seating nearer to skate park
<b>7.0</b>	<u>Grassed playing fields</u>
7.1	Maintain the playing field for use by the school
7.2	Seek a shared use and maintenance agreement with Education Department
<b>8.0</b>	<u>Hard courts</u>
8.1	Pressure clean the tennis courts
8.2	Verify expressed demand for basketball
8.3	Over mark the existing tennis courts and install backboards
<b>9.0</b>	<u>Aquatic centre</u>
9.1	Replace the gravity fed sand filter
9.2	Add a partly shaded playground

<b>C Bakers Hill Township</b>	
<b>10.0</b>	<u>Recreation centre</u>
10.1	Install showers in Recreation centre changerooms
10.2	Add external covered open mezzanine viewing to recreation centre and oval
<b>11.0</b>	<u>Bakers Hill Cricket facilities</u>
11.1	Apply new synthetic turf on cricket wicket
11.2	New synthetic turf on cricket practice nets
11.3	Recover the shade shelter at the front of the cricket store/pavilion
<b>12.0</b>	<u>Bakers Hill Oval</u>
12.1	Exceloo (Tasman) fully automatic self-cleaning public toilet
12.2	BBQ picnic and shade areas outside overlooking the oval
12.3	Seating around the oval
12.4	Exercise equipment around the oval
<b>13.0</b>	<u>Playground area</u>
13.1	Upgrade the playground soft-fall and extend shade
13.2	Add playground facilities for older children
13.3	Improve playground facilities for children under age 4
<b>14.0</b>	<u>Cycle and footpaths around Bakers Hill township</u>
14.1	Improved footpaths around the township and to school and rec complex
<b>D Various Other Facilities</b>	
<b>15.0</b>	<u>Northam Gun Club</u>
15.1	Gutter replacement
15.2	Roof replacement
15.3	External painting
15.4	Relocation to a new site with improved noise buffer
<b>16.0</b>	<u>Northam PCYC</u>
16.1	Floor surface unusable without mats
16.2	Holes in walls
16.3	Leaking roof
<b>17.0</b>	<u>Northam Country Club</u>
17.1	Security of water supply for the Country Club
17.2	Reticulation of first 9 fairways
17.3	Reticulation of second 9 fairways
<b>18.0</b>	<u>Scouts</u>
18.1	A venue to be identified and secured for new groups
<b>19.0</b>	<u>Community Bus</u>
19.1	Needs to be more accessible and affordable
<b>20.0</b>	<u>Lot 39 adjacent to Bert Hawke Park</u>
20.1	Remove tyres and other litter
<b>21.0</b>	<u>Footpaths</u>
21.1	Review and implement Shire of Northam Footpath Plan



## 11.2 Assessed priorities

In general terms, and subject to the approval of the proposed vision in section 10.2, the key priority for the Shire in the next 10 years is to respond to the swimming needs of the community.

Based on the data gathered and analysed in this study, the Northam Recreation Centre is the best performing of all sport, recreation and leisure facilities. To ensure that this facility retains its prominence, the Shire must continue to maintain and then diversify and enhance this venue to maximise its appeal and utilisation. The inclusion of a swimming facility at the recreation complex would be a key step in this direction.

The needs of the older segment of the population, the main growth cohort in the community, is also a priority for attention. A range of amenity improvements, underpinned by the provision of safe, stable and interesting walking paths and trails would be considered a boon not only to this age group but to the entire community. Improved walking facilities will respond to the physical recreation activity that has the highest level of participation. A paths and trails master plan should be prepared for the Shire for progressive implementation. The development of an indoor heated swimming facility providing year round hydrotherapy and water exercise classes for the older population, as well as learn to swim classes for young children is also a high demand development.

The current provision of grassed playing fields is more than adequate, perhaps bordering on excessive, and the carrying capacity of the grounds is largely untapped. The challenge here is to increase utilisation whilst maintaining quality provision. As the demand for soccer ultimately emerges, there will be adequate space to accommodate their needs, particularly if they can be encouraged to play in summer and/or at night.

Henry Street oval is now equipped with competition lighting for small ball sports and provides an opportunity for additional groups such as cricket and hockey to capitalise on this underutilised investment. Naturally the playing arena would need to be prepared to the requirements of these additional sports, however, this could be readily achieved especially if there was a summer season focus. A Flicx pitch laid on Henry street Oval would provide a venue for night cricket in the Twenty20 format.

There is a range of additional issues that are brought to prominence through parallel impacts. For example, there is a need for additional car parking at the recreation centre. This would be much easier to achieve if the BMX track was not there. Relocating the BMX track could readily precipitate the relocation and development of a new skate park integrating it within a functional youth precinct. The now defunct Clarke Street netball complex may well be a suitable location for this development. It is ideally situated near the school and the existing skate park and is already well known as a sporting site.

At a more specific level, the following itemised schedule of works has been compiled from the research, engagement and analysis stages of this study. Each item in this schedule of works been assessed against the guiding principles A to F and in consideration of the philosophical rationale for facility provision discussed in section 10.

A rating scale of 1-7 has been applied to provide an indicative priority, noting that this assessment, whilst attempting to be quantitative, remains largely subjective. Using this rating scale those items that score 30 or more out of a possible 42 are shown below, together with their score and ranking.

11.3 Ranking needs using priority guidelines

		Ranking of needs identified during the study	Total
	2.10	Jubilee Pavilion	
1	2.10.1	Retain as operational until amenities replaced – refer 2.4	42
2	2.10.2	Demolish Jubilee pavilion	42
	5.0	New swimming pool at the recreation centre	
3	5.1	Heated water - extend the 10-week season (solar matting)	30
4	5.2	Pool blankets and rollers	42
5	5.3	New 50m pool for competition purposes - Refer GNFP Item 3	37
6	5.4	New plantroom	39
7	5.5	New water play space - splash pad	35
8	5.6	Splash pad special water features	35
9	5.7	New toddlers pool integrated with water space	28
10	5.8	New changerooms including disabled access	40
11	5.9	Modifications to existing reception for pool entry	40
12	5.10	New pool first aid room	40
13	5.11	New pool admin area	40
14	5.12	New pool storage	40
15	5.13	New pool area fencing	40
16	5.14	New pool area landscaping and lighting	40
17	5.15	New pool area shade shelters	40
18	5.16	Additional carparking with lighting	40
19	5.17	Heated water year round operation - (Heat pumps)	42
20	5.18	New program pool (12 x 7) with beach entry lagoon 25m <sup>2</sup>	42
21	5.19	Pool blankets and rollers indoor pool	42
22	5.20	Indoor pool structure	42
23	5.21	Add water features (2) to beach lagoon	42
	2.0	Jubilee Reserve	
24	2.5.1	Improve Henry St Oval playing surface (verti-core and top dress)	40
25	2.4	Public toilets on Peel Terrace side of the ground - not always locked	37
26	2.3	Formalise parking off Northey street	35
27	2.5.13	Water fountains	33
28	2.7.3	Install evaporative cooling to the sports hall	33
29	2.7.9	Scoreboard and timer for external courts (weatherproof)	33
30	2.7.10	Upgrade Scoreboards (reliable) on all 3 indoor courts	33
31	2.5.2	Remove metal grate near the oval	32
32	2.5.3	Repair access path from changerooms to oval	32
33	2.1	Demolish BMX track and relocate salvageable fittings	30
34	2.5.14	Protective netting (6m high) to BMX (future carpark) and water tanks	30
	2.7	Recreation centre items	
35	2.7.5	Cover the bottom 4m of the exposed gutters in NRC sports hall	40
36	2.7.2	Audio visual and WIFI set up (function room and throughout precinct)	33
37	2.6.2	Secure fencing to prevent unauthorised entry to and from hardcourts	31
38	2.6.3	Grandstand seating to outdoor courts - 4 mobile 4m aluminium units	31
39	2.6.1	Electronic scoreboard/timelock outside	31
40	2.2	Formalise parking on current BMX track site	30
41	2.7.7	Convert the Evap cooling in function room to reverse cycle	30



42	22.1.1	Woodley Farm estate – Loton Drive and Woodley Farm Drive	32
43	22.1.2	Town centre to Shire offices	32
44	22.1.3	Burnside Avenue – address floodway impact on footpath	32
45	22.1.4	Gairdiner Street	32
46	22.1.5	Wood Drive	32
		Bert Hawke Park	
47	1.1.3	Shade shelter for spectators on No.2 oval	32
48	1.2.3	Extended shaded viewing at front of pavilion	31
49	2.8.8	Co-locate BMX with a new modest scale skate facility	30
50	1.1.1	Repair practice cricket wicket surface (reglue)	30
		Youth precinct	
51	2.8.1	BMX track relocation - earth transport, shaping and topping	31
52	2.8.2	BMX track 5m high start ramp structure	32
53	2.8.3	BMX track start ramp gate	32
54	2.8.4	BMX track start ramp storage under	32
55	2.8.5	BMX track start ramp bitumen topping	30
56	2.8.6	Covered marshalling area	30
57	2.8.7	BMX track lighting – relocate existing	33
		Fire services running track	
58	2.9.1	Scoreboard realignment and redevelopment for improved storage	30
59	2.9.2	Resurface track and new line markings	30
60	2.9.3	Repair water supply under track	30
		Wundowie items	
61	7.2	Shared use agreement with Ed. Department for Wundowie Oval	42
62	7.3	Let Wundowie hockey field go fallow	42
63	9.1	Replace the gravity fed sand filter at Wundowie Pool	42
64	8.4	Over mark the tennis courts and install backboards for basketball	35
65	8.2	Repair the door to the tennis store/canteen building	31
66	9.2	Add a partly shaded playground at the pool	33
67	8.1	Pressure clean the tennis courts	30
68	6.1	Reinstate mini dirt BMX track at the back of the skatepark	30
69	6.2	Cover loose gravel surfaces surrounding the skatepark	30
		Bakers Hill Items	
70	14.1	Improved footpaths around town e.g. to school and rec complex	32
71	11.1	Apply new synthetic turf on cricket wicket	30
72	11.2	New synthetic turf on cricket practice nets	30
73	11.3	Recover the shade shelter at the front of the cricket store/pavilion	30
		Other items	
74	20.1	Barnard Park facility non-functional	31
75	20.2	Prepare a trails master plan for the Shire	42

11.4 Indicative detail for relevant works items

2.3 and 2.5.4 Formalise parking Northey Street parking -where possible adjust slope to improve oval viewing



5.0 New swimming facilities at the recreation centre



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14.0 Indicative walk trails and footpath connections in Bakers Hill





22.0 Example of new footpaths – Woodley Farm Estate





<p>Collie Pool – 8 lane 50m and splashpad</p>	<p>Splash pad – serves as toddler’s pool</p>
<p>Entry steps and ramps</p>	<p>Splash pad</p>
<p>Bilgoman Aquatic Centre – Outdoor, heated seasonal</p>	



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## 12.0 ORDER OF PROBABLE COST AND IMPLEMENTATION

Those requested / recommended items that ranked 30 or more on quantitative scale discussed in section 10 and applied in section 11 have been measured and costed by the Neil Butler Quantity Surveying Services.

Shown below is the order of probable cost for the works proposed and an indicative implementation schedule which allows cost escalations to be applied to give a real cost over time.

Needs identified during the study		2016 Cost	Year to action	Escalated Cost
<b>2.1</b>	<b>Jubilee Pavilion</b>			
2.10.1	Retain as operational until amenities replaced			
2.10.2	Demolish Jubilee pavilion	33,000	2021	35,549
<b>5.0</b>	<b>New swimming pool at the recreation centre</b>			
5.1	Heated water - (solar matting)	150,000	2021	161,588
5.2	Pool blankets and rollers	70,000	2021	75,408
5.3	50m competition pool - Refer GNFP report	2,920,000	2020	3,083,896
5.4	New plantroom	56,000	2020	59,143
5.5	New water play space - splash pad	234,000	2020	247,134
5.6	Splash pad special water features	80,000	2020	84,490
5.7	New toddlers pool integrated with water space	36,000	2020	38,021
5.8	New changerooms including disabled access	300,000	2021	323,175
5.9	Modify existing reception for pool entry	15,000	2021	16,159
5.10	New pool first aid room	27,500	2021	29,624
5.11	New pool admin area	60,000	2021	64,635
5.12	New pool storage	36,000	2021	38,781
5.13	New pool area fencing	9,200	2020	9,716
5.14	New pool area landscaping and lighting	99,600	2021	107,294
5.15	New pool area shade shelters	75,000	2021	80,794
5.16	Additional carparking with lighting	81,000	2021	87,257
5.17	Heated water - (Heat pumps)	50,000	2031	71,503
5.18	Program pool (12 x 7) + beach entry 25m <sup>2</sup>	232,800	2030	320,886
5.19	Pool blankets and rollers	16,000	2031	22,881
5.20	Indoor pool structure	960,000	2030	1,323,241
5.21	Add water features (2) to beach lagoon	40,000	2031	57,203
<b>2.0</b>	<b>Jubilee Reserve</b>			
2.5.1	Improve playing surface	148,000	2017	149,480
2.5.1	Improve playing surface	148,000	2020	156,307
2.5.1	Improve playing surface	148,000	2023	166,281
2.5.1	Improve playing surface	148,000	2026	179,939
2.5.1	Improve playing surface	148,000	2029	197,101
2.4	Accessible public toilets	84,000	2020	88,715
2.3	Formalise parking off Northey street	162,500	2021	175,053
2.5.13	Water fountains	9,000	2017	9,090
2.7.3	Install evaporative cooling to the sports hall	135,000	2018	138,054
2.7.9	Scoreboard and timer for external courts	10,000	2017	10,100
2.7.10	Upgrade Scoreboards on all 3 indoor courts	12,500	2018	12,783
2.5.2	Remove metal grate near the oval	360	2016	364
2.5.3	Repair access path from changerooms to oval	6,250	2016	6,313
2.1	Demolish BMX track - salvageable fittings	30,000	2019	31,139
2.5.14	Netting (6m high) to BMX and water tanks	27,000	2017	27,270



2.7.5	Cover sports hall exposed gutters	3,000	2016	3,030
2.7.2	AV and WIFI set up throughout precinct	20,000	2017	20,200
2.6.2	Secure fencing to prevent unauthorised entry	450	2017	455
2.6.3	Grandstand seating to outdoor courts	25,000	2022	27,470
2.2	Formalise parking on current BMX track site	390,000	2021	420,128
2.6.1	Electronic scoreboard/timeclock outside	5,500	2019	5,709
2.7.7	Convert the function room to reverse cycle	111,000	2024	127,517
<b>22.0</b>	<b>Northam footpath developments</b>			
22.1.1	Woodley Farm estate	161,148	2022	177,069
22.1.2	Town centre to Shire offices	10,140	2018	10,369
22.1.3	Burnside Avenue – remedy floodway	69,975	2019	72,632
22.1.4	Gairdiner Street -footpath up grade	76,050	2025	89,769
22.1.5	Wood Drive complete and extend	30,420	2021	32,770
<b>1.0</b>	<b>Bert Hawke Park</b>			
1.1.3	Shade shelter for spectators on No.2 oval	43,125	2017	43,556
1.2.3	Extended shaded viewing at front of pavilion	33,750	2019	35,031
1.1.1	Repair practice cricket wicket surface (reglue)	1,080	2017	1,091
<b>2.8</b>	<b>Youth Precinct</b>			
2.8.1	BMX track relocation - shaping and topping	192,465	2018	196,820
2.8.2	BMX track 5m high start ramp structure	41,750	2019	147,131
2.8.3	BMX track start ramp gate	5,000	2019	5,190
2.8.4	BMX track start ramp storage under	10,000	2019	10,380
2.8.5	BMX track start ramp bitumen topping	13,500	2019	14,013
2.8.6	Covered marshalling area	150,000	2021	161,588
2.8.7	BMX track lighting - relocate	100,000	2021	107,725
2.8.8	Co-locate BMX with a new skate facility	375,000	2021	403,969
<b>2.9</b>	<b>Fire services running track</b>			
2.9.1	Scoreboard realignment and improved storage	2,750	2020	2,904
2.9.2	Resurface track and new line markings	42,000	2019	43,595
2.9.3	Repair water supply under track	1,200	2018	1,227
<b>B</b>	<b>Wundowie Items</b>			
7.2	Seek a shared use agreement with Ed Dept.	-	2016	-
7.3	Let the hockey field go fallow	-	2016	-
9.1	Replace the gravity fed sand filter	40,000	2017	40,400
8.4	Over mark the tennis courts for basketball	11,000	2017	11,110
8.2	Repair the door to the tennis store building	500	2016	-
9.2	Add a partly shaded playground at the pool	49,250	2018	50,364
8.1	Pressure clean the tennis courts	1,190	2017	1,202
6.1	Reinstate BMX track at back of the skatepark	28,000	2019	29,063
6.2	Cover loose gravel surfaces around skatepark	42,000	2017	42,420
<b>C</b>	<b>Bakers Hill items</b>			
14.1	Improved footpaths around the town ship	39,000	2018	444,405
11.1	Apply new synthetic turf on cricket wicket	2,430	2017	2,454
11.2	New synthetic turf on cricket practice nets	3,240	2017	3,272
11.3	New shade shelter on cricket store/pavilion	800	2018	818
<b>D</b>	<b>Other items</b>			
20.1	Barnard Park facility non-functional	50,000	2017	50,500
20.2	Prepare a trails master plan for the Shire	50,000	2017	50,500
<b>Total and escalated cost</b>		<b>9,129,423</b>		<b>10,574,844</b>





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Mr Mark Casserly  
Principal  
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5<sup>th</sup> April 2016

Dear Mark,

Thank you for your email dated 1st April 2016 and for the opportunity to provide feedback into what appears to be a very exciting project for the town of Northam and the sport of swimming.

Overview:

There are eight (8) Regions in WA (6 operational) and it is fair to say that the Wheatbelt is a Region that is at a point requiring revitalisation.

The number of SWA Clubs within the Region has continued on historically although the growth of Members in the Clubs tends to be spasmodic and directly related to the calibre of the Committees of those Clubs at that particular time.

The Western Australian Swimming Association Inc. (SWA) views the Northam Swimming Club (NSC) as a "District Centre" within the Wheatbelt Region.

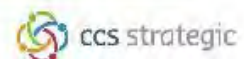
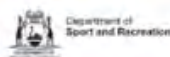
NSC has been an important foundation Club for Country swimming. Country Pennants began in Northam back in 1968, which involved three (3) other Clubs competing in Northam. Today, Country Pennants involves up to thirty four (34) Clubs competing annually. As a result, Country Pennants are now the highlight of the WA Country swimming calendar.

SWA is currently working with NSC to return it to the position of "Regional Leader" for our sport in the Wheatbelt. After consultation with the Northam Swimming Club (NSC) and the SWA Performance and Development Manager, I am pleased to provide the following feedback on behalf of the Association;

1. *Is it critical for NSC to have access to an eight (8) lanes and fifty (50) metre pool to host SWA Sanctioned Meets?*

*SWA believes that it would be extremely beneficial for the eight (8) lane fifty (50) metre pool to remain in Northam. As the number of Clubs across Western Australia and the associated Membership continues to grow, water space continues to be an issue for SWA and its Member Clubs.*

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*In order to host a Sanctioned SWA Meet, the options considered include the accommodation and hospitality facilities for large numbers of people attending the meets in the town. One of the issues we currently have with Country Pennants is when it is held at small pools (e.g. Moora) that have a six (6) lane fifty (50) metre pool, it restricts the number of Clubs that can compete at Country Pennants. On that basis, a fifty (50) metre eight (8) lane pool is very important to SWA Sanctioned Meets.*

2. *If Northam retains a fifty (50) metre pool, how many Sanctioned Meets can it reasonably expect to be allocated in a five (5) to ten (10) year cycle?*

*SWA would expect that NSC would hold between four (4) and five (5) SWA Sanctioned Meets per annum. This does not include the local School and Inter-School carnivals. Please note that Meets such as The Northam Open, Regional carnivals etc. are held at the NSC now, but SWA believes that this will grow as the Club grows in not only capacity (e.g. skills to manage larger Meets), but also size in the coming years.*

3. *If Northam moves to a twenty five (25) metre pool, are there Sanctioned Meets that could be allocated to the NSC?*

*This is unlikely as all Clubs in the Region compete in the summer months and this is designated as a Long Course fifty (50) metre Season. Regional swimming tends to focus more on the Long Course Season rather than the Short Course Season and as a result, SWA is not convinced that the demand would be there for a Sanctioned twenty five (25) metre pool Meet in Northam.*

*Further, SWA Clubs such as Albany Swimming Club (ASC) lament the fact that they only have access to a heated indoor twenty five (25) metre swimming pool, which (they believe) limits their ability to attract Clubs to their town and raise funds for their Club's activities. The Club has grown to the point where they are working with the City of Albany to explore a fifty (50) metre pool in the coming years.*

4. *Is the pool better established as a stand-alone facility or co-located with other leisure facilities?*

*In our view, the facility should be co-located with another leisure facility as it increases traffic to the pool and a high use of increasing Club Membership.*

5. *Can you please provide an indication of priority for SWA in the development of swimming in Northam by ranking the following options one (1) to four (4)?*

Option	Rank
Extended Season of 50m outdoor pool by heating the water in the colder months.	2
Full year operation in heated outdoor 50m pool – no enclosure, will have entry cost implications.	1
Move to 25m sheltered pool with extended Season.	4
Move to 25m indoor pool operating all year – will have entry cost implications.	3

*SWA is of the view that a twenty five (25) metre pool would restrict competition opportunities for NSC and the Wheatbelt Region, as they are generally the host of Regional Championships.*

Our hope is that the Northam Shire will upgrade the existing fifty (50) metre pool for year round use. However, even if the NSC were able to access an additional two (2) months on side of the current Season, SWA believes this would not only help the Club expand, but provide the opportunity for swimming Clubs in Wundowie, York, Toodjay, Merredin and Narrogin to compete against the NSC on an annual basis.

SWA is working hard to return to the "Colour Pennants" format that was staged some years ago and this would see an increase in the number of InterClub Meets held on weekends. SWA is also reinvigorating what a SWA Club "looks like" and moving them away from looking at merely competitive Clubs to more engaging and embracing of Clubs accepting of all types including adult swimmers with



linkages to Masters Swimming Clubs. On that basis, SWA hopes that the number of people that do engage in formalised swimming increases in the years ahead.

I would like to encourage the Shire of Northam to ensure that children from the *Learn to Swim* programmes held at the pool move into the NSC, regardless of their ability. Swimming Clubs are about a great deal more than medals and standing on the podium. They are about community engagement and community spirit. This is why SWA has changed its vision to read "swimming is an essential part of the Western Australian way of life".

SWA is hopeful that the new SWA Strategic Plan 2015-2018 has the opportunity to be enacted in Regional WA, which will see the calibre of our Clubs increase. I believe that by taking a progressive step, SWA could start to see NSC host carnivals as late as May on an annual basis.

Should you require any further information, please do not hesitate to contact me in the office on (08) 9328 4599. Thank you once again for providing SWA the opportunity to provide information and feedback on this matter.

Yours sincerely,



Darren Beazley  
Chief Executive Officer



## Attachment 2

### Identified projects for completion

Having considered the recommendations made by CSS Strategic, the following have been items have been identified as requiring attention.

Reference	Item	Cost	Year
<b>2.1</b>	<b>Jubilee Pavilion</b>		
2.10.1	Retain as operational until amenities replaced		
2.10.2	Demolish Jubilee pavilion	33,000	2021
<b>5.0</b>	<b>New swimming pool at the recreation centre</b>	8,000,000	2017
<b>2.0</b>	<b>Jubilee Reserve</b>		
2.4	Accessible public toilets	84,000	2020
2.3	Formalise parking off Northey street	162,500	2021
2.5.13	Water fountains	9,000	2017
2.7.9	Scoreboard and timer for external courts	10,000	2017
2.7.10	Upgrade Scoreboards on all 3 indoor courts	12,500	2018
2.5.2	Remove metal grate near the oval	360	2017
2.5.3	Repair access path from changerooms to oval	6,250	2017
2.5.14	Netting (6m high) to BMX and water tanks	27,000	2017
-	Incorporate the Henry Street Oval Precinct spatial plan including the Volunteer Fire Brigade running track as provided.	-	2017
<b>22.0</b>	<b>Review and Implement Shire of Northam footpath Plan</b>	420,051	
<b>1.0</b>	<b>Bert Hawke Park</b>		
1.1.3	Shade shelter for spectators on No.2 oval	43,125	2017
1.2.3	Extended shaded viewing at front of pavilion	33,750	2019
<b>2.8</b>	<b>Youth Precinct</b>	850,000	2017
<b>2.9</b>	<b>Fire services running track</b>		
2.9.1	Scoreboard realignment and improved storage	2,750	2020
2.9.2	Resurface track and new line markings	42,000	2019
2.9.3	Repair water supply under track	1,200	2018
<b>B</b>	<b>Wundowie Items</b>		
7.2	Seek a shared use agreement with Ed Dept.	-	2017
9.1	Replace the gravity fed sand filter	40,000	2017
8.4	Over mark the tennis courts for basketball	11,000	2017
8.2	Repair the door to the tennis store building	500	2017
9.2	Add a partly shaded playground at the pool	49,250	2018
8.1	Pressure clean the tennis courts	1,190	2017
6.1	Reinstate BMX track at back of the skatepark	28,000	2019
6.2	Cover loose gravel surfaces around skatepark	42,000	2017
-	Structural assessment to be undertaken identifying remaining economic life of Wundowie Pool	30,000	2018
<b>C</b>	<b>Bakers Hill items</b>		
14.1	Review and Implement Shire of Northam footpath Plan	39,000	2018
11.1	Apply new synthetic turf on cricket wicket	2,430	2017
11.3	New shade shelter on cricket store/pavilion	800	2018

**Attachment 3**

No	Name & Address	Comments Made	Local Government Comments & Recommendations
1	Avon Hockey Association	<p>Northam currently has an extensive number (up to 500 players) of junior and senior, male and female participants in hockey. In addition, the competitions at all ages are not limited to the Northam town site, as hockey is played on a regional basis with York, Toodyay, Wongan Hills, Beverley, the Hills (Chidlow area), Cunderdin and Meckering all playing in the Avon competition. As the regional centre, Northam is ideally located to become the home for hockey in the region by providing the first artificial playing surface in the area. It is the Avon Hockey Association's view that provision of such a facility will provide a further attraction for other communities to join the Avon Hockey Association. This will not only provide a significant benefit from a sport and recreation perspective, but will also provide an economic benefit drawing more people into the Northam.</p> <p>A review of Western Australia sees the Avon as the only major region in Western Australia without a 'State level' playing surface – which translates into a loss of local talent who must travel to Perth to play on a surface which will enable them to hone their skills, and provide the opportunity to play at the highest level. It is the view of the Association that hockey is one of the few sports in Northam that has this type of limitation with other sports such as football, netball, basketball, swimming, cricket all being provided with state of the art or first class playing and club facilities – at little or no cost to those sports. While this is the case Northam has had a number of players who achieved playing at State level.</p> <p>It is estimated that the cost of a state of the art facility would be in the order of \$1m - \$1.2m – 1/3 or potentially up to 50% could be sought from CSRFF. The hockey association would also be in a position to contribute financially. It is requested that Council consider budgeting for up to a \$750,000 contribution.</p>	<p>Comments noted. Future consultation on regional recreation facility requirements may provide justification for the development of such a facility.</p> <p>Further research into the proposal highlights that the cost of the facility may be more in the order of \$600,000. This assessment is based on discussions with a Council who are currently putting in a facility.</p>
2	Northam Golf Club	<p>Thanks for sending through the document today. I have had a quick breeze through and there is a mountain of issues that need to be addressed with what I see as limited funds.</p>	<p>The reticulation of the Northam Golf Club's first nine holes was not assessed as this is not a</p>

No	Name & Address	Comments Made	Local Government Comments & Recommendations
		<p>I like many others involved in sport in Northam we should encourage the initiative being developed by council. This is a very informative and enlightening document that appears to address most issues that lay ahead.</p> <p>My only concern as an older member of the Northam Golf Club and given our status. We are not able to access a lot of funding opportunities available to other clubs that run under Council directive. As the report indicated we are struggling for numbers and need to have an injection of funds to allow us to grow our membership. Typically like most business ventures you have to spend money to make money and with declining numbers we are finding this very difficult. I see the initiative to water 9 holes at the golf course then possibly 18 would see numbers increase I am sure. Fingers crossed it happens in my lifetime.</p> <p>You are doing a great Job under I am sure trying conditions.</p> <p>Keep up the good work Team</p>	<p>Shire facility. However, Shire officers will assist the Country Club in attempts to secure other funding for this project.</p>
3	Northam Amateur Basketball Association	<p>Our Basketball association has reviewed the draft plan and are generally happy with those aspects that affect us.</p> <p>The internal score boards proposed for 2018 may need to be spread over 2 years say 2017 and 2018 if replacing them all in 2017 is not possible,</p> <p>The scoreboards are all in various states of condition from not bad re: points score to no good for timing/foul counts etc.</p> <p>We are heading towards a "Stadium Scoring" technology where the scoresheets are electronically directly linked by wireless to the scoreboards so any purchase needs to be compatible with these types of system please.</p> <p>The only other matters we raised were the heat in our offices, mainly the "umpires" room, and whether heavy duty tinting might help. No air seems to circulate up there and the big windows</p>	<p>Comments from Basketball noted. Some of the issues identified (tinting the office windows and fencing) are being currently being considered while the maintenance items (slippery patch on outdoor court and leaking roof) have already been addressed.</p>



No	Name & Address	Comments Made	Local Government Comments & Recommendations
		<p>allow sunlight for some hours. The tinting may also help with external stone damage that occurs occasionally.</p> <p>Regarding the outdoor courts, there is a patch on court "2" that is very slippery and we have had to move games to other courts because it is so slippery. This needs to be addressed please.</p> <p>The outdoor fencing goes from 5 meters mesh for most of the surrounds to 1.5m perimeter fencing near the main building.</p> <p>We suggest the high fencing go right to the building with a gate within the fence for access to the Henry Street oval which can be left open if desired during the day.</p> <p>We have had players and spectators jumping the lower fence, or ripping the gate off, at times and we miss out on collecting the door entry fees which help pay our court hire fees.</p> <p>The internal fans are great so hopefully continue to keep the conditions inside reasonable.</p> <p>The leaking roof needs to be fixed once and for all as we are getting the likes of the Wildcats and SBL teams coming up so very embarrassing if the games can't be played due to water on the courts.</p> <p>I hadn't realised that the roof has apparently been leaking ever since it was built which should have been addressed out of the builder retention funds and is a builder contractual maintenance issue?</p> <p>That's pretty much it from us - happy with most aspects but just a few tweaks to make it even better,</p>	

No	Name & Address	Comments Made	Local Government Comments & Recommendations
4	Wundowie Golf Club	<p>Could you please see that the Wundowie Golf Club gets added to the plan as we are not on the list for Development</p> <ul style="list-style-type: none"> <li>• Fencing the whole course</li> <li>• New Tee Boxes</li> <li>• Replace Ceiling in Club House</li> <li>• Extend the workshop</li> <li>• Buy second hand Lawn Mower</li> <li>• Upgrade and extend Male and Female Toilet</li> <li>• Upgrade Kitchen</li> <li>• Repair roof over BBQ area</li> <li>• Trim Trees over hanging Fairway</li> <li>• Make new front gates</li> </ul> <p>I think this would be a good start</p>	<p>The Wundowie Golf Club's projects were not considered as part of the initial report. It appears that the club did not participate in any of the initial consultation, or provide initial feedback, even though they were invited to participate. Shire officers are meeting with the Club to determine which of the projects can be considered as part of future operational planning.</p>



## 12.5.2 Northam Youth Precinct

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

### BRIEF

This report provides Council with results from the feasibility study recently undertaken in relation to the development of the Northam Youth precinct.

### ATTACHMENTS

Attachment 1: Northam Youth Precinct Community Engagement Report.

Attachment 2: Neighbouring Business Feedback Youth Precinct.

### BACKGROUND / DETAILS

Council, in the 2016/17 budget, has allocated \$852,000 towards the development of the Northam Youth Precinct. As part of this project, in 2016 Council received a grant via the Royalties for Regions Community Chest Fund to undertake a Youth precinct Feasibility Study.

The Youth Precinct Feasibility Study consultant appointed was CONVIC, an Australian renowned youth precinct (more specifically skate based) designer.

The desired outcomes from the Feasibility study were:

- Recommendation on a preferred site; and
- Provides the Shire with information which can be used at the design phase to ensure that the final design meets current and future community needs.

Consultation for the Feasibility Study was undertaken between January and March 2017, and consisted of the following:

- Community Design Workshops - 2 design workshops were held for the general community;
- Stakeholder Workshop - a workshop specifically for local stakeholders including local youth providers, education Department, Shire of Northam staff;

- Pool party consultation - A consultation session was held at Northam Swimming Pool at the community pool party on Australia Day; and
- Additional consultation - additional consultation was undertaken through local schools during February and March with the aim of gaining a wider cross section of responses to the survey.

The full Community Engagement Report is provided as Attachment 1. However, the following summarises the main points from the report:

- There was a total of 137 responses received via the workshops and school survey. The majority (95%) were from the Shire of Northam;
- 59% of respondents were aged between 11-20 years;
- 40% of respondents were female;
- The majority of the participants (82%) rated themselves as beginner – intermediate level riders;
- The most popular usage time would be from 3-7pm;
- A range of features, apart from skate facilities, were identified. The majority of respondents felt there was a need for more youth based play spaces and informal recreation activities. Climbing frames, parkour, basketball courts, cooking areas, nature play, Table tennis tables and seating and hangout space were the favoured activities/infrastructure alongside skating; and
- An assessment of four (4) possible sites, with the sites of Bernard Park and Jubilee Recreation Precinct being the preferred location.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective C1: Create an environment that provides for a caring and healthy community.

Strategy C1.6: Provide an environment that enhances growth, development and retention of youth.

Action: Facilitate development of the Northam Youth Space/Skate Park.

### Financial / Resource Implications

Council has currently allocated \$859,000 in the 2016/17 budget towards the development of the Northam Youth Space. Additional grant funding of \$19,800 was received to assist with the feasibility study. It is anticipated that the final cost of the facility will be more than the current budget, and officers are actively researching additional funding streams to assist. A consideration can be to develop the youth precinct in stages based on current budget allocation with opportunity to expand as additional funding becomes available.

### Legislative Compliance

N/A.



## Policy Implications

N/A.

## Stake Holder Engagement / Consultation

See summary of Stakeholder engagement above.

## Risk Implications

There are a number of risks associated with this project. These include:

- Further detailed assessment of preferred site (e.g. geotechnical) indicates that development becomes cost prohibitive.
- Overall negative community perception of the location, once preferred site is approved (e/g. proximity to residential and/or fast food outlets, lack of passive surveillance).
- Additional infrastructure requirements outside the scope of the youth precinct (e.g. toilets, additional parking, relocation of existing services) which will add significant cost over and above the Youth Precinct.

## OFFICER'S COMMENT

The community engagement undertaken looked at 4 possible sites, and identified a range of activities and infrastructure to be included in a future youth precinct. Feedback from participants have identified that 2 sites, Jubilee Recreation Precinct and Bernard Park were preferred above the others. CONVIC undertook a site assessment of each site and has provided a summary of each within the report.

Jubilee Recreation Precinct was identified by CONVIC as the preferred site however, some constraints have been identified including site topography and lack of adjacent facilities (e.g. toilets). Jubilee Recreation precinct was also identified in the Recreation Facilities Masterplan review as a potential co location with Northam BMX, as well as sharing existing or new facilities with Northam Agricultural Society.

Bernard Park's proximity to the Northam Town Centre; the existence of amenities such as toilets; and the opportunity to incorporate the youth precinct and link it with other existing facilities and amenities were seen as a positive. Officers had face to face meetings with businesses neighbouring the proposed Bernard Park location to gauge support. Businesses provided mostly verbal comment on the facility, with one written submission being received from the Rivers Edge Café. These comments are summarised at attachment 2. Most concerns included: putting additional pressure on parking, the impact of the noise in a currently quiet location, the impact on businesses neighbouring the Youth Precinct and the perceived negative impact on the ambience of the river district of Northam.

Further investigation into options for final location in Jubilee Recreation Precinct, including extent and cost of any supplementary works, would need to be undertaken.

**RECOMMENDATION**

**That Council:**

- 1. Receive the Northam Youth Precinct Community Engagement Report;**
- 2. Endorse Jubilee Recreation Precinct as the preferred location for the Youth Precinct;**
- 3 Authorise the Chief Executive Officer to commence design and construction of the Youth space; and**
- 4. Request the Chief Executive Officer to seek alternative funding opportunities to offset the capital cost of the project.**

Attachment 1



### ACKNOWLEDGEMENTS

Convic Pty Ltd, Acknowledge the contributions of all those who participated in the consultation phase of the Northam Youth Precinct, including the Shire of Northam staff and residents, community groups and other stakeholders who responded to the various opportunities for input and/or who provided advice and information where required.

### KEY DEFINITIONS

Repeated terms and organisational acronyms used throughout this report are defined for clarity as follows:

- WA** - West Australia
- SoN** - Shire of Northam
- LGA** - Local Government Area
- NYP** - Northam Youth Precinct
- SKATE** - Inclusive of skateboarding, BMX, scooters, inline and roller skating.

### PREPARED BY:

**CONVIC**

### FOR:



Shire of Northam  
Heritage. Commerce and Lifestyle

### WITH FUNDING PARTNERS:



Government of Western Australia  
Department of Regional Development



ROYALTIES  
FOR REGIONS



Wheatbelt  
Development  
Commission



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# 01

## INTRODUCTION

### EXECUTIVE SUMMARY

The Shire of Northam is located within the Avon sub-region of the Western Australian (WA) wheat belt and has been nominated as one of the nine Super Towns in the southern half of WA. The Department of Regional Development and Land's Super Towns Vision is *"to have a balanced, well-connected regional communities, with lifestyle options and access to services - Super Towns will have affordable, quality housing and a growing and diverse range of job opportunities. They will offer more choices for people living in regional areas and an attractive alternative to living in the metropolitan area"*.

Northam will be transformed by building on its strong community spirit and unique geographical and economic features that will create a new form of regional centre to support Western Australia's growing population.

The population increase across the SoN has been at an average of 1.49% since 2006 and is home to approximately 11,730 people (ABS 2013) with over 62% of this population located within Northam. The SoN has a significantly higher population of young people (5 - 24 years) than the surrounding wheat belt region due to the town's regional centre status, providing supporting school and TAFE facilities, however it is proving difficult to retain its younger population as there is very limited facilities for the youth community to network, socialise and 'hang out'.

Young people frequently leave Northam, seeking opportunities in metropolitan areas and the following feasibility report will outline a

better understanding of the youth community needs and desires, further developing briefs for improved design and provision of youth facilities and precincts for young people to build a better rapport with their peers.

The Northam Youth Precinct (NYP) is being developed as a unique, iconic and site responsive multi-purpose, multi-generational facility that aims to compliment the existing uses and recreational facilities of the Shire of Northam and broader wheat belt region. By utilising a holistic approach the design of the NYP will result in a dynamic and activated central community hub that offers recreational and social experiences for all members of the youth community, from day to day usage to larger community events.

The facility will become a key part of the youth space infrastructure within the Northam shire and greater wheat belt region forming a fundamental part of the SoN public realm strategy outlined within the Northam Regional Growth Plan (2012).

The following report outlines the site selection process, recommends a preferred site for the NYP based upon Convic's site assessment criteria and summarises the results and comments made by the youth community, broader community and stakeholders during the pre-design consultation workshops held within the shire on the 25<sup>th</sup> of January 2017. This information then informs and allows Convic to make recommendations on the typology of the facility and creates a design vision for the NYP. This strategic approach will define an informed conceptual response and design for the current community demand and future community needs.



# 02

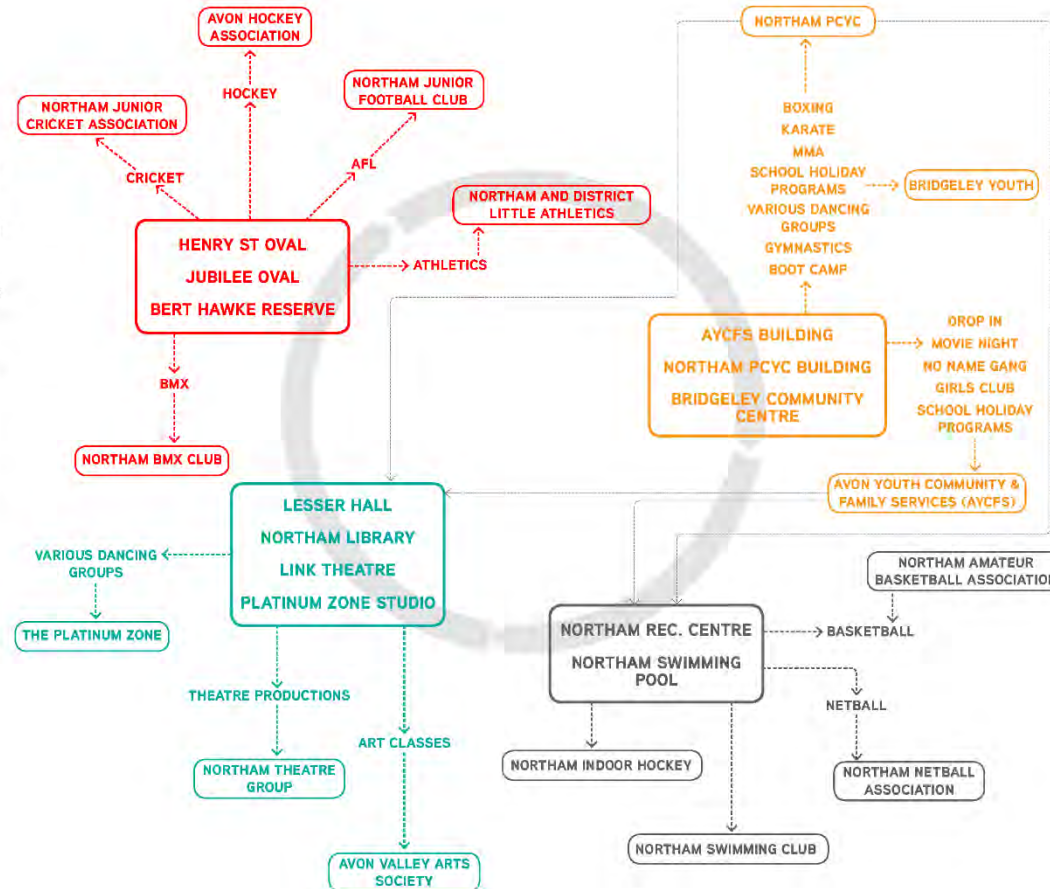
## YOUTH ACTIVITY PROVISION

### EXISTING YOUTH ACTIVITY PROVISION

The Shire currently has a number of youth facilities offering a range of activities within the township. These youth groups have an emphasis on cultural and sporting activities and various after school programs that utilise traditional facilities such as local sports fields or recreational centres and local Northam buildings and assets.

These types of activities are a pivotal part of the community and provide excellent services for the youth to utilise and are often used for broader community activities. This results in a lack of public space that is specifically designed for the use by the youth community on a regular basis.

As a result of this desktop study a more refined design brief can be developed for the NYP, alongside youth community consultation outcomes, that builds upon and further enriches the existing youth facility network within the local Northam and broader WA wheat belt region.



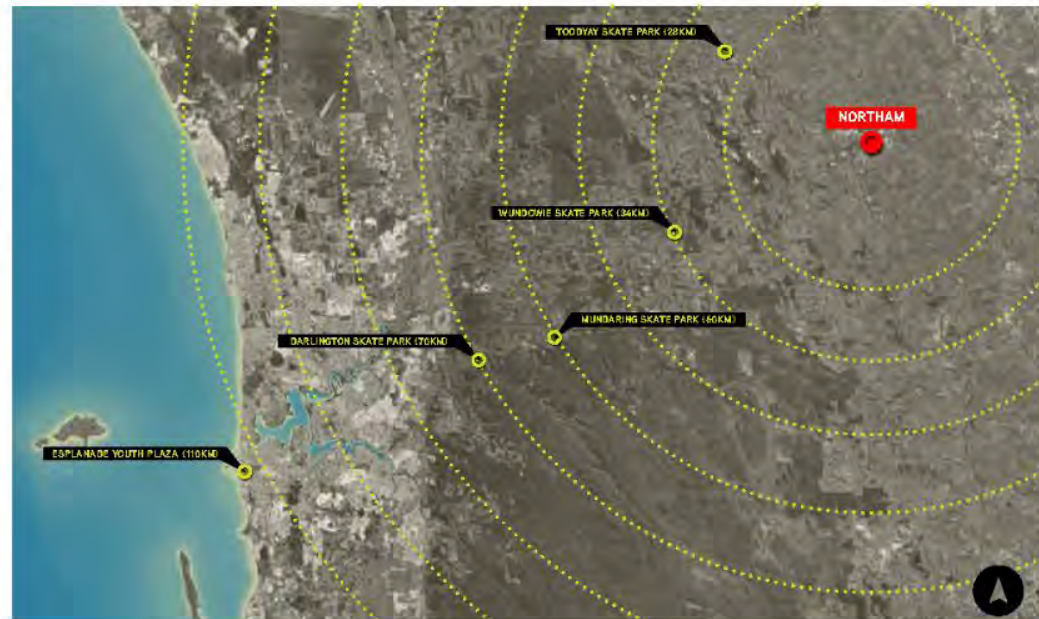


## SKATE FACILITY CONTEXT

### EXISTING SKATE PROVISION

The skate and action wheel sport scene is highly activated and popular within the West Australian context. The WA midlands region however does not have the same number of well designed, high end facilities as elsewhere in the state resulting in a number of gaps within the regional skate provision.

While many youth facilities have a number of similar skate features due to their diversity in use, it is important to undertake a study of parks within the region of the proposed development. This further develops the typology of the proposed facility, while identifying where the gaps in skateable/rideable features are within the regional skate park network.



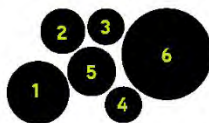


# SKATE FACILITY CONTEXT

## UNDERSTANDING SKATE CONTEXT

In addition to the proposed development of the NYP, there are a number of different accessible skate facilities within the midlands region of Western Australia. These parks include (in order of distance from Northam):

- Toodyay Skate Park - (28km NE) Catering to skaters and BMX riders the facility has a bowl with large extensions and a variety of street features including ledges, rails, hubbas and banks.
- Wundowie Skate Park - (34km SW) A refurbishment of an existing park catering to BMX and scooter riders, the extension offers hipped quarters and new street features for skaters.
- Mundaring Skate Park - (60km SW) A small back and fourth park with standard features including flat banks, quarters, rails and ledges.
- Darlington Skate Park - (70km SW) Predominately a street focused back and fourth skate park with mellow banks and quarters.
- Esplanade Youth Plaza - (110km SW) One of Australia's premier youth space's designed by Convic in a historical central location. The facility includes an competition capable bowl and a large street run consisting of rails, hubbas, banks, kickers and ledges. The facility also provides a number of other recreational activities including ping pong tables, a parkour and bouldering area and numerous social spaces and seating for families. Stage two proposes a half basketball court and BBQ facilities.



1. Toodyay Skate Park
2. Wundowie Skate Park
3. Mundaring Skate Park
4. Darlington Skate Park
5. Esplanade Youth Plaza - Street
6. Esplanade Youth Plaza - Parkour

# 03

## SITE ASSESSMENT

### SELECTING THE APPROPRIATE SITE

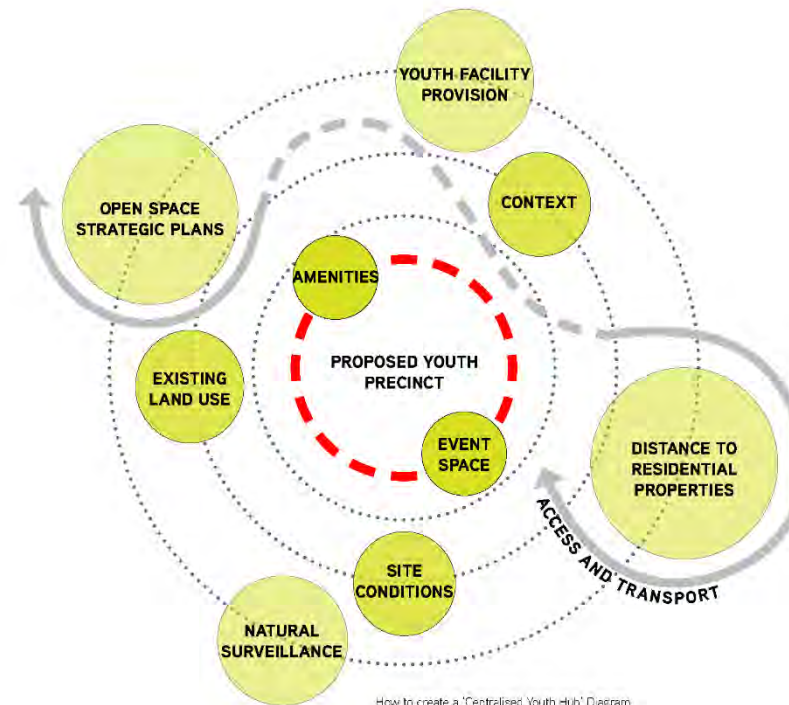
The location of the youth precinct is critical in ensuring the future success of this key community asset. In particular the site should have the capability to:

- Create a centralised social hub for young people.
- Allow users of different ages to interact with each other.
- Allow users of different abilities to learn from each other.
- Create strong links with other existing community facilities and amenities.

It has been identified that the youth precinct must cater for all ages, abilities, skills and types of action sports including active, passive and social activities. The design of the proposed youth precinct is to have a focus on all levels, from the beginner to the experienced enabling users to develop their skill set while learning from others. This is important to ensure the facility provides for skill progression in features to challenge and keep users interested. This shall be defined by providing areas for beginners to safely learn and progress, as well as having areas for the more experienced to use in a safe and unencumbered space.

The proposed NYP site presents an opportunity for the Shire of Northam to develop the Jubilee Recreation Precinct and create a dynamic and activated community hub, offering recreational and social opportunities for all members of the community, from day to day use to community centred activities and events.

The following section outlines the key criteria used to assess suggested sites. This allows for a comprehensive assessment and commentary to then recommend a preferred site.



How to create a 'Centralised Youth Hub' Diagram.

## SITE ASSESSMENT

### SITE ASSESSMENT CRITERIA

#### 1. SITE CONDITIONS & TECHNICAL CONSIDERATIONS

This first broad criterion is based on the physicality of the various sites and whether they can accommodate a facility of the required scale and type required by the Shire. It also considers technical implications such as drainage and soil conditions. Questions asked at each site include;

- Is the proposed site able to cater for the various facility types? (cater for community events and competitions etc).
- Is the proposed site free of existing land use implications, covenants, easements, service access requirements and/or underground/overhead power lines, water and gas?
- What are the implications of geotech conditions, ground water, drainage?
- What are the physical terrain implications of the site?

#### 2. ACCESS/TRANSPORT

How easily accessible the site is for users, parents and those viewing the skate park or events.

- Are there pedestrian/footpath connections from transport nodes to the proposed site?
- Is there a safe drop off area or adequate car parking if applicable?

#### 3. NATURAL SURVEILLANCE, SECURITY AND SAFETY

As the consideration is to create a youth precinct with the main users below the age of 18 it is crucial to ensure the facility is visually open, safe and easily accessed in the case of an emergency.

- Is the site visually prominent with good natural and passive surveillance for safety and promotion of the precinct?

- Is the site a short distance from police response calls and does it provide ease of police access on scheduled routes?
- Can the site provide adequate emergency vehicle access?
- Can vehicular access be restricted at the proposed site to prevent skating at night by car light?
- Can the proposed site provide safe entry and safe setbacks from busy roads and intersections?

#### 4. PROXIMITY TO AMENITIES

An active public facility such as youth precinct should have appropriate amenities. This includes shade for viewing and resting, drink fountains and nearby toilets.

- Are associated amenities such as public telephone, toilets, water, shelter and shade existing and available or cost effective to install at the site?
- Is the site close to vendors selling food and drink and is there potential for seasonal, peak time and/or event day food and drink outlets?

#### 5. IMPACT ON EXISTING FACILITIES, ADJOINING USES & USERS

A main consideration is to determine what impact will a new facility have on the existing users and use of the space and this can often be a contentious community issue.

- Does the site facilitate minimal loss of green space?
- Does the site facilitate minimal impact on ecological systems eg. Wetlands, foreshore and bush land?
- Does the site facilitate minimal loss of mature or significant trees?

- Does the site facilitate minimal impact on pedestrian or road network and access including existing desire lines?
- Will the location of a skate facility on the site substantially displace existing recreational or other site users?
- Are there any existing heritage or indigenous people's claims for land title or cultural significance at the site?
- Is there a history of 'anti-social' behaviour at the site?



**6. DISTANCE FROM HOUSING & INCOMPATIBLE LAND USE**

Another major consideration for any new public facility is the potential impact of noise and light to nearby housing. It is important that the NYP is located to minimise impact to surrounding residential areas. Council have undertaken acoustic assessments of a number of existing youth precincts and, as a guide, 50m is considered an acceptable distance from residential areas.

- Is the site located an adequate distance (nominal 50m) from residential dwellings and from incompatible land uses to avoid potential noise and light intrusions?
- Has the site the capacity to place a facility in a location to maximise noise attenuation (eg: designed to be below finished surface level).

**7. EVENT SPACE OPPORTUNITIES**

With centrally located facilities presenting the opportunity to become a major community activity node, not just for skating/BMX and scooter users but also community events, clinics and competitions; sites must be assessed for their suitability to play a broader role.

- Is the proposed site adjacent to like/complimentary activities to create a greater recreational experience?
- Does the site have the ability to cater for larger crowds and temporary infrastructure during peak use and events?

**8. MAINTENANCE**

Maintenance is important to ensure the park can be cleaned easily and regularly.

- How readily accessible is the site to regular cleaning for existing council cleaning and maintenance teams?

**9. CONTEXT & AMENITY**

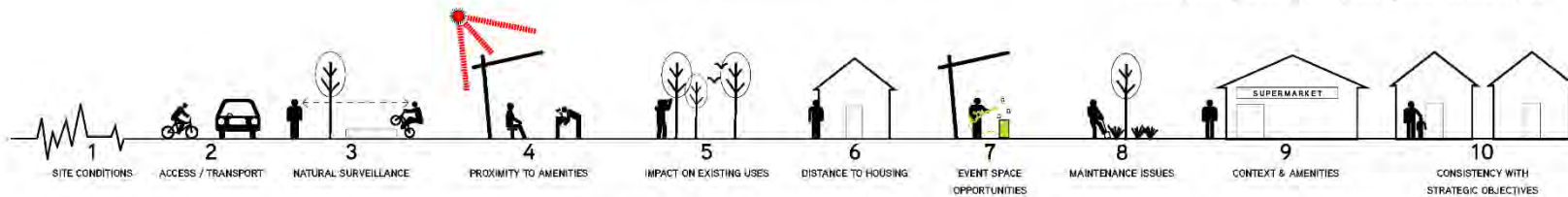
This criteria is most applicable to the socialisation that occurs at youth precincts and the importance of providing facilities that are where young people want to be and provide important amenity.

- Is the site location where young people want to be or adjacent to where they currently congregate?
- Is the site in close proximity to existing shopping centres, sports or recreation facilities or interested schools?
- Is the site within or adjacent to a major community hub or central area?

**10. CONSISTENCY WITH STRATEGIC OBJECTIVES**

Sites for consideration need to conform to local planning schemes, embody strategic planning and reflect the current land use zones.

- Is the location consistent with the strategic land use, masterplanning, urban growth planning schemes and zoning?



**FACTORS IN LOCATING A YOUTH FACILITY**



## SITE ASSESSMENT

### ASSESSED SITE LOCATIONS

As a part of the design process, a site investigation and assessment was carried out at four locations within the Northam township. These assessments were carried out on a sunny and hot Tuesday, the 24<sup>th</sup> of January 2017. Each of these sites were identified as having the potential to accommodate a proposed youth precinct of the correct typology and scale considered appropriate for this development.

1. Jubilee Recreation Precinct  
(Corner of Peel Terrace and Chidlow Street)
2. Bernard Park  
(Minson Avenue)
3. Perslowe Park  
(Corner of Gardiner Street and Fitzgerald Street)
4. Existing Northam Skate Park  
(Clarke Street)



## SITE ASSESSMENT





## SITE ASSESSMENT

### SITE 1: JUBILEE RECREATION PRECINCT

#### SITE DESCRIPTION:

- Located on the prominent corner of Chidlow Street and Peel Terrace.
- The site is currently used as a parking facility for the agricultural society show.
- Site has a significant height difference of approximately 2-3m.
- Located within town's existing recreation precinct.
- It contains mature trees on the northern end of the site with an existing pathway meandering along the western boundary.
- A number of existing mature tree species are present on the northern end of the site.

#### OPPORTUNITIES:

- The site provides adequate unrestricted space for a regional facility that can cater for community events and various opportunities of community engagement.
- The site has the potential to be integrated into existing recreation precinct uses such as BMX track, footy oval, Recreation Centre and proposed swimming pool. This will support the Northam Regional Growth Plan (2012).
- The site is within easy walking distance to public transport nodes for out of town travellers and supporting amenities that provide food and drink. The town centre including the main street and other shops is also within a short distance (1km).
- The site has high passive and natural surveillance with residential dwellings to the west and high pedestrian traffic and usage of facilities to the east.
- Site is located on a prominent corner with Peel Terrace traffic is

regular and consistent with many visitors to McDonalds situated across the road.

- There is adequate and easy access including vehicle entry to the site and footpath access from multiple directions.
- Large existing mature tree species are located at the northern end of the site creating opportunities for natural shade, with future development resulting in minimal loss of these trees.

#### CONSTRAINTS:

- The site is currently used as show grounds for the agriculture society and relocation of the show will need to be arranged.
- Nearby residential dwellings adjacent the western boundary of the site have potential to be effected by noise associated with uses of the proposed youth precinct.
- The site has a large slope from south to north. This slope results in overland drainage flow paths moving across the site with localised flooding occurring in high level rain events.

#### RATING OVERVIEW:

Of the four sites assessed, the Jubilee Recreation Precinct site was ranked highest as the most suitable space for the proposed Northam Youth Precinct with a rating of **91%**.

Locating the youth precinct in this area affords the space to key into the existing Jubilee recreational precinct and fully activate an area that is previously only used once or twice throughout the year. This further builds on the Northam Regional Growth Plan (2012), culminating in a passive / active recreation hub.

The site has more than adequate area for a regional level facility with existing supporting amenities and a natural flow of pedestrian and vehicular traffic passing by to neighbouring businesses, residential areas or the recreation centre. This significantly increases natural and passive surveillance by capturing the volume of traffic and providing the opportunity for encouraged use and activation into a productive healthy environment in a visually prominent site.

The site presents the greatest opportunity to host events and workshops with significant overflow area and space to create adjacent car parking. With the landscape framework in mind the space represents the most suitable location for the Northam Youth Precinct with a large number of mature tree species providing natural shade opportunities. The new facility will further amplify the Northam community and celebrate the local youth culture, in an all inclusive setting.

## SITE ASSESSMENT





## SITE ASSESSMENT

### SITE 2: BERNARD PARK

#### SITE DESCRIPTION:

- It is a prominent river front location adjacent the Northam sound shell.
- Flat turf terrain bordered by the swan pond to the north and waterplay and kids playgrounds to the south.
- Existing toilet block and shade structures are located at the southern end of the site.

#### OPPORTUNITIES:

- The site lies within Bernard Park, creating an opportunity to further develop a family orientated destination.
- The site has pre-existing access and connection with views through the river front park and is in close proximity to Northam's town centre.
- The location of the site creates an opportunity to integrate the design of the youth precinct into Bernard Park's existing facilities and amenities located close by.
- There are no residential dwellings within 50m of the site and is situated in a highly popular river front precinct.
- CCTV is present within the precinct and will mitigate anti social behaviour.
- The precinct has a large car park that could be utilised by future youth precinct users for drop off and parking.
- Large mature tree species are present on the site enabling day one natural shade.

#### CONSTRAINTS:

- The site is currently flat and due to the close proximity of the river could result in the need for subgrade improvements impacting on budget.
- The likelihood of a high water table could result in design implications impacting on natural surveillance through the site.
- Locating the youth precinct within this site will result in the loss of open green space within Bernard Park. This open space is often used as spill out areas for events occurring at the sound shell.
- A loss of existing mature tree species will occur to enable the design of a youth precinct to be located within the site.

#### RATING OVERVIEW:

The Bernard Park site ranked second in its suitability for a new youth precinct, at **86%**. The site rated highly in terms of its existing infrastructure, amenity facilities and the town centre. Its location within the Northam river front precinct presents an exciting opportunity for an integrated facility to become a key feature along the waterfront.

Due to the existing land uses within the park, this site is identified as a space to be more effectively used as an open green space and activated by other community events and activities.

The possible geotechnical implications that could be present within the site would potentially have a significant impact on the project budget however, Bernard Park has many existing land uses that lends itself to be a family orientated destination allowing for the precinct to become a fully integrated community hub and this is why it presents itself as a close second to the preferred site and is recommended to be considered as the alternative site location, if the Jubilee Recreation Precinct preferred location is not endorsed by council and community.

86%

## SITE ASSESSMENT



## SITE ASSESSMENT

### SITE 3: PERSLOWE PARK

#### SITE DESCRIPTION:

- The site selected is located on the corner of Gardener Street and Fitzgerald Street adjacent to the Riverside Hotel.
- The site provides a connection through to Wellington Street.
- Flat terrain with large open concrete stormwater drain on the northern boundary.
- Site has a long and narrow configuration

#### OPPORTUNITIES:

- The site has a large number of mature trees providing significant natural shade opportunities.
- The existing open concrete stormwater drain is proposed to be covered over by the shire providing better connections to Gairdner Street.
- The park is located within very close proximity to the local police station resulting in rapid response times to emergencies.
- The town centre on Fitzgerald Street is located within a 500m radius of the site enabling users to buy refreshments.
- Existing services are located on the site including electrical connections, lighting, GPOs and built form that previously housed a small canteen.

#### CONSTRAINTS:

- The site is located adjacent the Riverside Hotel.
- The southern end of the site does not have adequate passive and active surveillance from surrounding land use or prominent roads and will result in anti social behaviour.
- The park is essentially separated into two halves with one half having existing youth activities and the other being community open green space.
- The existing youth features within the park are not used by the community implying the youth community do not want to use the space.
- The abnormal shape of the site will does not provide sufficient space for a youth precinct.
- A number of significant mature trees will need to be removed to enable the youth precinct to be located within this site.
- Local businesses and residential dwellings back onto the Perslowe Park site with probable noise burdens.

#### RATING OVERVIEW:

Perslowe Park received the lowest score of **59%**, making it the most unsuitable site for the proposed Northam Youth Precinct. Although the site was ranked the lowest out of the four assessed, the matrix score is not an extremely low result.

The site rated highly in terms of its historic use, with youth activities occurring at the site in the past, the large number of mature trees that would provide natural shade opportunities and its reasonably close proximity to the town centre.

The site is inappropriate for a new skate facility due to neighbouring residential and commercial land use, it's a "back of house" context creating an unsafe and undesirable area for young people to socialise and the sites abnormal shape. It is recommended that the Perslowe Park site is better utilised by the community as a passive recreational public open space.

59%



## SITE ASSESSMENT





## SITE ASSESSMENT

### SITE 4: EXISTING NORTHAM SKATE PARK

#### SITE DESCRIPTION:

- Currently the site houses the existing steel ramp and concrete slab skate park.
- The site is located within Enright Park on Clarke Street.
- The northern boundary of the site is boarded by TransWA's Eastern Railway.

#### OPPORTUNITIES:

- The site is currently being used as a skate park facility and is located in close proximity to the Northam Senior High School.
- The site provides adequate unrestricted space for a regional facility that can cater for community events and various opportunities of community engagement.
- The existing skate park provides off street parking and drop off areas.
- There are a number of mature trees surrounding the site. These trees are predominately of a large size and provide good natural shade opportunities.
- Developing the site into a broader youth precinct will not have any impact on existing uses of the space.

#### CONSTRAINTS:

- The location of the existing skate park is not centrally located within the town and connections to other youth facilities or social spaces is limited.
- The site is approximately 1.4km (20min walk) from the town where the closest amenities are located
- The space is boarded on the northern boundary by an existing rail line with a high fence, however current users are using the rail line as a make shift connection route from the town to the site causing extremely high safety concerns.
- Residential dwellings are located within close proximity to the southern corner of the site with potential noise afflictions.
- Presence of tyre tracks within the park suggest that there is a current issue with anti-social behaviour happening within the site due to its "back of house" location.
- Supporting amenities such as toilets are not within close proximity to the site.
- The uncluttered nature of the site lends itself to good natural surveillance however the lack of pedestrian and vehicular traffic past the site results in this surveillance not occurring.

#### RATING OVERVIEW:

The existing skate park site received the third lowest score at 69%, making it sit in the middle of the rankings as the most ideal site for the proposed Northam Youth Precinct.

Due to the site currently being used to house the existing skate park, the development of a youth precinct would be less likely to draw any objections from the wider community. The large parcel of land would provide an opportunity to develop a larger sized facility of a regional status however due to the site's location and "back of house" positioning it is considered to not be the most ideal location for the Northam Youth Precinct.

The positioning of the site and lack of passive surveillance lends itself to encourage antisocial behaviour to occur and this is evident through the siting of tyre tracks within the park during the site inspection in January 2017.

The assessment identified that the site was potentially appropriate for a youth precinct, however it is recommended that other sites are to be considered ahead of Site Three as there are high safety concerns for users utilising the existing rail line as a form of pedestrian connection between the town centre and existing skate park.

## PREFERRED SITE

### PREFERRED SITE

The evolving definition of youth precincts today no longer restricts facilities to develop as an out of sight concrete park with little community interaction. Rather, a centrally located facility that allows easy site access, encouraging participation from the general community is essential in creating a well used and maintained facility. Community acceptance and the increase of users, in both skate and other recreational activities, increases the opportunity for passive and natural surveillance and the minimization of anti-social behaviour.

The existing agricultural society show grounds site within the Jubilee Recreational Precinct presents such an opportunity for the Shire of Northam to develop a youth precinct. Being in the heart of the community and close to the town centre the NYP will lift the public profile of the youth community and enable social interaction between differing user groups. The site offers a unique design opportunity to be integrated into the broader recreational precinct, and create a dynamic and activated central community hub, that can offer recreational and social experiences for all members of the community, from day to day usage to community events.

Based on the outcomes of the site assessment process, site visit and discussions with the Shire of Northam, Convic recommends that Site One, Jubilee Recreational Precinct as the most appropriate and preferred location for the proposed Northam Youth Precinct.





# 04

## SITE CONTEXT

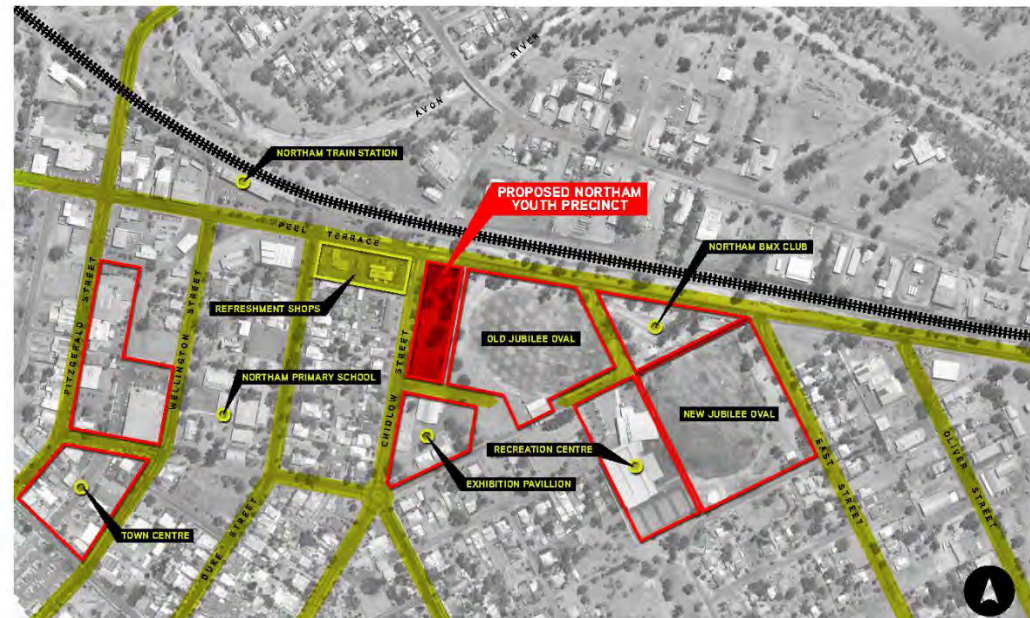
### UNDERSTANDING SITE CONTEXT

The location of the site designated for the NYP forms part of the Jubilee Recreation Precinct. The prospective site presents an opportunity for the Shire of Northam to develop a youth precinct in a vestige of unused space. Easily accessible by vehicle and public transport, the space is accessible to all demographics and provides the opportunity to lift the public profile of youth within the community.

Historically, the site has been used by the Agricultural Society as showgrounds for the Northam Show over a two day period in September of every year. The precinct provides adequate space to allow for the relocation of the show and its supporting infrastructure while the historic use of the site can be used to influence the design of the facility, forming links to its cultural heritage.

The redevelopment of the site will create a central hub for the young people of Northam, while further activating the Jubilee Recreation Precinct. Other activities within this precinct include BMX racing, traditional sports such as cricket, footy, netball and basketball, other indoor sports and the proposed relocation of the Northam swimming pool.

With the existing historic features and proposed development of the site, the facility will create a dynamic and activated central community hub to offer recreational and social experiences for all members of the community, from day to day usage to larger community events. As one of the foremost youth precincts within the area it will be a strategic public realm hub for Northam and its wider community.





# 05

## CONSULTATION METHODOLOGY

### THE CONSULTATION PROCESS

The consultation process is an integral component of the development of the youth precinct and skate space. In order to ensure the success and longevity of these key community assets it is essential to engage with the future users of the space. Through a combination of user group workshops, community meetings, surveys and forums the consultation process aims to empower youth and their communities to take stewardship and pride in their public spaces.

There are two key stages in the consultation process to ensure the client, community, users and stakeholders are all engaged. This will ensure the evolution of a highly resolved strategy and design outcome that is unique to the community it is being developed for. The two stages are:

#### STAGE 1:

Information gathering of ideas, issues, requirements etc. to provide direction for the face to face community workshops and understand the demographic and demand in the community via the analysis of data.

#### STAGE 2:

Community workshops that utilise the key outcomes of the information gathering stage and collaboratively work with the community to further explore themes and develop spatially located design responses.

By utilising these two methods of consultation, this ensures the evolution of a highly resolved and informed design outcome that is unique to the Northam community and the site. The consultation process encourages the local community to take an active role in the future design development of the facility and, upon completion become guardians of the space and continue the activation of the NYP.



## CONSULTATION METHODOLOGY

### CONSULTATION PROMOTION

The consultation aimed to increase the community awareness of the proposed NYP and to do so in a public, open and transparent way. Promotional tools to encourage involvement and comments included, posters (right image) and promotion through the Shire of Northam and Convic social media avenues. This included an online survey option for those who were unable to attend the design ideas workshop. Posters were also distributed to local schools, shops, you facilities and skate representatives.

### DATA HANDLING AND ANALYSIS

The data handling and analysis has been carried out by Convic. The workshops were designed to increase inclusiveness and generate data for analysis into themes. All participants were initially informed of workshop objectives and how the information provided will then be used.

All responses are treated in confidence, to ensure the anonymity of respondents. In line with our privacy policy no identifying information is included with any responses for this report.

### REPRESENTATION

The views collected in this report are not statistically validated, however they represent the views of some high user groups and nearby residents. Themes presented in this report are derived from workshop contributions.



**DO YOU HAVE SOME IDEAS ON THE DESIGN OF THE**

# NORTHAM YOUTH PRECINCT?

**COME ALONG!**

**OPEN COMMUNITY SESSIONS:**  
**WHERE:** Northam Rec Centre **WHEN:** 25 January 2017  
**SESSION 1:** 11am-1pm or **SESSION 2:** 6pm-8.30pm

If you can't make a session come and chat to us at the Northam Pool Party on Australia Day, 26 January 2017.

**ALL AGES WELCOME!**

For further information, please contact the Shire of Northam's Community Development Officer Michelle Blackhurst on T: 9522 6100 or E: [info@northam.wa.gov.au](mailto:info@northam.wa.gov.au)

**Music Space**  
**Social Space**  
**Sporty Space**  
**Arty Space**  
**Exercise Space**  
**Education Space**  
**Undercover Space**  
**Skate Space**  
**Cooking Space**

Logos: Shire of Northam, Northam Football Club, Wooroolbark Football Club, Wooroolbark Basketball Club, Shire of Northam, CONVIC

NYP Pre-design Consultation Advertising Flyer/Poster

# CONSULTATION METHODOLOGY

## COMMUNITY DESIGN WORKSHOPS

Workshop sessions can build a sense of community among users, stakeholders and residents, and are a useful tool to seek the opinions of a small group, allowing varying contributions and ideas to come together. Unlike a survey, they enable the discussion of complex issues and any possible underlying concerns the community of Northam may have with regards to design, location and function of the skate space.

Two design workshops were held at the Recreation Centre on Wednesday the 25th of January 2017. These workshops were held at different times to enable users and interested community members an opportunity to be included within the design process of the NYP.

The workshops were loosely structured to allow the process to unfold freely and invite users to make commitments, suggestions and comments towards a common and collective design vision. Workshops were structured as shown in the diagram opposite. It identifies the distillation process to establish the design vision.

Each of the workshops developed organically to form a divided design vision for the NYP. The first session held in the morning focused on activities that could be included within the precinct to encompass the broader youth community while discussions within the second workshop heavily concentrated on the inclusion of a skate/BMX/scooter facility and the specific features to be included within this design.

These workshops further developed a community driven brief for the design of the Northam Youth Precinct while enabling Convic to gain a better understanding of the needs and desires of the Northam youth community.

## STAKEHOLDER WORKSHOP

In addition to community workshops a meeting was held with local stakeholders. Stakeholders present at the workshop included the PCYC, Avon Youth, Recreation centre and the Shire of Northam representatives.

This meeting included a presentation on the current trends of youth precinct and skate facilities, possible site locations for the NYP and opportunities for stakeholder activation of the precinct throughout its life cycle.

## POOL PARTY CONSULTATION

The Shire of Northam organised a pool party for the community on Australia Day, Thursday the 26th of January. Convic attended the event setting up a stall with picture voting cards. This was done to try and capture a wide ranging demographic of the youth community. It was a very hot day and interaction with the youth was limited, however many of the conversations that happened were generally focused on the different types of activities that could be included within the precinct.

Feedback from the community was a desire to have a mix of both skate and youth facility features or activities within the Northam Youth Precinct. Summaries of the information gathered during all four of these workshops and meetings are summarised in the following chapter.

## ADDITIONAL CONSULTATION

Due to low numbers of community members present at the design workshop, additional consultation was undertaken by the Northam Shire Council. This consultation ran during the months of February and March and involved students at the local schools completing questionnaires. These questionnaires were in the same format as design workshop questionnaires.



NYP Pre-Design Consultation Questionnaire



# CONSULTATION METHODOLOGY

## CONSULTATION APPROACH

### PRESENTATION (INFORM AND INSPIRE)

- Present the project parameters, including project brief, budget, site opportunities and constraints and project overview. This informs residents and stakeholders of what is included in the project.
- View and assess existing and youth activity provision within the municipality so as not to replicate existing facilities and to create shire wide holistic design.
- Present a selection of youth orientated features in order to inspire and inform the potential options and capabilities that are possible within in the youth precinct.
- View and assess existing and proposed parks in the municipality so as not to replicate existing facilities and to create site responsive and unique spaces. Each design is to be responsive to its location, taking its specific geography into account.
- Present a selection of skate obstacles and features in order to inspire and inform the potential options and capabilities that are possible within in the youth facility.
- Illustrate the nature of contemporary skate parks with a variety of integrated, broader community usage options, not only skater-only facilities, including a variety of elements such as, social gathering spaces, additional recreational opportunities, potential for activation and iconic and sculptural elements.

### CHOOSE YOUR SITE (COMMUNITY INSPIRED SITE SELECTION)

- Inform of site criteria assessed when identifying the most ideal location for a youth precinct.
- Present each of the four shire nominated sites within the community including site opportunities and constraints against

previously presented assessment criteria.

- Consultation attendees vote for their preferred location for the youth precinct based on information that was previously discussed.

### QUESTIONNAIRE (DEVELOPING USER PROFILES)

- Develop an understanding of the participants demographic.
- Understand user skill level, facility type and frequency of usage.
- Understand local park usage and user location preferences to understand user needs and requirements based on their current habits.
- Collate feedback analysis into representative outcomes.

### PICTURE VOTING (GATHER IDEAS)

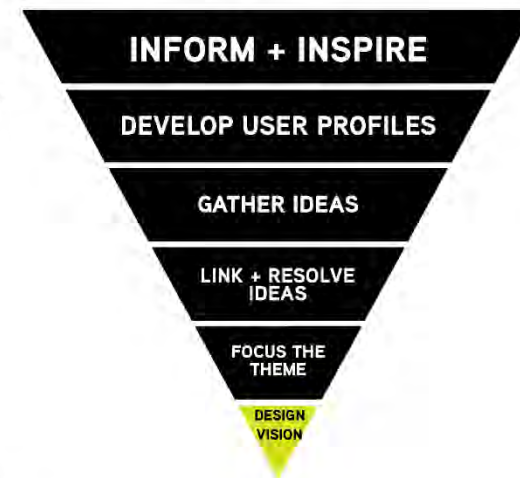
Starts the process of decision making and illustrates individual preferences and "wants".

### DESIGN WORKSHOP (LINK AND RESOLVE IDEAS)

- Creatively explore and resolve individual ideas through group discussion and workshop. This results in collective group theming, by developing all inclusive resolved ideation distilled through the group decision making processes.
- Workshop participation and presenting the results to an open forum and wider group discussion.

### GROUP DISCUSSION (FOCUS THE THEME)

- Participants discuss and resolve the main or common themes, highlighted from the group work, in order to create an inclusive and collective focused design vision shared by all.



# 06

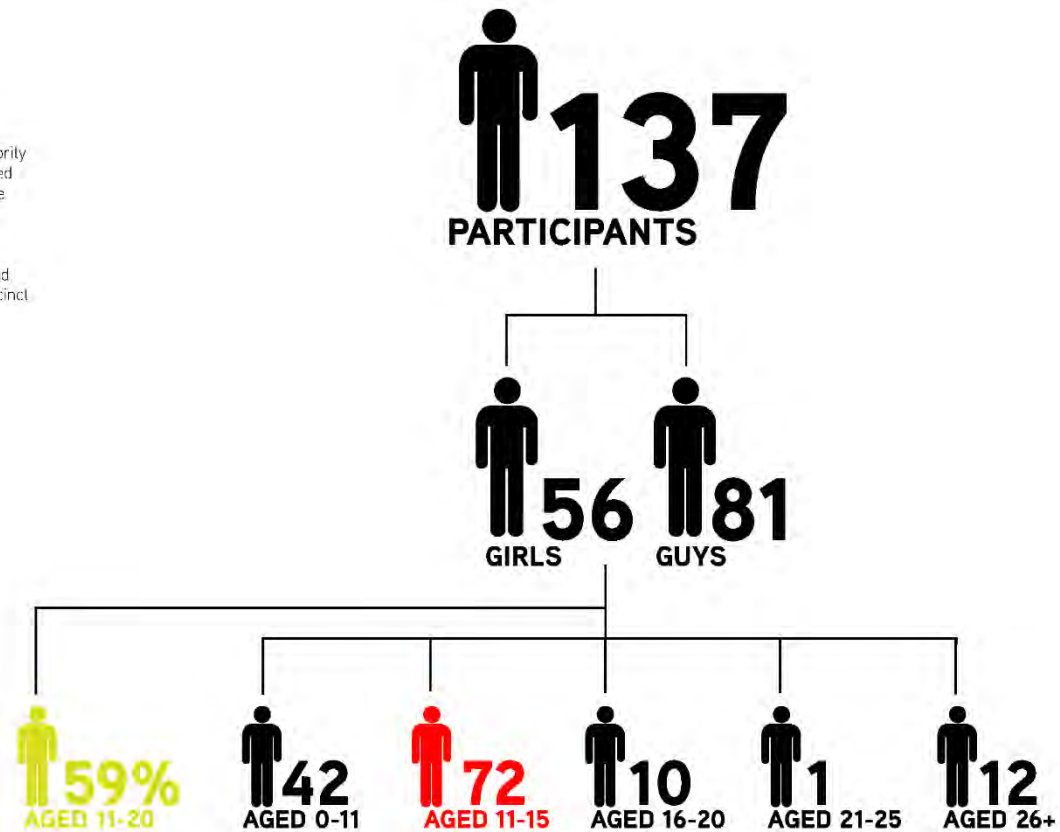
## DEVELOPING USER PROFILES

### WHO WAS INVOLVED?

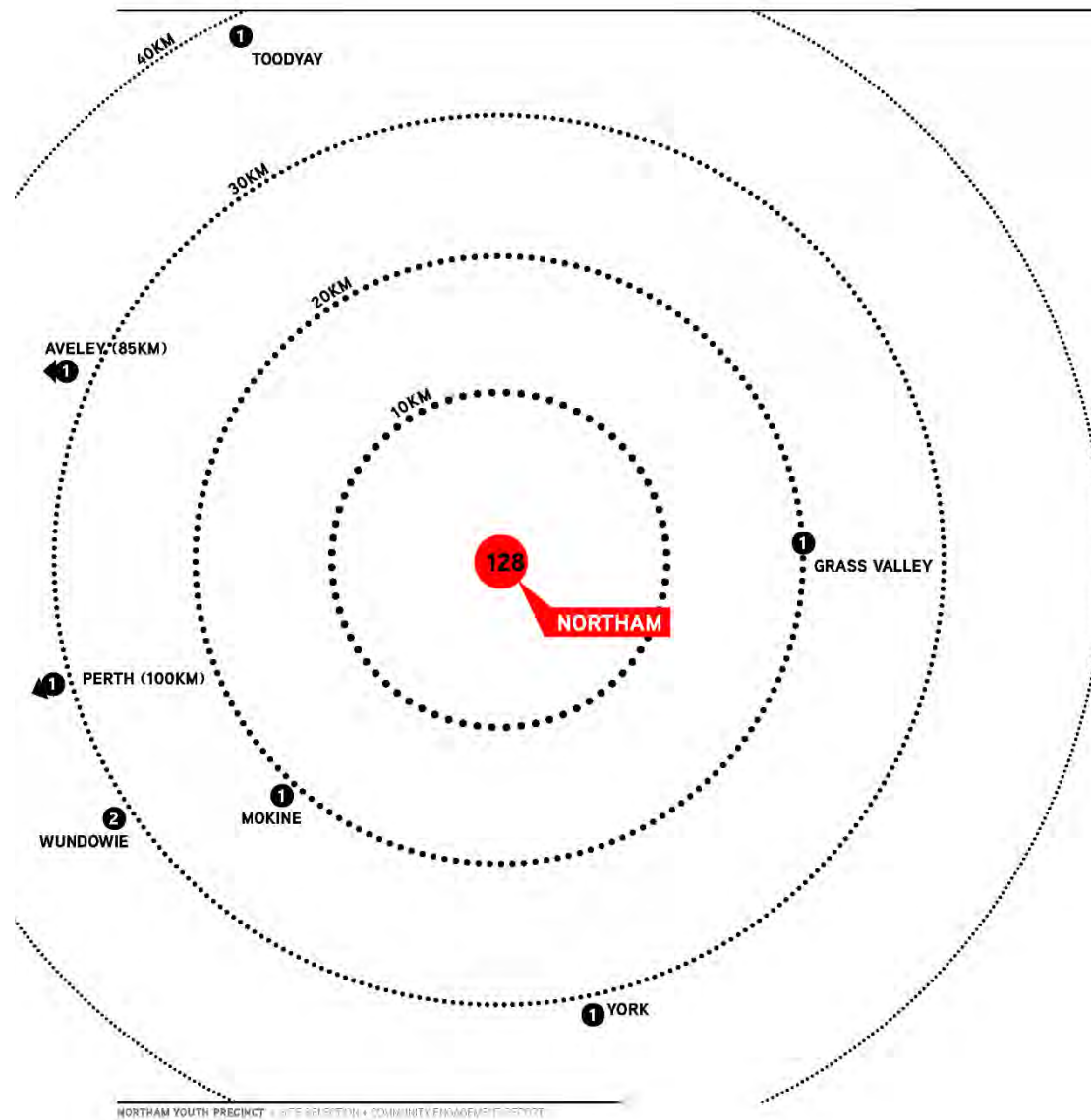
**SUMMARY:**

The consultation workshops engaged with 137 people with the majority of participants being aged between 11 and 15 years old. The targeted group (aged between 11 and 20 years old) were predominantly male and had a 59% representation.

Understanding the demographic patterns and trends within the community via the analysis of this data helps to inform the vision and assess the opportunities and constraints of the proposed youth precinct.



# DEVELOPING USER PROFILES



## WHERE DO YOU LIVE?

### SUMMARY:

The majority of participants live in the Northam shire and live within a close enough distance to the proposed site for it to become a space that will be utilised on a regular basis.

A small number of other participants live within a 30 minute drive of the space with one user living further afield in Perth. This illustrates that the users of the facility would happily travel to utilise the space.

For a number of participants the new youth precinct will become their closest and only local space for teenagers to hang out.



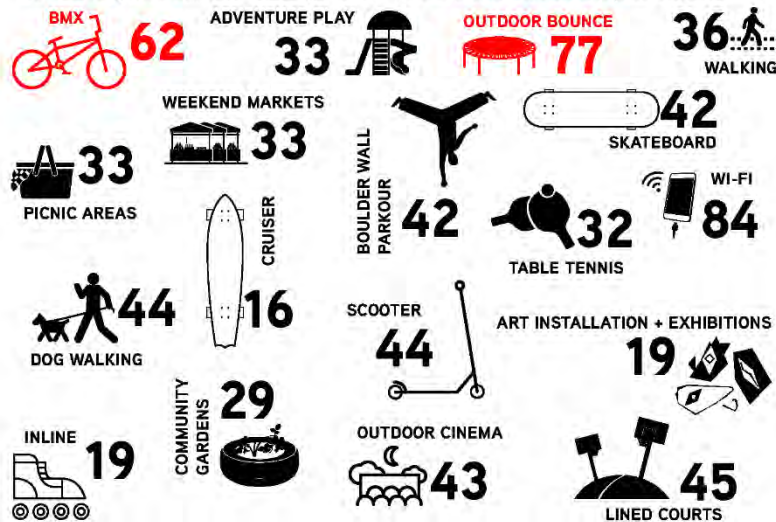
## DEVELOPING USER PROFILES

### WHAT ACTIVITIES WILL YOU BE INVOLVED IN?

**SUMMARY:**

Youth precincts can include a vast amount of different activities for different types of users. It is important to gain an understanding of the types of activities that the community would like to include within the NYP. Activities identified by the community that will be considered during the design phase include an outdoor cinema, free WiFi, adventure play, outdoor bounce, picnic areas and table tennis tables.

The inclusion of skateable features within the NYP was highly valued by the workshop attendees. Skate Parks can favour different style users, for example jump boxes more often appeal to scooter and BMX riders, whereas ledges and rails often appeal more to skateboarders. With this understanding, it was identified that the community has a well rounded user type with skateboard, scooter and BMX all popular disciplines.



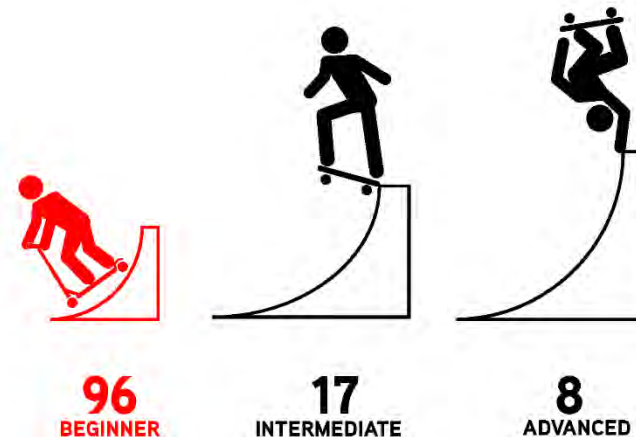
### WHAT WOULD YOU SAY YOUR SKILL LEVEL IS?

**SUMMARY:**

The majority of participants indicated that they are of beginner to intermediate skill level riders. This will be considered throughout the design process of the skate park element of the youth precinct.

Although fewer advanced participants were identified in the results, the results demonstrate a well rounded collective of skill levels.

It is key to provide for skill progression within any skate facility. This is to allow for the beginner level user to continue ongoing progression up to an advanced level user, as well as providing challenges for those of advanced skills. This is achieved by providing a number of multiple use features and obstacles that have differing advanced and beginner applications.



## DEVELOPING USER PROFILES

### WHY DO YOU ROLL?

#### SUMMARY:

This 'word cloud' gives greater prominence to the words that appeared most frequently from the participants answers. Most answers included: fun, sport and fitness and to hangout with friends.

The 'word cloud' illustrates participants enjoy the sporting and fitness of action sports and the fun that they have while riding with friends. These are social aspects that a youth/skate facility can offer by providing for spaces to relax and de-stress, as well as a platform for social interaction and meeting. This indicates the need for social and gathering space such as 'hangout zones'.



## DEVELOPING USER PROFILES

### WHERE IS YOUR FAVOURITE PLACE TO RIDE + WHY?

#### SUMMARY:

This 'word cloud' gives greater prominence to the words that appeared most frequently within the participants responses. Answers included:

- "Any Street Spot". This demonstrates a specific typology of skating, and that participants will want streetscape influenced features within the youth precinct.
- "Busselton Skate Park" is a large regional sized facility that offers a combination of different types of transition and street features.
- "Mount Helena" is a smaller skate park with features that are slightly larger than other parks that is predominantly used by BMX and scooter riders

This summary identifies that there is a strong need for a contemporary facility of a mixed style, to cater for a wide range of user typologies and skill levels.





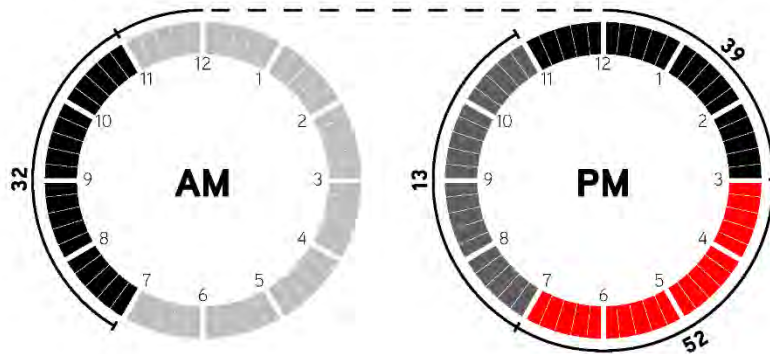
## DEVELOPING USER PROFILES

### WHAT TIME DO YOU USUALLY GO FOR A ROLL AT THE SKATE FACILITY?

**SUMMARY:**

The results show that participants will utilise the facility throughout the day and night, however, the majority of use would be in the afternoon and into the evening. This illustrates the proposed youth facility design will need to consider amenity provision to support functionality throughout the day, especially with regards to midday sun in the summer months.

The most popular use time was identified as 3pm - 7pm, gaining a 35% vote. In order to extend activation and safety into later hours, particularly in winter months, consideration is to be made with respect to event and user lighting for the youth precinct.

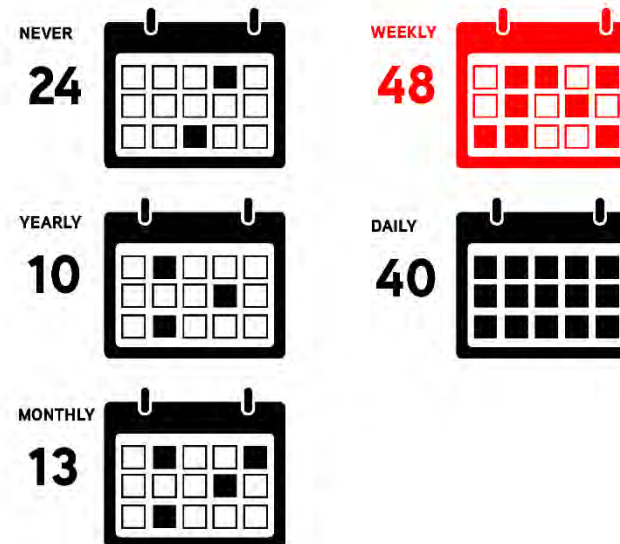


### HOW OFTEN DO YOU RIDE?

**SUMMARY:**

The majority of participants have been identified as active users, with most riding or wanting to hangout in a space on a daily or weekly basis. This illustrates a high number of participants that will directly utilise the proposed youth precinct on a regular basis into the future.

The high number that have stated they would never use the facility were respondents that expected the space to be a skate park. It is assumed that the majority of these people will be utilising the other activities within the facility.



# 07

## UPDATE

## GATHERING IDEAS

### PICTURE VOTING RESULTS

Picture voting within the questionnaire was divided into two different categories, focusing on youth activity provision and a selection of skate features that may be included within the new precinct.

Twenty options were provided to workshop participants for both categories with a broad range of youth focused activities and elements representing combination, transition and street style facilities. From the votes provided, Convic can better understand the typology of the NYP and obstacles that users like to ride, as well as further information on the over all type of space.

Convic will take this information into consideration throughout the design process when selecting and creating obstacles to be included within the proposed facility.



NYP Questionnaire Picture Voting

### SUMMARY

The picture voting workshop highlighted the following considerations:

#### YOUTH ACTIVITY PROVISION

- There is an overwhelming need for built and natural shade to be included within the design of the precinct with the inclusion of shade green spaces for chilling out and spectators.
- Seating and hangout spaces should be included within the design to enable social interactions to occur between users.
- The inclusion of a basketball half court was highly valued and will encourage a mix of active recreation to occur within the precinct. Basketball courts can be multipurpose with the inclusion of line marking, ball walls and the open space can be activated by different events.
- Allowing for community events to take place by including a stage or vantage point.

#### SKATE PROVISION

- Transition elements are identified as important with high quarter pipes, bowl and other transitional elements requested by users.
- Versatile and traditional street elements such as ledges, rails, hubbas and stairs were discussed during design workshops.
- Many of the users of the facility are active during the evening which makes lighting a high priority.
- Participants would like to see Northam have the ability to hold local and regional skate competitions within the NYP. This will be taken into consideration when looking at the design of skate features.

## GATHERING IDEAS

### WHAT STYLE DO YOU PREFER TO RIDE?

#### SUMMARY:

The participants were asked to vote for the style of park they prefer most, with the majority preferring a combination style facility. A street plaza was not popular amongst the community and is most likely a result of the lack of street style features/facilities within the region.

The design of the skate park element to the youth precinct will look to incorporate an equal proportion of both styles.



**15**  
STREET / PLAZA



**38**  
BOWL / TRANSITION



**61**  
A BIT OF BOTH



## GATHERING IDEAS

### YOUTH ACTIVITIES



#### COMMENTS:

The majority of respondents felt that the community needed more provision for play spaces and other recreational activities for the youth. Climbing frames, parkour equipment and basketball courts were highly favoured along with the capability of staging skate competitions within the facility. Other items to get a higher number of votes among participants included:

- Cooking areas
- Nature play
- Table tennis tables and
- Seating and hangout space

## GATHERING IDEAS

### SKATE FEATURES



#### COMMENTS:

The lack of street orientated features within the region has resulted in many users developing their skill set on transit on heavy skate parks. This is reflective in the feedback that has been provided. The skate park element of the NYP will need to address the need for this skill set, however a small interest was shown in traditional street features.

The inclusion of a number of street focused features will allow for users to hone their skill in this typology of skate, while enabling future generations a different experience to skate within the Northam community. Items that received the greatest amount of interest amongst workshop participants included:

#### Transition elements:

- Moguls and Volcanos
- Mini Ramp
- Bowl
- High quarter pipes
- Small Quarter Pipes
- Spines

#### Street elements:

- A fun box
- Box Jump
- Kicker to Kicker
- Flat Banks
- Ledges
- Rails

## GATHERING IDEAS

### STICKER VOTING

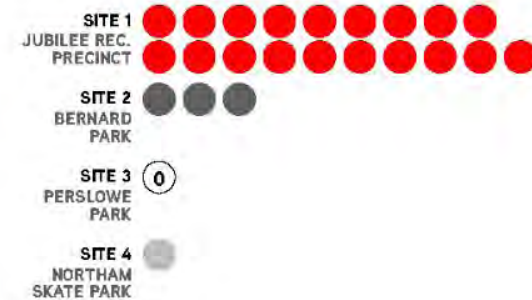
Following on from the workshop presentation and questionnaire, the participants voted on a range of visual choices (as seen in the workshop presentation) of inspirational images. This allows participants the opportunity to vote on their favourite ideas, features and elements by attaching stickers to their chosen favourite feature, amenity or style.

A number of sites were nominated by the Shire of Northam and workshop attendees were given the opportunity to vote on their preferred location for the Northam Youth Precinct. Convic reviewed each of the sites on Tuesday the 24th of January and the findings were then presented to the community outlining the opportunities and constraints of each site according to assessment criteria. This allowed the participants to make a more informed decision of which site would be more ideal for the NYP.

Following on from the site selection process participants were given three stickers for youth activities and skate features. They had the option to choose to put all of the stickers on one choice or spread the stickers around if they had more than one 'favourite' response. The following tables show the results of the participant selections and where the stickers were placed. The results start to build a pattern of elements and help define the theme or style of elements that may be included in the new skate facility.



### SITE SELECTION



#### COMMENTS:

The site located on the existing Northam show grounds within the Jubilee Recreation precinct received an overwhelming number of votes in comparison to the other nominated sites.

The community's decision to locate the NYP within this site mirrors Convic's site assessment and conclusions from earlier chapters of this report.



## GATHERING IDEAS



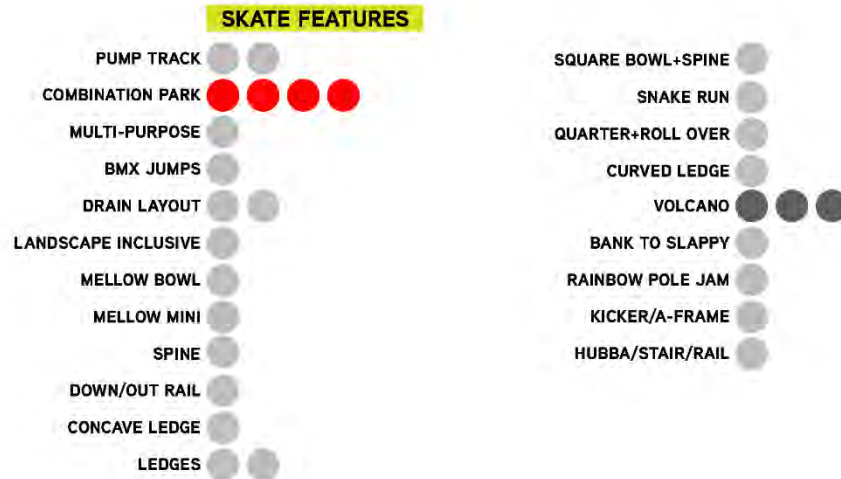
**COMMENTS:**

Many of the sticker voting responses focused more on the provision of youth activities within the Northam Youth Precinct. Generally there were more votes towards these elements than skate features and this could be a result of the first workshop having an higher average age group.

However, the most favoured items within these categories can certainly be taken into consideration throughout the design phases of the project. The inclusion of an area that could be used as a temporary outdoor cinema at certain times of the year was heavily favoured by community members. This could be a basketball half court that is multipurpose, allowing chairs to be set up during cinema nights.

Adventure play and table tennis also received a higher number of votes. Large play items can be included within the design of the precinct while table tennis pods could be spread throughout the facility.

Due to the higher number of votes for these categories it is important to note that the design of the NYP can not be heavily dominated by a skate park.



**COMMENTS:**

Transition and street obstacles received a similar number of responses within the sticker voting. A combination of both of these typologies of skate will need to be included within the design of the skate space. This will not only cater to current community needs and desires but enable the development and skill progression of future generations using the NYP.



# 08

## PROJECT VISIONING AND THEMING

### DESIGN WORKSHOP

The design workshop is an essential and crucial component of the community consultation and engagement process. At this point, participants are immersed in the consultative design process and directly involved in creating ideas, and presenting them. This builds a community based response for the process and develops a sense of value in their ideas, opinions and feedback that engenders ownership of the process.

Participants were organised into groups of 5 to 10 and asked to work collaboratively together to create their new Northam Youth Precinct. The aim was for participants to take inspiration from the features and activities outlined in the presentation and picture voting to develop creative design ideas and solutions by generating a space and linking features together to form a collective site responsive precinct. Each group consisted of a mix of participants from young people to more mature riders, parents and other community members. The mix in each group ensures a diversity and breadth of discussion, ideas and building of a general consensus.

The results saw an extensive range of creative and innovative responses, being written, drawn and using reference images. Each group nominated a representative to present their specific site plan / ideas and facility identity investigation, to the wider collection of people. After each group presented their ideas, the wider group discussed their favourite elements, summarising each presentation to form a detailed design brief. Mounded grass area with shade trees for spectators and viewing area where the whole facility may be seen.

### KEY OUTCOMES

The following items are the key outcomes that were derived from the summaries of each of the groups creative design presentations:

#### SITE LOCATION

- Site 1 - Jubilee Recreation Precinct was the preferred location of all of the design workshop groups and was used to draw up their creative responses.
- Site 2 - Bernard Park was the preferred location from the extra questionnaires. This is perhaps reflective of the demographic that was involved in the consultation (97% below the age of 11 years) and their involvement with the current facilities at Bernard Park.

#### YOUTH PRECINCT FEATURES

- Drawing on inspiration from the existing exhibition pavilion to influence the design of unique features and wayfinding.
- Creating a circuit connection path around the facility and linking to existing precinct uses such as the BMX track, recreation centre and proposed swimming pool development.
- Including exercise equipment/pods on the peripheral circulation path. These should be at certain distances to encourage an exercise circuit like use of the path.
- Incorporating a multiuse space that could be activated through temporary outdoor cinema events with an elevated vantage point/stage.
- A network of shade structures ranging from large to small creating different types of social interactions.
- BBQ and family areas.

- Disability access around and through the site.
- Cultural spaces that allow for activation through art walls, theatre groups and other similar activities.
- Functional sports lighting until 10pm with pedestrian lighting after hours.

#### SKATE FEATURES

- Using the sites unique topography to form a tiered approach to the skate park design
- Including a 6ft - 9ft deep bowl at the higher (southern) end of the site.
- A split level street section including traditional features such as a small and large stair set, rails, ledges, hubbas, euro gap and banks.
- A wide BMX run (6m - to fit two people side by side) that could either include dirt jumps or concrete quarter pipes, moguls and a spines.
- A 5ft mini ramp at the lower (northern) end of the site.



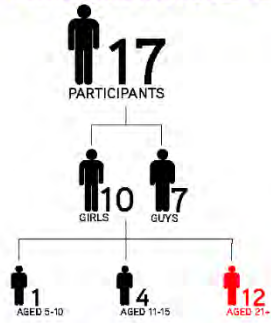


# 09

## ONLINE FORUM

\*The following infographics represent information collected over a one and a half week period on an online survey forum set up on Survey Monkey and shared via social media avenues. The information will be fed into the overall consultation analysis outcomes as an integral part of the engagement process.

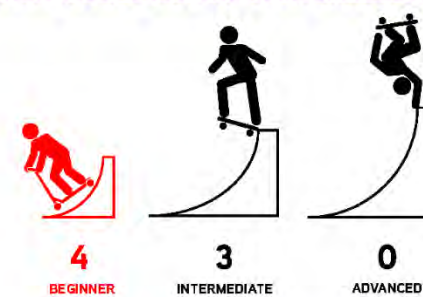
### WHO WAS INVOLVED?



### WHAT ACTIVITIES WILL YOU TAKE PART IN?



### WHAT WOULD YOU SAY YOUR SKILL LEVEL IS?



### HOW OFTEN DO YOU RIDE?



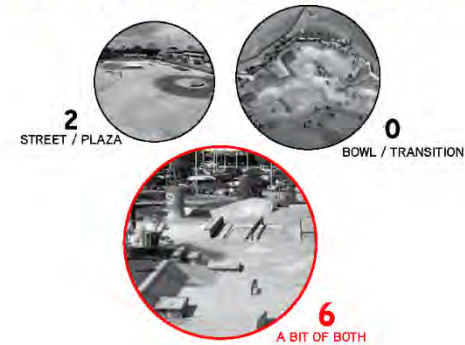
### AND AT WHAT TIME?



### ANYTHING WE MISSED?

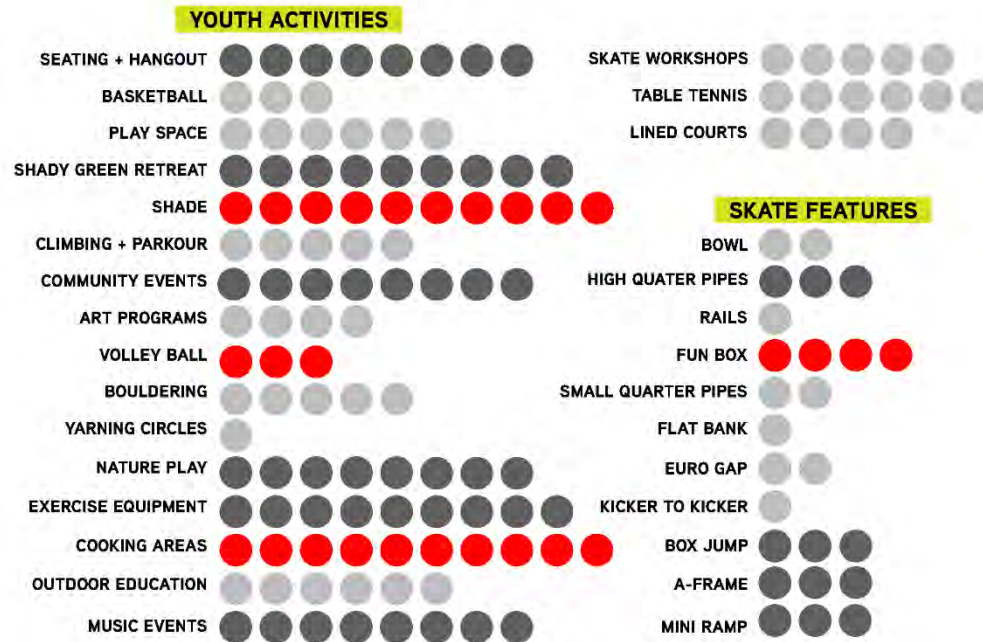


### WHAT STYLE OF SKATE PARK DO YOU PREFER?



## ONLINE FORUM

\*This survey followed a similar model to that of the consultation that took place at the community workshop and made it possible for members unable to attend community workshops to still be involved in the consultation process.



### ONLINE FORUM

Over a one and a half week period, the consultation and community engagement process was supported by an online forum using social media and other online avenues for survey promotion.

The online forum received 17 individual visits, including both active and passive users. Below is a summary of the survey results:

#### WHO WAS INVOLVED

Differing from the community workshop 58.8% of the predominantly female participants were above the age of 26.

#### THEY WERE

23.5% of all people involved were skateboarders, 17.6% were scooter riders and 5.9% were BMXers. An overwhelming 53% responded as being interested in other activities.

#### SKILL LEVEL

Results demonstrated just over half the respondents were beginner users, with 42.9% being at an intermediate level.

#### HOW OFTEN, AND AT WHAT TIME

A majority of 53% are either weekly or daily users, of whom 70.6% suggested they would be using the facility between 3 and 7pm, with 23.5% using it before 11am and after dark.

#### STYLE OF SKATE PARK

As in the community consultation the majority of participants, 75% opted for a combination style skate element as a part of the youth precinct.

# 10

## CONCLUSION

### THE COLLATION OF KEY OUTCOMES & THEMES DRAWN FROM COMMUNITY DESIGN RESPONSES WILL BE USED TO DEVELOP THE DESIGN VISION PROVIDING THE FOUNDATIONS FOR THE DESIGN OF THE NEW NORTHAM YOUTH PRECINCT.

#### DESIGN VISION

The community consultation outcomes are summarised to inform the overall design brief. The information from the questionnaires, picture voting and the group work, as well as conversations had with users shape this brief. These are all outlined thematically and will be used as the foundation for the bespoke development of the youth precinct concept design.

#### CLIMATE CONDITIONS

To increase the time the precinct is active through the day, the concept will aim to provide opportunities for shelter and respite from the sun, particularly in the hotter months of the year. This will be achieved through utilising and protecting existing mature tree species for natural shade and dedicated shade structures.

Throughout the consultation, participants demonstrated an interest in lighting the facility. Event lighting would assist in activating the space during the summer by avoiding the heat of the day as well as in the winter months. Lighting will be considered in strategic concept designs.

#### LANDSCAPE INTEGRATION

The NYP site has an adjoining relationship with the existing uses of the Jubilee Recreation Precinct and surroundings. Key items to address will be the entry points and connections to the existing BMX track, recreation centre and proposed swimming pool development.

The site is located on a prominent corner and the design resolution must consider and respond to aspects of safety with this specific influence and constraint of the site. Consideration is to be afforded to adequate setbacks from the road with possible boundary fencing/refurbishment.

#### TARGET USER GROUP

The consultation feedback has highlighted that the target age group utilising the facility will be between 11 and 20 years old. This group has expressed and interest in the precinct including a mixture of youth precinct activities and skating features. The majority of riders are skateboarders, however the inclusion of features to allow BMX and scooter riders will be considered throughout the design phases of the precinct.

#### YOUTH PRECINCT AMENITIES

To ensure a central community space that will be utilised by a broad spectrum of teenage users a number of youth activity features will be included within the design of the NYP. These features will be a mix of multipurpose spaces for temporal activation events that provide comfort for users and spectators and offer opportunity for social interactions between different demographics to take place. As well as ongoing activation, safe equal access circulation around and through the site will be designed to allow for a number of different activities to take place including exercise equipment, play areas, BBQs and family spaces. The inclusion of safe segregated areas for younger kids, away from high speed zones, will enable the youth precinct to become a key community hub that will be enjoyed by different groups throughout the day.

#### SKILL LEVEL PROVISION

The feedback suggests many of the users were of a beginner to intermediate skill level. This will influence the design through the provision of features that reflect these user skill levels. It is important that the facility caters for natural progression of skills and continual user challenge and development.

#### SKATE TYPOLOGY

The community consultation had an open platform for the skate typology. The results show the need to cater for a mix of transition features that allow flow and speed as well as street and plaza style features. Many of the participants at the workshop favoured transitions with the inclusion of an enclosed bowl as a high priority.



## MOVING FORWARD

### **NORTHAM YOUTH PRECINCT: A STRATEGICAL APPROACH IN 'FILLING THE GAP' OF YOUTH FACILITY PROVISION FOR THE SHIRE OF NORTHAM AND WIDER WHEAT BELT REGION.**

#### **CREATING A COMMUNITY INSPIRED DESIGN**

The consultation process is an integral component of the development of a youth precinct and skate space. Through continued community engagement with the future users of the space, the consultation process will ensure the success and longevity of this key community asset and empower the youth and their communities to be stewards of and take pride in their public spaces.

This will ensure the evolution of a highly resolved strategy and design outcome that is unique to the Northam community it is being developed for and responsive to the site.

#### **MOVING FORWARD**

The next steps for the project will involve Convic preparing a draft concept design for the NYP. To do this, Convic will consider feedback from the consultation workshops to date along with the Shire of Northam brief ensuring the community input has been accommodated within the design of the facility where possible. In late March/Early April of 2017, the draft concept design will be presented to the Shire of Northam and community for comment and feedback.

The outcomes of this consultation will be used to refine the draft concept design to the user community's and council requirements in a final concept report. As well as creating a truly relevant design, this review will ensure the final concept design reflects community needs, user requirements and the overall project vision. This report will be tabled for endorsement by the council and community for the ongoing procurement stage of the youth precinct.

# 11

## APPENDICES

SITE SELECTION MATRIX		CONVIC							
PROJECT: 16076_NORTHAM YOUTH PRECINCT		COUNCIL: Shire of Northam							
COMPLETED BY: Bryon Hinton		DATE CARRIED OUT: 24/01/2017							
CONSIDERATION/CRITERIA	Importance of Criteria (5 highest, 1 lowest)	ASSESSMENT OF CRITERIA (2 fully meets, 1 partially meets, 0 does)				WEIGHTING MULTIPLIED BY ASSESSMENT			
		Site 1	Site 2	Site 3	Site 4	Site 1	Site 2	Site 3	Site 4
<b>1. Physical site conditions &amp; technical considerations</b>									
Is the proposed site capable of catering for the various different types of activities defined as local, district, regional or metropolitan? (Can the site cater for users of various ages for a range of activities?)	5	2	1	0	2	10	5	0	10
Is the proposed site free of existing land use implications, easements, encumbrances, service access requirements and/or infrastructure (road, power lines, water, and gas)?	3	1	1	1	2	3	3	2	6
Is the site unencumbered by the implications of geotechnical conditions, ground water, or drainage?	3	2	1	2	2	6	3	6	6
<b>2. Access/transport</b>									
Is there access to public transport for the proposed site?	5	2	2	1	1	10	10	5	5
Are there pedestrian/transport connections to transport modes for the proposed site?	4	2	2	2	1	8	8	8	4
Is there sufficient off-street or adequate on-street parking if applicable?	4	2	2	1	2	8	8	4	8
<b>3. Natural surveillance, security and safety</b>									
Is the site clearly visible to the general public and accessible to the community of the locality and activity?	5	2	2	1	2	10	10	5	10
Is the site a site of interest for police response to and does it require police presence on site?	3	2	2	2	1	6	6	6	3
Can the site provide adequate emergency vehicle access (fire and ambulance)?	4	2	2	1	2	8	8	4	8
Can vehicles access the site and be processed to the proposed site at night if applicable?	1	2	0	2	1	2	0	2	1
Can the proposed site provide safe entry to and from the site and safe exits from bus stops and intersections?	3	2	2	1	2	6	6	3	6
<b>4. Proximity to amenities (shops, cafes, shade, food &amp; drink)</b>									
Are associated services (shops, public toilets, water, shelter and shade, etc) available or can effective measures be taken?	5	2	2	1	1	10	10	5	5
Is the site adjacent to the proposed food and drink to be processed for consumption, peak time and/or on a day food and drink outlet?	3	2	2	1	0	6	6	3	0

<b>5. Impact on existing facilities, adjoining users and users</b>										
Can the site facilities minimal loss of green space?	2	2	1	0	2	4	2	0	4	
Can the site facilities minimal impact on existing ecological systems, wetlands, or nature of landscape?	3	2	1	2	2	6	3	6	6	
Can the site facilities minimal loss of significant trees?	3	1	1	0	2	3	3	0	6	
Can the site facilities minimal impact on public or road users and access including existing bus lines?	2	2	2	2	2	4	4	4	4	
Will the location of a new facility on the site will pose a placement of existing services on the site users?	2	1	0	1	2	2	0	2	4	
Is the site well served by existing bus stops, vehicle clubs or forms of public transport?	3	1	1	2	2	3	3	6	6	
Is there a history of antisocial activity at the site?	4	2	2	1	0	8	8	4	0	
<b>6. Distance from housing &amp; incompatible land use</b>										
Is the site located an adequate distance (50m) from residential or other incompatible potential noise and light intrusion?	5	1	2	1	1	5	10	5	5	
Is the site sufficiently located away from adjacent residential land uses, other activities or services?	3	2	2	2	1	6	6	6	3	
Does the site have the capacity to place a structure in a location to maintain an adequate sight line to the ground level highway?	2	2	1	1	2	4	2	2	4	
<b>7. Event space opportunities (multiplicity of use)</b>										
Is the proposed site adjacent to other facilities/activities to create a multi-use site or large venue?	4	2	2	1	1	8	8	4	4	
Does the site have the ability to cater for large events and temporary infrastructure during peak use and events?	4	2	2	0	2	8	8	0	8	
<b>8. Multiple use issues</b>										
Is the site readily accessible for regular activities by a range of activities on site?	4	2	2	2	2	8	8	8	8	
<b>9. Context &amp; Amenity</b>										
Is the site located where you may need to be adjacent to where they currently are required?	5	2	2	1	0	10	10	5	0	
Is the site in a low proximity to existing site planning, operations or recreational facilities on site related to health?	4	1	2	2	1	4	8	8	4	
Is the site well served by a major community hub or centre facility nearby?	4	2	2	1	0	8	8	4	0	
<b>10. Consistency with Strategic Objectives</b>										
Is the location consistent with the strategic land use, master planning, planning scheme and zoning?	4	2	2	2	2	8	8	8	8	
<b>TOTAL</b>		212	54	48	37	43	192	182	126	146
<b>TOTAL PERCENTAGE</b>			93%	83%	64%	74%	91%	86%	59%	69%

# APPENDICES

## QUESTIONNAIRE SURVEY RESULTS

NORTHAM YOUTH PRECINCT QUESTIONNAIRE SURVEY RESULTS					
	Community Consultation 1	Community Consultation 2	Extra Community Consultation	Total	Online Survey Results
<b>Date</b>	25.03.17	25.03.17	11.02.17 - 17.02.17		20.03.17 - 08.02.17
<b>Time</b>	9:00-10:00AM	10:00-11:00AM			
<b>Participant No.</b>	13	12	102	127	17
<b>Age</b>					
0-10			42	42	1
11-15	1	1	17	19	1
16-20	1	7	2	10	
21-25		1		1	2
26-35	1	3		4	3
36+			1	1	3
<b>Gender</b>					
Male	9	11	65	85	1
Female	4	1	37	42	16
<b>Distribution   Where do you live?</b>					
Northam	12	10	70	92	
Avelley		1		1	
Wulzowie	1		1	2	
York		1		1	
Grass Valley			1	1	
Todayay			1	1	
Armoree			2	2	
Melkine			1	1	
Firth			1	1	
<b>Discipline   What activities will you be involved in? (Participants voted more than once)</b>					
Adventure Play	3	1	23	27	4
BMC	1	5	30	36	1
Outdoor Bourcs	2	5	70	77	5
Walking	2	1	33	36	8
Lined Courts	4	1	42	47	6
Flora Areas	4	1	38	43	2
Weekend Markets	4		25	29	10
Bouldering Wall/Parkour	8		31	39	5
Skateboard	2	10	30	42	4
WIP	4	5	74	83	
Dog Walking	1	3	42	46	3
Skater	0	2	14	16	
Scouter	4	2	38	44	1
Table Tennis	4	2	26	32	
Art Installation/Exhibition	4		15	19	
Inline	3		13	16	1
Community Gardens	3	2	24	29	1
Outdoor Cinema	4	3	32	39	3
<b>Skill Level   How well do you shred?</b>					
Beginner	12	1	98	111	1
Intermediate	1	5	13	19	3
Advanced		2	5	7	
<b>Reason   Why do you ride? (Participants voted more than once)</b>					
Escape From Reality		5	5	10	
The Challenge	8		22	30	1
Relax + Go stress		5	13	18	1
Signs + Fitness	1	1	19	21	1
Adrenalins	2	5	7	14	
Fun	4	11	57	72	5

Thrills	2		6	7	15	
Express Myself			3	3	12	
Hang with Friends	2		3	5	44	1
Keeps Me Out Of Trouble	1		1	2	21	
Freedom	1		4	5	23	
It's A Ride, But I Love to Watch	2		1	3	12	1
Cause Its Cool			1	1	24	
Make New Friends			2	2	19	
Other					3	
<b>Usage Time   What time do you use the space?</b>						
7:00 - 11:00	2			2	32	4
11:00 - 15:00	6			6	33	
15:00 - 19:00	6	1		7	45	12
19:00 - 22:00	4			4	11	4
Anytime!			10	10	15	
<b>Usage Frequency   When do you ride?</b>						
Never					26	1
Yearly	3			3	10	2
Monthly	2		1	3	13	5
<b>Youth Activity Provision   What are your favourite youth activities for the space? (2 rows each)</b>						
Swimming and Hangout Space	3		4	7	17	2
Basketball	3		4	7	37	1
Play Space	1		2	3	62	6
Shady Green Retreat	1		2	3	16	7
Shade	3		5	8	19	0
Climbing and Parkour	2		2	4	64	5
Community Event Space			2	2	2	8
Art Programs / Art wall	1		3	4	15	2
Volleyball					15	1
Bouldering			1	1	13	5
Yarning Circles					1	1
Nature Play	2		2	4	30	6
Exercise Equipment			1	1	17	7
Cooking Areas			3	3	12	13
Outdoor Education Space	1				7	2
Music Events			5	5	11	6
Competitions	2		4	6	34	3
Shade Workshops			4	4	14	5
Table Tennis	3		3	6	23	6
Lined Courts	1		1	2	19	4
<b>Further Comments   Anything we missed? (Please write / draw below)</b>						
Kiosk/Shop Space					1	
Soccer Goals					2	
Netball Courts					1	
Lights					1	
Crinking Fountains	1				1	
Symposiums					5	
Water park					1	
Lighting					1	
Burning Track					1	
Plying Fox					1	
<b>Style Preference   If you ride what do you prefer...</b>						
Street & Plaza					15	2
Bowl & Transition	2		1	3	35	0
Combination	2		11	13	41	6



# APPENDICES

Obstacle Preference   What are your favourite features to ride? (3 Votes Each)					
Bowl	3	2	20	30	2
Pole Jam	1	1	9	10	
Ladders	4	1	13	17	
High Quarter pipes	1	7	24	32	1
Garden Gap			10	10	
Rolls	4	9	12	32	
Fun Box	2	4	38	44	4
Kerfs		5	5	6	
Small Quarter pipes		5	17	21	2
Flat Slip			39	21	
Banking Block		9	9	9	
Burn City			17	18	2
Kicker to Kicker			30	21	
Flat Bank Hips			8	8	
Moguls and Volcanos		4	44	48	
Box Jump	9	3	38	50	1
Spines	1	3	22	26	1
A-Frame			16	16	
Chair Bank			1	12	
Niri Ramp		4	40	44	3
Further Comments   Where is your favourite place to ride and why?					
Any street spot		3		1	
Busselton Skate Park		1		1	
Mount Helena		1		1	
Perangin Skate Park			1		
Perseus Skate Park			1		
Further Comments   Any further comments / ideas? (Please write / draw below)					
Soccer Goals				1	
Concept consultation through schools				1	
Family Friendly		1		1	
Gardens/Gaps for water run off		3		3	
Gaps		1		1	
Clim Jumps		1		1	
Large Skate Park for all ages			1		
Space for more community events			1		
Pyramids		3		3	
Wave Ramps			1		
BMX Track		2		2	
Table Top Jump			2		
Site Location   Where do you want the Northam Youth Precinct to be located? (Consultation three only)					
Site 1 - Jubilee Recreation Precinct			23	23	
Site 2 - Bernard Park			44	44	
Site 3 - Perelowa Park			13	13	
Site 4 - Existing Northam Skate Park			22	22	

## PICTURE VOTING RESULTS

NORTHAM YOUTH PRECINCT PICTURE VOTING RESULTS				
	Community Consultation 1	Community Consultation 2	Community Consultation 3	Total
Date	25.01.17	25.01.17	26.01.17	
Time	1:00 - 2:30PM	2:00 - 3:30PM	2:30 - 4:00pm	
Participant No.	13	12	14	39
Site Selection				
Site 1 - Jubilee Recreation Precinct	10	11		21
Site 2 - Bernard Park	3	0		3
Site 3 - Perelowa Park	0	0		0
Site 4 - Existing Northam Skate Park	0	1		1
Youth Precinct Features (3 Votes Each)				
Seating	0	0	0	0
Shade Structures	1	0	0	1
Bike Racks	0	0	0	0
Sport Lighting	0	0	0	0
Drinking Fountains	1	0	0	1
Table Tennis	2	0	2	4
Feature Lighting	1	0	3	4
Robbush Bins	0	0	0	0
Parkour	2	0	2	4
Bouldering	0	0	1	1
Outdoor Gym	0	0	1	1
Beach Volleyball	1	0	0	1
Basketball	0	0	0	0
Adventure Play	4	0	4	8
5 A-Side Soccer	1	0	0	1
Multi-Purpose Wall	0	0	0	0
Picnic Space	0	0	0	0
Weekend Markets	0	0	0	0
Dog off leash area	0	0	3	3
Informal Play	2	0	0	2
Community Gardens	0	0	1	1
BBQS/Cooking Areas	2	0	0	2
Hangout Space	1	0	0	1
Lined Court Games	1	0	0	1
Gathering Space	1	0	0	1
Learning Space	1	0	0	1
Outdoor Cinema	7	0	1	8

# APPENDICES

Layout				
Pump Track	1	1	0	2
Combination Park	1	0	3	4
Multi-Purpose	0	0	1	1
BMX Jumps	0	0	1	1
Drain Layout	1	0	1	2
Integrated Landscape	3	0	1	1
Skate Features				
Mellow Bowl	0	1	0	1
Deep Bowl	0	0	0	0
Mellow Mini	0	0	1	1
Bowl	0	0	0	0
Extensions	0	0	0	0
Cradle	0	0	0	0
Mini Ramp	0	1	3	1
Hips	0	0	0	0
Spine	0	1	0	1
Linear Box Jumps	0	0	0	0
Vert	0	0	0	0
Flat Rail	0	0	0	0
Down/Out Rail	0	1	0	1
China Banks	0	0	0	0
Euro Gaps	0	0	0	0
Manual Pads	0	0	0	0
Kickers	0	0	0	0
Concave Ledge	0	1	0	1
Rails	0	0	0	0
Ledges	0	2	0	2
Slappy Kerb	0	0	0	0
Kicker - Fire Hydrant	0	0	0	0
Kicker Gap	0	0	0	0
Love Seat Gap	0	0	0	0
Organic Transition	0	0	0	0
Organic Bowl	0	0	0	0
Square Bowl with Spine	0	1	0	1
Snake Run	0	1	0	1
Kicker - Rail	0	0	0	0
Quarter Pipe with Roll Over	0	1	0	1
Curved Ledge (Collie)	0	1	0	1
Volcano	0	3	0	3
Bank to Slappy Kerb	0	1	0	1
Rainbow Pole Jam	0	1	0	1
Combination Kicker/A-Frame	0	1	0	1
Hubbs/Stair/Rail Combo	0	1	0	1

Skate Competitions				
Bowl Comps	0	0	0	0
Street Comps	0	0	0	0
Highest Air	0	0	0	0
Best Trick	0	0	0	0
Age Divisions	0	0	0	0
Gender Groups	0	0	0	0
Game of Skate	0	0	0	0
Other Sporting Competitions	0	0	0	0
Activation				
Community Events	1	0	0	1
Art Programs	0	0	5	5
Skate Workshops	0	0	1	1
Bands and DJs	1	0	0	1
Skate Demos	0	0	0	0
The Art of Skate				
Climbing	0	0	1	2
Sculptural	1	0	0	1
Wall Art	0	0	0	0
Games	0	0	0	0
Skateable	0	1	0	1
Sculptural Seating	1	0	2	3
Sculptural Furniture	0	0	3	3
Graphics	0	0	0	0
Amenity and Materials				
Steel	0	0	0	0
Noting	0	0	0	0
Mosaic Tiles	0	0	0	0
Pavers	0	0	0	0
Granite Ledges	0	0	0	0
Coloured Concrete	0	0	0	0
Brick	0	0	0	0
Timber	0	0	0	0
Rocks	0	0	0	0

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**Attachment 2**

<b>No</b>	<b>Name &amp; Address</b>	<b>Comments Made</b>	<b>Local Government Comments &amp; Recommendations</b>
1	Riversedge Cafe	<p>First of all I want to thank you for giving me this opportunity to have my say in regards to the new Youth Precinct.</p> <p>Whilst I understand that there is a need for this type of outdoor facility for our youth I don't think that being so close to my cafe Riversedge Cafe 2 Grey street, Northam is the ideal situation for this.</p> <p>Firstly the impact on my business I feel will be immense and not in a good way.</p> <p>There are a few different clients that frequent my cafe and they are the business people who come to do their business meeting here and with the noise that the Youth facility will generate it will turn them away and secondly the older generation who like to come and catch up with their friends family knowing that it is in a beautiful quite location. Therefore, I feel that the park will be of a great negative impact on my staff, customers and myself. It will also have a negative effect on the ambience of the river district of Northam.</p> <p>Hope you will take in to consideration my concerns.</p> <p>Please do not hesitate in contacting me for further clarifications.</p> <p>Kind regards                      Kerry Crouch                      Riversedge Café</p>	<p>Comments noted. Verbal feedback was received. Business owner was asked to provide feedback in writing after expressing concerns for her business with the Youth Precinct being so close.</p>
2	Lucy's Tea Rooms	<p>Council Officers spoke with Jess Joy. At first they were not happy with the idea from a security point of view. They felt it would encourage more damage to their already targeted business. They also expressed their concerns about the parking issue since the Boulevard have banned staff parking in their car parks. They contacted me following the discussion and said that they</p>	<p>Verbal Feedback. Business owners was asked to provide any positive or negative</p>

No	Name & Address	Comments Made	Local Government & Comments & Recommendations
		are actually happy with the idea because it may bring business for them however wanted to be assured that adequate lighting would be included and it was not lit or open all night as this would attract the crowds that they do not want hanging around their business. They wanted us to consider added security to protect their businesses too.	feedback in writing however, nothing was received.
3	InFocus Northam	Council Officers spoke with Allison Riches who was a little concerned at the proximity to her shop and was considering writing her thoughts in a letter to Jason. She felt that this would encourage young people to hang around behind her shop at night.	Verbal Feedback. Business owners was asked to provide any positive or negative feedback in writing however, nothing was received.
4	Northam Hardware	Council Officers spoke with Michelle O'Driscoll who was not thrilled with the idea of it being located there. She thought the Jubilee position would be better but did not think it would have a huge impact on their business. Biggest concern was about the availability of parking now that all staff from the Boulevard are parking in their car park and felt this together with the AEIC would cause a parking issue as both would attract more people to the location.	Verbal Feedback. Business owners was asked to provide any positive or negative feedback in writing however, nothing was received.

### 12.5.3 Aboriginal & Environmental Interpretive Centre (Ngarraginy) Management Plan

<b>Address:</b>	2 Grey Street, Northam
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.13.5 / A14321
<b>Reporting Officer:</b>	Joseph Collard AEIC Coordinator
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

Council has received a grant of \$2,000,000 from Lotterywest towards the construction costs including some interpretive fit out for the Aboriginal & Environmental Interpretive Centre (AEIC).

As part of the funding agreement, payment of the grant is conditional upon the provision of a Management Plan for the Centre, including the terms of reference for the Cultural Reference Group.

#### ATTACHMENTS

Attachment 1: Draft Ngarraginy Management Plan

#### BACKGROUND / DETAILS

Council applied for a grant from Lotterywest to assist with the construction of the AEIC.

Lotterywest have approved funding of \$2,000,000 towards the construction with the following pre-payment conditions attached to the grant:

- Payment to be made on the provision of a Management Plans which details how the centre will be staffed and managed for the ongoing development and benefit of the local Aboriginal community, including the terms of reference for the Cultural Reference group, to the satisfaction of Lotterywest.

The Management Plan has been developed in consultation with the First Nation Representative Group (FNRG) who have been meeting regularly to provide input into the design of the Centre, the design of the interpretive space, and the content of the interpretation.



The management plan is focussing on eight (8) management categories:

- Organisational Management and Governance
- Local Products, Retail and Sales
- Marketing and Promotions
- Tours and Visitors Experience
- First Nation Small Business Incubator and Volunteer support
- First Nation Art Exhibition, Collection and Display
- Cultural Competency Training
- First Nation Protective Areas & Land Acquisition & Control

Each of these categories has some developed priorities to be achieved in the first five (5) years of operation.

## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective C4: Protect and Promote the Shire's diverse culture and heritage.

Strategy C4.3: Understand and acknowledge Aboriginal and European heritage through the provision of interpretive venues, materials and activities.

### Financial / Resource Implications

The operation of the AEIC shows a net expenditure in 2017/18 of \$157,803 increasing to \$249,605 by 2020/21 Financial year. However, this figure is possibly conservative as income from the business development at the Centre, (eg tours, cultural & environmental awareness training) is not easy to predict.

The 4 year Forecast, as described in the Management Plan is:

<b>AEIC 4 Year Forecast</b>				
	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>OPERATING EXPENDITURE</b>				
<b>Total Estimated Net Cost to Council</b>	<b>157,803</b>	<b>221,875</b>	<b>249,131</b>	<b>256,605</b>

### Legislative Compliance

N/A.

### Policy Implications

N/A.

### Stakeholder Engagement / Consultation

Consultation on the Management Plan for the AEIC has occurred both internally with Council staff, and with the FNRG.

### **Risk Implications**

The Management Plan will provide Council and staff a clear operational and strategic direction for management of the AEIC for the next five years. If Council does not provide a Management Plan that is deemed satisfactory to Lotterywest, it will delay access to the approved grant funds.

### **OFFICER'S COMMENT**

The Management Plan for the AEIC, titled the Ngarraginy Management Plan will give a clear direction of the priorities to be addressed over the initial five years of operation. Whilst some of the priorities are required within the short term, others are taking a longer term view to develop the centre to ensure its sustainability for the long term.

Officers recommend that the Management Plan for the AEIC- the "Ngarraginy Management Plan" be endorsed.

### **RECOMMENDATION**

**The Council endorse the Ngarraginy Management Plan for the Aboriginal & Environmental Interpretive Centre.**

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# Ngarraginy Management Plan

Joseph Collard  
AEC Coordinator  
Shire of Northam



Ngarraginy  
Management Plan



## CONTENTS

Executive Summary  
Background  
Local Government Requirements  
Strategic Policies  
Guiding Ngarrag Management  
Current Status  
First Nation History  
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Risk Management  
Visitors and Tourist  
Small Business Incubator  
Interactive Gallery  
Art Exhibition  
Review and Revision

### Northam First Nation Representative Group and Maali Circle of Elders

This management plan has been prepared with significant consultation from traditional owners from the Avon River region.

First Nation people endorsed for the name Ngarraginy for the name of the Centre as this is the traditional name for Northam. This is the traditional homelands of the Inland Salt River people of the Yilgarn Plateau.

The clan groups for Northam 'Yongga' the grey kangaroo and 'Warr' brush wallaby people belonging Dirdarag skin group and the 'Manidj' white cockatoo moiety.

A clear opportunity exists for First Nation people. An overriding motivation for enhancing opportunities for First Nation businesses is to advance the socio-economic circumstances and well-being of First Nation people through business growth and support.

### Nhedja-ngalylag-galylaag

This is our homelands

### Gogolyla bilya-ga

Avon River region

Ngarraginy  
Management Plan



## FIRST NATION GLOSSARY

Birrdeya	Custodian of the law
Birrdwa	Ancient Law
Birrya	River
Demam	Grandparents
Boodja	Land
Boodjarra	Clan territories
Boodjaang	Possession of land
Boodjaag	In/ on the land
Boolyga	Champion
Boyayagad	Spiritual healer
Borong	Totem
Dhainy	Story
Gaadidjiny	Nyoongar philosophy or worldview
Gaddha	Hill
Galya	Clan estate
Galyaag	In ones clan estate
Galyaab	Ones homeland or clan estate
Geniny	Ceremony
Gogolya	Avon River
Golyongga	Children
Gwergam	Ancient times
Moord	Kinship
Nhidiny	Dreamtime
Nyideeang	People of the cold times (in reference to first contact with British settlers)
Nyoongar	Initiated men, also referred to as the people
Nyorn	State of being sympathetic
Wadjella	Known today, as non- Aboriginal people of European descent
Waam	Stranger
Warrngalanginy	Meeting or gathering usually on special places
Yoorlynga	Chief of tribes
Yoorlyin	Counsellor for tribe
Yorgga	Woman



Ngarraginy  
Management Plan



**EXECUTIVE SUMMARY**

<p>The word 'Ngarraginy' means, place of the bubbling springs and will be important Cultural Centre in the Avon River region.</p> <p>As required by Shire of Northam and relevant funding bodies the Council has prepared the Ngarraginy Management Plan 2018- 2023.</p> <p>The vision statement for Ngarraginy is:</p> <p><b>"For Ngarraginy to be identified as a world- recognised First Nation tourism experience for south west of Australia".</b></p> <p>The principal management objective for Ngarraginy is:</p> <p><b>"To ensure that traditional ecological knowledge and wisdom is maintained and enhanced, that Centre is well managed, and First Nation culture and tourism is leveraged as a significant opportunity"</b></p> <p>This plan provides an overview and sets future directions and strategies and documents priorities for the next 5 years.</p>	<p><b>Some of the priority activities in this plan include:</b></p> <p>Various initiatives outlined in this plan are within the anticipated budget allocations, while others will require new funding in future budgets in order to be fully implemented.</p> <ul style="list-style-type: none"> <li>• Implementation of strategies to further improve the organisational management and governance of Ngarraginy</li> <li>• Create local products and a financial underpinning for Centre</li> <li>• Development of coaching and mentoring for First Nation small businesses</li> <li>• Provision and encouragement of First Nation community volunteers involvement in activities at the Centre</li> <li>• Implementation of Reconciliation Action Plan Committee will be to provide expert advice on the management of the Centre</li> <li>• Implementation of Indigenous Protective Areas program to identify, enhance the First Nation cultural heritage in the Avon River region</li> <li>• Support for provision of activities and programmes to enhance visitors and tourism experience</li> <li>• Provision of exhibitions of local First Nation artists and culture of the Avon River region</li> <li>• Provisions for further grants to support programs, events and activities at Centres</li> <li>• Further acquisition of lands to enhance the First Nation experience in the Avon River region</li> </ul>
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## BACKGROUND

The Shire of Northam is located within the Avon sub-region of the WA Wheatbelt. The western boundary of the Shire of Northam is situated approximately 50 kilometres from the Perth metropolitan area, and covers an area of close to 1,443 square kilometers.

The Shire is home to more than 11,730 people (ABS 2013) with approximately 62% located in Northam. Population growth across the Shire since 2006 has averaged at 1.49%.

Northam is the largest townsite within the Shire, and indeed the Avon Region, located 96 kilometres from Perth, and set in the picturesque Avon Valley. Other localities within the Shire of Northam include Bakers Hill, Clackline, Grass Valley, Spencers Brook, Seabrook and Wundowie.

Northam is the regional service centre of the Avon Valley and Central Wheatbelt. Farming communities (which primarily produce wheat, barley, oats, sheep, wool and cattle) use Northam for their everyday banking, retail, shopping and government servicing requirements. The town has been established by the State Government as a regional centre, resulting in many government departments maintaining a strong presence.

### Information about the project

In 2011- 2012 the Shire of Northam, while undertaking the Regional Centres Development Program (SuperTowns), identified the need for local Aboriginal & Environmental Interpretative activities, with recommendations that these activities be centred on the existing Northam Visitors Centre. Through a consultative process, the design concept for the Centre has been prepared. The design of the Centre allows for a new structure to be constructed adjacent to the existing Visitors Centre and connected by an internal bridge.

Aboriginal & Environmental Interpretative Project Funds	
National Stronger Regions Fund	\$2.1m
Lotterywest	\$2.0m
Wheatbelt Development Commission	\$300,000
Royalties for Regions	\$250,000
Shire of Northam	\$1.10m *plus a commitment to ongoing operational costs of the Centre



## SHIRE OF NORTHAM REQUIREMENTS

<p><b>Management of the Centre</b></p> <p>The Shire of Northam will be responsible for the management of the AEIC initially. This is viewed as critical given the projections are that the AEIC will run at a substantial loss in the first years of operation. While this is the case it is the strategy of Council and the Balardong Goord Boodja Council to use the first three years as a consolidation period to establish the systems, processes and procedures for the centre and build on its popularity as the preeminent Aboriginal Cultural experience in the Region.</p> <p>In 2021, the Shire of Northam, in consultation with the First Nation Representative Group, will review the proposed existing structure to ensure it remains the most appropriate for the Centre and the Aboriginal Community moving forward. This assessment will be based on the following criteria;</p> <ol style="list-style-type: none"> <li>Capacity of the the Balardong Goord Boodja Council to undertake a Management role for the Centre acting in the best interests of the Shire of Northam Community;</li> <li>Financial sustainability of the Centre – ensuring any change in Management structure will not adversely financially impact the Shire of Northam;</li> </ol> <p>The assessment will be undertaken by an suitably qualified and independent organisation, appointed by the Shire of Northam. While the independent organisation will provide a report with recommendations the Shire of Northam will make the final determination on the future management of the Centre.</p> <p>It is proposed that from 2021 The Balardong Goord Boodja Council will manage</p>	<p><b>Local Aboriginal Products, Retail and Sales</b></p> <ul style="list-style-type: none"> <li>Develop, Create and promote local First Nation products and maximising sales and profits</li> </ul> <p><b>Marketing and Promotions</b></p> <ul style="list-style-type: none"> <li>Market and promote First Nation culture and tourism experience</li> </ul> <p><b>Tours and Visitors Experience</b></p> <ul style="list-style-type: none"> <li>Enhance and implement First Nation tourism through presentations, guided tours, interactive hands on activities for visitors and tourist</li> </ul> <p><b>Small Business Incubator and Volunteer support</b></p> <ul style="list-style-type: none"> <li>Promote and provide, coaching, mentoring and support for First Nation enterprises and First Nation volunteer group</li> </ul> <p><b>First Nation Art Exhibition, Collection and Display</b></p> <ul style="list-style-type: none"> <li>Promote, display and manage traditional and contemporary works</li> </ul> <p><b>Cultural Competency Training</b></p> <ul style="list-style-type: none"> <li>Create, and facilitate cultural competency to showcase traditional dance, language and history</li> </ul> <p><b>First Nation Protective Areas &amp; Land Acquisition</b></p> <ul style="list-style-type: none"> <li>Implementation of program to undertake cultural heritage for sites of significance</li> <li>First Nation managed and control</li> </ul>
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Ngarraginy  
Management Plan



Ngarraginy Cultural Centre and work in accordance with Shire of Northam policies including all other relevant Federal and State legislation and guidelines.

The 'Gogolya' Avon River is registered as an Aboriginal Heritage Site of significance with Department of Aboriginal Affairs, along with a number of specific sites within the Shire of Northam.

The Ngarraginy Mission Statement is:

**"To protect, promote and enhance the traditional ecological knowledge and First Nation experience in the Avon River region"**

All Shire of Northam facilities and amenities require a strategic, operational and management plans.



*First Nation experiences provide a greater opportunity to grow tourism in Avon River region*

**STRATEGIC POLICIES**

**Organisational Management and Governance**

- Implementation of systems, processes and procedures for Centre



## GUIDING NGARRAGINY MANAGEMENT

### THE VISION

The vision guiding the management of Ngarraginy is:

**“For Ngarraginy to be identified as a world recognised Aboriginal experience and Aboriginal tourist destination in the south west of Australia”**

### LONG-TERM OBJECTIVE

The long term objective for Ngarraginy is:

**“To control and manage First Nation lands and commerce through cultural sustainable practices in the Avon River region”**

### PRINCIPLE MANAGEMENT OBJECTIVE

The principal management objective for Ngarraginy is:

**“To ensure that Ngarraginy is well managed and financially viable, and that cultural activities, consistent with First Nation worldview and traditional ecological knowledge”**

### MANAGEMENT CATEGORIES

Eight (8) management categories are based on the functions of the Ngarraginy as follows:

- Organisational Management and Governance
- Local Products, Retail and Sales
- Marketing and Promotions
- Tours and Visitors Experience
- First Nation Small Business Incubator and Volunteer support
- First Nation Art Exhibition, Collection and Display
- Cultural Competency Training
- First Nation Protective Areas & Land Acquisition & Control



### TRADITIONAL NYOONGAR MANAGEMENT

We define traditional First Nation management as the way in which First Nation regulated 'birrdwa or law'.

It regulated the social, economic, cultural and spiritual relationships between the spirit and physical worlds.

### PURPOSE OF TRADITIONAL NYOONGAR MANAGEMENT

- Regulate the secular and sacred law for the people law (birrdwa)
- It provided care and protection for the people (moord)
- It allowed the (Elders) the custodians of the law (birrdeya) to manage the ancient code
- It encompassed ancient philosophy, knowledge, worldview (gaadidjiny)

### PERFERRED MODEL

The preferred model for Ngarraginy is for strong organisational management with effective governance that incorporates traditional knowledge and modern practices.

## FIRST NATION PARTICIPATION

### OUR PEOPLE

The First Nation people from the south west region of Australia are referred to as the Nyoongar and often called the grey kangaroo people.

The origins of the Nyoongar people is told in the dreamtime story black swan sisters that came from the north and migrated and settled in this region.

### TRADITIONAL VOICE

Traditionally knowledge was passed down from one generation to another explaining our worldview and way of life.

### MANAGEMENT & OVERSIGHT OF THE PROJECT

Shire of Northam undertook the key responsibility to manage and oversee the project. The formation of the First Nation Representative Group was the first critical decision made by Council.

The challenge of maintaining consistency throughout the project was addressed with realisation that the Shire of Northam plays a significant role in redress, healing and in becoming an advocate for First Nation people.

Shire of Northam support will include the development of a Reconciliation Action Plan with aim to link Shire of Northam operations with Ngarraginy objectives.

### DESIGN APPROACH

The Shire of Northam in partnership with First Nation representative group discussed themes, ideas, concepts required within the centre.

After much sampling the design report was prepared with assistance from Iredale Pedersen Hook.

### SITE ACQUISITION

Acquisition of land for Ngarraginy occurred in 2017.

### DESIGN FRAMEWORK

The approach to the framework of Ngarraginy was based on Aboriginal terms of reference based on principles of respect and consensus.

### TIMEFRAME

The Ngarraginy Cultural Centre will be built by March 2018 this will commence the initial First Nation culture and tourism strategy for the Avon River region.



*Today, our goal is to create a strong regional voice to drive the Aboriginal culture and tourism product in the Avon River Region.*



Ngarraginy  
Management Plan

## ARCHITECH DESIGN

Figure 1

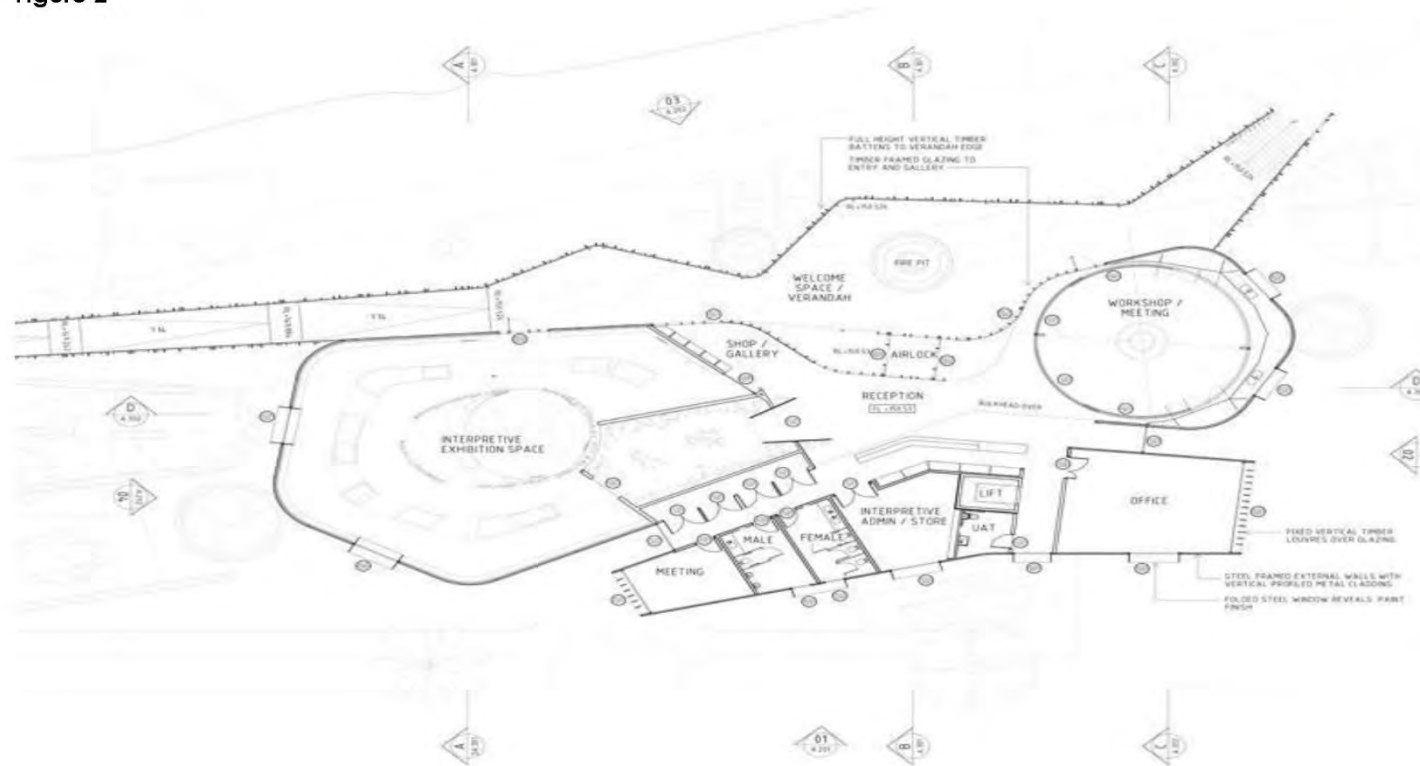


Ngarraginy  
Management Plan



## FLOOR PLANS

Figure 2



## ORGANISATIONAL MANAGEMENT & GOVERNANCE

An organisational management and Governance strategy encompasses systems, controls and mechanisms required for organisations. Many of these activities relate to Government compliance and regulations including policies and procedures, operational and strategic documents.

### Priorities for next five years

- Develop tourism management plan structure based on policies, programs, actions and decisions
- Create the Ngarraginy management to oversee centre and First Nation capacity building in the Avon River region
- Develop a plan for Occupational Health & Safety (OH&S) and Financial and Risk Management and other relevant documents
- Integrate outcomes from Ngarraginy management plan, First Nation entrepreneurs, volunteers, research and surveys into management strategies
- Monitor and evaluate visitors use patterns and behavior to ensure effective service delivery

### Future directions and strategies

- Improve financial viability to create further opportunities
- Implementation of specific plans to manage and control centre operations



*The ancient law is handed down by the old people*



Ngarraginy  
Management Plan



**List of Policies**

Name of Policy	Shire Endorsed	Industry Approved
Office Hours		✓
Occupational Health & Safety	✓	
Artifacts & Collections		✓
Risk Management	✓	
Staffing, Selection, Recruitment, Professional Development	✓	
Volunteers	✓	
Small Businesses	✓	
Hire of Room	✓	
Retail, Pricing		✓
Tour Operators		✓
Marketing & Promotion	✓	
Governance Committee	✓	
Incident Reports	✓	
Monitoring & Review	✓	
Agreements	✓	
Cultural Facilitators (Tour Guides)	✓	
Cultural Awareness	✓	
Administrative Procedures	✓	

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 Management Plan



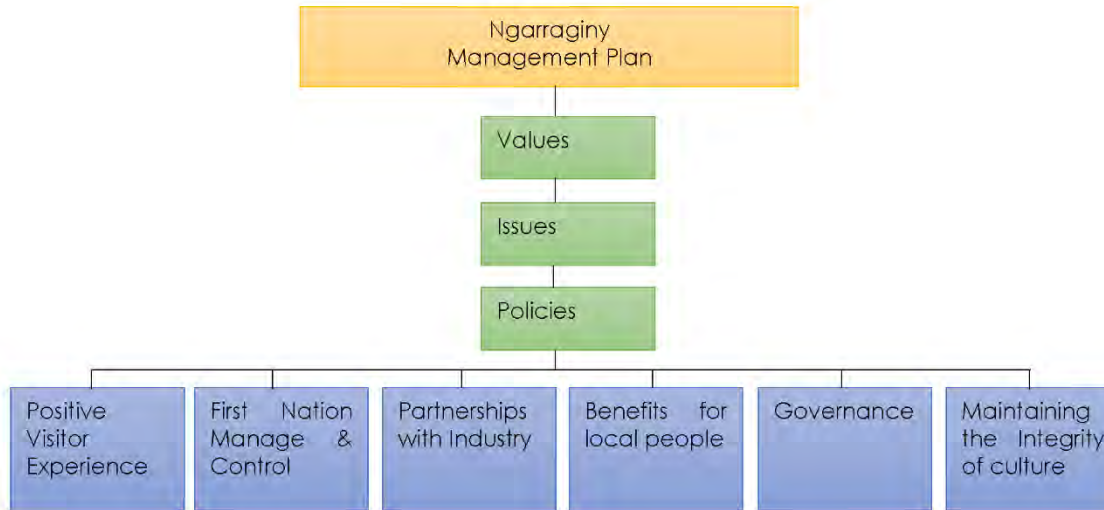
Ngarraginy	Commercial		Government	Not for Profit
Exhibition Space 2017/ 2018 Financial Year Hire Fees  All bookings must align with Centre objectives	Full Commercial	Commercial with Community Benefit	Government Departments within Western Australia	Groups which do not generate a profit from the intended hire and provide a community benefit from the activity
<b>Daily Rate Inc GST</b>	<b>0%</b>	<b>40%</b>	<b>40%</b>	<b>65%</b>
Costings <b>Full day</b>	\$100.00	\$75.00	\$100.00	\$50.00
<b>Half Day</b>	\$55.00	\$45.00	\$65.00	\$35.00

Free Hire
Traditional foods & Medicine
Traditional Dance
Traditional Language
Art Exhibition
Art Workshops
Screen-printing workshops
Cultural Awareness training

Ngarraginy  
 Management Plan



**Table 3**  
 The structure of the Ngarraginy Management Plan is summarised in the following diagram:



**Values**

The purpose of stating the values at the beginning of the plan is to embed traditional values to benchmark and reduce mitigation.

**Issues**

The challenge of Ngarraginy and the Shire of Northam is how it maintains its relationship with traditional owners. The intention must extend further with efforts to address access to restricted language and cultural material, acquisition and access to land, First Nation place names, site identification and works to enhance the First Nation culture and tourism experience.

**Policies**

The Ngarraginy Management Plan exists within the overarching structure of the Centre.



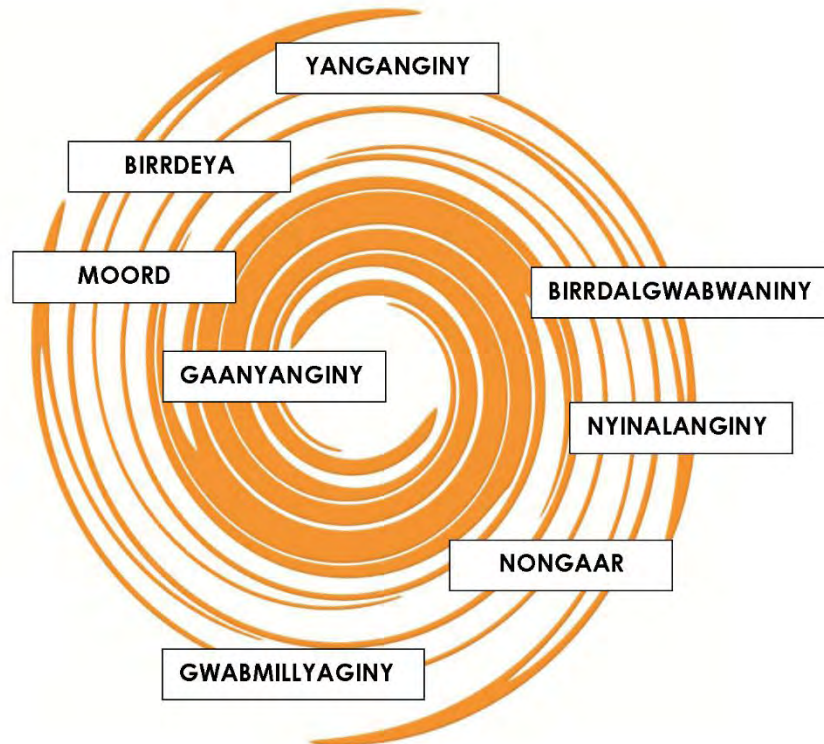
Ngarraginy  
Management Plan




**Table 4**  
**Values of First Nation-Centred Culture and Tourism**

Theme	Principles	Outcomes
<b>Gaanyanginy</b> (soul, spirit, state of being spiritual)	-Expressing the spiritual element in the product and in the service delivery	-recognition and control of spiritual values
<b>Moord</b> (relationships, kinship)	-Participating in First Nation self-determined tourism development -Entering into a <u>Moord</u> tourism network	-safe environment -cultural identity and sense of belonging
<b>Birdeya</b> (custodian of the law)	-Carries out responsibilities of care and protection of sites, stories and history	-carrying out cultural obligations for caring for country -acknowledging traditional ecological knowledge
<b>Yanganginy</b> (thanking, appreciation, hospitality)	-Sharing the dreaming -Welcome to country	-recognition of First Nation traditional custom, ritual and manners when interacting with visitors and guest on country
<b>Birrdalgwabwaniny</b> (making the path right, self-determination)	- manage and control First Nation tourism development, commercial & economic independence	-protection and integrity of the First Nation tourism product -determination of authenticity of First Nation tourism product -control and management of centre
<b>Nyinalanginy</b> (sitting together, solidarity, unity)	-creating partnerships with industry, Government and funding bodies -strategic partners to create a shared vision	-sense of purpose and vision with relevant stakeholders -enhancing First Nation tourism opportunities
<b>Nongaar</b> (Don't, wrong path)	-addressing both First Nation and non-First Nation accountabilities and responsibilities	-incorporating traditional and modern day practices
<b>Gwabmiilyaginy</b> (Better future, better outcomes)	-key performance indicators and plans that measures the First Nation cultural and tourism aspirations	-integrated measurement system that maximises efficiency and addresses key areas

**Table 3**  
**First Nation -centred Culture and Tourism – Traditional worldview ‘Gaadjiny’ Values**

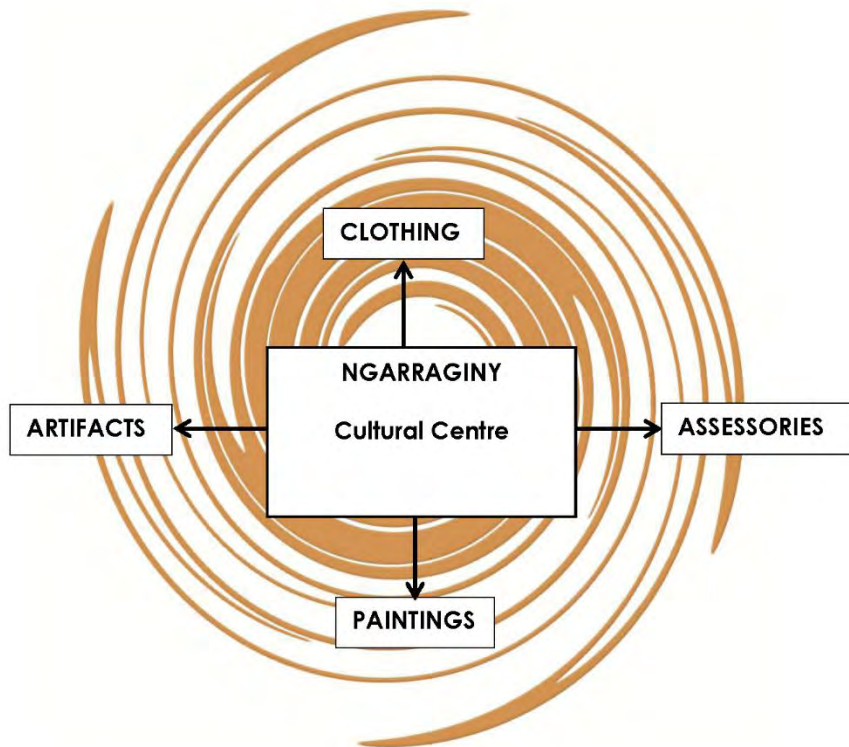


**LOCAL ABORIGINAL PRODUCTS, RETAIL & SALES**

<p>Local First Nation products, retail and sales strategies focuses on coaching and mentoring local Aboriginal businesses.</p> <p><b>Priorities for next five years</b></p> <ul style="list-style-type: none"> <li>• Secure equipment to undertake work required to commence local products and branding</li> <li>• Implement partnerships and funding arrangements with Australian Government to stimulate Aboriginal economy</li> <li>• Encourage First Nation entrepreneurs in developing ideas and implementing business</li> <li>• Implement online sales targeting national and international buyers whilst maximising sales and profits</li> <li>• Coaching and mentoring First Nation businesses to upskill and compete in the market</li> <li>• Develop, Create and promote local First Nation products that showcase the artists and culture specific to Avon River region</li> <li>• Create First Nation artists group</li> <li>• Participate in expos, art exhibitions and conferences specific to arts and culture</li> </ul>	<p><b>Future directions and strategies</b></p> <ul style="list-style-type: none"> <li>• First Nation brand to be nationally recognised</li> <li>• Improve financial viability to create further opportunities</li> <li>• Implementation of specific plans to protect and enhance First Nation culture, language, history and identity</li> </ul> <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center;"><i>If the bush is our supermarket; then we have an opportunity to share our foods and medicines</i></p>
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**Table 4**  
**Potential Products – local branding**



## MARKETING & PROMOTIONS

Market and promote First Nation culture and tourism experience through the creation of approved flyers, posters and word of mouth

### Priorities for next five years

- Local artists to create the promotional material and provide the artwork required to market the centre
- Develop marketing and promotional strategies for centre
- Undertake appropriate documentation on operational, financial management and programming
- Develop a plan for Occupational Health & Safety
- Integrate outcomes of Ngarraginy Council, Aboriginal entrepreneurs, volunteers, research and surveys into management strategies
- Monitor and evaluate visitors use patterns and behavior to ensure effective service delivery


### Future directions and strategies

- Improve financial viability to create further opportunities
- Implementation of specific plans to protect and control First Nation culture



*At the proper time, we see the seasons change and new foods come alive*

**TOURS & VISITORS EXPERIENCE**

<p>Enhance and implement First Nation tourism through presentations, guided tours, interactive hands on activities for visitors and tourist</p> <p><b>Priorities for next five years</b></p> <ul style="list-style-type: none"> <li>• Provide authentic First Nation cultural experience</li> <li>• Develop local own business selling local products</li> <li>• Create competition, diversity and professionalism in the tourism industry</li> <li>• Stimulate the Western Australia tourism economy</li> <li>• Create cultural and economic benefits for Nyoongar businesses</li> <li>• Encourage self-identification and ownership of business</li> </ul>	<p><b>Future directions and strategies</b></p> <ul style="list-style-type: none"> <li>• Delivery of quality authentic Aboriginal cultural experience</li> <li>• Adopt a partnership approach between industry and Government to grow the visitor economy</li> <li>• Build a vibrant, sustainable and profitable industry to deliver on the brand promise</li> <li>• Greater number of Nyoongar run tour operators delivering First Nation experience from traditional narrative and perspective</li> </ul>  <p><i>We are the custodians of waterways, the springs, the pools along the river, the rockholes, soaks and water trees</i></p>
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## SMALL BUSINESS INCUBATOR & VOLUNTEER SUPPORT

Promote and provide, coaching, mentoring and support for First Nation enterprises and Nyoongar volunteer group

### Priorities for next five years

- Opportunity to perform
- Aboriginal capacity to be acknowledged and valued
- Coordinated approach to attracting funding
- Importance of commercial competitiveness of Nyoongar businesses
- Supporting businesses in a competitive environment
- Professional development and cross cultural awareness capacity
- Difficulty accessing supply chain
- Tough business environment

### Future directions and strategies

- Maintaining joint venture relationships
- Improve financial viability to create further opportunities
- Implementation of specific plans to protect and control First Nation culture




*Sharing the dreaming is caring for country*

**ABORIGINAL ART EXHIBITION, COLLECTION & DISPLAY**


<p>Our cultural landscape is ancient; we strive to promote our First Nation culture, our identity, history and story. The exhibition and display to how we showcase it and how we manage our Traditional artifacts</p> <p><b>Priorities for next five years</b></p> <ul style="list-style-type: none"> <li>• Valuing and elevating our First Nation culture</li> <li>• An innovated vision for managing First Nation culture and heritage</li> <li>• Facilitate development and planning applications for art and cultural spaces and initiatives</li> <li>• Promoting the distinct culture of the First Nation people</li> <li>• Establish a cultural festival and events umbrella</li> <li>• Develop a public art plan</li> <li>• Seek out opportunities to build culture into our key infrastructure projects and bring First Nation art to the forefront</li> <li>• Attracting and retaining First Nation artists and creative industries</li> </ul>	<p><b>Future directions and strategies</b></p> <ul style="list-style-type: none"> <li>• Investing in our creative future</li> <li>• Working with private enterprise to support cultural development</li> <li>• Exhibitions and displays showcasing innovation and contemporary art</li> <li>• Technology transforming arts and culture</li> <li>• Cultural economy plan through creative enterprise</li> <li>• Custodians of the Avon River identity, stories and history</li> </ul>  <p><i>Ancient culture, driven by a new opportunity</i></p>
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## CULTURAL COMPETENCY TRAINING

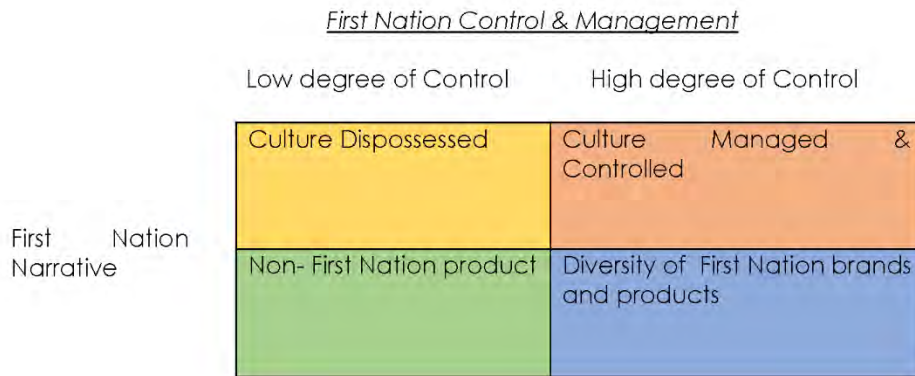
<p>Create, and facilitate cultural competency to showcase traditional dance, language and history</p> <p><b>Priorities for next five years</b></p> <ul style="list-style-type: none"> <li>- Enhance the workplace through cultural competency training to internal staff and external clients</li> <li>- Implementation of traditional knowledge, language, ceremony, and dance</li> <li>- Create relevant workplace documents, DVDs and material to support specific projects</li> <li>- Specific projects designed to enhance the cultural experience for visitors</li> <li>- Control of business and control of interpretation of the product</li> <li>- Control of business and of the First Nation cultural product</li> <li>- Explicit First Nation cultural experience or interpretation</li> <li>- First Nation values in the business and an explicit cultural product</li> <li>- Wide perspective of business and product, benefits to First Nation people and culture</li> </ul>	<p><b>Future directions and strategies</b></p> <ul style="list-style-type: none"> <li>• Continual cultural immersion</li> <li>• Continue to improve opportunities to enhance cultural competency training and professional development opportunities in the workplace</li> <li>• First Nation positioning to manage and control the training segment within Ngarraginy</li> </ul>  <p><i>Defined by us which ensures the integrity of our ancient way</i></p>
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**INDIGENOUS PROTECTIVE AREAS &  
 LAND ACQUISITION**

<p>Implementation of IPA program to undertake cultural heritage for sites of significance. To create First Nation control lands through acquisition of land, participatory and joint management of Reserves, National Parks and special places</p> <p><b>Priorities for next five years</b></p> <ul style="list-style-type: none"> <li>• Implementation of specific plans to protect and control First Nation sites of significance</li> <li>• Create product development and tours in National Parks and Reserve land</li> <li>• Audit First Nation sites of significances to undertake site protection works</li> <li>• First Nation rangers to facilitate awareness and education to visitors to sites of significances</li> <li>• Create arrangements with First Nation lands to support the developed of sites to promote local culture and history</li> <li>• Develop new recreational park-based events (e.g. concerts, festivals) products (e.g. bush hikes, mountain biking, horse riding, camel rides, 4WD tracks)</li> </ul>	<p><b>Future directions and strategies</b></p> <ul style="list-style-type: none"> <li>• Management of Ngarraginy to be mandated to manage and protect First Nation sites located outside of Northam</li> <li>• Management of Ngarraginy is also intricately linked to towns along the Avon River region</li> </ul> <div data-bbox="852 862 1254 1249" data-label="Image">  </div> <p><i>First Nation tourism enhances traditional ecological knowledge and cultural sustainability practices</i></p>
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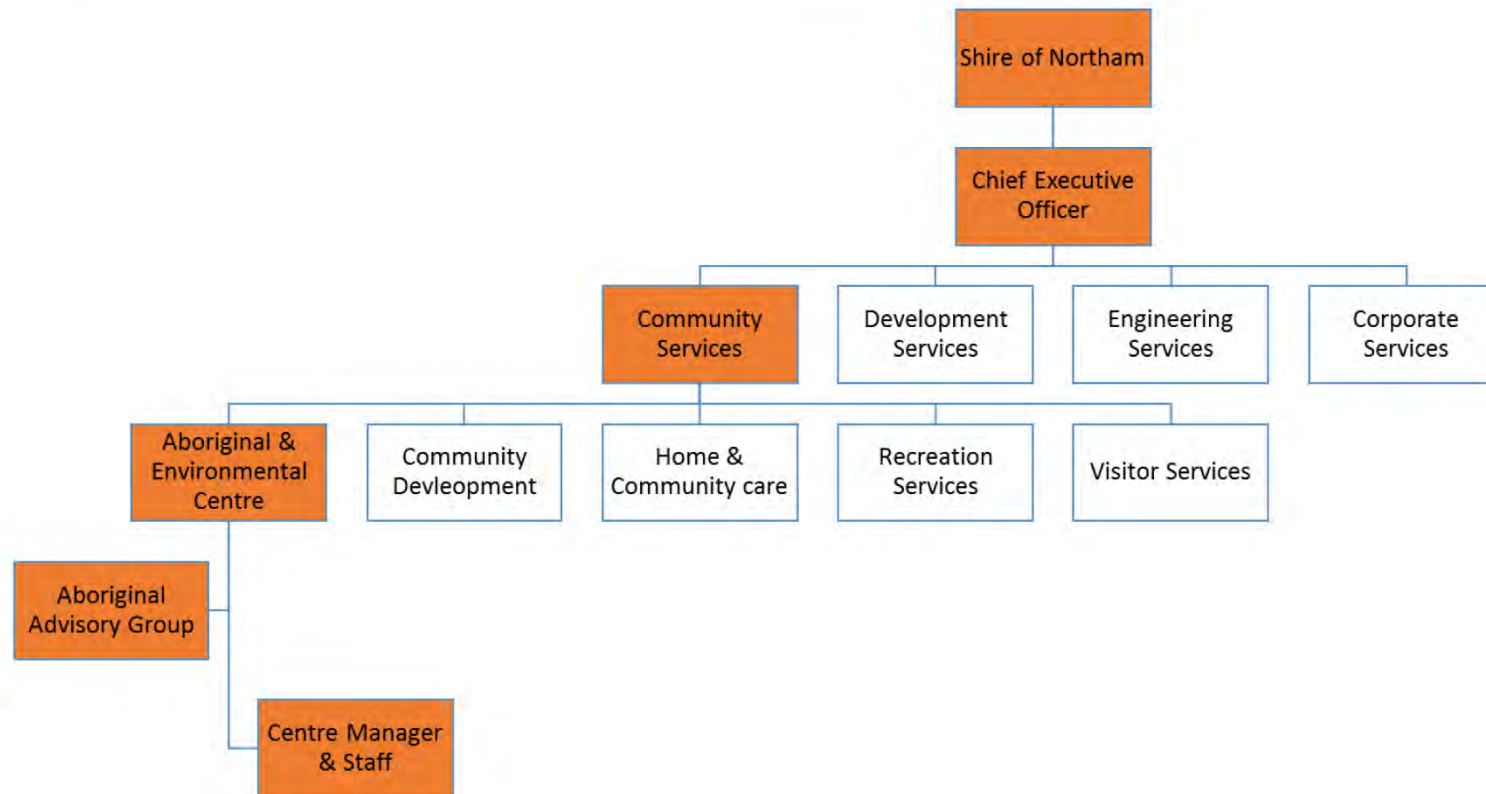
**FIGURE 5**  
**First Nation Tourism in the Avon River region**



**FIGURE 6**  
**First Nation Tourism in the Avon River region**

L E V E L  O F  C O N T R O L	First Nation tourism business (First Nation ownership and/or control)	First Nation bush survival hike operator with no First Nation culture  First Nation owned and operated B&B with no First Nation culture	First Nation owner and operated guided bush walks with Aboriginal interpretation  First Nation interpretator on eco-tourism ventures  First Nation canoe adventures along river
	Non-Aboriginal tourism business (Nyoongar ownership and/or control)	Non- First Nation tour company  <u><b>Non- First Nation tourism</b></u>	Non- First Nation bus tour company with First Nation interpretation of places by non- First Nation tour guide  <u><b>Non- First Nation owned cultural centre selling First Nation culture</b></u>





Ngarraginy  
Management Plan



A Four (4) Year forecast operational budget has been prepared as per the Shire's Long term Financial Plan.

<b>AEIC 4 Year Forecast</b>				
<b>OPERATING EXPENDITURE</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Salaries & Wages	115,956	218,275	224,823	231,568
Superannuation	10,747	20,462	21,076	21,708
Staff Costs	8,100	8,343	8,593	8,851
Office Expenditure	4,000	10,000	10,300	10,609
Subscriptions		515	530	546
Other Expenses	19,000	4,200	4,326	4,456
Utilities	3,000	10,000	10,300	10,609
Stock Purchases	20,000	20,600	21,218	21,855
Consumables	1,000	5,000	5,150	5,305
Building Maintenance	4,000	4,000	4,120	4,244
Bus Tours	1,000	5,000	5,150	5,305
Art Works Commission	6,000	6,180	6,365	6,556
Marketing & Promotion	10,000	10,300	10,609	10,927
Depcn - AEIC	N/A	N/A	N/A	N/A
Administration Allocation	N/A	N/A	N/A	N/A
<b>OPERATING INCOME</b>				
Hire Of Conference Rooms	(1000)	(2,000)	(2,060)	(2,122)
Entry Fees	(12,000)	(36,000)	(37,080)	(38,192)
Sale Merchandise	(7,500)	(25,000)	(25,750)	(26,523)
Art Work Sales	(5,000)	(15,000)	(15,450)	(15,914)
Art Works Commission	(1,000)	(3,000)	(3,090)	(3,183)
Other Income	(20,000)	(20,000)	0	0
<b>Total Net Expenditure</b>	<b>157,803</b>	<b>221,875</b>	<b>249,131</b>	<b>256,605</b>

#### 12.5.4 Sewer Replacement Costs –Council contribution

<b>Address:</b>	44 Peel Terrace, Northam
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	A14137
<b>Reporting Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Voting Requirement</b>	Simple Majority

#### BRIEF

The Water Corporation are undertaking some Sewer Replacement works in the vicinity of the Northam Recreation Centre. The replacement works included replacement of a section under the car park at Northam Recreation Centre, in the proposed location of the swimming pool. The Water Corporation have proposed -to divert the sewer line around the swimming pool site as part of these works, and have asked Council to share the costs of the diversion works.

#### ATTACHMENTS

Attachment 1: Proposed sewer works plan.

#### BACKGROUND / DETAILS

The Water Corporation are undertaking some Sewer Replacement works in the vicinity of the Northam Recreation Centre. The replacement works included replacement of a section under the Recreation Centre carpark, and the proposed location of the Swimming Pool. Officers met with Water Corporation staff onsite to discuss the works, and as a result of the meeting Water Corporation have proposed an alternative to divert the sewer line around the proposed swimming pool site as part of these works.

The cost for the proposed works is as follows:

Sewer works with no diversion:	\$77,218.70
Sewer works diversion additional costs:	\$94,567.91

Water Corporation have proposed to the Shire that they are willing to undertake the diversion as part of the current works, with the Shire contributing 50% of the cost, estimated at up to \$50,000.

Water Corporation have requested that Council makes a decision quickly so that works can be scheduled.



## CONSIDERATIONS

### Strategic Community / Corporate Business Plan

Objective: C3-Provide active and passive recreation facilities and services

Strategy: C3.1-Develop, maintain and support appropriate recreation facilities within the Shire

### Financial / Resource Implications

The major financial implication with not accepting the proposal is that for the works to be carried out at a later time, the Shire would be asked to cover the full cost, currently approximately \$95,000.

### Legislative Compliance

Nil.

### Policy Implications

Nil.

### Stakeholder Engagement / Consultation

Officers have met with Water Corporation staff in regard to this project

### Risk Implications

If Council decides not to support part funding of the realignment, it will ultimately cost additional funds to get the works done at a later date. There is also a risk that scheduling of the works to align with any Council projects could prove difficult.

## OFFICER'S COMMENT

Officers believe that agreement to fund half of the sewer works realignment should be endorsed.

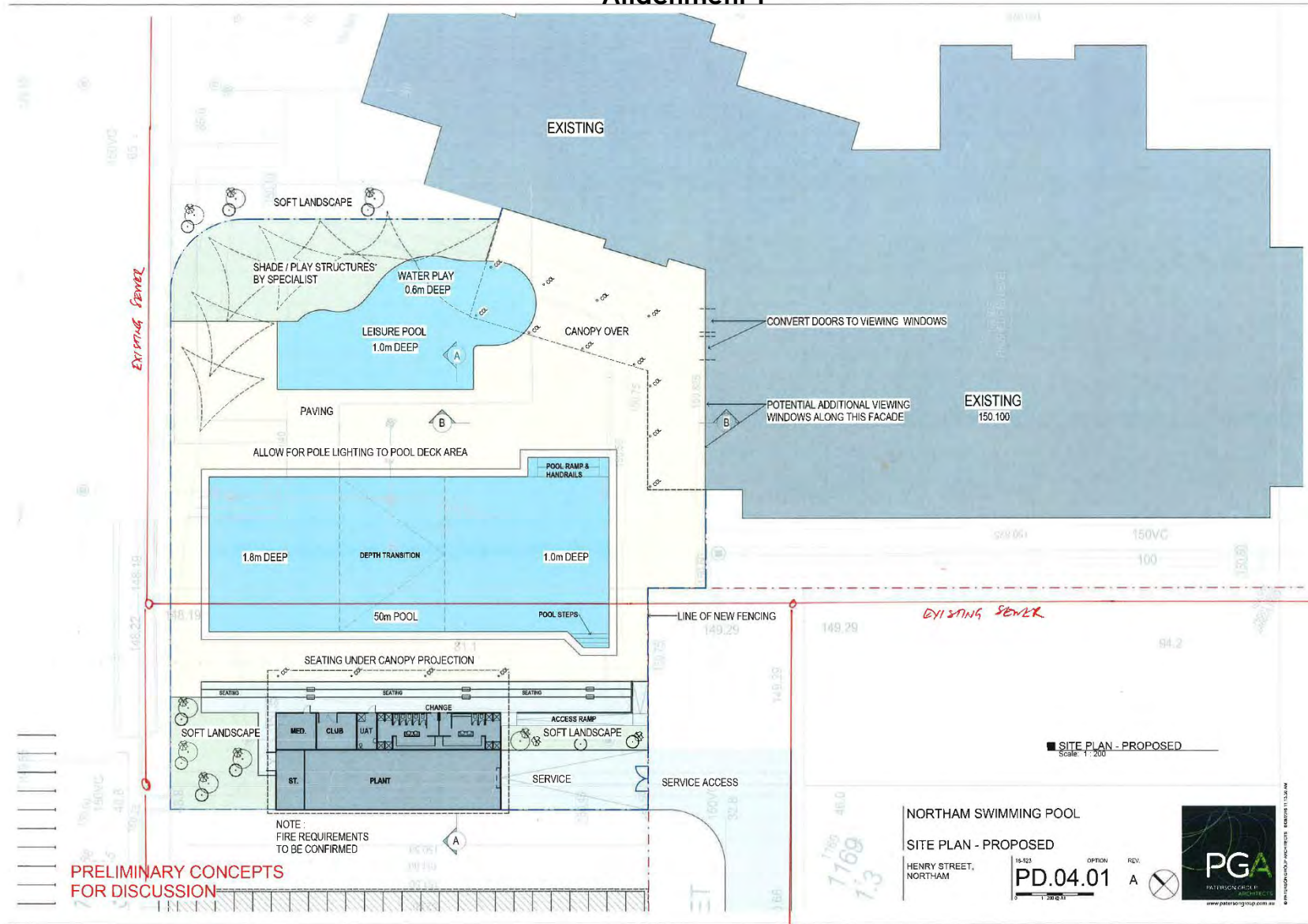
By not doing the works now, the cost of relocating this service will need to be funded separately, or included as part of the costs for the proposed swimming pool construction on that site.

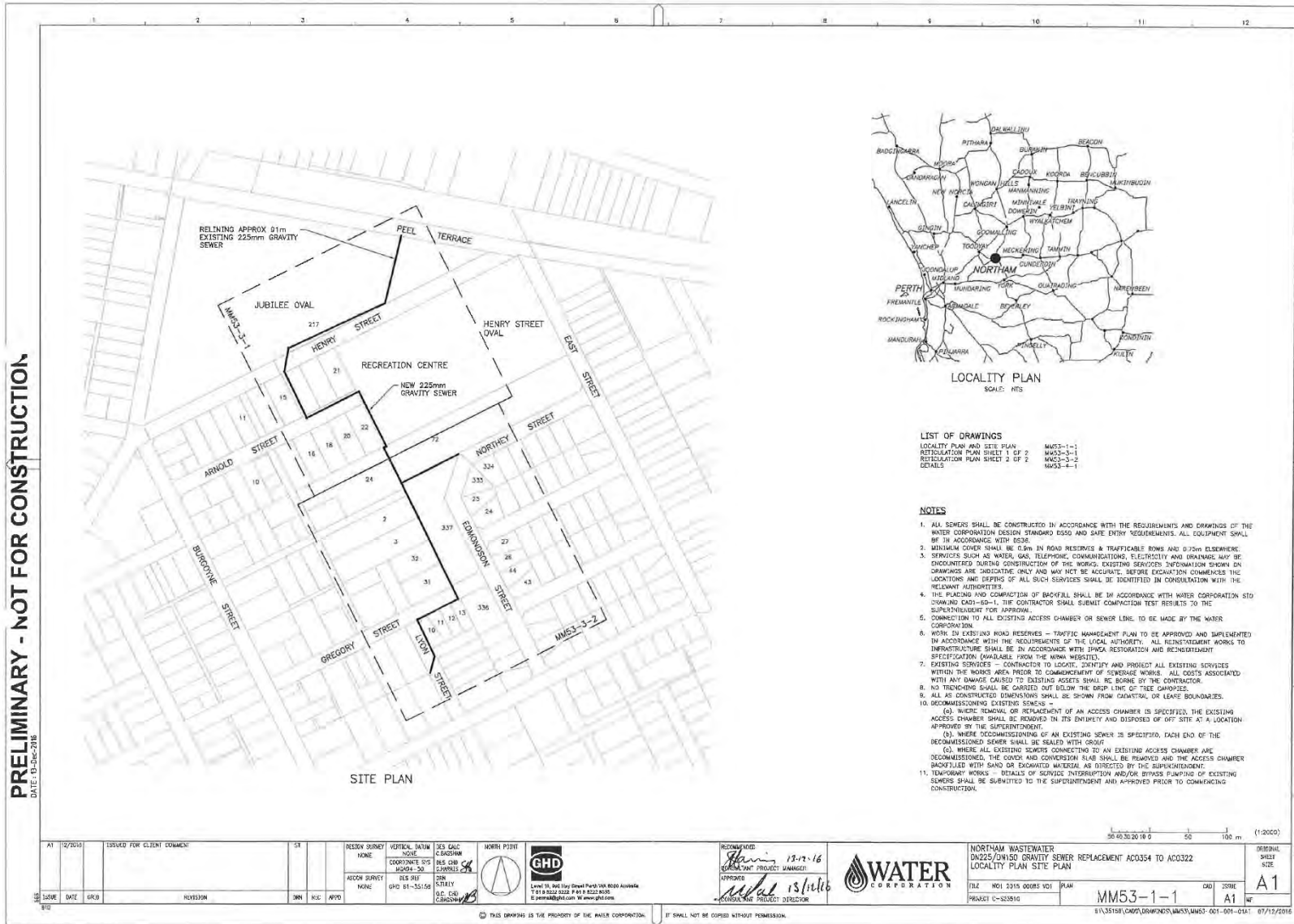
## RECOMMENDATION

### That Council:

1. Endorse the proposal to share the costs of the sewer line realignment at Northam Recreation Centre to accommodate the proposed development of the Swimming Pool; and
2. Lists \$50,000 in the draft 2017/18 budget to undertake the works.

Attachment 1







### 13. MATTERS BEHIND CLOSED DOORS

Nil.

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

#### 14.1 BUDGET CONSIDERATION LIST – SPENCERS BROOK KERBING AND STREET LIGHTING

##### **MOTION**

**Moved: Cr Williams**

**That Council request the Chief Executive Officer to place the provision of kerbing and street lighting for the major intersections in Spencers Brook as identified in Attachment 1 on the 2017/18 Budget Consideration list.**

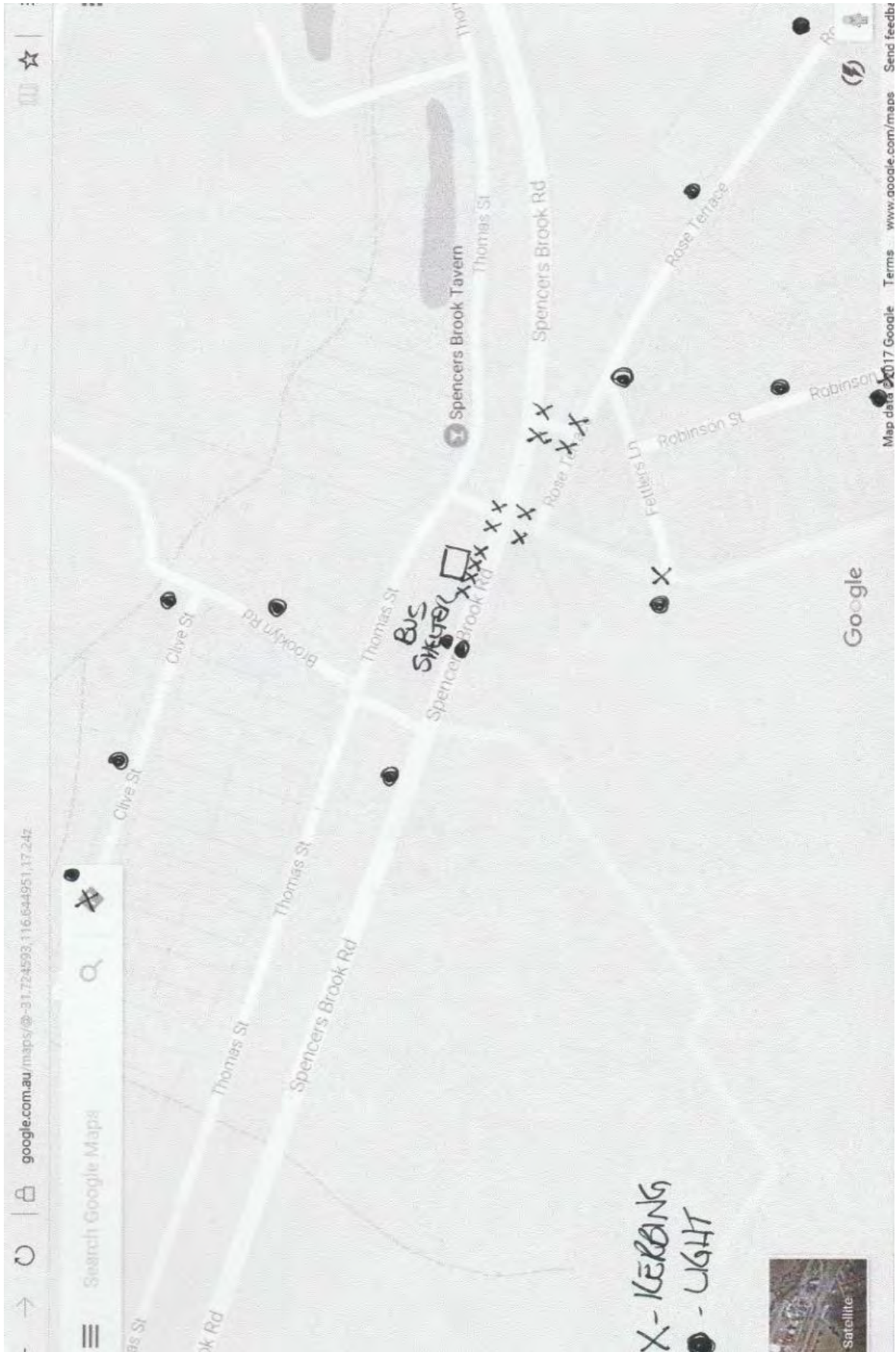
##### **Background:**

This item has been submitted by Cr Williams for inclusion on the 2017/18 budget consideration list. The areas proposed have been marked on the attached map of Spencers Brook. It is requested that these areas be considered for kerbing and street lighting for the major intersections in the locality. Both of these have been requested by the Spencers Brook residents and Progress Association for a number of years, due to safety concerns for both vehicular road users and pedestrians.

##### **Officer's Comment:**

Should Council endorse the Motion staff will require sufficient time to seek confirmed quotation from both Western Power and civil contractors to provide Council with a detailed costing for inclusion in the 2017/18 Annual Budget.

Attachment 1



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

**16. DECLARATION OF CLOSURE**