



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

18 December 2019



NOTICE PAPER
Ordinary Council Meeting
18 December 2019

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 18 December 2019 at 5:30pm.

There will be a Forum meeting held in the Council Chambers on 11 December 2019 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Chadd Hunt
Acting 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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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

Shire President
 Deputy Shire President
 Councillors

C R Antonio
 J E G Williams
 M I Girak
 A J Mencshelyi
 D Galloway
 C P Della
 T M Little
 R W Tinetti
 M P Ryan
 S B Pollard

Staff:

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

C B Hunt
 C D Kleynhans
 R P Rayson
 C J Young
 A C McCall
 C F Greenough

2.1 APOLOGIES

Councillor
 Chief Executive Officer

T M Little (Forum only)
 J B Whiteaker

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)

| <u>Visitations and Consultations</u> | |
|---|---|
| 22/11/19 | Avon-Midland Country Zone Meeting - Dalwallinu |
| 25/11/19 | MMM Fortnightly Radio Interview |
| 25/11/19 | Avon Community Development Foundation Speech - Northam |
| 28/11/19 | Regional Capitals Alliance Meeting - Perth |
| 30/11/19 | Rotary Auction - Northam |
| 02/12/19 | AROC Meeting - Toodyay |
| 02/12/19 | Regional Innovation Showcase – Perth Town Hall |
| 03/12/19 | President's end of year Cocktail event - Perth |
| 04/12/19 | St Joseph's School 2019 Annual Presentation Night |
| 05/12/19 | International Volunteer Day 2019 event - Northam |
| 05/12/19 | Over 60's Christmas Luncheon |
| 05/12/19 | Northam Chamber of Commerce Business After Hours |
| 06/12/19 | MMM 25 Hour Straight Fundraiser Radio Show |
| 07/12/19 | Lions Community Markets |
| 07/12/19 | Northam RSL Sub-Branch Christmas Function |
| 07/12/19 | Bakers Hill Community Christmas Fair |
| 09/12/19 | MMM Fortnightly Radio Interview |
| 10/12/19 | Forget me not café event - Northam |
| 11/12/19 | Silver Wings Community Christmas Lunch |
| 12/12/19 | West Northam Primary School Presentation and Awards Night |
| 13/12/19 | Christmas on Fitzgerald's event |
| 14/12/19 | SES Award Ceremony - Buckland |
| 14/12/19 | Grass Valley Christmas Tree |
| 16/12/19 | Voice of the Avon Radio Interview - York |
| 16/12/19 | Northam Primary School end of Year Awards |
| 17/12/19 | Avonvale Primary School - Year 6 Graduation Ceremony |
| 18/12/19 | WALGA Executive Visit - Northam |
| <u>Upcoming Events</u> | |
| 21/12/19 | Southern Brook Christmas Party |
| 23/12/19 | MMM Fortnightly Radio Interview |
| 25/12/19 | Christmas Day |
| 26/12/19 | Boxing Day |
| 31/12/19 | New Year's Eve |
| 01/01/20 | New Year's Day |
| 02/01/20 | Northam Chamber of Commerce Business After Hours |
| 04/01/20 | Lions Community Markets |
| 06/01/20 | MMM Fortnightly Radio Interview |

| | |
|----------|------------------------------------|
| 14/01/20 | Forget me not café event - Northam |
| 20/01/20 | MMM Fortnightly Radio Interview |

Operational Matters:

Festive Season

Christmas and New Year are just around the corner, and I'm sure that many people will take the time to celebrate with workmates, friends and family. Please remain safe, and where needed, appoint a "Designated Driver". I want to see everyone safe into the New Year.

Meeting Dates and Locations for 2020

At a recent Council Meeting, we set the dates and locations for the Forum and Ordinary Council Meetings for 2020. Once again, these meetings will be held over various locations in the Shire, including Wundowie, Bakers Hill, Grass Valley and Southern Brook.

Prohibited Burning Period

As we are currently in the Prohibited Burning Period, no burning is permitted within the Shire of Northam. For all people, please ensure that you are bushfire ready.

Strategic Matters:

The Northam Aquatic Facility sign is up, and the slides are constructed. This facility is very nearly completed. With the official opening in late January 2020, the next few weeks will be commissioning and training of staff. Congratulations to the Shire for making the decision to construct this facility and to the staff for the management of the project.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

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

8. APPLICATION FOR LEAVE OF ABSENCE

RECOMMENDATION

That Council grant Cr M Girak leave of absence from 23 December 2019 to 17 January 2019 (inclusive).

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 20 NOVEMBER 2019

RECOMMENDATION / COMMITTEE DECISION

Minute No:

Moved: Cr

Seconded: Cr

That the minutes of the Ordinary Council meeting held on Wednesday, 20 November 2019 be confirmed as a true and correct record of that meeting.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 DECEMBER 2019

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 11 December 2019.

9.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 27 NOVEMBER 2019

RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held Wednesday, 27 November 2019.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 4 DECEMBER 2019

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit and Risk Management Committee meeting held on 4 December 2019.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Appoint Cr Antonio as the elected Presiding Member
2. Accepts the minutes of the Audit Committee meeting held on 9 October 2019 be confirmed as a true and correct record of that meeting subject to the following amendment:
 - a) The reference to \$132,905 per capita being corrected to \$132,905 per 1000 (page 114).
3. Accepts the Audit Concluding Memorandum for the year ended 30 June 2019 for the Shire of Northam.

Attachment 1



Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

4 December 2019

Audit Committee Meeting Agenda
4 December 2019



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Audit Committee Meeting Agenda
4 December 2019



1. DECLARATION OF OPENING

The Acting Chief Executive Officer, Chadd Hunt declared the meeting open at 4.08pm.

2. ELECTION OF PRESIDING MEMBER

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

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

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

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.135

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council appoint Cr Antonio as the elected Presiding Member

CARRIED 3/0

3. ATTENDANCE

Committee:

Shire President
Councillors

Cr C R Antonio
Cr A J Mencshelyi
Cr S B Pollard

Staff:

Acting Chief Executive Officer
Executive Manager Corporate Services
Accountant
Governance / Administration Coordinator
Payroll Officer

C B Hunt
C J Young
Z Macdonald
C Greenough
J Grant

Guest:

Moore Stephens
Office of the Auditor General

G Godwin
A Lei

Audit Committee Meeting Agenda
4 December 2019



3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

4. DISCLOSURE OF INTERESTS

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

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD 9 OCTOBER 2019

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.136

Moved: Cr Mencshelyi
Seconded: Cr Pollard

That the minutes of the Audit Committee meeting held on 9 October 2019 be confirmed as a true and correct record of that meeting subject to the following amendment:

- The reference to \$132,905 per capita being corrected to \$132,905 per 1000 (page 114).

CARRIED 3/0

6. COMMITTEE REPORTS

6.1 SHIRE OF NORTHAM AUDIT REPORT

| | |
|----------------------|---|
| Address: | N/A |
| Owner: | N/A |
| Applicant: | N/A |
| File Reference: | 8.2.7.5 |
| Reporting Officer: | Executive Manager Corporate Services Colin Young |
| Responsible Officer: | Accountant Zoe Macdonald |

Audit Committee Meeting Agenda
4 December 2019



| | |
|---|-----------------|
| Officer Declaration of Interest: | Nil |
| Voting Requirement: | Simple Majority |
| Press release to be issued: | No |

BRIEF

For Council to consider and receive the Audit Concluding Memorandum Report for the year ended 30 June 2019 for the Shire of Northam.

ATTACHMENTS

Attachment 1: Audit Concluding Memorandum to for the year ended June 2019(confidential) - provided to Elected Members as a separate attachment to this agenda and minutes.

Attachment 2: Draft Financial Report for the year ended June 2019

Audit Committee Meeting Agenda
4 December 2019



BACKGROUND / DETAILS

The draft Financial Report for the year ended 30 June 2019 has been completed and presented to the Office of the Auditor General for audit. The audit was carried out on-site between 9th & 11th September 2019 with the draft Financial Report being ready for signoff on the 27th November 2019. Final signoff is expected to take place within 5 working days from the Auditor General's Audit Concluding Memorandum being presented to the Audit Committee.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

- Maintain a high standard of corporate governance; and
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

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

- Open, accountable and effective decision making.

Financial / Resource Implications

Nil, however, it is estimated that additional staff resources may be needed if the more extensive audit requirements are ongoing. It is estimated staff resources associated with the annual audit tripled this year.

Legislative Compliance

Local Government (Audit) Regulations 1996 Section 9A

CEO to provide documents to Auditor General carrying out financial audit

- (1) In this regulation — audit document means — (a) the strategic community plan as defined in the Local Government (Administration) Regulations 1996 regulation 19BA; or (b) the corporate business plan as defined in the Local Government (Administration) Regulations 1996 regulation 19BA; or (c) another plan or informing strategy specified by the Auditor General; or (d) another document specified by the Auditor General.
- (2) The CEO must provide a copy of an audit document to the Auditor General within 14 days after the Auditor General requests it for the purposes of a financial audit under Part 7 Division 3A of the Act.

Local Government Act 1995 Section 5.53 Annual Reports;

- (1) The local government is to prepare an annual report for each financial year.

Audit Committee Meeting Agenda
4 December 2019



- (2) The annual report is to contain -
- (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints;
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require; and
 - (j) such other information as may be prescribed.

Local Government Act 1995 Section 5.54 Acceptance of Annual Reports;

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Nil.

Audit Committee Meeting Agenda
4 December 2019



Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|--|---|---|
| Financial | N/A | N/A | N/A |
| Health & Safety | N/A | N/A | N/A |
| Reputation | N/A | N/A | N/A |
| Service Interruption | N/A | N/A | N/A |
| Compliance | The Report is to be presented to the Audit Committee annually in order to comply with relevant legislation | Low | There are processes in place to ensure compliance with relevant legislation |
| Property | N/A | N/A | N/A |
| Environment | N/A | N/A | N/A |

OFFICER'S COMMENT

This year was the first year the Shire of Northam was audited by the Office of Auditor General. The process was more rigorous and prolonged than was expected by finance staff.

This was compounded with the mandatory adoption of AASB 15 Revenue from Contracts with Customers, AASB 16 Leases and AASB 1058 Income of Not-for-Profit Entities.

The Office of Auditor General also made a ruling relating to monies held in trust, this resulted in the transfer of \$831,382 from Councils trust to Councils municipal fund.

The preparation of the Financial Report adopted methodology in calculating the asset consumption ratio has been updated to align with the Current Long-Term Financial Plan and Asset Management Plans and now better reflects the condition of Councils infrastructure. Subsequently this ratio has weakened slightly dropping from 0.56 to 0.53, however it is still within the accepted standard.

The table below outlines the reconciliation between the budgeted surplus and the actual surplus as presented in the Financial Report, the required timing adjustments will be carried out as part of the budget review process.

Audit Committee Meeting Agenda
4 December 2019

| Surplus Reconciliation | 2018/19 | Adjustment |
|--|--------------------|--|
| Budgeted Surplus | 4,463,884 | |
| WANDRRA Accrued Income | (237,220) | This income had been initially accounted for as accrued income, however as not yet received, it will be accounted for as revenue in the 2019/20 financial year |
| Aquatic Centre Grant | (375,000) | This income had been initially accounted for as accrued income, however as not yet received, it was considered as having an element of risk should there be any complications prior to its completion, it will be accounted for as revenue in the 2019/20 financial year |
| Prepaid Rates | 280,140 | Prepaid rates were recognised as a liability at 30 June 2019 under AASB 9. From 1 July 2019 AASB 1058 applies as such this will be accounted for as a liability as of the 1 July 2019 |
| Adjusted Total | 4,131,804 | |
| Financial Report Actual Surplus | (4,162,558) | |
| Unallocated | (30,754) | |

C Greenough, Governance / Administration Coordinator departed the meeting at 4.45pm.

G Godwin, Moore Stephens departed the meeting at 4.55pm.

A Lei, Office of the Auditor General departed the meeting at 4.55pm.

C Young, Executive Manager Corporate Services departed the meeting at 4.55pm

C Young, Executive Manager Corporate Services entered the meeting at 4.57pm

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.137

Moved: Cr Mencshelyi

Seconded: Cr Pollard

That Council accept the Audit Concluding Memorandum for the year ended 30 June 2019 for the Shire of Northam.

CARRIED 3/0

Attachment 2

**SHIRE OF NORTHAM
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019**

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Principal place of business:
395 Fitzgerald Street
NORTHAM WA 6401

SHIRE OF NORTHAM
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Northam for the financial year ended 30 June 2019 is based on proper accounts and records to present fairly the financial position of the Shire of Northam at 30 June 2019 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the day of 2019

JASON WHITEAKER
Chief Executive Officer

SHIRE OF NORTHAM
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2019

| | NOTE | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|---|-------|----------------------|----------------------|----------------------|
| Revenue | | | | |
| Rates | 24(a) | 10,284,644 | 10,109,614 | 9,616,368 |
| Operating grants, subsidies and contributions | 2(a) | 5,906,061 | 4,379,720 | 5,419,200 |
| Fees and charges | 2(a) | 3,721,822 | 3,964,894 | 3,602,255 |
| Interest earnings | 2(a) | 423,101 | 391,500 | 399,214 |
| Other revenue | 2(a) | 755,087 | 751,571 | 829,845 |
| | | 21,090,735 | 19,597,299 | 19,866,882 |
| Expenses | | | | |
| Employee costs | | (8,672,875) | (8,083,630) | (8,009,476) |
| Materials and contracts | | (5,259,554) | (6,531,974) | (5,460,999) |
| Utility charges | | (979,358) | (952,576) | (1,016,244) |
| Depreciation on non-current assets | 11(b) | (4,180,155) | (4,363,387) | (4,245,898) |
| Interest expenses | 2(b) | (131,437) | (133,094) | (144,292) |
| Insurance expenses | | (504,551) | (475,846) | (449,755) |
| Other expenditure | | (364,477) | (184,609) | (288,688) |
| | | (20,102,407) | (20,725,116) | (19,615,352) |
| | | 988,328 | (1,127,817) | 251,530 |
| Non-operating grants, subsidies and contributions | 2(a) | 17,819,568 | 7,223,845 | 4,534,499 |
| Profit on asset disposals | 11(a) | 33,146 | 84,234 | 43,109 |
| (Loss) on asset disposals | 11(a) | (360,094) | (160,082) | (135,426) |
| Fair value adjustments to financial assets at fair value through profit or loss | 8(b) | 210,205 | 0 | 0 |
| | | 17,702,825 | 7,147,997 | 4,442,182 |
| | | 18,691,153 | 6,020,180 | 4,693,712 |
| Net result for the period | | | | |
| Other comprehensive income | | | | |
| <i>Items that will not be reclassified subsequently to profit or loss</i> | | | | |
| Changes in asset revaluation surplus | 12 | 0 | 0 | (7,309,692) |
| | | 0 | 0 | (7,309,692) |
| Total other comprehensive income for the period | | | | |
| | | 18,691,153 | 6,020,180 | (2,615,980) |
| Total comprehensive income for the period | | | | |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2019

| | NOTE | 2019 Actual | 2019 Budget | 2018 Actual |
|---|-------|-------------------|------------------|--------------------|
| | | \$ | \$ | \$ |
| Revenue | | | | |
| | 2(a) | | | |
| Governance | | 80,939 | 35,400 | 74,973 |
| General purpose funding | | 14,143,683 | 12,304,090 | 13,418,818 |
| Law, order, public safety | | 493,351 | 646,108 | 463,593 |
| Health | | 62,310 | 81,000 | 57,330 |
| Education and welfare | | 1,253,200 | 1,291,387 | 1,315,874 |
| Housing | | 51,619 | 44,568 | 43,041 |
| Community amenities | | 2,583,699 | 2,626,194 | 2,612,903 |
| Recreation and culture | | 343,596 | 408,753 | 424,002 |
| Transport | | 1,406,905 | 1,403,196 | 866,918 |
| Economic services | | 483,401 | 696,403 | 479,429 |
| Other property and services | | 188,032 | 60,200 | 105,001 |
| | | 21,090,736 | 19,597,299 | 19,866,882 |
| Expenses | | | | |
| | 2(b) | | | |
| Governance | | (1,291,821) | (1,306,014) | (1,308,666) |
| General purpose funding | | (362,145) | (282,705) | (275,814) |
| Law, order, public safety | | (1,332,694) | (1,265,540) | (1,289,806) |
| Health | | (269,782) | (299,775) | (271,273) |
| Education and welfare | | (1,332,506) | (1,368,890) | (1,275,209) |
| Housing | | (61,266) | (74,259) | (82,585) |
| Community amenities | | (3,192,512) | (3,460,527) | (3,175,361) |
| Recreation and culture | | (4,213,486) | (4,523,552) | (4,210,531) |
| Transport | | (5,309,523) | (5,343,733) | (5,395,965) |
| Economic services | | (2,463,838) | (2,639,885) | (2,037,370) |
| Other property and services | | (141,217) | (27,142) | (168,480) |
| | | (19,970,970) | (20,592,022) | (19,471,060) |
| Finance Costs | | | | |
| | 2(b) | | | |
| Recreation and culture | | (82,105) | (83,368) | (91,838) |
| Transport | | 0 | 0 | (673) |
| Economic services | | (49,332) | (49,728) | (51,781) |
| | | (131,437) | (133,094) | (144,292) |
| | | 988,328 | (1,127,817) | 251,530 |
| Non-operating grants, subsidies and contributions | 2(a) | 17,819,568 | 7,223,845 | 4,534,499 |
| Profit on disposal of assets | 11(a) | 33,146 | 84,234 | 43,109 |
| (Loss) on disposal of assets | 11(a) | (380,094) | (160,082) | (135,426) |
| Fair value adjustments to financial assets at fair value through profit or loss | 8(b) | 210,205 | 0 | 0 |
| | | 17,702,825 | 7,147,997 | 4,442,182 |
| Net result for the period | | 18,691,153 | 6,020,180 | 4,693,712 |
| Other comprehensive income | | | | |
| <i>Items that will not be reclassified subsequently to profit or loss</i> | | | | |
| Changes in asset revaluation surplus | 12 | 0 | 0 | (7,309,692) |
| Total other comprehensive income for the period | | 0 | 0 | (7,309,692) |
| Total comprehensive income for the period | | 18,691,153 | 6,020,180 | (2,615,980) |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30TH JUNE 2019

| | NOTE | 2019 \$ | 2018 \$ |
|--------------------------------------|-------|--------------------|--------------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 3 | 8,123,774 | 9,699,752 |
| Trade receivables | 5 | 3,308,497 | 3,408,443 |
| Other financial assets | 8(a) | 16,758 | 16,818 |
| Inventories | 6 | 0 | 1,224 |
| Other current assets | 7 | 1,933,962 | 71,474 |
| TOTAL CURRENT ASSETS | | 13,381,991 | 13,197,711 |
| NON-CURRENT ASSETS | | | |
| Trade receivables | 5 | 403,701 | 408,638 |
| Other financial assets | 8(b) | 360,723 | 174,553 |
| Property, plant and equipment | 9 | 60,053,216 | 60,157,628 |
| Infrastructure | 10 | 160,465,459 | 139,487,644 |
| TOTAL NON-CURRENT ASSETS | | 221,283,099 | 200,228,463 |
| TOTAL ASSETS | | 234,665,090 | 213,426,174 |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 13 | 3,658,158 | 1,698,187 |
| Borrowings | 14(b) | 279,985 | 224,381 |
| Employee related provisions | 15 | 1,207,425 | 1,064,296 |
| TOTAL CURRENT LIABILITIES | | 5,145,568 | 2,986,864 |
| NON-CURRENT LIABILITIES | | | |
| Borrowings | 14(b) | 2,000,696 | 1,783,681 |
| Employee related provisions | 15 | 222,810 | 271,813 |
| Trade and other payables | 13 | 221,047 | 0 |
| TOTAL NON-CURRENT LIABILITIES | | 2,444,553 | 2,055,494 |
| TOTAL LIABILITIES | | 7,590,121 | 5,042,358 |
| NET ASSETS | | 227,074,969 | 208,383,816 |
| EQUITY | | | |
| Retained surplus | | 108,080,070 | 88,280,094 |
| Reserves - cash backed | 4 | 5,015,888 | 6,124,711 |
| Revaluation surplus | 12 | 113,979,011 | 113,979,011 |
| TOTAL EQUITY | | 227,074,969 | 208,383,816 |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2019

| NOTE | RETAINED | RESERVES | REVALUATION | TOTAL |
|-----------------------------------|--------------------|------------------|--------------------|--------------------|
| | SURPLUS | CASH BACKED | SURPLUS | EQUITY |
| | \$ | \$ | \$ | \$ |
| Balance as at 1 July 2017 | 84,238,304 | 5,472,789 | 121,288,703 | 210,999,796 |
| Comprehensive income | | | | |
| Net result for the period | 4,693,712 | 0 | 0 | 4,693,712 |
| Other comprehensive income | 12 | 0 | (7,309,692) | (7,309,692) |
| Total comprehensive income | 4,693,712 | 0 | (7,309,692) | (2,615,980) |
| Transfers from/(to) reserves | (651,922) | 651,922 | 0 | 0 |
| Balance as at 30 June 2018 | 88,280,094 | 6,124,711 | 113,979,011 | 208,383,816 |
| Comprehensive income | | | | |
| Net result for the period | 18,691,153 | 0 | 0 | 18,691,153 |
| Total comprehensive income | 18,691,153 | 0 | 0 | 18,691,153 |
| Transfers from/(to) reserves | 1,108,823 | (1,108,823) | 0 | 0 |
| Balance as at 30 June 2019 | 108,080,070 | 5,015,888 | 113,979,011 | 227,074,969 |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2019

| NOTE | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|---|----------------------|----------------------|----------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Receipts | | | |
| | 9,996,812 | 10,168,291 | 9,448,759 |
| | 4,884,372 | 4,579,720 | 4,388,585 |
| | 4,553,204 | 5,142,201 | 3,602,255 |
| | 423,101 | 391,500 | 399,214 |
| | 0 | 300,000 | 82,945 |
| | 480,411 | 751,571 | 829,845 |
| | 20,337,900 | 21,333,283 | 18,751,603 |
| Payments | | | |
| | (8,564,061) | (8,063,630) | (7,985,164) |
| | (3,935,406) | (5,931,974) | (5,262,536) |
| | (979,358) | (952,576) | (1,016,244) |
| | (133,822) | (133,094) | (148,683) |
| | (504,551) | (475,846) | (449,755) |
| | (168,977) | (300,000) | 0 |
| | (364,479) | (184,609) | (288,688) |
| | (14,650,654) | (16,041,729) | (15,151,070) |
| | 5,687,246 | 5,291,554 | 3,600,533 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| | (1,975,725) | (3,627,616) | (5,640,235) |
| | (10,894,955) | (17,616,432) | (4,806,690) |
| | 5,019,568 | 7,223,845 | 4,534,499 |
| | 25,096 | 25,095 | 24,075 |
| | 290,174 | 450,113 | 514,634 |
| | (7,535,842) | (13,544,995) | (5,373,717) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | |
| | (227,382) | (227,382) | (227,610) |
| | 500,000 | 2,900,000 | 0 |
| | 272,618 | 2,672,618 | (227,610) |
| | (1,575,978) | (5,580,823) | (2,000,794) |
| | 9,699,752 | 9,706,222 | 11,700,546 |
| | 8,123,774 | 4,124,399 | 9,699,752 |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019

| NOTE | 2019 Actual | 2019 Budget | 2018 Actual |
|---|--------------------|----------------|----------------|
| | \$ | \$ | \$ |
| OPERATING ACTIVITIES | | | |
| Net current assets at start of financial year - surplus/(deficit) | 25 (b) 4,962,863 | 5,448,818 | 6,793,608 |
| | 4,962,863 | 5,448,818 | 6,793,608 |
| Revenue from operating activities (excluding rates) | | | |
| Governance | 291,144 | 35,400 | 74,973 |
| General purpose funding | 4,153,662 | 2,216,101 | 3,816,580 |
| Law, order, public safety | 493,351 | 670,214 | 463,593 |
| Health | 62,310 | 81,000 | 57,330 |
| Education and welfare | 1,286,346 | 1,379,009 | 1,315,874 |
| Housing | 51,619 | 44,568 | 48,041 |
| Community amenities | 2,563,699 | 2,670,392 | 2,612,903 |
| Recreation and culture | 343,596 | 408,753 | 467,111 |
| Transport | 1,406,304 | 1,413,739 | 866,918 |
| Economic services | 483,401 | 696,402 | 479,429 |
| Other property and services | 188,032 | 60,200 | 105,001 |
| | 11,344,064 | 9,669,778 | 10,307,753 |
| Expenditure from operating activities | | | |
| Governance | (1,295,414) | (1,306,014) | (1,311,751) |
| General purpose funding | (362,145) | (283,705) | (275,814) |
| Law, order, public safety | (1,334,026) | (1,277,593) | (1,276,824) |
| Health | (269,762) | (299,775) | (271,273) |
| Education and welfare | (1,346,746) | (1,415,923) | (1,275,209) |
| Housing | (61,266) | (74,259) | (82,585) |
| Community amenities | (3,226,512) | (3,482,626) | (3,179,309) |
| Recreation and culture | (4,397,312) | (4,606,920) | (4,326,794) |
| Transport | (5,481,333) | (5,504,864) | (5,493,587) |
| Economic services | (2,546,764) | (2,889,611) | (2,089,151) |
| Other property and services | (141,218) | (27,141) | (168,482) |
| | (20,462,498) | (20,968,431) | (19,750,779) |
| Non-cash amounts excluded from operating activities | 25(a) 4,482,509 | 4,439,235 | 4,263,292 |
| Amount attributable to operating activities | 326,938 | (1,410,600) | 1,613,874 |
| INVESTING ACTIVITIES | | | |
| Non-operating grants, subsidies and contributions | 5,019,568 | 7,223,845 | 4,534,499 |
| Proceeds from disposal of assets | 11(a) 290,174 | 450,113 | 514,634 |
| Proceeds from self supporting loans | 14(b) 25,096 | 25,095 | 24,075 |
| Purchase of property, plant and equipment | 9(a) (1,975,725) | (3,627,616) | (5,640,235) |
| Purchase and construction of infrastructure | 10(a) (10,894,955) | (17,616,432) | (4,806,690) |
| Amount attributable to investing activities | (7,535,842) | (13,544,995) | (5,373,717) |
| FINANCING ACTIVITIES | | | |
| Repayment of borrowings | 14(b) (227,382) | (227,382) | (227,610) |
| Proceeds from borrowings | 14(c) 500,000 | 2,900,000 | 0 |
| Transfers to reserves (restricted assets) | 4 (678,099) | (1,029,767) | (1,342,764) |
| Transfers from reserves (restricted assets) | 4 1,786,922 | 3,217,755 | 690,842 |
| Amount attributable to financing activities | 1,381,441 | 4,860,606 | (879,532) |
| Surplus/(deficit) before imposition of general rates | (5,827,463) | (10,094,989) | (4,639,375) |
| Total amount raised from general rates | 24 9,990,021 | 10,094,989 | 9,602,238 |
| Surplus/(deficit) after imposition of general rates | 25(b) 4,162,558 | 0 | 4,962,863 |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 27 to these financial statements.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

2. REVENUE AND EXPENSES

(a) Revenue

Grant Revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

| | 2019 Actual | 2019 Budget | 2018 Actual |
|--|-------------------|-------------------|------------------|
| | \$ | \$ | \$ |
| Operating grants, subsidies and contributions | | | |
| Governance | 0 | 4,000 | 0 |
| General purpose funding | 3,375,216 | 1,646,848 | 3,284,568 |
| Law, order, public safety | 258,532 | 160,204 | 197,682 |
| Education and welfare | 1,123,412 | 1,103,357 | 1,162,127 |
| Recreation and culture | 8,921 | 30,000 | 89,150 |
| Transport | 1,138,000 | 1,397,211 | 608,953 |
| Economic services | 2,000 | 38,100 | 76,720 |
| | 5,906,081 | 4,379,720 | 5,419,200 |
| Non-operating grants, subsidies and contributions | | | |
| Law, order, public safety | 402,784 | 742,719 | 45,791 |
| Community amenities | 310,000 | 0 | 0 |
| Recreation and culture | 3,636,508 | 5,786,000 | 3,507,900 |
| Transport | 13,450,986 | 695,126 | 976,808 |
| Economic services | 19,290 | 0 | 4,000 |
| | 17,819,568 | 7,223,845 | 4,534,499 |
| Total grants, subsidies and contributions | 23,725,649 | 11,603,565 | 9,953,699 |

SIGNIFICANT ACCOUNTING POLICIES

Grants, donations and other contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over

Grants, donations and other contributions (Continued)

a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 23. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

SHIRE OF NORTHAM
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30TH JUNE 2019

| NOTE | 2019 | 2018 | |
|--------------------------------------|-------|--------------------|--------------------|
| | \$ | \$ | |
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 3 | 8,123,774 | 9,699,752 |
| Trade receivables | 5 | 3,308,497 | 3,408,443 |
| Other financial assets | 8(a) | 15,758 | 16,818 |
| Inventories | 6 | 0 | 1,224 |
| Other current assets | 7 | 1,933,962 | 71,474 |
| TOTAL CURRENT ASSETS | | 13,381,991 | 13,197,711 |
| NON-CURRENT ASSETS | | | |
| Trade receivables | 5 | 403,701 | 408,638 |
| Other financial assets | 8(b) | 360,723 | 174,553 |
| Property, plant and equipment | 9 | 60,053,216 | 60,157,628 |
| Infrastructure | 10 | 160,465,459 | 139,487,644 |
| TOTAL NON-CURRENT ASSETS | | 221,283,099 | 200,228,463 |
| TOTAL ASSETS | | 234,665,090 | 213,426,174 |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 13 | 3,658,158 | 1,698,167 |
| Borrowings | 14(b) | 279,985 | 224,381 |
| Employee related provisions | 15 | 1,207,425 | 1,064,296 |
| TOTAL CURRENT LIABILITIES | | 5,145,568 | 2,986,864 |
| NON-CURRENT LIABILITIES | | | |
| Borrowings | 14(b) | 2,000,696 | 1,783,681 |
| Employee related provisions | 15 | 222,810 | 271,813 |
| Trade and other payables | 13 | 221,047 | 0 |
| TOTAL NON-CURRENT LIABILITIES | | 2,444,553 | 2,055,494 |
| TOTAL LIABILITIES | | 7,590,121 | 5,042,358 |
| NET ASSETS | | 227,074,969 | 208,383,816 |
| EQUITY | | | |
| Retained surplus | | 108,080,070 | 88,260,094 |
| Reserves - cash backed | 4 | 5,015,888 | 6,124,711 |
| Revaluation surplus | 12 | 113,979,011 | 113,979,011 |
| TOTAL EQUITY | | 227,074,969 | 208,383,816 |

This statement is to be read in conjunction with the accompanying notes.

Audit Committee Meeting Agenda
4 December 2019

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

2. REVENUE AND EXPENSES (Continued)

| | 2019 Actual | 2019 Budget | 2018 Actual |
|--|----------------|----------------|----------------|
| | \$ | \$ | \$ |
| (a) Revenue (Continued) | | | |
| Significant revenue | | | |
| General Purpose Funding FAQs Grant (note (i)) | 1,738,569 | 0 | 1,749,433 |
| Mainroads Newcastle Bridge Handover (note(ii)) | 12,800,000 | 0 | 0 |
| (i) The significant revenue in 2019 relates to the prepayment of the first instalment of the Financial Assistance Grant for the 2019/2020 year. | | | |
| (ii) Mainroads completed the maintenance of the Newcastle Road Bridge then handed it back to the Shire of Northam at no cost to the Shire. On completion, the Bridge was revalued at \$ 12.8m by external valuer during the year 2018/19. | | | |
| Other revenue | | | |
| Reimbursements and recoveries | 589,098 | 470,643 | 437,454 |
| Other | 165,989 | 280,928 | 392,391 |
| | 755,087 | 751,571 | 829,845 |
| Fees and Charges | | | |
| Governance | 2 | 300 | 0 |
| General purpose funding | 67,067 | 79,000 | 73,190 |
| Law, order, public safety | €2,254 | 61,587 | 76,656 |
| Health | 33,810 | 36,000 | 28,304 |
| Education and welfare | 121,826 | 183,500 | €2,103 |
| Housing | 51,033 | 44,000 | 47,460 |
| Community amenities | 2,566,700 | 2,610,793 | 2,555,755 |
| Recreation and culture | 315,019 | 311,270 | 313,775 |
| Transport | 102,889 | 105,896 | 87,171 |
| Economic services | 399,944 | 522,548 | 348,895 |
| Other property and services | 1,278 | 10,000 | 8,946 |
| | 3,721,822 | 3,964,894 | 3,602,255 |
| There were no changes during the year to the amount of the fees or charges detailed in the original budget. | | | |
| Interest earnings | | | |
| Loans receivable - clubs/institutions | 7,351 | 7,494 | 8,548 |
| Reserve accounts interest | 123,904 | 117,230 | 125,404 |
| Rates instalment and penalty interest (refer Note 24) | 247,946 | 172,500 | 179,826 |
| Other interest earnings | 43,900 | 94,276 | 85,436 |
| | 423,101 | 391,500 | 399,214 |
| (b) Expenses | | | |
| Auditors remuneration | | | |
| - Audit of the Annual Financial Report | 12,312 | 22,028 | 26,930 |
| - Other services | 23,758 | 27,622 | 24,239 |
| | 36,070 | 49,650 | 51,169 |
| The audit fee expensed in the current financial year relates to 50% of the cost for the 17/18 Annual Financial Report. The audit was carried out by Moore Stephens. The 18/19 audit is being undertaken by the Office of the Auditor General. The indicative cost for the service is \$47,000. | | | |
| Interest expenses (finance costs) | | | |
| Borrowings (refer Note 14(b)) | 131,437 | 133,094 | 144,292 |
| | 131,437 | 133,094 | 144,292 |
| Rental charges | | | |
| - Operating leases | 13,008 | 13,008 | 13,008 |
| | 13,008 | 13,008 | 13,008 |

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SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

3. CASH AND CASH EQUIVALENTS

| | NOTE | 2019 \$ | 2018 \$ |
|---|------|------------|------------|
| Cash at bank and on hand | | 1,950,382 | 2,949,435 |
| Term deposits | | 6,173,392 | 6,750,317 |
| | | 8,123,774 | 9,699,752 |
| Comprises: | | | |
| - Unrestricted cash and cash equivalents | | 1,983,523 | 2,388,385 |
| - Restricted cash and cash equivalents | | 6,140,251 | 7,311,367 |
| | | 8,123,774 | 9,699,752 |
| The following restrictions have been imposed by regulations or other externally imposed requirements: | | | |
| Reserve accounts | | | |
| Leave Reserve | 4 | 427,796 | 419,166 |
| Aged accommodation reserve | 4 | 227,404 | 217,917 |
| Housing reserve | 4 | 265,508 | 260,151 |
| Office equipment reserve | 4 | 74,735 | 101,474 |
| Plant & Equipment reserve | 4 | 126,838 | 110,155 |
| Road and bridgework reserve | 4 | 89,498 | 77,894 |
| Refuse site reserve | 4 | 627,553 | 477,717 |
| Regional development reserve | 4 | 73,600 | 91,711 |
| Speedway reserve | 4 | 147,601 | 144,623 |
| Community bus replacement reserve | 4 | 2,414 | 63,115 |
| Septage pond reserve | 4 | 267,085 | 191,911 |
| Killara reserve | 4 | 276,579 | 375,985 |
| Stormwater drainage projects reserve | 4 | 33,593 | 129,415 |
| Rec and Community Facilities Res | 4 | 584,377 | 1,813,462 |
| Administration office reserve | 4 | 685,802 | 692,795 |
| Council building & amenities reserve | 4 | 348,744 | 308,807 |
| River town pool dredging reserve | 4 | 360,240 | 303,982 |
| Parking facilities reserve | 4 | 216,138 | 211,778 |
| Art collection reserve | 4 | 23,205 | 22,737 |
| Reticulation scheme reserve | 4 | 80,662 | 68,237 |
| Election reserve | 4 | 15,165 | 162 |
| Revaluation reserve | 4 | 61,351 | 40,517 |
| | | 5,015,888 | 6,124,711 |
| Other restricted cash and cash equivalents | | | |
| Unspent grants/contributions | 23 | 292,981 | 1,186,656 |
| Customer bonds and deposits held | 13 | 831,382 | 0 |
| Total restricted cash and cash equivalents | | 6,140,251 | 7,311,367 |

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash

Cash and cash equivalents (Continued)

and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

SHIRE OF NORTHAM
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4. RESERVES - CASH BACKED

| | 2019 Actual Opening Balance | 2019 Actual Transfer to | 2019 Actual Transfer (from) | 2019 Actual Closing Balance | 2019 Budget Opening Balance | 2019 Budget Transfer to | 2019 Budget Transfer (from) | 2019 Budget Closing Balance | 2018 Actual Opening Balance | 2018 Actual Transfer to | 2018 Actual Transfer (from) | 2018 Actual Closing Balance |
|--|--------------------------------------|----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|--------------------------------------|--------------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| (a) Leave Reserve | 419,166 | 2,630 | 0 | 427,796 | 418,145 | 8,190 | 0 | 426,341 | 455,441 | 10,971 | (47,246) | 419,166 |
| (b) Aged accommodation reserve | 217,917 | 9,487 | 0 | 227,404 | 217,338 | 9,200 | 0 | 226,538 | 228,123 | 10,794 | (19,000) | 217,917 |
| (c) Housing reserve | 260,151 | 5,367 | 0 | 265,508 | 259,498 | 5,096 | 0 | 264,595 | 253,650 | 6,501 | 0 | 260,151 |
| (d) Office equipment reserve | 101,474 | 3,261 | (30,000) | 74,735 | 101,066 | 1,981 | (72,276) | 30,771 | 97,417 | 4,057 | 0 | 101,474 |
| (e) Plant & Equipment reserve | 110,155 | 16,683 | 0 | 126,838 | 109,872 | 332,154 | (318,584) | 126,448 | 285,082 | 4,638 | (179,565) | 110,155 |
| (g) Road and bridgework reserve | 77,694 | 11,604 | 0 | 89,298 | 77,723 | 11,523 | 0 | 89,246 | 86,196 | 11,698 | 0 | 77,694 |
| (h) Refuse site reserve | 477,717 | 149,836 | 0 | 627,553 | 478,794 | 169,345 | 0 | 648,139 | 353,969 | 123,748 | 0 | 477,717 |
| (i) Regional development reserve | 91,711 | 1,889 | (20,000) | 73,600 | 91,481 | 1,793 | (80,000) | 13,274 | 89,419 | 2,292 | 0 | 91,711 |
| (j) Speedway reserve | 144,823 | 2,878 | 0 | 147,701 | 144,261 | 2,228 | 0 | 146,489 | 141,009 | 3,614 | 0 | 144,823 |
| (k) Community bus replacement reserve | 65,115 | 1,266 | (62,000) | 4,381 | 63,105 | 1,433 | (82,000) | 2,538 | 52,534 | 10,581 | 0 | 65,115 |
| (l) Septage pond reserve | 191,911 | 75,174 | 0 | 267,085 | 191,430 | 74,975 | 0 | 266,405 | 312,287 | 6,124 | (126,500) | 191,911 |
| (m) Killars reserve | 375,665 | 11,741 | (111,147) | 276,259 | 375,494 | 11,360 | (124,167) | 262,677 | 236,719 | 138,266 | 0 | 375,665 |
| (n) Stormwater drainage projects reserve | 128,415 | 4,178 | (100,000) | 32,593 | 129,330 | 2,535 | (100,000) | 31,865 | 28,669 | 100,749 | 0 | 128,415 |
| (o) Rec and Community Facilities Res | 1,813,462 | 162,660 | (1,421,775) | 554,347 | 1,809,669 | 194,441 | (1,886,228) | 118,212 | 1,583,061 | 450,997 | (221,516) | 1,813,462 |
| (p) Administration office reserve | 662,795 | 13,007 | (20,000) | 655,802 | 661,211 | 13,546 | (367,500) | 367,259 | 677,002 | 15,793 | 0 | 662,795 |
| (q) Council building & amenities reserve | 308,807 | 61,937 | (22,000) | 348,744 | 308,750 | 61,831 | (175,000) | 195,581 | 8,778 | 342,044 | (42,015) | 308,807 |
| (r) River town pool dredging reserve | 303,682 | 56,258 | 0 | 360,240 | 303,220 | 56,945 | 0 | 360,165 | 296,385 | 7,597 | 0 | 303,682 |
| (s) Parking facilities reserve | 211,778 | 4,360 | 0 | 216,138 | 211,280 | 4,147 | (85,000) | 150,427 | 193,200 | 58,578 | (40,000) | 211,778 |
| (t) Art collection reserve | 22,737 | 469 | 0 | 23,206 | 22,680 | 445 | 0 | 23,125 | 22,169 | 958 | 0 | 22,737 |
| (u) Reticulation scheme reserve | 68,237 | 11,425 | 0 | 80,662 | 69,068 | 11,345 | 0 | 80,433 | 57,756 | 11,481 | 0 | 68,237 |
| (v) Election reserve | 162 | 15,003 | 0 | 15,165 | 163 | 15,003 | 0 | 15,166 | 15,001 | 161 | (15,000) | 162 |
| (w) Revaluation reserve | 40,517 | 20,834 | 0 | 61,351 | 40,463 | 20,793 | 0 | 61,256 | 20,002 | 20,518 | 0 | 40,517 |
| | 6,124,711 | 675,069 | (1,796,922) | 5,015,858 | 6,112,338 | 1,029,767 | (5,217,758) | 3,924,366 | 6,472,769 | 1,342,764 | (660,842) | 6,124,711 |

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

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4 RESERVES CASH BACKED (CONTINUED)

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

| Name of Reserve | Anticipated date of use | Purpose of the reserve |
|--|-------------------------|--|
| (a) Leave Reserve | Ongoing | For the provision for employees' future liability commitments i.e. Annual leave, long service requirements and negotiated gratuities and sickness payouts. Funds are not expected to be used in a set period as further transfers to the reserve account are expected as funds are utilised. |
| (b) Aged accommodation reserve | Ongoing | For the provision of future capital works requirements for aged units at Kuringal Village, Wundowie and other sites within the Shire of Northam. Funds not expected to be used in a set period as further transfers to the reserve account are expected. |
| (c) Housing reserve | Ongoing | This is a reserve established for future construction of Community Housing in Wundowie. Funds are not expected to be used in a set period of time. |
| (d) Office equipment reserve | Ongoing | For the acquisition and upgrading of Council offices, furniture, computers and general equipment. |
| (e) Plant & Equipment reserve | Ongoing | For the acquisition and upgrading of the Council works plant and general equipment in accordance with the plant replacement program. Funds are not expected to be used in a set period of time as further transfers to the reserve account are expected as funds are utilised. |
| (f) Road and bridgework reserve | Ongoing | For the provision of upgrading of road and bridge infrastructure within the Shire of Northam. Funds not expected to be used in a set period as further transfers to the reserve account are anticipated. |
| (g) Refuse site reserve | Ongoing | For the development of refuse sites and related expenditure on infrastructure and equipment, including the provision for a future replacement facility and/or site. Funds are not expected to be used in a set period as transfers to the reserve account are anticipated. |
| (h) Regional development reserve | Ongoing | To provide for future projects whereby a broader range of development ideas may be required to be encouraged on a regional basis, in consultation with other stakeholders and/or Local Governments. Funds are not expected to be in a set period as future transfers to the reserve are anticipated. |
| (i) Speedway reserve | Ongoing | For the provision of funds for the possible future rehabilitation works required at the Northern Speedway site on Fox Road Northam. No date has been specified for the use of this reserve. |
| (j) Community bus replacement reserve | Ongoing | For the future replacement of the Shire of Northam Community Buses. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated. |
| (k) Septage pond reserve | Ongoing | For the future upgrades and maintenance to septage ponds and related infrastructure. Funds are not anticipated to be used in the set period as further transfers to the reserve account are anticipated. |
| (l) Killara reserve | Ongoing | To provide a reserve for surplus funds from Killara operations and restricted cash for any unspent Killara grants. No date has been specified for the use of this reserve. |
| (m) Stormwater drainage projects reserve | Ongoing | To provide funds for the stormwater drainage projects in the Shire. No date has been specified for the use of this reserve. |
| (n) Rec and Community Facilities Res | Ongoing | For Recreation and Public facilities. 2% of the net rates levied each year are set aside for the provision of recreation and sporting facilities. |
| (o) Administration office reserve | Ongoing | To provide funds for the expansion or relocation of the Shire of Northam Administration Centre. No date specified for the use of this reserve. |
| (p) Council building & amenities reserve | Ongoing | For the maintenance and upgrading of Council buildings and amenities. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated. |
| (q) River town pool dredging reserve | Ongoing | For the provision of dredging and maintenance of the River Town Pool. Funds are not expected to be used in a set period as further transfers are anticipated. |
| (r) Parking facilities reserve | Ongoing | For the provision of future car parking facilities. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated. |
| (s) Art collection reserve | Ongoing | Provision for the care and maintenance of the Shire of Northam's Art Collection, including the acquisition and disposal of artworks. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated. |
| (t) Retention scheme reserve | Ongoing | Provision for future replacement/upgrading of water reuse and reticulation infrastructure. Funds are not expected to be used in a set period as further transfers to the reserve account are expected as funds are utilised. |
| (u) Election reserve | Ongoing | Provision for the biannual Elections of Council. |
| (v) Revaluation reserve | Ongoing | Provision for the 4 yearly revaluation of the Shire's GRV properties. |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

5. TRADE RECEIVABLES

Current

| | |
|---|-----------|
| Rates receivable | 2,281,144 |
| Sundry receivables | 912,852 |
| Allowance for impairment of receivables | (73,942) |
| Allowance for impairment of rates | (83,673) |
| GST receivable | 272,116 |

Non-current

| | |
|------------------------------------|---------|
| Pensioner's rates and ESL deferred | 403,701 |
|------------------------------------|---------|

| | 2019 | 2018 |
|---|------------------|------------------|
| | \$ | \$ |
| Rates receivable | 2,281,144 | 1,991,506 |
| Sundry receivables | 912,852 | 1,458,764 |
| Allowance for impairment of receivables | (73,942) | (54,954) |
| Allowance for impairment of rates | (83,673) | (82,470) |
| GST receivable | 272,116 | 95,597 |
| Total Current | 3,308,497 | 3,408,443 |
| Pensioner's rates and ESL deferred | 403,701 | 408,638 |
| Total | 403,701 | 408,638 |

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 26.

In the prior year, the impairment of trade receivables was assessed based on the incurred loss model. Individual receivables which were known to be uncollectable were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was objective evidence that an impairment had been incurred but not yet identified. For these receivables the estimated impairment losses were recognised in a separate provision for impairment.

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

6. INVENTORIES

Current

| | 2019 | 2018 |
|--|---------|-------|
| | \$ | \$ |
| Fuel | 0 | 1,224 |
| | 0 | 1,224 |
| The following movements in inventories occurred during the year: | | |
| Carrying amount at 1 July | 1,224 | 1,224 |
| Inventory expensed during the year | (1,224) | 0 |
| Carrying amount at 30 June | 0 | 1,224 |

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

7. OTHER CURRENT ASSETS

Other current assets

| | 2019 | 2018 |
|-----------------|-----------|--------|
| | \$ | \$ |
| Accrued Revenue | 1,933,962 | 71,474 |
| | 1,933,962 | 71,474 |

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

8. OTHER FINANCIAL ASSETS

| | 2019 | 2018 |
|--|----------------|----------------|
| | \$ | \$ |
| (a) Current assets | | |
| Other financial assets at amortised cost | | |
| - Financial assets at amortised cost - self supporting loans | 15,758 | 16,818 |
| | <u>15,758</u> | <u>16,818</u> |
| (b) Non-current assets | | |
| Other financial assets at amortised cost | | |
| - Financial assets at amortised cost - self supporting loans | 150,518 | 174,553 |
| Financial assets at fair value through profit and loss | | |
| Units in Local Government House Trust | 210,205 | 0 |
| | <u>360,723</u> | <u>174,553</u> |

The 2018/2019 financial year was the first year the investment in Local Government House Trust Units were recognised in the Shire's Financial Report.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 26

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Previous accounting policy: available for sale financial assets

Available-for-sale financial assets were non-derivative financial assets that were either not suitable to be classified as other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Previous accounting policy: Loans and receivables

Non-derivative financial assets with fixed or determinable payments that were not quoted in an active market and are solely payments of principal and interest were classified as loans and receivables and are subsequently measured at amortised cost, using the effective interest rate method.

Refer to Note 28 for explanations regarding the change in accounting policy and reclassification of available for sale financial assets to financial assets at fair value through profit and loss.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

9. PROPERTY, PLANT AND EQUIPMENT

(4) Movements in Carrying Amounts

Ⓐ Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

| | Land - freehold land | Land - vested in and under the control of Council | Total land | Buildings - non specialised | Buildings - specialised | Total buildings | Total land and buildings | Furniture and equipment | Plant and equipment | Work in Progress BKB | Bushfire Equipment | Total property, plant and equipment |
|--|----------------------|---|------------|-----------------------------|-------------------------|-----------------|--------------------------|-------------------------|---------------------|----------------------|--------------------|-------------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Balance at 1 July 2017 | 12,625,791 | 1,937,674 | 14,563,465 | 3,674,748 | 30,913,802 | 34,588,550 | 49,155,015 | 154,644 | 4,000,102 | 1,154,882 | 1,875,431 | 58,140,074 |
| Additions | 0 | 0 | 0 | 257,651 | 4,013,906 | 4,271,757 | 4,271,757 | 694,759 | 673,669 | 0 | 0 | 5,940,235 |
| (Disposals) | (308,691) | 0 | (308,691) | 0 | 0 | 0 | (308,691) | 0 | (300,060) | 0 | 0 | (608,651) |
| Revaluation increments / (decrements) transferred to revaluation surplus | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 175,330 | 0 | 0 | 0 | 175,330 |
| Depreciation (expense) | 0 | 0 | 0 | (50,478) | (812,092) | (862,570) | (862,570) | (38,359) | (324,403) | 0 | (141,978) | (1,197,310) |
| Transfers | 0 | 0 | 0 | 1,154,882 | 1,154,882 | 1,154,882 | 1,154,882 | 6,250 | 0 | (1,154,882) | 0 | 6,250 |
| Carrying amount at 30 June 2018 | 12,321,900 | 1,937,674 | 14,259,574 | 3,882,151 | 35,470,496 | 39,322,649 | 53,562,223 | 992,624 | 4,049,325 | 0 | 1,533,453 | 60,157,628 |
| Comprises: | | | | | | | | | | | | |
| Gross carrying amount at 30 June 2018 | 12,321,900 | 1,937,674 | 14,259,574 | 3,932,629 | 36,082,590 | 40,015,219 | 54,274,793 | 1,050,541 | 4,986,362 | 0 | 1,802,864 | 61,694,560 |
| Accumulated depreciation at 30 June 2018 | 0 | 0 | 0 | (50,478) | (812,092) | (862,570) | (862,570) | (57,917) | (517,054) | 0 | (269,411) | (1,536,952) |
| Accumulated impairment loss at 30 June 2018 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Carrying amount at 30 June 2018 | 12,321,900 | 1,937,674 | 14,259,574 | 3,882,151 | 35,470,496 | 39,322,649 | 53,562,223 | 992,624 | 4,049,325 | 0 | 1,533,453 | 60,157,628 |
| Additions | 0 | 0 | 0 | 18,961 | 420,403 | 439,364 | 439,364 | 357,429 | 1,178,932 | 0 | 0 | 1,975,725 |
| (Disposals) | (60,500) | 0 | (60,500) | 0 | 0 | 0 | (60,500) | 0 | (376,678) | 0 | 0 | (437,378) |
| Writes off under \$5000 | (28,700) | 0 | (28,700) | 0 | (16,277) | (16,277) | (44,977) | (40,637) | (13,130) | 0 | 0 | (98,944) |
| Revaluation increments / (decrements) transferred to revaluation surplus | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Depreciation (expense) | 0 | 0 | 0 | (58,602) | (891,619) | (778,311) | (778,311) | (202,131) | (400,614) | 0 | (142,759) | (1,523,615) |
| Carrying amount at 30 June 2019 | 12,212,700 | 1,937,674 | 14,150,374 | 3,784,420 | 35,183,005 | 39,967,425 | 53,117,799 | 1,107,065 | 4,437,636 | 0 | 1,390,694 | 60,063,216 |
| Comprises: | | | | | | | | | | | | |
| Gross carrying amount at 30 June 2019 | 12,212,700 | 1,937,674 | 14,150,374 | 3,951,591 | 36,485,965 | 40,437,556 | 54,587,933 | 1,365,493 | 5,326,306 | 0 | 1,799,709 | 63,079,441 |
| Accumulated depreciation at 30 June 2019 | 0 | 0 | 0 | (167,171) | (1,302,963) | (1,470,134) | (1,470,134) | (258,408) | (888,668) | 0 | (409,015) | (3,028,225) |
| Carrying amount at 30 June 2019 | 12,212,700 | 1,937,674 | 14,150,374 | 3,784,420 | 35,183,005 | 39,967,425 | 53,117,799 | 1,107,065 | 4,437,636 | 0 | 1,390,694 | 60,063,216 |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

| Asset Class | Fair Value Hierarchy | Valuation Technique | Basis of Valuation | Date of Last Valuation | Inputs Used |
|---|----------------------|---|--------------------------------|------------------------|--|
| Land and buildings | | | | | |
| Land - freehold land | 2 | Market approach using recent observable market data for similar properties | Independent registered valuers | June 2017 | Price per hectare/ available market information |
| Land - freehold land | 3 | Improvements to land valued using cost approach using depreciated replacement cost | Independent registered valuers | June 2017 | Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs. |
| Land - vested in and under the control of Council | 3 | Improvements to land valued using cost approach using depreciated replacement cost | Management valuation | June 2017 | Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs. |
| Buildings - non-specialised | 2 | Improvements to buildings valued using cost approach using depreciated replacement cost | Independent registered valuers | June 2017 | Market price per item |
| Buildings - non-specialised | 3 | Improvements to buildings valued using cost approach using depreciated replacement cost | Independent registered valuers | June 2017 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs. |
| Buildings - specialised | 2 | Improvements to buildings valued using cost approach using depreciated replacement cost | Independent registered valuers | June 2017 | Price per square meter/ available market information |
| Buildings - specialised | 3 | Improvements to buildings valued using cost approach using depreciated replacement cost | Independent registered valuers | June 2017 | Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs. |
| Furniture and equipment | | | | | |
| - Management valuation 2016 | 3 | Cost approach using depreciated replacement cost | Management valuation | June 2016 | Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs. |
| Plant and equipment | | | | | |
| - Management valuation 2016 | 3 | Cost approach using depreciated replacement cost | Management valuation | June 2016 | Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs. |
| - Management valuation 2016 | 2 | Market approach using recent observable market data for similar assets | Management valuation | June 2016 | Market price per item |
| Bushfire Equipment | | | | | |
| - Management valuation 2016 | 2 | Market approach using recent observable market data for similar assets | Management valuation | June 2016 | Market price per item |

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

16. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year:

| | Infrastructure Roads | Infrastructure Footpaths | Infrastructure Drainage | Infrastructure Playground Equipment | Infrastructure Other | Infrastructure Streetscape | Infrastructure Bridges and Culverts | Infrastructure Aerodrome | Infrastructure Work in Progress | Total Infrastructure |
|---|-------------------------|-----------------------------|----------------------------|---|-------------------------|-------------------------------|---|-----------------------------|------------------------------------|-------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Balance at 1 July 2017 | 91,495,125 | 4,724,294 | 9,839,184 | 482,352 | 9,380,966 | 593,195 | 31,006,725 | 941,973 | 0 | 143,220,614 |
| Additions | 2,500,855 | 182,280 | 1,538,754 | 0 | 338,835 | 37,812 | 0 | 45,600 | 184,751 | 4,606,890 |
| Revaluation increments / (decrements) transferred to revaluation surplus | (8,108,501) | 19,845 | 1,998,977 | 40,772 | (1,156,798) | (390,922) | (644,821) | 84,102 | 0 | (8,167,643) |
| Impairment (losses) / reversals | 882,821 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 882,821 |
| Depreciation (expense) | (1,819,270) | (155,781) | (79,113) | (84,224) | (597,806) | (28,435) | (423,804) | (80,575) | 0 | (3,048,586) |
| Transfers | 0 | 0 | 0 | 0 | 0 | (8,250) | 0 | 0 | 0 | (8,250) |
| Carrying amount at 30 June 2018 | 84,950,530 | 4,750,481 | 10,094,802 | 438,900 | 7,943,200 | 215,400 | 29,938,500 | 871,100 | 184,751 | 139,487,844 |
| Comprises: | | | | | | | | | | |
| Gross carrying amount at 30 June 2018 | 85,887,179 | 4,908,222 | 10,173,915 | 503,124 | 8,540,808 | 243,835 | 30,382,104 | 1,051,875 | 184,751 | 141,653,811 |
| Accumulated depreciation at 30 June 2018 | (1,819,270) | (155,781) | (79,113) | (84,224) | (597,806) | (28,435) | (423,804) | (80,575) | 0 | (3,048,586) |
| Accumulated impairment loss at 30 June 2018 | 882,821 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 882,821 |
| Carrying amount at 30 June 2018 | 84,950,530 | 4,750,481 | 10,094,802 | 438,900 | 7,943,200 | 215,400 | 29,938,500 | 871,100 | 184,751 | 139,487,844 |
| Additions | 2,959,309 | 303,729 | 1,405,286 | 0 | 808,002 | 181,235 | 12,800,000 | 22,198 | 5,387,216 | 23,694,955 |
| Disposals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Writes off under \$5,000 | 0 | 0 | 0 | (7,200) | (16,000) | (34,000) | 0 | (3,800) | 0 | (80,800) |
| Depreciation (expense) | (1,360,912) | (145,214) | (118,109) | (48,099) | (443,719) | (1,417) | (453,054) | (84,518) | 0 | (2,858,340) |
| Carrying amount at 30 June 2019 | 86,528,927 | 4,905,978 | 11,381,959 | 385,801 | 8,089,483 | 381,218 | 42,285,448 | 854,880 | 5,571,969 | 160,485,459 |
| Comprises: | | | | | | | | | | |
| Gross carrying amount at 30 June 2019 | 87,909,839 | 5,054,190 | 11,500,068 | 431,700 | 8,533,203 | 382,835 | 42,738,500 | 1,019,698 | 5,571,969 | 163,121,800 |
| Accumulated depreciation at 30 June 2019 | (1,380,912) | (148,214) | (118,109) | (48,099) | (443,720) | (1,417) | (453,054) | (84,518) | 0 | (2,858,341) |
| Carrying amount at 30 June 2019 | 86,528,927 | 4,905,978 | 11,381,959 | 385,801 | 8,089,483 | 381,218 | 42,285,448 | 854,880 | 5,571,969 | 160,485,459 |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

10. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

| Asset Class | Fair Value Hierarchy | Valuation Technique | Basis of Valuation | Date of Last Valuation | Inputs Used |
|-------------------------------------|----------------------|--|-----------------------|------------------------|--|
| Infrastructure Roads | 3 | Cost approach using depreciated replacement cost | Management valuation | June 2018 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs |
| Infrastructure Footpaths | 3 | Cost approach using depreciated replacement cost | Management valuation | June 2018 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs |
| Infrastructure Drainage | 3 | Cost approach using depreciated replacement cost | Management valuation | June 2018 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs |
| Infrastructure Playground Equipment | 3 | Cost approach using depreciated replacement cost | Independent valuation | June 2018 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs |
| Infrastructure Other | 3 | Cost approach using depreciated replacement cost | Independent valuation | June 2018 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs |
| Infrastructure Streetscape | 3 | Cost approach using depreciated replacement cost | Independent valuation | June 2018 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs |
| Infrastructure Bridges and Culverts | 3 | Cost approach using depreciated replacement cost | Independent valuation | June 2018 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs |
| Infrastructure Aerodrome | 3 | Cost approach using depreciated replacement cost | Independent valuation | June 2018 | Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs |

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

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FOR THE YEAR ENDED 30TH JUNE 2019

11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years and no more than five years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, *Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

SHIRE OF NORTHAM
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FOR THE YEAR ENDED 30TH JUNE 2019

11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(c) Disposal of Assets

| | 2018 | | 2019 | | 2018 | | 2019 | | 2018 | | 2019 | |
|-------------------------------------|-----------------------------|----------------------------|--------------------------|------------------------|-----------------------------|----------------------------|--------------------------|------------------------|-----------------------------|----------------------------|--------------------------|------------------------|
| | Actual Net Book Value | Actual Sale Proceeds | 2018 Actual Profit | 2018 Actual Loss | Budget Net Book Value | Budget Sale Proceeds | 2018 Budget Profit | 2018 Budget Loss | Actual Net Book Value | Actual Sale Proceeds | 2018 Actual Profit | 2018 Actual Loss |
| Land - freehold land | 109,200 | 90,500 | 0 | (28,700) | 0 | 0 | 0 | 0 | 306,991 | 350,000 | 43,109 | 0 |
| Buildings - specialised | 16,277 | 0 | 0 | (16,277) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Furniture and equipment | 49,837 | 0 | 0 | (49,837) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Plant and equipment | 390,008 | 209,674 | 33,146 | (213,490) | 825,961 | 450,113 | 84,234 | (190,082) | 300,060 | 164,634 | 0 | (135,426) |
| Infrastructure Playground Equipment | 7,200 | 0 | 0 | (7,200) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure Other | 15,000 | 0 | 0 | (15,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure Streetscape | 34,000 | 0 | 0 | (34,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Infrastructure Aerodrome | 3,800 | 0 | 0 | (3,800) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 617,122 | 290,174 | 33,146 | (350,094) | 825,961 | 450,113 | 84,234 | (190,082) | 606,951 | 514,634 | 43,109 | (135,426) |

The following assets were disposed of during the year:

| | 2018 | | 2019 | |
|----------------------------------|-----------------------------|----------------------------|--------------------------|------------------------|
| | Actual Net Book Value | Actual Sale Proceeds | 2018 Actual Profit | 2018 Actual Loss |
| Education and welfare | | | | |
| NBata Commuter Bus | 26,505 | 33,636 | 0 | (12,872) |
| NBata Wheelchair Bus | 27,400 | 90,346 | 33,146 | 0 |
| Transport | | | | |
| Municipal Pato PH1218 | 43,090 | 33,634 | 0 | (9,456) |
| Vanvo Backhoe Loader PH0900 | 90,506 | 13,264 | 0 | (81,239) |
| AT Truck PH1221 | 36,821 | 36,836 | 0 | (30,965) |
| Hino Tipper Truck PH1222 | 41,434 | 28,427 | 0 | (13,009) |
| Vermeer Wood Chipper PH2240 | 28,165 | 11,750 | 0 | (17,385) |
| Husqvarna Ride on Mower | 1,852 | 303 | 0 | (1,549) |
| Other Plant and Services | | | | |
| Toyota Coaster Bus PH009 | 30,997 | 46,640 | 0 | (2,149) |
| | 376,879 | 209,674 | 33,146 | (200,391) |
| Other Property and Services | | | | |
| Land under \$5000 purchase price | 28,700 | 0 | 0 | (28,700) |
| Recreation and Culture | | | | |
| 259 Wigram Avenue | 109,200 | 90,500 | 0 | 0 |
| Program | | | | |
| Assets under \$5000 worth | 131,043 | 0 | 0 | (131,043) |
| | 131,043 | 0 | 0 | (131,043) |
| | 617,122 | 290,174 | 33,146 | (350,094) |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(b) Depreciation

| | 2019 Actual | 2019 Budget | 2018 Actual |
|-------------------------------------|----------------|----------------|----------------|
| | \$ | \$ | \$ |
| Buildings - non-specialised | 86,682 | 80,478 | 80,478 |
| Buildings - specialised | 691,619 | 630,963 | 612,092 |
| Furniture and equipment | 202,131 | 39,404 | 38,359 |
| Plant and equipment | 400,614 | 333,242 | 324,403 |
| Bushfire Equipment | 142,759 | 145,846 | 141,978 |
| Infrastructure Roads | 1,380,912 | 1,663,392 | 1,619,270 |
| Infrastructure Footpaths | 148,214 | 160,006 | 155,761 |
| Infrastructure Drainage | 118,109 | 81,269 | 79,113 |
| Infrastructure Playground Equipment | 46,099 | 65,974 | 64,224 |
| Infrastructure Other | 443,719 | 615,689 | 597,606 |
| Infrastructure Streetscape | 1,417 | 29,209 | 28,435 |
| Infrastructure Bridges and Culverts | 453,054 | 435,145 | 423,604 |
| Infrastructure Aerodrome | 64,816 | 82,770 | 80,575 |
| | 4,180,155 | 4,363,387 | 4,245,898 |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

11. PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

| Asset Class | Useful life | | |
|-------------------------------|-----------------|--|-----------------|
| Buildings | 20 to 55 years | Playground Equipment | 5 to 15 years |
| Furniture & Equipment | 4 to 10 years | Bridges & Culverts | 75 to 100 years |
| Plant & Equipment (Bush fire) | 3 to 15 years | Parks, Reserves and other infrastructure | 4 to 55 years |
| Sealed Roads & Streets | | Infrastructure-Aerodrome | 5 to 50 years |
| Formation | Not depreciated | Footpaths | |
| Pavement | 80 years | In situ concrete & slabs | 32 years |
| Seal | | Drainage | 85 years |
| bituminous seals | 23 to 30 years | | |
| asphalt surfaces | 23 to 30 years | | |
| Streetscape | 15 to 55 years | | |
| Gravel Roads | | | |
| Formation | Not depreciated | | |
| Pavement | 80 years | | |
| Gravel Sheet | 33 years | | |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

12. REVALUATION SURPLUS

| | 2019 Opening Balance | 2019 Closing Balance | 2018 Opening Balance | 2018 Revaluation Increment | 2018 Revaluation (Decrement) | Total Movement on Revaluation | 2018 Closing Balance |
|---|----------------------------|----------------------------|----------------------------|----------------------------------|------------------------------------|-------------------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Revaluation surplus - Land - freehold land | 12,364,848 | 12,364,848 | 12,364,848 | 0 | 0 | 0 | 12,364,848 |
| Revaluation surplus - Buildings | 13,445,586 | 13,445,586 | 13,445,586 | 0 | 0 | 0 | 13,445,586 |
| Revaluation surplus - Furniture and equipment | 175,330 | 175,330 | 0 | 175,330 | 0 | 175,330 | 175,330 |
| Revaluation surplus - Plant and equipment | 368,708 | 368,708 | 368,708 | 0 | 0 | 0 | 368,708 |
| Revaluation surplus - Bushfire Equipment | 1,074,141 | 1,074,141 | 1,074,141 | 0 | 0 | 0 | 1,074,141 |
| Revaluation surplus - Infrastructure Roads | 53,504,060 | 53,504,060 | 60,830,240 | 682,621 | (8,108,801) | (7,426,180) | 53,504,060 |
| Revaluation surplus - Infrastructure Playground Equipment | 631,572 | 631,572 | 590,800 | 40,772 | 0 | 40,772 | 631,572 |
| Revaluation surplus - Infrastructure Other | 5,917,610 | 5,917,610 | 4,991,681 | 2,082,727 | (1,156,798) | 925,929 | 5,917,610 |
| Revaluation surplus - Infrastructure Streetscape | (91,084) | (91,084) | 289,838 | 0 | (380,922) | (380,922) | (91,084) |
| Revaluation surplus - Infrastructure Bridges and Culverts | 26,588,240 | 26,588,240 | 27,232,861 | 0 | (644,621) | (644,621) | 26,588,240 |
| | 113,979,011 | 113,979,011 | 121,288,703 | 2,981,450 | (10,291,142) | (7,309,692) | 113,979,011 |

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1. Revaluation surplus- Infrastructure other includes bridges and the airport.
Revaluation surplus- Roads includes footpaths and drainage.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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13. TRADE AND OTHER PAYABLES

| | 2019 | 2018 |
|--|------------------|------------------|
| | \$ | \$ |
| Current | | |
| Sundry creditors | 2,887,363 | 1,447,159 |
| Accrued salaries and wages | 72,392 | 57,702 |
| Customer bonds and deposits | 610,335 | 0 |
| ATO Liabilities | 0 | (7,542) |
| Interest on debentures | 28,890 | 31,275 |
| ESL Payable | 0 | 3,131 |
| Accrued Expenditure | 59,178 | 166,462 |
| | 3,658,158 | 1,698,187 |
| Non Current | | |
| Customer bonds and deposits | 221,047 | 0 |
| | 221,047 | 0 |
| Customer bonds and deposits (see note 3) | | |
| Current liability | 610,335 | 0 |
| Non Current liability | 221,047 | 0 |
| | 831,382 | 0 |

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect

Trade and other payables (Continued)

of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

14. INFORMATION ON BORROWINGS

| | 2019 | 2018 |
|----------------|-----------|-----------|
| (a) Borrowings | \$ | \$ |
| Current | 279,989 | 224,381 |
| Non-current | 2,000,696 | 1,783,681 |
| | 2,280,685 | 2,008,062 |

(b) Repayments - Borrowings

| Particulars | Interest Rate | 30 June 2018 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2019 | | 30 June 2016 | | 30 June 2016 | | 30 June 2016 | |
|----------------------------------|---------------|------------------------------|------------------|-----------------------------|--------------------------|------------------------------|------------------------------|------------------|-----------------------------|--------------------------|------------------------------|------------------------------|-----------------------------|--------------------------|------------------------------|------------------------------|-----------------------------|--------------------------|------------------------------|
| | | Actual Principal 1 July 2018 | Actual New Loans | Actual Principal Repayments | Actual Interest payments | Actual Principal outstanding | Budget Principal 1 July 2018 | Budget New Loans | Budget Principal Repayments | Budget Interest payments | Budget Principal outstanding | Actual Principal 1 July 2017 | Actual Principal Repayments | Actual Interest payments | Actual Principal outstanding | Actual Principal 1 July 2016 | Actual Principal Repayments | Actual Interest payments | Actual Principal outstanding |
| Recreation and culture | | | | | | | | | | | | | | | | | | | |
| Loan 223 Recreation Facilities | 6.06% | 232,963 | 0 | 122,513 | 12,002 | 130,030 | 232,962 | 0 | 122,513 | 15,099 | 130,049 | 307,976 | 118,413 | 20,002 | 232,963 | | | | |
| Loan 224 Recreation Facilities | 6.48% | 880,271 | 0 | 43,876 | 60,294 | 816,395 | 880,271 | 0 | 43,876 | 60,775 | 816,395 | 901,436 | 41,166 | 63,288 | 880,271 | | | | |
| Loan 226 Northam Aquatic Centre | 1.82% | 0 | 0 | 0 | 0 | 0 | 0 | 2,400,000 | 0 | 0 | 2,400,000 | 0 | 0 | 0 | 0 | | | | |
| Loan 227 New Northam Youth Space | 2.26% | 0 | 500,000 | 0 | 2,458 | 500,000 | 0 | 500,000 | 0 | 0 | 500,000 | 0 | 0 | 0 | 0 | | | | |
| Loan 221 Health | 6.22% | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,280 | 13,280 | 673 | 0 | | | | |
| Economic services | | | | | | | | | | | | | | | | | | | |
| Loan 225 Victoria Oval | 6.00% | 703,856 | 0 | 35,898 | 49,332 | 667,960 | 703,856 | 0 | 35,898 | 49,736 | 667,960 | 737,538 | 33,680 | 51,761 | 703,856 | | | | |
| | | 1,816,692 | 500,000 | 202,287 | 124,066 | 2,114,408 | 1,816,691 | 2,900,000 | 202,287 | 125,600 | 4,814,404 | 2,000,230 | 203,536 | 136,144 | 1,816,692 | | | | |
| Self Supporting Loans | | | | | | | | | | | | | | | | | | | |
| Recreation and culture | | | | | | | | | | | | | | | | | | | |
| Loan 206 Northam Country Club | 7.26% | 9,363 | 0 | 6,126 | 504 | 3,236 | 9,363 | 0 | 6,126 | 520 | 3,237 | 15,698 | 8,696 | 999 | 9,363 | | | | |
| Loan 219A Northam Bowling Club | 3.18% | 182,007 | 0 | 18,967 | 6,227 | 163,041 | 182,007 | 0 | 18,967 | 6,670 | 165,040 | 200,385 | 18,378 | 7,349 | 182,007 | | | | |
| | | 191,370 | 0 | 25,093 | 7,331 | 166,276 | 191,371 | 0 | 25,093 | 7,494 | 166,277 | 216,443 | 24,073 | 8,348 | 191,370 | | | | |
| | | 2,008,062 | 500,000 | 227,380 | 131,437 | 2,280,685 | 2,008,062 | 2,900,000 | 227,382 | 133,094 | 4,880,681 | 2,235,673 | 227,630 | 144,292 | 2,008,062 | | | | |

Self supporting loans are financed by payments from third parties. These are shown in Notes as other financial assets at amortised cost.
All other loan repayments were financed by general purpose revenue.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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14. INFORMATION ON BORROWINGS (Continued)

(a) New Borrowings - 2018/19

| Particulars/Purpose | Institution | Term Years | Interest Rate % | Amount Borrowed | | Amount (Used) | | Total Interest & Charges \$ | Actual Balance Unspent \$ |
|------------------------------|-------------|---------------|-----------------------|----------------------|----------------------|----------------------|----------------------|--------------------------------------|------------------------------------|
| | | | | 2019 Actual \$ | 2019 Budget \$ | 2019 Actual \$ | 2019 Budget \$ | | |
| Loan 227 Northam Youth Space | WATC | 10 | 2.28% | 500,000 | 0 | 500,000 | 0 | 0 | 0 |
| | | | | 500,000 | 0 | 500,000 | 0 | 0 | 0 |

(b) Undrawn Borrowing Facilities

| | 2019 \$ | 2018 \$ |
|--|------------------|------------------|
| Credit Standby Arrangements | | |
| Bank overdraft limit | 100,000 | 100,000 |
| Credit card limit | 15,000 | 15,000 |
| Credit card balance at balance date | (4,887) | (537) |
| Total amount of credit unused | 110,113 | 114,463 |
| Loan facilities | | |
| Loan facilities - current | 279,985 | 224,381 |
| Loan facilities - non-current | 2,000,896 | 1,783,651 |
| Total facilities in use at balance date | 2,280,881 | 2,008,032 |

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk

Information regarding exposure to risk can be found at Note 26.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

| | Provision for Annual Leave | Provision for Long Service Leave | Total |
|--------------------------------|----------------------------|----------------------------------|-----------|
| | \$ | \$ | \$ |
| Opening balance at 1 July 2018 | | | |
| Current provisions | 605,891 | 458,405 | 1,064,296 |
| Non-current provisions | 0 | 271,813 | 271,813 |
| | 605,891 | 730,218 | 1,336,109 |
| Additional provision | (13,187) | 107,313 | 94,126 |
| Balance at 30 June 2019 | 592,704 | 837,531 | 1,430,235 |
| Comprises | | | |
| Current | 592,704 | 614,721 | 1,207,425 |
| Non-current | 0 | 222,810 | 222,810 |
| | 592,704 | 837,531 | 1,430,235 |

Amounts are expected to be settled on the following basis:

| | 2019 | 2018 |
|---|-----------|-----------|
| | \$ | \$ |
| Less than 12 months after the reporting date | 59,161 | 0 |
| More than 12 months from reporting date | 1,282,783 | 1,268,368 |
| Expected reimbursements from other WA local governments | 88,311 | 67,741 |
| | 1,430,235 | 1,336,109 |

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued) rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

16. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

| | 2019 Actual \$ | 2019 Budget \$ | 2018 Actual \$ |
|---------------------------|----------------------|----------------------|----------------------|
| Cash and cash equivalents | 8,123,774 | 4,124,399 | 9,699,752 |

Reconciliation of Net Cash Provided By
Operating Activities to Net Result

| | | | |
|--|--------------|-------------|-------------|
| Net result | 18,691,153 | 6,020,180 | 4,693,712 |
| Non-cash flows in Net result: | | | |
| Fair value adjustments to financial assets at fair value through profit and loss | (210,205) | 0 | 0 |
| Depreciation | 4,180,155 | 4,363,387 | 4,245,898 |
| Gifted bridge from main roads | (12,800,000) | 0 | 0 |
| (Profit)/loss on sale of asset | 326,948 | 75,848 | 92,317 |
| Changes in assets and liabilities: | | | |
| (Increase)/decrease in receivables | 104,883 | 1,713,307 | (1,115,277) |
| (Increase)/decrease in other assets | (1,862,488) | 0 | 0 |
| (Increase)/decrease in inventories | 1,224 | 1,000 | (593) |
| Increase/(decrease) in payables | 2,181,018 | 321,677 | 181,650 |
| Increase/(decrease) in provisions | 94,126 | 20,000 | 37,325 |
| Grants contributions for the development of assets | (5,019,568) | (7,223,845) | (4,534,499) |
| Net cash from operating activities | 5,687,246 | 5,291,554 | 3,600,533 |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

17. CONTINGENT LIABILITIES

The Shire did not have any contingent liabilities as at 30 June 2019.

18. SUBSEQUENT EVENTS

The Shire did not have any known subsequent events at the reporting date.

19. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

| | 2019 | 2018 |
|-----------------------------|--------------------|--------------------|
| | \$ | \$ |
| Governance | 0 | 408,638 |
| General purpose funding | 14,627,125 | 15,275,542 |
| Law, order, public safety | 3,741,916 | 3,369,314 |
| Health | 119,351 | 124,332 |
| Education and welfare | 4,171,189 | 4,112,237 |
| Housing | 1,276,078 | 1,303,119 |
| Community amenities | 2,028,248 | 1,904,496 |
| Recreation and culture | 38,795,600 | 32,919,712 |
| Transport | 152,693,132 | 137,064,905 |
| Economic services | 8,743,057 | 8,886,475 |
| Other property and services | 352,300 | 352,300 |
| Unallocated | 8,117,094 | 7,705,104 |
| | 234,665,090 | 213,426,174 |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

20. CAPITAL AND LEASING COMMITMENTS

| | 2019 | 2018 |
|--|------------------|----------------|
| | \$ | \$ |
| (a) Capital Expenditure Commitments | | |
| Contracted for: | | |
| - capital expenditure projects | 6,579,846 | 228,427 |
| | <u>6,579,846</u> | <u>228,427</u> |
| Payable: | | |
| - not later than one year | 6,579,846 | 228,427 |
| | <u>6,579,846</u> | <u>228,427</u> |

The commitment as at 30 June 2019 relates to the tendered contracts for Northam Aquatic Centre construction.

The commitment as at 30 June 2018 relates to the tendered contracts for the Bilya Koot Boodja Centre interpretation implementation.

(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts

| | 2019 | 2018 |
|---|---------------|---------------|
| | \$ | \$ |
| Payable: | | |
| - not later than one year | 13,008 | 11,420 |
| - later than one year but not later than five years | 11,395 | 22,841 |
| | <u>24,403</u> | <u>34,261</u> |

SIGNIFICANT ACCOUNTING POLICIES

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leases (Continued)

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

21. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

| | 2019 Actual | 2019 Budget | 2018 Actual |
|------------------------------|----------------|----------------|----------------|
| | \$ | \$ | \$ |
| Meeting fees | 201,600 | 201,350 | 201,350 |
| President's allowance | 45,000 | 45,000 | 45,000 |
| Deputy President's allowance | 11,250 | 11,250 | 11,250 |
| Travelling/other expenses | 14,734 | 22,000 | 13,035 |
| Telecommunications allowance | 34,427 | 35,000 | 41,435 |
| | <u>307,071</u> | <u>314,600</u> | <u>312,070</u> |

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

| | 2019 Actual | 2018 Actual |
|------------------------------|----------------|----------------|
| | \$ | \$ |
| Short-term employee benefits | 880,287 | 865,853 |
| Post-employment benefits | 90,419 | 83,762 |
| Other long-term benefits | 20,303 | 19,875 |
| | <u>991,009</u> | <u>969,490</u> |

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire of Northam's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

21. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire of Northam are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:

| | 2019 Actual | 2018 Actual |
|--------------------------------|----------------|----------------|
| | \$ | \$ |
| Sale of goods and services | 260 | 420 |
| Purchase of goods and services | 1,471 | 1,898 |

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

The associate person of KMP was employed by the Shire under normal employment terms and conditions.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF NORTHAM
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FOR THE YEAR ENDED 30TH JUNE 2019

22. JOINT ARRANGEMENTS

(a) Carrying amount of investment in joint operations

The Shire together with the Department of Housing and Works have a joint venture housing arrangement for the provision eight aged care accommodation units at Lot 410 Kurringal Road Wundowie. The joint venture has been established since 1996.

Share of joint operations

| | 2019 \$ | 2018 \$ |
|--|------------------|------------------|
| Land and buildings fair value 30 June 2017 | 1,062,175 | 1,062,175 |
| Other infrastructure fair value 30 June 2018 | 8,800 | 8,800 |
| Additions at cost | 20,285 | 20,285 |
| Less: accumulated depreciation | (43,549) | (21,249) |
| Total assets | 1,047,711 | 1,070,011 |
| Statement of comprehensive income | | |
| Other revenue | 43,819 | 48,041 |
| Other expenditure | (55,482) | (69,115) |
| Net result for the period | (11,663) | (21,074) |
| Total comprehensive income for the period | (11,663) | (21,074) |

SIGNIFICANT ACCOUNTING POLICIES

Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

Interests in joint arrangements (Continued)

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

23. CONDITIONS OVER GRANTS/CONTRIBUTIONS

| Grant/Contribution | Opening | Received ⁽²⁾ | Expended ⁽³⁾ | Closing | Received ⁽²⁾ | Expended ⁽³⁾ | Closing |
|-------------------------------------|-----------------------------------|-------------------------|-------------------------|------------------------------------|-------------------------|-------------------------|------------------------------------|
| | Balance ⁽¹⁾ 1/07/17 | 2017/18 | 2017/18 | Balance ⁽¹⁾ 30/06/18 | 2018/19 | 2018/19 | Balance ⁽¹⁾ 30/06/19 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Law, order, public safety | | | | | | | |
| FESA BFB | 37,639 | 44,440 | (37,639) | 44,440 | 51,056 | (44,440) | 51,056 |
| FESA SES | 10,477 | 8,895 | (10,447) | 8,925 | 22,160 | (8,925) | 22,160 |
| DFES Fire Mitigation Report | 28,000 | 0 | (28,000) | 0 | 0 | 0 | 0 |
| WAPOL | 0 | 0 | 0 | 0 | 118,686 | (116,809) | 1,877 |
| Health | | | | | | | |
| NRM Biodiversity Grant | 50,000 | 0 | (50,000) | 0 | 0 | 0 | 0 |
| Education and welfare | | | | | | | |
| RFR Fluffy Ducks | 232,954 | 0 | (232,954) | 0 | 0 | 0 | 0 |
| Recreation and culture | | | | | | | |
| OLGF 2012-2013 Shire of Dowerin | 50,000 | 0 | (50,000) | 0 | 0 | 0 | 0 |
| Kidsport, Silversport | 13,478 | 0 | (13,478) | 0 | 7,368 | (7,368) | 0 |
| Town Hall Remedial Works | 98,423 | 0 | (98,423) | 0 | 58,450 | (55,264) | 3,186 |
| WAPOL Night Hoops | 0 | 0 | 0 | 0 | 19,290 | 0 | 19,290 |
| Transport | | | | | | | |
| Main Roads WA | 55,870 | 0 | (55,870) | 0 | 0 | 0 | 0 |
| Main Roads Backspot Funding GEHC | 0 | 437,291 | 0 | 437,291 | 127,676 | (539,236) | 25,731 |
| DRD Royalties for Regions | 824,040 | 0 | (824,040) | 0 | 0 | 0 | 0 |
| WDC Age Friendly Footpaths | 40,000 | 0 | (40,000) | 0 | 0 | 0 | 0 |
| FTR Roads to Recovery Grant | 282,453 | 526,319 | (282,453) | 526,319 | 0 | (526,319) | 0 |
| Economic services | | | | | | | |
| Water Corporation - Treatment Plant | 201,181 | 0 | (31,500) | 169,681 | 0 | 0 | 169,681 |
| Total | 1,824,515 | 1,016,945 | (1,754,804) | 1,186,656 | 404,686 | (1,258,361) | 292,981 |

Total

notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

24. RATING INFORMATION

(a) Rates

| RATE TYPE | Rate in \$ | Number of Properties | 2018/19 Actual Rateable Value | 2018/19 Actual Rate Revenue | 2018/19 Actual Interim Rates | 2018/19 Actual Back Rates | 2018/19 Actual Total Revenue | 2018/19 Budget Rate Revenue | 2018/19 Budget Interim Rate | 2018/19 Budget Back Rate | 2018/19 Budget Total Revenue | 2017/18 Actual Total Revenue |
|--|------------|----------------------|-------------------------------|-----------------------------|------------------------------|---------------------------|------------------------------|-----------------------------|-----------------------------|--------------------------|------------------------------|------------------------------|
| General rate | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Gross rental valuations | | | | | | | | | | | | |
| 00 Non Rateable Value | 0 | 720 | 3,973,088 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 GRV Townsite Residential | 9.7975 | 4,017 | 56,675,019 | 5,885,276 | 2,361 | 2,967 | 5,890,504 | 5,846,660 | 155,943 | 600 | 6,003,203 | 5,850,553 |
| 02 GRV Northam Commercial/Industrial | 10.7376 | 258 | 13,520,247 | 1,171,610 | 66,993 | 110,129 | 1,478,732 | 1,451,750 | 1,000 | 100 | 1,452,850 | 1,402,737 |
| Unimproved valuations | | | | | | | | | | | | |
| 05 Agricultural Local | 0.6072 | 375 | 125,735,013 | 822,440 | 0 | 0 | 822,446 | 824,183 | 5,000 | 100 | 829,283 | 822,081 |
| 06 Agricultural Regional | 0.5099 | 170 | 114,282,997 | 582,729 | 2,759 | 48 | 585,536 | 582,729 | 5,000 | 100 | 587,829 | 583,774 |
| 07 Rural Small Holding | 0.7558 | 87 | 15,689,997 | 118,585 | 209 | | 118,794 | 118,585 | 3,000 | 100 | 121,685 | 114,275 |
| Sub-Total | | 5,627 | 339,876,361 | 8,580,646 | 202,322 | 113,044 | 8,896,012 | 8,823,907 | 169,943 | 1,000 | 8,994,850 | 8,753,420 |
| Minimum payment | | | \$ | | | | | | | | | |
| Gross rental valuations | | | | | | | | | | | | |
| 01 GRV Townsite Residential | 923 | 903 | 3,455,437 | 227,244 | 0 | 0 | 227,244 | 233,469 | 0 | 0 | 233,469 | 601,825 |
| 02 GRV Northam Commercial/Industrial | 923 | 51 | 206,185 | 48,168 | 0 | 0 | 48,168 | 47,073 | 0 | 0 | 47,073 | 48,870 |
| Unimproved valuations | | | | | | | | | | | | |
| 05 Agricultural Local | 923 | 71 | 6,207,016 | 65,533 | 0 | 0 | 65,533 | 65,533 | 0 | 0 | 65,533 | 60,635 |
| 06 Agricultural Regional | 923 | 161 | 21,994,603 | 148,603 | 0 | 0 | 148,603 | 148,603 | 0 | 0 | 148,603 | 149,325 |
| 07 Rural Small Holding | 923 | 7 | 848,003 | 6,461 | 0 | 0 | 6,461 | 6,461 | 0 | 0 | 6,461 | 6,335 |
| Sub-Total | | 1,193 | 33,411,244 | 1,094,009 | 0 | 0 | 1,094,009 | 1,101,139 | 0 | 0 | 1,101,139 | 866,990 |
| Less Rates Written Off | | | | | | | | | | | | (18,172) |
| | | 6,820 | 373,287,605 | 9,674,655 | 202,322 | 113,044 | 9,990,021 | 9,925,046 | 169,943 | 1,000 | 10,095,989 | 9,602,238 |
| Discounts/concessions (refer Note 24(b)) | | | | | | | 0 | | | | (1,000) | 0 |
| Total amount raised from general rate | | | | | | | 9,990,021 | | | | 10,094,989 | 9,602,238 |
| Ex-gratia rates | | | | | | | 14,483 | | | | 14,625 | 14,130 |
| Rates paid in advance | | | | | | | 280,140 | | | | 0 | 0 |
| Totals | | | | | | | 10,284,644 | | | | 10,109,614 | 9,616,368 |

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

24 RATING INFORMATION (Continued)

(b) Interest Charges & Instalments

| Instalment Options | Date Due | Instalment Plan | Instalment Plan | Unpaid Rates |
|-----------------------------|------------|-----------------|-----------------|---------------|
| | | Admin Charge | Interest Rate | Interest Rate |
| | | \$ | % | % |
| Option One | 19.09.2018 | | | 11.00% |
| Option Two | 19.09.2018 | 0 | 5.50% | 11.00% |
| | 19.11.2018 | 10.00 | 5.50% | 11.00% |
| Option Three | 19.09.2018 | 0 | 5.50% | 11.00% |
| | 19.11.2018 | 10.00 | 5.50% | 11.00% |
| | 21.01.2019 | 10.00 | 5.50% | 11.00% |
| | 21.03.2019 | 10.00 | 5.50% | 11.00% |
| | | 2019 Actual | 2019 Budget | 2018 Actual |
| | | \$ | \$ | \$ |
| Interest on unpaid rates | | 211,697 | 140,000 | 147,254 |
| Interest on instalment plan | | 36,249 | 32,500 | 32,572 |
| | | 247,946 | 172,500 | 179,826 |
| Charges on instalment plan | | 38,150 | 38,000 | 37,630 |
| | | 286,096 | 210,500 | 217,456 |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

25. RATE SETTING STATEMENT INFORMATION

| Note | 2018/19 | 2018/19 | 2018/19 |
|--|-----------------------------------|---|----------------------------------|
| | (30 June 2019 Carried Forward) | Budget (30 June 2019 Carried Forward) | (1 July 2018 Brought Forward) |
| | \$ | \$ | \$ |
| (a) Non-cash amounts excluded from operating activities | | | |
| The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> . | | | |
| Adjustments to operating activities | | | |
| Less: Profit on asset disposals | 11(a) (33,146) | (84,234) | (43,109) |
| Fair value adjustments to financial assets, at fair value through profit and loss | 8(b) (210,205) | 0 | 0 |
| Movement in pensioner deferred rates (non-current) | 4,937 | 0 | 0 |
| Movement in employee benefit provisions (non-current) | (49,003) | 0 | (61,631) |
| Movement in other provisions (non-current) | 8,630 | 0 | (13,294) |
| Add: Loss on disposal of assets | 11(a) 360,094 | 160,082 | 135,428 |
| Add: Change in customer deposits and bonds | 221,047 | 0 | 0 |
| Add: Depreciation on assets | 11(b) 4,180,155 | 4,363,387 | 4,245,898 |
| Non cash amounts excluded from operating activities | 4,482,509 | 4,439,235 | 4,263,292 |
| (b) Surplus/(deficit) after imposition of general rates | | | |
| The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates. | | | |
| Adjustments to net current assets | | | |
| Less: Reserves - restricted cash | 3 (5,015,888) | (3,924,399) | (6,124,711) |
| Less: Loans receivable - clubs/institutions | (15,758) | 0 | (16,818) |
| Add: Borrowings | 14(a) 279,985 | 227,381 | 224,381 |
| Less Leave Reserve Cash Backed | 427,796 | 426,341 | 419,166 |
| Budget Leave cash backed | 250,000 | 250,000 | 250,000 |
| Total adjustments to net current assets | (4,073,865) | (3,020,677) | (5,247,982) |
| Net current assets used in the Rate Setting Statement | | | |
| Total current assets | 13,381,991 | 6,295,715 | 13,197,711 |
| Less: Total current liabilities | (5,145,568) | (3,275,038) | (2,986,866) |
| Less: Total adjustments to net current assets | (4,073,865) | (3,020,677) | (5,247,982) |
| Net current assets used in the Rate Setting Statement | 4,162,558 | 0 | 4,962,863 |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

26. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

| Risk | Exposure arising from | Measurement | Management |
|-----------------------------|---|-----------------------------------|--|
| Market risk - interest rate | Long term borrowings at variable rates | Sensitivity analysis | Utilise fixed interest rate borrowings |
| Credit risk | Cash and cash equivalents, trade receivables, financial assets and debt investments | Aging analysis Credit analysis | Diversification of bank deposits, credit limits. Investment policy |
| Liquidity risk | Borrowings and other liabilities | Rolling cash flow forecasts | Availability of committed credit lines and borrowing facilities |

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

| | Weighted Average Interest Rate | Carrying Amounts | Fixed Interest Rate | Variable Interest Rate | Non Interest Bearing |
|---------------------------|--------------------------------|------------------|---------------------|------------------------|----------------------|
| | % | \$ | \$ | \$ | \$ |
| 2019 | | | | | |
| Cash and cash equivalents | 1.10% | 8,123,774 | 0 | 8,120,344 | 3,430 |
| 2018 | | | | | |
| Cash and cash equivalents | 1.60% | 9,699,752 | 0 | 9,696,522 | 3,230 |

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

| | 2019 | 2018 |
|--|--------|--------|
| | \$ | \$ |
| Impact of a 1% movement in interest rates on profit and loss and equity* | 81,238 | 96,998 |

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs.

The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 14(b).

Audit Committee Meeting Agenda
4 December 2019

SHIRE OF NORTHAM
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26. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2018 or 1 July 2019 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors. There are no material receivables that have been subject to a re-negotiation of repayment terms.

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for rates receivable and sundry receivables.

| | Current | More than 1 year past due | More than 2 years past due | More than 3 years past due | Total |
|-----------------------|---------|------------------------------|-------------------------------|-------------------------------|-----------|
| 30 June 2019 | | | | | |
| Rates receivable | | | | | |
| Expected credit loss | 0.64% | 0.88% | 1.29% | 9.30% | |
| Gross carrying amount | 720,098 | 501,541 | 296,426 | 761,079 | 2,281,144 |
| Loss allowance | 4,622 | 4,403 | 3,861 | 70,787 | 83,673 |

| | | | | | |
|-----------------------|---------|---------|---------|---------|-----------|
| 01 July 2018 | | | | | |
| Rates receivable | | | | | |
| Expected credit loss | 0.71% | 0.98% | 1.42% | 10.59% | |
| Gross carrying amount | 658,542 | 428,717 | 241,389 | 662,858 | 1,991,506 |
| Loss allowance | 4,681 | 4,183 | 3,421 | 70,185 | 82,470 |

The loss allowance as at 30 June 2019 and 1 July 2018 (on adoption of AASB 9) was determined as follows for sundry receivables.

| | Current | More than 30 days past due | More than 60 days past due | More than 90 days past due | Total |
|-----------------------|---------|-------------------------------|-------------------------------|-------------------------------|---------|
| 30 June 2019 | | | | | |
| Sundry Receivables | | | | | |
| Expected credit loss | 1.09% | 8.40% | 10.35% | 58.38% | |
| Gross carrying amount | 766,807 | 10,287 | 30,283 | 105,475 | 912,852 |
| Loss allowance | 8,366 | 864 | 3,135 | 61,577 | 73,942 |

| | | | | | |
|-----------------------|-----------|--------|--------|--------|-----------|
| 01 July 2018 | | | | | |
| Sundry Receivables | | | | | |
| Expected credit loss | 0.76% | 6.82% | 8.74% | 53.69% | |
| Gross carrying amount | 1,309,043 | 56,413 | 20,001 | 73,307 | 1,458,764 |
| Loss allowance | 10,003 | 3,847 | 1,748 | 39,356 | 54,954 |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

26. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 14(d).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

| | Due within 1 year | Due between 1 & 5 years | Due after 5 years | Total contractual cash flows | Carrying values |
|-------------|-------------------|-------------------------|-------------------|------------------------------|-----------------|
| | \$ | \$ | \$ | \$ | \$ |
| 2019 | | | | | |
| Payables | 3,879,205 | 0 | 0 | 3,879,205 | 3,879,205 |
| Borrowings | 399,952 | 1,042,427 | 1,601,235 | 3,043,614 | 2,280,681 |
| | 4,279,157 | 1,042,427 | 1,601,235 | 6,922,819 | 6,159,886 |
| 2018 | | | | | |
| Payables | 1,698,187 | 0 | 0 | 1,698,187 | 1,698,187 |
| Borrowings | 347,159 | 957,198 | 1,524,961 | 2,829,338 | 2,008,062 |
| | 2,045,346 | 957,198 | 1,524,961 | 4,527,525 | 3,706,249 |

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27. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

| | 1 July 2018 | Amounts Received | Amounts Paid | Reclassification to restricted cash | 30 June 2019 |
|--------------------------------|-------------|------------------|--------------|-------------------------------------|--------------|
| | \$ | \$ | \$ | \$ | \$ |
| Town Hall Bond | 1,000 | 1,009 | (1,000) | (1,009) | 0 |
| Lesser Hall Bond | 500 | 1,000 | (1,100) | (400) | 0 |
| Public Open Space | 263,778 | 5,716 | (40,000) | 0 | 229,494 |
| Bonds Building | 25,500 | 48,651 | 0 | (74,131) | 0 |
| Crossovers Bond | 69,892 | 1,450 | 0 | (69,342) | 0 |
| Recreation Centre Bond | 400 | 1,200 | (2,100) | 500 | 0 |
| Facilities Bond | 19,715 | 1,863 | (1,100) | (20,478) | 0 |
| Footpath/Kerbing Bond | 90,500 | 48,021 | (60,917) | (77,604) | 0 |
| Retentions | 94,072 | 48,705 | (34,744) | (108,033) | 0 |
| Sundry Trust | 24,860 | 411 | 0 | (25,271) | 0 |
| Standpipe Key | 7,800 | 1,050 | (450) | (8,400) | 0 |
| Resited Dwelling | 21,834 | 452 | (5,000) | (17,286) | 0 |
| Deposits Extractive Industries | 242,599 | 5,751 | 0 | (240,350) | 0 |
| Other | 12,479 | 2,888 | 0 | (15,367) | 0 |
| BCTIF | 409 | 34,724 | (33,476) | (1,657) | 0 |
| BRB | 847 | 42,258 | (39,966) | (3,139) | 0 |
| Animal Traps | 330 | 100 | (430) | 0 | 0 |
| Storm Damage | 175 | 0 | 0 | (175) | 0 |
| AROC | 139,323 | 36,667 | (10,750) | (165,240) | 0 |
| | 1,010,013 | 281,896 | (231,033) | (831,382) | 229,494 |

In previous years, customer bonds and deposits were held as trust monies. They are now included in restricted cash at Note 3 and shown as a liability at Note 13.

SHIRE OF NORTHAM
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28. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associated with the amendment of existing standards, the only new standard with material application is AASB 9 *Financial Instruments*.

AASB 9 Financial instruments

AASB 9 *Financial Instruments* replaces AASB 139 *Financial Instruments: Recognition and Measurement* for annual reporting periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Shire applied AASB 9 prospectively, with an initial application date of 1 July 2018. The adoption of AASB 9 has resulted in changes in accounting policies however there were no adjustments to the amounts recognised in the financial statements. In accordance with AASB 9.7.2.15, the Shire has not restated the comparative information which continues to be reported under AASB 139. Differences arising from adoption have been recognised directly in accumulated surplus/(deficit).

There was no effect of adopting AASB 9 as at 1 July 2018 for the following reasons:-

- No additional remeasurement needed to be done for the expected credit losses under AASB 9 (see note 25(b)).
- The Shire does not hold any available for sale financial assets.

(a) Classification and measurement

Under AASB 9, financial assets are subsequently measured at amortised cost, fair value through other comprehensive income (fair value through OCI) or fair value through profit or loss (fair value through P/L). The classification is based on two criteria: the Shire's business model for managing the assets; and whether the assets' contractual cash flows represent 'solely payments of principal and interest' on the principal amount outstanding.

The assessment of the Shire's business model was made as of the date of initial application, 1 July 2018. The assessment of whether contractual cash flows on financial assets are solely comprised of principal and interest was made based on the facts and circumstances as at the initial recognition of the assets.

SHIRE OF NORTHAM
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28. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The classification and measurement requirements of AASB 9 did not have a significant impact on the Shire. The following are the changes in the classification of the Shire's financial assets:

- Trade receivables and Loans and advances classified as loans and receivables as at 30 June 2018 are held to collect contractual cash flows and give rise to cash flows representing solely payments of principal and interest. These are classified and measured as Financial assets at amortised cost beginning 1 July 2018.

In summary, upon the adoption of AASB 9, the Shire had the following required (or elected) reclassifications as at 1 July 2018:

| | AASB 139 value | AASB 9 category financial assets at amortised cost | Financial assets at fair value through OCI | Financial assets at fair value through P/L |
|-----------------------------|----------------|--|--|--|
| | \$ | \$ | \$ | \$ |
| Trade receivables (note 5) | 3,721,484 | 3,721,484 | 0 | 0 |
| Loans and advances (note 8) | 191,371 | 191,371 | 0 | 0 |
| | 3,912,855 | 3,912,855 | 0 | 0 |

(b) Impairment

The adoption of AASB 9 has fundamentally changed the Shire's accounting for impairment losses for financial assets by replacing AASB 139's incurred loss approach with a forward-looking expected credit loss (ECL) approach. AASB 9 requires the Shire to recognise an allowance for ECLs for all financial assets not held at fair value through P/L.

Set out below is the reconciliation of the ending impairment allowances in accordance with AASB 139 to the opening loss allowances determined, in accordance with AASB 9:

| | Impairment under AASB 139 as at 30 June 2018 | Remeasurement | ECL under AASB 9 as at 01 July 2018 |
|--|--|---------------|-------------------------------------|
| | \$ | \$ | \$ |
| Loans and receivables under AASB 139 / Financial assets at amortised cost under AASB 9 | 137,424 | 0 | 137,424 |
| | 137,424 | 0 | 137,424 |

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29. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE YEARS

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

This note explains management's assessment of the new and amended pronouncements that are relevant to the Shire, the impact of the adoption of AASB 15 *Revenue from Contracts with Customers*, AASB 16 *Leases* and AASB 1058 *Income for Not-for-Profit Entities*. These standards are applicable to future reporting periods and have not yet been adopted.

(a) Revenue from Contracts with Customers

The Shire will adopt AASB 15 *Revenue from Contracts with Customers* (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire will adopt the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019.

(b) Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases prospectively, with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In applying the AASB 16 under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

On adoption of AASB 16, the Shire will not recognise a right-of-use asset in relation to lease liabilities which previously were classified as an operating lease applying AASB 117.

On adoption of AASB 16 *Leases* (issued February 2016), for leases which had previously been classified as an 'operating lease' when applying AASB 117, the net impact on retained earnings on 1 July 2019 will not be significant. The Shire is not required to make any adjustments on transition for leases for which the underlying asset is of low value. Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5).

(c) Income For Not-For-Profit Entities

The Shire will adopt AASB 1058 *Income for Not-for-Profit Entities* (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire will adopt the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods shall not be restated in accordance with AASB 1058 transition requirements.

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance, give rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates will be recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurs the financial liability will be extinguished and the Shire will recognise income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

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30 OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cashflows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cashflows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Investments held for trading are classified as current or non-current based on the Shire's intention to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation to the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (filling) statement of financial position as at the beginning of the preceding period in addition to the interim comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item or disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. arm's length) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 113 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measures are based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measures are based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measures are based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and the related assumptions are developed using the best information available about such assumptions are considered unobservable.

Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash-generating non-specialised assets, other than investments, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) where by any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash-generating specialised assets that are measured under the valuation model, such as roads, drains, public buildings and the like, no annual assessment or impairment is required. Rather AASB 116.31 applies and revaluation need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

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31. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

| PROGRAM NAME | OBJECTIVE | ACTIVITIES |
|-----------------------------|--|---|
| GOVERNANCE | To provide a decision making process for the efficient allocation of scarce resources. | Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services |
| GENERAL PURPOSE FUNDING | To collect revenue to allow for the provision of services | Rates, general purpose government grants and interest revenue |
| LAW, ORDER, PUBLIC SAFETY | To provide services to help ensure a safer and environmentally conscious community | Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services |
| HEALTH | To provide an operational framework for environmental and community health. | Inspection of food outlets and their control, pest control, immunisation services, noise control and health inspections |
| EDUCATION AND WELFARE | To provide services to disadvantaged persons, the elderly, children and youth. | Assistance with playgroup centres, senior citizen hall and respite care centre. Provision of home and community care programs and youth services |
| HOUSING | To provide and maintain elderly residents housing | Provision and maintenance of rental housing, including elderly residents housing |
| COMMUNITY AMENITIES | To provide services required by the community | Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences. |
| RECREATION AND CULTURE | To establish and effectively manage infrastructure | Maintenance of public halls, civic centres, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities |
| TRANSPORT | To provide safe, effective and efficient transport services to the community | Construction and maintenance of roads, streets, bridges, drainage works, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc. Licensing transactions under contract with the WA Government |
| ECONOMIC SERVICES | To help promote the Shire and its economic wellbeing | The regulation and provision of tourism, area promotion and building control. Provision of rural services including weed control, vermin control and standpipes |
| OTHER PROPERTY AND SERVICES | To monitor and control Shire's overheads operating accounts | Private works operation, plant repair and operation costs and engineering operation costs |

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32. FINANCIAL RATIOS

| | 2019 Actual | 2018 Actual | 2017 Actual |
|-----------------------------------|----------------|----------------|----------------|
| Current ratio | 1.76 | 2.29 | 2.89 |
| Asset consumption ratio | 0.53 | 0.56 | 0.58 |
| Asset renewal funding ratio | 0.98 | 1.08 | 0.98 |
| Asset sustainability ratio | 1.31 | 0.98 | 1.10 |
| Debt service cover ratio | 14.45 | 12.23 | 16.90 |
| Operating surplus ratio | 0.06 | 0.01 | 0.16 |
| Own source revenue coverage ratio | 0.74 | 0.71 | 0.72 |

The above ratios are calculated as follows:

| | |
|-----------------------------------|--|
| Current ratio | $\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$ |
| Asset consumption ratio | $\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$ |
| Asset renewal funding ratio | $\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$ |
| Asset sustainability ratio | $\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$ |
| Debt service cover ratio | $\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$ |
| Operating surplus ratio | $\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$ |
| Own source revenue coverage ratio | $\frac{\text{own source operating revenue}}{\text{operating expense}}$ |

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4 December 2019



7. DISCUSSION WITH AUDITOR GENERAL

A Lei, Office of the Auditor General confirmed that the OAG are proposing to contract Moore Stephens for Council's Audit in the 2019/20 financial year. Anne mentioned the OAG is aware that staying with the same Auditors is preferred given that there are so many changes to the Accounting Standards. At the completion of the 2019 / 2020 Audit the OAG will re-assess.

Cr Pollard asked about the preparation for all the revenue adjustments and whether our system can do this. The Executive Manager Corporate Services responded it is certainly to his knowledge a manual process. G Godwin mentioned it is difficult to template as all Shire Local Laws and fees and charges are different, but they are looking at it. Cr Pollard hopes that there are software options to make things more streamlined.

G Godwin explained this meeting is an informal audit exit meeting, even though its format is that of a formal meeting. It is seen by the Auditors as an opportunity to discuss the draft financial report.

Cr Pollard asked about the ratios being within guidelines and an acceptable range, he asked if the benchmark range can be entered in the Annual Report. G Godwin stated that the audit document confirms it is all within acceptable ranges. A Lei responded that it is not a requirement and she would be mindful of including it as there are too many variables.

G Godwin spoke about the Audit Concluding Memorandum.

The main points raised were:

- The audit is substantially complete.
- No qualifications recommended.
- The Financials are materially correct.
- Interim Audit Item 1 outstanding, 2 and 3 are concluded, 1 the ICT disaster recovery plan is still outstanding.
- Concurred accounting policies are complied with.
- Management controls are sufficient.
- Risk is at an acceptable level.
- Comfortable with disclosures
- No significant adverse trends.
- No deficiencies.
- Anti-Fraud and compliance measures acceptable.
- New standards with leases and revenue will be significant.
- Revenue matching principal meets reporting principles the anomalies for each Shire regarding their own fees and charges

Audit Committee Meeting Agenda
4 December 2019



would need looking at i.e. Dog licences for 1 year, 3 years or a lifetime would need considering for the 2019/20 financial year.

- Excess rates and timing was also another change.

Cr Pollard asked when the Disaster Recovery Plan will be in place. The Executive Manager Corporate Services explained there are three backups - onsite, cloud and JH Computer Services. Tests are conducted every three months. The plan was in place 12 months ago. Management are happy it works, the plan just needs formalising. Requested a written document within next couple of months from JH Computer Services, then the policy will be written. This relates to ICT, everything else is covered by the Business Continuity Plan. Cr Pollard asked about cyber-attacks. The Executive Manager Corporate Services explained about gates, and antiviruses. He explained minimum business interruption is the key as you can't guarantee an attack won't happen.

Cr Antonio asked about all devices being on the same version i.e. office 365 and the updates. What about Councillors iPads? Are they at risk with updates? Can they be attacked being external devices? The Executive Manager Corporate Services advised that devices were upgraded automatically when they logged in to the server.

8. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

9. DATE OF NEXT MEETING

The next Audit Committee meeting is to be confirmed.

10. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr Antonio declared the meeting closed at 5.10 pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 4 December 2019 have been confirmed as a true and correct record."

_____ President

_____ Date

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Adoption of Integrated Workforce Plan 2019

| | |
|---|--|
| Address: | N/A |
| Owner: | N/A |
| Applicant: | N/A |
| File Reference: | 2.3.1.7 |
| Reporting Officer: | Beverley Jones, Human Resources Manager |
| Responsible Officer: | Chadd Hunt, Acting Chief Executive Officer |
| Officer Declaration of Interest: | Nil |
| Voting Requirement: | Simple Majority |
| Press release to be issued: | No |

BRIEF

For Council to consider and adopt the Integrated Workforce Plan 2019.

ATTACHMENTS

Attachment 1: Shire of Northam Integrated Workforce Plan 2019.

A. BACKGROUND / DETAILS

In August 2011 new Local Government Act regulations were gazetted, requiring all Local Governments to develop a Workforce Plan as an instrumental part of the Integrated Planning requirements that replaced the Plan for the Future regulations.

Workforce planning can be defined as a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future. Through the utilisation of this living document the Shire of Northam will be in a position to maximise the capacity of our organisation's workforce and respond to challenges.

Effective workforce planning involves all levels of the organisation, including Council and associated service providers. It is also important that Workforce Planning is an integral part of the management and operations of the organisation so that Council policy and decision making supports Workforce Planning. This will ensure that workforce considerations are included in all

strategic community planning, corporate business planning, reports and proposals to council and structured monitoring and reporting of outcomes.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance and Leadership.

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

Objective: Implement systems and processes which deliver quality outcomes for our community.

Maintain a high standard of corporate governance.

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

Objective: Develop clear policy settings to guide our organisation and community;

Ensure effective and well-utilised long term planning.

B.2 Financial / Resource Implications

Consultants Strategic Human Resources were procured to assist in the development of the plan at a cost of \$19,196.07 excl GST.

The future projected staff costs total \$142,874 in phase one and \$257,126 in phase two respectively.

Quotations are currently being sought for assistance in a comprehensive review of the organisational structure.

B.3 Legislative Compliance

In accordance with section 5.56 of the Local Government Act 1995 all local governments in Western Australia are required to effectively plan for the future. The components of this plan are contained in the Integrated Planning and Reporting Framework (IPRF).

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

A workshop to present and discuss the plan was held for Elected Members and Executive Managers. In addition the plan has been circulated to all staff for feedback.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|--|-----------------------------------|---|
| Financial | Inadequate funds to implement strategy | Low (2) | Ensure that Council endorses the plan & that it is included in the Long Term Financial Plan |
| Health & Safety | Inadequate safety & security practices | Extreme (16) | Ensure that existing policies and processes are followed & implemented |
| Reputation | Misconduct by employees | Extreme (12) | |
| | Errors, Omissions & Delays | Extreme (12) | |
| Service Interruption | Ineffective People Management / Employment Practices | High (9) | |
| | Inappropriate Organisational Structure | Extreme (12) | Review Corporate Business Plan annually to ensure reflects strategic community plan |
| | | | Review Human Resource Plan to ensure it is reflective of strategic community plan |
| | | | Corporate Business Plan clearly articulates how organisational objectives will be achieved |
| | Turnover | Extreme (16) | Implement HR Plan strategies |
| | Inadequate Personal & Unpaid Leave Management | Extreme (12) | Implement HR Plan strategies |
| Compliance | Nil | N/A | N/A |
| Property | Nil | N/A | N/A |
| Environment | Nil | N/A | N/A |

C. OFFICER'S COMMENT

The Workforce Plan identifies as an evolving document which reflects the current position of the Shire's workforce. It also however signals a clear intent to undertake a regular review of the plan to better integrate workforce planning with financial and service planning. It is understood that resources in some areas may be seasonal, fixed term or casual to address service requirements but that the addition of new permanent staff every year is not sustainable.

RECOMMENDATION

That Council endorse the Integrated Workforce Plan 2019 as attached.

Attachment 1

Integrated Workforce Plan

2019



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1. INTRODUCTION

The role of Local Government is to oversee the delivery of a diverse range of programs, services, facilities and projects for their community. Effective workforce planning is fundamental in meeting the community's needs now and into the future. Achieving the optimum combination of staffing, volunteers and contractors is vital.

Workforce Planning is a key component of the Integrated Planning and Reporting Framework which was introduced to Western Australian local governments in 2011. The Shire of Northam Workforce Plan 2019-2021 is both an informing document to the Shire's Strategic Community Plan, Corporate Business Plan and long term Financial Plan as well as being an output of those plans. It provides a consolidation of workforce requirements and strategies for current and future operations.

It is intended for the Workforce Plan to be significantly reviewed in 2021-2022 to consider efficiencies and innovation to improve the sustainability of the Shire's workforce. This review will set the framework for future structure and recruitment with strategies and accompanying actions aligned with the major reviews of the Strategic Community Plan and Corporate Business Plan.

Currently the Workforce Plan will be implemented from 2019-2022 and comprises of 10 key strategies. Throughout the life of the Plan the Shire will undertake annual reviews to ensure the Workforce Plan strategies are implemented, monitored and reported against.

Opportunities for improvement identified within the Plan focus around staff turnover, youth employment, disability employment and organisational training. Implementation of the Workforce Plan will support the Shire in delivering on its Attraction and Retention Strategy which demonstrates why people are attracted to work for the Shire, why they choose to remain employed by the Shire and why they make discretionary efforts in their roles. In doing so it will position the Shire as a sustainable local government authority that achieves excellence through a well-resourced, skilled and effective workforce.

2. SHIRE OF NORTHAM – WHO WE ARE AND WHAT WE DO

The Shire of Northam (the Shire) is a diverse regional local government situated in the Avon Valley within the Western Australian Wheatbelt Region, and is bounded by the Local Governments of Mundaring, York, Toodyay, Goomalling and Cunderdin.

The Shire encompasses the townships of Northam, Wundowie, Bakers Hill, Clackline, Irishtown, Spencers Brook and Seabrook. The most western of these townships is Wundowie, which is only 70kms from the Perth Central Business District. The total area of the Shire is 1,430 km² and is a mix of residential, rural residential and rural lifestyles.

With an estimated population of 11,230 people (ABS 2017), the Shire is spread across a diverse range of communities. The main town site of Northam, situated on the Avon River, 96 kilometres from Perth is the main urban and commercial hub of the Shire. The Shire of Northam is known for its Nyoongar culture, this is reflected in a Nyoongar population of approximately 5.8% of the population (ABS 2016).

Northam has been clearly established by the State Government as a Regional Centre, resulting in many Government agencies having a strong 'regional' presence in the town site, including the Wheatbelt Development Commission, Department of Primary Industry & Regional Development, WA Main Roads and WA Police. The presence of Government departments in Northam provides the opportunity for the Shire to work closely with these agencies on a range of strategies, initiatives and projects.

Northam acts as the regional centre for the Avon area, which includes servicing communities including, Toodyay, York, Beverly, Goomalling, Quairading, Cunderdin, Tammin, Dowerin, Wyalkatchem and Koorda. Consequently the population catchment area for Northam is approximately 26,000.

The Shire of Northam recognises the importance of planning for the future and consequently has developed a Strategic Community Plan (SCP). The SCP establishes a clear vision for the Shire of Northam as being *'a vibrant growing community that is safe, caring and inclusive. We are recognised as a community that values heritage, preserves our environment and promotes our commerce'*.

In order to deliver on this vision the SCP establishes an organisational mission:

'To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth'

It is this vision and mission which establishes the 'agenda' for the Shire of Northam, clearly articulating our aspirations and purpose. In order to achieve these aspirations the SCP establishes six (6) key theme areas, being;

THEME AREA 1: ECONOMIC GROWTH

Diversifying and growing the economy for prosperity and employment

THEME AREA 2: COMMUNITY WELLBEING

A cohesive community with access to quality services

THEME AREA 3: SAFETY AND SECURITY

A community without fear of crime or antisocial behaviour

THEME AREA 4: ENVIRONMENT & HERITAGE

Preserving the natural and historic beauty of the Shire of Northam

THEME AREA 5: INFRASTRUCTURE AND SERVICE DELIVERY

Liveable, connected communities with well-maintained assets

THEME AREA 6: GOVERNANCE & LEADERSHIP

Leading with accountability, connection and openness

The SCP has been established by the Shire of Northam to guide and give direction to the Chief Executive Officer, who has developed a Corporate Business Plan (CBP), endorsed by Council, which details how the organisation will achieve the aspirations, goals and objectives established in the SCP.

The CBP identifies that the Shire of Northam has 42 distinctive service areas, ranging from financial services, to Nyoongar culture, tourism and roads & infrastructure services. The full extent of these 42 service areas is detailed in section four (4) of this plan.

3. ORGANISATIONAL STRUCTURE

The Service Delivery Model

The Shire recognises that it has a range of service delivery models across the organisation, including;

Own Right Service Provision – Council exclusively uses its internal resources to provide services.

Contestability - assessing and comparing the efficiency and effectiveness of a current means of service provision by comparison with other providers (private and/or public).

Competitive Tendering - exposing the provision of Council services to competition through a formal tendering process irrespective of whether the service has been traditionally provided by Council employees or an external provider. The tendering process may involve "in house" staff teams tendering with external providers for specific projects, services and activities.

Contracting Out - contracting with an external organisation to provide a service for Council.

Collaborative Ventures - undertakings or projects which have been developed as a result of two or more parties (Councils, Governments, private sector, community groups) working together to achieve common objectives. This is the model relied upon by the various Councils engaged in resource sharing activities (i.e. shared service delivery).

Historically, for important services, Council has adopted an 'own right' service provision model, whereby it is delivering its services utilising its own internal resources exclusively. This is becoming increasingly challenging as the complexity and competitiveness in the private market has grown significantly in recent times. As a consequence the Shire will continue to explore opportunities to provide its services and facilities utilising the most efficient and cost effective model possible.

In assessing the current mix of own right service provision, the Shire delivers external and internal services. External services refer to those that are considered front line or direct service delivery such as programs, projects, civil works and day to day operations through a workforce of 98 employees (74% of the work force) which includes full time, part time and casual employees.

Internal support services, also referred to as back office functions, support the delivery of front line services and are delivered by a workforce of 35 (26%). This ratio of approximately 1:3 is within the known public service parameter, with back / front office ratios ranging from 1:2 to 1:4 across Australian Government operations generally (Australian Public Service Commission Strategic Workforce Analysis (<https://www.apsc.gov.au/strategic-workforce-analysis-and-reporting-guide>)).

In order to deliver the required services and projects the Council has endorsed an organisational structure consisting of the following divisions;

Office of the Chief Executive Officer

Office of the CEO, Human Resources and OSH

Community Services

Recreation Services, Aged Care, Tourism and Events, Heritage and Arts, Library Services and Community Development

Corporate Services

Administrative processes for the Shire including Governance, Finance, Licensing, Cemeteries, Records, Information Communication & Technology, and Customer Service

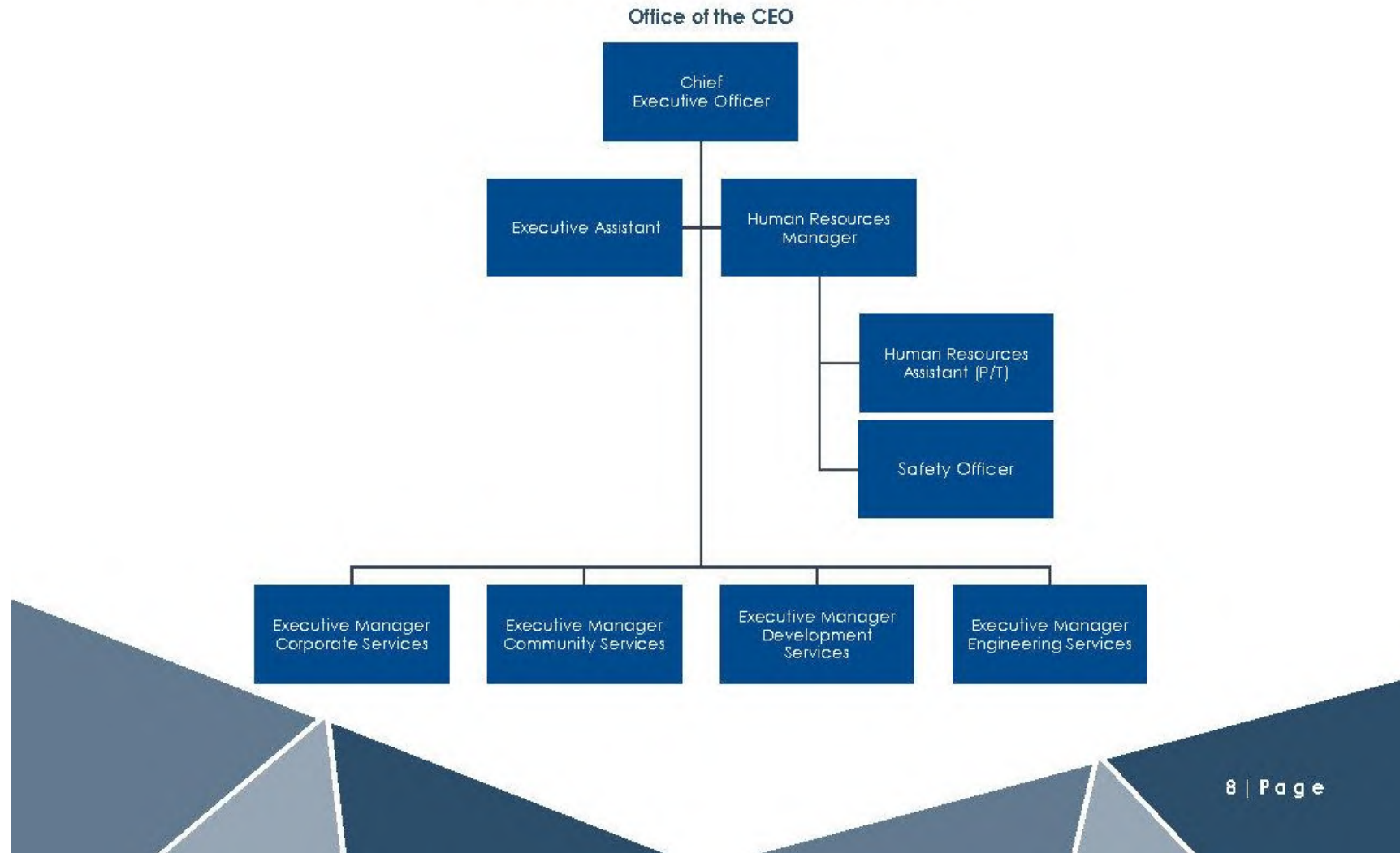
Development Services

Planning & Building applications, Environmental Health Services, Waste Management, Ranger and Emergency Services

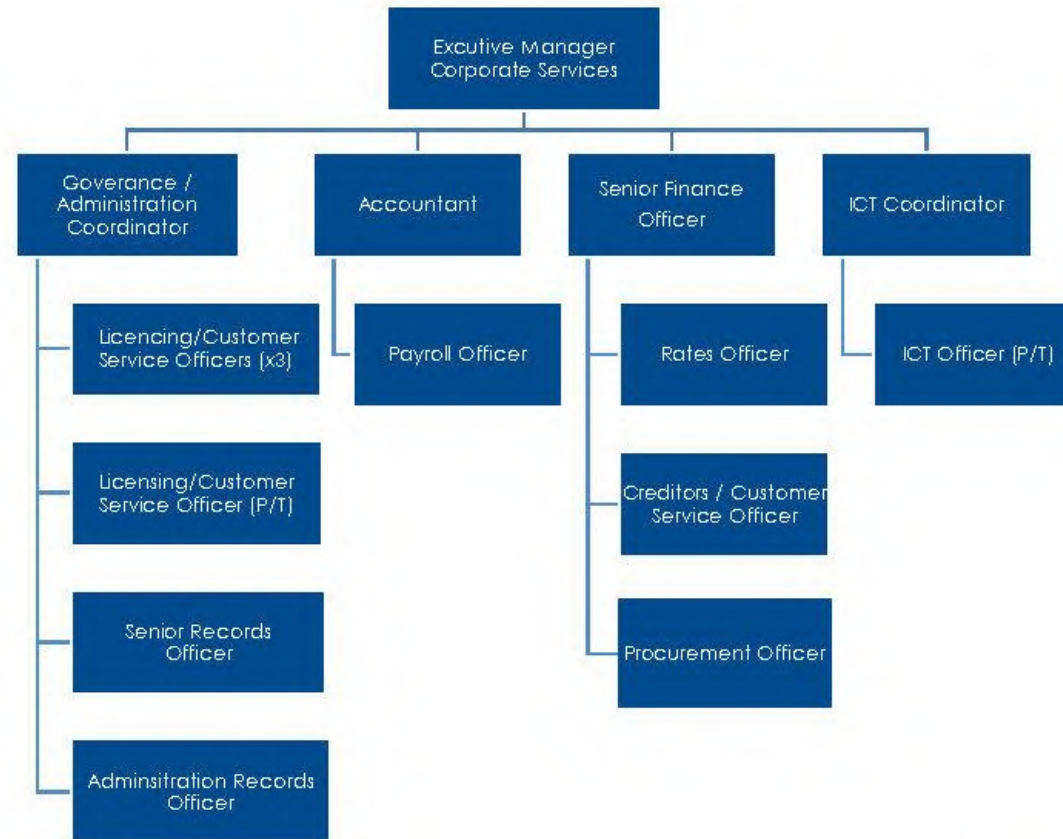
Engineering Services

Road construction and maintenance, Parks & Gardens Maintenance, Procurement & Project Delivery, Airport Maintenance, Building Maintenance and Cemetery Maintenance. Asset Management (broader term)

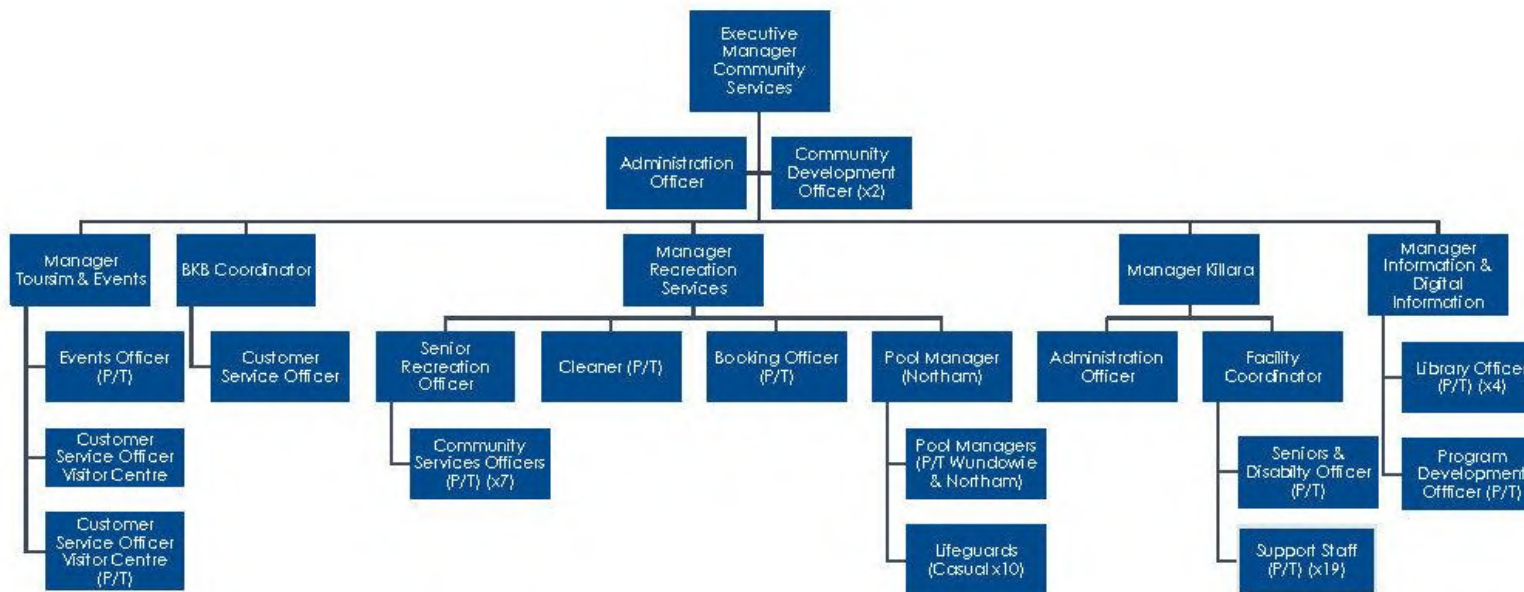
CURRENT ORGANISATIONAL STRUCTURE BY DIVISION



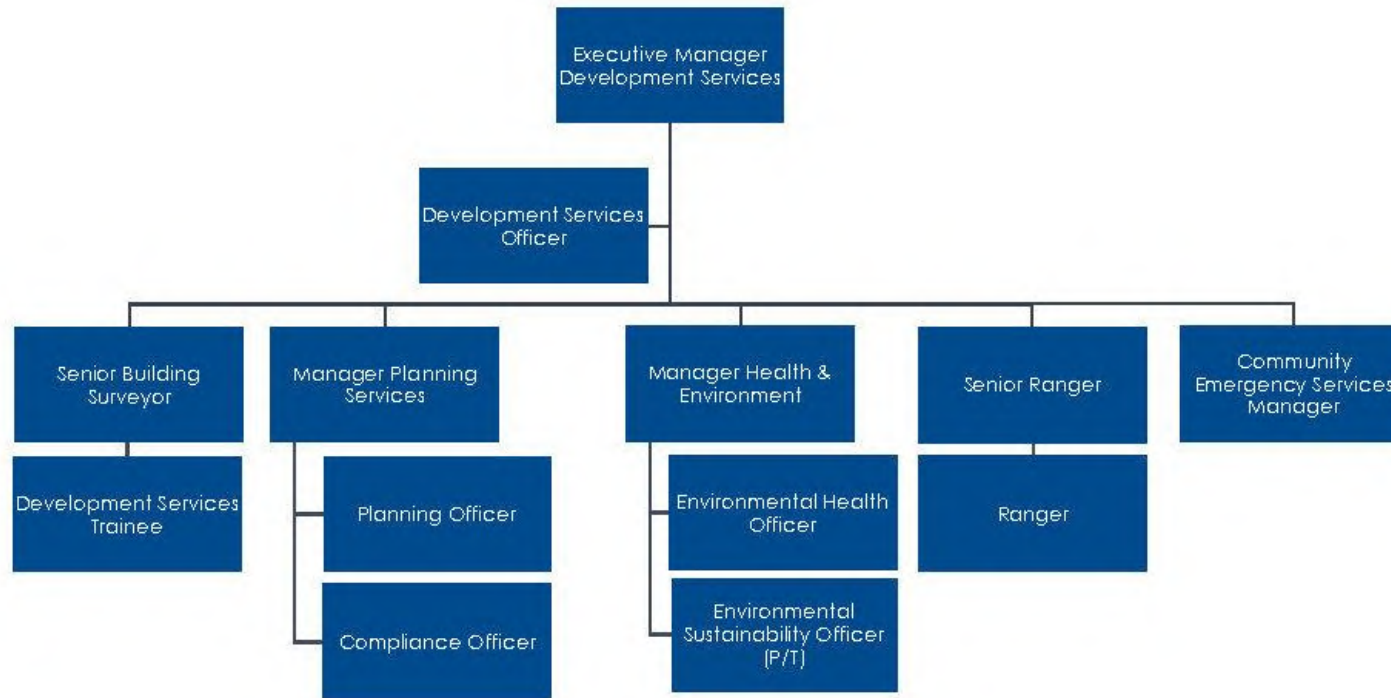
Corporate Services



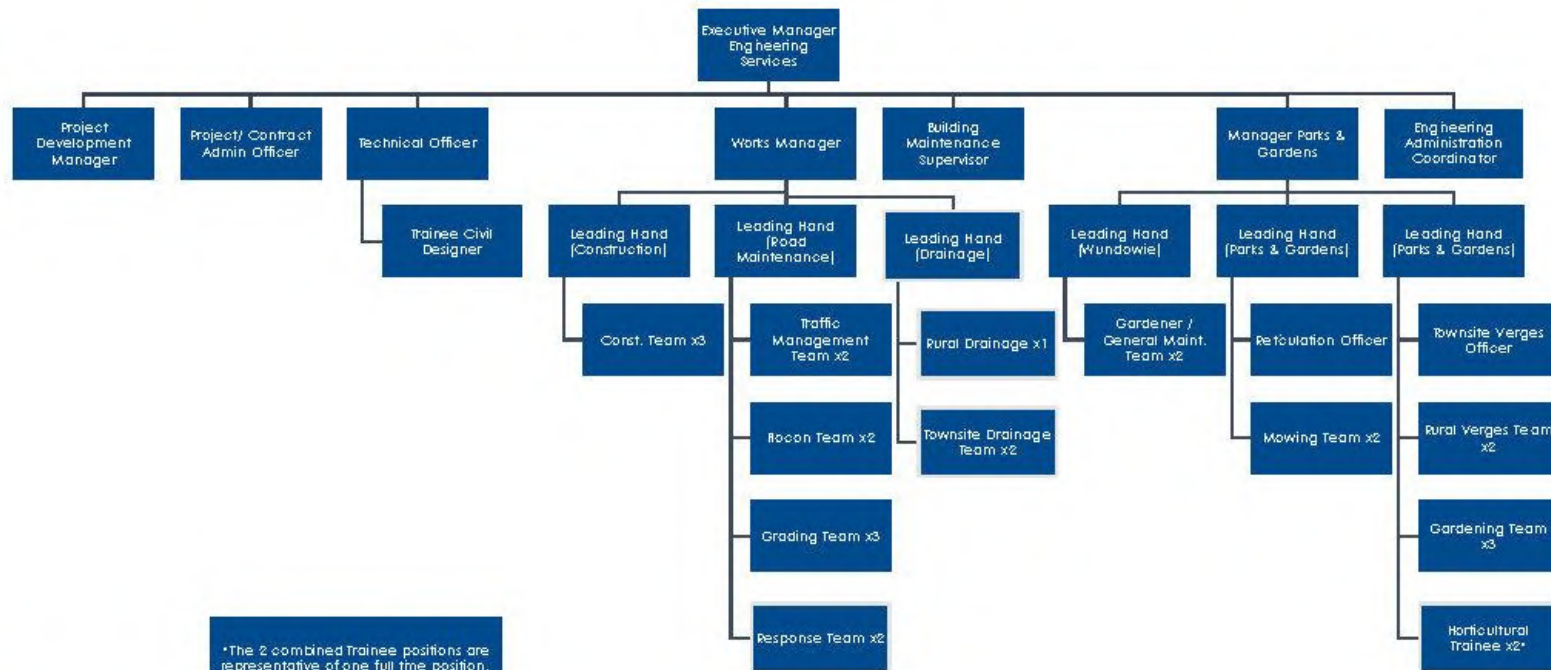
Community Services



Development Services



Engineering Services



*The 2 combined trainee positions are representative of one full time position.

4. ASSESSMENT OF WHAT WE DO AGAINST OUR CURRENT STRUCTURE

In order to assess the current structure against the strategies and objectives of the organisation, two methods have been adopted. Firstly an assessment of the alignment between the organisational structure and SCP strategies has been undertaken. To make this task easier, the Shire of Northam has a Corporate Business Plan that clearly articulates each action which will be undertaken by the organisation. It also provides a clear insight into exactly what it is as, an organisation, that the Shire of Northam does, and how this aligns to the strategy established by the Shire of Northam through the SCP.

Major themes Outlined in the SCP, 2017 – 2027

- Economic Development
- Community Wellbeing
- Safety & Security
- Environment & Heritage
- Infrastructure & Service Delivery
- Governance & Leadership

The organisation has been arranged into five departments (refer to section 3 "Organisational Structure"), each of which has its own roles and responsibilities, aligned with the strategic direction established by the Shire of Northam. The following is an excerpt from the Corporate Business Plan which illustrates this alignment;

OFFICE OF THE CEO

| Service Area | Responsibility | Description | Service Delivery Model |
|---------------------------------------|---------------------------|--|--|
| Governance | Chief Executive Officer | Provide leadership to the organisation, liaise with all appropriate stakeholders, and ensure compliance within the legislative framework | Own Right |
| Councillor Activity / Liaison | Chief Executive Officer | Provide support services for the Shire President, Elected Members and Full Council | Own Right |
| Regional Development | Chief Executive Officer | Provide input into projects and initiatives on a regional basis | Collaborative Venture with State Government including Wheatbelt Development Commission |
| Economic Development | Chief Executive Officer | Facilitate and promote economic development in the Shire | Collaborative Venture with State Government including Wheatbelt Development Commission |
| Human Resources | Human Resources Manager | Manage human resources policies, procedures and services for the organisation | Own Right |
| Occupational Health and Safety | Human Resources Manager | Manage occupational health and safety policies, procedures and services for the organisation | Own Right |
| Risk Management | Chief Executive Officer | Provide risk management services for the Shire | Own Right |
| Communications | Executive Assistant - CEO | Manage the Shire's internal and external communication | Own Right |

CORPORATE SERVICES

| Service Area | Responsibility | Description | Service Delivery Model |
|-------------------------------|--------------------------------------|---|------------------------|
| Administration | Executive Manager Corporate Services | Provide and manage Corporate Services for the Shire | Own Right |
| Cemetery | Administration Officer | Administration of Cemetery | Own Right |
| Customer Service | Executive Manager Corporate Services | Provide internal and external customer service for the Shire | Own Right |
| Finance | Accountant | Provide financial services for the Shire | Own Right |
| Information Technology | ICT Coordinator | Provide information and communication systems for the Shire | Own Right |
| Records Management | Senior Records Officer | Provide record management services for the Shire that meet compliance requirements. | Own Right |

ENGINEERING SERVICES

| Service Area | Responsibility | Description | Service Delivery Model |
|--|--|---|-----------------------------|
| Engineering Services Administration | Executive Manager Engineering Services | Manage and administer Engineering services for the Shire | Own Right |
| Infrastructure Design | Technical Officer | Manage and co-ordinate internal engineering design | Own Right |
| Asset Management | Technical Officer | Manage the Shire's assets in accordance with asset management principles | Own Right |
| Building Maintenance | Building & Project Supervisor | Maintain Council buildings to an acceptable standard | Own Right / Contracting out |
| Engineering Operations | Works Manager | Provide construction and maintenance services for the Shire's roads, drainage, bridges and pathway networks | Own Right / Contracting Out |
| | Project Development Manager | Performs planning and development of capital works projects to be delivered both internal and externally. | Own Right |
| | Parks & Gardens Manager | Provide maintenance and improvement services for POS, Cemetery and Northam Airport. | Own Right |

COMMUNITY DEVELOPMENT

| Service Area | Responsibility | Description | Service Delivery Model |
|--|--|---|------------------------|
| Administration | Executive Manager Community Services | Manage and administer Community Services for the Shire | Own Right |
| Aquatic | Manager Recreation Services | Provide and manage Northam and Wundowie town pools | Own Right |
| Arts & Culture | Community Development Officer 2 | Provide appropriate services and facilities which recognise the importance of art & culture to the community | Own Right |
| Community Events | Community Events Officer | Provide ongoing support to Council authorised events and activities in the Shire Provide a coordination role for all external events and support community groups in the application process | Own Right |
| Community | Community Development Officer 2 | Coordinate initiatives to ensure a safe community. | Own Right |
| | Community Services Admin | Assist in the delivery of the Shire's external communications. | Own Right |
| Information & Digital Innovation (Library) | Manager Information & Digital Innovation | Provide library and information services in Northam & Wundowie | Own Right |
| Tourism and Promotion | Manager Tourism and Events | To contribute to the marketing of Northam Shire as a tourism destination and provide services to assist Visitors to the area | Own Right |

| Service Area | Responsibility | Description | Service Delivery Model |
|--------------------------|---------------------------------------|---|------------------------|
| Recreation | Manager Recreation Services | Manage Active Recreation spaces, services and facilities | Own Right |
| Youth | Manager Recreation Services | Provide opportunities to recognise achievements and facilitate the engagement of youth within the community | Own Right |
| Respite | Killara Manager | Provide respite opportunity to the Shire of Northam Community | Own Right |
| Aged/Disability | Killara Manager | Provide opportunities to recognise achievements and facilitate the engagement of the aged & disabled within the community | Own Right |
| Grants Management | Community Development Officer (Joint) | To identify and facilitate the securing and management of grants both to and from the Shire of Northam | Own Right |
| Place Activation | Community Development Officer 1 | Coordinate the activation of community and CBD plans. | Own Right |
| Nyoongar Culture | BKB Coordinator | Establish the needs of the local Nyoongar Community, and align with the desired cultural experiences of visitors | Own Right |

DEVELOPMENT SERVICES

| Service Area | Responsibility | Description | Service Delivery Model |
|------------------------------------|--|---|------------------------|
| Statutory Land Use Planning | Executive Manager Development Services | Provide development control in accordance with the Local Planning Scheme #6 | Own Right |
| Strategic Planning | Manager Planning Services | Manage all matters that relate to strategic land use planning, primarily with respect to land use planning for the future development of the Shire | Contracting Out |
| Building Services | Senior Building Surveyor | Manage building services to ensure overall compliance with all statutory building related legislation, codes and standards | Own Right |
| Environmental Health | Manager Health and Environment | <p>Manage health services to ensure overall compliance with all statutory environmental health related legislation, codes and standards</p> <p>Manage all matters that relate to strategic environmental health planning for the future development of the community as identified.</p> | Own Right |
| Environment | Environmental Sustainability Officer | Provide natural environmental services for the Shire and wider community | Own Right |

| Service Area | Responsibility | Description | Service Delivery Model |
|--|--------------------------------------|--|-----------------------------|
| Emergency | Community Emergency Services Manager | Coordinate emergency management services to provide safety and security to the local community | Own Right |
| Ranger | Senior Ranger | Administer Ranger Services in accordance with state and local legislation to ensure compliance and safety of the local community | Own Right / Contracting Out |
| Waste collection & Recycling services | Manager Health and Environment | Provide and manage waste collection and recycling services for the Shire | Contracting Out |

The Corporate Business Plan then clearly identifies each action to be taken by Council in order to achieve its strategic theme and objectives as per the example below;

THEME AREA 1: ECONOMIC GROWTH

Diversifying and growing the economy for prosperity and employment

- **Key indicators of success:**
- **Grow labour force as measured by DEEWR by 10% over 5 years**
- **Increase Gross Regional Product by 10% over 5 years**

OUTCOME 1.1
The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Objectives:

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

| Actions and Projects | Informing Plan/Legislation | Service Area | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|---|-------------------------------------|----------------------|---------|---------|---------|---------|---------|
| Lobby LandCorp to undertake Avon Industrial Park Stage 3 development, if existing Industrial Park at 80% capacity | Northam Regional Centre Growth Plan | Economic Development | | | | | |
| Develop incentives for relocation of existing businesses to established industrial area, physical improvements to sites, encourage private investment | | | | | | | |
| Pursue the further development of NBN / broadband into Northam (areas Aim to have at least 300mbps upload speed in CBD) | | | | | | | |
| Encourage increase in professional services to the community | | | | | | | |

| Actions and Projects | Informing Plan/Legislation | Service Area | 2018/19 | 2019/20 | 2020/21 | 2021/22 | 2022/23 |
|--|--|----------------------|--------------------------|---------|---------|---------|---------|
| Assess opportunities in equestrian development area | Northam Regional Centre Growth Plan (Page 153) | | | | | | |
| IIA Capacity Assessment (key infrastructure requirements) | Northam Regional Centre Growth Plan (Page 153) | Strategic Planning | | | | | |
| Review Local Planning Strategy to acknowledge mineral resources in and adjacent to the Shire of Northam | Local Planning Strategy | | | | | | |
| Develop a POS Strategy that identifies existing areas of POS (undeveloped and developed) in relation to current and future development including timeframes for proposed development/rationalisation | | | | | | | |
| Develop Northam Smart Cities/Regions Plan | Strategic Community Plan | | Information & Innovation | | | | |
| Lobby Government to establish & maintain Regional Government Offices and potential State Government Departments in Northam | Strategic Community Plan | Economic Development | | | | | |
| Develop Shire of Northam investment prospectus | Strategic Community Plan | | | | | | |
| Actively encourage employers to employ local residents | Strategic Community Plan | | | | | | |

The above highlights a focus on promoting a strong alignment between the organisational strategy and objectives and the structure put in place by Council to achieve outcomes in these areas. An assessment of the alignment between structure and strategy has been undertaken, which highlighted a number of areas for potential improvement.

Whilst environment and heritage are identified as key themes, until recently insufficient human resources were allocated to these areas, making it a challenge to achieve outcomes. In recent times however the Shire have employed an environmental officer and provided additional resources to achieve the stated objectives of Council. This commitment is set to continue with a recommendation in this report to further bolster this area increasing the part time nature of the environmental officer to a full time position into the future.

Community safety and security is identified as a critical theme / objective, however in the context of the other key theme areas, resourcing requirements are minimal. Based on the actions within this theme, there are limited human resource requirements. This could change in the event Council made a decision to extend the actions within this area to include initiatives such as security patrols.

In order to promote a strong strategy and structural alignment there may also be an opportunity to align the organisational department structure to more closely reflect the identified key themes. Whilst this will provide more clarity in terms of the alignment, the current view of Council is that a restructure to focus on this outcome is not warranted. It will however be look at as part of a future review of the SCP and Corporate Business Plan.

In addition to the question of alignment to strategy, an assessment has also been undertaken by consultants Livingstones & SHR Group, of our current resource levels with the view of identifying current and future organisational needs.

Critically this process allowed an independent assessment of the current resourcing of the organisation with a view of identifying gaps which were impacting service delivery, in strong consultation with the Executive Management Team. The results of this assessment are provided in detail below, which highlight our current employment levels against what opportunities to create what may be considered a more optimal structure in order to deliver effective and efficient outcomes;

FUTURE PROJECTED STAFFING REQUIREMENTS

| Job Family | Current FTE | GAPS & OPPORTUNITIES | |
|---|-------------|----------------------|---------|
| | 2019 | Phase 1 | Phase 2 |
| Office of the CEO | | | |
| CEO | 1.0 | 1.0 | 1.0 |
| EA | 1.0 | 1.0 | 1.0 |
| HR Manager | 1.0 | 1.0 | 1.0 |
| HR Assistant | 0.6 | 0.6 | 0.6 |
| Safety Officer | 1.0 | 1.0 | 1.0 |
| Corporate Services | | | |
| Executive Manager Corporate Services | 1.0 | 1.0 | 1.0 |
| Governance / Administration Coordinator | 1.0 | 1.0 | 1.0 |
| Records / Administration Officer | 1.0 | 1.0 | 1.0 |
| Accountant | 1.0 | 1.0 | 1.0 |
| Payroll Officer | 1.0 | 1.0 | 1.0 |
| Senior Finance Officer | 1.0 | 1.0 | 1.0 |
| Senior Finance Officer - trainee | 0 | 1.0 | 1.0 |
| Rates Officer | 1.0 | 1.0 | 1.0 |
| Senior Licensing officer | 1.0 | 1.0 | 1.0 |
| Customer service Officer/Licensing | 2.8 | 2.8 | 2.8 |
| Procurement Officer | 1.0 | 1.0 | 1.0 |
| CSO/Creditors | 1.0 | 1.0 | 1.0 |
| ICT Coordinator | 0.6 | 0.6 | 0.6 |
| ICT Officer | 1.0 | 1.0 | 1.0 |
| Senior Records Officer | 1.0 | 1.0 | 1.0 |
| Engineering Services | | | |
| Executive Manager | 1.0 | 1.0 | 1.0 |
| Building / Project Supervisor | 1.0 | 1.0 | 1.0 |
| Works Manager | 1.0 | 1.0 | 1.0 |
| Manager Parks & Gardens | 1.0 | 1.0 | 1.0 |
| Project Development Engineer | 1.0 | 1.0 | 1.0 |
| Technical Officer | 1.0 | 1.0 | 2.0 |
| Civil Design Trainee | 1.0 | 1.0 | 1.0 |
| Project & Contract Administration Officer | 1.0 | 1.0 | 1.0 |
| Engineering Administration Coordinator | 1.0 | 1.0 | 1.0 |

| Job Family | Current FTE | GAPS & OPPORTUNITIES | |
|--|-------------|----------------------|---------|
| | 2019 | Phase 1 | Phase 2 |
| Leading Hand Parks & Gardens | 3.0 | 3.0 | 3.0 |
| Plant Operators - Parks and Gardens | 12.0 | 13.0 | 13.0 |
| Leading Hand Roads | 3.0 | 3.0 | 3.0 |
| Plant Operators - Roads | 13.0 | 13.0 | 13.0 |
| Traffic Management | 2.0 | 2.0 | 3.0 |
| Development Services | | | |
| Executive Manager | 1.0 | 1.0 | 1.0 |
| Development Services Support Officer | 1.9 | 2.0 | 2.0 |
| Compliance Officer | 1.0 | 1.0 | 1.0 |
| 1.0 | 1.0 | 1.0 | 1.0 |
| Manager Health & Environment | 1.0 | 1.0 | 1.0 |
| Environmental Sustainability Officer | 0.6 | 1.0 | 1.0 |
| Environmental Health Officer | 1.0 | 1.0 | 1.0 |
| Senior Building Surveyor | 1.0 | 1.0 | 1.0 |
| Manager Planning Services | 1.0 | 1.0 | 1.0 |
| Planning Officer | 1.0 | 1.0 | 1.0 |
| CESM | 1.0 | 1.0 | 1.5 |
| Senior Ranger | 1.0 | 1.0 | 1.0 |
| Ranger | 1.0 | 1.0 | 2.0 |
| Community Services | | | |
| Executive Manager Community Services | 1.0 | 1.0 | 1.0 |
| Manager Recreation services | 1.0 | 1.0 | 1.0 |
| Senior Recreation Officer | 1.0 | 1.0 | 1.0 |
| Community Service Officers | 1.1 | 1.1 | 1.1 |
| Bookings Officer | 0.7 | 0.7 | 0.7 |
| Rec Centre Cleaner | 0.7 | 0.7 | 0.7 |
| Pool Managers | 2.3 | 2.3 | 2.3 |
| Manager Information & Digital Innovation | 1.0 | 1.0 | 1.0 |
| Library Officers | 3.0 | 3.0 | 3.0 |
| Program Development Officer | 0.6 | 0.6 | 0.6 |
| Bilya Koort Boodja Centre Coordinator | 1.0 | 1.0 | 1.0 |
| Bilya koort Boodja Centre CSO | 1.0 | 1.0 | 1.0 |
| Killara Manager | 1.0 | 1.0 | 1.0 |

| Job Family | Current FTE | GAPS & OPPORTUNITIES | |
|--------------------------------|--------------|----------------------|--------------|
| | 2019 | Phase 1 | Phase 2 |
| Killara Administration Officer | 0.8 | 0.8 | 0.8 |
| Killara Coordinator | 1.0 | 1.0 | 1.0 |
| Killara Staff | 9.2 | 9.2 | 9.2 |
| Community Development Officer | 1.8 | 1.8 | 2.0 |
| Manager Tourism & Events | 1.0 | 1.0 | 1.0 |
| Community Events Officer | 0.7 | 0.7 | 1.0 |
| Tourism Officer | 1.4 | 1.4 | 1.4 |
| Administration/Project Officer | 1.0 | 1.0 | 1.0 |
| Total | 106.8 | 109.3 | 113.3 |

The current long term financial plan makes provision for additional staff, however not until 2023 and 2028. The financial provisions made within the LTFP would accommodate the quantum increase in staff being considered in the above table, however the timing may be problematic from an organisational perspective. As part of the review of the LTFP in 2019/20, a scenario will be developed to bring the additional staffing requirements forward to 2020, 2021 and 2022 for Council to consider.

The following financial implications highlight the current alignment with the Shire of Northam Long Term Financial Plan

| Long Term Financial Plan | 2023/24 | 2028/29 |
|-----------------------------|----------------|----------------|
| | 200,000 | 200,000 |
| | Phase 1 | Phase 2 |
| Senior Finance Trainee | 40,000 | |
| Plant Operator | 65,000 | |
| Development Support Officer | 4,000 | |
| Environment Officer | 33,874 | |
| | 142,874 | |
| Technical Officer | | 75,000 |
| Traffic Management | | 65,000 |
| CESM | | 35,000 |
| Ranger | | 67,126 |
| CDO | | 15,000 |
| | | 257,126 |

5. ORGANISATIONAL PROFILE

With 106 FTE working within the Shire it is recognised that this will be reflected in a diverse work force. The Shire is committed to developing an efficient and effective workforce which is reflective of the community within which we work. The Shire also recognises the importance and benefits a diverse and well balance organisation to bring and further to this the need to understand our current workforce profile.

The following table provides an insight into our current workforce:

| | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
|---|--------------|---------|---------|---------|------------|---------|---------|
| Number of Employees (FTE) | 91 | 98 | 98 | 99 | 99 | 106 | 106 |
| Total Sick Leave Taken 28/6/2018 - 28/3/2019 (hours) | 3180.59 | 3282.84 | 4933.98 | 4584.7 | 5047.18 | 3971.08 | TBD |
| Sick leave hours per FTE | 35 | 33 | 50 | 46 | 51 | 41 | TBD |
| Annual Leave Accruals weeks | 316 | | | | | 355 | |
| Average Annual Leave Accruals per FTE | 3.5 | | | | | 3.6 | |
| Long Service Leave Accruals | 506 | | | | | 627 | |
| Historical Staff Turnover Rate | 26 | 19 | 18 | 24 | 12 | 17 | |
| 2019 Profile | | | | | | | |
| Gender Diversity in workforce | Women 58% | | | | Men 42% | | |
| Gender split in Supervisor/Management Positions | Women 48% | | | | Men 52% | | |
| % of Employees with Disabilities | 0% | | | | | | |
| % of Indigenous Employees | 11% | | | | | | |
| % of Employees Aged <25 Years | 14% | | | | | | |
| % of Employees Aged >55 Years | 30% | | | | | | |
| % of Employees with a Culturally Diverse Background | 7% | | | | | | |

| 2019 Profile | |
|--|---|
| % of Employees Linguistically Diverse | 5% |
| % of Employees Living Within the Shire of Northam | 85% |
| % of Employees Living outside Northam but within the Region (Toodyay, York, Cunderdin, Goomalling, Beverley etc) | 5% |
| length of Service: | Number of Staff inclusive of casuals |
| >1-5 years | 96 |
| >6-10 years | 29 |
| >10 years | 10 |

Table 1 – Workplace Profile

The Shire recognises the importance of a strong organisational culture. In late 2017 staff were asked to complete a survey that covered position responsibilities & capacity, training & development and staff satisfaction. The response rate of the survey was a pleasing 95%.

The survey results showed that the Shire had a largely satisfied and very highly motivated workforce and appeared to have made improvements in a range of areas since the inaugural survey undertaken in 2013. The responses and comments made by the workforce emphasised that the Shire was a workplace that promoted safety and wellbeing, and provided meaningful and satisfying work, along with learning and development opportunities. Overall the relationships within teams, with the immediate supervisors, and with the Executive Managers were seen as effective.

However, there was a common perception of some in the workforce that the Shire was in a phase of limited and stretched resources and work overload, with the demands generally being seen as increasing. Communication, performance related feedback along with organisational change, conflict and hazardous workplace behaviours were areas that were seen as needing to be managed more effectively.

The following table summarises the key positive findings and the key areas for improvement findings of the survey. It is envisaged that the survey will be again undertaken in 2020.



| Key Positive Overall Findings | Key Areas for Improvement |
|---|--|
| <ul style="list-style-type: none"> • Nearly all staff reported that they were motivated to do their best in their jobs. • A significant majority of the staff had the intention to remain with the Shire in the next 12 months. A considerable proportion reported that they had job security. • Two elements of communication were rated favourably by the majority of staff, namely communication and regular staff meetings within their work teams. • Overall staff indicated that they had easy access and a positive relationship with their immediate supervisor in terms of the person they reported to demonstrating the Shire's values. Considerable effectiveness was also reported in regards to participants' feeling that they were able to raise issues and concerns with their immediate supervisor. A positive relationship with their immediate supervisor was crucial to workforce retention. • The Executive Managers were rated positively overall as approachable, demonstrating the Shire's values and treating staff with respect. • All staff reported that they were aware of and understood policies on hazardous workplace behaviours and there was a sound level of familiarity with the grievance management procedure. A considerable proportion of staff agreed | <ul style="list-style-type: none"> • Communication was one of the key areas for improvement, particularly around communication between different teams and the flow of information across divisions within the Shire. Only half of the staff considered that the Shire supported open and honest communication and nearly half indicated that they did not feel that they had ready or effective access to knowledge and information that was relevant to their work. • This was consistent with the perception that the Shire's immediate supervisors were less effective (albeit at an average level) in regards to providing feedback and managing the performance of their direct reports, compared with the relational aspects of their roles. A constructive focus on these areas was also likely to bring about needed improvements in morale within the work teams and in enhancing the feelings of staff that they were important to the Shire • Echoing this concern was the poor to average assessment of Performance Management as an organisational factor. In addition to some concerns about the fairness of performance review process, many indicated the apparent lack of regular performance conversations. The review process was not being seen as effectively serving its purpose of improving performance and developing staff. • There was a need to enhance staff' perception of how the Shire managed conflict within the workplace and (to a lesser degree) dealt with hazardous workplace behaviour. To maintain the other very positive elements of workplace safety, there would be advantages to be gained from focussing on ensuring that the Shire responds in a timely manner and deals with safety issues seriously, along with promoting a |

| Key Positive Overall Findings (continued) | Key Areas for Improvement (continued) |
|--|--|
| <ul style="list-style-type: none"> • That they were able to share work related concerns with their colleagues. • There was an excellent level of role clarity and, aside from concerns about resource adequacy, the job demands (having set and realistic deadlines, stimulating and interesting work, and a mostly manageable workload) were viewed positively, with the requirement to use a variety of skills and knowledge reported by nearly all staff. • Professional development by way of support for continuous learning, the development of new skills and access to training was reasonably well regarded. • Overall staff reported a high degree of effectiveness in balancing their work at the Shire with other life commitments and the majority experience stress at work as manageable and motivating. • The workforce generally had a very positive perception about the Shire's management of safety and wellbeing, indicating excellent awareness of the Shire's Safety Management System and safety procedures; a very strong reporting intention; and feeling comfortable raising safety issues with supervisors. • Overall the survey showed that a considerable portion of staff felt that the Shire supported flexible work arrangements. • The vast majority of the workforce were aware of the following benefits available to staff: annual leave and nine day fortnight for full time staff; training and development opportunities; and enhanced Superannuation, and found those to be considerably useful. There was also awareness of the Health and Wellbeing package by the majority, who reported it to be useful. | <ul style="list-style-type: none"> • Strong and consistent message that everyone needs to take responsibility for safety in the workplace. • Although the questions around Leadership received good results, there was some level of consensus that the Executive Managers could be more visible, more clearly communicate the mission and vision of the Shire, and build staff confidence in the leaders' capacity to guide the organisation to a better future. • There was considerable room for improvement in planning and communicating around organisational change, ensuring effective consultation so that changes are well implemented and resulting in improvements and better outcomes. |

6. PROFILE ASSESSMENT – WHAT DO WE HAVE, WHAT ARE WE AIMING FOR

– WHAT ARE THE OPPORTUNITIES?

What do we want from our workforce?

At the Shire of Northam we are focused on delivering responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.

To achieve this we have a clear set of well-established cultural values which are critical to our organisational performance;

- Safe
- Open
- Accountable
- Respectful

Being able to deliver on our organisational mission and achieve this through our cultural values there are certain requirements which have been identified as being in our workforce. It is these requirements which will drive the focus of the organisation and position us to deliver on our communities expectations.

It is our desire to ensure that we are a diverse, skilled, flexible, stable and local workforce.

- **Diverse**
 - Gender equality - Workplace gender equality is achieved when people are able to access and enjoy the same rewards, resources and opportunities regardless of gender.

As assessment has been undertaken of the perceived equity within the Shire, which has shown positive results in regard to women in the workplace, earning and promotional opportunities.

In relation to the numbers of women in the workplace, table 1 highlights that the Shire workforce is made up of 58% females. This compares favourably to the ABS data which at 2016, indicated that the communities within Northam were made up of 48% of females. Similarly the Australasian LG Performance Excellence benchmarking Program highlights that the Shire compares favourably with program cohort, who have an average female head count of 45%, whilst the Western Australia cohort are represented by 49% of females in their workforces. This indicated that the Shire of Northam is performing well in the context of its overall gender diversity.

Breaking this analysis further into work areas, does highlight areas where we do not perform in line with other local governments with regard to gender.

| Occupation | Survey Male | Shire of Northam Male | Survey Female | Shire of Northam Female |
|--------------------------------------|-------------|-----------------------|---------------|-------------------------|
| Machinery operators & drivers | 91.3% | 100% | 8.7% | 0% |
| Labourers | 76.7% | 81% | 23.3% | 19% |
| Technicians & trade workers | 76.5% | 100% | 23.5% | 0% |
| Managers | 67.1% | 52% | 32.9% | 48% |
| Professionals | 48.1% | 64% | 51.9% | 36% |
| Customer Service | 73.8% | 0% | 26.2% | 100% |
| Community & personal service workers | 30.6% | 3% | 69.4% | 97% |
| Clerical & administrative workers | 17.0% | 23% | 83.0% | 77% |

In the context of rewards / remuneration an assessment has been undertaken at both management level and within the general workforce. This assessment clearly indicates that employees within the Shire of Northam are not disadvantaged as a result of gender.

In relation to managerial levels there are mixed results for the Shire. At Executive level within the organisation (including the Chief Executive Officer), there is no female representation, while at management level females are represented by 56% and males 44%. The Shire of Northam does perform favourably when compared with Australasian LG Performance Excellence benchmarking program cohort who are represented on average by 31% of managers being female, whilst the Western Australian cohort are only represented by only 29% of females at managerial level or higher.

Further to this a more detailed assessment highlighted that of the last four internal promotions which have occurred within the Shire all have involved women (Senior Ranger, Manager Health Services, Human Resource Manager, and Visitor Centre Manager).

- o Age diversity (baby boomers 55 and older; Gen X 55 – 24; Gen Y 25 and younger) – The Shire of Northam has a relatively well balanced workforce when it comes to age diversity. The Australasian LG Performance Excellence benchmarking program highlights that our workforces is made up of 38% of baby boomers, 58% of Generation X and 15% of Generation Y. This age profile is in line with other benchmarking participants generally and the Western Australian cohort specifically.

The statistic do however highlight that while the balance is representative, there are future challenges which require planning around baby boomers as they close in on retirement age. With 30% of our employees aged 55 years or older succession planning is identified as a gap within our workforce planning framework. With this in mind the training and development of young employees is a major focus throughout the organisation.

Whilst the Shire has a reasonably well balanced aged demographic within its workforce, it is noteworthy of the current challenges around community youth unemployment. It is estimated that while the Shire of Northam unemployment rate is around 6%, youth unemployment is significantly higher at between 15% - 20%. This represents an opportunity for the Shire of Northam to not only show leadership in youth employment, but to also take a proactive approach to managing for future skill requirements.

- o Nyoongar employment - the Shire of Northam has placed a significant focus in this area over recent times. This being the case it is very encouraging that our Nyoongar employment is currently near or at 11%, which is a significant improvement on 1.83% in 2013. The employment rate of 11% also outperforms the internal aim of having Nyoongar employment as representative our of community profile, which indicates that our population is made up of 6% Nyoongar people. The employment of local Nyoongar people will continue to be an organisational focus with the organisation looking to put strategies in place to ensure that this commitment continues with a particular focus on youth who are over represented in our unemployment data.
- o Disability employment – the Shire has no recorded employees with disabilities in the organisation. This represents a significant opportunity for the Shire of Northam to show community leadership in this area.

- **Skilled**

- Attracting skilled employees - Due to the regional location of the Shire of Northam certain roles within the organisation are rarely filled through local appointment. The following positions have historically proven to be particularly difficult to fill through the recruitment of local residents:

| Position | Date Last Advertised (If within last 3 Years) | Number of Applicants | Number Shortlisted |
|------------------------------|---|----------------------|--------------------|
| Chief Executive Officer | - | - | - |
| Executive Manager Positions | - | - | - |
| Manager Planning Services | March 2019 | 8 | 4 |
| Senior Building Surveyor | December 2018 | 5 | 5 |
| Senior Ranger | - | - | - |
| Planning Officer | June 2017 | 15 | 2 |
| Environmental Health Officer | May 2019 | 7 | 3 |
| Works Manager | June 2017 | 6 | 2 |
| Manager Parks & Gardens | - | - | - |
| Technical Officer | October 2017 | 31 | 5 |
| Manager Recreation Services | October 2018 | 9 | 2 |
| Seasonal Pool Managers | August 2018 | 3 | 1 |
| Final Trim Grader Operator | - | - | - |

While the local employment for these positions has been problematic the most recent advertising for these positions when vacant has indicated that the pool the Shire has to choose is strengthening. The challenge for the Shire of Northam is to ensure that the new employees to the organisation from outside of the Shire, make a decision to live in the Shire of Northam, this can be achieved by a combination of incentives and disincentives, whilst trying to create strong community family oriented amenity, to support our good education and health systems.

- New appointees to professional/skilled positions not residing within the Shire of Northam are encouraged to relocate through a negotiated employment package and the incentives offered through the attraction and retention strategy (see above). A contribution to relocation expenses is available where applicable which is paid subject to conditions in relation to continued service with the organisation.

- o Retaining skilled employees – staff turnover is a significant challenge for the Shire and while the turnover rates have been reduced over the last five years they are still considered to be higher than what is the ideal. A review of the last three years turnover indicates a significant concern in relation to 'professionally skilled' employees, with no less than 24 leaving during the period. The leaking of skilled professionals is further compounded by the challenge in attracting certain professions, as highlighted below.

Western Australia Local Government Skills Shortages Urban Regional WA

- Engineers
- Environmental Health Officers
- Town Planners
- Buildings Surveyors

(Source: Local Government Skills Shortage Survey 2017, LGWDG)

Given that remuneration is viewed as a critical element of retention the WALGA remuneration survey has been utilised to assess a range of positions within the organisation to provide an indication as to the competitiveness of the Shire of Northam in its remuneration structures;

| Position | Shire of Northam package | WALGA Survey Band 3 (Agricultural Rural) | WALGA Survey Band 2 (Rural) | WALGA Band 2 (Regional Centre) |
|---------------------------------------|--------------------------|--|-----------------------------|--------------------------------|
| Parks Crew Member | 63,579 | 64,371 | 72,991 | N/A |
| Planning Officer | 78,031 | 69,279 | 78,126 | 88,722 |
| Community Development Officer | 81,753 | 74,364 | 77,515 | 88,722 |
| Senior Building Surveyor | 109,657 | n/a | 80,918 | 104,101 |
| Plant Operator | 60,459 | n/a | 67,434 | 69,176 |
| Grader Driver | 75,763 | 78,933 | n/a | 66,865 |
| Governance Administration Coordinator | 98,726 | 75,881* | 74,147* | 65,127* |
| Rates Officer | 73,626 | 68,368 | 71,274 | 71,333 |
| * Officer position only | | | | |

It is difficult to make direct comparisons of positions across local governments, due to complexity of specific roles, roles may vary from local government to local government, whilst experience, skills and qualifications of individuals are also not taken into account. However assessing this sample of employees indicates that the professional employees are remunerated in the general quantum of their peers, however the outlier appears to be in the general plant operators and parks crew members and who appear to be up to 13% under current market rates.

- o Developing our employees – the Shire is committed to investing in and developing our employees. This is reflected in the following table, which indicates that across the organisation there is a strong level of formal qualifications;

| | Without Cert 3 or Higher | Cert 3/Cert 4 | Diploma or Above |
|---|--------------------------|---------------|------------------|
| Office of the CEO | 20% | 20% | 60% |
| Corporate Services | 29% | 36% | 35% |
| Development Services | 0% | 8% | 92% |
| Engineering Services | 66% | 19% | 15% |
| Community Services | 38% | 35% | 27% |
| | | | |
| Breakdown of Community Services: | | | |
| Community Development | 33% | 17% | 50% |
| Killara | 19% | 75% | 6% |
| Rec Services | 60% | 0% | 40% |
| Library Services | 50% | 0% | 50% |
| Tourism & Events | 75% | 0% | 25% |

Table 2 – Employee qualifications

In relation to actual investment in development of staff, when compared with the Australasian LG Performance Excellence cohort, the Shire of performing strongly;

| 2015/2016 | 2016/2017 | 2017/2018 | |
|----------------|----------------|----------------|---|
| \$987 | \$962 | \$1,500 | Shire of Northam Actual Training & development Spend per FTE |
| \$1,103 | \$975 | \$1,125 | Survey Median Training Spend per FTE |
| \$1,614 | \$1,624 | \$1,624 | Shire of Northam Actual Training Budget per FTE |
| \$1,393 | \$1,407 | \$1,627 | Survey Median Training Budget per FTE |

Table 3 - Source: The Australasian LG Performance Excellence Program FY18

- **Flexible**

- Recognising our fast changing environment – The Shire of Northam currently provides a level of flexibility within the organisations. The majority of employees are provided with 9 day fortnights, positions have been moved from full time to part time to accommodate individual needs, in some instances school hours have been offered to accommodate and attract parents with schools aged children, and most recently a 4 day week has been introduced into the works and services area.

The 4 day week has been introduced as a productivity improvement trial (saving on mobilisation and de-mobilisation time/costs). The trial is currently also assessing whether the introduction of a 4 day week has a positive correlation with the amount of personal leave taken. Whilst the data set is small, the indication is that it does have a positive effect on sick leave taken. One employee on the 4 day week has been with the organisation for a number of years, took an average of 5 days sick leave per year prior to the 4 day week. In the 9 months of the 4 day week trial this employ has taken 2 days only. This correlation will continue to be monitored until a reasonable data set can be put together to establish any real correlation between the 4 day week and sick leave reduction.

The recent introduction of an innovation team, made up of individuals from across the organisation, is promoting the organisation to think and acting innovatively. The innovation team are due to present their findings and recommendations on a range of organisational strategies in mid-2019.

Training and development plays a key role in not only providing opportunities for employees, but also for allowing flexibility across the organisation. Table two highlights that overall the level of

qualifications within the organisation is good, with the exception of works & services, while table 3 indicates strong organisational investment in training and development.

- **Stable**

- Turnover rates of between 5% & 15% - the Shire of Northam recognises the benefit that well managed turnover can bring to an organisation. The inflow of new staff with different perspectives and experiences can add significant value to the organisation. However current turnover rates are still considered to be excessive and disruptive to the efficiency of the organisation.

To put the Shire of Northam turnover into an Industry context, according to the 2018 WALGA remuneration survey a turnover rate of 12% (which was recorded by the Shire at June 2018) places the Shire the lowest 10% of local governments, while an average of 17% over the last four year places the Shire at the median figure for local government in the sample.

Turnover remains a significant risk to the organisation and whilst it has improved significant, turnover remains a concern as highlighted in Table 1 – workplace profile.

- A measure of stability in our day to day operations is around the amount of sick leave being taken by our employees. Unplanned days leave has a significant impact on our ability to deliver well planned services and projects. With this in mind an assessment of our sick leave patterns highlights a major area of concern.

An assessment (WALGA remuneration survey) of days of unscheduled absences per full time equivalent employee (excludes casuals) to 30 June 2018 has been undertaken, unscheduled absences include paid and unpaid personal/carer's leave and compassionate leave. It highlights that on average Shire of Northam employees, as defined above, take 11 days leave per year, which is in the highest 10% of local governments in the survey. This is of considerable concern and is an area we must focus on improving as an organisation. To highlight the extent of the challenge, in order for the Shire to be at the other end of the scale and in the lowest 10% of local governments, the 11 days would need to be reduced to 6 days.

- **Local**

- Providing our residents within the Shire of Northam with first employment opportunities - Local residents are encouraged to apply for all vacant positions with a strong preference towards these applicants in the appointment of all non-professional roles. With a current local employment rate of 85% the Shire of Northam continuously strives to improve this ratio through the driving of the existing recruitment process and the regular evaluation of statistics in relation to staff geographical location.

Finding the balance between getting the 'best' person for the job and supporting the local community can be difficult. Council maintain that first and foremost the best person for the job is the priority, however it also recognises that for certain positions, where an individual has the personal attributes the organisation is seeking and they can be quickly developed from a skills perspective, and in such cases local people will be given very strong preference.

- Providing residents within our region with opportunities where local residents cannot be sourced – as outlined above local employment is the primary focus, however in circumstances where there are no suitable 'local' candidates, candidates from within the region will be given the preference, in a similar context as outlined above.
- Attracting new employees to our community – The Shire of Northam is committed to attracting new employees to our communities wherever possible. This can at times be challenging given our proximity to Perth, which means that potential employees can consider commuting as a viable option. The 'commuter' prospective employee does bring potential benefits to the Shire of Northam, in that it significantly increases the potential talent pool which Council is selecting from.

What are our opportunities for organisational improvement?

- **Staff Turnover**

Turnover has been a significant challenge for the Shire of Northam for the past 7 – 10 years. In order to address this issue a wide range of strategies have been put in place, firstly to try and understand the reasons for turnover and then to develop strategies and initiatives which will assist in staff retention. Further to this, a range of risk mitigation strategies have been put in place to assist the organisation in the event turnover is unable to be managed down to appropriate levels.

The following tables outline turnover experienced by the Shire of Northam;

| Financial Year | Staff Turnover |
|----------------|----------------|
| 2011-2012 | 32% |
| 2012-2013 | 34% |
| 2013-2014 | 24% |
| 2014-2015 | 19% |
| 2015-2016 | 18% |
| 2016-2017 | 24% |
| 2017-2018 | 12% |
| 2018-2019 | 17% |

| TURNOVER BY YEAR (note this is a raw figure and does not account for employees who were 'assisted' out of the organisation) | | | | |
|---|---------|---------|---------|-------------------|
| Department | 2015/16 | 2016/17 | 2017/18 | 2018/19 (to June) |
| Development Services | 29% | 38% | 21% | 21% |
| Engineering Services | 20% | 24% | 22% | 8% |
| Community Services | 18% | 28% | 29% | 15% |
| Corporate Services | 14% | 7% | 13% | 18% |
| CEO Office | 0% | 0% | 0% | 0% |
| TOTAL | 19% | 24% | 22% | 17% |
| Adjusted for employees 'assisted' out of the organisation | 13% | 22% | 12% | 17% |

In order to understand the reasons staff are leaving the Shire of Northam, exit interviews are undertaken by Shire Human Resources staff. The outcomes of exit interviews are made known to the Chief Executive Officer, and if appropriate the relevant Executive Manager. A review of the last two years of exit interviews highlights the following themes amongst staff's reasons for leaving;

- Salary
- Personal family reasons
- Career development opportunity
- Sourced work closer to home (Skilled staff who commute or live in Northam Monday to Friday)

To highlight the importance of staff turnover management, Strategic Human Resources Group developed a cost turnover calculator, which recognises that the replacement of staff is an expensive process as it encompasses several costs:

- Staff time in replacing an employee
- Advertising
- Staff time in training replacement staff
- External training
- Loss of productivity and engagement during the transition period
- Cultural impact on staff
- Hiring of temporary/contract staff to provide relief

In the financial year 2018/2019 staff turnover totalled 17% which resulted in a cost of \$336,258 (exclusive of estimated loss of productivity costs of \$134,166 based on a median annual base salary of \$70,000 per annum.

In the financial year 2013/2014 staff turnover totalled 34% which resulted in a cost of \$619,423 (exclusive of estimated loss of productivity costs of \$247,149) based on the 2017/2018 median annual base salary as above.

As is highlighted with the cost implications of turnover outlined above, reducing turnover represents a significant saving to the organisation. Over the past five years the Shire has been able to significantly reduce the turnover through a range of strategies, including;

- A more streamlined recruitment process
- Improved induction process
- Operational leadership training
- The introduction of corporate values
- Health and wellbeing program
- Staff recognition program
- Introduction of learning and development opportunities

A further 2% reduction in turnover to the levels considered appropriate by the Shire of Northam (15%), would result in an estimated financial efficiency saving to the organisation in the order of \$53,094 per annum.

- **Youth Employment**

According to the Western Australian Government Department of Training & Workforce Development youth unemployment is at a 20 year high in Western Australia at not less than 14%. It is expected that this is the case in the Shire of Northam, which is further compounded by the loss of youth who migrate away from Northam after their schooling has finished to either find work or attend University.

<https://www.dtwd.wa.gov.au/workforce-development/workforce-information>

There are a range of traineeships and funding available to assist bringing young people into organisations, which needs to be explored by the Shire of Northam. Moving forward youth employment should be a focus of the Shire of Northam.

- **Disability employment**

In the past the Shire of Northam has employed people with disabilities, with good success. However currently there are no known employees with disabilities working for the Shire of Northam. As part of being a diverse and community focused work place this is an anomaly that needs to be addressed.

While the Shire of Northam has a disability access and inclusion plan, which is currently being reviewed, this is more a focus on the physical environment as opposed to employment opportunities. As an organisation that strongly advocates and supports people with disabilities, the current employment, or lack thereof, situation needs to be addressed.

The Western Australian Department of Communities (Disability Services) say that according to the Survey of Disability, Ageing and Carers (SDAC) 2009, Small area estimates, an estimated 4,855 (2.7%) of the private dwelling population have a severe or profound core activity limitation (ABS 2012c). In reality most areas do not deviate hugely from 3.1% because the numbers are so small.

<http://www.disability.wa.gov.au/Global/reform/Sector%20Development%20Plan/Accessible%20consultation%20documents/Wheatbelt%20-%20accessible.docx>

There are programs available to assist bringing people into the organisation with disabilities, such as the Lighthouse Project. The Lighthouse Project is a partnership project between the Disability Services Commission and Local Government Professionals Australia WA to increase the employment of people with disability in local government. Funding for the Lighthouse Project Grants Program was provided by the Disability Services Commission and administration of the grants was coordinated by LG Professionals WA.

- **Organisational training**

As expressed previously the expenditure on training and development within the Shire of Northam is currently considered adequate, however there is a lack of formal qualification in the works and services area in particular. There is an opportunity to focus in on works and services to provide more opportunities for staff to obtain a qualification which will assist them and the organisation.

Review of the current systems and processes within the organisations indicates that attempts to develop an organisational wide training and development plan have been made, however more work needs to be done to finalise this and ensure that training at the Shire of Northam is well planned, budgeted and critically needs based from both the employee and organisational perspectives.

7. EXTERNAL ENVIRONMENTAL SCAN

THE SHIRE'S EXTERNAL ENVIRONMENT

- **State**

Western Australia has a population of around 2.6 million people, of which more than half make up the State's workforce of some 1.4 million people. WA has the fourth largest workforce in Australia, and the highest rate of workforce participation of all the states (excluding ACT and NT).

- Nyoongar Australians make up 1.9% of the State's workforce, while those born overseas make up 39.8%.
- Youth aged 15–24 comprise about 14.3%, while those over 60 comprise 9.8%.
- WA's male to female workforce ratio is 55% to 45%.
- Many Western Australians in the workforce hold post school qualifications, with 25.1% holding a university degree and 33.5% a VET Certificate or Diploma.
- 39.1% have no post school qualifications.

The vast majority (around 79%) of the State's population and workers reside in Greater Perth (including Mandurah). However, the regions are quite diverse in nature and incorporate a variable mix of employment in areas such as services, resource projects, agribusiness and tourism.

<https://www.dtwd.wa.gov.au/workforce-development/workforce-information>

The labour market in the next two decades will be shaped by technological advances, digital connectivity, globalisation, an ageing population and changing economic structures. These five trends are driving change and are expected to lead to the restructuring of labour markets throughout Australia, including local government.

Internal/External Factors that will impact on Future Skilling Needs & Staffing Requirements in Local Government WA:

| Internal/External Factors | Impact |
|--|--|
| Ageing Workforce | <ul style="list-style-type: none"> • Loss of corporate knowledge • Alter methods so as to source/attract new staff from further afield • Need for succession planning to share knowledge • No young staff to refresh ageing staff • People staying in positions longer – no capacity to bring on young trainees • Skills gap in civil teams • Difficulty in filling gaps as older staff leave |
| Technological Change and Digitisation | <ul style="list-style-type: none"> • Need a cultural shift in some areas • Need to upskill current employees • New data analysis and interpretation skills required • Change in the way we work – more automation • Upgrade of equipment and software programs • Change service delivery |
| Increase in Governance and Compliance Levels | <ul style="list-style-type: none"> • Requires more time for reporting and audits • Increase in knowledge base essential • Change in operating processes • Change in management practices |
| Change in Community Expectations | <ul style="list-style-type: none"> • Change what roles are needed and at what level • Continuous review of council resources to meet changing needs of community • Increasing need for community engagement |
| New Legislation/Regulation | <ul style="list-style-type: none"> • Changes to Community Care System • Children Services - Increased qualification requirements • Duty of Care – potential increase in litigation • Takes time and ability to learn and implement changes • Results in increased governance and management related roles • Asset Management – statutory requirements • WHS “chain of responsibility” – increased training need |
| Growth within local government area | <ul style="list-style-type: none"> • Increased workloads – burn out of staff • Taking over new properties/facilities – increase in staff and cost of training • New building construction – increases in project/admin/parks/maintenance staff needed • New infrastructure – need project management skills |
| Waste Management | <ul style="list-style-type: none"> • New recycling centre – increase in staff in sustainability area • New site will require increased contracts |

| Internal/External Factors | Impact |
|----------------------------|---|
| Change in Funding Level | <ul style="list-style-type: none"> • Reduced FAGs and road funding • Cost shifting by government – increasing staffing required • Decreased budget for training |
| Government Funding Changes | <ul style="list-style-type: none"> • Change to Government Apprenticeship policy and funding change will result in a lack of tradespeople for future outdoor roles • Change to Commonwealth Funding for HACC – shift in which organisations will undertake this role in future |
| Population Decrease | <ul style="list-style-type: none"> • Taking skilled young people out of the district |

Source: ALGA Local Govt Workforce & Future Skills Report September 2018

In a local government context, competition for talent in Western Australia is high. Many professional are attracted to City local government or local governments located along the coastal strip. While the size and scale of Northam puts it in the largest quartile of local governments in Western Australia, it is significantly smaller in scale than the local governments it may be competing with for talent, being the 'other' regional centres such Bunbury, Busselton, Albany, Kalgoorlie, Geraldton, Port Hedland etc. Compounding this challenge is Northam's proximity to Perth, which results in direct competition with this market for talent.

Whilst proximity to Perth, as mentioned above, is a perceived disadvantage, it also provides some potential short term opportunities in attracting talent. As has been mentioned previously in this plan, a risk within staff retention is heightened when employees live within the City limits and travel to Northam to work. Historically this has resulted in higher turnover rates as young professionals have in the past viewed Northam as an opportunity to start their career or get into the Industry and as soon as opportunity arrives in the City they leave.

In relation to salaries and wages and other employment projections, the 2019/20 Western Australian State Budget has;

- a. estimated that wages growth will be in the order of;

| | |
|---------|-------|
| 2018/19 | 1.75% |
| 2019/20 | 2.25% |
| 2020/21 | 2.75% |
- b. estimated that unemployment will remain stable at approximately 6%
- c. estimated that employment growth will be in the order of;

| | |
|---------|-------|
| 2018/19 | 1.00% |
| 2019/20 | 1.75% |
| 2020/21 | 2.00% |

- **Regional**

Northam is the regional centre for the Avon Valley. The Avon Valley is made up of the communities of Toodyay, York, Beverley and Goomalling, providing a population catchment of approximately 22,000. While the labour force in each of the other communities is significantly smaller than in Northam, the unemployment rate in Northam is 50% higher than in the other communities.

- **Local**

As a larger regional centre with a larger labour force (compared with other regional local governments), significant number of Government Agencies, and a range of other professional opportunities, competition for talent within Northam is significant.

While the Shire of Northam is one of the larger employers in the community, competition with other agencies such as Main Roads WA, Department of Primary Industry & Regional Development, a significant number of banks and agri-businesses and a range of contractors servicing the region, represents a challenge to both attract and retain quality local staff.

It is difficult to analyse the competitiveness of rewards offered by the Shire of Northam in comparison to other major employers within the Community, however anecdotally the Shire is competitive. This assertion is made as over the past five years very few, if any employees, have left the Shire of Northam to take positions with the other mentioned employers.

Of some concern is the fact that many of the employees in the works and services department are remunerated below the annual average earning within Northam, which according to the Australian Bureau of Statistics was \$61,250 in 2016.

8. RISK MANAGEMENT

| Risk Category | Description | Inherent Rating (consequence x likelihood) | Mitigation Action | Residual Risk Rating |
|------------------|--|--|--|-------------------------|
| Financial | | | | |
| Health Safety | & Inadequate safety & security practices | Extreme (16) | Undertaken regular OH Audits | Moderate (4.8) |
| | | | Implement recommendations from OHS Audit & Report to Audit & Risk Committee | |
| | | | OHS Committee Meeting Regularly | |
| | | | Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off) | |
| | | | Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item) | |
| Reputation | Misconduct | Extreme (12) | OHS Policy Framework in place and reviewed | Low (3.6) |
| | | | Manage Inductions - Conduct New Employee Induction. All new employees are provided with adequate inductions | |
| | Errors, Omissions & Delays | Extreme (12) | Manage Purchasing - Request approval. Process minimises opportunity for misconduct | Low (3.6) |
| | | | Compliance calendar in place and audited monthly by the Governance officer. | |
| | | | Manage Inductions - Conduct New Employee Induction. All new employees are provided with adequate inductions | |
| | | | Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements. | |
| | | | Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage) | |

| Risk Category | Description | Inherent Rating (consequence x likelihood) | Mitigation Action | Residual Risk Rating |
|-------------------------|--|--|--|-------------------------|
| Service Interruption | Ineffective People Management / Employment Practices | High (9) | Manage Inductions - Conduct New Employee Induction. All new employees are provided with adequate inductions 100% of annual performance reviews undertaken Manage Employee Termination - Receive notification. Ensuring that employee terminations are managed appropriately and equitably to minimise risk of further action Manage Staff Training - Identify Training Needs. Ensure staff training needs are identified and met Managing Staff Misconduct and Discipline - Identify Misconduct or Breach of Discipline. Ensure any / all staff misconduct in managed effectively and consistently | Low (2.7) |
| | Inappropriate Organisational Structure | Extreme (12) | Review Corporate Business Plan annually to ensure reflects strategic community plan Review Human Resource Plan to ensure it is reflective of strategic community plan Corporate Business Plan clearly articulates how organisational objectives will be achieved | Low (3.6) |
| | Turnover | Extreme (16) | Implement HR Plan strategies | Moderate (4.8) |
| | Inadequate Personal & Unpaid Leave Management | Extreme (12) | Implement HR Plan strategies | Low (3.6) |
| Compliance | Nil | | | |
| Property | Nil | | | |
| Environment | Nil | | | |

9. OUR STRATEGIES

Analysing the information available around our workforce, the Shire of Northam has established a range of strategies, goals and objectives which will be endorsed and used to guide the organisation into the future.

For the purposes of this Human Resources Plan, the term strategy is being used to describe a range of statements which articulate what we are trying to achieve over the life of the plan.

The Shire of Northam will;

- a. Provide a safe working environment for all staff;
- b. Improve attraction & retention of employees;
- c. Provide opportunities for our employees to position themselves for promotion;
- d. Encourage diversity within the organisation by providing opportunities for our local youth, Nyoongar's and people with disabilities;
- e. Where there is an opportunity, we will always employ locally (Shire of Northam) first, regionally second and more broadly on an as needs basis in order to attract and retain appropriate skills and experience within the organisation;
- f. Ensure gender diversity in our organisation and that all our staff are treated fairly and equitably;
- g. Ensure all employees are remunerated / rewarded fairly and equitably, in the context of both our own organisation and the broader local government industry;
- h. Reduce personal leave taken per employee;
- i. Improve communication between Management and our employees and across our Departments; and
- j. Continue to ensure a strong alignment between organisational strategy & structure.

10. ACTION PLAN

| Strategy | Action | Responsible Officer | Date to be Implemented or Completed | Performance Objectives |
|---|---|-------------------------|-------------------------------------|--|
| Provide a safe working environment for all staff | Implement Safety Risk Management Plan based on 2019 OSH audit recommendations | Executive Management | 30 June 2020 | To achieve greater than 80% compliance in all areas of OSH |
| | Undertake biennial OSH Audits and report outcomes to Audit & Risk Committee | Human Resources Manager | 30 June 2021 | |
| | Tailor OSH requirements in individual position descriptions | Human Resources Manager | 30 June 2020 | To have loss time injury rate of less than 10 |
| Improve the attraction and retention of staff strategies | Develop an attraction & retention plan which will identify our brand and value proposition for employees, to be endorsed by the Chief Executive Officer | Human Resources Manager | 30 June 2020 | Reduce staff turnover to less than 15% per annum |
| | Continue to offer flexible working arrangements for staff, including the possible expansion of 4 day week opportunities where practical and beneficial to both the employee and the organisation | Human Resources Manager | 30 June 2022 | |
| | Regularly report to Executive Management information on why people have joined and / or left our organisation | Human Resources Manager | Ongoing | |
| | Interview all staff on their 3 month anniversary to seek feedback on their experience at the Shire of Northam and provide employees with an opportunity to outline their career / development aspirations | Human Resources Manager | Ongoing | |

| Strategy | Action | Responsible Officer | Date to be Implemented or Completed | Performance Objectives |
|--|--|--|-------------------------------------|------------------------|
| | Undertake biennial staff perception survey | Human Resources Manager | 30 June 2020 | |
| Provide opportunities for our employees to position themselves for promotion | Executive Managers will be required to attend the LG Professionals – Executive Leadership Program, or similar | Human Resources Manager | Ongoing | |
| | Managers will be required to attend either the LG Professionals – Executive Leadership Program OR LG Professionals Ignite Program, or similar | Human Resources Assistant | Ongoing | |
| | Supervisors, team leaders and coordinators will be required to attend the LG Professionals Ignite Program, or similar | Human Resources Assistant | Ongoing | |
| | Staff , who are aspiring to become a supervisor or Manager may be provided with the opportunity to attend the LG Professionals Ignite Program | Human Resources Assistant | Ongoing | |
| | Investigate the possibility to develop a customised program for potential Supervisors, Manager & Executive Managers | Human Resources Manager | 30 June 2020 | |
| | Ensure we are aware of all employees who are aspiring to be promoted. | Human Resources Manager/ Executive Team | Annual | |

| Strategy | Action | Responsible Officer | Date to be Implemented or Completed | Performance Objectives |
|---|--|---------------------------|-------------------------------------|---|
| Encourage diversity within the organisation by providing opportunities for our local youth, Noongars and people with disabilities | Review our advertising/recruitment process to ensure we our vacancies are accessible to all members of our community, particularly members from diverse background | Human Resources Manager | June 30 th 2020 | Ensure that young people, Noongars and people with disabilities receive equal opportunities in relation to employment |
| | Liaise with local High Schools & other youth focused organisations to provide work experience opportunities for our youth | Human Resources Assistant | 30 June 2020 & ongoing | |
| | Develop a mentorship program for new employees, focusing on our youth, Nyoongars and people with disabilities | Human Resources Manager | 30 June 2020 & ongoing | |
| | Provide workforce diversity training for key staff | Human Resources Manager | | |
| | Develop a fixed term traineeships program to provide opportunities for our youth, Nyoongars and people with disabilities | Human Resources Assistant | 30 June 2020 | |
| Where there is an opportunity, we will always employ locally (Shire of Northam) first, regionally second and more broadly on an as needs basis | Advertise locally – Website, social media, Avon Valley Advocate, radio, Facebook, schools, TAFE | Human Resources Manager | July 1, 2019 and ongoing | Not less than 85% local employment base |
| | When vetting applications, individuals with a local address will be given preference provided they meet the minimum requirements for the position | Human Resources Manager | 30 June 2020 & ongoing | |

| Strategy | Action | Responsible Officer | Date to be Implemented or Completed | Performance Objectives |
|--|---|--|--------------------------------------|---|
| | Will provide prospective employees with information relating to the benefits and opportunities of living locally within the Shire of Northam | Human Resources Assistant | 30 June 2020 & ongoing | |
| | Focus on personal attributes when employing general staff who may not require specific technical skills | Human Resources Manager / Executive Team | Ongoing | |
| Ensure gender diversity in our organisation and that all staff are treated fairly and equitably | Ensure that competitive merit based selection processes are in place for recruitment and promotion | Human Resources Manager | 30 th June 2020 | Ensure women and men are provided with equal opportunities at the Shire of Northam |
| | Implement guidelines to ensure that the workplace is free from discrimination | Human Resources Manager | 30 th June 2020 | |
| Ensure all employees are remunerated / rewarded fairly and equitably, in the context of both our own organisation and the broader local government industry | Monitor remuneration levels within the region and across WA local governments to ensure our remuneration remains competitive. | Human Resources Manager | 30 th June 2020 & ongoing | Maintain a wage & salary framework that is in line with comparable local governments & outside agencies |
| | Maintain a step system of remuneration which builds on the current award levels, providing opportunities for valued employees to be rewarded above award. | Human Resources Manager | Ongoing | |
| | Undertake a full review of wages for our engineering works staff to they are being remunerated appropriately | Human Resources Manager | March 2020 | |

| Strategy | Action | Responsible Officer | Date to be Implemented or Completed | Performance Objectives |
|--|--|-------------------------|--|---|
| Reduce personal & unpaid leave taken per employee | Ensure all employees are aware of expectations in regard to taking of sick leave and/or unpaid leave | Human Resources Manager | 30 th June 2020 & ongoing | Reduce absenteeism & increase productivity |
| | Develop clear process regarding work absence expectations | Human Resources Manager | 30 th June 2020 | |
| | Analyse attendance records monthly | Executive Team | 30 th June 2020 & ongoing | |
| | Develop an irregular attenders policy | Human Resources Manager | 30 th June 2020 | |
| | Ensure all employees are aware of the organisational impacts taking of sick leave and/or unpaid leave | Human Resources Manager | 30 th June 2020 & ongoing | |
| | Ensure all employees who take regular sick or unpaid leave are actively followed up on return to work | Human Resources Manager | 30 th June 2020 & ongoing | |
| Improve communication between Management and our employees and across our Departments | Develop an internal communications framework in consultation with staff | Executive Team | 30 th June 2020 and ongoing | Majority of staff positive about method and frequency of internal communication |
| | Provide staff with opportunities to contribute to special projects or focuses (such as the innovation group) | Executive Team | 30 th June 2020 and ongoing | |
| | Identify opportunities to improve staff amenity and develop spaces which encourage staff to come together | Executive Team | 30 th June 2020 and ongoing | |
| | Hold at least three (3) out of work functions for employees to attend in a social setting | Chief Executive Officer | 31 December 2020, ongoing | |

| Strategy | Action | Responsible Officer | Date to be Implemented or Completed | Performance Objectives |
|---|---|-------------------------|-------------------------------------|---|
| Continue to ensure a strong alignment between organisational strategy & structure | Have an external party review the organisational structure to ensure it is the most efficient, effective and aligned possible | Chief Executive Officer | 2020 | Review completed prior to December 2020 |

12.2 ENGINEERING SERVICES

Nil

12.3 DEVELOPMENT SERVICES

12.3.1 Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam

| | |
|---|--|
| Address: | Lot 54 (77) Wellington Street, Northam |
| Owner: | Roman Catholic Archbishop of Perth |
| Applicant: | Santelli Architects Pty Ltd |
| File Reference: | P19080 / A15185 |
| Reporting Officer: | Jacky Jurmann, Manager Planning Services |
| Responsible Officer: | Chadd Hunt, Acting Chief Executive Officer |
| Officer Declaration of Interest: | A/CEO – Child attends school & wife on school board; |
| Voting Requirement: | Simple |
| Press release to be issued: | No |

BRIEF

A development application has been received to obtain approval for the next stage of upgrades (Stage 11) to the St Joseph's Secondary School located at 77 Wellington Street, Northam.

The application was advertised to nearby landowners and 10 submissions were received raising concerns regarding the current proposal, and construction activities related to previously approved stages. The issues raised in the submissions have been considered in the assessment of this application.

It is recommended that the application be approved, subject to the recommended conditions listed at the end of this Report.

ATTACHMENTS

- Attachment 1: Application documents & plans
- Attachment 2: Schedule of submissions (full copies of submissions provided to Council separately)
- Attachment 3: Applicant's response to submissions
- Attachment 4: Officer's Assessment

A. BACKGROUND / DETAILS

Current Proposal

A development application was received by the Shire on 14 October 2019 from Santelli Architects on behalf of St Joseph's School to obtain approval to carry out works on the secondary campus located at 77 Wellington Street, Northam.

The school currently has 282 students and 24 staff including administration staff, and expects to grow in student numbers in the coming years. The proposed upgrades will improve facilities for students and staff to cater for the expected growth.

The proposed works, known as Stage 11, consisting of the following:

- New administration building facing Duke Street;
- Remote Staffroom in the centre of the School;
- Senior Toilet facilities; and
- Courtyard refurbishment.

Previous Stages

Current construction activities on the site, known as Stage 9 and consisting of 4 classrooms and an oval, are nearing completion. This stage was approved by Council at its Ordinary Meeting held on 20 February 2019 (Minute C.3589) following an invitation to reconsider its original decision of 17 October 2018 (Minute C.3499), as part appeal proceedings to the State Administrative Tribunal.

Relative to this application is the street setback and building heights for the classroom building facing Duke Street, which will be discussed in this Report.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective(s): Positive internal and external perceptions about the Shire of Northam.

B.2 Financial / Resource Implications

There are no financial implications or resource implications in making the recommendation.

B.3 Legislative Compliance

The land on which the existing school is located is zoned Reserve – Public Purposes (Church) under Local Planning Scheme No 6. Clause 2.3 of LPS6

applies to development proposals on reserved land and requires the local government to have due regard to the ultimate purpose of the reserve and the matters set out in clause 67 of the deemed provisions.

An assessment has been carried out in accordance with the requirements of clause 2.3 to determine the application for development approval, which has concluded that conditional approval can be recommended. Refer **Attachment 4** – Officer Technical Assessment.

B.4 Policy Implications

There are no policy implications associated with this Report.

B.5 Stakeholder Engagement / Consultation

Consultation regarding the proposed development was conducted in the following ways:

- The Applicant and School conducted an information session with local residents prior to submitting the application to provide them an initial opportunity to comment on the development proposal and design.
- Once submitted, neighbouring landowners were formally notified in writing of the application and invited to provide comments. In response, a number of telephone calls and 10 written submissions, which included a joint submission with 14 signatures, were received by the Shire raising concerns regarding the current proposal, and previous stages under construction.
- Following close of the submission period, an on-site information session was held on 28 November 2019 for Councillors and neighbours. The Applicant presented their proposal to the attendees, including background information to their design, and answered questions from Councillors and a neighbour. A walk-through of the site was also conducted where the setbacks for the current and previous stages were depicted on the ground in the location of the proposed administration building to provide a comparison with the approved classroom. The height of the proposed building was also discussed.

The main issues raised by the residents relate to the following:

- proposed setback of building and cantilevered verandah;
- height of the proposed administration building;
- effects of the setback and verandah on visual amenity;
- lack of landscaping proposed;
- traffic safety; and
- impacts of the ongoing construction activities, such as dust, litter, noise and traffic on local amenity.

A Schedule of Submissions is attached to this Report (**Attachment 2**) that summarises the issues raised in the submissions and in response, the Officer's comments. The Applicant was provided an opportunity to respond to the issues raised, and their response is attached to this Report (**Attachment 3**). A full copy of the submissions received have been provided to Council separately.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|---|---|--|
| Financial | Potential costs associated with SAT appeal. | Minor (2) | Resolve any issues in Mediation. |
| Health & Safety | Risks during compliance activities. | Insignificant (1) | Carry out risk assessments prior to entering site. |
| Reputation | Possible adverse publicity. | Medium (3) | Communication with the community. |
| Service Interruption | N/a | N/a | N/a |
| Compliance | Increased monitoring required of site. | Minor (2) | Implementation of construction management plan. |
| Property | Damage during construction. | Minor (2) | As above. |
| Environment | Impacts during construction. | Insignificant (1) | As above. |

C. OFFICER'S COMMENT

As indicated earlier in this Report, 10 submissions were received in relation to the proposal. The main issues raised by the residents relate to the following:

- proposed setback of building and cantilevered verandah;
- height of the proposed administration building;
- effects of the setback and verandah on visual amenity;
- lack of landscaping proposed;
- traffic safety; and
- impacts of the ongoing construction activities, such as dust, litter, noise and traffic on local amenity.

The above issues related to this development proposal raised are addressed as follows:

1. Setbacks – objections have been received regarding the proposed setback of the Administration building from Duke Street, particularly regarding the proposed cantilevered verandah.

In the submissions it is argued that the setback should be measured from the outer edge of the verandah to the property boundary. This would result in the verandah being setback a minimum of 2.7m, which is the distance that was established for the adjacent classroom currently under construction as part of the SAT review process.

The administration building is proposed to have a setback ranging from 2.9m to 3.7m, which the Applicant states “is in excess of the established Stage 9’s setback of 2.7m”.

There appears to be confusion regarding the measurement of a setback and therefore it is appropriate to clarify this situation by providing the following definition:

Setback – “The horizontal distance between a wall at any point and an adjacent lot boundary, measured at right angles (90 degrees) to the boundary.” (Residential Design Codes 2019).

As indicated by the Applicant, the proposed setback of the administration building from Duke Street is greater than the setback approved in Stage 9, regardless of the proposed cantilevered verandah. Noting the verandah will be located wholly within the property boundary.

Another consideration relative to this issue, is the fact that property is ‘reserved’ and not ‘zoned’ and therefore does not have development standards, such as setbacks, stipulated in the Scheme.

In these situations the setbacks are determined by the local government appropriate for the location to ensure the proposed structure will not have an adverse impact on the local amenity.

2. Building height – concerns have been raised that the proposed administration building will be higher than the classroom and that the classroom has been constructed higher than approved.

The highest point of the façade (the apex) of the administration building will be 6.2m above natural ground, which is 600mm lower than the apex of the Stage 9 classroom.

In regards to the concerns regarding the classroom levels, the Applicant has advised that surveys confirm that the finished floor levels and heights are in accordance with the approved plans.

3. Visual amenity – the objections regarding setbacks and heights also relate to the potential impacts on the visual amenity of the locality connected to the inclusion of the cantilevered verandah.

The Applicant has advised that the design is intended to continue that established in earlier Stages of the development, and that the inclusion of a cantilevered verandah will provide an undercover area for students whilst waiting for buses, and for the general public at other times. Additionally, the design is aligned with the traditional public/semi-public buildings along Wellington and Fitzgerald Street.

The inclusion of a cantilevered verandah does not impact the visual amenity of the locality. It provides visual interest to the design, designates the entrance to the school, and enhances the streetscape when compared to an alternative design without.

4. Landscaping – the inclusion of landscaping has been suggested as one way to improve the visual amenity for residents opposite the development.

Landscaping has been incorporated into the design through the inclusion of a 6m long planter box, which covers 33% of the frontage as depicted in the submitted plans. The incorporation of the planter box builds on the design from Stage 9, which also includes over 100m of street verge planting, including 10 new trees.

Additional landscaping in the vicinity of the verandah and entrance would result in a potential hazard for pedestrians and traffic, particularly during student bus times, and due to the class M soils, a hazard to the building.

5. Traffic – concerns have been raised regarding the traffic being generated as a result of the school bus activities in Duke Street. It has been suggested that a 'school zone' should be established in Duke Street, similar to that on Wellington Street. The Shire and School support this request and will formally make a request to Main Roads.

In regards to traffic generated by parents, the main car parking for the school will remain accessible from Wellington Street. The Applicant has advised that a conscious decision was made to orientate the access to the Office for students and parents from the existing car park area in an effort to deter parents from using Duke Street.

6. Construction activities – concerns/complaints have also been raised in the submissions regarding the current construction activities, the impacts on residents and on the amenity of the locality.

It is alleged that numerous complaints have been made to the school, builder and the Shire, and that there has been a general lack of response to those complaints, which leads to current concerns that the future stage proposed in this application will continue to impact them.

A check of Shire records indicate that 3 complaints have been received during the current construction period, which have been responded to and resolved in a timely manner. The School and Builder have advised similarly.

To manage any potential impacts resulting from future construction activities, it is recommended that a condition of approval require that a construction management plan, including location of site facilities, complaints handling procedures and monitoring, be approved by the Shire prior to the commencement of any works.

Potential impacts on amenity and the compatibility of the development are matters identified in clause 67 of the Deemed Provisions, which have

been considered in the assessment of this application as detailed in the Officer's Assessment (**Attachment 4**).

In conclusion, taking into consideration the assessment, issues raised, and the Applicant's supporting information, the application is being recommended for conditional approval.

RECOMMENDATION

That Council resolve to grant development approval (ref: P19080) for the construction of an administration building, staff room, senior toilet facilities and courtyard refurbishment at St Joseph's Secondary School located at Lot 54 (77) Wellington Street, Northam, subject to the following conditions:

- 1. The development hereby permitted must substantially commence within two years from the date of determination.**
- 2. The development hereby permitted taking place in accordance with the approved plans – SK.0SP.2 (Existing & Proposed Site Plan); SK.0SP.3 (Site Demolition Plan); SK.0SP.4 (Proposed Site Plan); SK.1ADM.1PL.1 (New Admin – Proposed Floor Plan); SK.1ADM.1PL.2 (New Admin – Proposed Roof & Ceiling Plans); SK.1ADM.2EL.1 (New Admin – Proposed Elevations); SK.2SR.1PL.1 (New Staffroom – Proposed Floor Plan); SK.2SR.1PL.2 (New Staffroom – Proposed Roof & Ceiling Plans); SK.2SR.2EL.1 (New Staffroom – Proposed Elevations); and SK.3TO.1PL.1 (New Toilet – Proposed Floor Plan & Elevations).**

In the event of an inconsistency between the approved plans and the conditions of this approval, the requirement of the conditions prevail.

- 3. Prior to the commencement of any works, a construction management plan shall be submitted to the local government for approval addressing the following matters:**
 - a. How materials and equipment will be delivered and removed from the site;**
 - b. How materials and equipment will be stored on the site;**
 - c. Parking arrangements for contractors;**
 - d. Construction waste disposal strategy, including litter collection, and location of waste disposal bins;**
 - e. Details of cranes, large trucks or similar equipment which may block public thoroughfares during construction;**
 - f. How risks of wind and/or water borne erosion and sedimentation will be minimised during and after the works; and**
 - g. Other matters likely to impact on the surrounding properties, including location of site facilities.**
- 4. The approved construction management plan shall be implemented for the duration of works to the satisfaction of the local government**
- 5. Security lighting is to be designed, baffled and located to prevent any increase in light spill onto any nearby residential properties.**
- 6. Prior to commencement of any works, a Stormwater Management Plan shall be prepared by a suitably qualified person demonstrating how**

stormwater will be managed on-site and those plans must be submitted to the local government for approval.

- 7. At all times during construction of the development all works and construction activities must be undertaken so as to avoid noise, vibration and dust nuisance to occupiers of land in the vicinity to the satisfaction of the local government.**
- 8. Prior to occupation or use of the development, landscaping shall be completed in accordance with the approved plans to the satisfaction of the local government.**
- 9. All landscaped areas and irrigation shall be maintained on an ongoing basis to the satisfaction of the local government.**

Attachment 1



14th October 2019

SHIRE OF NORTHAM
PO Box 613
NORTHAM WA 6100

ATTENTION: Planning Department – Manager of Planning Services

Dear Sir/Madam,

RE: APPLICATION FOR DEVELOPMENT APPROVAL – STAGE 11 – NEW ADMINISTRATION, REMOTE STAFFROOM, SENIOR TOILET AND COURTYARD REFURBISHMENT AT: St JOSEPH'S SECONDARY SCHOOL, WELLINGTON STREET EAST, NORTHAM.

Please find attached the following documents and drawings forming part of our submission for Development Approval of the above:

- 1) A completed and duly signed, by the Owner, the Application for Development Approval, and Development Application checklist,
- 2) Latest Certificate of Title issued by Landgate for the property,
- 3) Toilet facilities calculations,
- 4) Architectural Drawings as per transmittal,
- 5) External Finishes schedule,
- 6) Perspectives of the proposed buildings.

The school have organized an electronic payment to the Shire of Northam of \$5,752.10 based on the following calculations for the construction cost of \$2,076,693.00 excl. GST

Planning Application fee = \$1,700 + (0.257% x 1,576,693.00) in excess of \$500,000 = \$5,752.10

The scope of works for Stage 11 consists of the following:

- i) New Administration building facing Duke Street,
- ii) Remote Staffroom in the centre of School,
- iii) Senior Toilet block,
- iv) Courtyard refurbishment.

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abn 84 009 222 397
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HERITAGE IMPACT STATEMENT – ADJACENCY OF NEW STAFFROOM TO EXISTING CONVENT

The proposed Staffroom building is to be built on current raised lawn area adjacent to the Convent Building on the School side. It will not be physically touching or physically impacting the Convent Building.

It is necessary to build the new Staffroom at the proposed location due to site constraints and its need to facilitate supervision of the surrounding buildings while student are not in classrooms.

The plan and form of the new Staffroom is chamfered and tapered to:

- i) keep the openness of access of the Convent to the courtyard,
- ii) preserving sightlines to the Convent from the courtyard as much as possible,
- iii) reducing and softening overall presence of the new Staffroom when in conjunction to existing Convent.

The proposed external material for the Staffroom building is light weight compressed fibre cement sheets with 50% of these panels prefinished with pastel colours reflecting the house colours at the School. The choice of material is to draw distinction to the age of the development in a complimentary manner. The panels finished in fragmented pastel colours further aiming to reduce the overall perceived volume of the development by reducing its monolithic nature. There will be use of brick podium to the Staffroom aiming to tie the development into the campus.

Accessibility to the Convent is not altered as part of this development. The presence of the Convent on Wellington Street is not affected by the development as the proposed Staffroom is on the School's side.

New shade sails proposed in the courtyard are articulated to preserve sightlines to Convent building as much as possible.

COURTYARD REFURBISHMENT & SENIOR STUDENT TOILET BLOCK

The proposal includes refurbishment of existing courtyard. The objective is to reemphasise the courtyard being the central activity area and the heart of the School. The refurbishment will create passive recreation areas with shades, raised garden beds and composition of lawn & paved area. The new geometry of the courtyard aims to enhance relationships of historic, recent and new buildings on site.

The senior student toilet block is proposed by minor modification and extension to existing Sport Store. The Sport Store is a relatively new addition to the campus, non-historical in nature. This toilet block aims to ease congestion at current ablution building as well as increasing number of amenities to the campus.

STUDENT & STAFF NUMBERS

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The School currently has 282 students and 24 staff including administration staff.

The School is expected to growth in student numbers in coming years. The proposed Stage 11 development is to keep pace with the expected growth.

TOILET FACILITIES

With added amenities in Stage 11 development, the staff toilet facilities on the campus is able to cater for at least 80 teachers and administrative staff assuming equal gender split.

With added amenities in Stage 11 development, the student facilities on the campus is able to cater for at least 600 students assuming equal gender split.

CARPARKING

With regards to the staff car parking, the school currently uses the adjoining Church car park which accommodates 86 vehicles and any increase in staff numbers can easily be accommodated in this parking area. No proposed changes to parking facility to Stage 11 development.

DUKE STREET SETBACK / APEX

The proposed new Administration building has set back ranging from 2.9m to 3.7m which is in excess of the established Stage 9's setback of 2.7m. The proposed apex, the highest point of façade is 6.2m above natural ground which is 600mm lower than the apex of Stage 9's Classroom Block.

Your assistance in expediting this submission for approval would be greatly appreciated.

Should you have any queries in the process of reviewing this application, please do not hesitate to contact Al Santelli on (08) 93283711 for assistance or further information.

Yours Faithfully,



Alis A Santelli AIA
Director - Santelli Architects Pty Ltd.
cc: Steve Johnson Business Manager St Joseph's Secondary School Northam

Page 3 of 3

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GENERAL NOTES:

1. ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, SPECIFICATIONS AND OTHER REFERENCED DRAWINGS.
2. DO NOT SCALE DRAWINGS - DIMENSIONS TO GOVERN SCALE.
3. ALL DIMENSIONS ARE GIVEN IN MILLIMETRES UNLESS NOTED OTHERWISE.
4. CONFIRM ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF WORK OR THE FABRICATION OF ANY ITEMS.
5. CONFIRM DETAILS OF SET-OUTS, LEVELS, SETBACKS AND CRITICAL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.
6. NOTIFY SANTELLI ARCHITECTS PTY LTD OF ANY DISCREPANCIES BEFORE PROCEEDING WITH ANY WORKS.
7. ALL CONSTRUCTION IS TO COMPLY WITH THE RELEVANT AUSTRALIAN STANDARDS AND AUSTRALIAN NATIONAL BUILDING CODES.
8. ALL MATERIALS ARE TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS UNLESS NOTED OTHERWISE.
9. CONFIRM ALL STRUCTURAL DIMENSIONS WITH STRUCTURAL ENGINEERS DETAILS.
10. REFER TO SERVICES HYDRAULIC, ELECTRICAL, MECHANICAL, ETC CONSULTANTS DRAWINGS FOR DETAILS OF SERVICE RUNS AND FOR CONFIRMATION OF SLAB PENETRATIONS, ACCESS REQUIREMENTS, ETC.
11. ALL PENETRATIONS NOTED ON ARCHITECTURAL DRAWINGS ARE TO BE TAKEN AS INDICATIVE IN LOCATION AND SIZE, REFER TO CONSULTANTS DRAWINGS FOR DIMENSIONED LOCATIONS AND FINAL SIZING.

GENERAL DEMOLITION NOTES:

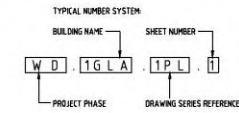
1. UNLESS NOTED OTHERWISE, ALL LOOSE FURNITURE IS TO BE REMOVED BY OWNER/PROPRIETOR (or REPRESENTATIVE) PRIOR TO DEMOLITION WORKS COMMENCING.
2. REFER TO DEMOLITION DRAWINGS AND SPECIFICATION FOR ITEMS TO BE SALVAGED AND HANDED OVER TO OWNER/PROPRIETOR OR REINSTATED INTO PROPOSED WORKS WHERE NOTED.
3. REFER TO DEMOLITION DRAWINGS AND SPECIFICATION FOR RECYCLING OF DEMOLISHED MATERIALS.
4. DEMOLITION CONTRACTOR TO EXERCISE DUE CARE DURING THE WORKS NOT TO COMPROMISE THE STRUCTURAL INTEGRITY OF THE EXISTING BUILDING FABRIC TO BE RETAINED.
5. ALLOW TO TERMINATE AND REMOVE REDUNDANT SERVICES AND CAP OFF AND MAKE SAFE ALL SERVICES.
6. DEMOLITION CONTRACTOR IS TO CONFIRM THAT ALL SERVICES THAT ARE RELOCATED, TERMINATED, OR MADE REDUNDANT HAVE BEEN MADE SAFE PRIOR TO COMMENCING NEW WORK. ALL IN ACCORDANCE WITH CONSULTANT DRAWINGS AND SPECIFICATIONS.
7. THE CONTRACTOR SHALL PROVIDE ALL DEMOLITION NECESSARY TO CARRY OUT THE WORK, AND SHALL WITHOUT ADJUSTMENT TO THE CONTRACT SUM, SUPPLY & EXECUTE MINOR ITEMS NOT EXPRESSLY MENTIONED IN THE DOCUMENTS, BUT NECESSARY FOR THE SATISFACTORY COMPLETION AND PERFORMANCE OF THE WORK UNDER THE CONTRACT.

COMMON ABBREVIATIONS:

| | | | |
|-----------|----------------------------------|------|----------------------------------|
| AC | AIR CONDITIONING UNIT | MECH | MECHANICAL |
| AP | ACCESS PANEL | HR | HRROR |
| ADJ | ADJUSTABLE (SHELF, HEIGHT, ETC) | HS | MILD STEEL |
| AL | ALUMINIUM | MSB | MAIN SWITCHBOARD |
| ANG | ANGLE | MWL | MATTWELL |
| BOV | BOUNDARY | NC | NOT IN CONTRACT |
| BG | BOX GUTTER | NOM | NOMINAL (SIZE, LOCATION, ETC) |
| BT | BITUMEN | NTS | NOT TO SCALE |
| BRH | BULHEAD | O/A | ON OR ABOUT |
| BLK | BUILDINGWORK | O/H | OVERHEAD |
| BWK | BRICKWORK | O/HK | OVERHEAD CLIPBOARD |
| CAB | CABINET | DBS | OBSCURE GLASS |
| CH | CEILING HEIGHT | OP | OVERFLOW |
| CE | CEILING | PB | PLASTERBOARD |
| CIS | CIRCULAR HOLLOW SECTION | PBR | IMPACT RESISTANT PLASTERBOARD |
| CJ | CONTROL JOINT | PBRM | MOISTURE RESISTANT PLASTERBOARD |
| CL | CENTRE LINE | PP | PERFORATED ACOUSTIC PLASTERBOARD |
| COL | COLUMN | PSB | POURER ACOUSTIC PLASTERBOARD |
| COMMS | COMMUNICATIONS | PC | PRECAST CONCRETE |
| C.S | CHECK ON SITE | PCF | PARALLEL FLANGED CHANNEL |
| CPD | CUPBOARD | PD | PAPER TOWEL DISPENSER |
| VS | COVERED VINYL SKIRTING | PTN | PARTITION |
| D | DOOR | PUB | PIN-UP BOARD |
| DM | DOOR MAT | RIS | RECTANGULAR HOLLOW SECTION |
| DPC | DAMP-PROOF COURSE | RL | RELATIVE LEVEL |
| DPH | DAMP-PROOF MEMBRANE | RWH | RAINWATER HEAD |
| DSK | DESK | RWP | RAINWATER DOWNPIPE |
| DWG | DRAWING | S | SINK |
| DWU | DRINKING WATER UNIT | SB | SPLASHBACK |
| EF | EXHAUST FAN | SD | SOAP DISPENSER |
| EG | EAVES GUTTER | SH | SHELF |
| EJ | EXPANSION JOINT | SHR | SHOWER |
| EX | EXISTING (ITEM, EQUIPMENT, ETC) | SMS | SQUARE HOLLOW SECTION |
| EXT | EXTERNAL | SK | SORTING |
| F | FIXED | SPEC | SPECIFICATION |
| FD | FOAM DISPENSER | SS | STAINLESS STEEL |
| FFL | FINISHED FLOOR LEVEL | SSL | STRUCTURAL SLAB LEVEL |
| FGR | FLOOR GRATE | T/V | TELEVISION |
| FH | FIRE HYDRANT | T/WB | TELEVISION MOUNTING BRACKET |
| FHR | FIRE HOSE REEL | TR | TOOL RACK |
| F/E & F/B | FIRE EXTINGUISHER & FIRE BLANKET | TRH | TOILET ROLL HOLDER |
| FRC | FIBRE REINFORCED CEMENT BOARD | TJ | TOOLED JOINT |
| FRRB | FIBRE REINFORCED MINERAL BOARD | TM | TRENCH-MESH |
| FPB | FLUSH PLASTERBOARD | TK | TOP OF KERB |
| GALV | GALVANISED | TOP | TOP OF PARAPET |
| GND | GROUND FLOOR | TOW | TOP OF WALL |
| GPO | GENERAL PURPOSE OUTLET | U | URNAL |
| HC | HOSE COCK | UB | UNIVERSAL BEAM |
| HDR | HAND DRYER | UC | UNIVERSAL COLUMN |
| HMR | HIGHLY MOISTURE RESISTANT | UG | UNDERGROUND |
| HT | HEATING | US | UNDERSIDE |
| HWH | HOT WATER UNIT | VB | VANITY BASIN |
| INSUL | INSULATION | VER | VERANDAH |
| INT | INTERNAL | VERT | VERTICAL |
| LGS | LAMINATE | W | WINDOW |
| LGL | LAMINATED GLASS | WB | WHITEBOARD |
| LVL | LEVEL | WC | WATER CLOSET |
| MAX | MAXIMUM | WPH | WATER PROOF MEMBRANE |
| MD | MEDIUM DENSITY FIBREBOARD | | |

DRAWING SERIES LEGEND:

| | |
|----------------------------|------------------------------------|
| DRAWING SERIES REFERENCES: | BUILDING NAME REFERENCES (TYPICAL) |
| 9.SP SITE PLANS | BLA GENERAL LEARNING AREA |
| 1.PL PLANS | ADM ADMINISTRATION |
| 2.EL ELEVATIONS | LIB LIBRARY |
| 3.SE SECTIONS | CA COVERED ASSEMBLY |
| 4.E INTERNAL ELEVATIONS | CW COVERED WALKWAY |
| 5.SH SCHEDULES | WC TOILET |
| 6.DE DETAILS | SCI SCIENCE BLOCK |
| 7.IN JOINERY | KIN KINDERGARTEN |
| 8.HD MISCELLANEOUS DETAILS | PP PRE-PRIMARY |
| 9.ST STAIRWELLS & DETAILS | CAN CANTEN / CAFETERIA |
| 10.EW EXTERNAL WORKS | |



DRAWING SYMBOL LEGEND:

DRAWING SCALE 1:100 @ A1

DRAWING TITLE & SCALE
DRAWING TITLE
SCALE REFERENCE AT SHEET SIZE

WT WASH THROUGH

ELEVATION
ELEVATION NUMBER
BUILDING REFERENCE
DRAWING SHEET REFERENCE

EXTERIOR ELEVATION MARKER
ELEVATION NUMBER
BUILDING REFERENCE
DRAWING SHEET REFERENCE

EXTERIOR SECTION MARKER
SECTION NUMBER (REFER REFERENCE)
BUILDING REFERENCE
DRAWING SHEET REFERENCE

DETAIL MARKER
INDICATES DETAIL AREA (TYPICAL)
DETAIL NUMBER
BUILDING REFERENCE
DRAWING SHEET REFERENCE

INTERIOR ELEVATION MARKER
ELEVATION NUMBER
BUILDING REFERENCE
DRAWING SHEET REFERENCE

CABINERY DETAIL MARKER
DETAIL NUMBER
BUILDING REFERENCE
DRAWING SHEET REFERENCE

LEVEL MARKERS
EXISTING LEVEL - @ PLAN
PROPOSED LEVEL - @ PLAN
LEVELS - @ SECTION/ELEVATION

DOOR & WINDOW MARKER
DOOR / WINDOW NUMBER
DOOR / WINDOW TYPE

CEILING MARKER
CEILING TYPE
HEIGHT ABOVE FINISHED FLOOR LEVEL

WALL TYPE MARKER
WALL TYPE REFERENCE

WALL TYPE LEGEND:

EXTERNAL WALL TYPE (ET)

| TYPE | GRAPHIC | CONSTRUCTION |
|------|---------|---|
| ET01 | | EXTERNAL WALL FINISH - ET01 • 230 x 76 x 76 FACE BRICKWORK - ROLLED JOINTS • CAVITY BRICKWORK • CAVITY INSULATION AS SPECIFIED |
| ET02 | | EXTERNAL WALL FINISH - ET02 • 90mm RENDERED BRICKWORK - PAINT FINISH • CAVITY BRICKWORK • CAVITY INSULATION AS SPECIFIED |
| ET03 | | EXTERNAL WALL FINISH - ET03 • 90x45mm LSP TREATED HEMPI PINE STUDWORK • INSULATION AS SPECIFIED • VAPOUR PERMEABLE LINING • 9mm THICK COMPRESSED FIBRE CEMENT (FC) EXPRESSED JOINTED CLADDING - PAINT FINISH |

INTERNAL WALL TYPE (IT)

| TYPE | GRAPHIC | CONSTRUCTION |
|------|---------|--|
| IT01 | | INTERNAL WALL FINISH - IT01 • 305 x 90 x 90 SMOOTH FACE BRICKWORK - LIGHTLY ROLLED JOINTS • PAINT FINISH |
| IT02 | | INTERNAL WALL FINISH - IT02 • 90x45mm LSP TREATED HEMPI PINE STUDWORK • WALL INSULATION AS SPECIFIED • 13mm THICK IMPACT RESISTANT FLUSH JOINTED PLASTERBOARD (PIBR) • PAINT FINISH |

| | | | | |
|-----|----|------|----|-------------|
| REV | NO | DATE | BY | DESCRIPTION |
| | | | | |

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ST JOSEPH'S SCHOOL - SECONDARY CAMPUS
WELLINGTON STREET, NORTHAM, WA, 6061
ALTERATIONS & ADDITIONS - STAGE 11

Drawing Title:
ADMIN /STAFF ROOM BUILDING /TOILET EXT

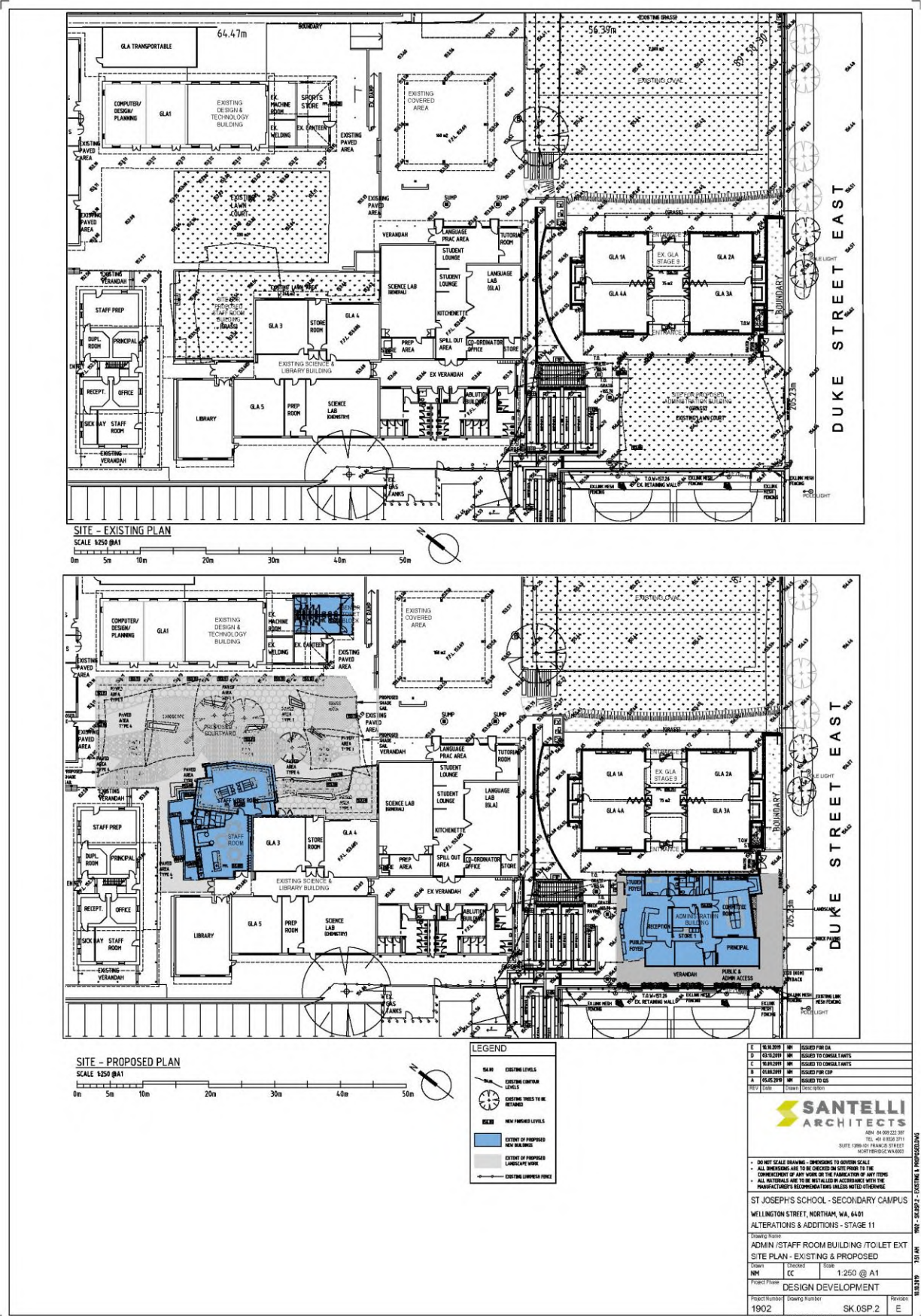
GENERAL NOTES

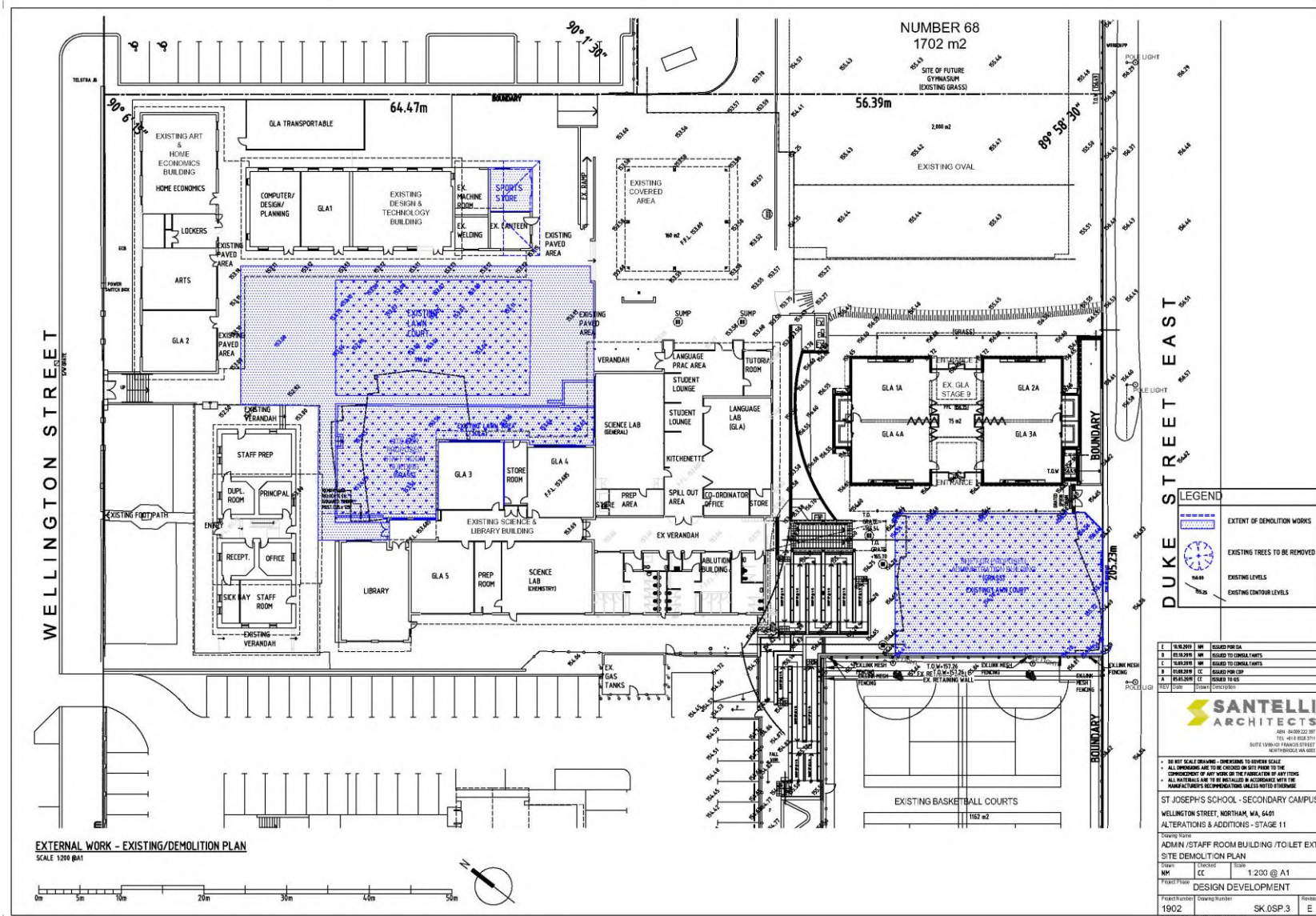
| | | |
|-------|---------|----------|
| Drawn | Checked | Scale |
| NTS | CC | NTS @ A1 |

Project Phase: DESIGN DEVELOPMENT

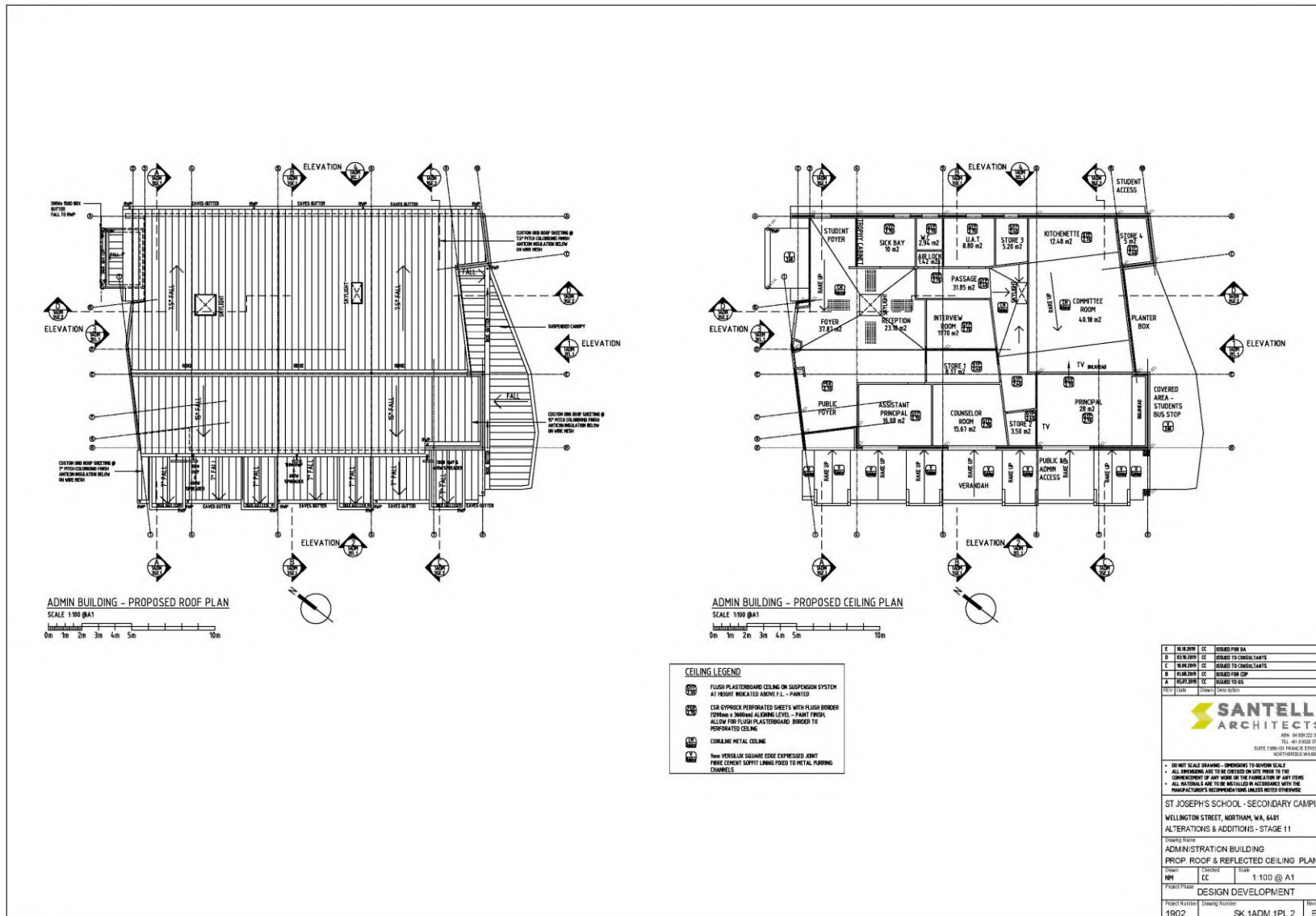
Project Number: 1902 Drawing Number: SK.0 Revision: A

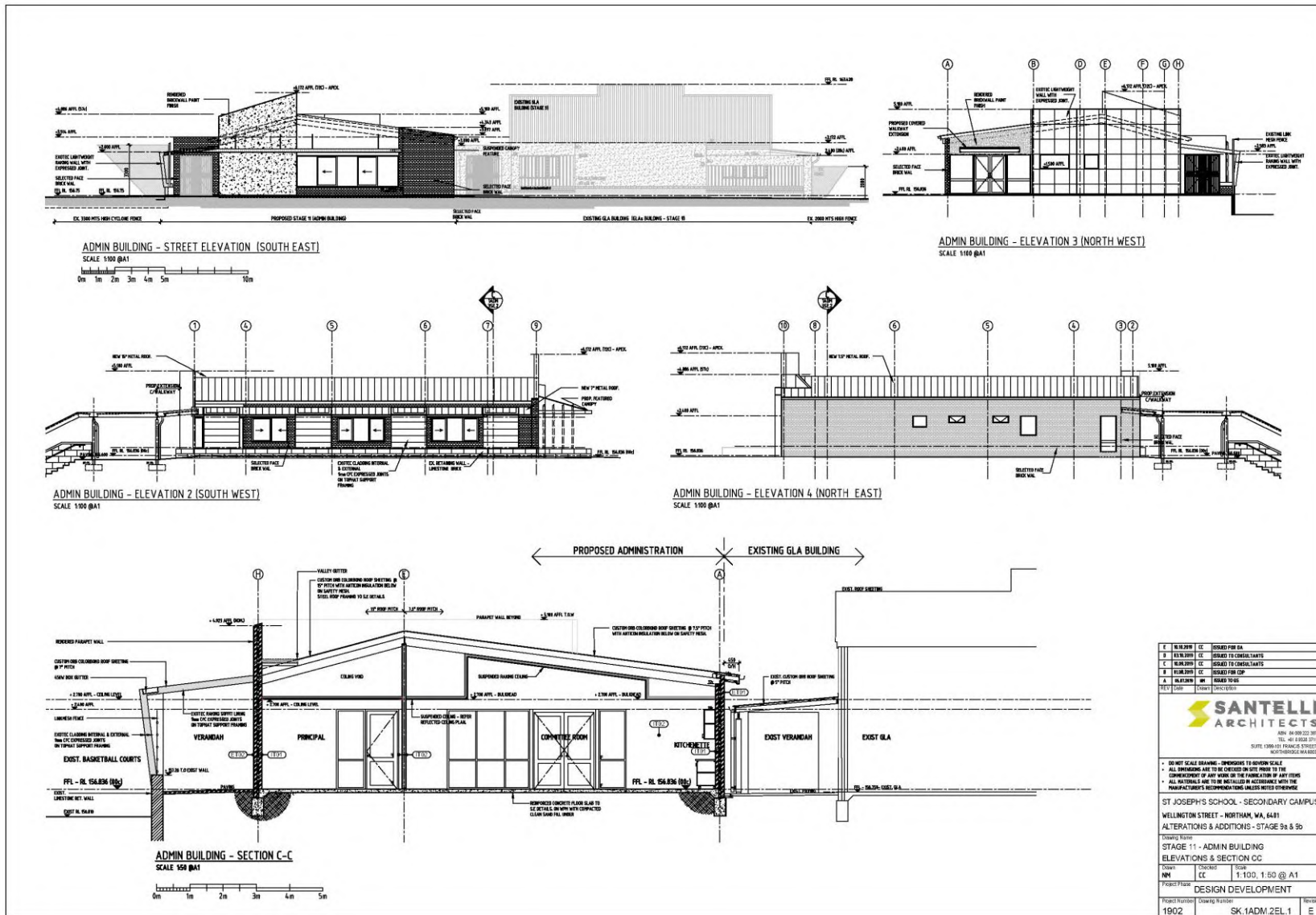
CAD DRAWING - DO NOT ALTER MANUALLY

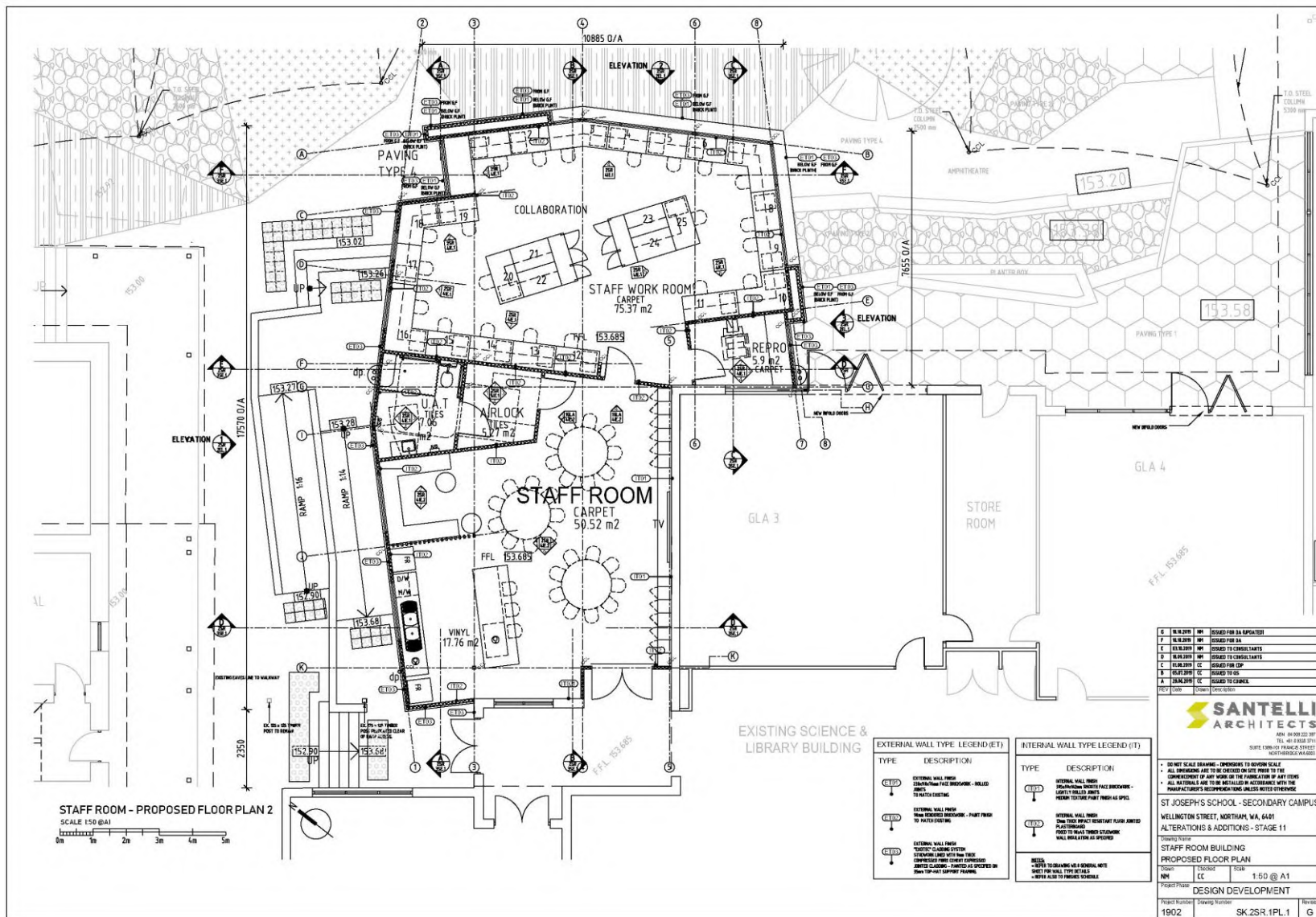


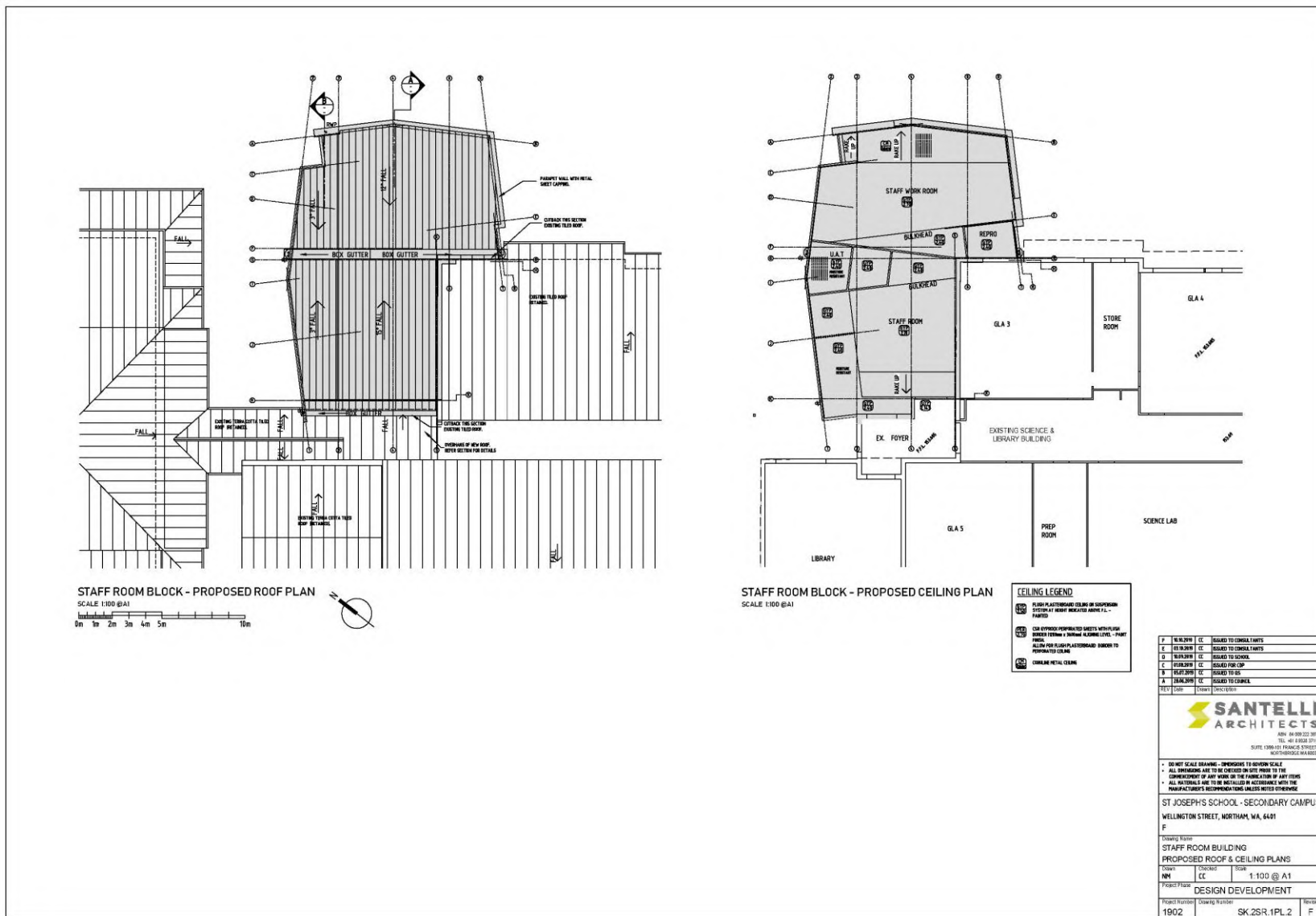


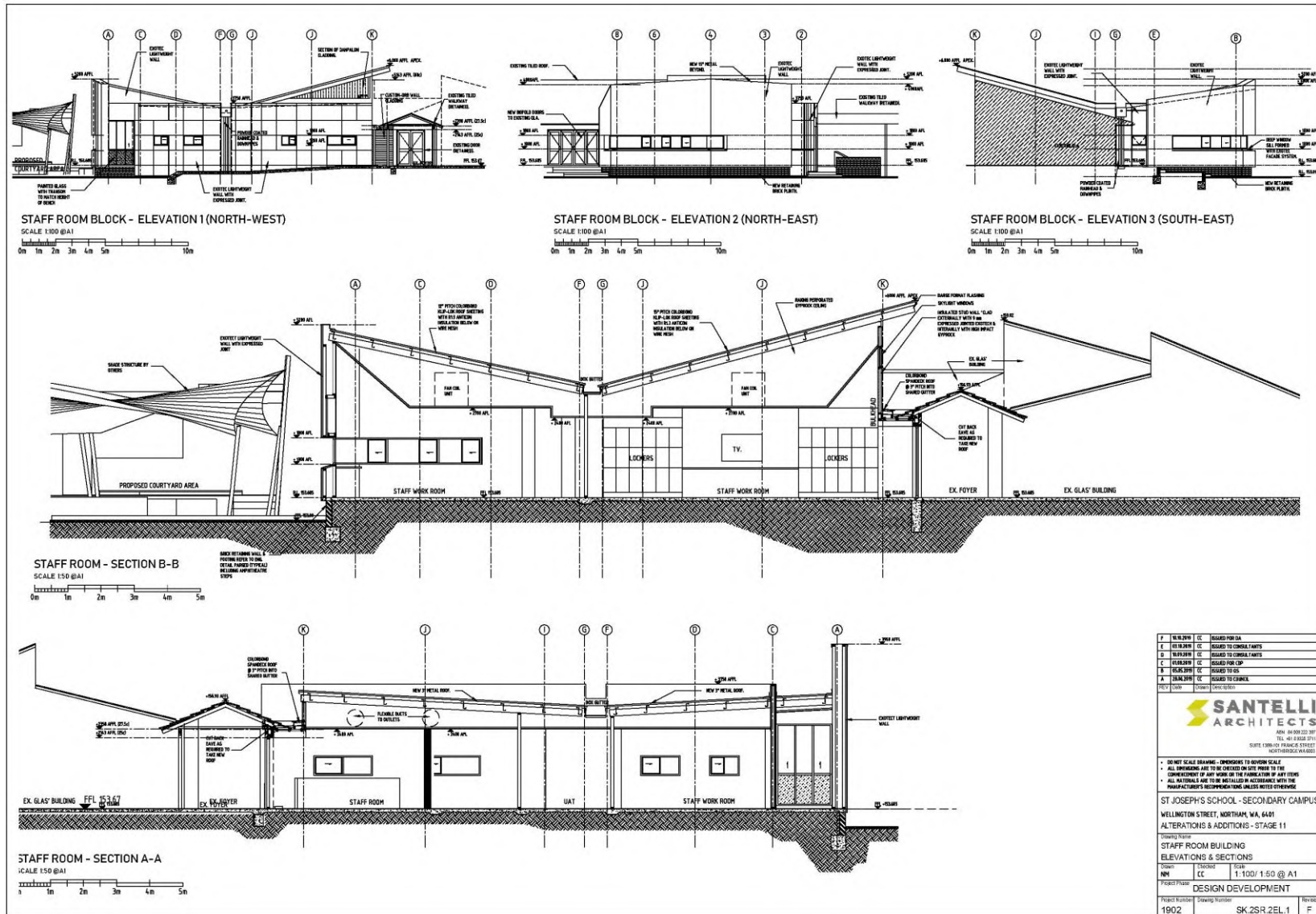


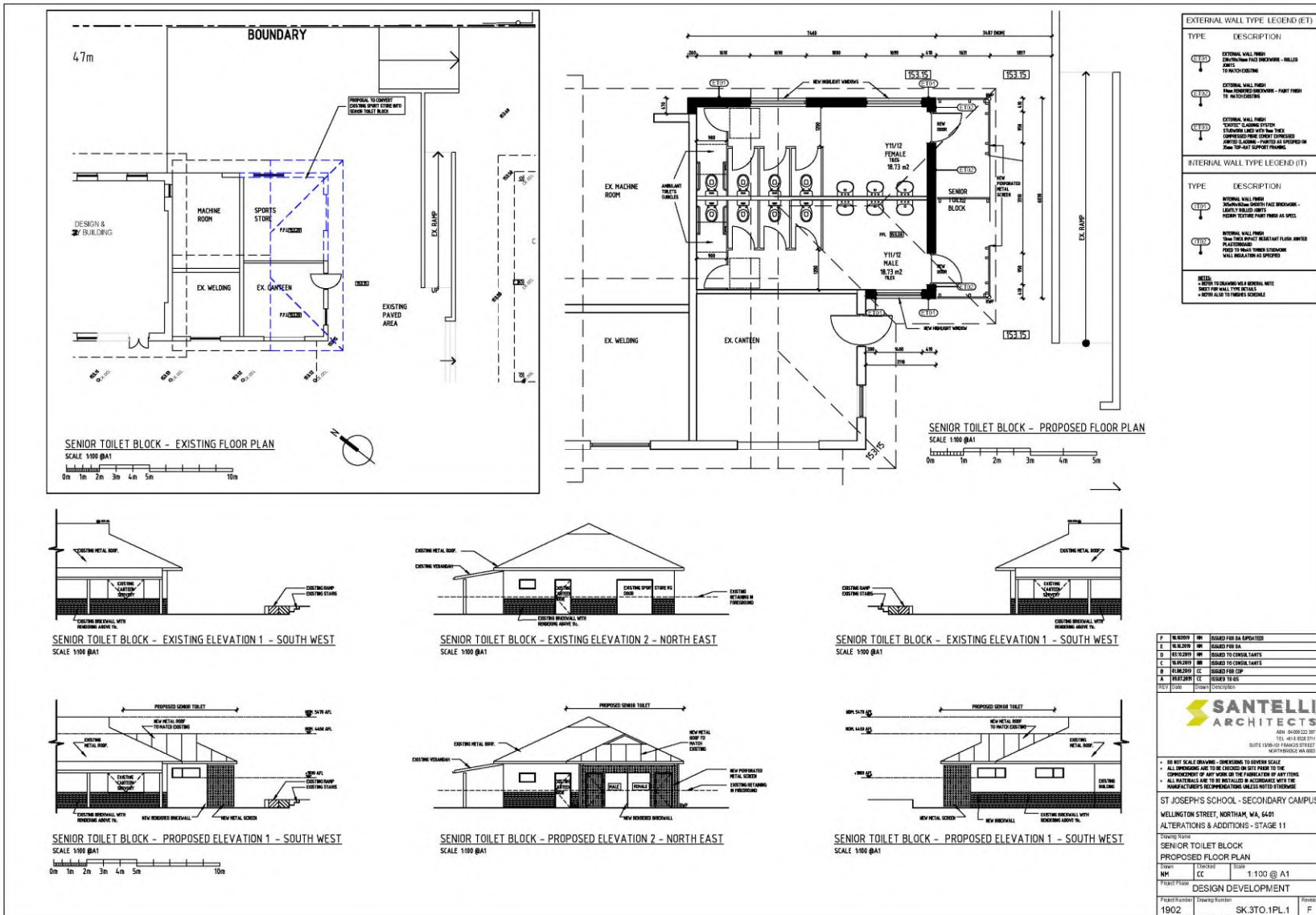














ST JOSEPHS - NORTHAM | 1902 | STAGE 11

PROPOSED EXTERNAL FINISHES SCHEDULE - ISSUED FOR DA
DATE 14/10/19

NEW ADMINISTRATION, STAFFROOM & SENIOR TOILET BLOCK - EXTERNAL FINISHES SCHEDULE

NOTE 1: FINISHES SCHEDULE TO BE READ IN CONNECTION WITH ASSOCIATED DINGS
NOTE 2: FINISHES SCHEDULE TO BE SUPPLIED FOR FINAL APPROVAL ON SITES SPECIFIED
NOTE 3: BACKSPOUT TO BE SUPPLIED AND INSTALLED PERFORM INDICATED
NOTE 4: ALL FINISHES SPECIFIED TO MATCH EXISTING FINISHES TO BE CHECKED AND ADVISED ON SITE

| EXTERNAL | | | | |
|-----------------|--|----------------|---|---|
| LOCATION | ELEMENT | PRODUCT | COLOR/CODE/DESCRIPTION | SWATCH |
| ROOFING | CLUSTED ROOF SHEETING + WINDING POWER ROOF & ROOF TO VENTILATION TO UAC H LOSING | CO-10 R04 H D | CO-10 R04 H D SHEET SURFACE |  |
| | SPAN ROOF SHEETING TO UAC H LOSING | CO-10 R04 H D | CO-10 R04 H D SHEET SURFACE |  |
| | TYEE ROOF SHEET | DR-10 H D | DR-10 H D TYEE ROOF SHEET SURFACE |  |
| | TO PLANT GABLES, EXTERIOR WALLS GABLE WALLS & EXTERIOR WALLS | CO-10 R04 H D | CO-10 R04 H D SHEET SURFACE |  |
| DOORS & WINDOWS | DOOR WINDOW & HIGH SET WINDOW TO UAC H LOSING | POWER COAT | CO-10 R04 H D SHEET SURFACE |  |
| | BRICK WALLS TO UAC H LOSING | BRICK | BRICK WALL 200mm x 100mm SUBFACE TO MATCH EXISTING TO UAC H LOSING |  |
| WALLS | RENDERED BRICK WALLS TO UAC H LOSING | PA-10 | BRICK CONCRETE CONCRETE TO UAC H LOSING | |
| | CRACKING (with expansion joints) RENDERED BRICK WALLS TO UAC H LOSING | RENDERED | TO UAC H LOSING VARIANTS TO MATCH EXISTING TO UAC H LOSING | |
| | CRACKING (with expansion joints) RENDERED BRICK WALLS TO UAC H LOSING | RENDERED PA-10 | BRICK TO UAC H LOSING WALLS | |
| | RENDERING WALLS TO UAC H LOSING | BRICK | BRICK WALL 200mm x 100mm SUBFACE TO MATCH EXISTING TO UAC H LOSING | |
| OTHERS | RENDERING WALLS TO UAC H LOSING | BRICK | BRICK WALL 200mm x 100mm SUBFACE TO MATCH EXISTING TO UAC H LOSING | |
| | WALLS TO UAC H LOSING | PA-10 | BRICK CONCRETE | |
| | WALLS TO UAC H LOSING | PA-10 | BRICK CONCRETE | |

1901_19020501_SCI00_S&Rough - Northam 1902 - Stage 11 1901_19020501_SCI00_S&Rough 19020501 Application 1 113A - Proposed Council Information Schedule










ST JOSEPHS - NORTHAM | 1902 | STAGE 11

PROPOSED EXTERNAL FINISHES SCHEDULE - ISSUED FOR DA
DATE 14/10/19

NEW ADMINISTRATION, STAFFROOM & SENIOR TOILET BLOCK - EXTERNAL FINISHES SCHEDULE

NOTE 1: FINISHES SCHEDULE TO BE READ IN CONJUNCTION WITH ASSOCIATED DINGS
NOTE 2: PAINT SAMPLES TO BE SUPPLIED FOR FINAL APPROVAL ON SITES SPECIFIED
NOTE 3: BLOCKING TO BE SPECIFIED AND LINES TO BE FINISH INDICATED
NOTE 4: ALL FINISHES SPECIFIED TO MATCH EXISTING FINISH TO BE CHECKED AND ADVISED ON SITE

| EXTERNAL | | | | |
|------------------|---|-----------------|--|---|
| LOCATION | ELEMENT | PRODUCT | COLOUR/CODE/DESCRIPTION | SWATCH |
| | EXTERIOR TEXTURE STEEL WALLS & PARTS | POWDER COAT | DU-LUX DU-RYDOR WOOD AND GOLF |  |
| | HANDRAILS TO BALCONIES & STAIRS | STAINLESS STEEL | REFLECTIVE FINISH |  |
| | IRON RAILINGS TO GATE LOGGING | PAINT | 100 |  |
| | CROSSBEE FIBRE TO OPENING SASHES, REFER TO DRAWINGS | POWDER COAT | CO-10 RED RD STEEL SURFACES |  |
| | CROSSBEE STAINLESS STEEL RISER TO OPENING SASHES, REFER TO DRAWINGS | POWDER COAT | CROSSBEE FIBRE BLACK |  |
| | PERISTERON GATE FIBRE BRUSH & SMOOTH COATED EXTERIOR FINISH (TO FINISH) | POWDER COAT | DU-LUX WOOD AND GOLF FUSION |  |
| SWITCHBOARD UNIT | WHITE BOARD UNIT | POWDER COAT | DU-LUX DU-RYDOR CLASSIC WHITE TO MATCH EXISTING EXTERIOR WALLS |  |

Proposed New Administration Building



ST JOSEPH SECONDARY SCHOOL – STAGE 11 – DA Issue Oct 2019

PROPOSED STAFFROOM



ST JOSEPH SECONDARY SCHOOL – STAGE 11 – DA Issue Oct 2019

Attachment 2

Shire of Northam Local Planning Scheme No. 6

Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room and Toilet Facilities

Schedule of Submissions

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|----------------------------|---|---|---|
| 1. | Owner, 71 Duke St, Northam | <ul style="list-style-type: none"> Constantly collecting rubbish from work site affecting lifestyle and property. | <ul style="list-style-type: none"> Stage 9 related – refer to Contractor's Statement/Letter. | <ul style="list-style-type: none"> Shire records indicate that no complaints regarding rubbish have been received. Recommend construction management plan be submitted for approval, which includes waste management. |
| | | <ul style="list-style-type: none"> Heights and setbacks agreed have not been adhered to affecting confidence in the Shire. | <ul style="list-style-type: none"> Confirming Stage 11's setback is more than 2.7m. Confirming Stage 9 is adhering to agreed 2.7 metres setback established as part of DA. Refer to architect's letter. | <ul style="list-style-type: none"> Dismiss. Applicant, and builder, have confirmed that the development has been constructed in accordance with the approved plans. |
| | | <ul style="list-style-type: none"> To not have green corridors separating brick/concrete structure and footpath affects amenity; provides no screening; and no noise absorption. Example | <ul style="list-style-type: none"> Stage 11 included a 6 meters long planter box, more than 1/3 of total building frontage to Duke Street. The area in front of Admin is intentionally keep clear as it is where the | <ul style="list-style-type: none"> Dismiss. Agree with Applicant's submission that sufficient landscaping has been provided in earlier stages and that the establishment |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|--|--|---|--|
| | | <p>provided of suggested landscaping.</p> | <p>school bus bay is located. Moderately reactive clay soil limits planting options. Refer to architect's letter.</p> | <p>of an undercover area in this application is supported.</p> |
| | | <ul style="list-style-type: none"> Safety is compromised if speed limit is not reduced appropriately. Questions whether request for speed limit reduction during school times and days has been assessed yet. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Support. Recommend Council makes a submission to Main Roads to request a school zone be established on Duke Street. |
| 2. | Residents of Duke Street (14 signatures) | <ul style="list-style-type: none"> Despondent and disappointed at the latest submission from the school. | <ul style="list-style-type: none"> Not in the position to comment. Note that the proposed scheme was presented with 3D images to owners of neighbouring properties in meeting organised by the School 4th July 2019. No real objections received – refer to architect's letter and Letter from School. | <ul style="list-style-type: none"> Noted. |
| | | <ul style="list-style-type: none"> Under impression that a minimum 2.7m setback had been agreed and future stages would follow. | <ul style="list-style-type: none"> Confirming Stage 11's setback is in excess of 2.7 meters. Refer to architect's letter. | <ul style="list-style-type: none"> Dismiss. Setback proposed for Administration Centre is at the closest point 2.9m, which |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|---|---|--|
| | | | <ul style="list-style-type: none"> Confirming Stage 9 is adhering to agreed 2.7 meters setback established as part of DA. Refer to architect's letter. | <p>is greater than the agreed setback for Stage 9.</p> |
| | | <ul style="list-style-type: none"> Many residents have complained about early starts; height of building pad; weekend construction; dust; rubbish; light from shed; damage to kerbing, footpaths and roads; ongoing mud and dirt on Duke St; traffic; congestion; and disregard for traffic regulations. | <ul style="list-style-type: none"> Stage 9 related – refer to Contractor's Statement/Letter. | <ul style="list-style-type: none"> Shire records indicate that no complaints regarding rubbish have been received. Recommend construction management plan be submitted for approval to minimise any impacts. |
| | | <ul style="list-style-type: none"> Many residents confused at height of pad, floor and roof of new classroom. Believed height of floor was to be no higher than footpath level and fee that this has been overlooked. | <ul style="list-style-type: none"> Stage 9 related – Confirming that building floor level is as per approved DA drawings. Refer to architects' & Contractor's letters. | <ul style="list-style-type: none"> Dismiss. Applicant, and builder, have confirmed that the development has been constructed in accordance with the approved plans. |
| | | <ul style="list-style-type: none"> Have major changes been granted that we aren't aware of? | <ul style="list-style-type: none"> Stage 9 related – Confirming that there had been no change to building level and elevation between DA & | <ul style="list-style-type: none"> No changes to the development approval have been sought or granted. |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|--|---|---|
| | | | construction. Refer to architects' & Contractor's letters. | |
| | | <ul style="list-style-type: none"> Given up hope about being heard over these everyday issues from the Shire and school. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> The previous and current development applications have included and considered the outcomes of the community consultation. |
| | | <ul style="list-style-type: none"> Take very early and weekend wake ups in our stride; ring and text each other to warn when dust mitigation is non-existent; call and ask the Shire to street sweep; pick up rubbish ourselves; and be vigilant on the road. | <ul style="list-style-type: none"> Stage 9 related – Refer to Contractor's letter. | <ul style="list-style-type: none"> Shire records indicate that no complaints regarding noise, dust or rubbish have been received. Recommend supporting establishment of school zone. Recommend construction management plan be submitted for approval to minimise any impacts. |
| | | <ul style="list-style-type: none"> Disregard for our voices and our amenity needs to be addressed. Have State laws and Shire regulations to protect us. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Shire records indicate that very few (3) complaints have been received regarding construction activities. Submissions received regarding amenity have been considered in the assessment of this |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|---|---|---|
| | | | | application and recommendations. |
| | | <ul style="list-style-type: none"> Our amenity should be protected by the Shire and not stripped away by the school. | <ul style="list-style-type: none"> Not in the position to comment other than we believe the proposed design provides added amenity & further enhances Duke Street's streetscape. | <ul style="list-style-type: none"> Dismiss. Noting however that submissions received regarding amenity have been considered in the assessment of this application and recommendations. |
| | | <ul style="list-style-type: none"> Feel our concerns over dust mitigation, excess rubbish, cigarette butts and early wake up issues will be worse in summer. | <ul style="list-style-type: none"> Stage 9 related – refer to Contractor's Statement/Letter. | <ul style="list-style-type: none"> Shire records indicate that no complaints regarding noise, dust or rubbish have been received. Recommend construction management plan be submitted for approval to minimise any impacts. |
| | | <ul style="list-style-type: none"> Our objections are based on real issues and see no reason why they will be managed differently in Stage 11. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Shire records indicate that no complaints regarding noise, dust or rubbish have been received. Recommend construction management plan be submitted for approval to minimise any impacts. |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|--|--|--|
| | | <ul style="list-style-type: none"> Deliberately chosen to submit this objection as a united neighbourhood group. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Noted. |
| | | <ul style="list-style-type: none"> Shire is well aware of the damage, mistakes and issues and ask them to consider our concerns with next stage. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Bonds have been established to restore any damage to the footpath and roadway. Issues raised in the submissions have been considered in the assessment of the application. Recommend construction management plan be submitted for approval to minimise any impacts. |
| | | <ul style="list-style-type: none"> Totally confused why the architect and school insists the setback for Stage 11 is from the wall and not the verandah, which is over the previously agreed setback. | <ul style="list-style-type: none"> Refer to BCA consultant's letter on clarification on verandah and building setback interpretation. | <ul style="list-style-type: none"> Setbacks are measured from wall to boundary. The proposed wall to boundary setback of the Administration building is consistent with the previous stage. |
| | | <ul style="list-style-type: none"> Residents object and call on the Shire to uphold the setback negotiated through | <ul style="list-style-type: none"> Confirming Stage 11's setback is in excess of 2.7 meters. Refer to architect's letter. | <ul style="list-style-type: none"> Dismiss. Setback of the Administration building at the closest point is 2.9m. |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|--|--|--|
| | | arbitration to an absolute minimum of 2.7m. | | |
| | | <ul style="list-style-type: none"> Object to cantilevered verandah coming to boundary. | <ul style="list-style-type: none"> Refer to BCA consultant's letter on clarification on verandah and building setback interpretation. The verandah offers both the school and general public weather protection at the same time. It adheres to the tradition of local street facing buildings even behind setback. Refer to architect's letter. | <ul style="list-style-type: none"> Dismiss. Support the reasons for the cantilevered verandah. |
| | | <ul style="list-style-type: none"> Object to verandah not be considered as part of building envelope. | <ul style="list-style-type: none"> Refer to BCA consultant's letter on verandah and building setback interpretation. | <ul style="list-style-type: none"> Dismiss. Setbacks are measured from wall to boundary. LPS6 does not specify setbacks or building envelopes for reserved land. The proposed wall to boundary setback of the Administration building is consistent with the previous stage. |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|--|--|--|
| | | <ul style="list-style-type: none"> Object to negating of the agreed setback. | <ul style="list-style-type: none"> Confirming Stage 11's setback is more than 2.7m. Refer to architect's letter. | <ul style="list-style-type: none"> Dismiss. Setback of the Administration building at the closest point is 2.9m. |
| | | <ul style="list-style-type: none"> Object to school and architect totally disregard arbitration decision regarding Stages 9a and 9b. | <ul style="list-style-type: none"> Confirming arbitration decisions were addressed as part of DA approval of Stage 9a & 9b. Current Stage 9's drawings issued to contractor is consistent to the DA approved drawings. Refer to architect's letter. | <ul style="list-style-type: none"> Dismiss. Setback of the Administration building at the closest point is 2.9m. Height is 600mm less than the adjacent classroom approved in Stage 9. |
| | | <ul style="list-style-type: none"> Object to total lack of planned landscaping on the boundary and in front of the administration building. | <ul style="list-style-type: none"> Stage 11 includes a 6 meters long planter box, more than 1/3 of total building frontage to Duke Street. The area in front of Admin is intentionally keep clear as it is where the school bus bay is located. Refer to architect's letter. | <ul style="list-style-type: none"> Dismiss. Agree with Applicant's submission that sufficient landscaping has been provided in earlier stages and that the establishment of an undercover area in this application is supported. |
| | | <ul style="list-style-type: none"> Object to our amenity being disregarded and stripped away. | <ul style="list-style-type: none"> Not in the position to comment other than we believe the proposed design provides added amenity & further enhances Duke Street's streetscape. | <ul style="list-style-type: none"> Dismiss. Noting however that submissions received regarding amenity have been considered in the assessment of this application and recommendations. |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|---|---|---|
| | | <ul style="list-style-type: none"> Object to impacts that Stage 11 will have on the look and amenity of our neighbourhood. | <ul style="list-style-type: none"> Not in the position to comment other than we believe the proposed design provides added amenity & further enhances Duke Street's streetscape. | <ul style="list-style-type: none"> Dismiss. Noting however that submissions received regarding amenity have been considered in the assessment of this application and recommendations. |
| | | <ul style="list-style-type: none"> Object to delays in traffic management. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Recommend construction management plan be submitted for approval to minimise any impacts. Recommend Council makes a submission to Main Roads to request a school zone be established on Duke Street. |
| | | <ul style="list-style-type: none"> Object to lack of dust mitigation. | <ul style="list-style-type: none"> Stage 9 related – refer to Contractor's Letter. | <ul style="list-style-type: none"> Recommend construction management plan be submitted for approval to minimise any impacts. |
| | | <ul style="list-style-type: none"> Object to lack of rubbish management. | <ul style="list-style-type: none"> Stage 9 related – refer to Contractor's Letter. | <ul style="list-style-type: none"> Recommend construction management plan be submitted for approval to minimise any impacts. |
| | | <ul style="list-style-type: none"> Object to continued light pollution. | <ul style="list-style-type: none"> Stage 9 related – refer to Contractor's Letter. | <ul style="list-style-type: none"> Recommend construction management plan be submitted for approval to minimise any impacts. |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|---|--|--|
| | | <ul style="list-style-type: none"> Object to damage on kerbing, footpaths and roads. | <ul style="list-style-type: none"> Part of Building Permit requires the contractor to repair any damage that occurs. | <ul style="list-style-type: none"> Bonds have been established to restore any damage to the footpath and roadway. |
| | | <ul style="list-style-type: none"> Why has the school and architect chosen to ignore our concerns and not hear us? | <ul style="list-style-type: none"> Not in the position to comment, but the design and proposal has not been carried without consideration of streetscape/amenities to Duke Street. Refer to architect's letter. Note that the proposed scheme was presented with 3D images to owners of neighbouring properties in meeting organised by the School 4th July 2019. No real objections received – refer to architect's letter and Letter from School. | <ul style="list-style-type: none"> Refer to Applicant's response. |
| | | <ul style="list-style-type: none"> Why does the architect and school think we would give up our amenity further? | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Refer to Applicant's response. |
| | | <ul style="list-style-type: none"> Asks the Shire to monitor development more closely and upholds our amenity. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Recommend construction management plan be |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------|---|--|---|
| | | | | submitted for approval to minimise any impacts. |
| | | <ul style="list-style-type: none"> Ask the Shire to demonstrate they are willing to support us residents and hold developers accountable for damage to Shire facilities. | <ul style="list-style-type: none"> Not in the position to comment. | <ul style="list-style-type: none"> Recommend construction management plan be submitted for approval to minimise any impacts. |
| | | <ul style="list-style-type: none"> Express strong concern that the school will lead us back to arbitration and unnecessary costs. | <ul style="list-style-type: none"> The School community too hopes that DA process will not come to unnecessary arbitration. | <ul style="list-style-type: none"> Noted. |
| | | <ul style="list-style-type: none"> Disappointed and dejected of this ongoing merry-go-round imposed by the school on setback and landscaping. | <ul style="list-style-type: none"> Not in the position to comment, but the design and proposal has not been carried without consideration of streetscape/amenities to Duke Street. Refer to architect's letter. Note that the proposed scheme was presented with 3D images to owners of neighbouring properties in meeting organised by the School 4th July 2019. No real objections received – refer | <ul style="list-style-type: none"> Refer to earlier comments regarding setbacks and landscaping. |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|------------------------------|---|---|---|
| | | | to architect's letter and Letter from School. | |
| 3. | Owners, 75 Duke St, Northam | <ul style="list-style-type: none"> • Strongly object to administration building not being setback. • Object to verandah not be considered as part of the building envelope. • Attached residents' letter of objection. | <ul style="list-style-type: none"> • Refer to letters by architect, school, Stage 9's contractor & BCA consultant. | <ul style="list-style-type: none"> • Dismiss objection regarding setback. • Refer to above comments. |
| 4. | Owner, 79 Duke St, Northam | <ul style="list-style-type: none"> • Objects to administration building extending to the footpath when it was agreed that it would be setback 2.7m. • Lack of consideration is disappointing and shows arrogance towards residents. • As is dust, rubbish, trucks and early morning noise. • Attached residents' letter of objection. | <ul style="list-style-type: none"> • Refer to letters by architect, school, Stage 9's contractor & BCA consultant. | <ul style="list-style-type: none"> • Dismiss objection regarding setback. • Refer to above comments. |
| 5. | Owner, 17 Gordon St, Northam | <ul style="list-style-type: none"> • Dust, mitigation, road damage and setback for amenity. | <ul style="list-style-type: none"> • Refer to letters by architect, school, Stage 9's contractor & BCA consultant. | <ul style="list-style-type: none"> • Recommend construction management plan be submitted for approval to minimise any impacts. • Refer to above comments. |

| No. | Name | Summary of Submission | Applicants Response | Officers Comment |
|-----|-----------------------------|---|---|--|
| | | <ul style="list-style-type: none"> Attached residents' letter of objection. | | |
| 6. | Owners, 69 Duke St, Northam | <ul style="list-style-type: none"> Setback not adhered to. Attached residents' letter of objection. | <ul style="list-style-type: none"> Refer to letters by architect, school, Stage 9's contractor & BCA consultant. | <ul style="list-style-type: none"> Dismiss objection regarding setback. Refer to above comments. |
| 7. | Owner, 81 Duke St, Northam | <ul style="list-style-type: none"> Attached residents' letter of objection. | <ul style="list-style-type: none"> Refer to letters by architect, school, Stage 9's contractor & BCA consultant. | <ul style="list-style-type: none"> Refer to above comments. |
| 8. | Owner, 66 Duke St, Northam | <ul style="list-style-type: none"> Attached residents' letter of objection. | <ul style="list-style-type: none"> Refer to letters by architect, school, Stage 9's contractor & BCA consultant. | <ul style="list-style-type: none"> Refer to above comments. |
| 9. | Owners, 83 Duke St, Northam | <ul style="list-style-type: none"> Attached residents' letter of objection. | <ul style="list-style-type: none"> Refer to letters by architect, school, Stage 9's contractor & BCA consultant. | <ul style="list-style-type: none"> Refer to above comments. |
| 10. | Owner, 64 Duke St, Northam | <ul style="list-style-type: none"> Attached residents' letter of objection. | <ul style="list-style-type: none"> Refer to letters by architect, school, Stage 9's contractor & BCA consultant. | <ul style="list-style-type: none"> Refer to above comments. |

Attachment 3



18th November 2019

Ms. Jacky Jurmann
Manager Planning Services
SHIRE OF NORTHAM
PO Box 613
NORTHAM WA 6100

Dear Ms. Jurmann,

**RE: RESPONSE TO SUBMISSIONS - APPLICATION FOR DEVELOPMENT APPROVAL – STAGE 11
DEVELOPMENT AT St JOSEPH'S SECONDARY SCHOOL, WELLINGTON STREET EAST,
NORTHAM.**

Please find attached:

- i) The response to the to the public submissions on the chart provided
- ii) Letter from Principal of St. Joseph's School including attachments regarding the notifications and liaising with the neighbours and ongoing contact over the construction period.
- iii) an initial response from Rivett Construction addressing the issues raised regarding the construction issues associated with Stage 9a & 9b and addressing the issues of the building being constructed in accordance with the DA conditions
- iv) an email from the Planning department regarding formal issues raised by neighbours during the construction period to date.
- v) An email from our BCA consultant that the code does not include a verandah as part of the setback. Therefore, the street setback varies from 2.9m to 4.8m which is in excess of the 2.7m required. It therefore complies to the required setback.

In response to the email from the Shire dated 05th November 2019 which contains the Schedule of Submissions at the end of DA Advertisement period for the Stage 11, we respond as follows and are summarised on the chart referred to in attachments item i) above:

We understand that the submission items can be grouped in to 4 categories: -

- 1) Objections to Stage 11 proposed awning in relation to building set-back of proposed Administration Building along Duke Street,
- 2) Lack of landscaped spaces in Stage 11,
- 3) The statement that the setback & floor level of the building are not in accordance with the approved Stage 9 planning conditions,
- 4) Stage 9 related site management issues.

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w www.santelliarchitects.com.au



We pre-empt the response to the submissions by commenting on the process to date in relation to the Stage 11 development, during which the school had been communicating with the owners of the neighbouring properties about the proposed buildings.

The process commenced with the school organizing a meeting with the neighbours on 4th July 2019. This was early in the process and was to discuss and explain the proposed Stage 11 scope and answer any questions they had. As the Architects we attended the meeting and explained the design of the building with the aid of a 3D presentation and addressed any issues and answered questions they had. At the time the neighbours were appreciative of the consultation and voiced only minor concerns relating to:

- i) the potential for a security light to disturb one particular neighbour's sleep.
- ii) the awning on the Duke St elevation adjacent the entry gates to the Administration building.

We believe these concerns were allayed at the meeting by explaining that any lights on the roadside of the building would be directed back to the building and not across the road. It was also explained that the awning (called a verandah by the objectors) adjacent the Administration entry gates off Duke Street was to provide some protection to the students while waiting for the bus.

Since this initial meeting the school has been liaising with the neighbours. Refer to attached Letter from the school with records of dates of meetings & community letters/notices sent.

The builder Rivett Construction have also been proactive in keeping the neighbours informed and responding to issues. This is addressed below under "Stage 9's Site Management".

Category 1 Stage 11's Building Setback and Proposed Awning on Proposed Administration Building

We confirm that the setback to proposed Administration building from the Duke Street site boundary ranges from a minimum of 2.9 metres at the external front edge of masonry wall, to maximum of 4.8m to the furthest point of the planter. The proposed setback is therefore in excess of the established Stage 9 setback of 2.7 metres to which we were requested to adhere.

The proposed awning welcomes visitors to the School, and also provides a shelter for students waiting for the school buses.

In our interpretation, the proposed awning is aligned with the traditional public/semi-public buildings along Wellington and Fitzgerald street. In addition to serving the school, the awning will provide weather protection for general pedestrians as an amenity as well as contributing to the

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character Duke Street.

In addressing whether the awning should be considered as building envelope, please refer attach Letter of Clarification issued by BCA consultant.

Also our understanding is that it is the Shire of Northam's policy to encourage such awnings as a public amenity.

Category 2 Landscape Spaces

Stage 9 has included landscaping to over 100m of street verge, or 50% of school street frontage along Duke Street, with total of 10 new street trees with reticulation. The proposed street frontage associated with the Stage 11's Administration building, 16.9m, represents 8% of school street frontage to Duke Street.

Furthermore, within the street frontage of proposed Administration building is the inclusion of a 6m long planter which covers 35% of building frontage.

As with Stage 9 the school site has a Class M soil classification (moderately reactive clay soil). This limit the proximity of trees to buildings. Trees are required to be at least $\frac{3}{4}$ of their mature height in distance away from buildings. Stage 9, and now Stage 11, have planters near the building which require concrete bases to prevent water infiltrating the soil in proximity to the building footings to prevent potential cracking.

A further parameter preventing landscaping in this area is the presence of the school's bus bays. We believe that a clear standing space is required for groups of students getting on and off the buses in a safe and effective manner.

In our opinion, further planting in this required clear zone, as suggested by one of the submissions, will reduce the functional requirements and affect student safety by reducing visibility.

Category 3 Approved Stage 9's Planning Conditions

We confirm that the drawings issued to the Stage 9's Contractor, Rivett Construction, contain information that is consistent with approved DA drawings issued by the Shire on 26th February 2019. Approved building slab level is 156.75m AHD. There have been no changes to this approved building slab level. Please also refer the letter issued by Rivett Construction dated 08th November 2019 confirming that they have built the new slab on site is in accordance to drawings. There have been no change to building levels and elevations.

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As requested on site meeting on the 14th November 2019, we will forward a drawing indicating the as-constructed finished floor level of the building, the level at the boundary and proposed levels of the paving between these two points.

We confirm that Stage 9's setback is in accordance to approved drawings and conditions issued by the Shire as part of DA on 26th February 2019 namely 2.7 metres.

Category 4 Stage 9's Site Management

Most issues raised regarding management of the site were requests to the Shire (see attached email), with the two exceptions, the first being the issue of the portaloos being visible from the neighbour's property and the second being the storage of materials on the roadside. These are addressed by Rivett Construction. Please refer to Rivett Construction's Letter on comments & replies to raised issues in the submission.

We are confident that Rivett Construction has been managing the construction site in a professional and courteous manner.

Should you have any queries in the process of reviewing this response, please do not hesitate to contact Al Santelli on (08) 93283711 for assistance or further information.

Yours Faithfully,



Alis A Santelli AIA
Director - Santelli Architects Pty Ltd.

- cc. Mr. Shaun Mayne, Capital Development Consultant, Catholic Education Office of WA.
- cc. Ms. Andrea Woodgate, Principal of St. Joseph's School, Northam.
- cc. Mr. Steve Johnson, Business Manager of St. Joseph's School, Northam.

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St Joseph's School, Northam

PO Box 500 Northam WA 6401
Email: admin@sjsnortham.wa.edu.au
www.sjsnortham.wa.edu.au

Primary Campus: Lance Street – Telephone (08) 9621 3500 Fax (08)9622 5188
Secondary Campus: Wellington Street – Telephone (08) 9621 3550 Fax (08) 9622 3655

To whom it may concern,

This letter is to outline the contact that St Joseph's School has had with the neighbours on Duke Street throughout the building process in 2019.

I had only been in my new role as Principal for one day when I received a phone call from Sandra Lloyd requesting that I meet with the neighbours to hear what their concerns were. I expressed that I was very happy to meet with them, however, they must understand that the decision making for Stage 9 was already out of my hands as it had gone too far for changes to occur. We arranged a meeting for the evening of the 23rd January at Sandra's house. At this meeting they explained how disappointed they were that there was no consultation about the build happening and that the first they knew was when they received papers from the Shire. I let them know that I would do everything that I could to make sure that it did not happen again and that when it came time to start looking at the next stage we would make sure that they were included. I also showed them a draft of the plans for the Administration building and explained how, in light of their concerns over parents parking on Duke Street, we had decided to flip the plans of the building so that there was no doorway access directly from Duke Street. Our hope was that this would encourage parents to continue parking in the church carpark as they are now. I also talked about how I was very different to my predecessor and that I was more than willing to meet with them or speak over the phone whenever they needed to contact me.

After the SAT mediation meeting and subsequent Shire meeting in which the Stage 9 development was approved, I had no contact from the neighbours until the building works started.

Just before the builders were due on site I wrote a letter to all of the residents on Duke Street (within proximity to the school) to let them know the date of the expected start and to reiterate my availability should something not be to their liking. (see attached) I received several messages of thanks from the neighbours for keeping them in the loop.

After that most of the dealings between myself and the neighbours had been informal. I called in to see Sandra at her house on several occasions, most being in June and July as the building project was starting. There were issues around the port-a-loo location on the 17th & 18th June that required my intervention. During this time I not only spoke on the phone with Sandra on several occasions but I also went to see her each day until it was rectified. From that point I called in to see her every 10 days or so for the next month. That slowed down as there did not seem to be any issues.

Sandra and Michelle Allerdyce have both contacted me over a couple of small issues that were mainly issues that needed to be attended to by the builders – timing of trucks etc. I was more than happy to speak to both of them and with the help of the Site Manager they were resolved quickly.

I have also chatted informally to Jodie Ingram when she had concerns about trucks blocking her driveway. This was within the first two weeks of the build starting. Once she pointed it out to us what

had happened, the Site Manager tried to ensure that the trucks did not pull up on that side of the road and I have heard nothing since from Jodie.

At no point have we had any communication from the neighbours regarding the dust, the rubbish or the lights being an issue.

Early in July, the school and the architects decided to be proactive about Stage 11 and invited the neighbours to a meeting at the school to show them the plans and discuss any issues that they could foresee. At this meeting the neighbours appeared to be very receptive to the plans. They commented that they appreciated the change in design to discourage parking on Duke Street. We discussed the 40km school zone signage and decided that when the time came we would put in dual submissions at the same time to show the Shire/Main Roads that we all wanted the same thing. At this meeting Sandra Lloyd questioned the awning (verandah) and what the purpose was and why it was right up to the fence line. We explained that we wanted to have a space that could be used in bad and/or hot weather by both parents, students and other town residents as a place to shelter. The same neighbour also expressed her concern about the lighting and we assured her that whatever was put in would point downwards and towards the building. No other concerns were expressed at the time and in fact they left saying that it looked like it was going to be a lovely addition to the street and that it was exciting to see the development in the school. At no point since then have any of the neighbours asked to discuss the plans.

Early in October, once approval had been given by CEWA for the school to begin the process for Stage 11, I put a card in each neighbours' letterbox (see attached) thanking them for their patience and informing them that we had been given approval and that we would begin the process of application in the hope that we might be able to start work in late January or February.

I feel that the school has been as open and transparent as possible and have given the Duke Street residence every opportunity to contact us with their concerns.

Please do not hesitate to contact me for more information if required.

Yours sincerely,



Andrea Woodgate

Principal

12/11/2019

Attachments: -

1_ Letter sent to owners of neighbouring properties – May 2019

2_ Letter note to owners of neighbouring properties – October 2019



St Joseph's School, Northam

PO Box 500 Northam WA 6401
Email: admin@sjsnortham.wa.edu.au
www.sjsnortham.wa.edu.au

Primary Campus: Lance Street – Telephone (08) 9621 3500 Fax (08)9622 5188
Secondary Campus: Wellington Street – Telephone (08) 9621 3550 Fax (08) 9622 3655

Dear St Joseph's School neighbours,

I am writing to you to let you know that our building program at the Secondary campus is due to begin work shortly. All going to plan, the builders (Rivett Construction) are due to commence on Tuesday 4th June.

We have had lengthy discussion with them about the concerns you expressed based on your experience with previous builds undertaken at the school. They understand that they are not to be on site until 7:00am, that they must have a dust management plan and that they are to communicate with us, so that we can communicate with you if there are going to be disruptions to power or water in the street.

They have asked me to let you know that they will be occasionally needing to take photos and/or drone footage to record the progress of the build. All images will be of the St Joseph's Site only

I wanted to make you aware of some of the short term changes that we will be needing to be put in place.

1. Buses will need to drop off and pick up at the Eastern end of the oval near the service gate as of Wednesday 5th June. This will be for the rest of the year.
2. The Duke Street entrance to the church and school will be closed for several months while the new oval is developed and the new driveway is realigned. All access to the church, parish office, Kirby Hall and the school will need to be made from Wellington Street. This will be as of Monday 10th June.

At this stage the builders are aiming to be completed before Christmas, so all going well you will have little or no disruption over the January school holidays.

I would like to thank you in advance for your patience during this time. Please do not hesitate to contact either Steve Johnson or myself if you have any issues with what is happening on site and we will do our best to rectify them.

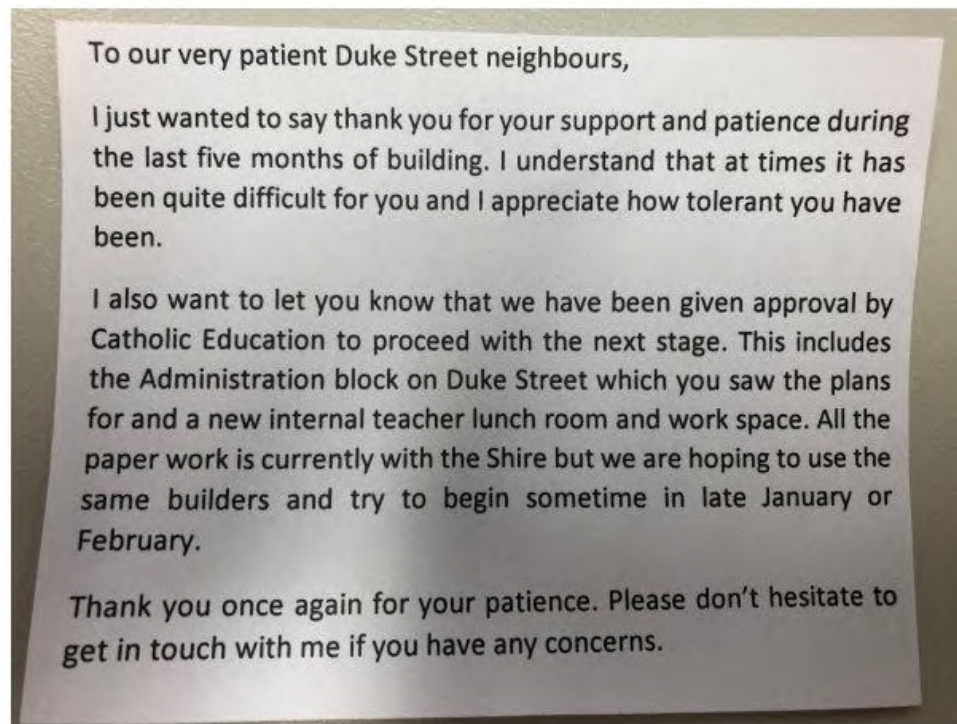
Take care,

Andrea Woodgate

Principal

St Joseph's School

Attachment 2 – Letter note to neighbouring properties – October 2019





Our Ref:
Your Ref:

11 November 2019

Santelli Architects
Suite 13/99-101 Francis St
Northbridge WA 6003

Attention: Mr C Chong

Dear Chun

ST JOSEPHS SECONDARY SCHOOL, STAGE 11 – PROPOSED ADMINISTRATION BUILDING

I refer to the Planning submission for St Joseph's Secondary School, Stage 11. The proposal consists of a new administration building, staff room, courtyard and new external access ramps and stairs.

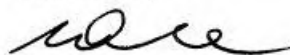
With regard to the verandah to the administration building on the south-eastern boundary the verandah does not form part of the building area as it is open on three sides and is a clear area not used for storage. The Building code of Australia does not deem an open verandah to be calculated in the building area.

The setback for this building is measured to the face of the building wall not the verandah edge. In this case the verandah is located on the street frontage and the BCA defines the far boundary of the road to be the fire source feature.

In accordance with the requirements of the BCA the open verandah is not included in the floor area of the administration building and is permitted to be located on the property boundary of Duke Street East as it maintains the required setback for fire separation to the far side of the road.

Should you require any further clarification on these matters please do not hesitate to contact me.

Yours sincerely



Helmut Schwanke
Director

Fire Safety Solutions Pty Ltd
t/a Schwanke Consulting
ACN 103 759 959
ABN 72 103 759 959

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8th November 2019

SANTELLI ARCHITECTS
13/101 FRANCIS STREET
NORTHBRIDGE WA 6003

Attn: MR AL SANTELLI

ST JOSEPH'S SCHOOL SECONDARY CAMPUS – STAGE 11 PROPOSAL COMMENTS

We refer to your email dated 5th November 2019 outlining submission comments regarding the proposed Stage 11 works.

We reiterate our verbal comments regarding the neighbour objections to the Stage 11 works as being baseless and a lacking all merit. We have continued to maintain the site in a professional manner as with our dealings with the school and the neighbours. We are disappointed that our efforts seem to have been in vain.

We recognise that there are other issues that the neighbours have with the school that are influencing these comments.

Our response for the submission is as follows:

Stage 9 Levels

We confirm that the current building stage has been constructed in accordance with the levels as detailed in the Architectural drawings. We have reviewed these levels onsite and confirm that it complies with the approved drawing set. Please advise if additional confirmation of this work is required and we can arrange for our surveying contractor to formally review the site.

Shire of Northam Stage 9 Comments

We note the comments from Shire of Northam comments contained within your email dated 7th November 2019. We have maintained positive relations with all neighbours of the site and have not received any feedback from the council regarding any negative issue onsite. That said, our comments are as follows:

- Speed Limit for School zone – This is unrelated to the construction works;
- Street sweeper request – This is unrelated to the construction works. We have endeavoured to keep both Duke and Gordon Streets clean and free of dust and dirt.
- Location of Portaloo – This was discussed in the first week of the project with a neighbour. We relocated the site toilet away from their view and shielded it from the site boundary;
- Storage of construction materials on the roadway – Limestone blocks were placed of the footpath adjacent to the site entrance as part of the delivery to site. They were in this position for a total of 5 mins and then brought into site. We believe that this was not an issue for the neighbours or public.

Schedule of Submission Comment Response

In response to Schedule of Submissions presented, our responses are as follows:

- Submission 1, 71 Duke St Northam

RIVETT CONSTRUCTION
ATF ANGULAREM PTY LTD
ABN 47 181 882 337
BCR 14141
DIRECTOR
Steven Rivett
BEUSIMANI MBA MAJ B



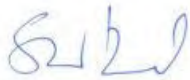


- o Item 1- We have maintained the site in a professional and clean manner since the commencement of works in May 2019. We have had no complaints from either the council or neighbours in the seven months of the current project. These are unrelated comments to the current Development Application.
- Submission 2 Residents of Duke St Northam
 - o Item 3 – Work commences onsite at 7.00am in accordance with the council requirements. There is a dust mitigation plan that has been followed for the project. There is no problem with security lighting for the site facilities. This is not unreasonable given the location of the site. There has been minimal damage to the existing footpath and driveways. There are currently in very poor condition prior to any works on the current project. There has been no issue with traffic regulations with the current project.
 - o Item 7 – There is a dust mitigation plan that has been followed for the current project. There has been no issues onsite with rubbish throughout the current project. Issues related to the council actions are not under the control of the head contractor.
 - o Item 10 – These comments have been dealt with above.
 - o Item 23 - These comments have been dealt with above.
 - o Item 24 - These comments have been dealt with above.
 - o Item 25 - These comments have been dealt with above.
 - o Item 27 - These comments have been dealt with above.
- Submission 4 79 Duke St Northam
 - o Item 3 - Work commences onsite at 7.00am in accordance with the council requirements. There is a dust mitigation plan that has been followed for the project.
- Submission 5 17 Gordon St Northam
 - o Item 1 - Work commences onsite at 7.00am in accordance with the council requirements. There is a dust mitigation plan that has been followed for the project.

Do not hesitate to contact the undersigned for any additional information required to enable the reports to be completed.

We await your advice.

For and on behalf of RIVETT CONSTRUCTION,



STEVEN RIVETT
DIRECTOR



Attachment 4

OFFICER'S ASSESSMENT

PROPOSED ST JOSEPH'S SECONDARY SCHOOL – STAGE 11 ADMINISTRATION BUILDING, STAFF ROOM & TOILET FACILITIES – 77 WELLINGTON ST, NORTHAM (P19080 / A15185)

| Clause | Provision | Proposal | Assessment |
|----------------------------|--|---|---|
| cl. 2.2, LPS6 | Local reserves delineated on the Scheme Map. Property delineated as Public Purposes – Church. | Alterations and extensions to St Joseph's Secondary School. | No changes proposed. Complies. |
| cl. 2.3.1, LPS6 | A person must not use or develop a reserve without approval. | Development application submitted to obtain approval for works. | Complies. |
| cl. 2.3.2, LPS6 | Determination of an application must have due regard for – a) matters set out in clause 67 of deemed provisions. b) ultimate purpose of reserve. | Alterations and extensions to St Joseph's Secondary School. | Matters in clause 67 have been assessed (refer following). Purpose of reserve is for church (or religious purposes). The school is for the purpose of Catholic education, which is consistent with the ultimate purpose of the reserve. Complies. |
| cl. 67(a), DP | Aims and provisions of Scheme. | To carry out extensions to cater for future growth of school. | Proposal is consistent with the aims and provisions of LPS6, in particular (b), (e) and (g), which relate to provision of education facilities and heritage conservation. |

| Clause | Provision | Proposal | Assessment |
|----------------------|--|---|--|
| cl. 67(b), DP | Requirements of orderly and proper planning, including any proposed scheme or amendment. | Alterations and extensions to St Joseph's Secondary School. | There are no proposed schemes or amendments that apply to this proposal. |
| cl. 67(c), DP | Any approved State planning policy. | Alterations and extensions to St Joseph's Secondary School. | Proposal is consistent with SPP3.0 – Urban growth and settlement and SPP3.5 – Historic heritage conservation. |
| cl. 67(d), DP | Any environmental protection policy. | Alterations and extensions to St Joseph's Secondary School. | Nil apply. |
| cl. 67(e), DP | Any policy of the Commission | Alterations and extensions to St Joseph's Secondary School. | Proposal is consistent with Element 8 of the Liveable Neighbourhoods Policy. Proposal is consistent with DCP2.4 – School sites. |
| cl. 67(f), DP | Any policy of the State | Alterations and extensions to St Joseph's Secondary School. | Nil apply. |
| cl. 67(g), DP | Any local planning policy | Alterations and extensions to St Joseph's Secondary School. | LPP20 applies. The application was advertised by directly notifying nearby neighbours of the development proposal in writing. |
| cl. 67(h), DP | Any structure plan, activity centre plan or local development plan | Alterations and extensions to St Joseph's Secondary School. | Nil apply. |
| cl. 67(i), DP | Any report of the review of the Scheme | Alterations and extensions to St Joseph's Secondary School. | It is proposed to review LPS6 and the Strategy in the near future, however |

| Clause | Provision | Proposal | Assessment |
|----------------------|---|---|--|
| | | | there are no foreseen amendments that will affect this proposal or property. |
| cl. 67(j), DP | The objectives for the reserve and the additional and permitted uses. | Alterations and extensions to St Joseph's Secondary School. | Land is reserved for public purposes, specifically a church (religious purposes). The development proposal is consistent with the ultimate purpose of the reserve. LPS6 does not contain any specific objectives for the reserve nor does it contain any additional or permitted uses. |
| cl. 67(k), DP | Built heritage conservation | Alterations and extensions to St Joseph's Secondary School. Heritage Impact Assessment (HIA) submitted in support of the application. | The convent located on the site is listed on the Municipal Heritage Inventory and is a significant building on the site. The Officer concurs with the HIA submitted, which indicates that the proposed development will not impact the heritage significance of the site. |
| cl. 67(l), DP | Effect on cultural significance of the area | Construction of a new administration centre, staff room and toilet facilities. | No impacts have been identified. The proposal is consistent with the approved uses of the site. |

| Clause | Provision | Proposal | Assessment |
|----------------------|--|--|---|
| cl. 67(m), DP | Compatibility of the development, including height, bulk, scale, orientation and appearance. | The overall height (apex) of the administration centre will be 600mm lower than the classroom under construction. The appearance of the building is consistent with classroom also fronting Duke Street. | <p>The proposed design, height and setbacks are consistent with the earlier stages of the school upgrades, in particular the classroom in Stage 9. The proposed varying setback will provide visual interest and enhance the streetscape.</p> <p>Cantilevering the verandah will provide an undercover area for students, parents and pedestrians.</p> |
| cl. 67(n), DP | Amenity of the locality, including environmental impacts, character and social impacts. | Construction of a new administration centre, staff room and toilet facilities. Design continues from previous stages. Inclusion of an awning to provide an undercover waiting area for students. | <p>This stage is a continuation of the redevelopment of the school site. Earlier approvals have established the design and character of the site, and will result in a positive social outcome for the community.</p> <p>A condition requiring a construction management plan is recommended to minimise short-term impacts on the amenity of the locality.</p> |
| cl. 67(o), DP | Effect on natural environment or water resources | Stormwater will be managed on site as approved by the Shire. | No impacts identified. Stormwater management methodology established in earlier stages. Stormwater management plan to be approved for this stage. |

| Clause | Provision | Proposal | Assessment |
|----------------------|--|--|---|
| cl. 67(p), DP | Adequate provision of landscaping and whether any trees should be preserved. | 6m long planter box proposed on the Duke Street frontage. Internal landscaping provided in courtyard. No existing trees to be removed. Extensive landscaping established in Stage 9. | Landscaping provided for Stage 11 is considered sufficient in context of development taking into consideration design, safety of students and site constraints. Inclusion of undercover area is supported in lieu of additional street landscaping. |
| cl. 67(r), DP | Suitability of land taking into account risks, such as bushfire or flooding. | Construction of a new administration centre, staff room and toilet facilities. | No risks have been identified that will affect the suitability of the site for this development. |
| cl. 67(s), DP | Adequacy of access, egress, loading, manoeuvring and parking. | Centralised access for loading and unloading from Duke St provided as part of previous development. No changes proposed to student drop off and parent/staff car parking from Wellington St. Administration building access oriented to encourage use of Wellington Street. | Complies. Car parking was assessed and approved as part of earlier stages. 86 spaces available. No additional car parking requirements required in this stage. |
| cl. 67(t), DP | Amount of traffic generated and capacity of road system | Proposed development to cater for future increase in student numbers. | Traffic will increase incrementally as student numbers increase. Duke and Wellington Streets have the capacity to cater for additional traffic, subject to the inclusion of traffic |

| Clause | Provision | Proposal | Assessment |
|----------------------|---|--|--|
| | | | <p>management devices, such as school zones.</p> <p>Submissions identify need for a 'school zone' on Duke Street. Recommend Council support this request.</p> <p>Construction traffic to be managed in conjunction with school peak times.</p> |
| cl. 67(u), DP | Availability of public transport; utilities; water collection and storage; access for pedestrians and cyclists; access for persons with a disability. | Construction of a new administration centre, staff room and toilet facilities, including access for pedestrians, cyclists and persons with a disability. | <p>Complies. Sufficient pedestrian and cyclist facilities exist.</p> <p>Access for persons with disabilities identified to be provided in accordance with the provisions of the Building Act.</p> |
| cl. 67(v), DP | Loss of any community service or benefit. | Construction of a new administration centre, staff room and toilet facilities. | The expansion and upgrade of the school and education facilities is a benefit to the community as a whole. |
| cl. 67(w), DP | History of the site | Alterations and extensions to St Joseph's Secondary School. | Site contains a church, heritage-listed convent, op-shop, school and car parking. |
| cl. 67(x), DP | Impact on the community as a whole notwithstanding impact on individuals. | Alterations and extensions to St Joseph's Secondary School. | The impacts on the community will be positive by providing improved educational facilities. Impacts on |

| Clause | Provision | Proposal | Assessment |
|-----------------------|---|---|--|
| | | | nearby residents will be short-term during the construction period. |
| cl. 67(y), DP | Any submissions received | Alterations and extensions to St Joseph's Secondary School. | 10 submissions were received. Refer to the Schedule of Submissions. Issues raised in the submissions have been considered in the assessment of this application. |
| cl. 67(za), DP | Comments or submissions received from any consulted authority | Alterations and extensions to St Joseph's Secondary School. | Nil required. |
| cl. 67(zb), DP | Any other planning consideration | Alterations and extensions to St Joseph's Secondary School. | Nil. |

* LPS – Shire of Northam Local Planning Scheme No. 6

* DP – Deemed Provisions (Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*)

12.3.2 Proposed LED Sign – 125 Fitzgerald Street East, Northam

| | |
|---|---|
| Address: | Lot 25 (125) Fitzgerald Street, Northam (also known as Lot 1 (125A) Fitzgerald Street, Northam) |
| Owner: | Mr G J Way |
| Applicant: | Pinnacle Planning |
| File Reference: | A14017 / P19082 |
| Reporting Officer: | Jacky Jurmann, Manager Planning Services |
| Responsible Officer: | Chadd Hunt, Acting Chief Executive Officer |
| Officer Declaration of Interest: | Chadd Hunt, Acting Chief Executive Officer – The family of the property owner is well known to him. |
| Voting Requirement: | Simple |
| Press release to be issued: | No |

BRIEF

A development application was received on 4 November 2019 to obtain approval to erect a LED advertising sign to replace the existing 'Fosters' sign at Lot 25 (125) Fitzgerald Street, Northam.

The application was advertised and 2 objections were received regarding the proposal, which have been considered in the assessment of the application.

The application is being recommended for refusal for the reasons outlined in this Report.

ATTACHMENTS

- Attachment 1: Application information
- Attachment 2: Existing site photographs
- Attachment 3: Shire's Heritage Consultant's Report
- Attachment 4: Schedule of Submissions (Full copies of the submissions provided to Council separately)
- Attachment 5: Officer's Assessment

A. BACKGROUND / DETAILS

The subject property is located on Fitzgerald Street East between Ensign Dale Place and Grey Street and contains 2 buildings used for office-type uses that are currently vacant.

The property is zoned Commercial under the provisions of the Shire of Northam Local Planning Scheme No. 6 (LPS6) and is located in the Fitzgerald Street Commercial (Precinct 1A) Policy Area as designated in Local Planning Policy No. 18 – Heritage Precincts.

An existing static advertising sign has been erected on the roof of the front two-storey building. Landgate aerials indicate that the sign exists prior to February 2000 (noting that there is a gap in aerial photographs available between 1960 and 2000). Recent photographs of the existing sign are attached to this Report (Attachment 2).

The development application proposes to remove the existing sign and replace it with an LED advertising sign measuring 2.19 metres in height and 8.05 metres in length, a total area of 17.63m².

The Applicant advises that the third-party advertising material displayed will change regularly as required and display a variety of content including campaigns.

This is the second development application submitted to obtain approval to erect a LED advertising sign on the subject property. The first application was refused by Council at its Ordinary Meeting held on 20 February 2019 (Minute C.3593).

Additional supporting information has been provided by the Applicant with this application, however essentially there are no differences between the first application and the current application. The applicant has provided additional information in support of the application including a heritage impact assessment (**Attachment 1**)

In accordance with the provisions of the planning legislation an application has been submitted to the Shire must be determined regardless of whether the proposal has been previously considered.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

| | |
|---------------|---|
| Theme Area 1: | Economic Growth |
| Outcome 1.3: | Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week. |
| Objective(s): | An activated and attractive town centre with low retail vacancy rates. |
| Theme Area 1: | Environment & Heritage |
| Outcome 4.2: | The Shire of Northam honours, and is recognised for, its unique heritage and cultural identity. |
| Objective(s): | The Shire of Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted; |

The Shire of Northam's heritage buildings and locations are well maintained.

Theme Area 6: Governance & Leadership.
Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.
Objective(s): Positive internal and external perceptions about the Shire of Northam.

B.2 Financial / Resource Implications

There are no financial implications or resource implications in making the recommendation.

The Shire may incur costs and human resources defending its position at SAT in the event the Applicant appeals Council's decision.

B.3 Legislative Compliance

Shire of Northam Local Planning Scheme No. 6 (LPS6)

The subject property is zoned Commercial and is located in the Fitzgerald Street Commercial Precinct as designated in LPP18 – Heritage Precincts.

'Development' in this case is for both the physical works component associated with the sign and the use of the land for third party advertising.

Advertising signage that is not exempt in accordance with Schedule 5 of LPS6 requires development approval in accordance with clause 4.24.

Advertising signs are not listed in the Zoning Table and therefore in accordance with clause 3.4.2 of LPS6, the Council may:

- (a) determine the use is consistent with the objectives of the particular zone and is therefore permitted;
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an application for development approval; or
- (c) determine that the land use is not consistent with the objectives of the particular zone and therefore is not permitted.

Clause 68(2) of Schedule 2 of the *Planning and Development (Local Planning Scheme Regulations 2015)* enables a local government to determine an application for development approval by –

- (a) granting development approval without conditions; or
- (b) granting development approval with conditions; or
- (c) refusing to grant development approval.

The subject application does not comply with the relevant legislation and is therefore being recommended for refusal. The Officer's Assessment is attached to this Report (**Attachment 5**).

B.4 Policy Implications

LPP18 – Heritage Precincts

The subject property is located with the designated Fitzgerald Street Precinct. The proposed development does not comply with the provisions of the LPP. There are no policy implications if the application is refused as recommended.

LPP20 – Advertising

The application was advertised to nearby landowners and identified stakeholders in accordance with the provisions of LPP20.

B.5 Stakeholder Engagement / Consultation

Consultation regarding the proposed development was conducted in the following ways:

- Letters to nearby landowners – 2 submissions objecting to the proposal were received.
- Referrals to identified stakeholders – State Heritage Office and Main Roads. The State Heritage Office did not provide any comments. Main Roads raised some concerns regarding potential impacts on traffic at the Fitzgerald Street and Peel Terrace intersections.
- Referral to Shire Heritage Consultant – who has advised that the proposed LED sign of this scale and location will be visually dominant and will negatively impact on the cultural heritage values of the Fitzgerald Street Heritage Precinct. Approval of the sign may also set a precedent for the precinct. A copy of the full assessment has been attached to this Report (**Attachment 3**).

The issues raised in the submissions have been considered in the assessment of this application as shown in the Schedule of Submissions attached to this Report (**Attachment 4**).

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|---|--|-----------------------------------|
| Financial | Potential costs associated with SAT appeal. | Minor (2) | Resolve any issues in Mediation. |
| Health & Safety | N/a | N/a | N/a |
| Reputation | Possible adverse publicity. | Medium (3) | Communication with the community. |
| Service Interruption | N/a | N/a | N/a |



| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|---------------|---|--------------------------------------|-------------------|
| Compliance | Proposal does not comply with statutory requirements. | Insignificant (1) | Nil. |
| Property | N/a | N/a | N/a |
| Environment | N/a | N/a | N/a |

C. OFFICER'S COMMENT

From the assessment it can be concluded that the following issues arise for determination in relation to this matter:

1. *Is the proposed use consistent with the purpose of clause 3.4.2 of LPS6 and capable of approval?* No. The proposed third-party LED signage is not consistent with the zone objectives, and therefore is not permitted. Refer to the Officer's Assessment for additional information.
2. *Does the proposed development comply with the relevant development standards set out in LPS6?* No. As identified in the Officer's Assessment, the proposal is not only inconsistent with the zone objectives, but also does not comply with the provisions of LPS6, LPP16, LPP18, and SPP3.5.
3. *Are the modifications to the development standards acceptable by reference to clause 4.6 of LPS6?* After having due regard to clause 67 of the Deemed Provision and taking into consideration the potential effects upon the inhabitants of the locality and the likely future development of the locality, it can be concluded that it would be unacceptable to vary the development standards.
4. *Would the proposed development have an acceptable impact on the amenity of the locality?* No. The development would become the dominant form of development on the existing building resulting in an unacceptable negative impact on the existing and future visual amenity and character of the locality.
5. *Is the proposed development compatible with its settings?* No. The development is incompatible with the heritage setting of the locality, particularly considered that there is no other third-party or LED or over the roof signage on Fitzgerald Street.
6. *Would approval of the proposed development result in unacceptable impacts on the heritage precinct?* Yes. Refer to the comments from the Shire's Heritage Consultant and the concerns raised by nearby landowners, including the owner of the State Listed Shamrock Hotel (fmr) that has recently undergone significant renovations.
7. *Is there a cogent reason to depart from Shire's Signage Policy?* No. the purpose of the LPP is to ensure that the type and size of signage is

appropriate for the location. The proposed sign is not appropriate for its location as outlined in this Report and the Officer's Assessment.

8. *Is there a cogent reason to depart from Shire's Heritage Policy?* No. The proposed LED sign of this scale and location will be visually dominant and will negatively impact on the cultural heritage values of the Fitzgerald Street Heritage Precinct. Approval of this sign may also set a precedent for the precinct.

As can be ascertained from this Report and conclusion, the approval of this development would not result in a good or proper planning outcome for the locality, and therefore is recommended for refusal.

RECOMMENDATION

Council resolve to refuse to grant development approval for the erection of a third-party LED advertising sign at Lot 25 (125) Fitzgerald Street East, Northam, for the following reasons:

1. The proposed use is not consistent with the objectives and purpose of the Commercial zone and is therefore not permitted, and as such is not capable of approval under the provisions of the Shire of Northam Local Planning Scheme No. 6.
2. The proposed LED sign of this scale and location will be visually dominant and will negatively impact on the cultural heritage values of the Fitzgerald Street Heritage Precinct.
3. The proposed development is not consistent with the objectives of the planning framework due to the development:
 - a. adversely impacting on the visual amenity of the locality;
 - b. not being compatible with its setting;
 - c. reducing the level of traffic safety; andtherefore, in the interest of orderly and proper planning declines to exercise discretion to approve the proposed development.

Attachment 1

31 October 2019

Chief Executive Office
Shire of Northam
Administration Centre
PO Box 613
NORTHAM WA 6401



Attention: Planning Services

Dear Sir/Madam

**Development Application – Conversion of Existing Static Signage to Proposed new LED Sign
Lot 25 (No. 125) Fitzgerald Street East, Northam**

Pinnacle Planning acts on behalf of Paramount Australia, who work in conjunction with the owners of the above mentioned site.

We have been instructed by our Client to prepare and lodge an Application for Planning Approval, for the conversion of existing static signage to a proposed LED sign, on Lot 25 (No. 125) Fitzgerald Street East, Northam (subject site).

To enable the Application to progress, please find attached the following required documentation:

- A letter of authorisation from the owners of the land granting Pinnacle Planning to act on their behalf;
- A copy of the Certificate of Title;
- A completed and signed Shire of Northam application for Development Approval Form;
- A completed and signed Shire of Northam Development Application Checklist; and
- Copies of the plans and elevations for the proposed LED signage.

THE PROPOSAL

The proposal requests the removal of an existing static roof top sign at the subject site, with the replacement of a new smaller LED advertising sign, visible along Fitzgerald Street, Northam.

The proposed signage will consist of a single sided LED sign, measuring 2.19 metres in height and 8.05 metres in length, with a total 17.63m² combined size. The sign will be located above an existing single storey building within the Shire's Town Centre.

The advertising material proposed to be displayed on the site, will change regularly as required and display a variety of content including campaigns. Importantly, our Client is happy to negotiate and work with the Shire prior to the content of the signage being changed to LED, to ensure that the Shire is completely satisfied with the proposed content.

The proposal has taken into consideration the heritage values, visual character, existing streetscape and surrounding signage, to ensure that the modifications to the existing signage are appropriate within the Fitzgerald Street Heritage Precinct.

TOWN PLANNING FRAMEWORK

Shire of Northam Local Planning Scheme No. 6

Under the provisions of the Shire of Northam Local Planning Scheme No. 6 (LPS 6), the subject site is zoned "Commercial". The objectives of the Commercial zone include the following:

- *To provide for retail shopping, office and commercial development and social, recreational and community activities servicing the community as a whole;*
- *To provide for consolidation and revitalisation of commercial areas whilst reflecting the historic character and identity of the town;*
- *To encourage a high standard of development which serves to enhance the character of the zone;*
- *To maintain compatibility with the general streetscape for all the new buildings in terms of scale, height, style, materials, street alignment and design of facades; and*
- *To provide for multiple dwellings only where such uses are combined with a commercial use.*

In the first instance, we confirm that the proposal is simply for the replacement of an existing static above roof sign located at the subject site. Importantly, there is no changes proposed to the existing use of the building.

The existing signage is in poor condition, run-down and negatively impacting the streetscape. The proposed replacement LED sign will improve the visual appearance along Fitzgerald Street, whilst also consisting of a smaller total footprint of 17.63m², which we consider negligible in size and consistent with the surrounding signage located in the Town Centre.

Additionally, the high quality design of the proposed signage will assist in serving as a focal point of interest and vitality within the area. Although the sign is illuminated, the images will be static, and fixed to the existing frame structure.

Furthermore, the sign will not impede on the current or future uses of the site, or the desired uses for the Commercial zone. We add, the subject site is surrounded by other nearby businesses of which have above roof signage and believe that the proposed LED sign, location, and size are compliant.

Given the above, we consider the proposal consistent with the objectives of the Commercial zone and believe that the signage will positively assist in enhancing the existing character surrounding the subject site.

Shire of Northam Local Planning Policy 18 – Heritage Precincts

Local Planning Policy 18, outlines the Policy objectives applicable to Heritage Precincts within the Shire. We confirm, the subject site is located with the 'Fitzgerald Street Heritage Precinct' of which the objectives of this Precinct include the following:

- a) To conserve and protect the cultural heritage significance of the respective Heritage Precinct Policy Areas;*
- b) To ensure that new buildings, alterations and additions can be accommodated within the respective Policy Areas without adversely affecting the Policy Areas' significance;*
- c) To conserve the contributory fabric of those places which have been identified as making a considerable or some contribution to the Policy Area's cultural heritage values and traditional streetscape character; and*
- d) To provide improved certainty to landowners and community about the planning processes for development within the area.*

In the first instance, we confirm that the proposal is simply to replace the existing above roof static signage at the subject site with a smaller LED sign, no changes are proposed to the use of the

building. The existing sign has been located on site for a substantial period of time, it is in poor condition which affectively negatively impacts the streetscape along Fitzgerald Street.

In addition to the above objectives, LPP 18 identifies in Clause 5.7 a range of signage guidelines within the Fitzgerald Street Heritage Precinct, which states:

- A) *"The design of new signage should be complementary to the traditional streetscape in terms of size, location, colour, proportions, etc;*
- B) *Simple modern signage is generally appropriate. Unless it is based on historical evidence, or directly linked to the function of the building, elaborate "olde worlde" styles and typefaces are not generally appropriate;*
- C) *New signage should not obstruct or detract from a significant feature of, or streetscape views to, any contributory place;*
- E) *The mounting of new signs should not require the removal of, or undue damage to, any contributory fabric. Any fixing holes etc should be able to be satisfactorily repaired when the sign is removed at the future date."*

Careful consideration has been taken to ensure that the proposal is appropriate within the Fitzgerald Street Heritage Precinct. We confirm that whilst the proposed signage is illuminated, the images and advertising displayed will be static and fixed to the existing frame structure.

With respect to the above, the signage guidelines state that simple modern signage is generally supported, as long it is considered carefully and designed with respect to the heritage precinct, which we believe is the case for this Application.

The subject site is located in a portion of Fitzgerald Street which has somewhat suffered from a loss of original building fabric, with a proliferation of unsympathetic buildings and a range of commercial signage. For example, the corner site adjacent to the subject site, consists of a large 'Red Rooster' pylon sign, and several large 'Liquor barons' wall signs.

The proposed signage does not in anyway mimic the old styling within the Precinct, as is considered acceptable, given the proposal simply requests the replacement of the existing static sign with a new, smaller, LED sign. Importantly, the location and placement of the proposed signage will remain in the same location as originally Approved by the Shire.

Given the above, we consider the proposal will improve the existing streetscape along Fitzgerald Street and is consistent with the objectives and signage guidelines discussed in the Shire's LPP 18.

Shire of Northam Local Planning Policy 18 – Development Guidelines for the Fitzgerald Street Heritage Precinct

The Shire's Local Planning Policy 18, primarily focuses on the conservation of contribution areas within the Fitzgerald Street Heritage Precinct, along with development guidelines and defines the heritage contribution hierarchy for the 'Commercial Centre Precinct 1A'.

LPP 18, identifies the subject site as having 'Some Contribution', which is defined as the following:

"These places are generally more modest examples of the retail/commercial development of the early to mid-twentieth century and/or have undergone more substantial external alterations over time (particularly to the ground floor shopfronts and awnings)."

The Policy focuses on the conservation of areas listed as having heritage significance, through the incorporation of the design guidelines made specific to a site based on how much contribution it has.

Whilst we acknowledge that the subject site has been identified as having some heritage significance, we note that the proposal, subject of this Application is simply to upgrade and replace the existing run-down static signage currently located above the roof of the subject site.

The new proposed LED signage has been carefully considered, and whilst the sign will be illuminated, we note that the advertising material displayed will be static to ensure that the signage is appropriate, and compliments the existing streetscape along Fitzgerald Street.

Importantly, the height and overall size requirements of the new proposed LED sign will not differ from the existing sign located on site. Given that the signage is located within the Shire's Fitzgerald Street Heritage Precinct, we believe that it is important for the signage to be maintained to a high level and to be of a high quality.

Given the above, the proposal has been carefully considered with respect to the subject site's heritage significance, and meets all of the Shire's requirements listed in LPP 18, therefore we believe the Application should be supported.

REFUSAL OF APPLICATION

In the first instance, we note that the originally proposed Development Application at the subject site, was formally Refused by the Shire of Northam on 20 February 2019 at an Ordinary Council Meeting.

The Application was originally recommended for Approval, subject to conditions by the assessing Officer, stating the following reasons for support:

- The overall size and height of the roof sign structure will be reduced and therefore have a reduced impact on the amenity of the immediate area;
- The proposal is consistent with the provisions for roof signs in LPP16;
- It is considered the sign will not cause issues to the safety of traffic and/or pedestrians;
- On balance, the proposed sign will not be a dominant element that detracts from the aesthetic qualities of the heritage precinct; and
- In terms of size, location and proportions, the proposed roof sign will complement the Fitzgerald Street streetscape in terms of size, location, colour and overall proportion.

However, during the Ordinary Council Meeting, there was a debate regarding the support and Approval of the Application, and as a result the Council refused the Application for the following reason:

"Council refuse the proposed electronic graphic display screen sign on Lot 1 (#125) Fitzgerald Street, Northam (Application P18100) on the grounds that it is in conflict with the Shire of Northam Heritage Precinct Policy and the intent of the Shire of Northam existing Signage Policy".

Given the above reason for Refusal, specifically relates to the Council's concerns specific to the Shire of Northam Heritage Precinct Policy, our Office has engaged a heritage consultant, to provide us with additional heritage advice, in the form of a Heritage Impact Assessment, as opposed to appealing the Application.

We believe this decision will positively assist our Office in working alongside the Shire of Northam to help achieve a desirable outcome for the Application. The Heritage Impact Statement has been discussed in the following section of this letter, in support of the Application.

Whilst we understand the views from the Shire's perspective, we believe that the Application is negligible given it merely proposes to replace the existing above roof sign at the subject site, with a significantly smaller LED sign, that will display static LED images with no moving images or animations.

To further assist in the progress of the Application we believe, it may be appropriate for the Shire's heritage consultant and the heritage consultant that our Office has engaged with, to meet to further discuss any potential heritage concerns or issues in relation to the proposed signage at the subject site.

HERITAGE IMPACT STATEMENT

A Heritage Impact Assessment has been prepared by Griffiths Architects to assist in evaluating the heritage considerations for the proposed replacement of static signage to LED signage at the subject site.

The assessment measured a range of heritage values against the potential impacts that the proposed signage that they could have along Fitzgerald Street and the Fitzgerald Street Heritage Precinct.

The report found that there were no significant negative impacts of the proposed replacement sign on the heritage significance, given that the sign does not impact any further than the present sign on building fabric, and it is simply intended to replace the existing fixed and deteriorating sign.

Given that the proposed replacement sign does not impact on the use of the place, or to its contribution to the precinct, the assessment states:

"the subject site is located in a section and side of Fitzgerald Street that has suffered from the loss of original fabric, with a proliferation of unsympathetic buildings and commercial signage".

Additionally, the existing signage has been in place at the subject site for a substantial period of time, and is in a poor condition, which negatively impacts on the streetscape. Importantly, no changes are proposed to the use of the building, and the replacement will improve the streetscape presentation and reduce the overall size of the signage.

In conclusion, the assessment was positive, and found that there were no significant impacts of the proposed replacement sign with respect to the heritage values of the place, however noting that any minor impacts are mitigated by the free-standing aspect of the proposed sign.

CONCLUSION

Given the above, the following conclusions are evident:

- The proposal is for the installation of one (1) LED advertising sign, to replace the existing static signage on site;
- The signage will be built and maintained to a high standard;
- The proposal is incidental to the current and future uses of the subject site within the Shire's Town Centre and will simply replace the existing signage at the site;
- The Heritage Impact Assessment determined that the Application will have no significant or negative impacts on the surrounding locality, and will positively improve the streetscape;

- The location of the signage has been deemed acceptable by the Shire through previous Planning Approval for signage at the site; and
- The proposal is consistent with the 'Fitzgerald Heritage Precinct' requirements and guidelines.

Ultimately, we seek that the Shire of Northam support the proposal by granting Planning Approval for the proposed replacement of on-site signage from static to LED.

Yours faithfully,

PINNACLE PLANNING



BEN CARTER

125A FITZGERALD ST EAST
NORTHAM WA

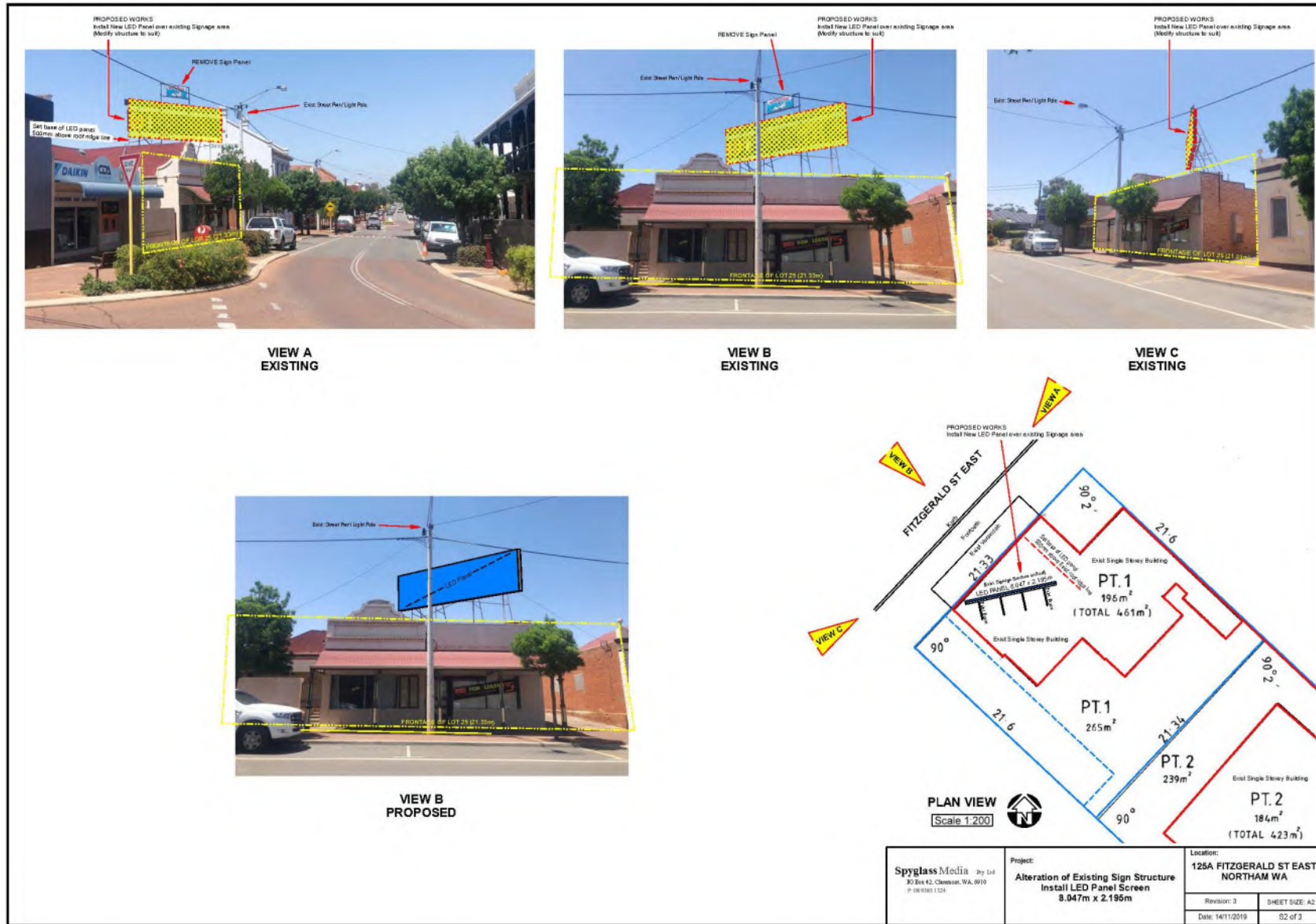
Alteration of Existing Sign Structure
Install LED Panel Screen
8.047m x 2.195m

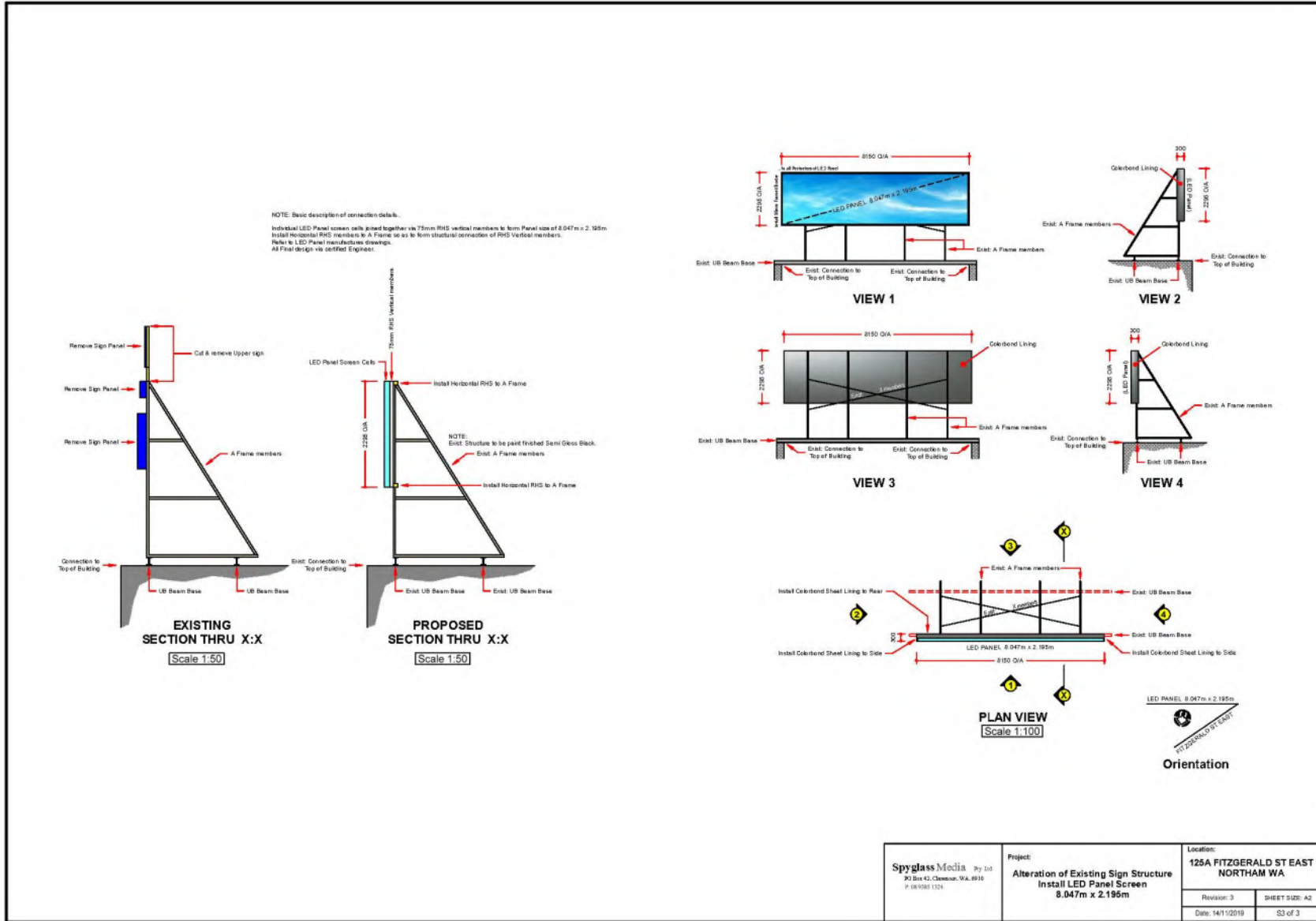
Revision: 3

Date: 14/11/2019

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| Spyglass Media Pty Ltd PO Box 42, Cleaveland, WA, 8910 P. 089530 1326 | Project: Alteration of Existing Sign Structure Install LED Panel Screen 8.047m x 2.195m | Location: 125A FITZGERALD ST EAST NORTHAM WA | |
| | | Revision: 3 | SHEET SIZE: A2 |
| Date: 14/11/2019 | | SO of 3 | |







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| Spyglass Media Pty Ltd 30 Box 42, Cleaveland, WA, 8919 P. 081085 1324 | Project: Alteration of Existing Sign Structure Install LED Panel Screen 8.047m x 2.195m | Location: 125A FITZGERALD ST EAST NORTHAM WA | |
| | | Revision: 3 | SHEET SIZE: A3 |
| | | Date: 14/11/2019 | S3 of 3 |

2801-B SUPER 8

SECTION ATTACHED

SECTION ATTACHED TO SHEET SECTION IS NOT ATTACHED TO SHEET

SECTION

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REVISIONS

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FRONT VIEW

REAR VIEW

ISOMETRIC VIEW

DETAIL A

DETAIL B

DETAIL C

DETAIL D

CLIP WELDING OPTION

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Attachment 2









Attachment 3



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Shire of Northam HERITAGE ADVICE

| | |
|-------------|--------------------------------|
| Place Name | - |
| Location | 125 Fitzgerald Street, Northam |
| Date | 2 December 2019 |
| Advice Note | 001 |

ISSUE

The Shire of Northam has requested Stephen Carrick Architects provide Heritage Advice on a new LED sign that is proposed to be located as a replacement of the existing roof top static sign at 125 Fitzgerald Street, Northam.

Stephen Carrick Architects visited 125 Fitzgerald Street, Northam on 18 November 2019 to understand the context and any potential heritage issues with regard to the proposal.

BACKGROUND

125 Fitzgerald Street is a single storey rendered brick building with a large existing sign fixed to the top of the roof. It is understood that the place is currently used as a retail tenancy. The existing sign at 125 Fitzgerald Street, Northam includes 3 separate panels. Overall the sign is approximately 3 meters high and 8.05 meters long. The sign is currently blue and displays faded advertising.

The subject site is located in the Commercial Centre Precinct (Precinct 1A). The existing sign is roof mounted with a steel framed structure. There are 3 separate sections to the sign:

Top Panel: Identifies 'Northam' and includes two white swans.

Middle Panel: States 'Shop at Northam' on a narrow panel.

Bottom Panel: This is the dominant sign advertising 'Fosters'.





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The building is included in the Shire of Northam's Fitzgerald Street Commercial & Civic Centre Heritage Precinct Policy Area (LPP No.18) and is noted as being of some contribution.

The primary objectives of the Policy include:

- Conserving and protecting the cultural heritage significance.
- Ensuring that alterations and additions can be accommodated without adversely affecting the significance.
- Conserving the contributory fabric which has been identified as making a considerable or some contribution to the cultural heritage values and traditional streetscape character.

Places included within the Fitzgerald Commercial Heritage Precinct have cultural heritage significance for the following reasons:

- Its role as the commercial heart of Northam since the beginning of the twentieth century;
- The traditional character of the core of this area as a largely continuous row of predominantly single storey shops and professional suites, interspersed by two storey banking chambers and hotels;
- The manner in which the contributory buildings illustrate the progressive development and prosperity of Northam during the early twentieth century and inter-war eras (c.1890-1950);
- The manner in which the streetscape contributes to a 'sense of place' for the Northam community - with reference to its aesthetic, historic and social values as the traditional town centre;

The policy states that places of Some / Moderate significance contribute to the heritage of the locality. Places typically have some altered or modified elements, not necessarily detracting from the overall significance of the item.

The policy records that conservation of the place is desirable. Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.

125 Fitzgerald Street is noted as being of some significance and relates to the building envelope of the original house, shop and original parapet.



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DEVELOPMENT GUIDELINES FOR THE FITZGERALD STREET HERITAGE PRECINCT

The Guidelines identify design elements that contribute to the Fitzgerald Street Heritage Precinct as well as key development constraints and opportunities.

The development guidelines include a section of signage (section 5.7). The guidelines recognise that the types of signs used for commercial and retail premises in the early to mid-twentieth century were highly diverse. Diversity within design is therefore supported.

The guidelines state that where a provision of the Shire of Northam Local Planning Policy No. 16- Signage is inconsistent with the guidelines for the Fitzgerald Street Commercial and Civic Centre- Heritage Precinct, this Policy prevails:

- a. The design of new signage should be complementary to the traditional streetscape in terms of size, location, colour, proportions, etc.
- b. Simple modern signage is generally appropriate. Unless it is based on historical evidence, or directly linked to the function of the building, elaborate "olde worlde" styles and typefaces are not generally appropriate.
- c. New signs should not obscure or detract from a significant feature of, or streetscape views to, any contributory place.
- d. Signage should be designed in size and proportion to complement the proportions of the place and the element on which they are mounted (e.g. laid out symmetrically within the face of an awning, within a plain panel to the parapet or vertically along the face of an otherwise plain pier).
- e. Signage on shop windows should be designed to retain open views into the shop and/or to displays of goods within the shopfront area (e.g. windows should not be painted out or views obscured by large or multiple decals).
- f. The mounting of new signs should not require the removal of, or undue damage to, any contributory fabric. Any fixing holes etc should be able to be satisfactorily repaired when the sign is removed at a future date



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LOCAL PLANNING SCHEME LPP.16 - ADVERTISING SIGNS

The Shire of Northam policies relating to advertising signs in its Local Planning Scheme LPP16 are:

3.1 A sign shall be designed to be compatible with the proposed surroundings, including buildings, landscapes and other signs.

3.2 Every sign attached to buildings shall be incorporated into the architectural features of the building in placement, style, proportions, materials and finish and shall be designed, constructed, finished, installed and professionally maintained.

3.3 Signs may only contain any or all of the following information:

- a) The name of the occupier
- b) The business carried out on the property
- c) The occupiers contact details
- d) Hours of operation of the business
- e) The logo of the business
- f) A description of the goods sold or offered for sale on the property to which the sign is affixed or which it relates
- g) Any other information specific to the business or use undertaken specifically approved by the Shire
- h) In the case of a remote sign, information related to a tourism business or goods or services for the travelling public, where the remote sign design and content is in accordance with Table 1 and has been approved by the Shire.

8.1 Above Roof Sign

- a) Above roof signs may be considered where the sign complements the design of the building and does not adversely affect the character or amenity of the area.
- b) A maximum of one above roof sign per building may be permitted. Where a building houses multiple tenancies or businesses, above roof signs may only be considered when in accordance with an approved signage strategy.
- c) Above roof signs shall:
 - i) not project more than 2.0m above the top of the eaves or parapet of the building; and
 - ii) not project laterally beyond the walls of the building.



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PREVIOUS ADVICE

Heritage Advice has been previously provided by Greenwood Consulting on 4 December 2018 and 31 January 2019 .

Annette Green of Greenwood Consulting advised that the proposed roof top signage would be inconsistent with the aims of the LPP18 for Heritage Precincts and the 'Design Guidelines for the Fitzgerald Street Heritage Precinct'.

Ms Green further advises that the existing sign approved at some stage in the past does not equate to a presumption that a replacement sign of the same size and position will be consistent with the current planning guidelines for the Fitzgerald Street Heritage Precinct.

The advice concludes that the current sign is visually intrusive with regard to both the assessed heritage values of the building and streetscape. The LED replacement sign will accentuate its impact.

The 31 January 2019 advice stated that the new LED panel had not been specifically designed to respect the scale/form of the building or the traditional streetscape. It was considered that the LED sign would be as visually intrusive as the existing sign with regard to the assessed heritage values of the place. The latest advice did however note that the LED sign simplified the structure and had reduced height in contrast to the existing sign. The proposed series of static images was also noted with the LED sign.

AVAILABLE DOCUMENTATION

- Alteration of Existing Sign Structure Documentation - 125 Fitzgerald Street, Northam prepared by Spyglass Media Pty Ltd dated 19 September 2018;
- Heritage Advice - Proposed LED Sign at 125 Fitzgerald Street, Northam prepared by Annette Green dated 4 December 2018;
- Heritage Advice - Proposed LED Sign at 125 Fitzgerald Street, Northam prepared by Annette Green dated 31 January 2019;
- Development Application Cover Letter - 125 Fitzgerald Street, Northam prepared by Pinnacle Planning dated 31 October 2019;
- Shire of Northam Local Planning Policy Np.18- Heritage Precincts; and
- Shire of Northam Local Planning Policy No.16- Advertising Signs.



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PROPOSAL

The applicant proposes to install a new LED sign in place of the existing roof top sign. The LED sign is 8.05 meters long by 2.19 meters high. It is understood that the LED sign matches the height of the lower two panels of the sign. The proposal is for a single sign rather than panels. The length of the sign will match the length of the existing sign; however, it is a smaller area. The applicant advises that whilst the sign is illuminated the images will be static. The new sign will be fixed to the existing structure.

ADVICE

The following advice has been prepared following a review of the available documentation for the place and 18 November 2019 site visit:

- The proposed sign will replace an existing sign located at 125 Fitzgerald Street, Northam. The proposed sign is a LED sign 8.05 meters long by 2.19 meters high. Digital signage is a contemporary method of display that is being promoted and installed in many civic precincts and locations. It is acknowledged that new methods of advertising including those that incorporate interactive signage are important for commercial growth. Electronic signs have previously been discouraged within heritage precincts, however; it is highly likely that these new forms of signs will need to be incorporated into heritage precincts with the aim of minimising the impact on the cultural heritage significance of the place.
- The proposed sign will include the use of static LED images (with no moving images or animations), but with the option of changes to the message every 30 to 60 seconds.
- The application includes a reference to a Heritage Impact Statement that supports the proposal. The HIS advises that this section of the Precinct has suffered from the loss of original fabric with unsympathetic buildings and commercial signage.
- In our opinion, whilst there may have been changes to the Precinct over time it is considered that further changes, that may have a detrimental impact, should not be justified on the basis that some original fabric has been previously removed.
- Previous heritage advice (4 December 2018) concluded that whilst the existing sign was approved at some stage in the past this does not equate to a presumption that a replacement sign of a similar size and position will be consistent with the current planning and guidelines for the Fitzgerald Street Heritage Precinct. It was also concluded that the sign is visually intrusive with regard to both the assessed heritage values of the building streetscape and the new LED sign.



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-
- Further advice (31 January 2019) noted that the proposed sign had reduced in height in compared to the existing sign and the images were static; however, it was still considered that the LED sign would be visually intrusive.
 - Approval of this sign may also set a precedent for the precinct.
 - It is our opinion that the proposed LED sign of this scale and location will be visually dominant and will negatively impact on the cultural heritage values of the Fitzgerald Street Heritage Precinct.

Please do not hesitate to contact me on 0457 309 201 or email (stephen@stephencarrickarchitects.com.au) if any clarification of this advice or any additional information is required.

Yours Sincerely,



Stephen Carrick
Director

Attachment 4

Shire of Northam Local Planning Scheme No. 6

Proposed LED advertising sign – 125 Fitzgerald Street East, Northam

Schedule of Submissions

| No. | Name | Summary of Submission | Officers Comment |
|-----|---------------------------|---|---|
| 1. | Landowner | <ul style="list-style-type: none"> I feel this sign would have a detrimental appearance to Fitzgerald Street, especially with the most recent care taken in restoring the Farmers Hotel to its former Glory and also the Heritage Precinct of the CBD. | <ul style="list-style-type: none"> Agree with submission. Refer to the Officer's Assessment for further consideration of this issue. |
| | | <ul style="list-style-type: none"> I therefore oppose the replacement of the sign currently there and would like to see the whole sign removed completely. | <ul style="list-style-type: none"> Agree with submission. Further liaison will occur with the Shire's Heritage Consultant to determine whether the existing sign should be removed. |
| | | <ul style="list-style-type: none"> I thank you for the opportunity to be able to have the opportunity to make comment on this proposal. | <ul style="list-style-type: none"> Noted. |
| 2. | Main Roads Northam Office | <ul style="list-style-type: none"> The sign will be approx. 360m from the intersection of Northam Pithara road (M032) and Northam Cranbrook Rd | <ul style="list-style-type: none"> Noted. |

| No. | Name | Summary of Submission | Officers Comment |
|-----|------|---|---|
| | | <p>(M031) which is outside the zone that Main Roads policy and guidelines for advertising signs covers, however Main Roads provides the following comments.</p> <ul style="list-style-type: none"> <li data-bbox="611 443 1290 847">• The crash history at the intersection of Northam Pithara road (M032) and Northam Cranbrook Rd (M031) for the last five years 2014-2018 includes 1 medical injury, 1 property damage only (PDO) major and 2 x property damage only (PDO) minor. The records are not significant enough to raise a level of concern. <li data-bbox="611 863 1290 1129">• The environment for the proposed sign is an urban environment with a number of existing distractions associated with existing businesses. It is not expected to be a distraction for the intersection during the hours of daylight. <li data-bbox="611 1145 1290 1369">• The LED sign may provide distraction or confusion with the traffic signals in the hours of darkness, particularly for traffic travelling along Northam Pithara Road towards Fitzgerald Street. | <ul style="list-style-type: none"> <li data-bbox="1317 443 1998 571">• Noted. These comments relate to the intersection of Fitzgerald Street and Peel Terrace. <li data-bbox="1317 863 1473 906">• Noted. <li data-bbox="1317 1145 1720 1189">• Agree with submission. |

| No. | Name | Summary of Submission | Officers Comment |
|-----|--|--|---|
| | | <ul style="list-style-type: none"> Therefore Main Roads has no objection to the proposed LED sign. | <ul style="list-style-type: none"> Noted. |
| 3. | State Heritage Office | <ul style="list-style-type: none"> We would not have any comment to make in relation to the proposed LED sign. | <ul style="list-style-type: none"> Noted. |
| 4. | Dome Café Group DTINN Holdings Pty Ltd (Full submission provided to Council) | <ul style="list-style-type: none"> Objects to proposal as owner of the Farmer's Home Hotel, a State listed heritage property. The nature of operation of a 'Light Emitting Diode' sign is significantly different to a traditional static sign and has vastly different impacts. Proposed sign is significantly than the current in situ sign, which might be regarded historic in nature. Regard to town planning framework and Heritage precinct – incompatible with commercial zone objectives; permitted use – application has very little to do with uses on the property; LPP18 – Heritage Precincts: incompatible with objectives; approval requirements; fails to acknowledge importance of heritage precinct; the heritage impact | <ul style="list-style-type: none"> Noted. Agree with submission. Agree with submission. Refer to comments from the Shire's Heritage Consultant. Agree with submission. Refer to the Officer's Assessment for further consideration of this issue. |

| No. | Name | Summary of Submission | Officers Comment |
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| | | <p>statement relates to the existing sign and not the property or precinct.</p> | |
| | | <ul style="list-style-type: none"> LPP16/18 – incompatible with general signage policy objectives; incompatible with heritage precinct signage objectives. The Applicant should be giving positive regard to the existing signage fabric and thinking innovatively and sensitively in a heritage context. The LED sign in this position will significantly detract from the presentation of the entirety of the heritage fabric of the subject building and those with a high significance. | <ul style="list-style-type: none"> Agree with submission. Refer to the Officer's Assessment for further consideration of this issue. |
| | | <ul style="list-style-type: none"> Direct impact on State listed heritage place – Shamrock Hotel (fmr) – applicant fails to address or recognise the impacts on the place directly opposite. We have responded to the Shire's scheme and policies and have added to the precinct, which is not poised to create 40 new jobs and activation of this section of Fitzgerald Street. Spent a large amount of money | <ul style="list-style-type: none"> Agree with submission. Refer to the Officer's Assessment for further consideration of this issue. |

| No. | Name | Summary of Submission | Officers Comment |
|-----|------|---|--|
| | | <p>re-instating the original verandah to enable guests to engage with the heritage landscape.</p> <ul style="list-style-type: none"> • We made a planning decision to develop on the basis of the scheme and policies that guided us to build something truly beautiful in the precinct and now rely on it for protection from intrusive developments, such as proposed in this application. | <ul style="list-style-type: none"> • Agree with submission. • Refer to the Officer's Assessment for further consideration of this issue. |

Attachment 5

OFFICER'S ASSESSMENT

P19082 – 125 Fitzgerald Street East, Northam

Proposal / Background

The subject property is located on Fitzgerald Street East between Ensign Dale Place and Grey Street and contains 2 buildings used for office-type uses that are currently vacant at present.

The property is zoned Commercial under the provisions of the Shire of Northam Local Planning Scheme No. 6 (LPS6) and is located in the Fitzgerald Street Commercial (Precinct 1A) Policy Area as designated in Local Planning Policy No. 18 – Heritage Precincts.

An existing static advertising sign has been erected on the roof of the front two-storey building. Landgate aerials indicate that the sign exists prior to February 2000 (noting that there is a gap in aerial photographs available between 1960 and 2000). Recent photographs of the existing sign are attached to this Report (Attachment 2). The development application proposes to remove the existing sign and replace it with an LED advertising sign measuring 2.19 metres in height and 8.05 metres in length, a total area of 17.63m².

The Applicant advises that the third-party advertising material displayed will change regularly as required and display a variety of content including campaigns.

This is the second development application submitted to obtain approval to erect a LED advertising sign on the subject property. The first application was refused by Council at its Ordinary Meeting held on 20 February 2019 (Minute C.3593). There are no differences between the first application and the current application.

Statutory Environment

Shire of Northam Local Planning Scheme No. 6 (LPS6)

The subject property is zoned Commercial and is located in the Fitzgerald Street Commercial Precinct as designated in LPP18 – Heritage Precincts.

'Development' in this case is for both the physical works component associated with the sign and the use of the land for third party advertising.

Advertising signage that is not exempt in accordance with Schedule 5 of LPS6 requires development approval in accordance with clause 4.24.

Advertising signs are not listed in the Zoning Table and therefore in accordance with clause 3.4.2 of LPS6, the Council may:

- (a) determine the use is consistent with the objectives of the particular zone and is therefore permitted;
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an application for development approval; or
- (c) determine that the land use is not consistent with the objectives of the particular zone and therefore is not permitted.

An assessment of the relevant provisions of LPS6 has been carried out as follows:

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|-------------------|--|---|--|
| cl.3.2.8, LPS6 | Commercial Zone – Objectives | <ul style="list-style-type: none"> Provide for retail shopping, office and commercial development and social, recreational and commercial activities servicing the community as a whole. | The proposed third-party LED advertising sign does not provide for any commercial, social or recreational activities that service the community as a whole and is therefore inconsistent with this zone objective. |
| | | <ul style="list-style-type: none"> Provide for consolidation and revitalisation of commercial areas whilst reflecting the historic character and identity of the town. | The proposed third-party LED advertising sign does not provide for consolidation or revitalisation of the commercial area; it will adversely affect the historic character and identity of the town; and is therefore inconsistent with this zone objective. |
| | | <ul style="list-style-type: none"> Encourage a high standard of development which serves to enhance the character of the zone. | Although the proposed third-party LED advertising sign itself has a high standard, it does not enhance the character of the zone, and therefore overall is inconsistent with this zone objective. |
| cl.3.4.2, LPS6 | Interpretation of Zoning Table – use not listed. | <p>Council may:</p> <p>(a) determine the use is consistent with the objectives of the particular zone and is therefore permitted;</p> <p>(b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an</p> | The proposal is not consistent with the objectives of the commercial zone, and is therefore not permitted. The application must therefore be refused. (Reason 1 for Refusal) |

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|---------------|---|---|--|
| | | application for development approval; or (c) determine that the land use is not consistent with the objectives of the particular zone and therefore is not permitted. | |
| cl.4.10, LPS6 | Maximum building height | Not to contain more than 2 storeys or exceed 9 metres from natural ground, unless it will not restrict light; intrude upon privacy; diminish views or outlook; and is sympathetic to the scale, townscape or character. | No overall height has been provided on the submitted plans. The existing building is single storey and the existing sign is erected on the roof, which appears equivalent to approximately 2 storeys. Complies. |
| cl.4.24, LPS6 | Advertisements | Development approval is required unless exempt in Schedule 5. | Sign not exempt and therefore, requires approval. |
| cl.4.31, LPS6 | Amenity of non-residential development – Council to have due regard to: | (a) external appearance of the building and any associated structures and landscaping; | The LED sign will be constructed on a steel framework and attached to the existing steel framework. The new sign will adversely affect the external appearance of the building. |
| | | (b) dimensions and proportions of the building or structure; | The sign will become the dominant feature of the site and will greatly reduce any heritage significance of the building. It will be larger than any other sign in the town centre in this locality (noting that all other signage relates to the premises on which it is displayed). |

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|-----------------|------------------------------------|--|---|
| | | (c) materials used in the construction of the building considering texture, scale, shape and colour; | The above roof sign and steel framework is not consistent with the precinct. The existing sign and framework could be considered unsightly. |
| | | (d) effect of works on nearby properties, and on those occupants of those buildings; | The LED sign will be intrusive on the nearby properties and occupants, particularly on the Farmer's Home Hotel, a State Heritage listed place, as identified by the landowner in their submission. |
| | | (e) effect on landscape and environment; and | The LED sign would become a focal point and an undesirable effect on the landscape in the town centre. |
| | | (f) any other relevant matter. | The LED sign will have an undesirable impact on the heritage character of the locality as identified by the Shire's Heritage Consultant. |
| cl.67(a), Regs. | Aims and provisions of LPS6. | Aims – secure amenity; preserve, protect and enhance places; reinforce Northam's townscape as a regional centre; preserve, protect and enhance townscapes, places, heritage value and objects. | Proposal is inconsistent with aims of LPS6 due to being inconsistent with the zone objectives; adverse effect on amenity of the townscape; and effect on the historic character of locality. |
| cl.67(c), Regs. | Any approved State Planning Policy | <u>SPP 3.5 – Historic heritage conservation</u> Objectives to conserve place of significance; ensure development does not adversely affect the significance of places. | The proposed sign is inconsistent with SPP3.5 for the following reasons: <ul style="list-style-type: none"> the sign is not sympathetic to the area in its design, scale and form; and |

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|-----------------|-----------------------|---|--|
| | | <p>Development to be sympathetic to values of area; scale, form and materials sympathetic to values of area.</p> <p>Development should respect and complement area; alterations and additions to be designed and sited to respect and complement area.</p> | <ul style="list-style-type: none"> the sign due to its nature does not respect or complement the heritage significance of the area. |
| cl.67(g), Regs. | Local planning policy | <p><u>LPP16 – Advertising signs</u></p> <p>“Above roof sign” defined as a sign affixed to a building and protrudes above the eaves or parapet of the building with little or no relation to the architectural design of the building”.</p> <p>cl.2.3 – be maintained in good order; not contain offensive material; be compatible with scale, architecture and character of street.</p> <p>cl.3.1 – compatible with surroundings, landscape and other signs.</p> <p>cl.3.2 – shall incorporate architectural features of the building and be professionally maintained.</p> <p>cl.3.2 – signs may only contain name of occupier; business carried out on property; hours; logo; goods sold; other information specific to business or approved use; remote signage may contain tourism or</p> | <p>Proposed LED sign is a third-party above roof sign that:</p> <ul style="list-style-type: none"> is likely to be maintained in good order (noting the current sign is faded); is not compatible with the building, architecture, character of the street or heritage precinct; does not incorporate architectural features but can be professionally maintained; is for the sole purpose of third-party advertising (noting the building is currently vacant); does not complement the building; will affect the character and amenity of the area; will project more than 2.0 metres above the eaves and parapet. <p>The proposed third-party LED advertising sign does not comply with LPP16.</p> |

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|---------|----------|---|---|
| | | <p>other information relevant to the travelling public.</p> <p>cl.8.1 – above roof signs may be considered if: design complements building and does not affect character or amenity of area; maximum one sign per building; not project more than 2.0m above eaves or parapet, or beyond walls.</p> | |
| | | <p><u>LPP18 – Heritage Precincts</u></p> <p>Figure 1 depicts the Fitzgerald Street Commercial Precinct 1A, which includes the subject property.</p> <p>LPP objectives are to conserve and protect; ensure new proposals do not adversely affect area's significance; conserve contributory fabric of places that have a contribution to heritage values and streetscape character.</p> <p>Figure 3 and Table 2A indicate the property as having some contribution to the cultural heritage values of the area, which "relates to the building envelope of the original house and shop and the original parapet".</p> <p>Table 1 describes properties with some contribution as being more modest examples of retail/commercial development, with the desired outcome being conservation and any alterations</p> | <p>The proposed third-party LED signage situated on a building described as having some significance in the Precinct is inconsistent with the provisions of LPP18 for the following reasons:</p> <ul style="list-style-type: none"> • the sign will become the predominant feature of the building and streetscape; • the sign does not enhance the heritage features of the precinct; • the sign will impact public views of the streetscape; • the sign will impact public views of the nearby significant places, including the Farmer's Home Hotel; and • the illuminated signage does not complement or enhance the building, character or streetscape. |

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|---------|----------|--|--|
| | | <p>reinforcing the significance of the area in accordance with the Design Guidelines.</p> <p>cl.7.1 requires development approval accompanied by a Heritage Impact Statement.</p> <p><i>Design Guidelines</i> – outlines the streetscape character and key features; states new works should not distort an understanding of the original design; additions should be located at the rear; respect the scale and proportions; ensure original building remains prominent; not adversely impact on public views or other near-by contributory buildings; signage should not obscure or detract from a significant feature or streetscape views; should complement proportions of the place; should not require the removal or, or undue damage to; any contributory fabric; colour schemes should complement the traditional character; visually prominent 'corporate' colours will not be supported; externally mounted illuminated, large projecting or tethered signs are general not appropriate.</p> | |
| | | <p>LPP20 – Advertising of development proposals.</p> | <p>Level 2 advertising was employed for this proposal. 2 objections were received. Refer to Schedule of Submissions.</p> |

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|-----------------|-------------------|--|---|
| cl.67(k), Regs. | Built heritage | Built heritage significance of any place that is of cultural significance | <p>The Applicant has submitted a Heritage Impact Assessment, however this relates only to the existing sign and does not consider the building, precinct or locality. The subject property is located within the Fitzgerald heritage precinct and is identified as having some significance. The proposed sign will adversely affect the cultural heritage significance of the place and nearby places, such as the Farmer's Home Hotel due to the nature and size of the sign.</p> |
| cl.67(l), Regs. | Cultural heritage | Effect of the proposal on the cultural heritage significance of area in which the development is located | <p>LPP18 describes the cultural heritage significance of the Precinct. The proposed development will have a detrimental effect on the locality due to the nature and size of the sign, including the newly refurbished Farmer's Home Hotel.</p> <p>The Applicant contends that the proposed LED sign is 'simply' a replacement of the existing sign. This approach is disputed taking into consideration the vastly different impacts of a painted static sign to a LED sign.</p> <p>The Shire's Heritage Consultant has advised that the proposed LED sign of this scale and location will be visually dominant and will negatively impact on the cultural heritage values of the Fitzgerald Street Heritage</p> |

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|-----------------|------------------------------|--|--|
| | | | Precinct. Approval of this sign may also set a precedent for the precinct. |
| cl.67(m), Regs. | Compatibility of development | Relationship of development to locality; effect of height, bulk, scale, orientation and appearance. | The sign has no relationship to its setting, including the purpose of advertising for third parties, and is therefore incompatible with the locality. |
| cl.67(n), Regs. | Amenity of locality | Environmental impacts; the character of the locality; and social impacts. | The character of the locality is a commercial heritage precinct. The proposed sign is inconsistent with the objectives of the zone and will impact the character of the locality due to its nature and location. |
| cl.67(t), Regs | Impacts on traffic | Probable effect on traffic flow and safety | Main Roads have advised that the sign may impact traffic safety due to the high crash statistics of the locality. |
| cl.67(w), Regs | History of site | Replacement of an existing static sign located above the roof of an existing office building. | The subject contains 2 strata buildings generally used for office-type purposes. The proposed signage does not relate to the use of the building. A previous development application for the subject signage was refused by Council on 20/2/2019. |
| cl.67(x), Regs | Impact on community | The impact of the development on the community as a whole notwithstanding the impact on the development on particular individuals. | The proposed LED will impact the character and heritage significance of the town centre, which will in turn affect the community as a whole. It also has the |

| Section | Criteria | LPP / Scheme Provision | Officer's Assessment |
|-----------------|----------------------------------|--|---|
| | | | potential to affect nearby businesses, which would have an overall economic impact. |
| cl.67(y), Regs | Submission | Any submissions received on the application. | 2 submissions have been received objecting to the proposal. Refer to Schedule of Submissions. |
| cl.67(za), Regs | Referrals | Comments from other authority consulted | State Heritage Office had no comments. Main Roads does not support the application. |
| cl.67(zb) | Any other planning consideration | Any other planning consideration the local government considers appropriate. | This is the second development application submitted to obtain approval to erect a LED advertising sign on the subject property. The first application was refused by Council at its Ordinary Meeting held on 20 February 2019 (Minute C.3593). There are no differences between the first application and the current application. |

Conclusion

It can be concluded from this assessment that the development proposal is inconsistent with the provisions of the Scheme and relevant State and local policies and consequently, cannot be approved.

12.3.3 SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019)

| | |
|---|--|
| Address: | Lot 100 (387) Great Southern Highway, Woottating |
| Owner: | BGC (Australia) Pty Ltd |
| Applicant: | BGC Quarries |
| File Reference: | A1349 |
| Reporting Officer: | Jacky Jurmann, Manager Planning Services |
| Responsible Officer: | Chadd Hunt, Acting Chief Executive Officer |
| Officer Declaration of Interest: | Nil |
| Voting Requirement: | Simple |
| Press release to be issued: | No |

BRIEF

Council at its Ordinary meeting held on 19 June 2019 (Minute No. 3685) resolved to approve the issue of an Extractive Industries Licence to the Applicant, subject to a number of conditions, including limiting the period of the licence to two (2) years (condition 13).

The Applicant lodged an application to appeal condition 13 with the State Administrative Tribunal (SAT) with a view of being granted an amended licence for 10 years.

Following mediation held on 10 October 2019, Senior SAT Member Brian Hunt issued four (4) Orders (**Attachment 1**) in relation to the matter, including an invitation to Council to reconsider its decision, which is the subject of this Report.

Due to the confidential nature of the SAT Mediation proceedings, a number of the attachments to this Report are confidential.

ATTACHMENTS

- Attachment 1: SAT Orders
- Attachment 2: SAT Application - Confidential
- Attachment 3: DWER Tender Document - Confidential
- Attachment 4: Applicant's Submission - Confidential

A. BACKGROUND / DETAILS

As indicated earlier in this Report, Council resolved to approve the Applicant's application for an Extractive Industries Licence at its Ordinary Meeting held on 19 June 2019, subject to 26 conditions.

Condition 13 has been appealed to the State Administrative Tribunal, which limits the Licence to a period of two (2) years.

The Applicant's application to the State Administrative Tribunal is requesting that a period of ten (10) years, rather than two (2) years, is granted.

The reason the Applicant is seeking the review in the application (**Attachment 2**) is stated as:

"The decision of the Shire of Northam to condition the renewal of Extractive Industries License as being for a period of two years rather than 10 years (as was sought by the applicant), fails to take into account relevant considerations arising from the nature of the operations and industry conducted by the applicant, and having regard to (inter alia):

- (a) the scale and scope of the operation, including the importance of the quarry to the supply of basic raw materials to major infrastructure projects in the metropolitan area and surrounds;*
- (b) the time frames within which certain of the infrastructure projects supplied by the applicant are conducted exceeding the granted licence extension period;*
- (c) the investment of the applicant being made in fixed plant and equipment, and its operating life;*
- (d) the granting of an approval to operate by the DWER until 2036; and*
- (e) the regulation of the environmental aspects of the operation by the DWER and its capacity to impose conditions dealing with an environmental issues that may be raised during the operation of the extractive industry.*

In addition the respondent took into account irrelevant considerations of being objections unsupported by evidence, being irrelevant by reason of the environmental regulation of the quarry by the DWER."

A Directions Hearing was held on 12 August 2019 where it was agreed to hold Mediation on-site to discuss the issues of the appeal. Shire President Antonio, Deputy Shire President Williams and Councillors Little and Mencshelyi, the Executive Director Development Services, Chadd Hunt and Manager Planning Services, Jacky Jurmann, attended the Mediation on behalf of the Shire together with the applicant's legal representative, Mr Gilbert Flynn, Peter Yates, BGC's Health, Safety, Environmental & Training Manager and Paul Berkhout, BGC's Quarry Manager.

Extended discussion pursued regarding the issues raised by nearby residents during the consultation period for the application and at the Council Forum and Meeting, and particularly regarding dust emissions and impacts. These discussions included the role of the Department of Water and Environmental

Regulation (DWER) who have advised the Shire that they have requested quotes for an appropriately qualified and experienced consultant to undertake ambient air monitoring at and around the BGC site over the 2019-2020 summer/autumn period for the purposes of identifying sources, pathways, impacts and reasons for community dust complaints.

The Mediation resulted in the SAT Senior Member issuing the following Orders:

1. *"The respondent is to liaise with the Department of Water and Environmental Regulation (DWER) regarding the timing and scope of the planned 'Dust Study' of the BGC Quarry and advise the applicant on or before 28 October 2019.*
2. *The applicant, on receipt of the above advice is to draft a condition for possible inclusion in a reconsidered Council resolution, that reflects the outcomes of the DWER study, and provide this to the respondent on or before 1 November 2019.*
3. *Pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision with regard the matters in Orders 1 and 2 above, and the applicant requested 10 year licence period at its meeting on/or before 20 November 2019.*
4. *The matter is listed for a directions hearing at 2 pm on 4 December 2019 at 565 Hay Street, Perth, Western Australia."*

In accordance with the requirements of Order 1, Council Officers have liaised with the DWER regarding the scope and timing of the proposed dust study. The DWER Officer has advised that, although the period for inviting quotations has closed, the assessment process has not yet commenced and therefore they are not in a position to confirm whether there were any acceptable quotations received. Given the scope and likely cost of the monitoring, there may be a need for the DWER to further consider the proposed monitoring from a financial perspective. Although it is DWER's intention to conduct the monitoring, at this time they could not confirm if, and when the monitoring would be undertaken.

The applicant was advised of the DWER responses and Quotation document in accordance with the requirements of Order 2. Officers then advised that it would be the Shire's preference that the matter be deferred until such time confirmation from the DWER that the dust monitoring will proceed and advice of the timing prior to the matter being re-presented to Council for reconsideration.

In response to the Shire's request, the Applicant agreed to request a deferral of the month for one month. SAT agreed to the request and the previous orders were amended to enable consideration at Council's Ordinary December

Meeting. As a consequence, the Directions Hearing Listed for 4 December 2019 was vacated.

Further liaison with the DWER has occurred where it has been confirmed that the tender period has closed and the submissions were being assessed. However, the DWER could still not confirm if and when the dust monitoring would proceed.

In response to Order 2, the Applicant's legal representative has made a submission (**Attachment 4**), including provision of the following draft condition, which they contend is appropriate to ensure that the obligation to comply with the DWER requirements is included in the conditions of the EIL for the duration of the licence:

"In addition to the requirements of conditions 10 – 12 above, the applicant must further comply with any additional or amended conditions imposed pursuant to any applicable law by the Department of Water and Environmental Regulation from time to time for the duration of this licence following completion of a study that is proposed to be conducted by that Department involving dust monitoring in 4 locations in or around the quarry site proposed to be conducted from mid-December 2019 to mid-April 2020."

In support of their position, a copy of BGC's monthly dust monitoring summary report has been provided for the month of January 2019 as an example that could be provided to the Shire if requested.

It is the Applicant's position that the DWER is the appropriate party to prescribe limits, and monitor and regulate emissions from a major asset such as the quarry, and although the DWER have not yet placed a tender for the additional monitoring, this should not be impede Council's reconsideration of the matter.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Objective: Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation.

Theme Area 6: Governance & Leadership

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

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

B.2 Financial / Resource Implications

Should the matter go to hearing, there may be additional financial and resource implications.

B.3 Legislative Compliance

The Licence was approved and issued in accordance with the provisions of the Shire of Northam's Extractive Industries (Amendment) Local Laws 2018.

B.4 Policy Implications

Clause 3.1 (3) states "Where the local government approves an application for a licence, it shall –

- (a) determine the licence period, not exceeding 10 years from the date of issue; and
- (b) approve the issue of a licence in the form determined by the local government from time to time."

B.5 Stakeholder Engagement / Consultation

The SAT Mediation has been held with participation of the applicant and their legal representation, including reconsideration of this matter.

As discussed in this Report, the DWER has been consulted by Shire Officers as part of the mediation proceedings.

Mediation proceedings are confidential and anything said in mediation cannot be later used in a hearing, hence the confidential status of this Report. If settlement is reached, the details of the settlement is usually published on the SAT Decisions Database.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|--|--|---|
| Financial | The SAT appeal could go to hearing, which would result in legal costs. | Minor (2) | Continue to advocate for an amicable outcome. |
| Health & Safety | N/a | N/a | N/a |

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|--|---|---|
| Reputation | Appeal of Council's decision following reconsideration of this matter. | Minor (2) | Continue to communicate with residents. |
| Service Interruption | N/a | N/a | N/a |
| Compliance | Satisfy requirements of SAT Orders. | Insignificant (1) | Comply with SAT Orders. |
| Property | N/a | N/a | N/a |
| Environment | Potential for dust emissions & impacts. | Medium (3) | DWER regulation & monitoring. |

C. OFFICER'S COMMENT

The Officer's original recommendation was for the licence to be granted for a period of ten (10) years, which is the maximum period that can be granted under the provisions of the Shire of Northam's Extractive Industries (Amendment) Local Laws 2018.

However, following consideration of the submissions received, the questions raised in Public Question Time and Deputation made, Council resolved to change the Officer's recommendation for the following reason: *"Council formed a view that in light of the concerns raised by members of the community a shorter license approval timeframe to allow an opportunity to review the approval in a shorter timeframe"*.

In addition to the Development Approval and Extractive Industries Licence granted by the Shire, the premises are also regulated by the Environmental Protection Authority (Ministerial Statement), Department of Water and Environmental Regulation (Licence) and the Department of Mines Industry and Regulation (Worksafe).

As indicated in this Report, the DWER are proposing to employ a consultant to conduct ambient air quality monitoring to program to provide data which will enable them to make an informed assessment regarding the identity of potential sources of dust, the pathways of dust emitted in the area, dust impacts and the reasons for community dust complaints. A copy of the DWER's Request for Quotation is attached (**Attachment 3**) to this Report, which provides the background and parameters of the proposed monitoring.

Ideally, prior to Council determining whether it will reconsider its original decision, the DWER would not only confirm the monitoring will proceed and when, but the results of the monitoring to also be available, which was the intent of the orders following discussions at mediation. Unfortunately, the DWER

are unable to provide confirmation within the timeframes stipulated on the original and amended SAT Orders.

Taking into consideration the information provided by the DWER, the fact that the environmental aspects of BGC's operation are regulated by the DWER and EPA, and the requirements of the additional condition recommended by the applicant's legal representative, it is recommended that Council accept the SAT's invitation to reconsider their decision.

If Council resolves to reconsider its decision, the applicant may then choose to withdraw the proceedings.

If Council resolves not to reconsider its decision, then a second Directions Hearing will be listed for some time in December 2019, which is likely to result in the matter being listed for a Final Hearing. If the matter is listed for a Final Hearing, legal representative may be required to defend Council's position.

There are 3 recommendations provided to assist Council in its decision making process as follows:

ALTERNATE RECOMMENDATION NO. 1

That Council:

- 1. ACCEPT the invitation of the State Administrative Tribunal to reconsider its decision of 19 June 2019 (Minute No: C.3685) in relation to condition 13 of the Extractive Industries Licence issued to BGC Quarries at Lot 100 (portion formerly known as Lot 14), No. 387 Great Southern Highway, Woottating.**
- 2. AMEND condition 13 of the Extractive Industries Licence to read: "The extractive industry licence will be valid for a period of ten (10) years, expiring on 30 June 2029."**
- 3. ADD a new condition, condition 27 as follows: "*In addition to the requirements of conditions 10 – 12 above, the applicant must further comply with any additional or amended conditions imposed pursuant to any applicable law by the Department of Water and Environmental Regulation from time to time for the duration of this licence following completion of a study that is proposed to be conducted by that Department involving dust monitoring in 4 locations in or around the quarry site proposed to be conducted from mid-December 2019 to mid-April 2020.*"**

ALTERNATE RECOMMENDATION NO. 2

That Council:

- 1. DOES NOT ACCEPT the invitation of the State Administrative Tribunal to reconsider its decision of 19 June 2019 (Minute No: C.3685) in relation to condition 13 of the Extractive Industries Licence issued to BGC**

Quarries at Lot 100 (portion formerly known as Lot 14), No. 387 Great Southern Highway, Woottating.

- 2. REAFFIRMS its decision of 19 June 2019 (Minute No: C.3685) in regards to condition 13 of the Extractive Industries Licence, which reads: "The extractive industry licence will be valid for a period of two (2) years, expiring on 30 June 2021."**

ALTERNATE RECOMMENDATION NO. 3

That Council:

- 1. DOES NOT ACCEPT the invitation of the State Administrative Tribunal (at this point in time) to reconsider its decision of 19 June 2019 (Minute No: C.3685) in relation to condition 13 of the Extractive Industries Licence issued to BGC Quarries at Lot 100 (portion formerly known as Lot 14), No. 387 Great Southern Highway, Woottating.**
- 2. REQUESTS the applicant to place the matter on hold until such time that the Department of Water and Environmental Regulation can confirm the timing of the proposed dust monitoring and provides the Shire of Northam with the results of the monitoring for consideration in determining an appropriate licence period.**
- 3. REQUESTS the State Administrative Tribunal to invite the Department of Water and Environmental Regulation to participate in the SAT proceedings.**

The Officer's recommended the issue of a 10 year licence in their original recommendation regarding this matter, and therefore Alternate Recommendation No. 1 is the Officer's Preference and is therefore recommended.

However, Council may decide to err on the side of caution and therefore it would be reasonable for Council to adopt Alternate Recommendation No. 3 taking into consideration the reasons behind the original resolution.

RECOMMENDATION

That Council:

- 1. ACCEPT the invitation of the State Administrative Tribunal to reconsider its decision of 19 June 2019 (Minute No: C.3685) in relation to condition 13 of the Extractive Industries Licence issued to BGC Quarries at Lot 100 (portion formerly known as Lot 14), No. 387 Great Southern Highway, Woottating.**
- 2. AMEND condition 13 of the Extractive Industries Licence to read: "The extractive industry licence will be valid for a period of ten (10) years, expiring on 30 June 2029."**
- 3. ADD a new condition, condition 27 as follows: "In addition to the requirements of conditions 10 – 12 above, the applicant must further**

comply with any additional or amended conditions imposed pursuant to any applicable law by the Department of Water and Environmental Regulation from time to time for the duration of this licence following completion of a study that is proposed to be conducted by that Department involving dust monitoring in 4 locations in or around the quarry site proposed to be conducted from mid-December 2019 to mid-April 2020.”

Attachment 1



| | |
|----------------------------|--|
| Jurisdiction: | <i>Local Government Act 1995</i> |
| Application: | Review if objection not lodged |
| Parties: | BGC (AUSTRALIA) PTY LTD T/AS BGC QUARRIES (Applicant) Shire of Northam (Respondent) |
| Matter Number: | CC 1047/2019 |
| Application Lodged: | 16 July 2019 |
| Hearing Type: | Mediation Conference between parties to a matter |
| Date of Decision: | 10 October 2019 |
| Decision of: | Senior Sessional Member Brian Hunt |

1. The respondent is to liaise with the Department of Water and Environmental Regulation (DWER) regarding the timing and scope of the planned 'Dust Study' of the BGC Quarry and advise the applicant on or before 28 October 2019.
2. The applicant, on receipt of the above advice is to draft a condition for possible inclusion in a reconsidered Council resolution, that reflects the outcomes of the DWER study, and provide this the respondent on or before 1 November 2019.
3. Pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider its decision with regard the matters in Orders 1 and 2 above, and the applicant requested 10 year licence period at its meeting on/on or before 20 November 2019.
4. The matter is listed for a directions hearing at 2 pm on 4 December 2019 at 565 Hay Street, Perth, Western Australia.



12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – November 2019

| | |
|---|--|
| Address: | N/A |
| Owner: | N/A |
| Applicant: | N/A |
| File Reference: | 2.1.3.4 |
| Reporting Officer: | Kathy Scholz, Creditors Officer |
| Responsible Officer: | Colin Young, Executive Manager Corporate Service |
| Officer Declaration of Interest: | Nil |
| Voting Requirement: | Simple Majority |
| Press release to be issued: | No |

BRIEF

For Council to receive the accounts for the period from 1 November 2019 to 30 November 2019.

ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – November 2019.
Attachment 2: Declaration.

A. 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.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2019/20 Budget.

B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.
Financial Management Regulations 2007, Regulation 12 & 13.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

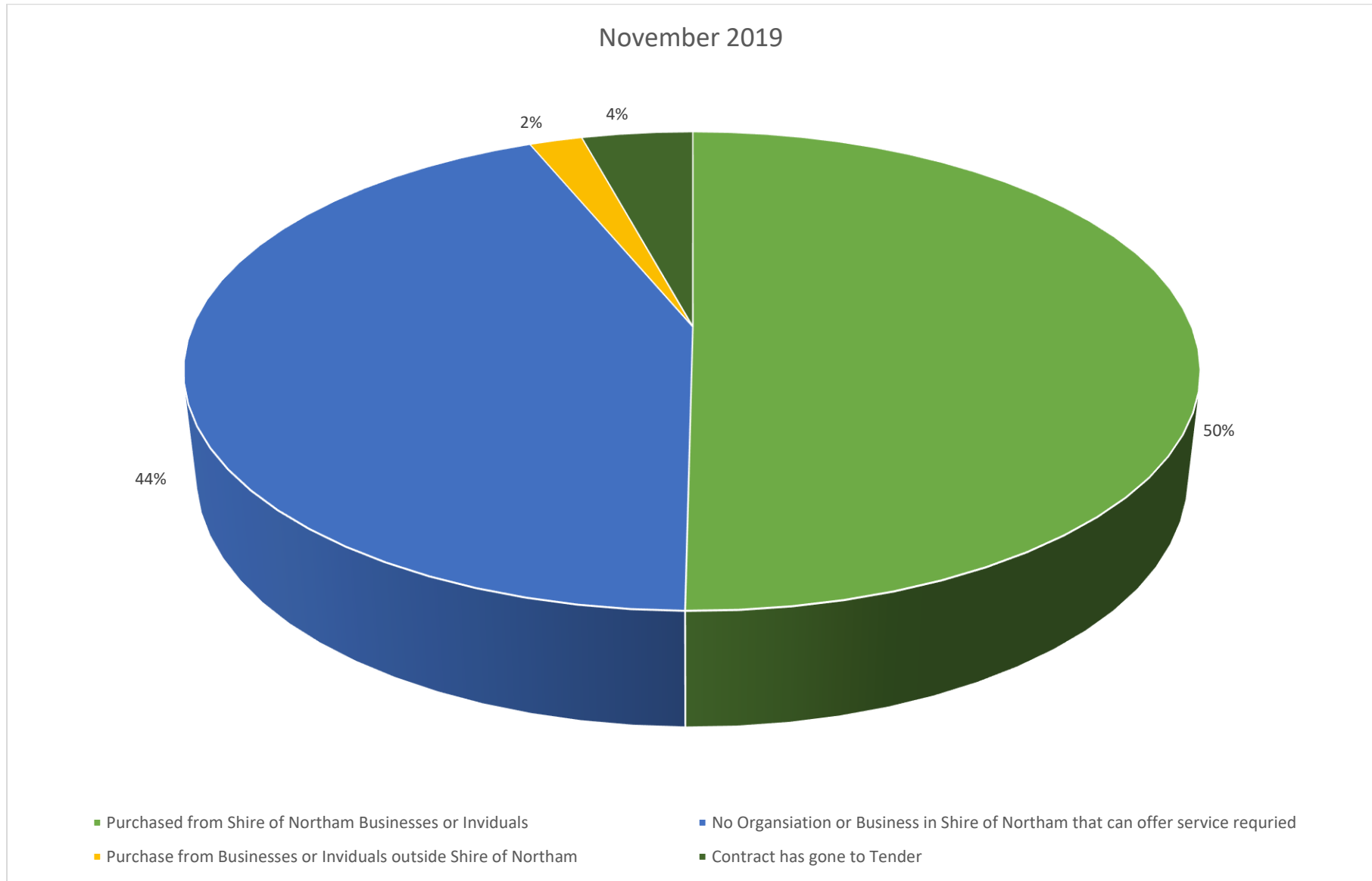
Not applicable.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|---|---|---|
| Financial | Figures not reflecting the true financial situation | Low (3) | There are processes in place to show compliance with relevant legislation |
| Health & Safety | N/A | N/A | N/A |
| Reputation | N/A | N/A | N/A |
| Service Interruption | N/A | N/A | N/A |
| Compliance | Report not being accepted by Council | Low (3) | There are processes in place to show compliance with relevant legislation |
| Property | N/A | N/A | N/A |
| Environment | N/A | N/A | N/A |

C. 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 November 2019;



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|------------------------|------------|--|--|-----------|------------|-----------|
| EFT34712 | 01/11/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY COSTS FOR MONTH OF OCTOBER 2019. | 1 | | 1,418.07 |
| INV 59573 | 19/09/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY FOR SEPTEMBER 2019. | 1 | 55.00 | |
| INV 59625 | 26/09/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY FOR THE MONTH OF SEPTEMBER 2019. | 1 | 27.50 | |
| INV 60274 | 10/10/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY COSTS FOR MONTH OF OCTOBER 2019. | 1 | 1,335.57 | |
| EFT34713 | 01/11/2019 | AUSTRALIAN SERVICES UNION | Payroll deductions | 1 | | 229.10 |
| INV DEDUCT9/10/2019 | | AUSTRALIAN SERVICES UNION | Payroll deductions | | 229.10 | |
| EFT34714 | 01/11/2019 | AUSTRALIAN TRAINING MANAGEMENT | TRAFFIC CONTROL REFRESHER - 3/10/2019 ERROL GARLETT / MAX WILLIAMS | 1 | | 650.00 |
| INV 3725 | 01/10/2019 | AUSTRALIAN TRAINING MANAGEMENT | TRAFFIC CONTROL REFRESHER - 3/10/2019 ERROL GARLETT / MAX WILLIAMS | 1 | 325.00 | |
| INV 3726 | 01/10/2019 | AUSTRALIAN TRAINING MANAGEMENT | TRAFFIC CONTROL REFRESHER - 3/10/2019 ERROL GARLETT / MAX WILLIAMS | 1 | 325.00 | |
| EFT34715 | 01/11/2019 | AVON DEMOLITION & EARTHMOVING | MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 08/10/2019-20/10/2019 | 1 | | 1,568.00 |
| INV 0018 | 08/10/2019 | AVON DEMOLITION & EARTHMOVING | MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 08/10/2019-20/10/2019 | 1 | 1,568.00 | |
| EFT34716 | 01/11/2019 | AVON MIDLAND COUNTRY ZONE OF WA LOCAL GOVERNMENT ASSOCIATION | MEMBERSHIP SUBSCRIPTION 2019/2020. | 1 | | 2,200.00 |
| INV 0000032930/09/2019 | | AVON MIDLAND COUNTRY ZONE OF WA LOCAL GOVERNMENT ASSOCIATION | MEMBERSHIP SUBSCRIPTION 2019/2020. | 1 | 2,200.00 | |
| EFT34717 | 01/11/2019 | AVON VALLEY ARTS SOCIETY (INC) | VISITORS CENTRE STOCK | 1 | | 81.00 |
| INV 48822 | 18/07/2019 | AVON VALLEY ARTS SOCIETY (INC) | VISITORS CENTRE STOCK | 1 | 81.00 | |
| EFT34718 | 01/11/2019 | AVON WASTE | 2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT. | 1 | | 36,951.69 |
| INV 35962 | 27/09/2019 | AVON WASTE | 2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT. | 1 | 36,951.69 | |
| EFT34719 | 01/11/2019 | CENTRAL REGIONAL TAFE | FORKLIFT ACCREDITATION - KURT DU BOULAY, ASHLEY BARNES & ROB WILSON 2-3 SEPT 2019 | 1 | | 1,043.49 |

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|----------------|------------|-------------------------------|---|-----------|------------|----------|
| INV I0008960 | 02/10/2019 | CENTRAL REGIONAL TAFE | FORKLIFT ACCREDITATION - KURT DUBOULAY, ASHLEY BARNES & ROB WILSON 2-3 SEPT 2019 | 1 | 1,043.49 | |
| EFT34720 | 01/11/2019 | COUNTRYWIDE GROUP | CHLORINE & CHEMICALS FOR NORTHAM POOL. | 1 | | 1,689.60 |
| INV 28289 | 21/10/2019 | COUNTRYWIDE GROUP | CHLORINE & CHEMICALS FOR NORTHAM POOL. | 1 | 1,689.60 | |
| EFT34721 | 01/11/2019 | DONNELLE SLATER | CULTURAL STANDARDS FRAMEWORK (CULTURAL AWARENESS TRAINING 14-10-19) | 1 | | 500.00 |
| INV 1 | 15/10/2019 | DONNELLE SLATER | CULTURAL STANDARDS FRAMEWORK (CULTURAL AWARENESS TRAINING 14-10-19) | 1 | 500.00 | |
| EFT34722 | 01/11/2019 | EFIRE & SAFETY | KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 001/09/2019 TO 30/09/2019. | 1 | | 1,162.70 |
| INV 509022 | 23/09/2019 | EFIRE & SAFETY | NORTHAM SHOW GROUNDS. REPLACE 9 KG FIRE EXTINGUISHER. | 1 | 231.00 | |
| INV 509288 | 01/10/2019 | EFIRE & SAFETY | KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 001/09/2019 TO 30/09/2019. | 1 | 532.40 | |
| INV 509297 | 02/10/2019 | EFIRE & SAFETY | NORTHAM REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/09/2019 TO 30/09/2019. | 1 | 236.50 | |
| INV 509298 | 02/10/2019 | EFIRE & SAFETY | TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01/09/2019 TO 30/09/2019. | 1 | 162.80 | |
| EFT34723 | 01/11/2019 | EASIFLEET | Payroll deductions | 1 | | 3,036.10 |
| INV DEDUCT29 | 10/2019 | EASIFLEET | Payroll deductions | | 1,421.55 | |
| INV DEDUCT29 | 10/2019 | EASIFLEET | Payroll deductions | | 1,614.55 | |
| EFT34724 | 01/11/2019 | EVOKE INTERIOR DESIGN PTY LTD | ADMIN BUILDING UPGRADE. VARIATION FOR EXTRA WORK IN DRAWINGS DUE TO CHANGE OF DIRECTION WITH COUNCIL OPEN TO MOVING TO LESSER HALL AND ENGINEERING GOING TO DEPOT AS PART OF REDEVELOPMENT. | 1 | | 4,092.00 |
| INV IV0000001 | 11/10/2019 | EVOKE INTERIOR DESIGN PTY LTD | ADMIN BUILDING UPGRADE. VARIATION FOR EXTRA WORK IN DRAWINGS DUE TO CHANGE OF DIRECTION WITH COUNCIL OPEN TO MOVING TO LESSER HALL AND ENGINEERING GOING TO DEPOT AS PART OF REDEVELOPMENT. | 1 | 4,092.00 | |

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|------------------------|------------|--------------------------------------|---|-----------|------------|----------|
| EFT34725 | 01/11/2019 | EXPERIENCE PERTH | 1/3 PAGE IN 2019 DESTINATION PERTH HOLIDAY PLANNER | 1 | | 2,000.00 |
| INV INV-751514/10/2019 | | EXPERIENCE PERTH | 1/3 PAGE IN 2019 DESTINATION PERTH HOLIDAY PLANNER | 1 | 2,000.00 | |
| EFT34726 | 01/11/2019 | FRESH START RECOVERY PROGRAMME | BUSH TUCKER SELECTION PLATE | 1 | | 198.00 |
| INV 0029170721/10/2019 | | FRESH START RECOVERY PROGRAMME | BUSH TUCKER SELECTION PLATE | 1 | 198.00 | |
| EFT34727 | 01/11/2019 | GRAFTON ELECTRICS | CONNECT AND DISCONNECT POWER TO DEPOT DURING POWER OUTAGE. | 1 | | 707.96 |
| INV 6205 | 12/08/2019 | GRAFTON ELECTRICS | TESTING AND TAGGING OF 2 20 LITRE URNS FOR NORTHAM RECREATION CENTRE | 1 | 58.96 | |
| INV 6333 | 02/10/2019 | GRAFTON ELECTRICS | BERT HAWKE PAVILION. CHECK EXTERNAL LIGHTS, STAYING ON DURING THE DAY. | 1 | 220.00 | |
| INV 6334 | 03/10/2019 | GRAFTON ELECTRICS | CONNECT AND DISCONNECT POWER TO DEPOT DURING POWER OUTAGE. | 1 | 429.00 | |
| EFT34728 | 01/11/2019 | JLO DESIGNS | ASSEMBLY OF 6X CAFE BARRIERS | 1 | | 120.00 |
| INV 278 | 21/10/2019 | JLO DESIGNS | ASSEMBLY OF 6X CAFE BARRIERS | 1 | 120.00 | |
| EFT34729 | 01/11/2019 | LANDMARK | T8040 - TEE | 1 | | 50.78 |
| INV 9021879718/09/2019 | | LANDMARK | T8040 - TEE | 1 | 50.78 | |
| EFT34732 | 01/11/2019 | MAD DOG PROMOTIONS | MADDISON (MATT) PENS X1000 | 1 | | 1,567.50 |
| INV INV-173004/09/2019 | | MAD DOG PROMOTIONS | MADDISON (MATT) PENS X1000 | 1 | 1,567.50 | |
| EFT34733 | 01/11/2019 | MCLEODS BARRISTERS & SOLICITORS | LEGAL COSTS ASSOCIATED WITH UNLAWFUL DEVELOPMENT AT 29 MCMULLEN ROAD WUNDOWIE | 1 | | 1,486.84 |
| INV 110514 | 27/09/2019 | MCLEODS BARRISTERS & SOLICITORS | LEGAL COSTS ASSOCIATED WITH UNLAWFUL DEVELOPMENT AT 29 MCMULLEN ROAD WUNDOWIE | 1 | 1,486.84 | |
| EFT34734 | 01/11/2019 | MEGA-FIX | FLOW BOLTS TO SUIT LOADER. | 1 | | 68.64 |
| INV 78317 | 04/10/2019 | MEGA-FIX | FLOW BOLTS TO SUIT LOADER. | 1 | 68.64 | |
| EFT34735 | 01/11/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES 23/09/2019-29/09/2019 | 1 | | 7,524.00 |

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|------------------------|------------|--------------------------------------|---|-----------|------------|----------|
| INV N2342 | 07/10/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES 23/09/2019-29/09/2019 | 1 | 3,762.00 | |
| INV N2343 | 07/10/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES 30/09/2019-06/10/2019 | 1 | 3,762.00 | |
| EFT34736 | 01/11/2019 | NORTH STAR SECURITY | KILLARA DAY RESPITE BUILDING. SUPPLY AND PROGRAM ON SITE 3 X REMOTES AS PER EMAILS. | 1 | | 605.00 |
| INV 21262 | 13/09/2019 | NORTH STAR SECURITY | KILLARA DAY RESPITE BUILDING. SUPPLY AND PROGRAM ON SITE 3 X REMOTES AS PER EMAILS. | 1 | 605.00 | |
| EFT34737 | 01/11/2019 | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | | 16.50 |
| INV 0000241115/10/2019 | 10/2019 | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| EFT34738 | 01/11/2019 | NORTHAM HOLDEN | 75,000 KM SERVICE ON PN1702 - REGO- N11131 MAZDA CX-5 2014 | 1 | | 313.71 |
| INV 126052 | 16/10/2019 | NORTHAM HOLDEN | 75,000 KM SERVICE ON PN1702 - REGO- N11131 MAZDA CX-5 2014 | 1 | 313.71 | |
| EFT34739 | 01/11/2019 | NORTHAM MITRE 10 SOLUTIONS | BLUE LINE FITTINGS. | 1 | | 37.51 |
| INV 1044566908/08/2019 | 08/2019 | NORTHAM MITRE 10 SOLUTIONS | BLUE LINE FITTINGS. | 1 | 37.51 | |
| EFT34740 | 01/11/2019 | NORTHAM THEATRE GROUP INC | COMMUNITY GRANTS ANNUAL ALLOCATION 2019/2020 | 1 | | 3,000.00 |
| INV 0003192011/10/2019 | 10/2019 | NORTHAM THEATRE GROUP INC | COMMUNITY GRANTS ANNUAL ALLOCATION 2019/2020 | 1 | 3,000.00 | |
| EFT34741 | 01/11/2019 | PRIMARIES OF WA PTY LTD | VITAPLANT - BAILEYS - FERTILISER | 1 | | 137.43 |
| INV 4091331301/10/2019 | 10/2019 | PRIMARIES OF WA PTY LTD | VITAPLANT - BAILEYS - FERTILISER | 1 | 137.43 | |
| EFT34742 | 01/11/2019 | ROYAL LIFE SAVING SOCIETY WA | 4DAY LIFE GUARD COURSE - | 1 | | 1,130.00 |
| INV 107262 | 15/10/2019 | ROYAL LIFE SAVING SOCIETY WA | 4DAY LIFE GUARD COURSE - | 1 | 1,130.00 | |
| EFT34743 | 01/11/2019 | SGS AUSTRALIA PTY LTD | BIANNUAL OLD QUARRY ROAD WASTE FACILITY BORE MONITORING | 1 | | 1,163.80 |
| INV NE0007704/10/2019 | 10/2019 | SGS AUSTRALIA PTY LTD | BIANNUAL OLD QUARRY ROAD WASTE FACILITY BORE MONITORING | 1 | 1,163.80 | |

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|------------------------|------------|---|--|-----------|------------|----------|
| EFT34744 | 01/11/2019 | SKATEBOARDING WA | SKATEBOARDING WA YOUTH PROGRAM 2ND OCTOBER 2019 | 1 | | 1,320.00 |
| INV INV-064502/10/2019 | | SKATEBOARDING WA | SKATEBOARDING WA YOUTH PROGRAM 2ND OCTOBER 2019 | 1 | 1,320.00 | |
| EFT34745 | 01/11/2019 | SPECIALISED TREE SERVICE | ANNUAL TOWNSITE PRUNING NORTHAM | 1 | | 8,970.71 |
| INV 3176 | 29/10/2019 | SPECIALISED TREE SERVICE | ANNUAL TOWNSITE PRUNING NORTHAM | 1 | 8,970.71 | |
| EFT34746 | 01/11/2019 | THE PRINT SHOP BUNBURY | 6 X CAFE BARRIERS - 1800 X 800M BLACK SATIN ALUMINIUM FRAME WITH HARD SURFACE MOUNTS 1720 X 620MM UV LAMINATED ACM PANEL INSERT PRINTED FULL COLOUR - 1 SIDE | 1 | | 2,957.00 |
| INV 24703 | 21/10/2019 | THE PRINT SHOP BUNBURY | 6 X CAFE BARRIERS - 1800 X 800M BLACK SATIN ALUMINIUM FRAME WITH HARD SURFACE MOUNTS 1720 X 620MM UV LAMINATED ACM PANEL INSERT PRINTED FULL COLOUR - 1 SIDE | 1 | 2,957.00 | |
| EFT34747 | 01/11/2019 | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES OCTOBER 2019 | 1 | | 242.94 |
| INV 0418-S3001/09/2019 | | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES OCTOBER 2019 | 1 | 242.94 | |
| EFT34748 | 01/11/2019 | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD | MRWA SPEC GRAVEL - DELIVERED TO SPENCERS BROOKE RD | 1 | | 5,882.97 |
| INV INV-037430/09/2019 | | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD | MRWA SPEC GRAVEL - DELIVERED TO SPENCERS BROOKE RD | 1 | 5,882.97 | |
| EFT34749 | 01/11/2019 | WHEATBELT OFFICE & BUSINESS MACHINES | POWERSHIELD SAFEGUARD 750VA/450W | 1 | | 167.00 |
| INV 25375 | 08/10/2019 | WHEATBELT OFFICE & BUSINESS MACHINES | POWERSHIELD SAFEGUARD 750VA/450W | 1 | 167.00 | |
| EFT34750 | 04/11/2019 | AKRON PTY LTD | INFRASTRUCTURE BOND REFUND FOR BUILDING APP NO>=18199. | 1 | | 1,509.96 |
| INV T1110 | 04/11/2019 | AKRON PTY LTD | INFRASTRUCTURE BOND REFUND FOR BUILDING APP NO>=18199. | 1 | 1,509.96 | |
| EFT34751 | 04/11/2019 | BONITA MARY GORDON | REFUND FOR BUILDING APPLICATION 15122 FOR INFRASTRUCTURE BOND | 1 | | 1,022.69 |
| INV T836 | 04/11/2019 | BONITA MARY GORDON | REFUND FOR BUILDING APPLICATION 15122 FOR INFRASTRUCTURE BOND | 1 | 1,022.69 | |

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|----------------|------------|--|--|-----------|------------|-----------|
| EFT34752 | 04/11/2019 | BUILDER'S REGISTRATION BOARD OF WA | MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2019. | 1 | | 6,763.72 |
| INV T1080 | 04/11/2019 | BUILDER'S REGISTRATION BOARD OF WA | MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2019. | 1 | 3,902.75 | |
| INV T1080 | 04/11/2019 | BUILDER'S REGISTRATION BOARD OF WA | MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2019. | 1 | 2,860.97 | |
| EFT34753 | 04/11/2019 | BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND | MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2019. | 1 | | 2,119.33 |
| INV T1079 | 04/11/2019 | BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND | MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2019. | 1 | 2,119.33 | |
| EFT34754 | 04/11/2019 | GRAHAM WALLACE GREGORY | REFUND FOR BUILDING APPLICATION 0700121 FOR BANK GUARANTEE. | 1 | | 12,272.37 |
| INV T1541 | 04/11/2019 | GRAHAM WALLACE GREGORY | INFRASTRUCTURE BOND REFUND FOR BUILDING APPLICATION 0700121. | 1 | 5,113.52 | |
| INV T1540 | 04/11/2019 | GRAHAM WALLACE GREGORY | REFUND FOR BUILDING APPLICATION 0700121 FOR BANK GUARANTEE. | 1 | 7,158.85 | |
| EFT34755 | 04/11/2019 | J & A BUILDING PTY LTD | REFUND GF CHARGED 17/10/2019 - SHOULDN'T HAVE BEEN CHARGED AS IT WAS ALREADY PD ONLINE. | 1 | | 126.72 |
| INV T1079 | 04/11/2019 | J & A BUILDING PTY LTD | REFUND GF CHARGED 17/10/2019 - SHOULDN'T HAVE BEEN CHARGED AS IT WAS ALREADY PD ONLINE. | 1 | 126.72 | |
| EFT34756 | 04/11/2019 | JOHN WALTER NOEL ASHWORTH | REFUND FOR BUILDING APPLICATION #063990 FOR INFRASTRUCTURE BOND. | 1 | | 511.31 |
| INV T1435 | 04/11/2019 | JOHN WALTER NOEL ASHWORTH | REFUND FOR BUILDING APPLICATION #063990 FOR INFRASTRUCTURE BOND. | 1 | 511.31 | |
| EFT34757 | 04/11/2019 | RED INK HOMES | REFUND FOR INFRASTRUCTURE BOND ON BUILDING APPLICATION 18174 - (WORKS CANCELLED/NOT STATED). | 1 | | 1,006.65 |
| INV T1100 | 04/11/2019 | RED INK HOMES | REFUND FOR INFRASTRUCTURE BOND ON BUILDING APPLICATION 18174 - (WORKS CANCELLED/NOT STATED). | 1 | 1,006.65 | |
| EFT34758 | 04/11/2019 | STALLION BUILDING CO PTY LTD | REFUND FOR BUILDING APPLICATION 19025 FOR INFRASTRUCTURE BOND | 1 | | 1,006.65 |

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| INV T1156 | 04/11/2019 | STALLION BUILDING CO PTY LTD | REFUND FOR BUILDING APPLICATION 19025 FOR INFRASTRUCTURE BOND | 1 | 1,006.65 | |
| EFT34759 | 04/11/2019 | WESS DEMOLITION | REFUND FOR BUILDING APPLICATION #19107 FOR INFRASTRUCTURE BOND. | 1 | | 1,000.00 |
| INV T1202 | 04/11/2019 | WESS DEMOLITION | REFUND FOR BUILDING APPLICATION #19107 FOR INFRASTRUCTURE BOND. | 1 | 1,000.00 | |
| EFT34760 | 04/11/2019 | WESTERN AUSTRALIAN TREASURY CORPORATION | Loan No. 227 Interest payment - NORTHAM YOUTH SPACE | 1 | | 28,071.71 |
| INV 227 | 04/11/2019 | WESTERN AUSTRALIAN TREASURY CORPORATION | Loan No. 227 Interest payment - NORTHAM YOUTH SPACE | | 28,071.71 | |
| EFT34761 | 08/11/2019 | ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD | TRAFFIC MANAGEMENT CCTV WORKS @ CORNER FITGERALD & NEWCASTLE STS. | 1 | | 511.50 |
| INV 0013047717/10/2019 | 07/10/2019 | ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD | TRAFFIC MANAGEMENT CCTV WORKS @ CORNER FITGERALD & NEWCASTLE STS. | 1 | 511.50 | |
| EFT34762 | 08/11/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY FOR OCTOBER 2019 | 1 | | 154.00 |
| INV 60397 | 24/10/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY FOR OCTOBER 2019 | 1 | 154.00 | |
| EFT34763 | 08/11/2019 | AUSTRALIAN TAXATION OFFICE - PAYG | PAYG PAY RUN WEEK END 29/10/2019 | 1 | | 62,246.00 |
| INV PAYG 2929/10/2019 | 29/10/2019 | AUSTRALIAN TAXATION OFFICE - PAYG | PAYG PAY RUN WEEK END 29/10/2019 | 1 | 62,246.00 | |
| EFT34764 | 08/11/2019 | AUSTRALIAN TRAINING MANAGEMENT | SKID STEER TRAINING NOHSC7019 7-8/11/2019 RUSSELL PUTRINO, PETER BROUGH, CARLY PARKER, ROBERT WILSON | 1 | | 3,582.00 |
| INV 3759 | 07/10/2019 | AUSTRALIAN TRAINING MANAGEMENT | SKID STEER TRAINING NOHSC7019 7-8/11/2019 RUSSELL PUTRINO, PETER BROUGH, CARLY PARKER, ROBERT WILSON | 1 | 3,582.00 | |
| EFT34765 | 08/11/2019 | AVON SERVICE SPECIALISTS | 80,000KM SERVICE ON ISUZI UTE D-MAX 4X2 SINGLE CAB- CHASSIS SX MANUAL PN1605 - REGO N.4259 BOOKED MONDAY 7-10-2019 | 1 | | 534.00 |
| INV 17525 | 07/10/2019 | AVON SERVICE SPECIALISTS | 80,000KM SERVICE ON ISUZI UTE D-MAX 4X2 SINGLE CAB- CHASSIS SX MANUAL PN1605 - REGO N.4259 BOOKED MONDAY 7-10-2019 | 1 | 534.00 | |
| EFT34766 | 08/11/2019 | AVON VALLEY ARTS SOCIETY (INC) | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | | 2,553.25 |

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| INV 48720 | 18/05/2019 | AVON VALLEY ARTS SOCIETY (INC) | STOCK PURCHASES | 1 | 91.98 | |
| INV 48823 | 18/07/2019 | AVON VALLEY ARTS SOCIETY (INC) | STOCK PURCHASES | 1 | 80.95 | |
| INV 48824 | 18/08/2019 | AVON VALLEY ARTS SOCIETY (INC) | STOCK PURCHASES | 1 | 85.50 | |
| INV 48825 | 18/10/2019 | AVON VALLEY ARTS SOCIETY (INC) | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | 2,294.82 | |
| EFT34767 | 08/11/2019 | BLACKWELL PLUMBING PTY LTD | INKPEN FIRE SHED. REMOVE EXISTING ELECTRIC HWS AND INSTALL NEW INSTANTANEOUS GAS ALONG WITH ASSOCIATED PIPE WORK AND NEW GAS BAYONET, AS PER QUOTE 2145. | 1 | | 5,477.35 |
| INV INV-202214/10/2019 | | BLACKWELL PLUMBING PTY LTD | INKPEN FIRE SHED. REMOVE EXISTING ELECTRIC HWS AND INSTALL NEW INSTANTANEOUS GAS ALONG WITH ASSOCIATED PIPE WORK AND NEW GAS BAYONET, AS PER QUOTE 2145. | 1 | 3,909.40 | |
| INV INV-202214/10/2019 | | BLACKWELL PLUMBING PTY LTD | INKPEN FIRE SHED. INSTALL IBC FITTING TO STAND PIPE. | 1 | 321.00 | |
| INV INV-202314/10/2019 | | BLACKWELL PLUMBING PTY LTD | WUNDOWIE POOL. PLUMBING CHECKS PRIOR TO POOL OPENING. | 1 | 516.75 | |
| INV INV-202314/10/2019 | | BLACKWELL PLUMBING PTY LTD | BILYA KOORT BOODJA. UNISEX TOILET HAS A SLOW LEAK, PLEASE REPAIR. | 1 | 86.30 | |
| INV INV-202724/10/2019 | | BLACKWELL PLUMBING PTY LTD | FLUFFY DUCKLINGS. ADULT TOILET BLOCKED, PLEASE REPAIR. | 1 | 337.00 | |
| INV INV-202824/10/2019 | | BLACKWELL PLUMBING PTY LTD | ATTEND CLACKLINE PLUBLIC STANDPIPE AND DIAGNOSE AND REPAIR FAULT WITH LOW WATER PRESSURE | 1 | 306.90 | |
| EFT34768 | 08/11/2019 | BRADFORD & SONS T/A BIRDS OFF | SCARE HAWK DECOY | 1 | | 60.40 |
| INV INV-300830/08/2019 | | BRADFORD & SONS T/A BIRDS OFF | SCARE HAWK DECOY | 1 | 60.40 | |
| EFT34769 | 08/11/2019 | BUDGET CASH REGISTER CO | POS SYSTEM SUPPORT CONTRACT | 1 | | 1,045.00 |
| INV 18895 | 28/10/2019 | BUDGET CASH REGISTER CO | POS SYSTEM SUPPORT CONTRACT | 1 | 1,045.00 | |
| EFT34770 | 08/11/2019 | CLEANAWAY DANIELS SERVICES PTY LTD | BERNARD PARK TOILETS. MONTHLY SHARP DISPOSAL SERVICE UNTIL SEPTEMBER 2019. | 1 | | 329.87 |
| INV 1793818 | 30/09/2019 | CLEANAWAY DANIELS SERVICES PTY LTD | BERNARD PARK TOILETS. MONTHLY SHARP DISPOSAL SERVICE UNTIL SEPTEMBER 2019. | 1 | 141.37 | |

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| INV 1793819 | 30/09/2019 | CLEANAWAY DANIELS SERVICES PTY LTD | APEX PARK TOILETS. FORTNIGHTLY SHARP DISPOSAL SERVICE UNTIL SEP 2019. | 1 | 94.25 | |
| INV 1793817 | 30/09/2019 | CLEANAWAY DANIELS SERVICES PTY LTD | BAKERS HILL HOOPER PARK TOILETS. FORTNIGHTLY SHARP DISPOSAL SERVICE SEPTEMBER 2019. | 1 | 94.25 | |
| EFT34771 | 08/11/2019 | COMBINED TYRES | WHEEL ALIGNMENT ON FN1509 REGO N11142 ON ISUZU NH NFR 400 MEDIUM TIPPER | 1 | | 165.00 |
| INV INV-314924/10/2019 | | COMBINED TYRES | WHEEL ALIGNMENT ON FN1509 REGO N11142 ON ISUZU NH NFR 400 MEDIUM TIPPER | 1 | 165.00 | |
| EFT34772 | 08/11/2019 | COUNTRY COPIERS NORTHAM | SERVICE OF ADMIN COPIER/METER | 1 | | 1,923.10 |
| INV 42734 | 31/07/2019 | COUNTRY COPIERS NORTHAM | | 1 | 35.20 | |
| INV 42734 | 31/07/2019 | COUNTRY COPIERS NORTHAM | STATIONARY FOR CREATE 298. | 1 | 56.70 | |
| INV 42734 | 31/07/2019 | COUNTRY COPIERS NORTHAM | REXEL RETRACTABLE SNAP LOCK KEY HOLDER | 1 | 61.80 | |
| INV 42734 | 31/07/2019 | COUNTRY COPIERS NORTHAM | ROLL 110GSM COATED PAPER 914MMX 50M SFC91450110. | 1 | 159.50 | |
| INV 42734 | 31/07/2019 | COUNTRY COPIERS NORTHAM | Mondi Box A4 Paper | 1 | 81.90 | |
| INV 57990 | 29/10/2019 | COUNTRY COPIERS NORTHAM | SERVICE OF ADMIN COPIER/METER | 1 | 1,528.00 | |
| EFT34773 | 08/11/2019 | COUNTRYWIDE GROUP | SUPPLY 1 X HONDA POWERED 3" TRANSFER PUMP IN FRAME | 1 | | 870.00 |
| INV 28313 | 22/10/2019 | COUNTRYWIDE GROUP | SUPPLY 1 X HONDA POWERED 3" TRANSFER PUMP IN FRAME | 1 | 870.00 | |
| EFT34774 | 08/11/2019 | DAIBRO PTY LTD WHEATBELT CARAVAN & RV CENTRE | REPLACE JOCKEY WHEEL ON FN1216 REGO 1TNU887 PART/LABOUR | 1 | | 140.00 |
| INV 0001596609/10/2019 | | DAIBRO PTY LTD WHEATBELT CARAVAN & RV CENTRE | REPLACE JOCKEY WHEEL ON FN1216 REGO 1TNU887 PART/LABOUR | 1 | 140.00 | |
| EFT34775 | 08/11/2019 | DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | | 43.53 |
| INV P-1-01-0223/09/2019 | | DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | 43.53 | |
| EFT34776 | 08/11/2019 | DEPARTMENT OF WATER & ENVIRONMENT REGULATION | QUATERLY LEVY RETURN JUL-SEP 2019 INKPEN & OLD QUARRY LANDFILL SITE | 1 | | 14,759.19 |
| INV L6977/1928/10/2019 | | DEPARTMENT OF WATER & ENVIRONMENT REGULATION | QUATERLY LEVY RETURN JUL-SEP 2019 INKPEN & OLD QUARRY LANDFILL SITE | 1 | 14,759.19 | |

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| EFT34777 | 08/11/2019 | EFIRE & SAFETY | FIRE EXTINGUISHERS WITH BRACKET | 1 | | 231.00 |
| INV 509516 | 04/10/2019 | EFIRE & SAFETY | FIRE EXTINGUISHERS WITH BRACKET | 1 | 231.00 | |
| EFT34778 | 08/11/2019 | FM SURVEYS | BAKERS HILL FIRE STATION - CONTOUR & FEATURE SURVEY OF PROPOSED LOCATION | 1 | | 880.00 |
| INV 0002093415/10/2019 | 08/11/2019 | FM SURVEYS | BAKERS HILL FIRE STATION - CONTOUR & FEATURE SURVEY OF PROPOSED LOCATION | 1 | 880.00 | |
| EFT34779 | 08/11/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | IRISHTOWN 1.4R - REPLACE REAR WIGWAG LIGHTS AND 2 C PAC MOUNTS | 1 | | 478.50 |
| INV 65376 | 07/10/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | IRISHTOWN 1.4R - REPLACE REAR WIGWAG LIGHTS AND 2 C PAC MOUNTS | 1 | 478.50 | |
| EFT34780 | 08/11/2019 | GEOFABRICS AUSTRALASIA PTY LTD | MACCAFERRI GALMAC+POLYMER COATED 6X2X0.17 RENO MATTRESSES | 1 | | 7,001.23 |
| INV CD20200010/10/2019 | 08/11/2019 | GEOFABRICS AUSTRALASIA PTY LTD | MACCAFERRI GALMAC+POLYMER COATED 6X2X0.17 RENO MATTRESSES | 1 | 7,001.23 | |
| EFT34781 | 08/11/2019 | GLENN STUART BEVERIDGE | KURINGAL VILLAGE. UNIT 2 REPLACE CLOTHES LINE WIRE & PRUNE TREES. | 1 | | 396.00 |
| INV 23 | 21/10/2019 | GLENN STUART BEVERIDGE | KURINGAL VILLAGE. UNIT 2 REPLACE CLOTHES LINE WIRE & PRUNE TREES. | 1 | 396.00 | |
| EFT34782 | 08/11/2019 | GRAFTON ELECTRICS | OLD POST OFFICE BUILDING. CHECK ON P/E CELL TIMER ON FLOOD LIGHT TO CARPARK. | 1 | | 501.22 |
| INV 6354 | 10/10/2019 | GRAFTON ELECTRICS | NORTHAM SWIMMING POOL. ELECTRICAL CHECKS PRIOR TO POOL OPENING. | 1 | 116.16 | |
| INV 6360 | 14/10/2019 | GRAFTON ELECTRICS | DISCONNECT BBQ ON BROOME TCE. | 1 | 99.00 | |
| INV 6365 | 15/10/2019 | GRAFTON ELECTRICS | OLD POST OFFICE BUILDING. CHECK ON P/E CELL TIMER ON FLOOD LIGHT TO CARPARK. | 1 | 286.06 | |
| EFT34783 | 08/11/2019 | HELEN ELIZABETH TURTON | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | | 180.00 |
| INV 45 | 20/10/2019 | HELEN ELIZABETH TURTON | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | 90.00 | |
| INV 46 | 23/10/2019 | HELEN ELIZABETH TURTON | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | 90.00 | |

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| EFT34784 | 08/11/2019 | HORT PLAN PTY LTD | LANDSCAPING AND ASSOCIATED WORKS - PUBLIC REALM - MINSON AVENUE AS PER QUOTE DATED SEPTEMBER 17TH 2019- SEE ATTACHED | 1 | | 55,149.27 |
| INV 17038 | 31/10/2019 | HORT PLAN PTY LTD | LANDSCAPING AND ASSOCIATED WORKS - PUBLIC REALM - MINSON AVENUE AS PER QUOTE DATED SEPTEMBER 17TH 2019- SEE ATTACHED | 1 | 55,149.27 | |
| EFT34785 | 08/11/2019 | INDUSTRIAL AUTOMATION GROUP | REMOTE OPERATIONAL COSTS FOR 5 X STANDPIPES @ £39 PER MOTH & 6 MONTHS OF CLOUD SERVICE | 1 | | 1,669.25 |
| INV SINV-13608 | 08/10/2019 | INDUSTRIAL AUTOMATION GROUP | REMOTE OPERATIONAL COSTS FOR 5 X STANDPIPES @ £39 PER MOTH & 6 MONTHS OF CLOUD SERVICE | 1 | 1,669.25 | |
| EFT34786 | 08/11/2019 | IREDALE PEDERSEN HOOK ARCHITECTS | BKB SIGNAGE DESIGN & DEVELOPMENT | 1 | | 3,652.00 |
| INV INV-014808 | 10/2019 | IREDALE PEDERSEN HOOK ARCHITECTS | BKB SIGNAGE DESIGN & DEVELOPMENT | 1 | 3,652.00 | |
| EFT34787 | 08/11/2019 | JASON BENJAMIN VAN DEN BERG | RATES CREDIT REFUND FOR ASSESSMENT A788 | 1 | | 1,033.46 |
| INV A.788 | 08/11/2019 | JASON BENJAMIN VAN DEN BERG | RATES CREDIT REFUND FOR ASSESSMENT A788 | | 1,033.46 | |
| EFT34788 | 08/11/2019 | KLEENHEAT GAS | FOR HIRE OF GAS BOTTLES FOR VARIOUS PROPERTIES. | 1 | | 237.60 |
| INV 4230127,801 | 07/2019 | KLEENHEAT GAS | FOR HIRE OF GAS BOTTLES FOR VARIOUS PROPERTIES. | 1 | 237.60 | |
| EFT34791 | 08/11/2019 | LOCAL COMMUNITY INSURANCE SERVICES | MARKET STALL HOLDER INSURANCE | 1 | | 963.35 |
| INV 051-716502 | 10/2019 | LOCAL COMMUNITY INSURANCE SERVICES | MARKET STALL HOLDER INSURANCE | 1 | 963.35 | |
| EFT34792 | 08/11/2019 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | YFN PLACEMAKING EVENT - 1-11-2019 | 1 | | 20.00 |
| INV 12,432 | 15/10/2019 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | YFN PLACEMAKING EVENT - 1-11-2019 | 1 | 20.00 | |
| EFT34794 | 08/11/2019 | MALINOWSKI HOLDINGS PTY LTD | RENT 174 FITZGERALD STREET, NORTHAM - NOVEMBER 2019. | 1 | | 916.66 |
| INV 0000027028 | 10/2019 | MALINOWSKI HOLDINGS PTY LTD | RENT 174 FITZGERALD STREET, NORTHAM - NOVEMBER 2019. | 1 | 916.66 | |
| EFT34795 | 08/11/2019 | MATTHEW BRIAN CLAYTON | RATES CREDIT REFUND FOR ASSESSMENT A14466 | 1 | | 1,310.59 |
| INV A.14466 | 08/11/2019 | MATTHEW BRIAN CLAYTON | RATES CREDIT REFUND FOR ASSESSMENT A14466 | | 1,310.59 | |

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| EFT34796 | 08/11/2019 | MAURICE LINEHAN DESIGN | STOCK PURCHASES FOR VISITORS CENTRE | 1 | | 93.50 |
| INV 0201 | 15/10/2019 | MAURICE LINEHAN DESIGN | STOCK PURCHASES FOR VISITORS CENTRE | 1 | 93.50 | |
| EFT34797 | 08/11/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM07/10/2019-13/10/2019 | 1 | | 7,524.00 |
| INV N2345 | 21/10/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM07/10/2019-13/10/2019 | 1 | 3,762.00 | |
| INV N2350 | 21/10/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) 14/10/2019 TO 20/10/2019. | 1 | 3,762.00 | |
| EFT34798 | 08/11/2019 | MORRIS PEST AND WEED CONTROL | APEX PARK TOILET. SPRAY ALL AREAS FOR MOSQUITOS. | 1 | | 300.00 |
| INV INV-015324/10/2019 | | MORRIS PEST AND WEED CONTROL | APEX PARK TOILET. SPRAY ALL AREAS FOR MOSQUITOS. | 1 | 150.00 | |
| INV INV-015224/10/2019 | | MORRIS PEST AND WEED CONTROL | NORTHAM DEPOT. PLEASE ASSESS AND TREAT FLEA/SPIDER ISSUE. | 1 | 150.00 | |
| EFT34799 | 08/11/2019 | NAVMAN WIRELESS PTY LTD | MONTHLY SATELLITE SERVICE FEE FLEET TRACKING SYSTEM FOR TWO MONTHS 05/07/2019-04/09/2019 | 1 | | 417.67 |
| INV 9178535605/10/2019 | | NAVMAN WIRELESS PTY LTD | MONTHLY SATELLITE SERVICE FEE FLEET TRACKING SYSTEM FOR TWO MONTHS 05/07/2019-04/09/2019 | 1 | 417.67 | |
| EFT34800 | 08/11/2019 | NORTHAM & DISTRICTS GLASS SERVICE | REPLACE WINDSCREEN IN PN1805 - REGO N.4012 | 1 | | 360.00 |
| INV 4312 | 22/10/2019 | NORTHAM & DISTRICTS GLASS SERVICE | REPLACE WINDSCREEN IN PN1805 - REGO N.4012 | 1 | 360.00 | |
| EFT34801 | 08/11/2019 | NORTHAM BOWLING CLUB INC | SENIOR SPORT FUNDING | 1 | | 300.00 |
| INV 7213 | 25/10/2019 | NORTHAM BOWLING CLUB INC | SENIOR SPORT FUNDING | 1 | 100.00 | |
| INV 7214 | 04/11/2019 | NORTHAM BOWLING CLUB INC | SENIOR SPORT FUNDING | 1 | 100.00 | |
| INV 7215 | 05/11/2019 | NORTHAM BOWLING CLUB INC | SENIOR SPORT FUNDING | 1 | 100.00 | |
| EFT34802 | 08/11/2019 | NORTHAM CHAMBER OF COMMERCE | ANNUAL CONTRIBUTION TO NCOC | 1 | | 139,700.00 |
| INV IV00000018/10/2019 | | NORTHAM CHAMBER OF COMMERCE | ANNUAL CONTRIBUTION TO NCOC | 1 | 139,700.00 | |
| EFT34803 | 08/11/2019 | NORTHAM FEED & HIRE | SNAKE RADARS | 1 | | 274.50 |

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| INV 0000242317/10/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| INV 0000242421/10/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| INV 0000242522/10/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| INV 0000243628/10/2019 | | NORTHAM FEED & HIRE | SNAKE RADARS | 1 | 225.00 | |
| EFT34804 | 08/11/2019 | NORTHAM LIQUOR BARONS | VOLUNTEER EMERGENCY SERVICED FAMILY FUN DAY - REFRESHMENTS. | 1 | | 536.12 |
| INV 1210-13625/10/2019 | | NORTHAM LIQUOR BARONS | VOLUNTEER EMERGENCY SERVICED FAMILY FUN DAY - REFRESHMENTS. | 1 | 536.12 | |
| EFT34805 | 08/11/2019 | PARKS AND LEISURE AUSTRALIA | EVENT APPLICATION GUIDE SEMINAR (LAURA TAYLOR, FRIDAY 25 OCTOBER 2019) | 1 | | 132.00 |
| INV 14203 | 22/10/2019 | PARKS AND LEISURE AUSTRALIA | EVENT APPLICATION GUIDE SEMINAR (LAURA TAYLOR, FRIDAY 25 OCTOBER 2019) | 1 | 132.00 | |
| EFT34806 | 08/11/2019 | PAUL ROBINSON | ENTERTAINMENT FOR DAY CENTRE & RESPITE CENTRE | 1 | | 100.00 |
| INV 59 | 24/10/2019 | PAUL ROBINSON | ENTERTAINMENT FOR DAY CENTRE & RESPITE CENTRE | 1 | 100.00 | |
| EFT34807 | 08/11/2019 | FFD FOOD SERVICES PTY LTD | STOCK PURCHASES FOR NORTHAM POOL. | 1 | | 1,144.45 |
| INV KR3762709/10/2019 | | FFD FOOD SERVICES PTY LTD | STOCK PURCHASES FOR NORTHAM POOL. | 1 | 1,144.45 | |
| EFT34808 | 08/11/2019 | PUBLIC TRANSPORT AUTHORITY | TRAIN TICKET SALES 2019/20 | 1 | | 255.48 |
| INV SEP 201931/10/2019 | | PUBLIC TRANSPORT AUTHORITY | TRAIN TICKET SALES 2019/20 | 1 | 255.48 | |
| EFT34810 | 08/11/2019 | SAWDUST N SAND | SUPPLY AND CONSTRUCT JARRAH TIMBER PLANTER BOXES 1200 LONG X 820 HIGH X 400 DEEP INCLUDING DELIVERY AS PER QUOTE SHIRE_N_PL_10. | 1 | | 2,607.44 |
| INV SHIRE_N31/10/2019 | | SAWDUST N SAND | SUPPLY AND CONSTRUCT JARRAH TIMBER PLANTER BOXES 1200 LONG X 820 HIGH X 400 DEEP INCLUDING DELIVERY AS PER QUOTE SHIRE_N_PL_10. | 1 | 2,607.44 | |
| EFT34811 | 08/11/2019 | SKATEBOARDING WA | SKATEBOARDING PROGRAM 12/10/2019 X 2 SESSIONS GIRLS ONLY (5-7PM) ALL AGES (7.30-9.30PM) | 1 | | 1,320.00 |

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| INV INV-064612/10/2019 | | SKATEBOARDING WA | SKATEBOARDING PROGRAM 12/10/2019 X 2 SESSIONS GIRLS ONLY (5-7PM) ALL AGES (7.30-9.30PM) | 1 | 1,320.00 | |
| EFT34812 | 08/11/2019 | SLATER-GARTRELL SPORTS | SPRAY MARKERS & NOZZLES FOR LINE MARKING | 1 | | 2,444.20 |
| INV SG37609/28/10/2019 | | SLATER-GARTRELL SPORTS | SPRAY MARKERS & NOZZLES FOR LINE MARKING | 1 | 2,444.20 | |
| EFT34813 | 08/11/2019 | SPECIALISED TREE SERVICE | 12 REDCOURTE RD BAKERS HILL: DEAD MARRI AT #12, REMOVE EVERYTHING TO FORK LEVEL AT APPROXD. 5 MTRS HIGH (CAN'T FALL), REMOVE DEAD TOP FROM MARRI THAT LEANS OVER ROADS. REMOVE LOWER LIMB FROM SAME MARRI OVER ROAD. REMOVE SMALL MARRI WITH YELLOW CROSS ON CROSSOVER/DRAIN AT #12 DRIVEWAY | 1 | | 6,407.50 |
| INV 3179 | 01/11/2019 | SPECIALISED TREE SERVICE | DEADWOOD ALL TREES IN THE AREA, REMOVE SOME LOWER LATERAL BRANCHES, HANGER AND GENERAL TIDY, BALANCE WHERE WE CAN. | 1 | 2,125.75 | |
| INV 3179 | 01/11/2019 | SPECIALISED TREE SERVICE | 12 REDCOURTE RD BAKERS HILL: DEAD MARRI AT #12, REMOVE EVERYTHING TO FORK LEVEL AT APPROXD. 5 MTRS HIGH (CAN'T FALL), REMOVE DEAD TOP FROM MARRI THAT LEANS OVER ROADS. REMOVE LOWER LIMB FROM SAME MARRI OVER ROAD. REMOVE SMALL MARRI WITH YELLOW CROSS ON CROSSOVER/DRAIN AT #12 DRIVEWAY | 1 | 2,895.75 | |
| INV 3180 | 05/11/2019 | SPECIALISED TREE SERVICE | REMOVE DEAD TREES ON: 8 MAY ST, 35 FERMOY ST, 19 GORDON ST, 30 GORDON ST, 38 GORDON ST. | 1 | 1,386.00 | |
| EFT34814 | 08/11/2019 | ST JOHN AMBULANCE AUSTRALIA (WA) INC. | NEW FIRST AID KIT PN1613 | 1 | | 230.00 |
| INV CYINV0029/10/2019 | | ST JOHN AMBULANCE AUSTRALIA (WA) INC. | NEW FIRST AID KIT PN1613 | 1 | 230.00 | |
| EFT34815 | 08/11/2019 | STAY ACTIVE EXERCISE GROUP - WUNDOWIE | COMMUNITY SPONSORSHIP 2019/2020 | 1 | | 700.00 |

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| INV 75 | 03/10/2019 | STAY ACTIVE EXERCISE GROUP - WUNDOWIE | COMMUNITY SPONSORSHIP 2019/2020 | 1 | 700.00 | |
| EFT34816 | 08/11/2019 | SUSAN MAE CONNELL | PARKING FOR WALGA TRAINING IN LEEDERVILLE | 1 | | 10.00 |
| INV 008006 | 25/10/2019 | SUSAN MAE CONNELL | PARKING FOR WALGA TRAINING IN LEEDERVILLE | 1 | 10.00 | |
| EFT34817 | 08/11/2019 | THE ENTERTAINMENT BANK PTY LTD ATF THE ENTERTAINMENT BANK TRUST | EMERGENCY SERVICES FAMILY DAY - IMAGINATION PLAYGROUND | 1 | | 4,161.30 |
| INV 0000708214/10/2019 | | THE ENTERTAINMENT BANK PTY LTD ATF THE ENTERTAINMENT BANK TRUST | EMERGENCY SERVICES FAMILY DAY - IMAGINATION PLAYGROUND | 1 | 4,161.30 | |
| EFT34818 | 08/11/2019 | THE PAPER COMPANY OF AUSTRALIA | x 150 REAMS A4 PHOTOCOPY PAPER | 1 | | 826.65 |
| INV 0004506310/10/2019 | | THE PAPER COMPANY OF AUSTRALIA | x 150 REAMS A4 PHOTOCOPY PAPER | 1 | 826.65 | |
| EFT34819 | 08/11/2019 | TITANWOOD HOLDINGS | SIGNIFICANCE ASSESSMENT OF THE NORTHAM RAILWAY STATION MUSEUM COLLECTION | 1 | | 5,479.25 |
| INV HC002-2Q5/10/2019 | | TITANWOOD HOLDINGS | SIGNIFICANCE ASSESSMENT OF THE NORTHAM RAILWAY STATION MUSEUM COLLECTION | 1 | 5,479.25 | |
| EFT34820 | 08/11/2019 | VICTORIA WILLIAMS | PARKING FOR JAPAN READY WORKSHOP | 1 | | 15.14 |
| INV 5547 | 18/10/2019 | VICTORIA WILLIAMS | PARKING FOR JAPAN READY WORKSHOP | 1 | 15.14 | |
| EFT34821 | 08/11/2019 | WA CONTRACT RANGER SERVICES | POUND DUTIES (WEEKLY) - OCTOBER AND NOVEMBER | 1 | | 1,100.00 |
| INV 02380 | 27/10/2019 | WA CONTRACT RANGER SERVICES | POUND DUTIES (WEEKLY) - OCTOBER AND NOVEMBER | 1 | 1,100.00 | |
| EFT34822 | 08/11/2019 | WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING | CBFCO VEHICLE- DIAGNOSE AND REPAIR FAULT WITH AUX BATTERY, REPLASCE FAULTY USEF PC, INSTALL EXTERNAL 3G/4G ANTENNAS TO TOP OF POD ROOF FOR MODEM, DIADNOSE FAULT WITH DRAW, NOT SLIDING ANYMORE | 1 | | 1,930.00 |
| INV INV-952213/08/2019 | | WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING | CBFCO VEHICLE- DIAGNOSE AND REPAIR FAULT WITH AUX BATTERY, REPLASCE FAULTY USEF PC, INSTALL EXTERNAL 3G/4G ANTENNAS TO TOP OF POD ROOF FOR MODEM, DIADNOSE FAULT WITH DRAW, NOT SLIDING ANYMORE | 1 | 1,930.00 | |

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| EFT34823 | 08/11/2019 | WHEATBELT OFFICE & BUSINESS MACHINES | PRINTER CARTRIDGE FOR FINANCE BROTHER PRINTER | 1 | | 89.00 |
| INV 25397 | 14/10/2019 | WHEATBELT OFFICE & BUSINESS MACHINES | PRINTER CARTRIDGE FOR FINANCE BROTHER PRINTER | 1 | 89.00 | |
| EFT34824 | 08/11/2019 | WHEATBELT SAFETYWEAR | STEEL CAPPED SAFETY BOOTS FOR JOHN RUTHERFORD | 1 | | 150.00 |
| INV 9073 | 08/10/2019 | WHEATBELT SAFETYWEAR | STEEL CAPPED SAFETY BOOTS FOR JOHN RUTHERFORD | 1 | 150.00 | |
| EFT34825 | 08/11/2019 | ZENIEN | RELOCATION AND UPGRADE OF SHIRE CCTV SERVER AT / TO NORTHAM WAPOL | 1 | | 2,825.63 |
| INV I6880 | 23/10/2019 | ZENIEN | RELOCATION AND UPGRADE OF SHIRE CCTV SERVER AT / TO NORTHAM WAPOL | 1 | 2,825.63 | |
| EFT34826 | 15/11/2019 | AG IMPLEMENTS NORTHAM PTY LTD | SET OF 3 Z-TRAC RIDE ON MOWER BLADES 60" | 1 | | 145.20 |
| INV 377445 | 10/10/2019 | AG IMPLEMENTS NORTHAM PTY LTD | SET OF 3 Z-TRAC RIDE ON MOWER BLADES 60" | 1 | 145.20 | |
| EFT34827 | 15/11/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY FOR OCTOBER 2019 | 1 | | 2,163.98 |
| INV 60329 | 17/10/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY FOR OCTOBER 2019 | 1 | 2,108.98 | |
| INV 60573 | 31/10/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVER COST FOR OCTOBER 2019 | 1 | 55.00 | |
| EFT34828 | 15/11/2019 | ANDY'S PLUMBING SERVICE | KATRINE TOILETS. UNBLOCK TOILETS, SEWERAGE COMING UP | 1 | | 1,599.40 |
| INV A.18530 | 15/10/2019 | ANDY'S PLUMBING SERVICE | KATRINE TOILETS. UNBLOCK TOILETS, SEWERAGE COMING UP | 1 | 572.00 | |
| INV A.18535 | 17/10/2019 | ANDY'S PLUMBING SERVICE | MENS SHED. TEST PLUMBING DUE TO HIGH WATER BILL AND SUPPLY REPORT. | 1 | 506.00 | |
| INV A.18539 | 18/10/2019 | ANDY'S PLUMBING SERVICE | BERNARD PARK TOILETS. MONTHLY URINAL SERVICING OCTOBER 2019. | 1 | 301.40 | |
| INV A.18537 | 18/10/2019 | ANDY'S PLUMBING SERVICE | MEMORIAL HALL. SERVICE ALL GAS HEATERS. SOME NOT OPERATING PROPERLY. | 1 | 220.00 | |
| EFT34829 | 15/11/2019 | ASHLEY SAFETY SHOWER AND EYEWASH MANUFACTURING | ASE200 SAFETY SHOWER (ADAPTS TO EXSISTING EYE WASH STATION | 1 | | 617.10 |
| INV INV-018718/09/2019 | | ASHLEY SAFETY SHOWER AND EYEWASH MANUFACTURING | ASE200 SAFETY SHOWER (ADAPTS TO EXSISTING EYE WASH STATION | 1 | 617.10 | |
| EFT34830 | 15/11/2019 | ATTILA JOHN MENC SHELYI | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 1,905.73 |

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| INV OCTOBE31/10/2019 | | ATTILA JOHN MENCSELYI | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 1,905.73 | |
| EFT34831 | 15/11/2019 | AUSTRALIAN SERVICES UNION | Payroll deductions | 1 | | 231.10 |
| INV DEDUCT12/11/2019 | | AUSTRALIAN SERVICES UNION | Payroll deductions | | 231.10 | |
| EFT34832 | 15/11/2019 | AVON VALLEY ENVIRONMENTAL SOCIETY | PAYMENT FOR GUIDED RIVER WALK (ACAT ACACIA PRISON VISIT 8-10-2019) | 1 | | 50.00 |
| INV 8 | 08/10/2019 | AVON VALLEY ENVIRONMENTAL SOCIETY | PAYMENT FOR GUIDED RIVER WALK (ACAT ACACIA PRISON VISIT 8-10-2019) | 1 | 50.00 | |
| EFT34833 | 15/11/2019 | BLACKWELL FLUMBING PTY LTD | PEEL TERRACE CARAVAN DUMP POINT. DUMP POINT BLOCKED, PLEASE REPAIR. | 1 | | 137.50 |
| INV INV-203129/10/2019 | | BLACKWELL FLUMBING PTY LTD | PEEL TERRACE CARAVAN DUMP POINT. DUMP POINT BLOCKED, PLEASE REPAIR. | 1 | 137.50 | |
| EFT34834 | 15/11/2019 | BOEKEMAN MACHINERY | SPRAY NOZZLES FOR LINE MARKING. | 1 | | 86.60 |
| INV 274002 | 11/10/2019 | BOEKEMAN MACHINERY | SPRAY NOZZLES FOR LINE MARKING. | 1 | 86.60 | |
| EFT34835 | 15/11/2019 | BROOKLANDS SUPER PTY LTD | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 1,100.00 |
| INV OCTOBE31/10/2019 | | BROOKLANDS SUPER PTY LTD | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 1,100.00 | |
| EFT34836 | 15/11/2019 | CARL PHILLIP DELLA | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 1,905.73 |
| INV OCTOBE31/10/2019 | | CARL PHILLIP DELLA | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 1,905.73 | |
| EFT34837 | 15/11/2019 | CENTRAL MOBILE MECHANICAL REPAIRS | REMOVE AND REPLACE SEWELL SWEEPER HITCH ASSY PER HOURS. | 1 | | 1,577.90 |
| INV 0000289718/10/2019 | | CENTRAL MOBILE MECHANICAL REPAIRS | INVESTIGATE AND REPAIR "HARD TO START ISSUE". | 1 | 415.14 | |
| INV 0000290030/10/2019 | | CENTRAL MOBILE MECHANICAL REPAIRS | REMOVE SIDE RAILS OFF TRAILER PN1620 - REGO ITSH272 | 1 | 308.00 | |
| INV 0000289930/10/2019 | | CENTRAL MOBILE MECHANICAL REPAIRS | REMOVE AND REPLACE SEWELL SWEEPER HITCH ASSY PER HOURS. | 1 | 434.50 | |
| INV 0000289830/10/2019 | | CENTRAL MOBILE MECHANICAL REPAIRS | CHECK PN1213 - REGO N017 WATER IN FILTERS- TRAVEL AND REPLACE | 1 | 420.26 | |
| EFT34838 | 15/11/2019 | CHRIS DAVIDSON | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 1,168.03 |

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| INV OCTOBE31/10/2019 | | CHRIS DAVIDSON | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 1,168.03 | |
| EFT34839 | 15/11/2019 | CHRISTOPHER RICHARD ANTONIO | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 5,438.96 |
| INV OCTOBE31/10/2019 | | CHRISTOPHER RICHARD ANTONIO | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 5,438.96 | |
| EFT34840 | 15/11/2019 | CORE BUSINESS AUSTRALIA | CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM. | 1 | | 3,619.00 |
| INV INV-096330/09/2019 | | CORE BUSINESS AUSTRALIA | CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM. | 1 | 731.50 | |
| INV INV-096130/09/2019 | | CORE BUSINESS AUSTRALIA | CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM. | 1 | 2,887.50 | |
| EFT34841 | 15/11/2019 | COUNTRYWIDE GROUP | 25KG SODIUM BISULPHATE | 1 | | 2,971.13 |
| INV 27374 | 07/05/2019 | COUNTRYWIDE GROUP | CHLORINE TABLETS AND TESTER | 1 | 89.49 | |
| INV 28256 | 16/10/2019 | COUNTRYWIDE GROUP | WHIPPER SNIPPER CORD | 1 | 251.68 | |
| INV 28326 | 24/10/2019 | COUNTRYWIDE GROUP | 25KG SODIUM BISULPHATE | 1 | 1,754.61 | |
| INV 28335 | 25/10/2019 | COUNTRYWIDE GROUP | 11 METRE VAC POLE | 1 | 640.15 | |
| INV 28353 | 29/10/2019 | COUNTRYWIDE GROUP | ROLL OF WHIPPER SNIPPER CORD | 1 | 235.20 | |
| EFT34842 | 15/11/2019 | DAVID JAMES GALLOWAY | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 737.70 |
| INV OCTOBE31/10/2019 | | DAVID JAMES GALLOWAY | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 737.70 | |
| EFT34843 | 15/11/2019 | DEBBIE BEAUMONT | REIMBURSEMENT FOR POLICE CLEARANCE AND LIFEGUARD RE-QUALIFICATION | 1 | | 209.65 |
| INV RR.12/11/12/11/2019 | | DEBBIE BEAUMONT | REIMBURSEMENT FOR POLICE CLEARANCE AND LIFEGUARD RE-QUALIFICATION | 1 | 209.65 | |
| EFT34844 | 15/11/2019 | DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES | 50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR OCTOBER 2019. | 1 | | 197.44 |

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| INV RI02465525/10/2019 | | DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES | 50% ELECTRICITY CHARGES-298 FITZGERALD ST FOR OCTOBER 2019. | 1 | 197.44 | |
| EFT34845 | 15/11/2019 | DUKES INN | RATES CREDIT REFUND FOR ASSESSMENT A16456 | 1 | | 1,033.56 |
| INV A16456 | 11/11/2019 | DUKES INN | RATES CREDIT REFUND FOR ASSESSMENT A16456 | | 1,033.56 | |
| EFT34846 | 15/11/2019 | EASIFLEET | Payroll deductions | 1 | | 3,036.10 |
| INV DEDUCT12/11/2019 | | EASIFLEET | Payroll deductions | | 1,421.55 | |
| INV DEDUCT12/11/2019 | | EASIFLEET | Payroll deductions | | 1,614.55 | |
| EFT34847 | 15/11/2019 | FIBERGLASS MOULDING COFFS HARBOUR P/L | YELLOW WIND SOCK 12' WITH 3' MOUTH - SERIES 5 | 1 | | 222.77 |
| INV 0001190017/10/2019 | | FIBERGLASS MOULDING COFFS HARBOUR P/L | YELLOW WIND SOCK 12' WITH 3' MOUTH - SERIES 5 | 1 | 222.77 | |
| EFT34848 | 15/11/2019 | FRANK LUO | INF.A.STRUCTURE/KERB BOND REFUND FOR BUILDING PERMIT 10388 R#35675 | 1 | | 1,534.04 |
| INV T402 | 14/11/2019 | FRANK LUO | INF.A.STRUCTURE/KERB BOND REFUND FOR BUILDING PERMIT 10388 R#35675 | 1 | 1,534.04 | |
| EFT34849 | 15/11/2019 | FRESH START RECOVERY PROGRAMME | NIGHT HOOPS CATERING | 1 | | 2,673.00 |
| INV 0029161218/07/2019 | | FRESH START RECOVERY PROGRAMME | NIGHT HOOPS CATERING | 1 | 2,673.00 | |
| EFT34850 | 15/11/2019 | JAMIE-LEE ROBERTS | REIMBURSEMENT FOR POLICE CLEARANCE | 1 | | 50.65 |
| INV RR11/11/11/11/2019 | | JAMIE-LEE ROBERTS | REIMBURSEMENT FOR POLICE CLEARANCE | 1 | 50.65 | |
| EFT34851 | 15/11/2019 | JOHN BLURTON | SALE OF JOHN BLURTON PAINTING HELD AT BKB (10/10/2019) | 1 | | 320.00 |
| INV 1 | 11/10/2019 | JOHN BLURTON | SALE OF JOHN BLURTON PAINTING HELD AT BKB (10/10/2019) | 1 | 320.00 | |
| EFT34852 | 15/11/2019 | JOHN PROUD | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 1,168.03 |
| INV OCTOBE31/10/2019 | | JOHN PROUD | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 1,168.03 | |
| EFT34853 | 15/11/2019 | JTB QUARRY | REFUND OF EXTRACTIVE INDUSTRIES LICENCE REHABILITATION BOND | 1 | | 84,952.54 |

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| INV T376 | 14/11/2019 | JTB QUARRY | REFUND OF EXTRACTIVE INDUSTRIES LICENCE REHABILITATION BOND | 1 | 84,952.54 | |
| EFT34854 | 15/11/2019 | JULIE ELLEN GREENFIELD WILLIAMS | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 2,468.43 |
| INV OCTOBE31/10/2019 | | JULIE ELLEN GREENFIELD WILLIAMS | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 2,468.43 | |
| EFT34855 | 15/11/2019 | KENNARDS HIRE PTY LTD | HIRE OF SERVICE LOCATING MACHINE - 3 DAYS. | 1 | | 320.00 |
| INV 2089101811/10/2019 | | KENNARDS HIRE PTY LTD | HIRE OF SERVICE LOCATING MACHINE - 3 DAYS. | 1 | 320.00 | |
| EFT34856 | 15/11/2019 | KLEENWEST DISTRIBUTORS | CLEANING PRODUCTS FOR POOLS. | 1 | | 1,894.09 |
| INV 0004125609/10/2019 | | KLEENWEST DISTRIBUTORS | CLEANING PRODUCTS FOR POOLS. | 1 | 1,589.39 | |
| INV 0004123709/10/2019 | | KLEENWEST DISTRIBUTORS | ASSORTED CHEMICALS, CONTAINERS, BIN LINERS, NAPKINS, HANDTOWEL & CHUX ROLL FOR KILLARA | 1 | 304.70 | |
| EFT34857 | 15/11/2019 | KOMATSU AUSTRALIA PTY LTD | EDGE READ NOTES 417-815-1220 | 1 | | 17.04 |
| INV 0016094303/10/2019 | | KOMATSU AUSTRALIA PTY LTD | EDGE READ NOTES 417-815-1220 | 1 | 17.04 | |
| EFT34858 | 15/11/2019 | LANDGATE | LAND ENQUIRY | 1 | | 235.80 |
| INV 952175 | 02/09/2019 | LANDGATE | LAND ENQUIRY | 1 | 104.80 | |
| INV 958175 | 01/10/2019 | LANDGATE | LAND ENQUIRY | 1 | 131.00 | |
| EFT34859 | 15/11/2019 | MARIA IRENE GIRAK | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 737.70 |
| INV OCTOBE31/10/2019 | | MARIA IRENE GIRAK | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 737.70 | |
| EFT34860 | 15/11/2019 | MAYDAY EARTHMOVING | DRY HIRE OF 20 TONNE EXCAVATOR AT \$420+ GST/DAY | 1 | | 4,741.00 |
| INV 0007332710/10/2019 | | MAYDAY EARTHMOVING | DRY HIRE OF 20 TONNE EXCAVATOR AT \$420+ GST/DAY | 1 | 4,741.00 | |
| EFT34861 | 15/11/2019 | MICHAEL PATRICK RYAN | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 2,480.33 |
| INV OCTOBE31/10/2019 | | MICHAEL PATRICK RYAN | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 2,480.33 | |
| EFT34862 | 15/11/2019 | NAVMAN WIRELESS PTY LTD | SATELLITE SERVICE FEE FOR TWO MONTHS | 1 | | 846.62 |
| INV 9179068215/10/2019 | | NAVMAN WIRELESS PTY LTD | SATELLITE SERVICE FEE FOR TWO MONTHS | 1 | 846.62 | |

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| EFT34863 | 15/11/2019 | NORTHAM & DISTRICTS GLASS SERVICE | OLD ADMIN, GROUND FLOOR. REPLACE CRACKED WINDOW. | 1 | | 570.90 |
| INV 3787 | 19/07/2019 | NORTHAM & DISTRICTS GLASS SERVICE | OLD ADMIN, GROUND FLOOR. REPLACE CRACKED WINDOW. | 1 | 570.90 | |
| EFT34864 | 15/11/2019 | NORTHAM BETTA ELECTRICAL | CHIQ CSR129W FULL BAR FRIDGE 129L | 1 | | 1,214.00 |
| INV 2001000507/10/2019 | | NORTHAM BETTA ELECTRICAL | CHIQ CSR129W FULL BAR FRIDGE 129L | 1 | 598.00 | |
| INV 2001000618/10/2019 | | NORTHAM BETTA ELECTRICAL | TELSTRA PRE-PAID 4GX WI-FI PLUS | 1 | 69.00 | |
| INV 2001000623/10/2019 | | NORTHAM BETTA ELECTRICAL | LG 22 INCH FULL HD LED MONITOR | 1 | 537.00 | |
| INV 21137 | 24/10/2019 | NORTHAM BETTA ELECTRICAL | AUDIO CABLE 3MM JACK TO RCA | 1 | 10.00 | |
| EFT34865 | 15/11/2019 | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | | 16.50 |
| INV 0000242623/10/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| EFT34866 | 15/11/2019 | NORTHAM HERITAGE FORUM INC. | COMMUNITY GRANT 2019/2020 | 1 | | 8,481.00 |
| INV RR0210202/10/2019 | | NORTHAM HERITAGE FORUM INC. | COMMUNITY GRANT 2019/2020 | 1 | 4,400.00 | |
| INV RR02/10/02/10/2019 | | NORTHAM HERITAGE FORUM INC. | COMMUNITY PROJECT GRANT - CHRISTMAS IN JULY | 1 | 4,081.00 | |
| EFT34867 | 15/11/2019 | NORTHAM MITRE 10 SOLUTIONS | ANGLE GRINDER TO REPLACE BURNT OUT GRINDER. | 1 | | 1,255.35 |
| INV 1044929319/08/2019 | | NORTHAM MITRE 10 SOLUTIONS | FUNNELS | 1 | 24.08 | |
| INV 1045453104/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | BOLTS & NUTS TO INSTALL BIN SENSORS IN YOUTH PARK. | 1 | 21.12 | |
| INV 1045435704/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | COPPER TO POLY FITTINGS 25MM PVC FITTINGS. | 1 | 41.22 | |
| INV 1045482805/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | ANGLE GRINDER TO REPLACE BURNT OUT GRINDER. | 1 | 269.05 | |
| INV 1045471705/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | 125MM CUTTING DISKS. | 1 | 19.00 | |
| INV 1045517406/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | 9 VOLT BATTERIES FOR GALCONS. | 1 | 148.20 | |
| INV 1045616709/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | POTTING MIX PLUS X25L FOR WUNDOWIE POT PLANTS | 1 | 11.40 | |
| INV 1045616509/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | M8 X 50MM LONG BOLTS, NUTS & WASHERS TO ATTACH DRINK FOUNTAIN TO SIDE OF STAND AT YOUTH PARK. | 1 | 8.57 | |

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| INV 1045661110/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | MELAMINE SHELF 450MM * 2.4M | 1 | 40.80 | |
| INV 1045665210/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | CLIP'S FOR RUBBISH BINS. | 1 | 7.58 | |
| INV 1045725412/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | BINDI AND CLOVER BAN | 1 | 22.71 | |
| INV 1045751012/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | 50MM WOODSCREWS | 1 | 56.95 | |
| INV 1045783213/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | 2 X LARGE, STIFF BRISTLED BROOMS FOR RURAL DRAINAGE CREW. | 1 | 33.95 | |
| INV 1045887616/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | DOOR SEALS FOR KILLARA COTTAGE | 1 | 15.31 | |
| INV 1045963518/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | | 1 | 29.68 | |
| INV 1045990218/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | RETICULATION PIPE | 1 | 25.66 | |
| INV 1046027819/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | SCREWS AND NUTS FOR RURAL NUMBER SIGNS | 1 | 26.96 | |
| INV 1046201824/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | WEEDING BINS. | 1 | 62.59 | |
| INV 1046215124/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | RETICULATION FITTINGS | 1 | 26.87 | |
| INV 1046246825/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | PIPE FITTINGS FOR RETICULATION REPAIRS. | 1 | 84.06 | |
| INV 1046271026/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | SEWAGE LIDS | 1 | 96.00 | |
| INV 1046266926/09/2019 | | NORTHAM MITRE 10 SOLUTIONS | ROSE SPRAY | 1 | 21.50 | |
| INV 1046426101/10/2019 | | NORTHAM MITRE 10 SOLUTIONS | CABLE TIES | 1 | 53.20 | |
| INV 1046417701/10/2019 | | NORTHAM MITRE 10 SOLUTIONS | C SHACKLE | 1 | 4.45 | |
| INV 1046442601/10/2019 | | NORTHAM MITRE 10 SOLUTIONS | LOCK BOX | 1 | 75.05 | |
| INV 1046436901/10/2019 | | NORTHAM MITRE 10 SOLUTIONS | SPRAY BOTTLES. | 1 | 29.39 | |
| EFT34868 | 15/11/2019 | OXTER SERVICES | CLEANING FROM 30/09/2019-11/10/2019 | 1 | | 4,115.15 |
| INV 21857 | 08/10/2019 | OXTER SERVICES | PURE PREMIUM TOILET ROLLS (48 ROLLS CTN) | 1 | 68.71 | |
| INV 21854 | 09/10/2019 | OXTER SERVICES | KATRINE TOILETS. SUPPLY 1 X BOX HAND TOWELS, 4 X BOX TOILET | 1 | 215.26 | |
| INV 21879 | 11/10/2019 | OXTER SERVICES | CLEANING FROM 30/09/2019-11/10/2019 | 1 | 2,296.80 | |
| INV 21878 | 11/10/2019 | OXTER SERVICES | QUELLINGTON HALL. SUPPLY 4 X BOXES TOILET PAPER AND 1 X BOX GLOVES. | 1 | 144.24 | |

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| INV 21888 | 14/10/2019 | OXTER SERVICES | VISITORS CENTRE. SUPPLY 3 X BOXES TOILET PAPER, 1 X BOX URINAL CAKES. | 1 | 313.91 | |
| INV 21618 | 16/10/2019 | OXTER SERVICES | BURIAL DATE 14-10-2019 - REOPENING FOR THE BURIAL OF PEGGY LINDA CLARKE | 1 | 660.00 | |
| INV 21617 | 16/10/2019 | OXTER SERVICES | SOUTHERN BROOK HALL. SUPPLY 1 X BOX TOILET PAPER. | 1 | 34.35 | |
| INV 21905 | 18/10/2019 | OXTER SERVICES | WUNDOWIE LIBRARY. SUPPLY 1 X BOX TOILET ROLLS AND 1 X BOX OF HAND TOWEL. | 1 | 85.07 | |
| INV 21930 | 24/10/2019 | OXTER SERVICES | SUPPLIES FOR CLEANING | 1 | 296.81 | |
| EFT34869 | 15/11/2019 | PERMATHENE PTY LTD | MEIHOTECH C RINGS STAINLESS STEEL (1600/BOX) | 1 | | 1,248.50 |
| INV 0001181510/10/2019 | | PERMATHENE PTY LTD | MEIHOTECH C RINGS STAINLESS STEEL (1600/BOX) | 1 | 1,248.50 | |
| EFT34870 | 15/11/2019 | PERTH SAFETY PRODUCTS PTY LTD | VARIOUS SIGNS | 1 | | 92.40 |
| INV 0000940008/10/2019 | | PERTH SAFETY PRODUCTS PTY LTD | VARIOUS SIGNS | 1 | 92.40 | |
| EFT34871 | 15/11/2019 | PRIMARIES OF WA PTY LTD | 20KG BAG-GROWSORB GRANULAR WETTING AGENT. | 1 | | 625.63 |
| INV 4091474903/10/2019 | | PRIMARIES OF WA PTY LTD | 20KG BAG-GROWSORB GRANULAR WETTING AGENT. | 1 | 625.63 | |
| EFT34872 | 15/11/2019 | RED DOT STORES | EMERGENCY SERVICES VOLUNTEERS FAMILY FUN DAY -FOOD SERVICE ITEMS | 1 | | 66.00 |
| INV 4297316718/10/2019 | | RED DOT STORES | EMERGENCY SERVICES VOLUNTEERS FAMILY FUN DAY -FOOD SERVICE ITEMS | 1 | 66.00 | |
| EFT34873 | 15/11/2019 | ROBERT WAYNE TINETTI | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 1,905.73 |
| INV OCTOBE31/10/2019 | | ROBERT WAYNE TINETTI | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 1,905.73 | |
| EFT34874 | 15/11/2019 | SILVER WINGS SENIOR'S CLUB INC. | COMMUNITY GRANT 2019/2020 | 1 | | 5,000.00 |
| INV 2/2019 | 25/10/2019 | SILVER WINGS SENIOR'S CLUB INC. | COMMUNITY GRANT 2019/2020 | 1 | 5,000.00 | |
| EFT34875 | 15/11/2019 | SOUTHERN CROSS AUSTEREO PTY LTD | I LOVE AVON VALLEY CAMPAIGN 2019/20- BRONZE SPONSOR | 1 | | 1,155.00 |
| INV 7092028530/09/2019 | | SOUTHERN CROSS AUSTEREO PTY LTD | I LOVE AVON VALLEY CAMPAIGN 2019/20- BRONZE SPONSOR | 1 | 605.00 | |

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| INV 7093610631/10/2019 | | SOUTHERN CROSS AUSTEREO PTY LTD | ILOVE AVON VALLEY CAMPAIGN 2019/20- BRONZE SPONSOR | 1 | 550.00 | |
| EFT34876 | 15/11/2019 | SPECIALISED TREE SERVICE | ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES | 1 | | 10,212.50 |
| INV 3183 | 08/11/2019 | SPECIALISED TREE SERVICE | ANNUAL TOWNSITE PRUNING NORTHAM AS PER C.201819-09 - SCHEDULE OF RATES | 1 | 8,122.50 | |
| INV 3182 | 08/11/2019 | SPECIALISED TREE SERVICE | CLACKLINE LIONS PARK. CUTDOWN DEAD TREE NEXT TO TOILET | 1 | 2,090.00 | |
| EFT34877 | 15/11/2019 | SPORTSPOWER NORTHAM | UNIFORMS FOR POOL STAFF. | 1 | | 444.00 |
| INV 19-0001201/11/2019 | | SPORTSPOWER NORTHAM | UNIFORMS FOR POOL STAFF. | 1 | 444.00 | |
| EFT34878 | 15/11/2019 | STEVEN BRUCE POLLARD | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 1,905.73 |
| INV OCTOBE31/10/2019 | | STEVEN BRUCE POLLARD | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 1,905.73 | |
| EFT34879 | 15/11/2019 | STRYKA FIGHT TEAM INC (FOR MAX MEAD) | YOUTH TRAVEL SUPPORT FOR MAXWELL MEAD | 1 | | 150.00 |
| INV RR15102015/10/2019 | | STRYKA FIGHT TEAM INC (FOR MAX MEAD) | YOUTH TRAVEL SUPPORT FOR MAXWELL MEAD | 1 | 150.00 | |
| EFT34880 | 15/11/2019 | TERRY MATTHEW LITTLE | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | | 2,215.05 |
| INV OCTOBE31/10/2019 | | TERRY MATTHEW LITTLE | COUNCILLOR PAYMENTS OCTOBER 2019 | 1 | 2,215.05 | |
| EFT34881 | 15/11/2019 | TINA ELIZABETH GUNTER | NIGHT HOOPS PROGRAMME WORKSHOP FACILITATION | 1 | | 220.00 |
| INV 01 | 30/10/2019 | TINA ELIZABETH GUNTER | NIGHT HOOPS PROGRAMME WORKSHOP FACILITATION | 1 | 220.00 | |
| EFT34882 | 15/11/2019 | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES FOR OCTOBER 2019 | 1 | | 70.02 |
| INV 0423-S3013/10/2019 | | TOLL TRANSPORT PTY LTD | FREIGHT CHARGES FOR OCTOBER 2019 | 1 | 70.02 | |
| EFT34883 | 15/11/2019 | WARRICKS NEWSAGENCY | ADMIN - THE WEST AUSTRALIAN JULY 2019 JUNE 2020 | 1 | | 121.15 |
| INV SN00006B0/09/2019 | | WARRICKS NEWSAGENCY | ADMIN - THE WEST AUSTRALIAN JULY 2019 JUNE 2020 | 1 | 79.30 | |
| INV SN00006B0/09/2019 | | WARRICKS NEWSAGENCY | USB MEMORY STICKS | 1 | 41.85 | |
| EFT34884 | 15/11/2019 | WBS MODULAR PTY LTD T/AS WBS HOMES | INFRASTRUCTURE BOND REFUND FOR BUILDING APPLICATION 19049 | 1 | | 1,006.65 |

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| INV T1174 | 14/11/2019 | WBS MODULAR PTY LTD T/AS WBS HOMES | INFRASTRUCTURE BOND REFUND FOR BUILDING APPLICATION 19049 | 1 | 1,006.65 | |
| EFT34885 | 15/11/2019 | WINTERVIEW PTY LTD ATF KF FAMILY TRUST T/AS KOALA FART | VISITORS CENTRE STOCK | 1 | | 87.95 |
| INV 0000015721/10/2019 | | WINTERVIEW PTY LTD ATF KF FAMILY TRUST T/AS KOALA FART | VISITORS CENTRE STOCK | 1 | 87.95 | |
| EFT34886 | 15/11/2019 | WUNDOWIE AND DISTRICTS MENS SHED INC | ANNUAL PAYMENT FOR COMMUNITY BUS MAINTENANCE | 1 | | 1,500.00 |
| INV 00104 | 29/10/2019 | WUNDOWIE AND DISTRICTS MENS SHED INC | ANNUAL PAYMENT FOR COMMUNITY BUS MAINTENANCE | 1 | 1,500.00 | |
| EFT34887 | 15/11/2019 | WUNDOWIE PROGRESS ASSOCIATION | ANNUAL ALLOCATION GRANT 2019/2020 | 1 | | 8,800.00 |
| INV IV000000030/10/2019 | | WUNDOWIE PROGRESS ASSOCIATION | ANNUAL ALLOCATION GRANT 2019/2020 | 1 | 8,800.00 | |
| EFT34888 | 15/11/2019 | PALMER CIVIL CONSTRUCTION | CONTRACT C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE. WANDRRA AGRN 822 | 1 | | 161,878.72 |
| INV 0000256112/11/2019 | | PALMER CIVIL CONSTRUCTION | CONTRACT C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE. WANDRRA AGRN 822 | 1 | 161,878.72 | |
| EFT34889 | 20/11/2019 | AUSTRALIAN TAXATION OFFICE - PAYG | PAYG PAY RUN WEEK END 12/11/2019 & INTERIM PAY 11/11/2019 | 1 | | 64,672.00 |
| INV PAYG 1212/11/2019 | | AUSTRALIAN TAXATION OFFICE - PAYG | PAYG PAY RUN WEEK END 12/11/2019 & INTERIM PAY 11/11/2019 | 1 | 64,672.00 | |
| EFT34890 | 20/11/2019 | CORE BUSINESS AUSTRALIA | CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM. | 1 | | 21,798.16 |
| INV INV - 09631/10/2019 | | CORE BUSINESS AUSTRALIA | CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 - WITHIN THE SHIRE OF NORTHAM. | 1 | 21,798.16 | |

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| EFT34891 | 20/11/2019 | J & A BUILDING PTY LTD | NORTHAM LIBRARY. UPGRADE EXISTING TOILETS AS PER SCOPE AND SPECIFICATIONS AS PER ACCEPTED QUOTE FOR RFQ 12 OF 2019 - NORTHAM LIBRARY ACCESSIBLE TOILET UPGRADE. | 1 | | 35,491.50 |
| INV 0000258607/11/2019 | | J & A BUILDING PTY LTD | NORTHAM LIBRARY. UPGRADE EXISTING TOILETS AS PER SCOPE AND SPECIFICATIONS AS PER ACCEPTED QUOTE FOR RFQ 12 OF 2019 - NORTHAM LIBRARY ACCESSIBLE TOILET UPGRADE. | 1 | 35,491.50 | |
| EFT34892 | 20/11/2019 | OFFICEWORKS SUPERSTORES PTY LTD | BECONNECTED GRANT - WUNDOWIE LIBRARY - IPAD MINIS WIFI 64BG GOLD - GET ONLINE WEEK | 1 | | 2,447.85 |
| INV 4471721720/09/2019 | | OFFICEWORKS SUPERSTORES PTY LTD | ELECTRONICS FOR LIBRARY | 1 | 545.95 | |
| INV 4498447314/10/2019 | | OFFICEWORKS SUPERSTORES PTY LTD | SURESAFE ANTI-THEFT LAPTOP DIGITAL SAFE | 1 | 104.95 | |
| INV 4496740114/10/2019 | | OFFICEWORKS SUPERSTORES PTY LTD | BECONNECTED GRANT - WUNDOWIE LIBRARY - IPAD MINIS WIFI 64BG GOLD - GET ONLINE WEEK | 1 | 1,796.95 | |
| EFT34893 | 20/11/2019 | REGIONAL BRIDGING PTY LTD | SILL BEAM REPAIRS TO BRIDGE #0613 YILGARN AVE. | 1 | | 13,127.96 |
| INV 000202 | 08/11/2019 | REGIONAL BRIDGING PTY LTD | SILL BEAM REPAIRS TO BRIDGE #0613 YILGARN AVE. | 1 | 13,127.96 | |
| EFT34894 | 20/11/2019 | SPECIALISED TREE SERVICE | ANNUAL TOWNSITE PRUNING BAKERS HILL / CLACKLINE AS PER C.201819-09 - SCHEDULE OF RATES | 1 | | 3,657.50 |
| INV 3189 | 15/11/2019 | SPECIALISED TREE SERVICE | ANNUAL TOWNSITE PRUNING BAKERS HILL / CLACKLINE AS PER C.201819-09 - SCHEDULE OF RATES | 1 | 3,657.50 | |
| EFT34895 | 20/11/2019 | WCP CIVIL PTY LTD | SHOULDER WIDENING COATES ROAD WUNDOWIE FOR CONTRACT C.201819-16 | 1 | | 20,750.84 |
| INV 21348 | 25/09/2019 | WCP CIVIL PTY LTD | SHOULDER WIDENING COATES ROAD WUNDOWIE FOR CONTRACT C.201819-16 | 1 | 20,750.84 | |
| EFT34896 | 22/11/2019 | COOPER & OXLEY CONSTRUCTION CO PTY LTD | CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 ESSENTIAL ELEMENTS. | 1 | | 1,549,182.23 |
| INV 3504 | 18/11/2019 | COOPER & OXLEY CONSTRUCTION CO PTY LTD | CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 ESSENTIAL ELEMENTS. | 1 | 1,549,182.23 | |

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| EFT34897 | 22/11/2019 | A PLUS TRAINING SOLUTIONS | OPERATE SMALL PLANT & EQUIPMENT RIISAM204D - QUICK CUT SAW RUSSELL PUTRINO, KURT DU BOULAY, KEVIN LANGILLE, GLEN MCPHERSON, ROB WILSON | 1 | | 1,320.00 |
| INV 02405 | 12/11/2019 | A PLUS TRAINING SOLUTIONS | OPERATE SMALL PLANT & EQUIPMENT RIISAM204D - QUICK CUT SAW RUSSELL PUTRINO, KURT DU BOULAY, KEVIN LANGILLE, GLEN MCPHERSON, ROB WILSON | 1 | 1,320.00 | |
| EFT34898 | 22/11/2019 | ADT SECURITY | SECURITY MONITORING AT 2 BURGOYNE STREET - KILLARA 01/9/2019 TO 30/11/2019. | 1 | | 143.42 |
| INV 2270691201/09/2019 | | ADT SECURITY | SECURITY MONITORING AT 2 BURGOYNE STREET - KILLARA 01/9/2019 TO 30/11/2019. | 1 | 143.42 | |
| EFT34899 | 22/11/2019 | ALLMARK & ASSOCIATES PTY LTD | DRESSED JARRAH DESK NAME PLATE FINISHED PLATE FACE SIZE 240MM X 60MM FACE LASER ENGRAVED BLACK TEXT ON BRUSHED GOLD - 220MM X 40MM - DOUBLE SIDED MARIA GIRAK AND DAVID GALLOWAY | 1 | | 236.50 |
| INV IN00258323/10/2019 | | ALLMARK & ASSOCIATES PTY LTD | DRESSED JARRAH DESK NAME PLATE FINISHED PLATE FACE SIZE 240MM X 60MM FACE LASER ENGRAVED BLACK TEXT ON BRUSHED GOLD - 220MM X 40MM - DOUBLE SIDED MARIA GIRAK AND DAVID GALLOWAY | 1 | 236.50 | |
| EFT34900 | 22/11/2019 | ALTHEA DECOR | NORTHAM TOWN HALL. INSTALL NEW STAGE CURTAIN, TRACK AND MOTOR AS PER QUOTE. | 1 | | 4,127.50 |
| INV 56230 | 02/11/2019 | ALTHEA DECOR | NORTHAM TOWN HALL. INSTALL NEW STAGE CURTAIN, TRACK AND MOTOR AS PER QUOTE. | 1 | 4,127.50 | |
| EFT34901 | 22/11/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY COST FOR OCTOBER 2019 | 1 | | 17,596.63 |
| INV 60572 | 31/10/2019 | AMPAC DEBT RECOVERY (WA) P/L | DEBT RECOVERY COST FOR OCTOBER 2019 | 1 | 17,596.63 | |
| EFT34902 | 22/11/2019 | ANDY'S PLUMBING SERVICE | APEX PARK TOILETS. UNBLOCK BASIN IN LADIES TOILET. | 1 | | 1,026.30 |
| INV A.18538 | 18/10/2019 | ANDY'S PLUMBING SERVICE | APEX PARK TOILETS. UNBLOCK BASIN IN LADIES TOILET. | 1 | 540.10 | |
| INV A.18545 | 29/10/2019 | ANDY'S PLUMBING SERVICE | NORTHAM TIF. REPAIR TAP TO TRUCK WASHDOWN BAY, NOT TURNING OFF. | 1 | 123.20 | |

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| INV A18544 | 29/10/2019 | ANDY'S PLUMBING SERVICE | PEEL TERRACE DUMP POINT. TAP NOT TURNING OFF, PLEASE REPAIR. | 1 | 363.00 | |
| EFT34903 | 22/11/2019 | APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS | BEARINGS FOR QUICK CUT SAW | 1 | | 19.42 |
| INV 6393304 | 17/10/2019 | APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS | BEARINGS FOR QUICK CUT SAW | 1 | 19.42 | |
| EFT34904 | 22/11/2019 | AQUATIC SERVICES WA PTY LTD | QUATERLY SERVICE TO FILTRATION AT BERNARD PARK WATER PLAY GROUND AS PER QUOTE #ASQ20190444 | 1 | | 994.40 |
| INV AS#201725/10/2019 | 25/10/2019 | AQUATIC SERVICES WA PTY LTD | QUATERLY SERVICE TO FILTRATION AT BERNARD PARK WATER PLAY GROUND AS PER QUOTE #ASQ20190444 | 1 | 994.40 | |
| EFT34905 | 22/11/2019 | AUSTRALIAN COMMUNITY MEDIA | MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - JUNE 2019 | 1 | | 1,869.87 |
| INV 0806848726/08/2019 | 08/2019 | AUSTRALIAN COMMUNITY MEDIA | AUGUST/SEPTEMBER ADVERTISING IN WA SENIOR | 1 | 436.15 | |
| INV 0806952623/09/2019 | 09/2019 | AUSTRALIAN COMMUNITY MEDIA | AUGUST/SEPTEMBER ADVERTISING IN WA SENIOR | 1 | 436.15 | |
| INV 0806883330/09/2019 | 09/2019 | AUSTRALIAN COMMUNITY MEDIA | MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE - JUNE 2019 | 1 | 997.57 | |
| EFT34906 | 22/11/2019 | AUSTRALIAN GROWN | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | | 977.35 |
| INV S126919 | 01/11/2019 | AUSTRALIAN GROWN | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | 977.35 | |
| EFT34907 | 22/11/2019 | AUSTRALIAN SAFETY ENGINEERS | SERVICE OF BA UNITS FOR NORTHAM SWIMMING POOL | 1 | | 403.84 |
| INV 0146081W21/10/2019 | 21/10/2019 | AUSTRALIAN SAFETY ENGINEERS | SERVICE OF BA UNITS FOR NORTHAM SWIMMING POOL | 1 | 403.84 | |
| EFT34908 | 22/11/2019 | AVON DEMOLITION & EARTHMOVING | MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 22/10/2019 TO 03/11/2019. | 1 | | 1,568.00 |
| INV 0019 | 03/11/2019 | AVON DEMOLITION & EARTHMOVING | MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 22/10/2019 TO 03/11/2019. | 1 | 1,568.00 | |
| EFT34909 | 22/11/2019 | AVON WASTE | MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY - OCTOBER 2019. | 1 | | 122,844.10 |
| INV 35990 | 11/10/2019 | AVON WASTE | 2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT. | 1 | 38,376.59 | |
| INV 36028 | 25/10/2019 | AVON WASTE | 2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT. | 1 | 37,733.13 | |

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| INV 0003602925/10/2019 | | AVON WASTE | MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILY - OCTOBER 2019. | 1 | 46,734.38 | |
| EFT34910 | 22/11/2019 | BEAUREPAIRES | REPLACE ALL 4 TYRES AND WHEEL ALIGNMENT AS PER QUOTE U524106853 FOR PN 1707 - REGO N11120 | 1 | | 910.19 |
| INV 6411036706/11/2019 | | BEAUREPAIRES | REPLACE ALL 4 TYRES AND WHEEL ALIGNMENT AS PER QUOTE U524106853 FOR PN 1707 - REGO N11120 | 1 | 910.19 | |
| EFT34911 | 22/11/2019 | BELINGARNI FABRICATION HOME AND PROPERTY SERVICES | CARRY OUT VERGE MAINTENANCE TO CALRIN VALLEY ESTATE | 1 | | 3,080.00 |
| INV 585 | 14/11/2019 | BELINGARNI FABRICATION HOME AND PROPERTY SERVICES | CARRY OUT VERGE MAINTENANCE TO CALRIN VALLEY ESTATE | 1 | 3,080.00 | |
| EFT34912 | 22/11/2019 | BLACKWELL PLUMBING PTY LTD | NORTHAM SWIMMING POOL HOUSE. REPLACE HWS AS PER QUOTE 2447. | 1 | | 2,882.85 |
| INV INV-202518/10/2019 | | BLACKWELL PLUMBING PTY LTD | REPLACE LEAKING TAP OUTSIDE KITCHEN AT NORTHAM REC CENTRE WITH VANDAL PROOF TAP. PLUS LABOUR. | 1 | 75.90 | |
| INV INV-203129/10/2019 | | BLACKWELL PLUMBING PTY LTD | KILLARA DAY RESPITE CARE. REPAIR 100MM DOUBLE CHECK VALVE AND REPLACE 100MM BUTERFLY VALVE AFTER FAILING TESTS, AS PER QUOTE 2436. | 1 | 1,221.00 | |
| INV INV-203330/10/2019 | | BLACKWELL PLUMBING PTY LTD | NORTHAM SWIMMING POOL HOUSE. REPLACE HWS AS PER QUOTE 2447. | 1 | 1,536.45 | |
| INV INV-203511/11/2019 | | BLACKWELL PLUMBING PTY LTD | VISITORS CENTRE. UNBLOCK MALE TOILET. | 1 | 49.50 | |
| EFT34913 | 22/11/2019 | BUDGET CASH REGISTER CO | RENEWAL SUPPORT CONTRACT (BKB) FOR THE TILL | 1 | | 1,045.00 |
| INV 18896 | 25/10/2019 | BUDGET CASH REGISTER CO | RENEWAL SUPPORT CONTRACT (BKB) FOR THE TILL | 1 | 1,045.00 | |
| EFT34914 | 22/11/2019 | BUZZINROUND PTY LTD T/A BR COMMS | REPROGRAM PABX HUNT GROUPS | 1 | | 121.00 |
| INV 0000283405/11/2019 | | BUZZINROUND PTY LTD T/A BR COMMS | REPROGRAM PABX HUNT GROUPS | 1 | 121.00 | |
| EFT34915 | 22/11/2019 | CADD'S FASHIONS | UNIFORMS FOR POOL STAFF. | 1 | | 3,123.90 |
| INV 19-0000721/10/2019 | | CADD'S FASHIONS | UNIFORMS FOR POOL STAFF. | 1 | 459.90 | |
| INV 19-0000721/10/2019 | | CADD'S FASHIONS | UNIFORMS FOR POOL STAFF. | 1 | 1,541.60 | |
| INV 19-0000721/10/2019 | | CADD'S FASHIONS | UNIFORMS FOR RECREATION STAFF. | 1 | 1,122.40 | |

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| EFT34916 | 22/11/2019 | CITY OF CANNING | REIMBURSEMENT OF LSL - WILLIM BASTON | 1 | | 10,048.12 |
| INV 125010 | 06/11/2019 | CITY OF CANNING | REIMBURSEMENT OF LSL - WILLIM BASTON | 1 | 10,048.12 | |
| EFT34917 | 22/11/2019 | CIVIC LEGAL | FEES FOR SALE OF LAND - LOT 881 YILGARN AVE, NORTHAM | 1 | | 5,347.04 |
| INV 505848 | 31/10/2019 | CIVIC LEGAL | LEGAL ADVICE - JACK POTTER MATTER | 1 | 2,449.64 | |
| INV 505823 | 31/10/2019 | CIVIC LEGAL | FEES FOR SALE OF LAND - LOT 881 YILGARN AVE, NORTHAM | 1 | 2,897.40 | |
| EFT34918 | 22/11/2019 | CJD EQUIPMENT PTY LTD | TRANSMISSION DIPSTICK FOR PN3555 N.4177 - VOLVO LOADER/BACKHOE BL71 PART # V11888467 | 1 | | 233.17 |
| INV 1937701 | 17/10/2019 | CJD EQUIPMENT PTY LTD | TRANSMISSION DIPSTICK FOR PN3555 N.4177 - VOLVO LOADER/BACKHOE BL71 PART # V11888467 | 1 | 233.17 | |
| EFT34919 | 22/11/2019 | COCA-COLA AMATIL (AUST) PTY LTD | STOCK PURCHASES FOR SWIMMING POOL. | 1 | | 73.19 |
| INV 2213076313/11/2019 | 11/2019 | COCA-COLA AMATIL (AUST) PTY LTD | STOCK PURCHASES FOR SWIMMING POOL. | 1 | 73.19 | |
| EFT34920 | 22/11/2019 | COMBINED TYRES | TYRE 480/70 R34 TRACTOR TYRE | 1 | | 2,623.50 |
| INV INV-313118/10/2019 | 10/2019 | COMBINED TYRES | REPAIR TYRE PUNCTURE. | 1 | 55.00 | |
| INV INV-314222/10/2019 | 10/2019 | COMBINED TYRES | TYRE 480/70 R34 TRACTOR TYRE | 1 | 2,568.50 | |
| EFT34921 | 22/11/2019 | COVS PARTS PTY LTD | 20L LANOTEC CITRA FORCE | 1 | | 298.00 |
| INV 1690063715/10/2019 | 10/2019 | COVS PARTS PTY LTD | 20L LANOTEC CITRA FORCE | 1 | 298.00 | |
| EFT34922 | 22/11/2019 | CTI SECURITY SERVICES PTY LTD | WUNDOWIE LIBRARY. SECURITY MONITORING 01/10/2019-31/10/2019 | 1 | | 53.00 |
| INV CINS307113/09/2019 | 09/2019 | CTI SECURITY SERVICES PTY LTD | WUNDOWIE LIBRARY. SECURITY MONITORING 01/10/2019-31/10/2019 | 1 | 53.00 | |
| EFT34923 | 22/11/2019 | DMC CLEANING | CLEANING FOR THE PERIOD 01/10/ 2019-21/10/2019 | 1 | | 4,490.57 |
| INV SON026 | 24/10/2019 | DMC CLEANING | CLEANING FOR THE PERIOD 01/10/ 2019-21/10/2019 | 1 | 4,490.57 | |
| EFT34924 | 22/11/2019 | DUNN ON TIME EMBROIDERY | READING SLOGAN CUSHIONS FOR CHILDREN'S LIBRARY | 1 | | 150.00 |
| INV 109 | 06/11/2019 | DUNN ON TIME EMBROIDERY | READING SLOGAN CUSHIONS FOR CHILDREN'S LIBRARY | 1 | 150.00 | |

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| EFT34925 | 22/11/2019 | E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT | PICK UP 15 X 15LT EMUSEAL- BLACK CRACK SEAL AND 4 X 1 TONNE BLACK COLD MIX ASPHALT | 1 | | 514.60 |
| INV 0000115231/10/2019 | | E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT | PICK UP 15 X 15LT EMUSEAL- BLACK CRACK SEAL AND 4 X 1 TONNE BLACK COLD MIX ASPHALT | 1 | 440.00 | |
| INV 0000115231/10/2019 | | E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT | PICK UP FRIEGHT FROM DEPO AND DELIVER TO AUSTRALIA SAFETY ENGINEERING 45 CATALIA CIRCUIT CANNINGVALE (2 BOXES 3' X 2' | 1 | 24.85 | |
| INV 0000115231/10/2019 | | E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT | PICK UP FRIEGHT FROM AUSTRALIA SAFETY ENGINEERING 45 CATALIA CIRCUIT CANNINGVALE AND DELIVER TO DEPO (2 BOXES 3' X 2) | 1 | 49.75 | |
| EFT34926 | 22/11/2019 | E FIRE & SAFETY | KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01/10/2019 to 31/10/2019. | 1 | | 636.90 |
| INV 510440 | 17/10/2019 | E FIRE & SAFETY | REPLACEMENT OF FIRE EXTINGUISHER AT THE NORTHAM TOWN HALL | 1 | 104.50 | |
| INV 510871 | 28/10/2019 | E FIRE & SAFETY | KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01/10/2019 to 31/10/2019. | 1 | 532.40 | |
| EFT34927 | 22/11/2019 | FIRE AND SAFETY WA | OLIVER 66460 WILDLAND FIRE BOOT | 1 | | 605.22 |
| INV 34262 | 21/10/2019 | FIRE AND SAFETY WA | OLIVER 66460 WILDLAND FIRE BOOT | 1 | 382.80 | |
| INV 34273 | 22/10/2019 | FIRE AND SAFETY WA | PPE EQUIPMENT FOR BUSHFIRES. | 1 | 222.42 | |
| EFT34928 | 22/11/2019 | FRAMESWEST | 80MM WELD CLASS BLOWING TORCH FOR FLOWCON CREW. | 1 | | 253.50 |
| INV 0001781923/08/2019 | | FRAMESWEST | 80MM WELD CLASS BLOWING TORCH FOR FLOWCON CREW. | 1 | 203.50 | |
| INV 0018203 | 19/09/2019 | FRAMESWEST | BEND PIPE AS REQUIRED | 1 | 50.00 | |
| EFT34929 | 22/11/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | PPE EQUIPMENT FOR BUSHIRE BRIGADES. | 1 | | 6,895.29 |
| INV 65525 | 19/10/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | SOUTHERN BROOK 1.4R - SPARE STORTZ WASHERS, REBUILD 2 X VIPER BRANCHES, REPLACE FAULTY PUMP PANEL MASTER SWITCH | 1 | 416.34 | |
| INV 65572 | 23/10/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | VEHICLE BURN OVER BLANKET | 1 | 278.25 | |
| INV 65587 | 24/10/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | PPE EQUIPMENT FOR BUSHIRE BRIGADES. | 1 | 3,113.00 | |
| INV 65602 | 25/10/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | GRASS VALLEY & INKPEN LAYFLAT HOSE REPAIRS | 1 | 862.54 | |

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| INV 65603 | 25/10/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | GRASS VALLEY & INKPEN LAYFLAT HOSE REPAIRS | 1 | 608.16 | |
| INV 65665 | 29/10/2019 | FRONTLINE FIRE & RESCUE EQUIPMENT | PPE EQUIPMENT FOR BUSHFIRE BRIGADES. | 1 | 1,617.00 | |
| EFT34930 | 22/11/2019 | FULTON HOGAN INDUSTRIES PTY LTD | EMUSEAL - BLACK CRACK SEAL & EZSTREET BULK BAG. | 1 | | 4,713.50 |
| INV 1335926229/10/2019 | | FULTON HOGAN INDUSTRIES PTY LTD | EMUSEAL - BLACK CRACK SEAL & EZSTREET BULK BAG. | 1 | 4,713.50 | |
| EFT34931 | 22/11/2019 | GALAXY ENTERPRISES | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | | 410.35 |
| INV 2307 | 22/10/2019 | GALAXY ENTERPRISES | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | 410.35 | |
| EFT34932 | 22/11/2019 | GLENN STUART BEVERIDGE | MORBY COTTAGE. REMOVE ROOT UNDER FRONT PAVERS AND POISON. | 1 | | 671.00 |
| INV 29 | 05/11/2019 | GLENN STUART BEVERIDGE | MORBY COTTAGE. REMOVE ROOT UNDER FRONT PAVERS AND POISON. | 1 | 605.00 | |
| INV 28 | 05/11/2019 | GLENN STUART BEVERIDGE | VISITORS CENTRE. REPAIR LOCK TO STAFF TOILET AND LOCK TO RIVERS EDGE CAFE KITCHEN. | 1 | 66.00 | |
| EFT34933 | 22/11/2019 | GRAFTON ELECTRICS | OLD GIRLS SCHOOL. INSTALL LIGHT POLE, SUPPLIED LIGHT, HOOK UP AND CONNECT TO PE CELL. | 1 | | 1,870.00 |
| INV 6371 | 21/10/2019 | GRAFTON ELECTRICS | OLD GIRLS SCHOOL. INSTALL LIGHT POLE, SUPPLIED LIGHT, HOOK UP AND CONNECT TO PE CELL. | 1 | 1,870.00 | |
| EFT34934 | 22/11/2019 | GREENACRES TURF GROUP | SUPPLY DELIVER AND LAY AS PER QUOTE MONDAY 14 OCTOBER 2019 | 1 | | 15,048.00 |
| INV 0005675416/10/2019 | | GREENACRES TURF GROUP | SUPPLY DELIVER AND LAY AS PER QUOTE MONDAY 14 OCTOBER 2019 | 1 | 15,048.00 | |
| EFT34935 | 22/11/2019 | HILLS CONCRETE PRODUCTS | 525 CLASS 4 CONCRETE PIPE WITH RUBBER RINGS. | 1 | | 2,675.20 |
| INV 9561 | 22/10/2019 | HILLS CONCRETE PRODUCTS | 525 CLASS 4 CONCRETE PIPE WITH RUBBER RINGS. | 1 | 2,675.20 | |
| EFT34936 | 22/11/2019 | J & A BUILDING PTY LTD | NORTHAM LIBRARY. MOVE EXISTING DESKS, DATA ELECTRICAL AND ASSOCIATED ITEMS. | 1 | | 1,261.70 |
| INV 0000258707/11/2019 | | J & A BUILDING PTY LTD | NORTHAM LIBRARY. MOVE EXISTING DESKS, DATA ELECTRICAL AND ASSOCIATED ITEMS. | 1 | 1,261.70 | |
| EFT34937 | 22/11/2019 | JIM MCKENZIE PTY LTD | 20T CRANE TO LIFT CHLORINE CANISTER INTO POSITION | 1 | | 308.00 |

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| INV K136 | 31/10/2019 | JIM MCKENZIE PTY LTD | 20T CRANE TO LIFT CHLORINE CANISTER INTO POSITION | 1 | 308.00 | |
| EFT34938 | 22/11/2019 | LANDGATE | GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE NO:G2019/10 DATED 24/08/2019 TO 20/09/2019 | 1 | | 886.65 |
| INV 352098-1Q5/10/2019 | | LANDGATE | RURAL UV'S CHARGABLE SCHEDULE R2019/9 13/09/2019-01/10/2019 | 1 | 83.76 | |
| INV 352085-1Q5/10/2019 | | LANDGATE | GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE NO:G2019/10 DATED 24/08/2019 TO 20/09/2019 | 1 | 776.69 | |
| INV 964175 | 01/11/2019 | LANDGATE | LAND ENQUIRY OCTOBER 2019 | 1 | 26.20 | |
| EFT34939 | 22/11/2019 | LEISURE INSTITUTE OF W A AQUATICS | LIWA CONFERENCE AND MEMBERSHIP - DIANNE JUPP | 1 | | 792.00 |
| INV 3149 | 24/10/2019 | LEISURE INSTITUTE OF W A AQUATICS | LIWA CONFERENCE AND MEMBERSHIP - DIANNE JUPP | 1 | 792.00 | |
| EFT34941 | 22/11/2019 | LGIS WA | REIMBURSEMENT FOR HR RISK MANAGEMENT 25/09/2019 | 1 | | 822.80 |
| INV 100-133721/05/2019 | | LGIS WA | LGIS WORKFORCE RISK FORUM 28/05/2019 B. JONES | 1 | 209.00 | |
| INV 100-136404/10/2019 | | LGIS WA | REIMBURSEMENT FOR HR RISK MANAGEMENT 25/09/2019 | 1 | 613.80 | |
| EFT34942 | 22/11/2019 | IUCY'S TEAROOMS | CATERING - SPECIAL COUNCIL MEETING 21/10/2019 | 1 | | 300.00 |
| INV 2038 | 07/11/2019 | IUCY'S TEAROOMS | CATERING - SPECIAL COUNCIL MEETING 21/10/2019 | 1 | 300.00 | |
| EFT34944 | 22/11/2019 | MCDOWALL AFFLECK PTY LTD | MEMORIAL HALL. ATTEND SITE AND CONDUCT ASSESSMENT OF STRUCTURAL CRACKING AND PROVIDE REPORT AND RECOMMENDED REMEDIAL WORKS. | 1 | | 1,595.00 |
| INV 610248 | 07/11/2019 | MCDOWALL AFFLECK PTY LTD | MEMORIAL HALL. ATTEND SITE AND CONDUCT ASSESSMENT OF STRUCTURAL CRACKING AND PROVIDE REPORT AND RECOMMENDED REMEDIAL WORKS. | 1 | 1,595.00 | |
| EFT34945 | 22/11/2019 | MCLEODS BARRISTERS & SOLICITORS | LEGAL FEES ASSOCIATED WITH O'MALLEY, S - 29 MCMULLEN ROAD WUNDOWIE - UNLAWFUL DEVELOPMENT | 1 | | 1,334.42 |

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| INV 110995 | 31/10/2019 | MCLEODS BARRISTERS & SOLICITORS | LEGAL FEES ASSOCIATED WITH O'MALLEY, S - 29 MCMULLEN ROAD WUNDOWIE - UNLAWFUL DEVELOPMENT | 1 | 1,334.42 | |
| EFT34946 | 22/11/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES | 1 | | 7,524.00 |
| INV N2365 | 04/11/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES | 1 | 3,762.00 | |
| INV N2354 | 04/11/2019 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING/GULLY EDUCATION SERVICES | 1 | 3,762.00 | |
| EFT34947 | 22/11/2019 | MR.NATURALLY CLEAN | VARIOUS BUILDINGS. AFTER HOURS ALARM SECURITY CALL OUTS FOR 04/10/2019. | 1 | | 1,155.00 |
| INV INV-170901/10/2019 | | MR.NATURALLY CLEAN | VARIOUS BUILDINGS. AFTER HOURS ALARM SECURITY CALL OUTS FOR 04/10/2019. | 1 | 1,155.00 | |
| EFT34948 | 22/11/2019 | NAVIGATOR PHOTOGRAFIX | BILYA KOORT BOODJA MARKETING VIDEO (30 SEC & 60 SEC) | 1 | | 3,000.00 |
| INV 1011 | 06/11/2019 | NAVIGATOR PHOTOGRAFIX | BILYA KOORT BOODJA MARKETING VIDEO (30 SEC & 60 SEC) | 1 | 3,000.00 | |
| EFT34949 | 22/11/2019 | NORTHAM BOWLING CLUB INC | SENIOR SPORT FUNDING | 1 | | 100.00 |
| INV 7216 | 08/11/2019 | NORTHAM BOWLING CLUB INC | SENIOR SPORT FUNDING | 1 | 100.00 | |
| EFT34950 | 22/11/2019 | NORTHAM FEED & HIRE | DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER | 1 | | 135.90 |
| INV 0000243525/10/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| INV 0000243929/10/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| INV 0000244030/10/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| INV 0000244131/10/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - OCTOBER | 1 | 16.50 | |
| INV 0000245305/11/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER | 1 | 16.50 | |
| INV 0000245406/11/2019 | | NORTHAM FEED & HIRE | DOG & CAT FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER | 1 | 53.40 | |
| EFT34951 | 22/11/2019 | NORTHAM HOLDEN | 90,000KM SERVICE ON N11120 (PN1707) BOOKED FOR 28/10/2019 8AM | 1 | | 484.43 |

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| INV 126218 | 28/10/2019 | NORTHAM HOLDEN | 90,000KM SERVICE ON N11120 (PN1707) BOOKED FOR 28/10/2019 8AM | 1 | 484.43 | |
| EFT34952 | 22/11/2019 | NORTHAM LIQUOR BARONS | REFRESHMENTS FOR DEPOT STAFF. | 1 | | 118.98 |
| INV 224251 | 12/11/2019 | NORTHAM LIQUOR BARONS | REFRESHMENTS FOR DEPOT STAFF. | 1 | 118.98 | |
| EFT34953 | 22/11/2019 | OXTER SERVICES | CLEANING OF VARIOUS PUBLIC TOILETS 14/10/2019 TO 25/10/2019. | 1 | | 7,284.25 |
| INV 21271 | 31/05/2019 | OXTER SERVICES | GRASS VALLEY HALL. 1 X BOX GLOVES, 3 X TOILET PAPER AND ROLL OF WIPES. | 1 | 142.49 | |
| INV 21468 | 23/07/2019 | OXTER SERVICES | ADMIN BUILDING. SUPPLY 2 X CARTONS TOILET PAPER AND 2 X CARTONS OF HAND TOWEL. | 1 | 170.15 | |
| INV 21469 | 23/07/2019 | OXTER SERVICES | CLACKLINE TOILETS. SUPPLY 6 X CARTONS OF TOILET PAPER AND 2 X CARTONS OF HAND TOWEL. | 1 | 332.25 | |
| INV 21923 | 23/10/2019 | OXTER SERVICES | BURIAL DATE 21/10/2019 REOPENING FOR THE BURIAL OF VLADIMIR SMIGRODZKI | 1 | 660.00 | |
| INV 21946 | 25/10/2019 | OXTER SERVICES | CLEANING OF VARIOUS PUBLIC TOILETS 14/10/2019 TO 25/10/2019. | 1 | 2,296.80 | |
| INV 21996 | 06/11/2019 | OXTER SERVICES | ADMIN BUILDING. SUPPLY 2 X BOXES ULTRA SLIM HAND TOWEL AND 2 X BOXES TOILET PAPER. | 1 | 170.15 | |
| INV 22008 | 08/11/2019 | OXTER SERVICES | PUBLIC TOILET CLEANING FOR 28/10/2019-08/11/2019 | 1 | 2,296.80 | |
| INV 21992 | 11/11/2019 | OXTER SERVICES | BAKERS HILL PAVILION. SUPPLY 3 X TOILET ROLL HOLDERS. | 1 | 847.37 | |
| INV 22015 | 11/11/2019 | OXTER SERVICES | VISITORS CENTRE. SUPPLY 20LITRE PINEAWAY. | 1 | 368.24 | |
| EFT34954 | 22/11/2019 | PALMER CIVIL CONSTRUCTION | CONTRACT C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE VARIATION #1- SHEERING RISE & GREENGAGE PLACE GABION BASKET INSTALLATION - LABOUR ONLY. | 1 | | 11,942.70 |
| INV 0000256413/11/2019 | | PALMER CIVIL CONSTRUCTION | CONTRACT C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE VARIATION #1- SHEERING RISE & GREENGAGE PLACE GABION BASKET INSTALLATION - LABOUR ONLY. | 1 | 11,942.70 | |
| EFT34955 | 22/11/2019 | PARRY & WHYTE ARCHITECTS | CONSULTING AND DESIGN SERVICES FOR THE REDESIGN OF THE LAYOUT OF THE NORTHAM LIBRARY | 1 | | 4,207.50 |

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| INV NLR29-1029/10/2019 | | PARRY & WHYTE ARCHITECTS | CONSULTING AND DESIGN SERVICES FOR THE REDESIGN OF THE LAYOUT OF THE NORTHAM LIBRARY | 1 | 4,207.50 | |
| EFT34956 | 22/11/2019 | PATTON'S PANEL & PAINT | REPAIR OF LEFT HAND DAMAGE TO PN1220 - REGO N460 TOYOTA COASTER BUS | 1 | | 2,545.06 |
| INV 1013 | 06/11/2019 | PATTON'S PANEL & PAINT | REPAIR OF LEFT HAND DAMAGE TO PN1220 - REGO N460 TOYOTA COASTER BUS | 1 | 1,545.06 | |
| INV 1020 | 08/11/2019 | PATTON'S PANEL & PAINT | REPAIRS TO BACK OF BUS AS PER QUOTE 1035 FOR PN1806 - REGO N.009 - CLAIM NUMBER 6003898 (EXCESS AMOUNT) | 1 | 1,000.00 | |
| EFT34957 | 22/11/2019 | PERTH ENERGY PTY LTD | ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST NORTHAM (POP UP SHOP) - STATEMENT NO: 2178069 | 1 | | 209.21 |
| INV 2178069 | 15/11/2019 | PERTH ENERGY PTY LTD | ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST NORTHAM (POP UP SHOP) - STATEMENT NO: 2178069 | 1 | 209.21 | |
| EFT34958 | 22/11/2019 | PEF FOOD SERVICES PTY LTD | VOLUNTEER EMERGENCY SERVICED FAMILY FUN DAY - DESSERTS | 1 | | 450.65 |
| INV KR48809018/10/2019 | | PEF FOOD SERVICES PTY LTD | VOLUNTEER EMERGENCY SERVICED FAMILY FUN DAY - DESSERTS | 1 | 450.65 | |
| EFT34960 | 22/11/2019 | PRESTIGE ALARMS | ADMIN BUILDING 4 X QUARTERLY MONITORING CHARGES FOR 01/12/2019-29/02/2020 | 1 | | 172.00 |
| INV 0001197508/11/2019 | | PRESTIGE ALARMS | ADMIN BUILDING 4 X QUARTERLY MONITORING CHARGES FOR 01/12/2019-29/02/2020 | 1 | 172.00 | |
| EFT34961 | 22/11/2019 | PROGRAMME ELECTRICAL MAINTENANCE | WUNDOWIE POOL. ELECTRICAL CHECKS PRIOR TO POOL OPENING. | 1 | | 541.20 |
| INV 0000564630/10/2019 | | PROGRAMME ELECTRICAL MAINTENANCE | WUNDOWIE SKATE PARK. REPAIR/REPLACE DAMAGED SPOT LIGHT ON SHADE STRUCTURE. | 1 | 199.10 | |
| INV 0000565513/11/2019 | | PROGRAMME ELECTRICAL MAINTENANCE | WUNDOWIE POOL. ELECTRICAL CHECKS PRIOR TO POOL OPENING. | 1 | 342.10 | |
| EFT34962 | 22/11/2019 | RED ROOSTER NORTHAM | CATERING FOR MELBOURNE CUP FUNCTION FOR KILLARA DAY CENTRE CLIENTS | 1 | | 92.95 |
| INV 2045 | 05/11/2019 | RED ROOSTER NORTHAM | CATERING FOR MELBOURNE CUP FUNCTION FOR KILLARA DAY CENTRE CLIENTS | 1 | 92.95 | |

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| EFT34963 | 22/11/2019 | ROYAL LIFE SAVING SOCIETY WA | LIFEGUARD QUALIFICATION - COURTNEY JUPP | 1 | | 299.00 |
| INV 108288 | 12/11/2019 | ROYAL LIFE SAVING SOCIETY WA | LIFEGUARD QUALIFICATION - COURTNEY JUPP | 1 | 299.00 | |
| EFT34964 | 22/11/2019 | SLAVS CLEANING SERVICE | BERNARD PARK TOILETS. CLEANING FOR OCTOBER. | 1 | | 7,919.81 |
| INV 34 | 28/10/2019 | SLAVS CLEANING SERVICE | CREATE 298 TOP STORY. MONTHLY CLEANING CONTRACT FOR SEPTEMBER 2019. | 1 | 528.00 | |
| INV 36 | 28/10/2019 | SLAVS CLEANING SERVICE | CLEANING OF APEX PARK & BERNARD PARK | 1 | 330.00 | |
| INV 31 | 28/10/2019 | SLAVS CLEANING SERVICE | BILYA KOORT BOODJA CENTRE. WEEKLY CONTRACT CLEANING UNTIL 28/10/2019. | 1 | 1,853.50 | |
| INV 47 | 29/10/2019 | SLAVS CLEANING SERVICE | CREATE 298 TOP STORY. MONTHLY CLEANING CONTRACT FOR OCTOBER 2019. | 1 | 528.00 | |
| INV 48 | 29/10/2019 | SLAVS CLEANING SERVICE | BERNARD PARK TOILETS. CLEANING FOR OCTOBER. | 1 | 2,826.81 | |
| INV 43 | 29/10/2019 | SLAVS CLEANING SERVICE | BILYA KOORT BOODJA CENTRE. WEEKLY CONTRACT CLEANING FOR OCTOBER 2019. | 1 | 1,853.50 | |
| EFT34965 | 22/11/2019 | SPORTSPOWER NORTHAM | UNIFORMS FOR REC CENTRE. | 1 | | 865.00 |
| INV 19-0001341/11/2019 | | SPORTSPOWER NORTHAM | UNIFORMS FOR REC CENTRE. | 1 | 865.00 | |
| EFT34966 | 22/11/2019 | ST JOHN AMBULANCE AUSTRALIA | CPR TRAINING. | 1 | | 222.00 |
| INVF AINV0007/11/2019 | | ST JOHN AMBULANCE AUSTRALIA | CPR TRAINING. | 1 | 74.00 | |
| INVF AINV0007/11/2019 | | ST JOHN AMBULANCE AUSTRALIA | CPR TRAINING. | 1 | 74.00 | |
| INVF AINV0007/11/2019 | | ST JOHN AMBULANCE AUSTRALIA | CPR TRAINING. | 1 | 74.00 | |
| EFT34967 | 22/11/2019 | STATE LAW PUBLISHER | GAZETTAL OF 3 COMPLETE NEW LOCAL LAWS CAT LOCAL LAW 2019, FENCING LOCAL LAW 2019 AND PARKING LOCAL LAW 2019 | 1 | | 4,892.10 |
| INV 162822 | 30/10/2019 | STATE LAW PUBLISHER | GAZETTAL OF 3 COMPLETE NEW LOCAL LAWS CAT LOCAL LAW 2019, FENCING LOCAL LAW 2019 AND PARKING LOCAL LAW 2019 | 1 | 4,892.10 | |
| EFT34968 | 22/11/2019 | SUZANNE TIGHE | RATES INCENTIVE PRIZE 2019/20 - BANKWEST | 1 | | 500.00 |
| INV CY0611206/11/2019 | | SUZANNE TIGHE | RATES INCENTIVE PRIZE 2019/20 - BANKWEST | 1 | 500.00 | |

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| EFT34969 | 22/11/2019 | T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD | PURCHASE OF NEW MITSUBISHI TRITON GLX CLUB CAB CC AUTO, WITH BOSSTON POD AND EXTRAS AS PER QUOTE 5760 SEE ATTACHED | 1 | | 39,703.00 |
| INV 2548150 | 31/10/2019 | T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD | PURCHASE OF NEW MITSUBISHI TRITON GLX CLUB CAB CC AUTO, WITH BOSSTON POD AND EXTRAS AS PER QUOTE 5760 SEE ATTACHED | 1 | 39,703.00 | |
| EFT34970 | 22/11/2019 | TOURISM COUNCIL | COUNCILLOR ANTONIO AND COUNCILLOR WILLIAMS ATTENDANCE AT 2019 TOURISM GALA DINNER | 1 | | 623.00 |
| INV 0001270925/10/2019 | | TOURISM COUNCIL | COUNCILLOR ANTONIO AND COUNCILLOR WILLIAMS ATTENDANCE AT 2019 TOURISM GALA DINNER | 1 | 398.00 | |
| INV 0001274931/10/2019 | | TOURISM COUNCIL | TOUR GUIDE WORKSHOP - TOURISM & EVENTS OFFICER | 1 | 225.00 | |
| EFT34971 | 22/11/2019 | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD | MRWA SPEC GRAVEL - DELIVERED TO SPENCERS BROOKE RD. | 1 | | 68,762.99 |
| INV INV-044731/10/2019 | | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD | MRWA SPEC GRAVEL - DELIVERED TO ASHMAN ROAD | 1 | 1,584.00 | |
| INV INV-040231/10/2019 | | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD | MRWA SPEC GRAVEL | 1 | 9,977.81 | |
| INV INV-043331/10/2019 | | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD | MRWA SPEC GRAVEL - DELIVERED TO SPENCERS BROOKE RD | 1 | 32,239.34 | |
| INV INV-039031/10/2019 | | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD | MRWA SPEC GRAVEL - DELIVERED TO SPENCERS BROOKE RD | 1 | 24,961.84 | |
| EFT34972 | 22/11/2019 | VODAFONE | HARVEST BAN LINE NOV 2019 | 1 | | 440.00 |
| INV 19111D6006/11/2019 | | VODAFONE | HARVEST BAN LINE NOV 2019 | 1 | 440.00 | |
| EFT34973 | 22/11/2019 | WA CONTRACT RANGER SERVICES | POUND DUTIES (WEEKLY) - OCTOBER AND NOVEMBER | 1 | | 1,320.00 |
| INV 02408 | 07/11/2019 | WA CONTRACT RANGER SERVICES | CAT MANAGEMENT EXPENSE -OCTOBER | 1 | 220.00 | |
| INV 02410 | 07/11/2019 | WA CONTRACT RANGER SERVICES | POUND DUTIES (WEEKLY) - OCTOBER AND NOVEMBER | 1 | 1,100.00 | |
| EFT34974 | 22/11/2019 | WAJON PUBLISHING COMPANY | STOCK PURCHASES FOR VISITORS CENTRE | 1 | | 65.80 |
| INV 0000275021/10/2019 | | WAJON PUBLISHING COMPANY | STOCK PURCHASES FOR VISITORS CENTRE | 1 | 65.80 | |
| EFT34976 | 22/11/2019 | WATER QUALITY SOLUTIONS | 03-AQPROP3/4 - AIRROTOR PROFESSIONAL PROPELLA RYTON 4 X 2.75 FOR 3/4HP & 1HP 50 HZ | 1 | | 316.34 |

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| INV 602846 | 01/10/2019 | WATER QUALITY SOLUTIONS | 03-AQPROP3/4 - AIRROTOR PROFESSIONAL PROPELLA RYTON 4 X 2.75 FOR 3/4HP & 1HP 50 HZ | 1 | 316.34 | |
| EFT34977 | 22/11/2019 | WESTWATER ENTERPRISES PTY LTD | ANNUAL SERVICE TO WASTE WATER TREATMENT PLANT AS PER QUOTE SWA-0418. | 1 | | 3,002.67 |
| INV WS0618 | 21/10/2019 | WESTWATER ENTERPRISES PTY LTD | ANNUAL SERVICE TO WASTE WATER TREATMENT PLANT AS PER QUOTE SWA-0418. | 1 | 3,002.67 | |
| EFT34978 | 22/11/2019 | WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING | REPAIR AND REPLACE ANTENNAS AS REQUIRED. | 1 | | 1,417.20 |
| INV INV-953526/08/2019 | | WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING | INSPECT DRUM ROLLER. | 1 | 309.70 | |
| INV INV-953426/08/2019 | | WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING | REMOVE AND REPLACE ALTERNATOR. | 1 | 506.50 | |
| INV INV-954926/08/2019 | | WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING | REPAIR AND REPLACE ANTENNAS AS REQUIRED. | 1 | 601.00 | |
| EFT34979 | 22/11/2019 | WHEATBELT OFFICE & BUSINESS MACHINES | WIFI ROUTER TO REPLACE FAILED TP LINK ROUTER | 1 | | 38.00 |
| INV 25450 | 23/10/2019 | WHEATBELT OFFICE & BUSINESS MACHINES | WIFI ROUTER TO REPLACE FAILED TP LINK ROUTER | 1 | 38.00 | |
| EFT34980 | 22/11/2019 | WHEATBELT SAFETYWEAR | PROTECTIVE CLOTHING DEPOT | 1 | | 72.50 |
| INV 9086 | 15/10/2019 | WHEATBELT SAFETYWEAR | PROTECTIVE CLOTHING DEPOT | 1 | 72.50 | |
| EFT34981 | 22/11/2019 | WILD-CARD.ORG | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | | 192.18 |
| INV 0000675923/10/2019 | | WILD-CARD.ORG | STOCK PURCHASES FOR VISITORS CENTRE. | 1 | 192.18 | |
| EFT34982 | 29/11/2019 | AUSTRALIA POST | POSTAGE FOR OCTOBER 2019 | 1 | | 3,278.83 |
| INV 1009045903/11/2019 | | AUSTRALIA POST | POSTAGE FOR OCTOBER 2019 | 1 | 3,278.83 | |
| EFT34983 | 29/11/2019 | AUSTRALIAN SERVICES UNION | Payroll deductions | 1 | | 257.00 |
| INV DEDUCT26/11/2019 | | AUSTRALIAN SERVICES UNION | Payroll deductions | | 257.00 | |
| EFT34984 | 29/11/2019 | AUSTRALIAN TAXATION OFFICE - PAYG | PAYG PAY RUN WEEK END 26/11/2019 | 1 | | 70,666.00 |
| INV PAYG 2626/11/2019 | | AUSTRALIAN TAXATION OFFICE - PAYG | PAYG PAY RUN WEEK END 26/11/2019 | 1 | 70,666.00 | |

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| EFT34985 | 29/11/2019 | DUNNING INVESTMENTS PTY LTD | FUEL CHARGES FOR OCTOBER 2019. | 1 | | 30,200.43 |
| INV OCTOBE31/10/2019 | | DUNNING INVESTMENTS PTY LTD | FUEL CHARGES FOR OCTOBER 2019. | 1 | 30,200.43 | |
| EFT34986 | 29/11/2019 | EASIFLEET | Payroll deductions | 1 | | 3,036.10 |
| INV DEDUCT26/11/2019 | | EASIFLEET | Payroll deductions | | 1,421.55 | |
| INV DEDUCT26/11/2019 | | EASIFLEET | Payroll deductions | | 1,614.55 | |
| EFT34987 | 29/11/2019 | HORT PLAN PTY LTD | LANDSCAPING AND ASSOCIATED WORKS - PUBLIC REALM - MINSON AVENUE AS PER QUOTE DATED SEPTEMBER 17TH 2019- SEE ATTACHED | 1 | | 34,385.36 |
| INV 17166 | 09/11/2019 | HORT PLAN PTY LTD | LANDSCAPING AND ASSOCIATED WORKS - PUBLIC REALM - MINSON AVENUE AS PER QUOTE DATED SEPTEMBER 17TH 2019- SEE ATTACHED | 1 | 34,385.36 | |
| EFT34988 | 29/11/2019 | RUSSELL BRUCE LADBROOK | RATES CREDIT REFUND FOR ASSESSMENT A12614 | 1 | | 552.55 |
| INV A12614 | 26/11/2019 | RUSSELL BRUCE LADBROOK | RATES CREDIT REFUND FOR ASSESSMENT A12614 | | 552.55 | |
| EFT34989 | 29/11/2019 | SPECIALISED TREE SERVICE | SPENCERS BROOK ROAD 16.43 SLK TO 19.34 SLK - VERGE WORKS AS PER QUOTE 31/10/2019 SEE ATTACHED | 1 | | 33,977.70 |
| INV 3192 | 25/11/2019 | SPECIALISED TREE SERVICE | SPENCERS BROOK ROAD 12 SLK TO 12.80 SLK - VERGE WORK AS PER QUOTE 31/10/2019 SEE ATTACHED | 1 | 10,237.20 | |
| INV 2811201928/11/2019 | | SPECIALISED TREE SERVICE | SPENCERS BROOK ROAD 16.43 SLK TO 19.34 SLK - VERGE WORKS AS PER QUOTE 31/10/2019 SEE ATTACHED | 1 | 23,740.50 | |
| EFT34990 | 29/11/2019 | THE WORKWEAR GROUP | UNIFORM FOR PAUL KHER | 1 | | 730.33 |
| INV 1317345706/06/2019 | | THE WORKWEAR GROUP | UNIFORM FOR SUE CONNELL. | 1 | 52.00 | |
| INV 1183617504/11/2019 | | THE WORKWEAR GROUP | UNIFORM FOR BEV BULL. | 1 | 173.40 | |
| INV 1183640607/11/2019 | | THE WORKWEAR GROUP | UNIFORM ALISON DOWELL. | 1 | 84.15 | |
| INV 1183916907/11/2019 | | THE WORKWEAR GROUP | UNIFORM FOR PAUL KHER | 1 | 420.78 | |
| EFT34991 | 29/11/2019 | TPG TELECOM | 5MBPS FAST FIBRE ISDN20 - SETUP 1 OFF COST | 1 | | 3,829.15 |
| INV 1452516001/10/2019 | | TPG TELECOM | PHONE LOCATION DETAILS FROM TELSTRA | 1 | 101.20 | |
| INV 1461422201/11/2019 | | TPG TELECOM | 5MBPS FAST FIBRE ISDN20 - SETUP 1 OFF COST | 1 | 3,727.95 | |

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| EFT34992 | 29/11/2019 | TREVOR EASTWELL | DRIVING FROM WUNDOWIE TO NORTHAM COMMUNITY BUS - NOVEMBER 2019 | 1 | | 200.00 |
| INV 57 | 21/11/2019 | TREVOR EASTWELL | DRIVING FROM WUNDOWIE TO NORTHAM COMMUNITY BUS - NOVEMBER 2019 | 1 | 200.00 | |
| EFT34993 | 29/11/2019 | WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY) | FUEL CHARGE FOR OCTOBER 2019. | 1 | | 2,149.89 |
| INV OCTOBE31/10/2019 | | WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY) | FUEL CHARGE FOR OCTOBER 2019. | 1 | 2,149.89 | |
| 35228 | 04/11/2019 | SHIRE OF NORTHAM | PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2019. | 1 | | 322.75 |
| INV T1080 | 04/11/2019 | SHIRE OF NORTHAM | PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2019. | 1 | 120.00 | |
| INV T1079 | 04/11/2019 | SHIRE OF NORTHAM | PAYMENT FOR COLLECTION OF BCITF FEES ON BEHAKE OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2019. | 1 | 57.75 | |
| INV T1080 | 04/11/2019 | SHIRE OF NORTHAM | PAYMENT FOR COLLECTION OF BSL FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2019. | 1 | 145.00 | |
| 35229 | 06/11/2019 | DAVID WARREN KEEN | RATES INCENTIVE PRIZE 2019/20 - BANKWEST | 1 | | 500.00 |
| INV CY0611206/11/2019 | | DAVID WARREN KEEN | RATES INCENTIVE PRIZE 2019/20 - BANKWEST | 1 | 500.00 | |
| 35232 | 12/11/2019 | SHIRE OF NORTHAM SOCIAL CLUB | Payroll deductions | 1 | | 65.00 |
| INV DEDUCT29/10/2019 | | SHIRE OF NORTHAM SOCIAL CLUB | Payroll deductions | | 65.00 | |
| 35233 | 12/11/2019 | SYNERGY | GROUPED ELECTICITY 09/09/2019-08/10/2019 | 1 | | 30,259.20 |
| INV 3142569027/09/2019 | | SYNERGY | CLACKLINE POST OFFICE 22/08/2019-27/09/2019 | 1 | 93.44 | |
| INV 7921766208/10/2019 | | SYNERGY | GROUPED ELECTICITY 09/09/2019-08/10/2019 | 1 | 24,102.34 | |
| INV 1819945017/10/2019 | | SYNERGY | KILLARA NEW BUILDING 19/09/2019-17/10/2019 | 1 | 859.49 | |
| INV 7968413417/10/2019 | | SYNERGY | SHIRE ADMIN BUILDING 19/09/2019-17/10/2019 | 1 | 1,236.29 | |

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| INV 1585097622/10/2019 | | SYNERGY | | 1 | 198.15 | |
| INV 1603961222/10/2019 | | SYNERGY | CLACKLINE FIRE STATION 22/08/2019-22/10/2019 | 1 | 127.79 | |
| INV 2886267422/10/2019 | | SYNERGY | CLACKLINE HALL 22/08/2019-22/10/2019 | 1 | 116.72 | |
| INV 9812925723/10/2019 | | SYNERGY | BAKERS HILL REC CENTRE 23/08/2019-23/10/2019 | 1 | 858.26 | |
| INV 4449973024/10/2019 | | SYNERGY | WUNDOWIE LIBRARY 26/08/2019-24/10/2019 | 1 | 455.39 | |
| INV 3053076124/10/2019 | | SYNERGY | AGED ACCOMMODATION WUNDOWIE 26/08/2019-24/10/2019 | 1 | 66.33 | |
| INV 1640077124/10/2019 | | SYNERGY | WUNDOWIE DEPOT 26/08/2019-24/10/2019 | 1 | 467.01 | |
| INV 3006770724/10/2019 | | SYNERGY | WUNDOWIE FOOTY PAVILLION 26/08/2019-24/10/2019 | 1 | 175.53 | |
| INV 9168227524/10/2019 | | SYNERGY | WUNDOWIE TENNIS CLUB 26/08/2019-24/10/2019 | 1 | 134.84 | |
| INV 3706392324/10/2019 | | SYNERGY | WUNDOWIE TOWN HALL 26/08/2019-24/10/2019 | 1 | 393.94 | |
| INV 9626429924/10/2019 | | SYNERGY | WUNDOWIE MWEDICAL CENTRE 26/08/2019-24/10/2019 | 1 | 117.12 | |
| INV 1422759524/10/2019 | | SYNERGY | WUNDOWIE OVAL 26/08/2019-24/10/2019 | 1 | 276.85 | |
| INV 0353464125/10/2019 | | SYNERGY | HOOPER PARK 27/08/2019-25/10/2019 | 1 | 173.00 | |
| INV 3619900325/10/2019 | | SYNERGY | WUNDOWIE OVAL PUMP 26/08/2019-25/10/2019 | 1 | 406.71 | |
| 35234 | 12/11/2019 | TELSTRA CORPORATION | GROUPED ELECTRIC 28/10/2019-27/11/2019 | 1 | | 3,612.81 |
| INV 2726008910/10/2019 | | TELSTRA CORPORATION | BUSHFIRE BRIGADES 10/10/2019-09/11/2019 | 1 | 219.98 | |
| INV 3864754812/10/2019 | | TELSTRA CORPORATION | HENRY ST OVAL 04/10/2019-04/11/2019 | 1 | 40.00 | |
| INV 2000049019/10/2019 | | TELSTRA CORPORATION | SES 15/09/2019-14/10/2019 | 1 | 54.95 | |
| INV 6305302927/10/2019 | | TELSTRA CORPORATION | BAKERS HILL BFB OCTOBER 2019 | 1 | 33.98 | |
| INV 2726009028/10/2019 | | TELSTRA CORPORATION | GROUP ELECTRIC 28/10/2019-27/11/2019 | 1 | 86.55 | |
| INV 2726009028/10/2019 | | TELSTRA CORPORATION | VFMS TRAILER & SPRINKLERS 28/10/2019-27/11/2019 | 1 | 50.00 | |
| INV 2726008928/10/2019 | | TELSTRA CORPORATION | GROUPED ELECTRIC 28/10/2019-27/11/2019 | 1 | 3,127.35 | |
| 35235 | 12/11/2019 | WATER CORPORATION | STANDPIPE 14/08/2019-16/10/2019 | 1 | | 21,398.08 |
| INV 9007913513/09/2019 | | WATER CORPORATION | STANDPIPE AT DEPOT10/07/2019-12/09/2019 | 1 | 1,355.63 | |

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| INV 9022053219/09/2019 | | WATER CORPORATION | STANDPIPE CLARKE ST NORTHAM 16/07/2019-18/09/18/09/2019 | 1 | 1,762.11 | |
| INV 9007938908/10/2019 | | WATER CORPORATION | STANDPIPE BODEGUERO WAY WUNDOWIE 01/08/2019-07/10/2019 | 1 | 2.60 | |
| INV 9007938711/10/2019 | | WATER CORPORATION | STANDPIPE LOCKYER RD CLACKLINE 09/08/2019-10/10/2019 | 1 | 2,188.23 | |
| INV 9007892014/10/2019 | | WATER CORPORATION | FIRE SHED BAKETRS HILL 09/08/2019-11/10/2019 | 1 | 20.78 | |
| INV 9007891814/10/2019 | | WATER CORPORATION | STANDPIPE 09/08/2019-11/10/2019 | 1 | 3,392.92 | |
| INV 9007892515/10/2019 | | WATER CORPORATION | BAKERS HILL REC CENTRE 09/08/2019-14/10/2019 | 1 | 121.25 | |
| INV 9007840317/10/2019 | | WATER CORPORATION | GRASS VALLEY FIRE SHED 14/08/2019-16/10/2019 | 1 | 2.53 | |
| INV 9007840917/10/2019 | | WATER CORPORATION | GRASS VALLEY MUSEUM 14/08/2019-16/10/2019 | 1 | 5.19 | |
| INV 9007840217/10/2019 | | WATER CORPORATION | STANDPIPE 14/08/2019-16/10/2019 | 1 | 7,154.33 | |
| INV 9007840218/10/2019 | | WATER CORPORATION | GRASS VALLEY HALL 14/08/2019-16/10/2019 | 1 | 298.66 | |
| INV 9007869125/10/2019 | | WATER CORPORATION | WUNDOWIE LIBRARY 20/08/2019-24/10/2019 | 1 | 249.58 | |
| INV 9007869125/10/2019 | | WATER CORPORATION | WUNDOWIE TOWN HALL 20/08/2019-24/10/2019 | 1 | 1,106.95 | |
| INV 9007869125/10/2019 | | WATER CORPORATION | KINDERGARDEN (FLUFFY DUCKS) 20/08/2019-24/10/2019 | 1 | 258.02 | |
| INV 9007868925/10/2019 | | WATER CORPORATION | PUBLIC TOILETS WUNDOWIE 20/08/2019-24/10/2019 | 1 | 128.80 | |
| INV 9007871925/10/2019 | | WATER CORPORATION | WUNDOWIE OVAL 20/08/2019-24/10/2019 | 1 | 445.60 | |
| INV 9007871825/10/2019 | | WATER CORPORATION | BANSKIA AVE RESERVE 20/08/2019-24/10/2019 | 1 | 206.68 | |
| INV 9007868528/10/2019 | | WATER CORPORATION | WUNDOWIE POOL 21/08/2019-25/10/2019 | 1 | 569.63 | |
| INV 9007872228/10/2019 | | WATER CORPORATION | UNIT 1/410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 256.67 | |
| INV 9007872228/10/2019 | | WATER CORPORATION | UNIT 2/410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 252.11 | |
| INV 9007872228/10/2019 | | WATER CORPORATION | UNIT 3/410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 248.99 | |
| INV 9078722728/10/2019 | | WATER CORPORATION | UNIT 4/410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 253.56 | |
| INV 9007872228/10/2019 | | WATER CORPORATION | UNIT 5/410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 255.39 | |
| INV 9007872228/10/2019 | | WATER CORPORATION | UNIT 6/410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 259.03 | |
| INV 9007872328/10/2019 | | WATER CORPORATION | UNIT 7/410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 264.01 | |

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| INV 9007872328/10/2019 | | WATER CORPORATION | UNIT 8/410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 263.61 | |
| INV 9007871928/10/2019 | | WATER CORPORATION | WUNDOWIE DEPOT 21/08/2019-25/10/2019 | 1 | 31.16 | |
| INV 9007872228/10/2019 | | WATER CORPORATION | 410 KURINGAL VILLAGE 22/08/2019-25/10/2019 | 1 | 44.06 | |
| 35236 | 29/11/2019 | COMMISSIONER OF POLICE | ROAD CLOSURE FORM FOR CHRISTMAS ON FITZGERALD FESTIVLA 13/12/2019. | 1 | | 82.50 |
| INV VW271127/11/2019 | | COMMISSIONER OF POLICE | ROAD CLOSURE FORM FOR CHRISTMAS ON FITZGERALD FESTIVLA 13/12/2019. | 1 | 82.50 | |
| 35237 | 29/11/2019 | SHIRE OF NORTHAM SOCIAL CLUB | Payroll deductions | 1 | | 120.00 |
| INV DEDUCT12/11/2019 | | SHIRE OF NORTHAM SOCIAL CLUB | Payroll deductions | | 60.00 | |
| INV DEDUCT26/11/2019 | | SHIRE OF NORTHAM SOCIAL CLUB | Payroll deductions | | 60.00 | |
| 35238 | 29/11/2019 | WATER CORPORATION | NORTHAM AIRPORT 17/09/2019-12/11/2019 | 1 | | 4,235.34 |
| INV 9007904008/11/2019 | | WATER CORPORATION | CREATE 298 10/09/2019-07/11/2019 | 1 | 838.85 | |
| INV 9007908008/11/2019 | | WATER CORPORATION | OLD GIRLS SCHOOL 10/09/2019-07/11/2019 | 1 | 65.84 | |
| INV 9007908008/11/2019 | | WATER CORPORATION | OLD POST OFFICE 10/09/2019-07/11/2019 | 1 | 161.93 | |
| INV 9007903908/11/2019 | | WATER CORPORATION | ST JOHNS HALL 11/09/2019-07/11/2019 | 1 | 150.23 | |
| INV 9007907208/11/2019 | | WATER CORPORATION | WATER CHARGES FOR 185 FITZGERALD ST NORTHAM - (POP UP SHOP) | 1 | 411.73 | |
| INV 9007915513/11/2019 | | WATER CORPORATION | NORTHAM AIRPORT 17/09/2019-12/11/2019 | 1 | 2,606.76 | |
| DD14443.1 | 12/11/2019 | BANKWEST | MASTERCARD ROSS RAYSON 21/09/19 TO 23/10/19 | 1 | | 6,913.51 |
| INV J WHITE12/11/2019 | | BANKWEST | MASTERCARD JASON WHITEAKER 21/09/19 TO 23/10/19 | 1 | 141.57 | |
| INV C YOUNG12/11/2019 | | BANKWEST | MASTERCARD COLIN YOUNG 21/09/19 TO 23/10/19 | 1 | 411.51 | |
| INV C HUNT 12/11/2019 | | BANKWEST | MASTERCARD CHAD HUNT 21/09/19 TO 23/10/19 | 1 | 1,113.69 | |
| INV C KLEYN12/11/2019 | | BANKWEST | MASTERCARD CLINTON KLEYNHAN'S 21/09/19 TO 23/10/19 | 1 | 1,821.67 | |
| INV B RUTTE12/11/2019 | | BANKWEST | MASTERCARD BRENDON RUTTER 21/09/19 TO 23/10/19 | 1 | 640.05 | |
| INV R RAYSC12/11/2019 | | BANKWEST | MASTERCARD ROSS RAYSON 21/09/19 TO 23/10/19 | 1 | 2,785.02 | |

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| DD14450.1 | 12/11/2019 | WA SUPER | Payroll deductions | 1 | | 26,281.05 |
| INV SUPER | 12/11/2019 | WA SUPER | Superannuation contributions | 1 | 22,740.83 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 2,100.90 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 90.08 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 36.29 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 230.76 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 25.00 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 296.43 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 584.00 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 29.45 | |
| INV DEDUCT | 12/11/2019 | WA SUPER | Payroll deductions | 1 | 147.31 | |
| DD14450.2 | 12/11/2019 | MACQUARIE SUPER MANAGER | Superannuation contributions | 1 | | 136.33 |
| INV SUPER | 12/11/2019 | MACQUARIE SUPER MANAGER | Superannuation contributions | 1 | 136.33 | |
| DD14450.3 | 12/11/2019 | ESSENTIAL SUPER | Superannuation contributions | 1 | | 145.24 |
| INV SUPER | 12/11/2019 | ESSENTIAL SUPER | Superannuation contributions | 1 | 145.24 | |
| DD14450.4 | 12/11/2019 | REST INDUSTRY SUPER | Superannuation contributions | 1 | | 463.59 |
| INV SUPER | 12/11/2019 | REST INDUSTRY SUPER | Superannuation contributions | 1 | 463.59 | |
| DD14450.5 | 12/11/2019 | PRIME SUPER | Payroll deductions | 1 | | 443.36 |
| INV SUPER | 12/11/2019 | PRIME SUPER | Superannuation contributions | 1 | 319.63 | |
| INV DEDUCT | 12/11/2019 | PRIME SUPER | Payroll deductions | 1 | 123.73 | |
| DD14450.6 | 12/11/2019 | ONEPATH | Superannuation contributions | 1 | | 217.27 |
| INV SUPER | 12/11/2019 | ONEPATH | Superannuation contributions | 1 | 217.27 | |
| DD14450.7 | 12/11/2019 | ASGARD EMPLOYEE SUPERANNUATION | Superannuation contributions | 1 | | 50.00 |

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|----------------|------------|--------------------------------|------------------------------|-----------|------------|-----------|
| INV SUPER | 12/11/2019 | ASGARD EMPLOYEE SUPERANNUATION | Superannuation contributions | 1 | 50.00 | |
| DD14450.8 | 12/11/2019 | MEDIA SUPER | Superannuation contributions | 1 | | 151.26 |
| INV SUPER | 12/11/2019 | MEDIA SUPER | Superannuation contributions | 1 | 151.26 | |
| DD14450.9 | 12/11/2019 | UNISUPER | Payroll deductions | 1 | | 575.52 |
| INV SUPER | 12/11/2019 | UNISUPER | Superannuation contributions | 1 | 414.91 | |
| INV DEDUCT | 12/11/2019 | UNISUPER | Payroll deductions | 1 | 160.61 | |
| DD14504.1 | 26/11/2019 | WA SUPER | Payroll deductions | 1 | | 26,002.76 |
| INV SUPER | 26/11/2019 | WA SUPER | Superannuation contributions | 1 | 22,486.30 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 2,081.19 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 75.29 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 30.61 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 230.76 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 25.00 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 296.43 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 584.00 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 44.01 | |
| INV DEDUCT | 26/11/2019 | WA SUPER | Payroll deductions | 1 | 149.17 | |
| DD14504.2 | 26/11/2019 | MACQUARIE SUPER MANAGER | Superannuation contributions | 1 | | 137.32 |
| INV SUPER | 26/11/2019 | MACQUARIE SUPER MANAGER | Superannuation contributions | 1 | 137.32 | |
| DD14504.3 | 26/11/2019 | ESSENTIAL SUPER | Superannuation contributions | 1 | | 159.15 |
| INV SUPER | 26/11/2019 | ESSENTIAL SUPER | Superannuation contributions | 1 | 159.15 | |
| DD14504.4 | 26/11/2019 | REST INDUSTRY SUPER | Superannuation contributions | 1 | | 323.04 |
| INV SUPER | 26/11/2019 | REST INDUSTRY SUPER | Superannuation contributions | 1 | 323.04 | |

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|----------------|------------|--|------------------------------|-----------|------------|----------|
| DD14504.5 | 26/11/2019 | PRIME SUPER | Payroll deductions | 1 | | 442.94 |
| INV SUPER | 26/11/2019 | PRIME SUPER | Superannuation contributions | 1 | 319.33 | |
| INV DEDUCT | 26/11/2019 | PRIME SUPER | Payroll deductions | 1 | 123.61 | |
| DD14504.6 | 26/11/2019 | ONEPATH | Superannuation contributions | 1 | | 194.59 |
| INV SUPER | 26/11/2019 | ONEPATH | Superannuation contributions | 1 | 194.59 | |
| DD14504.7 | 26/11/2019 | ASGARD EMPLOYEE SUPERANNUATION | Superannuation contributions | 1 | | 50.00 |
| INV SUPER | 26/11/2019 | ASGARD EMPLOYEE SUPERANNUATION | Superannuation contributions | 1 | 50.00 | |
| DD14504.8 | 26/11/2019 | MEDIA SUPER | Superannuation contributions | 1 | | 164.61 |
| INV SUPER | 26/11/2019 | MEDIA SUPER | Superannuation contributions | 1 | 164.61 | |
| DD14504.9 | 26/11/2019 | UNISUPER | Payroll deductions | 1 | | 575.52 |
| INV SUPER | 26/11/2019 | UNISUPER | Superannuation contributions | 1 | 414.91 | |
| INV DEDUCT | 26/11/2019 | UNISUPER | Payroll deductions | 1 | 160.61 | |
| DD14450.10 | 12/11/2019 | MLC NOMINEES PTY LTD | Superannuation contributions | 1 | | 226.64 |
| INV SUPER | 12/11/2019 | MLC NOMINEES PTY LTD | Superannuation contributions | 1 | 226.64 | |
| DD14450.11 | 12/11/2019 | HESTA SUPER FUND | Superannuation contributions | 1 | | 66.18 |
| INV SUPER | 12/11/2019 | HESTA SUPER FUND | Superannuation contributions | 1 | 66.18 | |
| DD14450.12 | 12/11/2019 | AUSTRALIAN SUPER PTY LTD | Payroll deductions | 1 | | 3,164.58 |
| INV SUPER | 12/11/2019 | AUSTRALIAN SUPER PTY LTD | Superannuation contributions | 1 | 2,884.26 | |
| INV DEDUCT | 12/11/2019 | AUSTRALIAN SUPER PTY LTD | Payroll deductions | 1 | 280.32 | |
| DD14450.13 | 12/11/2019 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions | 1 | | 82.57 |
| INV SUPER | 12/11/2019 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions | 1 | 82.57 | |

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|----------------|------------|---|------------------------------|-----------|------------|----------|
| DD14450.14 | 12/11/2019 | ZURICH AUSTRALIA LIMITED | Payroll deductions | 1 | | 598.75 |
| INV SUPER | 12/11/2019 | ZURICH AUSTRALIA LIMITED | Superannuation contributions | 1 | 431.66 | |
| INV DEDUCT | 12/11/2019 | ZURICH AUSTRALIA LIMITED | Payroll deductions | 1 | 167.09 | |
| DD14450.15 | 12/11/2019 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1 | | 210.50 |
| INV SUPER | 12/11/2019 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1 | 210.50 | |
| DD14450.16 | 12/11/2019 | (THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER | Superannuation contributions | 1 | | 532.75 |
| INV SUPER | 12/11/2019 | (THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER | Superannuation contributions | 1 | 532.75 | |
| DD14450.17 | 12/11/2019 | AMP LIFE LIMITED | Superannuation contributions | 1 | | 739.95 |
| INV SUPER | 12/11/2019 | AMP LIFE LIMITED | Superannuation contributions | 1 | 739.95 | |
| DD14450.18 | 12/11/2019 | NETWEALTH SUPERANNUATION | Superannuation contributions | 1 | | 269.04 |
| INV SUPER | 12/11/2019 | NETWEALTH SUPERANNUATION | Superannuation contributions | 1 | 269.04 | |
| DD14450.19 | 12/11/2019 | HOSTPLUS SUPER | Superannuation contributions | 1 | | 605.46 |
| INV SUPER | 12/11/2019 | HOSTPLUS SUPER | Superannuation contributions | 1 | 605.46 | |
| DD14450.20 | 12/11/2019 | SUN SUPER | Superannuation contributions | 1 | | 699.16 |
| INV SUPER | 12/11/2019 | SUN SUPER | Superannuation contributions | 1 | 699.16 | |
| DD14504.10 | 26/11/2019 | MLC NOMINEES PTY LTD | Superannuation contributions | 1 | | 228.88 |
| INV SUPER | 26/11/2019 | MLC NOMINEES PTY LTD | Superannuation contributions | 1 | 228.88 | |
| DD14504.11 | 26/11/2019 | HESTA SUPER FUND | Superannuation contributions | 1 | | 17.04 |
| INV SUPER | 26/11/2019 | HESTA SUPER FUND | Superannuation contributions | 1 | 17.04 | |
| DD14504.12 | 26/11/2019 | AUSTRALIAN SUPER PTY LTD | Payroll deductions | 1 | | 3,594.92 |

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|----------------|------------|---|------------------------------|-----------|------------|--------|
| INV SUPER | 26/11/2019 | AUSTRALIAN SUPER PTY LTD | Superannuation contributions | 1 | 3,302.86 | |
| INV DEDUCT | 26/11/2019 | AUSTRALIAN SUPER PTY LTD | Payroll deductions | 1 | 292.06 | |
| DD14504.13 | 26/11/2019 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions | 1 | | 90.08 |
| INV SUPER | 26/11/2019 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions | 1 | 90.08 | |
| DD14504.14 | 26/11/2019 | CBUS | Payroll deductions | 1 | | 560.09 |
| INV SUPER | 26/11/2019 | CBUS | Superannuation contributions | 1 | 415.55 | |
| INV DEDUCT | 26/11/2019 | CBUS | Payroll deductions | 1 | 144.54 | |
| DD14504.15 | 26/11/2019 | ZURICH AUSTRALIA LIMITED | Payroll deductions | 1 | | 598.75 |
| INV SUPER | 26/11/2019 | ZURICH AUSTRALIA LIMITED | Superannuation contributions | 1 | 431.66 | |
| INV DEDUCT | 26/11/2019 | ZURICH AUSTRALIA LIMITED | Payroll deductions | 1 | 167.09 | |
| DD14504.16 | 26/11/2019 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1 | | 186.54 |
| INV SUPER | 26/11/2019 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1 | 186.54 | |
| DD14504.17 | 26/11/2019 | (THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER | Superannuation contributions | 1 | | 532.75 |
| INV SUPER | 26/11/2019 | (THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER | Superannuation contributions | 1 | 532.75 | |
| DD14504.18 | 26/11/2019 | AMP LIFE LIMITED | Superannuation contributions | 1 | | 740.77 |
| INV SUPER | 26/11/2019 | AMP LIFE LIMITED | Superannuation contributions | 1 | 740.77 | |
| DD14504.19 | 26/11/2019 | NETWEALTH SUPERANNUATION | Superannuation contributions | 1 | | 269.04 |
| INV SUPER | 26/11/2019 | NETWEALTH SUPERANNUATION | Superannuation contributions | 1 | 269.04 | |
| DD14504.20 | 26/11/2019 | HOSTPLUS SUPER | Superannuation contributions | 1 | | 603.02 |
| INV SUPER | 26/11/2019 | HOSTPLUS SUPER | Superannuation contributions | 1 | 603.02 | |

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| Cheque /EFT No | Date | Name | Invoice Description | Bank Code | INV Amount | Amount |
|----------------|------------|----------|------------------------------|-----------|------------|--------|
| DD14504.21 | 26/11/2019 | SUNSUPER | Superannuation contributions | 1 | | 684.42 |
| INV SUPER | 26/11/2019 | SUNSUPER | Superannuation contributions | 1 | 684.42 | |

REPORT TOTALS

| Bank Code | Bank Name | TOTAL |
|--------------|-----------|---------------------|
| 1 | MUNI FUND | 3,282,633.49 |
| TOTAL | | 3,282,633.49 |

Attachment 2
Payment dates 1st November 2019 to 30 November 2019

- Municipal Fund payment cheque numbers 35228 to 35238 Total \$60,595.68.

Electronic Funds Transfer

- Municipal Fund EFT34712 to EFT34993 Total \$3,143,308.87.

Direct Debits Total \$78,728.94

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

| Month | Cheques | EFT Payments | Direct Debits | Payroll | Total Payments |
|--------------|---------------------|------------------------|---------------------|-----------------------|------------------------|
| | 2019/2020 | 2019/2020 | 2019/2020 | 2019/2020 | 2019/2020 |
| July | \$ 206,266.12 | \$ 3,308,502.03 | \$ 76,110.78 | \$ 432,960.90 | \$ 4,023,839.83 |
| August | \$ 49,915.44 | \$ 2,828,610.12 | \$ 79,487.55 | \$ 455,717.69 | \$ 3,413,730.80 |
| September | \$ 55,440.41 | \$ 2,948,297.32 | \$ 72,450.07 | \$ 429,744.94 | \$ 3,505,932.74 |
| October | \$ 100,301.16 | \$ 3,153,464.10 | \$ 116,698.02 | \$ 651,629.55 | \$ 4,022,092.83 |
| November | \$ 60,595.68 | \$ 3,143,308.87 | \$ 78,728.94 | \$ 470,325.55 | \$ 3,752,959.04 |
| December | | | | | \$ - |
| January | | | | | \$ - |
| February | | | | | \$ - |
| March | | | | | \$ - |
| April | | | | | \$ - |
| May | | | | | \$ - |
| June | | | | | \$ - |
| Total | \$472,518.81 | \$15,382,182.44 | \$423,475.36 | \$2,440,378.63 | \$18,718,555.24 |

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD14443.1

| Summary Credit Card Payments | \$ | Total |
|--|--------|-------|
| Executive Manager Engineering Services | | |
| GUILDFORD TOWN GARDEN CENTRE - 3X GROWN 45LT POTS 4-5MT HIGH WISTERIA | 899.97 | |
| DEPARTMENT OF TRANSPORT SHIRE OF NORTHAM - PLATE CHANGE | 27.70 | |
| DEPARTMENT OF TRANSPORT SHIRE OF NORTHAM - NEW VEHICLE REGISTRATION EMES | 39.95 | |
| DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY - DANGEROUS GOODS SITE LICENCE | 223.00 | |

| | | |
|--|---------|-----------------|
| DEPARTMENT OF HEALTH - PHARMACEUTICAL SERVICES - CHLORINE PERMIT RENEWAL | 209.00 | |
| NORTHAM POST OFFICE - LANDGATE TITLE EIS ID CHECK - JASON WHITEAKER | 49.00 | |
| NORTHAM POST OFFICE - LANDGATE TITLE EIS ID CHECK - CHRISTOPHER ANTONIO | 49.00 | |
| DEPARTMENT OF TRANSPORT SHIRE OF NORTHAM - NEW VEHICLE REGISTRATION EMES | 324.05 | 1,821.67 |
| CESM | | |
| COLES NORTHAM - SUPERVISION COURSE INKPEN BFB | 24.00 | |
| MERREDIN SUPER IGA - REGIONAL BFF COURSE | 27.84 | |
| PUMA TAMMIN ROADHOUSE - REGIONAL BFF COURSE | 13.95 | |
| THE COMMERICAL HOTEL - REGIONAL BFF COURSE | 20.00 | |
| MERREDIN CINEMA & CAFE - REGIONAL BFF COURSE | 105.00 | |
| MERREDIN ROADHOUSE - REGIONAL BFF COURSE | 11.50 | |
| MERREDIN CINEMA & CAFE - REGIONAL BFF COURSE | 108.00 | |
| MERREDIN CINEMA & CAFE - REGIONAL BFF COURSE | 30.00 | |
| DOMINOS NORTHAM - REFRESHMENTS FOR TRAINING | 153.30 | |
| PUMA ENERGY ELCABALLO - REFRESHMENTS FOR FOUNDRY PLACE FIRE | 51.30 | |
| AUTOPRO NORTHAM - CLEANING SUPPLIES FOR INKPEN | 89.96 | |
| PUMA TAMMIN ROADHOUSE - REGIONAL BFF COURSE | 5.20 | 640.05 |
| Executive Manager Corporate Services | | |
| CAFE YASOU - MEETING WITH BENDIOGO BANK | 14.20 | |
| AMAYSIM - MONTHLY FEES - MOBILE SUPPORT LIBRARY | 10.00 | |
| MICROSOFT MONTHLY FEES OFFICE 365 BUSINESS | 47.19 | |
| ADOBE CREATIVE CLOUD - MONTHLY FEES | 189.17 | |
| OFFICEWORKS - APPLE PEN FOR SHIRE PRESIDENT | 150.95 | 411.51 |
| Executive Manager Development Services | | |
| AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS - ANNUAL CONFERENCE ATTENDANCE BY GORDON TESTER | 1095.00 | |
| DROPBOX - TRANSFER OF EVIDENCE DOCUMENTS | 18.69 | 1,113.69 |
| Executive Manager Community Services | | |
| ADOBE CREATIVE CLOUD - YEARLY FEES | 263.87 | |
| SUBWAY NORTHAM - REFRESHMENTS FOR CULTURAL AWARENESS TRAINING GP HEALTH NETWORK | 165.00 | |

| | | |
|---|---------|--------------------|
| SPOTLIGHT MIDLAND - RED SATIN RIBBON | 12.00 | |
| NORTHAM POST OFFICE - WORKING WITH CHILDREN CHECK KELLIE SLATER | 87.00 | |
| MALL MANAGERS WA PTY - CASUAL STALL LEASE FOR NORTHAM BOULEVARD | 167.15 | |
| FACEBOOK - BOOSTING FOR READY, SET, GO CAMPAIGN | 1045.00 | |
| FACEBOOK - BOOSTING FOR READY, SET, GO CAMPAIGN | 1045.00 | 2,785.02 |
| CEO | | |
| DUKES INN - PHAPS PTY LTD - MEETING WITH CLACKLINE BFB CAPTAIN | 27.00 | |
| ANNUAL FEE | 39.00 | |
| FOREIGN TRANSACTION FEE | 75.57 | 141.57 |
| Total Credit Card Expenditure | | \$ 6,913.51 |

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$3,752,959.04 was submitted to the Ordinary Meeting of Council on Wednesday, 18 December 2019.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$3,752,959.04 was submitted to each member of the Council on Wednesday, 18 December 2019, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

_____ CHIEF EXECUTIVE OFFICER

RECOMMENDATION

That Council endorse the payments for the period November 2019, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).



12.4.2 Financial Statement for the period ending 30 November 2019

| | |
|---|---|
| Address: | N/A |
| Owner: | N/A |
| Applicant: | N/A |
| File Reference: | 2.1.3.4 |
| Reporting Officer: | Zoe Macdonald, Accountant |
| Responsible Officer: | Colin Young, Executive Manager Corporate Services |
| Officer Declaration of Interest: | Nil |
| Voting Requirement: | Simple Majority |
| Press release to be issued: | No |

BRIEF

For Council to receive the Financial Statement for the period ending 30 November 2019.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 November 2019.

A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 30 November 2019 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;
- 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, **new items this month are in bold.**

Notes to the Financial Statements

Operating Income

1. **General Purpose Funding revenue is over budget by \$28,464. The FAGs untied grant received was \$73,452 under budget due to the change in funding structure introduced when distributing the funding pool based on Local Government equalisation needs. They are reducing all Local Governments to a 65% funding base. For the 2019/20 Financial year Council will receive \$144,244 less than budgeted for the FAGs grant this will be amended at the Budget Review. Projections from the Western Australian Grants Commission predict Council's FAG grant will reduce by a further \$50,293 for the 2020/21 financial year before stabilising in the 2021/22 financial year. Late payment and instalment interest are over budget by \$38,034 and legal fees are over budget by \$63,325.**
2. **Law and Order is under budget by \$45,749 due to the timing of BFBs and SES grant.**
3. **Education and Welfare is over budget by \$57,137 due to the timing of the receipt of Killara Brokerage Fees of \$53,317.**
4. **Community Amenities is over budget by \$87,549 predominantly due to tipping Fees being over budget by \$55,764 and septage fees of \$33,320.**
5. **Transport is over budget by 8.91% predominantly due to the receipt of unbudgeted funds from extractive industries road maintenance contribution of \$42,525.**
6. **Economic Services is under budget by \$58,278, predominantly relating to the timing of grants and festivals income \$38,000, building permits \$6,300 and BKB Income of \$6,807.**

Operating Expenditure

7. **Governance is under budget by 22.91% due to the items presented below;**
 - **Computer Consultancy is under by \$10,380**
 - **Salaries and wages are under budget by \$34,243 (timing)**
 - **Election expenses are under by \$30,802**
 - **Internal allocation is under budget by \$81,797 due to the timing and lower than anticipated costs (non cash)**
8. **General Purpose Funding is over budget by \$31,539. This is legal costs recoverable of \$40,700 offset by an under budgeted valuations and title searches of \$10,171.**
9. **Law and Order are under budget by 7.09%, fire hazard reduction expenses being \$55,122 under (timing).**

10. **Community Amenities are under budget by \$64,384. Rubbish site maintenance is currently \$53,553 under (timing) Refuse collection is \$8,550 under budget.**
11. Recreation and culture is under budget \$80,163 due predominantly to timing of Pools and water parks \$75,468 (timing)
12. Transport is over budget by \$133,247 due to depreciation expense of \$93,085, bridge maintenance is over \$28,399 (timing) and street trees \$15,869.
13. **Other Economic Services is over budget by 2.99%, being over budget by \$27,890 expensed to noxious weeds and pest plants.**
14. **Other property and services is the timing of internal allocations and expenses for \$27,213 (non cash).**

Operating Income by Nature and Type

15. Operating grants and contributions revenue are under budget by \$51,442 due to the items disclosed at Item 1.
16. Fees and charges are over budget by 10% due to the items disclosed in items 3 and 4 above.
17. Other Revenue is over budget \$72,527 predominantly relating to the items disclosed below;
 - Rates legal Fees \$63,325
 - DEFES Reimbursements \$18,373.

Operating Expenditure by Nature and Type

18. **Employee costs are under budget by 1% as disclosed in item 7 above**
19. **Materials and contracts are under budget by 10% relating to items 7,9,10,12 and 13 disclosed above**
20. Utility charges are under budget \$68,722 (timing).
21. Depreciation is over budget predominantly relating to item 12 disclosed above.
22. **Other Expenditure is under budget 76% due to the timing of internal allocations, (non-cash)**

Loss on Asset Disposals

23. **The unbudgeted loss on the Hino water truck of \$58,474 will be adjusted at budget review. This transaction was expected to occur in the 18/19 financial year.**

Capital Expenditure

24. **Spencers Brook Road SLK 5400 -7360 is over budget by \$168,092 due to additional Shire labour and overheads costs predominantly due to delays in contracts works being carried out.**

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2019/20 Budget.

B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.
 Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|--|--|---|
| Financial | N/A | N/A | N/A |
| Health & Safety | N/A | N/A | N/A |
| Reputation | N/A | N/A | N/A |
| Service Interruption | N/A | N/A | N/A |
| Compliance | The Report is to be presented to Council each month in order to comply with relevant legislation | Low (3) | There are processes in place to ensure compliance with relevant legislation |
| Property | N/A | N/A | N/A |
| Environment | N/A | N/A | N/A |


C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 30 November 2019.

Attachment 1



Shire of Northam

SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2019

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| 4 Reserves | 12 |
| 5 Net Current Assets | 13 |
| 6 Rating Information | 14 |



SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2019

| | NOTE | 19/20 Budget \$ | Ytd Budget \$ | 19/20 Ytd Actual \$ | Variations Actuals to Budget \$ | Variations Actuals to Budget % |
|--|------|-----------------------|---------------------|---------------------------|--|---|
| Operating | | | | | | |
| Revenues | | | | | | |
| Governance | | 48,600 | 4,400 | 3,373 | (1,027) | (23.35%) |
| General Purpose Funding Other | 1 | 2,265,384 | 1,096,527 | 1,124,991 | 28,464 | 2.60% |
| General Purpose Funding Rates | | 10,417,484 | 10,358,044 | 10,366,924 | 8,880 | 0.09% |
| Law, Order, Public Safety | 2 | 1,939,333 | 541,378 | 495,629 | (45,749) | (8.45%) |
| Health | | 61,000 | 29,130 | 30,209 | 1,079 | 3.70% |
| Education and Welfare | 3 | 1,176,072 | 578,067 | 635,204 | 57,137 | 9.88% |
| Housing | | 62,277 | 25,945 | 21,622 | (4,323) | (16.66%) |
| Community Amenities | 4 | 2,704,576 | 1,947,428 | 2,034,977 | 87,549 | 4.50% |
| Recreation and Culture | | 2,684,010 | 1,373,724 | 1,364,615 | (9,109) | (0.66%) |
| Transport | 5 | 3,496,860 | 1,080,657 | 1,176,912 | 96,255 | 8.91% |
| Economic Services | 6 | 598,150 | 291,933 | 233,655 | (58,278) | (19.96%) |
| Other Property and Services | | 160,200 | 45,460 | 37,684 | (7,776) | (17.11%) |
| Total Operating Revenue | | 25,623,946 | 17,372,693 | 17,525,793 | 153,101 | 0.88% |
| Expenses | | | | | | |
| Governance | 7 | (1,369,648) | (687,961) | (530,351) | 157,610 | 22.91% |
| General Purpose Funding | 8 | (289,104) | (147,982) | (179,521) | (31,539) | (21.31%) |
| Law, Order, Public Safety | 9 | (1,503,081) | (638,517) | (593,261) | 45,256 | 7.09% |
| Health | | (322,270) | (128,212) | (130,329) | (2,117) | (1.65%) |
| Education and Welfare | | (1,419,060) | (585,858) | (572,667) | 13,191 | 2.25% |
| Housing | | (75,223) | (30,193) | (26,781) | 3,412 | 11.30% |
| Community Amenities | 10 | (3,683,616) | (1,269,133) | (1,204,749) | 64,384 | 5.07% |
| Recreation & Culture | 11 | (5,689,382) | (2,936,796) | (2,856,633) | 80,163 | 2.73% |
| Transport | 12 | (5,600,097) | (2,395,303) | (2,528,550) | (133,247) | (5.56%) |
| Economic Services | 13 | (2,570,843) | (1,130,026) | (1,163,787) | (33,761) | (2.99%) |
| Other Property and Services | 14 | (47,607) | (60,442) | (87,655) | (27,213) | (45.02%) |
| Total Operating Expenses | | (22,569,931) | (10,010,423) | (9,874,285) | 136,138 | 1.36% |
| Removal of Non-Cash Items | | | | | | |
| (Profit)/Loss on Asset Disposals | | 881,489 | 1,085,170 | 1,138,816 | 53,646 | |
| Movement in Employee Benefit Provisions | | (22,339) | 0 | (16,927) | (16,927) | |
| Depreciation on Assets | | 4,156,954 | 1,731,995 | 1,854,564 | 122,569 | |
| Non Operating Items | | | | | | |
| Purchase Land and Buildings | | (2,507,264) | (367,447) | (80,269) | 287,178 | |
| Purchase Plant and Equipment | | (1,546,138) | (790,172) | (91,070) | 699,102 | |
| Purchase Furniture and Equipment | | (61,286) | (42,276) | 0 | 42,276 | |
| Purchase Infrastructure Assets - Roads | | (3,769,439) | (2,266,416) | (949,535) | 1,316,881 | |
| Purchase Infrastructure Assets - Footpaths | | (259,140) | (60,280) | (197) | 60,083 | |
| Purchase Infrastructure Assets - Drainage | | (1,913,159) | (820,932) | (357,106) | 463,826 | |
| Purchase Infrastructure Assets - Parks & Ovals | | (1,016,732) | (150,110) | (465,745) | (315,635) | |
| Purchase Infrastructure Assets - Airfields | | (193,600) | (80,665) | (610) | 80,055 | |
| Purchase Infrastructure Assets - Streetscape | | (175,000) | (68,750) | (97,184) | (28,434) | |
| Purchase Infrastructure Assets - Other | | (7,651,207) | (5,535,521) | (5,445,487) | 90,034 | |
| Proceeds from Disposal of Assets | | 1,901,700 | 1,079,634 | 1,079,634 | (0) | |
| Repayment of Debentures | | (345,853) | (109,125) | (109,125) | 0 | |
| Proceeds from New Debentures | | 4,500,000 | 4,500,000 | 4,500,000 | 0 | |
| Self-Supporting Loan Principal Income | | 22,812 | 3,236 | 3,236 | 0 | |
| Transfers to Restricted Assets (Reserves) | | (2,497,936) | (246,222) | (246,222) | 0 | |
| Transfers from Restricted Asset (Reserves) | | 2,978,239 | 798,527 | 798,527 | 0 | |
| ADD Net Current Assets July 1 B/Fwd | | 4,463,884 | 4,463,884 | 4,463,884 | 0 | |
| LESS Net Current Assets Year to Date | | 0 | 10,486,800 | 13,592,972 | 3,106,172 | |
| Surplus/Deficit | | 0 | (0) | (66,804) | (66,804) | |

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 NOVEMBER 2019

1. OPERATING STATEMENT

| | Note | 19/20 Budget \$ | Ytd Budget | 19/20 Ytd Actual \$ | Variance Actuals to Budget \$ | Variance Actual to Budget % |
|--|------|-----------------------|--------------------|---------------------------|--|--------------------------------------|
| OPERATING REVENUES | | | | | | |
| Rates | | 10,417,484 | 10,358,044 | 10,366,924 | 8,880 | 0% |
| Operating Grants Subsidies and Contributions | 15 | 4,592,711 | 2,005,484 | 1,954,042 | (51,442) | -3% |
| Fees and Charges | 16 | 3,848,003 | 2,478,524 | 2,594,293 | 115,769 | 5% |
| Interest Earnings | | 372,500 | 131,826 | 147,856 | 16,030 | 12% |
| Other Revenue | 17 | 863,179 | 308,938 | 381,465 | 72,527 | 23% |
| TOTAL OPERATING REVENUE | | 20,093,877 | 15,282,816 | 15,444,580 | 161,764 | 1% |
| OPERATING EXPENSES | | | | | | |
| Employee Costs | 18 | (8,363,699) | (3,633,533) | (3,607,886) | 25,647 | 1% |
| Materials and Contracts | 19 | (7,014,040) | (2,564,630) | (2,309,096) | 255,534 | 10% |
| Utility Charges | 20 | (1,000,558) | (320,374) | (251,652) | 68,722 | 21% |
| Depreciation of Non Current Assets | 21 | (4,156,954) | (1,731,995) | (1,854,564) | (122,569) | -7% |
| Interest Expenses | 21 | (199,187) | (64,198) | (32,686) | 31,512 | 49% |
| Insurance Expenses | | (516,245) | (510,511) | (503,306) | 7,205 | 1% |
| Other Expenditure | 22 | (121,759) | (100,012) | (176,279) | (76,267) | -76% |
| TOTAL OPERATING EXPENSE | | (21,372,442) | (8,925,253) | (8,735,469) | 189,784 | -2% |
| Non Operating Grants Subsidies and Contributions | | 5,214,069 | 2,089,877 | 2,081,213 | (8,664) | 0% |
| Profit on Asset Disposals | | 318,000 | 0 | 0 | 0 | 0% |
| Loss on Asset Disposals | 23 | (1,199,489) | (1,085,170) | (1,138,816) | (53,646) | -5% |
| RESULTING FROM OPERATIONS | | 3,054,015 | 7,362,270 | 7,651,508 | 289,238 | 4% |

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2019

2. BALANCE SHEET

| | 19/20 | 18/19 |
|--------------------------------------|--------------------|--------------------|
| | YTD Actual | Actual |
| | \$ | Estimated |
| | \$ | \$ |
| CURRENT ASSETS | | |
| Cash Assets | 10,996,673 | 7,177,762 |
| Receivables | 8,478,778 | 6,036,934 |
| Inventories | 0 | 0 |
| TOTAL CURRENT ASSETS | 19,475,451 | 13,214,696 |
| NON-CURRENT ASSETS | | |
| Receivables | 554,832 | 564,092 |
| Land and Buildings | 50,817,715 | 53,117,800 |
| Property, Plant and Equipment | 6,951,166 | 6,970,777 |
| Infrastructure | 166,164,136 | 158,573,097 |
| Financial Assets | 210,205 | 0 |
| TOTAL NON-CURRENT ASSETS | 224,698,054 | 219,225,766 |
| TOTAL ASSETS | 244,173,505 | 232,440,462 |
| CURRENT LIABILITIES | | |
| Payables | 1,659,260 | 3,384,493 |
| Interest-bearing Liabilities | 148,437 | 279,984 |
| Provisions | 1,190,498 | 1,207,424 |
| TOTAL CURRENT LIABILITIES | 2,998,195 | 4,871,901 |
| NON-CURRENT LIABILITIES | | |
| Interest-bearing Liabilities | 6,500,696 | 2,000,696 |
| Provisions | 222,810 | 222,809 |
| Payables | 0 | 0 |
| TOTAL NON-CURRENT LIABILITIES | 6,723,506 | 2,223,505 |
| TOTAL LIABILITIES | 9,721,701 | 7,095,406 |
| NET ASSETS | 234,451,804 | 225,345,056 |
| EQUITY | | |
| Retained Surplus | 116,009,216 | 106,350,156 |
| Reserves - Cash Backed | 4,463,576 | 5,015,888 |
| Reserves - Asset Revaluation | 113,979,012 | 113,979,012 |
| TOTAL EQUITY | 234,451,804 | 225,345,056 |



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2019

| 3. ACQUISITION OF ASSETS | 19/20 Budget \$ | 19/20 Ytd Actual \$ |
|---|-----------------------|---------------------------|
| The following assets have been acquired during the period under review: | | |
| By Program | | |
| Governance | Note | |
| Admin Building | 697,500 | 4,776 |
| Admin Building Solar | 19,010 | 0 |
| CEO Vehicle | 58,000 | 0 |
| New Telephone System | 42,276 | 0 |
| Law, Order & Public Safety | | |
| Rangers Ute | 56,220 | 48,821 |
| 3.4 Urban Fire Appliance | 470,491 | 0 |
| Irish Town Light Tanker | 169,800 | 0 |
| Clackline Kitchen, Unisex Toilet & Meeting Room | 82,055 | 0 |
| Bakers Hill Fire Shed | 413,350 | 0 |
| LED Fire Danger Rating Signs | 39,450 | 0 |
| Automated Weather Station | 8,149 | 0 |
| Water Tank Smith Road | 9,800 | 0 |
| CCTV Wundowie | 257,166 | 0 |
| SES Building Replace Sliding Door | 30,320 | 0 |
| Health | | |
| Manager Health Vehicle | 35,000 | 0 |
| Education & Welfare | | |
| Solar, Killara | 11,300 | 0 |
| Structural Repairs Memorial Hall | 20,000 | 0 |
| Community Amenities | | |
| Design of Recycling Station Inkpen | 40,000 | 9,940 |
| Old Quarry Drainage | 100,000 | 8,348 |
| Rehab Investigation Old Tip Site | 35,000 | 0 |
| Wind Blown Waste Fence Old Quarry | 25,000 | 0 |
| Transfer Station Tip Shop | 576,850 | 0 |
| King Creek Drainage | 7,150 | 0 |
| Area Drainage | 128,669 | 53,972 |
| Planners Vehicle | 35,000 | 0 |
| Minson Avenue Streetscape | 165,000 | 89,355 |
| CBD Streetscape | 0 | 7,829 |
| Duracote Doors Bernard Park | 5,100 | 0 |
| Recoat Floor Bernard Park | 16,385 | 0 |

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2019

| 3. ACQUISITION OF ASSETS (Continued) | Note | 19/20 Budget \$ | 19/20 Ytd Actual \$ |
|--|------|-----------------------|---------------------------|
| <u>By Program (Continued)</u> | | | |
| Recreation & Culture | | | |
| Wundowie Hall, Solar, Replace Ceiling, Toilet | | 19,950 | 0 |
| Southern Brook Hall, New Ceiling, A/C to Kitchen | | 6,700 | 0 |
| Northam Hall, New Curtain & Track | | 10,000 | 4,128 |
| Wundowie Pool Solar | | 30,360 | 0 |
| Wundowie Pool Bowl Repainting | | 10,000 | 0 |
| Northam Aquatic Facility | | 6,961,942 | 5,427,200 |
| Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd | | 40,000 | 0 |
| Rec Centre, Roller Shutters & Remark Floor, CCTV | | 80,760 | 26,081 |
| Solar Recreation Centre | | 38,130 | 0 |
| Jubilee Oval Upgrade Electric Boards | | 40,750 | 0 |
| Community Plan Implementation | | 90,000 | 0 |
| Bert Hawke - Drainage C/fwd | | 40,000 | 0 |
| Bert Hawke - Lighting C/fwd | | 20,000 | 4,097 |
| POS Playground Improvements | | 122,920 | 13,950 |
| Northam Youth Space | | 210,859 | 31,604 |
| Northam Youth Space Programed Maintenance | | 26,500 | 1,031 |
| Artificial Hockey Turf | | 414,453 | 415,063 |
| Bridge Crossing Fixings C/fwd | | 10,000 | 0 |
| St Johns Ambulance Site Improvements | | 80,000 | 0 |
| Wundowie Family Space | | 50,000 | 0 |
| Southern Brook Hall Nature Playground | | 42,000 | 0 |
| General Library Upgrades, DAP, Paint interior, Solar, CCTV | | 121,054 | 34,065 |
| AVVVA - Drainage Works | | 22,850 | 498 |
| AVVVA - Roof Replacement C/fwd | | 145,000 | 0 |
| Old Railway Station, Exit Gates & Ceiling Fans | | 18,500 | 0 |
| Transport | | | |
| Northam Depot Redesign | | 10,000 | 0 |
| Install Light and Pole Rear Shed Wundowie | | 3,500 | 0 |
| Solar Northam Depot | | 11,300 | 0 |
| Fitzgerald Footpath | | 60,280 | 0 |
| Hovea Footpath | | 91,960 | 0 |
| Balga Footpath | | 74,950 | 0 |
| Wattle Crescent | | 31,950 | 197 |
| Drainage - Rural Including WANDRRA | | 1,665,338 | 303,134 |
| Spencers Brook Road SLK 5400 - 7360 | 24 | 142,000 | 310,092 |
| Spencers Brook Road SLK 8650 - 10250 | | 555,892 | 220,770 |
| Spencers Brook Road 12000 - 12800 | | 334,623 | 34,020 |
| Zamia Terrace (0 - 480) | | 61,835 | 0 |
| Chidlow Street West (360 - 670) | | 27,000 | 0 |
| Coates Road (0 - 1700) | | 71,400 | 0 |
| Vivan Street (0-200) | | 21,939 | 0 |

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2019

| 3. ACQUISITION OF ASSETS (Continued) | Note | 19/20 Budget | 19/20 Ytd Actual |
|--|------|-----------------|---------------------|
| | | \$ | \$ |
| Transport | | | |
| Qualup Place (0 - 140) | | 15,102 | 0 |
| Boondine Road (0-640) | | 70,345 | 0 |
| Katrine Road | | 66,000 | 0 |
| Tamma (1100 - 2400) | | 58,506 | 0 |
| Chidlow Street West (20 - 300) | | 51,915 | 0 |
| Chidlow Street West (1480 - 1950) | | 33,675 | 0 |
| Park Lane (0 - 230) | | 31,548 | 0 |
| Carlin Road (2740 - 3550) | | 50,537 | 82 |
| Carter Street (200 - 410) | | 67,980 | 0 |
| Ord Street (0 - 190) | | 15,310 | 0 |
| Irishtown Road (0 - 10000) | | 159,078 | 1,212 |
| Maintenance Capitalised | | 100,000 | 1,497 |
| Coates Road | | 135,706 | 144,460 |
| O'Neill Road | | 175,092 | 177,427 |
| Charles Street (510 - 1070) | | 83,054 | 3,206 |
| Kennedy Street (320 - 920) | | 54,563 | 0 |
| Henty Place (0 - 270) | | 58,408 | 0 |
| Martin Street (0 - 300) | | 70,909 | 660 |
| Southern Brook Road (0 - 3070) | | 536,382 | 3,997 |
| Laneway Land Acquisition | | 32,000 | 0 |
| Keane Street | | 22,000 | 0 |
| Spencers Brook Road (16430 - 19340) | | 473,164 | 0 |
| Gravel Resheeting | | 87,000 | 0 |
| Kerb Renewal | | 109,238 | 7,547 |
| Culvert Renewal | | 84,238 | 44,565 |
| Kubota F3680 NS Front Mower, Canopy & Catcher | | 47,100 | 0 |
| Bobcat Attachment | | 15,000 | 0 |
| Volvo BL71 Backhoe | | 87,141 | 0 |
| Fuso Canter 4 Tonne Tipper Truck with Hiab Crane | | 82,701 | 0 |
| Isuzu MLR 200 Tipper Manual | | 82,701 | 0 |
| Dynapac Vibro Ride on Roller | | 51,372 | 0 |
| Bobcat Trailer 4500kg | | 25,000 | 0 |
| Honda Four Wheel Motor Cycle | | 23,090 | 0 |
| Tandem Trailer | | 15,250 | 0 |
| Pegasus 200 Verge Mower | | 15,510 | 0 |
| Toyota Hilux workmate 2.7l | | 26,040 | 0 |
| Mazda BT50T-top | | 26,041 | 0 |
| Mitsubishi Outland Diesel 7 Seat | | 35,000 | 0 |
| Holden Trail Blazer 7 Seat Diesel | | 45,000 | 42,249 |
| Rock Bucket | | 10,000 | 0 |

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2019

| 3. ACQUISITION OF ASSETS (Continued) | Note | 19/20 Budget \$ | 19/20 Ytd Actual \$ |
|--------------------------------------|------|-----------------------|---------------------------|
| <u>By Program (Continued)</u> | | | |
| Transport | | | |
| Upgrade Runway | | 193,600 | 610 |
| Economic Services | | | |
| Solar Visitor Centre | | 11,300 | 0 |
| Signage Tower GEH Mitchell Avenue | | 10,000 | 0 |
| Clark Street Water Metre | | 8,950 | 0 |
| Water Pump Station Upgrade | | 169,681 | 0 |
| Bakers Drainage | | 25,000 | 0 |
| BKB Building | | 75,000 | 10,721 |
| | | <u>19,092,963</u> | <u>7,487,203</u> |

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2019

| 3. ACQUISITION OF ASSETS (Continued) | Note | 19/20 Budget \$ | 19/20 Ytd Actual \$ |
|--|------|-----------------------|---------------------------|
| <u>By Class</u> | | | |
| Land Held for Resale | | 0 | 0 |
| Land and Buildings | | 2,507,264 | 80,269 |
| Plant and Equipment | | 1,546,138 | 91,070 |
| Furniture and Equipment | | 61,286 | 0 |
| Bush Fire Equipment | | 0 | 0 |
| Playground Equipment | | 0 | 0 |
| Infrastructure Assets - Roads | | 3,769,439 | 949,535 |
| Infrastructure Assets - Footpaths | | 259,140 | 197 |
| Infrastructure Assets - Bridges & Culverts | | 0 | 0 |
| Infrastructure Assets - Drainage | | 1,913,157 | 357,106 |
| Infrastructure Assets - Parks & Ovals | | 1,016,732 | 465,745 |
| Infrastructure Assets - Airfields | | 193,600 | 610 |
| Infrastructure Assets - Streetscape | | 175,000 | 97,184 |
| Infrastructure Assets - Other | | 7,651,207 | 5,445,487 |
| | | <u>19,092,963</u> | <u>7,487,203</u> |



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2019

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

| By Program | Written Down Value | | Sale Proceeds | | Profit(Loss) | |
|--|-----------------------|---------------------|-----------------------|---------------------|-----------------------|---------------------|
| | 19/20 Budget \$ | Ytd Actual \$ | 19/20 Budget \$ | Ytd Actual \$ | 19/20 Budget \$ | Ytd Actual \$ |
| Governance | | | | | | |
| CEO Vehicle | 37,380 | 0 | 30,000 | 0 | (7,380) | 0 |
| Law Order & Public Safety | | | | | | |
| PN 1514 Rangers Triton Ute | 15,162 | 14,137 | 12,000 | 12,727 | (3,162) | (1,410) |
| Health | | | | | | |
| Manager Health Vehicle | 19,015 | 0 | 15,000 | 0 | (4,015) | 0 |
| Killarra Commuter Bus C/fwd | | | | | 0 | 0 |
| Community Amenities | | | | | | |
| Manager Planning | 20,176 | 0 | 17,000 | 0 | (3,176) | 0 |
| Recreation & Culture | | | | | | |
| Victoria Street Oval | 2,046,800 | 2,046,800 | 969,000 | 969,000 | (1,077,800) | (1,077,800) |
| Sale of Land, Yilgarn Ave | 406,500 | 0 | 724,500 | 0 | 318,000 | 0 |
| Transport | | | | | | |
| Kubota F3680 NS Front Mower, Canopy & Catcher | 12,823 | 0 | 7,000 | 0 | (5,823) | 0 |
| Bobcat Attachment | 3,000 | 0 | 3,000 | 0 | 0 | 0 |
| Volvo BL71 Backhoe | 75,068 | 0 | 17,000 | 0 | (58,068) | 0 |
| Fuso Canter 4 Tonne Tipper Truck with Hiab Crane | 30,342 | 0 | 22,000 | 0 | (8,342) | 0 |
| Isuzu MLR 200 Tipper Manual | 33,333 | 0 | 20,000 | 0 | (13,333) | 0 |
| Dynapac Vibro Ride on Roller | 3,402 | 0 | 2,000 | 0 | (1,402) | 0 |
| Bobcat Trailer 4500kg | 6,157 | 0 | 1,000 | 0 | (5,157) | 0 |
| Honda Four Wheel Motor Cycle | 1,790 | 0 | 200 | 0 | (1,590) | 0 |
| Toyota Hilux workmate 2.7l | 11,219 | 0 | 11,000 | 0 | (219) | 0 |
| Mazda BT50T-top | 14,230 | 0 | 9,000 | 0 | (5,230) | 0 |
| Mitsubishi Outland Diesel 7 Seat | 21,221 | 0 | 18,000 | 0 | (3,221) | 0 |
| Hino Water Truck PN1501 | 0 | 132,290 | 0 | 73,816 | 0 | (58,474) |
| Holden Trail Blazer 7 Seat Diesel | 25,591 | 25,223 | 24,000 | 24,091 | (1,591) | (1,132) |
| | 2,783,189 | 2,218,450 | 1,901,700 | 1,079,634 | (881,489) | (1,138,816) |



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2019

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

| By Class | Written Down Value | | Sale Proceeds | | Profit(Loss) | |
|---|-----------------------|---------------------|-----------------------|---------------------|--------------------------------|------------------------------|
| | 19/20 Budget \$ | Ytd Actual \$ | 19/20 Budget \$ | Ytd Actual \$ | 19/20 Budget \$ | Ytd Actual \$ |
| Plant & Equipment | | | | | | |
| CEO Vehicle | 37,360 | 0 | 30,000 | 0 | (7,360) | 0 |
| PN1514 Rangers Triton Ute 4*4 | 15,162 | 14,137 | 12,000 | 12,727 | (3,162) | (1,410) |
| Manager Health Vehicle | 19,015 | 0 | 15,000 | 0 | (4,015) | 0 |
| Manager Planning | 20,176 | 0 | 17,000 | 0 | (3,176) | 0 |
| Kubota F3680 NS Front Mower, Canopy & Catcher | 12,823 | 0 | 7,000 | 0 | (5,823) | 0 |
| Bobcat Attachment | 3,000 | 0 | 3,000 | 0 | 0 | 0 |
| Volvo BL71 Backhoe | 75,068 | 0 | 17,000 | 0 | (58,068) | 0 |
| Fuso Canter 4 Tonne Tipper Truck with Hiab Cran | 30,342 | 0 | 22,000 | 0 | (8,342) | 0 |
| Isuzu MLR 200 Tipper Manual | 33,333 | 0 | 20,000 | 0 | (13,333) | 0 |
| Dynapac Vibro Ride on Roller | 3,402 | 0 | 2,000 | 0 | (1,402) | 0 |
| Bobcat Trailer 4500kg | 6,157 | 0 | 1,000 | 0 | (5,157) | 0 |
| Honda Four Wheel Motor Cycle | 1,790 | 0 | 200 | 0 | (1,590) | 0 |
| Toyota Hilux workmate 2.7i | 11,219 | 0 | 11,000 | 0 | (219) | 0 |
| Mazda BT50T-top | 14,230 | 0 | 9,000 | 0 | (5,230) | 0 |
| Mitsubishi Outland Diesel 7 Seat | 21,221 | 0 | 18,000 | 0 | (3,221) | 0 |
| Hino Water Truck PN1501 | 0 | 132,290 | 0 | 73,816 | 0 | (58,474) |
| Holden Trail Blazer 7 Seat Diesel | 25,591 | 25,223 | 24,000 | 24,091 | (1,591) | (1,132) |
| Land | | | | | | |
| Sale of Land, Yilgarn Ave | 406,500 | 0 | 724,500 | 0 | 318,000 | 0 |
| Victoria Street Oval | 2,046,800 | 2,046,800 | 969,000 | 969,000 | (1,077,800) | (1,077,800) |
| | 2,783,189 | 2,218,450 | 1,901,700 | 1,079,634 | (881,489) | (1,138,816) |
| Summary | | | | | 19/20 Budget \$ | Ytd Actual \$ |
| Profit on Asset Disposals | | | | | 318,000 | 0 |
| Loss on Asset Disposals | | | | | (1,199,489) | (1,138,816) |
| | | | | | (881,489) | (1,138,816) |



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2019

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-19 | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|---------------------------|--------------------------|---------------------------|------------------------|---------------------------|
| | | 19/20 Budget \$ | 19/20 Ytd Actual \$ | 19/20 Budget \$ | 19/20 Ytd Actual \$ | 19/20 Budget \$ | 19/20 Ytd Actual \$ | 19/20 Budget \$ | 19/20 Ytd Actual \$ |
| Recreation & Culture | | | | | | | | | |
| Loan 208 - Northam Country Club ** | 7.36% | 3,238 | 0 | 3,238 | 3,236 | 0 | 0 | 153 | (4) |
| Loan 219A - Northam Bowling Club ** | 3.18% | 163,040 | 0 | 19,575 | 0 | 143,465 | 163,040 | 8,854 | (594) |
| Loan 223 - Recreation Facilities | 6.06% | 130,049 | 0 | 130,049 | 64,053 | 0 | 65,996 | 10,136 | 3,229 |
| Loan 224 - Recreation Facilities | 6.48% | 816,395 | 0 | 46,765 | 23,010 | 769,630 | 793,385 | 57,285 | 14,681 |
| Loan 227 - Youth Space | 2.26% | 500,000 | 0 | 45,097 | 0 | 454,903 | 500,000 | 12,110 | 0 |
| Loan 228 - Swimming Pool | 1.88% | 0 | 4,500,000 | €2,868 | 0 | 4,437,132 | 4,500,000 | 58,868 | 0 |
| Economic Services | | | | | | | | | |
| Loan 225 - Victoria Oval Purchase | 6.48% | 667,960 | 0 | 38,262 | 18,826 | 629,698 | 649,134 | 51,781 | 12,012 |
| | | 2,280,682 | 4,500,000 | 345,854 | 109,125 | 6,434,828 | 6,671,555 | 199,187 | 29,324 |

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 NOVEMBER 2019

| | 19/20 Budget | | | | | 19/20 Ytd Actual | | | | |
|---|------------------|----------------|------------------|--------------------|------------------|------------------|---------------|----------------|------------------|------------------|
| | Opening Bal | Interest | Tfr To Reserve | Tfr From Reserve | Total | Opening Bal | Interest | Tfr To Reserve | Tfr From Reserve | Total |
| 6. RESERVES - CASH BACKED | | | | | | | | | | |
| Employee Liability Reserve | 427,796 | 10,234 | | (32,574) | 405,456 | 427,796 | 2,299 | | (32,574) | 397,521 |
| Aged Accommodation Reserve | 227,403 | 5,440 | 5,000 | - | 237,843 | 227,403 | 1,287 | | | 228,690 |
| Housing Reserve | 265,507 | 6,352 | | - | 271,859 | 265,507 | 1,503 | | | 267,010 |
| Office Equipment Reserve | 74,735 | 1,788 | | (42,276) | 34,247 | 74,735 | 769 | | | 75,504 |
| Plant & Equipment Reserve | 126,838 | 3,034 | 230,000 | (240,000) | 119,872 | 126,838 | 680 | 220,000 | (230,000) | 117,518 |
| Road & Bridgeworks Reserve | 89,498 | 2,141 | 200,000 | - | 291,639 | 89,498 | 507 | | | 90,005 |
| Refuse Site Reserve | 627,552 | 15,014 | 120,000 | (266,850) | 495,716 | 627,552 | 3,559 | | | 631,111 |
| Regional Development Reserve | 73,599 | 1,761 | | (50,000) | 25,360 | 73,599 | 417 | | | 74,016 |
| Speedway Reserve | 147,600 | 3,531 | | - | 151,131 | 147,600 | 836 | | | 148,436 |
| Community Bus Replacement Reserve | 2,414 | 58 | 15,000 | - | 17,472 | 2,414 | 14 | | | 2,428 |
| Septage Pond Reserve | 267,085 | 6,390 | | (58,643) | 214,832 | 267,085 | 1,512 | | | 268,597 |
| Killara Reserve | 276,579 | 6,617 | 4,000 | (59,643) | 227,553 | 276,579 | 1,566 | | | 278,145 |
| Stormwater Drainage Projects Reserve | 33,593 | 804 | | - | 34,397 | 33,593 | 190 | | | 33,783 |
| Recreation and Community Facilities Reserve | 584,376 | 13,981 | 1,193,500 | (1,209,953) | 581,904 | 584,376 | 1,934 | | (364,453) | 221,857 |
| Administration Office Reserve | 685,801 | 16,407 | 300,000 | (697,500) | 304,708 | 685,801 | 3,538 | | | 689,339 |
| Council Buildings & Amenities Reserve | 348,744 | 8,343 | 290,436 | (211,850) | 435,673 | 348,744 | 1,384 | | (156,500) | 193,628 |
| River Management Reserve | 360,240 | 8,618 | | (20,000) | 348,858 | 360,240 | 2,039 | | | 362,279 |
| Parking Facilities Construction Reserve | 216,138 | 5,171 | | (65,000) | 156,309 | 216,138 | 1,224 | | | 217,362 |
| Art Collection Reserve | 23,205 | 555 | | - | 23,760 | 23,205 | 131 | | | 23,336 |
| Reticulation Scheme Reserve | 80,662 | 1,930 | 10,000 | (8,950) | 83,642 | 80,662 | 457 | | | 81,119 |
| Election Reserve | 15,165 | 363 | | (15,000) | 528 | 15,165 | 29 | | (15,000) | 194 |
| Revaluation Reserve | 61,351 | 1,468 | 10,000 | - | 72,819 | 61,351 | 347 | | | 61,698 |
| Total Cash Backed Reserves | 5,015,881 | 120,000 | 2,377,936 | (2,978,239) | 4,535,578 | 5,015,881 | 26,222 | 220,000 | (798,527) | 4,463,576 |

Total Interest & Transfers 2,497,936

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

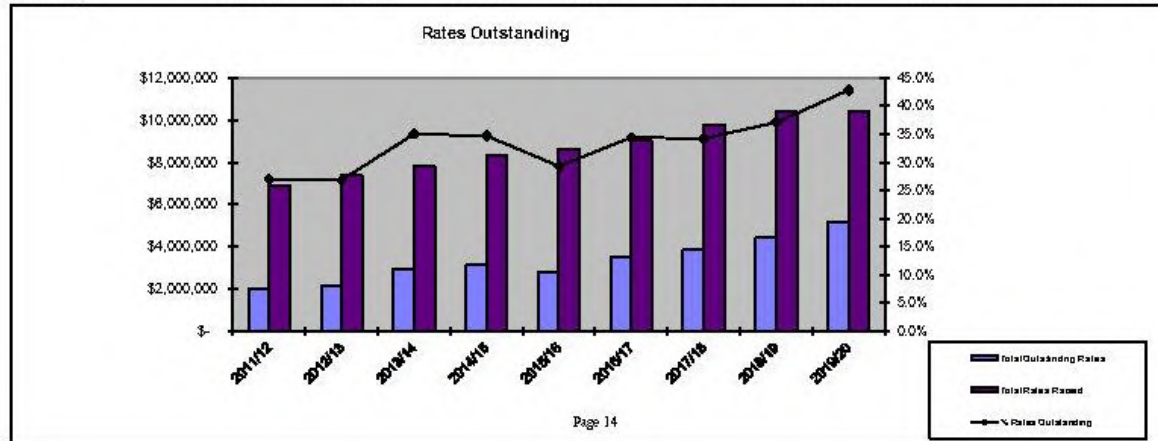
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2019

| | 19/20 Budget | 19/20 Ytd Actual | Estimated 18/19 Financial Report |
|--|--------------------|---------------------|---|
| | \$ | \$ | \$ |
| 7. NET CURRENT ASSETS | | | |
| Composition of Estimated Net Current Asset Position | | | |
| CURRENT ASSETS | | | |
| Cash - Unrestricted | 842,676 | 6,533,097 | 3,025,328 |
| Cash - Restricted Unspent Grants | 0 | 0 | 0 |
| Cash - Restricted Reserves | 4,535,578 | 4,463,576 | 5,015,881 |
| Self Supporting Loan | 25,095 | 11,910 | 7,516 |
| Receivables | 2,915,065 | 305,271 | 6,041,034 |
| Rates - Current | 0 | 6,118,159 | 0 |
| Pensioners Rates Rebate | 0 | 16,744 | 0 |
| Provision for Doubtful Debts | 0 | (131,842) | 0 |
| GST Receivable | 0 | 503,687 | 0 |
| Accrued Income/Prepayments | 0 | 1,654,848 | 0 |
| Inventories | 1,000 | 0 | 1,224 |
| | <u>8,319,414</u> | <u>19,475,450</u> | <u>14,090,982</u> |
| LESS: CURRENT LIABILITIES | | | |
| | <u>(4,825,204)</u> | <u>(2,046,030)</u> | <u>(5,491,301)</u> |
| NET CURRENT ASSET POSITION | <u>3,494,210</u> | <u>17,429,421</u> | <u>8,599,681</u> |
| Less: Cash - Reserves - Restricted | (4,535,578) | (4,463,576) | (5,015,881) |
| Add: Current Loan Liability | 385,911 | 148,437 | 202,288 |
| Add: Leave Liability Reserve | 405,457 | 228,690 | 427,796 |
| Add: Budgeted Leave | 250,000 | 250,000 | 250,000 |
| ESTIMATED SURPLUS/(DEFICIENCY) C/FWD | <u>0</u> | <u>13,592,972</u> | <u>4,463,884</u> |

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2019

| | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Key Rating Dates | | | | | | | | | |
| RATES ISSUED | 06/08/2011 | 06/08/2012 | 06/08/2013 | 14/08/14 | 14/08/15 | 10/08/2016 | 1/08/2017 | 15/08/2018 | 04/08/2019 |
| RATES DUE | 22/09/2011 | 24/09/2012 | 23/09/2013 | 07/09/2014 | 25/09/2015 | 30/09/2016 | 14/09/2017 | 10/09/2018 | 07/09/2019 |
| 2nd INSTALMENT DUE | 22/11/2011 | 10/11/2012 | 23/12/2013 | 07/12/2014 | 25/11/2015 | 30/11/2016 | 14/11/2017 | 10/11/2018 | 07/12/2019 |
| 3rd INSTALMENT DUE | 23/01/2012 | 20/01/2013 | 24/02/2014 | 06/2/2015 | 25/01/2016 | 30/01/2017 | 15/01/2018 | 21/01/2018 | 10/02/2020 |
| 4th INSTALMENT DUE | 22/03/2012 | 20/03/2013 | 24/04/2014 | 06/4/2015 | 28/03/2016 | 30/03/2017 | 15/03/2018 | 21/03/2018 | 14/04/2020 |
| Outstanding 1st July | \$521,194 | \$562,531 | \$568,847 | \$716,120 | \$873,888 | \$1,116,220 | \$1,483,888 | \$1,535,793 | \$1,737,187 |
| Rates Levied | \$8,851,706 | \$7,312,029 | \$7,758,147 | \$8,222,616 | \$8,562,189 | \$8,931,257 | \$9,584,551 | \$9,925,046 | \$10,342,585 |
| Interest, Ex gratia, interim and back rates less writeoffs | \$63,079 | \$68,857 | \$73,830 | \$80,154 | \$83,173 | \$208,077 | \$205,218 | \$474,784 | \$51,997 |
| Rates Paid by month | | | | | | | | | |
| 1 July | 51,948 | 38,806 | 47,443 | 82,554 | 29,105 | 43,333 | 60,002 | 94,838 | 87,543 |
| 2 August | 1,120,912 | 1,043,183 | 23,981 | 119,840 | 700,198 | 287,778 | 2,054,983 | 1,858,889 | 213,195 |
| 3 September | 3,251,815 | 3,804,324 | 1,152,416 | 2,850,420 | 4,519,842 | 4,243,288 | 3,784,731 | 4,014,835 | 2,829,221 |
| 4 October | 318,701 | 443,703 | 3,790,846 | 2,550,091 | 830,886 | 1,188,138 | 484,807 | 590,724 | 3,255,037 |
| 5 November | 689,481 | 880,522 | 444,497 | 508,022 | 842,856 | 908,844 | 1,038,340 | 952,902 | 574,138 |
| 6 December | | | | | | | | | |
| 7 January | | | | | | | | | |
| 8 February | | | | | | | | | |
| 9 March | | | | | | | | | |
| 10 April | | | | | | | | | |
| 11 May | | | | | | | | | |
| 12 June | | | | | | | | | |
| Total YTD | 5,432,837 | 5,810,517 | 5,458,983 | 5,888,927 | 6,722,888 | 6,729,376 | 7,400,863 | 7,509,968 | 6,959,135 |
| % Ytd Rates Outstanding | 26.9% | 26.9% | 35.0% | 34.7% | 29.3% | 34.4% | 34.2% | 37.1% | 42.8% |
| Ytd Outstanding | 2,003,142 | 2,132,901 | 2,941,481 | 3,129,982 | 2,788,159 | 3,528,179 | 3,852,791 | 4,425,858 | 5,202,834 |



12.4.3 Waste Local Law 2019

| | |
|---|---|
| Address: | N/A |
| Owner: | Shire of Northam |
| Applicant: | Internal |
| File Reference: | 2.3.2.15 |
| Reporting Officer: | Cheryl Greenough, Governance / Administration Officer |
| Responsible Officer: | Colin Young, Executive Manager Corporate Services |
| Officer Declaration of Interest: | Nil |
| Voting Requirement: | Absolute Majority |
| Press release to be issued: | No |

BRIEF

For Council to approve recommencing the S3.12(1-3) process as significant changes have been made to the local law since it was presented in July.

ATTACHMENTS

- ATTACHMENT 1: Letter from DWER with changes requested.
ATTACHMENT 2: Guidance Note – Template Local Law
ATTACHMENT 3: Waste Local Law 2019

A. BACKGROUND / DETAILS

On 17 July 2019 Council repealed the 2008 Waste Local Law in favour of commencing a new 'Waste Local Law 2019' which was advertised for the statutory six weeks. The local law was sent to DLGSC and the Minister for the Department of Water and Environmental Regulation (DWER) for comment.

The local law was outsourced to a Solicitor who used the model/template local law as a basis but added extra items to the local law. This was sent out for comment to DLGSC and the Minister for DWER.

DLGSC did not comment other than to say DWER preferred Local Governments to use the model local law. This information was conveyed to staff and to Councillors present at the workshop held Friday 23 August 2019.

The DWER provided an extensive list of required changes, most of which requested that the Shire revert to the model Waste Local Law. DWER also advised that clause 2.10 in the presented local law should be replaced

with a clause linked to the *Building Act 2011* however advised they may still not approve it.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area

OUTCOME 4.3

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

Objectives:

Sustainable waste management with the aim of reducing and reusing waste effectively

OUTCOME 6.3

The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

Objectives:

Maintain a high standard of corporate governance

B.2 Financial / Resource Implications

Local newspaper advertising \$272.00

B.3 Legislative Compliance

Sourced from the Western Australian Legislation website at 2 December 2019. For the latest information on Western Australian legislation, visit www.legislation.wa.gov.au."

Local Government Act 1995 section 3.12

3.12. Procedure for making local laws

(1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.

(2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give local public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and;

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law* that is not significantly different from what was proposed.*

3.13. Procedure where significant change in proposal

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

6 weeks consultation was advertised on 24 July 2019 in the West Australian and the local newspaper and expired on 6 September 2019.

Consultation has taken place internally with Councillors and staff, and the Minister.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|---|--|--|
| Financial | \$272.00 fee to re advertising the local law should JSC not approve it. | Minor (2) | Ensure the local law is compliant with the Act so that it does not have to be re-done. |
| Health & Safety | N/A | N/A | N/A |
| Reputation | N/A | N/A | N/A |
| Service Interruption | N/A | N/A | N/A |
| Compliance | Not completing local laws would | Medium (3) | Comply with all legislation |

| | | | |
|-------------|------------------------------|-----|-----|
| | create non-compliance issues | | |
| Property | N/A | N/A | N/A |
| Environment | N/A | N/A | N/A |

C. OFFICER'S COMMENT

The Waste Local Law 2019 is the final local law from the 2016 eight year review process to be presented to Council. As required by the Act, the local law was sent to the Minister for DWER, and the Minister has requested significant changes to the Waste Local Law. In almost every change the Minister has requested we revert to the template (model) local law.

As such it is considered prudent to go with the model local law as requested. As a result of the requested changes, section 3.13 of the Act 'Procedures where significant change in proposal' must be adhered to.

Council should consider if there is any real value in inserting section 2.10 Building Construction as there is no guarantee that the Joint Standing Committee or the Minister for DWER will approve the clause on Building Construction and the Shire may be asked to remove the clause which would require restarting this whole process again.

Below is a table explaining which stage each local law is currently at:

| 2019 Local Laws | Stage 2 | s3.12 (2-4) | Council moved to make changes to the local law and advertise changes for 6 weeks | Ministerial Approval Received | Stage 3 | s3.12 (5-7) | Council adopt the new local law, advertise & send for Gazettal | Final Stage | Send to JSC for final approval |
|----------------------|---------|-------------|--|-------------------------------|---------|-------------|--|-------------|--------------------------------|
| Parking Local Law | | | | N/A | | | | | With the JSC |
| Cats Local Law | | | | N/A | | | | | With the JSC |
| Fencing Local Law | | | | N/A | | | | | With the JSC |
| Pest Plant Local law | | | | Yes | | | | | Going to the Gazette |
| Waste Local Law | | | recommence | | | | | | |

The Shire's Manager of Health and Environment requested the existing clause 2.10 from the previous 2008 version of the waste local law, with the inserted requested legislative amendments be included in the new 2019 version of the waste local law. This was to ensure that during all building construction, contractors and builders are held accountable for the refuse from their building sites.

RECOMMENDATION

That Council

1. **Recommence section 3.12 of the Local Government Act 1995 which involves re-advertising the Waste Local Law 2019 providing a further six week consultation period; and;**
2. **Authorise the CEO to advertise the model local law as provided by WALGA with the insertion of item 2.10 Building Construction.**

Attachment 1



Government of Western Australia
Department of Water and Environmental Regulation

Our ref: DWERDG671/19
Enquiries: Leanne Reid, 6364 7028

Mr Jason Whiteaker
Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

records@northam.wa.gov.au

Dear Mr Whiteaker

SHIRE OF NORTHAM PROPOSED WASTE LOCAL LAW 2019

I refer to the correspondence dated 28 August 2019 in relation to the Shire of Northam proposed Waste Local Law 2019 (Draft Local Law).

I have reviewed the Draft Local Law in relation to my role in providing consent.

There are some issues that would have to be resolved before I could consider providing my consent. These include variations from the Western Australian Local Government Association template waste local law to which the Joint Standing Committee on Delegated Legislation has provided its general approval.

Clause numbering throughout the Draft Local Law and Schedule 2

- Many of the clauses and referenced clauses within a clause throughout the local law do not include the 'dot', i.e. 1 7 rather than 1.7 Please number clauses and referenced clauses using 'dots'.

Contents page

- Please include Schedule 1 in the contents page.

Enacting formula

- The wording in the Draft Local Law should be replaced with the wording in the template so that it reads as follows:
"Under the powers conferred on it by the Waste Avoidance and Resource Recovery Act 2007, the Local Government Act 1995 and under all other enabling powers, the Council of the Shire of Northam resolved on the [insert date] to make the following local law."

Clause 1.1 Short title

- The heading of clause 1.1 should be amended to read "Short Title" to align with the template waste local law.

Prime House, 8 Davidson Terrace Joondalup Western Australia 6027
Locked Bag 10 Joondalup DC WA 6919
Telephone: 08 6364 7000 Facsimile: 08 6364 7001
www.dwer.wa.gov.au

Clause 1.4 Repeal

- The text of clause 1.4 should be deleted and replaced with the following: "*The Shire of Northam Waste Local Law 2009, published in the Government Gazette on 28 July 2009 and all amendments from time to time, including the Shire of Northam Waste Amendment Local Law 2011, are repealed.*"

Clause 1.5 Meaning of terms used in this local law

- The heading of clause 1.5 should be amended to read '*1.5 Meaning of terms in this local law*', to make it more certain and clear.
- The references to "authorised person" throughout the Draft Local Law have been capitalised. It is recommended to not capitalise the term as it is not capitalised in the template waste local law.
- It is recommended that the Shire delete the definition of 'bulk waste' as this term is not defined in the template waste local law.
- The definition of "commercial purpose" in the Draft Local Law should be deleted and not defined as it is not defined in the template waste local law.
- It is recommended that the definition of 'right of way' be deleted as the term is not defined in the template.
- The definition of 'street' in the Draft Local Law as "the same meaning as in the LG Act 1995" is problematic as there is no definition of street in the LG Act. It is recommended that the definition of 'street' be deleted from the Draft Local Law.
- It is recommended that the definition of 'vectors of disease' be deleted so that it is consistent with the template.
- It is recommended that the definition of 'vehicle' be deleted from the Draft Local Law as it is not defined in the template.
- It is recommended that the definition of 'green waste' be deleted from the Draft Local Law as it is not defined in the template.

Clause 1.6 Local public notice of determinations

- The Shire has used the term 'paragraph' instead of 'subclause' in subclauses (c) & (d). The term 'paragraph' should be replaced with the term 'subclause'.

Clause 2.7 Duties of owner or occupier

- Subclause 2.7(1) should be deleted from the Draft Local Law.
- Subclause 2.7(2)(b) should be amended to align with the template and delete the words "*if a receptacle requires to be emptied of waste,*".
- Subclause 2.7(c) in the template has not been included in the Draft Local Law. The Shire should reinstate this clause into the Draft Local Law.

Clause 2.8 Exemption

- The Shire should amend the Draft Local Law to align with the template and delete clause 2.7(5).

Clause 2.9 Suitable enclosure

- This clause is not in the template waste local law and should be deleted.

Clause 2.10 Building construction

- Clause 2.10 of the Draft Local Law should be replaced with the following clause so that the local law is linked to the *Building Act 2011*:

Building construction

(1) In this clause

building waste receptacle means a receptacle-

(a) that has been supplied for the use of the premises by a person other than the local government or its contractor

(b) the waste from which is collected and removed from the premises by a person other than the local government or its contractor.

building work has the same meaning as in the *Building Act 2011* and includes demolition work;

building work waste means all waste from building work that is capable of being windblown; and

demolition work has the same meaning as in the *Building Act 2011*.

(2) During all periods of building work on a premises the owner or occupier of the premises shall:

(a) when requested by an authorised person, provide and maintain on such premises a building waste receptacle with adequate capacity suitable for the collection and disposal of building work waste;

(b) ensure building work waste is deposited and kept in the building waste receptacle; and

(c) maintain the street verge immediately adjacent to such premises so that it is cleared of all refuse generated or originating from the premises.

(3) The owner or occupier of the premises shall ensure that within 2 days of completion of works on the site –

(a) the site and the thoroughfare verge immediately adjacent to it is cleared of all refuse generated or originating from the building or development site; and

(b) that all building waste receptacles are permanently removed from the site.

- The Shire may wish to consider removing the requirement for an authorised person to request a receptacle for every building site (in which case the words "when requested by an Authorised Person" would be removed).

Clause 2.11 Burning waste

- This clause is potentially beyond the scope of section 64 of the *Waste Avoidance and Resource Recovery Act 2007*. It is recommended that this clause be deleted.

Clause 2.12 Damaging or removing receptacles

- This clause should be amended to align with the template waste local law.

Clause 3.1 Duties of an owner or occupier

- Subclause (b) is modified from the template. The Shire should amend the Draft Local Law to mirror the template.

Clause 3.3 Receptacles and containers for public use

- The format for subclause (b) differs to the template. Please use the same format as the template waste local law.

Clause 5.1 Objection and appeal rights

- Include all recommended subclauses of the objection and appeal rights clause from the template waste local law -
Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel-
(a) an approval under clause 2.7(b)
(b) an exemption under clause 2.8(2);
(c) an approval under clause 2.9(b);
(d) an approval under clause 2.10(1);
(e) an authorisation under clause 3.2(1)(c);
(f) an approval under clause 3.2(2); and
(g) an approval under clause 3.3.
- **Note:** Align clause reference at (d) above with clause 2.10 of the template waste local law being 'Verge collections.'

Clause 6.1 Offences and penalties

- It is recommended that clause 6.1 of the Draft Local Law is replaced with clause 5.2 of the template.

I have been advised that these issues have been discussed with Ms Cheryl Greenough, Governance/Administration Coordinator at the Shire of Northam.

The Department of Water and Environmental Regulation is not able to provide legal advice to the Shire regarding the validity of the local law.

Once the amendments to the local law have been made, please forward two copies of the final draft for consideration of my consent. Please note that I am required to provide my consent before the Council of the Shire of Northam resolves and publishes the waste local law in the *Government Gazette*.

Yours sincerely



Mike Rowe
DIRECTOR GENERAL

23 October 2019

Attachment 2

GUIDANCE NOTE – TEMPLATE WASTE LOCAL LAW

Introduction

WALGA received funding from the Waste Authority, through the Waste Avoidance and Resource Recovery Levy, to develop a Template Waste Local Law.

This Guidance Note has been developed to explain the rationale used to develop this Template Local Law, and to assist Local Governments in applying it to their local situation. It contains comments about the local law-making process, the head of power for the Template Local Law and a detailed rationale for the inclusion / exclusion of a range of clauses in the Local Law.

Background

In 2011, the Joint Standing Committee on Delegated Legislation disallowed the City of Gosnells and the Shire of Derby/West Kimberley Waste Local Laws that were based on the former WALGA Template Waste Local Law 2010¹. This occurred, despite the Committee previously approving some Local Laws based on the WALGA Template.

This disallowance resulted in a situation where Local Governments were unable to introduce Waste Local Laws, and had to continue using the refuse provisions of their Health Local Laws, as per the transition arrangements in the *Waste Avoidance and Resource Recovery (WARR) Act 2007*.

The process of creating a new Template Waste Local Law that addresses the concerns of the Joint Standing Committee, has involved working closely with:

- Lawyers experienced in drafting Local Laws
- Joint Standing Committee on Delegated Legislation
- Waste Authority
- Department of Local Government and Communities.

This level of collaboration has been an essential means of ensuring the Template Waste Local Law is legally robust and includes provisions relevant to the local law making head of power under Section 64 of the WARR Act.

The Joint Standing Committee has considered the Template Waste Local Law and made some recommendations for changes (Report 77 – 27 November 2014²). The review of the Template Local Law by the Committee is a new process, as previously the Joint Standing Committee under its then Terms of Reference could only consider Local Laws as they were put forward by an individual Local Government.

The great advantage to the new approach is that if Local Governments follow the Template Waste Local Law, then it is highly likely to meet the expectations of the Joint Standing Committee. However, if a Local Government changes the current form of the Template Waste Local Law, or adds additional content, it is likely to undergo greater scrutiny from the Joint Standing Committee to the extent that justification for any alterations is likely to be requested, with the ultimate potential for disallowance to arise.

¹ Joint Standing Committee on Delegated Legislation (2011). Report 46 City of Gosnells Waste Local Law 2011 & Shire of Derby/West Kimberley Waste Services Local Law 2011. Available from: <http://www.parliament.wa.gov.au>

²[http://www.parliament.wa.gov.au/Parliament/commit.nsf/\(ReportsAndEvidence\)/EF5B8A2CE285F6E248257D9D000B4947?opendocument](http://www.parliament.wa.gov.au/Parliament/commit.nsf/(ReportsAndEvidence)/EF5B8A2CE285F6E248257D9D000B4947?opendocument)

GUIDANCE NOTE – TEMPLATE WASTE LOCAL LAW

When Making a Local Law

As with other Local Laws, a Waste Local Law cannot operate outside of the district of the Local Government it has been created for. Additionally, a Waste Local Law that is inconsistent or duplicates the provisions of the WARR Act, or any other written law will be inoperative to the extent of the duplication.

When making a Local Law, Local Governments must follow the steps outlined in section 3.12 of the *Local Government Act 1995*. For further information, refer to the Department of Local Government and Communities *Operational Guidelines Number 16 "Local Laws"* available from <http://dlg.wa.gov.au/Content/Publications/LGGuidelines.aspx>

Please note that any local law made under the WARR Act is required to be sent to the Minister for the Environment as well as the Minister for Local Government and Communities in accordance with s. 3.12(3)(b) of the Local Government Act.

Head of Power

Section 61 of the WARR Act provides Local Governments with the power to make Local Laws so that it can perform its functions under the WARR Act. The Template Local Law has been drafted in a manner that clearly reflects this head of power.

Section 64(2) of the WARR Act states that a Local Law may be made for all or any of the following purposes —

- a) the provision and administration of waste services and related matters;
- b) the establishment, provision, use and control of receptacles for the deposit and collection of waste, whether temporary or otherwise;
- c) if a local government itself undertakes or contracts for removal of waste from premises, imposing on the owner or occupier of the premises requirements in connection with the removal so as to facilitate the removal, and prescribing the manner in which the requirement is to be complied with;
- d) if a local government or the holder of a waste collection permit does not itself undertake or contract for removal of waste from premises, imposing on the owner or occupier of the premises a requirement to remove waste from the premises, and prescribing the manner in which the requirement is to be complied with;
- e) if a local government itself undertakes or contracts for the removal of waste, requiring the waste to be placed in waste receptacles provided by the local government;
- f) prescribing intervals at which the contents of the receptacles will be removed by a local government;
- g) requiring the temporary placing of waste receptacles in streets or lanes by owners or occupiers of property for collection of waste, and requiring the replacement of the receptacles on the property;
- h) providing for the maintenance by owners and occupiers of waste receptacles provided by a local government;
- i) providing for the issue of approvals to collect local government waste and remove it from premises;
- j) fixing fees and charges in relation to waste services provided by a local government and the issue of approvals under paragraph (i), and prescribing the persons liable and the method of recovery of amounts not duly paid.

GUIDANCE NOTE – TEMPLATE WASTE LOCAL LAW

Why are the provisions of the new Template Waste Local Law different to those of the Health Local Law and WALGA's former Waste Local Law 2010?

The new Template Waste Local Law is different to previous Waste Local Laws because it seeks to address the concerns raised by the Joint Standing Committee. In designing the Template Waste Local Law, WALGA has only included items that are provided for by the head of power in the WARR Act.

The Local Law has been drafted in a way that accommodates the variety of services that a Local Government may provide to the community. If a Local Government does not offer a particular service that is included in the Template Waste Local Law, that section of the Template can be deleted when creating your own Waste Local Law.

Clause / Rationale

The following table provides background and rationale for selected clauses of the Template Waste Local Law. Remaining clauses are for a self-evident purpose therefore no commentary is included.

Part 1 - Preliminary

Clause: 1.5(1) 'Collectable waste'

Rationale: This definition has been amended so there is a link with the head of power provided to Local Governments in the WARR Act. Note the definition of *Local Government waste* in the WARR Act when considering this definition. All material from households is considered 'Local Government waste' however some of this material may be recoverable (recyclables and organic material). Therefore these types of 'waste' are further defined.

The definition of 'collectable waste' also highlights that there are some wastes which, although they may have traditionally been regarded as 'Local Government waste', such as liquid refuse and liquid waste, are inappropriate for collection by a Local Government. See Schedule 1 of the Template for categories of 'non-collectable waste'.

Clause: 1.5(1) 'Collectable waste receptacle'

Rationale: The use of the term receptacle reflects the terminology in the WARR Act. The definition covers all types of material which are commonly collected through a kerbside collection system; non-recyclable waste, recyclable waste and organic material.

Clause: 1.5(1) 'Non-collectable waste'

Rationale: This definition has been simplified from the previous Template Local Law and included in Schedule 1. It reflects Local Government practice of not collecting a range of materials through the kerbside or vergeside collection systems.

GUIDANCE NOTE – TEMPLATE WASTE LOCAL LAW

Clause: 1.5(1) 'Organic waste'

Rationale: The term organic waste is used to designate the organic material from the household, including garden and food waste. Under the WARR Act it is considered to be part of the Local Government waste stream.

This definition has been included to reflect changes in the suite of waste management services provided by Local Government, in line with the Waste Authority's *Better Bins: Kerbside Collection Guidelines*. Local Governments that do not provide a dedicated organics collection service can remove all references to organic waste from their Local Law.

Clause: 1.5(1) 'Recycling waste'

Rationale: The term recycling waste is used to designate the material from the household which can be recycled. Under the WARR Act it is considered to be part of the Local Government waste stream.

This definition has been included to reflect changes in the suite of waste management services provided by Local Government, in line with Waste Authority's *Better Bins: Kerbside Collection Guidelines*.

The definition has been updated to reflect current practice – however Local Governments will need to carefully examine the list of materials included in this definition and ensure it is consistent with any contractual arrangements they may have. For example, only two types of plastic have been included in the Template, whereas some Local Governments collect all types of plastics. This section includes the ability for the Local Government to make a 'determination' regarding adding additional materials in future.

Clause: 1.6 Local public notice of determinations

Rationale: Clause 1.6 provides for a 'determination device' which involves the sub-delegation of law-making power to a resolution of a simple majority of the Council of the Local Government. The making of local laws by contrast requires an absolute majority of Council members.³

There are a number of clauses within the Template Waste Local Law that provide a Local Government the ability to make determinations as to specific matters affecting the operation of the local law. These are clause 1.5 (definition of recycling waste), 2.3(1)(b), 2.4(c), 2.5(c), 2.7(b) and 4.5(2).

In terms of clause 4.5(2) (Depositing waste) it is the Joint Standing Committee's preference that "as far as reasonably practicable" a local law state the classification of waste that may be deposited at a waste facility, rather than utilising the determination device for this purpose.

If Local Governments give due consideration when establishing a local law, there will be limited need for determinations. If intending to utilise the determination device it is crucial that in practice, all steps (a) to (e) under clause 1.6 are followed to ensure any determination has legal effect and that determinations are recorded in a publicly accessible register.

³ Joint Standing Committee on Delegated Legislation (2014) Report 77, Page 11, Paragraph 6.30.

GUIDANCE NOTE – TEMPLATE WASTE LOCAL LAW

Clause: [1.7 Rates, fees and charges](#)
Rationale: This section clearly identifies the relevant sections of the WARR Act which relate to Local Governments ability to impose rates, fees and charges. When considering which section to use, Local Governments need to consider the type of activity that the rate, fee or charge will fund.

For example s. 66 of the WARR Act relates to a rate for 'waste services' which is a very broad range of services (as defined in Section 3 of the WARR Act) whereas s. 67 of the WARR Act relates to applying a 'receptacle charge' which is for a much narrower range of services.

Clause: [1.8 Power to provide waste services](#)
Rationale: This section of the Template Local Law clearly identifies where Local Governments power to provide, or enter into a contract for the provision of waste services comes from in the WARR Act.

Part 2 - Local Government Waste

Clause: [2.1 Supply of receptacles](#)
Rationale: This clause relates to situations where Local Governments supply receptacles for use at residential properties. Local Governments that do not provide receptacles do not need to include this clause.

Clause: [2.3 General waste receptacles](#)
[2.4 Recycling waste receptacles](#)
[2.5 Organic waste receptacles](#)
Rationale: These clauses are intended to provide provisions for collection of a range of Local Government waste, in line with Waste Authority's *Better Bins: Kerbside Collection Guidelines* and guided by definitions under clause 1.5. A Local Government may simply delete reference to any category of waste it does not specifically collect.

These clauses also provide a consistent definition of the weight for each bin. If a Local Government has a range of bin sizes other than 240L it is advised that each of the bin sizes and the maximum weight are included when the Local Government is making the new Local Law.

These clauses also prohibit residents from depositing in receptacles the wrong type of waste where more than one receptacle is provided. There is also a provision for the Local Government to make a 'determination' under clause 1.6 for a different range of services should they be introduced in the future.

Clause: [2.6 Direction to place or remove a receptacle](#)
Rationale: The Joint Standing Committee is of the view that the former Waste Local Law provided no limit on the mandatory directions which Local Governments could make in relation to the placement and removal of receptacles. The word 'specified' before 'premises' was therefore required to be included in the Template Waste Local Law to ensure a limit on directions exists.

Removal of the word 'specified', or other action effectively broadening the mandatory direction beyond specified premises, may therefore cause the local law to come under the scrutiny of the Committee.

GUIDANCE NOTE – TEMPLATE WASTE LOCAL LAW

Clause: 2.7 Duties of owner or occupier

Rationale: This clause addresses a number of issues with the former Waste Local Law, being that there was previously a prescriptive requirement to place bins for collection, and remove after collection, within a strict timeframe.

Clause 2.7 is more carefully worded as a consequence. Owners and occupiers are now permitted 'a reasonable period' before and after collection time to keep receptacles on their property, and are not compulsorily required to place their receptacle for collection. Local Governments have powers under clause 3.1 to enforce owners/occupiers to ensure receptacles do not become vectors of disease or omit offensive and noxious odours.

Clause: 2.10 Verge collections

Rationale: This clause has been drafted to prohibit persons removing, for a commercial purpose, waste deposited for verge collection. In Report 77, the Joint Standing Committee expressed a view that, other than for commercial purposes, interference with items placed for verge collection should not in itself be an offence.

The prohibition against interference/disassembly is therefore limited to situations in which it may increase the risk of harm to a person. For example, disassembling electrical or mechanical appliances may expose others to harm from broken or sharp materials left behind.

It should be noted that any amendment to the Template Waste Local Law to include a provision that prohibits any person from looking through and removing items from bulk rubbish collections *for non-commercial purposes* is likely to be closely scrutinised by the Joint Standing Committee.

GUIDANCE NOTE – TEMPLATE WASTE LOCAL LAW

Former Waste Local Law - Sections Removed

The following section includes outline of subject matter from the former Waste Local Law 2010 that do not appear in this Template Waste Local Law. Each of the subjects include commentary on reasons for their removal and (where appropriate) an alternative head of power / mechanism for the Local Government to use in managing the particular issue.

Subject: Liquid refuse and liquid waste

Commentary: Definitions have been removed as the reference to these types of wastes is limited in the WARR Act. When considering the definition of Local Government waste in the WARR Act, 'sewage or waste of a kind prescribed by the regulations' are excluded from the definition. Additionally, liquid wastes are covered by separate heads of power under other legislation such as the *Environmental Protection (Unauthorised Discharges) and (Controlled Waste) Regulations 2004*.

There is no reference, as a consequence of this deletion, to the licensing provisions associated with liquid waste removal.

Subject: Septic tank

Commentary: This definition has been removed in line with the removal of all references to liquid waste, liquid refuse etc.

Subject: Waste from non-residential sources

Commentary: All references to waste generated at commercial, industrial and food business premises have been removed to reflect the fact that the WARR Act does not provide Local Government with the head of power to collect waste from non-residential sources.

Additionally, specific mention of the construction of waste corrals ('suitable enclosure') in relation to group dwellings has been removed, as this issue should be addressed by the planning/building approval process rather than through a Waste Local Law.

Attachment 3

SHIRE OF NORTHAM

WASTE LOCAL LAW 2019

Waste Avoidance and Resource Recovery Act 2007
Local Government Act 1995

SHIRE OF NORTHAM

Waste Local Law 2019

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**Waste Avoidance and Resource Recovery Act 2007
Local Government Act 1995**

SHIRE OF NORTHAM

Waste Local Law 2019

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Northam resolved on [insert date] to make the following local law.

Part 1 - Preliminary

1.1 Short title

This is the Shire of Northam Waste Local Law 2019

1.2 Commencement

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The Shire of Northam Waste Local Law 2009, published in the *Government Gazette* on 28 July 2009 and all amendments from time to time, including the Shire of Northam Waste Amendment Local Law 2011, are repealed.

1.5 Meaning of terms used in this local law

(1) In this local law—

authorised person means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

collectable waste means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

collectable waste receptacle means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

collection, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

collection day means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

collection time means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

costs of the local government include administrative costs;

Council means the council of the local government;

district means the district of the local government;

general waste receptacle means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

LG Act means the *Local Government Act 1995*;

LG Regulations means the *Local Government (Functions and General) Regulations 1996*;

local government means the Shire of Northam;

local government waste has the same meaning as in the WARR Act;

non-collectable waste has the meaning set out in Schedule 1;

occupier in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

organic waste means waste that decomposes readily, such as garden waste or food waste;

organic waste receptacle means a receptacle for the deposit and collection of organic waste ;

owner has the same meaning as in the LG Act;

public place includes a place to which the public ordinarily have access, whether or not by payment of a fee;

receptacle, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

recycling waste receptacle means a receptacle for the deposit and collection of recycling waste;

recycling waste means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

specified means specified by the local government or an authorised person, as the case may be;

street alignment means the boundary between the land comprising a street and the land that abuts the street;

WARR Act means the *Waste Avoidance and Resource Recovery Act 2007*;

WARR Regulations means the *Waste Avoidance and Resource Recovery Regulations 2008*;

waste has the same meaning as in the WARR Act;

waste facility means a waste facility, as defined in the WARR Act, that is operated by the local government; and

waste service has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter –

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

1.7 Rates, fees and charges

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

1.8 Power to provide waste services

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

Part 2 - Local government waste

2.1 Supply of receptacles

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
 - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
 - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

2.2 Deposit of waste in receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

2.3 General waste receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—

- (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
 - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

2.4 Recycling waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

2.5 Organic waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

2.6 Direction to place or remove a receptacle

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
- (a) to place a receptacle in respect of those premises for collection; or
 - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

2.7 Duties of owner or occupier

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
 - (i) within 1 metre of the carriageway;
 - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
 - (iii) facing squarely to the edge of and opening towards the carriageway,or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
 - (a) the premises to which the exemption applies;
 - (b) the period during which the exemption applies; and
 - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply —
 - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
 - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

2.10 Building Construction

- (1) In this clause
building waste receptacle means a receptacle –
 - (a) that has been supplied for the use of the premises by a person other than the local government or its contractor.
 - (b) the waste from which is collected and removed from the premises by a person other than the local government or its contractor;**building work** has the same meaning as in the *Building Act 2011* and includes demolition work;
building work waste means all waste from building work that is capable of being windblown; and
demolition work has the same meaning as in the *Building Act 2011*.
- (2) During all periods of building work on a premises the owner or occupier of the premises shall:
 - (a) provide and maintain on such premises a building waste receptacle with adequate capacity suitable for the collection and disposal of building work waste;
 - (b) ensure building work waste is deposited and kept in the building waste receptacle; and
 - (c) maintain the street verge immediately adjacent to such premises so that it is cleared of all refuse generated or originating from the premises.
- (3) The owner or occupier of the premises shall ensure that within 2 days of completion of works on site –
 - (a) the site and the thoroughfare verge immediately adjacent to it is cleared of all refuse generated or originating from the building or development site; and
 - (b) that all building waste receptacles are permanently removed from the site.

2.11 Verge collections

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
 - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
 - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.11(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

Part 3 - General duties

3.1 Duties of an owner or occupier

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
 - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
 - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
 - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

3.2 Removal of waste from premises

- (1) A person must not remove any waste from premises unless that person is—

- (a) the owner or occupier of the premises;
 - (b) authorised to do so by the owner or occupier of the premises; or
 - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of –
- (a) the local government or an authorised person; or
 - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

3.3 Receptacles and containers for public use

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

Part 4 - Operation of waste facilities

4.1 Operation of this Part

This Part applies to a person who enters a waste facility.

4.2 Hours of operation

The local government may from time to time determine the hours of operation of a waste facility.

4.3 Signs and directions

- (1) The local government or an authorised person may regulate the use of a waste facility—
 - (a) by means of a sign; or
 - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

4.4 Fees and charges

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
 - (a) to a person who disposes of waste in accordance with the terms of—
 - (i) a credit arrangement with the local government; or
 - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
 - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

4.5 Depositing waste

- (1) A person must not deposit waste at a waste facility other than—
 - (a) at a location determined by a sign and in accordance with the sign; and
 - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

4.6 Prohibited activities

- (1) Unless authorised by the local government, a person must not—
 - (a) remove any waste or any other thing from a waste facility;
 - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
 - (c) light a fire in a waste facility;
 - (d) remove, damage or otherwise interfere with any flora in a waste facility;
 - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
 - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

Part 5 - Enforcement

5.1 Objection and appeal rights

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

5.2 Offences and general penalty

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

5.3 Other costs and expenses

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
 - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
 - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

5.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

5.5 Form of notices

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

Dated this _____ of _____ 20XX

The Common Seal of the Shire of Northam)
was affixed by authority of a resolution)
of the Council in the presence of:)

CHRISTOPHER ANTONIO
PRESIDENT

JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Consented to:

CHIEF EXECUTIVE OFFICER
DEPARTMENT OF WATER ENVIRONMENT REGULATION

Dated this _____-of _____ 20XX

Schedule 1 - Meaning of 'non-collectable waste'

[Clause 1.5(1)]

non-collectable waste means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

Schedule 2 - Prescribed offences

| Item No. | Clause No. | Description | Modified Penalty |
|----------|----------------|--|------------------|
| 1 | 2.1(2)(a) | Failing to pay fee or charge | \$350 |
| 2 | 2.1(2)(b) | Failing to ensure lawful use of receptacle | \$350 |
| 3 | 2.2(1) | Depositing non-collectable waste in a receptacle | \$350 |
| 4 | 2.2(2) | Depositing waste in another receptacle without consent | \$350 |
| 5 | 2.3(1) | Exceeding weight capacity of a general waste receptacle | \$350 |
| 6 | 2.3(2) and (3) | Depositing unauthorised waste in a general waste receptacle | \$350 |
| 7 | 2.4(a) | Depositing unauthorised waste in a recycling waste receptacle | \$350 |
| 8 | 2.4(b) and (c) | Exceeding weight capacity of a recycling waste receptacle | \$250 |
| 9 | 2.5(a) | Depositing unauthorised waste in an organic waste receptacle | \$350 |
| 10 | 2.5(b) and (c) | Exceeding weight capacity of an organic waste receptacle | \$350 |
| 11 | 2.6(3) | Failing to comply with a direction concerning placement or removal of a receptacle | \$250 |
| 12 | 2.7(a) | Failing to keep a receptacle in the required location | \$250 |
| 13 | 2.7(b) | Failing to place a receptacle for collection in a lawful position | \$250 |
| 14 | 2.7(c) | Failing to provide a sufficient number of receptacles | \$250 |
| 15 | 2.7(d) | Failing to notify of a lost, stolen, damaged or defective receptacle | \$50 |
| 16 | 2.9(a) | Damaging, destroying or interfering with a receptacle | \$400 |
| 17 | 2.9(b) | Removing a receptacle from premises | \$400 |
| 18 | 2.10(1) | Failing to comply with a term or condition of verge waste collection | \$400 |
| 19 | 2.11(2) | Removing waste for commercial purposes | \$350 |
| 20 | 2.10(3) | Disassembling or leaving in disarray waste deposited for collection | \$250 |
| 21 | 3.1(a) | Failing to provide a sufficient number of receptacles | \$250 |
| 22 | 3.1(b) | Failing to keep a receptacle clean and in a good condition and repair | \$250 |
| 23 | 3.1(c)(i) | Failing to prevent fly breeding and vectors of disease in a receptacle | \$350 |
| 24 | 3.1(c)(ii) | Failing to prevent the emission of offensive odours from a receptacle | \$350 |
| 25 | 3.1(c)(iii) | Allowing a receptacle to cause a nuisance | \$350 |
| 26 | 3.1(d) | Failing to comply with a direction to clean, disinfect or deodorise receptacle | \$300 |

| Item No. | Clause No. | Description | Modified Penalty |
|-----------------|-------------------|---|-------------------------|
| 27 | 3.2(1) | Unauthorised removal of waste from premises | \$250 |
| 28 | 3.2(2) | Removing waste from a receptacle without approval | \$250 |
| 29 | 4.3(2) | Failing to comply with a sign or direction | \$500 |
| 30 | 4.3(4) | Failing to comply with a direction to leave | \$500 |
| 31 | 4.4(1) | Disposing waste without payment of fee or charge | \$500 |
| 32 | 4.5(1) | Depositing waste contrary to sign or direction | \$500 |
| 33 | 4.6(1)(a) | Removing waste without authority in a waste facility | \$250 |
| 34 | 4.6(1)(b) | Depositing toxic, poisonous or hazardous waste at a waste facility | \$500 |
| 35 | 4.6(1)(c) | Lighting a fire in a waste facility | \$300 |
| 36 | 4.6(1)(d) | Removing or interfering with any flora in a waste facility | \$300 |
| 37 | 4.6(1)(e) | Removing or interfering with any fauna without approval in a waste facility | \$300 |
| 38 | 4.6(1)(f) | Damaging, defacing or destroying any building, equipment, plant or property within a waste facility | \$500 |
| 39 | 4.6(2) | Acting in an abusive or threatening manner | \$300 |

12.5 COMMUNITY SERVICES

12.5.1 Northam Aquatic Facility - Amendment to Fees and Charges

| | |
|---|---|
| Address: | Northam Aquatic Facility 44 Peel Terrace Northam |
| Owner: | Shire of Northam |
| Applicant: | Shire of Northam |
| File Reference: | 1.3.8.8 |
| Reporting Officer: | Jack Little, Manager Recreation Services |
| Responsible Officer: | Ross Rayson, Executive Manager Community Services |
| Officer Declaration of Interest: | Nil |
| Voting Requirement: | Absolute Majority |
| Press release to be issued: | Yes |

BRIEF

For Council to consider amending its fees & charges to include some new and amended charges for the use of the new Northam Aquatic Facility.

ATTACHMENTS

Attachment 1: Scenario Analysis

Attachment 2: Fees and Charges Comparison Table

A. BACKGROUND / DETAILS

In 2019, Council employed contractors commenced construction of the new Northam Aquatic Facility, adjacent to the existing Recreation Centre at 44 Peel Terrace.

The facility consists of:

- 50 metre, 8 lane outdoor heated Olympic pool.
- 25 metre, 4 lane heated leisure pool
- 4 slides.
- Splash pad and children's play area.
- Change rooms, showers, grandstands and viewing areas.
- Small function/ meeting hall.

- General shaded areas and BBQ's.

Due to the increased size and offerings the new facility provides, Shire Officers have conducted an industry analysis of fees and charges (attachment A) to determine whether:

- The Shire of Northam's current entry fees are in line with similar standard aquatic facilities
- Additional fees should be charged for the use of the Water Slides, and what that charge might be.

The table below shows a comparison of several other Aquatic Centres that have slides, including their operating times, cost, management systems, and supervision requirements

| Shire/City: | Shire of Kulin: | City of Canning: | City of Cockburn |
|---------------------------|---------------------|------------------------|--|
| Hours of operation | Thursday – Sunday | 2, 2 hr sessions daily | During school terms 1 and 4 Mon – Fri 4pm-6pm Sat /Sun/ PH-10am-4pm School terms 2 and 3 Mon – Thurs – no slides Fri – 4pm-6pm Sat/Sun/PH 10am-4pm School Holidays Mon-Sun 10am-4pm |
| Cost | \$9 per session | \$3 per session | \$7.50 per session. |
| Management system | Wrist bands | Wrist bands | Wrist bands |
| Supervision | Lifeguard at bottom | Lifeguard at top | Lifeguard at bottom, Supervisor on each slide at top. |

It is apparent there is no industry standard for operating and charging for the use of Water Slides.

Officers have assessed the new facility and have made a determination in relation to required staff to safely operate the slides, as well as the rest of the complex.

According to 'Guidelines for Safe Pool Operations - Aquatic Supervision SV30 - 30.2.13' (Royal Life Saving) the following should be considered:

Lifeguards - Slide Management:



- A dedicated lifeguard will be required at the bottom of the slides when in use at all times.
- Lifeguards will also be required to supervise the 50m, 25m leisure, & play areas concurrently.

Additionally, due to the different levels of the slides, officers believe that the safest operation is to have a staff member positioned at the start of each slide initially, to ensure safety. The operation of the slides will be monitored and adapted dependent on actual numbers using the slides at any one time and any identified ongoing safety requirements.

Therefore, to run the complete facility safely & compliantly, it is anticipated that there will be 10 staff (1 x facility manager and 9 x lifeguards) required during weekend and other anticipated busy times.

As such, there will be an anticipated increase in staffing costs that will need to be offset by income generated by the slide operation.

By calculating the staff costs to safely operate the facility Officers have calculated that a breakeven price of \$2.50 p/h per session is required to cover expenditure associated with the slide operations, which is where additional staff costs are being generated.

Whilst the exact times may vary, based on demand, the table below outlines an operational scenario for the use of the new slides to be a cost neutral exercise:

| Day: | Opening Hours | # staff | Entry cost | Staff Cost | KPI slide users (p/d) |
|---------------|-----------------------------------|------------------|--------------------|-----------------|-----------------------|
| Mon - Fri | 3:30pm – 5:30pm | 5 staff per hour | \$5.00 per session | \$300 ex super | 60* |
| Sat – Sun** | 10:00am – 12pm 2.00pm – 4.00pm | 5 staff per hour | \$5.00 per session | \$600 ex super | 120* |
| Weekly total: | 18 hrs per week | 5 staff per hour | | \$2700 ex super | 540* |

*Minimum number required to cover staff costs

**This calculation is based on proposed facility opening of 9am on weekends.

Appendix 1 sets out 3 scenarios to give Council a snapshot of the possible financial impacts and additional staff requirements to run the new facility. The scenarios are based on the remainder of the season being 15 weeks from

when the Aquatic Facility is anticipated to open 25/1/2020 with closure expected mid May 2020.

Scenario 1 is recommended by staff, based on 60 slide users per session at \$5 per user it will raise an additional \$40,500 in revenue and additional gate revenue of \$5,000, both will be offset with the additional staffing requirements.

In relation to general entry fees, the Shire has always maintained a price parity between both Wundowie and Northam Swimming Pools. The alignment of fees has enabled both facilities to operate in parallel, with no requirement to have separate season passes, in particular, for both pools.

With the impending opening of the new facility, officers believe it is appropriate to review the entry fee for Northam Aquatic Facility.

A review of pool entry fees across a range of metropolitan and country regional facilities shows that Northam is currently on the low end of entry fees.

As a result of the review, officers believe that it is appropriate at this time to amend the entry fee (for Northam Aquatic Facility only), with the adult entry fee increased from \$4.50 to \$5.00 , Children fee increased from \$3.50 to \$4.00 , as well as the introduction of a separate fee for the water slides.

As well as the current fee amendments being proposed, a complete review of swimming pool entry fee structure will be conducted, with recommendations for any fee adjustments put forward for consideration as part of the 2020/21 budget.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing

Outcome 2.1 People in the Shire of Northam feel that their community is caring and inclusive.

Objectives:

- Improved facilities and activities for youth are available within the Shire.

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

Objectives:

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

Theme Area 6: Governance and Leadership

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

Objectives:

- Provide outstanding customer service.
- Ensure robust financial management.
- Implement systems and processes which deliver outcomes for our community.

B.2 Financial / Resource Implications

The increased operating costs of the new Aquatic facility will be offset by a projected increase in income.

B.3 Legislative Compliance

Section 6.16 to 6.19 of the WA Local Government Act (1995) governs the imposition of fees and charges.

Specifically Section 6.16 (3) *Fees and Charges are to be imposed when adopting the annual budget but may be:*

- (a) imposed* during a financial year, and*
- (b) Amended* from time to time during a financial year.*

*Absolute Majority required.

Section 6.19 *If a local government wishes to impose any fees and charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –*

- (a) Its intention to do so, and
(b) The date from which it is proposed the fees and charges will be imposed.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

The Recreation Services department has consulted with a range of other facilities that are currently operating slides.

B.6 Risk Implications

| Risk Category | Description | Rating (consequence x likelihood) | Mitigation Action |
|----------------------|---|---|--|
| Financial | Increase in fees and charges may cause community unrest. | Low (3) | Don't increase fees and charges however limit opening hours and access to slides. |
| Health & Safety | Inadequate staffing levels are put in place to ensure patron safety. | Moderate (3) | Monitor capacity of facility and increase/reduce staffing levels based upon usage levels. |
| Reputation | Proposed fee structure makes full use of the facility unaffordable to some sections of the community. | Low (3) | Communicate with members of public how price point is competitive in comparison to other LG's. |
| Service Interruption | N/A | | |
| Compliance | Council does not comply with legislation when adopting fees and charges. | Low (3) | Ensures relevant legislation is followed when adopting the fees and charges. |
| Property | N/A | | |
| Environment | N/A | | |

C. OFFICER'S COMMENT

Due to the scale of infrastructure being provided at the new Aquatic Facility, Shire Officers are satisfied that the proposed increase to fees and charges

including the new slide charge are fair and reasonable taking into account market conditions and like for like facilities.

RECOMMENDATION

That Council;

1. Endorse the following fees and charges for the use of the new Northam Aquatic Facility:

- **Adult entry fee - \$5.00 per person per day.**
- **Child entry - \$4.00 per person per day**
- **Water slides - \$5.00 per session**

2. Amend the following budgets;

- **Increase Salaries Account from \$179,245 to \$224,745**
- **Increase General Admissions from \$41,000 to \$46,000**
- **Increase Slide Revenue from \$0 to \$40,500**

ABSOLUTE MAJORITY (6) REQUIRED

Attachment 1

Appendix 1

| Northam Aquatic Facility | | | | | |
|--|-----------------|---------------------|--|--|--|
| COA | Description | Budget 2019/20 | Scenario 1, 60 users per session, 5 staff members | Scenario 2, 40 users per session, 5 staff members | Scenario 3, 40 users per session, 3 staff members |
| 11331002 | NORTHAM POO | \$179,245.00 | \$224,745.00 | \$224,745.00 | \$208,545.00 |
| 11331102 | NORTHAM POO | \$16,694.00 | \$16,694.00 | \$16,694.00 | \$16,694.00 |
| 11331202 | NORTHAM POO | \$10,368.14 | \$10,368.14 | \$10,368.14 | \$10,368.14 |
| 11332002 | NORTHAM POO | \$20,000.00 | \$20,000.00 | \$20,000.00 | \$20,000.00 |
| 11332012 | NORTHAM POO | \$7,730.00 | \$7,730.00 | \$7,730.00 | \$7,730.00 |
| 11332022 | SWIMMING CLL | \$500.00 | \$500.00 | \$500.00 | \$500.00 |
| 11332032 | SWIMMING POI | \$14,130.69 | \$14,130.69 | \$14,130.69 | \$14,130.69 |
| 11332042 | NORTHAM POO | \$500.00 | \$500.00 | \$500.00 | \$500.00 |
| 11332052 | NORTHAM POO | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| 11332092 | NORTHAM POO | \$31,851.14 | \$31,851.14 | \$31,851.14 | \$31,851.14 |
| 11332102 | NORTHAM POO | \$26,442.99 | \$26,442.99 | \$26,442.99 | \$26,442.99 |
| 11332112 | NORTHAM POO | \$793.02 | \$793.02 | \$793.02 | \$793.02 |
| 11332122 | NORTHAM POO | \$23,000.00 | \$23,000.00 | \$23,000.00 | \$23,000.00 |
| 11332132 | NORTHAM POO | \$20,328.00 | \$20,328.00 | \$20,328.00 | \$20,328.00 |
| 11332142 | NORTHAM POO | \$24,550.00 | \$24,550.00 | \$24,550.00 | \$24,550.00 |
| 11332202 | WATER PARK | \$5,000.00 | \$5,000.00 | \$5,000.00 | \$5,000.00 |
| 11332902 | Loan 228 Intere | \$58,962.00 | \$58,962.00 | \$58,962.00 | \$58,962.00 |
| 11333013 | REIMBURSEMEI | -\$750.00 | -\$750.00 | -\$750.00 | -\$750.00 |
| 11333103 | CHARGES GENE | -\$41,000.00 | -\$46,000.00 | -\$46,000.00 | -\$46,000.00 |
| New | Slide Revenue | \$0.00 | -\$40,500.00 | -\$27,000.00 | -\$27,000.00 |
| 11333113 | CHARGES SEASC | -\$24,000.00 | -\$24,000.00 | -\$24,000.00 | -\$24,000.00 |
| 11333123 | CHARGES SCHO | -\$25,000.00 | -\$25,000.00 | -\$25,000.00 | -\$25,000.00 |
| 11333163 | CHARGES STOCI | -\$30,000.00 | -\$30,000.00 | -\$30,000.00 | -\$30,000.00 |
| Net Result excuding depreciation and internal costs | | \$320,844.98 | \$320,844.98 | \$334,344.98 | \$318,144.98 |

| Scenario 1 (proposed) | | | | | |
|-----------------------------------|---------------|-------------------|---------------|---------------|-------|
| Staff | Hours per day | Hours per week | Hourly Rate | Cost per week | |
| mon - Fri | 5 | 10 | 50 | 30 | 1500 |
| Sat & Sun | 5 | 20 | 40 | 30 | 1200 |
| Total | | 30 | 90 | | 2700 |
| Cost remaining 15 weeks of season | | | | | 40500 |
| Sessions per week | Weeks | Users per session | Cost per user | Total Revenue | |
| | 9 | 15 | 60 | 5 | 40500 |

| Scenario 2 | | | | | |
|-----------------------------------|---------------|-------------------|---------------|---------------|-------|
| Staff | Hours per day | Hours per week | Hourly Rate | Cost per week | |
| mon - Fri | 5 | 10 | 50 | 30 | 1500 |
| Sat & Sun | 5 | 20 | 40 | 30 | 1200 |
| Total | | 30 | 90 | | 2700 |
| Cost remaining 15 weeks of season | | | | | 40500 |
| Sessions per week | Weeks | Users per session | Cost per user | Total Revenue | |
| | 9 | 15 | 40 | 5 | 27000 |

| Scenario 3 | | | | | |
|-----------------------------------|---------------|-------------------|---------------|---------------|-------|
| Staff | Hours per day | Hours per week | Hourly Rate | Cost per week | |
| mon - Fri | 3 | 6 | 30 | 30 | 900 |
| Sat & Sun | 3 | 12 | 24 | 30 | 720 |
| Total | | 18 | 54 | | 1620 |
| Cost remaining 15 weeks of season | | | | | 24300 |
| Sessions per week | Weeks | Users per session | Cost per user | Total Revenue | |
| | 9 | 15 | 40 | 5 | 27000 |

Attachment 2

ENTRY FEES COMPARISON TABLE (Current Fees)

| Entrance Fees | Shire of Northam | City of Greater Geraldton | City of Albany | City of Busselton | City of Kalgoorlie Boulder | City of Bunbury | City of Kwinana | City of Rockingham | Average | Difference |
|--|------------------|---------------------------|----------------|-------------------|----------------------------|-----------------|-----------------|--------------------|---------|------------|
| Adult (over 18 yrs) | \$4.50 | \$8.50 | \$8.10 | \$8.90 | \$28.70 per F/N | \$8.70 | \$5.90 | \$5.50 | \$8.01 | \$1.51 |
| Adult (over 18 yrs) - 10 passes | \$41.00 | | \$54.90 | \$62.00 | | \$59.50 | \$83.10 | \$49 | \$53.25 | \$12.25 |
| Child (5 - 17 yrs) | \$3.50 | \$5.00 | \$4.80 | \$5.20 | \$17.85 per F/N | \$5.70 | \$4.80 | \$5 | \$4.85 | \$1.35 |
| Child (5 - 17 yrs) - 10 passes | \$32.00 | | \$40.50 | \$47.00 | | \$48.50 | \$43.20 | \$49 | \$43.03 | \$11.03 |
| Child under 5 yrs | free | \$2.70 | free | free | free | free | free | \$3.50 | \$0.77 | \$0.77 |
| Pensioner / Spectator | \$2.00 | \$4.00 | | | | \$5.30 | \$4.80 | \$4 | \$3.68 | \$1.66 |
| Spectator - Swimming Lessons & Swimming Club | free | free | free | | | | \$1.80 | \$2 | \$0.76 | \$0.76 |

13. MATTERS BEHIND CLOSED DOORS

13.1 CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 18 NOVEMBER 2019

13.2 CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 25 NOVEMBER 2019

13.3 AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE

All legislation in this document has been sourced from the Western Australian Legislation website at 2 December 2019. For the latest information on Western Australian legislation, visit www.legislation.wa.gov.au.