



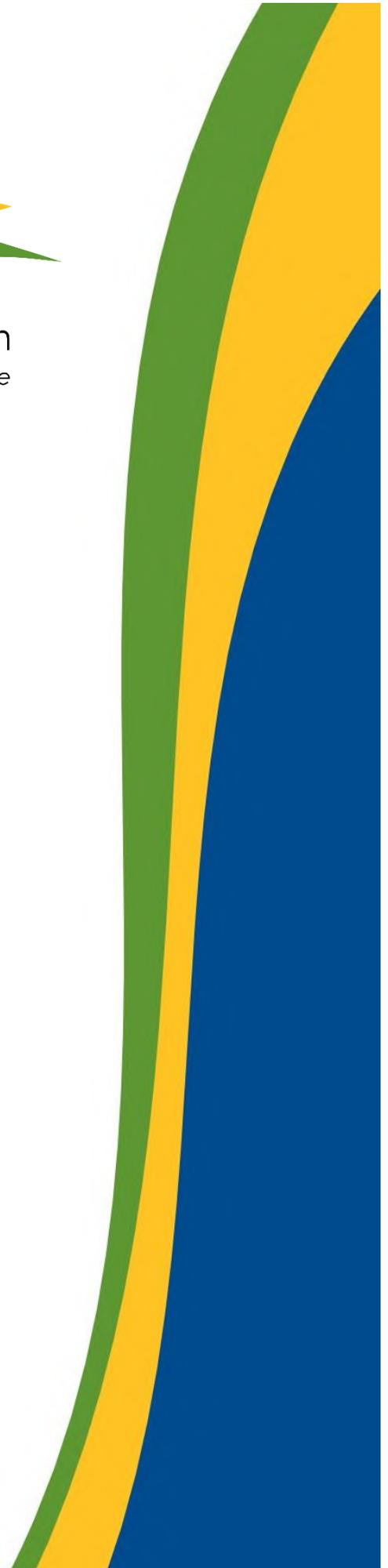
Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Ordinary Council Meeting

18 December 2019



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Contents

1.	DECLARATION OF OPENING	5
2.	ATTENDANCE.....	5
2.1	APOLOGIES.....	5
2.2	APPROVED LEAVE OF ABSENCE	6
3.	DISCLOSURE OF INTERESTS.....	6
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	8
5.	PUBLIC QUESTION TIME	10
5.1	PUBLIC QUESTIONS.....	10
7.3	DEPUTATIONS.....	10
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	20
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	21
7.1	PETITIONS.....	21
7.2	PRESENTATIONS	21
8.	APPLICATION FOR LEAVE OF ABSENCE.....	22
9.	CONFIRMATION OF MINUTES	22
9.1	ORDINARY COUNCIL MEETING HELD 20 NOVEMBER 2019	22
9.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 11 DECEMBER 2019	22
9.3	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 27 NOVEMBER 2019	23
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY	61
12.3.1	Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – Wellington St, Northam.....	62
12.3.3	SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019)	121
11.	REPORTS OF COMMITTEE MEETINGS	169
11.1	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 4 DECEMBER 2019	169
11.2	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 12 DECEMBER 2019	233
12.	OFFICER REPORTS	281
12.1	CEO'S Office	281

12.1.1	Adoption of Integrated Workforce Plan 2019	281
12.2	ENGINEERING SERVICES	341
12.3	DEVELOPMENT SERVICES	341
12.3.2	Proposed LED Sign – 125 Fitzgerald Street East, Northam	341
12.4	CORPORATE SERVICES	342
12.4.1	Accounts & Statements of Accounts – November 2019 ..	342
12.4.2	Financial Statement for the period ending 30 November 2019	398
12.4.3	Waste Local Law 2019	417
12.5	COMMUNITY SERVICES	451
12.5.1	Northam Aquatic Facility - Amendment to Fees and Charges	451
13.	MATTERS BEHIND CLOSED DOORS	461
13.1	CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 18 NOVEMBER 2019	461
13.2	CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 25 NOVEMBER 2019	464
13.3	AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS	465
14.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	467
15.	URGENT BUSINESS APPROVED BY DECISION	467
16.	DECLARATION OF CLOSURE	467



1. DECLARATION OF OPENING

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

The Shire President wished Council, staff and the gallery a happy Christmas and a safe New Year.

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
Manager Planning
Payroll Officer

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

Gallery:

Public

Heather Meiklem
Gary Williams
Sally Heart
Garry Orr
Sandra Lloyd
Andrea Woodgate
Jayne Candelono
Steve Johnson
Alis Santelli
Peter Yates
Carlson Daniels

Santelli Architects
BGC Quarries

2.1 APOLOGIES

Chief Executive Officer

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
Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam	12.3.1	Cr M P Ryan	Impartiality	His two children are current students of St Joseph's High School campus.
		Cr C R Antonio	Impartiality	He attended this school, as did his children and many submissions have been made from people well known to him.
		Cr A J Mencshelyi	Impartiality	His grandchildren attend St Joseph's Primary School.
		Cr S B Pollard	Impartiality	His wife is employed by the Catholic Education Office on the Primary Campus. Grandchildren attend St Joseph's School.
		Cr R W Tinetti	Impartiality	His grandson attend this school.
		Cr M I Girak	Proximity	Her property is diagonally across the road from the school and she has a close friend who lived opposite the development.
		Cr C P Della	Proximity	His residence is directly opposing the development.
		Mr C B Hunt	Impartiality	His child attends St Joseph's School and his wife is on the St Joseph's School Board.
Cr T M Little	Impartiality	One of his granddaughters attends St Joes.		
		Mr C B Hunt	Impartiality	His daughter is employed as a lifeguard for the Shire of Northam.
Northam Aquatic Facility - Amendment to Fees and Charges	12.5.1	Mr C B Hunt	Impartiality	His daughter is employed as a lifeguard for the Shire of Northam.
Australia Day Community Citizen of the Year Awards	13.3	Cr R W Tinetti	Impartiality	Some of the nominees are known to him.
		Cr C P Della	Impartiality	Some of the submitted nominations are known to him personally.
		Cr M I Girak	Impartiality	She knows a number of the nominees.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
		Cr J E G Williams	Impartiality	Some of the nominated people are well known to her.
		Cr S B Pollard	Impartiality	A number of nominees are known to him.
		Cr C R Antonio	Impartiality	Many of the nominees are well known to him.
		Cr M P Ryan	Impartiality	Three of the candidates are known to him.
		Cr A J Mencshelyi	Impartiality	A number of people nominated are known to him.
		Cr T M Little	Impartiality	Some of the nominees are known to him.



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

Nil.

The Shire President brought agenda item 7.3 – Deputations forward.

7.3 DEPUTATIONS

Name: Read aloud by Shire President on behalf of Sue Pederick.

Agenda Item: 12.3.3 - SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019).

Deputation: I moved to my peaceful property 30 years ago, well before BGC. This was brutally disrupted when BGC commenced with the unlawful land clearing in the year 2000. Because of BGC's quarry, I have had to endure the following;

1. Noise

To begin with the noise was shocking. The EPA's noise monitoring systems that were placed at my home continually showed noise exceedances. **But, the EPA refused to act.** The level of noise has improved considerably, but when the weather conditions are conducive it can still get very loud, which is most annoying when you come home after work to relax, Instead you are subjected to loud, banging continuous noise of the quarry working.

2. Vibration/Blasting

The continual shaking of our house from the ground vibration, caused not only from the blasts, but, also from the crusher's. On very still days, the house rattles from the ground vibration, and in doing so also creates an annoying noise. We have large cracks that just get bigger, we have pictures that will never hang straight, or have fallen off the wall, ornaments have fallen from mantles, even a heavy pallet of bricks have fallen down an embankment. We had an internal wall of our kennels collapse and crushed to death a valuable litter of Bloodhound pups. A few of the neighbours have had their ceilings collapse. BGC has contracted a company to do the structural damage report on an annual basis. But we are never given any information of these reports

3. Water

Who knows what is happening with our water. The Lakes Action Group PER submitted showed it would not be favourable. BGC has contracted a specialist company to test our dams and bores, but again, we are not given back any reports.

4. Dust

A constant issue when the wind frequently blows from the East. Dusting has to be a daily job. Because of the silica in the quartz it is a potential major health issue to the surrounding residents. As a mother I am concerned for my daughter who does not have asthma, does not smoke, but has had a continual niggling cough for the last 15 years. This is one of the most important, and dangerous issues that we are dealing with. We are still waiting for the Dust Monitoring survey to be conducted by the EPA. It now it appears that they may not proceed. Once again they have shown their alliance to the Company.

The one thing that we can count on is that the Local & State government departments turning tail when BGC's name is mentioned. We have been let down so much by all, while BGC charges on, making out they are doing nothing wrong with nothing to hide. If this is the case, why won't they allow the residents to receive the reports from the independent companies that have been hired to monitor our homes and dams, bores or water courses? History has proven that the company could not be trusted, and they were allowed to do what they like.

By reducing the License to 2 years surely there may be a chance that stronger control can be enforced. And now, BGC is selling, with an unknown entity going to take over their operations. Now it is more important than ever to enforce this 2 year license renewal. We have no idea as to what their standards are like. We want transparency where the residents are entitled to be given a copy of the monitoring reports. Most importantly we want the dust survey to be done, preferably by an independent company who won't bend over backwards for BGC like the EPA departments have, and are still doing.

We have the chance now of not letting the horse bolt before the gate is shut, which, is what happened with BGC.

We implore the Council to uphold the 2 year license renewal.

Name: Read aloud by the Shire President on behalf of Stuart Guy.

Agenda Item: 12.3.3 - SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019).

Deputation: As predicted the outcome from the previous Council vote has been presented to the SAT to overturn the council's wise decision of a 2 year duration, pending DWER dust data, to 10 years to appease the proponent.

My presentation to council was very brief and I had very little time to prepare it.

During the vote to reissue the EIL it was agreed overwhelmingly that there was strong evidence of poor dust management, emissions from the operation and I informed council that changes to the exposure standard applicable were being introduced. Big changes are being introduced yet again due to a world wide ever increasing lung cancer problem related to respirable Silica dust exposure. This respirable dust has been analysed in a NATA approved dust lab, a sample collected at my home.

3 councillors did not want any new license to be granted until the DWER PROMISED dust survey had been completed, another 3 councillors agreed that council should wait for the data from the survey before going ahead with issue of a normal license duration grant OR NOT.

Surely the SAT should see that council has genuine concerns for public health regarding these dust events that expose people for kilometres down wind by means of massive dust clouds captured and reported in photographs and video numerous times over 2 decades-complaints which have been submitted to Shire of Northam and DWER EPA etc all of which have been logged and are available for the SAT to review should they actually be responsible enough or have the desire to do so.

To award the license would display negligence on the SATs behalf without new and independent data.

The ONLY relevant dust data ever used to base decisions on exceedance is the BGC operated monitor located on Belfords property (a BGC employee) which in the past during blast dust events shows a REDUCTION of airborne dust rather than the obvious increase as logically expected.

No reason or answer has ever been given to this question when asked why. This point alone should raise concern but alas, nobody is interested.

Of course DWER has now reneged the promised dust survey, this was always too good to be true in hindsight, as we have always known that if the DWER obtains evidence of a problem they will be forced to act.

The DWER are a state govt run organisation obviously this would be counterproductive to the state Govt if evidence came to light of breaches and a risk to public health.

There are several homes within the EPA stated exclusion zone for this type of operation, it is negligent to not obtain this data.

But still here we are ready to re issue the license yet again. Just as recently as Dec 5 2019 there was a blast conducted when wind speed was recorded at 35 kph from the South East, perfectly unsuitable conditions, this was mid week, there was no forecast rain or electrical storms, why was this not postponed? This action doesn't conform with the BGC dust management plan or Industry best practice.

It was not postponed because BGC are so safe, confident and so protected by the DWER that they have nothing to fear even when the dust has been a recent point of contention with the Extractive license issuer Shire of Northam.

The DWER officer refuses to contact me regarding this when requested.

BGC do not fear the loss of license or Shire of Northam's negative attention because they know the DWER EPA and SAT has got their back.

SAT past performance

BGC's love of the SAT is nothing new. They have enjoyed remarkable success at the SAT in the past. Here is a relevant example of this;

Our previous exposure to the decision making process, logic and the justification for the decision made by the SAT with respect to the Previous operations (Voyager 1) planning approval was laughable at best.

A planning approval for a mining operation such as this requires certain criteria in its application content to make the approval valid. An IN VALID approval is not a legal approval therefore.

The planning approval (retrospectively granted) for Voyager 1 after BGC cleared the land and commenced mining with no extractive industry license or planning approval APPLICATION initially consisted of a piece or 2 of A 4 paper with some hand written notes, no water shed information, no topographical maps not even a lot number was shown. It looked like something a 10 year old would have created.

Someone had retrospectively approved it however. Why would govt reward a proponent after displaying such wreckless and careless behaviours?

The SAT representative in charge grinned at the BGC lawyer and awarded the hearing in favour of BGC because we had not stated that there was no " VALID " planning approval, we had merely stated that there was " NO PLANNING APPROVAL ", as it had never been produced when requested and proved to be non conforming in its content etc.

Further to this the SAT then awarded costs to BGC leaving the mums and dads here living next to the operation who's health, amenity and property values have been effected to pay thousands of dollars in costs effectively as a punishment or discouragement to further litigations or attempts to defend ourselves. The SAT would not normally

award punishments I would have thought, but they made an exception in our case. After all, the SAT is a govt run tribunal and the govt wants/needs the cheap product from the proponent. To allow a small number of the public to stand in the way of this is counter productive to the state govt.

Therefore the SAT acts to protect the govt whilst effectively protecting the proponent. The system is broken. The system can not be impartial by design and the above mentioned farcical outcome regarding the Voyager 1 Planning Approval is in our minds, evidence of this.

We can only hope that the new proponent doesn't have the same level of protection of its predecessors.

Name: Read aloud by the Shire President on behalf of Michael Reeves.

Agenda Item: 12.3.3 - SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019).

Deputation: I will keep this submission to a list of facts prepared without prejudice. The history of the quarry is full of unusual events and decisions.

Dust generation is proportional to output and we believe this greater than the amount licenced for. A quick calculation of the hole size would be an interesting exercise. We requested many times for the DEC to check the output from the quarry and they took no notice.

The truck movements were considerably greater than was being declared.

I mention this to strengthen my argument that the State government is a major stakeholder in this mining operation.

They also regulate the quarry operations and their interest is evident in some of their decisions. With regards to the dust monitoring.

DWER informed us they had been allocated funding to commence the monitoring and a company had been

chosen to submit its proposed plan to cover a full year of monitoring.

I was given permission by DWER to contact the company involved, which I did.

They obviously would not give any information on the proposed plan or cost. What they did say, was that the results would be conclusive.

From that point on DWER gave many excuses for delaying the monitoring and that it would be better to wait until summer. This was a moot point as a year's monitoring could start anytime.

That is the reasoning behind the 2-year licence. To give the DWER time to conduct it's monitoring.

The point that the council look to vote on raises another interesting point.

DWER the same entity that has the duty of ensuring the compliance of the quarry has already granted a licence up to 2036! How could it do this with doubt regarding its compliance.

Quote from the SAT

"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."

My photos of dust airborne that settles on the floor of my residence is crushed granite and I do not know of any other granite crushing plant within many tens of kilometres. I refute this statement. DWER have failed to regulate the quarry as is evident by their reluctance to perform dust monitoring. Are they afraid of the outcome!

Summary.

My deceased wife and I have pursued our viticulture way of life for almost 20 years here. This involves working outside for a great amount of time and we have been exposed and I continue to be, what is now recognised as a deadly dust.

I believe that the Shire of Northam has every right to stick to the 2 year licence. Even extend it another 2 years.

The monitoring period should be 12 months as originally proposed by DWER

Our evidence will always be not proven whilst ever the DWER refuse to operate in the manner they are required.

The cost when evaluating danger to the public should be irrelevant. In this instance, it is insignificant when looked at the overall cost of the project.

All the entities involved in the manufacturing facility have a duty of care. I applaud and thank the Shire of Northam for theirs.

The major stakeholder that all this concern about, the Government of Western Australia are the same entity that is delaying this process.

I would also like the residents to have some say into who performs this study, as DWER cannot now be trusted!

Name: Peter Yates and Carlson Daniels, BGC Quarries.

Agenda Item: 12.3.3 - SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019).

Summary of Deputation:

- Advised that a lot of points have been made by residents in their deputations however there are a number of matters which aren't correct. For example, the blasts not being in accordance with their management plan (i.e. when the wind is blowing in an easterly direction). It was advised that they are approved to blast when there is an easterly.
- Raised that there was accusations of dust landing on their properties and the health concerns associated. It was advised that you cannot see respirable dust.
- Advised that whenever there is an application to change their licence or renew the licence the complaints increase.
- Advised that they work within extremely tight conditions, including a Ministerial Statement along with

legislation which is extremely regulated and they are always compliant.

- Raised that they have dust monitors on their properties (not the resident's properties) and have a duty of care to provide a safe working environment for their employees.
- Advised that they blast two times per week with each blast lasting approximately two seconds. Sometimes he cannot feel the blast and can only hear the siren.
- Raised concerns about the licence only being issued for two years.
- Advised that the complaints and residents are important to them and they take their concerns seriously. Want to look at it pragmatically and find a way to collaborate together/co-exist.

Cr M I Girak and Cr C P Della declared a "Proximity" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as their properties are opposite the development. Cr Girak and Cr Della left the meeting at 6.02pm.

The Coordinator Governance / Administration left the meeting at 6.0pm and returned at 6.06pm.

Name: Sandra Lloyd.

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

Summary of Deputation: I would ask Council to please consider that the awning be moved back from the boundary and that more than adequate provision has been made by the architect to provide protection from the elements for the students with the covered walk ways at both sides of the administration building. The amenity of my neighbourhood is my main concern with this protruding structure.

We are not asking for the buses to be moved, they are in the best position for the welfare of students, bus drivers and road users while the development is underway.

We are not asking for the tradies or contractors to be removed from the street.

We are simply asking for considerations that should really already be in place.

- that the developers ensure that their contractors are parked legally on both sides of the road.
- that contractors don't park in the bus zone at pick up and drop offs, causing significant congestion on the road
- that the trucks are not delivering to site at bus times and in the bus zone, adding to the already congested street at these times.
- that building materials not, be stored on the road
- that the protective fencing not, be built on the road
- that rubbish on site be managed to reduce it blowing out of overflowing skips
- that tradies and contractors are managed by the developers to abide by basic littering laws
- that the developer with all reasonable care adhere to early morning noise regulations and manages it's on site tradies.
- that all reasonable consideration is given to reduce the impact of dust and debris.
- that lighting is maintained to reduce invasive illumination.

Over the course of the next 6 months I can only hope that communication channels are effective and endeavour to inform and encourage my neighbours to express their concerns as I will through the appropriate channels.

I am proud to be an ongoing supporter of the school my children attended and of this community and I wish the school well in the proposed development. The facilities they are developing have been dreamed of since my children were in primary school there and they are well deserved. I know they work incredibly hard for our community.

I would like to thank the Shire staff and Councillors for their time. The planning department has done an amazing job, very thorough, and I would like to thank Jackie for her availability, several people have commented on her friendly, courteous and professional manner, we are very lucky to have you here. To the Councillors who make themselves available so readily and spend such an enormous amount of time offering service to our

community, thank you. I certainly appreciate it and I sing your praises at every opportunity. Over the last 18 months I have personally been made to feel heard and supported. I am so grateful to past Councillor John Proud, current Councillors Steve Pollard, Michael Ryan, Rob Tinetti, Julie Williams, Attila Mencshelyi. Thank you for taking the time, to wander down our street or stopping for a chat downtown.

Thank you, Chris Antonio for your eye contact, your smiling face and happy demeanour at every meeting and at every event, I don't know how you do it, well done.

Even in his absence, I would like to thank Jason Whitaker for his frank, honest and open communication style, I know he makes himself available, I just hate the idea of wasting his time. He does such an outstanding job and works so hard he is a great asset to our community.

Chadd Hunt, thank you, I know you have a tough job and I know I couldn't do it. Thank you for every effort that you make under what I'm sure are often difficult circumstances especially dealing with people like me in your day.

To Alysha McCall thank you for your patience, professional, bright happy demeanour, always.

Thank you.

Cr Girak and Cr Della returned to the meeting at 6.08pm

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Name: Sandra Lloyd, Northam.

Question 1: Who can help me with my concern now and ongoing ramifications of the natural underground watercourse being disrupted and damaging my property? I believe my driveway is being significantly damaged as a direct result of the architects, schools and builders' direct disruption to natural subsurface watercourses. I'm not referring to the visual appeal I'm referring to the accessibility for wheelchairs when I do respite, the disables maxi taxi being able to unload, and the safety of toddlers into and out of my early childhood setting.

Response 1: With respect to the control and management of underground watercourses it is understood that this is the responsibility of the Department of Water and Environmental Regulation. Further clarification is being sought from this Department and will be forwarded once received. Following the queries and discussion at the Forum Meeting the Applicant has confirmed that the engineering solutions for the structural design of the building to manage groundwater was designed and approved by their structural and hydraulic engineers before commencement of construction to ensure that the natural flow of groundwater would progress downstream unimpeded.

Question 2: How can you help me with this problem I am experiencing as a direct result of the current development across the road from me? In January of this year I paid a substantial amount of money to the same professionals that have done work for the Shire and school to have my patio and driveway relayed to repair damage, raised and dipped surfaces.

Response 2: Please refer to the response to question 1 if the damage relates to the concerns regarding groundwater. If there is other damage to private property as a result of the development, this issue will need to be raised with the Applicant, School and/or Builder.

Question 3: Does the Shire have a policy to cover works done to underground watercourses, that then restrict, divert or backup flow and cause damage to upstream properties?

Response 3: No. The Shire has not adopted a policy specifically relating to groundwater. Groundwater is an issue that is researched and assessed by the Department of Water and Environmental Regulation (DWER). In the case of individual developments, it is common practice to refer to policies and guidance from State agencies, such as DWER. In this instance the relevant document is the DWER's Guidance Note on "Water resource considerations when controlling groundwater levels in urban development" (2013).

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3828

Moved: Cr Mencshelyi

Seconded: Cr Little

That Council grant Cr M Girak leave of absence from 23 December 2019 to 17 January 2020 (inclusive).

CARRIED 10/0

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 20 NOVEMBER 2019

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3829

Moved: Cr Ryan

Seconded: Cr Williams

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.

CARRIED 10/0

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 DECEMBER 2019

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3830

Moved: Cr Della

Seconded: Cr Williams

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

CARRIED 10/0

9.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 27 NOVEMBER 2019

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3831

Moved: Cr Mencshelyi

Seconded: Cr Tinetti

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

CARRIED 10/0

Attachment 1



Shire of Northam

Notes

Council Forum Meeting

11 December 2019



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Council Forum Meeting Notes
11 December 2019



Preface

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

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

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

Unconfirmed Notes

These notes were approved for distribution on 13 December 2019.



CHADD HUNT
ACTING CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 18 December 2019.



Signed:

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

Contents

1.	DECLARATION OF OPENING.....	6
2.	ATTENDANCE.....	6
2.1	APOLOGIES.....	6
2.2	APPROVED LEAVE OF ABSENCE.....	6
3.	DISCLOSURE OF INTERESTS.....	7
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)....	8
5.	PUBLIC QUESTION TIME.....	8
5.1	PUBLIC QUESTIONS.....	8
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	9
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	10
7.1	PETITIONS.....	10
7.2	PRESENTATIONS.....	10
7.3	DEPUTATIONS.....	10
8.	APPLICATION FOR LEAVE OF ABSENCE.....	23
9.	CONFIRMATION OF MINUTES.....	24
9.1	ORDINARY COUNCIL MEETING HELD 20 NOVEMBER 2019.....	24
9.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 11 DECEMBER 2019.....	24
9.3	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 27 NOVEMBER 2019.....	24
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	24
12.3.1	Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – Wellington St, Northam.....	25
12.3.3	SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019).....	27
11.	REPORTS OF COMMITTEE MEETINGS.....	27
11.1	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 4 DECEMBER 2019.....	27
12.	OFFICER REPORTS.....	27
12.1	CEO'S Office.....	28
12.1.1	Adoption of Integrated Workforce Plan 2019.....	28
12.2	ENGINEERING SERVICES.....	28

Council Forum Meeting Notes
11 December 2019

12.3 DEVELOPMENT SERVICES	28
12.3.2 Proposed LED Sign – 125 Fitzgerald Street East, Northam ...	28
12.4 CORPORATE SERVICES	28
12.4.1 Accounts & Statements of Accounts – November 2019	28
12.4.2 Financial Statement for the period ending 30 November 2019	29
12.4.3 Waste Local Law 2019	34
12.5 COMMUNITY SERVICES	34
12.5.1 Northam Aquatic Facility - Amendment to Fees and Charges	35
13. MATTERS BEHIND CLOSED DOORS	36
13.1 CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 18 NOVEMBER 2019	36
13.2 CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 25 NOVEMBER 2019	36
13.3 AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS	36
14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	36
15. URGENT BUSINESS APPROVED BY DECISION	37
16. DECLARATION OF CLOSURE	37

Council Forum Meeting Notes
11 December 2019



1. DECLARATION OF OPENING

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

2. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
J E G Williams
M I Girak
A J Menchelyi
D Galloway
C P Della
R W Tinetti
M P Ryan arrived at 5:38pm
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
Payroll Officer

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

Gallery:

Avon Valley Advocate
Santelli Architects
BGC Quarries

Eliza Wynn
Al Santelli
Peter Yates
Carlson Daniels
Nigel Oakey
Garry Orr
Sandra Lloyd
Andrea Woodgate
Heather Meiklem
Jayne Candelo
Steve Johnson

DOME
Public

2.1 APOLOGIES

Councillor
Chief Executive Officer

T M Little
J B Whiteaker

2.2 APPROVED LEAVE OF ABSENCE

Nil.

Council Forum Meeting Notes
11 December 2019

One (1) member of the Gallery entered the meeting at 5:35pm.

3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam	12.3.1	Cr M P Ryan	Impartiality	His two children are current students of St Joseph's High School campus.
		Cr C R Antonio	Impartiality	He attended this school, as did his children and many submissions have been made from people well known to him.
		Cr A J Mencshelyi	Impartiality	His grandchildren attend St Joseph's Primary School.
		Cr S B Pollard	Impartiality	His wife is employed by the Catholic Education Office on the Primary Campus. Grandchildren attend St Joseph's School.
		Cr R W Tinetti	Impartiality	His grandson attend this school.
		Cr M I Girak	Proximity	Her property is diagonally across the road from the school and she has a close friend who lived opposite the development.
		Cr C P Della	Proximity	His residence is directly opposing the development.
		Mr C B Hunt	Impartiality	His child attends St Joseph's School and his wife is on the St Joseph's School Board.
Proposed LED Sign – 125 Fitzgerald Street East, Northam	12.3.2	Mr C B Hunt	Impartiality	The family of the owner is well known to him.
		Cr C R Antonio	Impartiality	The owner of the building is well known to him as is a submitter of the application.
Northam Aquatic Facility - Amendment to Fees and Charges	12.5.1	Mr C B Hunt	Impartiality	His daughter is employed as a lifeguard for the Shire of Northam.
Australia Day Community Citizen of the Year Awards	13.3	Cr R W Tinetti	Impartiality	Some of the nominees are known to him.
		Cr C P Della	Impartiality	Some of the submitted nominations are known to him personally.

Council Forum Meeting Notes
11 December 2019

	Cr M I Girak	Impartiality	She knows a number of the nominees.
	Cr J E G Williams	Impartiality	Some of the nominated people are well known to her.
	Cr S B Pollard	Impartiality	A number of nominees are known to him.
	Cr C R Antonio	Impartiality	Many of the nominees are well known to him.
	Cr M P Ryan	Impartiality	Three of the candidates are known to him.
	Cr A J Mencshelyi	Impartiality	A number of people nominated are known to him.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

There were no queries raised in relation to this item.

5. PUBLIC QUESTION TIME

Cr Ryan entered the meeting at 5:38pm.

Cr Della and Cr Girak left the meeting at 5:38pm as they declared a proximity interest in agenda item 12.3.1 which the public question and deputations related to. All impartiality declarations were acknowledged.

5.1 PUBLIC QUESTIONS

Name: Sandra Lloyd, Northam.

Question 1: Who can help me with my concern now and ongoing ramifications of the natural underground watercourse being disrupted and damaging my property? I believe my driveway is being significantly damaged as a direct result of the architects, schools and builders' direct disruption to natural subsurface watercourses. I'm not referring to the visual appeal I'm referring to the accessibility for wheelchairs when I do respite, the disables maxi taxi being able to unload, and the safety of toddlers into and out of my early childhood setting.

Response 1: Question was taken on notice.

Question 2: How can you help me with this problem I am experiencing as a direct result of the current development across the road from me? In January of this year I paid a substantial amount of money to the same

professionals that have done work for the Shire and school to have my patio and driveway relayed to repair damage, raised and dipped surfaces.

Response 2: Question was taken on notice.

Question 3: Does the Shire have a policy to cover works done to underground watercourses, that then restrict, divert or backup flow and cause damage to upstream properties?

Response 3: The Acting Chief Executive Officer advised that Council does not have a policy for underground water however does have a policy for surface water.

Name: Garry Orr, Northam.

Question 1: Do the Shire have engineering specs of the underground watercourses that are commonly known to run across Duke Street on the way to the river, if not can they acquire them?

Response 1: The Acting Chief Executive Officer advised that Council does not currently have any details on underground watercourses throughout the town. Officer's will contact the Department of Water and Environmental Regulation to see whether they have done any underground mapping and will provide further details at next week's Ordinary Council Meeting.

Question 2: Does the Shire have a policy to cover works done to underground watercourses, that then restrict, divert or backup flow and cause damage to upstream properties?

Response 2: The Acting Chief Executive Officer advised that there is no specific Council policy on this matter. Officer's will contact the Department of Water and Environmental Regulation to see whether they have done any underground mapping and will provide further details at next week's Ordinary Council Meeting.

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

Name: Sandra Lloyd, Northam.

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

Deputation: I wish to object to the proposed development in its current form. I am asking that the agreed setback of 2.7 meters be maintained and that any verandas, awnings or pergolas also be included and set back no closer than 2.7 meters from the boundary as to maintain the look and appeal of my neighbourhood.

With the awning included in its current form to the boundary line, it will impact on the street scape and as such on my amenity. The bulk, scale, orientation and appearance of the building, will be intrusive and dominate the street scape.

I have concerns in regard to the traffic flow and safety of both drivers and pedestrians. The awning if built to the boundary will be imposing and may be distracting especially as in that area there is no verge and the bitumen footpath melds into the bitumen road. There is no signage or defined bus bay and no marked parking bays. Simply one white painted line.

I strongly feel that the proposed development in its current form is overreaching and not taking into account the impact of an awning or similar structure. I sincerely appreciated the consultation meeting the school invited the neighbours to, however I immediately raised the proximity of the awning and both the school and architect chose to dismiss my concerns as soon as I raised them and ongoing to this point.

On the plans I can see that there is already 2 covered walkways, one between the 2 buildings where we have been told that the students will enter and exit, and one between the newly proposed building and the courts. I am confused as to why the architect on the 29th of November presented to interested parties that "in this day and age acceptable provision is expected by parents for sun and weather protection" and that the 2 covered walkways designed to provide this would be inadequate and the additional awning up to the boundary is required.

I strongly oppose the development in its current state and ask that council please remove any structure that comes to the boundary and uphold the 2.7 meter setback that was compromised on from 3 meters previously.

I don't understand why the floor height of this building is raised higher than the footpath. Installing a door facing towards the natural flow of water won't be alleviated by 1 brick height especially in an unseasonal rain event or the 100 year flood. A side facing door can pool and flood as easily as a front facing door and so why can't this building be built at the previously set height.

It has been explained to me, that there will be a site management plan which is designed to reduce the impact of dust, rubbish, noise and traffic hazards and congestion. I am confused as to how this could have changed from the current developments impact on my neighbourhood and I am confused as how this will be any different to what I have experienced since the 14th of June 2019, regularly over the last 6 months and I am currently experiencing, There have been trucks air brakes at 5.30am. Diggers and machinery being unloaded and moved at 6.45am on weekdays and weekends. Rubbish such as earplugs, cigarette butts, wall plugs, screws, insulation, cable ties, cardboard and plastics in many forms struin down both sides of my street daily. Not all of this material blows out of the skip bin. Tradesmen have been parking both sides of the street facing in the wrong direction, which I thought was illegal parking. Building materials being stored on the road and the safety fence moved around this and built on the road. All when on many occasions the site manager and the school principal and architect have been on site.

I am wondering if there is a formal plan moving forward that will address the busses arriving and departing at the same time as trucks unloading bricks and materials, tradies parked on both sides of the road in the wrong direction and building materials being stored on the road. Parents collecting their children from school and students walking in-between busses to cross the road.

I feel let down after assurances have been made that these issues would be managed, and I am anxious that the current proposal will see no different outcome for my comfort and amenity in my home and my street. I am concerned that with the seasonal changes and with hot dry windy conditions it will worsen, picking up dust and debris and that complaisance will just roll over into the next stage of the development to the secondary campus.

So as I stand here and ask you, my Shire Staff and My Shire Councillors to please uphold my rights of amenity, please understand I am doing so with genuine recognition that I don't have the knowledge or the skills that you do to protect my rights and my amenity.

-
- Name:** Al Santelli, Santelli Architects.
- Agenda Item:** 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam.
- Deputation:**
1. INTRODUCTION
 - 1.1 The following report outlines the school's proposed project requiring development approval. It outlines the reason for the development, as well as brief background and considerations relating to a previous development approval, including addressing neighbours' objections submitted the Shire of Northam.
 - 1.2 THE CORE OF THE APPLICATION IS THE DEVELOPMENT OF:
{See 3D image in Annexure 1}
 - 1.2.1 The new Administration building fronting onto Duke Street and presenting the Senior Campus's new entry statement to the public and the first point of contact for access to

- the school. This is the building which attracted objections from the neighbours.
- 1.2.2 The new Staffroom & Staff Workroom Building in the central quadrangle.
 - 1.2.3 Senior Secondary Toilet block as an extension to the northern block, fronting the central quadrangle to its south.
 - 1.2.4 Upgrade of the existing quadrangle to form a passive, landscaped recreation.
- 1.3 OVERVIEW
- 1.3.1 The Development outlined above forms the second stage of the school's Masterplan designed to retain students currently leaving each year, after year 10, due to limited course choices available. This limitation is a result of the insufficient student numbers to support more specialized course choices which in turn perpetuates the problem. In order to address this issue, the school needs to retain as well as attract more students in Years 10 to 12. The first Stage, namely the New Classroom Block consisting of four classrooms with a shared central Spill-out Space is currently nearing completion and will be ready for the 2020 scholastic year.
 - 1.3.2 The facilities being provided in this stage are the Staff facilities which will replace those currently housed in the old stone building which was originally built as a Convent in 1980. This building is now considered an unhealthy work environment due to high moisture levels in the old stonework.
- 1.4 ZONING & COMPLIANCE
- 1.4.1 Local Planning Scheme No. 6 (LPS 6 / the Scheme) identifies the land as "Reserve - Public Purposes (Church)".
 - 1.4.2 Pursuant to the Scheme and the Deemed Provision, the application is consistent with the purpose of the reserve and longstanding use of the site as an independent Catholic School operating from the site since 1889.
 - 1.4.3 The application is highly compliant with the Shire's Scheme and local planning

framework, confirmed by the Officer's thorough assessment of our application.

- 1.4.4 This proposed development Stage 11 has complied with the parameters established by the previous stage, Stage 9a & 9b, and details of this will be addressed as part of our responses to objections.

1.5 BUILDING AESTHETIC

- 1.5.1 **THE ADMINISTRATION BUILDING** incorporates building materials which reflect the theme established with the construction of the classroom block with additional aspects such as the entry awning to establish an entry statement for the school.

1.5.1.1 The building facade consist of a combination of sections of red face brickwork, cream and other colours of painted cement render and the additional stud walls clad in painted fibre cement cladding to give the building a flavour of its own whilst still relating to the classroom block. The roof is lined with a "surfmist" colorbond custom orb roof sheeting. (See 3D image in Annexure 1)

1.5.1.2 As a concession to adjacent residents, the façade of the building has been designed with varying materials as mentioned above to reduce the building's perceived visual mass.

1.5.1.3 **THE STAFF ROOM AND STAFF WORKROOM BUILDING** incorporates a lightweight construction using painted fibre cement panels incorporating the school, house-colours to establish a presence as the focal point in the central quadrangle. (See 3D image in Annexure 1)

1.5.1.4 The building is attached to the southern classroom block and away from the original convent building separated by the existing walkway

and a ramp as a sign of respect for the Convent's historical significance.

1.5.2 SENIOR TOILET BLOCK

1.5.2.1 Has been included to serve the senior students and provide an alternative to the single toilet block currently on the campus. The building has been added as an extension to the building along the northern side of the quadrangle. (See 3D image in Annexure 1)

1.5.3 UPGRADE OF CENTRAL QUADRANGLE

1.5.3.1 With the addition of the new Oval at the corner of Duke Street & Gordon Street built in the previous stage the grassed volley-ball court in the central quadrangle will now be relocated to the remaining portion of the original oval. The central quadrangle can now be converted to form a communal, passive, partially shaded and landscaped recreation area as the central focus of the school. (See 3D image in Annexure 1).

2. RESPONSE TO THE OBJECTIONS

2.1 On 18th November 2019 we forwarded our response to the email from the Shire of Northam dated 5th November 2019, which contained the Schedule of Submissions at the end of DA Advertisement period for the Stage 11 development.

2.2 All the objections received associated with stage 11, related to the Administration building as it is the only building in the proposed development that has frontage to Duke Street.

2.3 In that email we grouped the objections into 4 categories:

2.3.1 Category 1- Stage 11: Objection the proposed awning not being considered in relation to the proposed Administration building set-back from the Duke Street road reserve.

- 2.3.2 Category 2- Stage 11: Lack of landscaped spaces along the street frontage in front of the Proposed Administration building.
- 2.3.3 Category 3- Stage 11: The statement that the setback, floor level of the building and height are not in accordance with the approved Stage 9 planning conditions.
- 2.3.4 Category 4- Stage 9: Issues such as floor level and height of the building not being in accordance with the DA conditions and items related site management issues.

2.4 COMMUNICATION WITH NEIGHBOURS

- 2.4.1 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.
- 2.4.2 The process commenced with the school organizing a meeting with the neighbours on 4th July 2019. This was early in the process and was held to discuss and explain the proposed Stage 11 scope and answer any questions neighbours had. Most of the neighbours attended. As the Architects for the project we 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: the potential for a security light to disturb one particular neighbour's sleep and the awning on the Duke St elevation adjacent the entry gates to the Administration building.
- 2.4.3 We believe these concerns were allayed at the meeting by explaining that any lights on the roadside of the building under the awning would be directed back to the building and not across the road. It was also explained that the awning adjacent the Administration entry gates off Duke Street

was to provide some protection to the students while waiting for buses.

2.4.4 Since this initial meeting the school has been liaising with the neighbours. Copies of letters from the school with records of dates of meetings & community letters/notices sent were submitted with our response 18th November 2019.

2.4.5 The builder Rivett Construction has also been proactive in keeping the neighbours informed and responding to issues. This is addressed below under "Stage 9's Site Management". A letter from Rivett Construction was also with our aforementioned response.

2.5 RESPONSES TO OBJECTIONS

2.5.1 Category 1 Stage 11: The awning not being considered as part of the Building Setback for the Proposed Administration Building (See 3D image in Annexure 1). The proposed awning has been included to provide shelter for students awaiting school buses and as a protected entry to welcome visitors to the School. In addition to serving the school, the awning will provide weather protection for general pedestrians as an amenity as well as contributing to the character of Duke Street. We believe the building setback to be to the face of the building, not the face of the awning. This has been confirmed both by the Planning Department at the Shire of Northam and Schwanke Consulting our BCA consultants. In our interpretation, the awning is aligned with the traditional public/semi-public buildings along Wellington and Fitzgerald Streets and that it is the Shire of Northam's policy to encourage such awnings as a public amenity.

2.5.2 Category 2 – Stage 11 Insufficient Landscape Spaces (See 3D image in Annexure 1) Stage 9 has incorporated landscaping to over 100 lineal meters of street verge, or 50% of school street

frontage along Duke Street, with total of 10 new street trees and associated shrubs and groundcovers 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. Within the width of the Administration building, we have incorporated a 6m long planter recessed into the building's façade which represents over 35% of building frontage. As with Stage 9 the school site has a Class M soil classification (moderately reactive clay soil). This limits the proximity of trees to buildings. Trees are required to be at least $\frac{1}{4}$ of their mature height, in distance, away from buildings. This requirement prevents any trees being planted between the buildings and the boundary. Both Stages 9 & 11, have planters with shrubs and groundcovers proposed along the façade of the buildings. An additional parameter preventing landscaping in this area is the presence of the school's bus bays which require an unimpeded space to facilitate groups of students accessing 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 safety and functional requirements which would not be acceptable to the school due to their duty of care

- 2.5.3 Category 3 Stage 11: The Administration Building not conforming to Approved Stage 9's Planning Conditions (See 3D image in Annexure 1). We confirm that the Administration building setback, the building height and the Finished Floor levels relative to the boundary verge levels conform to the requirements established with the approval of Stage 9. SITE MEETING FOR COUNCILORS AND NEIGHBOURS TO VIEW THE LOCATION OF THE PROPOSED ADMINISTRATION BUILDING – 28th November 2019 String lines were established on site representing the

boundary line and the 2.7metre setback line and an outline of the proposed building was depicted in blue spray paint on the ground. This was done so that councillors and neighbours could view the relationship between the proposed building and the minimum setback requirement. We therefore confirm that the building setback to the proposed Administration building from the Duke Street 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 of 2.7 metres to which we were requested to adhere as a result Stage 9 has therefore been complied with. (See 3D images in Annexure 1) The highest point of the building is 426 mm below the apex of the Classroom building which conforms with the height requirement resulting from the stage 9 approval. As requested at the site meeting on the 28th November 2019, we have forwarded 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. This further confirms 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.

2.5.4 Category 4 -Stage 9: Setback, Finished Floor level and Site, Management issues:

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 of Northam on 26th February 2019. The approved building slab level is 156.75m AHD. There have been no changes to this approved building slab level. We have previously forwarded a letter issued by Rivett Construction dated 08th November 2019 confirming that the building was built

in accordance with the approved drawings.

SITE MEETING FOR COUNCILORS AND NEIGHBOURS TO VIEW THE LOCATION OF THE PROPOSED ADMINISTRATION BUILDING – 28th November 2019 (See 3D image in Annexure 1).

The aforementioned String lines were established on site representing the boundary line and the 2.7metre setback. This demonstrated that the setback to the classroom block was in fact 2.7metres as per the condition of the DA for Stage 9.

In addition the brick paving connecting the entrance of the classroom block to the adjacent street boundary had been laid for councillors to view the relationship between the levels at these two points. It was explained at that meeting that we had established a 1:100 fall to the paving from the main entrance to the entry gate and then a rise of 1:100 from there to the boundary. This is the minimum fall allowed to paving in order for the rainwater not to puddle.

Most issues raised regarding management of the site were requests to the Shire, with the two exceptions being the issue of the port-a-loo being visible from the neighbour's property and the second being the storage of materials on the roadside. These were addressed by Rivett Construction in their letter issued with our submission and were expeditiously dealt with. We are confident that Rivett Construction has been managing the construction site in a professional and courteous manner. Since neighbours comments of the Meeting on 28th November 2019 re materials from the building site being found outside the defined site daily Photos have been taken

at the end of the day which indicate the area beyond the site has been cleaned daily. These have been forwarded to the Planning Department on a daily basis.

3. CONCLUSION

- 3.1 We believe that all the requirements established with the final DA approval for Stage 9a & 9b and which were subsequently questioned in the objections received by the Shire of Northam, have in fact been fulfilled.
- 3.2 In our professional opinion, the proposal appropriately considers all the stakeholders concerns and will result in an improvement in the Duke Street streetscape in terms of the visual aesthetic and public amenity without detrimental impact to residential neighbours. The proposal as outlined in the documents currently before the Shire of Northam awaiting DA, represents a modest, respectful and reasonable development worthy of approval without modifications.

Cr Della and Cr Girak returned to the meeting at 6:04pm.

Council Forum Meeting Notes
11 December 2019



Name: Nigel Oakey, DOME.

Agenda Item: 12.3.2 - Proposed LED Sign – 125 Fitzgerald Street East, Northam.

Summary of Deputation:

- Support Officer's Recommendation.
- Outlined that the proposed sign is a threat to Council's three pillars, heritage, commerce and lifestyle.
- Outlined that it impacts and doesn't fit within the town planning framework with respect to heritage precincts and fails to meet Council's policy objectives of the heritage precinct policy and adversely affects the policy area.
- Discussed the commercial zone objectives and uses and also the purpose of signage in these areas. It was raised that the proposed sign is not for advertising and is for broadcast media.
- Raised that it is proposed in a heritage precinct, and the sign is a modern LED sign.
- Raised that it is at a T junction on a main road and will distract road users.
- Discussed the heritage impact statement and outlined that these do not take into account the impact on the area, only the premise it is located.
- Raised that there is a policy in place to protect heritage. The proposal is opposite one of the oldest hotels which is a state heritage listed building, this proposal would have a detrimental impact on this significant building.

Name: Peter Yates, BGC Quarries.

Agenda Item: 12.3.3 - SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019).

Summary of Deputation:

- Outlined their support of the Officer's recommendation.
- Advised that there has been a number of changes within organisation and they now have a new General Manager.
- Advised that the licence should be granted for 10 years.
- Outlined that there were concerns raised by residents at the previous meeting and they were not given an opportunity to respond before Council made a

Council Forum Meeting Notes
11 December 2019



decision on the matter and reduced the licence to two years.

- Outlined that their organisation deal with a lot of complaints and have had no non-compliances. This is evident through the investigation undertaken by the State Government. The blasting allegations have been investigated and no issues were identified.
- It was advised that their organisation has provided free product to a resident who came to the previous meeting objecting to the application and provided photos of dust accumulating on their car. Their product is evident on their driveway and it is believed this is the dust that has accumulated.
- It was requested that any allegations should be investigated prior to Council making a determination on the matter. It was advised that they are happy for DWER to investigate their operations.
- If the state government believes that the licence is not adequate the Minister will amend the ministerial statement.

Name: Carlson Daniels, BGC Quarries.

Agenda Item: 12.3.3 - SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019).

- Summary of Deputation:**
- Provided an overview of his background with the organisation and the industry.
 - Raised that they take concerns of stakeholders seriously and spend a lot of money knowing and complying with the legislation.
 - Outlined that their organisation provide employment and material to local resident and Shire's.
 - Raised their operational issues due to only having a two year licence which is restricting them from quoting or tendering on projects.
 - Outlined the period of their licence does not diminish their commitment or responsibility to community.

The Executive Manager Community Services left the meeting at 6:20pm and returned at 6:21pm.

8. APPLICATION FOR LEAVE OF ABSENCE

It was raised that the year was listed incorrectly and this should be 2020.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 20 NOVEMBER 2019

There were no queries raised in relation to this item.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 DECEMBER 2019

There were no queries raised in relation to this item.

9.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 27 NOVEMBER 2019

There were no queries raised in relation to this item.

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

The Shire President advised that agenda item 12.3.1 and 12.3.3 would be brought forward.

Cr M P Ryan declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his two children are current students of St Joseph's High School campus.

Cr C R Antonio declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as he attended this school, as did his children and many submissions have been made from people well known to him.

Cr A J Mencshelyi declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his grandchildren attend St Joseph's Primary School.

Cr S B Pollard declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his wife is employed by the Catholic Education Office on the Primary Campus. Grandchildren attend St Joseph's School.

Cr R W Tinetti declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his grandson attend this school.

Council Forum Meeting Notes
11 December 2019



Cr M I Girak declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as her property is diagonally across the road from the school and she has a close friend who lived opposite the development.

Cr C P Della declared a "Proximity" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his residence is directly opposing the development.

Mr C B Hunt declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his child attends St Joseph's School and his wife is on the St Joseph's School Board.

Cr Della and Cr Girak left the meeting at 6:33pm.

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

Clarification was sought in relation to:

- The drainage, it was raised that there have been issues in Bakers Hill in the past. If there are potentially drainage issues and an interference with underground water courses with this proposal, how can Council negate the impact? It was advised that it is hard to monitor or gauge what the impact are or will be. In the previous stage there was sub soil drainage installed and it is assumed that this will be the case for the current stage proposed. It was queried how deep the footings will be. The query was taken on notice.

Since the Council Forum meeting, it has been confirmed that the footings, according to the approved Structural Engineer's details indicate that the footings are a minimum of 700mm deep for Stage 9.

The following response has been received by the proponent's through their Architects to the questions raised –

Stage 9 related geotec reports, dated June & August 2018, where total of 8 investigation holes were dug up to the depth of 1800mm below natural levels show no indication of ground water. Geotec report has classified the site as Class 'M' and recommended sub-soil drainage be installed to cut-off the water flowing under the new building.

Both structural and hydraulic engineers have design the footings and recommended sub-soil drainage in accordance with relevant codes for

Council Forum Meeting Notes
11 December 2019



masonry construction & site classification Class 'M – moderately reactive clay'.

Below is the account of encountered suspected groundwater and actions we have taken.

Suspected groundwater was witnessed in the area between existing sport court and Church's carpark during site visit in September 2019. It was in the nature of wet and boggy soil in the mentioned area and shallow puddling of at a couple of locations associated with services trenches.

Santelli Architects consulted Ms Rebecca Epworth @ Coterra Environmental, a hydrogeologist, in a meeting on 27th September 2019. The solution recommended to move forward was to include a geofabric wrapped layer of even sized gravel as support for the low retaining walls to the ramp system. This solution/system was to allow natural flow of water to progress downstream unimpeded.

The proposed solution was reviewed by both the structural and hydraulic engineers before implementation. The contractor was then instructed implement the solution in mid- October 2019.

- The difference between the finished floor level and footpath. Mr Al Santelli from Santelli Architects explained the levels to manage the stormwater which will ensure that the school does not have stormwater exiting the site, nor will stormwater from the road reserve enter.
- Whether it is possible to make the road for local traffic only. It was advised that school buses will need access, in addition, given that an entrance is proposed to be on Duke Street, it will be assumed that this will need to be maintained. It was further queried whether the school buses can be relocated. It was advised that these were previously relocated from Wellington Street due to safety issues. Mr Al Santelli from Santelli Architects clarified that there was much more construction vehicles with previous stage due to nature of works, it is anticipated that there will be less vehicles on the site for this stage.
- From a planning perspective, does the verandah fit the criteria? It was advised that this fits the criteria and is outlined in the Officers report.
- Whether the cleanliness of the site has improved since the recent site visit. It was advised that the observation is that the builders have made an effort to improve the cleanliness of area. It was requested by the residents that the management plan include the requirement for them to manage the contractors.
- Whether it will be included in the management plan for tradies to park in the correct section and direction. It was advised that this matter will be covered in the construction management plan.

Council Forum Meeting Notes
11 December 2019



- Dust mitigation and who is responsible for managing this. It was advised that the contractor will provide information on how this will be managed, Council will monitor the same as any other development.
- Whether the start times can be included in the management plan. It was advised that these can be reiterated however it is listed in legislation.
- Whether the 40km signs will be installed for school hours. It was advised that Officers have initiated this process and approached Main Roads. This matter will be progressed with them in the very near future.

Cr Della and Cr Girak returned to the meeting at 6:51pm.

One (1) member of the Gallery left the meeting at 6:37pm and returned at 6:38pm.

Six (6) members of the Gallery left the meeting at 6:51pm.

12.3.3 SAT Order – BGC (Australia) Pty Ltd T/As BGC Quarries & Shire of Northam (Matter No. CC 1047/2019)

The Executive Manager Corporate Services left the meeting at 6:52pm.

Clarification was sought in relation to the following:

- The SAT order requiring Council to liaise with Department of Water and Environmental Regulation (DWER) in relation to a dust management study. It was advised that they are currently going through a process of calling tenders, Officers have been advised that they have received tenders and are currently assessing these however there has been no commitment as to when and if this study is going ahead.
- Whether Council is not complying with the SAT requirements by not obtaining advice. It was advised that Officers have received this from the applicant who has provided a draft condition which is included within the recommendation.

Two (2) members of the Gallery left the meeting at 6:54pm.

The Executive Manager Corporate Services returned to the meeting at 6:54pm.

11. REPORTS OF COMMITTEE MEETINGS

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

There were no queries raised in relation to this item.

12. OFFICER REPORTS

Council Forum Meeting Notes
11 December 2019



12.1 CEO'S Office

12.1.1 Adoption of Integrated Workforce Plan 2019

- Clarification was sought in relation to whether there will be adjustments in the Long Term Financial Plan to account for the proposed staff increases. It was confirmed that this will be accounted for however noted that it does not bind Council.
- It was advised that some confidential information will be removed from the document which relates to salaries.

12.2 ENGINEERING SERVICES

Nil

12.3 DEVELOPMENT SERVICES

Mr C B Hunt declared an "Impartiality" interest in item 12.3.2 - Proposed LED Sign – 125 Fitzgerald Street East, Northam as the family of the owner is well known to him.

Cr C R Antonio declared an "Impartiality" interest in item 12.3.2 - Proposed LED Sign – 125 Fitzgerald Street East, Northam as the owner of the building is well known to him as is a submitter of the application.

12.3.2 Proposed LED Sign – 125 Fitzgerald Street East, Northam

Agenda item deferred at the request of the applicant.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – November 2019

Reference	Amount	Details Reference	Question	Query By	Answer
34902	540.10	Andys Plumbing - unblock basin	4 hours labour + ?	Cr Pollard	2.5 hrs labour materials of \$241.00, job was to unblock basin plus replace time delayed pillar tap to basin and associated fittings
	363.00	Andys Plumbing - tap replacement	\$10 tap + \$353 labour?	Cr Pollard	1.5hrs labour \$180 materials, replace time delayed pillar tap and associated PRV Valve

Council Forum Meeting Notes
11 December 2019



Credit card	1045.00	Facebook boosting	Worth it?	Cr Pollard	Yes, part of the Ready Set Go program
	1045.00	Facebook boosting	Worth it?	Cr Pollard	Yes, part of the Ready Set Go program

12.4.2 Financial Statement for the period ending 30 November 2019

Details Reference	Question	Query By	Answer
FAG's untied grants down	How much impact will this have on our budget?	Cr Antonio	\$144,244 this financial year plus an additional \$50,293 for the 2020/21 year, would expect the impact to be high, will account for at the 19/20 budget review will analyse impacts as part of LTFP later in the financial year
Item 4 - Community Amenities Over	How are we collecting more tipping and sewerage fees?	Cr Antonio	Due to dry conditions we have been able to accept more septage waste. The volume accepted and therefore income collected are very weather dependant as the ponds as evaporative. Wundowie foundry has increased production and we have received more monthly loads of them (Extra \$45,000). Undertaken a bin audit this financial year added extra kerbside services on as well as new services (Extra \$6640). Slight increase in other Council Tipping Fees due to increase volume (Roughly extra \$2000 per month).
Item 5 - Transport	Extractive Industries over budget. Is this good and are funds received permanent?	Cr Antonio	This contribution was paid for road maintenance relating to Spencers Brook road by the operators of the local quarry, it was overlooked during the budget process, as such the budget will be amended during the budget review process.
Item 6 - Economic Services	Will this balance out?	Cr Antonio	Grants and festivals income under budget, staff are continuing to identify possible grant and sponsorship opportunities to offset event expenses. BKB under Budget. Entry fees remain under budget, however programs income is over budget Building permits under budget due to a downturn in the building industry, a gradual recovery is anticipated
Item 12 - Transport	Is this to do with Avon Bridge - depreciation?	Cr Antonio	Depreciation increased greater than expected due to the gifting of the Newcastle road bridge from Main Roads 12.8m
Item 24 - Capital Expenditure	Looking for a more	Cr Antonio	Spencers Brook Road, detailed memo sent to Cr Antonio. In summary,

Council Forum Meeting Notes
11 December 2019

Details Reference	Question	Query By	Answer
	detailed explanation of this		budgeted days for completion were 20. It took 193 days, 62 complete days. This added internal labour and plant costs. Bad weather and crew resignation added additional hours for completion. Additional \$104k to relocate a water line including clearing vegetation work unforeseen. Additional time delays caused complications with the contractor and additional resources and materials to maintain and rework prior to surfacing. Additional materials needed to rectify new problems identified once work commenced
3 Acquisition of Assets	What are the reasons we have not yet acquired these budgeted assets?	Cr Antonio	Please see attached spreadsheet with details
4. Disposal of Assets	Victoria Street Oval sale was fully budgeted for this?	Cr Antonio	Yes
5 Information on Borrowings	Loan 228 - what is 19/20 Budget Figure?	Cr Antonio	The Budget anticipated to take the loan later in the financial year. Repayments are every 6 months, hence no budgeted repayments in the 19/20 financial year. A budget amendment is required
	When do principal repayments start?	Cr Antonio	Loan 228 repayment is 3 March 2020
	Loan 221 note, but no Loan in schedule above?	Cr Antonio	Note to be removed.
"30 days hath September, April, June and Nov"	A useful nemonic aid for # days	Cr Pollard	Typo
Note 1 - Lower FAGS grant - noted		Cr Pollard	As above
Note 7 - Lower Election Expenses	Why?	Cr Pollard	Timing, invoiced December
Note 13 - Noxious weeds over budget	Why? Amounts were budgeted	Cr Pollard	Noxious Weeds- Timing Seasonal for fire hazard reduction?

Council Forum Meeting Notes
11 December 2019



Details Reference	Question	Query By	Answer
Note 24 - Spencers Brook Road over budget re: "delays"	More explanation please	Cr Pollard	As above

ACQUISITION OF ASSETS	19/20 Budget \$	Estimated Purchase date	19/20 YTD Actual \$
Governance			
Admin Building	697,500	To be presented to council Feb-March	4,776
Admin Building Solar	19,010	March-April 2020	0
CEO Vehicle	58,000	March-April 2020	0
New Telephone System	42,276	June, maybe C/fwd	0
Law, Order & Public Safety			
Rangers Ute	56,220	Done	48,821
3.4 Urban Fire Appliance	470,491	July	0
Irish Town Light Tanker	169,800	Wundowie in next 3 yrs awaiting Advice DFES	0
Clackline Kitchen, Unisex Toilet & Meeting Room	82,055	June	0
Bakers Hill Fire Shed	413,350	March	0
LED Fire Danger Rating Signs	39,450	June subject to funding	0
Automated Weather Station	8,149	June subject to funding	0
Water Tank Smith Road	9,800	June	0
CCTV Wundowie	257,166	March April 2020	0
SES Building Replace Sliding Door	30,320	March April 2020	0
Health			
Manager Health Vehicle	35,000	Feb March 2020	0
Education & Welfare			
Solar, Killara	11,300	Feb March 2020	0
Structural Repairs Memorial Hall	20,000	April May 2020	0
Housing			
Kurringal Units Upgrade	-	Throughout the year	
Community Amenities			
Design of Recycling Station Inkpen	40,000	Balance June Work completed awaiting Invoice	9,940
Old Quarry Drainage	100,000	2020/21	8,348
Rehab Investigation Old Tip Site	35,000	June	0
Wind Blown Waste Fence Old Quarry	25,000	June start	0
Transfer Station Tip Shop	576,850	Done awaiting invoice	0
King Creek Drainage	7,150	Throughout year	53,972
Area Drainage	128,669	Jan Feb 2020	0
Planners Vehicle	35,000	Throughout year	89,355
Minson Avenue Streetscape	165,000	Budget Adjustment	7,829
CBD Streetscape	0	March April 2020	0
Duracote Doors Bernard Park	5,100	March April 2020	0
Recoat Floor Bernard Park	16,385	March April 2020	0

Council Forum Meeting Notes
11 December 2019

ACQUISITION OF ASSETS	19/20 Budget \$	Estimated Purchase date	19/20 YTD Actual \$
Recreation & Culture			
Wundowie Hall, Solar, Replace Ceiling, Toilet	19,950	March April 2020	0
Southern Brook Hall, New Ceiling, A/C to Kitchen	6,700	Complete	0
Northam Hall, New Curtain & Track	10,000	Jan - Feb 2020	4,128
Wundowie Pool Solar	30,360	March	0
Wundowie Pool Bowl Repainting	10,000	June	0
Northam Aquatic Facility	6,961,942	Ongoing	5,427,200
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd	40,000	On hold	0
Rec Centre, Roller Shutters & Remark Floor, CCTV	80,760	Feb March 2020	26,081
Solar Recreation Centre	38,130	March April 2020	0
Jubilee Oval Upgrade Electric Boards	40,750	April-May 2020	0
Community Plan Implementation	90,000	March April 2020	0
Bert Hawke - Drainage C/fwd	40,000	On hold	0
Bert Hawke - Lighting C/fwd	20,000	On hold	4,097
POS Playground Improvements	122,920	Feb May 2020	13,950
Northam Youth Space	210,859	March April, under review for next priority	31,604
Northam Youth Space Programed Maintenance	26,500	Throughout year	1,031
Artificial Hockey Turf	414,453	Done	415,063
Bridge Crossing Fixings C/fwd	10,000	June	0
St Johns Ambulance Site Improvements	80,000	May 2020 - subject to funding	0
Wundowie Family Space	50,000	Feb March 2020	0
Southern Brook Hall Nature Playground	42,000	June	0
General Library Upgrades, DAP, Paint interior, Solar, CCTV	121,054	April-May 2020	34,065
AVVVA - Drainage Works	22,850	March - April 2020	498
AVVVA - Roof Replacement C/fwd	145,000	Waiting for Grant	0
Old Railway Station, Exit Gates & Ceiling Fans	18,500	Jan- Feb 2020	0
Transport			
Northam Depot Redesign	10,000	To be presented to Council Feb March	0
Install Light and Pole Rear Shed Wundowie	3,500	43800	0
Solar Northam Depot	11,300	On hold	0
Fitzgerald Footpath	60,280	Feb March 2020	0
Hovea Footpath	91,960	Feb March 2020	0
Balga Footpath	74,950	Feb March 2020	0
Wattle Crescent	31,950	Feb March 2020	197
Drainage - Rural Including WANDRRA	1,665,338	Throughout year	303,134
Spencers Brook Road SLK 5400 - 7360	142,000	Done	310,092
Spencers Brook Road SLK 8650 - 10250	555,892	March - April 2020	220,770

Council Forum Meeting Notes
11 December 2019

ACQUISITION OF ASSETS	19/20 Budget \$	Estimated Purchase date	19/20 YTD Actual \$
Spencers Brook Road 12000 - 12800	334,623	Jan-Feb 2020	34,020
Zamia Terrance [0 - 480]	61,835	Feb March 2020	0
Chidlow Street West [360 - 670]	27,000	Feb March 2020	0
Coates Road [0 - 1700]	71,400	Feb March 2020	0
Vivan Street [0-200]	21,939	Feb March 2020	0
Qualup Place [0 - 140]	15,102	Jan - March 2020	0
Boondine Road [0-640]	70,345	April - May 2020	0
Katrine Road	66,000	Jan - March 2020	0
Tamma [1100 - 2400]	58,506	Jan - March 2020	0
Chidlow Street West [20 - 300]	51,915	Jan - March 2020	0
Chidlow Street West [1480 - 1950]	33,675	Jan - March 2020	0
Park Lane [0 - 230]	31,548	Jan - March 2020	0
Carlin Road [2740 - 3550]	50,537	Jan - March 2020	82
Carter Street [200 - 410]	67,980	Jan - March 2020	0
Ord Street [0 - 190]	15,310	Jan - March 2020	0
Irishtown Road [0 - 10000]	159,078	April - May 2020	1,212
Maintenance Capitalised	100,000	Throughout the year	1,497
Coates Road	135,706	Done	144,460
O'Neill Road	175,092	Done	177,427
Charles Street [510 - 1070]	83,054	April - May 2020	3,206
Kennedy Street [320 - 920]	54,563	April - May 2020	0
Henty Place [0 - 270]	58,408	April - May 2020	0
Martin Street [0 - 300]	70,909	April - May 2020	660
Southern Brook Road [0 - 3070]	536,382	April - May 2020- pending clearing permit	3,997
Laneway Land Acquisition	32,000	June	0
Keane Street	22,000	April - May 2020	0
Spencers Brook Road [16430 - 19340]	473,164	Jan - March 2020	0
Gravel Resheeting	87,000	Feb March 2020	0
Kerb Renewal	109,238	Jan-Feb2020	7,547
Culvert Renewal	84,238	Throughout the year	44,565
Kubota F3680 NS Front Mower, Canopy & Catcher	47,100	April- May 2020	0
Bobcat Attachment	15,000	Jan-Feb 2020	0
Volvo BL71 Backhoe	87,141	April- May 2020	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane	82,701	April- May 2020	0
Isuzu MLR 200 Tipper Manual	82,701	April- May 2020	0
Dynapac Vibro Ride on Roller	51,372	April- May 2020	0
Bobcat Trailer 4500kg	25,000	April- May 2020	0
Honda Four Wheel Motor Cycle	23,090	Feb March 2020	0
Tandem Trailer	15,250	April- May 2020	0
Pegasus 200 Verge Mower	15,510	April- May 2020	0
Toyota Hilux workmate 2.7l	26,040	April- May 2020	0
Mazda BT50T-top	26,041	April- May 2020	0
Mitsubishi Outland Diesel 7 Seat	35,000	Feb March 2020	0
Holden Trail Blazer 7 Seat Diesel	45,000	Done	42,249
Rock Bucket	10,000	Jan-Feb 2020	0
Upgrade Runway	193,600	April	610

Council Forum Meeting Notes
11 December 2019



ACQUISITION OF ASSETS	19/20 Budget \$	Estimated Purchase date	19/20 YTD Actual \$
Economic Services			
Solar Visitor Centre	11,300	March - April 2020	0
Signage Tower GEH Mitchell Avenue	10,000	1st Qtr 2020	0
Clark Street Water Metre	8,950	June	0
Water Pump Station Upgrade	169,681	Subject to Water Corporation approval	0
Bakers Drainage	25,000	2020/2021	0
BKB Building	75,000	Last Qtr	10,721
BKB Signage			0
	19,092,963		7,487,203

12.4.3 Waste Local Law 2019

Clarification was sought in relation to:

- Whether the local law is changing completely to WALGA model local law? It was advised that this is essentially what has occurred, with the exception of clause 2.10.
- Whether clause 2.10 is supported by the Legislative Council? It was advised that the Legislative Council has advised it can be included however recommended a change to the wording.
- The reason for adding clause 2.10. The question was taken on notice.

Since the Council Forum meeting it has been confirmed that the local law only enforces the collection of waste from domestic/ residential sources. Therefore all commercial, industrial and building waste are not covered by the local law unless expressly mentioned. This is standard in a local law as municipal waste (residential waste) which needs to be provided and coordinated by a local government to be both efficient a cost effective. The more services on the route the cheaper it is for the community and reduces the public health risks from poor waste management. It is not possible for the local law to enforce commercial services as this would be considered anti-competitive behaviour and is prohibited in other law.

The reason for the previous local law clause relating to builders bins is thought to be relevant to include in the latest version of the local law, is to enforce all builders (owner builders and professional builders) to have adequate storage and disposal for the waste generated from building activities. If they do not have this then there tends to be issues with windblown waste and untidy sites.

One (1) member of the Gallery entered the meeting at 7:02pm and left at 7:02pm.

12.5 COMMUNITY SERVICES

Council Forum Meeting Notes
11 December 2019



Mr C B Hunt declared an "impartiality" interest in item 12.5.1 - Northam Aquatic Facility - Amendment to Fees and Charges as his daughter is employed as a lifeguard for the Shire of Northam.

12.5.1 Northam Aquatic Facility - Amendment to Fees and Charges

Clarification was sought in relation to:

- The slide cost per session. How does our Aquatic Facility compare in relation to the total cost – entry fee and slide fee? It was advised that our entry fee is in the bottom 30% of standard entry fees. The table showing comparable fees is to be adjusted to show a total cost; including entry and slide fees.
- The management of the slides. Will the slides be closed for periods throughout the season? It was advised that at this stage the slides will be open all season at set times. This will be assessed based on the statistics from the remainder of the current season.
- How the data regarding slide usage will be captured? It was advised that it will be based on numbers of slide sessions sold.
- Concessional rates for entry and slide fees. It was advised that concessional rates are offered for pool entry, they are listed in the fees and charges. Concessional rates are not currently offered on slide fees.
- The cost of season passes, will these change? It was advised that season pass costs will not alter this financial year however they may change in future years. Historically the season pass allows access to both Wundowie and Northam Facilities, as of next financial year they will be separated due to the increase in services offered at the Northam Aquatic Facility. It is likely that the season pass cost for the Northam Facility will increase.
- The table on page 396 of the Agenda proposing the slides open for two hours per day on a weekday, can this be altered? Why can't the slides be open later in the day? It was advised that the table is based on 'best guess' at the moment as we don't have any statistics to work from. Times can be varied, however staffing costs need to be factored in. Considering opening the pool at 9am on weekends whereas it currently opens at 12pm. Closing at 7pm rather than 6pm is also being considered. Both opening and closing times will vary according to the season. All changes to opening times will be considered along with the calculated staffing costs with the aim to be flexible depending on the numbers and season.
- The heating of the pools. Are they heated individually can one be shut down while the other is open? It was advised that they are heated individually and therefore it is possible to shut down the 50 metre pool and only operate the 25metre pool all year round. Considering implementing a Management Plan to cover this.
- Concessions for low income / large families, will this be introduced? It was advised that as per the fees and charges we do offer concessional

Council Forum Meeting Notes
11 December 2019



pool entry fees and these can be adjusted as part of the annual budget review. The Shire is not recommending concessional rates for the slides, however Council can make the decision to offer concessional slide rates.

- Incentive based vouchers, prizes being offered in particular to disadvantaged youth, is this something that is being considered? It was advised that the 'No School – No Pool' type incentives are being considered. Vouchers and or prizes can be offered should Council decide to do so.

13. MATTERS BEHIND CLOSED DOORS

The Gallery and staff left the meeting at 7:20pm.

13.1 CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 18 NOVEMBER 2019

Nil.

13.2 CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 25 NOVEMBER 2019

Nil.

The staff returned to the meeting at 7:31pm.

Cr R W Tinetti initially declared a "Proximity" interest in item 13.3 - Australia Day Community Citizen of the Year Awards as some of the nominees are known to him. Cr Tinetti left the meeting at 7:31pm.

Cr C P Della, Cr M I Girak, Cr J E G Williams, Cr S B Pollard, Cr C R Antonio, Cr M P Ryan and Cr A J Mencshelyi declared an "Impartiality interest in item 13.3 - Australia Day Community Citizen of the Year Awards as some of the nominees are known to them.

13.3 AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS

Refer to confidential Forum Notes Addendum.

Cr Tinetti returned to the meeting at 7:43pm. Cr Antonio advised that Officers will investigate the type of interest to be declared as proximity interests are related to land matters e.g. planning items. Cr Tinetti amended his interest to an "Impartiality" interest.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Council Forum Meeting Notes
11 December 2019



Nil.

15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE

The Shire President, Cr C R Antonio declared the meeting closed at 7:44pm.

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

The Shire President advised that agenda items 12.3.1 and 12.3.3 would be brought forward.

Cr M P Ryan declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his two children are current students of St Joseph's High School campus.

Cr C R Antonio declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as he attended this school, as did his children and many submissions have been made from people well known to him.

Cr A J Mencshelyi declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his grandchildren attend St Joseph's Primary School.

Cr S B Pollard declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his wife is employed by the Catholic Education Office on the Primary Campus. Grandchildren attend St Joseph's School.

Cr R W Tinetti declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his grandson attend this school.

Cr M I Girak declared a "Proximity" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as her property is diagonally across the road from the school and she has a close friend who lived opposite the development.

Cr C P Della declared a "Proximity" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his residence is directly opposing the development.

Mr C B Hunt declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as his child attends St Joseph's School and his wife is on the St Joseph's School Board.

Cr T M Little declared an "Impartiality" interest in item 12.3.1 - Proposed St Joseph's Secondary School – Stage 11 Administration Building, Staff Room & Toilet Facilities – 77 Wellington St, Northam as one of his granddaughters attends St Joes.

Cr C P Della and Cr M I Girak left the meeting at 6.12pm.

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.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3832

Moved: Cr Ryan

Seconded: Cr Mencshelyi

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.**
 - h. **How complaints are to be received, actioned, resolved and monitored.**
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.**

CARRIED 8/0

Whether the Local Planning Scheme provisions extend to underground water or if this is for stormwater. It was also queried whether consideration has been given to underground water as part of the assessment against the scheme and Department of Water and Environmental Regulation (DWER). The Acting Chief Executive Officer advised that the reference within the Scheme is generic in terms of managing water. The Manager Planning Services advised that initially the proposal was not assessed against the DWER guidelines, since becoming aware of these guidelines the application has been assessed and Officers are confident that the proposal addresses the guidelines.

Cr Della and Cr Girak returned to the meeting at 6.20pm.

Four members of the gallery left at 6.20pm.

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.

Page 1 of 3

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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

Page 2 of 3

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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 (MECHANICAL, 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:

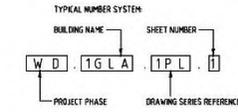
1. UNLESS NOTED OTHERWISE, ALL LOOSE FURNITURE IS TO BE REMOVED BY OWNER/PROPRIETOR (or REPRESENTATIVE) PRIOR TO DEMOLITION WORKS COMMENCING.
2. REFER TO DEMOLITION DRAWINGS AND SPECIFICATION FOR ITEMS TO BE SALVAGED AND HANDED OVER TO OWNER/PROPRIETOR OR REINSTATED INTO PROPOSED WORKS WHERE NOTED.
3. 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 REVISION ALL REMEDIATION 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	MESH	MECHANICAL
AP	ACCESS PANEL	MR	MIRROR
ADJ	ADJUSTABLE (HEIGHT, ETC)	MS	MILD STEEL
AL	ALUMINIUM	MSD	MAIN SWITCHBOARD
ANG	ANGLE	MTW	MATTRESS
BDY	BOUNDARY	NC	NOT IN CONTRACT
BG	BOX GUTTER	NDM	NOMINAL (SIZE, LOCATION, ETC)
BIT	BITUMEN	NIS	NOT TO SCALE
BKH	BULKHEAD	O/A	ON OR ABOUT
BLK	BLOCKWORK	O/H	OVERHEAD
BNK	BRICKWORK	OPK	OVERHEAD CUPBOARD
CAB	CABINET	OBS	OBSCURE GLASS
CF	CILING HEIGHT	OF	OVER
CEC	FIBRE CEMENT	PB	PLASTERBOARD
CHS	CIRCULAR HOLLOW SECTION	PBR	IMPACT RESISTANT PLASTERBOARD
CJ	CONTROL JOINT	PRMR	MOISTURE RESISTANT PLASTERBOARD
CL	CENTRE LINE	PPB	PERFORATED ACOUSTIC PLASTERBOARD
COL	COLUMN	PBS	SOUNDHECK ACOUSTIC PLASTERBOARD
COMMS	COMMUNICATIONS	PC	PRECAST CONCRETE
C.S.S	CHECK ON SITE	PCF	PARALLEL FLANGED CHANNEL
CPD	CUPBOARD	PTD	PAPER TOWEL DISPENSER
VS	COVERED VINYL SKIRTING	PTN	PARTITION
D	DOOR	PIB	PIN-UP BOARD
DM	DOOR MAT	RIS	RECTANGULAR HOLLOW SECTION
OPC	DAMP-PROOF COURSE	RL	RELATIVE LEVEL
DPM	DAMP-PROOF MEMBRANE	RWH	RAINWATER HEAD
DSK	DESK	RWP	RAINWATER DOWNPIPE
DWG	DRAWING	S	S
DWU	DRINKING WATER UNIT	SB	SPLASHBACK
EP	EXHAUST FAN	SD	SOAP DISPENSER
ES	EAVES GUTTER	SH	SHelf
EJ	EXPANSION JOINT	SHR	SHOWER
EX	EXISTING (ITEM, EQUIPMENT, ETC)	SHS	SQUARE HOLLOW SECTION
EXT	EXTERNAL	SK	SORTING
F	FIXED	SPEC	SPECIFICATION
FD	FOAM DISPENSER	SQ	SQUARE
FFL	FINISHED FLOOR LEVEL	SS	STAINLESS STEEL
FOR	FLOOR GRATE	SSL	STRUCTURAL SLAB LEVEL
PH	FIRE RESISTANT	TV	TELEVISION
FR	FIRE REEL	T/VB	TELEVISION MOUNTING BRACKET
F/E & F/B	FIRE EXTINGUISHER & FIRE BLANKET	TR	TODD RACK
FRG	FIBRE REINFORCED CONCRETE BOARD	TRN	TOILET ROLL HOLDER
FRMB	FIBRE REINFORCED MINERAL BOARD	TJ	TODDED JOINT
FPB	FLUSH PLASTERBOARD	TM	TRENCH-MESH
GALV	GALVANISED	TKM	TOP OF KEEL
GND	GROUND FLOOR	TOP	TOP OF PARAPET
GPO	GENERAL PURPOSE OUTLET	TOW	TOP OF WALL
HC	HISE COCK	U	URNAL
HDR	HAND DRYER	UB	UNIVERSAL BEAM
HMR	HIGHLY MOISTURE RESISTANT	UC	UNIVERSAL COLUMN
HT	HEIGHT	US	UNDERGROUND
HWD	HOT WATER UNIT	US	UNDERSIDE
INSUL	INSULATION	VB	VANITY BASIN
INT	INTERNAL	VED	VEEDANAH
LDG	LANDING	VERT	VERTICAL
LG	LAMINATED GLASS	W	WINDOW
LVL	LEVEL	WB	WHITEBOARD
MAX	MAXIMUM	WC	WATER CLOSET
MDF	MEDIUM DENSITY FIBREBOARD	WPM	WATER PROOF MEMBRANE

DRAWING SERIES LEGEND:

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



DRAWING SYMBOL LEGEND:

	DRAWING SCALE 1:100 @ A1
	EXTERIOR ELEVATION MARKER ELEVATION NUMBER BUILDING REFERENCE DRAWING SHEET REFERENCE
	EXTERIOR SECTION MARKER SECTION NUMBER (LETTER 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 • 230x110x75 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 LOSP TREATED MGP/PINE STUDWORK • INSULATION AS SPECIFIED • VAPOUR PERMEABLE LINING • 90mm THICK COMPRESSED FIBRE CEMENT (CFC) EXPRESSED JOINTED CLADDING - PAINT FINISH
INTERNAL WALL TYPE (IT)		
TYPE	GRAPHIC	CONSTRUCTION
IT01		INTERNAL WALL FINISH - IT01 • 305x95x95 SMOOTH FACE BRICKWORK - LIGHTLY ROLLED JOINTS • PAINT FINISH
IT02		INTERNAL WALL FINISH - IT02 • 90x45mm LOSP TREATED MGP/PINE STUDWORK • WALL INSULATION AS SPECIFIED • 15mm THICK IMPACT RESISTANT FLUSH JOINTED PLASTERBOARD (PBH) • PAINT FINISH

DATE	19/02	DRAWING NUMBER	SK.0
PROJECT NAME	ST JOSEPH'S SCHOOL - SECONDARY CAMPUS		
LOCATION	WELLINGTON STREET, NORTHAM, WA, 6401		
DESCRIPTION	ALTERATIONS & ADDITIONS - STAGE 11		
DESIGNER	CC	SCALE	NTS @ A1
PROJECT PHASE	DESIGN DEVELOPMENT		
PROJECT NUMBER	1902	DRAWING NUMBER	SK.0
CAD DRAWING	DO NOT ALTER MANUALLY		



FOR INFORMATION ONLY

Rev	Date	By	Issued For	Description
1	19/09/2019	JH	ISSUED FOR SA	
2	20/09/2019	CC	ISSUED TO CONSULTANTS	

SANTELLI ARCHITECTS
 ASH 44 499 222 397
 TEL 431 8 9248 2714
 SUITE 1/196-201 FRANKS STREET
 NORTH BRIDGE WA 6005

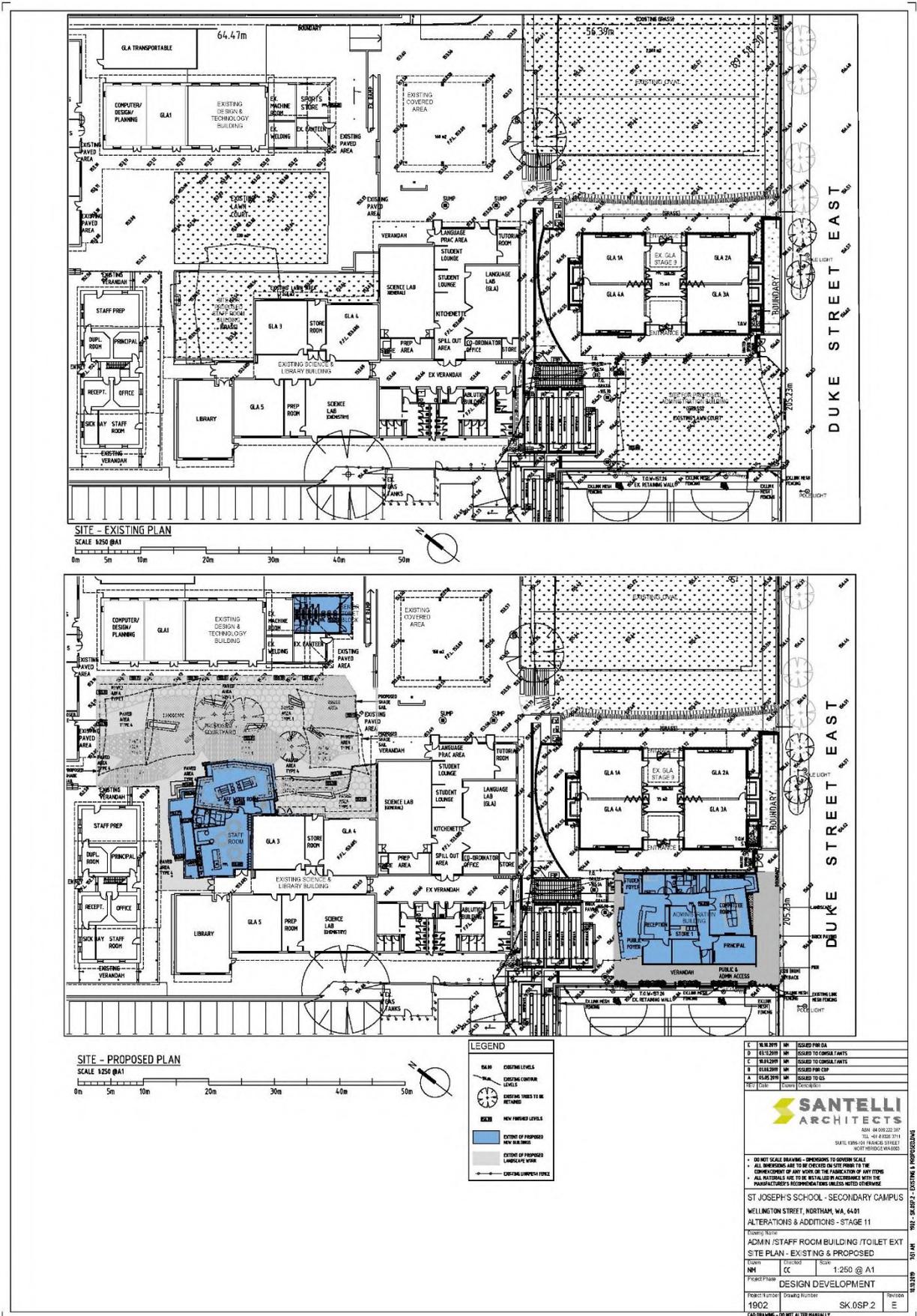
ST JOSEPHS SCHOOL - SECONDARY CAMPUS
 WELLINGTON STREET, NORTHAM, WA, 6401
 ALTERATIONS & ADDITIONS - STAGE 11

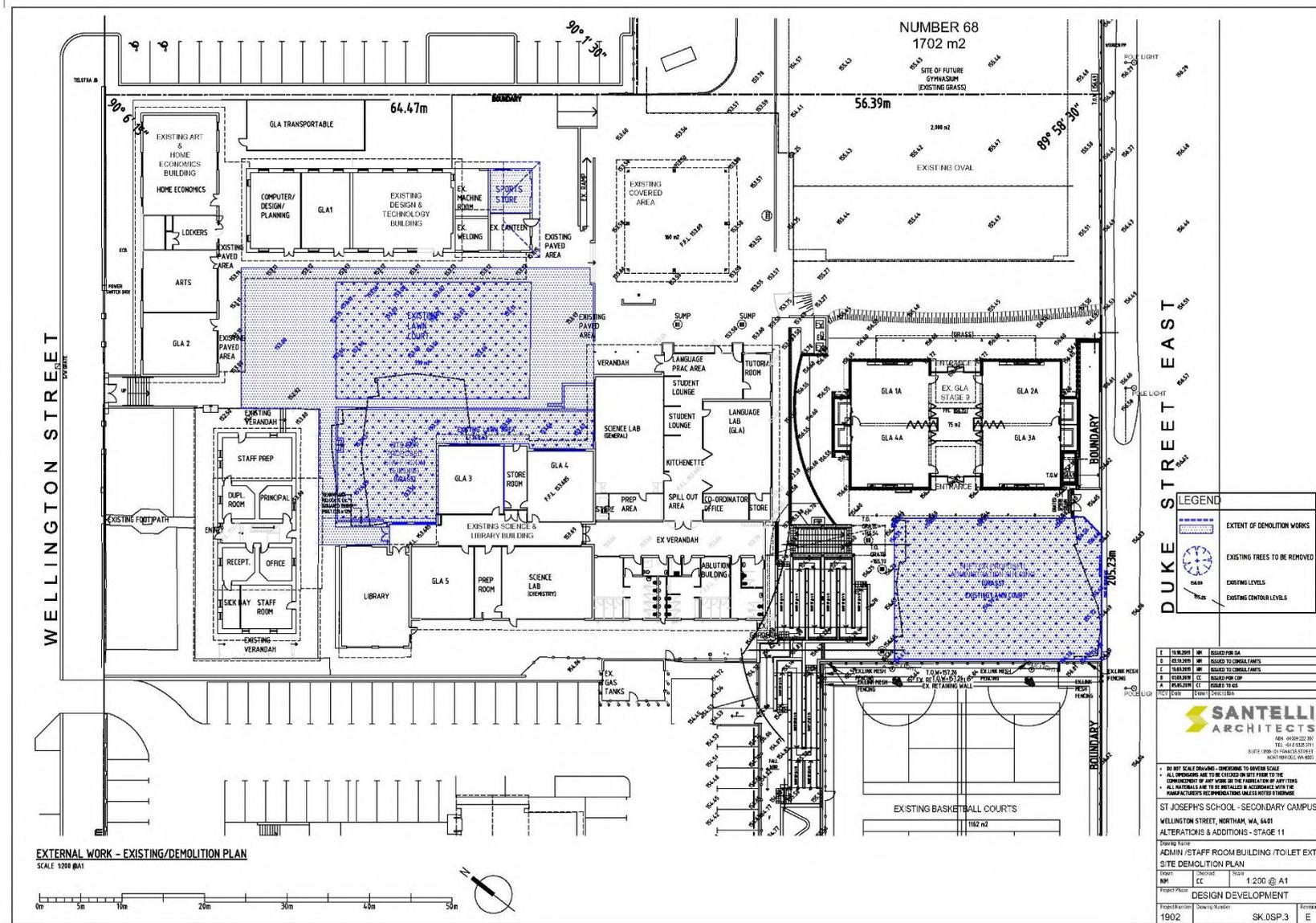
Project Name: ADMIN / STAFF ROOM BUILDING / TOILET EXT
Site Feature - Survey

Drawn: J. HARMON
Checked: D. SIMONELY
Scale: 1:1000

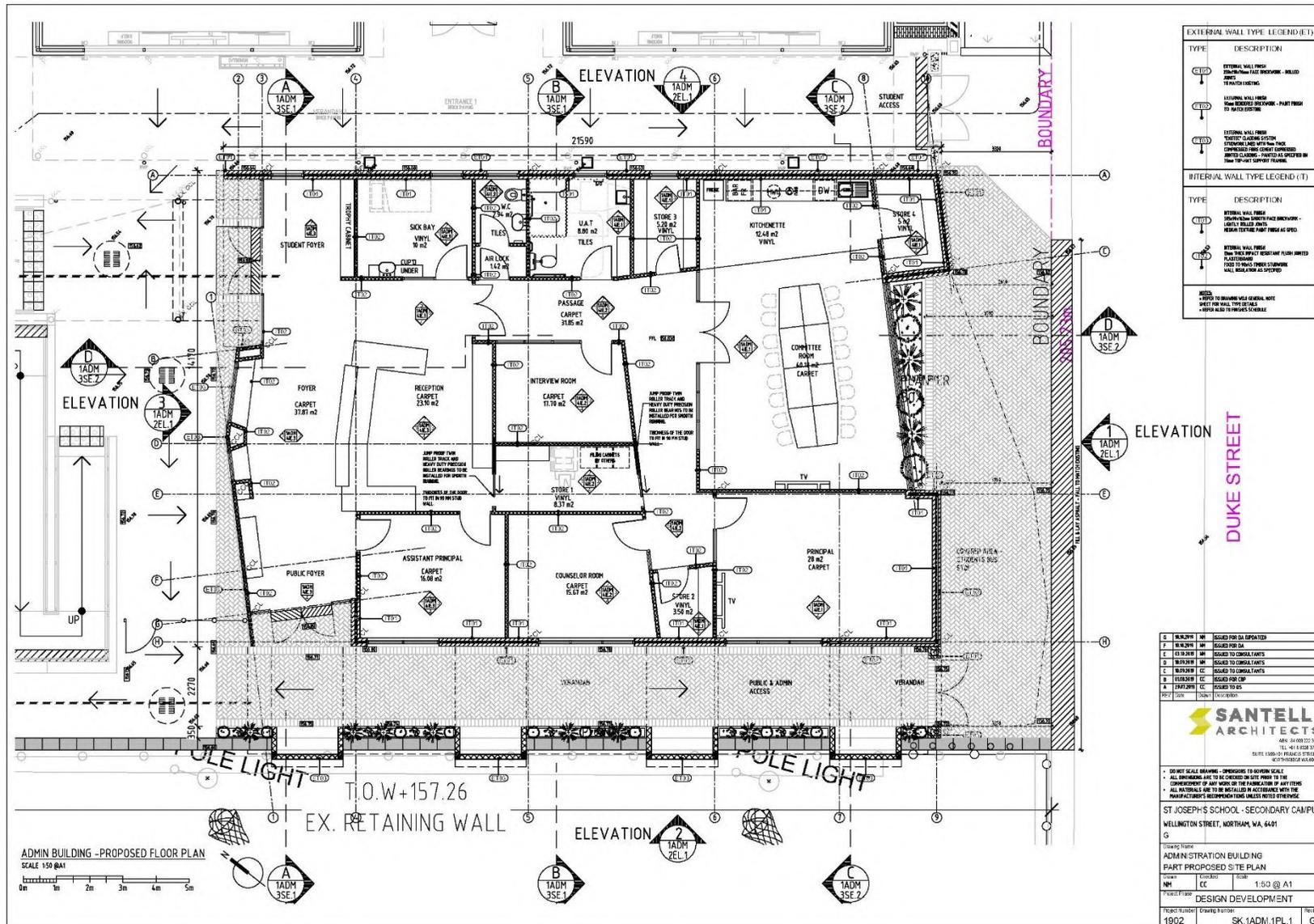
Project Number: 1902
Drawn Number: SK.OSP.1
Revision: B

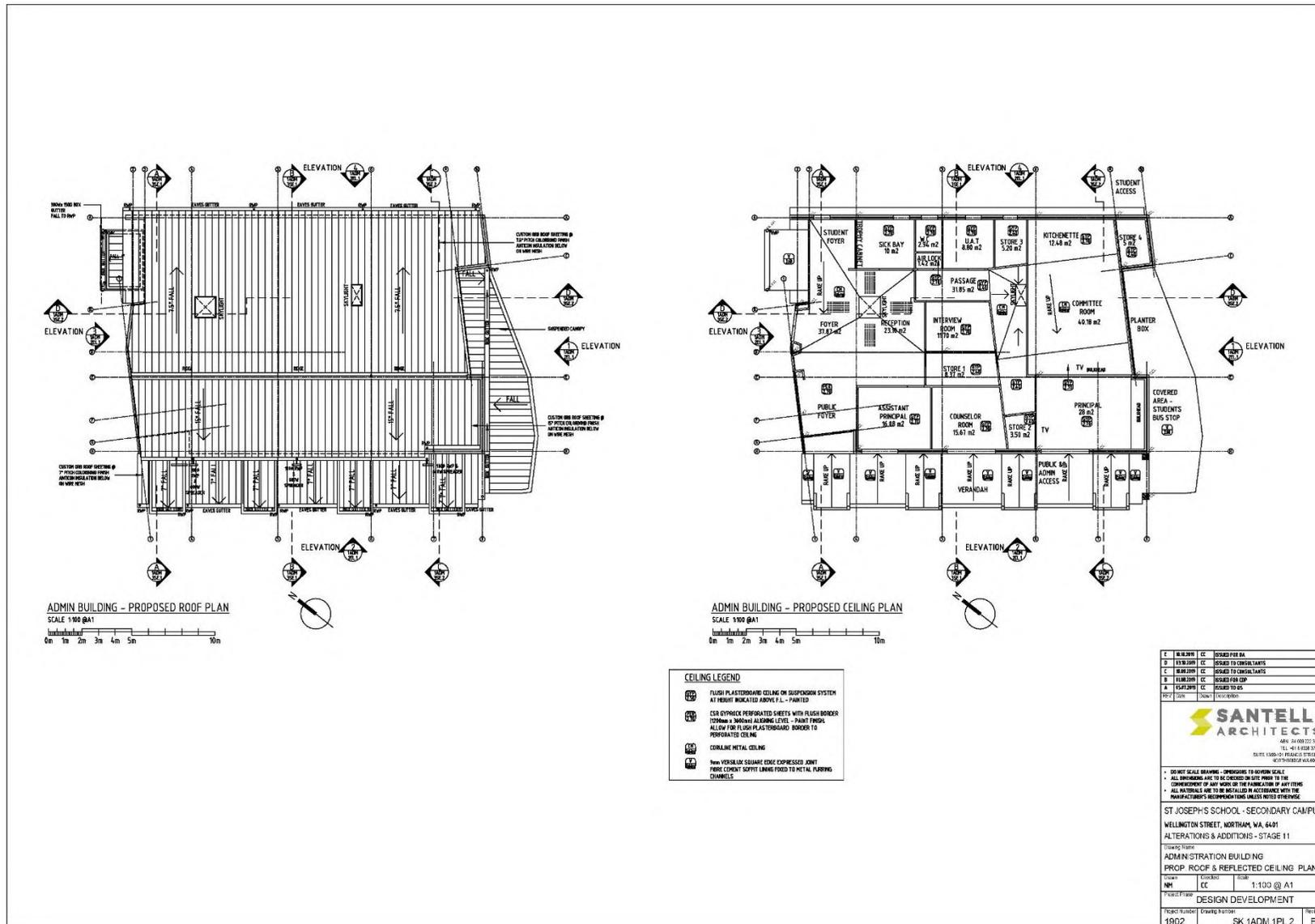
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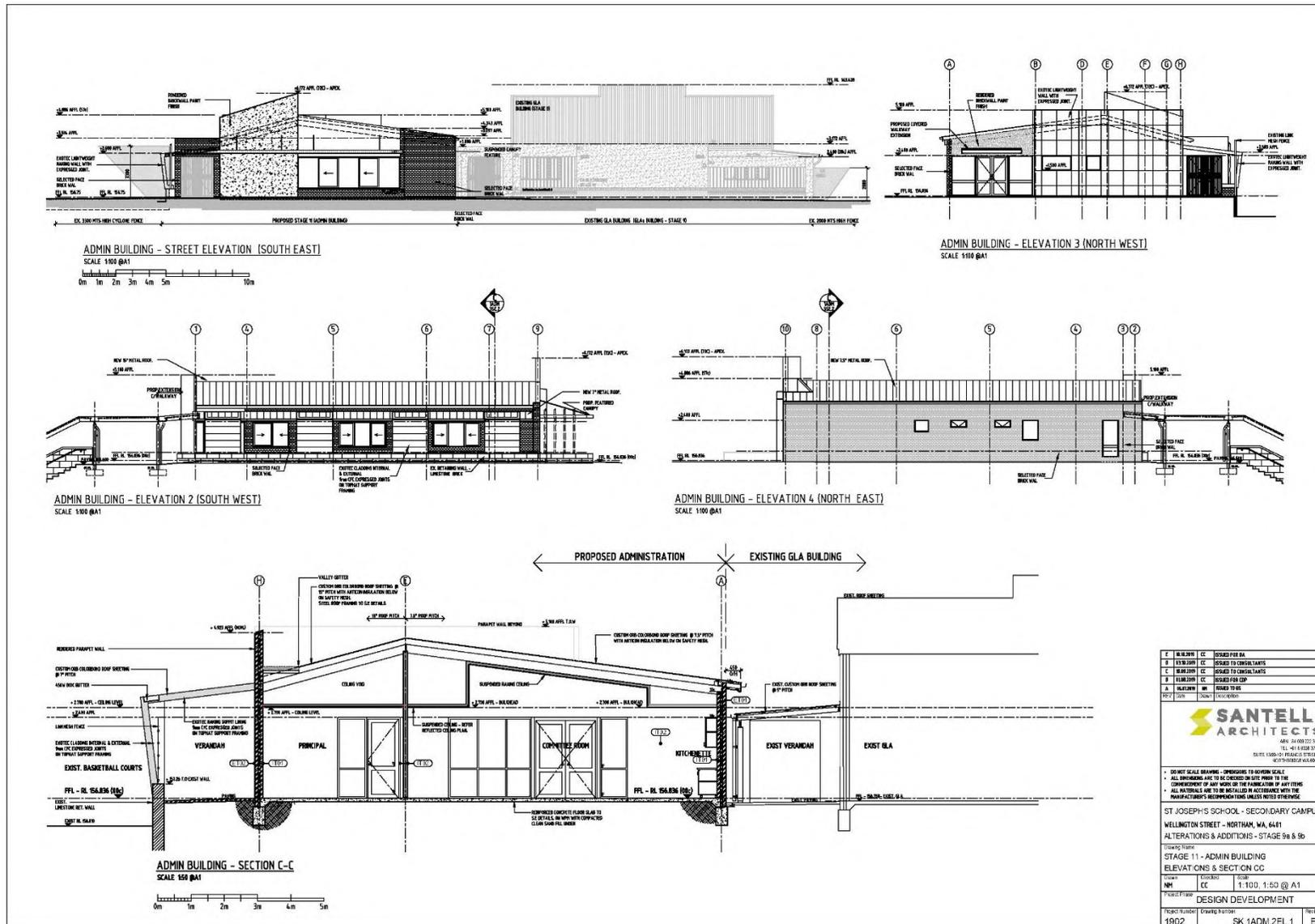


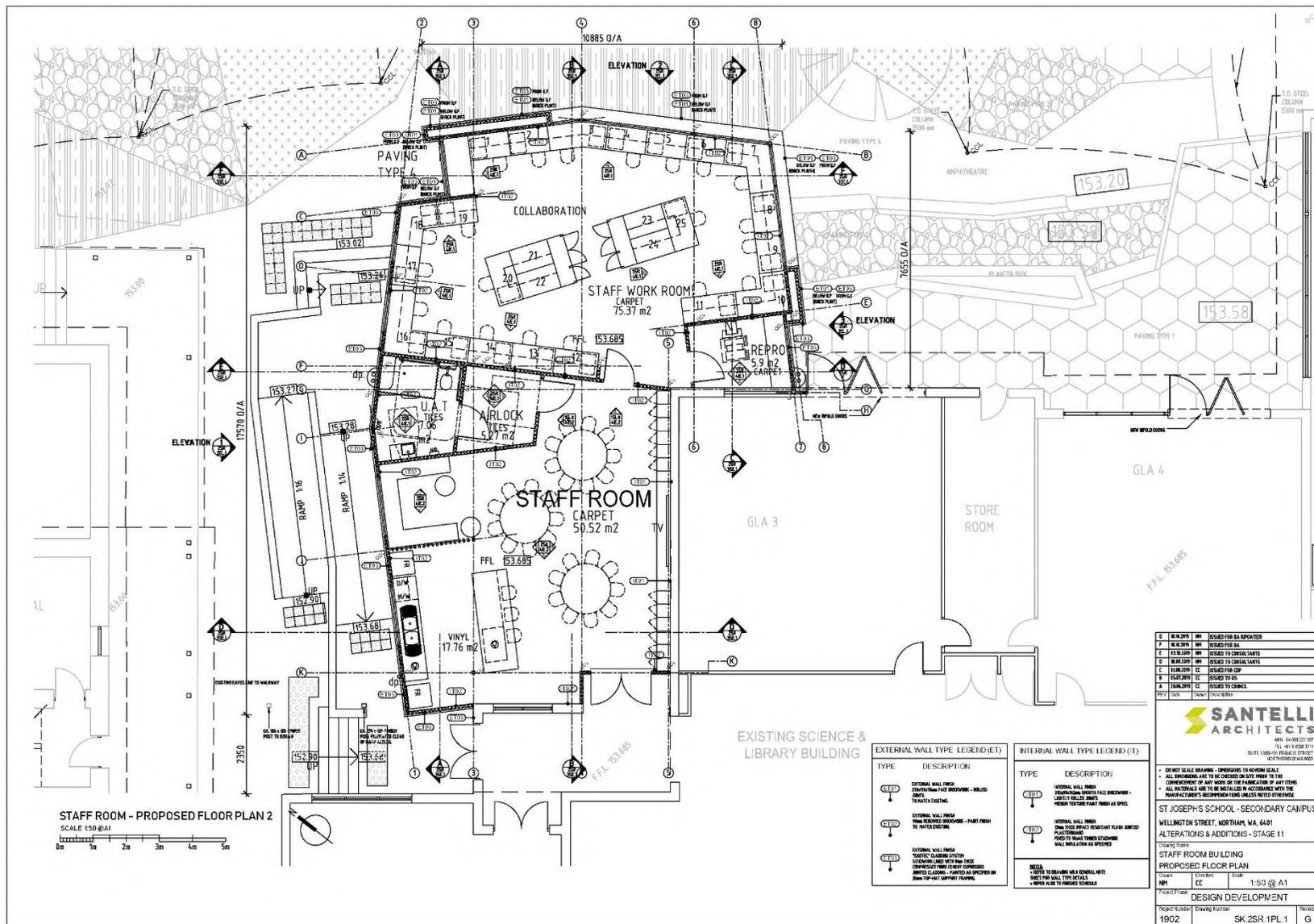


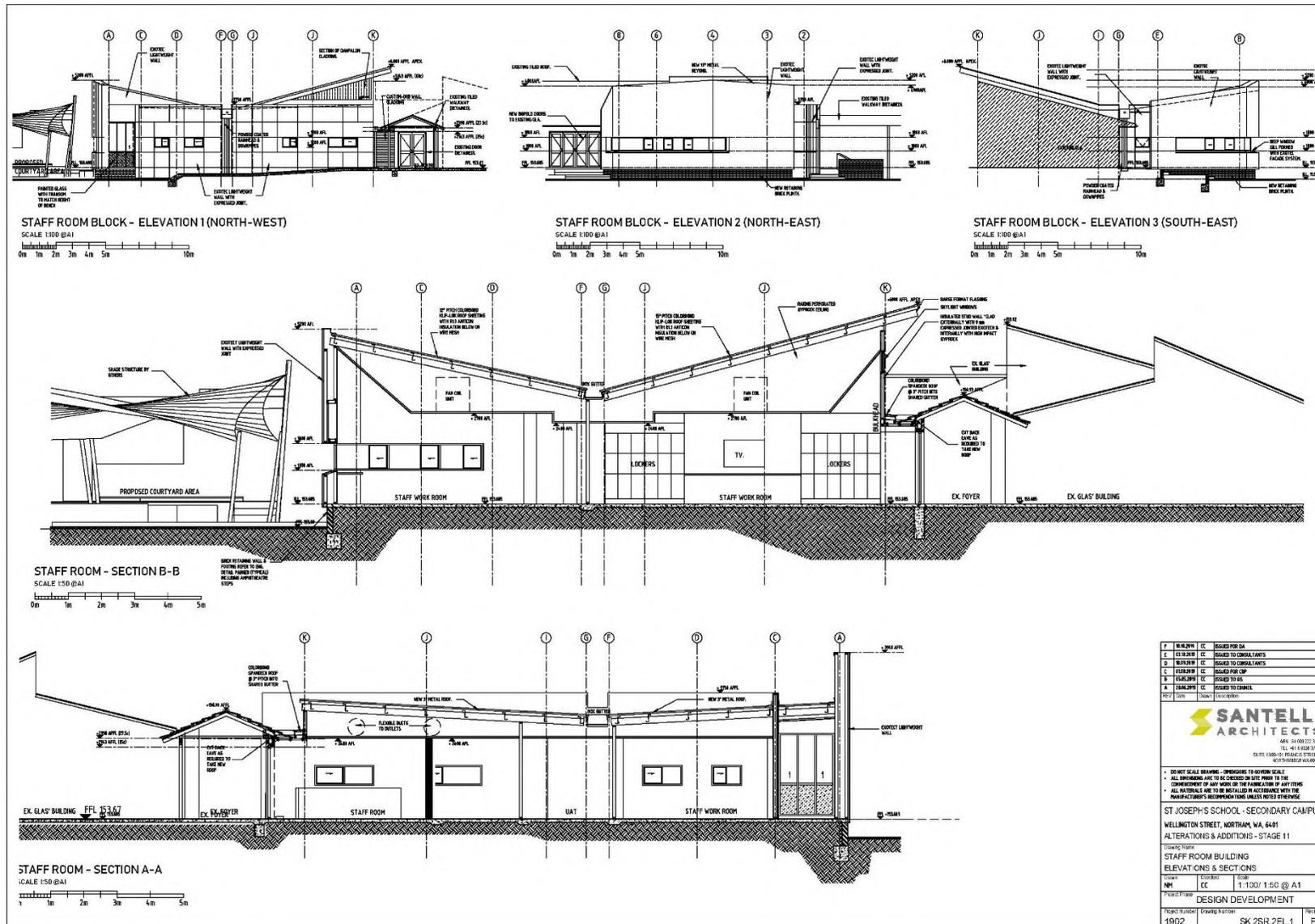


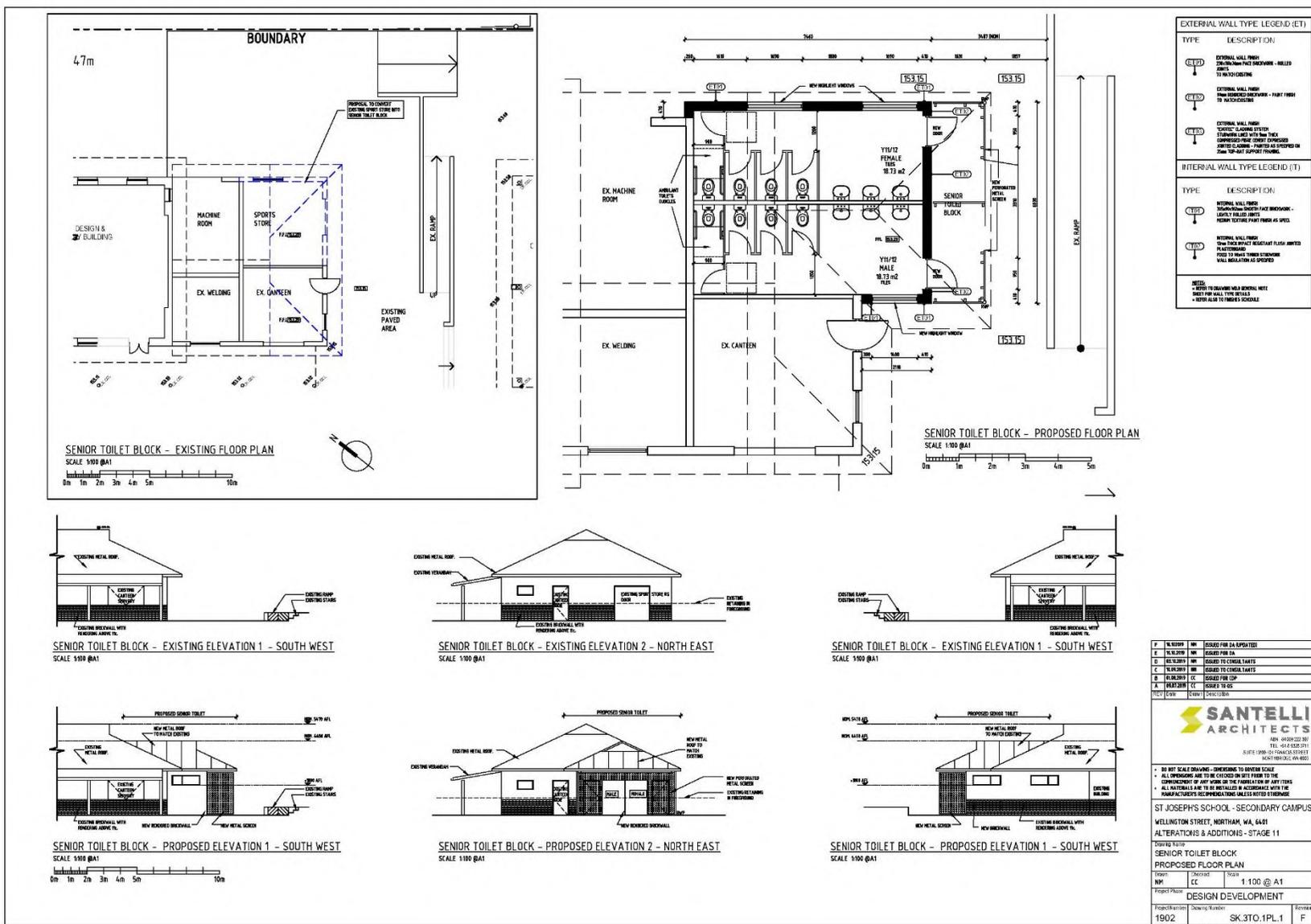












F	16/03/19	MM	ISSUED FOR 2A (APPROVED)
E	16/03/19	MM	ISSUED FOR 2A
D	16/03/19	MM	ISSUED TO CONSULTANTS
C	16/03/19	MM	ISSUED TO CONSULTANTS
B	16/03/19	CC	ISSUED FOR 2DP
A	16/03/19	CC	ISSUED FOR 2DP
REV	DATE	DESCRIPTION	

SANTELLI ARCHITECTS
 100/101 NORTHAM STREET, NORTHAM, WA 6401
 TEL: 08 9428 3711
 SUITE 100/101 NORTHAM STREET
 6401 NORTHAM, WA 6401

ST JOSEPH'S SCHOOL - SECONDARY CAMPUS
 WELLINGTON STREET, NORTHAM, WA, 6401
 ALTERATIONS & ADDITIONS - STAGE 11

DESIGNED BY: SENIOR TOILET BLOCK
 PROPOSED FLOOR PLAN

Issue:	1:100 @ A1
Project Name:	DESIGN DEVELOPMENT
Project Number:	1902
Drawing Number:	SK.3TO.1PL.1
Revision:	F



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: FINISH SCHEDULE TO BE READ IN CONNECTION WITH ASSOCIATED DDCS
NOTE 2: PAVE SETTINGS TO BE SUPPLIED FOR FINAL APPROVAL ON SITES SPECIFIC
NOTE 3: BAC/PAVING TO BE SPECIFIC BRAND UNLESS OTHERWISE INDICATED
NOTE 4: ALL FINISHES SPECIFIC TO MATCH EXISTING WORK TO BE CHECKED AND ADVISED ON SITE

EXTERNAL				
LOCATION	SUBMIT	PRODUCT	COLOUR/CODE/DESCRIPTION	SWATCH
ROOFING	CLUSTERS ROOF SHEETING 18-19.5mm POWER ROOF & ROOF TO VERANDA 18.5mm THICK	CO-10 ROOF	CO-10 ROOF SHEET SURFPA3	
	SF PANEL ROOF SHEETING 18.5mm THICK	CO-10 ROOF	CO-10 ROOF SHEET SURFPA3	
	FRIBROGLASS ROOF SHEET	DR-10 ROOF	DR-10 ROOF FRIBROGLASS ROOF SHEET DR-10	
	18.5mm - 19.5mm GULLY TOP COVERING GULLY COVERS & BRIGS	CO-10 ROOF	CO-10 ROOF SHEET SURFPA3	
DOORS & WINDOWS	DOOR WINDOW & HIGH SET WINDOW 30-40mm THICK	POWER COAT	CO-10 ROOF SHEET SURFPA3	
	SEE ABOVE 18.5mm THICK	SEE A	18-19.5mm SUBFACE AND MATCH EXISTING 18.5mm THICK	
WALLS	RENDERED BRICKWORK WITH 18.5mm THICK BRICKWORK 18.5mm THICK	BRICK	BRICK 18-19.5mm SUBFACE AND MATCH EXISTING 18.5mm THICK	
	SEE ABOVE (with optional paint) RENDERED BRICKWORK FOR 18.5mm THICK	FINISHED	18-19.5mm SUBFACE AND MATCH EXISTING 18.5mm THICK	
	SEE ABOVE (with optional paint) RENDERED BRICKWORK FOR 18.5mm THICK	18-19.5mm THICK	18-19.5mm SUBFACE AND MATCH EXISTING 18.5mm THICK	
	RENDERING WALL FOR 18.5mm THICK 18.5mm THICK	SEE A	18-19.5mm SUBFACE AND MATCH EXISTING 18.5mm THICK	
	RENDERING WALL FOR 18.5mm THICK 18.5mm THICK	SEE A	18-19.5mm SUBFACE AND MATCH EXISTING 18.5mm THICK	
OTHERS	WALL PAPER/PAINT	PAINT	DR-10 COPPER/PAINT	
	SLAB/PAVING/DECKING	PAINT	DR-10 PAVING	

1901_190102S01_SC100_S&Rough-1808-Stage1101_1902_017500_110111_20190820_113A_Application1_113A_ProposedCouncilInitiationSchedule.docx



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: PANEL SAMPLES TO BE SUPPLIED FOR FINAL APPROVAL ON SITES SPECIFIED
NOTE 3: BLOCKWORK TO BE SPECIFIED AND UNLESS OTHERWISE INDICATED
NOTE 4: ALL FINISHES SPECIFIED TO MATCH EXISTING FINISHES TO BE CHECKED AND ADVISED ON SITE

EXTERNAL				
LOCATION	FINISH	PRODUCT	COLOR/CODE/DESCRIPTION	SWATCH
	LITTER RECEPTacles, TUBS & PARTS	POWDER COAT	DUKE DUBBOFF WOOD AND GRF	
	HANDRAILS TO STAIRS & SLABS	STAINLESS STEEL	REFER TO SPECIFICATION	
	BRICKWORK TO VACUUM ENCLOSURE	VARIABLE	TBC	
	CRUSATE TERRAZZO TO OPENING CASINGS, REFER TO DRAWINGS	POWDER COAT	COLORED POWDER SURFACES	
	CRUSATE STAINLESS STEEL FINISH TO OPENING CASINGS, REFER TO DRAWINGS	POWDER COAT	CRUSATE FINISH BLACK	
	PERFORATED TERRAZZO FINISH TO STAIRCASE RAILING (REFER TO DRAWING)	POWDER COAT	DUKE DUBBOFF WOOD AND GRF TONES	
SWITCHBOARD UNIT	SWITCHBOARD UNIT	POWDER COAT	DUKE DUBBOFF CLASSIC GREY TO VACUUM ENCLOSED ELECTRICAL	

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> <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. 	<p>school bus bay is located. Moderately reactive clay soil limits planting options. Refer to architect's letter.</p> <ul style="list-style-type: none"> Not in the position to comment. 	<p>of an undercover area in this application is supported.</p> <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. Under impression that a minimum 2.7m setback had been agreed and future stages would follow. 	<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. Confirming Stage 11's setback is in excess of 2.7 meters. Refer to architect's letter. 	<ul style="list-style-type: none"> Noted. 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.

Page 1 of 4

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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

Page 2 of 4

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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.

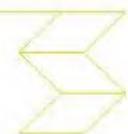
Category 3 Approved Stage 9's Planning Conditions

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.

Page 3 of 4

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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.

Page 4 of 4

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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 Allerdycce 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

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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.

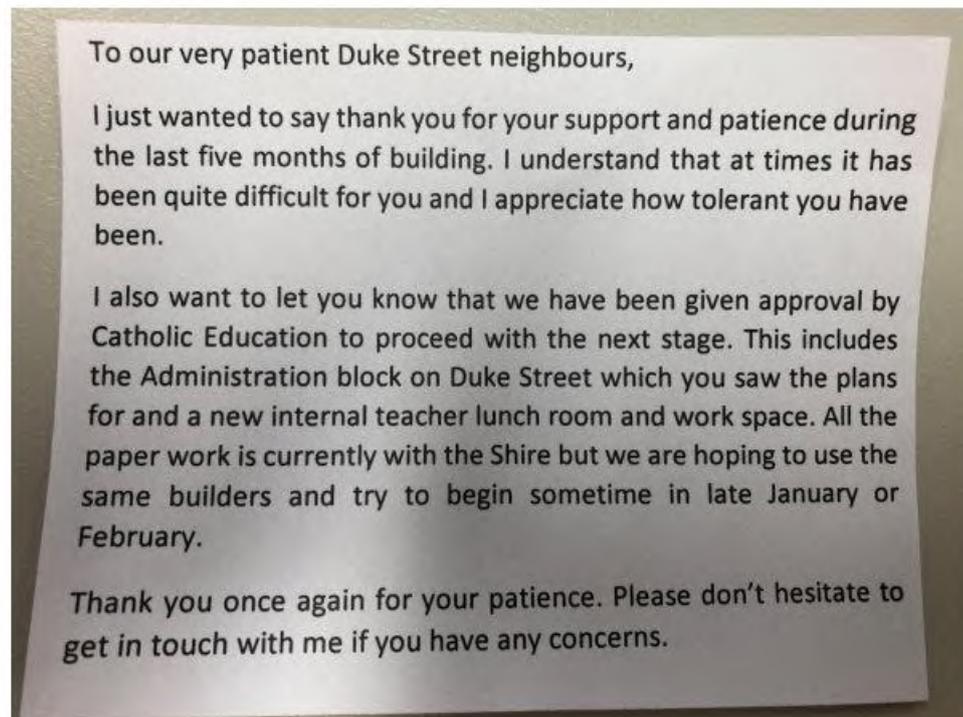
Take care,

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.

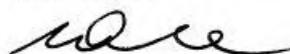
With regard to the verandah to the administration building on the south-eastern boundary the verandah does not form part of the building area as it is open on three sides and is a clear area not used for storage. The Building code of Australia does not deem an open verandah to be calculated in the building 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
NORTHERIDGE 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 47 181 882 887
BCR 14141
DIRECTOR
Steven Rivett
BBUSIMANI MBA MAIB



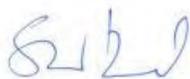


- o Item 1- We have maintained the site in a professional and clean manner since the commencement of works in May 2019. We have had no complaints from either the council or neighbours in the seven months of the current project. These are unrelated comments to the current Development Application.
- Submission 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.	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. Cantilevering the verandah will provide an undercover area for students, parents and pedestrians.
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.	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. A condition requiring a construction management plan is recommended to minimise short-term impacts on the amenity of the locality.
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*)

12.3.3 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.*"

MOTION / COUNCIL DECISION

Moved: Cr Pollard
Seconded: Cr Mencshelyi

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."

LOST 6/4

Clarification was sought in relation to whether item 3 of the Officer's recommendation could be removed. The Acting Chief Executive Officer advised that this was a recommendation from SAT, not direction and therefore it is believed that it can be removed.

Debate was held around the motion. Cr Pollard and Cr Mencshelyi spoke for the motion. Cr Williams, Cr Ryan, Cr Little and Cr Tinetti spoke against the motion. Cr Pollard used his right of reply to close the debate.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3833

Moved: Cr Ryan
Seconded: Cr Little

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.*"

CARRIED 8/2

Debate was held around the motion. Cr Ryan and Cr Della spoke for the motion. Cr Williams and Cr Tinetti spoke against the motion. Cr Ryan used his right of reply to close the debate.

Cr Little, Cr Ryan, Cr Pollard, Cr Antonio, Cr Girak, Cr Galloway, Cr Mencshelyi and Cr Della voted for the motion.

Cr Williams and Cr Tinetti voted against the motion.

Four members of the gallery left the meeting 6.48pm.

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.



Attachment 2-CONFIDENTIAL

1ST FLOOR BGC CENTRE
28 THE ESPLANADE
PERTH WA 6000

PO BOX 25004
ST GEORGES TERRACE
PERTH WA 6831

Telephone (08) 9218 7700
Facsimile (08) 9218 7777

EMAIL: lwoods@hotchkinhanly.com.au
OUR REF: ADT:ADT:20185582 DOC: 957923
YOUR REF:

16 July 2019

Shire of Northam
PO Box 613
NORTHAM WA 6401
Attention: **Jacky Jurmann**

**BY EXPRESS POST AND
BY EMAIL:** mgrplanning@northam.wa.gov.au;
records@northam.wa.gov.au

Dear Ms Jurmann

**SAT APPLICATION - BGC (AUSTRALIA) PTY LTD V SHIRE OF NORTHAM
REVIEW OF EXTRACTIVE INDUSTRY LICENCE PT LOT 100 (FMR LOT 14) GREAT
SOUTHERN HIGHWAY, WOOTTATING**

We act for BGC (Australia) Pty Ltd T/A BGC Quarries.

We refer to the Shire of Northam's letter of 27 June 2019, which encloses the Extractive Industry Licence dated 19 June 2019 granted for the term of 2 years.

Please find **enclosed**, by way of service our client's application to the State Administrative Tribunal dated 15 July 2019, seeking a review of a condition to the approval of the Extractive Industries Licence granted 19 June 2019.

Yours sincerely
HOTCHKIN HANLY



Gilbert Flynn
Partner

HOTCHKIN HANLY

LAWYERS

E-MAILED 17 JUL 2019

(to us) MP.

SHIRE OF NORTHAM	
RECEIVED	
19 JUL 2019	
FILE A1349	STATUS OUT
UOC I88604	RECEIVED Jacky

State Administrative Tribunal

application

This is an application under the Local Government Act 1995, s 9.7(1)(a): Review of a decision if an objection has not been lodged.

An Act to provide for a system of local government in Western Australia, and for related purposes.

APPLICANT

What is your title?

- Mr
 Mrs
 Ms
 Other _____

What is your name?

BGC (Australia) Pty Ltd T/as BGC Quarries

What is your postal address?

PO Box 1257, Midland WA 6936

What are your day-time contact details?

Phone | 08 9572 6088

Fax | 08 9572 6015

Email | psy@bgc.com.au

The Tribunal's practice is to send correspondence, via the email address provided.

If you do not wish to receive SAT correspondence via email please tick this box.

Identification of Aborigines and Torres Strait Islanders (Optional).

Do you identify as being of Aboriginal or Torres Strait Islander descent?

- Yes
 No

Do you have a lawyer or other representative?

- Yes
 No

If Yes, please complete the following:

What is their name?

Gilbert Flynn

What is their postal address?

Level 1, 28 The Esplanade
Perth WA 6000

What are their day-time contact details?

Phone | 9218 7700

Fax | 9218 7777

Email | gflynn@hotchkinhanly.com.au

The Tribunal's practice is to send correspondence, via the email address provided.

Is there another applicant?

- Yes
 No

If Yes, please complete the following:

What is their title?

- Mr
 Mrs
 Ms
 Other _____

What is their name?

What is their postal address?

What are their day-time contact details?

Phone | _____

Fax | _____

Email | _____

The Tribunal's practice is to send correspondence, via the email address provided.

Please attach details of any further additional applicants with your application.

RESPONDENT

What is their title?

- Mr
- Mrs
- Ms
- Other _____

What is their name?

Shire of Northam

What is their postal address?

PO Box 613 Northam 6401

What are their day-time contact details?

Phone | 08 9622 6100

Fax | 08 9622 1910

Email | _____

The Tribunal's practice is to send correspondence, via the email address provided.

Do they have a lawyer or other representative?

- Yes
- No

If Yes, please complete the following:

What is their name?

What is their postal address?

What are their day-time contact details?

Phone | _____

Fax | _____

Email | _____

The Tribunal's practice is to send correspondence, via the email address provided.

Is there another respondent? Yes No

If Yes, please complete the following:

What is their title?	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
What is their name?	_____
What is their postal address?	_____
What are their day-time contact details?	
Phone	(_____)
Fax	(_____)
Email	(_____)
The Tribunal's practice is to send correspondence, via the email address provided.	

Please attach details of any further additional respondents with your application.

REVIEWABLE DECISION

Who made the reviewable decision?

On what date was it made?

Please attach a copy of the decision.

DECISION SOUGHT

What decision do you want the SAT to make?

To condition the approval of a renewal of the Applications Extractive Industries Licence for an operation of a hard rock quarry by BGC Quarries at Lot 100 (portion formally known as Lot 14) No. 387 Great Southern Highway, Woottating, for a period of 10 years, rather than a period of 2 years.

GROUNDS

On what grounds are you seeking review?

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 any 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.

SUPPLEMENTARY INFORMATION

DOCUMENTS THAT MUST BE SUBMITTED WITH THIS APPLICATION
See Practice Note 2 : Review Proceedings.

SAFETY AND SECURITY

Please contact the Tribunal on 9219 3111 if you wish to identify a specific safety or security issue relevant to this application.

NOTES & INSTRUCTIONS

Please see Practice Note 2 - Review Proceedings. Please also note that where you provide a postal address on your application form, that address will be used as an address for service unless you advise SAT otherwise.

PROCEDURAL REQUIREMENTS

Notes to applicant:

- (1) You are required to serve a copy of your application on -
 - (a) each other party;
 - (b) any other person entitled to a copy; and
 - (c) any other person the SAT directs you to give a copy to.
- (2) If you are required to file any supporting documents, they must be filed with your application. Note to respondent - You will receive notice from SAT of a first directions hearing or when SAT will direct what steps must be undertaken.

Submissions and applications may now be sent to SAT via email: sat@justice.wa.gov.au

Submissions by email must contain:

Filer's name.	Relevant matter number.
Postal address.	Telephone number.
Email address.	Matter number (if known).

Applications submitted by email where there is an application fee must have the Credit_Card_Authorisation_Form attached with the application and be completed.
All emails documents and attachments must be formatted for printing in A4 and be of a size which is legible. Emails cannot exceed 10 megabytes in size.

LODGEMENT FEE

Application fee of \$550.00. Hearing fee (for each day or part of a day allocated, other than a first day) for an application by a person \$550.00.

DECLARATION

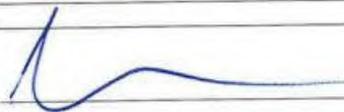
- To the best of my knowledge, all information provided in this application is true and correct and no details relevant to the application have been left out.
- I understand it is an offence under section 98 of the State Administrative Tribunal Act 2004 to knowingly give false or misleading information to SAT.

By ticking this checkbox I confirm that I have read and understood the statements above.

Full name of person
completing this application

Gilbert Flynn

Signature



Date

15 July 2019

(Location)
State Administrative Tribunal
565 Hay St
PERTH WA 6000

(Postal address)
State Administrative Tribunal
GPO Box U1991
PERTH WA 6845

Counter inquiries: **Level 6** - 8:30am to 4:30pm
Telephone inquiries: 9219 3111 or 1300 306 017 (country callers – cost of a local call) 8:30am to 4:30pm

Attachment 3- CONFIDENTIAL



ADDENDUM TO REQUEST DOCUMENTS

Request No.:	DWER103719
Request Title	Site Specific Ambient Air Quality Monitoring Services
Addendum No.:	1
Date of issue:	4 October 2019
No. of pages and/or attachments	2

IMPORTANT :

By submitting an Offer, a Respondent will be deemed to have reviewed and understood this Addendum.

ADDENDUM No. 1
to the Request document for

Request for DWER103719 Site Specific Ambient Air Quality Monitoring Services

Question 1 Does Standard and Non-Standard mean that **BOTH** Australian Standard and NON Australian Standard PM10 Monitoring is required; or should it be either Standard or Non Standard?

Site C – Upwind (close to the quarry boundary)	Collection of ambient PM ₁₀ data every five (5) to ten (10) minutes. Standard and non-standard equipment to be used.
Site D – Downwind (close to the quarry boundary)	Collection of ambient PM ₁₀ data every five (5) to ten (10) minutes. Standard and non-standard equipment to be used.

Response That was an error. The corrected table is below. Standard or non-standard equipment may be used.

Site C – Upwind (close to the quarry boundary)	Collection of ambient PM ₁₀ data every five (5) to ten (10) minutes. Standard or non-standard equipment to be used.
Site D – Downwind (close to the quarry boundary)	Collection of ambient PM ₁₀ data every five (5) to ten (10) minutes. Standard or non-standard equipment to be used.

Question 2 Are the nominated monitoring sites powered (240v/50Hz)? Or will solar power be required?

Response The onus is on the Contractor to provide the required infrastructure for the monitoring equipment, including power.

Question 3 Is Dust Deposition Required at Site C and Site D?

Response Deposited dust monitoring will be required at both Sites A and B. Not at sites C and D.



Government of **Western Australia**
Department of **Water and Environmental Regulation**

Request for Quote

REQUEST TITLE:

Site Specific Ambient Air Quality Monitoring Services

QUOTATION NUMBER:

DWER103719

CLOSING TIME:

11:00 AM Wednesday 23 October 2019, Western Australia

ISSUED BY:

Department of Water and Environmental Regulation

REQUEST DOCUMENT

Table of Contents

PART A – QUOTATION NO DWER103719	3
1.1 BACKGROUND	3
1.2 SUBMISSION OF OFFER	3
1.3 OFFER VALIDITY PERIOD.....	3
1.4 CONTACT PERSONS.....	3
1.5 REQUEST CONDITIONS	4
1.6 SELECTION PROCESS.....	4
1.7 STATE SUPPLY COMMISSION AND GOVERNMENT POLICIES	4
SCHEDULE 1 - CUSTOMER CONTRACT DETAILS	5
SCHEDULE 2 – SPECIFICATION / STATEMENT OF REQUIREMENTS	7
1. BACKGROUND	7
2. STATEMENT OF REQUIREMENTS	7
3. SPECIFICATION	7
PART B – CONTENT REQUIREMENT AND RESPONDENT'S OFFER	13
1. NOTE TO RESPONDENT	13
2. IDENTITY OF RESPONDENT	13
3. PRE-QUALIFICATION REQUIREMENTS	14
4. COMPLIANCE AND DISCLOSURE REQUIREMENTS	14
5. QUALITATIVE REQUIREMENTS	17
6. CUSTOMER CONTRACT INSURANCE REQUIREMENTS	19
SCHEDULE 3 PRICING	20

PART A – QUOTATION NO DWER103719

1.1 BACKGROUND

The Department of Water and Environmental Regulation (DWER; the Customer) is seeking a suitably skilled and experienced supplier for an ambient air quality monitoring program to provide data which will enable 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.

1.2 SUBMISSION OF OFFER

1.2.1 HAND AND POST LODGEMENT

The Respondent may submit the Offer:

BY HAND OR COURIER AT:
Department of Water and Environmental Regulation Tender Box Reception, Prime House, 8 Davidson Terrace, Joondalup, WA 6027 Marked: Response to Request DWER103719
BY POST AT:
Department of Water and Environmental Regulation Tender Box Locked Bag 10, Joondalup DC, Joondalup WA 6919 Marked: Response to Request DWER103719

If the Respondent submits the Offer by post or hand, the Respondent must provide **four (4) copies** with one copy marked "original" and three (3) marked "copy".

Late offers will not be accepted unless it conforms to the criteria for admitting a late offer as stated in the Request Conditions.

Late offers will not be accepted unless it conforms to the criteria for admitting a late offer as stated in the Request Conditions

1.2.2 Offers may not be submitted by facsimile.

1.2.3 The Respondent may submit the Offer electronically **by email** to **tenders@dwer.wa.gov.au**

The Offer can only be submitted if the size of the Offer is equal to or less than 35 megabytes.

1.2.4 Conditions regarding the submission of Offers (including late lodgement and mishandling) are contained in the Request Conditions.

1.3 OFFER VALIDITY PERIOD

The Offer Validity Period is for a period of three (3) months.

1.4 CONTACT PERSONS

Different enquiries can be best dealt with by the most appropriate contact, shown in the following table. The Respondent must not contact any other person within Government or any consultant engaged in relation to this Request to discuss this Request.

PART A RESPONDENT TO READ AND KEEP THIS PART PART A

CONTRACTUAL AND ROUTINE ENQUIRIES:	
Name:	Elishia Bardoe
Title:	Senior Procurement Officer
Telephone:	08 6364 7434
Email:	Elishia.bardoe@dwer.wa.gov.au
TECHNICAL / CUSTOMER ENQUIRIES:	
Name:	Constance Dewan
Title:	Senior Environmental Officer
Telephone:	08 6364 7075
Email:	constance.dewan@dwer.wa.gov.au

1.5 REQUEST CONDITIONS

The "Request Conditions" are contained in the Part A of the *Request Conditions and General Conditions of Contract* [August 2019] located at www.finance.wa.gov.au (select Government Procurement, then "Goods and Services Templates, Guides and Conditions of Contract" from the Quick Links menu) and contain important provisions regarding the nature of this Request and the consequences of the Respondent submitting an Offer. The Respondent is deemed to have read and considered the Request Conditions prior to submitting an Offer.

1.6 SELECTION PROCESS

Value for Money is a key State Supply Commission policy objective to ensure that when purchasing services, Public Authorities achieve the best possible outcome, for every dollar spent, by assessing the costs and benefits of, and the risks inherent in, an Offer, rather than simply selecting the lowest Offered Price.

In determining Value for Money, the Customer will:

- a) apply relevant State Supply Commission and Government policies to the assessment of Offers;
- b) require Offers to meet any Compliance and Disclosure, Qualitative and Insurance Requirements detailed herein; and
- c) assess the Offered Prices.

The determination of Value for Money will require a consideration of all of the above factors and any other matters that the Customer considers relevant.

1.7 STATE SUPPLY COMMISSION AND GOVERNMENT POLICIES

State Supply Commission Policies and the Buy Local Policy, including the addenda, can be viewed and downloaded at www.ssc.wa.gov.au or copies are available from the State Supply Commission (telephone 08 6551 1500).

PART A SPECIFICATION/REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART PART A

SCHEDULE 1 - CUSTOMER CONTRACT DETAILS

1. Customer	The Customer is the Director General, Department of Water and Environmental Regulation.
2. The Term of the Customer Contract	The Term will commence on the Commencement Date and will expire when the Services have been supplied in accordance with Clause 6 of the General Conditions.
3. Commencement Date	The Customer will notify the Contractor of the Commencement Date in the Letter.
4. Price Variation	The Price is fixed for the Term.
5. Public Liability	Public liability insurance covering the legal liability of the Contractor and the Contractor's Personnel arising out of the Services for an amount of not less than \$20 million for any one occurrence and unlimited in the number of occurrences happening in the period of insurance.
6. Professional Indemnity	Professional indemnity insurance covering the legal liability of the Contractor and the Contractor's Personnel under the Customer Contract, if awarded, arising out of any act, negligence, error or omission made or done by or on behalf of the Contractor, or any subcontractor in connection with the Contract for a sum of \$1 million for any one claim and in the annual aggregate, with a provision of one automatic reinstatement of the full sum insured in any one period of insurance. Professional indemnity insurance required under this clause must include: a) fraud and dishonesty; b) defamation; c) infringement of intellectual property rights; d) loss of or damage to documents and data; and e) breach of Australian Consumer Law.
7. Workers' Compensation	Workers' compensation insurance in accordance with the provisions of the <i>Workers' Compensation and Injury Management Act 1981 (WA)</i> , including cover for common law liability for an amount of not less than \$50 million for any one occurrence in respect of workers of the Contractor. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the <i>Workers' Compensation and Injury Management Act 1981</i> .
8. Motor vehicle third party	Motor Vehicle Third Party Liability insurance covering legal liability for property loss or damage and bodily injury to, or death of, persons (other than compulsory third party motor vehicle insurance) caused by motor vehicles used in connection with the Services in the Contract for an amount not less than \$30 million for any one occurrence or accident.
9. Compulsory third party	Compulsory Third Party insurance as required under any statute relating to motor vehicles used in connection with the Services provided in the Contract.
10. Contract Management Requirements	Customer's Representative Constance Dewan, Senior Environmental Officer Customer's Representative Contact Details Phone: 08 6364 7075 Email: constance.dewan@dwert.wa.gov.au] Reporting In accordance with Schedule 2, clause 3.4. Meetings In accordance with Schedule 2, clause 3.6. Key Performance Indicators In accordance with Schedule 2, clause 3.3.

PART A SPECIFICATION/REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART PART A

<p>11. Confidential Information</p>	<p>The Customer specifies the following information to be "Confidential Information" under paragraph (b) of the definition of "Confidential Information" in clause 2.1 of the General Conditions:</p> <p>(a) All data, including raw data and information, partly or wholly included in reports generated by the Customer or Contractor, as well as information collected and collated during the Term by the Contractor, or provided to the Contractor, is deemed to be confidential and may not be passed to any other party or retained by the Contractor without the written authority of the Customer; and</p> <p>(b) All papers, documents and reports associated with the Services, including all drafts and finals unless and until any final reports or documents are released publicly by the Customer. All drafts must be kept confidential at all times regardless of any release of final documents.</p>
<p>12. Police Clearance</p>	<p>Clause 18.4 of the General Conditions applies.</p>
<p>13. Confidential Declaration – Prevention of Paedophilia</p>	<p>Clause 18.5 of the General Conditions does not apply.</p>
<p>14. Intellectual Property Owner</p>	<p>Clause 23.1 (a) of the General Conditions applies.</p>
<p>15. Working Papers</p>	<p>Clause 23.1 © of the General Conditions applies.</p>
<p>16. Warranties</p>	<p>For the purposes of clause 19.5 of the General Conditions, no warranties are specified.</p>
<p>17. Publicity</p>	<p>For the purposes of clause 24.4 of the General Conditions, no other Public Authority is specified.</p>
<p>18. Government Policies</p>	<p>For the purposes of clause 32 of the General Conditions, no obligations relating to Government procurement policies are specified.</p>

SCHEDULE 2 – SPECIFICATION / STATEMENT OF REQUIREMENTS

1. BACKGROUND

The Department of Water and Environmental Regulation (DWER; the Customer) is responsible for the regulation of emissions and discharges from premises which have implementation conditions under Part IV 'Environmental Impact Assessment' of the Environmental Protection Act 1986 (EP Act) or are licenced under Part V 'Environmental Regulation of the EP Act.

2. STATEMENT OF REQUIREMENTS

The Customer is seeking a suitably skilled and experienced supplier to conduct a site specific ambient air quality monitoring program to investigate dust sources and impacts from the BGC Quarry, approximately one (1) hour's drive from Perth and located at The Lakes, north-east of the corner of Horton Road and Great Southern Highway. See the aerial photographs at Figure 1 and Figure 2.

The Customer requires the site specific ambient air quality monitoring must be conducted over a period of approximately four (4) months between early summer 2019 and autumn 2020. The ambient air quality monitoring program must provide robust air quality monitoring data to facilitate informed assessment regarding the identity of potential sources of dust, the pathways of dust emitted in the area, dust sources and the reasons for community dust complaints.

Upon completion of the monitoring program, the Contractor must provide a report on the findings of the program to the Customer's Representative.

3. SPECIFICATION

3.1 Service Requirements

a) General Requirements

The Contractor must:

- Provide all appropriate equipment for the ambient air quality monitoring program (equipment should not be purchased);
- Install the monitoring equipment, and any necessary infrastructure for security and air conditioning, at locations selected in consultation with the Customer's Representative;
- Conduct the ambient air quality monitoring;
- Remove all equipment and associated infrastructure on conclusion of the monitoring period;
- Provide the collected raw data to the Customer's Representative;
- Process the collected data and analyse it in relation to the relevant criteria; and
- Document the findings of the ambient air quality monitoring in a report to the Customer's Representative.

PART A SPECIFICATION/REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART PART A

b) Requirements for Specific Monitoring Sites

The Contractor must conduct monitoring in accordance with Table 1.

Table 1: Monitoring site requirements

Monitoring Site	Site Monitoring Requirement
Site A – Sensitive Receptors (residential home)	Collection of one hourly ambient PM ₁₀ data and deposited dust data close to a sensitive receptor for comparison against the NEPM criterion of 50µg/m ³ and the NSW deposited dust criterial of 4g/m ² per month above background. Standard equipment to be used.
Site B – Background Site	Collection of one hourly ambient PM ₁₀ data and deposited dust data at a background site unaffected by dust sources for comparison against the NEPM criterion of 50µg/m ³ and the NSW deposited dust criterial of 4g/m ² per month and 2g/m ² per month above background. Standard equipment to be used.
Site C – Upwind (close to the quarry boundary)	Collection of ambient PM ₁₀ data every five (5) to ten (10) minutes. Standard and non-standard equipment to be used.
Site D – Downwind (close to the quarry boundary)	Collection of ambient PM ₁₀ data every five (5) to ten (10) minutes. Standard and non-standard equipment to be used.
Site C – Upwind or Site D – Downwind	Collection of 10m meteorological data for wind speed, wind direction, wind direction standard deviation (sigma theta) and temperature in accordance with <i>AS 3580.14:2014 Methods for sampling and analysis of ambient air – Part 14 Meteorological monitoring for ambient air quality monitoring applications</i>

The Contractor must use the same air monitoring standard equipment at Site A and Site B.

The Contractor must use the same air monitoring equipment at Site C and Site D.

The Contractor must ensure air monitoring equipment is sited in accordance with *AS/NZS 3580.1.1:2016 Methods for sampling and analysis of ambient air Guide to siting air monitoring equipment*.

c) Ambient Air Quality Monitoring Program Deliverables

On completion of the air quality monitoring program, the Contractor must provide the following deliverables to the Customer's Representative:

- Raw and processed data in comma delimited text files (csv format), as:
 - 5-10 minute PM₁₀ data for the boundary sites;
 - 1 hour PM₁₀ data for the receptor and background sites;
 - Meteorological data; and
 - Monthly deposited dust data;
- Percent of data recovery;
- All instrument calibration data;
- Analytical reports, where applicable; and
- A final report in accordance with clause 3.4.

PART A SPECIFICATION/REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART PART A

3.2 Anticipated Timeframe

The Contractor must complete and report on the ambient air quality monitoring program of the prescribed premises for a period of approximately four (4) months between early summer 2019 and autumn 2020 in accordance with the following table.

Milestone	Anticipated Delivery
Monitoring program commencement	Mid December 2019
Monitoring program completion	Mid April 2020
Delivery of raw data at 95% data collection	Mid April 2020
Delivery of final report and all data	Early May 2020

3.3 Key Performance Indicators

The Contractor must complete all of the Services to a high standard of quality in accordance with the following:

- Ability to meet timing requirements to complete monitoring program and report on the ambient air quality monitoring program;
- Compliance with Australian Standards, AS 3580.14:2014 and AS/NZS 3580.1.1:2016
- A minimum of 95% data collection for each item of monitoring equipment;
- Quality of the collected data (raw and processed data); and
- Quality and completeness of all reports.

3.4 Reporting Requirements

On completion of the ambient air quality monitoring program, the Contractor must provide a final report to the Customer's Representative, comprised of:

- Introduction and scope of the objectives and requirements;
- An overview of the air quality monitoring program undertaken, including a description of the equipment used;
- A discussion of the findings against the criteria;
- Maps which show the location of dust sources, sensitive receptors and monitoring equipment; and
- A description of any non-compliance with standards for monitoring and siting.

The Contractor must submit a draft report in electronic format to the Customer's Representative for review and feedback. The Customer's Representative will provide the feedback within four (4) weeks of receipt of the draft report.

The Contractor must prepare and deliver a final written report, which incorporates the feedback.

The Contractor must ensure that all reports, data and deliverables are of a high standard of quality to ensure that the Customer is able to make informed decisions on or about the findings of the investigation into dust sources and impacts from the prescribed premises. The Contractor must also ensure that all information deliverables are based on verifiable and validated data capable of withstanding independent, external scrutiny.

PART A SPECIFICATION/REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART PART A

An electronic copy of any maps, graphs, data and other material that could potentially be used in the final report must be provided to Customer with the final report.

All working papers and/or supporting documents related to the required Services are the property of the Customer and must be returned to the Customer's Representative on completion of the project or as requested.

The Contractor must prepare and deliver the final report in the following formats:

- One (1) electronic copy in a format compatible with Microsoft Office 365; and
- One (1) electronic copy in portable document format (PDF).

3.5 Role of the Customer's Representative

The Customers' Representative will be responsible for:

- Liaising with the Contractor on provision of information for the required Services and delivery of the final report and deliverables;
- Meeting with the Contractor to discuss any issues that arise; and
- Provision of feedback on the draft review report.

3.6 Meetings

The Contractor must attend an initial meeting with the Customer's Representative on Commencement of the Contract.

The Contractor may also be required to attend additional meetings with the Customer's Representative, if requested. These meetings will be arranged in consultation with the Contractor and may be conducted in person or by telephone.

The Contractor must attend a meeting with the Customer's Representative, to deliver its findings and final report. This meeting will be arranged in consultation with the Customer's Representative.

PART A SPECIFICATION/REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART PART A

Figure 1: Aerial photograph of BGC Quarry



PART A SPECIFICATION/REQUIREMENTS - RESPONDENT TO READ AND KEEP THIS PART PART A

Figure 2: Aerial photograph of BGC Quarry



PART B RESPONDENT TO COMPLETE AND RETURN THIS PART PART B

PART B – CONTENT REQUIREMENT AND RESPONDENT’S OFFER

Part B should be completed by the Respondent and returned to the Customer (refer to ‘submission of offer’ requirements of clause 2.1 in the Request Conditions).

1. NOTE TO RESPONDENT

In preparing its Offer, the Respondent must:

- (a) Address each requirement in the form set out in this Part B;
- (b) Take into account the Customer Contract requirements, as explained in Schedule 1. The Respondent must read these in conjunction with the General Conditions;
- (c) In respect of the Qualitative Requirements, provide full details of any claims, statements or examples; and
- (d) Assume that the Customer has no knowledge of the Respondent, its activities, experience or any previous work undertaken by the Respondent for the Customer or any other Public Authority.

2. IDENTITY OF RESPONDENT

The Respondent must provide the following details:

RESPONDENT TO COMPLETE:	
(a) Name of Legal Entity:	
(b) Australian Company Number (ACN – if an Australian company):	
(c) Australian Business Number (ABN):	
(d) Registered address or address of principal place of business:	
(e) Business Name:	
(f) Contact Person:	
(g) Contact Person Position Title	
(h) Email:	
(i) Telephone:	
(j) Address for service of contractual notices:	

Note: The Offer does not require the Respondent’s signature.

PART B RESPONDENT TO COMPLETE AND RETURN THIS PART PART B

3. PRE-QUALIFICATION REQUIREMENTS

There are no pre-qualification requirements for this Request.

4. COMPLIANCE AND DISCLOSURE REQUIREMENTS

The Customer will, in its Value for Money assessment, consider the extent to which the Offer satisfies the following Compliance and Disclosure Requirements.

The Customer reserves the right to reject any Offer that does not properly address any of the Compliance and Disclosure Requirements, and/or which contains material departures from the Customer Contract Details and/or General Conditions.

(a) **COMPLIANCE**

(i) **Customer Contract**

The Respondent must confirm whether it will comply with the Customer Contract (excluding the General Conditions and Schedules). If the Respondent will not comply with any clause of the Customer Contract, the Respondent must set out: (A) the clause it will not comply with; (B) the extent of non-compliance – including the alternative clause, if any, or a description of any changes it requires to the Customer Contract; and (C) the reason for non-compliance.	
RESPONDENT TO COMPLETE: Does the Respondent agree to the Customer Contract?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, provide details:	

(ii) **General Conditions / Schedules**

The Respondent must confirm whether it will comply with the General Conditions and Schedules. If the Respondent will not comply with any of the General Conditions and Schedules, the Respondent must set out: (A) the General Condition / Schedules it will not comply with; (B) the extent of non-compliance – including the alternative clause, if any, or a description of any changes it requires to the General Conditions / Schedules; and (C) the reason for non-compliance.	
RESPONDENT TO COMPLETE: Does the Respondent agree to the General Conditions/Schedules?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, provide details:	

PART B RESPONDENT TO COMPLETE AND RETURN THIS PART PART B

b) DISCLOSURES

(i) Participants (including subcontractors)

RESPONDENT TO COMPLETE: Is the Respondent acting as an agent or trustee for another person or persons?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:	
AND Is the Respondent acting jointly or in association with another person or persons?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:	
AND Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of the Services?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:	

(ii) Criminal Convictions

The Respondent must confirm that neither the Respondent nor any person included in the Specified Personnel has been convicted of a criminal offence that is punishable by imprisonment or detention.	
RESPONDENT TO COMPLETE: Has the Respondent or any person included in the Specified Personnel been convicted of a criminal offence that is punishable by imprisonment or detention?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, provide details:	



PART B RESPONDENT TO COMPLETE AND RETURN THIS PART PART B

5. QUALITATIVE REQUIREMENTS

The Customer will, in its Value for Money assessment, consider the extent to which the Offer satisfies the following Qualitative Requirements. The Customer reserves the right to reject any Offer that does not properly address and satisfy any of the Qualitative Requirements.

The Qualitative Requirements are not weighted equally. Refer to the % weighting (xx% weighting) for each Requirement listed below.

a) SUITABILITY OF PROPOSED SERVICES AND METHODOLOGY (40% WEIGHTING)

The Respondent must:

- (i) Demonstrate the proposed Services meet the description set out in Schedule 2 – Specification / Statement of Requirements;
- (ii) Demonstrate understanding of the requirements of the Request in an outline of its proposed methodology to meet the requirements, as set out in Schedule 2 – Specification / Statement of Requirements. Details of the methodology should include:
 - (A) the scope of work/requirements broken into components with the estimated number of hours required to complete each one;
 - (B) details of the roles of the Specified Personnel and an estimated percentage of time each will spend in completing the requirements; and
 - (C) a description of critical issues and quality control mechanisms to be used in undertaking the requirements; and
- (iii) Provide a timeframe for the delivery of the proposed Services, which identifies key dates and milestones and outlines how any timing requirements set out in Schedule 2 – Specification / Statement of Requirements will be met.

RESPONDENT TO COMPLETE:

Respondent to demonstrate suitability of proposed Services and Methodology.

b) SPECIFIED PERSONNEL (40% WEIGHTING)

The Respondent must:

- (i) Identify any proposed Specified Personnel and provide a brief curriculum vitae for each, including a description of professional accreditations, qualifications and experience;
- (ii) Describe the skills and industry experience of the proposed Specified Personnel with reference to air quality monitoring and the requirements set out in Schedule 2 – Specification / Statement of Requirements and the Specified Personnel's role in the proposed methodology; and
- (iii) Detail the availability of the proposed Specified Personnel for the Customer Contract during the Term.

PART B

RESPONDENT TO COMPLETE AND RETURN THIS PART

PART B

RESPONDENT TO COMPLETE:

Respondent to provide the Specified Personnel information required under this clause.

c) **ORGANISATIONAL CAPACITY AND DEMONSTRATED EXPERIENCE (20% WEIGHTING)**

- (i) The Respondent must demonstrate it has the organisational capacity to perform the Contract in a short overview of the company, its resources, systems and NATA accreditations, its major clients and an approximate number of similar contracts per year.

RESPONDENT TO COMPLETE:

Respondent to provide the organisational capacity information required under this clause.

- (ii) The Respondent must provide details of contracts for similar services for other clients, which are relevant to the requirements of this Request, including:
- (A) a detailed description of the services provided;
 - (B) similarities between the previous contract and this Request;
 - (C) when the previous contract was performed; and
 - (D) the outcome of the previous contract.
- (iii) The Respondent must also provide a minimum of two (2) referees in respect of the contracts detailed. Referee details should include the:
- (A) referee's name and position;
 - (B) company name;
 - (C) contact email address and telephone number; and
 - (D) contract or project title.

RESPONDENT TO COMPLETE:

Respondent to provide the demonstrated experience information required under this clause.

PART B

RESPONDENT TO COMPLETE AND RETURN THIS PART

PART B

6. CUSTOMER CONTRACT INSURANCE REQUIREMENTS

The Respondent must demonstrate that it has the insurances required under Schedule 1 – Customer Contract Details.

RESPONDENT TO COMPLETE

Does the Respondent have the insurance requirements set out in Schedule 1 – Customer Contract Details?

(Yes / No)

If **Yes**, the Respondent **must include** copies of its certificates of currency for the required insurance policies **and** complete the following table:

	Insurer	ABN	Policy No	Insured Amount	Expiry Date	Exclusions, if any
Public Liability Insurance						
Professional Indemnity						
Workers' Compensation including common law liability of \$50 million						
Motor Vehicle Third Party Liability						

OR

If **No**, does the Respondent confirm that prior to being awarded a contract, they will obtain the insurance policies set out in Schedule 1 – Customer Contract Details before the Commencement Date?

(Yes / No)

If **No**, the Respondent must provide the reasons why.

SCHEDULE 3 – PRICING – RESPONDENT TO COMPLETE AND RETURN THIS PART

SCHEDULE 3 PRICING

The Customer will, in its Value for Money assessment, consider the extent to which the Offer satisfies the following Offered Price and Pricing Requirements. The Customer reserves the right to reject any Offer that does not properly address and satisfy any of the Offered Price and Pricing Requirements.

(a) **OFFERED PRICE AND PRICE SCHEDULE**

- (i) The Respondent must include in the Offer this completed Schedule 3 – Pricing.
- (ii) The Respondent must state the basis of its Offered Price in Australian Dollars.
- (iii) The Offered Price will be deemed to include the cost of complying with this Request (including the Customer Contract Details) and the General Conditions and the cost of complying with all matters and things necessary or relevant for the due and proper performance of the Customer Contract. Any charge not stated as being additional to the Offered Price will not be payable by the Customer.
- (iv) If the Offered Price is consideration for a taxable supply under the GST Act, the Offered Price will be deemed to be **inclusive of all GST** applicable to the taxable supply at the rate in force for the time being.

RESPONDENT TO COMPLETE:

Price Table A – Total Costs for Ambient Air Quality Monitoring Program

Requirements	Specified Personnel			Cost (including GST)
	Name	Role	No. Hours	
Conduct of a site specific air quality monitoring program for 4 months				
Draft report preparation and feedback				
Delivery of the final report and deliverables				
Other costs associated with the provision of the specified service, if any. (Respondent to identify individual and their costs.)				
Travel to monitoring program site 1 hour's drive from Perth				
Equipment hire				
Monitoring equipment infrastructure setup				
Total Cost (Lump Sum) including GST				

Note: All costs must be fully declared in your response. Any costs that are not clearly identified in your response will not be accepted when approving payments under this contract.

SCHEDULE 3 – PRICING – RESPONDENT TO COMPLETE AND RETURN THIS PART

Price Table B – Rates for Additional Services, If Required

Hourly Rates for Specified Personnel			Hourly Rates (including GST)
Name	Title	Role	

- (v) The rates listed above shall also apply to any additional work agreed to by the Customer not included in Schedule 2 - Statement of Requirements / Specification but relevant to complete the Project.
- (vi) The Rate shall include but not be limited to, all normal business expenses, any regional or interstate phone calls or faxes, any travel in the Perth metropolitan area, and provision of all reports and advice.

Attachment 4-CONFIDENTIAL

Jacky Jurmann

From: Gilbert Flynn <GFlynn@hotchkinkanly.com.au >
Sent: Monday, 2 December 2019 2:42 PM
To: Jacky Jurmann
Cc: Peter Yates; Chadd Hunt; Ryan Hawkins
Subject: I92242 - RE: I91533 - BGC - Shire of Northam - Ms Jacky Jurmann - confidential communication
Attachments: Test info for shire.pdf
Follow Up Flag: Follow up
Flag Status: Flagged
SynergySoft: I92242

Hello Jacky,

I confirm your advice to me that by COB today you need to be provided with materials for inclusion in the next Shire meeting materials.

As discussed, it is and remains our client'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. If the DWER have not yet placed a tender for the additional monitoring, this should not be an impediment to the reconsideration due to occur in the December meeting.

The proposed new condition in the email below is and remains appropriate to ensure that the obligation to comply with DWER requirements is included in the conditions of approval – this will endure for the duration of the licence (as the DWER may impose new or varied conditions from time to time) hence the recommended licence duration of 10 years is not a material issue for the Shire. There may be movements to the regulatory regime within this time, including but limited to any that might arise from any additional monitoring currently being considered by the DWER. This monitoring would take months in any event, and so the results would not be known before a reconsideration even if the tender was already awarded (and we have no information in this regard)

Also as discussed at the conference, our client can provide monthly summary reports showing the results of its monitoring of PM10, and related data about wind speed and direction. This is not the "raw" data, rather a summary of the month's data in graphic form. An example is attached – this shows the data from January 2019.

A graph in this particular form is able to be provided monthly if this assists in a redetermination, as was discussed.

Accordingly, the proposal we suggest is put forward for the reconsideration is a new condition 13 (with the subsequent existing conditions being re-numbered)

"13. 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."

If the provision of a graphic of the monthly data is required to be a condition, this could be added to require a report in the form attached. However the provision of a graph was not intended to be a condition in the formal sense, as it was discussed at the meeting. Rather it was a proposal that allowed the Shire officers to have some visibility as to conditions at the quarry each month.

Please call if you wish to discuss this or require any clarification.

Kind regards

Gilbert Flynn
Partner
Hotchkin Hanly Lawyers

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From: Gilbert Flynn
Sent: Tuesday, 5 November 2019 5:16 PM
To: Jacky Jurmann <mgrplanning@northam.wa.gov.au>
Cc: Peter Yates <psy@bgc.com.au>; Chadd Hunt <emds@northam.wa.gov.au>
Subject: RE: I91533 - BGC - Shire of Northam - Ms Jacky Jurmann - confidential communication

Hello Jacky,

The idea is to locate the additional condition within the existing conditions in an appropriate position; adding a new condition 13 is in my view the right place. Condition 13 becomes 14 etc.; however condition 13 as it stands is also amended, becoming a 10 year period (and being re-numbered as condition 14). The other conditions are likewise re-numbered.

Re-numbering could be avoided of course if you were to add the new condition as "12A" for example; or adding it at the very end so existing numbers do not change.

As for other issues, I note that dust from all activities (and indeed dust from off-site) is captured by the existing monitors. Monitoring is of dust the quarry emits (and more often than not it emits less than enters the quarry site). It is measured against NEPM standards. Dust suppression generally is dealt with by the dust management plan. These matters can be clarified later.

I am instructed that our client will allow the matter to be deferred until the December meeting to see how the DWER tender progresses – we can file consent orders at SAT for the deferment of the reconsideration. However it

needs to be reconsidered at that point – if the DWER does not consider this issue to warrant the proposed further study because to issue is not believed to be an actual risk, then the reconsideration should still proceed.

Kind regards

Gilbert Flynn

Partner

Hotchkin Hanly Lawyers

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Hotchkin Hanly Lawyers ABN 24 118 761 161

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From: Jacky Jurmann [<mailto:mgrplanning@northam.wa.gov.au>]

Sent: Tuesday, 5 November 2019 4:32 PM

To: Gilbert Flynn <Gflynn@hotchkinhanly.com.au>

Cc: Peter Yates <psy@bgc.com.au>; Chadd Hunt <emds@northam.wa.gov.au>

Subject: RE: I91533 - BGC - Shire of Northam - Ms Jacky Jurmann - confidential communication

Hi Gilbert,

Thank you for your email.

In regards to your suggested condition, it was the Shire's understanding that the condition would be an additional condition on the Extractive Industries Licence, not a replacement.

Condition 13 cannot be replaced as it stipulates the time period of the Licence, and was to be the subject of Council's reconsideration should they accept the SAT's invitation.

Without certainty from the DWER that the monitoring will go ahead, it will be difficult for Council to reconsider their position. The condition you have drafted relies on compliance with a third party's requirements, namely the DWER. However, the Shire also has a role to ensure that any dust emissions from extraction activities that are not licensed by the DWER do not adversely impact nearby residents or the amenity of the locality.

We need to finalise the Report to Council today to ensure that it is included in the Agenda for the November OCM to meet the SAT deadline. An extension of time in these proceedings would enable further liaison with the DWER to seek confirmation that the monitoring will go ahead, which would support the request for reconsideration.

Regards,

Jacky Jurmann
Manager Planning Services, Shire of Northam
e: mgrplanning@northam.wa.gov.au
p: (08) 9622 6134 | m: 0429 397 102

From: Gilbert Flynn [<mailto:GFlynn@hotckinhanly.com.au>]
Sent: Tuesday, 5 November 2019 3:02 PM
To: Jacky Jurmann <mgrplanning@northam.wa.gov.au>
Cc: Peter Yates <psy@bgc.com.au>
Subject: I91533 - BGC - Shire of Northam - Ms Jacky Jurman - confidential communication

Dear Ms Jurman,

DRAFT CONDITION FOR INCLUSION IN A RECONSIDERED COUNCIL RESOLUTION

Pursuant to Order 2 of the SAT Orders on mediation, the following is put forward as a draft condition for inclusion in a council resolution on a reconsideration.

This draft condition reflects the current status of the proposed study of the Department of Water and Environmental Regulation (DWER), namely that it is subject to an application for tender and request for quote, however, there is yet to be a tender awarded or a study completed.

The proposition reflected in the proposed condition is that the applicant shall separately be required to comply with DWER conditions imposed and binding on the applicant, including those conditions that may be imposed (if any) following the completion of the study. The DWER remains the principle regulatory authority, however, and is the party that is responsible for enforcing compliance with the conditions that it may impose.

On this basis, the proposed condition should be included as a new condition 13 of the current conditions (following other conditions relating to the oversight of the DWER).

The proposed new condition 13 is:

“13. 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.”

The above condition captures any changes that may occur to the conditions imposed by the DWER on the applicant as a consequence of this study. This is intended to provide the Shire with the assurance it is seeking that the applicant is required to comply with those conditions as part of its extractive industry license.

Kind regards

Gilbert Flynn
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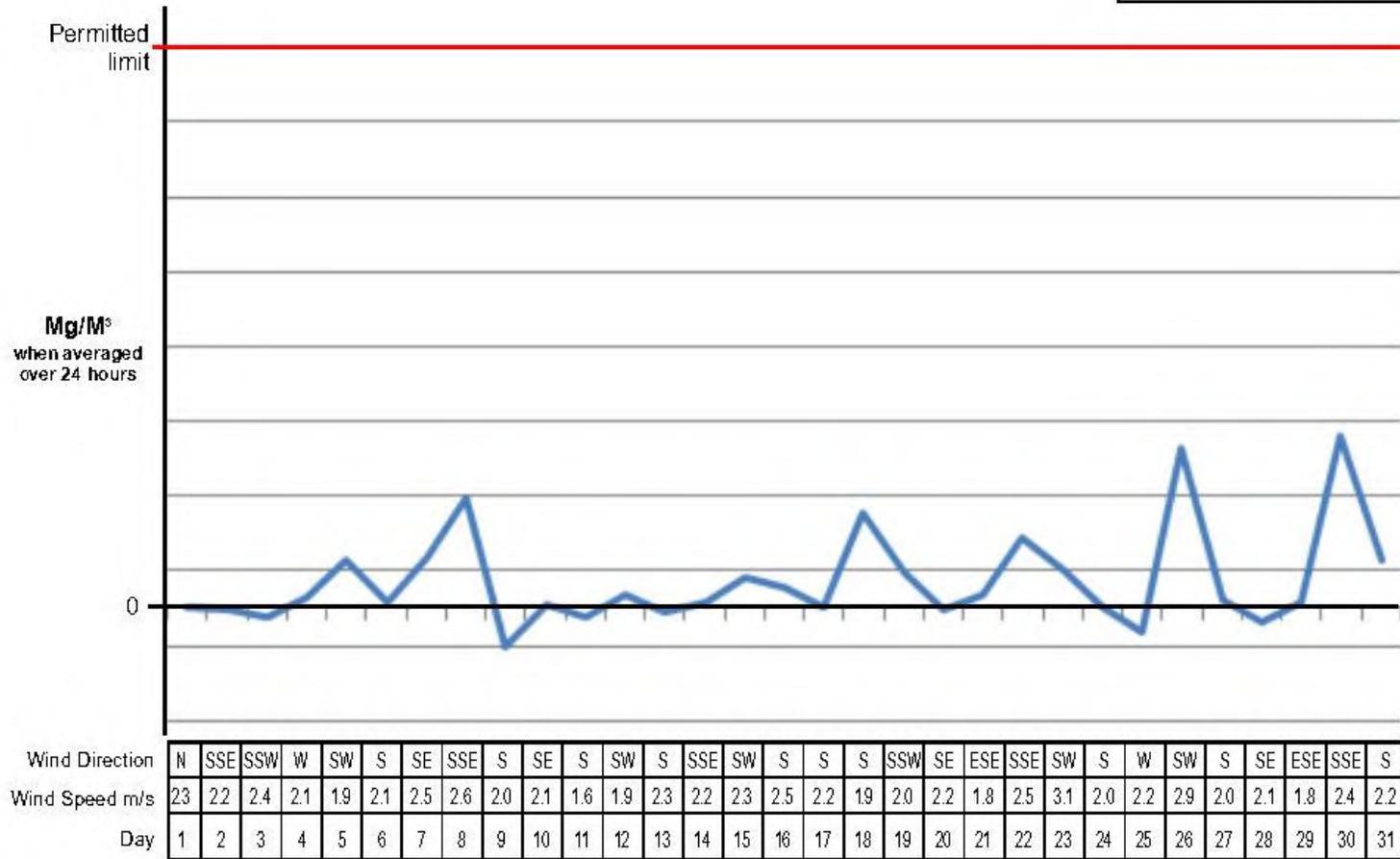
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January PM10 Data

Monthly Average - 7.38 mg/m³



11. REPORTS OF COMMITTEE MEETINGS

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

Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3834

Moved: Cr Antonio

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

CARRIED 10/0

Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3835

Moved: Cr Antonio

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.

CARRIED 10/0

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

4 December 2019

Audit Committee Meeting Agenda
4 December 2019



DISCLAIMER

These minutes are yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council.

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

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

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

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

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

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

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

Contents

1.	DECLARATION OF OPENING.....	4
2.	ELECTION OF PRESIDING MEMBER	4
3.	ATTENDANCE.....	4
	3.1 APOLOGIES.....	5
	3.2 APPROVED LEAVE OF ABSENCE	5
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES	5
	5.1 COMMITTEE MEETING HELD 9 OCTOBER 2019	5
6.	COMMITTEE REPORTS	5
	6.1 SHIRE OF NORTHAM AUDIT REPORT.....	5
7.	DISCUSSION WITH AUDITOR GENERAL.....	62
8.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .	63
9.	DATE OF NEXT MEETING	63
10.	DECLARATION OF CLOSURE	63

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
 - (i) 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**

TABLE OF CONTENTS

Statement by Chief Executive Officer	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Comprehensive Income by Program	4
Statement of Financial Position	5
Statement of Changes in Equity	6
Statement of Cash Flows	7
Rate Setting Statement	8
Notes to and forming part of the Financial Report	9 - 50
Independent Auditor's Report	51

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

Audit Committee Meeting Agenda
4 December 2019

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)	755,067	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		(5,269,554)	(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.

Audit Committee Meeting Agenda
4 December 2019

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	57,390
Education and welfare		1,253,200	1,291,387	1,315,874
Housing		51,619	44,568	48,041
Community amenities		2,583,699	2,626,194	2,612,903
Recreation and culture		343,506	408,753	424,602
Transport		1,406,905	1,403,196	866,918
Economic services		483,401	696,403	479,429
Other property and services		153,032	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		(1,332,894)	(1,265,540)	(1,269,806)
Health		(269,762)	(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)	(49,726)	(51,781)
		(131,437)	(133,094)	(144,292)
		968,328	(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)	(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
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)	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	1,698,187
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			
Rates	9,996,812	10,168,291	9,448,759
Operating grants, subsidies and contributions	4,884,372	4,579,720	4,388,585
Fees and charges	4,553,204	5,142,201	3,602,255
Interest received	423,101	391,500	399,214
Goods and services tax received	0	300,000	82,945
Other revenue	480,411	751,571	829,845
	20,337,900	21,333,283	18,751,603
Payments			
Employee costs	(8,564,061)	(8,063,630)	(7,985,164)
Materials and contracts	(3,935,406)	(5,931,974)	(5,262,536)
Utility charges	(979,356)	(952,576)	(1,016,244)
Interest expenses	(133,822)	(133,094)	(148,683)
Insurance paid	(504,551)	(475,846)	(449,755)
Goods and services tax paid	(168,977)	(300,000)	0
Other expenditure	(364,479)	(184,609)	(288,688)
	(14,650,654)	(16,041,729)	(15,151,070)
Net cash provided by (used in) operating activities	5,687,246	5,291,554	3,600,533
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment	(1,975,725)	(3,627,616)	(5,640,235)
Payments for construction of infrastructure	(10,894,955)	(17,616,432)	(4,806,690)
Non-operating grants, subsidies and contributions	5,019,568	7,223,845	4,534,499
Proceeds from self supporting loans	25,096	25,095	24,075
Proceeds from sale of property, plant & equipment	290,174	450,113	514,634
Net cash provided by (used in) investment activities	(7,535,842)	(13,544,995)	(5,373,717)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings	(227,382)	(227,382)	(227,610)
Proceeds from new borrowings	500,000	2,900,000	0
Net cash provided by (used in) financing activities	272,618	2,672,618	(227,610)
Net increase (decrease) in cash held	(1,575,978)	(5,580,823)	(2,000,794)
Cash at beginning of year	9,699,752	9,705,222	11,700,546
Cash and cash equivalents at the end of the year	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	6,793,808
	4,962,863	5,448,818	6,793,808
Revenue from operating activities (excluding rates)			
Coverance	291,144	35,400	74,973
General purpose funding	4,153,662	2,210,101	3,816,580
Law, order, public safety	493,351	670,214	463,593
Health	62,310	81,000	57,330
Education and welfare	1,266,346	1,379,009	1,315,874
Housing	51,619	44,568	48,041
Community amenities	2,583,699	2,670,382	2,612,903
Recreation and culture	343,596	408,753	467,111
Transport	1,406,904	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			
Coverance	(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	(269,782)	(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)	(2,689,611)	(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	268,532	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	5 493,701	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.

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 FAGs 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	2,966,700	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

Page 11

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	69,237
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.

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

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	8,630	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	226,123	10,794	(19,000)	217,917
(c) Housing reserve	260,151	5,357	0	265,508	259,498	5,066	0	264,565	253,650	6,501	0	260,151
(d) Office equipment reserve	101,474	3,261	(30,000)	74,735	101,059	1,881	(72,276)	30,771	67,417	4,057	0	101,474
(e) Plant & Equipment reserve	110,155	16,663	0	126,818	109,678	332,154	(315,854)	126,448	285,082	4,638	(179,595)	110,155
(g) Road and bridgework reserve	77,694	11,604	0	89,298	77,723	11,523	0	89,246	66,166	11,699	0	77,864
(h) Refuse site reserve	477,717	149,636	0	627,353	479,794	159,345	0	639,139	353,969	123,748	0	477,717
(i) Regional development reserve	91,711	1,869	(20,000)	73,600	91,481	1,793	(80,000)	13,274	89,419	2,292	0	91,711
(j) Spawsey reserve	144,623	2,978	0	147,601	144,261	2,328	0	146,589	141,009	3,614	0	144,623
(k) Community bus replacement reserve	63,115	1,299	(62,000)	2,414	63,105	1,439	(62,000)	2,538	52,534	10,561	0	63,115
(l) Septage pond reserve	191,911	75,174	0	267,085	191,439	74,975	0	266,415	312,287	6,124	(126,300)	191,911
(m) Killara reserve	375,985	11,741	(111,147)	276,579	375,494	11,360	(124,167)	262,677	236,719	136,256	0	375,985
(n) Stormwater drainage projects reserve	126,415	4,178	(100,000)	30,593	129,339	2,535	(100,000)	31,869	28,669	100,746	0	126,415
(o) Rec and Community Facilities Res	1,813,462	192,690	(1,421,775)	584,377	1,800,699	196,441	(1,886,228)	118,212	1,583,981	400,967	(221,516)	1,813,462
(p) Administration office reserve	682,795	13,007	(20,000)	665,802	661,211	13,546	(397,500)	367,257	677,002	15,793	0	662,795
(q) Council building & amenities reserve	308,807	61,937	(22,000)	348,744	308,750	61,631	(175,000)	195,381	8,778	342,044	(42,015)	308,807
(r) River town pool dredging reserve	303,982	66,256	0	370,238	303,220	56,945	0	360,165	296,385	7,567	0	303,982
(s) Parking facilities reserve	211,778	4,360	0	216,138	211,280	4,147	(85,000)	130,427	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	66,237	11,425	0	77,662	69,088	11,345	0	80,433	57,756	11,481	0	66,237
(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	20,634	0	61,151	40,463	20,793	0	61,256	20,002	20,515	0	40,517
	6,124,711	678,069	(1,798,522)	5,015,688	6,112,388	1,026,767	(3,217,758)	3,924,398	5,472,789	1,342,764	(640,842)	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.

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

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 Northern. 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) Retiulation scheme reserve	Ongoing	Provision for future replacement/upgrading of water reuse and retiulation 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 Shires 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	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
	3,308,497	3,408,443

Non-current

Pensioner's rates and ESL deferred	403,701	408,638
	403,701	408,638

	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
	3,308,497	3,408,443
Pensioner's rates and ESL deferred	403,701	408,638
	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
	15,758	16,818
(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
	360,723	174,553

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.

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

9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

2 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	3,674,746	30,913,602	34,588,348	49,155,015	154,644	4,000,102	1,154,882	1,875,431	56,140,074
Additions	0	0	0	257,651	4,013,906	4,271,557	4,271,557	694,759	673,669	0	0	5,640,235
(Disposals)	(306,691)	0	(306,691)	0	0	0	(306,691)	0	(300,060)	0	0	(606,691)
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	3,852,151	35,470,496	39,322,647	53,562,223	992,624	4,049,326	0	1,533,453	60,157,626
Comprises:												
Gross carrying amount at 30 June 2018	12,321,900	1,937,674	14,259,574	3,932,829	36,082,590	40,015,219	54,274,793	1,050,541	4,598,362	0	1,802,664	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	3,852,151	35,470,496	39,322,647	53,562,223	992,624	4,049,326	0	1,533,453	60,157,626
Additions	0	0	0	16,961	420,403	437,364	437,364	357,428	1,178,932	0	0	1,975,725
(Disposals)	(60,500)	0	(60,500)	0	0	0	(60,500)	0	(376,676)	0	0	(437,376)
Written 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	(56,602)	(891,616)	(948,218)	(948,218)	(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	38,967,425	53,117,799	1,107,655	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	3,961,591	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)	(3,028,223)
Carrying amount at 30 June 2019	12,212,700	1,937,674	14,150,374	3,784,420	35,183,005	38,967,425	53,117,799	1,107,655	4,437,636	0	1,390,694	60,063,216

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

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 metre/ 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.

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

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	31,008,725	941,973	0	145,220,614
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)	(380,922)	(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)	(587,806)	(28,435)	(423,804)	(80,575)	0	(3,048,585)
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	436,900	7,943,200	215,400	29,838,500	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	30,282,104	1,051,875	184,751	141,653,811
Accumulated depreciation at 30 June 2018	(1,819,270)	(155,781)	(79,113)	(84,224)	(587,806)	(28,435)	(423,804)	(80,575)	0	(3,048,585)
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	436,900	7,943,200	215,400	29,838,500	871,100	184,751	139,487,844
Additions	2,959,309	303,729	1,405,298	0	808,002	181,235	12,800,000	82,198	5,387,215	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)	(1,380,912)	(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	381,215	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	1,019,898	5,571,969	163,121,800
Accumulated depreciation at 30 June 2019	(1,380,912)	(145,214)	(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	381,215	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.

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

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

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

(c) Disposal of Assets

	2019		2018		2019		2018		2019		2018	
	Actual Net Book Value	Actual Sale Proceeds	2019 Actual Profit	2018 Actual Loss	Budget Net Book Value	Budget Sale Proceeds	2019 Budget Profit	2018 Budget Loss	Actual Net Book Value	Actual Sale Proceeds	2018 Actual Profit	2018 Actual Loss
Land - redeveloped	109,200	80,500	0	(28,700)	0	0	0	0	306,891	330,000	43,109	0
Buildings - specialised	16,277	0	0	(16,277)	0	0	0	0	0	0	0	0
Furniture and equipment	40,837	0	0	(40,837)	0	0	0	0	0	0	0	0
Plant and equipment	390,008	209,674	33,146	(213,490)	825,961	430,113	84,234	(160,082)	300,060	314,634	0	(135,426)
Infrastructure - Roadway Equipment	7,200	0	0	(7,200)	0	0	0	0	0	0	0	0
Infrastructure - Other	16,000	0	0	(16,000)	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 - Roadworks	3,800	0	0	(3,800)	0	0	0	0	0	0	0	0
	617,122	290,174	33,146	(350,094)	825,961	430,113	84,234	(160,082)	606,951	614,634	43,109	(135,426)

The following assets were disposed of during the year:

	2019		2018	
	Actual Net Book Value	Actual Sale Proceeds	2019 Actual Profit	2018 Actual Loss
Education and welfare				
NBata Commuter Bus	25,305	33,636	0	(12,572)
NBata Wheelchair Bus	27,400	60,546	33,146	0
Transport				
Mitsubishi Pajero PH1215	43,000	39,634	0	(6,366)
Volvo Backhoe Loader PH0906	95,000	15,064	0	(81,256)
4T Truck PH1221	99,621	20,636	0	(30,965)
Mini Tipper Truck PH1222	414,246	20,827	0	(15,009)
Unimog Wood Chipper PH2240	25,165	11,750	0	(17,365)
Husqvarna Ride on Mower	1,852	363	0	(1,349)
Other Plant and Equipment				
Toyota Coaster Bus PH009	30,997	40,846	0	(22,149)
	376,879	209,674	33,146	(200,391)
Other Property and Services				
Land under \$3000 purchase price				
Woolf	28,700	0	0	(28,700)
Recreation and culture				
209 Wigram Avenue	80,500	80,500	0	0
	109,200	80,500	0	(28,700)
Program				
Assets under \$3000 Woolf	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	86,692	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
FOR THE YEAR ENDED 30TH JUNE 2019

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
	3,668,158	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

	2018	2016
Current	\$ 279,983	\$ 224,381
Non-current	\$ 2,000,696	\$ 1,783,681
	\$ 2,280,679	\$ 2,008,062

(a) Repayments - Borrowings

Particulars	Interest Rate	30 June 2018					30 June 2019					30 June 2016				
		Actual Principal 1 July 2018	Actual New Loans	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding	Budget Principal 1 July 2018	Budget New Loans	Budget Principal repayments	Budget Interest repayments	Budget Principal outstanding	Actual Principal 1 July 2017	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding	
Recreation and culture																
Loan 223 Recreation Facilities	6.00%	232,363	0	122,513	12,002	130,830	232,362	0	122,513	15,099	130,049	367,976	115,413	20,002	232,363	
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	41,165	63,288	880,271	
Loan 226 Northam Aquatic Centre	1.88%	0	0	0	0	0	0	2,400,000	0	0	2,400,000	0	0	0	0	
Loan 227 New Northam Youth Space Transition	2.25%	0	300,000	0	2,434	300,000	0	300,000	0	0	300,000	0	0	0	0	
Loan 221 Activity Economic services	6.22%	0	0	0	0	0	0	0	0	0	0	13,280	13,280	673	0	
Loan 225 Victoria Oval	6.80%	703,850	0	35,898	49,332	667,990	703,850	0	35,898	49,736	667,990	737,538	33,680	31,701	703,850	
		1,816,692	300,000	202,287	124,066	2,114,408	1,816,691	2,900,000	202,287	125,600	4,514,404	2,000,230	203,538	135,744	1,816,692	
Self Supporting Loans																
Recreation and culture																
Loan 206 Northam Country Club	7.25%	9,263	0	6,128	524	3,215	9,263	0	6,128	624	5,237	15,038	5,698	999	9,263	
Loan 219A Northam Bowling Club	5.18%	182,007	0	18,967	6,227	163,041	182,007	0	18,967	6,270	163,040	200,328	18,375	7,549	182,007	
		191,270	0	25,095	7,381	166,256	191,270	0	25,095	7,494	166,277	215,443	24,073	8,548	191,270	
		2,008,062	300,000	227,382	131,437	2,280,671	2,008,062	2,900,000	227,382	133,094	4,680,681	2,235,673	227,610	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.

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

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	\$ 500,000	\$ 500,000	\$ 0	\$ 0	
				\$ 500,000	\$ 0	\$ 500,000	\$ 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	(4,867)	(537)
Total amount of credit unused	110,133	114,463
Loan facilities		
Loan facilities - current	279,965	224,351
Loan facilities - non-current	2,000,696	1,783,651
Total facilities in use at balance date	2,280,661	2,008,002

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.

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

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	1,282,763	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	14,794	22,000	13,035
Telecommunications allowance	34,427	35,000	41,435
	307,071	314,600	312,070

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
	991,009	969,490

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 guarantees 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
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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 of 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)	8,825	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							
CLGF 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 GEHG	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	1,924,515	1,016,945	(1,754,804)	1,186,656	404,686	(1,298,361)	292,981

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	3973,088	0	0	0	0	0	0	0	0	0
01 GRV Townside Residential	9.7975	4,017	56,675,019	5,885,276	2,361	2,967	5,690,504	5,946,660	155,943	0	6,003,203	5,850,553
02 GRV Northam Commercial/Industrial	10.7376	258	13,520,247	1,171,610	66,993	110,120	1,478,732	1,451,750	1,000	100	1,452,850	1,402,737
Unimproved valuations												
05 Agricultural Local	0.6072	375	195,735,013	822,446	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	37	15,669,997	118,585	209		118,794	118,585	3,000	100	121,585	114,275
Sub-Total		5,627	399,876,361	8,580,646	202,322	119,044	8,896,012	8,823,907	169,943	1,000	8,994,850	8,753,420
Minimum payment												
Gross rental valuations												
01 GRV Townside 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	46,168	0	0	46,168	47,073	0	0	47,073	48,870
Unimproved valuations												
05 Agricultural Local	923	71	6,007,016	65,533	0	0	65,533	65,533	0	0	65,533	60,635
06 Agricultural Regional	923	161	21,904,603	148,603	0	0	148,603	148,603	0	0	148,603	149,325
07 Rural Small Holding	923	7	348,003	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	866,960
Less Rates Written Off												(18,172)
		6,820	373,287,605	9,674,655	202,322	119,044	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

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

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

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	298,426	761,079	2,281,144
Loss allowance	4,622	4,403	3,861	70,787	83,673

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
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

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
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

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

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	48,691	0	(74,131)	0
Crossovers Bond	68,692	1,450	0	(65,342)	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	(248,350)	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
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

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 26(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
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2019

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

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

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.

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

30 OTHER SIGNIFICANT ACCOUNTING POLICIES

g) 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 if it is not expected to be settled within the next 12 months. Liabilities held for trading are classified as current or non-current based on the Shire's intentions 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 for 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 (third) statement of financial position as at the beginning of the preceding period in addition to the initial comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in the 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 13 requires the disclosure of fair value information by level of the fair value hierarchy, with categories of 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

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

Level 2

Measurments 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

Measurments 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 inputs 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 intangible assets, 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) whereby 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 revaluation model, such as roads, drains, public buildings and the like, an annual assessment of impairment is required. Rather AASB 116.31 applies and revaluation is used 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.

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

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

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

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	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

Audit Committee Meeting Agenda
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

11.2 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 12 DECEMBER 2019

Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3836

Moved: Cr Antonio

That Council receive the minutes from the Audit and Risk Management Committee meeting held on 12 December 2019.

CARRIED 10/0

Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3837

Moved: Cr Antonio

That Council endorse by Absolute Majority:

1. In accordance with Sections 5.53 and 5.54 of the Local Government Act 1995, accepts the Annual Report for the 2018/19 financial year; and
2. In accordance with Section 5.55 of the Local Government Act 1995, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Saturday, 21 December 2019.
3. Endorse that the untied surplus of \$30,754 be transferred to the Recreation and Community Facilities Reserve.

CARRIED 10/0
BY ABSOLUTE MAJORITY

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3838

Moved: Cr Antonio

That Council:

- 1. Holds the Annual Electors General Meeting on Wednesday, 22 January 2020 at 5.00pm in the Shire of Northam Council Chambers and authorise the Chief Executive Officer to give public notice of the meeting from Saturday, 21 December 2019.**
- 2. Adopt the 2019 Regulation 17 Review, undertaken by the Chief Executive Officer for systems and procedures relating to;**
 - Risk Management**
 - Internal Controls**
 - Legislative Compliance**

Subject to the following amendment:

- 1.3.3 - An action being identified to document the internal fraud risk and associated treatments within Promapp.**
- 3. Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the Regulation 17 Review.**
 - 4. Receive the report;**
 - 5. Refer works associated with the Arnold Street Access to the 2020/21 Budget Consideration List; and**
 - 6. Request the Chief Executive Officer to document a risk treatment signoff in Promapp for updating Motion Tracker to ensure that all Council decisions are documented and actioned appropriately.**

CARRIED 10/0

The Coordinator Governance / Administration left the meeting at 6.55pm and returned at 6.55pm.

Clarification was sought in relation to item 5 and this being added to the consideration list rather than the draft budget. The Chief Executive Officer advised that it is recommended to be included on the consideration list as Officers can assess whether there is a need for this.

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

12 December 2019

DISCLAIMER

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

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

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

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

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

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

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

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

Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES.....	4
2.2	APPROVED LEAVE OF ABSENCE	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES	4
4.1	COMMITTEE MEETING HELD 4 DECEMBER 2019	4
5.	COMMITTEE REPORTS	5
5.1	SHIRE OF NORTHAM 2018/19 ANNUAL REPORT	5
5.2	2018/19 ANNUAL ELECTORS GENERAL MEETING	12
5.3	REGULATION 17 REVIEW	16
5.4	NORTHAM AQUATIC FACILITY, ARNOLD STREET ACCESS.....	43
6.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .	46
7.	DATE OF NEXT MEETING	46
8.	DECLARATION OF CLOSURE.....	46

Audit & Risk Management Committee Meeting Minutes
12 December 2019



1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 4:02pm.

The Executive Manager Corporate Services entered the meeting at 4:02pm.

2. ATTENDANCE

Committee:

Shire President
Councillors

Cr C R Antonio
Cr A J Mencshelyi
Cr M P Ryan arrived at
4:22pm
Cr S B Pollard

Staff:

Acting Chief Executive Officer
Executive Manager Corporate Services
Accountant
Executive Assistant - CEO

C B Hunt
C J Young arrived at 4:02pm
Z Macdonald
A McCall

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

Nil.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 4 DECEMBER 2019

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.138

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That the minutes of the Audit Committee meeting held on 4 December 2019 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

Audit & Risk Management Committee Meeting Minutes
12 December 2019



5. COMMITTEE REPORTS

5.1 SHIRE OF NORTHAM 2018/19 ANNUAL REPORT

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.7.5
Reporting Officer:	Acting Chief Executive Officer, Chadd Hunt
Responsible Officer:	Acting Chief Executive Officer, Chadd Hunt
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes – public notice

BRIEF

For Council to consider and if acceptable receive the Annual Report for the year ended 30 June 2019 for the Shire of Northam.

ATTACHMENTS

The below attachment has been provided to Elected Members as a separate attachment to this agenda and minutes.

Attachment 1: Annual Report 2018/19 (supplied as a separate document).

A. BACKGROUND / DETAILS

The Annual Financial Report for the year ended 30 June 2019 was completed and presented to the Shire of Northam's auditor for audit. The Audit was completed and signed off on 5 December 2019.

Section 5.54 'Acceptance of Annual Reports' of the Local Government Act 1995 requires an Annual Report to be accepted by Council by 31 December in each year unless the Auditors Report is not available in time. The Local Government Act 1995 Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December then it must be presented within two (2) months of the Auditors Report becoming available.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

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

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

- Improve community access to information to ensure they are able to be informed of our activities;
- Encourage active community participation in our local government;
- 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.

B.2 Financial / Resource Implications

It is estimated that advertising costs for the availability of the Annual Report and Annual Electors General meeting will be approximately \$1,500.00 including GST which will be charged to account 040521920 (Advertising).

B.3 Legislative Compliance

Local Government Act 1995 Section 5.53 Annual Reports:

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

Audit & Risk Management Committee Meeting Minutes
12 December 2019



- (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
 - (i) 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.

Local Government Act 1995 Section 5.55 Notice of Annual Reports;

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Should the 2018/19 Annual Report be endorsed at the Ordinary Council meeting held on 18 December 2019, it is intended that local public notice be published advising of the Annual Electors Meeting and 2018/19 Annual Report availability. The notice shall be placed into the following;

- West Australian – Saturday, 21 December 2019;
- Avon Valley Advocate – Wednesday, 8 January 2020.

Notices will also be placed on our Notice Boards, Facebook and the Shire of Northam website.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



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 the Audit Committee annually 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

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.

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)	

Council is requested to accept the Annual Report for the year ended 30 June 2019 for the Shire of Northam.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Cr M P Ryan entered the meeting at 4:22pm.

RECOMMENDATION

That Council endorse by Absolute Majority;

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2018/19 financial year; and
2. In accordance with Section 5.55 of the *Local Government Act 1995*, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Saturday, 21 December 2019.

ABSOLUTE MAJORITY VOTE OF SIX (6) REQUIRED

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.139

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council endorse by Absolute Majority;

1. In accordance with Sections 5.53 and 5.54 of the *Local Government Act 1995*, accepts the Annual Report for the 2018/19 financial year; and
2. In accordance with Section 5.55 of the *Local Government Act 1995*, authorise the Chief Executive Officer to give public notice of the availability of the Annual Report from Saturday, 21 December 2019.
3. Endorse that the untied surplus of \$30,754 be transferred to the Recreation and Community Facilities Reserve.

**CARRIED 4/0
BY ABSOLUTE MAJORITY**

Discussion was held around the asset consumption ratio and how this is based on fair value. It was outlined that this was different in previous years however the calculation now used is a more accurate reflection of the replacement costs. It is not believed this ratio will vary substantially however there could be an impact on buildings e.g. if property values increase/decrease at the next fair valuation.

Discussion was held around the extra workload associated with the process involving the Office of the Auditor General (OAG). It was advised that this was due to a range of matters including:

- Advice from Council's Auditor and the OAG varying which caused confusion and re-work.
- Matters which were new and required staff to calculate which in some cases was time consuming.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



- Amendments were required, for example with Council's grants. These are recorded as accrued income as the funds were not received but the expense was incurred. There is a signed contract in place ensuring the commitment to receiving the income.. The OAG believed this is not the correct method to record grants until the contract is completed. The OAG accepted this method with the Building Better Region Fund, but not the Department of Sport and Recreation this resulted in some inconsistencies and extensive discussion.
- The requirement to take off all assets under \$5,000. As items were reflected at fair value in the asset register, not purchase cost, significant time was spent on this process. This was a once off. Once staff had identified the purchase cost, they then had to calculate the depreciation for the year and reduce the year to date depreciation and written down value to write off. It was a time consuming process however it didn't alter the financial report.
- Amendments to how bonds/trusts are held. The OAG required that all bonds, other than Public Open Space, be moved into the municipal account. This will result in ongoing additional work to manage however staff will document a process for this. It was also advised that a policy will be presented to Council on how to manage the interest received from these bonds/trusts.
- Overall it was noted that there was extra accounting work as opposed to the audit aspect.

Discussion was held around pre-paid rates at the 30th June. It was advised that this is still a liability at 30 June 2019 however is to be reported as of 1st July. The OAG advised that this can be reported from 1st January when the accounting standards came into effect or by the financial period, however then advised that it must be based on the financial period to ensure consistency. This has to be accounted for as revenue but comes into effect as of 1st July, 2019 which result in a difference between the opening and closing surplus.

Discussion was held around the \$30,754 being unallocated. It was advised that this is untied surplus. The application of the policy for untied surplus requires this to be allocated to reserve, debt reduction or a one off project. It was advised at this stage this is unallocated as it is believed that this will be needed at budget review due to the reduction in the FAGs Grant. There was discussion about placing this into the Recreation and Community Reserve to comply with the policy. Discussion held around complying with the policy in the first instance and then if this is required at budget review it can be sourced from reserve accordingly.

Cr M P Ryan left the meeting at 4:28pm and returned at 4:28pm.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



5.2 2018/19 ANNUAL ELECTORS GENERAL MEETING

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.7.1
Reporting Officer:	Chadd Hunt, Acting Chief Executive Officer
Responsible Officer:	Chadd Hunt, Acting Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes – public notice

BRIEF

For Council to consider and endorse the date for the Annual Electors General Meeting set by the Acting Chief Executive Officer.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Annual Electors General Meeting is to be held within 56 days of the local government accepting the Annual Report.

A requirement of setting the date is that 14 days local public notice is required for advertising the meeting. Providing the Annual Report is endorsed at the Ordinary Council Meeting held on 18 December 2019, it is recommended that this be held prior to the January Council Meeting which is scheduled on 22 January 2020.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership

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

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

Audit & Risk Management Committee Meeting Minutes
12 December 2019



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

- Improve community access to information to ensure they are able to be informed of our activities;
- Encourage active community participation in our local government;
- 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.

B.2 Financial / Resource Implications

It is estimated that advertising costs for the availability of the Annual Report and Annual Electors General meeting will be approximately \$1,500 including GST which will be charged to account 040521920 (Advertising).

B.3 Legislative Compliance

Local Government Act 1995 Section 5.27 Electors' general meetings;

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government (Administration) Regulation No 15 Matters for discussion at general electors' meetings - s. 5.27(3)

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Local Government Act 1995 Section 5.29 Convening Electors' Meetings;

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under

Audit & Risk Management Committee Meeting Minutes
12 December 2019



section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Providing the 2018/19 Annual Report is endorsed at the Ordinary Council Meeting held on 18 December 2019. It is intended that public notice shall be placed into the following;

- West Australian – Saturday, 21 December 2019;
- Avon Valley Advocate – Wednesday, 8 January 2020.

Notices will also be placed on our Notice Boards, Facebook and the Shire of Northam website.

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 the Audit Committee annually 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

Council is requested to endorse the date proposed, in accordance with the Local Government Act, for the Annual Electors Meeting.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.140

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council holds the Annual Electors General Meeting on Wednesday, 22 January 2020 at 5.00pm in the Shire of Northam Council Chambers and authorise the Chief Executive Officer to give public notice of the meeting from Saturday, 21 December 2019.

CARRIED 4/0

Audit & Risk Management Committee Meeting Minutes
12 December 2019



5.3 REGULATION 17 REVIEW

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.7.1
Reporting Officer:	Colin Young, Executive Manager Corporate Services
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 the audit committee to receive the Regulation 17 Review report that was conducted by the Chief Executive Officer between the 4 November and the 22 November 2019.

This report aims to establish an ongoing level of accountability to ensure that Council's risk management, internal controls and legislative compliance is appropriate and effective.

ATTACHMENTS

ATTACHMENT 1: Regulation 17 Review.

A. BACKGROUND / DETAILS

Section 17 of the Local Government (Audit) Regulations requires the Chief Executive Officer to review the appropriateness and effectiveness of the Council's systems and procedures as they relate to the following areas:

- Risk management
- Internal controls, and
- Legislative compliance

The Chief Executive Officer carried out the review internally, the attached report is supplied to Council with the findings and recommendations.

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.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



B.2 Financial / Resource Implications

Staffing resources are required in order to action the recommendations detailed within the Regulation 17 review.

B.3 Legislative Compliance

Local Government (Audit) Regulations 1996 Section 17 sets out the following:

17. CEO to review certain systems and procedures
 - (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
 - (2) The review may relate to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
 - (3) The CEO is to report to the audit committee the results of that review.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Executive Management and relevant Officers as required to carry out the review.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A		
Health & Safety	N/A	N/A	N/A
Reputation	Potential damage to reputation if Regulation 17 Review not carried out.	Low (2)	Continual improvement
Service Interruption	N/A	N/A	N/A
Compliance	Council may be at risk of not generating continuous improvement, better practice, good governance	Medium (3)	Ensure actions identified are addressed

Audit & Risk Management Committee Meeting Minutes
12 December 2019



	and legislative compliance.		
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

In assessing the Council's risk management, internal controls and legislative compliance a risk based approach has been applied to assert identifiable risks from the following areas;

- Risk management
- Internal controls, and
- Legislative compliance

The assessment undertaken looked at potential causes of risk to Council within each of these areas, the key controls which currently exist to mitigate the risk, an assessment of the quality of the controls and an overall assessment of the risk rating for the area. Additionally the assessment looked at the key indicators currently in place to ensure we are monitoring the controls and a risk tolerance level, which implies the organisations appetite for risk in each of the areas. Finally, the report / assessment undertaken identified the actions required to improve areas which are deemed inadequate or requiring attention.

There are a number of areas highlighted within the report that have been assessed as requiring either updating or improvement. These are clearly identified within the appended report, along with the necessary strategies to bring these up to an acceptable standard.

Each of the areas that require improvement will receive attention to ensure that adequate controls/documentation are in place into the future.

The report also highlights positive outcomes, with the Shire being proactive in the management of risk, internal controls and legislative compliance.

RECOMMENDATION

That Council adopt the 2019 Regulation 17 Review, undertaken by the Chief Executive Officer for systems and procedures relating to;

- Risk Management
- Internal Controls
- Legislative Compliance

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Discussion was held around whether an additional item was required in the recommendation to require the Committee to work with CEO to identify a timeline to action the identified actions. It was advised that it is recommended to report the actions in the same format as other audits, as a table. Reviews of which items have been undertaken, this includes reporting on the progress to each committee meeting until all actions are completed.

Discussion was held around whether four meetings a year is sufficient. It was advised that meetings are held as needed. It was noted that if the meetings are held too frequently, it will not give staff sufficient time to complete the actions identified from the review. It was advised that there is no issue calling extra meetings if these are required.

Discussion was held around the process for undertaking the review. It was advised that the CEO put together the document and then circulated this to staff to provide their comments. Once these were received, samples were requested to check the items. Concerns were raised in relation to self-auditing, it was advised that this was more of a combined effort.

It was noted that there has been several audits undertaken over the past 3 years. The Financial Management Review was undertaken in May which was a duplication of some of the items being audited in this review. Clarification was sought in relation to the frequency of this review and whether there has been a heavy audit workload. It was advised that this review is undertaken at least every three years and the workload is no more than usual.

Discussion was held around the following actions:

- WALGA risk policy and how this can be further improved by including further risk tolerances. It was queried who will complete this (i.e. Committee or CEO). It was advised that staff will provide timeframes for actions to be completed and report this to the committee. It is believed that given this is the CEO's policy, amendments will be made and then be presented to the Audit Committee for consideration.
- The testing of the Business Continuity Plan. It was advised that this was tested in a real life scenario when IT was down, from a cyber attack, it was tested. Apart from this, it is not believed to be tested since the plan was first developed.
- Fraud action to be taken. It was advised that this is assessed daily however there is nothing formally documented for this. An overview was provided of the Promapp Risk Module detailing how risk are identified and managed through treatments. It was acknowledged that there is a risk identified for external fraud and theft however nothing documented

Audit & Risk Management Committee Meeting Minutes
12 December 2019



for internal fraud. It was raised that a risk and associated treatments could be documented for this item. Discussion was held around the framework and purpose of this, i.e. provides the overarching guideline however is not necessarily detailed currently.

- A typographical error was identified in section 1.2, it was raised that, '20120' should be listed as '2020'.
- Variations for major projects. Discussion was held around the definition of a variation and the recent example with the Aquatic Facility project was discussed. The 'Manage Major Projects' process was demonstrated to the Committee which details variations and includes a form for approving these. It was suggested that the approval section require two signatories for each variation.
- Section 2. It was raised that the reference to 'tax invoice' should be amended to 'invoice' as it is not a tax invoice if the business or individual is not registered for GST. It was advised the word 'tax' will be removed.
- Section 2.1, payment of creditors, item 1. It was raised that the word 'Officers' need to be added after the word 'Creditors'.
- It was raised whether payments are in accordance with the contract terms and whether any associated documents are attached. It was confirmed that payments are in accordance with the contract terms, an overview was provided of the payment process which requires all documents to be attached to the payment and invoice.
- Section 2.8 and the two actions detailed. It was advised that this relates to petty cash and the actions listed are proposed to ensure a consistent process for managing petty cash across the Organisation.
- Section 3.3, complaints management process. It was advised that amendments are recommended to include provisions around the treatment of confidential and anonymous complaints.

The Acting Chief Executive Officer and Cr M P Ryan left the meeting at 4:58pm.

Cr M P Ryan returned to the meeting at 5:19pm.

The Acting Chief Executive Officer returned to the meeting at 5:25pm.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.141

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council:

1. Adopt the 2019 Regulation 17 Review, undertaken by the Chief Executive Officer for systems and procedures relating to;
 - Risk Management
 - Internal Controls
 - Legislative Compliance

Subject to the following amendment:

- 1.3.3 - An action being identified to document the internal fraud risk and associated treatments within Promapp.
2. Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the Regulation 17 Review.

CARRIED 4/0

Attachment 1



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Regulation 17 Review

Author: Chief Executive Officer, Jason Whiteaker



Contents

1. Risk management4

1.1 Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;4

1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;5

1.3.1 Potential non-compliance with legislation, regulations and standards and local government's policies;5

1.3.2 Litigation and claims.6

1.3.3 Misconduct, fraud and theft;6

1.3.4 Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the Local Government;11

1.4 Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;11

1.5 Assessing the adequacy of Local Government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;11

1.6 Reviewing the effectiveness of the local government's internal control system with management and the internal auditors;12

1.7 Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;12

1.8 Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;12

1.9 Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;13

1.10 Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.13

2. Internal control14

2.1 Separation of roles and functions, processing and authorisation;15



Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



2.2 Control of approval of documents, letters and financial records;17

2.3 Limit of direct physical access to assets and records;17

2.4 Limit access to make changes in data files and systems;18

2.5 Regular maintenance and review of financial control accounts and trial balances;18

2.6 Comparison and analysis of financial results with budgeted amounts;18

2.7 Report, review and approval of financial payments and reconciliations; and18

2.8 Comparison of the result of physical cash and inventory counts with accounting records.18

3. Legislative compliance19

3.1 Reviewing the annual Compliance Audit Return and reporting to council the results of that review;19

3.2 How management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;20

3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;20

3.4 Obtaining assurance that adverse trends are identified and review management's plans to deal with these;20

3.5 Reviewing management disclosures in financial reports of the effect of significant compliance issues;20

3.6 Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and20

3.7 Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.21

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



The Department of Local Government, Sport and Cultural Industries provide an operation guideline (No.9), which focuses on audit committees. As part of this guideline, appendix 3 provides a framework for Chief Executive Officers in conducting the required Regulation 17 review. This guideline has been used as the basis for undertaking this review in 2019.

On the previous two occasions this review has been undertaken, being 2016 and 2013, external groups have been utilised. On this occasion the Chief Executive Officer has undertaken the review, it is anticipated in future years external groups will be utilised to provide fresh perspectives and insights.

1. Risk management

Internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

1.1 Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;

Council has recently adopted the use of a software application, Promapp, to use as the basis for developing, monitoring and reporting on controls within its risk register.

The use of the Promapp system is supported by the recently adopted Risk Policy which provides a detailed framework as to how risks are identified and considered for inclusion of the organisational risk register.

In essence risks are identified and assessed formally through a range of mechanisms including;

- Council reports
- Council plans
- Council projects

Any risks identified as being high or extreme are automatically escalated to the Shire of Northam risk register in Promapp. The Shire of Northam Audit & Risk Committee are provided with reports on the Council risk register. These reports are a full disclosure of the risk register annually and a report on non-compliance with risk mitigation action timeframes at each meeting of the committee.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



Action to be taken:

Review Risk Policy - While the risk policy is relatively recent, it is felt it could be improved by further defining the Councils risk tolerances.

1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;

The Shire of Northam has a current business continuity plan, adopted in 2016. The plan is due for review in 2020. While the business continuity plan is in place and an IT Disaster Recovery is briefly referenced in the Business Continuity Plan, the detail is considered insufficient. Further to this there are no formal mechanism in place to test the recovery of data.

Action to be taken:

- 1. Business Continuity Plan needs to be tested annually to ensure efficacy;**
- 2. IT Disaster Recovery Plan to be developed and implemented by the Shire of Northam including a mechanism for annual testing. This will require the development of an ICT test environment separate from our live environment and will also provide for the mirroring of systems and data to alternative office locations for the purpose of training as well as testing and Disaster Recovery.**

1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;

1.3.1 Potential non-compliance with legislation, regulations and standards and local government's policies;

The Promapp risk system provides for compliance reporting/sign off for all risk treatments. In relation to potential legislative non-compliances a monthly compliance calendar has been developed and is audited by the Governance Officer which is also signed off monthly. Any non-compliances are brought to the attention of the relevant Executive Manager and Chief Executive Officer.

In relation to policy, application thereof is monitored at a number of levels;

- Reporting to Council – a separate section relating to policy application is provided, this ensure staff are actively reminded of need to assess policy implications
- Purchasing Policy – The Promapp risk system has documented the process with attached current documentation and checklists to ensure the purchasing policy is adhered to. All checks and balances and authorisations are in place, including a section to cover exceptions where non-compliance to the policy occurs. Only authorised purchases are processed and paid
- General Policy – All critical processes within the Shire of Northam are mapped utilising the Promapp system. As part of the mapping a procedure is in place for each of the processes, which includes links and references to all key policies.

1.3.2 Litigation and claims.

Council has a documented process and procedure in place for the management of insurance claims.

1.3.3 Misconduct, fraud and theft;

Fraud

The WA Office of the Auditor General has recently undertaken an audit of a select number of local authorities. While the Auditor General acknowledges their assessment framework is not exhaustive, it has been used for the purposes of this report to Council;

Objective	Principle	What we would expect	Chief Executive Officer Comment
Planning Develop a coordinated approach to manage fraud risks	Risks are understood	<ul style="list-style-type: none"> • Fraud risks across organisations are assessed, documented and controls are put in place. 	<ul style="list-style-type: none"> • Not formally assessed
	Approach is documented	<ul style="list-style-type: none"> • Fraud and Corruption Control Plan (Plan) is in place and reviewed at least once every 2 years. 	<ul style="list-style-type: none"> • Not in place
	Internal audit considers fraud risks	<ul style="list-style-type: none"> • Audit committee engages with internal audit plan to ensure fraud 	<ul style="list-style-type: none"> • Is existing. However audit committee would be recommended to

Objective	Principle	What we would expect	Chief Executive Officer Comment
		risks are considered.	take a more proactive approach in developing the internal audit framework
Prevention Create a fraud resistant organisation	Policy framework is in place Internal controls are in place	<ul style="list-style-type: none"> Integrity policies (such as Codes of Conduct and Conflicts of Interest) are appropriate, clearly written and available. Staff regularly engage with integrity policies. For example, signing yearly an understanding of the Code of Conduct. Fraud prevention and awareness training, newsletters and presentations are used to communicate entities ethical standards to staff. Business processes, especially those assessed as higher risk, have controls that are well documented, updated and understood by all staff. Entities verify and identify the credentials of all new employees and employees transferring to 	<ul style="list-style-type: none"> Various policies / codes of conduct are already in place. Staff are required to review and sign off code of conduct annually Integrity provision within purchasing policy, which forms part of the documented purchasing process No fraud prevention training has been undertaken in recent times. High risk business processes have been mapped with supporting procedures. Staff are constantly required to review and apply processes. Processes are web based and readily available Selected new employees have their credentials verified.

Objective	Principle	What we would expect	Chief Executive Officer Comment
		<p>areas of higher risk, including:</p> <ul style="list-style-type: none"> o verify necessary qualifications o review of past work history and referee checks o criminal background checks o confirm professional memberships are valid. <ul style="list-style-type: none"> • Supplier credentials are checked, particularly for high-risk or high value purchases, including: <ul style="list-style-type: none"> o Confirm ABN o confirm directors are not bankrupt or disqualified. 	<ul style="list-style-type: none"> • Copies of all relevant qualifications are received and checked during induction. • An induction checklist is in place to ensure all job specific qualifications required are in place and valid. • All new employees have to have a police clearance before they are offered employment with the Shire. • Referee checks are carried out on all new employees. • Credit applications are checked for legitimacy using the ATO ABN lookup website. A copy of the status and trading name is printed to accompany the credit application. • Where there is a change in banking details, either on the creditor invoice or by email, the creditor is called using the existing details from Synergy, to confirm they are true and correct. The checking officer will sign the bank details notification

Objective	Principle	What we would expect	Chief Executive Officer Comment
			<p>to identify authentication has been carried out.</p> <ul style="list-style-type: none"> Where the amounts involved are large capital projects due diligence in the past has been undertaken using a third party. Once the outcome is scrutinised and the commitment is endorsed, a project bank account has been utilised. The Creditor supplies a list of sub-contractors to be paid. Both parties authorise the payments to these contractors to ensure payment is made to third parties in a timely fashion.
<p>Detection</p> <p>Entities are ready to detect fraud</p>	<p>Detection systems are in place</p>	<ul style="list-style-type: none"> Entities should implement detection systems, as appropriate to their business needs, to identify potential fraud as soon as possible. Multiple avenues are in place for staff, the public and suppliers to report concerns. Reporting processes are well advertised, and include anonymous options. 	<ul style="list-style-type: none"> Procedure controls have been set up in all areas where fraud is considered to be a risk. Information available on the Shire's website relating to Public Interest Disclosures including responsibilities, how to report, process etc. View here. Information available on the Shire's website relating to lodging options.

Objective	Principle	What we would expect	Chief Executive Officer Comment
Response Entities are ready to respond to potential fraud	All information is considered	<ul style="list-style-type: none"> Entities should implement processes to record, analyse and escalate all incidents. Processes are in place to review internal controls after incidents. 	<p>complaints. View here.</p> <ul style="list-style-type: none"> Detection systems in place through receiving complaints, public interest disclosures, internal audits, disclosure of interest processes, primary / annual returns Developed / mapped a process to manage Public Interest Disclosures. View here. Developed / mapped a process to manage staff misconduct. View here.

Action to be taken:

In accordance with the Department of Local Government I/T framework, policies and procedures are to be developed, outlining terms and conditions in respect to personally owned devices, and access to documented and approved policies implemented and monitored on an ongoing basis.

Policies and procedures relating to access and use of Shire CCTV systems also needs to be developed, documented, approved, implemented and monitored.

Related ongoing and/or planned projects include (but not limited to):

- Access to the Shire's network requiring a user to single-click an acknowledgment notification relating to terms of (fair) use and activity monitoring before access to Shire resources is granted. This will assist with the protection of the Shire as an organisation in relation to indemnity and liability related to any incidents of misconduct, fraud, theft, workplace bullying, etc.
- Simplified wireless network access in all offices, segregated into Staff, Councillors, Services (such as retic and security), and Guest layers

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



that can be utilised by Shire resources as well as Bring Your Own Device (BYOD).

- Data encryption of all mobile Shire resources such as laptops, tablets, mobiles, and USB drives.
- "Follow me" printing and simplified user workstation access that allows all staff to access print resources, scanned data, usual/favourite browser links and shortcuts (etc) from any workstation within the organisation.

It is recommended that a risk be identified within Promapp to document the internal fraud risk along with any associated treatments to manage this.

1.3.4 Significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the Local Government;

Captured in the organisational risk register which is reported to the audit and risk committee

1.4 Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;

In accordance with newly adopted Council policy, risks register non compliances are reported to the Audit Committee for their information/action.

The risk register is reported to the Audit Committee by exception, focusing on the top ten risk each quarter (by score).

1.5 Assessing the adequacy of Local Government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;

Following mitigation actions in place within risk register;

1. Review of past 5 year Insurance performance (comparing premium contributions against claims). May result in assessing a range of factors including current level of cover, excesses and structure of workers compensation premium
2. Insurance coverage reviewed internally prior to presenting to Chief Executive Officer for sign off

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



3. Insurance coverage assessed independently for adequacy (ever two years)

1.6 Reviewing the effectiveness of the local government's internal control system with management and the internal auditors;

1. It is considered that the Shire of Northam has a strong level of internal control over management of both strategic and operating risks, utilising the Promapp software package;
 - a. Risks identified
 - b. Risk treatment is recorded in Promapp, which includes sign off owners, frequency of review, due date
 - c. Promapp generates automatic email to sign off owners on due date.
 - d. Owner required to sign off and insert comment, may also be required to provide an attachment
 - e. In event owner does not sign off in required timeframe escalation email is sent to the risk owner.
 - f. All outstanding / overdue treatments are reported monthly to Executive Management meeting
 - g. All outstanding / overdue treatments are reported quarterly to Audit & Risk Committee

1.7 Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;

The newly adopted Policy in relation to risk management provides clear guidance on assessing risk and how matters are escalated into the organisational risk register.

Key risks are identified through a range of areas, being Council reports, project plans, Council plans & strategies.

1.8 Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;

Council has an adequate procurement framework in place, which is underpinned by the Promapp procurement process. The process and associated procedure provide a full and extensive guide to procurement within the Shire of Northam including identifying and linking to key elements of the framework including legislation, policy and internal guidelines.

A review of the tender variation process has been carried out, currently the variation form is to be signed by the project manager and the Chief

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



Executive Officer, the procedure does not address the situation if the Chief Executive Officer is the project manager.

ACTION TO BE TAKEN

Cost Variation Form – Add the following comment: 'In the event that the CEO is project manager, the variation is to be authorised or approved by another executive or a project superintendent, effectively requiring two signatures'

1.9 Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment;

The Promapp system allows for, and promotes, the continual identification and implementation of improvements or changes in control environments. This being the case immediate improvements are suggested and assessed by process owners as soon as staff become aware. In addition to this processes are required to be reviewed and signed off by process owners on an annual basis.

Additionally the Executive Management Team review risks and outstanding treatments monthly, whilst a report is provided quarterly on any outstanding treatments to the Shire of Northam Audit & Risk Committee. A full copy of the risk register is provided to the Audit & Risk Committee annually for review.

1.10 Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

The following fraud and misconduct risks have been identified;

Internal

- Corporate card misuse, such as payment for personal expenses
- Fictitious names on the payroll system.
- Delayed terminations.
- Abuse of position and power, including accepting or offering bribes or gifts.
- Nepotism.
- Submitting false travel claims.
- Consistently recording incorrect hours of work on timesheets.
- Unauthorised use of Shire vehicles.
- Fuel card misuse

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



- Theft or unauthorised use of public funds or physical resources, such as office supplies and stationery.

External

- Customers deliberately claiming benefits for which they are ineligible.
- External providers making claims for services that were not provided.
- The provision of false or misleading information. Failure to provide information when obliged to do so.
- Inappropriate influence over grants and funding applications.
- Manipulation of a procurement process.

Collusion

- Inappropriate involvement with suppliers, including unlawful or unauthorised release of information.
- Knowingly making or using forged or falsified documentation.
- Failing to declare and appropriately manage conflicts of interest.

The treatment strategies in place for these identified risks is varied ranging from adequate to inadequate.

Action to be taken:

Development of a Fraud and Misconduct Control Framework to be endorsed by the Audit & Risk Committee.

2. Internal control

Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

An effective and transparent internal control environment is built on the following key areas:

- Integrity and ethics;
- Policies and delegated authority;
- Levels of responsibilities and authorities;
- Audit practices;
- Information system access and security;
- Management operating style; and
- Human resource management and practices.

The following are the controls that have been reviewed:

- Ledger Reconciliations monthly signed and dated by Officers and Managers

- Audit reports signed by Accountant for payroll, creditors, debtors, and payroll
- ABN's checked on receipt of a new creditor application to ensure the business is legitimate
- Credit card statements signed and authorised by the card holders, Executive Managers and the CEO (all statements are co-signed by the CEO and the Executive Manager Corporate Services Co-signs the CEO's statement.)
- Signed receipt is given to the deliverer of cash from the external sites by the receiving officer who counts the money immediately
- Signing of all journals raised in Synergy
- Payment Runs, feedback to Executive Managers regarding the timeliness and accuracy of the paperwork processed
- Any changes to Synergy permissions is only processed by the ICT Officers or Accountant
- Any payments by any means other than an invoice have a signed statutory declaration, supporting Council Resolution or copy of the endorsed budget item

2.1 Separation of roles and functions, processing and authorisation;

The Shire of Northam endeavours to have distinct separation of roles and functions, processing and authorisations, which appropriate. As a medium sized local government it is not always possible to have complete separation of duties, however in the following key areas it is in place;

<p>Payment of Creditors</p>	<ul style="list-style-type: none"> • Creditors Officers create invoices batches, linked to authorised purchase orders or signed cheque requisitions. Compliance and authorisations are checked. • Creditors Officers Batches are checked by SFO. • EFT/ cheque run is created by Creditors Officer based on due dates. System driven. Corresponding invoices are matched to each payment by Creditors Officer, collated into a boxed file. • Payment Run is uploaded to the Bank by the Creditors Officer, summary completed, and corresponding bank transfer where insufficient funds are in the Muni account is created. The bank account file is uploaded directly from Synergy to the Bank. • The payment run is checked invoice by invoice, Po by Po to ensure coding, bank accounts and authorisation is complete by the Accountant and One Executive Manager or CEO. Once checked as correct it is then authorised by two signatories.
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<p>Receipting and Banking</p>	<ul style="list-style-type: none"> • Monthly reconciliations and audit trails are signed by an Officer and the Accountant. • Receipting is undertaken by Customer Services Officers. All receipts and banking is balanced at the close of business daily. Each Officer signing for their balances and banking. • A different Administration Officer counts and balances the cash daily and records it in the bank receipt book. • The Officer takes the cash to the Bank or where the cash balance is significant, two Officers will go to the Bank. • The SFO balances the Bank Reconciliation daily. • All batches processed by satellite centres are emailed to SFO daily to ensure balance details for receipting into the bank are correct.
<p>Journal Processing</p>	<ul style="list-style-type: none"> • All GL journals for code corrections or allocations are raised with supporting documentation and emails by SFO, Accountant or Executive Manager of Corporate Services. • Each journal is signed by a different Officer in that group to authenticate its accuracy including the printout from Synergy of each journal that is signed by that person.
<p>Payroll</p>	<ul style="list-style-type: none"> • Payroll processing is undertaken under the supervision of the Payroll Officer. • Any data entry performed by any other Shire Officer is checked by the Payroll Officer. • Any ad hoc calculations for termination pays, leave payouts or annual leave are checked by the Accountant. • Once the payroll has been processed in variations, the Payroll Officer and SFO then check the current pays to the previous fortnight and compare and note any differences. • This is then checked and signed by the Accountant. • Once authorised the pay run is generated. The Payroll Officer uploads the Synergy file to the Bank and creates a corresponding bank transfer. • This is checked, signed and authorised by two signatories, usually the Accountant and an Executive Manager. • Monthly reconciliations are checked and signed by the Executive Manager of Corporate services.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



	<ul style="list-style-type: none"> Fortnightly audit trails are checked and signed by the Accountant.
Bank Reconciliations	<ul style="list-style-type: none"> Bank Reconciliations are undertaken daily by the SFO. All investments and payments are always authorised by the Accountant and an Executive Manager or CEO. Any changes of Bank Limits are done through phone banking using token and identity checks including an SMS message to a mobile phone. Monthly reconciliations are checked and signed by both the SFO and Accountant.

2.2 Control of approval of documents, letters and financial records;

The Shire of Northam ensures that all documents are recorded and stored in a secure room. A register is in place to enable the tracking of records and files. Electronic records have varying degrees of access depending on delegations allocated to staff within the organisation.

I did undertake an audit of several registered documents and found that some documents that were considered to be sensitive, were not appropriately registered as limiting view.

Action to be taken;

1. Process suggestion has been made to make provision for registering sensitive document
2. Staff to be provided with training/reminder of need to register certain documents whilst limiting access.

2.3 Limit of direct physical access to assets and records;

All physical records are held in a separate records room, which is administered by the Shire of Northam records officer. Any and all records which are required by staff are signed out through the records officer. The records officer has sight of all records within the room.

Access to Council buildings is limited by either the use of a 'fob' or hierarchical key system. Staff entering or leaving buildings using the 'fob' can be tracked via the requirement to enter a unique code into the various alarm systems.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



2.4 Limit access to make changes in data files and systems;

- Synergy access is limited and locked down for areas to minimise changes, Audit trails are in place and reviewed monthly with names times and Officers who have made changes.
- Access to G: (hosts majority of Council staff working documents) is limited on a hierarchical basis
- Promapp: (hosts risk register, processes, OHS reports and inspections and document depository). Access is available to majority of people within organisation however whenever changes are made multiple sign offs are required prior to being published. Extensive audit trails are available

2.5 Regular maintenance and review of financial control accounts and trial balances;

Monthly management and financial reporting by the Accountant, Managers and Executive team ensures any anomalies are investigated, captured and corrected.

2.6 Comparison and analysis of financial results with budgeted amounts;

- Reports developed start of each financial year
- Structured around Department, function and sub function, general ledger and job
- Available to all staff (focused on executive management, management and supervisor level)
- All Departments reviewed monthly by Chief Executive Officer & Executive Manager of Corporate Services – exception reporting provided (identifying areas of concern)
- Executive Managers required to review their Departments monthly
- Monthly reporting to Council at function level, with reporting at G/L level for capital items

2.7 Report, review and approval of financial payments and reconciliations; and

Extensive process and procedure are in place which I considered adequate

2.8 Comparison of the result of physical cash and inventory counts with accounting records.

Physical cash and inventory is held at numerous sites under the control and management of the Shire of Northam;

- Northam Recreation Centre
- Northam Swimming Pool

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



- Wundowie Swimming Pool
- Bilya Koort Boodja
- Northam Visitor Centre
- Northam Library
- Wundowie Library
- Create 298
- Killara Day Care Centre

Action to be taken;

Develop a single process for receipt of all 'offsite' money, inclusive of a mechanism to ensure accuracy of takings to banking.

Action to be taken;

Develop process and procedure for offsite stock management.

3. Legislative compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- Monitoring compliance with legislation and regulations;
- Monitoring the Compliance Audit Return and reporting; and
- The credibility and objectivity of external financial reporting

3.1 Reviewing the annual Compliance Audit Return and reporting to council the results of that review:

Compliance Audit Return (CAR) is assessed internally (Governance Officer) and submitted to Council, via the Audit & Risk Committee Annually. To add further rigour around the compliance return, the Governance Officer has an internal audit framework in place which includes assessing monthly requirements of the CAR. This has been implemented to ensure that any non-compliances are identified in a timely manner, enabling prompt resolution, rather than waiting for the 'annual' audit.

In preparing the CAR for signoff by the CEO the Governance Officer is required to provide documentation to support the assertions made within the CAR.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



Action to be taken;

Have the CAR undertaken independently once in every three years.

3.2 How management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;

Per above, in addition this is tracked through the Promapp system, which requires the Governance Officer to sign off on CAR assessment, Purchasing Policy compliance assessment, and other Legislative internal audit reviews.

3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;

Extensive complaints management process and procedure is in place.

Action to be taken;

Complaints management process to be amended to include provisions around treatment of confidential and anonymous complaints (internal / external).

3.4 Obtaining assurance that adverse trends are identified and review management's plans to deal with these;

Where possible statistics are tracked through measurable indicators such as;

- Building approvals, time taken
- Financial performance, financial ratios
- Customer request, time taken to resolve

3.5 Reviewing management disclosures in financial reports of the effect of significant compliance issues;

Any significant disclosures would be reviewed at Audit Committee level.

3.6 Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements; and

Audit & Risk Management Committee Meeting Minutes
12 December 2019



Shire of Northam Regulation 17 Review



As per 3.2 – the Governance Officer monitors compliance with relevant legislation via the monthly compliance report and in turn the Annual Compliance Audit Return.

3.7 Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.

Member's interests in relation to financial interests, impartiality interests and proximity interests are disclosed in accordance with section 5.65 of the Local Government Act 1995

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
12 December 2019



5.4 NORTHAM AQUATIC FACILITY, ARNOLD STREET ACCESS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.3.8.8
Reporting Officer:	
Responsible Officer:	
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is to address an issue raised relating to an element of a Council Decision not being adequately implemented due to staff oversight

ATTACHMENTS

Refer to email sent to Councillors 30 November 2019 by the Chief Executive Officer.

A. BACKGROUND / DETAILS

At a Special Council Meeting 5 December 2018 Council made the decision to accept tender 2 of 2018 made by Cooper & Oxley Builders Pty Ltd incorporating a variation to create additional access to the proposed car park from Arnold Street.

In that same motion Council authorised the CEO to discuss potential cost savings without the loss of any facility. Six days later, discussions were held between the CEO, the Executive Manager Engineering Services and Cooper & Oxley regarding potential cost savings. At this stage the variation should have been raised with Cooper & Oxley but was not.

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

An estimated \$10,000 for the driveway installation inclusive of Council Resources.

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

Local Government (Functions and general) Regulations 1996

21A. Varying a contract for the supply of goods or services If a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless —

(a) the variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract;

B.4 Policy Implications

N/A

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	Potential damage to reputation	Low (2)	Continual improvement
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

There has been an element of human error through this process firstly with the staff member who replaced the CEOPA whilst she was on holidays by not following the process of putting open motions into Motion Tracker and the Chief Executive Officer for not ensuring the process was being followed.

Motion Tracker is a control used by staff to ensure all elements of a motion are completed prior to closing the motion off. In this instance the open motion was not placed in Motion Tracker and therefore not providing the visual trigger to complete all actions.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



As there has been an oversight and the variance was not included in the contract, it is suggested that the best way to move forward would be for Council staff to make the driveway access off Arnold Street into the carpark.

Staff have reviewed current controls and consider they are effective; in this instance we believe there were two main oversights.

1. An error of judgement occurred from a junior staff member by not entering the requirement in motion tracker, had this occurred correctly chances of point two below remaining undetected would have been mitigated.
2. The contract variation was missed through an oversight from the Project Manager and other Senior Officers involved with the project.

Staff are of the opinion that this occurrence is not systemic and therefore rate the risk of it reoccurring is unlikely.

RECOMMENDATION

That Council:

1. **Receive the report**
2. **Refer works associated with the Arnold Street Access to the 2020/21 Draft Roads Program.**

Discussion was held around the reason for this occurrence. It was discussed what actions can be put in place to prevent this reoccurring. The process for preparing the minutes for Council meetings was demonstrated to the Committee, this includes a section to update motion tracker, this task was not undertaken which has resulted in the occurrence. The possibility of documenting Council decision not being actioned as a risk was discussed and including this task as treatment in Process Mapping which requires sign off each month by the Executive Assistant – CEO.

Audit & Risk Management Committee Meeting Minutes
12 December 2019



RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.142

Moved: Cr Pollard

Seconded: Cr Ryan

That Council:

1. Receive the report;
2. Refer works associated with the Arnold Street Access to the 2020/21 Budget Consideration List; and
3. Request the Chief Executive Officer to document a risk treatment signoff in Promapp for updating Motion Tracker to ensure that all Council decisions are documented and actioned appropriately.

CARRIED 4/0

6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

7. DATE OF NEXT MEETING

27th February 2020, 5:00pm

8. DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr Antonio declared the meeting closed at 5.53pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 12 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 / COUNCIL DECISION

Minute No: C.3839

Moved: Cr Williams

Seconded: Cr Mencshelyi

That Council endorse the Integrated Workforce Plan 2019 as attached.

CARRIED 10/0

Attachment 1

Integrated Workforce Plan

2019



Shire of Northam
Heritage, Commerce and Lifestyle



Contents

1. INTRODUCTION	3
2. SHIRE OF NORTHAM – WHO WE ARE AND WHAT WE DO	4
3. ORGANISATIONAL STRUCTURE.....	6
4. ASSESSMENT OF WHAT WE DO AGAINST OUR CURRENT STRUCTURE	13
5. ORGANISATIONAL PROFILE	27
6. PROFILE ASSESSMENT – WHAT DO WE HAVE, WHAT ARE WE AIMING FOR ..	31
7. EXTERNAL ENVIRONMENTAL SCAN	44
8. RISK MANAGEMENT.....	48
9. OUR STRATEGIES.....	50
10. ACTION PLAN.....	51

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

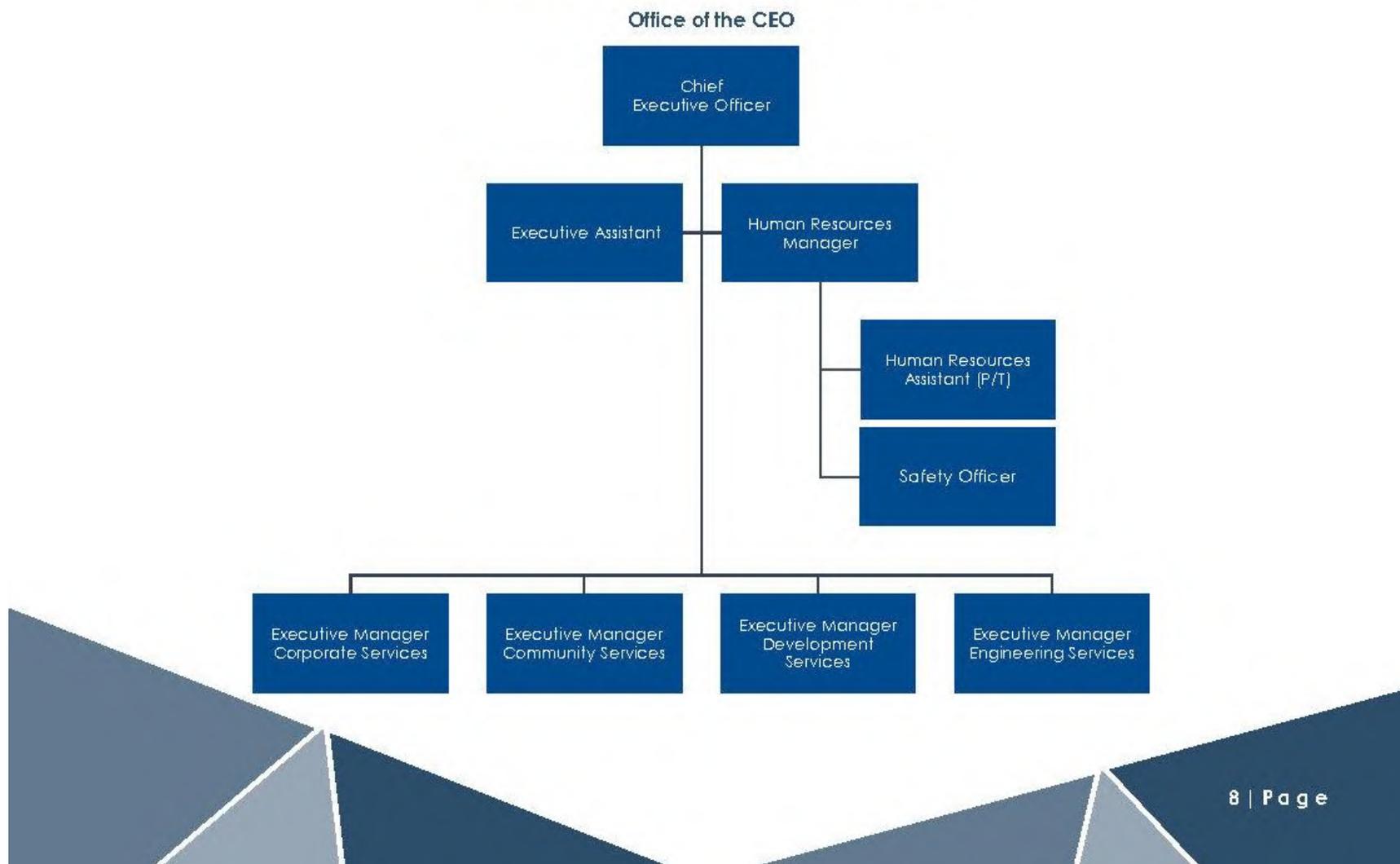
Development Services

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

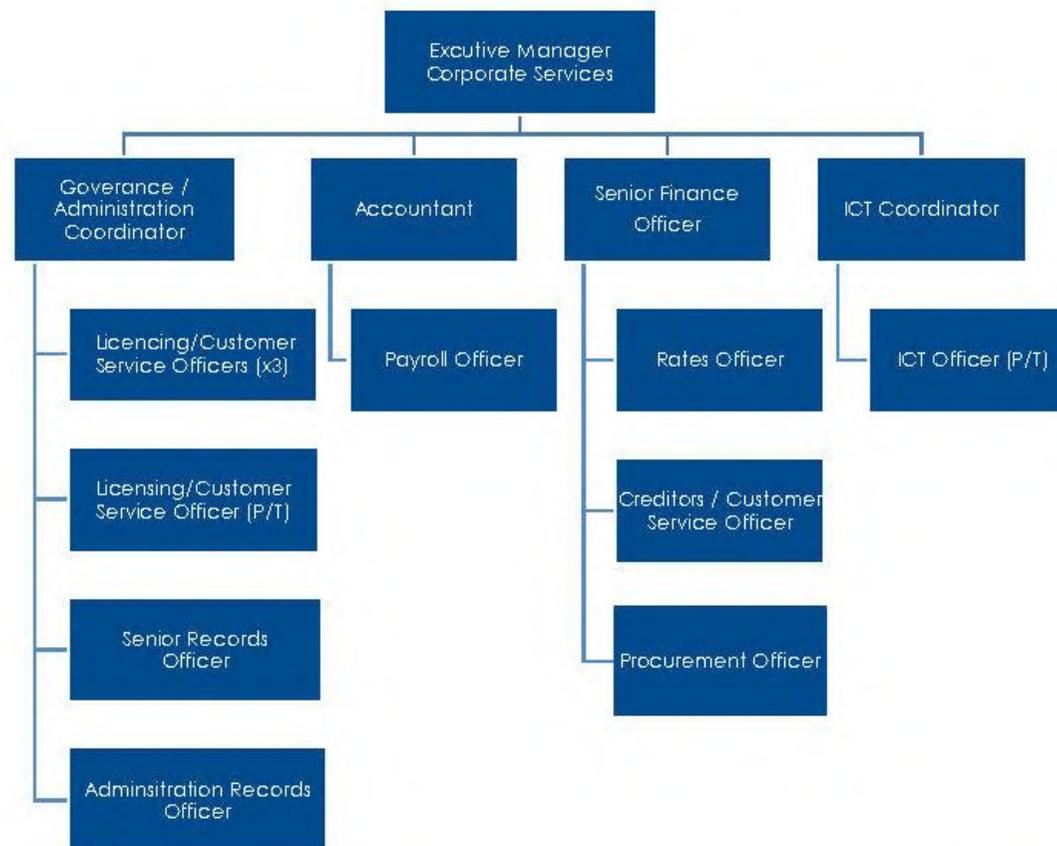
Engineering Services

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

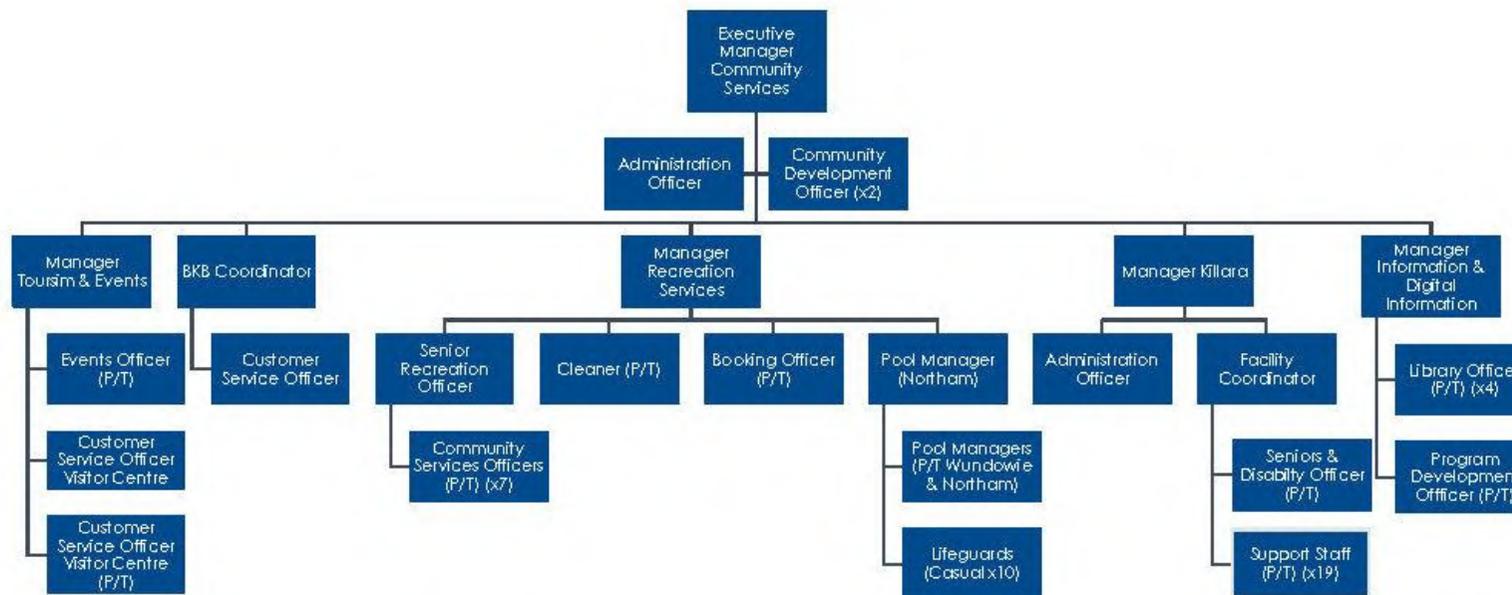
CURRENT ORGANISATIONAL STRUCTURE BY DIVISION



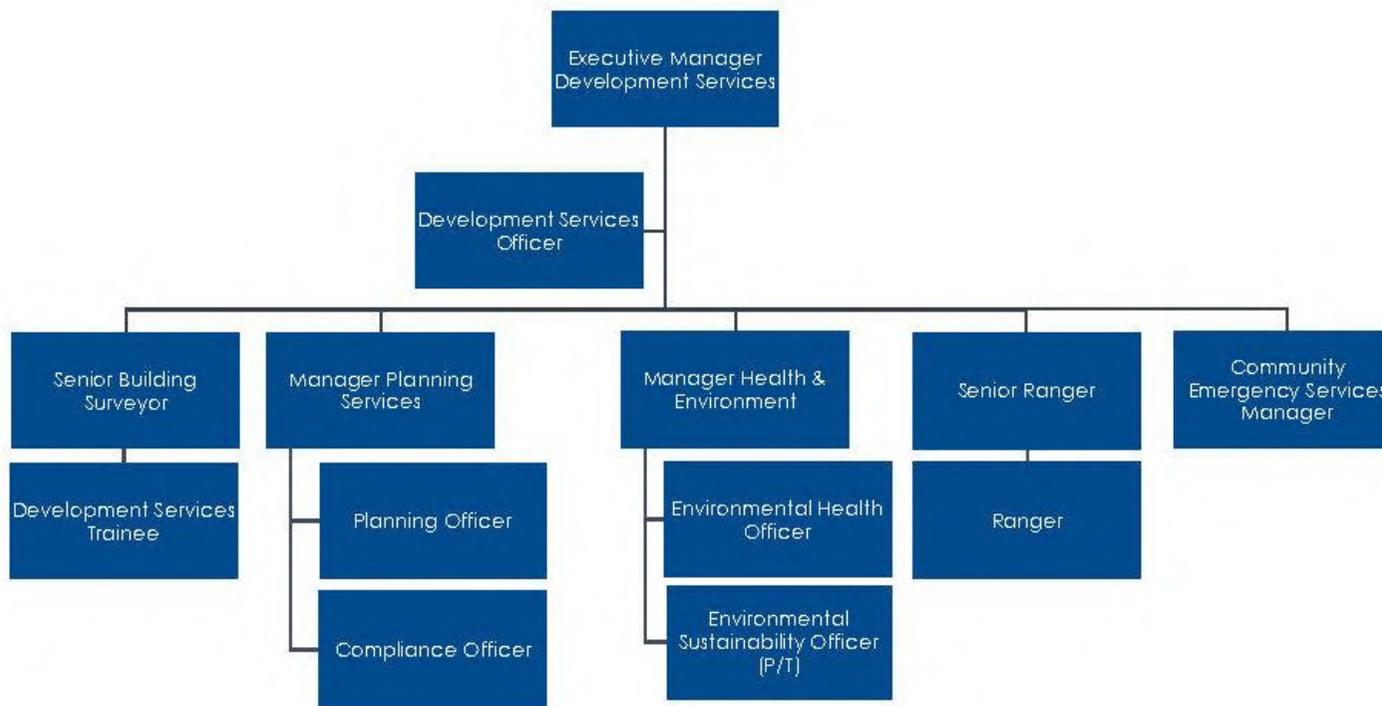
Corporate Services



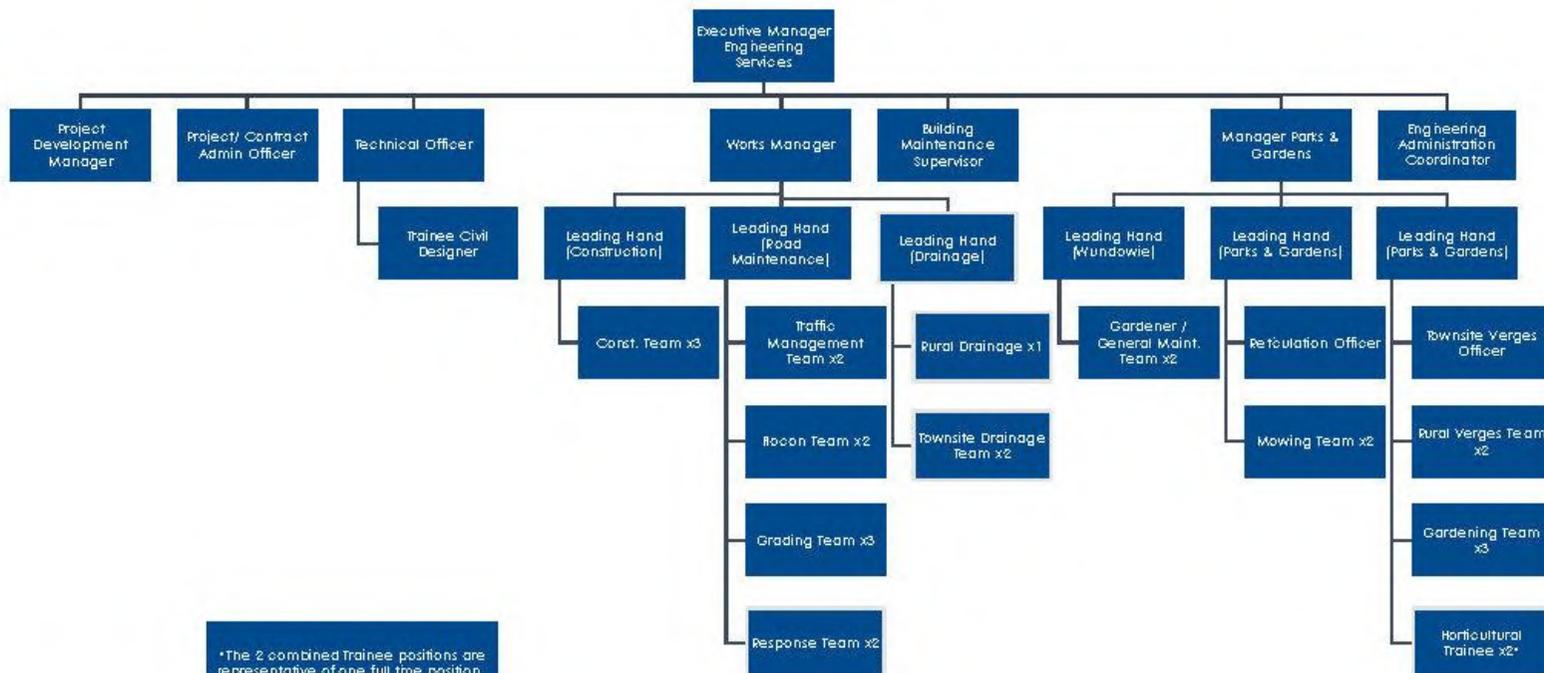
Community Services



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 looked 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
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 28/4/2018 - 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	100%	1.25%	14.80%	n/a
Planning Officer	100%	(11.21%)	0.1%	13.70%
Community Development Officer	100%	9%	(5.2%)	8.53%
Senior Building Surveyor	100%	n/a	(26.21%)	(5.06%)
Plant Operator	100%	n/a	11.54%	14.42
Grader Driver	100%	4.18	n/a	(11.75%)
Governance Administration Coordinator	100%	(23.14%)*	(24.90%)*	(34.03%)*
Rates Officer	100%	(7.14%)	(3.2%)	(3.15%)
* 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**

- o 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**

- o 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.

- o 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**

- o 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.

- o 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.
- o 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 professionals 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 as 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 an opportunity arises 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 is 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

12.3.2 Proposed LED Sign – 125 Fitzgerald Street East, Northam

Item withdrawn at the request of the applicant.

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

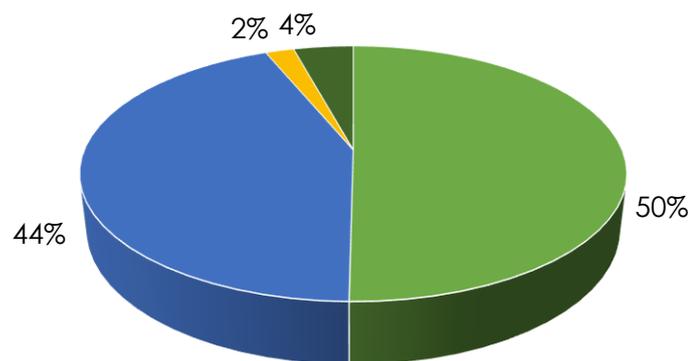
Not applicable.

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;



- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3840

Moved: Cr Della

Seconded: Cr Williams

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).

CARRIED 10/0

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

- EFT34729 - Landmark - T8040 TEE. Officers advised that this is a reticulation part.
- INV48825 - AVAS - \$2294.82 - Stock purchases for visitor centre - large amount? Officers advised that this was 4 invoices including 6 paintings and artworks ranging from \$68 to \$810 each in value.
- EFT34817 - The Entertainment Bank - \$4161.30 for Emergency Services Family Day - Is this being reimbursed by anyone? Officers advised that this is not being reimbursed and it is a Shire cost.
- EFT34853 - JTB Quarry - \$84952.54 - Refund of rehabilitation bond? Officers confirmed this was a bond held in trust.

Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 DEDUCT29/10/2019		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 DUBOULAY, ASHLEY BARNES & ROB WILSON 2-3 SEPT 2019	1		1,043.49

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 10008960	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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	10/10/2019	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 FN1702 - REGO- N11131 MAZDA CX-5 2014	1		313.71
INV 126052	16/10/2019	NORTHAM HOLDEN	75,000 KM SERVICE ON FN1702 - 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	08/08/2019	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	10/10/2019	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	10/10/2019	PRIMARIES OF WA PTY LTD	VITAPLANT - BAILEYS - FERTILISER	1	137.43	
EFT34742	01/11/2019	ROYAL LIFE SAVING SOCIETY WA	4DAY LIFEGUARD COURSE -	1		1,130.00
INV 107262	15/10/2019	ROYAL LIFE SAVING SOCIETY WA	4DAY LIFEGUARD 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	10/10/2019	SGS AUSTRALIA PTY LTD	BIANNUAL OLD QUARRY ROAD WASTE FACILITY BORE MONITORING	1	1,163.80	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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		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		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 NOHSC 7019 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 NOHSC 7019 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 ISUZU 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 ISUZU 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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 REGO N11142 ON ISUZU NH NFR 400 MEDIUM TIPPER	1		165.00
INV INV-314924/10/2019		COMBINED TYRES	WHEEL ALIGNMENT ON FN1509 REGO 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 SJC91450110.	1	159.50	
INV 42734	31/07/2019	COUNTRY COPIERS NORTHAM	Mondi Box A4 Paper	1	81.90	
INV S7990	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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT34777	08/11/2019	E FIRE & SAFETY	FIRE EXTINGUISHERS WITH BRACKET	1		231.00
INV 509516	04/10/2019	E FIRE & 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	10/2019	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 P&C MOUNTS	1		478.50
INV 65376	07/10/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	IRISHTOWN 1.4R - REPLACE REAR WIGWAG LIGHTS AND 2 C P&C 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	10/2019	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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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-13608/10/2019		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-014908/10/2019		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 4230127,01/07/2019		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 051-716592/10/2019		LOCAL COMMUNITY INSURANCE SERVICES	MARKET STALL HOLDER INSURANCE	1	963.35	
EFT34792	08/11/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	YPN PLACEMAKING EVENT - 1-11-2019	1		20.00
INV 12,432	15/10/2019	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	YPN 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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 75	03/10/2019	STAY ACTIVE EXERCISE GROUP - WUNDOWIE	COMMUNITY SPONSORSHIP 2019/2020	1	700.00	
EFT34816	08/11/2019	SUSANMAE CONNELL	PARKING FOR WALGA TRAINING IN LEEDERVILLE	1		10.00
INV 008006	25/10/2019	SUSANMAE 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 HC002-2025/10/2019		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 USFF 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 USFF PC, INSTALL EXTERNAL 3G/4G ANTENNAS TO TOP OF POD ROOF FOR MODEM, DIADNOSE FAULT WITH DRAW, NOT SLIDING ANYMORE	1	1,930.00	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 PLUMBING PTY LTD	PEEL TERRACE CARAVAN DUMP POINT. DUMP POINT BLOCKED, PLEASE REPAIR.	1		137.50
INV INV-203129/10/2019		BLACKWELL PLUMBING 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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 RR12/11/12/11/2019		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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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.ASTRUCTURE/KERB BOND REFUND FOR BUILDING PERMIT 10388 R#35675	1		1,534.04
INV T402	14/11/2019	FRANK LUO	INF.ASTRUCTURE/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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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		1	846.62	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1045661110/09/2019		NORTHAM MITRE 10 SOLUTIONS	MELAMINE SHELF 450MM * 2.4M	1	40.80	
INV 1045665210/09/2019		NORTHAM MITRE 10 SOLUTIONS	CLIPS 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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 FUNDAY -FOOD SERVICE ITEMS	1		66.00
INV 4297316718/10/2019		RED DOT STORES	EMERGENCY SERVICES VOLUNTEERS FAMILY FUNDAY -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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 A/TF KF FAMILY TRUST T/AS KOALA FART	VISITORS CENTRE STOCK	1		87.95
INV 0000015721/10/2019		WINTERVIEW PTY LTD A/TF 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 IV00000030/10/2019		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 12/12/11/2019		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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 TIP. REPAIR TAP TO TRUCK WASHDOWN BAY, NOT TURNING OFF.	1	123.20	

Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	08/08/2019	AUSTRALIAN COMMUNITY MEDIA	AUGUST/SEPTEMBER ADVERTISING IN WA SENIOR	1	436.15	
INV 0806952623/09/2019	09/09/2019	AUSTRALIAN COMMUNITY MEDIA	AUGUST/SEPTEMBER ADVERTISING IN WA SENIOR	1	436.15	
INV 0806883330/09/2019	09/09/2019	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 0146081W1/10/2019	10/10/2019	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	

Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	BEAUREPAINES	REPLACE ALL 4 TYRES AND WHEEL ALIGNMENT AS PER QUOTE U524106853 FOR PN 1707 - REGO N11120	1		910.19
INV 6411036706/11/2019		BEAUREPAINES	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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	CID EQUIPMENT PTY LTD	TRANSMISSION DIPSTICK FOR PN3555 N.4177 - VOLVO LOADER/BACKHOE BL71 PART # V11888467	1		233.17
INV 1937701	17/10/2019	CID 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		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		COMBINED TYRES	REPAIR TYRE PUNCTURE.	1	55.00	
INV INV-314222/10/2019		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		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 CIN8307113/09/2019		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	

Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	XOT CRANE TO LIFT CHLORINE CANISTER INTO POSITION	1		308.00

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 33

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV K136	31/10/2019	JIM MCKENZIE PTY LTD	NOT CRANE TO LIFT CHLORINE CANISTER INTO POSITION	1	308.00	
EFT34938	22/11/2019	LANDGATE	GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE	1		886.65
INV 352098-1Q5/10/2019		LANDGATE	NO:G2019/10 DATED 24/08/2019 TO 20/09/2019 RURAL UV'S CHARGABLE SCHEDULE R2019/9	1	83.76	
INV 352085-1Q5/10/2019		LANDGATE	13/09/2019-01/10/2019 GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE	1	776.69	
INV 964175	01/11/2019	LANDGATE	NO:G2019/10 DATED 24/08/2019 TO 20/09/2019 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	1		822.80
INV 100-133721/05/2019		LGIS WA	25/09/2019 LGIS WORKFORCE RISK FORUM 28/05/2019	1	209.00	
INV 100-136404/10/2019		LGIS WA	B. JONES REIMBURSEMENT FOR HR RISK MANAGEMENT	1	613.80	
EFT34942	22/11/2019	LUCY'S TEAROOMS	REIMBURSEMENT FOR HR RISK MANAGEMENT	1		300.00
INV 2038	07/11/2019	LUCY'S TEAROOMS	25/09/2019 CATERING - SPECIAL COUNCIL MEETING 21/10/2019	1	300.00	
EFT34944	22/11/2019	MCDOWALL AFFLECK PTY LTD	CATERING - SPECIAL COUNCIL MEETING 21/10/2019	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	MEMORIAL HALL. ATTEND SITE AND CONDUCT ASSESSMENT OF STRUCTURAL CRACKING AND PROVIDE REPORT AND RECOMMENDED REMEDIAL WORKS.	1		1,334.42
			LEGAL FEES ASSOCIATED WITH O'MALLEY, S - 29 MCMULLEN ROAD WUNDOWIE - UNLAWFUL DEVELOPMENT	1		

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 126218	28/10/2019	NORTHAM HOLDEN	90,000KM SERVICE ON M11120 (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

Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 36

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV NLR29-1Q9/10/2019		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	PFD FOOD SERVICES PTY LTD	VOLUNTEER EMERGENCY SERVICED FAMILY FUN DAY - DESSERTS	1		450.65
INV KR4880948/10/2019		PFD 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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 37

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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
INV FAINV0007/11/2019		ST JOHN AMBULANCE AUSTRALIA	CPR TRAINING.	1	74.00	
INV FAINV0007/11/2019		ST JOHN AMBULANCE AUSTRALIA	CPR TRAINING.	1	74.00	
INV FAINV0007/11/2019		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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 38

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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-043531/10/2019		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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	SMBPS 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	SMBPS FAST FIBRE ISDN20 - SETUP 1 OFF COST	1	3,727.95	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 41

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 BEHALF 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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	VEMS TRAILER & SERNKLERS 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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 43

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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 VW2711227/11/2019		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 KLEYM12/11/2019		BANKWEST	MASTERCARD CLINTON KLEYNHANS 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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 45

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 46

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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 47

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	

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 48

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	HSTPLUS SUPER	Superannuation contributions	1		605.46
INV SUPER	12/11/2019	HSTPLUS SUPER	Superannuation contributions	1	605.46	
DD14450.20	12/11/2019	SUNSUPER	Superannuation contributions	1		699.16
INV SUPER	12/11/2019	SUNSUPER	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

Ordinary Council Meeting Minutes
18 December 2019



Date: 02/12/2019
Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
PAGE: 49

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	

Date: 02/12/2019
 Time: 12:28:52PM

Shire of Northam

USER: Kathy Scholz
 PAGE: 50

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 COMMERCIAL 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

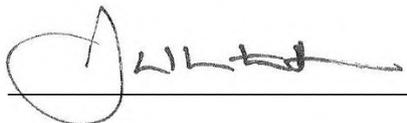
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$3,752,959.04 was submitted to the Ordinary Meeting of Council on Wednesday, 18 December 2019.



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



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 30 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 / COUNCIL DECISION

Minute No: C.3841

Moved: Cr Mencshelyi

Seconded: Cr Ryan

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 30 November 2019.

CARRIED 10/0

Attachment 1



Shire of Northam

SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2019

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2 to 4
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	5 to 8
2 Disposal of Assets	9 to 10
3 Information on Borrowings	11
4 Reserves	12
5 Net Current Assets	13
6 Rating Information	14



SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 NOVEMBER 2019

	NOTE	19/20 Budget \$	Ytd Budget \$	19/20 Ytd Actual \$	Variance Actuals to Budget \$	Variance 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		2,694,010	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 \$	Variances Actuals to Budget \$	Variances 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
		19,092,963	7,487,203

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
		19,092,963	7,487,203



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)
					19/20 Budget \$	Ytd Actual \$
Summary						
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

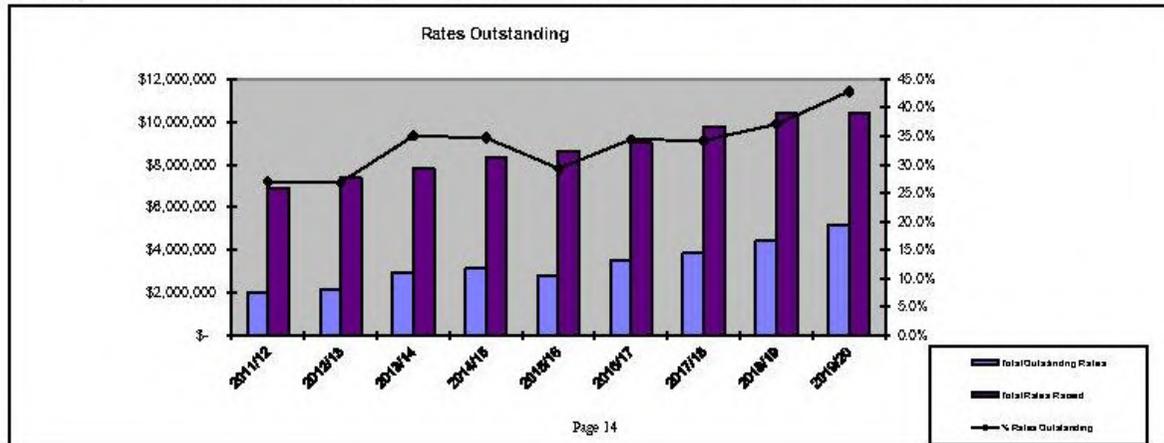
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

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	08/08/2011	30/8/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/08/2019
RATES DUE	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	10/09/2018	07/02/2019
1st INSTALMENT DUE	22/11/2011	18/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	10/11/2018	07/2/2019
2nd INSTALMENT DUE	23/01/2012	29/01/2013	24/02/2014	06/2/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020
3rd INSTALMENT DUE	22/03/2012	20/03/2013	24/04/2014	04/4/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020
Outstanding 1st July	\$521,194	\$562,531	\$568,847	\$718,120	\$873,898	\$1,116,220	\$1,483,898	\$1,535,793	\$1,737,187
Rates Levied	\$8,851,706	\$7,312,029	\$7,758,147	\$8,222,818	\$8,562,189	\$8,931,257	\$9,584,551	\$9,925,048	\$10,342,585
Interest, Ex gratia, Interim and back rates less writeoffs	\$83,079	\$88,857	\$73,830	\$80,154	\$83,173	\$208,077	\$205,218	\$474,784	\$81,997
Rates Paid by month									
1 July	51,948	38,805	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	387,778	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	3,764,731	4,014,835	2,829,221
4 October	318,701	443,703	3,790,848	2,550,091	830,898	1,188,138	484,807	590,724	3,255,037
5 November	889,481	880,522	444,497	508,022	842,858	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	6,729,378	7,400,883	7,509,988	8,969,135
% Ytd Rates Outstanding	26.9%	26.9%	35.8%	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	Local	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 Local law	Plant				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.

President to read aloud the purpose and effect.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3842

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council

- 1. Recommence section 3.12 of the Local Government Act 1995 which involves re-advertising the Waste Local Law 2019 with the**
Purpose: The Shire of Northam Waste Local Law 2019 provides for the management of organic waste, recycling waste, waste facilities and waste receptacles within the Shire of Northam.
Effect: The effect is to provide greater control on waste and waste facilities within the district.
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.**

CARRIED 10/0

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

CONTENTS

Part 1 - Preliminary	1
1.1 Short title.....	1
1.2 Commencement.....	1
1.3 Application.....	1
1.4 Repeal.....	1
1.5 Meaning of terms used in this local law.....	1
1.6 Local public notice of determinations.....	3
1.7 Rates, fees and charges.....	4
1.8 Power to provide waste services.....	4
Part 2 - Local government waste	4
2.1 Supply of receptacles.....	4
2.2 Deposit of waste in receptacles.....	4
2.3 General waste receptacles.....	4
2.4 Recycling waste receptacles.....	5
2.5 Organic waste receptacles.....	5
2.6 Direction to place or remove a receptacle.....	5
2.7 Duties of owner or occupier.....	6
2.8 Exemption.....	6
2.9 Damaging or removing receptacles.....	7
2.10 Building Construction.....	7
2.11 Verge collections.....	8
Part 3 - General duties	8
3.1 Duties of an owner or occupier.....	8
3.2 Removal of waste from premises.....	8

3.3	Receptacles and containers for public use	9
Part 4 - Operation of waste facilities.....		9
4.1	Operation of this Part.....	9
4.2	Hours of operation.....	9
4.3	Signs and directions	9
4.4	Fees and charges.....	10
4.5	Depositing waste.....	10
4.6	Prohibited activities	10
Part 5 - Enforcement		11
5.1	Objection and appeal rights	11
5.2	Offences and general penalty.....	11
5.3	Other costs and expenses.....	11
5.4	Prescribed offences.....	11
5.5	Form of notices.....	12
Schedule 1 - Meaning of 'non-collectable waste'		13
Schedule 2 - Prescribed offences		14

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 2.110(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

Mr C B Hunt declared an "Impartiality" interest in item 12.5.1 - Northam Aquatic Facility - Amendment to Fees and Charges as his daughter is employed as a lifeguard for the Shire of Northam.

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	Thurs & Fri 3.30pm-5.30pm *Only during school holidays* Weekend & PH 1pm-5pm All other times closed.	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 (Water slides)	\$9 per session	\$3 per session	\$7.50 per session.
Cost (entry fee)	Adult \$4.00 Child \$2.00	Adult \$7.00 Child \$5.00	Adult \$7.20 Child \$5.20
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*
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*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 / COUNCIL DECISION

Minute No: C.3843

Moved: Cr Ryan
Seconded: Cr Della

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**

CARRIED 7/3
BY ABSOLUTE MAJORITY

Debate was held around the motion. Cr Ryan, Cr Della, Cr Tinetti spoke for the motion. Cr Pollard, Cr Williams, Cr Little spoke against the motion. Cr Ryan used his right of reply to close the debate.

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		Hourly Rate	Cost per week	
	Hours per day	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		Hourly Rate	Cost per week	
	Hours per day	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		Hourly Rate	Cost per week	
	Hours per day	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)	\$4.80	\$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	\$82.00		\$59.50	\$83.10	\$49	\$83.25	\$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	\$3.88	\$1.66
Spectator - Swimming Lessons & Swimming Club	free	free	free				\$1.80	\$2	\$0.76	\$0.76

13. MATTERS BEHIND CLOSED DOORS

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3844

Moved: Cr Ryan

Seconded: Cr Della

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (a) and (b) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 13.1 – Chief Executive Review Committee Meeting held on 18 November 2019 as it relates to a matter affecting an employee.
- 13.2 – Chief Executive Review Committee Meeting held on 25 November 2019 as it relates to a matter affecting an employee.
- 13.3 – Australia Day Community Citizen of the Year Awards as it relates to the personal affairs of a person/s.

CARRIED 10/0

The staff and gallery left the meeting at 7.13pm.

13.1 CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 18 NOVEMBER 2019

Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3845

Moved: Cr Antonio

Seconded: Cr Williams

That Council receive the minutes from the Chief Executive Officer Review Committee meeting held on 18 November 2019.

CARRIED 10/0

Adoption of Recommendations:

RECOMMENDATION

That Council:

- 1. The Council endorse that the CEO receive feedback from consultant Sue Pedersen on KPI's discussed at the CEO review committee meeting with the aim of formalising the KPI's for resolution at the next CEO Review Committee. Meeting – for presentation and approval by Council;**
- 2. Request the consultant, Sue Pedersen to consolidate the comments from the 360 Degree feedback for the CEO Review Committee to present to the CEO;**
- 3. Notes that the appraisal of Mr Jason Whiteaker, Chief Executive Officer, has been undertaken for the period of July 2018 to June 2019;**
- 4. Accepts the outcome of 'Meets Expectations to a high level' and thanks Mr Whiteaker for his efforts;**
- 5. Endorses Professional Development, such as the AICD (Australian Institute of Company Directors) or equivalent;**
- 6. Recommends an increase of 2% to the CEO's Total Remuneration Package, effective 21 August 2019; and**
- 7. Approves the CEO's Performance Criteria for the 2019-2020 year, as attached (to be finalised at meeting on 25 November 2019).**

MOTION / COUNCIL DECISION

Minute No: C.3846

Moved: Cr Antonio

Seconded: Cr Williams

That Council:

- 1. The Council endorse that the CEO receive feedback from consultant Sue Pedersen on KPI's discussed at the CEO review committee meeting with the aim of formalising the KPI's for resolution at the next CEO Review Committee. Meeting – for presentation and approval by Council;**
- 2. Request the consultant, Sue Pedersen to consolidate the comments from the 360 Degree feedback for the CEO Review Committee to present to the CEO;**
- 3. Notes that the appraisal of Mr Jason Whiteaker, Chief Executive Officer, has been undertaken for the period of July 2018 to June 2019;**
- 4. Accepts the outcome of 'Meets Expectations to a high level' and thanks Mr Whiteaker for his efforts;**
- 5. Endorses Professional Development, such as the AICD (Australian Institute of Company Directors) or equivalent;**
- 6. Recommends an increase of 2% to the CEO's Total Remuneration Package, effective 2 September 2019; and**
- 7. Approves the CEO's Performance Criteria for the 2019-2020 year, as attached (to be finalised at meeting on 25 November 2019).**

CARRIED 8/2

13.2 CHIEF EXECUTIVE REVIEW COMMITTEE MEETING HELD ON 25 NOVEMBER 2019

Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3847

Moved: Cr Antonio

Seconded: Cr Williams

That Council receive the minutes from the Chief Executive Officer Review Committee meeting held on 25 November 2019.

CARRIED 10/0

Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3848

Moved: Cr Antonio

Seconded: Cr Williams

That Council:

1. Endorse the feedback for the 2018/19 KPIs and accept the CEO review report.

CARRIED 10/0

The staff returned to the meeting at 7.29pm.

Cr R W Tinetti, Cr C P Della, Cr M I Girak, Cr J E G Williams, Cr S B Pollard, Cr C R Antonio, Cr M P Ryan, Cr A J Mencshelyi and Cr Little declared an "Impartiality interest in item 13.3 - Australia Day Community Citizen of the Year Awards as some of the nominees are known to them.

13.3 AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS

RECOMMENDATION

That Council:

1. Award the Community Citizen of the Year to _____
2. Award the Community Citizen of the year (Senior) to _____
3. Award the Community Citizen of the Year (Youth) to _____
4. Award the Active Citizenship (Group or Event) to _____
5. That Council withhold the decision from public record until the awards have been presented on Australia Day 2020.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3849

Moved: Cr Ryan
Seconded: Cr Pollard

That Council separate the joint nomination.

CARRIED 10/0

A secret ballot was conducted. As there was no nominations for the Community Citizen of the Year (Youth) category, no award was issued for this category.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3850

Moved: Cr Ryan

Seconded: Cr Little

That Council:

- 1. Award the Community Citizen of the Year to Dianne Tinetti**
- 2. Award the Community Citizen of the year (Senior) to Ann Gibbs**
- 3. Award the Active Citizenship (Group or Event) to Guy Mead (Stryka Fight Team) and Pink Up Northam**
- 4. Withhold the decision from public record until the awards have been presented on Australia Day 2020.**

CARRIED 10/0

RECOMMENDATION / COUNCIL DECISION

Minute No: C.3851

Moved: Cr Williams

Seconded: Cr Little

That Council move out from behind closed doors.

CARRIED 10/0

The gallery returned to the meeting at 7.45pm.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 7:46pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 18 December 2019 have been confirmed as a true and correct record."



President

22/01/2020

Date

