



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

**NOTICE OF AN
ORDINARY COUNCIL MEETING
COMMENCING AT
5:30 PM
WEDNESDAY
18 MAY 2016**

Councillors:

Please be advised that the next Ordinary Council Meeting will be held 18 May 2016. There will be a Forum meeting held in the Council Chambers on 11 May 2016 at 5:30 pm to discuss the contents of this agenda.

**JASON WHITEAKER
CHIEF EXECUTIVE OFFICER
6 May 2016**

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	5
2.	DECLARATION OF INTEREST.....	5
3.	ATTENDANCE	5
4.	APOLOGIES	6
5.	LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	6
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	6
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
8.	PUBLIC QUESTION TIME	6
9.	PUBLIC STATEMENT TIME	6
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
11.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	7
11.1	CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS.....	7
11.2	RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING	7
11.3	RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE.....	8
11.4	ADOPTION OF THE RECOMMENDATIONS OF THE COMMUNITY SAFETY COMMITTEE.....	24
11.5	RECEIPT OF MINUTES OF THE ART COLLECTION COMMITTEE	46
12.	ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION	61
12.1	PRESIDENTS REPORT – ORDINARY COUNCIL MEETING - WEDNESDAY 18 MAY 2016.....	61
13.	REPORTS OF OFFICERS	63
13.1	ADMINISTRATION.....	63
13.1.1	DESIGNATED COMPLAINTS OFFICER.....	63
13.1.2	ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE	66
13.2.	DEVELOPMENT SERVICES.....	72
13.2.1	DRAFT BUILDING MAINTENANCE BUDGET 2016/17	72
13.2.4	PROPOSED DISPOSAL OF COUNCIL LAND – LOT 402 EAST STREET, NORTHAM	75
13.3.	CORPORATE SERVICES.....	78
13.3.1	ACCOUNTS AND STATEMENTS OF ACCOUNTS – APRIL 2016.....	78
13.3.2	FINANCIAL STATEMENTS TO 31 MARCH 2016.....	98
13.3.4	LEASE FOR NORTHAM PLAYGROUP.....	131

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.3.5	LEASE FOR RAPID PLASTICS – PORTION OF THE SHIRE OF NORTHAM DEPOT	133
13.3.6	REVIEW OF FINANCE/ACCOUNTING POLICIES	136
13.4.	COMMUNITY SERVICES	178
13.4.1	COMMUNITY ASSISTANCE GRANT APPLICATIONS	178
13.5.	ENGINEERING SERVICES	185
13.5.1	TWO (2) YEAR FOOTPATH PROGRAM 2016/17 & 2017/18.....	185
14.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	194
15.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	194
15.1.	ELECTED MEMBERS	194
15.2.	OFFICERS	194
16.	CONFIDENTIAL ITEMS	194
16.1	LOT 14 FITZGERALD STREET, NORTHAM – OFFER TO LEASE.....	194
17.	DECLARATION OF CLOSURE.....	194

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Notice and Agenda of the Ordinary Meeting of Council to be held in the Council Chambers on WEDNESDAY, 18 May 2016 at 5:30 pm.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. 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 or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement 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 limitation of approval made by a 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 or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should 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.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

1. OPENING AND WELCOME

2. DECLARATION OF INTEREST

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Draft Building Maintenance Budget 2016/17	13.2.1	Cr C R Antonio	Impartiality	President of Avon Hockey Association. The Association's leased building – Bert Hawke Pavilion is in the draft report.
Community Assistance Grant Applications	13.4.1	Cr D A Hughes	Impartiality	He is a member of the Northam Ag Society.
Community Assistance Grant Applications	13.4.1	Cr S B Pollard	Financial	He is paid for services provided to Share & Care Community Group who are applying for "Turn up in Blue 2016" funding.
Community Assistance Grant Applications	13.4.1	Cr T M Little	Impartiality	Member of community organisations which may receive grants. Wundowie Progress, Men's Shed.
Community Assistance Grant Applications	13.4.1	Cr D G Beresford	Impartiality	He is a member of the Aero Club. Grant to Aero Club to hold Light Air Craft Championship.
Community Assistance Grant Applications	13.4.1	Cr C R Antonio	Impartiality	Member of MOCA. MOCA have applied for a community grant.
Community Assistance Grant Applications	13.4.1	Mr C B Hunt	Impartiality	Member of Northam Swimming Club. President Northam Golf Club. He was not involved in preparing staff's report.
Community Assistance Grant Applications	13.4.1	Cr J E Williams	Impartiality	She is a voting member of the Clackline Progress Association (grant application)

3. ATTENDANCE

COUNCIL

Councillors

S B Pollard
T M Little
D G Beresford
J E Williams
J Proud

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

R W Tinetti
C L Davidson
U Rumjantsev
C R Antonio
D A Hughes

Chief Executive Officer	J B Whiteaker
Executive Manager Engineering Services	C D Kleynhans
Executive Manager Development Services	C B Hunt
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	A C Maxwell

GALLERY

4. APOLOGIES

Nil.

5. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. PUBLIC QUESTION TIME

Nil.

9. PUBLIC STATEMENT TIME

Nil.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

11. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

11.1 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS

RECOMMENDATION

That the minutes of the meeting held Wednesday, 20 April 2016 be confirmed as a true and correct record of that meeting

11.2 RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING

RECOMMENDATION

That the notes of the Council Forum meeting held 11 May 2016 be received.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

NOTES
COUNCIL FORUM MEETING
HELD
WEDNESDAY
11 MAY 2016

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	6
2.	DECLARATION OF INTEREST.....	6
3.	ATTENDANCE	7
4.	APOLOGIES	7
5.	LEAVE OF ABSENCE PREVIOUSLY APPROVED.....	7
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	7
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	7
8.	PUBLIC QUESTION TIME	7
9.	PUBLIC STATEMENT TIME	9
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS	9
	13.4. COMMUNITY SERVICES	9
	13.4.1 COMMUNITY ASSISTANCE GRANT APPLICATIONS	9
11.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	10
	11.1 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS.....	10
	11.2 RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING	10
	11.3 RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE.....	10
	11.4 ADOPTION OF THE RECOMMENDATIONS OF THE COMMUNITY SAFETY COMMITTEE.....	11
	11.5 RECEIPT OF MINUTES OF THE ART COLLECTION COMMITTEE	11
12.	ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION	11
	12.1 PRESIDENTS REPORT – ORDINARY COUNCIL MEETING - WEDNESDAY 18 MAY 2016.....	11
13.	REPORTS OF OFFICERS	11
	13.1 ADMINISTRATION.....	11
	13.1.1 DESIGNATED COMPLAINTS OFFICER.....	11
	13.2. DEVELOPMENT SERVICES.....	12
	13.2.1 DRAFT BUILDING MAINTENANCE BUDGET 2016/17	12
	13.3. CORPORATE SERVICES.....	12
	13.3.1 ACCOUNTS AND STATEMENTS OF ACCOUNTS – APRIL 2016.....	12
	13.3.2 FINANCIAL STATEMENTS TO 31 MARCH 2016.....	13
	13.3.4 LEASE FOR NORTHAM PLAYGROUP.....	14

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

13.3.5	LEASE FOR RAPID PLASTICS – PORTION OF THE SHIRE OF NORTHAM DEPOT	14
13.3.6	REVIEW OF FINANCE/ACCOUNTING POLICIES	14
13.5.	ENGINEERING SERVICES	15
13.5.1	TWO (2) YEAR FOOTPATH PROGRAM 2016/17 & 2017/18	15
14.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	15
15.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	16
15.1.	ELECTED MEMBERS	16
15.2.	OFFICERS	16
16.	CONFIDENTIAL ITEMS	16
16.1	LOT 14 FITZGERALD STREET, NORTHAM – OFFER TO LEASE.....	16
17.	DECLARATION OF CLOSURE	16

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

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 May 2016



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 18 May 2016.

Signed:

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

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

**Notes of the Forum Meeting of Council held in the Council Chambers on
WEDNESDAY, 11 May 2016 at 5:30 pm.**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. 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 or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement 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 limitation of approval made by a 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 or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should 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.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

1. OPENING AND WELCOME

The Shire President Cr S B Pollards declared the meeting open at 5.34pm.

2. DECLARATION OF INTEREST

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Draft Building Maintenance Budget 2016/17	13.2.1	Cr C R Antonio	Impartiality	President of Avon Hockey Association. The Association's leased building – Bert Hawke Pavilion is in the draft report.
Community Assistance Grant Applications	13.4.1	Cr D A Hughes	Impartiality	He is a member of the Northam Ag Society.
Community Assistance Grant Applications	13.4.1	Cr S B Pollard	Financial	He is paid for services provided to Shire & Care Community Group who are applying for "Turn up in Blue 2016" funding.
Community Assistance Grant Applications	13.4.1	Cr T M Little	Impartiality	Member of community organisations which may receive grants. Wundowie Progress, Men's Shed.
Community Assistance Grant Applications	13.4.1	Cr D G Beresford	Impartiality	He is a member of the Aero Club. Grant to Aero Club to hold Light Air Craft Championship.
Community Assistance Grant Applications	13.4.1	Cr C R Antonio	Impartiality	Member of MOCA. MOCA have applied for a community grant.
Community Assistance Grant Applications	13.4.1	Mr C B Hunt	Impartiality	Member of Northam Swimming Club. President Northam Golf Club. He was not involved in preparing staff's report.
Community Assistance Grant Applications	13.4.1	Cr J E Williams	Impartiality	She is a voting member of the Clackline Progress Association (grant application)

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

3. ATTENDANCE

COUNCIL

Councillors

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

Chief Executive Officer

Executive Manager Engineering Services
Executive Manager Development Services
Executive Manager Community Services
Executive Manager Corporate Services
Executive Assistant – CEO
Coordinator Governance / Administration

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

GALLERY

One (1) member of the public.

4. APOLOGIES

Nil.

5. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. PUBLIC QUESTION TIME

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

Annette Poulton – Bakers Hill

Question: Question is in relation to the future of Yates Street, Bakers Hill. What is the current status in respect to the proposed upgrades to this road and can Ms Poulton be advised of any progress when this becomes available?

Response: The CEO advised that the Shire of Northam's Engineering Department are currently reviewing the recent Main Roads iteration of the proposed plan. As previously advised, the Shire of Northam are proposing to schedule the Shire's upgrades of Yates Street with Main Roads Highway upgrades. At this stage no dates have been confirmed as this will depend on whether Main Roads secure funding through the state budget which is being handed down on 12 May 2016. If Main Roads do not secure funding and their works are postponed, the Shire will undertake its works independently, if this was to occur the earliest the Shire would be able to commence works would be approximately September/October 2016. As soon as a final position has been determined the Shire will advise Ms Poulton accordingly.

Question: Why are these works deemed necessary and if the Shire completes the Yates Street upgrade independently, will the information bay still be relocated?

Response: This upgrade is being proposed due to safety concerns on this portion of the highway.

Council's aim is to minimise the financial impact to the Council and community. The information bay relocation is currently being discussed with Main Roads. Council will seek a commitment from Main Roads in terms of the final plan and a decision cannot be made until this is received. The Executive Manager Engineering Services advised that the current plan includes a turn pocket, staff will advise Ms Poulton of any progress/updates in relation to this matter.

Question: Will the Shire maintain this road to an acceptable standard until these upgrades are completed?

Response: The CEO advised that the Shire will continue to monitor this road and maintain it to the best of our ability as per Council's road program. In saying this the CEO further advised that he travelled on this road recently and based on his observations it was not in a poor condition.

One (1) member of the Gallery departed the Council Chambers at 5.47pm.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

9. PUBLIC STATEMENT TIME

Nil.

10. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

The Shire President advised that the order of business would be altered and agenda item 13.4.1 – Community Assistance Grant Applications would be brought forward.

13.4. COMMUNITY SERVICES

Cr S B Pollard has declared a "Financial" Interest in item 13.4.1 - Community Assistance Grant Applications as he is paid for services provided to Share & Care Community Group who are applying for "Turn up in Blue 2016" funding.

Cr D A Hughes has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of the Northam Ag Society.

Cr T M Little has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of community organisations which may receive grants. Wundowie Progress, Men's Shed.

Cr D G Beresford has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as He is a member of the Aero Club. There is a grant to Aero Club to hold Light Air Craft Championship.

Cr C R Antonio has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of MOCA. MOCA have applied for a community grant.

Mr C B Hunt has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of Northam Swimming Club. President Northam Golf Club. He was not involved in preparing staff's report.

Cr J E Williams has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as she is a voting member of the Clackline Progress Association (grant application).

13.4.1 COMMUNITY ASSISTANCE GRANT APPLICATIONS

- It was questioned why there was a column for excluding GST and including GST. It was advised that this was due to some of the applicants not being registered for GST. Issues arose last year due to groups not knowing what

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

they were required to invoice and as a result we have separated to make it clear for both Council and the applicants.

- It was questioned why staff have recommended to approve the Swimming Club grant to purchase an awning as Council is currently reviewing the swimming pool facilities. The Executive Manager Community Services advised that this is being recommended as we do not yet have an outcome from this review and the final outcome may not have an impact on the Swimming Club's building.
- It was questioned whether religious groups pay rates (e.g. Bridgeley). The CEO advised that they don't pay rates as a Religious Group.
- It was question whether the fridge/Engels cannot be provided to the brigades through the ESL. Staff confirmed that they cannot be funded through this grant. It was raised by Cr Rumjantsev that Western Power have a grants program and provided and Engel for the Bakers Hill Brigade through this. Staff advised that brigades can be encouraged to apply for grants through this program.
- It was questioned whether clarification can be made in the recommendation for the number of fridges for the Irishtown and Inkpen brigades. This has been amended in the agenda accordingly.
- It was clarified whether there two Men's Shed groups were required in Northam (Northam and Aboriginal Men's Shed). Staff advised that the Aboriginal Men's shed is a newly established group which deals with different issues to the current Northam Men's Shed.

Cr Pollard departed the Council Chambers at 7.02pm and the Deputy President, Cr Little took the Chair. Cr Little asked the Council if there were any questions or clarifications in relation to the Share & Care grant application. There were no questions forthcoming and Cr S B Pollard returned to the Council Chambers at 7.04pm.

11. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

11.1 CONFIRMATION OF MINUTES OF PREVIOUS COUNCIL MEETINGS

No questions or queries were raised.

11.2 RECEIPT OF NOTES OF THE COUNCIL FORUM MEETING

No questions or queries were raised.

11.3 RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE

No questions or queries were raised.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

11.4 ADOPTION OF THE RECOMMENDATIONS OF THE COMMUNITY SAFETY COMMITTEE

- It was requested whether staff can circulate the Northam Community Safety & Crime Prevention Plan to the Elected Members. This has been included in the Ordinary Council Meeting agenda.

Additional Comment

A revised version of the meeting minutes have been updated in the Ordinary Council meeting agenda.

11.5 RECEIPT OF MINUTES OF THE ART COLLECTION COMMITTEE

- It was clarified whether there were any recommendations from this Committee meeting as it appears that some actions were agreed. The CEO advised that he is going to attend the next meeting to advise committee members of the process that needs to be followed in terms of reporting to Council and also the legislative compliance requirements of a committee of Council.

12. ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION

12.1 PRESIDENTS REPORT – ORDINARY COUNCIL MEETING - WEDNESDAY 18 MAY 2016

No questions or queries were raised.

13 REPORTS OF OFFICERS

13.1 ADMINISTRATION

13.1.1 DESIGNATED COMPLAINTS OFFICER

- It was questioned whether this relates to internal or external complaints. The CEO advised that this applies to both however only complaints for a breach of code of conduct / minor misconduct. The CEO briefly clarified the process for handling these complaints.

Additional Comment

Please note that an additional item has been included under Administration in the Ordinary Council meeting agenda. This item relates to the *Aboriginal Environmental & Interpretive Centre*.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

13.2. DEVELOPMENT SERVICES

Cr C R Antonio declared an "Impartiality" interest in item 13.2.1 - Draft Building Maintenance Budget 2016/17 as he is President of Avon Hockey Association. The Association's leased building – Bert Hawke Pavilion is in the draft report.

13.2.1 DRAFT BUILDING MAINTENANCE BUDGET 2016/17

- Staff advised that this budget is for items that are considered urgent/high priority which cannot be put off any longer. If not completed staff believe that these items may affect the integrity of the building. Council will receive another building maintenance list which will be larger and for discretionary building maintenance.
- Clarification was sought around the budget for the Jubilee Pavilion. Staff advised that this was identified to be demolished as part of the Recreation Centre Review. It was questioned whether text was missing in the row for 'Remediation of', this has been removed from the recommendation in the Ordinary Council Meeting Agenda.
- The cost for floor resealing in the Recreation Centre was questioned. Staff advised that they are in the process of obtaining additional quotes to complete this. This maintenance involves the floor being sanded back to the floor boards and be resealed and marked with tape. This should be done approximately every five years with light sanding required every two to three years. Since this Centre was built, no maintenance to the floor has occurred. Upon further investigation, this cost has been adjusted in the agenda as it has been determined that this level of sanding is not believed to be currently required. The line marking is only proposed for new previously unmarked courts (i.e. indoor hockey and floorball). The hard sand area required has been reduced in area and therefore reduced the cost of these works.
- Old Fire Station - Staff advised this is deemed urgent as part of the conservation plan for the building.
- Quellington Hall – It was questioned how often this building is used and whether it is something that can be sold/disposed of. Staff advised that this building is used occasionally.

Additional Comment

Please note that an additional item has been included under Development Services in the Ordinary Council meeting agenda. This item relates to the *Proposed Disposal of Council Land – Lot 402 East Street, Northam.*

13.3. CORPORATE SERVICES

13.3.1 ACCOUNTS AND STATEMENTS OF ACCOUNTS – APRIL 2016

- EFT22691 – Confirmed that this is for vehicles on Council land or on a Shire road reserve.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

- EFT22651 – Clarified that this is part of a grant that Shire receives.
- EFT22696 & EFT22703 – Slav's cleans the Admin Centre, Visitor Centre, Library etc and Quad Services cleans external locations such as Bakers Hill Toilets. Staff will review the possibility of one cleaning contract when the current contracts end.
- EFT22722 & EFT22727 – This one transaction with 2 components with one being from trust.
- EFT22816 – Confirmed that this is part of an insurance claim.
- EFT22822 – Clarified that this is for a shared consultant that provides advice and support on matters relating to OSH and risk management.
- EFT22926 – Clarified that this is a one off payment, approximately every 3-4 years.
- EFT22930 – Staff clarified that this is for replacement of locks and/or providing keys for several buildings around the Shire (Jubilee Pavilion, RSL Hall, Morby Cottage, Recreation Centre, Grass Valley Hall, Shire Admin, Riversedge Café, Visitor Centre, Old Quarry Road Waste Disposal). This also includes the installation of a panic bar and compliant fire exit door at the Northam RSL Hall.

13.3.2 FINANCIAL STATEMENTS TO 31 MARCH 2016

- The CEO confirmed that the format of the financial statements has changed, this came into effect in April 2016.
- Clarification was sought on;

5. Net Current Assets – Current Assets

- Net Current Assets - Staff confirmed that the Cash – Unrestricted is not a monthly projection as this is difficult to report.
- Staff confirmed that the sundry debtors is split to include Rates – Current as a separate line item.

6. Rating Information – Excess Rate Receipts

- Staff confirmed that this is an accounting treatment which requires some attention and that at the end of the year staff will journal prepayments out of excess rates. This will increase revenue and will be adjusted as the prepayments should be journalled to the balance sheet at year end.

8. Operating Statement – Non operating Grant Subsidies

- This is due to not receiving grants that we thought we would and predominantly relates to the Aboriginal & Environmental Centre – funding will be received in 16/17.

13.3.3 LEASE AGREEMENT FOR HANGAR 13 – NORTHAM AIRPORT

No questions or queries were raised.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

13.3.4 LEASE FOR NORTHAM PLAYGROUP

- It was questioned whether the current lease is in accordance with Council's leasing Policy. Staff confirmed that this lease is in accordance with the policy.

Mr Whiteaker departed the Council Chambers at 7.06pm and returned at 7.08pm.

13.3.5 LEASE FOR RAPID PLASTICS – PORTION OF THE SHIRE OF NORTHAM DEPOT

- A map detailing the areas has been added to the Ordinary Council meeting agenda.
- It was questioned whether this lease is in accordance with commercial leases as per Council's Leasing policy. Staff confirmed that this lease is in accordance with the policy.
- It was questioned whether a survey is required. The CEO advised that it would be ideal however staff will investigate and make a determination.

Ms C Greenough departed the Council Chambers at 7.13pm and returned at 7.18pm.

Cr D Beresford departed the Council Chambers at 7.16pm and returned at 7.17pm.

Ms C Greenough departed the Council Chambers at 7.19pm and returned at 7.21pm.

Ms C Greenough departed the Council Chambers at 7.13pm and returned at 7.18pm.

Cr J Williams departed the Council Chambers at 7.22pm and returned at 7.24pm.

Mr R Rayson departed the Council Chambers at 7.24pm and returned at 7.26pm.

13.3.6 REVIEW OF FINANCE/ACCOUNTING POLICIES

- It was questioned whether the \$150,000 relating to tenders is a Council Policy or forms part of the Act/Regulations. Staff advised that this review is bringing Council's Policy in line with Act/Regulations.
- It was questioned whether there were any changes made to local purchases. Staff advised that there is no change and the existing 10% price preference applies. In terms of assessing tenders, the CEO advised that staff assess these on their ability to deliver the work and will then assess the price.
- Clarification was sought around the impairment for Financial Assets (i) Vs Impairment (k) in Policy F3.1. The reason for the inclusion of the Financial Impairment note (i) in addition to the regular impairment note (k) is due to the following reasons;

1. The Australian Accounting Standards Board standard AASB 136 excludes financial assets from measurement as per the extract below;

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

2. *This Standard shall be applied in accounting for the impairment of all assets, other than:*
(e) financial assets that are within the scope of AASB 139 Financial Instruments: Recognition and Measurement

As such the measurement and impairment of certain types of financial assets are dealt with under AASB 139.

2. Council Auditors recommend the inclusion of the Financial Assets Impairment note with the Accounting Policy to Ensure that Council considers any loss on Financial Assets that may occur

- The word 'Objective' has been removed from Policy F 3.2 due to duplication.
- Brackets around '\$10,000' under the heading 'Less than \$3,000 - \$10,000 (excl. GST)' from Policy F 3.2 have been removed due to a typographical error. The wording has also been changed to include that the successful quote must be provided in writing. Clarification has also been included where it references the testing of normal market rates through obtaining quotes from time to time.
- The adjustment of the purchasing threshold was questioned. The CEO advised that this is due to excessive workload requirements and the time / ability to obtaining written quotes. In addition, staff are of the view that there are sufficient control mechanisms for purchasing. This includes Council's ordering system where a purchase order is always required for the purchase. No matter where the threshold is.

13.5. ENGINEERING SERVICES

13.5.1 TWO (2) YEAR FOOTPATH PROGRAM 2016/17 & 2017/18

- It was advised that the marking on map for Tames Road needs should be removed as there is no footpath.
- For Lobelia Avenue, Kuringal Road has been replaced with Kingia Rd. This has also been amended on the supporting attachment for the 2 year footpath program.
- Clarification was sought on the Gordon Street section. Staff advised that this is for the area near the Town Hall.
- Clarification was sought as to why there was no footpath marked from Grey St to Ensign Dale Place. Staff have investigated this and identified a small footpath at the end which has now been included.

14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES
COUNCIL FORUM MEETING HELD ON 11 MAY 2016

15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.1. Elected Members

Nil.

15.2. Officers

Nil.

Cr C Antonio departed the Council Chambers at 7.55pm and returned at 7.56pm.

16. CONFIDENTIAL ITEMS

16.1 LOT 14 FITZGERALD STREET, NORTHAM – OFFER TO LEASE

- A valuation of the property has been provided in the Confidential Ordinary Council Meeting Agenda.
- It was questioned whether this area can be watered with recycled water. The CEO advised that this is not possible due to a range of reasons (e.g. contact with people, does not reach this area).
- The CEO advised that the rates will be Unimproved Value.

17. DECLARATION OF CLOSURE

The Shire President, Cr S B Pollard declared the meeting closed at 8.06pm.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

11.3 RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE

RECOMMENDATION

That Council receives the minutes of the Community Safety Committee Meeting held on 6 May 2016.

11.4 ADOPTION OF THE RECOMMENDATIONS OF THE COMMUNITY SAFETY COMMITTEE

RECOMMENDATION

That Council endorse the Shire of Northam Community Safety and Crime Prevention Plan 2016-2020.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

**MINUTES OF THE
COMMUNITY SAFETY COMMITTEE MEETING
HELD ON
06 MAY 2016**

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
AGENDA
COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON 06 MAY 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	4
2.	DECLARATION OF INTEREST.....	4
3.	ATTENDANCE	4
4.	APOLOGIES	5
5.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	5
6.	AGENDA ITEMS	5
	6.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN	5
	6.2 ALCOHOL AND OTHER DRUGS MANAGEMENT PLAN.....	7
7.	OTHER BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COMMITTEE.....	8
8.	DATE OF NEXT MEETINGS - 2016.....	9
9.	DECLARATION OF CLOSURE.....	9

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
AGENDA
COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON 06 MAY 2016

**Notice and Agenda of the Safer Northam Committee meeting to be held in the
Council Chambers on Friday, 19 February 2016 at 2.00pm**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. 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 or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement 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 limitation of approval made by a 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 or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should 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.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
AGENDA
COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON 06 MAY 2016

1. OPENING AND WELCOME

Chairperson Cr Julie Williams declared the meeting open at 2.08pm.

Cr Williams referred to the Terms of Reference which was provided to the group and identified the Members and Ex-Officio Members to clarify voting rights. Cr Williams highlighted the point that it is mandatory that all Members vote.

With Mr T Munday no longer able to represent the community on this Committee, the quorum of voting Members is 7. The Committee has reached a quorum.

2. DECLARATION OF INTEREST

Parts of Division 6 Subdivision 1 of the Local Government Act 1995 requires Council members and employees to disclose any direct or indirect financial interest or general interest in any matter listed in this agenda. The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter being discussed.

NB A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the disclosed matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

There were no declarations of interest for this meeting.

3. ATTENDANCE

MEMBERS

Chairperson	Cr J Williams
Councillor	Cr D G Beresford
Councillor	Cr C Davidson
Executive Manager Community Services	Mr R Rayson
Northam Police	SNRSMT G Dickson
Health Representative	Mr G Bentley
Department Education	Mrs S Bray

EX-OFFICIO MEMBERS

Community Development Officer	Mrs M Blackhurst
Department Child Protection and Family Support	Mrs D Lamperd

SPECIAL GUESTS

WA Police Wheatbelt District Superintendent	SUPT P Halliday
Chief Executive Officer	Mr Jason Whiteaker

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
AGENDA
COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON 06 MAY 2016

4. APOLOGIES

LDAG	Ms R Power
Northam Chamber of Commerce	Mr M Hubble
Local Drug Action Group	Mrs K Grace
Department of Housing	Mr A Mencshelyi

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION

Minute No: CSC.021

Moved: Mrs Sharon Bray
Seconded: Mr Greg Bentley

That the minutes of the meeting held Friday, 19 February 2016 be confirmed as a true and correct record of that meeting.

CARRIED 7/0

6. AGENDA ITEMS

6.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	1.3.12.1
Officer:	Ross Rayson
Officer Interest:	N/A
Policy:	N/A
Voting:	N/A
Date:	17 February 2016

PURPOSE

To update the Committee on the Community Safety and Crime Prevention Plan and seek endorsement of the Plan from the Committee.

BACKGROUND

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2016-2020 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
AGENDA
COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON 06 MAY 2016

Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity.

The CSCP Plan 2016-2020 has brought all of the current data together to help the Committee to understand 'What is the Northam story'. This will help the Committee to reconcile where the facts and the perceptions differ.

STATUTORY REQUIREMENTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

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

STRATEGY: Provide an environment that enhances and builds on the liveability of the Shire.

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

The Community Safety Committee were been provided a copy of the Community Safety and Crime Prevention Plan 2016-2020.

Committee members were asked to email Mrs Michelle Blackhurst to indicate which actions potentially align with current objectives of stakeholders so that actions can be allocated.

SNRSGT Dickson together with SUPT Peter Halliday provided an insight as to why youth crime and target hardening were being targeted in the Community Safety and Crime Prevention Plan 2016-2020 as areas of high priority. Mrs Dawn Lamperd spoke on youth crime and referred to it being a very complex dilemma and she wanted to ensure that all of the current preventative programs were taken into account. Mrs Michelle Blackhurst referred back to the Plan clarifying that the Plan is focused around building partnerships and promoting current opportunities.

SNRSGT Dickson also spoke on the Objectives of the Community Safety and Crime Prevention Plan 2016-2020 and how the Plan will support the community to work together with local Police to reduce crime in the Shire of Northam.

Mrs Michelle Blackhurst and Mr Ross Rayson provided an update on current actions including the launch of the Dob in a Dealer campaign, current grant applications that had been applied for, completion of the Plan which will evolve as a live document.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
AGENDA
COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON 06 MAY 2016

Cr Denis Beresford asked the question of the Police representatives why it seem like there is no action when drug reports are made to the Police. SNRGST Dickson said that there has been a large amount of direct intervention, some of which will yield quick results and some will take longer as the Police build the judicial record. Generating a drug warrant is not simple as it requires evidence. Information from the community is valuable and it is all used to build that judicial record. SUPT Peter Halliday said that recently at the launch of the 'Dob in a Dealer campaign' Jason Whittaker raised the issue of feedback with the CEO of Crimestoppers. There is little the police can do about feedback on Crimestoppers report as Crimestoppers controls the information. I agreed that I would consider how we deal with intelligence that comes directly to Police and hold further discussions on whether we could look at the possibility of feedback.

Mrs Michelle Blackhurst and Mr Ross Rayson spoke on some of the actions of the Plan. Mr Jason Whiteaker spoke on two specific actions, being the proposed Lock and Light program and Operation Night Sweep that were more interactive than informative and wanted to clarify if the Committee wanted to take more of an interactive role by delivering projects such as these. The Committee agreed that this would be more beneficial to the community.

Mrs Michelle Blackhurst referred to the Plan as a whole of community response to alleviate pressure on the Police. SNRSgt Dickson said that the Plan needed a Champion and that someone had to own it for the Plan to be successful. Mr Ross Rayson said that this was a space for the Shire of Northam to fill via the Committee.

RECOMMENDATION

Minute No: CSC.022

Moved: Mr Ross Rayson
Seconded: SNRSgt Geoff Dickson

That Council endorse the Shire of Northam Community Safety and Crime Prevention Plan 2016-2020.

CARRIED 7/0

6.2 ALCOHOL AND OTHER DRUGS MANAGEMENT PLAN

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
AGENDA
COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON 06 MAY 2016

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	1.3.12.1
Officer:	Michelle Blackhurst
Officer Interest:	N/A
Policy:	N/A
Voting:	Simple Majority
Date:	04 May 2016

PURPOSE

Update about the Alcohol and Other Drugs Management Plan (AODMP).

BACKGROUND

The AODMP is a plan that articulates what will happen at a local level to create change in the identified issues surrounding alcohol and other drugs. The AODMP Committee meet on a bi-monthly basis to discuss priority areas of the Plan and report updates to the Committee.

STATUTORY REQUIREMENTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

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

STRATEGY: Provide an environment that enhances and builds on the liveability of the Shire.

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

The Minutes of the AODMP Committee meetings will be shared on availability via email to the Community Safety Committee to ensure that the Committee is aware of the actions and updates surrounding alcohol and other drug issues in the Shire of Northam.

7. OTHER BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COMMITTEE

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
AGENDA
COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON 06 MAY 2016

Terry Munday – no longer able to represent the community on this Committee as he has left town.

8. DATE OF NEXT MEETING

The next meeting will take place at 2pm on 08 July 2016.

There will be two further meetings taking place in 2016 on 16 September 2016 and 11 November 2016.

9. DECLARATION OF CLOSURE

The meeting was officially closed at 2.55pm.

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam
.....
**Community Safety and
Crime Prevention Plan**
2016 - 2020
.....

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Acknowledgements

The Shire of Northam acknowledges the considerable input into the Community Safety and Crime Prevention Plan 2016-2020 by the Northam Community Safety Committee.

We acknowledge and thank the Northam Police, Northam Roadwise Committee, Department of Health (Health Promotion), Local Drug Action Group, Northam Chamber of Commerce, Department of Education, Department Sport and Recreation, Housing Authority, Northam PCYC, Department of Child Protection and Family Support, Department of Main Roads and the Shire of Northam community.

Background

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2016-2020 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

A partnership approach is viewed by the Shire of Northam as particularly important to deal effectively with the variety of factors that influence Community Safety. The Shire recognises that partnership based strategies are the key to improving Community Safety outcomes.

The Shire of Northam CSCP Plan 2016-2020 considers the perception of crime as well as the actual crime. A safe community is one where community members are able to pursue the fullest life possible without fear or hindrance from crime and disorder, making their feelings of safety as important as their actual level of safety.



Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity. By improving the community safety and crime prevention of the area, the Shire of Northam seeks to achieve our vision for Northam to be a vibrant growing community that is safe, caring and inclusive.

The Shire's Role in Community Safety

The Shire of Northam is responsible to address the quality of life issues that impact on residents.

The Shire provides direct service delivery that influences both perceived and actual Community Safety concerns. In particular the Shire delivers Community Safety service outcomes through its Consolidated Local Laws (2005) and through its designated role in a range of State legislation including service delivery related to:

- Cat Act (2011)
- Dog Act (1976)
- Emergency Management Act (2005)
- Bush Fires Act (1954)
- Litter Act (1979)
- Control of Vehicles (Off-Road Areas) Act (1978)
- Health Act (1911)
- Food Act (2008)
- Environmental Protection Act (1986)
- Tobacco Products Control Act (2006)
- Liquor Control Act (1988)
- Biosecurity and Agriculture Management Act (2007)

Local government has an important role to play in emergency management for the local community. Although the Shire of Northam is not a provider of emergency services, the Shire's role is to support emergency services and the community both during and after emergencies. Bushfires during the summer season and storm damage during winter are the most common emergency management issues for the Shire.

Ranger Services are an important component of local government operations, particularly in relation to community safety. Rangers respond to community complaints and concerns relating to dogs, animals and parking issues. The Rangers provide a presence

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

on the street and assist with the prevention and outbreak of bush fires.

Environmental Health Services are another important component of local government operations and can have an impact on community safety. Environmental Health Services are responsible for approving and licensing a wide variety of operations within the Shire including Kennels, Caravan Parks, Food Premises, Hairdressers, Lodging Houses, Public Events, Public Buildings, Skin Penetration Premises (such as Beauticians, Tattooists, Nail Salons and Acupuncturists), Stall Holders and Traders, Temporary Food Stalls and Wastewater Disposal Systems.

Environmental Health Services also support community safety, dealing with the inspect of premises following an application or complaint, water testing, accommodation, food safety, pest and disease control. The Northam Public Health and Wellbeing Plan is currently under development and will ensure these services continue to be implemented to improve the health and safety of the community.

The Shire of Northam is in the position to facilitate partnerships between government, non-government, business, community groups and individual residents. It acknowledges the important role of facilitating Community Safety outcomes between stakeholders across the Shire.

Process of Developing the Plan

As part of the State Community Safety and Crime Prevention Strategy (2004), a joint initiative between the State Government and the Town / Shire of Northam was formed to develop a Community Safety and Crime Prevention Plan for 2007-2010.

Community residents were engaged by the Shire of Northam late 2010 to provide feedback about community safety and crime prevention and this was using a survey and key stakeholders were engaged through a workshop to identify the key community safety and crime prevention issues and strategies for the Shire of Northam for the next four years.

The key issues identified were:

- Antisocial Behaviour; including illegal drug and alcohol use.
- Break-ins; both house and business.

- Wilful Damage; including vandalism and graffiti.

The key issues identified formed the primary objectives for the Shire of Northam CSCP Plan 2011-2015.

The Shire of Northam CSCP Plan 2011-2015 was reviewed in February 2015 and as a number of strategies still required action, recommendations were made for the development of the CSCP Plan 2016-2020.

Building the Shire of Northam Picture

The process of building a picture of the Shire of Northam to understand the crime and safety issues has involved the analysis of crime data supplied by the WA Police, desktop research, feedback from local community members and input from key stakeholders.

Documents which inform the CSCP 2016-2020:

- Community Perception Survey Report
- Community CPS Focus Group Meeting Report
- The Shire of Northam CSCP Plan 2011-2015
- Wheatbelt Youth Strategy 2012-2017
- WALGA WAPol Crime Statistics by LGA

Crime Data

The Shire of Northam receives crime data on a monthly basis and this is broken down into crime category, specifying the area of the Shire that each crime has occurred. This data is graphed to help the Shire of Northam to understand what the issues are and where they are occurring.



SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Community Perception Survey

The Shire of Northam engaged a consultant to undertake a Community Perception Survey (CPS) in February 2015 to gauge the opinions of the community about issues that they perceive to be effecting them. The results of the CPS indicated that there is a growing concern that the Shire of Northam is an unsafe place, driven by concerns with drug use, criminal activity and undesirable behaviour increasing in the area. Crime, particularly break-ins and theft are a concern and some residents do not feel safe in their homes.

CPS Focus Group Meetings

In response to community concerns with safety in the CPS, the Shire of Northam commissioned a series of focus groups to help define the problem and create an action plan for the Council's consideration. While many people love living in the Shire of Northam for the country lifestyle and sense of community, it has a reputation for high levels of youth crime, unemployment, substance abuse and road fatalities. The root cause is attributed to poor parenting in a small proportion of dysfunctional families, with youth lacking boundaries and a sense of belonging.

The community members participating in the focus group discussions identified key issues for the Shire to action:

Reputation Management

- Improve the overall safety experiences for residents.
- Develop a PR campaign to improve the Shire's reputation.

Leadership and Advocacy

- Communicate the Shire's plan for addressing safety concerns.
- Foster strong partnerships with key stakeholders to attract required funding, infrastructure and services.
- Strengthen relationships with local service providers and coordinate a joint program to set and achieve shared goals.

Improved Infrastructure

- Upgrade and extend the CCTV program.
- Partner with Main Roads for better road design and maintenance, including more responsive

and effective repairs, safer edges and shoulders, and improved opportunities for overtaking.

- Implement the Bakers Hill Concept Plan to improve safety on Great Eastern Highway, with safer speed limits and improved parking.
- Improve local roads and footpaths.
- Conduct a lighting audit and upgrades.
- Extend mobile phone coverage in rural areas.

Desktop Research

The Shire conducted a desktop research initiative which considered international, federal, state and other local government's trends and best practice in Community Safety. The findings from this research were then translated into relevance and importance in the context of demography and suburb characteristics within the Shire of Northam.

The process of updating the CSCP Plan 2016-2020 has included analysis of crime data supplied by the WA Police, desktop research, feedback from local community members and input from key stakeholders to enable the identification of implementation strategies and partnerships, including shared responsibilities.

Key Stakeholders

Central to the implementation and evaluation of the Community Safety and Crime Prevention Action Plan is the establishment of partnerships with community stakeholders to encourage shared responsibility and ownership of the plan.

The Shire of Northam Community Safety Committee (hereto referred to as the Committee) is a formally appointed committee of Council and their objective is to enhance community safety and reduce criminal



SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

and anti-social behaviour through a collaboration of key interests and agencies.

The Committee consists of representatives from government, non-government, police and community agencies at the local level who share a collective commitment and expertise in relation to community safety and perceptions of safety.

The Committee includes representatives from:

- Shire of Northam
- Northam Police
- Northam Roadwise Committee
- Department of Health (Health Promotion)
- Local Drug Action Group
- Northam Chamber of Commerce
- Department of Education
- Department Sport and Recreation
- Housing Authority
- Youth services
- Community members

The Committee ex-officio members include representatives from:

- Shire of Northam
- Department of Child Protection and Family Support
- Department of Main Roads
- Department Fire and Emergency Services

A strong focus has been placed on developing and maintaining strong partnerships with key stakeholders and the community to effectively address the priority issues.



Focus Areas

The focus areas for the CSCP Plan 2016-2020 have been informed by recent community consultation, discussions with key stakeholders and research on crime and safety. A comprehensive range of issues were identified during the research and community engagement process with varying degrees of emphasis across different areas of the Shire.

The crime statistics together with Police intelligence indicate that the two most prominent priorities for the Shire of Northam are currently:

- 1 Youth Crime - youth engagement and diversionary programs.
- 2 Target Hardening - educating community members about how to improve personal security.

The following four focus areas have been identified to improve community safety throughout the Shire of Northam:

Criminal or Offending Behaviour

The Shire aims to work with key stakeholders and community members to increase community participation in identifying and reporting of crime. Strong community links can result in detecting and reducing levels of crime, as suspicious activity is more likely to be reported to police.

By increasing the understanding of risk factors for potential victims of crime, community members will increase safety measures making it more difficult for criminals to offend.

Objectives:

- 1.1 Reduce the opportunity for crime or offending behaviour.
- 1.2 Increase community engagement and participation in identifying and reporting of crime.
- 1.3 Maintain the Northam Shire Alcohol and Other Drugs Management Plan

Community Awareness

The Shire aims to increase community awareness and understanding of how to prevent crime and improve community safety. Through awareness programs the community will better understand the local environment and its associated risks, helping them to make informed decisions. This will also

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

contribute to a better quality of life by reducing unjustified fears held by the community.

Objectives:

- 2.1 Improve the community perception of crime in the Shire of Northam.
- 2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

Building Partnerships and Participation

Working with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives is a priority. Responsive programs such as alcohol and drug education for young people, diversionary programs for young offenders, and early intervention education initiatives have been developed by experts in these field areas.

Objectives:

- 3.1 Support and facilitate the Shire of Northam Community Safety Committee.
- 3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.
- 3.3 Support and facilitate collaborative youth engagement planning.

Community Design

'Designing Out Crime' focuses on the planning and design of places, spaces and buildings and can assist in reducing crime through improvements to the physical environment.

Built and environmental factors such as lighting, surveillance, open spaces with clear sight lines and the ability to seek refuge are well documented as key elements that influence peoples' perceptions of community safety in public spaces.

Designing Out Crime can be factored into future community facility developments or upgrades and can improve existing community facilities that are often exposed to criminal or offending behaviours.

Objective:

- 4.1 Adopt and implement 'Crime Prevention Through Environmental Design' (CPTED26) principles.



Where to From Here

The Northam Community Safety Committee will have primary responsibility for the monitoring and review of the plan. The desired outcomes of the Plan will be delivered in partnership with key stakeholders. A summary of the Plans achievements each year will be presented to Council and published on the Shire of Northam website.

It is to be noted that the Action Plan is a 'living document' and as such additional strategies (in line with the focus areas) may be added, and further stakeholders can be seconded to assist with the implementation of these strategies.

Required funding will be sought from the Office of Crime Prevention and other relevant funding bodies to assist with implementing strategies. The progress of this plan will be evaluated on a bi-monthly basis to effectively monitor the progress and impact of these actions.

Further Information

The Shire of Northam Community Safety and Crime Prevention Plan 2016-2020 is available to download on our website www.northam.wa.gov.au.

For further information regarding the Shire of Northam Community Safety and Crime Prevention Plan 2016-2020 please contact the Shire of Northam Community Development Officer on telephone 9622 6100 or email records@northam.wa.gov.au.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
COMMUNITY SAFETY AND CRIME PREVENTION PLAN

AIM: To improve the safety of the community and reduce crime in the Shire of Northam.

Focus

**CRIMINAL OR
OFFENDING
BEHAVIOUR**

**COMMUNITY
AWARENESS**

**BUILDING
PARTNERSHIPS &
PARTICIPATION**

**COMMUNITY
DESIGN**

Community Issues

Alcohol and Other Drugs	X	X	X	
Anti-social Behaviour	X	X	X	X
Assault	X	X	X	X
Burglary - Business	X	X	X	X
Burglary - Residential	X	X	X	X
Domestic Violence	X	X	X	
Driving Behaviours	X	X	X	X
Graffiti	X	X	X	X
Theft	X	X	X	X
Wilful Damage	X	X	X	X

Objectives

1.1 Reduce the opportunity for crime or offending behaviour.

1.2 Increase community engagement and participation in identifying and reporting of crime.

1.3 Reduce youth crime.

1.4 Maintain the Northam Shire Alcohol and Other Drugs Management Plan

2.1 Improve the community perception of crime in the Shire of Northam.

2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

3.1 Support and facilitate the Shire of Northam Community Safety Committee.

3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.

4.1 Adopt and implement Crime Prevention Through Environmental Design principals.

ACTION PLAN

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

ACTION PLAN - FOCUS AREA ONE

Criminal or Offending Behaviour

Objective 1.1 Reduce the opportunity for crime or offending behaviour.

Strategies	Actions	Timeframe	Stakeholders
Increase the understanding of risk factors for potential victims of crime (including hotspots and prevention).	<ul style="list-style-type: none"> Promote Pay Wave disable function. 	July 2016	Shire of Northam via eWatch
	<ul style="list-style-type: none"> Implement a property marking program to increase the ability of Police to identify property stolen from residential buildings. 	September 2016	Shire of Northam/ Lions Club/ Apex Club via Lock and Light program
	<ul style="list-style-type: none"> Promote and support eWatch - public circulation of crime facts and figures. 	Ongoing	Northam Police/ Shire of Northam
	<ul style="list-style-type: none"> Investigate and implement look, lock, leave vehicle safety signage program. 	December 2016	
Raise community awareness about the relationship between crime prevention and the physical design of their property.	<ul style="list-style-type: none"> Educate and encourage community members to improve security measures in residential buildings through the provision of checklists and information. 	January 2017	Shire of Northam/ Lions Club/ Apex Club via Lock and Light program
	<ul style="list-style-type: none"> Apply for funding to facilitate quarterly community education sessions. 	March 2017	Shire of Northam
Support the Northam Chamber of Commerce to engage with local business to reduce the opportunity for crime.	<ul style="list-style-type: none"> Encourage shop owners to ask for identification when suspicious shoppers request to use Pay Wave. 	July 2016	Northam Chamber of Commerce/ Shire of Northam
	<ul style="list-style-type: none"> Distribute to the Chamber information brochures targeting shop owners to reduce crime. 	February 2016	Northam Chamber of Commerce/ Shire of Northam
	<ul style="list-style-type: none"> Business education session on CCTV. 	December 2015	Local Police
Implement the Lock and Light program.	<ul style="list-style-type: none"> Seek funding to support Seniors to upgrade locks and lighting in their home to reduce the opportunity for crime. 	September 2016	Shire of Northam

Objective 1.2 Increase community engagement and participation in identifying and reporting of crime.

Strategies	Actions	Timeframe	Stakeholders
Develop a list of crime reporting and recording avenues. Promote to the community.	<ul style="list-style-type: none"> Promote the WA Police crime reporting methods. 	April 2016	Shire of Northam via Shire website and eWatch.
	<ul style="list-style-type: none"> Promote Blue Iris Police Database - residential and business CCTV register for Police to access. 	April 2016	Shire of Northam via Shire website and eWatch.
	<ul style="list-style-type: none"> Promote the Dob in a Dealer program. 	May 2016	Police and Shire of Northam
Raise community awareness about how to identify a crime.	<ul style="list-style-type: none"> Introduce a natural surveillance improvement program - Eyes on the Street. 	August 2016	Community Safety Committee, Police and Shire of Northam
	<ul style="list-style-type: none"> Promote and support eWatch. 	Ongoing	

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

ACTION PLAN - FOCUS AREA ONE
Criminal or Offending Behaviour

Objective 1.3 Reduce youth crime.

Strategies	Actions	Timeframe	Stakeholders
Undertake detailed investigations and secure Government support to implement an Operation Night Safe program.	<ul style="list-style-type: none"> Research Operation Night Safe and prepare a report detailing how the project could be implemented in the Shire of Northam. Seek funding. 	October 2016	
Support and facilitate collaborative youth engagement initiatives.	<ul style="list-style-type: none"> Work with stakeholders to plan collaborative youth engagement initiatives. Provide information about services and activities for youth within the community. Support the provision of school holiday activities for youth. Establish a youth stakeholder group. 	Ongoing	Shire of Northam, Avon Youth, Northam PCYC
		May 2016	Shire of Northam
		Ongoing	Shire of Northam, Inclusion WA, Northam PCYC, Avon Youth
		January 2017	

Objective 1.4 Maintain the Northam Shire Alcohol and Other Drugs Management Plan

Strategies	Actions	Timeframe	Stakeholders
Support the delivery of the Northam Shire Alcohol and Other Drugs Management Plan.	<ul style="list-style-type: none"> Support and attend AODMP meetings. 	Ongoing	AODMP Committee

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

ACTION PLAN - FOCUS AREA TWO
Community Awareness

Objective 2.1 Improve the community perception of crime in the Shire of Northam.

Strategies	Actions	Timeframe	Stakeholders
Develop and implement a Marketing Plan with a specific community safety and crime prevention focus.	<ul style="list-style-type: none"> Promote community safety and crime prevention information on the Shire website and social media sites. Contribute articles to eWatch monthly. Develop a list of existing marketing opportunities including stakeholder newsletters and email lists and distribute information to these lists. Develop Shire of Northam specific CSCP focused marketing material and distribute at events. Purchase a LED variable digital messaging sign/trailer for use of the Northam Police as well as other Council departments. 	Crime Prevention tab to be create by June 2016, ongoing Ongoing June 2016 August 2016	Shire of Northam Community Safety Committee Shire of Northam Shire of Northam
Reduce untidy surroundings such as litter, abandoned vehicles, graffiti and damaged buildings.	<ul style="list-style-type: none"> Promote Trolley Tracker program to report abandoned shopping trollies. Promote litter reporting procedure through placement of signage in highly littered areas of the Shire of Northam. Promote Designing Out Crime Principals. Promote the Goodbye Graffiti program. 	May 2016 September 2016 September 2016 and ongoing	Shire of Northam via website and social media. Shire of Northam and Keep Australia Beautiful program. Shire of Northam
Increase community confidence in the police.	<ul style="list-style-type: none"> Promotion of Police social media sites. Promotion of Police initiatives. 	Ongoing Ongoing	Community Safety Committee and local Police

Objective 2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

Strategies	Actions	Timeframe	Stakeholders
Promote existing community education initiatives that target safety and security.	<ul style="list-style-type: none"> Implement relevant State Government programs - Burglar Beware, Neighbourhood Watch, Eyes on the Street, Goodbye Graffiti. Promote the AFP ThinkUKnow cyber awareness safety program. 	Ongoing July 2016	Community Safety Committee, Police and Shire of Northam

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

ACTION PLAN - FOCUS AREA THREE
Building Partnerships and Participation

Objective 3.1 Support and facilitate the Shire of Northam Community Safety Committee.

Strategies	Actions	Timeframe	Stakeholders
Bi-monthly community safety meetings including a representative from the Northam Police station.	• Monitor progress on Community Safety and Crime Prevention Plan.	Ongoing	Community Safety Committee
	• Host bi-monthly meetings.	Ongoing	Shire of Northam

Objective 3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.

Strategies	Actions	Timeframe	Stakeholders
Promote all service providers, community groups and other stakeholders that offer programs aiding in crime prevention and deliver their service in the Shire of Northam.	• Develop a current list of service providers and their programs and undertake a map and gap exercise to identify where gaps and/or double ups in service exist.	June 2016	Community Safety Committee
	• Encourage existing service providers to step into the gap.	July 2016	Community Safety Committee
Establish working groups to initiate new collaborative activities to target relevant issues.	• Seek internal and/or external funding assistance to assist in enabling the implementation of new community safety and crime prevention initiatives.	Ongoing	Community Safety Committee
	• Seniors Residential Lock program. • Residential Lighting program.	September 2016	Shire of Northam/ Lions Club/ Apex Club and Share and Care.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

ACTION PLAN - FOCUS AREA FOUR
Community Design

Objective 4.1 Adopt and implement 'Crime Prevention Through Environmental Design' (CPTED26) principles.

Strategies	Actions	Timeframe	Stakeholders
Create and implement a Designing Out Crime Plan to be completed by December 2016.	<ul style="list-style-type: none"> • Undertake a lighting audit and install lighting in areas poorly lit and in known hotspots. 	October 2016	Shire of Northam
	<ul style="list-style-type: none"> • Conduct a Designing Out Crime Shire of Northam study to re-view current public places. 	October 2016	Shire of Northam
	<ul style="list-style-type: none"> • Embed the principles of Designing Out Crime as a working practice in the planning and building responses of the Council. 	January 2017	Shire of Northam
	<ul style="list-style-type: none"> • Seek funding opportunities to improve the design of the community. 	Ongoing	Shire of Northam and Community Safety Committee
Upgrade the community CCTV system.	<ul style="list-style-type: none"> • Apply for funding to upgrade the CCTV system. • Install security cameras in known 'hot spots' 	January 2016	Shire of Northam and local Police
Establishment of a youth precinct.	<ul style="list-style-type: none"> • Apply for funding to conduct a feasibility study to develop a Northam youth precinct. • Apply for funding to establish the youth precinct. 	March 2016	Shire of Northam
		January 2017	

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

11.5 RECEIPT OF MINUTES OF THE ART COLLECTION COMMITTEE

RECOMMENDATION

That Council receives the minutes of the Art Collection Committee Meeting held on 5 May 2016.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam
Heritage, Commerce and Lifestyle

SHIRE OF NORTHAM

**MINUTES OF THE
ART COLLECTION COMMITTEE MEETING
HELD AT
4:00 PM
THURSDAY
5 MAY 2016**

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

TABLE OF CONTENTS

1.	OPENING AND WELCOME	4
2.	DECLARATION OF INTEREST	4
3.	ATTENDANCE	4
4.	APOLOGIES	4
5.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	4
6.	AGENDA ITEMS	5
	6.1 INSTALLATION OF HANGING SYSTEM	5
	6.2 COUNCIL PORTRAITS	8
7.	OTHER BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COMMITTEE	10
8.	DECLARATION OF CLOSURE	12

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

**Minutes of the Shire of Northam Art Collection Committee meeting held in the
Committee Room on THURSDAY, 5 May 2016 at 4:00 pm**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. 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 or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement 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 limitation of approval made by a 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 or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should 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.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

1. OPENING AND WELCOME

The Presiding Officer, Mr TM Letch declared the meeting open at 4pm.

2. DECLARATION OF INTEREST

N/A

3. ATTENDANCE

Councillor	Cr J Williams Cr J Proud
Community Representatives	Mr TM Letch Ms T Hamilton
Avon Valley Arts Society (AVAS)	Mr C Simpson (Sitting in as an observer)
Shire of Northam	Mr R Rayson Miss V Jones

4. APOLOGIES

Avon Valley Arts Society (AVAS)	Ms D Edwards
---------------------------------	--------------

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RECOMMENDATION/ COMMITTEE DECISION

Minute no: AR 067

Moved: Cr J Proud
Seconded: Ms T Hamilton

That the minutes of the meeting held Thursday, 10 March 2016 be confirmed as a true and correct record of that meeting

CARRIED 4/0

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

6. AGENDA ITEMS

6.1 INSTALLATION OF HANGING SYSTEM

Name of Applicant:	Internal
Name of Owner:	Shire of Northam
File Ref:	2.1.3.2
Officer:	Ross Rayson
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple
Date:	28 April 2016

PURPOSE

To provide an update on the current status of this project

BACKGROUND

An update on the progress of this project has been requested.

STATUTORY REQUIREMENTS

Nil

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Protect and promote the Shire's diverse culture and heritage

STRATEGY: Support provision of facilities and services for arts and cultural programs

OFFICER'S COMMENT

Mr Letch noted that only 5 of the requested 11 pieces had been displayed as requested. Mr Rayson informed the Committee of the following:-

Location	No	Artist	Piece	Status
Council Chambers/ Committee Room	41	Kenneth McQueen	Picnic Spot	Hung in Committee Room
Council Chambers/ Committee Room	46	Cyril Lander	The Silver Lining	Hung in Committee Room

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

Council Chambers/ Committee Room	49	James Goatcher	Light and Shadow	Hung in Committee Room
Council Chambers/ Committee Room	67	Phillip Doncon	Laying the Line	Piece not able to be located
Council Chambers/ Committee Room	73	Jane Kos	Late Afternoon Storm	Piece not able to be located
Council Chambers/ Committee Room	86	Helen Sounness	Untitled	Hung in Committee Room
Council Chambers/ Committee Room	38	Helen Sounness	Touch of Spring	Piece not able to be located
Hallway Outside Committee Room	66	Cherrie Stott	Female Redtailed Black Cockatoo	Hung in hallway
CEO's Office	54	Doug Irvine	Avon In Flood (frame needs to be repaired)	Located at Rec Centre- Frame broken and can't be hung
CEO's Office	85	Maureen Wells	Early Light-Toodyay	Hung in EA's Office
Hallway Outside HR/EA Office	74	T Bryan Aylwood	Mokine, New South Wales	Piece not able to be located

Mr Letch pointed out that more pieces need to be identified for placement on walls, and that he is not satisfied with the amount of time the project has taken. Mr Rayson responded with an acknowledgement that this has been an ongoing issue for a number of years within the Committee, but that the main priority of Council at present is locating our missing assets. He added that the collection is in desperate need of revaluation, but that this cannot be done until the pieces are found.

Mr Simpson put forward that the number of buildings in which the missing pieces could possibly be located makes the task of locating them a substantial one for staff in addition to their current duties. Mr Rayson agreed, and put to the Committee that a further 6 pieces be identified by the Committee to be hung for the time being. CR Proud agreed with this, and added that the idea of rotating pieces should be put on hold until all pieces are safely located.

It was agreed among the Committee that the following 7 pieces were to be located and hung as appropriate, and that if any of these could not be found, substitutes will be hung at the officers' discretion.

- 118 "Outback Moses"- Jack Charles by Graham Smith
- 10 Delphiniums by Ira Forbe-Smith
- 16 Print - Bartolime Carmona Riding Bodeguero by Frank Pash
- 20 The Old Malthouses by Francie Roy Thompson
- 22 In the Shade of the Trees by Herbert R Gallop

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

- 24 ARG Hawke by Alex Risco
- 29 Wittenoom Gorge by Peter Rohan
- 119 The Old Magistrates House (newly donated piece)

Mr Letch informed the Committee that no watercolours should be placed into the CEO's office, due to the large amount of light in the room. CR Williams asked when Officers were last aware of the location of every piece, to which Mr Rayson answered that to his knowledge, that would have been in 2010 when the collection was last valued.

Further to discussions around the display of pieces, discussion was also held around the topic of places to hang pieces outside of Shire owned buildings. Cr Proud put forward the new Shopping Centre, and Mr Rayson said that the CEO will discuss this in the course of his meetings with the developer. Mr Letch put forward again the notion of contacting the ANZ bank in Northam as a possibility. It is the feeling of Officers at this stage that works should be valued before they are put on display in external buildings.

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

6.2 COUNCIL PORTRAITS

Name of Applicant:	Internal
Name of Owner:	Shire of Northam
File Ref:	2.1.3.2
Officer:	Ross Rayson
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple
Date:	28 April 2016

PURPOSE

To reach a decision on the preferred method of displaying these pieces.

BACKGROUND

Mr Letch contacted the Committee with a suggestion of putting these pieces on post card sized prints to display in one frame. These portraits include pictures of past Road Board Chairmen, Mayors, and Shire Presidents.

Other suggestions on methods of display are welcomed at the meeting.

STATUTORY REQUIREMENTS

Nil

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Protect and promote the Shire's diverse culture and heritage

STRATEGY: Support provision of facilities and services for arts and cultural programs

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

The issue of what to do with the pieces was discussed among the Committee. It was suggested that the pieces be sent away to be scaled down and framed together.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

The issue of what to do with the original pieces was discussed following this, and Mr Letch suggested that the pictures be donated to the families of the subjects. Mr Simpson acknowledged that it would take a significant amount of time to track down a number of individual families that may or may not be in the Northam area. He put forward that instead, the pictures of past Presidents of the Road Board be donated to Main Roads for their historical records.

Mr Letch was under the impression that there should be around 12 portraits in total, and said that the idea should be looked at once all are located. These pieces will be looked for along with missing artworks.

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

7. OTHER BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE COMMITTEE

7.1 RECENTLY LOCATED ARTWORKS

Name of Applicant:	Internal
Name of Owner:	Shire of Northam
File Ref:	2.1.3.2
Officer:	Ross Rayson
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple
Date:	28 April 2016

PURPOSE

To find out information on the pieces found

BACKGROUND

Council officers have located 2 pieces of artworks in the Shire of Northam Administration Building, and brought them to the meeting of the Committee to get any background information on the pieces the Committee may have

STATUTORY REQUIREMENTS

Nil

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Protect and promote the Shire's diverse culture and heritage

STRATEGY: Support provision of facilities and services for arts and cultural programs

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

The two pieces were not identified by the Committee, but discussion was held around adding the pieces to the collection. The issue was resolved as follows:-

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

Painting 1) Still life picture of fruits (with card stating the piece was donated by Pam Northey)

The Committee entered the piece into the art register, and allocated the piece a number (120). Mr Simpson is to contact Ms Northey for comment.

Painting 2) Screen Print of the Northam Flour Mill

The Committee was unaware of where the piece came from. It was decided that this piece would be put into storage at the Recreation Centre until answers have been provided about the origin of the work.

UNCONFIRMED

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

7.2 CV OF DAVID DOYE

Name of Applicant:	Internal
Name of Owner:	Shire of Northam
File Ref:	2.1.3.2
Officer:	Ross Rayson
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple
Date:	28 April 2016

PURPOSE

To update the Committee on the issue

BACKGROUND

David Doye provided a number of pieces of art that can be viewed around the area.

STATUTORY REQUIREMENTS

Nil

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Protect and promote the Shire's diverse culture and heritage

STRATEGY: Support provision of facilities and services for arts and cultural programs

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

David's CV was given to Ms Hamilton for the records of the Committee. The document will be stored by the Executive Manager Community Services, along with other Committee documents.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

7.3 HANGING RAIL SYSTEM

Name of Applicant:	Internal
Name of Owner:	Shire of Northam
File Ref:	2.1.3.2
Officer:	Ross Rayson
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple
Date:	28 April 2016

PURPOSE

A question was raised by Mr Letch around whether enough hanging rail is left to accommodate pieces being hung at the Wundowie Library.

STATUTORY REQUIREMENTS

Nil

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Protect and promote the Shire's diverse culture and heritage

STRATEGY: Support provision of facilities and services for arts and cultural programs

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

Mr Rayson informed Mr Letch that after receiving the \$1500 worth of equipment as budgeted for, the rails provided have now all been allocated to buildings. Mr Rayson informed the Committee that he will have the Wundowie Library measured and a budget allocation will be requested in the upcoming financial year.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
MINUTES
ART COLLECTION COMMITTEE MEETING HELD ON 5 MAY 2016

7.4 ADDITIONAL COMMITTEE MEMBER

Name of Applicant:	Internal
Name of Owner:	Shire of Northam
File Ref:	2.1.3.2
Officer:	Ross Rayson
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple
Date:	28 April 2016

STATUTORY REQUIREMENTS

Nil

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

OBJECTIVE: Protect and promote the Shire's diverse culture and heritage

STRATEGY: Support provision of facilities and services for arts and cultural programs

BUDGET IMPLICATIONS

N/A

OFFICER'S COMMENT

Mr Simpson put forward that a member of AVAS has shown interest in joining the Committee as a community representative. He informed the Committee that he will follow up the issue and ask her to make the necessary contact.

8. DECLARATION OF CLOSURE

There being no further business, the meeting was declared closed at 4.50pm.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

12. ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION

12.1 PRESIDENTS REPORT – ORDINARY COUNCIL MEETING - WEDNESDAY 18 MAY 2016

<u>Visitations and Consultations:</u>	
22/4/16	WALGA Zone meeting in York – Cr. Williams attended
25/4/16	ANZAC Day services in Northam and Grass Valley
26/4/16	Chair the AGM of the Senior Citizens Association
27/4/16	Workshops on proposed Engineering and Heritage Precincts policies
28/4/16	Attend Local Emergency Management Arrangements workshop
29/4/16	Meet Bendigo Bank State Manager and Area Manager re: Bank
4/5/16	Anthony Tilley (Radiowest) interview
5/5/16	Attend Muresk Agribusiness Awards presentation
6/5/16	Attend Road Trauma workshop
6/5/16	Citizenship Ceremony
6/5/16	Northam Swimming Club annual awards presentation
12/5/16	State budget 2016/17 delivered
15/5/16	Wundowie Iron Festival
<u>Upcoming Events:</u>	
20/5/16	Freshstart Spencers Brook official launch
25/5/16	Shire Councillors quarterly strategic meeting
26/5/16	National Sorry Day
3/6/16	REIWA Northam guest speaker
13/6/16	AROC meeting in Toodyay

Strategic matters:

Federal Budget 2016/17

At this stage there do not appear to be many effects to the Shire arising from the announced Federal budget. Grant funding levels seem to be largely unchanged for both the Federal Assistance Grants and the Roads to Recovery type grants however the previous freeze on indexation looks like it may be lifted. If enacted, the increased funds better reflect the cost of service provision increases we encounter in real terms.

The Yongah Hill detention centre seems to be excluded from the proposed further closure of centres across the network recently announced by Minister Dutton so that is good news for our area.

State budget 2016/17

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

The State budget will be delivered on 12th May and any impacts that may flow on to local government such as street light support funding etc. will need to be reflected in our Shire budget. Royalties for Regions priorities has been a topic of debate in State parliament in recent times so where that all ends up will be of interest to us.

Shire budget 2016/17

The Shire is in the process of formulating its 2016/17 budget, which is normally endorsed by Council in August each year. Councillors will be involved in workshops to determine priority areas of focus and the allocation of available resources. This is always a difficult task, as we need to balance revenue streams against outflows to deliver projects and services, however the Corporate Business Plan gives guidance to the budget in order to achieve the Strategic Community Plan objectives.

Rate methodology – Gross Rental Value (GRV) vs. Unimproved Value (UV)

These are the two most common methods of raising rate revenue by local government. Some years ago, we identified that a significant number of properties around the Shire should be rated using the GRV method whereas they were still on the UV method. I am advised that commencement of the new rating method for those affected properties will come into effect from 1/7/16 and phased in over the required 3 years.

Operational matters:

Drainage

I am advised that staff and resources have been directed towards dealing with the aftermath of the recent summer storms rainfall events, particularly in the Bakers Hill area, over past weeks. Hopefully the works being done will minimise and mitigate the effects of any further rainfall events we may get this year. Longer term solutions are also being formulated, as time permits, to see if we can address the more long term issues in these susceptible areas of the Shire.

Gravel road quality and maintenance concerns

I am further advised that the development of procedures and practices to address the perceived deterioration in parts of our gravel road network are also in hand. This area of Shire responsibility is always resource hungry as we attempt to strike the balance between maintaining a good quality road network with the available financial and manpower resources but we are doing the best we possibly can on that front.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13 REPORTS OF OFFICERS

13.1 ADMINISTRATION

13.1.1 DESIGNATED COMPLAINTS OFFICER

Name of Applicant:	Internal Report
Name of Owner:	N/A
File Ref:	1.2.4.1
Officer:	Jason Whiteaker
Officer Interest:	N/A
Policy:	A 8.6 Complaints Management System Policy
Voting:	Simple majority

PURPOSE

For Council to designate a complaints officer for the Shire of Northam.

BACKGROUND

Council is required to designate a senior employee to be its complaints officer. Currently the Shire does not have a designated employee and as a result Chief Executive Officer hold this position.

A 'Senior Employee' is a person designated under section 5.37 of the Local Government Act 1995 (the Act). The Shire of Northam's current Senior Employees consist of the Executive Managers of Community, Corporate, Engineering and Development Services. The employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with Section 5.39 of the Act. Council's previous designated complaints officer was the previous Executive Manager Corporate Services (EMCS), however as their employment has now ceased staff are recommending that Council designate an alternative senior employee.

The complaints officer for each local government is required to maintain a register of complaints which records all complaints that result in action under section 5.110(6)(b) or (c) of the Act. Information relating to the number of complaints recorded in the Register and how these complaints were dealt with are required to be published in Annual Report for the financial year.

Complaints can be categorised as either a breach of Code of Conduct, Minor Misconduct and Serious Misconduct. Section 4 of the Corruption, Crime and Misconduct Act 2003 (the CCM Act) defines misconduct and is characterised as "serious misconduct" and "minor misconduct". Misconduct generally occurs when a public officer abuses authority for personal gain, causes detriment to another person or acts contrary to the public interest.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Serious misconduct is dealt with by the Corruption and Crime Commission (CCC) and minor misconduct is dealt with by the Public Sector Commission (PSC). Other matters of general low-level discipline, misbehaviour or employee relations issues are to be managed by individual employing authorities and are outside the definition of misconduct under the CCM Act. Examples could include general human resources and performance management issues, grievances around employee relationships, and minor infractions of policies and procedures. Staff have developed and documented a process to provide guidance when handling complaints.

Complaints can also be made to the Ombudsman Western Australia in relation to a matters that have been dealt with by the Shire. The Ombudsman is an independent and impartial person who investigates complaints about the administrative practices of Western Australian public sector agencies. The Shire of Northam is required to advise the Ombudsman of Council's designated complaints officer and provide their relevant contact details. An example of a complaint that may be made to the Ombudsman could include lack of action or resolution of a particular matter or issue within the local government's jurisdiction (e.g. dissatisfaction with service provided to a landowner).

STATUTORY IMPACTS

Local Government Act 1995, Part 5 Administration, Division 9 Conduct of certain officials

5.120. Complaints officer

- (1) Each local government is to designate a senior employee, as defined under section 5.37, to be its complaints officer.
- (2) If a local government does not have any other person as its complaints officer, the person holding office as, or acting as, its CEO is its complaints officer.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective G1: Provide accountable and transparent leadership.

Objective G3: Provide efficient and effective corporate management.

FINANCIAL IMPLICATIONS

Nil.

OFFICER'S COMMENT

Staff are of the view that it is preferable to not have the CEO as the designated complaints officer as it restricts and may conflict with the right of appeal process for complaints that are not dealt with by the CCC or PSC. Due to this, staff are recommending that the current EMCS, Mr Colin Young be appointed as the designated complaints officer for the Shire of Northam. Given that the EMCS is responsible for administration and customer service,

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

staff have formed the view that this position would be the most appropriate to fulfil this role.

RECOMMENDATION

That Council;

- 1. Appoint Mr Colin Young, Executive Manager Corporate Services as the Shire of Northam's designated Complaints Officer; and**
- 2. Advises the Ombudsman Western Australia of the Shire's designated complaints officer.**

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.1.2 ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE

Name of Applicant:	Internal Report
File Ref:	7.2.3.1
Officer:	Jason Whiteaker
Officer Interest:	N/A
Policy:	Local Government Act 1995
Voting:	Simple Majority

PURPOSE

For the Council to receive an update on the Aboriginal & Environmental Centre and to make a determination on the level of Committee involvement moving forward.

BACKGROUND

The Northam Regional Centres Growth Plan identified an opportunity to develop an Aboriginal & Environmental Interpretive Centre. The following is a summarised chronology of what has occurred to date;

1. The Growth Plan highlights (p.54)

The focal project for Aboriginal development in the Northam Growth Plan is a joint Aboriginal and environmental cultural centre building. The design and feasibility studies for this building will be undertaken in the first phase of Supertowns implementation.

While this work is being undertaken, it is imperative that projects put forward by the Elders group are supported. This will enable them to develop their activities slowly, strengthening the group and maximising Aboriginal involvement once the cultural centre is established.

The Elders group have identified a number of key focus areas as a first round of development activity. These are designed to provide benefits to all of Northam's Aboriginal people and to facilitate youth engagement.

These key areas include:

- Partnering with training and employment groups to maximise the success of Aboriginal employment.
- Developing some small tourism opportunities to allow the Elders and their families to help interpret their culture and the natural environment for visitors to the area.

2. The Growth Plan further identifies the Aboriginal & Environmental Interpretive Centre as one of the key outcomes (p.145)

- Aboriginal and Environmental Centre – will provide an insight into Aboriginal heritage and promote understanding and inclusiveness in the community;

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

3. In October 2013 Council resolved;

That Council approves the schematic designs presented for the proposed Northam Aboriginal and Environmental Interpretive Centre, allowing for the next phases of project development to occur, which include;

- detailed design and quantitative analysis (capital cost estimation and capital funding strategy)
- business case development (including analysis of the projected annual whole of life costs, governance model and funding (including annual operational) model)

4. With this overarching brief in mind a report was undertaken by Syme Marmion & Co on Behalf of Council to establish the feasibility of such a centre. The recommendations coming out of the report were (p.iii);

Recommendation 1:

Option3, build the entire structure as planned, including office space and interpretive centre, is recommended.

Governance and management variations within that option were then considered, the specific identified variations being:

- A separate incorporated association
- A division of the shire of Northam
- A division of Wheatbelt NRM
- Operate as a joint venture between Wheatbelt NRM and the Shire

Recommendation 2

It is recommended that the centre be governed as a joint venture between the Shire and Wheatbelt NRM. This option has the lowest requirement for grants and underwriting to achieve break-even operations and minimises the financial risk to the Shire. It also ensures the particular capabilities, networks and expertise of each organisation is available to the Centre.

The Syme Marmion & Co Report was present to Council, via the Regional Centres Implementation Committee in November 2014. During this process the Council received the report, with staff comment within the report highlighting some misgivings about the recommendations presented.

5. An application was submitted to the Federal Government Building Stronger Regions Grant fund in December 2014 where the Aboriginal & Environmental Interpretive Centre has received \$2.1m in Federal Funding.

Subsequent to this a range of funding opportunities have, and continue, to be identified.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

6. Concerns have been raised through the process around the involvement of the Wheat belt NRM, given the initial proposals were to develop an entire office space for their use as part of the 'environmental' element of the designs. The initial concept to incorporate Wheatbelt NRM into the building were around having them as a paying tenant which would then subsidise the operation of the Interpretive Component. However the Syme Marmion & Co Report went away from this concept as it had Wheatbelt NRM in the Centre as paying no rent fees, merely providing in kind support. It is however apparent that the cost of incorporating Wheatbelt NRM into the facility would render the 'interpretive' component – which is considered the pivotal / focal element – ineffective with very little space.
7. November 30, 2015 the Council resolved to appoint Iredale Pederson Hook as the Architect for the facility.

At this same meeting Council resolved to appoint Thylacine Exhibition Design as the interpretive Consultants for the facility

8. January 21, 2016 an Initial meeting with Architect and Interpretive Consultants was undertaken to outline objectives and Interpretive Scope / Brief Clarified. All Elected Members and Regional Centre Committee Members were invited to attend.

One of the main discussion points at this meeting was the future involvement of Wheatbelt NRM and the associated financial constraints. An outcome of that meeting was an agreement that Wheatbelt NRM involvement in the project was not essential, rather the focus should be on the Aboriginal & Environmental Interpretation.

An initial meeting between the Noongar community, the Shire of Northam and the Architect and Interpretive Consultants was undertaken to provide background information to the Noongar community about the Centre and invite them to provide input into the design of the Centre. An open invitation was extended to the Noongar community to attend. Subsequent meetings have taken place on February 18, 2016 and April 21, 2016 between the Noongar Community and the Architect and Interpretive Consultants for the purposes of planning the architectural and interpretive design of the Centre.

9. April 2016. Initial concept presentation meeting was held, all Elected Members and Committee Members were invited. Unfortunately only Cr Williams and Ms Bristow-Stagg (from the Committee) attended.

STATUTORY REQUIREMENTS

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Whilst not strictly a statutory element, the Council does need to be aware that along with its grant funding there are key milestones which need to be met. As a consequence the endorsement (with or without modification) of the design proposals (both architectural and interpretive) are required.

CONFORMITY WITH THE COMMUNITY STRATEGIC PLAN

OBJECTIVE N2: Enhance the health and integrity of the natural environment

STRATEGY N2.1: Identify vulnerable environments or areas in need of protection

STRATEGY N2.2: Protect the integrity of the ecosystems of our rivers and waterways

STRATEGY N2.3: Employ risk management strategies and measures to protect natural assets from natural disasters, including fire and flood.

BUDGET IMPLICATIONS

The overall development costs for the project are estimated at approximately \$4.2m.

	Initial Budget	Current QS estimates
Architectural design	321,000	321,000
Interpretive design	111,500	111,500
Interpretive Fit out	750,000	750,000
Building	2,850,000	2,570,000
Surrounds	200,000	150,000
Contingency		405,000
Headworks		150,000
Escalation		32,500
		4,489,000

Current funding which is being sought includes;

Commonwealth	2,100,000
Lotterywest	1,500,000 (pending)
Supertowns	209,000
Development Commission	300,000 (pending)
Shire of Northam	380,000
Total	4,489,000

RISK IMPLICATIONS

A high level risk assessment has been undertaken for the project. This is appended.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

OFFICER'S COMMENT

In order to meet current funding milestones and to keep the project aligned with overall timeframes Council is required to provide strong direction to the two appointed consultants in regards to their individual bodies of work to date.

Staff are of the view that the Architectural Work is aligned strongly to the brief provided. If endorsed the current design, whilst containing all the various elements identified in the grant funding provided by the Federal Government, will require an amendment to the grant agreement. This amendment will recognise a change in a range of criteria from a physical building perspective including a decrease in office space and an increase interpretive space.

From the Interpretive perspective this is still at very broad conceptual stage, however it still requires a sign off from Council to agree with the overall direction the design space is taking. An important element of the centre is the 'Environmental' component. This has been reinforced to the interpretive design team. The current thinking is that the environmental element will have a significant presence, however the stories may well begin from an Aboriginal Perspective then moving into interpretation and education from a general community perspective. As with the aboriginal interpretation, the actual content and focus will be determined in consultation with local 'environmental' groups, given it is simply not possible to cover all issues around the 'environment'.

The following are some additional points in regards to the process to date;

- 1) Clotilde Bullen (former curator of Indigenous Art at the Art Gallery of Western Australia) has been recruited by Thylacine to curate the contents of the centre. Clotilde has extensive experience in this type of project, and has met with the local Aboriginal Community to open up communication about the centre. Clotilde has been able to communicate with the both local aboriginal community and interpretive designers very effectively to date, and will play a key role in the development of the project.
- 2) From sessions held thus far, the local aboriginal community have been very pleased with ideas put forward regarding the direction that planning has taken. Feedback has been invaluable, however it is acknowledged that there may still be groups to contact to ensure a wide coverage of the aboriginal community. The consultants are however satisfied that the aboriginal community has been amply represented, and that feeling among those that have been spoken to has been hugely positive.
- 3) Avon Valley Environmental Society have been involved in the process to date
- 4) Architectural plans for the centre have highlighted a number of changes that will need to be made to the existing Visitor Centre structure to ensure optimum visitor experience. Issues such as visitor flow, making the most of river views through the

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

building, and access for visitors have all been raised, and will be considered further as the design of the new building progresses.

RECOMMENDATION

That Council;

- 1. Endorse the architectural design as presented and authorise progress through to detailed design**
- 2. Accept the interpretive design concept, with the direction that the interpretation needs to incorporate a stronger 'environmental' element, to meet the brief of Aboriginal AND Environmental Centre, on the understanding that a more detailed design will be presented to Council for final endorsement.**

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.2. DEVELOPMENT SERVICES

Cr C R Antonio declared an "Impartiality" interest in item 13.2.1 - Draft Building Maintenance Budget 2016/17 as he is President of Avon Hockey Association. The Association's leased building – Bert Hawke Pavilion is in the draft report.

13.2.1 DRAFT BUILDING MAINTENANCE BUDGET 2016/17

Name of Applicant:	Internal report
Name of Owner:	Shire of Northam
Officer:	Chadd Hunt / Nathan Gough
Officer Interest:	Nil.
Policy:	Nil.
Voting:	Simple majority

PURPOSE

For Council to consider the building maintenance portion of its draft Budget for 2016/17.

BACKGROUND

Council has traditionally discussed the building maintenance portion of its draft Budget ahead of discussion on the remainder of the annual budget, in order to split the budget consideration into manageable portions.

STATUTORY REQUIREMENTS

Formal adoption of the building maintenance budget will be undertaken when Council adopts its annual Municipal Fund Budget in its entirety, in accordance with section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996. This would normally include income by nature, type and program; rate setting; budget notes and schedules.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

Objective G1: Provide accountable and transparent leadership.

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

BUDGET IMPLICATIONS

Budget implications are shown in detail on the attached spreadsheet. The buildings budget is made up of building maintenance jobs, building improvement (discretionary) jobs which may result from requests or upgrade suggestions; and an allowance for building operational costs (made up of air conditioning maintenance, pest control,

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

carpentry repairs, electrical repairs, plumbing repairs, fire equipment servicing, building maintenance coordination, vandalism response, key cutting, sanitary disposal, security monitoring and response, utilities, rates and charges, ESL, cleaning and toiletry supplies).

Historically these components have accounted to the following approximate amounts:

Description	Amount \$
Building works to maintain assets	350,000
Building and operational costs	700,000
Building discretionary works	250,000
Total	1,300,000

OFFICER'S COMMENT

The Shire has numerous buildings in its portfolio, with one-third of these being buildings for community use. The challenge that staff and Council have is maintaining and upgrading these facilities within the financial capacity of Council.

A number of issues are required to be addressed as changing legislation and guidelines have resulted in the need for staff to consider both universal access and upgrades to kitchen facilities. The alternative is to advise user groups of the restrictions that are in place for using the facilities, particularly with respect to the issue of food preparation. In addition a number of historical buildings have conservation plans in place which require urgent works to be completed to ensure the fabric of the building is not damaged. These are in addition to the normal ongoing maintenance issues.

In addition staff are in the process of identifying all buildings on Council property and ensuring that they comply with the minimum legislative requirements. These buildings are generally under the control of volunteer/community organisations and subject to varying conditions of lease arrangements.

Further information on this proposal and other proposals listed in the draft building maintenance budget will be provided at the Council Forum by the Shire's Executive Manager Development Services and Building Supervisor.

RECOMMENDATION			
That Council endorse the draft building maintenance budget for 2016/17, for inclusion in the draft Shire of Northam 2016/17 Budget;			
Building	Account	Job description	Required Inc GST
Bernard Park Playgroup	Job 1007	Modify toilet and path to achieve accessibility	\$19,500

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Jubilee Pavilion	Job 1013	Demolition(Subject to finalisation of Recreation Facilities Review)	\$40,000
Northam Library	Job 1017	Modify Benches	\$1,250
		Plans, heritage application and engineering assessment for accessible toilets	\$9,500
		Server Cabinet	\$3,500
Northam Old Girls School	GL 11362332	Replace 18m2 timber decking	\$3,600
Northam Old Railway Station	Job 1021	Exit Signs and Exit doors	\$3,900
Northam Old Fire Station	Job 6035	Sub-soil drain	\$12,000
Northam Town & Lesser Hall	Job 1003	Subsoil drain (one side)	\$4,850
		Replace plate on balcony stairs	\$3,500
Quellington Hall	Job 1807	Repair and treat wood rot on all timber windows, doors and port hole vents	\$23,880
Rec Centre	Job 5250	Floor reseal	\$21,019
		Floor line marking	\$10,500
		Hard Stand for fire hydrant	\$3,350
Wundowie Library		Replace sewer line	\$14,300
Wundowie Swimming Pool		Steps to storage shed	\$700.00
PUBLIC TOILETS			
Bakers Hill Hooper Park Toilets	Job 1802	Relocate cisterns into duct	\$2,050
		Stainless steel pans	\$2,000
TOTAL			\$179,399

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.2.4 PROPOSED DISPOSAL OF COUNCIL LAND – LOT 402 EAST STREET, NORTHAM

Name of Applicant:	Internal Report
Name of Owners:	Shire of Northam
File Ref:	3.1.8.12
Officer:	Chadd Hunt
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

PURPOSE

Council is requested to formally resolve the method of disposal for Lot 402 East Street, Northam.

BACKGROUND

The subject land has been the subject of several reports to Council with the following resolutions being made with respect to the manner in which it is to be disposed of. –

15th July 2015

“5. Following approval of Amendment 2, a further report be provided to Council, to determine the appropriate methods of sale/disposal.”

16th July 2014

- 2) Auction the properties advertised in the West Australian on 3 May 2014 at the same time as Lot 400 Byfield Street and Lot 402 East Street, Northam with the following conditions of sale imposed:
 - d) Lot 402 East Street, Northam

Condition of sale: Development completed within 2 years of sale and agreement to proposed drainage easement.

- 3) Set the auction reserve prices for the properties advertised in the West Australian on 3rd May 2014 at 90% of each respective valuation.

20th November 2013

5. Authorise the sale of Lot 402 East Street, Northam by public auction, once it has been rezoned to “residential R20” and a drainage easement resolved for the property, with the proceeds placed into the Shire of Northam “Recreation Reserve”.
6. That a reserve price on both lots be set at current valuation.

STATUTORY REQUIREMENTS

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

For disposal of land, the *Local Government Act 1995* (the Act) specifies that property can be disposed of either by Tender, Auction or private treaty (which requires a valuation). Whilst valuations are not required to be obtained under legislation prior to tender or auction, they do assist with assessing whether tenders offer fair value and the setting of a reserve price.

The Act specifies the following procedure for the disposal of local government property:

“3.58. Disposing of property

- (2) Except as stated in this section, a local government can only dispose of property to—
 - (a) the highest bidder at public auction; or*
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.**

- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition
 - (i) describing the property concerned; and*
 - (ii) giving details of the proposed disposition; and*
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and**
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.**

- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and*
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.”***

CONFORMITY WITH COMMUNITY STRATEGIC PLAN

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

OBJECTIVE G2: Support business and investment opportunities.
STRATEGY G2.3: Operate in a financially sustainable manner

BUDGET IMPLICATIONS

There is potential income from the sale of property. It is recommended that any proceeds from the sale of the property be transferred to the existing Recreation and Community Facilities Reserve. (This is a requirement from the transfer of the land to freehold from the State Government).

OFFICER'S COMMENT

Given the previous resolutions of Council with respect to the proposed disposal of the subject property staff believe it is necessary for Council to confirm the method of disposal. It is clear from the previous resolutions that auction was the previously preferred method of disposal and this is also recommended by staff.

The current valuation of the property (April 2016) is XXXXXXXXXX

RECOMMENDATION

That Council resolves to;

- 1. Sell Lot 402 East Street, Northam by means of public auction subject to –**
 - i) a reserve price for the sale at 90% of the current valuation**
 - ii) a condition of sale requiring the implementation of the drainage easement**
 - iii) any proceeds from the sale being transferred to the Recreation and Community Facilities Reserve**

- 2. If the auction does not result in the sale of Lot 402 East Street, Northam delegate the Chief Executive Officer to enter into negotiations with interested parties and accept offers at or above 90% of the valuation.**

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.3. CORPORATE SERVICES

13.3.1 ACCOUNTS AND STATEMENTS OF ACCOUNTS – APRIL 2016

Name of Applicant:	Internal Report
Name of Owner:	N/A
File Ref:	2.1.3.4
Officer:	Kathy Scholz / Colin Young
Officer Interest:	Nil
Policy	Nil
Voting	Simple Majority

PURPOSE

The Accounts due and submitted to the Ordinary Council Meeting on 18 May 2016 are attached.

RECOMMENDATION

That Council endorse the payments for the period 1 April 2016 to 30 April 2016, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Municipal Bank Vouchers 34467 to 34487	\$ 125,198.97
Trust Bank Vouchers 1951 to 1954	\$ 12,561.34
Municipal Bank Electronic Fund Transfer EFT22644 to EFT22721 and EFT222723 to EFT22734 and EFT22736 to EFT22738 and EFT22740 to EFT22958	\$ 1,378,439.06
Trust Bank Electronic Fund Transfer EFT22722 to EFT22722 and EFT22735 to EFT22735 and EFT22739 to EFT22739	\$ 2,061.65
Direct Debit Fund Transfer 9721.1.1 to 9721.1 and 9728.1 to 9728.1 and 9736.1 to 9736.14 and 9800.1 to 9800.17	\$ 63,273.05
Municipal Bank Electronic Fund Transfer Payroll 07/04/2016	\$ 190,210.25
Municipal Bank Electronic Fund Transfer Payroll 19/04/2016	\$ 196,567.48
TOTAL	\$ 1,968,311.80

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

LIST OF ACCOUNTS DUE & SUBMITTED TO COUNCIL APRIL 2016.

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT \$
1951	29/04/2016	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES COLLECT FOR BSL FOR THE MONTH OF MARCH 2016.	- 4,416.14
1952	29/04/2016	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEE COLLECTED FOR BCITF FOR THE MONTH OF MARCH 2016.	- 5,930.10
1953	29/04/2016	KYLE OVENS	RETURN BUILDING FEES PD TWICE BUILDING APP 16073 - RH'S 91228 & RH'S 91259	- 404.40
1954	29/04/2016	SHIRE OF NORTHAM	PURCHASE KITCHEN & BATHROOM ITEMS FOR COTTAGE #40114 & MONTHLY BUILDING COMMISSION FEE CHARGED FOR THE COLLECTION OF BCITF & BSL FOR THE MONTH OF MARCH 2016.	- 1,810.70
			TOTAL TRUST CHEQUES	- 12,561.34
EFT22644	01/04/2016	ACCENT RUBBER STAMPS AND TROPHIES	SELF INKING STAMPS FOR CORPORATE SERVICES.	- 247.35
EFT22645	01/04/2016	ADT SECURITY	SECURITY AT VARIOUS SHIRE BUILDINGS.	- 523.51
EFT22646	01/04/2016	ANDY'S PLUMBING SERVICE	REPAIRS AT VARIOUS SHIRE PROPERTIES.	- 2,039.40
EFT22647	01/04/2016	ANGI MCCLUSKEY	MORNING TEA REQUIREMENTS FOR AUTHOR TALK.	- 43.39
EFT22648	01/04/2016	ASLAB PTY LTD	BASECOURSE COMPACTION AND THICKNESS TESTING FOR VARIOUS STREETS	- 2,601.40
EFT22649	01/04/2016	AUTOPRO NORTHAM	FLIR CAMERA CASE - KINCROME SAFE CASE MEDIUM 51011.	- 79.99
EFT22650	01/04/2016	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FOR P/E 1/3/2016 TO 13/3/2016.	- 1,792.00
EFT22651	01/04/2016	AVON SHEARING SUPPLIES & COUNTRY CLOTHING	SWAGS FOR ROADWISE COMMITTEE & BOOTS ALLOWANCE FOR STAFF MEMEBER.	- 1,047.00
EFT22652	01/04/2016	AVON TELECOMS PTY LTD	SECURITY MONITORING MARCH 2016 AT VARIOUS SHIRE BUILDINGS.	- 355.00
EFT22653	01/04/2016	AVON VALLEY ARTS SOCIETY (INC)	COMMUNITY EVENTS GRANT FOR EISTEDDFORD 2016.	- 1,000.00
EFT22654	01/04/2016	AVON VALLEY NISSAN	PURCHASE OF NEW MITSUBISHI TRITON CLUBCAB, 4X4, & SERVICING VARIOUS SHIRE VEHICLES.	- 42,847.39
EFT22655	01/04/2016	AVON WASTE	6 X RB EVENT BINS FOR BAKERS HILL MOVIE NIGHT - 19/02/2016. 6 X RB EVENT BINS FOR NORTHAM MOVIE NIGHT - 04/03/2016	- 82.08
EFT22656	01/04/2016	AVW ELECTRICAL	ELECTRICAL REPAIRS AT VARIOUS SHIRE PROPERTIES	- 2,832.50

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22657	01/04/2016	B W PLASTICS PTY LTD	RESIN FOR DRAIN MAINTENANCE.	-	236.50
EFT22658	01/04/2016	BAKERS HILL VETERINARY HOSPITAL	CAT SPEY & MICROCHIP SHIRE SUBSIDISED.	-	300.00
EFT22659	01/04/2016	BEAUREPAIRES	REPAIRS TO VARIOUS SHIRE VEHICLES.	-	724.57
EFT22660	01/04/2016	BOEKEMAN MACHINERY	PTO SWITCH FOR CASE TRACTOR.	-	200.85
EFT22661	01/04/2016	BURGESS RAWSON (WA) PTY LTD	WATER USAGE & SEWAGE RATES FROM 14/1/2016 TO 11/3/2016.	-	44.18
EFT22662	01/04/2016	CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM RECREATION CENTRE. SANITARY SERVICES. BI ANNUAL SERVICE	-	693.20
EFT22663	01/04/2016	COLIN DUNCAN GRANT	MONTHLY CLEANING OF NORTHAM DISTRICT SES OFFICES	-	110.00
EFT22664	01/04/2016	COUNTRY COPIERS NORTHAM	COPIER SERVICE MARCH 2016	-	796.46
EFT22665	01/04/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEVELOPMENT SERVICES, COMMUNITY SERVICES & CORPRATE SERVICES FOR W/E 04/03/2016.	-	381.31
EFT22666	01/04/2016	DAIMLER TRUCKS PERTH	SUPPLY AND DELIVERY OF NEW 2015 MITSUBISHI FUSO 6X4 MANUAL TWO-WAY TIPPER TRUCK IN ACCORDANCE WITH TENDER 18 OF 2015.	-	132,682.00
EFT22667	01/04/2016	DAVID HOWARD GOLDSMITH	REFUND OF RATES CREDIT - A10103 - 19 BURGOYNE ST, NORTHAM	-	1,000.00
EFT22668	01/04/2016	E FIRE & SAFETY	RECREATION CENTRE. SERVICE OF FIRE PANELS.	-	337.39
EFT22669	01/04/2016	FM SURVEYS	SURVEY SERVICES OF SOUTHERN BROOK RD SLK 6.4 TO AS PER QUOTE 26/2/2016.	-	1,760.00
EFT22670	01/04/2016	GRAFTON ELECTRICS	CHECK RETIC AT JUBILEE OVAL & ASSESS AND RECTIFY PUMP FAULT AT HENRY STREET OVAL..	-	198.00
EFT22671	01/04/2016	GREAT EASTERN COUNTRY ZONE WALGA	WHEATBELT CONFERENCE 2016 CR ANTONIO, JASON WHITEAKER, CHADD HUNT, ROSS RAYSON & CLINTON KLEYNHANS.	-	1,643.00
EFT22672	01/04/2016	GREENSEA HOLDINGS	COMPULSORY FIRE HAZARD CLEAN UPS	-	352.00
EFT22673	01/04/2016	GWY PAINTING SERVICE	NORTHAM RECREATION CENTRE. PAINTING OF RECEPTION AREA AND VARIOUS WALLS.	-	4,169.00
EFT22674	01/04/2016	HAYLEY AYERS-FINDLAY	PARKING AT STATE LIBRARY.	-	22.30
EFT22675	01/04/2016	HI CONSTRUCTIONS AUST PTY LTD	MORBY COTTAGE EXTRA WORK REQUIRED TO STABILISE CHIMNEY.	-	8,328.00
EFT22676	01/04/2016	JANET KICKETT	SITTING FEES - MAALI CIRCE OF ELDERS 01/01/2016 TO 30/06/2016 ABORIGINAL & ENVIRONMENTAL INTERPRETIVE CENTRE.	-	300.00
EFT22677	01/04/2016	JWA LOCATING SERVICE	LOCATING SERVICES - WERRIBEE ROAD & AREA DRAINAGE EDMONDSON BASIN	-	852.50

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22678	01/04/2016	KELLEE PATRICIA WALTERS	WORKING WITH CHILDREN CARD.	-	82.00
EFT22679	01/04/2016	KLEENHEAT GAS	SUPPLY BULK LPG GAS FOR KILLARA.	-	1,098.03
EFT22680	01/04/2016	KLEENWEST DISTRIBUTORS	SUPPLY OF SANITARY SUPPLIES FOR REC CENTRE & KILLARA.	-	1,412.95
EFT22681	01/04/2016	LATROBE HOLDINGS PTY LTD	VALUATION OF 77 EAST STREET (ASSESSMENT 10763) FOR THE PURPOSES OF SALE.	-	1,760.00
EFT22682	01/04/2016	LLOYDS EARTHMOVING	12 X CENTENARY ROSES FOR SENIORS MEMORIAL GARDEN.	-	510.00
EFT22683	01/04/2016	MAJOR MOTORS	FUEL TANK FOR PN1305 - PART NUMBER 8980212945 AS PER QUOTATION 191213	-	489.83
EFT22684	01/04/2016	MORRIS PEST AND WEED CONTROL	REMOVED 2 X WASP NESTS RIVERSIDE EDGE CAFE.	-	100.00
EFT22685	01/04/2016	NORTHAM & DISTRICTS GLASS SERVICE	REPAIRS TO WINDOWS AT VARIOUS SHIRE BUILDINGS & WINDSCREENS FOR VARIOUS SHIRE VEHICLES.	-	2,645.90
EFT22686	01/04/2016	NORTHAM BETTA HOME LIVING	VARIOUS COMPUTER MONITORS FOR STAFF.	-	1,275.00
EFT22687	01/04/2016	NORTHAM FEED & HIRE	FOOD FOR UPKEEP OF SWAN COLONY & SADDLE SOAP FOR CLEANING HUGO THROSSELL STATUE	-	100.90
EFT22688	01/04/2016	NORTHAM HARDWARE	VARIOUS HARDWARE ITEMS.	-	717.35
EFT22689	01/04/2016	NORTHAM MITRE 10 SOLUTIONS	VARIOUS HARDWARE ITEMS.	-	2,690.85
EFT22690	01/04/2016	NORTHAM RETRAVISION	TELSTRA TOUGH MAX 4G PHONE FOR REPLACEMENT DAMAGED LOCAL MANAGERS PHONE.	-	559.00
EFT22691	01/04/2016	NORTHAM TOWING SERVICE	TOW ABANDONED VEHICLES	-	264.00
EFT22692	01/04/2016	NORTHAM TOYOTA	20000KM SERVICE OF TOYOTA HILUX PN1411 - N11075	-	299.04
EFT22693	01/04/2016	NORTHAM VETERINARY CENTRE	CAT STERILISATION PROGRAM GRANT	-	150.00
EFT22694	01/04/2016	OXTER SERVICES	CEMETERY INVOICING FOR THE FORTNIGHT ENDING 11 MARCH 2016.	-	2,987.60
EFT22695	01/04/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	COMPUTER SOFTWARE UPGRADES.	-	1,487.50
EFT22696	01/04/2016	QUAD SERVICES PTY LTD	CLEANING AT VARIOUS SHIRE BUILDINGS.	-	3,697.13
EFT22697	01/04/2016	QUIN'S GOURMET BUTCHERS	SUPPLY MEET FOR KILLARA.	-	346.35
EFT22698	01/04/2016	RADIOWEST BROADCASTERS PTY LTD	RADIO ADVERTISING FOR 2016 DOG'S DAY OUT.	-	187.00
EFT22699	01/04/2016	ROADS2000	ASPHALT FOR VARIOUS SHIRE ROADS.	-	49,063.01
EFT22700	01/04/2016	ROBERT MCCAFFREY	DELIVERY OF TRAVELLING SKETCHBOOK WORKSHOP NORTHAM SENIOR HIGH SCHOOL	-	300.00
EFT22701	01/04/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	ADVERTISING IN VARIOUS NEWSPAPERS.	-	2,522.40

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22702	01/04/2016	SIGMA CHEMICALS	POOL TESTING EQUIPMENT FOR NORTHAM SWIMMING POOL.	-	174.00
EFT22703	01/04/2016	SLAV'S CLEANING SERVICE	CLEANING OF VARIOUS SHIRE BUILDINGS.	-	8,576.01
EFT22704	01/04/2016	SPARE PARTS PUPPET THEATRE	SCHOOL PARTNERSHIP PROGRAM - AVONVALE PRIMARY SCHOOL INCURSION SPARE PARTS PUPPET THEATRE WORKSHOPS FOR YEARS 5-6	-	462.00
EFT22705	01/04/2016	SPORTSPower NORTHAM	UNIFORMS FOR STAFF AT REC CENTRE & INDOOR SOCCER BALL & FLOORBALLS..	-	480.80
EFT22706	01/04/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR ADMIN OFFICE.	-	877.61
EFT22707	01/04/2016	STATE LIBRARY OF QUEENSLAND	CONSUMABLE ITEMS FOR SUMMER BOOK CLUB 2016	-	189.04
EFT22708	01/04/2016	SUPERCIVIL	BARRIER KERBING FOR BATTERY ROAD & ORE STREET & CROSSOVER COMPLETED ON BATTERY ROAD.	-	9,150.79
EFT22709	01/04/2016	THE WATERSHED	RETICULATION FITTINGS FOR BERNARD PARK.	-	2,560.89
EFT22711	01/04/2016	TRIANGLE WATERQUIP PTY LTD	VARIOUS FITTINGS FOR OVALS.	-	501.38
EFT22712	01/04/2016	TUTT BRYANT EQUIPMENT PTY LTD	CARRY OUT 500HOUR SERVICE ON SITE TO BOMAGE TYRE ROLLER PN1502 - N4174.	-	1,275.04
EFT22713	01/04/2016	TYREPOWER	TYRE REPAIRS TO VARIOUS SHIRE VEHICLES.	-	3,991.33
EFT22714	01/04/2016	VINCELEC	REPLACE SWITCH IN KILLARA COTTAGE.	-	120.00
EFT22715	01/04/2016	VODAFONE	PHONE ACCOUNT SES & BRIGADES ESL FOR PERIOD 01/03/2016 TO 31/3/2016.	-	955.70
EFT22716	01/04/2016	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE.	-	302.90
EFT22717	01/04/2016	WAY OUT WEST CINEMA	MOVIE HIRE FOR MOVIES BY TWILIGHT SERIES 2016 AT WUNDOWIE OVAL.	-	1,001.00
EFT22718	01/04/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WA TRANSPORT & ROADS FORUM -FOR VARIOUS STAFF.	-	200.00
EFT22719	01/04/2016	WHEATBELT SAFETYWEAR	PPE EQUIPMENT FOR STAFF.	-	245.00
EFT22720	01/04/2016	WRITINGWA INC	W.A. WRITING & PUBLISHING SECTOR FORUM 17TH FEBRUARY 2016	-	53.13
EFT22721	01/04/2016	ZENIEN	CCTV CAMERAS. SUPPLY AND INSTAL SOLAR POWERED CCTV SYSTEM AT THE CORNER OF FITZGERALD STREET AND PEEL TERRACE NORTHAM.	-	25,120.68
			SUB-TOTAL EFT MUNICIPAL	-	341,605.41
EFT22722	05/04/2016	FERMORA PTY LTD	REIMBURSEMENT OF BUILDING APPLICATION FEE FOR 16072 AS CHARGED TWICE ON RECEIPT NUMBERS 91247 & 91249.	-	61.65
			SUB-TOTAL TRUST EFT	-	61.65

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22723	05/04/2016	CHRIS DAVIDSON	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	1,921.17
EFT22724	05/04/2016	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	1,985.55
EFT22725	05/04/2016	DENIS GRAHAM BERESFORD	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	1,726.55
EFT22726	05/04/2016	DESMOND ARNOLD HUGHES	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	1,726.55
EFT22727	05/04/2016	FERMORA PTY LTD	REIMBURSEMENT FOR BUILDING APPLICATION FEE FOR 16072 AS CHARGED TWICE ON RECEIPT NUMBERS 91247 & 91249.	-	95.00
EFT22728	05/04/2016	JOHN PROUD	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	1,726.55
EFT22729	05/04/2016	JULIE ELLEN WILLIAMS	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	1,726.55
EFT22730	05/04/2016	POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	COUNCILLOR MONTHLY SUPERANNUATION CONTRIBUTION MARCH 2016.	-	2,500.00
EFT22731	05/04/2016	ROBERT WAYNE TINETTI	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	1,726.55
EFT22732	05/04/2016	STEVEN BRUCE POLLARD	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	2,779.55
EFT22733	05/04/2016	TERRY MATTHEW LITTLE	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	2,489.80
EFT22734	05/04/2016	ULO RUMJANTSEV	COUNCILLOR MONTHLY PAYMENTS MARCH 2016.	-	2,129.11
			SUB-TOTAL EFT MUNICIPAL	-	22,532.93
EFT22735	07/04/2016	MALINOWSKI HOLDINGS PTY LTD	REFUND OF KERB DEPOSIT.	-	1,500.00
			SUB-TOTAL TRUST EFT	-	1,500.00
EFT22736	07/04/2016	AVON VALLEY STOCK FEED & GARDEN SUPPLIES	X2 20KG AVIARY MIX & X1 25KG DUCK CRUMBLES FOR THE UPKEEP OF THE WHITE SWAN COLONY.	-	115.00
EFT22737	07/04/2016	LRA CIVIL PTY LTD	TO CUT & FILL AREA FOR PUMP SHED & FILL & FORM PATHWAY FROM PROGRAMMER CABINET TO NEW PUMP & CONTROLLER.	-	712.80
EFT22738	07/04/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 208 - INTEREST PAYMENT - NORTHAM COUNTRY CLUB	-	3,345.53
			SUB-TOTAL EFT MUNICIPAL	-	4,173.33
EFT22739	08/04/2016	VANESSA WARMDEAN	RETURN OF BOND TO VANESSA WARMEAD - THE TOWN HALL WAS LEFT CLEAN.	-	500.00

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

			SUB-TOTAL TRUST EFT	- 500.00
EFT22740	08/04/2016	JR & A HERSEY PTY LTD	PPE EQUIPMENT FOR DEPOT	- 334.78
EFT22741	08/04/2016	ALL-WAYS FOODS	STOCK PURCHASES FOR NORTHAM SWIMMING POOL.	- 1,224.86
EFT22742	08/04/2016	ANDY'S PLUMBING SERVICE	PLUMBING REPAIRS FOR VARIOUS SHIRE BUILDINGS	- 891.55
EFT22743	08/04/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	- 25.80
EFT22744	08/04/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYRUN 22/3/2016 TO 05/04/2016 PAYG.	- 52,386.00
EFT22745	08/04/2016	AV-SEC SECURITY SERVICES	SECURITY CALL OUT AT VARIOUS SHIRE BUILDINGS & EVENTS.	- 995.50
EFT22746	08/04/2016	AVON A PARTY	AMUSEMENT RIDE HIRE INCLUDING STAFF AND GENERATORS FOR 2016 NORTHAM MOTORSPORT FESTIVAL 03/04/2016	- 3,980.00
EFT22747	08/04/2016	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT FACILITY.	- 1,708.00
EFT22748	08/04/2016	AVON PAPER SHRED	SHREDDING OF 2 X 240LTR BINS AT KILLARA	- 110.00
EFT22749	08/04/2016	AVON TELECOMS PTY LTD	SUPPLY & INSTALL NEW DATA CONNECTION AT NORTHAM LIBRARY & SECURITY MONITORING FOR THE MONTH OF APRIL	- 652.00
EFT22750	08/04/2016	AVON VALLEY MOWER & CHAINSAW CENTRE	CHLORINE FOR POOLS & WATERPARK & CHAINSAW CHAIN	- 1,028.74
EFT22751	08/04/2016	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION FOR THE FORTNIGHT ENDING 18/03/2016.	- 79,276.62
EFT22752	08/04/2016	BAKERS HILL VETERINARY HOSPITAL	1 X SPEY AND MICRO CHIP CAT GRANT	- 150.00
EFT22753	08/04/2016	BEAUREPAIRES	REPLACE TYRES ON FORD RANGER UTE PN1503 - N11120.	- 1,401.52
EFT22754	08/04/2016	C.Y.O'CONNOR INSTITUTE	CERTIFICATE 3 IN AGED CARE FOR STAFF MEMBERS.	- 863.28
EFT22755	08/04/2016	CENTRAL DISTRICTS AIRCONDITIONING PLUMBING & ELECTRICAL	LIBRARY. SERVICING OF SOLAR POWER SYSTEM.	- 110.00
EFT22756	08/04/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	- 815.02
EFT22757	08/04/2016	CJD EQUIPMENT PTY LTD	TOOTH TIPS & SCARIFIER TIPS FOR GRADER.	- 1,454.42
EFT22758	08/04/2016	CLACKLINE/TOODYAY KARATE CLUB INC	KIDSPORT FUNDING	- 400.00
EFT22759	08/04/2016	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	- 1,326.21
EFT22760	08/04/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR DEPOT, LIBRARY, & DEVELOPMENT SERVICES FOR P/E 11/3/2016.	- 140.78

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22761	08/04/2016	E FIRE & SAFETY	KILLARA AGED CARE OF ROUTINE MAINTENANCE CHARGES FOR JANUARY 2016.	-	282.43
EFT22762	08/04/2016	ECOMIST SWAN	CLEANING PRODUCTS FOR KILLARA.	-	243.98
EFT22763	08/04/2016	EMU ESSENCE	STOCK PURCHASES FOR VISITORS CENTRE.	-	367.00
EFT22764	08/04/2016	FELICITY RACHEL GILBERT	REIMBURSEMENT FOR POLICE CLEARANCE.	-	62.80
EFT22765	08/04/2016	FIRE AND SAFETY WA	PPE EQUIPMENT FOR FIRE BRIGADES.	-	274.26
EFT22766	08/04/2016	GLENN STUART BEVERIDGE	REPAIRS AT VARIOUS SHIRE BUILDINGS.	-	5,773.00
EFT22767	08/04/2016	GRAFTON ELECTRICS	ELECTRICAL REPAIRS AT VARIOUS SHIRE PROPERTIES	-	360.26
EFT22768	08/04/2016	GREAT EASTERN COUNTRY ZONE WALGA	ATTENDANCE AT WHEATBELT CONFERENCE 2016 FOR CR LITTLE.	-	455.00
EFT22769	08/04/2016	JO LAIRD	MC FOR DOGS DAY OUT.	-	150.00
EFT22770	08/04/2016	KLEENWEST DISTRIBUTORS	NORTHAM SWIMMING POOL CLEANING PRODUCTS.	-	336.60
EFT22771	08/04/2016	KOMATSU AUSTRALIA PTY LTD	PARTS FOR KOMATSU LOADER.	-	85.87
EFT22772	08/04/2016	LANDMARK	VARIOUS HARDWARD ITEMS	-	278.62
EFT22773	08/04/2016	MATHEW MACQUEEN	REIMBURSEMENT OF CATERING COST FOR END OF SEASON DEBRIEF HELD ON 1ST APRIL 2016.	-	161.04
EFT22774	08/04/2016	MAXXIA PTY LTD	PAYROLL DEDUCTIONS	-	514.32
EFT22775	08/04/2016	MAYBERRY HAMMOND & CO	LEGAL COSTS FOR EXTENSION OF LEASE AGREEMENT FOR NORTHAM PLAYGROUP.	-	473.00
EFT22776	08/04/2016	MOORE STEPHENS (WA) PTY LTD	TAX WEBINARS FOR LOCAL GOVERNMENT SUPERANNUATION REGISTRATION FEE.	-	220.00
EFT22777	08/04/2016	MOUNT HELENA JUNIOR FOOTBALL CLUB	KIDSPORT FUNDING	-	220.00
EFT22778	08/04/2016	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION FEE 15/03/2016 TO 14/04/2016.	-	626.68
EFT22779	08/04/2016	NORTHAM BETTA HOME LIVING	BATTERY FOR SAMSUNG NOTE2 PHONE (CORPORATE SERVICES)	-	49.00
EFT22780	08/04/2016	NORTHAM MITRE 10 SOLUTIONS	HOSE CLAMPS FOR WATER TANK & PUMP.	-	2.96
EFT22781	08/04/2016	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	COMMUNITY GRANT FOR ANZAC DAY 2016.	-	2,600.00
EFT22782	08/04/2016	OXTER SERVICES	HAND TOWELS FOR SHIRE ADMIN.	-	277.79
EFT22783	08/04/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	SOFTWARE UPDATES FOR VARIOUS SHIRE BUILDINGS.	-	850.00
EFT22784	08/04/2016	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM SWIMMING POOL.	-	996.05

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22785	08/04/2016	POROUS PAVING SOLUTIONS PTY LTD	SUPPLY X5 20 LITRE KITS OF AQUAFLOW EP FOR TREE SURROUNDS ON THE MAIN STREET NORTHAM.	-	4,257.00
EFT22786	08/04/2016	PR POWER PTY LTD	NORTHAM ADMINISTRATION BUILDING, HIAB FREIGHT FOR EMERGENCY GENERATOR.	-	1,939.96
EFT22787	08/04/2016	PROFESSIONAL LOCKSERVICE	KEYS CUT FOR NORTHAM RECREATION CENTRE, NORTHAM SOUND SHELL, NORTHAM MEMORIAL HALL.	-	396.00
EFT22788	08/04/2016	PROMAPP SOLUTIONS LIMITED	PROMAPP PROCESS MANAGER (50 LICENCES)	-	1,122.00
EFT22789	08/04/2016	ROAD AND TRAFFIC SERVICES	SET-OUT & INSTALL PAVEMENT MARKING AT VARIOUS SITES.	-	4,258.10
EFT22790	08/04/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	AVON VALLEY ADVOCATE - 5 COPIES	-	18.00
EFT22791	08/04/2016	SKILL HIRE WA PTY LTD	LABOUR HIRE OF P BROUGH FOR P/E 9/11/2015 TO 15/11/2015.	-	1,206.15
EFT22792	08/04/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY FOR ADMIN BUILDING.	-	2,026.82
EFT22793	08/04/2016	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING FRIDAY 1ST APRIL 2016.	-	99.75
EFT22794	08/04/2016	STATE LIBRARY OF WESTERN AUSTRALIA	DDS FREIGHT RECOUP 2015/16 NORTHAM & WUNDOWIE PUBLIC LIBRARY.	-	1,703.22
EFT22795	08/04/2016	SWAN DISTRICTS NETBALL ASSOCIATION	KIDSPORT FUNDING	-	200.00
EFT22796	08/04/2016	THE WORKWEAR GROUP	UNIFORM FOR STAFF MEMBERS.	-	201.85
EFT22797	08/04/2016	CANCELLED PAYMENT			
EFT22798	08/04/2016	WHEATBELT SAFETYWEAR	INFORMATION TAGS FOR DEPOT.	-	44.00
EFT22799	15/04/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 219 INTEREST PAYMENT - BOWLING CLUB DEVELOP	-	15,165.76
EFT22800	15/04/2016	BAKERS HILL ADULT RIDING CLUB	UPGRADE TO EQUESTRIAN GROUNDS - SAFETY PERIMETER FENCING.	-	2,500.00
EFT22801	15/04/2016	CLAW ENVIRONMENTAL	REMOVAL OF DRUMS FROM SEPTEMBER 2015 & MARCH 2016 DRUMMUSTER COLLECTIONS AT OLD QUARRY ROAD LANDFILL 30.03.16	-	1,828.09
EFT22802	15/04/2016	W GIBBS & SON	NORTHAM SES BACK DOOR REPAIRS.	-	846.99
EFT22803	15/04/2016	AG IMPLEMENTS NORTHAM PTY LTD	MOWER BLADES FOR VARIOUS SHIRE VEHICLES -	-	602.03
EFT22804	15/04/2016	AGENCY HOLDINGS T/AS BILBY BADGES	SUPPLY 4X LAPEL BADGES - KILLARA ROSS, RORY, GLENDA & TED	-	64.94
EFT22805	15/04/2016	AMGROW AUSTRALIA PTY LTD	SUPPLY 800KG STRIKER REGENERATOR SEEDS @ \$5.40 + GST PER KG FOR HENRY STREET OVAL.	-	4,752.00
EFT22806	15/04/2016	AT & D NAVTRACK PTY LTD	REMOVE QUBE/MNAV & SATELLITE MODEM FROM FUSO TIP TRUCK & INSTALL REMOVED QUBE/MNAV & SATELLITE MODEM INTO HINO 500 WATER TRUCK.	-	550.00

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22807	15/04/2016	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD APRA	LICENCE FEE FOR BACKGROUND MUSIC TUER 4, ARTIST PERFORMANCES & MUSIC ON HOLD.	-	926.70
EFT22808	15/04/2016	AUSTRALIA POST	POSTAGE FOR KILLARA, LIBRARY & SHIRE ADMIN FOR MARCH 2016.	-	1,011.90
EFT22809	15/04/2016	AVON TELECOMS PTY LTD	SERVICE CALL TO RETRIEVE FOOTAGE FROM DIGITAL VIDEO RECORDER	-	198.00
EFT22810	15/04/2016	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION FOR THE FORTNIGHT ENDING 19/02/2016.	-	79,743.59
EFT22811	15/04/2016	DUN & BRADSTREET AUSTRALIA	EXTERNAL SOLICITORS COSTS - A1446 -& A297.	-	205.09
EFT22812	15/04/2016	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	STOCK PURCHASES FOR VISITORS CENTRE.	-	54.00
EFT22813	15/04/2016	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MARCH 2016.	-	16,061.79
EFT22814	15/04/2016	E FIRE & SAFETY	TOWN AND LESSER HALL. INSTALL SIGNAGE TO MAKE COMPLIANT AS PER REPORT CRO3436	-	71.50
EFT22815	15/04/2016	FRAMESWEST	REPAIR TO NETBALL POLE.	-	71.50
EFT22816	15/04/2016	HOST AUTO REPAIRS	SOUTHERN BROOK 1.4 - REPAIRS AND TOWAGE (INSURANCE CLAIM VEHICLE STOLEN)	-	2,940.65
EFT22817	15/04/2016	IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS & SWEEPING & GULLY EDUCATION SERVICES FOR PERIOD 25/01/2016 TO 26/3/2016	-	35,060.85
EFT22818	15/04/2016	CANCELLED PAYMENT			
EFT22819	15/04/2016	IXOM OPERATIONS PTY LTD	920KG BOTTLE OF CHLORINE TO BE DELIVERED TO THE NORTHAM WASTE WATER TREATMENT PLANT (CLARKE STREET DAM) WITH FRONT HIAB.	-	2,698.78
EFT22820	15/04/2016	KERBTECH P/L T/A GDR CIVIL CONTRACTING	PICK-UP HANDRAILS FROM YARD & DELIVER TO LION PARK - CLACKLINE.	-	495.00
EFT22821	15/04/2016	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO:G 2016/3 DATED 13/02/2016 TO 11/03/2016.	-	717.05
EFT22822	15/04/2016	LGIS - RISK MANAGEMENT	LGISWA AVON/CENTRAL MIDLANDS REGIONAL RISK COORDINATION PROGRAMME - PROJECT NUMBER 9464 SERVICES TO 31/03/2016	-	7,345.80
EFT22823	15/04/2016	MATHEW MACQUEEN	VEHICLE USAGE FOR THE 2015/2016 FIRE SEASON, 2801KM @ 0.77PER/KM	-	2,156.77
EFT22824	15/04/2016	MAYBERRY HAMMOND & CO	RENEWAL OF LEASE FOR UNITING CHURCH HOMES.	-	489.06
EFT22825	15/04/2016	MOORE STEPHENS (WA) PTY LTD	FINANCIAL REPORTING WORKSHOP FINANCE	-	2,255.00
EFT22826	15/04/2016	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION MARCH 2016.	-	663.30

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22827	15/04/2016	NORTHAM BETTA HOME LIVING	1 X SAMSUNG 22 INCH MONITOR & RANGER CAMERA	-	418.00
EFT22828	15/04/2016	NORTHAM CENTRAL NEWSAGENCY	DELIVERY OF NEWSPAPERS AT SHIRE ADMIN 01/03/2016 TO 02/04/2016.	-	48.00
EFT22829	15/04/2016	NORTHAM NURSERY	ASSORTED PLANTS FOR BERNARD PARK & APEX PARK.	-	266.60
EFT22830	15/04/2016	NORTHAM SWIMMING CLUB	KIDSPORT FUNDING	-	200.00
EFT22831	15/04/2016	NORTHAM TOYOTA	REPAIRS TO VARIOUS SHIRE VEHICLES	-	635.87
EFT22832	15/04/2016	OXTER SERVICES	CEMETERY INVOICING FOR THE 3 WEEKS ENDING 1ST APRIL 2016 & VARIOUS CLEANING PRODUCTS FOR SHIRE BUILDINGS	-	5,663.41
EFT22833	15/04/2016	PERFECT COMPUTER SOLUTIONS PTY LTD	10 SOFTWARE LICENCE FOR ADOBE ACROBAT STANDARD & COMPUTER SUPPORT FOR ITC OFFICER & LIBRARY	-	5,260.00
EFT22834	15/04/2016	CANCELLED PAYMENT			
EFT22835	15/04/2016	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA (TRANS WA)	TRANSWA TICKET SALES, COMMISSIONS RECEIVED FROM 01/03/2016 TO 31/03/2016.	-	269.19
EFT22836	15/04/2016	R & JT CONTRACTORS PTY LTD	REPLACE PIPEWORK FROM FILTER TO OUTLET VALVE AT JUBILEE OVAL	-	674.01
EFT22837	15/04/2016	RED DOT STORES	GLUE GUN FOR PROGRAMS.	-	49.95
EFT22838	15/04/2016	SOS - SWITCHED ONTO SAFETY	CHEMWATCH GOLDFFX - CHEMICAL MANAGEMENT SOFTWARE ANNUAL MAINTENANCE LICENCE FOR THE PERIOD MAY 2016 TO APRIL 2017.	-	1,925.00
EFT22839	15/04/2016	SOUVENIRS AUSTRALIA PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	-	168.63
EFT22840	15/04/2016	SPECIALISED TREE SERVICE	EDMONDSON STREET CATCHMENT AREA - SAFELY CUT DOWN 8 TREES AS MARKED LEAVING STUMPS	-	1,260.00
EFT22841	15/04/2016	STONEHAM AND ASSOCIATES	DEVELOPMENT OF DRAFT PUBLIC HEALTH PLAN	-	1,650.00
EFT22842	15/04/2016	THE LIMES ORCHARD STAY - PT & JA PERKINS	STOCK PURCHASES FOR THE VISITORS CENTRE.	-	83.60
EFT22843	15/04/2016	THE WATERSHED	RETICULATION PARTS.	-	2,486.17
EFT22844	15/04/2016	THE WORKWEAR GROUP	UNIFORMS FOR STAFF	-	4,595.97
EFT22845	15/04/2016	TRISLEY'S HYDRAULIC SERVICES PTY LTD	REPAIRS TO NORTHAM POOL PUMP	-	3,088.80
EFT22846	15/04/2016	TYRECYCLE PTY LTD	RECYLCE TYRES FROM INKPEN REFUSE SITE.	-	1,489.00
EFT22847	15/04/2016	TYREPOWER	PROFLEET PUNCTURE REPAIR TO FORD TERRITORY PN10402-N3333.	-	27.50
EFT22848	15/04/2016	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT COSTS MARCH 2016	-	605.00
EFT22849	15/04/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	UPDATING SHIRE WEBSITE & TRAINING FOR OFFICE STAFF.	-	10,978.00

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22850	15/04/2016	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	VARIOUS VEHICLE REPAIRS	-	8,658.00
EFT22851	15/04/2016	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA SERVICE STATION'S FOR PERIOD OF MARCH 2016.	-	479.71
EFT22852	15/04/2016	WUNDOWIE PROGRESS ASSOCIATION	2015/2016 ANNUAL SHIRE ALLOCATION & AUSTRALIA DAY BREAKFAST.	-	9,367.72
EFT22853	21/04/2016	AVON CONCRETE	REPLACEMENT OF BRIDGE 5029 - SPENCERS BROOK ROAD FINAL PROGRESS CLAIM #3.	-	163,370.94
EFT22854	21/04/2016	BRICK MART	REPLACE DAMAGED RETAINING WALL ON STIRLING STREET	-	2,995.00
EFT22855	21/04/2016	DALLYWATER CONSULTING	RELIEVING EHO FOR W/ENDING 28/3/2016 & 04/4/2016.	-	2,933.70
EFT22856	21/04/2016	R & JT CONTRACTORS PTY LTD	REPAIRS TO BURST RISING MAIN FROM WUNDOWIE TO BAKERS HILL ADJACENT TO WHERE MAIN CROSSES COATES ROAD. EVCAVATE TO LOCATE LEAK DRAIN WATER FROM MAIN PUMP OUT WATER & BARRICADE FOR OVERNIGHT SAFETY BACKFILL.	-	2,323.32
EFT22857	27/04/2016	ADAMSON CONCRETING PTY LTD	EARTHWORKS BOX OUT PRAM RAMP & PATHWAY INCLUDING CUTTING & REMOVAL OF KERB AS PER QUOTE #1061.	-	1,470.70
EFT22859	27/04/2016	ALLPUMPS & WATERBORING	RIVER FOUNTAIN REPAIRS	-	1,672.00
EFT22860	27/04/2016	ANDY'S PLUMBING SERVICE	GRASS VALLEY HALL. REPAIR LEAKING CISTERNS AND STORMWATER PIPE.	-	764.50
EFT22861	27/04/2016	ANGI MCCLUSKEY	COFFEE, TEA, MILK & DISH WASHING LIQUID FOR LIBRARY & MEDI SWABS FOR LIBRARY CARDS.	-	41.10
EFT22862	27/04/2016	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	GREASE NIPPLES & FLEXIBLE HOSES.	-	79.37
EFT22863	27/04/2016	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	-	25.80
EFT22864	27/04/2016	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAYRUN 06/4/2016 - 19/04/2016.	-	52,158.00
EFT22865	27/04/2016	AUTOPRO NORTHAM	BATTERY FOR LINE MARKER.	-	130.44
EFT22866	27/04/2016	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN ROAD WASTE MANAGEMENT	-	1,568.00
EFT22867	27/04/2016	AVON FIBRE TECH	EPOXY RESIN FOR DRAINAGE WORKS ON GORDON STREET	-	220.00
EFT22868	27/04/2016	AVON SERVICE SPECIALISTS	SERVICE OF EMCS VEHICLE 40,000KM PN1313.	-	311.80
EFT22869	27/04/2016	AVON VALLEY ARTS SOCIETY (INC)	STOCK PURCHASES FOR VISITORS CENTRE.	-	744.80

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22870	27/04/2016	AVON VALLEY BAKERY	CATERING FOR BETTER BEGINNINGS MORNING.	-	48.00
EFT22871	27/04/2016	AVON VALLEY CONTRACTORS	GRAVEL CARTING FROM CAPITAL RECYCLING (THE LAKES) TO CARTER ROAD & DELIVERY OF 25T OF PAVING SAND AT REC CENTRE & HIRE OF BACKHOE & OPERATOR FOR ST GEORGES ROAD BAKERS HILL BASIN CONSTRUCTION .	-	8,365.50
EFT22872	27/04/2016	AVON VALLEY MOWER & CHAINSAW CENTRE	PUREX LIQUID CHLORINE 20LT FOR WATER PARK.	-	65.84
EFT22873	27/04/2016	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION IN THE SHIRE OF NORTHAM FOR THE FORTNIGHT ENDING 01/04/2016.	-	33,923.55
EFT22874	27/04/2016	AVW ELECTRICAL	VARIOUS ELECTRICAL REPAIRS.	-	1,694.00
EFT22875	27/04/2016	BLOOMY'S FLORIST	ANZAC DAY WREATH DELIVERED TO AVONVALE PRIMARY SCHOOL ON 7/4/2016.	-	55.00
EFT22876	27/04/2016	BOEKEMAN MACHINERY	SPRAY WAND FOR HONDA SPRAY BIKE	-	167.96
EFT22877	27/04/2016	BRICK MART	PAVING AT VARIOUS SHIRE PROPERTIES.	-	5,857.50
EFT22878	27/04/2016	BRIDGING WATERS (BW IMPORTS)	TABLE TOP WINDMILL.	-	177.55
EFT22879	27/04/2016	C.Y.O'CONNOR INSTITUTE	WORD & EXCEL TRAINING FOR STAFF.	-	4,384.65
EFT22880	27/04/2016	CADD'S FASHIONS	UNIFORMS FOR DEPOT STAFF.	-	681.00
EFT22881	27/04/2016	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY SERVICE OF UNITS AT VARIOUS SHIRE BUILDINGS.	-	344.51
EFT22882	27/04/2016	CARROLL & RICHARDSON-FLAGWORLD PTY LTD	500 X HAND WAIVER FLAGS FOR 2016 ANZAC DAY CELEBRATIONS.	-	330.00
EFT22883	27/04/2016	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIRS TO VARIOUS SHIRE VEHICLES.	-	6,616.67
EFT22884	27/04/2016	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-	663.96
EFT22885	27/04/2016	CJD EQUIPMENT PTY LTD	REPAIRS TO VARIOUS SHIRE VEHICLES.	-	16,973.17
EFT22886	27/04/2016	CLARE SUSAN MURRAY	REIMBURSEMENT FOR COFFEE, MILK & TEA FOR LIBRARY.	-	29.55
EFT22888	27/04/2016	COURIER AUSTRALIA	FREIGHT CHARGES FOR DELIVERES	-	439.91
EFT22889	27/04/2016	DEPARTMENT OF ENVIRONMENT REGULATION	LEVY RETURN JANUARY - MARCH 2016.	-	5,725.90
EFT22890	27/04/2016	DS AGENCIES PTY	CUSTOM BANNER POLES FOR BAKERS HILL.	-	6,512.00
EFT22891	27/04/2016	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	STOCK PURCHASES FOR VISITORS CENTRE.	-	54.00
EFT22892	27/04/2016	E FIRE & SAFETY	RECREATION CENTRE. MAINTENANCE OF ALL FIRE EQUIPMENT AND EXIT SIGNS	-	337.43
EFT22893	27/04/2016	FM SURVEYS	GREGORY STREET DRAINAGE BASIN SET OUT, PRECAL DATA, DATUM SET UP & STAKING.	-	594.00

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22894	27/04/2016	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE EQUIPMENT FOR FIRE BRIGADES.	-	1,603.80
EFT22895	27/04/2016	GAVIN WILTON PETERSEN	REIMBURSEMENT FOR POLICE CLEARANCE.	-	61.80
EFT22896	27/04/2016	GGJ CONSULTANTS	FEASIBILITY STUDY FOR KILLARA ADULT DAY CARE CENTRE.	-	17,508.81
EFT22897	27/04/2016	GLENN STUART BEVERIDGE	REPAIRS TO VARIOUS SHIRE BUILDINGS.	-	6,115.00
EFT22898	27/04/2016	GREENACRES TURF GROUP	SUPPLY AND INSTALLATION OF 750M2 OF STING NEMATODE FREE VILLAGE GREEN PREMIUM KIKUYU JUMBO ROLLS OF TURF ONTO HENRY STREET OVAL NORTHAM. INCLUDING LABOUR, BOX OUT OF AREAS TO BE REPLACED AND BOBCAT TO MOVE SPOIL TO OUTSIDE OF OVAL.	-	19,265.40
EFT22899	27/04/2016	GUIDERA O'CONNOR PTY LTD	SUPPLY REPLACEMENT WIRELESS RADIO FOR IRRIGATION CONTROL SYSTEM & SETUP & INSTALL AND TEST REPLACEMENT RADIO	-	4,397.80
EFT22900	27/04/2016	HAYLEY AYERS-FINDLAY	REIMBURSEMENT FOR REFRESHMENTS AT LIBRARY PROGRAM.	-	38.80
EFT22901	27/04/2016	HI CONSTRUCTIONS AUST PTY LTD	NORTHAM TOWN HALL. REPOINT DETERIORATED MORTAR OF BRICKWORK ON THE BRIDGELY SIDE OF THE HALL & QUELLINGTON HALL. BRICK REPOINTING OF REAR WALL. .	-	11,089.00
EFT22902	27/04/2016	HISCO	BAKING TRAYS FOR KILLARA KITCHEN	-	83.16
EFT22903	27/04/2016	HOST AUTO REPAIRS	REPAIRS TO VARIOUS SHIRE VEHICLES	-	621.25
EFT22904	27/04/2016	IN PHASE TEST & TAG	TEST & TAG AT VARIOUS SHIRE BUILDINGS.	-	2,054.00
EFT22905	27/04/2016	INSTANT WEIGHING	HIRE OF COMPULOAD SCALES FOR KOMATSU LOADER.	-	1,760.00
EFT22906	27/04/2016	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	830-003R LED DASH LIGHT RED & BLUE	-	248.23
EFT22907	27/04/2016	IT VISION	TOWN PLANNING ADMINISTRATION COURSE 15.03.16	-	924.00
EFT22908	27/04/2016	KLEENHEAT GAS	BULK GAS YEARLY FACILITY FEES FOR 4.30L BULK TANK.	-	1,110.43
EFT22909	27/04/2016	LANDGATE	LAND ENQUIRY - ONLINE TRANSACTION SUMMARY FOR FEBRUARY 2016.	-	49.20
EFT22910	27/04/2016	LANDMARK	GAS BOTTLE FOR FORKLIFT	-	63.80
EFT22911	27/04/2016	LGIS - RISK MANAGEMENT	SHIRE OF NORTHAM BUSINESS CONTINUITY PROJECT NUMBER 18038 SERVICES TO 08/04/2016.	-	10,854.00
EFT22912	27/04/2016	LOUI'S PLANT HIRE	REMOVE VERGE DEBRIS & BUILD STONE PITCHED BUND AT TAIT STREET BAKERSHILL.	-	4,400.00
EFT22913	27/04/2016	MARKETFORCE	ADVERTISING FOR MARCH 2016.	-	1,933.12

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22914	27/04/2016	MAXXIA PTY LTD	PAYROLL DEDUCTIONS	-	514.32
EFT22915	27/04/2016	MERVYN JOHN FRENCH	STOCK PURCHASES FOR VISTORS CENTRE.	-	81.00
EFT22916	27/04/2016	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR THE REC CENTRE.	-	51.55
EFT22917	27/04/2016	NORTHAM CENTRAL NEWSAGENCY	DELIVERY OF NEWSPAPERS & MAGAZINE TO LIBRARY FOR PERIOD 01/03/2016 TO 02/04/2016.	-	108.15
EFT22918	27/04/2016	NORTHAM FLORIST	WREATH- HUGO THROSSELL VC DEDICATION 29/08/2015	-	70.00
EFT22919	27/04/2016	NORTHAM HARDWARE	VARIOUS HARDWARD ITEMS	-	804.95
EFT22920	27/04/2016	NORTHAM JOINERY AND CABINET WORKS	DOCK LENGTHS OF TIMBER TO SIZE CUT 4 METRES TO TIMBER & REBATE	-	55.00
EFT22921	27/04/2016	NORTHAM MITRE 10 SOLUTIONS	VARIOUS HARDWARD ITEMS	-	654.70
EFT22922	27/04/2016	NORTHAM TOWING SERVICE	TOWING OF ABANDONED VEHICLES.	-	297.00
EFT22923	27/04/2016	OCTAGON-BKG LIFTS	NORTHAM ADMIN BUILDING. STAINLESS STEEL SOAP DISPENSERS.	-	497.95
EFT22924	27/04/2016	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR VARIOUS SHIRE BUILDINGS.	-	540.66
EFT22925	27/04/2016	OXTER SERVICES	NORTHAM ADMIN BUILDING. STAINLESS STEEL SOAP DISPENSERS & TOILET TISSUE FOR APEX PARK..	-	469.92
EFT22926	27/04/2016	PAVEMENT MANAGEMENT SERVICES PTY LTD	SEALED AND UNSEALED ROADS CONDITION AUDIT INCLUDING PROJECT ESTABLISHMENT AND MANAGEMENT, SEALED ROAD SUREVEY, UNSEALED ROAD SURVEY, VISUAL SURVEY, DATA PROCESSING - RAMM DATA UPLOAD.	-	29,539.40
EFT22927	27/04/2016	PERTH ENERGY PTY LTD	ELECTRICITY FOR POP-UP SHOP ON FITZGERALD 15/3/2016 TO 14/4/2016.	-	203.30
EFT22928	27/04/2016	PLAN 9 DESIGN & DRAFTING	WUNDOWIE FLUFFY DUCKS DAY CARE CENTRE. DRAWING OF PLANS FOR GRANT APPLICATION.	-	980.00
EFT22929	27/04/2016	PORTNER PRESS PTY LTD	EMPLOYMENT LAW UPDATE 3 2016.	-	97.00
EFT22930	27/04/2016	PROFESSIONAL LOCKSERVICE	CHANGING OF LOCKS IN VARIOUS SHIRE BUILDINGS.	-	6,138.48
EFT22931	27/04/2016	RETAIL DECISIONS (COLES)	COLES PURCHASES FOR THE MONTH OF MARCH 2016	-	1,844.45
EFT22932	27/04/2016	ROAD SIGNS AUSTRALIA	VARIOUS ROAD SIGNS.	-	913.55
EFT22933	27/04/2016	ROADS2000	1 TONNE OF RED ASPHALT FOR ENGINEERING SERVICES.	-	181.50
EFT22934	27/04/2016	RURAL PRESS REGIONAL MEDIA (WA) PTY LTD	SUPPLY OF AVON ADVOCATE & ADVERTISING	-	2,471.01
EFT22935	27/04/2016	SANTALEUCA FORESTRY	STOCK PURCHASES FOR VISITORS CENTRE.	-	285.39

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22936	27/04/2016	SETH WILLIAM TUCKER T/A TUCKERBUILT	REPAIR AROUND GREEN POWER DOME WHERE IT HAD SUNK DUE TO INSUFFICIENT COMPACTION FROM PREVIOUS EXCAVATION BY WESTERN POWER & CLEAN UP SITE REMOVE WASTE, ALSO FIXED TRIPPING HAZARD OUT FRONT OF OFFICE BUILDING CUT OUT TREE ROOT & RE PAVED.	-	220.00
EFT22937	27/04/2016	SLAV'S CLEANING SERVICE	CONTRACT CLEANING FOR VARIOUS SHIRE BUILDINGS.	-	8,686.01
EFT22938	27/04/2016	SPECIALISED TREE SERVICE	SAFELY CUT TO THE GROUND 9 VERY LARGE TREES AS IDENTIFIED ON SITE WITH DANNY ON 03/03/2016 AT CARTER ROAD GRASS VALLEY.	-	12,080.00
EFT22939	27/04/2016	ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING FOR STAFF.	-	1,600.00
EFT22940	27/04/2016	STAPLES AUSTRALIA PTY LIMITED	STATIONERY OF SHIRE OFFICES.	-	2,576.51
EFT22941	27/04/2016	STERIHEALTH SERVICES PTY LTD	STEEL WALL SAFE SERVICE AT BERNARD PARK TOILETS, CLACKLINE & BAKERS HILL.	-	275.43
EFT22942	27/04/2016	STEWART & HEATON CLOTHING CO.PTY LTD	PPE EQUIPMENT FOR FIRE BRIGADES.	-	1,028.35
EFT22943	27/04/2016	SUPERCIVIL	30M KERB RENEWAL FOR KENNEDY & QUEEN STREET	-	2,924.90
EFT22944	27/04/2016	T-QUIP	PART NUMBER 01066870 BLOWER MOTOR FOR HAKO FOOTPATH SWEEPER	-	627.25
EFT22945	27/04/2016	TD & BJ HILL	CROSSOVER REBATE - 3 OAKOVER PLACE	-	600.00
EFT22946	27/04/2016	THE WORKWEAR GROUP	UNIFORMS FOR STAFF	-	2,920.27
EFT22947	27/04/2016	THEA COMMINS	STOCK PURCHASES FOR VISITOR CENTRE.	-	66.55
EFT22948	27/04/2016	TINT A CAR	TINTING OF CESM VEHICLE	-	550.00
EFT22949	27/04/2016	TOTAL GREEN RECYCLING PTY LTD	RECYCLING OF COMPUTER'S & TV'S.	-	2,227.94
EFT22950	27/04/2016	TRACEY PEARCE	REIMBURSEMENT FOR TEAM BUILDING LUNCH - SUPERVISORS CHRISTMAS.	-	59.00
EFT22951	27/04/2016	TYRECYCLE PTY LTD	RECYCLING OF TYRES.	-	1,429.33
EFT22952	27/04/2016	VINCELEC	ELECTRICAL REPAIRS AT VARIOUS SHIRE PROPERTIES	-	2,635.80
EFT22953	27/04/2016	VODAFONE	MESSAGING ACCOUNT FOR SES BUILDING & FIRE BRIGADES 01/04/2016 TO 30/04/2016.	-	268.18
EFT22954	27/04/2016	WA FARM TREES	ASSORTED SEEDLINGS AS PER TREE SUBSIDY PROGRAM FOR ASSORTED PROPERTIES IN THE SHIRE OF NORTHAM.	-	440.00
EFT22955	27/04/2016	WAY OUT WEST CINEMA	INSPECTION OF DRUMS FOR DRUMMUSTER 17 MARCH 2016.	-	358.99

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

EFT22956	27/04/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO 224 FIXED COMPONENT - NEW RECREATION CENTRE & LOAN NO 225 FIXED COMPONENT - PURCHASE VICTORIA OVAL	-	89,928.83
EFT22957	27/04/2016	WHEATBELT SAFETYWEAR	PPE EQUIPMENT FOR STAFF	-	249.00
EFT22958	27/04/2016	WUNDOWIE SPRINGS PTY LTD WUNDOWIE ONE STOP	HARDWARE ITEMS FOR WUNDOWIE DEPOT.	-	310.19
			SUB-TOTAL MUNICIPAL	-	1,010,127.39
34467	01/04/2016	COMMISSIONER OF POLICE	ROAD CLOSURE - AVON RIVER FESTIVAL 2016.	-	79.80
34468	01/04/2016	METRO SETTLEMENTS	REFUND OF PENSION REBATE AT SETTLEMENT - A1870 - 24 DAWSON ROAD WUNDOWIE	-	548.69
34469	01/04/2016	PETTY CASH	PETTY CASH FOR WUNDOWIE LIBRARY FOR 20/10/2015 TO 4/3/2016.	-	49.65
34470	01/04/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS	-	38,217.71
34471	01/04/2016	TELSTRA CORPORATION	VARIOUS TELEPHONE ACCOUNTS.	-	72.32
34472	01/04/2016	WATER CORPORATION	WATER ACCOUNTS FOR VARIOUS SHIRE BUILDINGS	-	7,626.13
34473	08/04/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	PAYROLL DEDUCTIONS	-	41.00
34474	08/04/2016	SHIRE OF NORTHAM	PAYROLL DEDUCTIONS	-	30.00
34475	08/04/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS	-	2,711.45
34476	08/04/2016	WATER CORPORATION	WATER ACCOUNTS FOR VARIOUS SHIRE BUILDINGS	-	9,615.02
34477	15/04/2016	HILLS WARRIORS NETBALL CLUB	KIDSPORT FUNDING	-	919.00
34478	15/04/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS	-	22,663.15
34479	15/04/2016	TELSTRA CORPORATION	MOBILE ACCOUNT FOR 23/2/2016 TO 24/04/2016.	-	1,325.54
34480	15/04/2016	WATER CORPORATION	WATER ACCOUNTS FOR VARIOUS SHIRE BUILDINGS	-	3,536.72
34481	27/04/2016	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	PAYROLL DEDUCTIONS	-	41.00
34482	27/04/2016	LUCY'S TEAROOMS	CATERING FOR VARIOUS MEETINGS	-	385.00
34483	27/04/2016	PETTY CASH	REIMBURSEMENT OF PETTY CASH FROM 04/01/2016 TO 04/03/2016.	-	95.45
34484	27/04/2016	SYNERGY	ELECTRICITY FOR VARIOUS SHIRE BUILDINGS 06/01/2016 TO 30/3/2016.	-	22,453.64
34485	27/04/2016	TARGET AUSTRALIA PTY LTD	CHANGE TABLE & CHANGE PAD - FOR THE LIBRARY.	-	181.50
34486	27/04/2016	TELSTRA CORPORATION	VARIOUS TELEPHONE ACCOUNTS.	-	5,309.31

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

34487	27/04/2016	WATER CORPORATION	WATER ACCOUNTS FOR VARIOUS SHIRE BUILDINGS	-	9,296.89
			TOTAL CHEQUES MUNICIPAL	-	125,198.97
DD9721.1	04/04/2016	TENNANT AUSTRALIA	APRIL 2016 LEASE FEE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE	-	1,067.00
DD9728.1	05/04/2016	BANKWEST	MASTERCARD 20/2/16 TO 21/3/16 - EMES	-	1,084.17
DD9728.1	05/04/2016	BANKWEST	MASTERCARD 20/2/16 TO 21/3/16 - EMCS	-	597.75
DD9728.1	05/04/2016	BANKWEST	MASTERCARD 20/2/16 TO 21/3/16 - CEO	-	1,221.91
DD9728.1	05/04/2016	BANKWEST	MASTERCARD 20/2/16 TO 21/3/16 - EMDS	-	679.00
DD9736.1	05/04/2016	WA SUPER	PAYROLL DEDUCTIONS	-	23,846.64
DD9736.2	05/04/2016	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	-	226.52
DD9736.3	05/04/2016	AMG UNIVERSAL SUPER	SUPERANNUATION CONTRIBUTIONS	-	343.10
DD9736.4	05/04/2016	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS	-	88.59
DD9736.5	05/04/2016	QSUPER	SUPERANNUATION CONTRIBUTIONS	-	179.60
DD9736.6	05/04/2016	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-	112.37
DD9736.7	05/04/2016	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-	1,704.78
DD9736.8	05/04/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	-	744.76
DD9736.9	05/04/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-	185.83
DD9800.1	19/04/2016	WA SUPER	PAYROLL DEDUCTIONS	-	24,039.76
DD9800.2	19/04/2016	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	-	340.86
DD9800.3	19/04/2016	AMG UNIVERSAL SUPER	SUPERANNUATION CONTRIBUTIONS	-	345.59
DD9800.4	19/04/2016	COMMONWEALTH BANK GROUP SUPER	SUPERANNUATION CONTRIBUTIONS	-	86.13
DD9800.5	19/04/2016	QSUPER	SUPERANNUATION CONTRIBUTIONS	-	180.93
DD9800.6	19/04/2016	CHRISTIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-	11.36
DD9800.7	19/04/2016	BENDIGO SMART START SUPER	SUPERANNUATION CONTRIBUTIONS	-	215.78
DD9800.8	19/04/2016	LOCAL GOVERNMENT SUPER	SUPERANNUATION CONTRIBUTIONS	-	218.24
DD9800.9	19/04/2016	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	-	60.22
DD9736.10	05/04/2016	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	-	244.42
DD9736.11	05/04/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-	541.79
DD9736.12	05/04/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	SUPERANNUATION CONTRIBUTIONS	-	266.73
DD9736.13	05/04/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	-	493.74
DD9736.14	05/04/2016	EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	-	75.77
DD9800.10	19/04/2016	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-	1,671.24

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

DD9800.11	19/04/2016	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	-	551.67
DD9800.12	19/04/2016	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-	187.16
DD9800.13	19/04/2016	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	-	244.42
DD9800.14	19/04/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-	541.79
DD9800.15	19/04/2016	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	SUPERANNUATION CONTRIBUTIONS	-	266.73
DD9800.16	19/04/2016	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	-	493.74
DD9800.17	19/04/2016	EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS	-	112.96
			TOTAL DIRECT DEBITS	-	63,273.05
PAYROLL	07/04/2016	SHIRE OF NORTHAM MAIN PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-	190,210.25
PAYROLL	19/04/2016	SHIRE OF NORTHAM MAIN PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL	-	196,567.48
			TOTAL PAYROLL	-	386,777.73
			TOTAL CHEQUES TRUST	-\$	12,561.34
			TOTAL EFT TRUST	-\$	2,061.65
			TOTAL EFT MUNICIPAL	-\$	1,378,439.06
			TOTAL CHEQUE MUNICIPAL	-\$	125,198.97
			TOTAL DIRECT DEBITS	-\$	63,273.05
			TOTAL PAYROLL	-\$	386,777.73
			TOTAL	-\$	1,968,311.80

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

The payment of cheque numbers 34467 to 34487 from Municipal Fund (dated 1st April 2016 to 30th April 2016), the payment of trust cheque numbers 1948 to 1950 from the Trust Fund and the payment of Electronic Funds Transfer numbers EFT22644 to EFT22721 and EFT22723 to EFT22734 and EFT22736 to EFT22738 and EFT22740 to EFT22958(dated 1st April 2016 to 30th April 2016). EFT Trust Fund EFT22722 to EFT22722 and EFT22735 to EFT22735 and EFT22739 to EFT22739 and Direct Debits 9721.1.1 to 9721.1 and 9728.1 to 9728.1 and 9736.1 to 9736.14 and 9800.1 to 9800.17 and have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42)

Municipal Bank Vouchers 34467 to 34487	\$ 125,198.97
Trust Bank Vouchers 1951 to 1954	\$ 12,561.34
Municipal Bank Electronic Fund Transfer EFT22644 to EFT22721 and EFT22723 to EFT22734 and EFT22736 to EFT22738 and EFT22740 to EFT22958	\$ 1,378,439.06
Trust Bank Electronic Fund Transfer EFT22722 to EFT22722 and EFT22735 to EFT22735 and EFT22739 to EFT22739	\$ 2,061.65
Direct Debit Fund Transfer 9721.1.1 to 9721.1 and 9728.1 to 9728.1 and 9736.1 to 9736.14 and 9800.1 to 9800.17	\$ 63,273.05
Municipal Bank Electronic Fund Transfer Payroll 07/04/2016	\$ 190,210.25
Municipal Bank Electronic Fund Transfer Payroll 19/04/2016	\$ 196,567.48
 TOTAL	 \$ 1,968,311.80

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering Vouchers and Electronic Funds Transfer payments as per above and totalling \$1,968,311.80 was submitted to the Ordinary Meeting of Council on Wednesday, 18 May 2016.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering Vouchers and Electronic Funds Transfer payments as per above and totalling \$1,968,311.80 was submitted to each member of the Council on Wednesday, 18 May 2016, 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

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.3.2 FINANCIAL STATEMENTS TO 31 MARCH 2016

Name of Applicant:	Internal Report
File Ref:	2.1.3.4
Officer:	Zoe Macdonald / Colin Young
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

PURPOSE

The Statement of Financial Activity for the period ending 31 March 2016 is included as a separate attachment to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- Rating Information;
- Trust Funds;
- Operating Statements;
- Balance Sheet;
- Financial Ratio;
- Budget to Actual Material Variance; and
- Bank Reconciliation

RECOMMENDATION

That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ended 31 March 2016.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2016

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2
Notes to and Forming Part of the Statement	
1 Acquisition of Assets	3 to 6
2 Disposal of Assets	7 to 8
3 Information on Borrowings	9 to 10
4 Reserves	11 to 16
5 Net Current Assets	17
6 Rating Information	18 to 19
7 Trust Funds	20
8 Operating Statement	21
9 Balance Sheet	22
10 Financial Ratio	23
11 Material Variances Notes	24 to 25

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MARCH 2016

		NOTE	15/16 Budget \$	Ytd Budget \$	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
Operating							
Revenues							
	8						
Governance			72,153	65,842	65,092	(750)	(1.14%)
General Purpose Funding Other			2,229,224	1,623,653	1,442,043	(181,610)	(11.19%)
General Purpose Funding Rates			8,582,323	8,616,323	8,637,164	20,841	0.24%
Law, Order, Public Safety			1,113,262	283,410	275,118	(8,292)	(2.93%)
Health			50,000	37,494	36,221	(1,273)	(3.39%)
Education and Welfare			1,352,833	1,014,588	1,017,714	3,126	0.31%
Housing			46,465	34,830	27,413	(7,417)	(21.30%)
Community Amenities			2,513,390	2,279,595	2,276,882	(2,713)	(0.12%)
Recreation and Culture			3,075,744	2,178,627	450,915	(1,727,712)	(79.30%)
Transport			2,294,267	1,412,368	1,470,381	58,013	4.11%
Economic Services			563,851	421,391	344,388	(77,003)	(18.27%)
Other Property and Services			84,348	74,524	82,188	7,664	10.28%
			Total Operating Revenue	18,042,645	16,125,519	(1,917,126)	(10.63%)
Expenses							
	8						
Governance			(1,255,590)	(914,644)	(845,438)	69,206	7.57%
General Purpose Funding			(364,868)	(189,085)	(163,729)	25,356	13.41%
Law, Order, Public Safety			(1,173,368)	(858,466)	(789,779)	68,687	8.00%
Health			(308,419)	(217,958)	(264,635)	(46,677)	(21.42%)
Education and Welfare			(1,502,295)	(1,132,446)	(1,007,205)	125,241	11.06%
Housing			(105,856)	(80,078)	(70,912)	9,166	11.45%
Community Amenities			(3,438,827)	(2,390,105)	(1,985,391)	404,714	16.93%
Recreation & Culture			(5,001,938)	(3,748,280)	(3,555,039)	193,241	5.16%
Transport			(7,831,220)	(5,818,328)	(6,023,560)	(205,232)	(3.53%)
Economic Services			(2,036,106)	(1,530,161)	(1,310,777)	219,384	14.34%
Other Property and Services			(93,608)	(93,514)	(219,287)	(125,773)	(134.50%)
			Total Operating Expenses	(16,973,065)	(16,235,753)	737,312	4.34%
Removal of Non-Cash Items							
(Profit)/Loss on Asset Disposals	2		144,029	108,022	81,607	(26,415)	24.45%
Movement in Employee Benefit Provisions			0	0	(157,679)	(157,679)	0.00%
Depreciation on Assets			6,977,994	5,233,419	5,580,983	347,564	(6.64%)
Non Operating Items							
Purchase Land and Buildings	1		(3,476,168)	(2,009,835)	(104,878)	1,904,957	94.78%
Purchase Plant and Equipment	1		(1,194,897)	(930,169)	(825,929)	104,240	11.21%
Purchase Furniture and Equipment	1		(10,483)	0	0	0	0.00%
Purchase Bush Fire Equipment	1		(460,000)	(344,997)	0	344,997	100.00%
Purchase Infrastructure Assets - Roads	1		(3,360,383)	(2,605,400)	(1,225,824)	1,379,576	52.95%
Purchase Infrastructure Assets - Bridges	1		(532,512)	(231,000)	(292,622)	(61,622)	(26.68%)
Purchase Infrastructure Assets - Footpaths	1		(557,315)	(411,194)	(588,046)	(176,852)	(43.01%)
Purchase Infrastructure Assets - Drainage	1		(2,292,624)	(1,476,770)	(417,841)	1,058,929	71.71%
Purchase Infrastructure Assets - Parks & Ovals	1		(649,264)	(486,900)	(442,197)	44,703	9.18%
Purchase Infrastructure Assets - Streetscape	1		(264,371)	(185,917)	(174,192)	11,725	6.31%
Purchase Infrastructure Assets - Other	1		(451,519)	(337,354)	(229,179)	108,175	32.07%
Proceeds from Disposal of Assets	2		344,642	258,482	151,283	(107,199)	41.47%
Repayment of Debentures	3		(210,154)	(157,590)	(155,444)	2,146	1.36%
Self-Supporting Loan Principal Income	3		30,099	22,574	14,821	(7,753)	34.34%
Transfers to Restricted Assets (Reserves)	4		(1,063,385)	(1,063,385)	(98,955)	964,430	90.69%
Transfers from Restricted Asset (Reserves)	4		2,240,871	2,240,871	0	(2,240,871)	100.00%
ADD Net Current Assets July 1 B/Fwd	5		5,919,675	5,906,402	5,906,402	0	0.00%
LESS Net Current Assets Year to Date	5		0	0	7,121,583	7,121,583	0.00%
			Surplus	4,598,839	(209,507)	(4,808,346)	(104.56%)

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

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

1. ACQUISITION OF ASSETS	15/16 Budget \$	Ytd Actual \$
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance		
CEO Vehicle	55,000	0
Admin Building	23,431	
Law, Order & Public Safety		
CESM Vehicle	31,454	33,615
Brigade Appliance -3.4 Grass Valley	335,000	0
Brigade Appliance - Light Tanker Irishtown BFB	125,000	0
Inkpen Fireshed	280,851	16,617
Clackline/Muresk Fire Shed	51,975	40,225
Electronic Conversion of Standpipe	12,500	0
Ranger Vehicle	45,000	37,232
Ranger Vehicle	25,000	0
Dog Pound	10,000	0
CCTV - Fitzgerald St & Peel Tce	24,200	25,310
Health		
Snr EHO Vehicle	35,000	0
Education & Welfare		
NRCP Vehicle	33,889	31,454
Fluffy Ducks Patio & Power Relocation	10,455	0
Land & Buildings - Respite Centre Construction	19,852	20,256
Kuringal Village Long Term Mtc	24,890	0
Community Amenities		
Gate House - Inkpen Landfill	20,000	0
Urban Drainage	1,824,747	97,240
Drainage CLGF 12/13		0
Aerators - Supertowns	241,123	79,224
Snr EHO Vehicle	35,000	40,271
Avon Mall Streetscaping	148,138	47,082
Buildings Cemetery	0	0
Cemetery Drainage	12,769	0
Cemetery Lot Development	18,600	0

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

1. ACQUISITION OF ASSETS (Continued)	15/16 Budget \$	2016 Actual \$
<u>By Program (Continued)</u>		
Recreation and Culture		
Land & Building - Replace Balcony	178,200	0
Northam Pool Bowl Tiles	14,000	18,961
Filter - Wundowie Pool	24,600	0
Rec Centre Air Conditioning	505,000	13,400
Rec Centre Additional Exit Doors	25,000	2,500
Bakers Hill Golf & Tennis - Kitchen	60,365	0
EMCommS Vehicle	40,000	39,482
Playground Improvements	263,964	236,880
Play Equipment Wundowie	9,796	0
Install Cricket Pitch - Jubilee Oval	27,000	13,360
Henry Street Oval Fencing WAFL Grant	3,223	0
Free Standing Stackable Seating	3,580	0
BMX Lighting	20,000	0
Bert Hawke Drainage	40,000	0
Bert Hawke Lighting	20,000	0
Wundowie Skate Park	194,032	171,948
Henry Street Oval Drainage	6,780	0
Parks Seating & Play Equipment	40,000	5,757
Retic Wundowie Oval	20,889	14,252
Drink Fountain - Rec Centre	5,500	5,679
Library Furniture & Equipment	10,483	0
Railway Precinct Upgrade	49,284	0
AVVVA - Building Renewal	42,000	0
AVVVA - Kitchen Refurbishment	36,365	0
Aboriginal & Environmental Building	2,100,000	10,630
Carpark/ Drop Zone Old Railway Station	70,376	84,262

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

1. ACQUISITION OF ASSETS (Continued)	15/16 Budget \$	2016 Actual \$
<u>By Program (Continued)</u>		
Transport		
Northam Depot Relocation Feasibility	10,000	0
Footpath Construction	557,315	588,046
Rural Drainage	106,570	5,339
GEH Deproclamation Funds	60,726	9,599
Southern Brook Road RRG 15/16	249,244	147,932
Jennapullin Road RRG 15/16	82,067	74,599
Roadworks - General Construction	596,917	313,353
Bridge Construction	532,512	292,622
Roadworks - Roads to Recovery	1,168,217	375,568
Roadworks - Supplementary Funding	237,917	37,929
Laneway Land Acquisition	28,500	1,250
Roadworks - Blackspot Funding	223,556	6,669
Infra Development - Super Towns	14,962	0
Roadworks - Gravel Sheeting	619,203	211,576
Kerb Renewal	107,574	35,924
Culvert Renewal	46,018	12,674
Plant & Equipment - Road Plant Purchases	834,554	643,875
Economic Services		
Christmas Decorations	17,436	17,064
Information Bays	35,857	42,848
Signs Tower - GEH	10,000	0
Building Services Plant & Equipment	60,000	0
Bakers Hill & Wundowie Water Project	315,289	315,262
Car Park Medical Centre	80,791	82,941
	13,249,536	4,300,708

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

1. ACQUISITION OF ASSETS (Continued)	15/16 Budget \$	2016 Actual \$
<u>By Class</u>		
Land Held for Resale	0	0
Land and Buildings	3,476,168	104,878
Plant and Equipment	1,194,897	825,929
Furniture and Equipment	10,483	0
Bush Fire Equipment	460,000	0
Playground Equipment	0	0
Infrastructure Assets - Roads	3,360,383	1,225,824
Infrastructure Assets - Footpaths	557,315	588,046
Infrastructure Assets - Bridges & Culverts	532,512	292,622
Infrastructure Assets - Drainage	2,292,624	417,841
Infrastructure Assets - Parks & Ovals	649,264	442,197
Infrastructure Assets - Airfields	0	0
Infrastructure Assets - Streetscape	264,371	174,192
Infrastructure Assets - Other	451,519	229,179
	13,249,536	4,300,708

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$
Governance						
PN1315 CEO Vehicle (N4082) MV1315	46,647	0.00	29,000	0.00	(17,647)	0.00
Law, Order, Public Safety						
PN1315 CESM Vehicle (N4056) MV1303	25,001	23,134	10,000	9,091	(15,001)	(14,043)
PN1223 Ranger Vehicle (N4021) MV1228	20,019	0.00	10,000	0.00	(10,019)	0.00
PN1304 Ranger Vehicle (N4057) MV1304	21,552	0.00	10,000	0.00	(11,552)	0.00
Health						
PN1215 SEHO Vehicle (N10734) MV1218	15,995	0.00	13,000	0.00	(2,995)	0.00
Community Amenities						
PN1208 Snr Planner Vehicle (N10714) MV1208	12,000	12,000.00	12,000	8,192.50	0	(3,807.50)
PN1301 SV6 Commodore Sedan (N4030) MV1302	24,726	23,101	20,000	17,727	(4,726)	(5,374)
Recreation & Culture						
PN1306 EMCommS Vehicle (N4092) MV1305	29,437	27,550	20,000	21,364	(9,437)	(6,186)
Transport						
PN0812 Wundowie Truck (N3647) 9216	25,000	25,000.00	31,045	20,909.09	6,045	(4,090.91)
PN1201 Flocon (N008) MV1201 & MV1202	90,751	0.00	73,427	0.00	(17,324)	0.00
P5029 Quad Bike (N5173) 9029	7,417	0.00	7,276	0.00	(141)	0.00
PN0905 Ride on Mower (N3779) 9240	22,169	6,834.04	8,211	1,500.00	(13,958)	(5,334.04)
P5017 Dynapac Vibrating Roller (N9166) 9017	3,794	20,586.62	3,047	7,000.00	(747)	(13,586.62)
PN1009 Two Way Tip Truck (N3885) RP1009	111,342	94,684.98	50,000	65,500.00	(61,342)	(29,184.98)
PN1205 Reticulation Utility (N10709) MV1206	8,635	0.00	12,636	0.00	4,001	0.00
Flail Mower Wundowie	0	0.00	5,000	0.00	5,000	0.00
Other Economic Services						
PN1221 Building Mtc Vehicle (N10728) MV1213	11,752	0.00	10,000	0.00	(1,752)	0.00
PN1219 Snr Building Surveyor Vehicle (N3433) MV1224	12,434	0.00	20,000	0.00	7,566	0.00
	488,671	232,890	344,642	151,283	(144,029)	(81,607)

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$
Plant & Equipment						
PN1315 CEO Vehicle (N4082) MV1315	46,647	0	29,000	0	(17,647)	0
PN1315 CESH Vehicle (N4056) MV1303	25,001	23,134	10,000	9,091	(15,001)	(14,043)
PN1223 Ranger Vehicle (N4021) MV1228	20,019	0	10,000	0	(10,019)	0
PN1304 Ranger Vehicle (N4057) MV1304	21,552	0	10,000	0	(11,552)	0
PN1215 SEHO Vehicle (N10734) MV1218	15,995	0	13,000	0	(2,995)	0
PN1208 Snr Planner Vehicle (N10714) MV1208	12,000	12,000	12,000	8,193	0	(3,808)
PN1306 EMCommS Vehicle (N4092) MV1305	29,437	27,550	20,000	21,364	(9,437)	(6,186)
PN0812 Wundowie Truck (N3647) 9216	25,000	25,000	31,045	20,909	6,045	(4,091)
PN1201 Flocon (N008) MV1201 & MV1202	90,751	0	73,427	0	(17,324)	0
P5029 Quad Bike (N5173) 9029	7,417	0	7,276	0	(141)	0
PN0905 Ride on Mower (N3779) 9240	22,169	6,834	8,211	1,500	(13,958)	(5,334)
P5017 Dynapac Vibrating Roller (N9166) 9017	3,794	20,587	3,047	7,000	(747)	(13,587)
PN1009 Two Way Tip Truck (N3885) RP1009	111,342	94,685	50,000	65,500	(61,342)	(29,185)
PN1205 Reticulation Utility (N10709) MV1206	8,635	0	12,636	0	4,001	0
Flail Mower Wundowie	0	0	5,000	0	5,000	0
PN1301 SV6 Commodore Sedan (N4030) MV1302	24,726	23,101	20,000	17,727	(4,726.00)	(5,374)
PN1221 Building Mtc Vehicle (N10728) MV1213	11,752	0	10,000	0	(1,752)	0
PN1219 Snr Building Surveyor Vehicle (N3433) MV1224	12,434	0	20,000	0	7,566	0
	488,671	232,890	344,642	151,283	(144,029)	(81,607)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

	15/16 Budget \$	Ytd Actual \$
Profit on Asset Disposals	22,612	0
Loss on Asset Disposals	(166,641)	(81,607)
	<u>(144,029)</u>	<u>(81,607)</u>

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

3. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$	15/16 Budget \$	Ytd Actual \$
Recreation & Culture									
Loan 208 - Northam Country Club **	25,270	0	0	4,919	2,414	20,351	22,856	1,938	1,021
Loan 219 - Northam Bowling Club **	94,923	0	0	25,180	12,407	69,743	82,516	5,752	3,089
Loan 223 - Recreation Facilities	579,122	0	0	102,423	102,423	476,699	476,699	37,485	35,736
Loan 224 - Recreation Facilities	976,294	0	0	36,236	17,829	940,058	958,465	69,264	35,023
Transport									
Loan 221 - Airstrip Upgrade	37,519	0	0	11,749	5,784	25,770	31,735	2,435	1,320
Economic Services									
Loan 225 - Victoria Oval Purchase	798,785	0	0	29,647	14,587	769,138	784,198	56,671	28,655
	2,511,913	0	0	210,154	155,444	2,301,759	2,356,469	173,545	104,844

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

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

	15/16 Budget				Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
4. RESERVES - CASH BACKED										
Aged Accommodation Reserve	255,465	6,324	15,900	(59,770)	217,919	255,465	4,104	-	-	259,569
Employee Liability Reserve	494,602	12,213	-	(35,500)	471,315	494,602	7,946	-	-	502,548
Housing Reserve	242,782	5,995	-	-	248,777	242,782	3,900	-	-	246,682
Reticulation Scheme Reserve	48,750	1,204	40,000	-	89,954	48,750	783	-	-	49,533
Office Equipment Reserve	122,458	3,024	-	-	125,482	122,458	1,967	-	-	124,425
Plant & Equipment Reserve	600,754	15,999	588,965	(678,212)	527,506	600,754	9,652	-	-	610,406
Recreation Reserve	18,131	448	-	(18,579)	-	18,131	291	-	-	18,422
Road & Bridgeworks Reserve	547,453	13,479	10,000	(459,692)	111,240	547,453	8,795	-	-	556,248
Refuse Site Reserve	228,756	5,649	150,105	(20,000)	364,510	228,755	3,675	-	-	232,430
Regional Development Reserve	873,646	21,573	-	(80,000)	815,219	873,646	14,036	-	-	887,682
Speedway Reserve	134,968	3,333	-	-	138,301	134,967	2,168	-	-	137,135
Community Bus Replacement Reserve	31,139	769	-	-	31,908	31,138	500	-	-	31,638
Septage Pond Reserve	324,006	8,001	26,415	-	358,422	324,006	5,205	-	-	329,211
Killara Reserve	154,372	7,000	-	(30,000)	131,372	168,620	2,709	-	-	171,329
Stormwater Drainage Projects Reserve	27,441	1,067	-	-	28,508	27,441	441	-	-	27,882
Recreation and Community Facilities Reserve	810,813	20,022	-	(431,296)	399,539	810,814	13,026	-	-	823,840
Administration Office Reserve	671,050	16,570	-	(23,431)	664,189	671,050	10,781	-	-	681,831
Council Buildings & Amenities Reserve	130,203	3,215	-	(100,000)	33,418	130,204	2,092	-	-	132,296
River Town Pool Dredging Reserve	283,686	7,005	-	(223,600)	67,091	283,686	4,558	-	-	288,244
Parking Facilities Construction Reserve	123,582	3,586	75,000	(80,791)	121,377	123,583	1,985	-	-	125,568
Art Collection Reserve	21,219	524	-	-	21,743	21,219	341	-	-	21,560
Total Cash Backed Reserves	6,145,276	157,000	906,385	(2,240,871)	4,967,790	6,159,524	98,957	-	-	6,258,481

Total Interest

98,957

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

4 RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Aged Accommodation Reserve

Provision of future capital works requirements for aged units at Kuringal Village, Wundowie, and other sites within the Shire of Northam.

Employee Liability Reserve

Provision for employees future liability commitments, ie annual leave, long service leave requirements and negotiated gratuities and sickness payouts.

Housing Reserve

Reserve established for future construction of Community Housing in Wundowie.

Reticulation Scheme Reserve

Provision for future replacement/upgrading of water reuse and reticulation infrastructure. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

Office Equipment Reserve

Acquisition and upgrading of Council offices, furniture, computers and general equipment. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

Plant & Equipment Reserve

Acquisition and upgrading of Council works plant and general equipment in accordance with plant replacement program. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

Recreation Reserve

Purpose - Development and improvement of recreation and sporting facilities within the Shire of Northam. It is anticipated that this reserve will be fully utilised in 2015/16.

Road & Bridgeworks Reserve

Provision for upgrading of road and bridge infrastructure within the Shire of Northam. Funds not expected to be used in a set period as further transfer to the reserve account are expected as funds are utilised.

Refuse Site Reserve

Purpose - Development of Refuse Sites and related infrastructure and equipment, including provision for future replacement facility and/or site. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

Regional Development Reserve

Purpose - 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 used in a set period as further transfers to the reserve account are anticipated.

Speedway Reserve

Purpose - To provide funds for possible future rehabilitation works required at the Northam Speedway site on Fox Road Northam. No date has been specified for the use of this Reserve.

Community Bus Replacement Reserve

Purpose - To provide funds for 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.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2016

RESERVES (Continued)

Septic Pond Reserve

Purpose - To provide for funds for future upgrades and maintenance to septic ponds and related infrastructure. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

Killara Reserve

Purpose - To provide a fund for surplus funds from Killara Operations and a restricted cash for and unspent Killara Grants. No date has been specified for the use of this Reserve.

Storm Water Drainage Projects Reserve

Purpose - To provide funds for stormwater drainage projects. No date has been specified for the use of this Reserve.

Recreation and Community Facilities Reserve

Purpose - To provide fund for Recreation and Public Facilities within the Shire of Northam. No date has been specified for the use of this Reserve. 2% of net rates levied each year set aside for the provision of recreation and sport facilities.

Administration Office Reserve

Purpose - To provide a fund for the expansion or relocation of the Shire of Northam Administration Centre. No date has been specified for the use of this Reserve.

Council Buildings & Amenities Reserve

Purpose - Provision for maintenance and upgrading of Council buildings and amenities. Funds not expected to be used in a set period as further transfer to the reserve account are anticipated.

River Town Pool Dredging Reserve

Purpose - Provision for dredging and maintenance of the River Town Pool. Funds not expected to be used in a set period as further transfers to the reserve account are anticipated.

Parking Facilities Construction Reserve

Purpose - Provision for future car parking facilities. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

Art Collection Reserve

Purpose - Provision for the care and maintenance of the Shire of Northam's art collection, including acquisitions and disposal. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

	15/16 Budget	Ytd Actual	2014/2015 Financial Report
	\$	\$	\$
5. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	4,573,994	3,118,600
Cash - Restricted Unspent Grants	0	1,660,185	2,107,310
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	5,250,600	5,258,481	6,159,524
Self Supporting Loan		15,277	(5,322)
Sundry Debtors	1,141,850	188,465	1,277,154
Rates - Current	0	1,783,934	1,136,116
Pensioners Rates Rebate	0	107,699	16,222
Provision for Doubtful Debts	0	(124,729)	(124,729)
GST Receivable	0	0	175,694
Accrued Income/Prepayments	0	0	11,693
Inventories	10,000	0	30,222
	<u>6,602,450</u>	<u>14,463,306</u>	<u>13,902,483</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(2,159,557)	(935,048)	(1,207,536)
Rates Income in Advance	0	(112,819)	0
GST Payable	0	0	(104,067)
Accrued Salaries & Wages	0	0	0
Accrued Interest on Debentures	0	(35,862)	(35,862)
Payroll Creditors	0	0	(202,109)
Accrued Expenditure	0	0	0
Withholding Tax Payable	0	0	0
Payg Payable	0	95,698	(26,147)
Loan Liability		(54,707)	(210,153)
Provision for Annual Leave		(407,029)	(534,837)
Provision for Long Service Leave		(290,731)	(320,601)
Other Payables	0	0	0
	<u>(2,159,557)</u>	<u>(1,740,498)</u>	<u>(2,641,312)</u>
NET CURRENT ASSET POSITION	4,442,893	12,722,808	11,261,171
Less: Cash - Reserves - Restricted	(5,250,600)	(6,258,481)	(6,159,524)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add: Current Loan Liability	223,416	54,707	210,153
Add: Leave Liability Reserve	488,315	502,548	494,602
Add: Budgetted Leave	100,000	100,000	100,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>4,024</u>	<u>7,121,583</u>	<u>5,906,402</u>

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Ytd Total Revenue \$	15/16 Budget \$
General Rate								
00 Non-Rateable	0.0000	700	3,343,912	0	(1,743)	0	(1,743)	0
01 GRV-Townsites Residential	10.5571	2,988	37,552,380	3,964,443	4,447	0	3,968,890	3,981,043
02 GRV-Northam Commercial/Indu	11.6252	248	11,255,466	1,308,470	0	0	1,308,470	1,309,570
05 Agricultural Local	0.5679	519	160,924,000	913,888	82,077	195	996,161	918,988
06 Agricultural Regional	0.4706	208	111,632,000	525,340	0	0	525,340	530,440
07 Rural Small Holdings	0.6474	546	95,829,000	620,397	0	0	620,397	623,497
Sub-Totals		5,209	420,536,758	7,332,538	84,781	195	7,417,514	7,363,538
Minimum Rates								
	Minimum \$							
01 GRV-Northam Town Gen	865	914	4,211,349	791,475	0	0	791,475	790,610
02 GRV-Northam Town Diff	865	48	185,998	41,520	0	0	41,520	41,520
05 Agricultural Local	865	136	11,523,418	117,640	0	0	117,640	117,640
06 Agricultural Regional	865	205	23,189,539	177,325	0	0	177,325	177,325
07 Rural Small Holdings	865	106	13,223,000	91,690	0	0	91,690	91,690
Sub-Totals		1,409	52,333,304	1,219,650	0	0	1,219,650	1,218,785
							8,637,164	8,582,323
Ex-Gratia Rates							0	12,900
Excess Rate Receipts							(158,077)	0
Totals				8,552,188	84,781	195	8,479,087	8,595,223

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail		Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Town Hall Bond	1	1,500	3,800	(3,000)	2,300
Lesser Hall Bond	2	900	2,000	(1,500)	1,400
Nomination Deposits	4	0	640	(640)	0
Library Deposits & Income	5	0	0	0	0
POS - Cash in Lieu	6	338,929	5,375	0	344,304
Bonds - Building	7	34,500	1,000	0	35,500
Crossovers - Bond	9	86,392	0	0	86,392
Recreation Centre Bond	11	400	2,500	(2,000)	900
Facilities - Bonds	18	200	0	0	200
Footpath/Kerbing Deposit	22	96,500	15,500	(16,000)	96,000
Retentions	26	169,175	30,431	(73,182)	126,424
Sundry Trust	27	13,310	0	0	13,310
Building & Construction (BCITF)	29	0	40,229	(35,067)	5,162
Builders Reg Board Levy	30	0	35,867	(31,060)	4,807
Standpipe Key	31	6,900	550	(150)	7,300
Resited Dwellings	32	37,200	577	0	37,777
Deposits-Extractive Industries	33	261,548	4,731	0	266,279
Other	34	15,747	1,206	(100)	16,853
Other - Rental Bond	35	200	0	(200)	0
Bonds - Animal Traps	36	130	167	(167)	130
Storm Damage Donations	38	175	0	0	175
		<u>1,063,706</u>	<u>144,573</u>	<u>(163,066)</u>	<u>1,045,213</u>

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

8. OPERATING STATEMENT

	15/16 Budget \$	Ytd Budget	Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
OPERATING REVENUES					
Rates	8,657,223	8,629,970	8,480,154	(149,816)	-2%
Operating Grants Subsidies and Contributions	3,408,645	2,537,066	2,768,990	231,924	9%
Fees and Charges	3,670,091	3,161,912	3,054,000	(107,912)	-3%
Interest Earnings	385,500	289,116	260,329	(28,787)	-10%
Other Revenue	772,953	612,998	465,467	(147,531)	-24%
TOTAL OPERATING REVENUE	16,894,412	15,231,062	15,028,942	(202,120)	-1%
OPERATING EXPENSES					
Employee Costs	(7,002,731)	(5,208,141)	(5,001,477)	206,664	4%
Materials and Contracts	(6,981,182)	(4,800,452)	(3,881,362)	919,090	19%
Utility Charges	(762,396)	(571,212)	(629,822)	(58,610)	-10%
Depreciation of Non Current Assets	(6,897,607)	(5,169,703)	(5,517,140)	(347,437)	-7%
Interest Expenses	(173,545)	(130,131)	(104,844)	25,287	19%
Insurance Expenses	(432,268)	(429,002)	(444,006)	(15,004)	-3%
Other Expenditure	(695,725)	(535,717)	(554,795)	(19,078)	-4%
TOTAL OPERATING EXPENSE	(22,945,454)	(16,844,358)	(16,133,446)	710,912	-4%
Non Operating Grants Subsidies and Contr	5,060,836	2,794,636	1,075,877	(1,718,759)	62%
Profit on Asset Disposals	22,612	16,947	0	(16,947)	100%
Loss on Asset Disposals	(166,641)	(128,707)	(81,607)	47,100	37%
RESULTING FROM OPERATIONS	(1,134,235)	1,069,580	(110,233)	(1,179,813)	-110%

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

9. BALANCE SHEET

	Ytd Actual \$	2014/2015 Actual \$
CURRENT ASSETS		
Cash Assets	12,492,660	11,385,434
Receivables	1,970,647	2,633,780
Inventories	0	30,221
TOTAL CURRENT ASSETS	14,463,307	14,049,435
NON-CURRENT ASSETS		
Receivables	400,038	435,458
Inventories	0	0
Land and Buildings	16,575,350	16,574,100
Property, Plant and Equipment	40,397,611	40,558,374
Infrastructure	189,249,685	190,623,664
TOTAL NON-CURRENT ASSETS	246,622,684	248,191,596
TOTAL ASSETS	261,085,991	262,241,031
CURRENT LIABILITIES		
Payables	988,033	1,722,670
Interest-bearing Liabilities	54,707	207,198
Provisions	697,760	855,439
TOTAL CURRENT LIABILITIES	1,740,500	2,785,307
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	2,301,760	2,301,760
Provisions	158,484	158,484
TOTAL NON-CURRENT LIABILITIES	2,460,244	2,460,244
TOTAL LIABILITIES	4,200,744	5,245,551
NET ASSETS	256,885,247	256,995,480
EQUITY		
Retained Surplus	79,706,653	79,915,843
Reserves - Cash Backed	6,258,481	6,159,524
Reserves - Asset Revaluation	170,920,113	170,920,113
TOTAL EQUITY	256,885,247	256,995,480

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

10. FINANCIAL RATIO

	2016 YTD	2015	2014	2013
Current Ratio	5.29	2.08	1.43	1.82

The above rates are calculated as follows:

Current Ratio equals

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MARCH 2016

<u>Operating</u>	NOTE	15/16 Budget \$	Ytd Budget \$	Ytd Actual \$	Variances Actuals to Budget Ytd \$	Variances Actual Budget to Ytd %	
Revenues/Sources	8						
Governance		72,153	65,842	65,092	(750)	(1.14%)	
General Purpose Funding Other		2,229,224	1,623,653	1,442,043	(181,610)	(11.19%)	Grants Commission Funding timing
General Purpose Funding Rates		8,582,323	8,616,323	8,637,164	20,841	0.24%	Additional Fees
Law, Order, Public Safety		1,113,262	283,410	275,118	(8,292)	(2.93%)	
Health		50,000	37,494	36,221	(1,273)	(3.39%)	
Education and Welfare		1,352,833	1,014,588	1,017,714	3,126	0.31%	
Housing		46,465	34,830	27,413	(7,417)	(21.30%)	Unoccupied Rental Swimming Pool
Community Amenities		2,513,390	2,279,595	2,276,882	(2,713)	(0.12%)	
Recreation and Culture		3,075,744	2,178,627	450,915	(1,727,712)	(79.30%)	Timing on grant income AVVA, Lotterieswest NSRF Fundine Delay to 2016/17
Transport		2,294,267	1,412,368	1,470,381	58,013	4.11%	Timing on grant income MRWA
Economic Services		563,851	421,391	344,388	(77,003)	(18.27%)	Additional revenue for the Avon Festival, water charges Racing Club
Other Property and Services		84,348	74,524	82,188	7,664	10.28%	Fuel Rebates greater than budgeted
		<u>21,977,860</u>	<u>18,042,645</u>	<u>16,125,519</u>	<u>(1,917,126)</u>	<u>(10.63%)</u>	
(Expenses)/(Applications)	8						
Governance		(1,255,590)	(914,644)	(845,438)	69,206	7.57%	
General Purpose Funding		(364,868)	(189,085)	(163,729)	25,356	13.41%	
Law, Order, Public Safety		(1,173,368)	(858,466)	(789,779)	68,687	8.00%	
Health		(308,419)	(217,958)	(264,635)	(46,677)	(21.42%)	Internal jnl allocation to Community Amenities
Education and Welfare		(1,502,295)	(1,132,446)	(1,007,205)	125,241	11.06%	Timing of Community sponsorship, higher depreciation charges
Housing		(105,856)	(80,078)	(70,912)	9,166	11.45%	
Community Amenities		(3,438,827)	(2,390,105)	(1,985,391)	404,714	16.93%	Timing Contractor Services for both rubbish collection & site maintenance, unspent septage pond works
Recreation & Culture		(5,001,938)	(3,748,280)	(3,555,039)	193,241	5.16%	Lower than budget plant cost allocations. Aboriginal Environmental Study is in progress
Transport		(7,831,220)	(5,818,328)	(6,023,560)	(205,232)	(3.53%)	Additional depreciation expenses
Economic Services		(2,036,106)	(1,530,161)	(1,310,777)	219,384	14.34%	Building Services Officer vacancy, delayed spending on Council properties, lower retic maintenance, depreciation costs and festival and events expenditure are all under budget
Other Property and Services		(93,608)	(93,514)	(219,287)	(125,773)	(134.50%)	Internal jnl for recovery to be done
		<u>(23,112,095)</u>	<u>(16,973,065)</u>	<u>(16,235,753)</u>	<u>737,312</u>	<u>(4.34%)</u>	
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	2	144,029	108,022	81,607	(26,415)	24.45%	Timing of Asset disposals
Movement in Employee Benefit Provisions		0	0	(157,679)	(157,679)	0.00%	
Depreciation on Assets		6,977,994	5,233,419	5,580,983	347,564	(6.64%)	Fair Valuation increased the value of the assets and thus annual depreciation charges.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MARCH 2016

<u>Operating</u>	NOTE	15/16 Budget \$	Ytd Budget \$	Ytd Actual \$	Variances Actuals to Budget Ytd \$	Variances Actual Budget to Ytd %	
Capital Revenue and (Expenditure)							
Purchase Land and Buildings	1	(3,476,168)	(2,009,835)	(104,878)	1,904,957	94.78%	Timing on building works
Purchase Plant and Equipment	1	(1,194,897)	(930,169)	(825,929)	104,240	11.21%	Timing on plant purchases
Purchase Bush Fire Equipment	1	(460,000)	(344,997)	0	344,997	100.00%	Timing unknown for supply by DFES
Purchase Infrastructure Assets - Roads	1	(3,360,383)	(2,605,400)	(1,225,824)	1,379,576	52.95%	Timing on budget allocations
Purchase Infrastructure Assets - Bridges	1	(532,512)	(231,000)	(292,622)	(61,622)	(26.68%)	Spencers Brook & Clydesdale Road Bridge work
Purchase Infrastructure Assets - Footpaths	1	(557,315)	(411,194)	(588,046)	(176,852)	(43.01%)	Timing on budget allocations
Purchase Infrastructure Assets - Drainage	1	(2,292,624)	(1,476,770)	(417,841)	1,058,929	71.71%	Timing on budget allocations
Purchase Infrastructure Assets - Parks & Ovals	1	(649,264)	(486,900)	(442,197)	44,703	9.18%	Timing on budget allocations
Purchase Infrastructure Assets - Streetscape	1	(264,371)	(185,917)	(174,192)	11,725	6.31%	Timing on budget allocations
Purchase Infrastructure Assets - Other	1	(451,519)	(337,354)	(229,179)	108,175	32.07%	Timing on budget allocations
Proceeds from Disposal of Assets	2	344,642	258,482	151,283	(107,199)	41.47%	Assets not disposed of
Repayment of Debentures	3	(210,154)	(157,590)	(155,444)	2,146	1.36%	
Self-Supporting Loan Principal Income	3	30,099	22,574	14,821	(7,753)	34.34%	
Transfers to Restricted Assets (Reserves)	4	(1,063,385)	(1,063,385)	(98,956)	964,429	90.69%	
Transfers from Restricted Asset (Reserves)	4	2,240,871	2,240,871	0	(2,240,871)	100.00%	
ADD Net Current Assets July 1 B/Fwd	5	5,919,675	5,906,402	5,906,402	0	0.00%	
LESS Net Current Assets Year to Date	5	0	0	7,121,583	7,121,583	0.00%	
Surplus	6	0	4,598,839	(209,508)	(4,808,347)	(104.56%)	

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

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MARCH 2016

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

The financial report is a general purpose financial report which has been prepared in accordance with applicable Australian Accounting Standards and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The report has also been prepared on the accrual basis under the convention of historical cost accounting.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

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 statement, but a separate statement of those monies appears at Note 7.

(c) 2009/10 Actual Balances

Balances shown in this budget as 2009/10 Actual are as forecast at the time of budget preparation and are subject to final adjustments.

(d) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(f) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(g) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(h) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectibility of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Inventories

General

Inventories are valued 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.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred during of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(j) Fixed Assets

Initial Recognition

All assets are initially recognised at cost. 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 includes the cost of all materials, direct labour and variable and fixed overheads.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at reporting date.

Land under Roads

Land under roads is excluded from infrastructure in accordance with the transition arrangements available under AASB 1045 and in accordance with legislative requirements.

In Western Australia, all land under roads is Crown Land, the responsibility of 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 this treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such 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 Council.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	50 years
Furniture and Equipment	5 years
Computer Hardware/Software	4 years
Tools	4 years
Cars	20 years
Utilities	4 years
Heavy Vehicles-	
-Trucks	5 years
-Graders, Loaders, & Heavy Equipment	10 years
Other Plant and Equipment	10 years
Sealed Roads and Streets	
Construction-Road Reconstruction	50 years
original surfacing and major re-surfacing	
- bituminous seals	15 years
- asphalt surfaces	20 years
Car Parks (Sealed)	40 years
Unsealed Gravel Roads	
construction/road base/sub grade	50 years
gravel sheet/resheet	10 years
Reserves/Playground Equipment	10 years
Bridges & Culverts	
-timber	50 years
-concrete	100 years
Footpaths	
-insitu concrete and slabs	40 years
-asphalt, bitumen surfaces	20 years
Kerbing	
- concrete	40 years
Street lighting	25 years
Sewerage piping	60 years
Water supply piping	60 years
Parks & Reserves	50 years
Main Drains & Water Retarding Basins	85 years

(l) Investments and Other Financial Assets

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

(I) Investments and Other Financial Assets (Continued)

Classification (Continued)

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) Available-for-sale financial assets

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Recognition and derecognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss – measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(m) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(n) Impairment

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

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting the budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2009.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(o) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(p) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Employee Benefits (Continued)

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(q) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

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.

(r) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

(s) Superannuation

The Council contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both Funds are defined contribution schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent a cash refund or a reduction in the future payments is available.

(t) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2016

2. STATEMENT OF OBJECTIVE

The Shire of Northam is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

GOVERNANCE

Administration and operation of facilities and services to members of Council, other costs that relate tasks of assisting elected members and rate payers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local laws, fire prevention, emergency services and animal control.

HEALTH

Food quality and pest control, immunisation services and inspection of abattoirs.

EDUCATION AND WELFARE

Assistance to playgroups and other voluntary services.

HOUSING

Maintenance of rental housing (including aged accommodation).

COMMUNITY AMENITIES

Rubbish collection services, operation of tips, noise control, administration of town planning scheme, maintenance of cemeteries, community and environmental services.

RECREATION AND CULTURE

Maintenance of community halls and facilities, the Wundowie swimming pool, Wundowie library and various reserve, parks and recreation grounds.

TRANSPORT

Construction and maintenance of roads, bridges, drainage works, footpaths, parking facilities, traffic and street cleaning. Licensing transactions on behalf of the Department of Transport.

ECONOMIC SERVICES

The regulation and provision of tourism, area promotion, building control, saleyards, noxious weed control, plant nursery and standpipes.

OTHER PROPERTY & SERVICES

Private works operations, plant repairs and operations costs.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.3.3 LEASE AGREEMENT FOR HANGAR 13 – NORTHAM AIRPORT

Name of Applicant:	Kim and Lyn Lawrence
Name of Owner:	Shire of Northam
File Ref:	A15589
Officer:	Cheryl Greenough
Officer Interest:	N/A
Policy:	Policy B7.11 Management of Council Property Leases
Voting:	Simple Majority

PURPOSE

For Council to consider approving a ten (10) year lease agreement with a four (4) year renewal option for Lot 13 at Northam Airport 105 Withers Street, Northam, which will be used as a private hangar. The option period will bring this lease into conformity with all other hangar leases at Northam Airport.

BACKGROUND

Mr and Mrs Lawrence are seeking a ten (10) year lease with a four (4) year renewal option for Lot 13 at Northam airport to be used as a private hangar.

At Council's Meeting on 13 August 2008, Council decided to lease hangar sites at the Northam Airport for a period of 15 years. This consisted of a 10 year lease, with a 5 year renewal option.

Currently there are 43 hangar sites at the Northam Airport, consisting of 30 leased sites, two being exempt from rent and 11 vacant sites.

On 16 February 2016 Mr and Mrs Lawrence applied for planning approval to build a hangar on Lot 13 using a company called Wheatbelt Steel which has been granted under delegated authority. The roof will be Colorbond and set on the lot size being 180 square meters.

The Northam Airport is zoned 'Reserve – Public Purposes' and is 30.35 hectares.

STATUTORY IMPACTS

Section 3.58 Local Government Act 1995 Disposing of Property

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

- (ii) giving details of the proposed disposition; and*
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective R1: Provide and support an effective and efficient transport.

Strategy R1.3: Improve and encourage utilisation of existing airport facilities and associated air services.

FINANCIAL IMPLICATIONS

Each hangar site attracts a rental fee based on its market valuation, the current valuation for the land is \$29,500, plus Shire Rates. Outgoings are on-charged to tenants.

There was a budget implication of \$407.12 including GST which was for advertising costs in the West Australian on 14 March 2016, this was charge to GL 04052192.

At the Ordinary Council meeting held on 20 May 2015 the decision was carried that Council:

- 1. Charge a 2% rate of return on the market rental valuation for hangar sites lease fees at the Northam Airport for leases by private and recreational users;*
- 2. Charge a 6% rate of return on the market rental valuation for hangar sites lease fees at the Northam Airport for leases by commercial and business users;*
- 3. Phase in the lease fees for commercial and business users commencing at 40% of the market value, then annual increases of 15% of the market value for the four years; and*
- 4. That lessees are given a minimum of one month's notice prior to the introduction of the increased rental to be applied no earlier than 1 July 2014.*

OFFICER'S COMMENT

The request from Mr and Mrs Lawrence should be considered in the context of all the hangar sites at the Northam Airport.

A ten (10) year lease with a four (4) year renewal option provides more reassurance for a lessee who contributes significant investment into the cost of constructing a hangar, which is only guaranteed to be available for use for the period of the lease.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

The Shire of Northam Local Planning Strategy acknowledges the retention and intensification of use of the Northam Airport for recreational aircraft activity into the foreseeable future. Staff are not aware of any reason why this use should not continue until 2030.

It is therefore recommended that a lease agreement be permitted, to an expiry date of 30 June 2030, under the same general conditions as previous leases.

RECOMMENDATION

That Council approve the lease agreement for Hangar 13 to Mr and Mrs Lawrence for use as a private hangar with a 2% rate of return on the market rental valuation of \$29,500 which equates to \$590 plus CPI for a period of ten (10) years with a four (4) year option of renewal.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

ATTACHMENT 2



SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.3.4 LEASE FOR NORTHAM PLAYGROUP

Name of Applicant:	Northam Playgroup
Name of Owner:	Shire of Northam
File Ref:	A14151
Officer:	Cheryl Greenough
Officer Interest:	N/A
Policy:	B11.7(2) <i>Management of Council Property Leases</i>
Voting:	Simple Majority

PURPOSE

For Council to approve a previous lease agreement between the Shire of Northam and the Northam Playgroup with the option of renewal to the 12 May 2018, and to now include a further 2 x 3 year options for renewal.

BACKGROUND

The Northam Playgroup originally commenced a lease with the Town of Northam for the Bernard Park venue in May 1996 and have regularly used the venue since that time. A further lease was granted in May 1999 for another 5 years taking the lease to May 2004.

A new lease was entered into in May 2009 providing two 3 year options, resulting in a terminating date on 12 May 2018.

STATUTORY IMPACTS

N/A

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

Objective C1: Create an environment that provides for a caring and

Strategy C1.4: Facilitate provision of appropriate child care facilities

FINANCIAL IMPLICATIONS

Nil.

OFFICER'S COMMENT

The Northam Playgroup has requested a further two 3 year options with the first option ending 12 May 2021 and the second option ending 12 May 2024. The lease is a standard Peppercorn lease used for community groups with the following terms included, the Club pays:

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

- The club pays all outgoings used by the club;
- Reimburses the Shire for any building insurance;
- The club pays for drawing up the lease; and
- Minor maintenance to the building.

RECOMMENDATION

That Council approve the request put forward by the Northam Playgroup to;

- 1. extend their current lease beyond 2018, for a further three (3) years, ending 2021;**
- 2. makes provision within the lease a further three (3) year option, which may be evoked by mutual agreement.**

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.3.5 LEASE FOR RAPID PLASTICS – PORTION OF THE SHIRE OF NORTHAM DEPOT

Name of Applicant:	Rapid Plastics
Name of Owner:	Shire of Northam
File Ref:	A10211
Officer:	Cheryl Greenough
Officer Interest:	N/A
Policy:	B7.11 <i>Management of Council Property Leases</i>
Voting:	Simple Majority

PURPOSE

For Council to consider and make a resolution on leasing a portion of the Shire Depot land to Rapid Plastics for storage purposes.

BACKGROUND

Rapid Plastics (WA) is a privately owned manufacturing and distribution company which supplies Western Australia with a range of poly products designed to meet the needs of agricultural, industrial and domestic markets. These include livestock & equine care, water conservation, crop protection, aquaculture, firefighter units, diesel transport equipment, mining, industrial and associated applications.

Rapid Plastics currently have an office in Dalwallinu and more recently have set up in Oliver Street Northam. The office is a small holding and as they are a rapidly expanding business they have run out of storage space.

The manager Mr Andrew Jackson has requested permission to lease a portion of the Depot land at Lot 215 Byfield St Northam. He requires an area of approximately.

STATUTORY IMPACTS

Section 3.58 Local Government Act 1995 Disposing of Property

- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision*

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

OBJECTIVE E1: Support business and investment opportunities

STRATEGY E1.3: Support sustainable business and commerce initiatives

FINANCIAL IMPLICATIONS

Advertising costs for the West Australia at approximately \$400.00.

OFFICER'S COMMENT

The Depot land is vastly underutilised and in the interest of promoting small business to grow it would be advantageous to provide extra land area for Rapid Plastics to store their products.

Before a rental fee can be established we need to have the portion of land valued for rental purposes. The company has advised that they will be storing water tanks outside and at this stage do not have any intentions of placing a building on the site.

It is recommended that Council approve the Shire leasing a 2,747 square meter portion of the Depot land at Lot 215 Byfield Street Northam to Rapid Plastics after notification has been placed in the newspaper as required by S3.58 of the Act and approve the Shire obtaining a valuation of the lease land prior to execution.

RECOMMENDATION

That Council;

- 1. Approve a lease agreement for Rapid Plastics Pty Ltd to lease a portion of the Shire Depot (2,747sqm) which is located at Lot 215 Byfield Street, Northam for up to a five year period subject to the following conditions;**
 - Lessee to pay all outgoings
 - Lessee to pay for any site works or fencing required
 - Inclusion of a 12 month termination clause.
- 2. Charge a lease fee in accordance with the rental property calculations provided by the Office of the Valuer General.**

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

ATTACHMENT 1



Northam Shire Depot
Proposed lot lease

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.3.6 REVIEW OF FINANCE/ACCOUNTING POLICIES

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	2.3.1.2
Officer:	Colin Young
Officer Interest:	N/A
Policy:	Review
Voting:	Simply Majority

PURPOSE

For Council to review its policies which are relating to finance and accounting.

BACKGROUND

A policy can be defined or described as a deliberate plan of action to guide decisions and achieve a rational outcome(s) (Local Government Amalgamation Guide, 2013).

The Shire of Northam Corporate Plan identifies a need to review the policies related to finance and accounting during the 2015/16 financial year. The policies F3.1 & F3.4 were previously reviewed in 2010 and policies F3.2 & F3.3 were last reviewed in 2013.

The following policies have been reviewed;

- F3.1 Accounting Policy
- F3.2 Purchasing & Tendering Policy
- F3.3 Investment policy
- F3.4 Local Price Preference

STATUTORY IMPACTS

Section 2.7(2)(b) of the Act provides that it is the role of Council to determine the local government's policies.

In some instances individual policies have their own statutory implications, where this is the case the relevant legislation has been referenced in the policy summary.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN

OBJECTIVE G1 Provide accountable and transparent leadership.

STRATEGY G1.1: Continue to develop Council's policy framework to guide decision making.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

ACTION: Review Finance Policies.

FINANCIAL IMPLICATIONS

Nil.

OFFICER'S COMMENT

The 4 policies have been reviewed with a range of adjustments and alterations being recommended to Council. Substantial changes are summarised in the following table, in addition Attachment 1 provides a tracked changes copy of the policy manual as it exists currently.

Current Policy Number	Policy Name	Proposed alteration
Governance Policy		
F3.1	Accounting Policy	Point (g) fixed assets has been changed to reflect current reporting requirements, in addition depreciation rates for furniture has been altered from 5years to 5-10years and trucks have been increased from 6years to 8years in order to better reflect industry depreciation standards.
F3.2	Purchasing & Tendering Policy	Re-worded point 1 objectives, point 6 a section on risk has been added to ensure risks are considered during purchasing, point 7 purchasing thresholds have been fully revamped with the major changes being increase the threshold for no quotes required from \$999 to \$3,000 to ensure administration efficiencies and increase the need to go to tender from \$100,000 to \$150,000 to reflect the revised threshold as per the <i>Local Government (Functions and General) Regulations 1996, Section 11.A (1)</i> .
F3.3	Investment Policy	A new point has been added, covering investment guidelines, the purpose of point 9 is to ensure that Councils funds are invested in a diverse manner.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

F3.4	Local Price Preference	Policy has been rewritten to give clearer guidance on who is a local supplier, the basic categories have remained unchanged with the exception of “ <i>Where the contract is for goods or services (including construction (building) services, if the Shire of Northam is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire of Northam</i> ”, has had the maximum reduced from \$500,000 to \$100,000.
------	------------------------	--

RECOMMENDATION

That Council adopts the following policies as provided;

- **F3.1 Accounting Policy**
- **F3.2 Purchasing & Tendering Policy**
- **F3.3 Investment Policy**
- **F3.4 Local Price Preference**

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

FINANCE / ACCOUNTING

F 3.1 Accounting Policy

POLICY	The Statement of Accounting Policy, Attachment 3.1 is adopted as Council policy.
OBJECTIVES	To provide a framework for the financial management of the Shire of Northam which is clear, transparent and meets statutory obligations.
GUIDELINES	Local Government Act 1995, s6.4(2) Local Government (Financial Management) Regulations 1996, Regs 34 & 35
HISTORY	Adopted: 03/10/2007 Last Review: 15/09/2010
REVIEW	Executive Manager, Corporate Services

F3.1 ACCOUNTING POLICY

<u>Responsible Department</u>	<u>Corporate Services</u>
<u>Resolution Number</u>	
<u>Resolution Date</u>	<u>15/09/2010</u>
<u>Next Scheduled Review</u>	
<u>Related Shire Documents</u>	
<u>Related Legislation</u>	<u>Local Government Act 1995, s6.4(2) Local Government (Financial Management) Regulations 1996, Regs 34 & 35</u>

OBJECTIVE

To provide a framework for the financial management of the Shire of Northam which is clear, transparent and meets statutory obligations.

SCOPE

The policy applies to the significant accounting policies included in the Shire of Northam's Annual Report

*Amended: 15/09/2010
Revision No 3.8*

Page 66 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

POLICY

ATTACHMENT F 3.1 ACCOUNTING POLICY

1. SIGNIFICANT ACCOUNTING POLICIES

~~The significant accounting policies which have been adopted in the preparation of this financial report are:~~

(a) Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

The report has also been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

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 this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the ~~Council~~ 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.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears ~~withat No 20 to this~~ in the annual financial report.

(c) Goods and Services Tax

In accordance with the recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Balance Sheet are stated inclusive of applicable GST.

(d) ~~Cash~~ Goods and Cash Equivalents

Cash and cash equivalents in the balance sheet comprise cash at bank and in hand and short-term deposits ~~with an original maturity of three months or less~~ that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities on the balance sheet.

(e) Trade and Other Receivables

Trade receivables, which generally have 30 – 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective rate

(f) Inventories

General

Inventories are valued 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.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the Income Statement as at the time of signing a binding contract of sale.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

(g) Fixed Assets

Initial Recognition

All assets are initially recognised at cost. 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 includes the cost of all materials, direct labour and variable and fixed overheads.

Asset Valuation

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
- (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -
 - (i) that are plant and equipment; and
 - (ii) that are -
 - (I) land and buildings; or-
 - (II) Infrastructure; and
- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years. In 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary

Land under control

In accordance with Local Government (Financial Management) Regulation 16(a), 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 Shire significance.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

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 section.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

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 detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

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 asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

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.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

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

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

<u>Buildings</u>	<u>50 years</u>
<u>Furniture and Equipment</u>	<u>5-10 years</u>
<u>Computer Hardware/Software</u>	<u>4 years</u>
<u>Cars</u>	<u>5 years</u>
<u>Utilities</u>	<u>4 years</u>
<u>Heavy Vehicles -</u>	
<u>- Trucks</u>	<u>8 years</u>
<u>- Graders, Loaders and Heavy Equipment</u>	<u>10 years</u>
<u>Other Plant and Equipment</u>	<u>10 years</u>
<u>Sealed Roads and Streets</u>	
<u>Construction-Road Reconstruction</u>	<u>50 years</u>
<u>original surfacing and major re-surfacing</u>	
<u>- bituminous seals</u>	<u>25 years</u>
<u>- asphalt surfaces</u>	<u>25 years</u>
<u>Car Parks (Sealed)</u>	<u>40 years</u>
<u>Unsealed Gravel Roads</u>	
<u>construction/road base/sub grade</u>	<u>50 years</u>
<u>gravel sheet/resheet</u>	<u>12 years</u>
<u>Reserves/Playground Equipment</u>	<u>10 years</u>
<u>Bridge & Culverts</u>	
<u>- timber</u>	<u>50 years</u>
<u>- concrete</u>	<u>100 years</u>
<u>Footpaths</u>	
<u>- insitu concrete and slabs</u>	<u>40 years</u>
<u>- asphalt, bitumen surfaces</u>	<u>20 years</u>
<u>Kerbing</u>	
<u>- concrete</u>	<u>40 years</u>
<u>Street Lighting</u>	<u>25 years</u>
<u>Sewerage piping</u>	<u>60 years</u>
<u>Water supply piping</u>	<u>60 years</u>
<u>Parks & Reserves</u>	<u>50 years</u>
<u>Main Drains & Water Retarding Basins</u>	<u>85 years</u>

Initial Recognition

Amended: 15/09/2010
Revision No 3.8

Page 71 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

~~All assets are initially recognised at cost. 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 includes the cost of all materials, direct labour and variable and fixed overheads.~~

~~Revaluation~~

~~Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits.~~

~~Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at reporting date.~~

~~Land under Roads~~

~~Land under roads is excluded from infrastructure in accordance with the transition arrangements available under AASB 1045 and in accordance with legislative requirements.~~

~~(h) Depreciation of Non-Current Assets~~

~~All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in these assets.~~

~~Depreciation is recognised on a straight line basis, using rates which are reviewed each reporting period. Major depreciation periods are:~~

~~Buildings~~

~~50 years~~

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



*Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy*

Furniture and Equipment	5 years
Computer Hardware/Software	4 years
Tools	4 years
Cars	5 years
Utilities	4 years
Heavy Vehicles–	
–Trucks	5 years
–Graders, Loaders and Heavy Equipment	10 years
Other Plant and Equipment	10 years
Sealed Roads and Streets	
Construction Road Reconstruction	50 years
original surfacing and major re-surfacing	
–bituminous seals	15 years
–asphalt surfaces	20 years
Car Parks (Sealed)	40 years
Unsealed Gravel Roads	
construction/road base/sub grade	50 years
gravel sheet/resheet	10 years
Reserves/Playground Equipment	10 years
Bridge & Culverts	
–timber	50 years
–concrete	100 years
Footpaths	
–insitu concrete and slabs	40 years
–asphalt, bitumen surfaces	20 years
Kerbing	
–concrete	40 years
Street Lighting	25 years
Sewerage piping	60 years
Water supply piping	60 years
Parks & Reserves	50 years
Main Drains & Water Retarding Basins	85 years

(i) Investments and Other Financial Assets

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

- (i) **Financial assets at fair value through profit and loss**
Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.
- (ii) **Loans and receivables**
Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.
- (iii) **Held-to-maturity investments**
Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.
- (iv) **Available-for-sale financial assets**
Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Recognition and derecognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

(j) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions,

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(k) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made —in accordance with AASB 136 'Impairment of Assets' and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(l) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the Municipality prior to the end of the financial year that are unpaid and arise when the Municipality becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(m) Employee Benefits

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) **Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) **Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(n) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

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.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

(o) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

(p) 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 company, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(q) Joint Venture

The municipality's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items reported in the Balance Sheet and Income Statement. Information about the joint venture is set out in Note 17.

(r) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

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

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.1 Accounting Policy

over 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 2(c). 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 operation for the current reporting period.

(s) Superannuation

The Shire of ~~Somewhere~~ Northam contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(t) Rounding Off Figures

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

(u) Comparative Figures

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

(v) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

F 3.2 Purchasing & Tendering Policy

- POLICY** ~~The Purchasing & Tendering Policy as Attachment 3.2 is adopted as Council policy.~~
- OBJECTIVES** ~~To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).~~
- ~~To deliver a best practice approach and procedures to internal purchasing for the Shire.~~
- ~~To ensure consistency for all purchasing activities that integrates within all the Shire operational areas.~~
- GUIDELINES** ~~Local Government Act 1995 – s3.57 Tenders
Local Government (Functions & General) Regulations 2000 – Part 4A
Local Government (Administration) Amendment Regulations 2000 – s29~~
- HISTORY** ~~Adopted: 03/10/2007
Review: 15/09/2010
Last Review: 17/04/2013~~
- REVIEW** ~~Executive Manager, Corporate Services~~

F3.2 PURCHASING & TENDERING POLICY

<u>Responsible Department</u>	<u>Corporate Services</u>
<u>Resolution Number</u>	
<u>Resolution Date</u>	<u>17/04/2013</u>
<u>Next Scheduled Review</u>	
<u>Related Shire Documents</u>	
<u>Related Legislation</u>	<u>Local Government Act 1995 – s3.57 Tenders</u> <u>Local Government (Functions & General) Regulations 2000 - Part 4A</u> <u>Local Government (Administration) Amendment Regulations 2000 – s29</u>

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

OBJECTIVE

To Provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended March 2007).

To deliver the best practice approach and procedures to internal purchasing for the Shire.

To ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

SCOPE

The policy applies to purchases.

POLICY

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F.3.2 Purchasing & Tendering

ATTACHMENT F.3.2 PURCHASING & TENDERING POLICY

The purpose of this policy is to ensure consistency and efficiency for purchasing and procurement across all the Shire of Northam's operational areas in order to maximise value for the Shire and the community by obtaining the best balance of conditions of supply, quality and price.

This policy sets out the requirements that must be complied with by the Shire, including purchasing thresholds and processes, these are compliant with the Local Government (Functions and General) Regulations 1996, as the relevant legislation

1. ~~OBJECTIVES~~

- ~~• To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).~~
- ~~• To deliver a best practice approach and procedures to internal purchasing for the Shire.~~
- ~~• To ensure consistency for all purchasing activities that integrates within all the Shire operational areas.~~

2. ~~WHY DO WE NEED A PURCHASING POLICY~~ Why Do We Need A Purchasing Policy?

The Shire is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire receives value for money in its purchasing.
- Ensures that the Shire considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire's purchasing practices that withstands probity.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

3. **ETHICS & INTEGRITY**Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. **VALUE FOR MONEY**Value For Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks. The tender or quote offering the lowest price may not necessarily be successful.

~~Council obtain goods and services where the best deal can be obtained; all other things being equal, then deal locally.~~

An assessment of the best value for money outcome for any purchasing should consider:

Amended: 17/04/2013
Revision No 3.8

Page 80 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable. When motor vehicles are due for renewal under Council's policy, prices must be obtained from at least two Shire of Northam based dealers

~~prices be obtained from at least two dealers.~~

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

5. Sustainable Procurement ~~USTAINABLE PROCUREMENT~~

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

Practically, sustainable procurement means the Shire shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.

Amended: 17/04/2013
Revision No 3.8

Page 81 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



*Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering*

- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type suitable for operational needs and within the designated price range and potential replacement values in the context of individual employee contractual obligations;
- For new buildings and refurbishments – where available use renewable energy and technologies.

6. Risk

Purchase and procurement is to take into consideration a risk assessment of the product or service to ensure potential hazards are identified and mitigation strategies determined, before the product or service is introduced into the workplace

7. Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

<u>Up to \$999</u>	<u>Direct purchase from suppliers requiring management approval</u>
<u>\$1,000 – \$2,999</u>	<u>Direct purchase from suppliers requiring only two verbal quotations.</u>
<u>\$3,000 – \$10,999</u>	<u>Obtain at least three verbal or written quotations.</u>
<u>\$20,000 – \$30,999</u>	<u>Obtain at least three written quotations</u>
<u>\$40,000 – \$99,999</u>	<u>Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).</u>
<u>\$100,000 and above</u>	<u>Conduct a public tender process.</u>

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Table 1 Purchasing Thresholds - Requirements

<u>Purchase Thresholds (excluding GST)</u>	<u>Minimum Requirements</u>
--	-----------------------------

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



*Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering*

<u>Less than \$3000</u>	<u>No quotations required. Officers are to use professional judgment and discretion to determine if prices or rates are value for money.</u>
<u>\$3,000 to \$10,000</u>	<u>Verbal quotations to be sought from three (3) suppliers where possible with the successful quote supplied in writing.</u>
<u>\$10,000 to \$50,000</u>	<u>Three written quotations or purchase through the Local Government Purchasing Service of the WA Local Government Association (WALGA) where possible.</u>
<u>Above \$50,000 to \$150,000</u>	<u>Obtain at least three written quotations containing price and specification of goods and services (with the procurement decision based on value for money considerations) or purchase through the Local Government Purchasing Service of WALGA.</u>
<u>Above \$150,000</u>	<u>Public tender or purchase through the Local Government Purchasing Service of WALGA.</u>

Quotation purchasing threshold procedures

It is not a prerequisite that every possible supplier is requested to quote, however the responsible officer is to use previous experience with suppliers and local knowledge to invite suitable suppliers to quote. One of the main aims for multiple quotes is to have a range of quotes to choose from to help determine value for money. A formal request for quotation (RFQ) process must be conducted by the responsible officer in conjunction with the Shire's Procurement Officer and is subject to formal evaluation, review and approvals. Purchasing threshold requirements for quotations are as follows:

- Less than \$3,000 (excl. GST)

In cases where reactive maintenance is required or for the carrying out of normal Council ongoing business no quotations need to be obtained. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

- Less than \$3,000 – \$10,000 (excl. GST)

Where the value of procurement of goods or services is greater than \$3,000 and less than \$10,000, purchase on the basis of at least three verbal quotations should be obtained with the successful quote being supplied in writing, except:

- a) where purchase is being made under a panel of pre-qualified suppliers which include WALGA Preferred Suppliers.
- b) where goods or services are needed immediately in an emergency situation.
- c) where rates are considered reasonable and consistent with normal market rates and sufficient justification can be provided in this respect; and these are tested by obtaining quotes from time to time.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

- d) where the responsible officer is satisfied that there is genuinely only one source of supply for those goods, services or works. Investigatory evidence to confirm there are no alternative sources of supply must be collated and written records retained.
- e) Where the purchase is for consumables e.g. small tools (shovels, crowbars etc), construction or workshop consumables (string, pegs, irrigation parts, auto parts etc), minor electrical equipment (two way units etc), fertiliser and herbicide etc.

- **\$10,000 to \$50,000 (excl. GST)**

Where the value of procurement of goods or services ranges between \$10,000 and \$50,000 a sufficient number of written quotations (at least three) are to be sought through a simple RFQ process to demonstrate competition. Where this is not practical, e.g. due to limited suppliers or deemed sole supplier, investigatory evidence to confirm there are no alternative sources of supply must be collated and written records retained.

Written records of quotations are to be made and retained in all cases.

Request written quotation(s) directly from a pre-qualified panel of suppliers which include WALGA Preferred Supplier Panel, using a request for quotation process either through WALGA e-Quotes or directly in writing. It is not mandatory for multiple quotations to be requested when using the WALGA Preferred Supplier Panel, and a quotation can be requested from a single supplier where deemed practical. The benefit, however, of requesting multiple quotations is that there is a range to choose from to help determine value for money. The responsible officer is to use previous experience with suppliers and local knowledge to invite suitable suppliers and establish the appropriate number of suppliers from which to request a quote.

Written records of quotations are to be made and retained in all cases.

- **\$50,000 to \$150,000 (excl. GST)**

For the procurement of goods or services where the value exceeds \$50,000 but does not exceed \$150,000, at least three written quotations shall be obtained through a formal RFQ process including pricing and product or service information relating to the specification of goods and services being purchased. Where this is not practical, e.g. due to limited suppliers or deemed sole supplier, investigatory evidence to confirm there are no alternative sources of supply must be collated and written records retained.

This purchasing threshold typically requires a detailed specification to be prepared and included in the formal RFQ documentation. It is recognised that not all goods and services procured within this threshold will be of a nature that requires a detailed Specification, it is therefore acceptable to include a less detailed Specification where considered more appropriate. All Specifications must effectively communicate the Requirements of the Shire.

Amended: 17/04/2013
Revision No 3.8

Page 84 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

Comprehensive written records are to be retained in all cases.

Request written quotation(s) directly from a pre-qualified panel of suppliers which include WALGA Preferred Supplier Panel, using a request for quotation process either through WALGA e-Quotes or directly in writing. It is not mandatory for multiple quotations to be requested when using the WALGA Preferred Supplier Panel, and a quotation can be requested from a single supplier where deemed practical. The benefit, however, of requesting multiple quotations is that there is a range to choose from to help determine value for money. The responsible officer is to use previous experience with suppliers and local knowledge to invite suitable suppliers and establish the appropriate number of suppliers from which to request a quote.

Written records of quotations are to be made and retained in all cases.

Invitation to Tender (above \$150,000 excl. GST)

Tenders are to be publicly invited according to the requirements of regulation 11(1) of the Local Government (Functions & General) Regulations 1996 before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 (excl. GST).

~~Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.~~

~~6.1 — Up to \$999~~

~~Where the value of procurement of goods or services does not exceed \$999, purchase on the basis of appropriate supervisor/management approval. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.~~

~~This purchasing method is suitable where the purchase is relatively small and low risk.~~

~~Record keeping requirements must be maintained in accordance with record keeping policies.~~

~~6.2 — \$1,000 to \$2,999~~

~~Where the value of procurement of goods or services ranges between \$1,000 and \$2,999, purchase on the basis of at least two verbal quotations is permitted. However~~

Amended: 17/04/2013
Revision No 3.8

Page 85 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

~~it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.~~

~~This purchasing method is suitable where the purchase is relatively small and low risk. Record keeping requirements must be maintained in accordance with record keeping policies. The Shire Purchasing and Tender Guide contains a sample form for recording verbal quotations.~~

~~6.3 — \$3,000 to \$19,999~~

~~This category is for the procurement of goods or services where the value of such procurement ranges between \$3,000 and \$19,999.~~

~~At least three verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.~~

~~The general principles for obtaining verbal quotations are:~~

- ~~• Ensure that the requirement / specification is clearly understood by the Shire employee seeking the verbal quotations.~~
- ~~• Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.~~
- ~~• Read back the details to the Supplier contact person to confirm their accuracy.~~
- ~~• Written notes detailing each verbal quotation must be recorded.~~

~~Record keeping requirements must be maintained in accordance with record keeping policies. The Shire Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.~~

~~6.4 — \$20,000 to \$39,999~~

~~For the procurement of goods or services where the value exceeds \$20,000 but is less than \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).~~

~~The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.~~

~~**Note:** The general principles relating to written quotations are:~~

- ~~• An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.~~

Amended: 17/04/2013
Revision No 3.8

Page 86 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

- ~~• The request for written quotation should include as a minimum:~~
- ~~• Written Specification~~
- ~~• Selection Criteria to be applied~~
- ~~• Price Schedule~~
- ~~• Conditions of responding~~
- ~~• Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);~~
- ~~• Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.~~
- ~~• Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.~~
- ~~• Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.~~
- ~~• Respondents should be advised in writing as soon as possible after the final determination is made and approved.~~
- ~~• The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.~~

~~6.5 — \$40,000 to \$99,999~~

~~For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.~~

~~The Shire Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.~~

~~For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.~~

~~8. _____ REGULATORY COMPLIANCE~~

~~Local Government (Functions and General) Regulations 1996 Part 4~~

~~Division 2~~

~~7. _____~~

~~7.1.8.1 Tender Exemption~~

Amended: 17/04/2013
Revision No 3.8

Page 87 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

7.28.2 Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: *The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.*

7.38.3 Anti-Avoidance

The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$1500,000, thereby avoiding the need to publicly tender unless emergency circumstances prevail. Notice to be given to Council.

7.48.4 Tender Criteria

The Shire shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted. [Please refer Delegations Register, number F04 to determine the appropriate selection criteria.](#)

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

8.5 Advertising Tenders For Requests with a total estimated (Ex GST) price of:

Amended: 17/04/2013
Revision No 3.8

Page 88 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

- ~~• Between \$40,000 and \$99,999, the panel must contain a minimum of 2 members; and~~
- ~~• \$100,000 and above, the panel must contain a minimum of 3 members.~~

~~7.5 Advertising Tenders~~

~~Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section and a local newspaper, preferably on a Wednesday or Saturday.~~

~~The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.~~

~~The notice must include:~~

- ~~• A brief description of the goods or services required;~~
- ~~• Information as to where and how tenders may be submitted;~~
- ~~• The date and time after which tenders cannot be submitted;~~
- ~~• Particulars identifying a person from who more detailed information as to tendering may be obtained;~~
- ~~• Detailed information shall include;~~
 - ~~• such information as the Shire decides should be disclosed to those interested in submitting a tender;~~
 - ~~• detailed specifications of the goods or services required;~~
 - ~~• the criteria for deciding which tender should be accepted;~~
 - ~~• whether or not the Shire has decided to submit a tender; and~~
 - ~~• whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.~~
 - ~~• Advice that no tender shall be necessarily accepted.~~

~~7.6~~

~~7.7~~ 8.6 Issuing Tender Documentation

~~Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.~~

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire not to compromise its Duty to be fair. That Tender documents be used for all tenders.

8.7 Receiving Tenders by Email

All tenders are to be received by Central Records Department, upon receipt they should be printed by the records officer and placed within an envelope with the following details on the front:

- Time tender was received
- Name of the tenderer

The envelope should then be placed in the tender box.

~~7.8~~ 8.8 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

~~7.9~~ ~~8.9~~ ~~7.10~~ 8.9 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened by the Chief Executive and one other officer. If the Chief Executive Officer is not available the tenders to be opened by the Executive Manager, Corporate Services and one other officer.

If the above Officer's are not available the Officers' delegated nominee and at least one other Council Officer may open the Tender. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire Officers present at the opening of tenders.

~~7.11~~

Amended: 17/04/2013
Revision No 3.8

Page 90 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

7.12 8.10 No Tenders Received

Where the Shire has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- ~~the process follows the guidelines for seeking quotations between \$40,000 & \$99,999 (listed above);~~
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.
- Council Approval
-

7.138.11 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

7.148.12 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

7.158.13 Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire and tenderer have entered into a Contract, a minor variation may be made by the Shire.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

7.168.14 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender by the Chief Executive Officer (under Delegated Authority) or following Council resolution within 21 days. Notification shall include:

Amended: 17/04/2013
Revision No 3.8

Page 91 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.2 Purchasing & Tendering

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process. If no tender was accepted it must be advertised "that no tenders were accepted."

7.178.15 Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

~~7.18 Vehicles Delegated Authority~~

~~Delegated powers be given to the Chief Executive Officer to select vehicles and decide tenders in relation to vehicles over and above budgeted allowance.~~

~~The Chief Executive Officer to decide tenders in relation to sedans purchased by Council. Selection is subject to vehicles being within budget.~~

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.3 Investment Policy

F 3.3 Investment Policy

POLICY	Surplus Council funds are to be invested in accordance with Investment Policy Attachment 3.3
OBJECTIVES	<p>To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.</p> <p>While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.</p>
GUIDELINES	<p><i>Local Government Act 1995, s6.14;</i> <i>The Trustees Act 1995, Pt III Investments, as amended Local Government (Financial Management) Regulations 1996, Regs 10, 19C, 28 & 49</i></p> <p><i>Australian Accounting Standards</i></p> <p><i>Delegation: CEO</i></p> <p><i>On Delegated: to Executive Manager, Corporate Services</i></p>
HISTORY	<p>Adopted: 14/05/2008 Last Review: 17/07/2013</p>
REVIEW	Executive Manager, Corporate Services

F3.3 INVESTMENT POLICY

<u>Responsible Department</u>	<u>Corporate Services</u>
<u>Resolution Number</u>	
<u>Resolution Date</u>	<u>17/07/2013</u>
<u>Next Scheduled Review</u>	
<u>Related Shire Documents</u>	

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.3 Investment Policy

Related Legislation | Local Government Act 1995, s6.14;
The Trustees Act 1995, Pt III Investments;
as amended Local Government (Financial
Management) Regulations 1996, Regs 19,
19C, 28 & 49, Australian Accounting
standards

OBJECTIVE

The purpose of this policy is to invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met, whilst minimizing the possibility of incurring capital loss.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

SCOPE

The policy applies to any investment of surplus funds other than bank deposits for operational purposes.

POLICY

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.3 Investment Policy

ATTACHMENT F 3.3 INVESTMENT POLICY

1. OBJECTIVES Policy Objectives

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met, whilst minimizing the possibility of incurring capital loss.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

The objectives of the Policy on Investment of Surplus Funds are:

- To provide maximum capital security of funds;
- To provide the best available rate of interest from an approved source; and,
- To ensure sufficient liquidity to meet Council's cash flow requirements.

2. LEGISLATIVE REQUIREMENTS Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1995 – Section 6.14;
- The Trustees Act 1962 – Part III Investments;
- Local Government (Financial Management) Regulations 1996 Regulation 19, Regulation 19C, Regulation 28 and Regulation 49

~~• Australian Accounting Standards~~

3. DELEGATION OF AUTHORITY

~~Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the Local Government Act 1995. The CEO may in turn delegate the day-to-day management of Council's Investments to senior staff or Chief Financial Officer subject to regular reviews.~~

Amended: 17/07/2013
Revision No 3.8

Page 91 of 40

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.3 Investment Policy

~~4. SCOPE~~

~~The policy applies to any investment of surplus funds other than bank deposits for operational purposes.~~

~~5. DEFINITIONS~~

~~Nil~~

~~6.3. POLICY STATEMENT~~ Policy Statement

Investments shall be restricted to term deposits or commercial bills offered by the following banks or government institutions:

- Commonwealth Bank of Australia
- BankWest
- Australia and New Zealand Bank
- National Australia Bank
- Westpac Banking Corporation
- WA Treasury Corporation.
- Bendigo Bank

Investments shall be spread to ensure that no single institution holds more than ~~50~~30% of the Shire's invested funds.

~~7.4. PROHIBITED INVESTMENTS~~ Prohibited Investments

The investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

Speculative financial instruments are specifically prohibited, together with the use of the portfolio for speculation. Leveraging of the portfolio (borrowing to invest) is prohibited.

Local Government (Financial Management) Regulations 1996 – Reg 19c (2) does not allow the following;

- Deposit with an institution except an authorised institution;
- Deposit for a fixed term of more than 12 months;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.3 Investment Policy

- a State or Territory government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in a foreign currency.

8.5. TERM AND STATUS REPORTS Term and Status Reports

The term of individual investments shall be consistent with the Shire's cash flow requirements and shall not exceed 12 months.

The status and performance of the investment portfolio is to be reported monthly to Council.

9.6. PRUDENT PERSON STANDARD Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

10.7. ETHICS AND CONFLICTS OF INTEREST Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officer's to disclose any conflict of interest to the CEO.

11.8. APPROVED INVESTMENTS Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;

9. Investment Guidelines

(i) Quotations on Investments

Not less than three (3) quotations shall be obtained from authorised institutions when an investment is proposed.

(ii) Credit/Diversification Risk

The short term (0-365 days) credit guidelines will be based on Standard and Poors' Short Term Issue Credit Ratings which are:

A1+ The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

A1 The obligor's capacity to meet its financial commitment on the obligation is strong.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.3 Investment Policy

A2 The obligor is susceptible to adverse economic conditions however the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

The amount invested with any one financial institution or product should not exceed the following percentages of average annual funds invested within each risk rating.

<u>Credit Rating</u>	<u>Maximum % in credit rating category</u>	<u>Maximum % in one authorised institution</u>
<u>Short term A1+</u>	<u>100</u>	<u>50</u>
<u>Short term A1</u>	<u>50</u>	<u>50</u>
<u>Short term A2</u>	<u>25</u>	<u>50</u>

(iii) Preference to community support

Where two or more quotes are equal in terms of risk and return then the institution that can demonstrate a greater community support will be preferred over the other.

(iv) Change in Credit Ratings

If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

•

- Commercial paper;
- Bank negotiable Certificate of Deposits; and
- Manage Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2".

12. ASSOCIATED DOCUMENTS

Nil.

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



*Shire of Northam Planning Policy Manual (Section I)
Policy
F3.4 Regional Price Preference*

F 3.4 Regional Price Preference

POLICY	<p>Council's Regional Price Preference for locally produced goods and services will apply to all goods and services for which tenders are let, unless the Shire of Northam determines otherwise, and is to be:</p> <p>Up to 10% when the contract is for goods and services, up to a maximum price reduction of \$50,000.</p> <p>Up to 10% when the contract is for goods and services, including construction (building) services, up to a maximum price reduction of \$500,000 if the Shire of Northam is seeking tenders from the private sector for the provision of those goods and services for the first time where those goods or services have been a function undertaken by the Shire.</p>
OBJECTIVES	To establish Council's support for local business.
GUIDELINES	Local Government Act 1995—s3.57 Tenders; Local Government (Functions & General) Regulations 200—Part 4A; Local Government (Administration) Amendment Regulations 2000—s29.
HISTORY	Adopted: 16/09/2009 Last Review: 15/09/2010
REVIEW	Executive Manager, Corporate Services

F3.4 LOCAL PRICE PREFERENCE

<u>Responsible Department</u>	Corporate Services
<u>Resolution Number</u>	
<u>Resolution Date</u>	15/09/2010
<u>Next Scheduled Review</u>	
<u>Related Shire Documents</u>	

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.4 Regional Price Preference

Related Legislation | Local Government Act 1995 – s3.57
Tenders:
Local Government (Functions & General)
Regulations 200 – Part 4A;
Local Government (Administration)
Amendment Regulations 2000 – s29.

OBJECTIVE

The purpose of this policy is to stimulate economic activity and growth in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Northam.

SCOPE

Applies to All Purchases

POLICY

1. Local Price Preference

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire in relation to all quotations/tenders invited by the Shire for the supply of goods, services and construction (building) services.

The Local price preference enables suppliers to be evaluated as if the proposed tender/quotation bid price were reduced in accordance with permitted price preferences as specified below in this policy.

This policy will operate in conjunction with the purchasing considerations and procedures as outlined in the Council's 'Purchasing Policy' when evaluating and awarding tender contracts.

2. Qualifying Criteria

Local Supplier

A supplier of goods or services who submits a tender/quotation is regarded as being a local tenderer if:

- i. the supplier has a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire;

Amended: 15/09/2010
Revision No 3.8

Page 94 of 40

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



Shire of Northam Planning Policy Manual (Section I)
Policy
F3.4 Regional Price Preference

- ii. a business having permanent staff that are based at the business premises located within the Shire;
- iii. management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire; and

In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

3. Local Price Preference Value

Goods and Services:

Up to a 10% price preference (to a maximum price reduction of \$100,000 excluding GST) where goods and services are sourced from within the Shire of Northam.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.4. COMMUNITY SERVICES

Cr S B Pollard has declared a "Financial" Interest in item 13.4.1 - Community Assistance Grant Applications as he is paid for services provided to Share & Care Community Group who are applying for "Turn up in Blue 2016" funding.

Cr D A Hughes has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of the Northam Ag Society.

Cr T M Little has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of community organisations which may receive grants. Wundowie Progress, Men's Shed.

Cr D G Beresford has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as He is a member of the Aero Club. There is a grant to Aero Club to hold Light Air Craft Championship.

Cr C R Antonio has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of MOCA. MOCA have applied for a community grant.

Mr C B Hunt has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of Northam Swimming Club. President Northam Golf Club. He was not involved in preparing staff's report.

Cr J E Williams has declared an "Impartiality" Interest in item 13.4.1 - Community Assistance Grant Applications as she is a voting member of the Clackline Progress Association (grant application).

13.4.1 COMMUNITY ASSISTANCE GRANT APPLICATIONS

Name of Applicant:	Internal
Name of Owner:	N/A
File Ref:	2.1.3.2
Officer:	Ross Rayson/Michelle Blackhurst
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority

PURPOSE

For Council to make determination on whether to support the applications received for the 2016/17 Community Assistance Grants in the following categories:

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

- Public Event Grants & Sponsorship
- Project Grants
- Club Sponsorship

BACKGROUND

The Shire of Northam Policy C2.1 Community Grants Scheme (adopted 21 May 2014) guides the application process and evaluation of the community grants.

The Shire of Northam Community Grants were advertised in the Avon Valley Advocate, Avon Valley and Hills Gazettes, Shire of Northam website and Facebook, as well as emailed to community groups and organisations.

Applications opened on 15 February 2016 and closed on 15 April 2016.

In total, 40 applications for funding have been received, spread across the three categories. The following applications were received:

PUBLIC EVENT CATEGORY

Applicant	Event	Amount Requested (Inc GST)
Avon Valley Environmental Society Inc.	Guided Walks on Local Trails	\$380.00
Avon Valley Vintage Vehicle Association	The Northam Vintage Vehicle Swapmeet	\$3,300.00
Bridgeley Church of Christ	Community Mural to be made at Bridgeley	\$5,000.00
Fresh Start Northam Recovery Centre	Our Safer Northam	\$5,000.00
Fresh Start Northam Recovery Centre	On the Streets Program	\$15,000.00
Hurricane Go Kart Club	King of the Hill	\$5,000.00
Muresk Old Collegians Association	Muresk 90th Anniversary	\$20,000.00
Northam Aero Club	West Australian Light Aircraft Championships	\$4,000.00
Northam Agricultural Society	2016 Northam Agricultural Show	\$5,000.00
Northam Christian Ministers Association	Northam Christmas Carols	\$5,000.00
Northam Early Years Network	Development of a Northam Early Years Network	\$2,500.00
Northam Heritage Forum	Christmas in July 2017	\$2,855.00

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Northam PCYC	Avon Colour Blast	\$3,000.00
Northam RSL Sub Branch	ANZAC Day	\$3,100.00
Share and Care Community Services Group Inc.	Turn Up In Blue 2016	\$3,650.00
Vintage Sporting Car Club	Northam Motor Sport Festival	\$27,500.00
Volunteering WA	Volunteer Recognition Events	\$16,500.00
West Australian Working Sheepdog Association	2016 Supreme Australian Sheep Dog Championships	\$5,000.00

PROJECT GRANT CATEGORY

Applicant	Project	Amount Requested (Inc GST)
Australian Red Cross Society	FoodREDi Food Literacy Program	\$4,937.00
Avon Valley Arts Society	Artists Forum and Strategic Plan	\$2,000.00
Avon Valley Environmental Society Inc.	Walking track upgrade	\$500.00
Bakers Hill Adult Riding Club Inc.	Improvements to Club grounds and safety fencing	\$2,500.00
Clackline Progress Association Inc.	Information Signage at Lions Park	\$1,000.00
Inkpen Volunteer Bush Fire Brigade Inc.	Supply two Engel fridges for fire units.	\$1,300.00
Irishtown Volunteer Bushfire Brigade	Supply two Engel fridges for fire units.	\$899.00
Nagagin Maaman Mia Aboriginal and Torres Strait Islander Corp	Northam Area Aboriginal Men's Shed	\$5,000.00
Northam and Districts Historical Society Inc.	Equipment for Northam Heritage Centre	\$2,796.00
Northam Army Camp Heritage Association Inc.	Flag Pole and iPad	\$2,973.00
Northam Cricket Association	Flicx Pitch	\$5,000.00
Northam Districts Little Athletics Centre	Update/Additional Equipment	\$2,143.90
Northam Senior Citizens Social Club	Seniors for Life Activity Program	\$3,712.00
Northam Springfield Football Club	Purchasing of equipment	\$5,000.00
Northam Swimming Club Inc.	Awning of Clubroom Entrance	\$5,000.00
Northam Toy Library	New Mums Program	\$4,855.95

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Northam Volunteer Fire and Rescue	Upgrade pipe work manifold underneath training track	\$13,082.00
Northam Women in Business	Northam Farmers Markets	\$5,000.00

CLUB SPONSORSHIP CATEGORY

Applicant	Event	Amount Requested (Inc GST)
Northam & Districts Gun Club	Avon Valley Trap Carnival	\$500.00
Northam Bowling Club	Ladies Two Day Classic	\$550.00
Northam Country Club - Golf Division	Men's Open weekend	\$500.00
Northam Country Club- Golf Division	Ladies Open Weekend	\$500.00

STATUTORY REQUIREMENTS

Nil

BUDGET IMPLICATIONS

If Council agrees to the recommended Community Grants, an amount of \$74,550.56 will need to be listed for consideration in the 2016/17 draft budget.

If Council agrees to the recommended annual allocations, an additional amount of \$40,490.90 will need to be listed for consideration in the 2016/17 draft budget.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

Objective C1: Create an environment that provides for a caring and healthy community.

Objective C2: Provide services and processes to enhance public safety.

Objective C3: Provide active and passive recreation facilities and services.

Objective C4: Protect and promote the Shire's diverse culture and heritage.

Objective E1: Support business and investment opportunities.

Objective E2: Facilitate further development of regional tourism.

Objective N2: Enhance the health and integrity of the natural environment.

OFFICER'S COMMENTS

For 2016/17 40 applications have been received. The total value of the projects is \$520,671.45, with grants totalling \$201,533.85 (Inc. GST) requested. Each application

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

was assessed against the Community grants Guidelines to determine their eligibility. In all, 28 grant applications have been recommended for partial or full support and officers recommend grants totalling \$74,550.56 (exc. GST) be approved. In addition to this, 5 applications for recurrent annual events funding totalling \$40,490.90 have been received. Each of these events is recommended for inclusion as an annual budget allocation, with the grant relevance and amount to be reviewed after three years.

In 2015/16, Council allocated \$116,000 towards the Community grants Programme, with the Year to Date total grants being \$110,591.

A summary of all of the applications can be found in the 2016/17 Community Grant Application Assessment Schedule which is a confidential attachment to this agenda.

OFFICER'S RECOMMENDATION			
That Council;			
1. Provide the following funding to the applicants as listed, with any special conditions as listed in the confidential Assessment Schedule:			
PUBLIC EVENT CATEGORY			
Applicant	Event	Amount Requested (Inc GST)	Amount to be Granted (Exc GST)
Avon Valley Environmental Society Inc.	Guided Walks on Local Trails	\$380.00	\$345.00
Bridgeley Church of Christ	Community Mural to be made at Bridgeley	\$5,000.00	\$2,920.00
Hurricane Go Kart Club	King of the Hill	\$5,000.00	\$5,000.00
Muresk Old Collegians Association	Muresk 90th Anniversary	\$20,000.00	\$5,000.00
Northam Aero Club	West Australian Light Aircraft Championships	\$4,000.00	\$4,000.00
Northam Early Years Network	Development of a Northam Early Years Network	\$2,500.00	\$2,273.00
Northam Heritage Forum	Christmas in July 2017	\$2,855.00	\$1,300.00
Northam PCYC	Avon Colour Blast	\$3,000.00	\$1,818.00
Share and Care Community Services Group Inc.	Turn Up In Blue 2016	\$3,650.00	\$1,660.00
Volunteering WA	Volunteer Recognition Events	\$16,500.00	\$4,545.45
West Australian Working Sheepdog Association	2016 Supreme Australian Sheep Dog Championships	\$5,000.00	\$5,000.00

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

PROJECT GRANT CATEGORY			
Applicant	Project	Amount Requested (Inc GST)	Amount to be Granted (Exc GST)
Avon Valley Environmental Society Inc.	Walking track upgrade	\$500.00	\$454.54
Clackline Progress Association Inc.	Information Signage at Lion Park	\$1,000.00	\$910.00
Inkpen Volunteer Bush Fire Brigade Inc.	Upgrade fire truck to purchase and include two Engel fridges	\$1,300.00	\$1,300.00
Irishtown Volunteer Bushfire Brigade	Upgrade fire truck to purchase and include one Engel fridge	\$899.00	\$899.00
Nagagin Maaman Mia Aboriginal and Torres Strait Islander Corp	Northam Area Aboriginal Men's Shed	\$5,000.00	\$4,545.45
Northam Cricket Association	Flicx Pitch	\$5,000.00	\$5,000.00
Northam Districts Little Athletics Centre	Update/Additional Equipment	\$2,143.90	\$2,144.00
Northam Senior Citizens Social Club	Seniors for Life Activity Program	\$3,712.00	\$1,500.00
Northam Springfield Football Club	Purchasing of equipment	\$5,000.00	\$2,658.00
Northam Swimming Club Inc	Awning of Clubroom Entrance	\$5,000.00	\$5,000.00
Northam Toy Library	New Mums Program	\$4,855.95	\$4,414.50
Northam Volunteer Fire and Rescue	Upgrade pipe work manifold underneath training track	\$13,082.00	\$5,000.00
Northam Women in Business	Northam Farmers Markets	\$5,000.00	\$5,000.00
CLUB SPONSORSHIP CATEGORY			
Applicant	Event	Amount Requested (Inc GST)	Amount to be Granted (Exc GST)
Northam & Districts Gun Club	Avon Valley Trap Carnival	\$500.00	\$500.00
Northam Bowling Club	Ladies Two Day Classic	\$550.00	\$454.54
Northam Country Club - Golf Division	Men's Open weekend	\$500.00	\$454.54
Northam Country Club- Golf Division	Ladies Open Weekend	\$500.00	\$454.54

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

2. Does not provide funding to the following groups through the Shire of Northam Community Grants program as per reasons outlined in the confidential Assessment Schedule:

Applicant	Event	Amount Requested (Inc GST)	Amount to be Granted (Exc GST)
Avon Valley Arts Society	Artists Forum and Strategic Plan	\$2,000.00	\$0.00
Fresh Start Northam Recovery Centre	Our Safer Northam	\$5,000.00	\$0.00
Fresh Start Northam Recovery Centre	On the Streets Program	\$15,000.00	\$0.00
Australian Red Cross Society	FoodREDi Food Literacy Program	\$4,937.00	\$0.00
Bakers Hill Adult Riding Club Inc.	Improvements to Club grounds and safety fencing	\$2,500.00	\$0.00
Northam and Districts Historical Society Inc.	Equipment for Northam Heritage Centre	\$2,796.00	\$0.00
Northam Army Camp Heritage Association Inc.	Flag Pole and iPad	\$2,973.00	\$0.00

3. Provide an annual allocation in the Shire of Northam budget to fund the following annual events as per reasons outlined in the confidential Assessment Schedule, with funding relevance and amount to be reviewed after three years:

Applicant	Event	Amount Requested (Inc GST)	Amount to be Granted (Exc GST)
Avon Valley Vintage Vehicle Association	The Northam Vintage Vehicle Swapmeet	\$3,300.00	\$3,300.00
Northam Agricultural Society	2016 Northam Agricultural Show	\$5,000.00	\$4,545.45
Northam Christian Ministers Association	Northam Christmas Carols	\$5,000.00	\$4,545.45
Northam RSL Sub Branch	ANZAC Day	\$3,100.00	\$3,100.00
Vintage Sporting Car Club	Northam Motor Sport Festival	\$27,500.00	\$25,000.00

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

13.5. ENGINEERING SERVICES

13.5.1 TWO (2) YEAR FOOTPATH PROGRAM 2016/17 & 2017/18

Name of Applicant:	Engineering Services
File Ref:	6.1.2.13
Officer:	Clinton Kleynhans / Geordas Thariyath
Officer Interest:	Nil
Policy/ Legislation:	N/A
Voting:	Absolute Majority

PURPOSE

For Council to review and provide feedback on the proposed 2 year footpath program to be delivered in 2016/17 & 2017/18 financial years.

BACKGROUND

A network pickup of the existing footpath infrastructure was completed earlier in year to provide staff a clear understanding of the current condition, missing linkages and areas to be expanded.

STATUTORY REQUIREMENTS

Nil.

CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN

Objective E3: Provide and support an effective and efficient transportation network.

Strategy E3.1: Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal Governments.

BUDGET IMPLICATIONS

The annual allocation for footpath capital works has fluctuated over the past number of financial years. Based on the current draft long term financial plan and draft asset management plan it is envisaged that approximately \$170,000 to 200,000 annual budget is required to ensure we maintain existing assets and service levels. This has been used as the basis for developing the current footpath construction program.

The following is a summary of annual budgeted amounts for footpath construction over a period (net of grants);

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

2015/16	\$303,750
2014/15	\$277,035
2013/14	\$266,000
2012/13	\$229,436

OFFICER'S COMMENT

The list of proposed footpath locations is outlined for consideration and feedback by Council.

The proposed program has a strong focus on renewing existing footpaths which are in a poor condition exceeding the design life of the asset presenting safety issues and ongoing maintenance costs.

After assessment of the network condition pickup and in development of the proposed program, staff have taken the approach of fixing the existing issues rather than expanding the footpath network.

Some of the footpaths listed in the current 2 year proposed program have been presented to council in past programs without success. If Council are of the opinion these footpaths should not be renewed, consideration should be given to completely removing them to minimise the Shire's risk of liability.

A secondary list has also been provided which itemise footpath requests from various sources that have been received since adoption the 2015/16 program.

Comments on 16/17 Proposed Program

1. Mitchel Avenue work is as a consequence of the resurfacing of the road. The road project will require the kerb to be removed and lifted. Currently the footpath is directly abutting the kerb and consequently the footpath will require to be removed.
2. Fraser Street comes up each year as it is an old concrete slab pathway servicing this cul de sac, however it does not link into an existing network. At this stage staff are recommending not to do these works and to remove the footpath from the Council asset register. Alternatively if Council wishes to undertake this project it would be recommended that a section of Esperance terrace also be undertaken to allow connection into the existing Old York Road network
3. The costings provided are subject to detailed design and service location. These will be confirmed prior to budget.

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

RECOMMENDATION

That Council endorse the proposed 2 year Footpath Program to be delivered in 2016/17 & 2017/18 financial years.

2016/17 Program (estimated total \$265,019)

Fitzgerald Street	Millington to 50m west	\$ 16,200
Lobelia Avenue	Zamia Terrace to Kuringal Rd	\$ 52,368
Mitchell Avenue	Entire length	\$ 155,232
Gregory Street	Lyon St to Burgoyne Street	\$ 41,218

2017/18 Program (estimated total \$216,586)

Lobelia Avenue	Kingia Rd to Zamia Tce	\$ 69,824
Lance Street	Gerald to Fermoy St	\$ 36,039
Fitzgerald Street	Poole to Hatton St	\$ 41,800
Orchid Terrace	Kuringal Rd to Zamia Tce	\$ 33,137
Balga Terrace	Zamia Tce to Kingia Rd	\$ 33,786

SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016

Appendix A - 2 Year Footpath Program

Road Name	Start	End	True Length	Width	Area	Upgraded Width	Upgraded Area	Side	Condition	Selection Source	Road From	Road To	(\$)	Cost	Proposed Year	Year
FITZGERALD STREET	1790	1840	50	3	150			Right	Very poor	2.Bicycle Plan	Millington	50m West	\$	16,200.00	2016 / 2017	Year 1
LOBELIA AVENUE	0	310	310	1.5	465			Right	Very Poor	ROMAN	Kuringal Ave	Zamia Tce	\$	52,368.30	2016 / 2017	Year 1
MITCHELL AVENUE	100	800	700	2	1400			Left	Very Poor	Project Requirement	End of new footpath	Pool	\$	155,232.00	2016 / 2017	Year 1
GREGORY STREET	147	180	33	1.5	49.5	2	66	Right	Very Poor	2.Bicycle Plan	Lyon St	Mervyn St	\$	7,492.92	2017 / 2018	Year 1
GREGORY STREET	180	330	150	1.5	225	2	300	Right	Very Poor	2.Bicycle Plan	Mervyn St	Burgoyne St	\$	33,786.00	2017 / 2018	Year 1
													\$	265,019.22		
Road Name	Start	End	True Length	Width	Area	Upgraded Width	Upgraded Area	Side	Condition	Selection Source	Road From	Road To	(\$)	Cost	Proposed Year	Year
FITZGERALD STREET	2010	2230	220	1.3	286	2	440	Right	Very Poor	ROMAN	Poole St	Hatton St	\$	41,800.00	2017 / 2018	Year 2
LANCE STREET	150	230	80	4	320			Left	Very Poor	ROMAN	Gerlad St	Fermoy St	\$	36,038.40	2017 / 2018	Year 2
LOBELIA AVENUE	310	620	310	2	620			Left	Very poor	ROMAN	Kuringal Rd	Zamia Tce	\$	69,824.40	2017 / 2018	Year 2
BALGA TERRACE	0	250	250	1.2	300			Left	Poor	ROMAN	Zamia Tce	Kingja Rd	\$	33,786.00	2018 / 2019	Year 2
ORCHID TERRACE	0	260	260	1.2	312			Left	Very Poor	2.Bicycle Plan	Kuringal Rd	Zamia Tce	\$	35,137.44	2018 / 2019	Year 2
													\$	216,586.24		

Road Name	Start	End	True Length	Width	Area	Upgraded Width	Upgraded Area	Side	Condition	Selection Source	Road From	Road To	(\$)	Cost	Proposed Year	Year
BORONIA AVENUE	320	420	100	2	200			Right	New	ICSS51.71	Banksia St	Zamia Tce	\$	22,524.00		REQUEST
FAIRWAY BEND	0	810	810	2	1620				New	ICSS4061	Start	End	\$	182,444.40		REQUEST
HAMPTON STREET	0	160	160	2.5	400			Right	New	Internal	Kennedy St	Forrest St	\$	45,048.00		REQUEST
HAMPTON STREET	160	470	310	2.5	775			Right	New	Internal	Kennedy St	Forrest St	\$	87,280.50		REQUEST
HOLTFRETER AVENUE	0	340	340	2	680			Right	New	Internal	Robinson St	Fernie St	\$	76,581.60		REQUEST
NORTHAM PITHARA ROAD	70	80	10	2	20			Left	New	ICSS525			\$	2,252.40		REQUEST
ORD STREET	0	180	180	2.5	450			Right	New	ICSS4290	Forrest St	Broome Tce	\$	49,896.00		REQUEST
PRINCE ROAD	30	140	110	2	220			Left	New	ICSS49357	Wellington St	Duke St	\$	24,776.40		REQUEST
TAMES ROAD	150	230	80	2	160			Right	New	Community Meeting	St George St		\$	18,019.20		REQUEST
WITHINELL STREET	0	400	400	2	800			Right	New	ICSS187	Throssell St	Selby St	\$	90,096.00		REQUEST
WOODELY FARM DRIVE	0	110	110	2	220			Right	New	Internal	Throssell St	Roediger Dr	\$	24,776.40		REQUEST
GORDON STREET	Broken slabs near town hall - price to replace slabs (historic value) and option for new footpath (ICS)											\$	24,132.83		REQUEST	
PEEL TERRACE	Broken footpath slabs near Peel Tce (riverbank) to be replaced (ICS)											\$	25,133.90		REQUEST	
FITZGERALD STREET	Install concrete footpath to connect Fitzgerald street to Avon Youth Park and existing walkway in Wellington street.											\$	14,800.00		REQUEST	
ENSGINDALE PLACE	Replace Footpath outside Liquor Barons											\$	48,327.68		REQUEST	
													\$	736,089.31		

Road Name	Start	End	True Length	Width	Area	Upgraded Width	Upgraded Area	Side	Condition	Selection Source	Road From	Road To	(\$)	Cost	Proposed Year	Year
BORONIA AVENUE	330	450	120	1.5	180			Left	Poor				\$	20,271.60	2018 / 2019	Year 3
FITZGERALD STREET	0	60	60	2	120			Right	Poor				\$	13,514.40	2018 / 2019	Year 3
FITZGERALD STREET	2230	2280	50	1	50			Right	Poor				\$	5,631.00	2018 / 2019	Year 3
GEORGE STREET	0	100	100	1.8	180			Left	Poor				\$	20,271.60	2018 / 2019	Year 3
GORDON STREET	140	280	140	1.8	252			Right	Poor				\$	28,380.24	2018 / 2019	Year 3
GREGORY STREET	180	330	150	1.5	225			Right	Poor	2.Bicycle Plan			\$	25,339.50	2018 / 2019	Year 3
WATTLE CRESCENT	380	500	120	1.2	144			Left	Average				\$	16,217.28	2018 / 2019	Year 3
BORONIA AVENUE	500	580	80	1.8	144			Right	Average				\$	16,217.28	2018 / 2019	Year 3
HOVEA CRESCENT	660	970	310	1.2	372			Right	Very Poor	ROMAN			\$	41,894.64	2018 / 2019	Year 3
JOHN STREET	0	220	220	2	440			Left	Average				\$	49,552.80	2019 / 2020	Year 4
CROWEA TERRACE	0	310	310	2	620			Right	Average				\$	69,824.40	2020 / 2021	Year 4
HABGOOD STREET	560	660	100	1.5	150			Right	Average	2.Bicycle Plan			\$	16,893.00	2020 / 2021	Year 4
HUTT STREET	0	50	50	1.5	75			Left	Average	1.Bicycle Plan	Nth-Toodyay	Service Rd	\$	8,446.50	2020 / 2021	Year 4
KENNEDY STREET	520	630	110	4	440			Left	Average	2.Bicycle Plan			\$	49,552.80	2020 / 2021	Year 4
WELLINGTON STREET	50	320	270	1.8	486			Left	Average	1.Bicycle Plan			\$	54,733.32	2020 / 2021	Year 5
CHIDLOW STREET WEST	670	990	320	1.5	480			Right	Average	2.Bicycle Plan			\$	54,057.60	2021 / 2022	Year 5
FERMOY AVENUE	30	240	210	1.5	315			Left	Average	1.Bicycle Plan			\$	35,475.30	2021 / 2022	Year 5
HUTT STREET	50	250	200	1.5	300			Left	Average	1.Bicycle Plan	Service Road	Mudalla Way	\$	33,786.00	2021 / 2022	Year 5
MUDALLA WAY	0	100	100	2	200				Average		Hutt St	Perina Way	\$	22,524.00	2021 / 2022	Year 5
THROSSSELL STREET	530	610	80	1.5	120			Right	Average	2.Bicycle Plan			\$	13,514.40	2021 / 2022	Year 6
THROSSSELL STREET	610	740	130	1.5	195			Right	Average	2.Bicycle Plan			\$	21,960.90	2021 / 2022	Year 6
THROSSSELL STREET	920	1090	170	1.5	255			Right	Average	2.Bicycle Plan			\$	28,718.10	2021 / 2022	Year 6

SHIRE OF NORTHAM

AGENDA

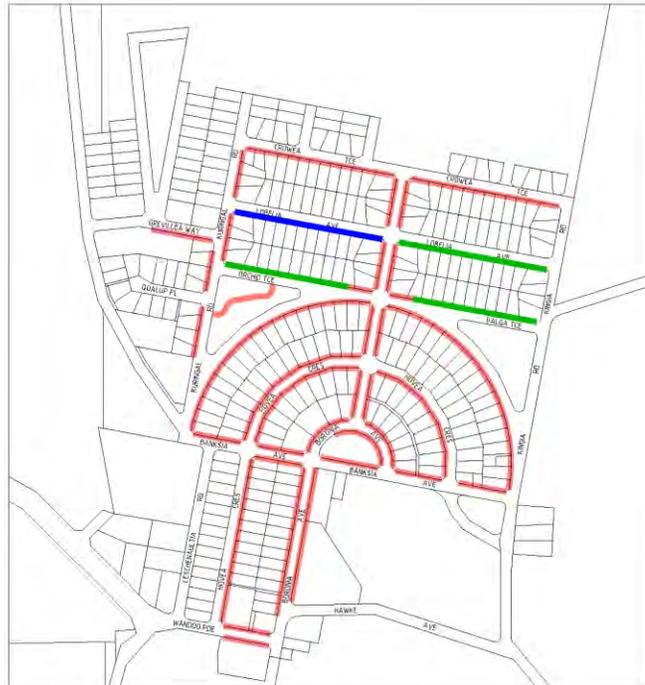
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

BURGOYNE STREET	530	820	290	1.5	435			Left	Average				\$ 48,989.70	2022 / 2023	Year 6
THROSSSELL STREET	740	920	180	1.5	270			Right	Average	2.Bicycle Plan			\$ 30,407.40	2022 / 2023	Year 6
THROSSSELL STREET	1260	1370	110	1.5	165			Right	Average	2.Bicycle Plan			\$ 18,582.30	2022 / 2023	Year 6
WOOD DRIVE	250	300	50	1.2	60			Left	Average				\$ 6,757.20	2022 / 2023	Year 6
THROSSSELL STREET	1610	2060	450	1.5	675			Right	Average	2.Bicycle Plan			\$ 76,018.50	2022 / 2023	Year 7
THROSSSELL STREET	2060	2280	220	1.5	330			Right	Average	2.Bicycle Plan			\$ 37,164.60	2022 / 2023	Year 7
BANKSIA AVENUE	0	120	120	1.6	192			Left	Average				\$ 21,623.04	2023 / 2024	Year 7
BANKSIA AVENUE	120	250	130	1.6	208			Left	Average				\$ 23,424.96	2023 / 2024	Year 7
BANKSIA AVENUE	510	630	120	1.6	192			Left	Average				\$ 21,623.04	2023 / 2024	Year 7
BANKSIA AVENUE	120	250	130	1.6	208			Right	Average				\$ 23,424.96	2023 / 2024	Year 7
BERRY BROW ROAD	0	130	130	2.1	273			Left	Average				\$ 30,745.26	2023 / 2024	Year 8
BORONIA AVENUE	420	500	80	1.6	128			Right	Average				\$ 14,415.36	2023 / 2024	Year 8
CHARLES STREET	720	1070	350	1.5	525			Left	Average				\$ 59,125.50	2023 / 2024	Year 8
CHIDLOW STREET EAST	0	130	130	1.2	156			Right	Average				\$ 17,568.72	2023 / 2024	Year 8
CHIDLOW STREET WEST	0	320	320	2.1	672			Left	Average				\$ 75,680.64	2024 / 2025	Year 8
CHIDLOW STREET WEST	600	620	20	1.5	30			Left	Average				\$ 3,378.60	2024 / 2025	Year 8
CHIDLOW STREET WEST	1950	2180	230	2.1	483			Left	Average				\$ 53,555.04	2024 / 2025	Year 9
DUKE STREET	2030	2260	230	1.5	345			Left	Average				\$ 38,853.90	2024 / 2025	Year 9
DUKE STREET	2260	2490	230	1.5	345			Left	Average				\$ 38,853.90	2024 / 2025	Year 9
CHIDLOW STREET WEST	1620	1950	330	2.1	693			Right	Average				\$ 78,045.66	2024 / 2025	Year 9
DORCAS STREET	0	170	170	1.5	255			Right	Average				\$ 28,718.10	2025 / 2026	Year 10
DUKE STREET	1800	2030	230	1.5	345			Left	Average				\$ 38,853.90	2025 / 2026	Year 10
DUKE STREET	2490	2710	220	2	440			Left	Average				\$ 49,552.80	2025 / 2026	Year 10
EAST STREET	210	310	100	2	200			Right	Average				\$ 22,176.00	2025 / 2026	Year 10
EAST STREET	310	410	100	2.1	210			Right	Average				\$ 23,284.80	2025 / 2026	Year 10
EAST STREET	410	510	100	2.1	210			Right	Average				\$ 23,284.80	2025 / 2026	Year 10
ELIZABETH PLACE	20	50	30	2	60			Left	Average				\$ 5,700.00	2025 / 2026	Year 10
ELIZABETH PLACE	0	35	35	1.9	66.5			Right	Average				\$ 6,317.50	2025 / 2026	Year 10
													\$ 1,562,902.84		

SHIRE OF NORTHAM

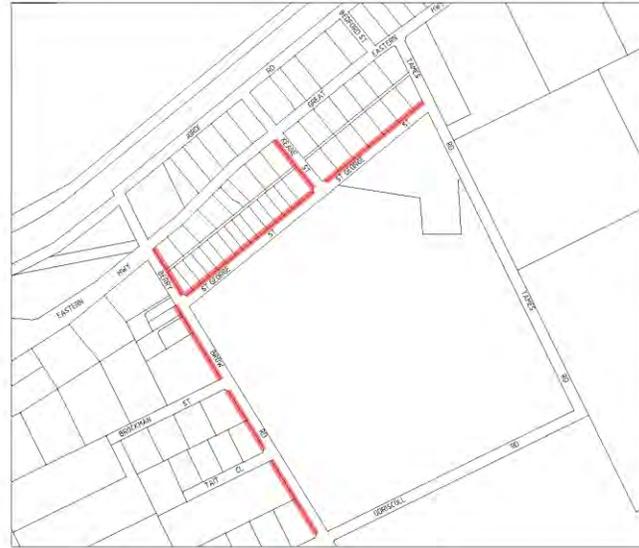
AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



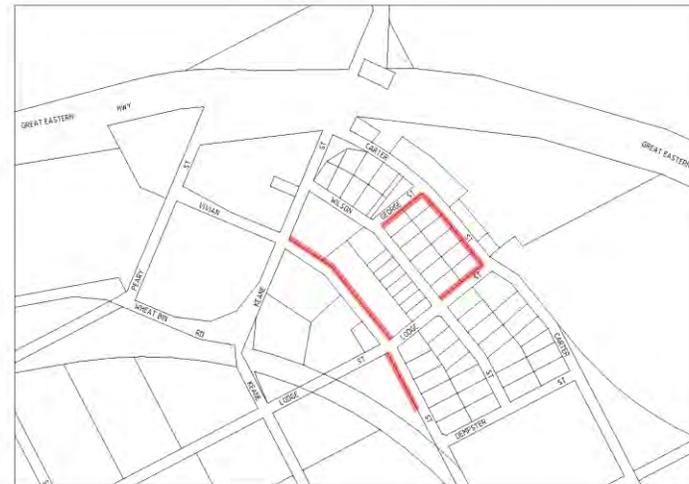
WUNDOWIE FOOTPATH MAP

A3 SCALE 1:8000
A1 SCALE 1:4000



BAKERS HILL FOOTPATH MAP

A3 SCALE 1:8000
A1 SCALE 1:4000



GRASS VALLEY FOOTPATH MAP

A3 SCALE 1:8000
A1 SCALE 1:4000

AMENDMENTS		
NO	DESCRIPTION	APPROVED & DATE
A	ORIGINAL ISSUE	C.K. 21APR16
B	NEW PATHS IN WUNDOWIE	G.T. 27APR16
C	1 YEAR PLAN CHANGED	C.K. 04MAY16
D	PATH ADDED IN ORCHARD TICE RESERVE	G.T. 10MAY16
E	PLAN CHANGED	C.K. 12MAY16
F	DOCTORS HILL REMOVED	

NOTES

- EXISTING FOOTPATH
- 1 YEAR PLAN 2016 - 2017
- 2 YEAR PLAN 2017 - 2018

©Engineering Services 190 DESIGNS & DRAWINGS v4.0
FOOTPATHS/FPM011/WF WUNDOWIE 2 YEAR PLAN.pdf

Shire of Northam
395 Fitzgerald Street
PO Box 613 Northam WA
P (08) 9622 6100 F (08) 9622 1910
E records@northam.wa.gov.au
W www.northam.wa.gov.au

DRAWN	M. NEWTON	DATE	07APR16
CHECKED	G. THARIYATH	DATE	07APR16
APPROVED	C. KLEYNHANS	DATE	07APR16

WUNDOWIE
BAKERS HILL
GRASS VALLEY
2 YEAR PLAN

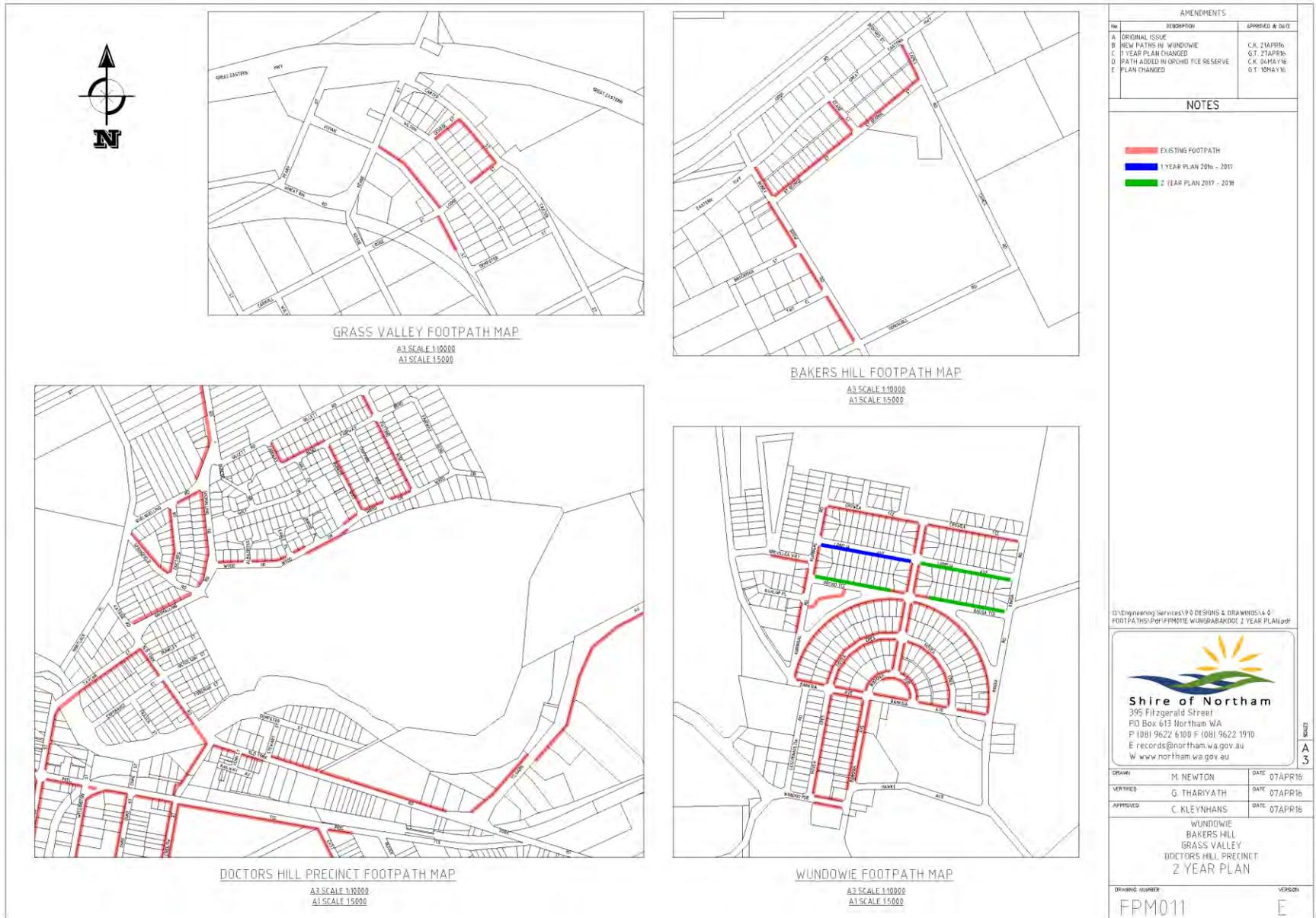
DRAWING NUMBER	FPM011	VERSION	F
----------------	--------	---------	---

A3

SHIRE OF NORTHAM

AGENDA

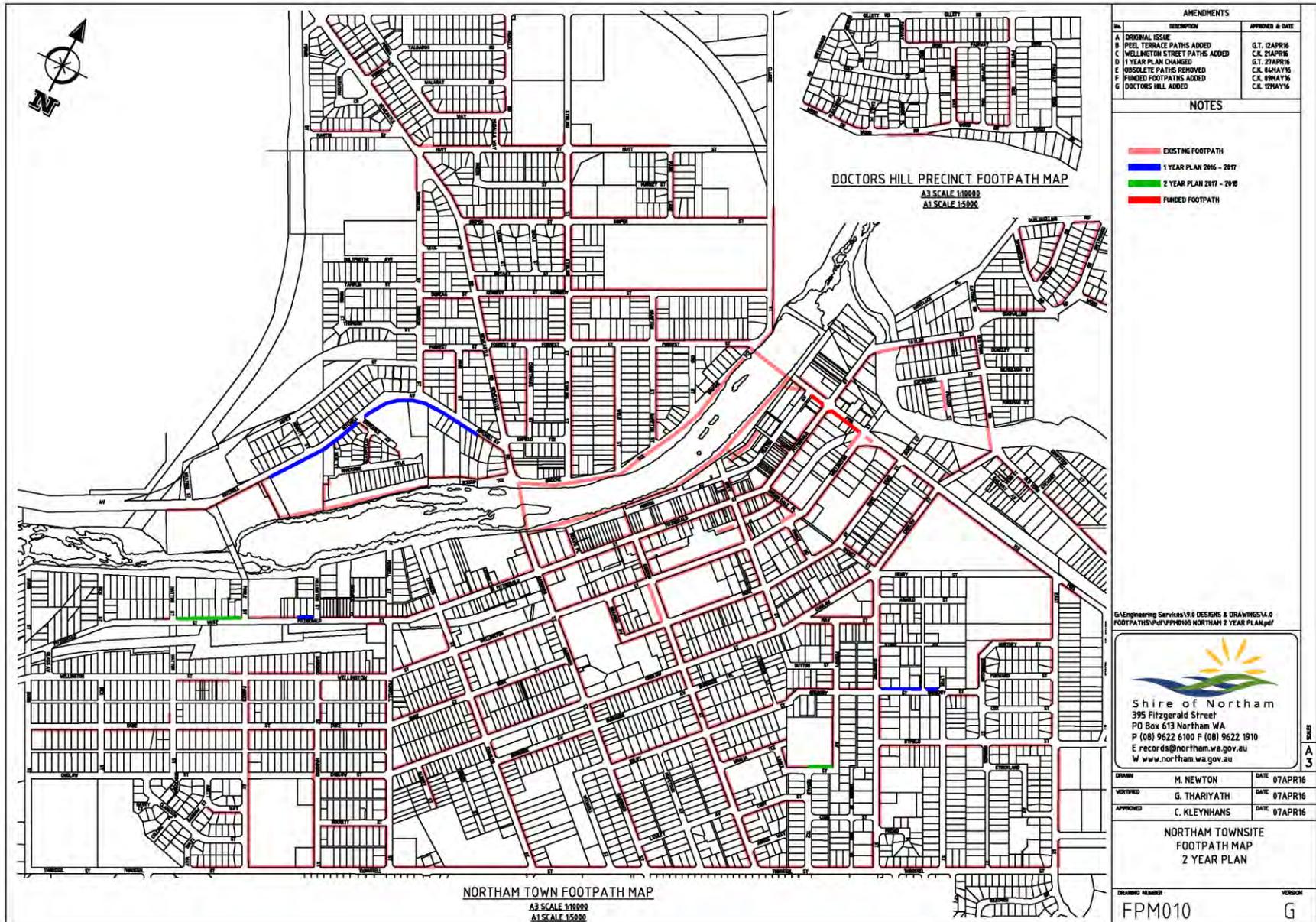
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

AGENDA

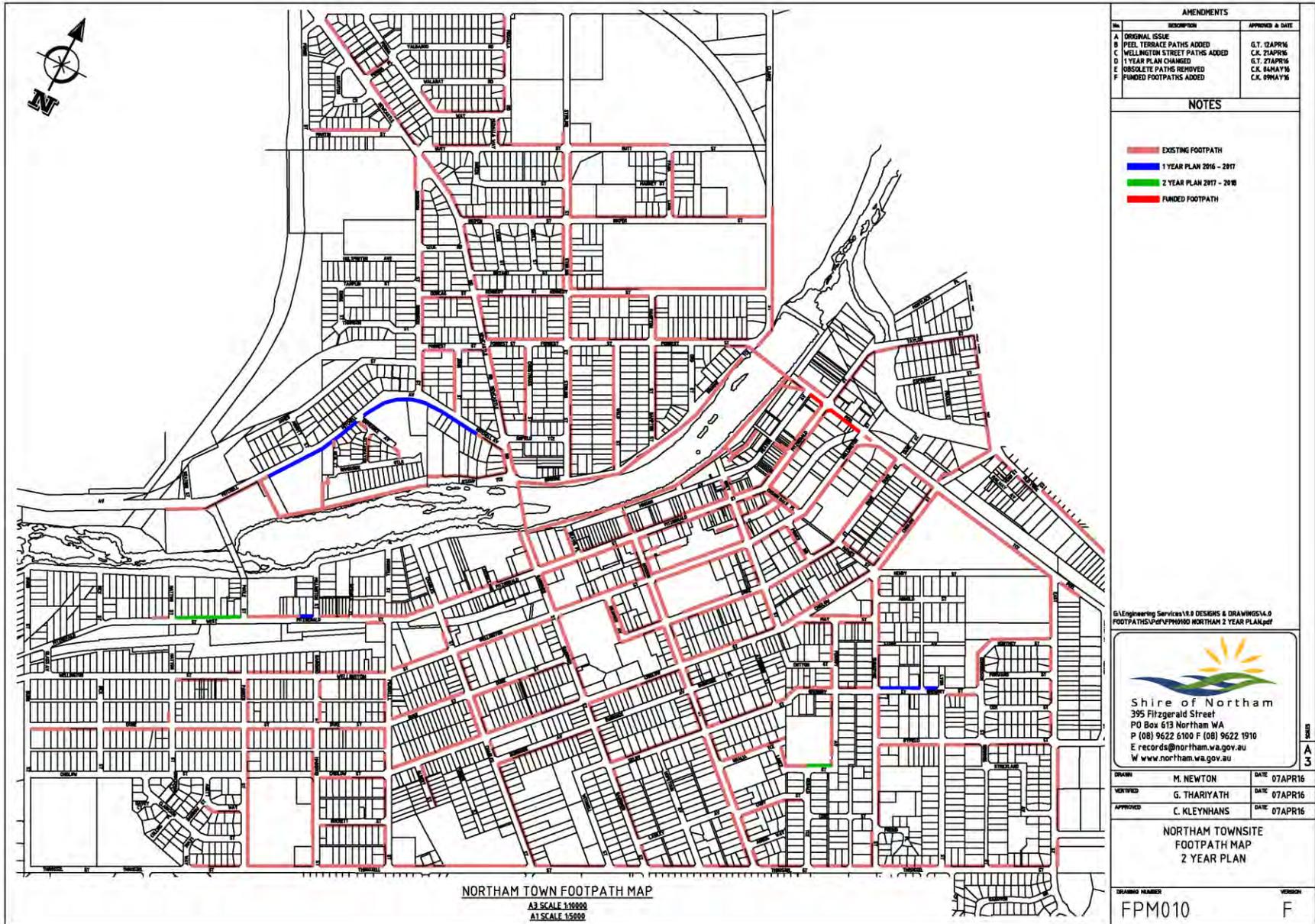
COUNCIL MEETING TO BE HELD ON 18 MAY 2016



SHIRE OF NORTHAM

AGENDA

COUNCIL MEETING TO BE HELD ON 18 MAY 2016



AMENDMENTS		
No.	DESCRIPTION	APPROVED & DATE
A	ORIGINAL ISSUE	
B	PEEL TERRACE PATHS ADDED	G.T. 02APR16
C	WELLINGTON STREET PATHS ADDED	C.K. 21APR16
D	1 YEAR PLAN CHANGED	G.T. 27APR16
E	OBsolete PATHS REMOVED	C.K. 04MAY16
F	FUNDED FOOTPATHS ADDED	C.K. 09MAY16

NOTES

- EXISTING FOOTPATH
- 1 YEAR PLAN 2016 - 2017
- 2 YEAR PLAN 2017 - 2018
- FUNDED FOOTPATH

G:\Engineering Services\18 0 DESIGNS & DRAWINGS\14.0 FOOTPATHS\Footpaths NORTHAM 2 YEAR PLAN.dwg

Shire of Northam
 395 Fitzgerald Street
 PO Box 613 Northam WA
 P (08) 9622 6100 F (08) 9622 1910
 E records@northam.wa.gov.au
 W www.northam.wa.gov.au

DRAWN M. NEWTON	DATE 07APR16
CHECKED G. THARIYATH	DATE 07APR16
APPROVED C. KLEYNHANS	DATE 07APR16

NORTHAM TOWNSITE
FOOTPATH MAP
2 YEAR PLAN

DRAWING NUMBER FPM010	VERSION F
--------------------------	--------------

NORTHAM TOWN FOOTPATH MAP
 A3 SCALE 1:10000
 A1 SCALE 1:5000

SHIRE OF NORTHAM
AGENDA
COUNCIL MEETING TO BE HELD ON 18 MAY 2016

14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.1. Elected Members

Nil.

15.2. Officers

Nil.

16. CONFIDENTIAL ITEMS

16.1 LOT 14 FITZGERALD STREET, NORTHAM – OFFER TO LEASE

Name of Applicant:	Land Owner
File Ref:	A11074
Officer:	Jason Whiteaker
Officer Interest:	N/A
Policy:	N/A
Voting:	Simple Majority

PURPOSE

For Council to make a determination on the offer for Council to lease Lot 14 Fitzgerald Street, Northam for the purpose of Public Open Space.

17. DECLARATION OF CLOSURE