



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **SHIRE OF NORTHAM**

**NOTICE OF AN  
ORDINARY COUNCIL MEETING  
COMMENCING AT  
5:30 PM  
WEDNESDAY  
20 MAY 2015**

**Councillors:**

**Please be advised that the next Ordinary Council Meeting will be held  
Wednesday, 20 May 2015.**

**JASON WHITEAKER  
CHIEF EXECUTIVE OFFICER  
15 May 2015**

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**Notice and Agenda of the Ordinary Meeting of Council to be held in the Council  
Chambers on WEDNESDAY, 20 May 2015**

**DISCLAIMER**

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**1. OPENING AND WELCOME**

**2. DECLARATION OF INTEREST**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Initiation Of Local Planning Policy 17 – Avon Industrial Park	13.2.1	Cr R W Tinetti	Financial	He is a board member of the Avon Industrial Park Advisory Committee that attracts a sitting fee.
Tender 4 of 2015 for the Cleaning of the Shire of Northam's Regional Facilities	13.2.2	Cr R W Tinetti	Impartiality	Brenton Haynes of Oxter Services is an acquaintance of his and is tendering for the contract.
Tender 4 of 2015 for the Cleaning of the Shire of Northam's Regional Facilities	13.2.2	Cr S B Pollard	Impartiality	The proprietor of Oxter Services is well known to him.
Northam Airport Lease Arrangements	13.3.3	Cr J E Williams	Impartiality	Her sister and brother in law are hangar owners and her sister is Secretary of the Hangar Owners Association.
Northam Airport Lease Arrangements	13.3.3	Cr D G Beresford	Impartiality	Member of Aero Club.
Community Assistance Grant Applications	13.4.1	Cr S B Pollard	Financial	He provides accounting services to Avon Youth for which he receives and income.
Community Assistance Grant Applications	13.4.1	Cr S B Pollard	Impartiality	Various applicants are known to him – AVAS, Lions, Apex and other community groups.
Community Assistance Grant Applications	13.4.1	Cr K D Saunders	Impartiality	Member of Northam Country Club and active member of Northam Lawn Tennis Club.
Community Assistance Grant Applications	13.4.1	Cr T M Little	Impartiality	He is a member of the Wundowie & Districts Men's Shed Inc. (President).
Community Assistance Grant Applications	13.4.1	Cr A W Llewellyn	Impartiality	Member of Wundowie Men's Shed.
Community Assistance Grant Applications	13.4.1	Cr U Rumjantsev	Impartiality	Representative SON to several various community groups.
Community Assistance Grant Applications	13.4.1	Mr C B Hunt	Impartiality	Applicant representative for community grant. Member of Northam Country Club (Golf) division.

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**3. ATTENDANCE**

**COUNCIL**

Councillors

S B Pollard  
T M Little  
K D Saunders  
U Rumjantsev  
A W Llewellyn  
D G Beresford  
J E Williams  
R W Tinetti  
**D A Hughes**

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

**GALLERY**

**4. APOLOGIES**

**5. LEAVE OF ABSENCE PREVIOUSLY APPROVED**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

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

Nil

**8. PUBLIC QUESTION TIME**

Nil

**9. PUBLIC STATEMENT TIME**

Nil

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**10. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**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, 15 April 2015 be confirmed as a true and correct record of that meeting

**11.2 RECEIPT OF MINUTES OF THE SHIRE OF NORTHAM ART COLLECTION COMMITTEE MEETING (APPENDIX 1)**

**RECOMMENDATION**

That Council receives the minutes of the Shire of Northam Art Collection Committee Meeting held on 2 April 2015.

**11.3 ADOPTION OF THE RECOMMENDATIONS OF THE SHIRE OF NORTHAM ART COLLECTION COMMITTEE MEETING (APPENDIX 1)**

**RECOMMENDATION**

That Council, accepts the merged evaluation report of the art launch that was presented to the Committee.

**11.4 RECEIPT OF MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING (APPENDIX 2)**

**RECOMMENDATION**

That Council receives the minutes of the Community Safety Committee Meeting held on 9 April 2015.

**11.5 ADOPTION OF THE RECOMMENDATIONS OF THE COMMUNITY SAFETY COMMITTEE MEETING (APPENDIX 2)**

**RECOMMENDATION**

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- 1. That the Committee approve the formulation of a sub-committee to drive the Alcohol and Other Drug Management Plan (AODMP);**
- 2. That Council Officers provide a plan for reviewing the CSCP to the Committee at its meeting held Thursday, 11 June 2015.**
- 3. That Council approves the changes to the Terms of Reference to include the additional ex-officio members in the Northam Safer Community Committee.**

**11.6 RECEIPT OF MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING (APPENDIX 3)**

**RECOMMENDATION**

**That Council receives the minutes of the Local Emergency Management Committee Meeting held on 21 April 2015.**

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**12. ANNOUNCEMENTS BY THE PRESIDING OFFICER WITHOUT DISCUSSION**

**12.1 PRESIDENTS REPORT – ORDINARY COUNCIL MEETING – WEDNESDAY 20 MAY 2015**

<b><u>Visitations and Consultations:</u></b>	
20/04/15	Meet with Heritage Forum re: draft old station car park design
22/04/15	Radiowest interview
23/04/15	ANZAC event at Avonvale Primary School
24/04/15	WALGA Avon Midlands Zone meeting in Toodyay
24/04/15	Cemetery Niche Wall blessing ceremony
24/04/15	Citizenship ceremony
25/04/15	ANZAC Day services including Hugo Throssell VC statue unveiling
28/04/15	Help chair the Northam Senior Citizens Group AGM
29/04/15	WALGA tri Zone teleconference re: Wheatbelt Health MOU Group
30/04/15	Radiowest interview
01/05/15	Attend Jurien Bay Visitor and Civic Centre official opening
06/05/15	ABC Regional Radio interview
07/05/15	Meet Regional Commander Rod O'Donnell re: YHIDC changes
11/05/15	Vietnamese business group visit
12/05/15	Federal budget release
<b><u>Upcoming Events:</u></b>	
14/05/15	State Government budget release
17/05/15	Wundowie Iron Festival
20/05/15	Launch of Regional Awards
20/05/15	Wheatbelt DEMC meeting
21/05/15	Bendigo Bank networking breakfast at Northam Country Club
21/05/15	Proposed YHIDC CRG meeting
27/05/15	Wheatbelt DEMC storm and flood risk workshop
28/05/15	Australia's biggest morning tea hosted by Purslowe Tinetti Funerals
12/06/15	WA Regional Capitals Alliance (WARCA) meeting in Perth
18/06/15	WALGA Avon Midlands Zone meeting

**Operational matters**

**Cemetery Niche Wall**

I had the pleasure of attending the blessing of the new building at the Northam Cemetery. This building is beautifully designed and constructed so is a great asset to the community for many years to come.

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Hugo Throssell VC statue unveiling

I was very pleased to be able to unveil this tribute to Hugo on the 100<sup>th</sup> anniversary of the commencement of the 1915 Gallipoli campaign of World War One. There were only 10 Victoria Crosses awarded during the 9 month Gallipoli campaign so to be able to recognise one of Northam's own should make us all proud. Thank you to all involved in making this project come to fruition.

**Strategic matters:**

Avon Regional Organisation of Councils (AROC)

Agenda items at the last AROC meeting were:

6.1 Financial Report

6.2 Age Friendly Communities Audit findings and possible projects

6.3 AROC group MOU 2015 endorsement - supersedes the 2001 Memorandum of Understanding.

6.4 Outcomes of Avon Tourism meeting and presentations

6.5 AROC Housing initiative project

Department of Local Government and Communities (DLGC)

Governance Bulletin #8 issued April, 2015 is available online.

Topics this month include:

The CEO Support Program

Local Government expenditure budget estimates process

Land use and appropriate rating method e.g. UV or GRV (which is relevant to the Shire of Northam currently)

Local Government Standards Panel (relations with Councillors and the local government employees).

Regional Centres (Super town) program

We continue to advance the program as best we can and I attended an event recently in Jurien Bay where the Minister for Regional Development, Terry Redman MLA, reaffirmed that the program remains on scope and it is up to all of us to continue to make the most advantage of the kick start funding we received a year or two ago, which we used for the Health precinct, river upgrades and drainage programs.

State and Federal Government budgets

With the State and Federal budgets being released this month, it will be interesting to see how local government will be affected. It was announced last year that all Federal Financial Assistance Grants Scheme (FAGS) grants would be frozen at 2014 levels so no indexation would be applied to grants for the next few years at least. In real terms, this means we will be disadvantaged as we pay increased operating costs as each year passes.

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From a State perspective, it appears that the ongoing loss of GST revenue and the general slowdown in the mineral resource sector will impact adversely on the State Government finances and that will have a flow on effect to our LGA.

Vietnamese business delegation

Following my report last month that Jason and I met with the Consul-General from the Republic of Vietnam, I will be hosting part of a 3 day trip to Northam by a business delegation from Vietnam this month. They will be looking around the town of Northam as well as Muresk with a view to enhancing business opportunities

WALGA Avon Midlands Zone

Matters for State Council decision supported by the zone at the last zone meeting were:

- 5.1 Local Government and Coastal Land Use Planning Discussion Paper
- 5.2 Model Local Planning Policy for Water Wise Entry Statements
- 5.3 State Emergency Management Committee (SEMC) State Risk Project
- 5.4 Submission to the Waste Avoidance and Resource Recovery Act (WARR) review discussion paper
- 5.5 Planning for Waste Management project

Matters for noting were:

- 6.1 Review of the GRV mining policy
- 6.2 Taxation discussion paper
- 6.3 Public Libraries in 2025: visioning and strategic planning process
- 6.4 WA State CCTV strategy consultation
- 6.5 Volunteer Management and Local Governments
- 6.6 4 year review of the Local Government Industry Award 2010
- 6.7 Draft State Biodiversity Strategy now released for public comment
- 6.8 Report of the Municipal Waste Advisory Council (MWAC)

Key Activity Reports tabled were:

- 7.1.1 Environment and Waste Unit
- 7.1.2 Governance and Strategy
- 7.1.3 Infrastructure
- 7.1.4 Planning and Community Development
- 7.2 Policy Forum report

Additionally, a teleconference was held last week to discuss the Wheatbelt Health MOU group operations and effectiveness. There are concerns arising that the group is losing its local government focus, which was the initial reason for the group's creation. This will be looked at in more detail at the June meeting of the zone.

Wheatbelt Development Commission

The Commission has completed the investment blueprint process and we now await the opportunity to advance our capital investments with the support of the Commission. Access to the Southern Investment Initiative and Blueprint Implementation Fund is

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contingent on support from the Commission and the broad success with the competitive nature of those funds.

YHIDC

From 1<sup>st</sup> July, a new Federal Government department known as the Department of Immigration and Border Protection (DIBP) will be formed with immigration and other compliance detention falling under that new department. I met with Rod O'Donnell who will be the new Regional Commander with the YHIDC coming under his jurisdiction. As previously reported, the cohort in the Yongah Centre has changed from predominantly irregular maritime arrivals (IMAs) to other immigration compliance cases.

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**13 REPORTS OF OFFICERS**

**13.1 ADMINISTRATION**

**13.1.1 REVIEW OF POLICY RELATING TO THE OFFICE OF THE CEO (APPENDIX 4)**

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	2.3.1.2
Officer:	Jason Whiteaker
Officer Interest:	N/A
Policy:	Review
Voting:	Simply Majority
Date:	23 April 2015

**PURPOSE**

For Council to review its policies which are relating to governance and the office of the CEO.

**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 which are overseen by the Office of the CEO in 2014/15. The previous full review appears to have been undertaken in 2010, approximately five years ago.

The following policies have been identified for review;

- G1.1 Policy manual amendments
- G1.2 Meeting dates
- G1.3 Staff Induction Manual
- G1.4 Attendance by Councillors and partners at Conferences
- G1.5 Code of Conduct – Elected Members and Committee Members
- G1.6 Electoral Code of Conduct
- G1.7 Legal Representation for Council Members and Employees
- G1.8 Appointment of Acting Chief Executive Officer
- HR4.1 Senior Employees
- HR4.2 Corporate Uniforms – Councillors & Staff
- HR4.3 No Smoking
- HR4.4 Alcohol Consumption
- HR4.5 Gratuity & Gifts to departing employees
- HR4.6 Code of Conduct – Staff
- HR4.7 Acceptable use for the Shire’s Computing & Communication Resources

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- HR4.8 Credit Card Use
- HR4.9 Recognition of Continuing Employee Service
- HR4.10 Occupational Health & Safety

**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**

Corporate Plan identifies the Governance and Human Resource Policies to be reviewed in 2014/15.

**FINANCIAL IMPLICATIONS**

Nil.

**OFFICER'S COMMENT**

The 18 policies have been reviewed with a range of adjustments and alterations being recommended to Council. In some instances there is a recommendation to remove the policy in its entirety, these reasons, along with the reasons for any substantial change are summarised in the following table. In addition Appendix 4 provides a tracked changes copy of the policy manual as it exists currently.

Current Policy Number	Policy Name	Proposed alteration
<b>Governance Policy</b>		
G1.1	Policy manual amendments	DELETE – Not required. This policy states that the policy manual may only be adjusted by Council resolution. This is a fact which goes without saying as development of Policy is a primary function of the Council.
G1.2	Meeting dates	Retain as is – this obviates the need for a Council item to be generated annually, allowing the required annual advertising to occur in line with the Council policy. It has been suggested previously that recess be taken in January, however as this was not supported by Council previously it has not been recommended again.
G1.3	Staff Induction Manual	DELETE – administrative matter.
G1.4	Attendance by Councillors and partners at Conferences	No change.

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G1.5	Code of Conduct – Elected Members and Committee Members	Adjustment to objective wording to better reflect intent.
G1.6	Electoral Code of Conduct	DELETE - Regulation 8 (as referred to in the Policy) actually requires the returning officer to develop a code of conduct for elections, not the local authority.
G1.7	Legal Representation for Council Members and Employees	Removed policy background from the document (not considered to be required) and relocated the definitions to the bottom of the document. Made some other minor adjustments
G1.8	Appointment of Acting CEO	Removed definitions and background, not considered to be appropriate or required for this policy. Adjusted the policy to refer to senior employees and not by specific job title. This makes it easier if the Council adjusts its senior employees (only requires one policy to be amended. Removed reference to delegations and also employment contracts, neither required.
G1.9	Senior Employees	Removed reference to Project Manager Community Infrastructure. This position has been adjusted in regards to its level of seniority within the organisation.
G1.10	Risk Management	NEW POLICY.
<b>Human Resource Policy</b>		
HR4.2	Corporate Uniform	Delete reference to staff, applicable to Elected Members only
HR4.3	No Smoking	No Change. Move to governance area
HR4.4	Alcohol Consumption	No Change. Move to governance area
HR4.5	Gratuity, Gifts & Departing Employees	Removed reference to farewell functions. Staff are of the view that this should be at the direction of the CEO / Executive Management group. Adjusted the provisions around gifts, removed provisions around additional payments, these are covered by legislation and as such are not required to be mentioned in policy. Move to governance area
HR4.6	Code of Conduct staff	Minor adjustments only. Move to governance area
HR4.7	Acceptable use of the Shire's computing & Communication Resources	No Change. Move to governance area
HR4.8	Credit Card Use	Removed clause around use of credit card for minor purchases. The use of the card for

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		things such as parking fees is becoming prevalent and should be encouraged, added a clause around authorising incurred expenditure to have it counter signed by an Executive Manager. Move to governance area.
HR4.9	Recognition of continuing employee service	DELETE – this is an administrative matter which will be incorporated into a set of internal management guidelines
HR4.10	Occupational Health & Safety	DELETE – this is an administrative matter which will be incorporated into a set of internal management guidelines

There were a number of queries in relation to details within the policy at the Council Agenda forum. The following adjustments have been made;

1. G4.5 – Numbering has been adjusted, item 4.3 in to forum agenda has been changed to 3 and applies to the entire policy.
2. G1.7 – Internal referencing and number has been adjusted
3. G4.8 – reference in the policy to SON has been changed to read Shire of Northam

**RECOMMENDATION**

**That Council;**

1. **Deletes the following policies as provided;**
  - **G1.1 Policy manual amendments**
  - **G1.3 Staff Induction Manual**
  - **G1.6 Electoral Code of Conduct**
  - **HR4.9 Recognition of continuing employment service**
  - **HR4.10 Occupational Health & Safety**
2. **Adopts the following policies as provided to be numbered in accordance with their policy area and number (e.g. G1.1, G1.2);**
  - **Meeting dates**
  - **Attendance by Councillors and partners at Conferences**
  - **Code of Conduct – Elected Members and Committee Members**
  - **Legal Representation for Council Members and Employees**
  - **Appointment of Acting Chief Executive Officer**
  - **Risk Management**
  - **Senior Employees**
  - **Corporate Uniforms – Councillors**
  - **No Smoking**
  - **Alcohol Consumption**
  - **Code of Conduct – Staff**
  - **Acceptable use for the Shire’s Computing & Communication Resources**
  - **Credit Card Use**

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**13.1.2 SHIRE OF NORTHAM CORPORATE PLAN (APPENDIX 5)**

Name of Applicant:	Shire of Northam
Name of Owner:	Shire of Northam
File Ref:	2.3.1.1
Officer:	Jason Whiteaker – Chief Executive Officer
Officer Interest:	N/A
Policy:	N/A
Voting:	Absolute Majority
Date:	30 April 2015

**PURPOSE**

For Council to give consideration to endorsing the 2015/16 – 2018/19 corporate business plan.

**BACKGROUND**

The corporate business plan is an internal business planning tool that translates Council priorities identified in its strategic community plan into operations within the resources available.

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

The Council undertook a significant review of its corporate business plan in 2014 which resulted in significant alteration to the format and intent of the plan. The 2015 (current) review is therefore focused on minor adjustments.

**STATUTORY REQUIREMENTS**

A corporate business plan for a district is to —

- a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- d) A local government is to review the current corporate business plan for its district every year.

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- e) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- f) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

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

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

### **CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN**

The corporate business plan has been prepared and fully integrates with the Shire of Northam strategic community plan.

### **BUDGET IMPLICATIONS**

The corporate business plan will very much drive the annual budgeting process, as a consequence Management will be expected to review their upcoming yearly tasks and ensure they are satisfied the organisation has sufficient resource to deliver on established expectations. As this forms part of the normal budgeting process, Council will retain the right to support or not support funding requests to deliver specific actions.

### **OFFICER'S COMMENT**

The following changes have been made to the Corporate Plan and fall into the following categories;

- Adjustment to areas of responsibility/accountability resulting from staff structure adjustments and realignment
  - Main adjustment is removal of Special Projects Area. Planning element of special projects has been reallocated to Development Services, the 'doing' element has gone to Engineering Services
  - Communications has been moved to Community Services, from the CEO Office
  - Added an Engineering Design Officer, this position equates to the replacement of the Manager of Special Projects / Community Infrastructure.
- Addition of 2018/19 year column and associated actions
- Adjustment to risk matrix to reflect risk assessment undertaken and endorsed by Council December 2014

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- Addition of actions which are to be undertaken (these are primarily areas which should have been in the plan originally but were left
  - G3.2 added action to look at adequacy of Administration Building
  - C1.7 added action to update Northam Infrastructure Plan
  - C1.7 added action to review developer contribution policy
- Provision for budget to be assigned by objective to provide a clearer understanding of where Council resources are being allocated
  - This is an estimate only, based on function budget areas. Will look for more detailed assessment in upcoming budget, potential at general ledger level

The current corporate plan format is the first time that the Shire of Northam has had very specific and deliverable actions identified and documented against strategic objectives. The performance over the 2014/15 year in terms of delivering on these expectations has been mixed. Sitting below the corporate plan deliverable each department executive is required to develop an annual delivery plan which breaks down the corporate plan actions into how the annual delivery will occur.

The performance against the corporate plan to November 2014 was reported to Council through the strategic forum and it is fair to say that while most elements are on track there will be some actions which may not be delivered in line with expectation. Given this is the first year that this level of expectation / accountability has been incorporated into the organization it is still being assessed as to reasons for why some of the actions may not be delivered, whether it is a case of being overly ambitious or whether performance needs to be improved.

**RECOMMENDATION**

**That Council;**

- 1. Endorse the 2015 Corporate Plan as amended and presented;**
- 2. Authorise the CEO to populate the Corporate Business Plan with 2015/16 budget figures, once the budget is endorsed by Council; and**
- 3. Requires the Chief Executive Officer to detail the alterations to Corporate Plan in the Annual Financial Report 2014/15 in accordance with 19CA of the Local Government (Administration) Regulations.**

**ABSOLUTE MAJORITY REQUIRED**

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**13.2. DEVELOPMENT SERVICES**

Cr R W Tinetti declared a “financial” interest in item 13.2.1 - Initiation of Local Planning Policy 17 – Avon Industrial Park as he is a board member of the Avon Industrial Park Advisory Committee that attracts a sitting fee.

**13.2.1 INITIATION OF LOCAL PLANNING POLICY 17 – AVON INDUSTRIAL PARK**

Name of Applicant:	Internal Report
Name of Owner:	N/A
File Ref:	7.2.4.1
Officer:	Chadd Hunt / Bronwyn Southee
Officer Interest:	Nil
Policy:	Local Planning Scheme No.6
Voting:	Simple Majority
Date:	30 April 2015

**PURPOSE**

Council is requested to adopt Local Planning Policy 17 – Avon Industrial Park following the closure of public advertising.

**BACKGROUND**

The Avon Industrial Park (AIP), located 18km east of Northam, is a versatile industrial estate which can accommodate a broad range of land uses on a variety of lot sizes. The Park aims to attract a diverse range of industries which, in turn, will attract synergistic and compatible industries.

The Avon Industrial Park was purchased by the Avon Community Development Foundation (ACDF) in 1990. Stage 1 of the development commenced in March 2001 and Stage 2 followed in 2004-2005.

There are 3 main governing bodies for this estate which guide development, namely the Avon Industrial Park Board, LandCorp and the Shire of Northam. From the conception of the Avon Industrial Park until now, development within the Park has been guided by a LandCorp produced document – the Avon Industrial Park Design Guidelines (attached for Council’s reference). Unfortunately, due to the nature of the document being heavily prescriptive and the process of three approval bodies being in place, the process for development and approval has often been convoluted for the applicant.

Following attendance at the Avon Industrial Park Board Meeting on the 25<sup>th</sup> June 2014, it was agreed by the Board, LandCorp and the Shire of Northam that the current design guidelines and process that developers at the AIP were required to follow was onerous.

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Instead the Shire of Northam should adopt a version of LandCorp's AIP Design Guidelines as a Local Planning Policy, so that if applicant's satisfied the Shire's Policy, then development approval could be issued.

Following the agreement and direction of the Board, Shire Officers have been reviewing the existing AIP Design Guidelines and have created a Local Planning Policy which is a simplified version of LandCorp's Design Guidelines. It should be noted that the Policy will be the main document by which development in the AIP is assessed however, should applicants be seeking further guidance on the detail of their design they can still refer back to LandCorp's Design Guidelines as secondary guidance.

A major issue that has been experienced by the AIP is since the Shire of Northam has not formally adopted the Design Guidelines, there is no clear legislation that holds developers to the development requirements of the AIP. It is considered that this Policy will provide the required clarity and consistency for development within the AIP and will ensure that the likes of car parking and landscaping will be provided as part of the development in a timely manner.

## **STATUTORY REQUIREMENTS**

### **LOCAL PLANNING SCHEME NO.6**

Clauses 2.2. to 2.5 of Local Planning Scheme No.6 details the process involved for the adoption of Local Planning Policies as follows:

#### **2.2. Local Planning Policies**

Part 2 - Local Planning Policy Framework of Local Planning Scheme No.6 specifies the following in regard to Local Planning Policies;

#### ***2.2 Local Planning Policies***

*The local government may prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply -*

- (a) generally or for a particular class or classes of matters; and*
- (b) throughout the Scheme area or in one or more parts of the Scheme area, and may amend or add to or rescind the Policy.*

#### **2.3 Relationship of Local Planning Policies to Scheme**

**2.3.1** *If a provision of a Local Planning Policy is inconsistent with the Scheme, the Scheme prevails.*

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2.3.2 *A Local Planning Policy is not part of the Scheme and does not bind the local government in respect of any application for planning approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.*

Note: *Local Planning Policies are guidelines used to assist the local government in making decisions under the Scheme. Although Local Planning Policies are not part of the Scheme they must be consistent with, and cannot vary, the intent of the Scheme provisions, including the Residential Design Codes. In considering an application for planning approval, the local government must have due regard to relevant Local Planning Policies as required under clause 10.2.*

**2.4 Procedure for making or amending a Local Planning Policy**

2.4.1 *If a local government resolves to prepare a Local Planning Policy, the local government -*

- (a) *is to publish a notice of the proposed Policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving details of -*
  - (i) *where the draft Policy may be inspected;*
  - (ii) *the subject and nature of the draft Policy; and*
  - (iii) *in what form and during what period (being not less than 21 days from the day the notice is published) submissions may be made;*

- (b) *may publish a notice of the proposed Policy in such other manner and carry out such other consultation as the local government considers appropriate.*

2.4.2 *After the expiry of the period within which submissions may be made, the local government is to -*

- (a) *review the proposed Policy in the light of any submissions made; and*
- (b) *resolve to adopt the Policy with or without modification, or not to proceed with the Policy.*

2.4.3 *If the local government resolves to adopt the Policy, the local government is to -*

- (a) *publish notice of the Policy once in a newspaper circulating in the Scheme area; and*
- (b) *if, in the opinion of the local government, the Policy affects the interests of the Commission, forward a copy of the Policy to the Commission.*

2.4.4 *A Policy has effect on publication of a notice under clause 2.4.3(a).*

2.4.5 *A copy of each Local Planning Policy, as amended from time to time, is to be kept and made available for public inspection during business hours at the offices of the local government.*

2.4.6 *Clauses 2.4.1 to 2.4.5, with any necessary changes, apply to the amendment of a Local Planning Policy.*

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**2.5 Revocation of a Local Planning Policy**

*A Local Planning Policy may be revoked by -*

- (a) the adoption by a local government of a new Policy under clause 2.4 that is expressed to supersede the existing Local Planning Policy; or*
- (b) publication of a notice of revocation by the local government once a week for 2 consecutive weeks in a newspaper circulating in the Scheme Area.*

**CONFORMITY WITH COMMUNITY STRATEGIC PLAN**

**OBJECTIVE E1:** Support business and investment opportunities.

As there has been no formal adopted Policy for the AIP previously, some of the previous developments have not been completed to the standard that was expected, predominantly relating to landscaping and car parking, creating an undesirable streetscape and harsh industrial environment. It is considered that this Policy will provide clear detail of development requirements within the AIP, which in turn will help ensure that development requirements such as landscaping and car parking are completed as part of the development.

**BUDGET IMPLICATIONS**

Nil.

**OFFICERS COMMENT**

The proper and orderly development of AIP has been disjointed through its former process, in some cases resulting in sites being approved for occupation prior to important development requirements such as landscaping and formal car parking being installed. It is considered that this Policy will provide the required clarification of development requirements within this estate.

Close consultation was undertaken throughout the policy development with Paul Tomlinson – Chairman of the Avon Industrial Park Advisory Board and LandCorp to formalise this policy.

The AIP Local Planning Policy was advertised for public comment for a period of 28 days and upon closing had received no submissions. As public advertising has now closed this item is being referred back to Council for final consideration and adoption.

It is considered that as this document is a shorter more fluid version of LandCorps Design Guidelines, it will help improve clarity around the standard of development required within the Avon Industrial Park. Therefore, it is recommended that Council adopt Local Planning Policy 17 – Avon Industrial Park without modification.

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**RECOMMENDATION**

**That Council;**

- 1. In accordance with Clause 2.4.2 of Local Planning Scheme No 6 adopt the Local Planning Policy – Avon Industrial Park.**
- 2. That a notice be published in the local newspaper advertising final adoption of Local Planning Policy 17 – Avon Industrial Park in accordance with Clause 2.4.3 of Local Planning Scheme No 6.**

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Shire of Northam Policy Manual - LPP 17 – Avon Industrial Park Design Guidelines

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**LOCAL PLANNING POLICY**

POLICY NO:	LPP 17
POLICY SUBJECT:	AVON INDUSTRIAL PARK DESIGN GUIDELINES
ADOPTION DATE:	
LAST REVIEW:	

**OBJECTIVES**

The primary objectives are to:

- (a) To achieve an attractive and unified development with an emphasis on quality landscaping and well-designed buildings;
- (b) To achieved a degree of consistency and compatibility in the built form and landscaping, whilst allowing for individuality and a well presented corporate or market image; and
- (c) To avoid unsightly and poorly planned development and enhance and protect the investment of all owners within the estate.

**DEFINITIONS**

The following are definitions that may be used as part of this policy in addition to the definitions included in Local Planning Scheme No 6:

“**AIP**” Avon Industrial Park.

“**Council**” means the elected members of the Shire.

“**Development**” shall have the same meaning given to it in the *Planning and Development Act 2005*.

“**Earthworks**” means the movement of earth on land which is carried out in conjunction with the construction of a structure or independently and exceeds 500mm in height at any given point.

“**Floor area**” shall have the same meaning given to it in and for the purposes of the Building Code of Australia.

“**LPS6 or Scheme**” means Local Planning Scheme No 6.

“**Owner**” means the owner of land.

“**Setback**” means the buildings distance from boundaries as specified in this policy and/or Local Planning Scheme No 6.

“**Shire**” means the Shire of Northam.

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#### **STATUTORY POWERS**

This Local Planning Policy is made pursuant to clause 2.2 of the Shire's Scheme.

#### **POLICY STATEMENT**

All development within the Avon Industrial Park will require planning approval.

To ensure a consistent built form throughout the Avon Industrial Park Estate, and avoid large bare expanses of wall which gives off the appearance of the traditional bulky "shed" type development.

The Shire will consider Planning Applications on their merits for new developments. In considering whether to grant planning approval the Shire shall have regard to, but not limited to, the Policy Provisions and Objectives and Clause 10.2 of LPS 6.

#### **Site Development Provisions**

##### **Setbacks**

All development shall comply with the following minimum setbacks;

- Front setback: Minimum 20m
- Secondary street setback: Minimum 20m
- Rear setback: Minimum 7.5m
- Side setback: Minimum 5m

##### **Site Cover and Plot Ratio**

Site cover as per the Shire's Local Planning Scheme No. 6.

##### **Building Height**

Maximum building height 9m or 2 storeys.

##### **Building Orientation and Shading**

Prevailing breezes should be utilized to provide cross-ventilation to warehouse spaces using wall vents.

Portions of the building with windows or skylights should gain the benefit of accessing passive solar gain in winter and preclude solar gain in summer by placement of openings and use of shading devices.

Office areas in the building/s, with areas of glazing, should oversee entry areas of the site and increase passive security for the building operations.

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#### **Site Levels**

The undulating rural character of the site is to be maintained as part of its appeal.

Adjustments to site level through cut & fill are to be a minimum of 500mm & must be detailed in the plans that form part of the application for planning approval.

#### **Vehicles, Access & Car parking**

As per Local Planning Scheme No 6 requirements.

A car parking, landscaping and stormwater design plan will need to be included with the plans submitted with the application for planning approval.

In addition to the landscaping requirements specified in LPS6 the following is required;

- A minimum of 1 shade tree per 4 car parking bays;
- Landscaping is to be used as screening around refuge and service areas;
- For corner lots, a minimum landscape strip width of 5m to both road frontages is required.
- Where practicable existing trees are to be retained
- Refer to Schedule 1 for a list of recommended plant species

#### **Built form**

All buildings:

- a) Shall be designed to address the street frontage.
- b) Shall have cladding of materials to the satisfaction of the Shire, to prevent large unrelieved expanses of wall or roof.
- c) Where more than one building is proposed, the buildings shall be constructed using the same colour scheme and overall design.
- d) Shall incorporate a variety of forms, features, materials and colours.
- e) Shall be consistent with the existing style of buildings in the surrounding area.
- f) Shall provide a protected (roofed) entry point.
- g) Where screening of plant and equipment occurs, the screening shall be incorporated into the built form.

#### **Service and Storage Areas**

All service and storage areas are to be set back behind the front building line and screened so as not to be visible from the street. Landscaping and approved obscure fencing can be utilised to screen these areas. Gates should be provided to contain the refuse receptacles.

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#### **Fencing**

- Standard height for fencing is 1800mm
- Barb wire strands on the top of fencing and electric fencing is discouraged.
- Standard galvanized link-mesh fencing is preferable.

#### **Signage**

In addition to the provisions specified within Local Planning Scheme No 6, Draft Local Planning Policy 16 – Advertising signage and the Shire of Northam Trading in Thoroughfares Local Law, the following guidelines should be taken into consideration:

- A uniform approach to signage should be used on each site, including consistency in design elements such as size, graphics, colours and details of mounting or support.

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#### APPENDIX 2: RECOMMENDED PLANT LIST

Species	Common Name	Expected Mature Size	Suitability for Avon Valley Duplex Soils	Comments
<b>Tall trees</b>				
<i>Allocasuarina huegeliana</i>	Rock she oak	Tall	Sandy/gravel	
<i>Angophora costata</i>	Apple Gum	15-20m height	All	
<i>Casuarina cunninghamiana</i>	River Sheoak	12-15m height	All	
<i>Eucalyptus accedens</i>	Powder bark wandoo	Tall	All	
<i>Eucalyptus cornuta</i>	Yates	Tall	Gravel	
<i>Eucalyptus loxophleba</i>	York Gum	15 m height	Sandy/gravel	
<i>Eucalyptus maculata</i>	Spotted Gum	25-30m height	Sandy/gravel	
<i>Eucalyptus occidentalis</i>	Flat topped yate	Tall	All	
<i>Eucalyptus salmonopholia</i>	Salmon gum	Tall	Sandy/gravel	
<i>Eucalyptus salubris</i>	Gimlet	Tall	All	
<i>Eucalyptus wandoo</i>	White Gum	15-20 m height	All	
<b>Medium Trees</b>				
<i>Acacia acuminata</i>	Jam tree (wattle)	Medium	All	
<i>Acacia catenifolia</i>		Medium	All	
<i>Acacia merrelli</i>		Medium	All	
<i>Acacia microbotrya</i>	Manna wattle	Medium	All	
<i>Acacia saligna</i>	Golden wattle	Medium	All	
<i>Allocasuarina acutivalvis</i>	Black tamar	Medium	Sandy/gravel	
<i>Allocasuarina campestris</i>	Tamar	Medium	Sandy/gravel	
<i>Casuarina equisetifolia</i>	Horsetail Sheoak	10m height	All	
<i>Eucalyptus astringens</i>	Brown mallet	Medium	All	
<i>Eucalyptus brockwayi</i>	Dundas mahogany	Medium	All	
<i>Eucalyptus burracoppinensis</i>	Burracoppin gum	Medium	Sandy/gravel	
<i>Eucalyptus caesia</i>	Gunguru	Medium	Sandy/gravel	
<i>Eucalyptus campaspe</i>	Silver topped gimlet	Medium	All	
<i>Eucalyptus crasis</i>	Southern cross mallee	Medium	Sandy/gravel	
<i>Eucalyptus drummondii</i>	Drummonds gum	Medium	Sandy/gravel	
<i>Eucalyptus eremophila</i>	Sandplain mallee	Medium	Sandy/gravel	Suitable for car park
<i>Eucalyptus erythrocorys</i>	Redcap Gum	8 m height	All	Suitable for car park
<i>Eucalyptus forrestiana</i>	Fuschia Gum	4 m height	All	
<i>Eucalyptus landsdowniana</i>	Carson Mallee	8 m height	Sandy/gravel	
<i>Eucalyptus leptopoda</i>	Tammin mallee	Medium	Sandy/gravel	
<i>Eucalyptus lehmanni</i>	Bushy yates	Medium	All	
<i>Eucalyptus leucocylon rosea</i>	Red Flowering Gum	8m height	All	
<i>Eucalyptus nutans</i>	Red Flowered mallee	4m height	Sandy/gravel	
<i>Eucalyptus redunca</i>	Black marlock	Medium	All	
<i>Eucalyptus sargentii</i>	Salt river gum	Medium	All	Suitable for car park
<i>Eucalyptus sideroxylon palms</i>	Mugga ironbark	8m height	All	
<i>Eucalyptus spathulata</i>	Swamp mallet	Medium	All	
<i>Eucalyptus steedmanii</i>	Steedmans gum	Medium	All	
<i>Eucalyptus sticklandii</i>	Sticklands gum	Medium	All	
<i>Eucalyptus torquata</i>	Coral gum	Medium	All	
<i>Eucalyptus woodwardii</i>	Lemon flowered gum	Medium	All	

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Species	Common Name	Expected Mature Size	Suitability for Avon Valley Duplex Soils	Comments
<b>Small Trees</b>				
<i>Eucalyptus erythronema</i>	Red flowered mallee	Small	Sandy/gravel	Suitable for car park
<i>Eucalyptus grossa</i>	Coarse leaved mallee	Small	All	
<i>Eucalyptus macrocarpa</i>	Mottecah	Small	Sandy/gravel	
<i>Eucalyptus nutans</i>	Red flowered mort	Small	Sandy/gravel	
<i>Eucalyptus preissiana</i>	Bell fruited mallee	Small	Sandy/gravel	
<i>Eucalyptus pyriformis</i>	Pear fruited mallee	Small	Sandy/gravel	
<i>Eucalyptus stoatei</i>	Scarlet pear gum	Small	Sandy/gravel	
<i>Eucalyptus websterana</i>	Websters gum	Small	Sandy/gravel	
<i>Acacia colletioides</i>	Wait a while	Small	All	
<i>Acacia hemiteles</i>	Tan wattle	Small	All	
<i>Acacia iteaphylla</i>	Flinders range wattle	Small	All	
<i>Acacia lasiocalyx</i>		Small	All	
<i>Acacia lasiocarpa</i>		Small	All	
<i>Acacia meissneri</i>	Silver wattle	Small	All	
<i>Acacia pulchella</i>	Prickly moses	Small	All	
<i>Allocasuarina humilis</i>	Dwarf she oak	Small	Sandy/gravel	
<b>Tall to Medium Shrubs</b>				
<i>Callistemon viminalis</i> spp	Bottlebrush	3m ht x 2 m sp	Sandy/gravel	
<i>Chamelauceum uncinatum</i>	Geraldton Wax	3m ht x 3m sp	Sandy/gravel	
<i>Melaleuca nesophylla</i>	Western Myrtle	3m ht	Sandy/gravel	
<i>Melaleuca armillaris</i>	Bracelet Honey Myrtle	3-4m ht	All	
<i>Myrtus communis</i>	Myrtle	4m ht x 3m sp	All	Can be clipped to form hedge
<b>Low shrubs and Groundcovers</b>				
<i>Anigozanthos flavidus</i> "Big Red" or Yellow Gem	Kangaroo Paws	1m ht x 1m sp	Deep Sand	
<i>Chorizema dicksonii</i>	Yellow-eyed flame bush	1m ht x 1.5m sp	Sandy/gravel	
<i>Darwinia citriodora</i>	Lemon scented myrtle	0.5-1m ht x 1m sp	Sandy/gravel	
<i>Grevillea Chrythmifolia</i>	Prostrate Grevillea	2-3m spread	Sandy/gravel	
<i>Grevillea "Gin Gin Gem"</i>	Prostrate Grevillea	2-3m spread	Sandy/gravel	
<i>Eutaxia obovata</i>	Egg and Bacon	1m ht	Sandy/gravel	
<i>Hardenbergia violacea</i> "Happy Wanderer"	Native Wisteria	3-4m spread	Sandy/gravel	Will climb
<i>Isolepis nodosa</i>	Grass	0.8m ht x 1.5m sp	Sandy/gravel	
<i>Hypocalymma angustifolium</i>		1m ht x 1.5m sp	Sandy/gravel	
<i>Kennedia coccinea</i>	Running Postman	2-3m spread	Sandy/gravel	
<i>Kunzea recurva</i>			Sandy/gravel	
<i>Lomandra longifolia</i>	Matt Rush	1m ht x 1m sp	Sandy/gravel	
<i>Thryptomene saxicola</i>	Rock thryptomene	1m ht x 1.5m sp	Sandy/gravel	
<i>Westringea fruticosa</i> 'Edna Walling'	Native Rosemary	1.5m ht x 1.5m sp	Sandy/gravel	Suitable for hedging
<i>Westringea fruticosa</i> 'Edna Walling'	Native Rosemary	1.5m ht x 1.5m sp	Sandy/gravel	Suitable for hedging

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Cr R W Tinetti has declared an “Impartiality” interest in item 13.2.2 - Tender 4 of 2015 for the Cleaning of the Shire of Northam’s Regional Facilities as Brenton Haynes of Oxter Services is an acquaintance of his and is tendering for the contract.

Cr S B Pollard declared an “Impartiality” interest in item 13.2.2 - Tender 4 of 2015 for the Cleaning of the Shire of Northam’s Regional Facilities as the proprietor of Oxter Services is well known to him.

**13.2.2 TENDER 4 OF 2015 FOR THE CLEANING OF THE SHIRE OF NORTHAM’S REGIONAL FACILITIES**

Name of Applicant:	Internal report
Name of Owner:	Shire of Northam
File Ref:	8.2.9.1
Officer:	Chadd Hunt/Nathan Gough
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple
Date:	1 May 2015

**PURPOSE**

For Council to consider the Tender for the Cleaning of the Shire of Northam’s Regional Facilities.

**BACKGROUND**

Historically, the cleaning of the Shire of Northam Regional Facilities has been carried out by several contractors:

- **Oxter Services** - Clackline. Bakers Hill, Katrine and Bakers Hill Pavilion public toilets.
- **Anthony Roskell** - Wundowie Library and Town Hall.
- **Fiona Simpson** - Wundowie Public Toilets.

Cleaning of other Shire facilities (ie within the Northam townsite) is the subject of a separate contract, currently awarded to Slav’s Cleaning. Contractors have indicated in the past that they do not have capacity to undertake a contract that covers all of the Shire’s facilities.

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The present cost of cleaning using the various contractors, is detailed below:

<b>FACILITY</b>	<b>PRESENT ANNUAL COST OF CLEANING (based on current frequency of cleans per facility as included in the tender documents)</b>
Clackline Toilets	\$6333
Bakers Hill Toilets	\$7917
Bakers Hill Pavilion Toilets	\$7093
Katrine Toilets	\$3958
Wundowie Library	\$3900
Wundowie Town Hall	\$2600
Wundowie Toilets	\$5460
<b>Total</b>	<b>\$37261 ex GST</b>

It is intended to consolidate the cleaning to one contractor with a specific contract detailing the required cleaning regimen. To meet the requirements of the Shire of Northam's purchasing policy it has been decided to put the contract out to tender.

The evaluation criteria for Tender 4 of 2015, is to consider standard of work, experience, localness, resources and reliability in the determination of the successful Tender, with the weightings shown below:

<b>Selection Criteria</b>	<b>Weighting (%)</b>
Relevant Experience	30
Personnel Skills and Experience	30
Tenderer's Resources	20
Demonstrated Understanding	20
<b>Total</b>	<b>100</b>

A Regional Price Preference Policy applies, giving 10% variation in price for local input.

Tender RFT 4/15 was prepared and advertised in accordance with the Shire of Northam's purchasing policy. The deadline for submissions was 21 February 2015. Four submissions were received with all being deemed suitable for consideration.

The Tender was called as a 'best value' Tender, meaning that the weighted scores below are based on the listed qualitative criteria, and Council considers this score in conjunction with the price to determine which Tender offers the 'best value'.

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**STATUTORY REQUIREMENTS**

Local Government (Functions & General) Regulations

**CONFORMITY WITH THE COMMUNITY STRATEGIC PLAN**

**OBJECTIVE S2:** Provide services and processes to enhance public safety

**BUDGET IMPLICATIONS**

The cleaning of the facilities is included in Council's Budget. According to the current costs and cleaning regime mentioned above the following are estimated annual costs

Given the tenders received it is likely that increased budget provision will need to be made in the 2015/16 financial year. It should also be noted that the costs above do not include consumables.

**OFFICER'S COMMENT**

The attached spreadsheet and tender assessment report details the cost submitted and the assessment undertaken by Council staff.

All four tenders submitted are were deemed to be complying tenders. After consideration of all the criteria included in the assessment the preferred supplier is Quad Service Pty Ltd. The proposed contract will include provisions for staff to ensure that cleaning is carried out to a high standard. If the contract is not complied with, there would be provisions for penalties and possible termination of contract.

**RECOMMENDATION**

**That Council;**

- 1. Award Tender 4 of 2015 to Quad Services Pty. Ltd in accordance with the tender submitted; and**
- 2. Enter into a three year contract for the cleaning of the Shire of Northam regional facilities with Quad Services Pty Ltd.**

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**13.2.3 TENDER 5 OF 2015 FOR PREFERRED TRADES**

Name of Applicant:	Internal report
Name of Owner:	Shire of Northam
File Ref:	8.2.9.1
Officer:	Chadd Hunt / Nathan Gough
Officer Interest:	Nil
Policy:	Council Purchasing Policy
Voting:	Simple
Date:	6 May 2015

**PURPOSE**

For Council to consider Tender 5 of 2015 for Preferred Trades used by the Shire of Northam Building Department.

**BACKGROUND**

The Shire of Northam uses a number of trades in the carrying out of its services, with one of these services being building maintenance of Shire Buildings. In the past contractors have contacted the Shire and requested that they are included on the Shire's contact list for consideration when trades are required. The Shire has also advertised for expressions of interest from trades that would like to be included in the contact list.

To comply with the Shire of Northam's Purchasing Policy and to make it an open and accountable process of selecting tradespeople for large or frequent jobs, it was decided to put the commonly used trades out to Tender. A 10% Local Price Preference was been included in the Tender specifications to encourage the use of the local contractors.

<b>Selection Criteria</b>	<b>Weighting (%)</b>
Relevant Experience	30
Response time and ability to deliver works	30
Tenderer's Resources	20
Occupational health and safety	20
<b>Total</b>	<b>100</b>

Tender RFT 5/15 was prepared and advertised in accordance to The Shire of Northam's purchasing policy. The deadline for submissions was 21<sup>st</sup> Feb 2015.

**STATUTORY REQUIREMENTS**

Section 11 of the Local Government (Functions & General) Regulations state the following

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*(1) Tenders are to be publicly invited according to the requirements of this Division before a local government 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 \$100 000 unless subregulation (2) states otherwise.*

The above regulations also describe the process for handling Tenders and in particular, under Regulation 18(5), Council may decline to accept any tender.

**CONFORMITY WITH THE PLAN FOR THE FUTURE**

**OUTCOME:** Maintain and improve Shire infrastructure and other assets

**BUDGET IMPLICATIONS**

The Shire of Northam expends significant funds on a number of different trades particularly related to building maintenance and repairs.

**OFFICER'S COMMENT**

In previous years the trades of Plumbing, Electrical and Carpentry for particular contractors has posed concern that they may exceed the \$100,000.00 limit cumulatively. Technically if Councils existing purchasing policy is adhered to then in staff's opinion, the requirements of the Local Government Act and Regulations are being complied with.

The concept of having a preferred trades list is something that will be pursued by staff through a separate process. Given the complexities of the tender documents submitted and the difficulty in assessing the tenders submitted on an hourly rate it is recommended that no tender be awarded at this stage.

**RECOMMENDATION**

**That Council;**

- 1. Not award any tender for RFT 5 of 2015**
- 2. Advise all Tenderers that they have been included in a contact list for the supply of goods and services quotations.**

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**13.3. CORPORATE SERVICES**

**13.3.1 ACCOUNTS AND STATEMENTS OF ACCOUNTS (APPENDIX 6)**

Name of Applicant:	Internal Report
Name of Owner:	N/A
File Ref:	2.1.3.4
Officer:	Leasa Osborne / Denise Gobbart
Officer Interest:	Nil
Policy	Nil
Voting	Simple Majority
Date:	4 May 2015

**PURPOSE**

The Accounts due and submitted to the Ordinary Council Meeting on 20 May 2015 are attached.

**RECOMMENDATION**

**That Council endorse the payments for the period 1 April to 30 April 2015, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).**

<b>Municipal Bank Vouchers 34040 to 34101</b>	<b>\$ 165,165.18</b>
<b>Trust Bank Vouchers 1889 to 1893</b>	<b>\$ 4,688.86</b>
<b>Municipal Bank Electronic Fund Transfer EFT19488 to EFT19507 and EFT19510 to EFT19749</b>	<b>\$ 1,419,672.21</b>
<b>Trust Bank Electronic Fund Transfer EFT19508 to EFT19509</b>	<b>\$ 555.00</b>
<b>Direct Debit Fund Transfer 8351.1 and 8356.1</b>	<b>\$ 4,674.05</b>
<b>Municipal Bank Electronic Fund Transfer Payroll 09/04/2015</b>	<b>\$ 191,944.19</b>
<b>Municipal Bank Electronic Fund Transfer Payroll 14/04/2015</b>	<b>\$ 12,397.81</b>
<b>Municipal Bank Electronic Fund Transfer Payroll 23/04/2015</b>	<b>\$ 183,409.26</b>
 <b>TOTAL</b>	 <b>\$1,982,506.56</b>

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**13.3.2 FINANCIAL STATEMENTS TO 31 MARCH 2015 (APPENDIX 7)**

Name of Applicant:	Internal Report
File Ref:	2.1.3.4
Officer:	Denise Gobbart / Zoe Macdonald
Officer Interest:	Nil
Policy:	Nil
Voting:	Simple Majority
Date:	1 May 2015

**PURPOSE**

The Statement of Financial Activity for the period ending 31 March 2015 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 2015.**

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Cr J E Williams has declared an "Impartiality" interest in item 13.3.3 - Northam Airport Lease Arrangements as her sister and brother in law are hangar owners and her sister is Secretary of the Hangar Owners Association.

Cr D G Beresford has declared an "Impartiality" interest in item 13.3.3 - Northam Airport Lease Arrangements as he is a member of the Aero Club.

*The following motion is required in Accordance with Shire of Northam Standing Orders Local Law, as the Council resolved to lay this matter on the table at a previous meeting.*

**RECOMMENDATION**

**That item 13.3.3 Northam Airport Lease Arrangements be raised from the table for consideration at the Ordinary Council meeting held on 20 May 2015.**

**13.3.3 NORTHAM AIRPORT LEASE ARRANGEMENTS**

Name of Applicant:	Internal report
Name of Owner:	Shire of Northam
File Ref:	A12838
Officer:	Denise Gobbart / Jason Whiteaker
Officer Interest:	Nil
Policy:	Shire of Northam Lease Policy
Voting:	Absolute Majority
Date:	24 April 2015

**PURPOSE**

For Council to consider the value of rentals charged for hangar sites at the Northam Airport.

**BACKGROUND**

At Council's Meeting on 20 May 2009, Council set the initial value for rental of all the leasable sites at the Northam Airport at 2% of the land values provided by Independent Valuers. The endorsed 2% of land value endorsed by Council was in fact less than the recommended assessed value, which was 6% of land value.

At the time of making this decision it appears as though the collective view was a lessor rate was more appropriate as it would encourage further development of the Airport. Council also noted that the lease agreements specified that a full market review of rents would occur in five years time. The decision of Council at the time also gave regard to the amounts previously charged by the Northam Aero Club (approximately 1% of land values), who administered the lease rentals prior to May 2009, when Council assumed control.

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A market valuation was undertaken in 2014, on the basis that it would be applied from 1 July 2014. At the conclusion of the valuation process a report was presented to Council, who made the decision for the matter to 'lay on the table'. This decision was made in the context of concerns raised by hangar lease holders with regard to the potential significant increases. For example the valuation for site 1 has increased from \$1,500 to \$2,360, an increase of nearly 40%.

It is important to note that the valuation calculation is based on land value only, which explains the consistent values for sites 1-18, despite half of these being occupied by hangars. The current number of hangar leases has increased from 15 to 25 in the last 5 years, which could be put down in part due to the affordability of leases compared to other airports.

The valuation report makes the following comments on Land Values;

*“Evidence indicates a land value in the region of \$50/m<sup>2</sup> to \$140/m<sup>2</sup> depending on the location and whether or not the property is located within the 100 year flood plain. Given the subject’s location further from the townsite, we would anticipate land value rates, dependent on size, to fall slightly below those in within the townsite.*

As mentioned previously the 2009 valuation was based on 6% of land value, which was then further discounted by Council to 2% of land value. One of the significant alterations in regards to the 2014 methodology is the application of an 8% of land valuation.

### **STATUTORY REQUIREMENTS**

Each hangar site lease states (Clause 1f) that there is to be a market review every 5 years, and the Shire is to charge the rent determined by the Valuer, or may charge an alternative rent that is less than the market rental.

Council is also required to give a minimum of one month’s notice ahead of the introduction of the revised rental charges.

### **CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN**

**OBJECTIVE:** Provide active and passive recreation facilities and services

**STRATEGY:** Develop, maintain and support appropriate recreation facilities throughout the Shire.

### **BUDGET IMPLICATIONS**

The previous rental charges (2% of the market land value and 1/3 of the recommended valuation of 6%) yielding a total current income of \$33,000 per annum, plus lease start-up fees of \$3,000 and utility reimbursements of \$15,000. In addition approximately \$20,000

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is yielded through rates revenue. In total the current estimated annual revenues are approximately \$70,000.

Annual costs are based on maintenance and operating costs (\$45,000 per annum), plus \$15,000 per annum towards capital works, plus loan repayments and lease fees, a total of approximately \$70,000 per annum. In practice, the Shire has contributed additional funds towards capital works than the anticipated \$15,000 per annum, in order to attract Regional Airport Development Scheme (RADS) funding.

**OFFICER'S COMMENT**

As a result of the Council deferring this matter staff have reviewed a number of alternatives to raise the required revenue from the airport. Thoughts were also given to the nature of the tenancy at the airport with a mix of private/recreational and commercial uses. Staff are of the view that the differences in use (commercial vs recreational) is an important consideration. If the sites are being used for commercial purposes it could be deemed that they should be paying a commercial rate of return, as would any other business that was established in the region. Whereas, if the use is private/recreational a lower rate of return to encourage the use of the facilities.

Forming part of the investigations, staff undertook a review of other airports and their current charging structures. The following information is provided;

- Esperance: \$2.52 - \$4.00 per square metre
- Geraldton: \$14.00 - \$16.50 per square metre
- Jandakot: \$19.00 - \$25.00 per square metre (subject to additional costs of approx. 20%)
- Merredin: Don't lease hangar sites – privately owned
- Cunderdin: \$2.00 per square metre (approx.) (It is anticipated this will change in the future when the Airfield is privately leased out.)

Based on 2% of market value for private/recreational users approach the lease fee would range from \$1.69 - \$3.27 per square metre. A 2% market value would result in an annual fee slightly greater than the current CPI rate for the year. Some sites would be paying a lesser value, due to a decrease in the market value of the site and the use of the one third of market value method used previously.

Based on a 6% return on the market value for commercial users the lease fee would range from \$4.78 - \$6.28 per square metre. Based on the previous method of leasing without any subsidy this would lead to increases in the range of 149% - 188% for commercial site owners. While this seems like a significant increase staff are of the view that commercial site owners would still be paying significantly less than what market evidence suggests is competitive.

There were a number of alternatives investigated which are briefly outlined below;

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- Looking at discounting the original valuation  
Staff are of the view that a discount should be applied to the original valuations. In saying this the recommendation is to segment the hangars into two categories, being commercial operators and recreation operators. By doing this the Council is able to take slightly different approaches to the two segments, acknowledging they are very different tenants by their nature.
  
- Looking at phasing in to the original valuation  
This is an option for Council and would provide a structured approach to achieving a desired outcome of ensuring market rates are being paid for commercial users. It is recommended to Council that the phasing in, if endorsed, be adopted over a 5 year period, to be achieved by applying 40% of the market value in the first year and then 15% annual increases for 4 years. Using this method the first year payment would be varying up to a 15% increase in fees for the site owners. Using this fee structure would give an approximate \$3,000 increase over estimates provided in the 2014/2015 adopted budget.

A table is attached which shows the current rentals alongside an increase of estimated CPI, market value using the 2% and 6% and 40% of market value on the 6% valuation.

- Investigating a landing fee arrangement  
Concern were raised in relation to lease owners being fully responsible for the ongoing costs of the airport facility. One of the options put forward was the introduction of a landing fee, which is still being investigated. Preliminary discussion with the hangar owners group seemed to agree that the landing fee while having potential for commercial operations would be a significant challenge for domestic or irregular users. In saying this the Airport Master Plan prepared in 2006 it estimated that there were approximately 8,000 landings per annum. The use of landing fees will be further considered with a subsequent report to be presented to Council. It is the view of staff at this point that any implementation of landing fees would not replace the hangar lease fees, it would be to capture those who are 'non-residential users' if you like.

After the initial report was prepared officers met with Northam Hangar Owners Association Inc. representatives Mr Graham King and Mr Geoff Longhurst (Friday 17 April 2015). The aim of the meeting was to consult with the impacted owners to discuss the item prepared for Council in relation to the rent review. The outcome from the meeting was that the representatives were very supportive of the proposed lease fee rentals (which now forms the officer recommendation).

The same information was provided to the commercial operators at the Northam Airport. The following feedback was received from the commercial operators;

- Council needs to be mindful of the additional costs to having goods delivered to Northam, business needs to be competitive with those in similar industries;

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- Businesses operating at the airport are supporting local families and in turn our local community;
- If business operators were to be charged comparative to Jandakot, the business operators would be expecting the same end product to operate from.
- Concern from the commercial operators was also raised regarding definition as commercial against private/recreational hangars. If hangars are private/recreational and paying the relevant lease fee, should they be leasing hangar space.

**RECOMMENDATION**

**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.**

**ABSOLUTE MAJORITY REQUIRED**

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Site Number	Assessment Number	Site Use	Market Value 2008	Site Area Sq Meters	Value Rate / Sq Meter	Market Value 2014	Lease Invoiced 12/13	Lease Invoiced 13/14	Lease If CPI 3.1% 14/15	Return Ratio Private / Recreation	Proposed Lease 14/15 Private / Recreation	Return Ratio Commercial	Proposed Lease 14/15 Commercial No Phase In	Proposed Lease 14/15 Commercial 40% Phase In
1	A15577	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
2	A15614	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
3	A15579	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
4	A15580	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
5	A15581	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
6	A15582	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
7	A15583	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
8	A15584	Private	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
9	A15585	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
10	A15586	Private	\$25,000	180.00	165	\$29,500	535.82	548.68	565.69	2.00%	\$590.00	6.00%	\$1,770	\$708
11	A15587	Vacant	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
12	A15588	Vacant	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
13	A15589	Vacant	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
14	A15590	Vacant	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
15	A15591	Vacant	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
16	A15592	Vacant	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
17	A15593	Vacant	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
18	A15594	Vacant	\$25,000	180.00	165	\$29,500				2.00%	\$590.00	6.00%	\$1,770	\$708
19	A15595	Community	\$237,000	3,647.00	50	\$182,500	2,121.84	2,172.77	2,240.13	2.00%	\$3,650.00	6.00%	\$10,950	\$4,380
20	A15596	Community	\$17,000	105.00	175	\$18,500				2.00%	\$370.00	6.00%	\$1,110	\$444
21	A15597	Community	\$118,000	1,435.00	65	\$93,500				2.00%	\$1,870.00	6.00%	\$5,610	\$2,244
22	A15598	Community		175.75	165	\$29,000				2.00%	\$580.00	6.00%	\$1,740	\$696
23	A15599	Commercial	\$66,000	655.30	100	\$65,500	1,414.56	1,448.51	1,493.41	2.00%	\$1,310.00	6.00%	\$3,930	\$1,572
24	A15600	Commercial	\$92,000	1,021.10	85	\$87,000	1,971.81	2,019.14	2,081.73	2.00%	\$1,740.00	6.00%	\$5,220	\$2,088
25	A15601	Commercial	\$65,000	640.10	100	\$64,000	1,393.13	1,426.56	1,470.78	2.00%	\$1,280.00	6.00%	\$3,840	\$1,536
26	A15602	Private	\$85,000	914.40	85	\$77,500	1,821.78	1,865.51	1,923.34	2.00%	\$1,550.00	6.00%	\$4,650	\$1,860
27	A15603	Commercial	\$99,000	1,127.80	80	\$90,000	2,121.84	2,172.77	2,240.13	2.00%	\$1,800.00	6.00%	\$5,400	\$2,160
28	A15604	Commercial	\$58,000	548.64	105	\$57,500	1,243.10	1,272.93	1,312.39	2.00%	\$1,150.00	6.00%	\$3,450	\$1,380
29	A15605	Commercial	\$80,000	853.40	90	\$77,000	1,714.62	1,755.77	1,810.20	2.00%	\$1,540.00	6.00%	\$4,620	\$1,848
30	A15606	Private	\$69,000	698.00	100	\$70,000	1,478.86	1,514.35	1,561.29	2.00%	\$1,400.00	6.00%	\$4,200	\$1,680
31	A15607	Private	\$53,000	487.70	110	\$53,500	1,135.94	1,163.20	1,199.26	2.00%	\$1,070.00	6.00%	\$3,210	\$1,284
32	A15608	Private	\$75,000	780.30	95	\$74,000	1,607.46	1,646.04	1,697.07	2.00%	\$1,480.00	6.00%	\$4,440	\$1,776
33	A15609	Private	\$48,000	457.20	110	\$50,500	1,028.77	1,053.46	1,086.12	2.00%	\$1,010.00	6.00%	\$3,030	\$1,212
34	A15610	Private	\$48,000	457.20	110	\$50,500	1,028.77	1,053.46	1,086.12	2.00%	\$1,010.00	6.00%	\$3,030	\$1,212
35	A15611	Private	\$48,000	457.20	110	\$50,500	1,028.77	1,053.46	1,086.12	2.00%	\$1,010.00	6.00%	\$3,030	\$1,212
36	A15612	Private	\$48,000	457.20	110	\$50,500	1,028.77	1,053.46	1,086.12	2.00%	\$1,010.00	6.00%	\$3,030	\$1,212
37	A15613	Commercial	\$48,000	457.20	110	\$50,500	1,028.77	1,053.46	1,086.12	2.00%	\$1,010.00	6.00%	\$3,030	\$1,212
38	A15614	Vacant	\$59,000	609.60	100	\$61,000	1,264.53	1,294.88	1,335.02	2.00%	\$1,220.00	6.00%	\$3,660	\$1,464
39	A15615	Vacant	\$59,000	609.60	100	\$61,000				2.00%	\$1,220.00	6.00%	\$3,660	\$1,464
40	A15616	Vacant	\$59,000	609.60	100	\$61,000				2.00%	\$1,220.00	6.00%	\$3,660	\$1,464
41	A15617	Vacant	\$59,000	609.60	100	\$61,000				2.00%	\$1,220.00	6.00%	\$3,660	\$1,464
42	A15618	Vacant	\$59,000	609.60	100	\$61,000				2.00%	\$1,220.00	6.00%	\$3,660	\$1,464
43	A15619	Vacant	\$59,000	609.60	100	\$61,000				2.00%	\$1,220.00	6.00%	\$3,660	\$1,464

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**13.4. COMMUNITY SERVICES**

Cr S B Pollard has declared a “Financial” interest in item 13.4.1 - Community Assistance Grant Applications as he provides accounting services to Avon Youth for which he receives and income.

Cr S B Pollard has declared an “Impartiality” interest in item 13.4.1 - Community Assistance Grant Applications as various applicants are known to him – AVAS, Lions, Apex and other community groups.

Cr K D Saunders has declared an “Impartiality” interest in item 13.4.1 - Community Assistance Grant Applications as she is a member of Northam Country Club and active member of Northam Lawn Tennis Club.

Cr T M Little has declared an “Impartiality” interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of the Wundowie & Districts Men’s Shed Inc. (President).

Cr A W Llewellyn has declared an “Impartiality” interest in item 13.4.1 - Community Assistance Grant Applications as he is a member of Wundowie Men’s Shed.

Cr U Rumjantsev has declared an “Impartiality” interest in item 13.4.1 - Community Assistance Grant Applications as he is a representative SON to several various community groups.

Mr C B Hunt has declared an “Impartiality” interest in item 13.4.1 - Community Assistance Grant Applications as he is the applicant representative for a community grant. Member of Northam Country Club (Golf) division.

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**13.4.1 COMMUNITY ASSISTANCE GRANT APPLICATIONS (APPENDIX 8)**

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
Date:	23 May 2015

**PURPOSE**

For Council to make a determination on whether to support the applications received for the 2015/16 Community Assistance Grants in the following categories:

- 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 Gazette, Shire of Northam website and Facebook page, as well as being emailed to community groups and organisations.

Applications opened on 23 February 2015 and closed on 15 April 2015.

In total, 48 applications for funding have been received, spread across the three categories. The following applications were received:

<b>PUBLIC EVENT CATEGORY</b>		
<b>Applicant</b>	<b>Event</b>	<b>Amount Requested (Inc GST)</b>
Avon Valley Arts Society	2016 Eisteddfod	\$1,000.00
Avon Valley Environmental Society	Guided Walk Dorntj Koorliny Walk Track	\$500.00
Avon Youth Community and Family Services	Beatball program	\$3,976.44
Grass Valley Volunteer Bush Fire Brigade	Volunteer Bush Fire Appreciation Function	\$10,000.00

**SHIRE OF NORTHAM**  
**AGENDA**  
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Northam Agricultural Society	Northam Agricultural Show	\$5,000.00
Northam Christian Ministers Association	Northam Carols by Candlelight	\$5,000.00
Northam Country Club	State Sand Greens Championship	\$5,000.00
Northam Over 60's Group	Seniors Week	\$3,500.00
Northam RSL	2016 ANZAC Day Service	\$2,600.00
Northam Senior Citizens Social Club	Social Indoor Bowls and Other Activities	\$5,000.00
Vintage Sports Car Club of WA Inc.	Flying 50 2016	\$20,000.00

<b>PROJECT GRANT CATEGORY</b>		
<b>Applicant</b>	<b>Project</b>	<b>Amount Requested (Inc GST)</b>
Apex/Lions Clubs of Northam	Outdoor Exercise Equipment	\$10,000.00
Artist Revolution	Community Artist Space for Art Works and Public Displays	\$5,000.00
Avon Valley Adult Riding Club	Equipment and grounds improvements	\$5,000.00
Avon Valley Environmental Society	Upgrade Northam Environmental Walks	\$500.00
Avon Youth Community and Family Services	Community Yards and environs Support Programme	\$5,000.00
Avon Youth Community and Family Services	Paint the Town Blue Week (Mental Health Awareness)	\$5,000.00
Bakers Hill Adult Riding Club	Improvements to Grounds	\$2,500.00
Clackline Muresk Bush Fire Brigade	Shed Extension	\$5,000.00
Clackline Progress Association	Purchase of Grounds Maintenance Equipment	\$2,000.00
Indiana's Beauty	Noongar Women Support Programme based on Beauty Therapy	\$6,500.00
Northam & Districts Gun Club	Electrical Upgrade	\$5,000.00
Northam BMX Club	Club Canteen Upgrades to Meet Council Standards	\$3,910.00
Northam & Districts Little Athletics Centre	Equipment upgrade	\$5,000.00
Northam Heritage Forum	Conservation Management Plan Update for the Former Railway Museum.	\$2,500.00

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Northam Junior Football Club Inc.	2015 Auskick Program	\$2,500.00
Northam Over 60's Group	Seniors Bus Outing	\$2,970.00
Northam Primary School P & C	Kindergarten Air Conditioner	\$1,875.00
Northam Senior Citizens Social Club	Senior Outings - Bus Hire	\$2,750.00
Northam Scout Group	Computing games and Computing Equipment	\$2,902.98
Northam Theatre Group	Retractable Seating for Link Theatre	\$10,000.00
Northam Theatre Group	Floor Preparation and Electrical Works for New Retractable Seating.	\$4,286.00
Northam Wado Ryu Karate Club	Replacement Karate Safety Training Mats	\$2,858.90
Riding for The Disabled Bakers Hill Carriage Driving Centre	Installation of Septic system	\$7,000.00
Wheatbelt Wheezers	Group Marketing and Disease Awareness Raising	\$1,794.30
Working Class Man Boxing and Fitness	Boxing Programme for Disadvantaged Youth	\$4,566.00
Ryder, Mark	Our Koorlinga Indigenous youth project	\$6,500.00
Silver Wings Seniors Club Inc.	New Fridge	\$2,000.00
St John Ambulance WA Limited	Kit Out for New Ambulance at Wundowie Sub Centre	\$5,000.00
Surf Life Saving WA	Water Smart Programme Delivered to Northam schools	\$5,000.00
Wundowie & Districts Men's Shed	Building extension including new floor	\$2,700.00
Northam & Districts Gun Club	Electrical Cable Upgrade	\$1,000.00

<b>CLUB SPONSORSHIP CATEGORY</b>		
<b>Applicant</b>	<b>Event</b>	<b>Amount Requested (Inc GST)</b>
Northam & Districts Gun Club	Avon Valley Trap Carnival	\$500.00
Northam Bowling Club	Ladies Two Day Classic	\$500.00
Northam Bowling Club	Men's Carnival	\$500.00
Northam Country Club - Golf Division	Men's Open <b>Golf</b> weekend	\$500.00
Northam Country Club- Golf Division	Ladies Open <b>Golf</b> Weekend	\$500.00

**SHIRE OF NORTHAM**  
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Northam Lawn Tennis Club	Mixed Doubles Open Day	\$500.00
Northam Scout Group	District Scout Camp	\$500.00

**STATUTORY REQUIREMENTS**

Nil.

**BUDGET IMPLICATIONS**

If Council agrees to the recommended Community Grants, an amount of **\$112,125.71** will need to be listed for consideration in the 2015/16 draft budget.

Council made provision in the 2014/15 budget for \$126,695 (GL 11342072).

**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 2015/16 48 applications have been received. The total value of the projects is \$589,197.32, with grants totaling \$205,118.82 (Inc GST) requested. Each application was assessed against the Community grants Guidelines to determine their eligibility. In all, 36 grant applications have been recommended for partial or full support and officers recommend grants totaling **\$112,125.71** (Ex GST) be approved.

In 2013/14, Council allocate \$126,695 towards the Community Grants Program, with the Year to Date total grants is \$74,115.

A summary of all of the applications can be found in the 2015/16 Community Grant Application Assessment Schedule which is a confidential attachment to this agenda (Appendix 8).

As part of the assessment process, officers have also been assessing the grant guidelines and policy to ensure that the assessment criteria continues to be relevant. As a result of this review, officers are recommending a change to Policy C2.1 Community Grants Scheme to reflect the requirements to have acquitted all grants from the previous financial year to be eligible for any future grant.

**SHIRE OF NORTHAM**  
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**RECOMMENDATION**

**That Council;**

- 1. Amends the eligibility criteria for Policy C 2.1 Community Grants Scheme from “Applicants who have outstanding acquittals” to “Applicants who have outstanding acquittals form the previous financial year”;**
- 2. Provide the following funding to the applicants as listed, with any special conditions as listed in the Confidential Assessment Schedule;**

<b>PUBLIC EVENT CATEGORY</b>			
<b>Applicant</b>	<b>Event</b>	<b>Amount Requested (Inc GST)</b>	<b>Amount to be Granted (Exc GST)</b>
Avon Valley Arts Society	2016 Eisteddfod	\$1,000.00	\$1,000.00
Avon Valley Environmental Society	Guided Walk-Dorntj Koorliny Walk Track	\$500.00	\$454.55
Northam Agricultural Society	Northam Agricultural Show	\$5,000.00	\$5,000.00
Northam Christian Ministers Association	Northam Carols by Candlelight	\$5,000.00	\$4,545.45
Northam Country Club	State Sand Greens Championship	\$5,000.00	\$4,545.55
Northam Over 60's Group	Seniors Week	\$3,500.00	\$3,500.00
Northam RSL	2016 ANZAC Day Service	\$2,600.00	\$2,600.00
Vintage Sports Car Club of WA Inc.	Northam Flying 50 2016	\$20,000.00	\$15,000.00

<b>PROJECT GRANT CATEGORY</b>			
<b>Applicant</b>	<b>Project</b>	<b>Amount Requested (Inc GST)</b>	<b>Amount to be Granted (Exc GST)</b>
Artist Revolution	Community Artist Space for art works and public displays	\$5,000.00	\$5,000.00
Avon Valley Adult Riding Club	Equipment and Grounds Improvements	\$5,000.00	\$2,000.00
Avon Valley Environmental Society	Upgrade Northam Environmental Walks	\$500.00	\$454.55
Bakers Hill Adult Riding Club	Improvements to Grounds	\$2,500.00	\$2,500.00

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Clackline Muresk Bush Fire Brigade	Shed Extension	\$5,000.00	\$5,000.00
Clackline Progress Association	Purchase of grounds maintenance equipment	\$2,000.00	\$2,000.00
Northam & Districts Little Athletics Centre	Equipment upgrade	\$5,000.00	\$5,000.00
Northam Heritage Forum	Conservation Management Plan Upgrade – Former Railway Museum	\$2,500.00	\$2,500.00
Northam Over 60's Group	Seniors Bus Outing	\$2,970.00	\$2,970.00
Northam Primary School P&C	Kindergarten Air Conditioner	\$1,875.00	\$1,875.00
Northam Scout Group	Computing games and Camping Equipment	\$2,902.98	\$347.98
Northam Senior Citizens Social Club	Outings - bus hire costs	\$2,750.00	\$2,750.00
Northam Theatre Group	Retractable Seating for Link Theatre	\$10,000.00	\$5,000.00
Northam Theatre Group	Floor Preparation and electrical works for new retractable seating.	\$4,286.00	\$4,286.00
Northam Wado Ryu Karate Club	Replacement Karate Safety Training mats	\$2,858.90	\$2,858.90
Riding for The Disabled Bakers Hill Carriage Driving Centre	Installation of Septic system	\$7,000.00	\$5,000.00
Working Class Man Boxing and Fitness	Boxing Programme for Disadvantaged Youth	\$4,566.00	\$4,266.00
Silver Wings Seniors Club Inc.	New Fridge	\$2,000.00	\$2,000.00
St John Ambulance WA Limited	Kit out for New Ambulance-Wundowie	\$5,000.00	\$5,000.00
Wundowie & Districts Men's Shed	Building extension including new floor	\$7,879.20	\$5,000.00

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<b>CLUB SPONSORSHIP CATEGORY</b>			
<b>Applicant</b>	<b>Event</b>	<b>Amount Requested (Inc GST)</b>	<b>Amount to be Granted (Exc GST)</b>
Northam & Districts Gun Club	Avon Valley Trap Carnival	\$500.00	\$500.00
Northam Bowling Club	Ladies Two Day Classic	\$500.00	\$454.54
Northam Bowling Club	Men's Carnival	\$500.00	\$454.54
Northam Country Club - Golf Division	Men's Open Golf Weekend	\$500.00	\$454.54
Northam Country Club - Golf Division	Ladies Open Golf Weekend	\$500.00	\$454.54
Northam Lawn Tennis Club	Mixed Doubles Open Day	\$500.00	\$454.54
Northam Scout Group	District Scout Camp	\$500.00	\$500.00

**3. Does not provide funding to the following groups as per reasons as outlined in the confidential Assessment Schedule.**

<b>Applicant</b>	<b>Event</b>	<b>Amount Requested (Inc GST)</b>	<b>Amount to be Granted (Exc GST)</b>
Apex/Lions Clubs of Northam	Outdoor Exercise Equipment	\$10,000.00	\$0.00
Grass Valley Volunteer Bush Fire Brigade	Volunteer Bush Fire Appreciation Function	\$10,000.00	\$0.00
Indiana's Beauty	Noongar Women's Support Program based on beauty therapy	\$6,500.00	\$0.00
Mark Ryder	Our Koorlinga Indigenous Youth project	\$6,500.00	\$0.00
Northam & Districts Gun Club	Electrical Cable Upgrade	\$5,000.00	\$0.00
Northam Agricultural Society	Committee Room Repairs	\$5,000.00	\$0.00
Northam BMX Club	Club Canteen Upgrades to Meet Council Standards	\$3,910.00	\$0.00

**SHIRE OF NORTHAM**  
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Northam Junior Football Club Inc.	2015 Auskick Program	\$2,500.00	\$0.00
Northam Senior Citizens Social Club	Social Indoor Bowls and Other Activities	\$5,000.00	\$0.00
Surf Life Saving WA	Water Smart Program to Northam Schools	\$5,000.00	\$0.00
Wheatbelt Wheezers	Group marketing and disease awareness raising	\$1,794.30	\$0.00

Cr S B Pollard is to depart the Council Chambers as he has declared a financial interest in relation to the below recommendation.

**RECOMMENDATION**

**That Council;**

- Provide the following funding to the applicant as listed, with any special conditions as listed in the Confidential Assessment Schedule;**

<b>PROJECT GRANT CATEGORY</b>			
<b>Applicant</b>	<b>Project</b>	<b>Amount Requested (Inc GST)</b>	<b>Amount to be Granted (Exc GST)</b>
Avon Youth Community and Family Services	Community Yards and environs Support Programme	\$5,000.00	\$3,727.28
Avon Youth Community and Family Services	Paint the Town Blue Week (Mental health Awareness)	\$5,000.00	\$3,727.28

<b>PUBLIC EVENT CATEGORY</b>			
<b>Applicant</b>	<b>Event</b>	<b>Amount Requested (Inc GST)</b>	<b>Amount to be Granted (Exc GST)</b>
Avon Youth Community and Family Services	Beatball program	\$3,976.44	\$2,149.10

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**13.5. ENGINEERING SERVICES**

**13.5.1 TENDER 9 OF 2015 - GEORGE NUICH PARK**

Name of Applicant:	Internal Report
Name of Owner:	N/A
File Ref:	8.2.9.1
Officer:	Clinton Kleynhans
Officer Interest:	Nil
Policy:	F3.2 Purchasing and Tendering
Voting:	Majority
Date:	13 May 2015

**PURPOSE**

For Council to approve the decision to reject all submitted tenders and undertake the procurement and delivery of works internally.

**BACKGROUND**

Request for tenders were advertised on the 10th April 2015 On the WALGA E-Quotes website. The tender closed on 24th April 2015.

Tenderers were invited to provide a schedule of rates that should have a validity period of Ninety (90) Days.

Works and services to be completed under contract(s) will be for the provision of:

***Supply, construct and install landscapes, play equipment and park furniture soft and hardscape for George Nuich Park as per design concept drawings supplied.***

**STATUTORY REQUIREMENTS**

Section 3.57 of the Local Government Act 1995;

Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be assessed.

In addition to the above, Council has an adopted Policy with respect to Regional Price Preference as set out below:

***“F 3.4 Regional Price Preference***

**SHIRE OF NORTHAM**  
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**Policy:** *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:*

*Up to 10% with the contract is for goods and services, up to a maximum priced reduction of \$50,000."*

This policy has been applied within the tender assessment process.

**CONFORMITY WITH THE STRATEGIC COMMUNITY PLAN / CORPORATE PLAN**

**OBJECTIVE:** Provide active and passive recreation facilities and services.

**STRATEGY:** Develop, maintain and support appropriate recreation facilities throughout the Shire.

**FINANCIAL IMPLICATIONS**

The work to be performed is identified in the 2014/15 budget for a budgeted sum of \$100,000

**OFFICER'S COMMENT**

There were 2 submissions received for the advertised Tender, these included:

1. BCL Group Pty Ltd.
2. Earthcare Landscapes.

Earthcare Landscapes submission was submitted late on Wednesday 29 April 2015.

Earthcare Landscapes requested permission for a late submission which was subsequently granted due to only having received on (1) tender submission.

These submissions were assessed against the following pre-determined criteria's:

Compliance Criteria

- Compliance with the conditions in the request;
- Compliance with Specification;
- Financial capacity to perform the works;
- Intent to Sub-Contract;
- Declare any conflict of interest;
- Quality assurance;
- Occupational Health and Safety requirements;
- Insurance coverage;

**SHIRE OF NORTHAM**  
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Qualitative Criteria (Scored)

- |                          |     |
|--------------------------|-----|
| • Pricing                | 70% |
| • Relevant Experience    | 15% |
| • Timeliness of Delivery | 15% |

The assessment determined that both tenders were well over budget and it is therefore requested the council approve items to be procured internally and works to be completed via contractors or by internal staff but within shire budget.

**RECOMMENDATION**

**That Council, not award any tender for RFT 9 of 2015.**

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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Shire of Northam

# EVALUATION REPORT

RFT 9 of 2015 George Nuich Park.

Prepared by Sue Connell  
5 May 2015

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**Tender 9 of 2015**  
**George Nuich Park**



**BACKGROUND**

**Title**

The Shire of Northam issued a Request for Tender for the upgrade of George Nuich Park.

**Scope**

This specification covers the supply, construction and installation landscapes, play equipment and park furniture, soft and hardscapes for George Nuich Park as per design concept drawings supplied.

Refer to Tender Document for details Scope of Works.

**Contract Period**

The contract is for a period of up to six (6) weeks.

**Tendering Budget**

The work to be performed is identified in the 2014/15 budget for a budgeted sum of \$100,000.00.

**RFT PROCESS**

**Council Approval**

Tenderers were invited to provide a schedule of rates that should have a validity period of Ninety (90) Days.

Works and services to be completed under contract(s) will be for the provision of:

**Supply, construct and install landscapes, play equipment and park furniture soft and hardscape for George Nuich Park as per design concept drawings supplied.**

**Advertising Details**

Request for tenders were advertised on the 10th April 2015 On the WALGA E-Quotes site. The tender closed on 24th April 2015.

**RFT Closing Date**

The tender closed on 24th April 2015.

**Tenders Received**

Tender submissions were received from the following organisations:

- (a) BCL Group Pty Ltd
- (b) Earthcare Landscapes

**SHIRE OF NORTHAM**  
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**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

**Tender 9 of 2015**  
**George Nuich Park**



**THE EVALUATION**

**Participants**

An evaluation panel assessed each tender submission. Details on members of the panel are contained within the below table.

Name	Organisation	Title	Basis of Participation
Clinton Kleynhans	Shire of Northam	Executive Manager Engineering Services	Lead Assessor
Sue Connell	Shire of Northam	Project / Contract Administration Officer	Assessor

**Compliance Evaluation**

**A. Compliance Criteria**

The compliance criteria for this RFT were:

- Compliance with the conditions in the request;
- Occupational Health and Safety;
- Risk Assessment of:
  - Financial capacity to perform the works;
  - Intent to Sub-Contract;
  - Potential conflict of interest;
  - Insurance coverage;
  - Quality assurance;

Compliance Criteria were evaluated on a "Yes/No" basis. All submissions were processed through to the qualitative/price evaluation on the basis that all compliance criteria had been met.

**B. Qualitative Assessment**

The qualitative criteria for this tender were:

- (a) Pricing (70%)
- (b) Experience (15%)
- (c) Timeliness (15%)

The qualitative assessment was completed on 5 May 2015.

**C. Qualitative Scores & Pricing**

For Scoring and pricing refer to the following appendices;

**Appendix A - Evaluation Matrix**

**Appendix B – Pricing Summary**

**SHIRE OF NORTHAM**  
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**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**Tender 9 of 2015**  
**George Nuich Park**



**D. Short-listing**

No Shortlisting was made. Recommendation is to reject both submission due to budgetary constraints.

**Referee Reports**

Referees were not contacted.

**RECOMMENDATION FOR AWARD**

The assessment determined that both tenders were grossly over budget and it is therefore requested the Council approve items to be procured internally and works to be completed via contractor or by internal staff but within shire budget.

**SHIRE OF NORTHAM**  
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---

**Tender 9 of 2015**  
**George Nuich Park**



**Recommended by Evaluation Panel Assessors**

Name	Clinton Kleynhans				
Sign	_____	Date	/	/	/
Name	Sue Connell				
Sign	_____	Date	/	/	/

**Approved by CEO**

Name	Jason Whiteaker				
Sign	_____	Date	/	/	/

**Endorsed by Council**

Date     /   /   /

**SHIRE OF NORTHAM**  
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**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**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**

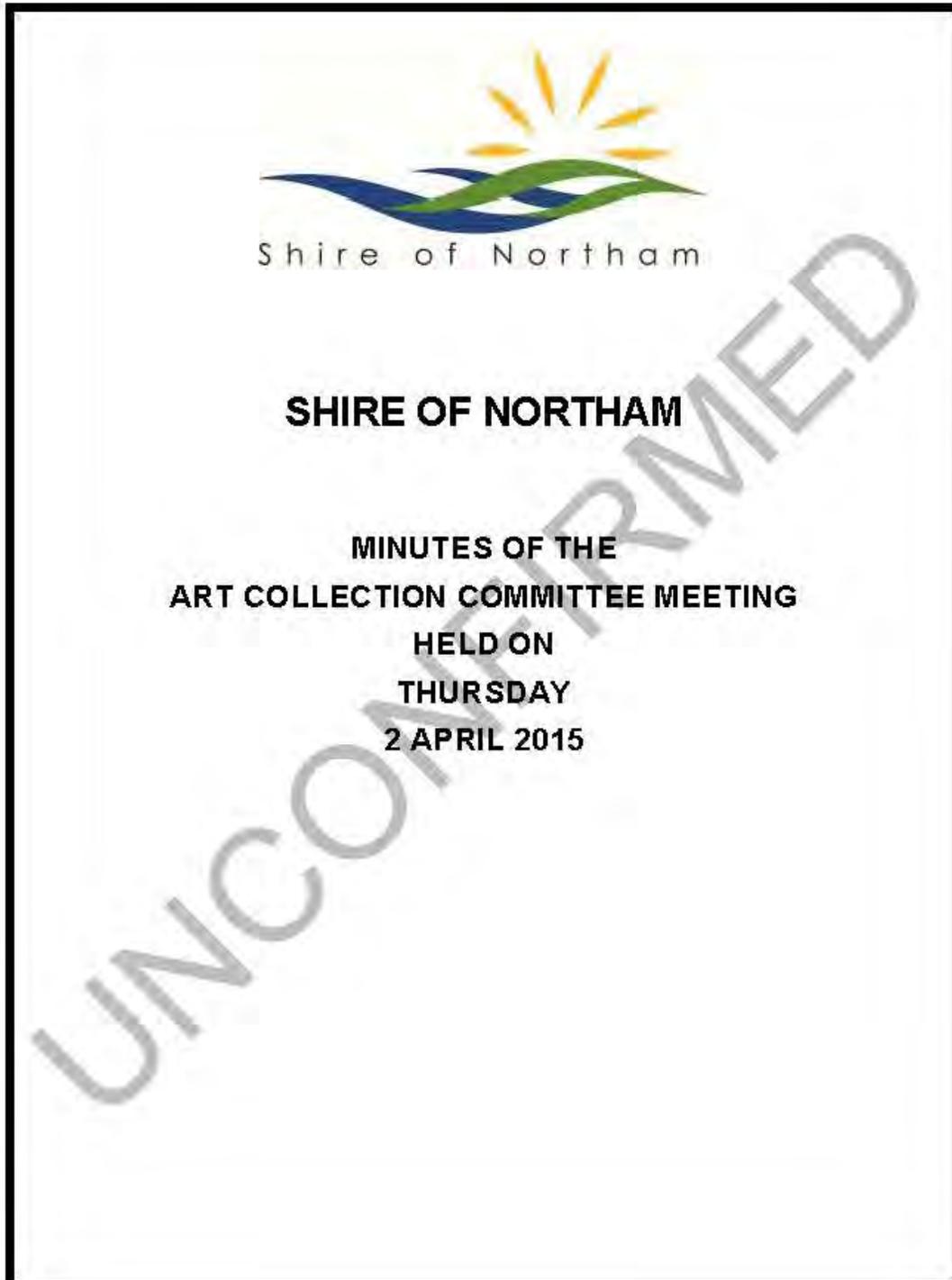
Nil

**17. DECLARATION OF CLOSURE**

**SHIRE OF NORTHAM**  
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**APPENDIX 1 – SHIRE OF NORTHAM ART COLLECTION COMMITTEE MINUTES**



**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**SHIRE OF NORTHAM**

**MINUTES OF THE ART COLLECTION COMMITTEE MEETING HELD ON 2 APRIL  
2015 AT 4:00 PM**

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**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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Art Collection Committee Meeting - Minutes

02/04/2015

**SHIRE OF NORTHAM**

**Minutes of the Art Collection Committee Meeting held in the in the Committee  
Room on THURSDAY, 2 APRIL 2015 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.

**1. DECLARATION OF OPENING AND WELCOME**

The Presiding Officer, Mr TM Letch declared the meeting open at 4.02pm.

**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 committee 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.*

**SHIRE OF NORTHAM**  
**AGENDA**  
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*Art Collection Committee Meeting - Minutes*

02/04/2015

**3. ATTENDANCE**

Councillors	Cr D Beresford Cr U Rumjantsev
Community Representatives	Mr TM Letch Ms T Hamilton
Shire of Northam	Mr R Rayson

**4. APOLOGIES**

Shire of Northam	Miss V Jones
AVAS	Mrs M Allert
Community Representative	Ms S Wilding

**5. CONFIRMATION OF MINUTES**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: Ar.054

Moved: Cr Ulo Rumjantsev  
Seconded: Cr Denis Beresford

That Council;

Accepts the Minutes of the Art Collection Committee Meeting held on Thursday, 05 February 2015 as they have been confirmed as a true and correct record of that meeting.

**CARRIED 5/0**

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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*Art Collection Committee Meeting - Minutes*

*02/04/2015*

**6. AGENDA ITEMS**

**6.1 REPORT ON ART LAUNCH**

Two reports were tabled at the previous meeting, one from officers and one from a committee member. It was suggested that the two reports be merged together to form one evaluation. Ms Hamilton also asked if next time disability access could be more available, and that this could be included as a point for improvement on the analysis. The merged report can be seen in appendix 1.

Cr Beresford said that there has been more acceptance of the Shire report. Most remarks are useful. He felt that all dot points gave a clear understanding.

Mr Letch suggested that the display should be started earlier next time and the schools should be encouraged to get involved. This would make it a lot more valuable for the community.

Mr Rayson said that general publicity can be something the Shire of Northam looks at.

**RECOMMENDATION/ COMMITTEE DECISION**

**Minute No: Ar.055**

**Moved: Ms Trish Hamilton**  
**Seconded: Cr Ulo Rumjantsev**

**That Council:**

**Accepts the merged evaluation report of the art launch that was presented to the Committee.**

**CARRIED 5/0**

**6.2 REVOLVING DISPLAY**

Officers have considered both the approximate costs to run exhibitions over the next twelve months and have put this into the budget for consideration. The lending procedure still needs to be reviewed before any artworks are loaned to any external agencies. Rotation of the artwork located within Council buildings will be scheduled in the next few months.

Mr Letch said that as it has gone into the budget for consideration the Committee will need it to ready by budget announcement in August.

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

---

*Art Collection Committee Meeting - Minutes*

*02/04/2015*

Cr Beresford asked what the costs involved were. Mr Rayson advised that the costs would not be extensive. It would be time costly so the cost would mostly be for staff time. Mr Letch suggested that the Committee should locate volunteers.

Mr Letch said that the Committee should begin with a formal approach to Northam Senior High School by letter asking if they would like to display the art work. He said that the Committee should not wait for the budget announcement in August as there are things that need to happen now. Cr Beresford said that this will be fine as long as lending forms and formalities are in place.

Mr Letch suggested that the displayed art should be covered by the insurance of the displayer. Mr Rayson said that asking business to insure is an impairment and he could not see businesses agreeing to do this. The Shire of Northam needs to question the insurance company to determine if the insurance covers the art if it is not in a building owned by the Shire (a private place). The insurance company needs to clearly define the conditions for the art to be covered in a private place.

Cr Rumjantsev said that business will not raise insurance to cover the art so we need clear instructions on where it can go whilst being covered by our insurance.

Mr Letch reminded the Committee that it was always the intention that the art would go to other sites so that it is accessible to the public.

Cr Beresford requested the Shire of Northam to check the insurance company about issues relating to cover and report by email to the Committee.

Further discussion required.

#### **6.3 COSTING AND PURCHASE OF EASELS**

Rayson advised that there was no need to buy easels as the easels that were used for the collection are owned by the Shire of Northam and they can be used by the Art Committee at any time.

#### **6.4 COST OF CLEANING OF KATE O'CONNOR PAINTING**

Mr Letch advised that there had been no progress on the cleaning of Kate O'Connor's painting. The painting is most likely damaged by exposure to cigarette smoke and cleaning it is not going to be cheap. Ms Hamilton said that the art gallery will be able to provide contact details for art cleaning companies.

#### **6.5 DISPLAYING ARTWORKS ON SHIRE WEBSITE**

Mr Rayson advised that the Shire of Northam is working on getting the photos of the art into the correct format so that it can be displayed on the website. The Shire asset register needs to first be updated. This will be lined up with the revolving display so that people can go to the website and research the artist. This is still in progress and the Committee will be kept updated.

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# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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*Art Collection Committee Meeting - Minutes*

*02/04/2015*

#### **6.6 MANAGEMENT OF COLLECTION**

The Committee discussed the fact that there are a substantial number of pieces currently hanging on walls within the Shire, but there are also a great deal of other pieces currently on display, which haven't been catalogued or valued, such as sculptured in Bernard Park and Fitzgerald Street as an example. He stated that works should ideally be valued once every three years, and that a review will be due in the coming months. Mr Letch agreed that this art should be a responsibility of the Committee, and that a valuation should be budgeted for.

Mr Rayson advised that two steps need to be taken:

1. He will need to put a submission in the budget so that funds can be allocated to get the art collection valued.
2. The collection will need to be audited and other art such as statues, mural art, bins, and any other art that Council has undertaken. The private commissions will need to be recorded also so that we know who the artist was, when it was created and details for maintenance purposes. All new acquisitions need to be included.

Mr Rayson said that the Committee will need an acquisition budget to purchase and not acquire art.

Mr Letch asked what constitutes public art. Mr Rayson said that there is a grey line between public art and heritage art so they need to be documented so that someone can make that decision. The Committee needs to make a determination based on each piece is art. Cr Beresford reminded the Committee that there is an obligation tied to every item included as we need to maintain them and insure them.

Ms Hamilton enquired as to whether the Wundowie entrance art is listed on the Shire's insurance as it was gifted to the Shire. Mr Rayson said he would look into it.

Mr Letch advised the Committee that there was an opportunity for a new acquisition being the blue pottery which is currently on display at the Fred Killick awards. The cost was \$625 and Mr Letch suggested that the Committee considers buying it. Cr Beresford said that he knew the piece and it was attractive but looked unstable and fragile. Cr Beresford said that we need to introduce an Acquisition Policy as we need to be able to justify why we are acquiring items. Mr Rayson also suggested that acquisition criteria should be included so that the pieces could be rated against the criteria and be acquired if they meet the minimum criteria.

Cr Beresford raised the issue of de-acquisition of unwanted pieces of art. He suggested a sale with money going back into the collection. Mr Rayson said that it was harder to get art out of the collection than it is to get in. Mr Rayson suggested that if they have no value they could be gifted to people and this will be looked into.

Mr Rayson said that a draft Policy will be created before the next meeting.

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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*Art Collection Committee Meeting - Minutes*

*02/04/2015*

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

No other business was raised.

**8. DATE AND TIME OF NEXT MEETING**

The next meeting will be held in the Shire of Northam Council Chambers on Thursday, 28 May 2015 at 4pm.

**9. CLOSURE OF MEETING**

There being no further business the Presiding Officer declared the meeting closed at 4.56pm.

"I certify that the Minutes of the Art Collection Committee Meeting held on 2 April 2015 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

UNCONFIRMED

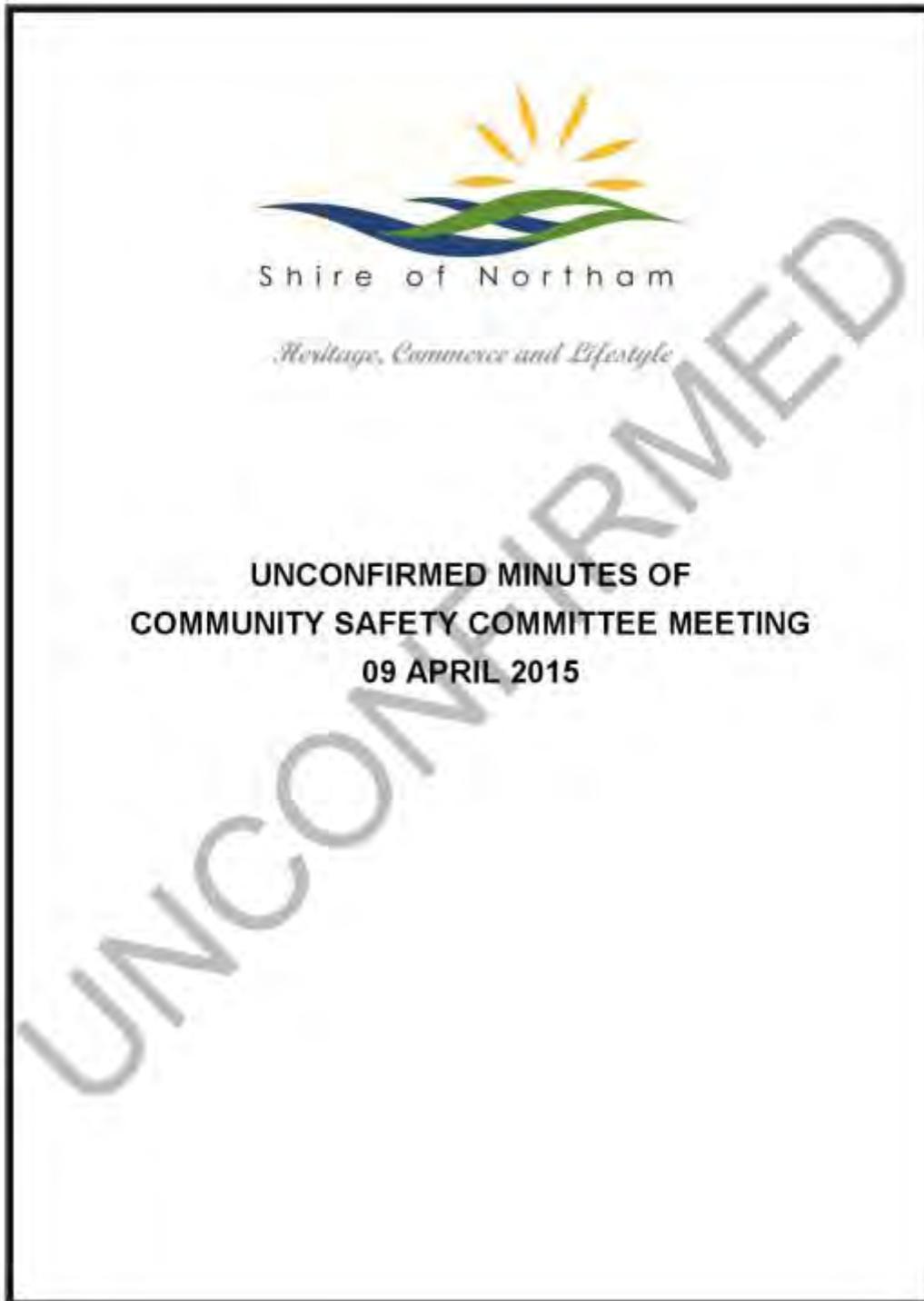
**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**APPENDIX 2 – MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING**

Minutes - Community Safety Committee Meeting

09/04/2015



**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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Minutes - Community Safety Committee Meeting

09/04/2015

**SHIRE OF NORTHAM**

**MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING TO BE HELD ON  
09 APRIL 2015 AT 3:00 PM**

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**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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Minutes - Community Safety Committee Meeting

09/04/2015

**1. OPENING AND WELCOME**

The Chair, Ms Rose Power declared the meeting open at 3:08pm.

**2. DECLARATION OF INTEREST**

NIL

**3. ATTENDANCE**

**MEMBERS**

Councillor  
Executive Manager Community Services  
Northam Roadwise Committee

Northam Police  
Community Representative

J E Williams  
Ross Rayson  
Cliff Simpson  
Rose Power  
Snr Sgt Kevin Maddin  
Barbara Silvester

**EX-OFFICIO MEMBERS**

Community Development Officer  
Department Child Protection and Family Support  
WA Police  
Northam PCYC

Michelle Blackhurst  
Dawn Lamperd  
Tony Colfer  
James West

**GUESTS**

Holyoake  
Drug and Alcohol Office

Mark Allen  
Ann-Marie Cunniffe  
Michelle Gray

**4. APOLOGIES**

Chief Executive Officer  
Councillor  
Department Education  
Southern Youth Justice Services  
Chief Executive Officer  
Northam Police  
Wundowie Police  
Main Roads Western Australia  
Department Sport and Recreation  
Avon Youth Services

Jason Whiteaker  
Denis Beresford  
Sharon Bray  
Ellen Coshall  
Jason Whiteaker  
Snr Sgt Ron Daniels  
Sgt Mark Johnston  
Barbara Gogan  
Jennifer Collins  
Venessa Miler

**SHIRE OF NORTHAM**  
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Minutes - Community Safety Committee Meeting

09/04/2015

**5. CONFIRMATION OF PREVIOUS MINUTES**

**RECOMMENDATION/COMMITTEE DECISION**

Minute Number: CSC.016

Moved: C Simpson

Seconded: R Power

That the minutes of the meeting held Thursday 02 February 2015 be confirmed as a true and correct record of that meeting.

CARRIED 6/0

**6. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

**6.1. PROGRESSION OF COMMUNITY SAFETY AND CRIME PREVENTION PLAN**

At its meeting held on Thursday 05 February 2015 the Northam Safer Community Committee resolved to wait for the results of the Shire of Northam 'Community Perception Survey' before progressing with the Community Safety and Crime Prevention (CSCP) Plan so that the data from the survey could be incorporated into the plan. The survey has now closed and the results are being collated.

Mr Ross Rayson said that the results of the survey were received by the Shire of Northam on 08 April 2015 and he had extracted the part relating to community safety for presenting to the Committee. The indication of community perception is that 33% of the respondents are satisfied with the safety and security of the Shire of Northam and this is below the Local Government average. In the past 66% of the respondents were satisfied with the safety and security of the Shire of Northam so the general perception is that people in the Shire of Northam feel less safe and secure here now than they did.

Mr Tony Colfer asked how the survey was rolled out and who responded. Ross said that it the report was broken down by demographical differences to make the results clear.

Mr Ross Rayson gave an outline of how the stats were achieved and noted that safety and security is a high priority area of the Shire of Northam.

Mr Tony Colfer said that this perception seems far stretched and it would be good to have the opportunity to get the truth out there.

Mr Jason Whitaker arrived at 3.15pm. Mr Jason Whiteaker said that the Shire of Northam will be reconciling the two to find where the facts and the perceptions differ. The survey will guide the strategies and perhaps next meeting could be used for workshopping strategies and correlations

**SHIRE OF NORTHAM**  
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Minutes - Community Safety Committee Meeting

09/04/2015

Mr Ross Rayson said that the results of the survey were to be kept in-house as they had not yet been presented to the Council.

Mr Jason Whiteaker left the meeting at 3.25pm.

Mr Ross Rayson and Mrs Michelle Blackhurst attended a meeting with WA Police to discuss the eWatch program as there has been an increase of subscriptions from the local area and the site is not active. The meeting was about how the site can be used to achieve some of the objectives of the Committee. Ms Rose Power said that the York eWatch site was a great model for the Shire of Northam site.

Ms Rose Power introduced guest speakers Ms Ann-Marie Cunniffe and Michelle Gray from the Drug and Alcohol Office who provided some information about the Alcohol and Other Drug Management Plan (AODMP). This was identified in the CSCP as a strategy that needed to be complete to reduce the level of harmful alcohol and other drug use within the community.

Ms Ann-Marie Cunniffe suggested that the Committee form a sub-committee to drive the AODMP as the Committee was too large to take on the task.

**RECOMMENDATION/COMMITTEE DECISION**

Minute Number: CSC.017

Moved: R Power

Seconded: C Simpson

That the Committee approve the formulation of a sub-committee to drive the Alcohol and Other Drug Management Plan (AODMP).

**CARRIED 5/1**

The CSCP will be reviewed by Council Officers. A proposed project plan for reviewing the CSCP will be tabled at the next meeting.

**RECOMMENDATION/COMMITTEE DECISION**

Minute Number: CSC.018

Moved: Cr J Williams

Seconded: B Silvester

That Council Officers provide a plan for reviewing the CSCP to the Committee at its meeting held Thursday, 11 June 2015.

**CARRIED 6/0**

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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Minutes - Community Safety Committee Meeting

09/04/2015

**6.2. UNADDRESSED DELIVERY OF INFORMATION TO SHIRE OF NORTHAM RESIDENTS**

Ms Rose Power noted that the information has now been sent to each household in Northam, Wundowie, Bakers Hill and Clackline outlining the strategies to mitigate motor vehicle theft and break-ins, and promoting the eWatch program. As a result of this initiative, the eWatch subscribers for the Shire of Northam has increased from 87 to 112.

**7. AGENDA ITEMS**

**7.1. PRESENTATIONS BY STAKEHOLDERS**

At the initial meeting of the Committee it was agreed that the first important step for the Committee was to begin to develop a clear understanding of the issues and challenges facing the community in relation to safety and subsequent crime prevention. As a consequence the focus of the Committee meetings will be on receiving presentations from key Committee members/stakeholders.

The presentations/briefings are designed to provide the opportunity for the relevant stakeholder to paint their picture of Northam in the context of their specific area of interest/focus.

**7.1.1 PRESENTATION BY THE DEPARTMENT OF SPORT AND RECREATION**

Mrs Jenifer Collins was not able to attend the meeting and the Department of Sport and Recreation was not represented.

**7.1.2 PRESENTATION BY THE DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT**

Ms Dawn Lampert presented information about the Department for Child Protection saying that they provide a range of child safety and family support services throughout Western Australia.

Ms Dawn Lampert said that they have three main service areas being:

- 1 Supporting children and young people to have much improved life chances.
- 2 Protecting children and young people from abuse and neglect.
- 3 Support families and individuals at risk or in crisis to manage their lives and keep themselves and their families safe.

Ms Dawn Lampert said that they currently have 102 staff with 42 of these being Child Protection Workers.

**7.1.3 PRESENTATION BY HOLYOAKE**

Note: This item was brought forward and was presented directly after item 6.1.

Mr Mark Allen from Holyoake said that Holyoake was also known as Wheatbelt Community Alcohol and Drug Service (or Wheatbelt CADS). The Holyoake Wheatbelt Team provides assessment, referral and counselling to adults, young people, and families, and aims to reduce alcohol and other drug related harm in the Wheatbelt region.

**SHIRE OF NORTHAM**  
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Minutes - Community Safety Committee Meeting

09/04/2015

The main office is in Northam and Holyoake also have satellite offices in Narrogin and Merredin, providing services for individuals and family members who are experiencing alcohol or other drug issues. The service offers individual counselling and group programs.

The Holyoake Wheatbelt Community Alcohol and Drug Service Team currently provides outreach services in Moora, Gingin, York, Goomalling, Wongan Hills, Brookton, Kellerberrin, Wagin and surrounding areas.

Other services and programs that Holyoake provide include:

- Counselling for people with alcohol and other drug issues and those who are impacted by someone else's alcohol and other drug use.
- Outreach services.
- Early intervention and prevention of drug use problems.
- Support for schools experiencing drug use incidents.
- Referrals to other agencies.
- Education programs.

Mr Mark Allen said that Holyoake was funded for prevention programs. Mr James West asked if PCYC could tap into this and Mr Mark Allen said that they could.

Mr Tony Colfer left the meeting at 4.07pm.

## **7.2. CHANGES TO THE TERMS OF REFERENCE**

Ms Rose Power has requested that the Northam Safer Community Committee consider changing the Terms of Reference of the Committee to include three extra ex-officio members.

The proposed new ex-officio members are key stakeholders and will assist the Committee by providing an insight from within specific target groups.

The proposed new ex-officio members are:

- 1x Aboriginal Elder
- 1x Mental Health representative
- 1x Holyoake representative

### **RECOMMENDATION/COMMITTEE DECISION**

**Minute Number: CSC.019**

**Moved: R Power**

**Seconded: C Simpson**

**That Council approves the changes to the Terms of Reference to include the additional ex-officio members in the Northam Safer Community Committee.**

**CARRIED 5/1**

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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Minutes - Community Safety Committee Meeting

09/04/2015

**7.3. PROGRESS ON ACTION TAKEN BY POLICE TO DEAL WITH JUVENILE CRIMINAL ACTIVITY AND IN PARTICULAR BURGLERY**

A question was raised by a resident regarding the increasing amount of criminal activity by juveniles in Northam. This is a topic of interest to the Northam Community and it would be beneficial for the Committee to understand the actions that Police are taking to deal with the situation.

The Police are actively exercising intervention activities including applying a curfew to known offenders and regular patrols. Police are being proactive but again they need to rely on the public to report suspicious behaviour. When the public report suspected activities this helps to build an intelligence picture which takes us to a judicial bar. The message we want to get out is that it is crucial for the Police to receive this information from the public but they will not always see the immediate action.

**8. OTHER BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COMMITTEE**

There was no urgent business introduced. DATE OF NEXT SCHEDULED MEETING  
The next meeting will take place at the Shire of Northam on Thursday, 09 April 2015 at 3pm.

**9. DATE OF NEXT SCHEDULED MEETING**

The next meeting will take place at the Shire of Northam on Thursday, 11 June 2015 at 3pm.

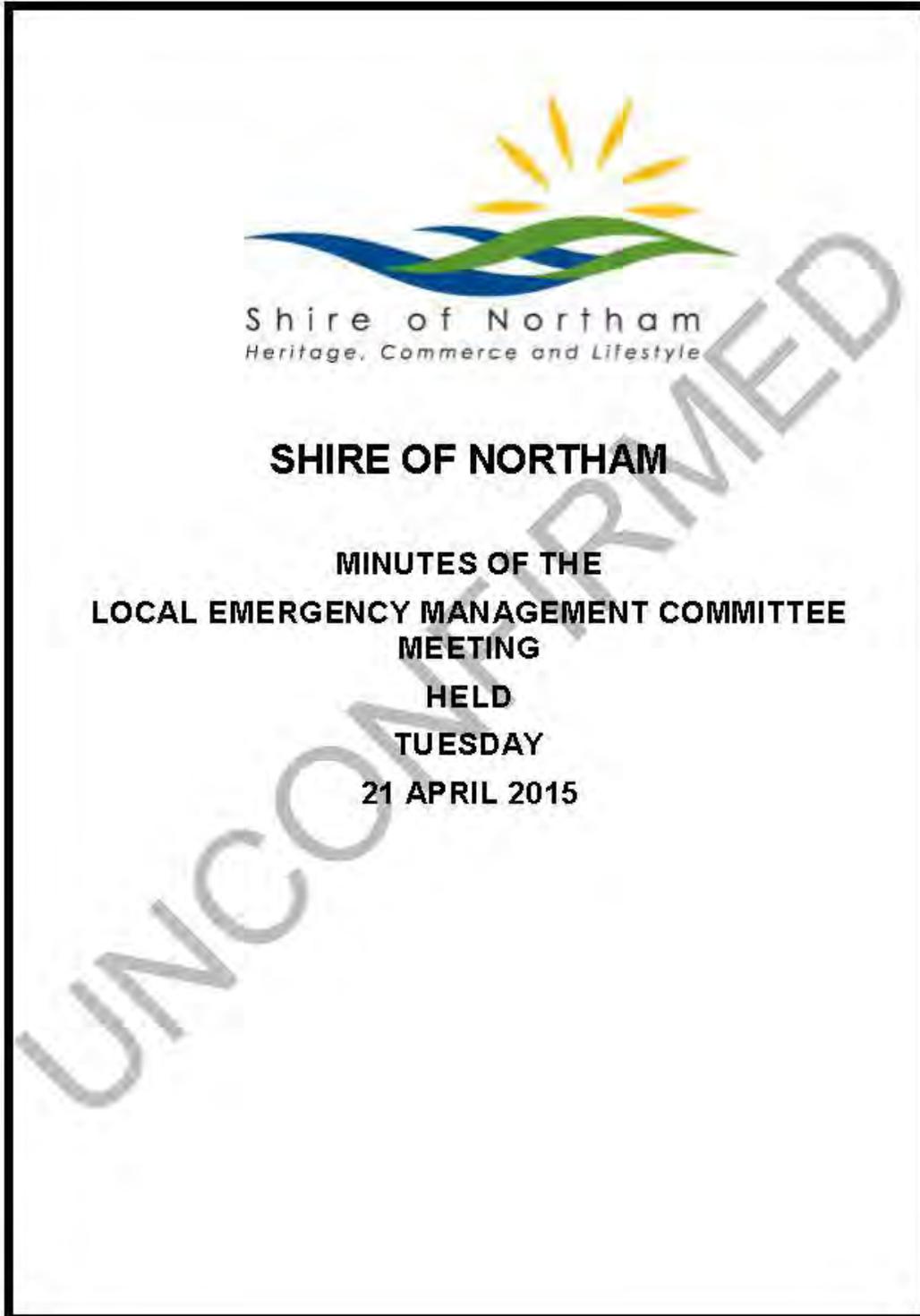
**10. DECLARATION OF CLOSURE**

The meeting was declared closed at 4.35pm.

**SHIRE OF NORTHAM**  
AGENDA  
ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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**APPENDIX 3 – MINUTES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE  
(LEMC) MEETING**



**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**SHIRE OF NORTHAM**  
**MINUTES**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEEMEETING**  
**HELD ON 21 APRIL 2015**

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**SHIRE OF NORTHAM**  
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**SHIRE OF NORTHAM**  
**MINUTES**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEEMEETING**  
**HELD ON 21 APRIL 2015**

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**Minutes of the Local Emergency Management Committee held in the Chambers on  
TUESDAY, 21 APRIL at 5:30pm.**

**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.

**1. OPENING AND WELCOME**

Cr Ulo Rumjantsev declared the meeting open at 3:07pm.

**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 committee 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.*

**SHIRE OF NORTHAM**  
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**SHIRE OF NORTHAM**  
**MINUTES**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**  
**HELD ON 21 APRIL 2015**

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**3. ATTENDANCE**

Councillor	Ulo Rumjantsev
Community Emergency Services Manager	John Hansen
Executive Manager Development Services	Chadd Hunt
Recreation Centre Manager	Colin Hassell
WA Police	Brett Inglis
Northam Hospital	Jenny Lee
DFES	Noel Ferguson
SES	Sarge Bottacin
Wheatbelt Public Health	Ann Foyer

**4. APOLOGIES**

St John Ambulance	Steve Hall
Wundowie Police	Mark Johnston
DFES	Colin Brown
Muresk Institute	Hayley Russell
Dept. Child Protection & Family Support	Sharon Gamble
Red Cross	Erin Fuery
Red Cross	Carolyne Doherty
Juniper	Glenda McMurtrie
SERCO	Kevin Barrett

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**COMMITTEE DECISION**

**Moved: Brett Inglis**  
**Seconded: John Hansen**

**That the minutes circulated from the meeting held 23 September 2014 be accepted.**

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**SHIRE OF NORTHAM**  
**MINUTES**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING**  
**HELD ON 21 APRIL 2015**

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**6. AGENDA ITEMS**

**6.1 BUSINESS ARISING FROM MINUTES**

Ulo Rumjantsev stated the issues regarding the Bakers Hill Pie shop and traffic in that area was a case of waiting on finance from Main Roads.

Brett Inglis asked how the SON were progressing with Risk Management. John Hansen advised that we will be working on this during the winter period. A comprehensive resource list has been commenced, which includes equipment contacts, accommodation etc. and will be distributed upon completion.

**6.2 CORRESPONDENCE**

Nil

**6.3 STANDING ITEMS TO BE CONSIDERED AT EACH MEETING**

- LEMC Contact List – please continue to forward any changes
- Any Incident Support Group (ISG) Activations/ or incidents - debrief. Individual response from each agency: Brett Inglis advised that they had attended the Clackline fires. Sarge Botticin added they had been quite – nothing since assisting at the Boddington fire. John Hansen mentioned that there had been a small chemical spill the previous week.
- Risk to Resource: John Hansen explained that to receive the annual ESL Grant we must provide an R to R Plan. John will approach each agency to determine what they have and what needs to be reviewed. Colin Hassell confirmed that the Rec Centre has its own generator. Chadd to check on socket outlets on the one at Bakers Hill.
- Proposal to review Local Emergency Management Arrangements at (LEMA) at next meeting.
- Proposed that LEMC meetings 26<sup>th</sup> May be changed to 25<sup>th</sup> June.

**6.4 DOCUMENTATION (TO BE CONSIDERED WHERE APPROPRIATE)**

Note: Minutes to be forwarded to the Executive Officer of your District Emergency Management Committee (DEMC).

**6.5 PROJECT PROGRESS REPORT**

Covered in item 6.7.

**SHIRE OF NORTHAM**  
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**SHIRE OF NORTHAM**  
**MINUTES**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEEMEETING**  
**HELD ON 21 APRIL 2015**

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**6.6 AGENCY UPDATES**

Check the DFES website for other updates, reviews and publications. The rest was covered in debrief.

**6.7 PRESENTATIONS OR EXERCISES**

Proposed training exercise at Airport due to upcoming Air Balloon Championships. Preparation for content should have started by June meeting. Event will be held at multiple locations with implications due to the large numbers of gas bottles, traffic etc. Agency input is critical.

Brett Inglis suggested that a standing committee be established.

John to source the Emergency Management Plan submitted as part of their application submitted to the SON for the event.

**6.8 LEMA AND RECOVERY PLAN REVIEW**

Agencies are requested to review the current LEMA and highlight any concerns for the next LEMC. Please direct any input to John Hansen by email.

**6.9 GENERAL BUSINESS**

- Evacuation Centres had been addressed
- Hot Air Ballooning Championships event identified as a major event chosen for desktop exercise
- Ulo recommended that a representative from St John's Ambulance attend the next meeting.
- John will speak with Yvette Grigg to establish how the updated requirements for LEMA's is progressing.
- Chadd advised that the Avon Bridge would be out of action for some time. More information to be provided at next meeting.

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

No other business was raised.

**8. DATE AND TIME OF NEXT MEETING**

The next meeting will be held in the Shire of Northam Council Chambers on Tuesday, 23 June 2015.

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**SHIRE OF NORTHAM**  
**MINUTES**  
**LOCAL EMERGENCY MANAGEMENT COMMITTEEMEETING**  
**HELD ON 21 APRIL 2015**

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**9. DECLARATION OF CLOSURE**

There being no further business the Presiding Officer declared the meeting closed at 3.45pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on Tuesday, 21 April 2015 have been confirmed as a true and correct record."

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

UNCONFIRMED

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**APPENDIX 4 – REVIEW OF POLICY RELATING TO THE OFFICE OF THE CEO**

**G1.1 Policy Amendments**

<del>Responsible Department</del>	Chief Executives Office
<del>Resolution Number</del>	
<del>Resolution Date</del>	15/09/2009
<del>Next Scheduled Review</del>	
<del>Related Shire Documents</del>	
<del>Related Legislation</del>	

**OBJECTIVE**

~~To ensure that the Policy Manual is up to date, relevant and reflects only Council's specific instructions.~~

**SCOPE**

~~Applies across organisation~~

**POLICY**

~~Addition, deletions or alterations to Council Policy shall only be effected by specific Council resolution stating—~~

- ~~—the proposed policy, and~~
- ~~—that the Manual be updated.~~

**REASON FOR DELETION RECOMMENDATION**

**Policies by their nature and in accordance with the local government act are functions of the Council, consequently it goes without saying that policy can only be changed by Council.**

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**G1.2 Meeting Dates**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act –s5.3 Local Government (Administration) Regulations – reg 12

**OBJECTIVE**

To regulate and set meeting dates

**SCOPE**

Applies across organisation

**POLICY**

Council is to meet on the third (3<sup>rd</sup>) Wednesday of each month, with a Forum being held on the second Wednesday of each month.

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**G1.3 Staff Induction Manual**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	15/09/2010
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	

**OBJECTIVE**

To ensure that a "Staff Induction Manual" is in place

**SCOPE**

Applies across organisation

**POLICY**

The Chief Executive Officer is to maintain a separate policy document called "Staff Induction Manual" dealing with policy matters directly relating to the employment of staff

**REASON FOR DELETION RECOMMENDATION**

This is an internal staff matter, hence the responsibility for the Chief Executive Officer

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**G1.4 Attendance by Councillors and Partners at Conferences**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 s5.98 & s5.102

**OBJECTIVE**

To establish standards for the attendance of Councillors at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances

**SCOPE**

Applies to All Elected Members

**POLICY**

**DEFINITIONS**

For the purposes of this policy, the term "conference" includes conferences, seminars, workshops and study tours.

**POLICY**

1. Council acknowledges that it has a responsibility to ensure that appropriate training and development opportunities are available to Councillors to assist in the fulfilment of the duties and responsibilities associated with their office. Attendance at appropriate conferences is one way to achieve this.
2. Councillors are approved to attend the following conferences conducted within Australia:
  - All Councillors - Annual Western Australian Local Government Week.
  - All Councillors - one conference per year of relevance to local government at no greater cost than \$4,000 (inclusive of registration, travel and accommodation and incidental costs as applicable).
  - President and Deputy President - Annual National General Assembly of Local Government.

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3. If a Councillor wishes to attend a conference in addition to the above or which exceeds a total cost of \$4,000, then a request shall be placed before Council for consideration in accordance with the following criteria.

**Approval**

4. For Councillors to be able to seek payment of or reimbursement of expenses incurred in the attendance at conferences in addition to those detailed in paragraph 2, the formal approval of Council is required. Any request must be submitted on the Attendance Request Form at Appendix 1 at least 7 days prior to the Council's meeting where the request will be processed.
5. Where either the Chief Executive Officer proposes to Council or Council itself nominates a Councillor to attend a specific conference then that Councillor is not required to complete the relevant Attendance Request Form, as the report to Council will have already been developed and the assessment criteria examined.

**Assessment Criteria**

6. All proposals for attendance at conferences in addition to those detailed in paragraph 2 shall firstly be subject to an assessment under the direction of the Chief Executive Officer based on the following criteria –
  - Whether the proposal relates to an objective identified within the current or future strategic direction of Council.
  - The current relevance of the proposal to the Shire.
  - Historic or expected attendance.
  - The relationship of the proposal to the outcomes to be delivered and how these relate to the Councillor's role as a Presiding Member, Committee Member or Councillor.
  - Equity of opportunity and the remaining period of office of the Councillor concerned including recognition of the number of opportunities previously provided to that Councillor.
  - Whether there are more cost effective options to acquire the relevant knowledge and information.
  - Whether it is appropriate that more than one Councillor attend.
  - The total cost of travel, accommodation, registration, meals and other expenses and the potential impact of these on the Shire's budget

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allocation including the future impact on either conference attendance by other Councillors during the current financial year.

**Administration Process**

7. Registration for all approved conferences including travel and accommodation must be organised through the Chief Executive Officer's Personal Assistant. Where possible, all airfares and other travel arrangements including registration, accommodation and associated fees and charges shall be paid direct by the Shire.

**Payment of Travel, Accommodation and Related Costs**

**Interstate Travel**

8. Economy class air travel arrangements shall apply provided that individual Councillors have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.
9. Where individual Councillors desire to travel interstate by private motor vehicle, they will be reimbursed for actual receipted accommodation costs and vehicle costs, the latter being in accordance with mileage allowances calculated on a cents per kilometre basis payable at the rates and amounts specified in the ~~Public Service Award~~National Employment Standards up to and including an amount equivalent to that which would have been expended had arrangements been made to travel by air.

**Intrastate Travel**

10. Reimbursement of actual vehicle costs will be provided on a cents per kilometre basis payable at the rates and amounts specified in the ~~Public Service Award~~National Employment Standards, where travel is solely for the purpose of attending the conference.
11. Economy class air travel arrangements shall apply to intrastate conferences requiring air travel, provided that individual Councillors have the option to upgrade their travel arrangements to business class by supplementing the economy airfare at their own cost.

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**Accommodation**

12. Accommodation costs for Councillors shall be paid for the duration of the conference, including allowing Councillors to arrive the day before the start of the conference and depart the day following the close of the conference, unless other arrangements are specifically approved by Council. In the event that a Councillor wishes to extend their stay for personal reasons not associated with approved Council business, then any extended stay is to be at the full cost of the Councillor.
13. Delegates are generally expected to stay at the conference venue unless that facility is fully booked or alternative accommodation can be used at no additional cost to Council.
14. Accommodation costs paid or reimbursed shall be the actual costs incurred. Wherever possible accommodation costs shall be pre-paid.

**Registration**

15. The registration fee of a Councillor delegate shall be paid including the fee for a partner attending the official opening, welcoming address and conference dinner if applicable.

**Transportation**

16. The cost of taxi or bus fares to and from the airport, conference venues or other approved places shall be reimbursed.
17. The cost of car hire will only be reimbursed when specific approval has been obtained at the time attendance at the conference is authorised.

**Incidental Expenses**

18. An advance of a specific sum per day shall be made available for food, drink and incidental expenses. Meal claims will not be recognised where meals are provided at the conference.
19. The Chief Executive Officer is authorised to set standards and calculate costs for an advance or reimbursement of approved incidental expenses within the following parameters:
  - An amount of \$100 per day, or any other amount predetermined by Council at the time of approving the attendance.
  - The advance is to be paid either in cash or by electronic bank transfer to the Councillor no more than 5 working days prior to departure to the conference.

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- The advance is to cover lunch, dinner and related beverage costs, dry cleaning, taxis and business telephone calls.

**Reimbursement of Expenses**

20. Within 10 working days of the conclusion of the conference, Councillors must present receipts to support the expenditure of the advance. Any unexpended funds are to be reimbursed to the Shire within this period.
21. Authorised expenditure over and above the value of the daily allowance shall be reimbursed to the Councillor delegate upon presentation of receipts. Councillor delegates will be personally liable for any outstanding amounts not properly acquitted.

**Accompanying Partners**

22. Council appreciates that Councillors may wish their partner to accompany them to conferences. This is supported on the following basis –
  - The Councillor shall meet directly all attending partner's expenses at the conference other than for attendance at the official opening, welcoming address and conference dinner if applicable.

**Sharing of Knowledge**

On request by Council:

23. Within three months from the conclusion of an approved interstate conference, the Councillor delegate shall provide a written report or presentation (including copies of conference papers) of the conference for the information of other Councillors and for Shire records. Where appropriate this requirement shall also apply to intrastate conferences.
24. The report or presentation is to contain relevant observations and the identification of significant outcomes gained from the conference that would be of benefit to the Shire's operations. Where appropriate, recommendations proposing specific actions as a result of the outcomes of the conference are also to be made.

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**APPENDIX 1**  
**REQUEST FOR**  
**ATTENDANCE AT INTRASTATE OR INTERSTATE CONFERENCES**  
**(WITH AIR TRAVEL AND / OR ACCOMMODATION)**

<b>Councillor Name:</b>	
<b>Proposed Conference:</b>	
<b>Location of Conference:</b>	
<b>Duration of Conference</b>	
<b>Conference Enrolment Fee:</b>	\$
<b>Airfares:</b>	\$
<b>Accommodation:</b>	\$
<b>TOTAL</b>	\$
<b>Details of Committee:</b> <b>Membership of Councillor:</b>	
<b>Details of conferences previously attended during current financial year:</b>	
<b>Expiration of Term of Office</b>	
<b>Councillor's signature</b>	
<b>Date:</b>	
<b>Submitted to Council on:</b>	
<b>Approved / Not Approved</b>	<b>Decision No:</b>
<b>Chief Executive Officer:</b>	
<b>Date</b>	

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**G1.5 Code of Conduct – Elected Members & Committee Members**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995-s5.82 (Gifts) & 5.103 Codes of Conduct  Local Government (Rules of Conduct) Regulations 2007 – Reg 12(1) Notifiable Gift – between \$50 - \$300 Prohibited Gift – \$300 or more

**OBJECTIVE**

~~Council is required under the provisions of the Local Government Act to adopt such a policy~~

**To promote an acceptable standards of conduct from Elected Members and Members representing the community on Council Committees.**

**SCOPE**

Applies to All Elected Members

**POLICY**

**PREAMBLE**

The Code of Conduct provides elected members of the Shire of Northam with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability.

The Code is complimentary to the principles adopted in the Local Government Act 1995 and Local Government (Rules of Conduct Regulations 2007) which incorporates four fundamental aims to result in: -

- a) Better decision making;
- b) Greater community participation in the decisions and affairs of the Council;
- c) Greater accountability of the Council to its community; and
- d) More efficient and effective local government

The Code provides a guide and a basis of expectations for elected members. It encourages commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

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#### STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (s5.103 – Codes of Conduct) and Local Government (Rules of Conduct) Regulations 2007

#### RULES OF CONDUCT

Council members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinized in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007

#### ROLE OF ELECTED MEMBERS

A Councillor's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire of Northam will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- Achieving sound financial management and accountability in relation to the Council's finances;
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- Working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on Councillors and on the Shire of Northam.

#### 1. CONFLICT AND DISCLOSURE OF INTEREST

##### 1.1 Conflict of Interest

- (a) Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Northam or which may otherwise conflict with the Council's functions (other than purchasing the principal place of residence);
- (c) Members who exercise a function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

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(d) An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

(e) A Council Member is to disclose any interest he or she has in the matter to be discussed at a Council or Committee Meeting that will be attended by the member. Any disclosure to be made at the meeting immediately before the matter is discussed and is to be recorded in the minutes of the relevant meeting.

**1.2 Pecuniary Interest**

Members will adopt the principles of disclosure of pecuniary interests as contained within the Local Government Act 1995.

**1.3 Disclosure of Interest**

(a) Members will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.

(b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

**2 PERSONAL BENEFIT**

**2.1 Use of Confidential Information**

Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

**2.2 Improper or Undue Influence**

Members will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

**2.3 Gifts and Bribery**

Refer to Local Government (Rules of Conduct) Regulations 2007 – Reg 12

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**3 CONDUCT OF MEMBERS**

**3.1 Personal Behaviour**

(a) Members will:

- (i) Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - (ii) Perform their duties impartially and in the best interests of the Shire of Northam uninfluenced by fear or favour;
  - (iii) Act in good faith (i.e. honestly, for the proper purpose and without exceeding their powers) in the interests of the Shire of Northam and the community;
  - (iv) Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any conduct, in the performance of their official duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - (v) Always act in accordance with their obligation of fidelity to the Shire of Northam.
- (b) Members will represent and promote the interests of the Shire of Northam, while recognising their special duty to their own constituents.

**3.2 Honesty and Integrity**

Members will:

- (a) Observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards;
- (b) Bring to notice of the President any dishonesty or possible dishonesty on the part of any other member and, in the case of an employee, to the Chief Executive Officer;
- (c) Be frank and honest in their official dealing with each other.

**3.3 Performance of Duties**

Members will, at all times, exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about functions of the Council, and treat all members of the community honestly and fairly.

**3.4 Compliance with Lawful Orders**

- (a) Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the

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propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.

- (b) Members will give effect to the lawful policies of the Shire of Northam, whether or not they agree with or approve of them.

**3.5 Administrative and Management Practices**

Members will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

**3.6 Corporate Obligations**

- (a) Communication and Public Relations

As a representative of the community, Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:

- As a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- Information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- Information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

**3.7 Relationships between Members and Staff**

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Members and staff have a mutual respect and cooperate with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position Members need to:

- Accept that their role is a leadership, not a management or administrative one;
- Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- Refrain from publicly criticising staff in any way that casts aspersions on their professional competence and credibility.

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#### **3.8 Appointments to Committees**

As part of their representative role Members are often asked to represent the Council on external organisations.

It is important that Members:

- Clearly understand the basis of their appointment; and
- Provide regular reports on the activities of the organisation.

#### **4 DEALING WITH COUNCIL PROPERTY**

##### **4.1 Use of Local Government Resources**

Members will:

- Be scrupulously honest in their use of the Shire of Northam's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- Use the Shire of Northam resources entrusted to them effectively and economically in the course of their duties; and
- Not use the Shire of Northam's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

##### **4.2 Travelling and Sustenance Expenses**

Members will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire of Northam in accordance with Shire of Northam policy and the provisions of the Local Government Act 1995.

##### **4.3 Access to Information**

- (i) Staff will ensure that Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members;
- (ii) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

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**G1.6 Electoral Code of Conduct**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	15/09/2010
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, s4.27(1)(d) Local Government (Elections) Regulations 1997, Reg 8

**OBJECTIVE**

To provide guidance to the Returning Officer

**SCOPE**

Applies to All Elected Members

**POLICY**

**We will respect the law and observe this code**

We will ensure that in our electoral duties that we always act and are seen to act properly and according to the requirements of the law and this code of conduct. We will inform ourselves of the statutory obligations imposed on us and when in doubt we accept our responsibility to ask questions to remove the doubt.

In observing the law and this code we will –

- complete declaration form 1 before acting;
- study the presiding/electoral officer manual and any other material provided by the Returning Officer for training purposes;
- abide by the Act, regulations and instructions given relating to our duties;
- maintain security of the election papers and secrecy of the ballot.

**We will act professionally**

We will work together as a team to fulfil our electoral obligations and ensure accountability and transparency of our actions. We will not publicly reflect adversely on any other electoral officer, elector, candidates or on our local government.

In acting professionally we will –

- open and close the polling place at the correct times;
- behave consistently, ethically, courteously and effectively;
- obey promptly and lawful instruction of a senior officer;

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- ~~• be accountable for our actions and their consequences;~~
- ~~• maintain confidentiality; and~~
- ~~• maintain full and accurate records in the performance of our duties.~~

**We will act fairly and impartially**

~~We will perform all our duties impartially and in the best interests of the democratic process uninfluenced by fear or favour.~~

~~In acting fairly and impartially we will—~~

- ~~• treat people with dignity and respect;~~
- ~~• be impartial but recognise that equity can involve treating people differently in some circumstances;~~
- ~~• be conscious of the need to be watchful of activities in and around the polling place or the counting tables to ensure a fair result.~~

**REASON FOR DELETION RECOMMENDATION**

**Unclear as to what this policy is trying to achieve. Regulation 8 (as referred to above) actually requires the returning officer to develop a code of conduct for elections, not the local authority.**

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**G1.7 Legal Representation for Council Members and Employees**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 Legal Representation for Council Members and Employees Guideline No. 14, April 2006 – Department of Local Government and Regional Development

**OBJECTIVE**

To provide a clear framework under which financial assistance will be provided to Council members and employees for legal services in connection with their roles.

**SCOPE**

Applies to All Elected Members & Employees

**POLICY**

~~Members of Council or employees of the Shire from time to time may require legal services in connection with any matter impacting on their conduct or the performance of their functions as members or employees.~~

~~Questions may arise from time to time as to whether, and the extent to which, the Shire should provide financial assistance to secure legal services, and this Policy is intended to facilitate decision making on these questions.~~

~~As a general rule, financial assistance will only be provided to a member or employee for a matter which arises out of or in the course of their conduct, or the performance of their functions, as members or employees.~~

~~It is intended that financial assistance will not be provided to a member or employee who has acted unlawfully, dishonestly, improperly, or otherwise in bad faith.~~

~~Generally, financial assistance may be provided to former members or employees, or may continue to be provided for members or employees after they cease their membership or employment, where that can manifestly be seen to be justified by the interest of good government of the district.~~

~~The level of financial assistance provided is to be assessed in all cases against an evaluation of the extent to which it is justified in the interest of the good government of the district.~~

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**1. DEFINITIONS**

**approved lawyer** is to be –

- (a) a 'certified practitioner' under the Legal Practice Act 2003;
- (b) from a law firm on the Shire panel of legal service providers, relevant, unless the council considers that this is not appropriate –for example where there is or may be a conflict of interest or insufficient expertise; and
- (c) approved in writing by the council or the CEO under delegated authority.

**council member or employee** means a current or former commissioner, council member, non-elected member of a council committee or employee of the Shire.

**legal proceedings** may be civil, criminal or investigative.

**legal representation** is the provision of legal services, to or on behalf of a council member or employee, by an approved lawyer that are in respect of –

- (a) a matter or matters arising from the performance of the functions of the council member or employee; and
- (b) legal proceedings involving the council member or employee that have been, or may be commenced.

**legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.

**legal services** includes advice, representation or documentation that is provided by an approved lawyer.

**payment** by the Shire of legal representation costs may be either by –

- (a) a direct payment to the approved lawyer (or the relevant firm); or
- (b) a reimbursement to the council member or employee.

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**2. PAYMENT CRITERIA**

The Shire of Northam may approve the legal representation costs of a council member or employee if the following criteria is satisfied:

~~There are four major criteria for determining whether the Shire will pay the legal representation costs of a council member or employee. These are –~~

- (a) the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
- (b) the legal representation cost must be in respect of legal proceedings that have been, or may be commenced;
- (c) in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) the legal representation costs do not relate to a matter that is of a personal or private nature.

**3. EXAMPLES OF LEGAL REPRESENTATION COSTS THAT MAY BE APPROVED**

3.1 If the criteria in clause 4-2 of this policy are satisfied, the Shire may approve the payment of legal representation costs –

- (a) where proceedings are brought against a council member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the council member or employee; or
- (b) to enable proceedings to be commenced and/or maintained by a council member or employee to permit him or her to carry out his or her functions - for example where a council member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the council member or employee; or
- (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about council members or employees.

3.2 The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a council member or employee.

**4. APPLICATION FOR PAYMENT**

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44.1 A council member or employee who seeks assistance under this policy is to make an application(s), in writing to the CEO.

44.2 The written application for payment of legal representation costs is to give details of –

- (i) the matter for which legal representation is sought;
- (ii) how that matter relates to the functions of the council member or employee making the application;
- (iii) the lawyer (or law firm) who is to be asked to provide the legal representation;
- (iv) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document);
- (v) an estimated cost of the legal representation; and
- (vi) why it is in the interests of the Shire for payment to be made.

44.3 The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

44.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.

44.5 The application is to be accompanied by a signed written statement by the applicant that he or she –

- (a) has read, and understands, the terms of this Policy;
- (b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of Clause 8 and any other conditions to which the approval is subject; and
- (c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of Clause 8.

44.6 In relation to clause 44.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the Shire and the terms of the Policy.

44.7 An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant by an appropriate employee.

**5. LEGAL REPRESENTATION COSTS – LIMIT**

55.1 The council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

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55.2 A council member or employee may make a further application to the council in respect of the same matter.

**6. COUNCIL'S POWERS**

66.1 The council may –  
(a) refuse;  
(b) grant; or  
(c) grant subject to conditions.

an application for payment of legal representation costs.

66.2 Conditions under clause 66.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

66.3 In assessing an application, the council may have regard to any insurance benefits that may be available to the applicant under the Shire's council members or employees insurance policy or its equivalent.

66.4 The council may at any time revoke or vary an approval or any conditions of approval, for the payment of legal representation costs.

66.5 The council may, subject to clause 66.6, determine that a council member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

- (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- (b) given false or misleading information in respect of the application.

66.6 A determination under clause 66.5 may be made by the council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

66.7 Where the council makes a determination under clause 66.5, the legal representation costs paid by the Shire are to be repaid by the council member or employee in accordance with Clause-section 8.

**7. DELEGATION TO CHIEF EXECUTIVE OFFICER**

77.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant the CEO may exercise, on behalf of the council, any of the powers of the council under clause 66.1 and 66.2, to a maximum of \$10,000 in respect of each application.

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77.2 An application approved by the CEO under clause 6.1, is to be submitted to the next ordinary meeting of the council. Council may exercise any of its powers under this Policy, including its powers under clause 56.4.

**8. REPAYMENT OF LEGAL REPRESENTATION COSTS**

88.1 A council member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –

- (a) all or part of those costs – in accordance with a determination by the Council under clause 56.7;
- (b) as much of those costs as are available to be paid by way of set-off – where the council member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

88.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

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**G1.8 Appointment of Acting Chief Executive Officer**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	S5.36 Local Government Act 1995

**OBJECTIVE**

To appoint an Acting Chief Executive Officer in the absence of the Chief Executive Officer due to annual, long service or extended sick leave.

**SCOPE**

Applies to Chief Executive Officer

**POLICY**

**Definitions**

~~“annual leave” means annual leave in excess of 5 working days;~~

~~“long service leave” means long service leave in excess of 5 days;~~

~~“extended sick leave” means sick leave in excess of 5 working days;~~

~~“Council” means the Council of the Shire of Northam;~~

~~“local government” means the Shire of Northam; and~~

~~“senior employee” means an employee or a person belonging to a class of employee designated as ‘senior employee’ by the local government within the terms of s5.37 of the Local Government Act 1995 (‘the Act’).~~

**BACKGROUND**

~~Section 5.36 of the Local Government Act 1995 (the Act) requires that a local government is to employ a person to be the CEO of the local government.~~

~~There are special constraints under s5.36(2) of the Act which apply to the employment of a person as CEO, and it is considered those provisions apply also to the appointment of a person as Acting CEO where the appointment is made directly by resolution of the council, and where the person is not an existing employee of the local government who will perform the role of Acting CEO while employed under the employee’s existing Contract of Employment. This Policy does not purport to deal with~~

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~~the employment of a person who is not an existing employee of the local government directly by resolution of the Council.~~

~~The intent of this Policy is to deal with the appointment of an existing senior employee of the local government to perform the role of Acting CEO during the temporary absence of the existing CEO on extended sick leave, annual leave or long service leave.~~

~~If an existing employee of the local government is required to perform the role of Acting CEO, that can be achieved by:~~

- ~~1. resolution of the council on each occasion; or~~
- ~~2. the CEO under delegated authority from the council; or~~
- ~~3. the CEO by virtue of his/her authority under s5.41 and s5.44 of the Act, but an employee exercising the authorities so delegated to him/her would not be able to exercise the CEO's power of delegation.~~

~~It is intended that this Policy will operate in the area covered by 2 above, where the council delegates authority to the CEO to appoint an existing senior employee as Acting CEO, in which case the senior employee so appointed as Acting CEO would be able to exercise the CEO's power of delegation.~~

**POLICY**

1. ~~It is intended that the Executive Managers of Engineering Services, Corporate Services, Community Services, Development Services and Project Manager Community Infrastructure (~~

~~A designated senior employee shall be appointed by the CEO in consultation with the Shire President e) will to carry out the role of Acting CEO during periods of absence of the CEO due to annual leave, long service leave or extended sick leave, and that they will do so on a rotational basis.~~

2. ~~It is intended that a~~The senior employee will only be appointed as Acting CEO under the terms of this Policy if:
  - i) the employee has performed the duties of his/her substantive position for a period of 12 months;
  - ii) in the opinion of the CEO the employee has satisfactorily performed his/her duties over the previous 12 months;
  - iii) in the opinion of the CEO and the employee, the employee has the capacity to perform the duties of Acting CEO along with his/her current duties satisfactorily; and
  - iv) this Policy does not apply to an employee who is temporarily acting in the role of an Executive Manager.

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- ~~3. It is the intent of this Policy that the council will resolve to delegate to the CEO the power to appoint senior employees as Acting CEO in the circumstances contemplated by this Policy.~~
- ~~4. The CEO is to ensure that future contracts for senior employees reflect the terms and the intentions of this Policy.~~

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**G1.9 Senior Employees**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	S5.37 Local Government Act 1995

**OBJECTIVE**

To comply with the provisions of the Local Government Act to designate Senior Officers

**SCOPE**

Applies to Chief Executive Officer

**POLICY**

In accordance with Section 5.37 of the Local Government Act 1995, the following officers are designated as "Senior Employees":

- Executive Manager Corporate Services
- Executive Manager Development Services,
- Executive Manager Community Services
- Executive Manager Engineering Services
- ~~Project Manager Community Infrastructure~~

~~The conditions of employment for "Senior Employees" are as set out in their employment contracts or letters of appointment.~~

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**HR4.2 Corporate Uniform – Elected Members ~~& Staff~~**

*Responsible Department*  
*Resolution Number*  
*Resolution Date*  
*Next Scheduled Review*  
*Related Shire Documents*  
*Related Legislation*

Chief Executives Office

20/05/2015

2017

**OBJECTIVE**

To encourage and provide assistance to ~~staff~~ Elected Members to wear the corporate uniform.

**SCOPE**

Applies to all elected members ~~& employees~~

**POLICY**

~~The Shire will provide corporate uniform clothing to the value of \$400 per employee in the first year of employment and \$300 annually thereafter.~~

~~Where there is a requirement for the employee to be provided with steel capped safety boots, these are provided by the Shire, at no cost to the employee.~~

The Shire will provide an allowance for Councillors, on election only, to the value of \$200 for the purchase of corporate apparel.

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**HR4.3 No Smoking**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Occupational Safety and Health Act 1984; Occupational Safety and Health Regulations 1996.

**OBJECTIVE**

To comply with appropriate legislation and provide a safe and healthy workplace

**SCOPE**

Applies to all elected members & employees

**POLICY**

Smoking is not allowed within all-any internal or enclosed Shire of Northam work areas in accordance with the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 including all offices and buildings and Shire vehicles which are regularly occupied by employees.

Smoking is also strictly prohibited:

- in those areas or workplaces which are signposted with prohibitive signs;
- where there is a high fire risk; and
- within 5 metres from an entrance to any Shire building.

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**HR4.4 Alcohol Consumption**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	S5.36 Local Government Act 1995

**OBJECTIVE**

To provide for control of alcohol on Shire premises and consumption of alcohol by staff

**SCOPE**

All Elected Members and Employees

**POLICY**

Alcohol may be consumed on premises under the control of the Shire provided prior approval has been given by the CEO.

Employees who consume alcohol are not permitted to return to the duties of their position with the Shire that day.

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**HR4.5 Gratuity, Gifts and Departing Employees**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Pursuant to s 5.50 of the Local Government Act 1995 Local Government Regulations – Reg 19A – Restrictions on Gratuity Payments to Employees</i>

**OBJECTIVE**

To ensure the public is informed on the basis for any such gratuity payment and all Local Government staff are familiar with the legislative requirements regarding gratuities for the formal recognition of satisfactory and extended service by the Local Government's employees.

**SCOPE**

All Employees

**POLICY**

**1. — Farewell Functions**

The Shire will offer a farewell function to those employees whose employment with the Shire is finishing:

**1.1 — Length of Service**

- ~~i) — Service 0-1 year: a farewell function is not provided.~~
- ~~ii) — Service more than 1 year and less than 5 years: employees may attend a short farewell function at morning or afternoon tea. The Shire will provide a limited amount of food, tea and coffee.~~
- ~~iii) — Service more than 5 years and less than 10 years: employees may stop work 15 minutes before the end of normal working hours on a selected day and gather at a farewell function. The Shire will provide a limited amount of food and refreshments. The function is not to proceed more than 60 minutes beyond normal office closing time if held on Shire premises.~~
- ~~iv) — Service of 10 or more years: employees may stop work 15 minutes before the end of normal working hours on a selected day and gather at a farewell function. The Shire will provide more substantial food and refreshments. The function is not to~~

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~~proceed more than 120 minutes beyond normal office closing time if held on Shire premises.~~

~~v) — Service of 20 or more years: in addition to an internal staff function (as per 1.1 iv), the employee and his/her partner will be invited to join the President and Councillors at a Council meeting dinner and a certificate and gift will be presented at the beginning of the Council meeting.~~

~~vi) — An alternative function may be arranged at the discretion of the CEO with cost of the function not to exceed the above requirement~~

**1.2 — Attendance at Farewell Functions**

~~Attendance at any farewell function is limited to current staff/councillors and is voluntary.~~

**1.3 — Type of Farewell Function**

~~Regardless of the length of service, an employee may elect to have a function of a lesser type than that indicated, or may elect not to have a function at all.~~

**1.4 — Time Limits**

~~Time limits for use of Shire premises may be altered at the discretion of the Chief Executive Officer or his nominee, particularly where the employee may have served a very long period of employment.~~

**12. Gifts**

The Shire will purchase a gift in recognition of the service provided by an employee whose employment with the Shire is finishing as follows:

- (a) 1 - 3 years – a gift up to the value of \$150
- (b) 4 - 5 years – a gift up to the value of \$250
- (c) 5 - 10 years - a gift up to the value of \$500
- (d) 10 - 15 years – a gift to the value of \$750
- (e) Over 15 years – a gift to the value of \$1000

~~The Shire President or his/her nominee will be invited to present the gift to the employee on behalf of the Council for service over 5 years.~~

Employees whose employment is finishing and have served in excess of fifteen (15) years will be invited to attend a meeting of Full Council, where the Shire president and CEO shall make a presentation to the employee recognising their years of service to the Shire of Northam.

**32. Gratuity**

As a token of appreciation the provision of a gratuity to employees whose employment with the Shire is finishing will be paid as follows:

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- (a) Prior to completion of 10 years' service – nil.
- (b) Upon resignation/retirement prior to completion of 10 years' service, on account of illness – at Council's discretion if the employee is the CEO, or at the CEO's discretion if the employee is not the CEO.
- (c) On completion of 10 years' service – one day's salary ("salary" not inclusive of allowances or any other bonuses).
- (d) More than 10 years' service – one day's salary plus 50% of one day's salary for each completed year of service beyond 10 years ("salary" not inclusive of allowances or any other bonuses), up to a maximum of \$5000.

The Shire of Northam will be responsible for any fringe benefit tax liability.

The value of a payment or payments made under this policy and sections 5.50(1) and (2) of the Local Government Act 1995 to an employee whose employment with a Local Government finishes after 1 January 2010 is not to exceed the amounts prescribed in the Act and associated Regulations.

**~~4 — Payments to employees where employment ends~~**

**~~4.1 — Additional payment~~**

~~(Subject to the public notice requirements of s5.50(2) of the Local Government Act 1995)~~

~~The Shire may pay to an employee whose employment with the Shire is finishing an amount not exceeding the prescribed maximum amount.~~

**~~4.2 — Prescribed maximum amount~~**

~~At the date of the last review of this Policy, the prescribed maximum payment or payments under this Policy for an employee whose employment with the Shire finishes after 1 January 2010 must not exceed in total —~~

~~(a) — if the employee accepts voluntary severance by resigning as an employee, the value of the employee's final annual remuneration; or~~

~~(b) — in all other cases, \$5,000. (See regulation 19A of the Local Government (Administration) Regulations 1996.)~~

~~(Note — "final annual remuneration" means the value of the annual remuneration paid, or payable by the Shire immediately before the person's employment with the Shire finished.)~~

**~~4.3 Exercise of discretion~~**

- ~~(1) A payment and the amount of that payment under this clause-policy is to be at the discretion of —~~

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- (a) the Council, if the employee is the CEO; or
- (b) the CEO, if the employee is not the CEO.

~~(2) In determining whether a payment to a particular employee should be made under this clause and, if so, the amount of that payment —~~

~~(a) the Council, if the employee is the CEO; or~~

~~(b) the CEO, if the employee is not the CEO, is to take into account the length of service to the Shire of that employee.~~

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**HR4.6 Code of Conduct - Staff**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995-s5.82 & 5.103 Gifts - Local Government (Admin) Regulations - reg. 34B Local Government (Admin) Regulations - reg. 34B(5)- CEO to maintain a register of gifts

**OBJECTIVE**

Council is required under the provisions of the Local Government Act 1995 s5.103 to adopt such a policy.

**SCOPE**

All Employees

**POLICY**

**1.1 Conflict of Interest**

- (a) Staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Staff who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (d) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

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(e) An employee is to disclose any interest that he or she has in the matter to be discussed at a Council or Committee Meeting that will be attended by the employee, or on which the employee has given or will give advice. Any disclosure to be made at the meeting immediately before the matter is discussed or the employee advice is given and is to be recorded in the minutes of the relevant meeting.

**1.2 Pecuniary Interest**

Staff will adopt the principles of disclosure of pecuniary interest as contained within the Local Government Act.

**1.3 Disclosure of Interest**

(a) Staff will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.

(b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

**2. PERSONAL BENEFIT**

**2.1 Use of Confidential Information**

Staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

**2.2 Intellectual Property**

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Northam upon its creation unless otherwise agreed by separate contract.

**2.3 Improper or Undue Influence**

Staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

**2.4 Gifts and Bribery**

(a) Staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit for themselves or for any other person or body, relating to their status with the Shire or their performance of any duty or work which touches or concerns the Shire in accordance with the following:

**notifiable gift**, in relation to a person who is an employee, means —

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- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

**prohibited gift**, in relation to a person who is an employee, means —

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

- (b) If any gift, reward or benefit is offered, disclosure will be made in a prompt and full manner and in writing in the appropriate register.
- (c) Employees cannot accept gifts from a person who is undertaking or is likely to undertake business – (a) that requires a person to obtain any authorisation from Local Government; - (b) by way of contract between the person and the Local Government; or (c) by way of providing any service to the Local Government.

Any declarations of gifts are to be recorded in a register that is maintained for that purpose, with the register to include, (a) the names of the person who gave and received the gift, and (c) a description and an estimate of value of the gift.

- (d) Gifts associated with provision of cakes, stationery, craft work (made by the donor) or meals consumed in Northam are not required to be recorded as gifts.

### **3. CONDUCT OF STAFF**

#### **3.1 Personal Behaviour**

- (a) Staff will:
  - (a) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
  - (b) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
  - (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
  - (d) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
  - ~~(e)~~ always act in accordance with their obligation of fidelity to the Local Government.
  - ~~(e)(f)~~ At all times observe the corporate values of the organisation around conducting themselves in a Safe, Open, Accountable and Respectful manner.

#### **3.2 Honesty and Integrity**

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Staff will:

1. observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
2. bring to the notice of the CEO any dishonesty or possible dishonesty on the part of any other staff member.
3. be Frank-open and honest in their official dealing with each other.

**3.3 Performance of Duties**

(a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.

(b) Staff will at all times exercise reasonable care and diligence in the performance of their duties. Staff will be as informed as possible about the functions of Council, and treat all members of the community honestly and fairly.

**3.4 Compliance with Lawful Orders**

(a) Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the supervisor of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.

(b) Staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

**3.5 Administrative and Management Practices**

Staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

**3.6 Corporate Obligations**

(a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

(b) Communication and Public Relations

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(i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

(ii) As a representative of the community, Staff are to adequately communicate the attitudes and decisions of the Council. In doing so Staff should ensure:

- respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

#### **3.7 Relationships between Members and Staff**

That teamwork will only occur if staff have a mutual respect and cooperate with each other and with Councillors to achieve the Council's corporate goals and implement the Council strategies.

To achieve that position Staff need to:

- accept that their role is a management or administrative one;
- acknowledge that unless in a management or supervisory position, they have no capacity to individually direct other members of staff to carry out particular functions;
- refrain from publicly criticising councillors or other staff in a way that casts aspersions on their professional competence and credibility.

#### **3.8 Appointment to Committees**

As part of their role Staff are often asked to represent the Council on external organisations. It is important that Staff:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

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**4. DEALING WITH COUNCIL PROPERTY**

**4.1 Use of Local Government Resources**

Staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (d) not use the Local Government's resources (including the services of other Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

**4.2 Travelling and Sustenance Expenses**

Staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the Local Government Act.

**4.3 Access to Information**

- (i) Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.

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**HR4.7 Acceptable Use of the Shire's Computing & Communication Resource**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2017
<i>Related Shire Documents</i>	<u>Various staff terms of appointment</u>
<i>Related Legislation</i>	

**OBJECTIVE**

The purpose of this policy is to explain the acceptable use of the Shire's computer and communication resources including office equipment (eg photocopiers, fax machines), voice networks (eg mobile and other phones), electronic communication networks (eg email and the internet) and other electronic equipment.

**SCOPE**

All Employees

**POLICY**

**Introduction**

All network equipment, email and internet accounts maintained in the Shire of Northam's computing systems are the sole property of the Shire of Northam. The Shire records all internet usage and has the right to monitor the email account or internet browser of any user for legitimate business reasons including compliance with this policy, compliance with any applicable laws and where there is reasonable suspicion of activities that may not conform to this policy.

**Scope**

This policy applies to all Shire of Northam staff, consultants, contractors, visitors and volunteers that have access to or use of Shire of Northam computing and communication resources. These persons are expected to comply with this policy.

**General Obligations**

This policy sets out the minimum acceptable behaviour for the use of the Shire's computing and communication facilities. There is a reasonable expectation that the parties included in the scope of this policy will act professionally and use these resources responsibly according to this policy.

**Reasonable Personal Use**

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Shire staff members are permitted minimal additional personal use of the Shire of Northam's computing and communication resources. This personal use shall not result in loss of employee productivity, interference with official duties or incur other than minimal additional expense to the Shire. Examples of minimal additional personal use include making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls, infrequently sending personal email messages or limited use of the internet for personal reasons.

In all cases use must be reasonable as this use is a privilege not a right.

**Conditions of Use**

The following use of the Shire of Northam's computing or communication resources are prohibited:

- To store, transmit, publish, communicate, display, distribute or post material that is defamatory, offensive, abusive, indecent, menacing, unwanted or otherwise unlawful or unauthorised or that violates any law.
- To visit websites containing objectionable or criminal material.
- To use internet enabled activities such as gambling, gaming, conducting a business or conducting illegal activities.
- To knowingly transmit a computer virus or other malicious computer program
- In any way that interferes with its availability for other users or otherwise interferes in the proper operation of the Shire of Northam computer or communication services.
- To disclose private or confidential information of another.
- The uploading or downloading of commercial software, games, music videos, or other intellectual property in violation of its copyright.

Non compliance with this policy may result in disciplinary action or legal action.

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**HR4.8 Credit Card Use**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	

**OBJECTIVE**

To control the use of credit card use and limit potential misuse

**SCOPE**

All Employees

**POLICY**

**General**

- ~~An agreement to be signed by Managers and CEO (CEO & President for CEO) setting out the responsibilities and legal obligations when using the card (as per the following)~~

**Use of card**

- ~~Purchase on behalf of~~ The SON Shire of Northam issued credit card is for the sole use of transacting business on behalf of the Shire of Northam, strictly no private use is permitted under any circumstances. Use is permitted for the purchase of goods & services from suppliers not holding SON Shire of Northam accounts including
  - Costs associated with meetings, conferences, seminars and the like including but not limited to transport, accommodation, meals and refreshments.
  - Fuel purchase for SON Shire of Northam vehicles
  - Meals & refreshments expenses incurred directly relating to SON business up to a maximum of \$200 for any one occasion unless otherwise authorised by the CEO or Shire President in the case of the CEO.
- No cash withdrawals permitted
- ~~No purchase of \$30 or less. Petty cash to be used instead~~
- Tax receipts to be provided to accounts payable clerk or similar position to include details of expenditure and account to be costed against

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- ~~• Cardholders cannot approve expenditure incurred on their own credit card~~
- ~~• Authorisation of expenditure incurred on credit cards must be signed by both the credit card holder and one other Executive Manager or the CEO.~~
- Any reward schemes to become the property of ~~SON~~Shire of Northam
- If the card is lost or stolen the card holder to immediately inform the bank and CEO
- Cards to be surrendered to CEO (or President in the case of CEO) when card holder cease employment or card expires
- Cards not to be used during times of leave

**Non compliance with policy**

- For minor breach the card to be surrendered
- For major breach the matter to become a disciplinary consideration.

Non-compliance with this policy may result in disciplinary action or legal action.

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**HR4.9 Recognition of continuing employee service**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	<u>2017</u>
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, s5.50

**OBJECTIVE**

~~To recognise long and continuous service given by employees of the local government.~~

**SCOPE**

~~All Employees~~

**POLICY**

~~Continuous service of 5 years (and over) by an employee of the local government will be recognised as follows:~~

- ~~1. Service of 5 years will be recognised by the presentation of a service award in the form of a Certificate of Service.~~
- ~~2. Service of 10 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$250.00.~~
- ~~3. Service of 15 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$350.00.~~
- ~~4. Service of 20 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$500.00.~~
- ~~5. Service of 25 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$650.00.~~
- ~~6. Service of 30 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$800.00.~~
- ~~7. Service of 35 years and in subsequent increments of 5 years will be recognised by the presentation of a service award in the form of a Certificate of Service and a gift to the value of \$1,000.00.~~

~~Presentation~~

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~~The Chief Executive Officer will present the service award and gift at a staff meeting to employees eligible for 5, 10, and 15 years service awards.~~

~~For employees eligible for 20, 25, 30, 35 years or longer service awards, the employee and his/her partner will be invited to join the President and Councillors at a Council meeting and the certificate and gift will be presented at the beginning of the Council meeting.~~

**REASON FOR DELETION RECOMMENDATION**

**Considered an administration function. Will form part of the Council attraction and retention strategy.**

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**HR4.10 Occupational Health & Safety**

*Responsible Department*  
*Resolution Number*  
*Resolution Date*  
*Next Scheduled Review*  
*Related Shire Documents*  
*Related Legislation*

Chief Executives Office

20/05/2015

*Occupational Safety & Health Act 1984;*  
*Occupational Safety & Health Regulations*  
*1996;*  
*Australian Standard/NSZ 4801*

**OBJECTIVE**

To promote, improve and maintain the safety and health of persons within the workplace.

**SCOPE**

All Employees

**POLICY**

**BACKGROUND**

The Shire through the Chief Executive Officer is legally responsible under the Occupational Safety and Health Act to provide a safe workplace for its employees and contractors and visitors.

The Policy of the Council is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

A safe and efficient place of work is the organisational goal, and all staff at every level must be committed in order to reach this outcome.

**POLICY**

1. An Occupational Safety and Health (OSH) Committee is to meet regularly to drive a proactive and effective occupational safety and health culture throughout the organisation.
2. Occupational Safety and Health procedures are to be developed and reviewed on a regular basis.
3. Occupational Safety and Health procedures are to be accessible to staff and promoted throughout the organisation and evaluated for effectiveness.

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- ~~4. The Council acknowledges a duty to achieve their objectives by:
  - ~~• Providing and maintaining a safe working environment.~~
  - ~~• Providing adequate training, instruction and PPE to enable employees to perform their work safely and effectively.~~
  - ~~• Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.~~
  - ~~• Comply with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool.~~
  - ~~• Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.~~~~
- ~~5. Employees have a duty to co-operate in the attainment of these objectives by:
  - ~~• Working with care for their own safety and that of other employees who may be affected by their acts or omissions (including visitors or members of the public).~~
  - ~~• Reporting conditions which appear to be unsafe to their supervisor.~~
  - ~~• Co-operating in the fulfilment of the obligations placed on their employer.~~
  - ~~• Assisting in the reporting of any accidents, investigation with the objective of introducing measures to prevent re-occurrence.~~
  - ~~• Comply with safe working instructions, attend appropriate training, wear and care for PPE.~~~~
- ~~6. Line Managers, Supervisors and staffs OSH responsibilities will be included in Position Descriptions and measured in Performance Development reviews.~~
- ~~7. All staff inductions will cover Duty of Care and OSH responsibilities.~~
- ~~8. All managers are to ensure the effective "close off" of incidents of safety non-conformance in a timely fashion and ensure safety strategies are included in operational planning processes.~~
- ~~9. All staff are to actively demonstrate safe working practices in the performance of their duties.~~

**REASON FOR DELETION RECOMMENDATION**

**Considered to be an administration function, covered in Corporate Plan**

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**G10 RISK MANAGEMENT**

<i>Responsible Department</i>	Chief Executives Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2017
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	AS/NZS ISO 31000:2009

**OBJECTIVE**

The Shire of Northam's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

**SCOPE**

Organisational wide

**POLICY**

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

**Definitions (from AS/NZS ISO 31000:2009)**

**Risk:** Effect of uncertainty on objectives.

**Note 1:** An effect is a deviation from the expected – positive or negative.

**Note 2:** Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

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**Risk Management:** Coordinated activities to direct and control an organisation with regard to risk.

**Risk Management Process:** Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

#### **Risk Management Objectives**

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

#### **Risk Appetite**

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

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**APPENDIX 5 – SHIRE OF NORTHAM CORPORATE PLAN**

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**CORPORATE PLAN**

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#### 1. Introduction

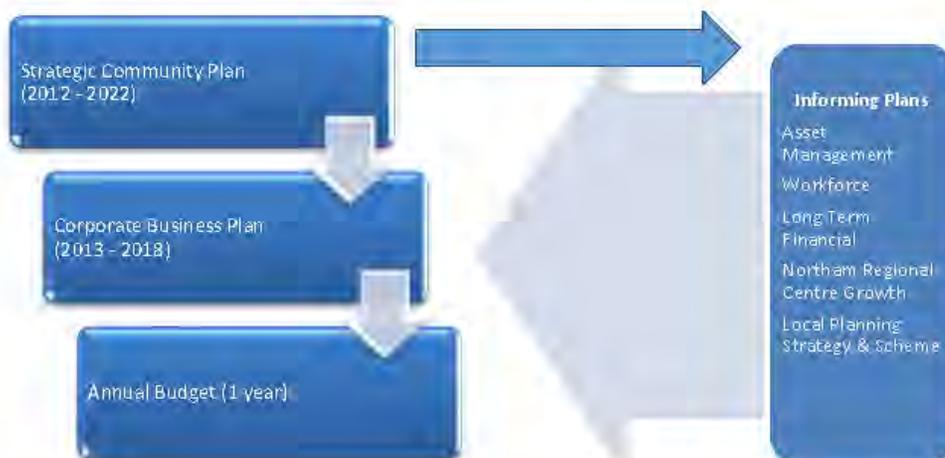
The *Corporate Business Plan 2013–2018* is the Shire of Northam's 5-year service and project delivery program. It is aligned to the strategic direction and priorities set within the *Strategic Community Plan 2012–2022*.

All operational planning and reporting is driven by the *Corporate Business Plan 2013–2018*, which is reviewed annually as a precursor to the Annual Budgeting process of the Shire to ensure priorities are achievable and effectively timed.

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

#### 2. Planning Context

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



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#### 3. Strategic Context

##### a. Our Vision for Northam (to be confirmed by Council)

An expanding community which boasts a rich heritage, cross pollination of cultures and vibrancy that is consolidating Northam's status as the primary regional centre of the Central Wheatbelt. With a relaxed country lifestyle and situated on the outskirts of Perth, the town meets all expectation and is the envy of other communities

*(Taken from Northam Regional Centre Growth Plan, acknowledging that this was developed primarily for Northam it could be adjusted to present a more generic vision for the entire Shire.)*

In order to achieve this Vision, the Council will commit to display:

- **LEADERSHIP**
  - to recognise the community's expectations to provide leadership
- **RESPECT**
  - to respect differences in age, culture, values and opinion
- **TEAMWORK**
  - to achieve through the efforts of the team
- **EXCELLENCE**
  - to aspire to one standard
- **OPENNESS**
  - to engender trust through openness

##### b. Our Mission

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

In order to achieve this Mission, the Organisation will commit to being:

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



*Our cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to soar high in our aspirations and work together as an organisation to achieve them.*

##### c. Key Drivers

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

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

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

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

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

- Growth planning funding gap
- Global financial conditions that may affect the resources industry and the Australian economy
- Change of State or Federal government policy
- Climatic/weather changes

#### e. Key Opportunities

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

#### f. Roles & Responsibilities

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

###### Council

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

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

###### Shire President

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

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

#### Councillors

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

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

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

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

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

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

#### CHIEF EXECUTIVE'S OFFICE

Service Area	Responsibility	Description	Outputs
Governance	Chief Executive Officer	Provide leadership to the organisation, liaise with all appropriate stakeholders, and ensure compliance within the legislative framework	<ul style="list-style-type: none"> <li>• Advocacy and lobbying</li> <li>• Staff Management</li> <li>• Compliance</li> <li>• Executive Team Leadership</li> <li>• Media liaisons</li> </ul>
Councillor Activity / Liaison	Chief Executive Officer	Provide support services for the Shire President, Elected Members and Full Council	<ul style="list-style-type: none"> <li>• Councillor liaison</li> <li>• Councillor induction and training</li> <li>• Committee meetings</li> <li>• Council meetings</li> <li>• Council agendas and minutes</li> <li>• Shire travel arrangements</li> </ul>
Regional Development	Chief Executive Officer	Provide input into projects and initiatives on a regional basis	<ul style="list-style-type: none"> <li>• Avon Regional Organisation of Councils (AROC)</li> <li>• Wheatbelt Regional Blueprint (WDC)</li> </ul>
Economic Development	Chief Executive Officer	Facilitate and promote economic development in the Shire	<ul style="list-style-type: none"> <li>• Economic Development Plan</li> <li>• Northam Development Plan</li> <li>• Advocacy for economic development</li> <li>• Funding submissions</li> </ul>
Human Resources	Human Resource Coordinator	Manage human resources policies, procedures and services for the organisation	<ul style="list-style-type: none"> <li>• Human resources administration</li> <li>• Recruitment, selection, induction and retention</li> <li>• Employee and Industrial relations</li> <li>• Staff training and development</li> <li>• Staff performance and appraisal systems</li> <li>• Human resources policies and procedures</li> <li>• Workforce Plan</li> </ul>
Occupational Health and Safety	Human Resource Coordinator	Manage occupational health and safety policies, procedures and services for the organisation	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Plan</li> <li>• Occupational Health and Safety policies and procedures</li> <li>• Occupational Health and Safety Committee</li> <li>• Oversee minutes of Safety meetings and action plans</li> <li>• Occupational Health and Safety awareness and education</li> <li>• Accident investigation and incident reporting</li> <li>• Oversee and manage return to work programs</li> <li>• Provision of safety equipment</li> </ul>
Risk Management	Human Resource Coordinator	Provide risk management services for the Shire	<ul style="list-style-type: none"> <li>• Audit reports of Shire locations</li> <li>• Develop overall risk management policy for Council to endorse</li> <li>• Train staff and elected members to establish context for assessing potential risks</li> <li>• Define the organisations risk appetite, tolerance and likelihood guidelines</li> <li>• Identify, analyse, evaluate, treat, monitor and communicate risks associated with any activity, function or process in a way that will maximise the potential to achieve goals and objectives and minimise potential for harm or loss management services for the Shire</li> </ul>

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#### CORPORATE SERVICES

Service Area	Responsibility	Description	Outputs
Administration	Executive Manager Corporate Services	Provide and manage Corporate Services for the Shire	<ul style="list-style-type: none"> <li>• Compliance (Acts, Regulations and Local Laws)</li> <li>• Compliance Audit</li> <li>• Financial management of service area</li> <li>• Insurance management and review</li> <li>• Staff management and development</li> <li>• Purchasing and compliance</li> <li>• Complaints and dispute handling</li> <li>• Council elections</li> <li>• Management of leases associated with Shire controlled land &amp; facilities (including Airport)</li> <li>• Processing insurance claims</li> </ul>
Cemetery	Administration Officer	Administration of Cemetery	<ul style="list-style-type: none"> <li>• Compliance (Local Law, Act and Regulations)</li> <li>• Maintaining Burial Register</li> <li>• Liaison with Funeral Directors</li> </ul>
Customer Service	Executive Manager- Corporate Services	Provide internal and external customer service for the Shire	<ul style="list-style-type: none"> <li>• Front counter service</li> <li>• Telephone service</li> <li>• Department of Transport Licensing</li> <li>• Charter &amp; processes</li> </ul>
Finance	Accountant	Provide financial services for the Shire	<ul style="list-style-type: none"> <li>• Payment of creditors</li> <li>• Invoicing and collection of charges</li> <li>• Managing and investing Shire funds</li> <li>• Payroll management</li> <li>• Rating and property management</li> <li>• Administering collection and remittance of Emergency Services Levy (ESL)</li> <li>• Management of the asset register</li> <li>• Financial management reports</li> <li>• Statutory reporting</li> <li>• Annual budget</li> <li>• Long Term Financial Plan</li> <li>• Financial audit</li> <li>• Audit Committee</li> <li>•</li> </ul>
Information Technology	Executive Manager- Corporate Services	Provide information and communication systems for the Shire	<ul style="list-style-type: none"> <li>• Maintenance and support</li> <li>• Security of critical applications and data</li> <li>• Telecommunications management</li> <li>• IT Contract management</li> <li>• Purchase of IT equipment</li> <li>• Licensing compliance</li> </ul>
Records Management	Senior Records Officer	Provide record management services for the Shire that meet compliance requirements.	<ul style="list-style-type: none"> <li>• Registration of incoming and outgoing correspondence</li> <li>• Distribution of incoming correspondence</li> <li>• Registration of building and planning applications</li> <li>• Filing, retrieving and archiving of files</li> <li>• Disposal of records according to legislation</li> <li>• Freedom of Information requests</li> </ul>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

#### COMMUNITY DEVELOPMENT

Service Area	Responsibility	Description	Outputs
Aquatic	Recreation Centre Manager	Provide and manage Northam and Wundowie town pools	<ul style="list-style-type: none"> <li>• Aquatic operations</li> <li>• Aquatic centres administration</li> <li>• Swim school</li> <li>• Fitness programs</li> <li>• Kiosks</li> <li>• Maintenance (planned, building and grounds) of Aquatic Centres</li> </ul>
Arts & Culture	Executive Manager Community Services	Provide appropriate services and facilities which recognise the importance of art & culture to the community	<ul style="list-style-type: none"> <li>• Art &amp; Culture Development</li> <li>• Managing Shire art collection</li> <li>• Coordinating Shire Arts Committee</li> </ul>
Community Events	Events Officer	Provide ongoing support to Council authorised events and activities in the Shire	<ul style="list-style-type: none"> <li>• Youth Arts Projects</li> <li>• Community Safety Expo</li> <li>• Christmas Decoration – lighting of the tree etc.</li> <li>• Events and Festivals</li> </ul>
Community	Community Development Officer	Assist community groups and club to develop their organisation and deliver services to the community	<ul style="list-style-type: none"> <li>• Liaison with Culturally and Linguistically Diverse groups</li> <li>• Community Safety and Crime Prevention Plan</li> <li>• Alcohol Management Plan implementation</li> <li>• Liaison with government agencies and non-government organisations, Community small grants program</li> <li>• Review and Implement the Northam Disability Access &amp; Inclusion Plan</li> </ul>
Media and Communications	Communications Officer	Manage the Shire's internal and external communication, and public and media relations	<ul style="list-style-type: none"> <li>• Official media releases</li> <li>• Assisting with Shire staff communication</li> <li>• Oversee Shire's corporate communication policy</li> <li>• Monthly newsletter update</li> <li>• Oversee Shire style guide</li> <li>• Coordinate Staff newsletter</li> <li>• Coordinate Website</li> <li>• Oversee Social Media usage</li> <li>• Coordinate Elected Members update</li> </ul>
Library	Library Manager	Provide library and information services in Northam & Wundowie	<ul style="list-style-type: none"> <li>• Library administration</li> <li>• Collection management</li> <li>• Lending services</li> <li>• Reference and information</li> <li>• Local history collection</li> <li>• Northam and Wundowie library management</li> <li>• Community education programs</li> <li>• Public computer access</li> </ul>
Tourism and Promotion	Visitor Centre Manager	To contribute to the marketing of Northam Shire as a tourism destination and provide services to assist Visitors to the area	<ul style="list-style-type: none"> <li>• Manage the Visitor Centre / servicing</li> <li>• Contribute to marketing and promotion of the region</li> <li>• Contribute to the marketing and promotion of the Shire</li> </ul>
Recreation	Recreation Manager	Manage Recreation Services	<ul style="list-style-type: none"> <li>• Utilisation of the Recreation centre</li> <li>• Manage active recreation reserves</li> <li>• Provision of fitness activities</li> <li>• Liaise with stakeholder agencies</li> <li>• Recreation centres management</li> <li>• Liaise/coordinate with sporting groups/clubs</li> </ul>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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Service Area	Responsibility	Description	Outputs
Youth	Community Development Officer	Provide opportunities to recognise achievements and facilitate the engagement of youth within the community	<ul style="list-style-type: none"> <li>• Consultation with youth groups</li> <li>• National Youth Week</li> <li>• Youth sponsorship</li> <li>• Liaison with government agencies and non-government organisations</li> </ul>
Respite	Killara Centre Manager	Provide respite opportunity to the Shire of Northam Community	<ul style="list-style-type: none"> <li>• Manage Killara facility</li> <li>• Work with other respite service providers</li> </ul>
Aged	Executive Manager Community Services	Provide opportunities to recognise achievements and facilitate the engagement of the aged within the community	<ul style="list-style-type: none"> <li>• Recognising and responding to the needs of the aged community</li> <li>• Providing services and facilities which are relevant and accessible to the aged</li> </ul>
Grants Management	Community Development Officer	To identify and facilitate the securing and management of grants both to and from the Shire of Northam	<ul style="list-style-type: none"> <li>• Opportunity identification</li> <li>• Application facilitation</li> <li>• Acquittal facilitation</li> <li>• Process oversight</li> </ul>

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**DEVELOPMENT SERVICES**

Service Area	Responsibility	Description	Outputs
Statutory Land Use Planning	Senior Planner	Provide development control in accordance with the Local Planning Scheme #6	<ul style="list-style-type: none"> <li>▪ Assessment of development applications</li> <li>▪ Planning and Development Act administration</li> <li>▪ Sub-division process management</li> <li>▪ State Administrative Tribunal reviews response</li> <li>▪ Provision of advice to customers and internal stakeholders on planning matters</li> <li>▪ Local Planning Scheme amendments</li> <li>▪ Structure Planning</li> <li>▪ Local planning policies</li> <li>▪ Compliance with local planning scheme requirements</li> <li>▪ Liaison and referral to relevant government agencies</li> </ul>
Strategic Planning	Senior Planner	Manage all matters that relate to strategic land use planning, primarily with respect to land use planning for the future development of the Shire.	<ul style="list-style-type: none"> <li>▪ Review and implement the Local Planning Strategy</li> <li>▪ Develop and review planning strategic documents</li> <li>▪ Input to State planning legislation and policy.</li> <li>▪ Provide strategic planning advice to customers.</li> <li>▪ Review precinct plans including structure plans and design guidelines</li> <li>▪ Shire Land holdings management</li> </ul>
Building Services	Senior Building Surveyor	Provide and manage building regulatory control work within in the Shire	<ul style="list-style-type: none"> <li>▪ Certified and uncertified building permits.</li> <li>▪ Building control including compliance</li> <li>▪ Applications for strata subdivisions response.</li> <li>▪ Inspections and issue of certificates where appropriate</li> <li>▪ Occupancy permits</li> <li>▪ Building statistics to the Australian Bureau of Statistics, Valuer Generals Office and BCITF</li> <li>▪ Advice to customers on statutory building matters</li> <li>▪ 4-yearly swimming pool inspections</li> </ul>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### DEVELOPMENT SERVICES (cont...)

Service Area	Responsibility	Description	Outputs
Building maintenance	Building & Project Supervisor	Maintain Council buildings to an acceptable standard	<ul style="list-style-type: none"> <li>▪ Building Asset Management Plan</li> <li>▪ Scheduled and unscheduled maintenance to buildings, playgrounds, CCTV, town clock and park furniture</li> <li>▪ Upgrades to Council buildings</li> <li>▪ Project management</li> <li>▪ Design of building modifications</li> <li>▪ Liaise with stakeholders</li> <li>▪ Supervision of contractors</li> <li>▪ Preparation and management of tenders and contracts</li> <li>▪ Carry out minor repairs of buildings</li> </ul>
Environmental Health	Senior Environmental Health Officer	Manage health services to ensure overall compliance with all statutory environmental health related legislation, codes and standards	<ul style="list-style-type: none"> <li>▪ Food Businesses Approvals and Assessment</li> <li>▪ Food Sampling (Legal and LHAAC Coordinated)</li> <li>▪ Approval of Skin Penetration Premises</li> <li>▪ Sampling and Assessment of aquatic facilities.</li> <li>▪ Sampling and Assessment of Reclaimed Waste Water Reuse Scheme</li> <li>▪ Lodging House Inspection and Registration</li> <li>▪ Vector Investigation</li> <li>▪ Health Promotion</li> <li>▪ Registration of Offensive Trades</li> <li>▪ Issue permits for stallholders, street traders, morgues, stable licences and portable signs</li> <li>▪ Onsite Effluent Disposal Systems</li> <li>▪ Advise on Environmental Health related matters</li> <li>▪ Public Building Approvals and Assessments</li> <li>▪ Section 39 Liquor Licencing Approvals</li> <li>▪ Public Event Assessment, Permits and Monitoring</li> <li>▪ Unsightly Land/ Hoarding</li> <li>▪ Complaints (noise, noxious odours, poultry, dust)</li> <li>▪ Liaison with DER &amp; Industry regards lead levels in community</li> </ul>
Environment	Senior Environmental Health Officer	Provide natural environmental services for the Shire and wider community	<ul style="list-style-type: none"> <li>▪ Investigate and recommend appropriate action on Shire controlled contaminated sites</li> <li>▪ Environmental compliance and complaints</li> <li>▪ Environmental assessment and clearances for development</li> <li>▪ Environmental strategies</li> <li>▪ Avon River Town Pool</li> <li>▪ Implement Biodiversity Strategy</li> </ul>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

#### DEVELOPMENT SERVICES (cont...)

Service Area	Responsible Officer	Responsibilities	Services
Emergency	Community Emergency Services Coordinator	Coordinate emergency management services to provide safety and security to the local community	<ul style="list-style-type: none"> <li>▪ Emergency management</li> <li>▪ Liaison with government agencies and non-government organisations</li> <li>▪ Compliance with relevant legislation, policies, codes, regulations</li> <li>▪ Development and ongoing review of Emergency Management Plans</li> <li>▪ Training in emergency management practices and response</li> <li>▪ Local &amp; District emergency management committee</li> <li>▪ Education programs</li> <li>▪ Monitoring and informing of emergencies</li> <li>▪ Local recovery plans</li> <li>▪ Bushfire mitigation plans</li> </ul>
Ranger	Ranger Coordinator	Administer Ranger Services in accordance with state and local legislation to ensure compliance and safety of the local community	<ul style="list-style-type: none"> <li>▪ Animal control</li> <li>▪ Parking management</li> <li>▪ Permits issued under Local Laws</li> <li>▪ Local Law enforcement</li> <li>▪ Litter control</li> <li>▪ Liaison with government agencies and non-government organisations</li> <li>▪ Assist with provision of bushfire mitigation and management</li> <li>▪ Implementation of community education programs</li> </ul>
Landfill operations	Senior Environmental Health Officer	Provide and manage landfill operations	<ul style="list-style-type: none"> <li>▪ Manage Contracts for Old Quarry Road and Inkpen Road Waste Management Facilities</li> <li>▪ Waste Management Business Planning and Operations</li> <li>▪ Monthly Invoicing and Customer Management</li> <li>▪ Strategic Site Management and Consultant Liaison</li> <li>▪ Site Licence Renewals and Compliance</li> <li>▪ Ground Water Bore Monitoring and Sampling</li> <li>▪ Annual DER Licence and Quarterly DER Levy Reporting</li> <li>▪ Assessment of Contaminated Waste Disposals</li> <li>▪ Management of controlled waste disposal</li> </ul>
Waste collection & Recycling services	Senior Environmental Health Officer / Waste Management Coordinator	Provide and manage waste collection and recycling services for the Shire	<ul style="list-style-type: none"> <li>▪ Manage contracted waste and recycling services for Domestic and Commercial Collection</li> <li>▪ Contract Renewals and Implementation</li> <li>▪ Strategic Waste Management Plan Implementation</li> <li>▪ Waste and Recycling Promotion</li> <li>▪ New Services and Master List Maintenance</li> <li>▪ Complaints and Missed Bins</li> </ul>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### ENGINEERING SERVICES

Service Area	Responsibility	Description	Output
Engineering Services Administration	Executive Manager Engineering Services	Manage and administer Engineering services for the Shire	<ul style="list-style-type: none"> <li>• Compliance (Local Laws, Acts, and Regulations)</li> <li>• Directorate financial management and reporting</li> <li>• Staff management</li> <li>• Procurement and probity</li> <li>• Regional Road Group membership</li> <li>• Complaints and dispute resolution</li> <li>• Policy review</li> <li>• Staff development</li> </ul>
Asset Management	Assets Manager	Manage the Shire's assets in accordance with asset management principles	<ul style="list-style-type: none"> <li>• Asset Management framework</li> <li>• Development of Asset Management Plans across all asset classes</li> <li>• Funding submission applications</li> <li>• Project renewal modelling</li> <li>• Asset Management reports</li> <li>• Preventative maintenance planning</li> <li>• Asset information systems management</li> <li>• Asset management information recording</li> <li>• Data collection and analysis</li> </ul>
Engineering Operations	Operations Manager	Provide construction and maintenance services for the Shire's roads, drainage, and pathways networks	<ul style="list-style-type: none"> <li>• Depot management</li> <li>• Roads and laneways construction and maintenance</li> <li>• Pathways construction and maintenance</li> <li>• Risk assessments</li> <li>• Drainage construction and maintenance</li> <li>• Street &amp; footpath sweeping</li> <li>• Private Works</li> </ul>
Plant and Fleet Services	Executive Manager Engineering Services	Manage, maintain and upgrade the Shire's plant, equipment, and fleet	<ul style="list-style-type: none"> <li>• Plant and equipment maintenance</li> <li>• Vehicle fleet management</li> <li>• Vehicle fleet planning</li> <li>• Procurement of plant, equipment, and fleet.</li> </ul>
Airport	Executive Manager Engineering Services	Manage the Northam Aerodrome	<ul style="list-style-type: none"> <li>• Maintain Facility</li> <li>• Upgrade infrastructure</li> </ul>
Parks, Gardens & Reserves	Operations Manager	Maintain the Shire's parks, gardens and reserves	<ul style="list-style-type: none"> <li>• Parks maintenance</li> <li>• Ovals maintenance</li> <li>• Gardens maintenance</li> <li>• Litter control</li> <li>• Cemetery Maintenance</li> <li>• Street Verge maintenance</li> </ul>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

#### 4. Actions linked to Strategic Community Plan and Services

## GOVERNANCE

TO LEAD OUR COMMUNITY WITH OPENNESS, EFFICIENCY AND PROFICIENCY						
Objective - G1 Provide accountable and transparent leadership						
Estimated 2014/15 Objective Budget	Operating Expenditure \$1,384,599	Operating Revenue \$19,200	Capital Expenditure \$89,196	Capital Revenue Nil		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16
G1.1 Continue to develop Council's policy framework to guide decision making	Review Local Planning Policies	Local Planning Scheme 6 and Strategy	Statutory Land Use Planning	•	•	•
	Review Governance Policy	Council Policy Manual	Governance	•	•	•
	Review Community support policy	Council Policy Manual	Community Events	•	•	•
	Review Finance policies	Council Policy Manual	Finance		•	•
	Review Human Resource policies	Council Policy Manual	Human Resources			•
	Review Works (engineering) policies	Council Policy Manual	Engineering Services Administration	•	•	•
	Review Planning policies	Council Policy Manual	Statutory Land Use Planning		•	•
	Review Health policies	Council Policy Manual	Environmental Health		•	•
	Review Building policies	Council Policy Manual	Building	•	•	•
G1.2 Integrate Planning, resources and reporting	Review Administration policies	Council Policy Manual	Administration	•	•	•
	Review Strategic Community Plan	LG Act	Strategy	•		•
	Review Corporate Business Plan	Strategic Community Plan	Strategy	•	•	•
	Review Long Term Financial Plan	Corporate Business Plan	Finance	•	•	•
	Review Workforce Plan	Corporate Business Plan	Human Resources	•	•	•
G1.3 Enhance Open and interactive communication between Council and the Community	Review Asset Management Strategy	Corporate Business Plan	Strategy	•	•	•
	Monitor, revise and implement the Northam Regional Centre Growth Plan, incorporating the Northam Development Plan, to encourage population growth in the Shire	Northam Regional Centre Growth Plan	Economic Development	•	•	•
	Develop and implement a communications plan for the Shire.		Governance	•	•	•
	Implement a framework for regular community meetings		Governance	•	•	•

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

TO LEAD OUR COMMUNITY WITH OPENNESS, EFFICIENCY AND PROFICIENCY									
Objective - G2 - Improve organisational capability and capacity									
Estimated 2014/15 Objective Budget	Operating Expenditure \$24,582	Operating Revenue \$12,703	Capital Expenditure \$Nil	Capital Revenue Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
G2.1 Receptive to local government structural reform opportunities to enhance Northam as a regional sub centre	Active Membership of the Avon Regional Organisation of Councils (AROC)	Strategic Community Plan	Regional Development	*	*	*	*	*	*
	Partner with the Wheatbelt Development Commission on identified regional initiatives	Strategic Community Plan	Regional Development	*	*	*	*	*	*
G2.2 Increase capacity through the application of the integrated planning process	Review Council Building Asset Management Plan.	Asset Management Strategy	Asset Management		*			*	
	Develop Council Road Asset Management Plan.	Asset Management Strategy	Asset Management	*	*	*	*	*	*
	Develop Council Footpath Asset Management Plan.	Asset Management Strategy	Asset Management	*	*	*	*	*	*
	Develop Council Drainage Asset Management Plan.	Asset Management Strategy	Asset Management	*	*	*	*	*	*
	Develop Council Parks & Reserves Asset Management Plan.	Asset Management Strategy	Asset Management	*		*		*	
G1.3 Enhance Open and interactive communication between Council and the Community	Develop and implement a communications plan for the Shire.		Governance	*	*	*	*	*	*
	Implement a framework for regular community meetings		Governance	*	*	*	*	*	*

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

TO LEAD OUR COMMUNITY WITH OPENNESS, EFFICIENCY AND PROFICIENCY									
Objective - G2 - Improve organisational capability and capacity cont.									
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
G2.3 - Operate/Manage organisation in a sustainable manner	Provide management and leadership to the organisation and stakeholders	Corporate Plan	CEO & Executive Management	•	•	•	•	•	•
	Review Council Insurance coverage		Administration	•	•	•	•	•	•
	Manage the Shire's plant, equipment and vehicle fleet.		Plant and Fleet	•	•	•	•	•	•
	Review and implement the Plant Replacement Strategy.		Plant and Fleet		•				•
	Review the Council Community grant contributions and processes		Community	•			•		•
	Manage and administer the Shire's financial systems and procedures.		Finance	•	•	•	•	•	•
	Review the Shire's rates strategy.		Finance		•			•	
	Review UV to GRV rating for rural residential properties under 5 hectares		Finance		•				
	Manage and implement Fair Value of assets to meet legislative requirements		Finance		•	•			
	Oversee the ongoing maintenance and support services for Shire systems and applications.		Information Technology		•	•	•	•	•
	Ensure telecommunications of the Council are met at an adequate standard.		Information Technology		•	•	•	•	•
	Develop and implement an IT Strategy for the Shire.		Information Technology		•	•	•	•	•
	Provide records management systems and services while maintaining compliance with relevant legislation.		Records		•	•	•	•	•
	Review current method of electronic management of records, with a focus registering electronic mail.		Records		•	•	•	•	•
	Ensure latest retention and disposal guidelines are met		Records		•	•	•	•	•
	Administer and review of the Shire's Record Keeping Plan.		Records		•	•	•	•	•

**SHIRE OF NORTHAM**  
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**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

TO LEAD OUR COMMUNITY WITH OPENNESS, EFFICIENCY AND PROFICIENCY						
Objective G3 - Provide efficient and effective corporate management						
Estimated 2014/15 Objective Budget	Operating Expenditure \$524,630	Operating Revenue \$13,141,520	Capital Expenditure \$177,322	Capital Revenue Nil		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16
G3.1 Provide responsive high level customer service	Manage customer services through use and maintenance of appropriate systems and processes.		Customer Service	•	•	
	Develop/review Northam Customer Services Charter		Customer Service	•	•	•
	Develop & Implement an organisational wide process for dealing with/responding to customer requests/complaints		Customer Service	•	•	•
	Provision of Department of Transport licensing services for the community		Customer Service	•	•	•
	Review the provision of the Department of Transport licensing services by the Shire		Administration	•	•	•
G3.2 Provide flexible and attractive working conditions in a supportive work environment	Provide occupational health & safety advice and fit for work support to Shire of Northam staff	OSH Policy, Injury Management Manual	Human Resources	•	•	•
	Review attraction & retention strategy	Workforce Plan	Human Resources	•	•	•
	Create a staff development framework	Workforce Plan	Human Resources	•	•	•
	Review adequacy of Administration Building		Building Services	•	•	•

**SHIRE OF NORTHAM**  
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**COMMUNITY**

<b>C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY</b>						
<b>Objective C1 - Create an environment that provides for a caring and healthy community</b>						
<b>Estimated 2014/15 Objective Budget</b>	<b>Operating Expenditure \$3,812,850</b>	<b>Operating Revenue \$2,362,593</b>	<b>Capital Expenditure \$1,025,818</b>	<b>Capital Revenue \$22,660</b>		
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
C1.1 Provide quality regulatory services	Implement Council parking strategy and local laws	Town Centre Parking Strategy	Ranger	•	•	•
	Ensure compliance with and advocate for responsible animal (dog/cat) ownership/management requirements	Dog/Cat Act	Ranger	•	•	•
	Review Town Centre Parking Strategy	Town Centre Parking Strategy	Strategic Planning	•	•	•
	Administer the documentation and compliance of leases for Shire buildings.	Lease Policy	Administration	•	•	•
	Investigate building complaints and compliance issues.	Building Act/Code	Building	•	•	•
	Manage Issuing of certified and un-certified Building Permits and Approvals.	Building Act/Code	Building	•	•	•
	Manage the cemetery administration through use and maintenance of appropriate systems and processes.		Cemetery	•	•	•
	Investigate the availability for public access of online cemetery records		Cemetery	•	•	•
	Investigate and assess complaints relating to nuisance and public safety	Health Local Law	Environmental Health	•	•	•
	Undertake assessment of swimming pool fencing compliance	Building Act/Code	Building	•	•	•
	Develop & Implement a program of regular food premises inspections	Health Act	Environmental Health	•	•	•
	Develop program to ensure residential housing is aesthetically acceptable throughout the community		Environmental Health	•	•	•

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY						
Objective C1 - Create an environment that provides for a caring and healthy community						
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16
C1.2 - Advocate for appropriate and accessible health services	Ongoing development of Avon Health & Emergency Services Precinct	Avon Health & Emergency Services Precinct business case	Economic Development	•	•	•
	Develop education precinct master plan	Northam Regional Centre Growth Plan	Strategic Planning			•
C1.3 - Advocate for the provision of greater choice of educational services within the community	Review current educational services and develop actions to create additional value	Northam Regional Centre Growth Plan	Strategic Planning	•	•	•
	Review Shire's After School and Vacation Care programs		Recreation	•		
C1.4 - Facilitate provision of appropriate child care facilities	Investigate resource audit of child care facilities and services within Shire		Community	•	•	•
	Review the Shire of Northam Disability access and inclusion plan	Disability Services Act	Community			•
C1.5 - Facilitate provision of services for aged persons and people with disabilities	Implement the Wheatbelt Integrated Aged Care Plan		Community	•	•	•
	Manage the Killara Adult Day Care and Respite Services		Respite	•	•	•
	Implement the Aged Care WAAFI (WA Assessment Framework Interface) to promote collaboration with other service providers within the Avon region		Respite	•	•	•
	Review and monitor the financial sustainability for the Killara facility		Finance	•	•	•
	Partner with community groups providing services to the aged and people with disabilities		Community	•	•	•
	Review and implement strategies in the HACC Quality Assurance Policy & guidelines as required		Respite	•	•	•
	Maintain Senior Citizens Centre (Memorial Hall)	Memorial Hall Deed	Building Maintenance	•	•	•
	Manage & Maintain Kuringal Village (Bunits)	Community Housing Guidelines	Building Maintenance	•	•	•
	Investigate opportunities for expansion of community aged care units		Community	•	•	•

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY							
Objective C1 - Create an environment that provides for a caring and healthy community							
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16	2016/17
C1.6 - Provide an environment that enhances growth, development and retention of youth	Facilitate development of Wundowie Youth /Skate Park	Wundowie Community Plan	Youth	•	•		
	Facilitate development of the Northam Youth Space/Skate Park	Northam Regional Centre Growth Plan	Youth		•	•	
	Develop and implement an Annual Calendar of events in conjunction with identified stakeholders		Community	•	•	•	•
	Identify and support Local Service providers to deliver Youth programs		Youth	•	•	•	•
C1.7 - Provide an environment that enhances and builds on the liveability of the Shire	Develop a POS Strategy that demonstrates an optimal level of POS in relation to developable land within designated Shire Precincts	Northam Development Plan	Strategic Planning				•
	Update and Implement the Shire of Northam Community Infrastructure Plan	Northam Community Infrastructure Plan	Strategic Planning		•	•	
	Undertake Parks/Playgrounds Audit		Building	•	•		
	Review Developer Contribution Policy	Local Planning Scheme #6	Strategic Planning		•	•	
	Develop & implement Parks & Playground upgrade plan		Parks, Gardens and Reserves		•	•	•

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

<b>C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY</b>									
<b>Objective C2 - Provide services and processes to enhance public safety</b>									
<b>Estimated 2014/15 Objective Budget</b>	<b>Operating Expenditure \$173,746</b>	<b>Operating Revenue \$45,290</b>	<b>Capital Expenditure \$Nil</b>	<b>Capital Revenue \$Nil</b>					
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
C2.1 - Provide community services to uphold public safety standards	Review and implement the Shire of Northam Community Safety and Crime Prevention Plan 2011-2015	Community Safety & Crime Prevention Plan 2011-2015	Community		•	•	•		
	Provide a proactive approach to responsible animal (dog, cat) ownership and management within the community		Ranger			•	•		
	Develop/implement community education program on animal management requirements		Ranger	•	•				
	Develop Community Alcohol Management Plan		Community			•	•		
	Monitor and maintain the Shire's CCTV network	Community Crime Prevention Plan	Building Services		•	•	•	•	•
	Develop/implement environmental health programs e.g. mosquito management	Public Health Planning Guide 2011	Environmental Health		•	•		•	
	Establish and implement an Environmental Health Plan.	Public Health Planning Guide 2011	Environmental Health	•	•	•	•	•	•
	Assessment and approval of stallholders, portable signs, effluent disposal systems, temporary accommodation and public events	Health Act	Environmental Health		•	•	•	•	•
	Regular inspections of commercial establishments - food premises, lodging houses, offensive trades, caravan parks, stallholders, swimming pools	Health Act	Environmental Health		•				
	Monitoring and sampling of food and water outlets including commercial food businesses, swimming pools and wastewater reuse scheme	Health Act	Environmental Health	•	•	•	•	•	•

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

<b>C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY</b>						
<b>Objective C2 - Provide services and processes to enhance public safety</b>						
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
C2.2 - Support provision of emergency services	Develop and Conduct an emergency exercise for the LEMC annually	Local Emergency Management Arrangements	Emergency	•	•	•
	Develop & coordinate delivery of community Emergency Services	Local Emergency Management Arrangements	Emergency	•	•	•
	Encourage safe & effective bushfire mitigation management on non-Council controlled land		Emergency	•	•	•
	Develop, implement and conduct bushfire mitigation on (shire controlled) land in conjunction with BFB's and residents	Local Emergency Management Arrangements	Emergency	•	•	•
	Maintain Emergency services Directory for the Shire of Northam		Emergency	•	•	•
	Lobby to maintain adequate police services		Governance	•	•	•
C2.3 - Provide, monitor and improve adequate bushfire protection provisions	Support local bushfire brigades in bushfire management	Bushfire Management Plan	Emergency	•	•	•
	Support the bushfire brigades in the maintenance and acquiring of suitable plant and equipment	Bushfire Management Plan	Emergency	•	•	•
	Provide training and support to BFB volunteers to perform firefighting operations to acceptable standard	Bushfire Management Plan	Emergency	•	•	•
	Inspect and report on properties with regard to fire breaks and fire control		Ranger	•	•	•
	Review Bushfire Community Engagement Plan	Bushfire Community Engagement Plan	Emergency		•	•

**SHIRE OF NORTHAM**  
**AGENDA**  
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<b>C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY</b>						
<b>Objective C3 - Provide active and passive recreation facilities and services</b>						
<b>Estimated 2014/15 Objective Budget</b>	<b>Operating Expenditure \$2,983,100</b>	<b>Operating Revenue \$759,310</b>	<b>Capital Expenditure \$1,503,807</b>	<b>Capital Revenue \$395,579</b>		
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
C3.1 - Develop, maintain and support appropriate recreation facilities throughout the Shire	Develop a recreation facilities master plan for the Shire of Northam, in the context of current and previously archived plans.	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010	Recreation			*
	Manage the Northam & Bakers Hill Recreation Centres		Recreation	*	*	*
	Manage the Shire Swimming Pool facilities in Northam & Wundowie		Recreation	*	*	*
	Develop a 6 monthly program of active recreational activities for the Shire of Northam		Recreation		*	*
	Review the Recreation Centre (aquatic facility) concept plan and develop funding strategy	Northam Regional Centre Growth Plan	Recreation		*	
C3.2 - Partner with stakeholders to achieve greater community participation in recreational facilities and services	Identify and implement a program around active ageing		Recreation		*	*
	Assist local sporting clubs to develop their governance and expand their participation levels	Service Area of Sport and Recreation Club Development Program Plan	Recreation		*	*
	Implement annual program of events in partnership with Inclusion WA		Recreation		*	*
	Maintain and support the Northam Recreation Centre Facility Management Group		Recreation	*	*	*

**SHIRE OF NORTHAM**  
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<b>C - FOR THE RESIDENTS TO ENJOY LIVING IN A SAFE, CARING AND HEALTHY COMMUNITY</b>									
<b>Objective C4 - Protect and promote the Shire's diverse culture and heritage</b>									
<b>Estimated 2014/15 Objective Budget</b>	<b>Operating Expenditure \$911,555</b>	<b>Operating Revenue \$159,150</b>	<b>Capital Expenditure \$281,706</b>	<b>Capital Revenue \$25,990</b>					
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
C4.1 - Facilitate the preservation of heritage buildings and significant sites	Review Municipal Heritage Inventory	Heritage Act	Planning		*	*		*	
C4.2 - Encourage development sympathetic to heritage sites and values	Manage development within Mitchell Avenue on Avon Special Control Area	Local Planning Scheme 6	Development Services	*	*	*	*	*	*
	Develop Northam Heritage Design Guidelines for Fitzgerald & Gordon St areas		Strategic Planning	*	*				
	Adopt Heritage Policy to guide development of privately owned buildings	Municipal Inventory, Local Planning Scheme	Strategic Planning		*				
C4.3 - Facilitate the promotion of the community's heritage assets	Support Community groups to assist them raise their profiles and obtain grant funding to develop their infrastructure		Community	*	*	*	*	*	*
	Develop a plan to identify and market Northam's heritage assets.	Municipal Inventory/Northam Development Plan	Tourism and Promotion			*	*		
C4.3 - Understand and acknowledge Aboriginal and European heritage through the provision of interpretive venues, materials and activities	Facilitate and promote interpretative initiatives		Community	*	*	*	*	*	*
	Develop concept and viability of Northam Aboriginal Interpretive Centre	Northam Interpretive Centre Business Case	Community	*	*	*			
	Develop Indigenous inclusion plan		Governance			*	*		
C4.4 - Support provision of facilities and services for arts and cultural programs	Develop, implement and review policy and procedures relating to Library Services.		Library		*	*			
	Deliver a supportive library service		Library	*	*	*	*	*	*
	Manage and maintain the Shire's Art Collection		Arts & Culture	*	*	*	*	*	*

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

**ECONOMY**

<b>E – A PROSPEROUS COMMUNITY SUPPORTED BY DIVERSE AND SUSTAINABLE INDUSTRY AND COMMERCE</b>									
<b>Objective E1 - Support business and investment opportunities</b>									
<b>Estimated 2014/15 Objective Budget</b>	<b>Operating Expenditure \$75,189</b>	<b>Operating Revenue \$Nil</b>	<b>Capital Expenditure \$717,729</b>	<b>Capital Revenue \$Nil</b>					
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
E1.1 Promote new commercial and industrial development through appropriate zoning of land, provision of sustainable infrastructure and efficient & effective business approval processes	Lobby Land Corp to undertake Avon Industrial Park Stage 3 development, if existing Industrial Park at 80% capacity	Northam Regional Centre Growth Plan	Economic Development			•			
E1.2 - Support the identification, protection and control of the mineral resources industry through careful development and planning	Review Local Planning Strategy to acknowledge mineral resources in and adjacent to the Shire of Northam	Local Planning Strategy	Strategic Planning		•			•	
E1.3 - Support sustainable business and commerce initiatives	Develop incentives for relocation of existing businesses to established industrial area, physical improvements to sites, encourage private investment		Economic Development			•	•	•	
	Actively pursue the NBN Co to provide broadband into Northam		Economic Development			•	•		
	Encourage increase in professional services to the community		Economic Development			•	•	•	•
E1.4 - Enhance the aesthetic environment to support business opportunities	Review / develop town / community master plans		Strategic Planning		•	•			•
	Apply Minson Avenue Design Guidelines to assist activate the area from Avon to Peel Terrace bridges	Minson Avenue Design Guidelines/Growth Plan	Statutory Planning	•	•	•			
	Adopt Bernard Park Master Plan	Northam Regional Centre Growth Plan	Strategic Planning			•	•		
	Continue the development of Bernard Park as central focus of the CBD	Northam Regional Centre Growth Plan	Parks, Gardens and Reserves	•	•	•	•	•	
	Ongoing development /implementation of CBD revitalisation	Northam Regional Centre Growth Plan	Parks, Gardens and Reserves	•	•	•	•	•	

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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E - A PROSPEROUS COMMUNITY SUPPORTED BY DIVERSE AND SUSTAINABLE INDUSTRY AND COMMERCE						
Objective E1 - Support business and investment opportunities						
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16
E1.5 - Proactively market the region's business opportunities and attractive lifestyle	Develop and Implement a marketing strategy focused on business development	Northam Regional Centre Growth Plan & Northam Development Plan	Economic Development		•	•
	Develop and Implement a marketing strategy for the Avon Industrial Park	Industrial Skilled Labour Force Attraction in the Avon Valley	Economic Development		•	•

**SHIRE OF NORTHAM**  
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<b>E - A PROSPEROUS COMMUNITY SUPPORTED BY DIVERSE AND SUSTAINABLE INDUSTRY AND COMMERCE</b>									
<b>Objective E2 - Facilitate further development of regional tourism</b>									
<b>Estimated 2014/15 Objective Budget</b>	<b>Operating Expenditure \$1,074,708</b>	<b>Operating Revenue \$130,400</b>	<b>Capital Expenditure \$840,140</b>	<b>Capital Revenue \$Nil</b>					
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
E2.1 - Provide relevant tourism information and marketing services	Manage the Northam Visitor Centre		Tourism and promotion	•	•	•	•	•	•
	Develop a Northam marketing plan (focusing on the Shire's natural, social & built environments) in the context of the Avon marketing strategy		Tourism and promotion		•	•			
E2.2 - Support a coordinated approach for regional tourism promotion and management	Attend and contribute to the Avon Valley Tourism Committee		Tourism and promotion	•	•	•	•	•	•
	Contribute to the development and review of a regional marketing strategy		Tourism and promotion		•	•	•	•	•
E2.3 - Provide and support local festivals and tourist events	Develop an events package to assist and guide local event and festival providers		Community Events		•				
	Develop a policy to guide Council in the support of various local events and festivals		Community Events			•	•		
	Advocate for AFL football match at Henry Street Oval (NAB cup, WAFL, AFL intra club)		Recreation			•	•	•	•
	Develop Shire of Northam Events Plan		Community Events			•			
	Support monthly local markets		Community Events	•	•	•	•	•	•
	Identify and Develop initiatives to encourage small business to operate 7 days		Economic Development		•	•			

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

**NATURAL ENVIRONMENT**

<b>N - AN ENVIRONMENTALLY AWARE AND PRO-ACTIVE COMMUNITY</b>									
<b>Objective N1 - Mitigate the Shire of Northam's carbon footprint, reducing waste and greenhouse gas production</b>									
<b>Estimated 2014/15 Objective Budget</b>	<b>Operating Expenditure \$2,044,040</b>	<b>Operating Revenue \$2,222,571</b>	<b>Capital Expenditure \$130,000</b>	<b>Capital Revenue \$47,200</b>					
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
N1.1 - Manage waste disposal in an environmentally sensitive manner that meets the needs of a growing population	Review and implement the regional waste management strategy initiatives.	Strategic Waste Minimisation Plan	Waste Management		•	•	•	•	•
	Provide general rubbish bin kerbside collections, skip bin verge & street bin service	Strategic Waste Minimisation Plan	Waste Management		•	•			
	Contract manage waste facilities, to process general waste, inert waste, and liquid waste and green waste operations and access in accordance with regulations and licence conditions.	Old Quarry Road & Inkpen Road Waste Management Plans	Waste Management	•	•	•	•	•	•
N1.2 - Increase community awareness of the impact of waste issues on the environment	Investigate and enforce compliance regards unlawful activities that are detrimental to the environment	Health Act	Environmental Health	•	•	•	•	•	•
	Develop community awareness campaign	Strategic Waste Minimisation Plan	Waste Management			•			
N1.3 - Encourage the use of recycling materials and create a Towards Zero culture amongst the community	Provide kerbside and drop-off recycling facilities to reduce waste to landfill	Strategic Waste Minimisation Plan	Waste collection and recycling services	•	•	•	•	•	•
N1.4 - Provide community leadership and transition to energy efficient operational practices	Identify opportunities to implement energy efficiency into Council facilities and operations	Building Act / Code	Building Services	•	•	•	•	•	•
N1.5 - Develop an understanding and position on climate change for the Shire of Northam	Develop a climate change adaptation position and potential strategy	WALGA Climate Change Management Toolkit	Environment			•	•	•	•

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<b>N - AN ENVIRONMENTALLY AWARE AND PRO-ACTIVE COMMUNITY</b>									
<b>Objective N2 - Enhance the health and integrity of the natural environment</b>									
<b>Estimated 2014/15 Objective Budget</b>	<b>Operating Expenditure \$435,012</b>	<b>Operating Revenue \$1,027,716</b>	<b>Capital Expenditure \$40,000</b>	<b>Capital Revenue \$Nil</b>					
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
N2.1 - Identify vulnerable environments or areas in need of protection	Identify and remediate Shire of Northam controlled contaminated sites	Contaminated Sites Act	Environmental		•	•	•		
	Develop a Shire of Northam Biodiversity Strategy in liaison with Wheatbelt NRM	Local Government Biodiversity Planning Guidelines	Environmental		•	•			
N2.2 - Protect the integrity of the ecosystem of our rivers and waterways	Develop / Endorse management plan for the Avon River Town Pool	Proposed Avon Town Pool Management Plan	Environment	•					
	Implement strategies to improve the health and aesthetics of the Avon River Town Pool	Northam Town Pool Water Quality Management Plan 2013 Northam Regional Centre Growth Plan	Environmental			•			
N2.3 - Employ risk management strategies and measures to protect natural assets from natural disasters, including fire and flood	Review Local Emergency Management Arrangements	Emergency Management Act 2005	Emergency Services			•			•
	Identify opportunities for buffer zones to protect the natural environment against development	Local Planning Strategy / Scheme	Strategic Planning			•			
	Support protection of existing & remnant vegetation and revegetation along waterways	Local Planning Scheme Special Control Area Strategies	Environment	•	•	•	•	•	•
	Encourage and support community environmental projects	Environmental Protection Act	Environment	•	•	•	•	•	•

**SHIRE OF NORTHAM**  
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**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

N - AN ENVIRONMENTALLY AWARE AND PRO-ACTIVE COMMUNITY									
Objective N3 - Management and protection of water resources									
Estimated 2014/15 Objective Budget	Operating Expenditure \$354,468	Operating Revenue \$Nil	Capital Expenditure \$223,600	Capital Revenue \$251,763					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
N3.1 - Pursue opportunities to use treated effluent water on public open space & as an emergency water supply	Liaise with Water Corporation in regards to need for waste water treatment plant upgrade		Environment		•	•			
	Introduction of water-wise programs at the swimming pools & recreation centre		Recreation		•	•	•	•	•
N3.2 - Promote and support initiatives to reduce water consumption	Identify opportunities to implement water efficiency into Council facilities and operations	Department of Water Policy 1.02	Environmental			•			
	Commit to water saving initiative program such as ICLEI – Local Governments for Sustainability –	ICLEI Guidelines	Environment			•			
N3.3 - Encourage property owners (residential and commercial) to install water recovery & recycling systems	Investigate incentives to encourage water reuse systems	Department of Health Grey Water Guidelines	Environment			•			

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

#### INFRASTRUCTURE AND RESOURCES

R - SUSTAINABLE AND EFFICIENT STRATEGIC AND URBAN TRANSPORT, UTILITIES AND COMMUNICATIONS						
INFRASTRUCTURE						
Objective R1 - Provide and support an effective and efficient transport network						
Estimated 2014/15 Objective Budget	Operating Expenditure \$5,053,032	Operating Revenue \$1,353,379	Capital Expenditure \$5,969,557	Capital Revenue \$658,311		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16
R1.1 - Plan for the provision and delivery of transport services and infrastructure in the Shire in close consultation with the State and Federal governments and the local community	Lobby to retain the Avon Link Rail Service with improved scheduling	Northam Regional Centre Growth Plan	Governance	•	•	•
	Input into revised/appropriate Avon Link Rail Service	Northam Regional Centre Growth Plan	Governance	•	•	
	Develop plan to encourage strong connectivity between Train Station and CBD	Northam Regional Centre Growth Plan	Strategic Planning		•	•
	Develop a local bus service business case (noting importance of other services such as Taxi)	Northam Regional Centre Growth Plan	Strategic Planning			•
	Maintain Roads within the Shire		Engineering Operations	•	•	•
	Lobby for the upgrading of Newcastle Road Bridge	Northam Regional Centre Growth Plan	Engineering Services Administration	•	•	•
	Implementing the Northam Bike & Footpath Plan		Engineering Services / Administration		•	•
	Lobby for the development of the 'orange route' Great Eastern Highway		Engineering Services Administration		•	•
	Input into the Avon Regional Roads Group		Engineering Services Administration	•	•	•
	Advocate for the Bakers Hill Great Eastern Highway redesign works		Engineering Services Administration			•
R1.2 - Maintain an efficient, safe and quality road network	Develop 5 year road construction program	Asset Management Plan	Asset Management			•
	Develop road maintenance plan	Asset Management Plan	Engineering Operations			•
	Deliver Annual construction program	5 year Construction Prog	Engineering Operations			•
	Develop drainage maintenance plan	Asset Management Plan	Asset Management			•
	Develop 5 year footpath construction program	Asset Management Plan	Asset Management			•
	Deliver footpath program	Operational Plan	Asset Management			•
	Develop footpath maintenance plan	Asset Management Plan	Engineering Operations			•

**SHIRE OF NORTHAM**  
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**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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<b>R - SUSTAINABLE AND EFFICIENT STRATEGIC AND URBAN TRANSPORT, UTILITIES AND COMMUNICATIONS INFRASTRUCTURE</b>									
<b>Objective R1 - Provide and support an effective and efficient transport network</b>									
<b>Strategic Initiative</b>	<b>Actions and Projects</b>	<b>Informing Plan/Legislation</b>	<b>Service Area</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
R1.3 - Improve and encourage utilisation of existing airport facilities and associated air services	Manage the Shire's Airport and maintenance	Airport master plan	Airport	•	•	•	•	•	•
	Manage the leasing of airport infrastructure	Airport Lease / Policy / Structure Plan	Administration	•	•				
	Review Airport Master Plan		Strategic Planning		•	•			

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

#### PUBLIC REALM & BUILT ENVIRONMENT

P - An economically efficient infrastructure for industry and households designed for efficient use of energy, water, materials and transport. Providing an orderly and adequate supply of land along with increased choice in housing						
Objective P1 - Promote a diverse mix of development opportunities throughout the Shire						
Estimated 2014/15 Objective Budget	Operating Expenditure \$467,327	Operating Revenue \$161,000	Capital Expenditure \$5,969,557	Capital Revenue \$658,311		
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16
P1.1 - Ensure Council land use planning is in place and reflective of established objectives	Review Local Planning Strategy	Planning & Development Act	Strategic Planning	•	•	•
	Review Local Planning Scheme 6	Planning & Development Act	Strategic Planning	•	•	
	Process development and DAP applications in accordance with LPS 6	Planning & Development Act	Statutory Planning		•	•
	Manage and implement local planning policies.	Local Planning Scheme No.6	Statutory Planning			•
	Undertake compliance proceedings on development	Local Planning Scheme No.6	Statutory Planning	•	•	•
	Facilitate planning for West Northam redevelopment precinct	Northam Regional Centre Growth Plan	Strategic Planning	•	•	•
	Guide / control the development and use of agricultural land in the Shire and minimise potential for land use conflict as identified in the precincts contained within the LPS	Local Planning Strategy	Statutory Planning		•	•
	Facilitate clean-up of disused commercial & residential properties	Northam Regional Centre Growth Plan	Environmental		•	•
P1.2 - Provide a proactive and supportive service to (potential) land developers	Process development and DAP applications in accordance with LPS 6	Local Planning Scheme	Statutory Planning	•	•	•
	Undertake compliance proceedings on development	Local Planning Policies	Statutory Planning			•
	Input into subdivision applications	Local Planning Strategy	Statutory Planning			•

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

P - An economically efficient infrastructure for industry and households designed for efficient use of energy, water, materials and transport. Providing an orderly and adequate supply of land along with increased choice in housing									
Objective P2 - Accessible and legible communities									
Estimated 2014/15 Objective Budget	Operating Expenditure \$72,808	Operating Revenue \$312,537	Capital Expenditure \$355,778	Capital Revenue \$Nil					
Strategic Initiative	Actions and Projects	Informing Plan/Legislation	Service Area	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
P2.1 - Enhance entries into the various town sites	Develop town entry master plan for Mitchell Avenue		Strategic Planning	*	*	*	*	*	*
	Develop town entry master plan for Newcastle Road		Strategic Planning	*	*				
	Develop town entry master plan for Yilgarn Avenue		Strategic Planning		*	*			
	Develop town entry master plan for Goomalling Road		Strategic Planning			*			
	Partner Main Roads WA to develop the Bakers Hill Great Eastern highway traffic management improvements		Engineering Services Administration	*	*	*	*	*	*
	Develop town entry master plan for Spencer Brook Road		Strategic Planning	*	*	*	*	*	*
	Develop town entry master plan for York Road		Strategic Planning	*	*	*	*	*	*
P2.2 - Undertake Urban & CBD renewal projects	Develop and market Victoria Oval redevelopment plan	Northam Regional Centre Growth Plan	Strategic Planning	*	*	*	*	*	*
	Develop plan to improve walkable connectivity to Central Business Area from Train Station	Northam Regional Centre Growth Plan	Strategic Planning			*			
	Develop street scaping plan for the CBD, focusing on connectivity (parking and path networks)	Northam Regional Centre Growth Plan	Strategic Planning			*			
	Develop Urban renewal/regeneration plans for identified areas	Northam Regional Centre Growth Plan	Strategic Planning			*			
	Review and the Wundowie Community Master Plan	Wundowie Community Master Plan	Strategic Planning			*			
	Review the Bakers Hill Community Master Plan	Bakers Hill Community Master Plan	Strategic Planning			*			
	Review the Grass Valley Community Master Plan	Grass Valley Community Master Plan	Strategic Planning			*			

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

#### 5. Priority Projects

The Shire of Northam has a significant number and range of priority projects which have been identified through its various planning processes. The priorities have been split into two distinct categories. The first category focusing on projects which will be programmed into the annual budgeting process with revenue for the project either coming entirely from the Council, is already confirmed, or likely to be confirmed by a third party. While the Council reserves the right to make a final determination as to the delivery of these projects during its annual budget process, it can be assumed that the projects will be delivered. The second category identifies projects which are more strategic and aspirational in their nature and are projects that the Council will be endeavouring to focus on and deliver, however will require a significant financial contribution from a third party which has yet to be confirmed. The nature of these projects is that they have significantly more risk in terms of deliverability within identified timeframes than those which identified in category one.

##### a. Priority Projects

Project Description	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
<b>GOVERNANCE</b>						
<b>COMMUNITY</b>						
Killara Stage 3 refurbishment	80,000					
Northam Youth Space				859,411		
Playground/Open Space Improvements	30,000	30,675	31,442	32,228	33,034	
George Nuich Playground Shade		100,000				
Bernard Park Water Playground	278,000	15,338	209,613			
Northam Interpretive Centre*	384,367					
Jubilee Oval reticulation and cricket wicket		30,000				
Wundowie Oval lighting	40,000					
Wundowie Skate Park		153,375				
Wundowie – Bakers Pipeline	890,000					
Wundowie Sports Pavilion					1,651,681	
Wundowie Swimming Pool refurbishments			TBA			
Wundowie Youth Space	40,000	216,700				
Victoria Oval Development			TBA			
Centenary ANZAC Celebrations	68,000	68,000				
Northam Swimming Pool refurbishments		TBA				
Recreation Centre expansion (aquatic)*				150,000		
Old Northam Railway Station improvements	150,000					
Bakers Hill Oval reticulation	453,750					
Bakers Hill Tennis Court Development	93,000					
Bakers Hill Pavillion Upgrade						1,469,328
Bert Hawke Lighting	20,000					
Henry Street Oval Development (AFL)	50,000					
Avon Health Precinct	1,138,775					
<b>ECONOMY</b>						
Industrial Development**				1,611,396	8,258,405	11,286,487
<b>NATURAL ENVIRONMENT</b>						
Northam Town Pool Aerators	94,373					
Northam Town Pool improvements/dredging**		1,890,102	52,429	53,713	55,003	56,423
Northam Town Pool floating islands	105,997					
Northam Waste Water extension – race course (DoF)**		TBA				

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a. Priority Projects (cont...)

Project Description	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
<b>INFRASTRUCTURE &amp; RESOURCES</b>						
Storm Water drainage improvements – Urban	250,000	258,813	268,324	278,185	288,204	298,583
Storm Water drainage improvements – Rural	50,000	55,000	60,000	65,000	70,000	75,000
Jubilee Playground Upgrade	87,000	20,450				
Northam Town Centre drainage**	131,872		1,717,273			
Bernard Park drainage improvements	442,804					
Wundowie Storm Water reuse**		1,072,914				
Bernard Park Drainage improvements**		931,725				
Hillman Creek drainage improvements**	65,936	828,200				
Bert Hawke Drainage	60,000		41,923			
<b>PUBLIC REALM &amp; BUILT ENVIRONMENT</b>						
Administration Building Redevelopment			2,044,723			
Northam Works Depot *	1,500,000	1,533,750				
Fitzgerald Street Mall redevelopment		TBA				
CBD Street scaping development						
State Government Shared office Accommodation***		TBA				
CBD Revitalisation / Mixed Use **		1,953,975	32,563,302	14,787,245		
Underground Power*		7,500				
Urban Renewal**				10,205,509		
Urban Renewal – West Northam**				1,611,396		
New Living Project**					2,312,353	2,370,162
*Funds available only for assessment / reporting no works						
**external funds required to allow project to proceed						
***not Council project, contribution may be required						

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#### 6. Organisational Context

##### a. Project Management

Project management forms an integral part of the management of the Shire of Northam. We are not only committed to focusing on delivering projects within budgets established by Council, but we have a strong focus on delivering projects safely, within established timeframes and which deliver established outcomes.

This will be achieved through a range of initiatives which include:

##### Training

Staff who are required to manage or contribute to the management of projects will be provided basic project management training through a recognised training provider.

##### Reporting

Executive Managers will be required to report the progress of major projects to the Chief Executive Officer at agreed timeframes.

##### Risk Management

Executive Managers will ensure the risk matrix illustrated below is applied.

In order to assess projects and determine the level and complexity of project management required, the following framework will be applied. In many cases, projects will have elements in a number of the project categories (major, project, works). In this circumstance, the classification should reflect a conservative approach, that is, if in doubt projects are to be scaled to the higher level.

#### J. Project Classification

Criteria	Major Project	Project	Works
Scope of Work	Complex	Defined	Simple/well known
Budget	Above \$250k	Above \$50k to \$250k	Up to \$50k
Timing	> 10 weeks	2 – 10 weeks	2 weeks

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#### II. Project Delivery

Criteria	Major Project	Project	Works
<b>Project Planning</b>	Detailed Gantt chart required utilizing MS-Project (or similar). Detailed working or engineering designs and plans required to be signed off prior to commencement by Chief Executive Officer.	Schedule of timeframes required. Detailed working or engineering designs and plans required to be signed off prior to commencement by Executive Manager.	Preliminary planning required. Detailed working or engineering designs and plans may be required generally, but are required for capital road works.
<b>Risk Management</b>	<b>High Risk</b> Complex analysis and mitigation management formalised in writing and registered on project file. Will require the assistance of Regional Risk Co-ordinator.	<b>Medium Risk</b> Initial analysis and priority mitigation monitored in project meeting reports. May require the assistance of Regional Risk Co-ordinator at discretion of Executive Manager.	<b>Low risk</b> Monitored by responsible officer. JSA required.
<b>Range of Personnel, including Sub-Contractors</b>	High level of competence in PM required. Executive Manager to project manage or external project manager appointed with authority of CEO. Project Team to be established, which must include a minimum of two Executive Managers.	Sound level of competence in areas of technical and project management. Generally managed by Senior Officer, Manager or Executive Manager.	Managed by works supervisor, manager, or other member of staff authorised by Executive Manager.
<b>Level of Communications</b>	High - detailed reporting and data management to CEO on fortnightly cycles. Reports to include progress against Gantt Chart and against financial budget.	Monthly reporting to the CEO against timeframes and budget.	Exception reporting to the CEO (i.e. if perceived issue arising).
<b>Contract (if required)</b>	Complex, vetted by legal.	Standard Contracts in accordance with WALGA template for single supplier contracts, else refer works schedule requirements.	Purchase Order and standard contracts in accordance with WALGA templates at discretion of Executive Manager.
<b>Authorisation</b>	Formal CEO sign off to commence required after presentation of project planning, may require common seal.	Executive Manager authorization to commence required.	Official Council order considered sufficient sign off.
<b>Data Management</b>	All documents, including planning and internal documents required to be registered on file created specifically for project in question. At completion of project, summary of financial outcomes required.	All documents, including planning and internal documents require registration. Reference made to job number or chart of account number established within Synergy for future reference.	Synergy financial system records along with Notes taken and registered in accordance with standard records management practices.
<b>Financial</b>	Specific Chart of Account or Job Number Required. Detailed budgets to be prepared and supporting documentation to be placed on file. Budget should include breakdown by nature and type.	Either specific Chart of Account Number or Job Number required. Planning and other supporting documents to be placed on file.	Either specific Chart of Account Number or Job Number required.

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#### III. Risk Management

Risks should be identified or categorised into one of the following general areas and analysed by determining how they might affect the success of the project. Generally the impact of a risk will realise one or any combination of the following consequences:

- Project outcomes (benefits) are delayed or reduced
- Project output quality is reduced
- Timeframes are extended
- Costs are increased
- Occupational Health & Safety protocols breached

#### Risk Management Definitions

Term	Definition
Risk	The effect of uncertainty on objectives (may be positive, negative or a deviation from what is expected)
Consequence	Outcome of an event or change in circumstances affecting the achievement of objectives
Likelihood	The chance of something happening
Event	An occurrence or existence of a particular set of circumstances
Hazard	Object or activity which may cause a risk (now referred to as a 'risk source') - interaction with the risk source is required to create a risk
Risk Management	Coordinated activities to direct and control an organisation in regard to risk

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#### Consequence

Level Description	Financial Impacts	Health & Safety	Reputation	Service Interruption	Compliance	Property	Environment
<b>Insignificant (1)</b>	<\$10,000	Medical type injuries	Unsubstantiated, low impact, low profile, or no news item	No material service interruption	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	\$10,001 - \$25,000	Lost Time Injury <30 days	Low impact, low news item	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
<b>Medium (3)</b>	\$25,001 - \$250,000	Lost time Injury >30 Days	Substantiated, public embarrassment, moderate impact, moderate news profile	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
<b>High (4)</b>	\$250,001 - \$650,000	Long term disability / multiple injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Extreme (5)</b>	> \$650,000	Death or permanent disablement	Substantiated, public embarrassment, very high multiple impacts, high, widespread multiple news profile, third party actions	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact

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#### Likelihood

Description	Examples	Frequency
Almost Certain (A)	The event is expected to occur	More than once per year
Likely (B)	The event will probably occur	At least once per year
Possible (C)	The event could occur	At least once in five years
Unlikely (D)	The event could occur but probably won't	At least once in ten years
Rare (E)	The event is not expected to occur	Less than once in 20 years

#### Level of Risk

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

- E EXTREME RISK:** Immediate action required by Executive Management
- H HIGH RISK:** Senior Management attention required
- M MODERATE RISK:** Management by specific monitoring or response procedures
- L LOW RISK:** Manage by routine procedures, unlikely to need specific application of resources

Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action). This strategy also involves identifying the stage of the project when the action should be undertaken, either prior to the start of or during the project.

Risk mitigation strategies to reduce the chance that a risk will be realised and/or reduce the seriousness of a risk if it is realised should be developed. Written mitigation strategies will usually only be prepared and/or deployed for projects classified as Major, however mitigation strategies may be prepared for projects and works at the discretion of the Executive Manager.

# SHIRE OF NORTHAM

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#### b. Asset Management Planning

The Shire of Northam adopted an asset management plan in 2013 to cover the following asset classes:

Key Performance Indicator	Calculation	Standards	Current Performance	Basic Standard Achieved
Asset ratio (ACR)	Depreciated replacement cost of assets (written down value) divided by current replacement costs of depreciable assets.	Standard is not met if ratio data cannot be identified or ratio is less than 50%. Basic standard is met if ratio data can be identified and ratio is 50% or greater. Advanced standard is met if this ratio is between 60% and 75%.	51%	Yes
Asset ratio (ASR)	Capital expenditure on replacement or renewal of assets divided by the depreciation expense.	Standard is not met if ratio data cannot be identified or ratio is less than 90%. Basic standard is met if ratio data can be calculated and ratio is 90% or greater. Advanced standard is met if this ratio is between 90% and 110%.	114%	Yes
Asset renewal funding ratio	Net present value of planned capital expenditure based on current Departmental guidelines on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period.	Standard is not met if ratio data cannot be identified or ratio is less than 75%. Basic standard is met if ratio data can be identified and ratio is between 75% and 95%. Advanced standard is met if this ratio is between 95% and 105% and the ASR falls within the range 80% to 110% and ACR falls within the range of 50% to 75%.	68%	Yes

#### Property Plant and Equipment:

- Land
- Buildings
- Plant and Equipment

#### Infrastructure

- Roads
- Bridges
- Footpaths and cycleways\*
- Drainage\*
- Parks, open space and streetscapes
- Other Infrastructure\*

\*Note: We are unable to accurately ascertain the units of these items; they will be included in future improvements

#### Key elements of the plan and are:

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how Council will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting Council's objectives.
- Asset management improvement plan

Resulting from the asset planning undertaken in 2012/13 the following indicators were assessed, highlighting that the Shire of Northam met the required basic standard of asset management. It is proposed in the Corporate Business Plan to develop individual asset management plans across the identified asset classes over the 2014/15 and 2015/16 financial years.

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#### c. Workforce Planning

The Shire is a significant employer within the Local Government Area, employing 122 people in full time, part time and casual positions. The Shire is in an enviable position of being identified as a regional SuperTown opening up numerous opportunities for local infrastructure and redevelopment. Although infrastructure development continues across the region, the Shire as an organisation, has the ongoing challenge of delivering strong governance and sustainable service provision in an ever-changing and highly complex environment.

With the recent development of the new Strategic Community Plan 2012 – 2022, Council now has clear direction from the community and a mandate to lead. To activate the Strategic Community Plan, the newly developed Corporate Business Plan takes effect and aligns the resources of the Shire to ensure implementation occurs. Assessing the capabilities and capacity of the workforce to deliver upon the community's goals and objectives is the first step of implementation and the Integrated Workforce Plan 2013 – 2017 (IWP) is igniting that process.

The Shire of Northam is situated in the Wheatbelt Region of Western Australia which bears unique regional factors with one of those being the issue of recruiting and retaining skilled and experienced employees. The Shire reflects this issue in several ways with the current employee attrition rate of 34% p.a.

The Shire values its workforce and through the development of the Community Strategic Plan 2012-2022, the IWP is a tangible commitment to building workforce capability and capacity and ensuring that the right people are in the right place at the right time;

*“to deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth”.*  
*Strategic Community Plan 2012-2022 Mission Statement.*

The challenge for the Shire is to maintain the focus on the traditional 'roads, rates and rubbish' functions whilst realigning the structure of the business to the new community vision, along with a more robust, systemised and integrated approach to service delivery. Improving internal communications whilst planning and developing procedural excellence will ensure the Shire can meet community and Council expectations.

The IWP highlights key workforce risks and challenges and recommends actions that can mitigate the risk of service delivery interruptions. Workplace culture plays a big part in this challenge and through a structured and well managed strategy, the Shire can ensure that a confident, skilled, professional and accountable workforce will be sustained long into the future.

The IWP is one of continuous improvement and long term commitment. The Shire does not have the discretionary funds or capacity to resolve and address all challenges immediately. What the Shire does have is a united and clear community vision, strong Council leadership, effective management and a long term commitment to its greatest asset – its people, who will continue to develop, thrive and deliver.

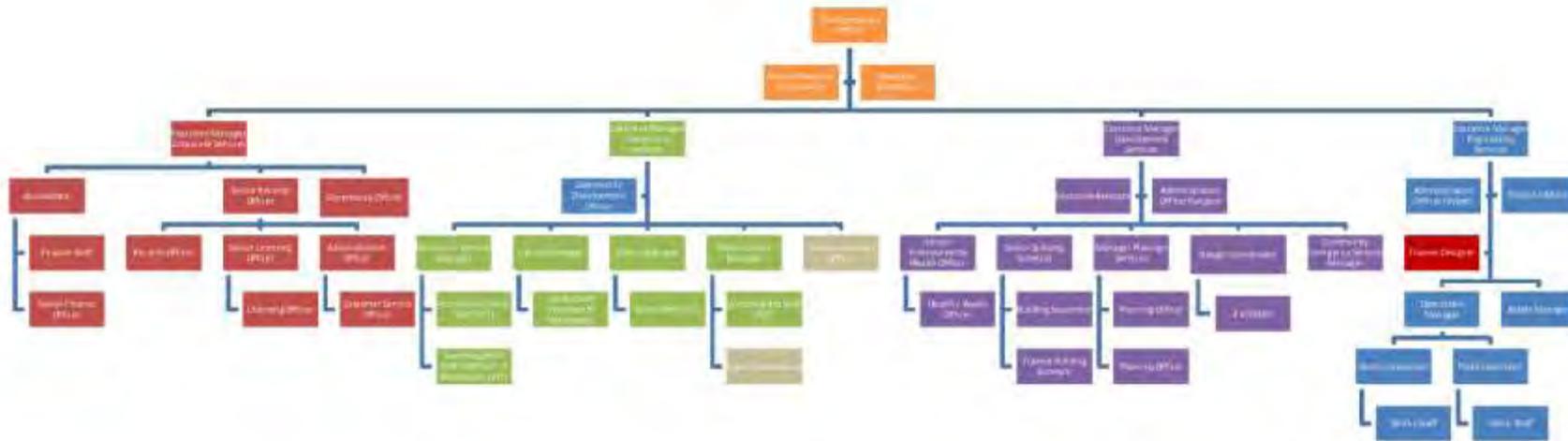
# SHIRE OF NORTHAM

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i. Organisational Structure



# SHIRE OF NORTHAM

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#### **d. Long Term Financial Planning**

The Shire of Northam endorsed a long term financial plan in 2012/13.

This plan has been prepared to support the strategic planning process for the Shire. The plan addresses the operating and capital needs placed on the Shire over the next 10 years.

The plan will be reviewed every 12 months to reflect the prevailing economic conditions and changing community needs placed on the Shire. In compiling this long term plan consideration has been given to the economic drivers that will influence the future cost of providing facilities and services. The values disclosed in this plan therefore represent estimated future prices and costs.

This long-term strategic financial plan is set against economic uncertainty. The plan addresses operating and capital renewal of the period 2013/14 and concluding in 2022/23. The changing economic circumstances have meant that projections for growth and therefore community demand as facilities and services are subject to how the Australian and State economies recover from the current position.

This plan represents a financial solution to meeting the competing demands of services and facilities to the community. There are numerous ways that will enable the Shire to achieve its objectives. This plan balances the funding needs of renewal and new infrastructure assets, existing services against rating expectations, reasonable fees, debt\leverage and the use of accumulated funds held in reserve accounts. Australia's real GDP is forecast to grow 3.0% in 2012-13 and 2.75% 2013-14. Federal Government Budget forecasts for 2014/15 to 2016/17 estimate GDP to be at 3.0% per annum.

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The following financial projections have been taken from the Councils Long Term Financial Plan, Developed in the context of the Strategic Community Plan and Corporate Business Plan deliverables.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Operating Revenues</b>										
General rate revenue	8,004,143	8,462,508	8,807,657	9,173,811	9,554,773	9,949,442	10,360,239	10,782,139	11,215,402	11,666,752
Operating grants/subsidies/contributions	4,734,488	4,889,984	5,063,076	5,242,657	5,428,053	5,619,894	5,820,482	6,027,786	6,240,329	6,460,354
Fees and Charges	3,177,753	3,342,159	3,454,054	3,569,921	3,687,587	3,808,843	3,943,022	4,081,173	4,221,982	4,367,384
Interest earnings	477,315	553,214	546,457	575,690	613,814	653,401	621,568	636,245	680,601	720,956
Other Operating Revenue	337,795	331,240	351,637	365,260	358,267	365,812	374,588	379,769	398,988	402,705
<b>Operating revenues</b>	<b>16,731,504</b>	<b>17,579,105</b>	<b>18,222,821</b>	<b>18,927,339</b>	<b>19,642,484</b>	<b>20,387,392</b>	<b>21,119,899</b>	<b>21,907,112</b>	<b>22,757,302</b>	<b>23,618,151</b>
<b>Operating Expenses</b>										
Employee costs	(6,538,146)	(6,693,132)	(6,858,468)	(7,027,905)	(7,198,084)	(7,372,384)	(7,568,608)	(7,770,032)	(7,976,733)	(8,188,834)
Material and Contracts	(6,567,854)	(6,546,951)	(6,762,961)	(6,964,610)	(7,167,220)	(7,381,086)	(7,622,017)	(7,872,401)	(8,116,600)	(8,376,172)
Utilities (gas elect. water)	(659,367)	(674,758)	(691,291)	(708,828)	(726,231)	(742,642)	(762,254)	(782,685)	(803,047)	(824,256)
Insurance	(552,846)	(565,326)	(579,175)	(594,365)	(607,612)	(622,199)	(638,694)	(655,800)	(672,812)	(690,589)
Interest	(284,881)	(256,587)	(268,975)	(282,945)	(299,847)	(318,681)	(307,146)	(285,046)	(207,815)	(175,309)
Other expenses	(429,731)	(440,056)	(452,323)	(463,807)	(475,270)	(487,332)	(501,043)	(514,904)	(529,187)	(543,931)
<b>Operating Expenses</b>	<b>(14,872,225)</b>	<b>(15,178,810)</b>	<b>(15,614,193)</b>	<b>(15,990,860)</b>	<b>(16,483,260)</b>	<b>(16,824,324)</b>	<b>(17,289,702)</b>	<b>(17,830,388)</b>	<b>(18,306,294)</b>	<b>(18,833,045)</b>
<b>Profit(Loss) - normal operations</b>	<b>1,859,279</b>	<b>2,400,295</b>	<b>2,609,728</b>	<b>2,936,479</b>	<b>3,259,234</b>	<b>3,573,068</b>	<b>3,820,197</b>	<b>4,076,924</b>	<b>4,451,008</b>	<b>4,815,106</b>
<b>Net operating demand</b>	<b>1,859,279</b>	<b>2,400,295</b>	<b>2,609,728</b>	<b>2,936,479</b>	<b>3,259,234</b>	<b>3,573,068</b>	<b>3,820,197</b>	<b>4,076,924</b>	<b>4,451,008</b>	<b>4,815,106</b>
<b>Capital Transactions</b>										
Non-operating grants/contributions	4,056,104	22,025,267	45,696,727	29,876,179	12,602,126	15,943,946	10,964,864	861,279	767,905	680,977
Proceeds from Sale of Non-Current Assets	1,896,420	1,909,411	2,166,398	512,962	365,944	403,325	354,979	652,349	302,603	686,243
Land	0	0	0	0	0	0	0	0	0	0
Capital Outlays on Property Plant & Equipment	(4,079,033)	(5,798,156)	(13,906,077)	(2,656,928)	(2,747,867)	(2,627,508)	(3,218,701)	(2,098,767)	(1,198,091)	(2,036,568)
Capital Outlays on Infrastructure	(5,597,766)	(20,357,646)	(47,157,753)	(80,127,815)	(113,053,251)	(146,530,586)	(46,882,239)	(2,894,716)	(2,951,837)	(2,825,651)
<b>Net Capital</b>	<b>(5,724,279)</b>	<b>(2,731,124)</b>	<b>(13,199,709)</b>	<b>(2,395,602)</b>	<b>(2,833,048)</b>	<b>(2,810,828)</b>	<b>(5,497,091)</b>	<b>(3,419,855)</b>	<b>(3,079,880)</b>	<b>(1,494,999)</b>
<b>Reserve Transactions</b>										
Transfers (to) Reserves	(1,002,351)	(760,936)	(786,903)	(1,112,128)	(1,339,054)	(1,013,128)	(916,157)	(1,034,562)	(1,217,726)	(1,538,579)
Transfers from Reserves	1,069,210	603,785	1,913,225	838,614	571,243	370,758	1,891,451	854,698	351,305	752,265
<b>Net Transfers (to)/From Reserves</b>	<b>67,065</b>	<b>(157,151)</b>	<b>1,126,722</b>	<b>(273,514)</b>	<b>(767,811)</b>	<b>(642,370)</b>	<b>975,294</b>	<b>(178,864)</b>	<b>(866,421)</b>	<b>(786,308)</b>
<b>Debt Management</b>										
Proceeds from New Debentures	0	922,670	0	286,440	935,950	353,770	1,156,870	0	0	0
Repayment of Debentures	(485,082)	(473,376)	(577,690)	(580,564)	(633,210)	(495,581)	(503,690)	(483,341)	(510,685)	(539,431)
Proceeds from Self Supporting Loans	38,686	38,686	40,945	36,751	38,885	25,941	8,420	5,329	5,478	5,632
<b>Net Debt</b>	<b>(406,396)</b>	<b>487,980</b>	<b>(536,745)</b>	<b>(267,363)</b>	<b>341,625</b>	<b>(119,870)</b>	<b>661,600</b>	<b>(478,009)</b>	<b>(505,207)</b>	<b>(533,799)</b>
1 July Surplus/(Deficit)	2,164,327	0	0	0	0	0	0	0	0	0
LESS 30 June Surplus/(Deficit)	0	0	0	0	0	0	0	0	0	0
<b>Budget (Deficit)/Surplus</b>	<b>2,164,327</b>	<b>0</b>								

The following financial indicators have been determined as outcomes of the long term financial planning process.

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OPERATING RESULTS	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Operating Surplus Ratio</b>										
<u>operating revenue minus operating expense</u>	(1,370,021)	(1,223,605)	(1,868,072)	(2,104,421)	(2,055,168)	(2,060,442)	(2,073,408)	(3,360,470)	(1,695,592)	(1,474,494)
own source operating revenue	11,997,006	12,689,121	13,159,845	13,684,682	14,214,441	14,777,498	15,299,417	15,879,326	16,516,973	17,157,797
Operating Surplus Ratio	-11.4%	-10.0%	-14.2%	-15.4%	-14.5%	-13.9%	-13.6%	-12.3%	-10.3%	-8.6%
Base: 0% to 15.0% Advanced: greater than 15.0%	●	●	●	●	●	●	●	●	●	●
<b>Gross Operating Surplus Ratio</b>										
Profit (Loss) - normal operations	2,686,083	20,751,662	43,827,655	27,771,758	10,546,960	13,883,514	8,891,461	(3,099,147)	(941,687)	(793,517)
Operating revenues from normal operations	20,787,608	39,604,372	63,919,648	48,803,518	32,244,620	36,341,338	32,084,763	22,768,391	23,525,207	24,299,128
Gross Operating Surplus Ratio	12.9%	52.4%	68.6%	56.9%	32.7%	38.2%	27.7%	4.8%	4.0%	3.3%
Base: 0% to 15.0% Advanced: greater than 15.0%	●	●	●	●	●	●	●	●	●	●
<b>Funding Ratio</b>										
<u>operating revenue minus operating expense</u>	1,899,279	2,400,295	2,609,728	2,936,479	3,259,234	3,573,068	3,820,197	4,076,924	4,451,008	4,815,106
LG Revenues	16,731,504	17,579,105	18,222,921	18,927,339	19,642,494	20,397,392	21,119,899	21,907,112	22,757,302	23,618,151
Funding Ratio	11.4%	13.7%	14.3%	15.5%	16.6%	17.5%	18.1%	18.6%	19.6%	20.4%
Base: 20.0% to 30.0% Advanced: greater than 30.0%	●	●	●	●	●	●	●	●	●	●
<b>Own Source Revenue Coverage Ratio</b>										
<u>own source operating revenue</u>	11,997,006	12,689,121	13,159,845	13,684,682	14,214,441	14,777,498	15,299,417	15,879,326	16,516,973	17,157,797
operating expenditure	18,101,525	18,852,710	20,091,993	21,031,760	21,697,660	22,457,824	23,193,302	23,867,588	24,456,844	25,092,645
Own Source Revenue Coverage Ratio	66.3%	67.3%	65.5%	65.1%	65.5%	65.8%	66.0%	66.5%	67.5%	68.4%
Base: 40% to 60% Advanced: greater than 60%	●	●	●	●	●	●	●	●	●	●

# SHIRE OF NORTHAM

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#### 7. Monitoring and Reporting

The implementation of the Corporate Business Plan will be monitored monthly and reported corporately on an annual basis through progress of action and project delivery against targets and year to date expenditure against budget. In addition, performance will be monitored and reported against corporate or operational key performance indicators. The tables below outlines the Shire's corporate key performance indicators. Where necessary, additional performance measures will be progressively developed and implemented across the organisation during 2013-2014.

#### Human Resources

Performance Area	Key Performance Indicator	Formula	Target	13/14 Actual
<b>Safe Working Environment</b>				
Workplace Safety	Lost Time Injury Frequency Rate	$\frac{\text{Number of lost time injuries} \times 1,000,000}{\text{Total hours worked}}$	<15	17.72
Occupational Health and Safety Management	Percentage compliance with AS/NZS 4801:2001 requirements	Average percentage compliance over 10 sectors through an independent audit *formal assessment by LGIS to be undertaken	>76%	28%
<b>Appropriately Skilled Workforce</b>				
Professional Development	Percentage employee satisfaction with professional development opportunities	Average percentage satisfaction across all Departments determined through Tri- Annual Workforce Systems Processes People Audit	>60%	
<b>Retention of Valued Staff</b>				
Staff Turnover	Staff turnover rate	$\frac{\text{Number of staff separations}^*}{\text{Total number of staff (less casual and Council instigated)}}$	<20%	26%

#### Financial Management

Performance Indicator	Definition	Formula	Target	13/14 Actual
Budget Management	Percentage variance in actual year to date expenditure (operating or capital) versus budgeted expenditure	$\frac{\text{Actual Expenditure} - \text{Budgeted Expenditure} \times 100}{\text{Budgeted Expenditure}}$	<10%	22.43%
Current Ratio	This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions	$\frac{\text{Current Assets MINUS Restricted Assets}}{\text{Current Liabilities MINUS Liabilities Associated with Restricted Assets}}$	1:1 (100% or greater)	156%
Debt Service Ratio	This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan	$\frac{\text{Annual Operating Surplus BEFORE interest and depreciation}}{\text{Principal and Interest}}$	>4	2.9
Creditor Processing	Percentage of Council creditors paid within 35 days	$\frac{\text{Number Creditors Paid} \leq 35 \text{ days} \times 100}{\text{Total Number Creditors}}$	≥90%	N/A

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#### Governance

Performance Indicator	Definition	Formula	Target	13/14 Actual
Corporate Plan Achievement	Percentage of identified Corporate Actions achieved	$\frac{\text{Corporate Actions undertaken in current year}}{\text{Total Number of Corporate Actions}}$	100%	94.5%
Project Delivery	Percentage of Major Projects delivered	$\frac{\text{Number of Major Projects Delivered in current year}}{\text{Total Number of Major Projects Identified in Corporate Plan}}$	100%	52%

#### Compliance

Performance Indicator	Definition	Formula	Target	13/14 Actual
<b>Statutory Planning</b>				
Building License Processing	Average Building License processing time	Building license process times to be measured by the official date received and official date licensed issued	≤20 days	
Development Application Processing	Average Development Application processing times	$\frac{\text{Total days to process development applications}}{\text{Total number of development applications}}$ Development application process times measured by the official date received and official date approval issued, less any official hold periods recorded	≤30 days (delegated decisions) ≤40 days (non-delegated decisions)	35-day overall average
<b>Local Government Compliance</b>				
Compliance Auditing	Percentage of elements identified within the annual Department of Local Government Audit Return identified as being complied with by the Shire of Northam	$\frac{\text{# of Audit Elements complied with}}{\text{Total number Audit elements}}$ Compliance audit for the period 1 <sup>st</sup> January to 31 <sup>st</sup> December against the requirements of the Compliance Audit Return	≥90%	89.8%

As the Corporate Business Plan is integrated with and delivers on the Strategic Community Plan, monitoring and reporting of outcome performance through the strategic key performance indicators is also important in determining the effectiveness of the Shire's services and projects.

All elements of the Corporate Business Plan will be reviewed and amended as required each year prior to the annual budget process. This enables the corresponding year of the Corporate Business Plan and Long Term Financial Plan to accurately inform the annual budget

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**APPENDIX 6 – ACCOUNTS AND STATEMENTS OF ACCOUNTS**

<b>LIST OF ACCOUNTS DUE AND SUBMITTED TO COUNCIL APRIL 2015</b>				
<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
1889	14/04/2015	AVONGRO WHEATBELT TREE CROPPING	REFUND OF BOND ON LESSER HALL BOOKING# 1330.	- 500.00
1890	14/04/2015	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BUILDING FEES FOR MARCH 2015 COLLECTED FOR BSL.	- 1,293.41
1891	14/04/2015	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BUILDING FEES COLLECTED FOR BCITF FOR MARCH 2015.	- 1,745.95
1892	14/04/2015	CHRISTOPHER GERARD DAVID	KERB BOND REFUND FOR 77 CROKE AVE NORTHAM A15706 APPLICATION# 11102.	- 1,000.00
1893	14/04/2015	SHIRE OF NORTHAM	MONTHLY BUILDING COMMISSION (BSL) & (BCITF) FOR MARCH 2015.	- 149.50
			<b>TOTAL TRUST CHEQUES</b>	<b>- 4,688.86</b>
EFT19488	02/04/2015	DALLYWATER CONSULTING	RELIEF CONTRACT EHO SERVICES DURING THE PERIOD 09/03/2015 TO 20/03/2015.	- 4,356.00
EFT19489	02/04/2015	DENIS GRAHAM BERESFORD	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 1,726.55
EFT19490	02/04/2015	DESMOND ARNOLD HUGHES	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 1,726.55
EFT19491	02/04/2015	JULIE ELLEN WILLIAMS	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 1,726.55
EFT19492	02/04/2015	KATHLEEN DAWN SAUNDERS	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 2,015.15
EFT19493	02/04/2015	LLEWELLYN A W	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 1,918.16
EFT19494	02/04/2015	POLLARD FAMILY SUPERANNUATION FUND T/A POLLARD ENTERPRISES PTY LTD	SUPERANNUATION MONTHLY CONTRIBUTION MARCH 2015.	- 2,000.00
EFT19495	02/04/2015	ROBERT WAYNE TINETTI	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 1,726.55
EFT19496	02/04/2015	STEVEN BRUCE POLLARD	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 2,780.72
EFT19497	02/04/2015	TERRY MATTHEW LITTLE	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 2,377.95
EFT19498	02/04/2015	ULO RUMJANTSEV	COUNCILLOR MONTHLY PAYMENTS MARCH 2015.	- 2,274.15
EFT19499	10/04/2015	ALAN PATRICK TOOVEY	RATES REFUND FOR ASSESSMENT A13953 120 WOODLEY FARM DRIVE NORTHAM.	- 2,000.00
EFT19500	10/04/2015	AMG UNIVERSAL SUPER	SUPERANNUATION CONTRIBUTIONS.	- 332.53
EFT19501	10/04/2015	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG P/RUN 25/03/2015 TO 07/04/2015.	- 50,886.00
EFT19502	10/04/2015	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS.	- 521.95
EFT19503	10/04/2015	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS.	- 312.38

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EFT19504	10/04/2015	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS.	- 177.40
EFT19505	10/04/2015	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS.	- 81.00
EFT19506	10/04/2015	THE PIVOT INSTITUTE	CERTIFICATE IV TRAINING & ASSESSMENT ON 11/05/15 TO 15/05/15 FOR CESM JOHN HANSON.	- 1,750.00
EFT19507	10/04/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 208 INTEREST PAYMENT - NORTHAM COUNTRY CLUB.	- 3,356.96
			<b>SUB TOTAL EFT MUNICIPAL</b>	<b>- 84,046.55</b>
EFT19508	14/04/2015	PHILIP STEPHEN LLOYD	REFUND OF CAT TRAP BOND AS RETURNED ON 07/04/2015.	- 55.00
EFT19509	14/04/2015	SPADACCINI MICHAEL CHRISTOPHER	KERB BOND REFUND FOR 13 BURNSIDE PLACE NORTHAM.	- 500.00
			<b>SUB TOTAL EFT TRUST</b>	<b>- 555.00</b>
EFT19510	15/04/2015	JR & A HERSEY PTY LTD	SINGLE LEG CHAINS REPAIR, TAG & TEST FOR ENGINEERING SERVICES.	- 356.40
EFT19511	15/04/2015	LOUI'S PLANT HIRE	REPAIR EROSION FORM & STONE PITCH AFFECTED AREA AT NORTHAM HIGH SCHOOL AREA DRAINAGE & REPAIR BRIDGE GUIDE POSTS ON PEEL TCE BRIDGE.	- 6,650.00
EFT19512	15/04/2015	NORTHAM HERITAGE FORUM INC.	ENTRY FEE INTO THE OLD RAILWAY MUSEUM FOR X5 GHOST BUSTER VISITORS ON 28/03/2015.	- 25.00
EFT19513	15/04/2015	QUIN'S GOURMET BUTCHERS	PURCHASE OF ASSORTED MEATS FOR KILLARA.	- 257.99
EFT19514	15/04/2015	ABEL CONCEPTS (AUST) PTY LTD	PURCHASE OF X2 ABEL EASYLIFTER TO SUIT 125MM OD GOAL POSTS WITH GROUND TUBES FOR ENGINEERING SERVICES.	- 1,045.00
EFT19515	15/04/2015	ADT SECURITY	SECURITY MONITORING SCHEDULED MAINTENANCE SERVICE FOR KILLARA DAY CARE, MORBY COTTAGE, NORTHAM LIBRARY & NORTHAM POOL FOR THE PERIOD 01/03/2015 TO 31/05/2015.	- 523.51
EFT19516	15/04/2015	CANCELLED PAYMENT		
EFT19517	15/04/2015	AJ SMITH WELDING	OPTIC FIBRE LOCATING AT 35 WELLINGTON ST NORTHAM ON 30/03/2015, CORNER OF HAMPTON & KENNEDY ST ON 23/03/2015 & CORNER OF INKPEN ST & STIRLING ST ON 13/04/2015, OPTIC FIBRE LOCATING, WATER LOCATING & TELSTRA LOCATING AT CORNER OF GORDON ST & WELLINGTON ST ON 25/03/2015 & CORNER OF ENFIELD TERRACE & STIRLING ST ON 07/04/2015, WELD & MANUFACTURE BRACKETS ONTO PORTABLE HOUSE AT NORTHAM DEPOT ON 07/04/2015, RETICULATION LOCATING ON FITZGERALD ST NORTHAM.	- 9,616.53

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EFT19518	15/04/2015	ALLVEHICLES (NORTHAM RADIATOR SPECIALISTS & AVON 4WD CENTRE)	PURCHASE OF X1 15,000KG ARB RECOVERY STRAP, X1 8,000KG ARB RECOVERY STRAP, X4 19MM BOW SHACKLES & X1 750 AMP JUMPER LEADS FOR BRIGADES.	- 458.95
EFT19519	15/04/2015	AMGROW AUSTRALIA PTY LTD	PURCHASE OF 800KG OF SEED STRIKER GOLD BLEND FOR HENRY STREET OVAL.	- 4,488.00
EFT19520	15/04/2015	ANDY'S PLUMBING SERVICE	REPAIR TAPS & CISTERN IN TOILETS AT RSL HALL NORTHAM, CLEAR BLOCKED TOILETS AT BERNARD PARK & REPAIR TWO BROKEN WATER PIPES UNDERGROUND AT WUNDOWIE POOL.	- 1,039.50
EFT19521	15/04/2015	AUSTRALIAN OFFICE	PURCHASE OF X4000 WHITE WINDOW FACE ENVELOPES FOR SHIRE ADMIN.	- 143.79
EFT19522	15/04/2015	AV-SEC SECURITY SERVICES	SECURITY FOR CONCERTS IN THE PARK IN WUNDOWIE ON 13/03/2015.	- 352.00
EFT19523	15/04/2015	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF OLD QUARRY ROAD WASTE MANAGEMENT FACILITY FOR THE PERIOD 03/03/2015 TO 15/03/2015.	- 1,568.00
EFT19524	15/04/2015	AVON PAPER SHRED	SHREDDING OF X1 240LTR BIN OF CONFIDENTIAL PAPER FOR KILLARA.	- 55.00
EFT19525	15/04/2015	AVON VALLEY BAKERY	PURCHASE OF X500 ROUND ROLLS FOR AUSTRALIA DAY EVENT 2015.	- 300.00
EFT19526	15/04/2015	AVON VALLEY CONTRACTORS	SUPPLY & DELIVER LOCAL YELLOW SAND TO SHIRE DEPOT ON 20/03/2015, HIRE OF BOBCAT ON MITCHELL AVE & NEWCASTLE RD NORTHAM ON 11/03/2015 & 12/03/2015 & HIRE OF CAT LOADER TO TOW BACKHOE OFF MITCHELLE AVE ON 18/03/2015.	- 2,373.25
EFT19527	15/04/2015	AVON VALLEY GLASS	SUPPLY & INSTALL WINDSCREEN TO 2009 MITSUBISHI FUSO TRUCK N.007.	- 550.00
EFT19528	15/04/2015	AVON VALLEY MOWER & CHAINSAW CENTRE	PURCHASE OF X12 CHAINSAW FILES, X2 FILING KITS & X1 OREGON FILE HANDLE FOR ENGINEERING SERVICES, X6 LIQUID CHLORINE 20L FOR TREATED WASTE WATER IN WUNDOWIE & X24 25KG BAG OF DENSE SODA ASH FOR NORTHAM SWIMMING POOL.	- 1,677.41
EFT19529	15/04/2015	AVON VALLEY NISSAN	30,000KM SERVICE TO PROMA DX WHEELCHAIR BUS KILLARA 2.	- 451.47
EFT19530	15/04/2015	AVON WASTE	DOMESTIC & COMMERCIAL RUBBISH COLLECTION FOR THE FORTNIGHTS ENDING 06/03/2015 & 20/03/2015 & HIRE OF X20 EVENT BINS FOR CONCERTS IN THE PARK IN WUNDOWIE ON 13/03/2015.	- 111,402.76
EFT19531	15/04/2015	BEAUREPAIRES	SUPPLY & FIT X1 NEW TYRE ON ISUZU N10721 & SUPPLY & FIT X4 NEW TYRES TO HOLDEN CAPTIVA N.4092.	- 1,414.97
EFT19532	15/04/2015	BLACKWELL PLUMBING PTY LTD	CLEAR BLOCKED TOILET AT KILLARA.	- 137.50

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EFT19533	15/04/2015	BOC LIMITED	BALLOON GAS HIRE FOR CONCERTS IN THE PARK 2015.	- 55.87
EFT19534	15/04/2015	BOUNCY FUN CASTLES	HIRE OF BOUNCY CASTLES PLUS OPERATORS FOR CONCERT IN THE PARK ON 27/03/2015.	- 1,000.00
EFT19535	15/04/2015	BUNNINGS BUILDING SUPPLIES P/L	PURCHASE OF X15 PLANTS FOR HENRY ST OVAL.	- 269.85
EFT19536	15/04/2015	C.Y.O'CONNOR INSTITUTE	CERT III AGED CARE FOR JOANNE FRENCH & GAIL PEITERSIE.	- 301.60
EFT19537	15/04/2015	CADD'S FASHIONS	PURCHASE OF WORKS SHIRT & DRILL PANTS INCLUDING EMBROIDERY FOR PARKS & GARDENS JUDITH HAY.	- 312.00
EFT19538	15/04/2015	CANNON HYGIENE AUSTRALIA PTY LTD	SANITARY UNIT MONTHLY SERVICE AT NORTHAM REC CENTRE.	- 667.00
EFT19539	15/04/2015	CENTRAL DISTRICTS AIRCONDITIONING PLUMBING & ELECTRICAL	SUPPLY & INSTALL X16 DISPOSABLE V FORM FILTERS TO AIR CONDITIONING SYSTEMS AT NORTHAM REC CENTRE.	- 1,174.76
EFT19540	15/04/2015	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	- 225.00
EFT19541	15/04/2015	CJD EQUIPMENT PTY LTD	PURCHASE OF X1 20L TRANSMISSION OIL FOR BACKHOE LOADER N.004.	- 124.44
EFT19542	15/04/2015	CLARK EQUIPMENT	PURCHASE OF X3 COUPLER KITS FOR CLARK BOBCAT N.006.	- 441.91
EFT19543	15/04/2015	CMM TECHNOLOGY	RECALIBRATION OF LIEFELOC FC BREATHALYSER FOR ENGINEERING SERVICES.	- 88.00
EFT19544	15/04/2015	COATES HIRE OPERATIONS PTY LTD	CHARGES FOR HIRE OF LIGHTING TOWERS & DISTRIBUTION BOARDS FOR CONCERTS IN THE PARK ON 13/03/2015.	- 897.07
EFT19545	15/04/2015	COCA-COLA AMATIL (AUST) PTY LTD	PURCHASE OF ASSORTED DRINKS FOR NORTHAM SWIMMING POOL.	- 1,033.46
EFT19546	15/04/2015	COLIN DUNCAN GRANT	MONTHLY CLEANING OF NORTHAM DISTRICT SES FOR MARCH 2015.	- 110.00
EFT19547	15/04/2015	CONCRETE BY ROSSI	CUT OUT & REMOVE EXISTING NON CONFORMING CONCRETE PATH & REPLACE WITH NEW AT THE CORNER OF PEEL TCE & WELLINGTON ST, GAIRDNER ST, GREY ST & CHIDLOW ST NORTHAM.	- 9,892.30
EFT19548	15/04/2015	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ON ADMIN COPIER, KILLARA COPIER & DEPOT COPIER.	- 2,795.51
EFT19549	15/04/2015	COURIER AUSTRALIA	COURIER DELIVERY CHARGES FOR DEVELOPMENT SERVICES, CORPORATE SERVICES & ENGINEERING SERVICES FOR FEBRUARY & MARCH 2015.	- 235.09
EFT19550	15/04/2015	COVS PARTS PTY LTD	PURCHASE OF X1 1200AMP JUMP STARTER & 400 AMP JUMPER LEADS FOR KILLARA.	- 313.50
EFT19551	15/04/2015	DAVE'S TREE SERVICE	WESTERN POWER COMPLIANCE & VARIOUS INCOMING CUSTOMER	- 5,280.00

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			SERVICE REQUESTS FOR TREE PRUNING.	
EFT19552	15/04/2015	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	X2 FACE PAINTERS FOR 3 HOURS EACH AT NORTHAM FLYING 50 ON 29/03/2015.	- 528.00
EFT19553	15/04/2015	DOMUS NURSERY	PURCHASE OF ASSORTED PLANTS FOR USE AT NORTHAM REC CENTRE, VISITORS CENTRS, ADMIN OFFICE & NURSERY DEPOT.	- 1,108.92
EFT19554	15/04/2015	DUNNING INVESTMENTS PTY LTD	FUEL ACCOUNT FOR MARCH 2015.	- 26,536.57
EFT19555	15/04/2015	EASTERN HILLS SAWS & MOWERS	PURCHASE OF X3 SETS OF 12 BLADES POLY-CUT FOR ENGINEERING SERVICES.	- 45.00
EFT19556	15/04/2015	ECOMIST SWAN	PURCHASE OF X1 1000PK WHITE BIN BAGS, X2 5L DETERGENT, X2 VINYL GLOVES, X3 40PK CLOTHS, X1 FACIAL TISSUES & X2 4000PK PAPER TOWEL FOR KILLARA.	- 547.84
EFT19557	15/04/2015	EP PROPERTY CARE SERVICES	CLEANING OF BBQ, BENCH SEATS & SWEEPING AREA AT APEX PARK, BERNARD PARK, BROOME TCE FOR DECEMBER 2014, FEBRUARY & MARCH 2015 & CLEANING OUTSIDE LIBRARY & FITZGERLAD ST FOR DECEMBER 2014, FEBRUARY & MARCH 2015.	- 2,322.65
EFT19558	15/04/2015	EVOLUTION TRAFFIC CONTROL PTY LTD	SUPPLY OF TRAFFIC MANAGEMENT SERVICES AT SOUTHERN BROOK RD ON 18/12/2014 & NORTHAM DEPOT ON 16/12/2014.	- 2,158.78
EFT19559	15/04/2015	FM SURVEYS	SURVEY FOR BURGOYNE & CHIDLOW ST NORTHAM, SWAN ENCLOSURE SURVEY LEVELS, AS-CONSTRUCTED PLAN FOR PRINCE ROAD AVAS CARPARK, KERB SETOUT FOR MITCHELL AVE NORTHAM & WUNDOWIE PIT LOCATION SURVEY.	- 7,408.50
EFT19560	15/04/2015	FOCUS PROMOTIONS	BAND, LIGHTING & SOUND FOR CONCERTS IN THE PARK ON 27/03/2015.	- 10,450.00
EFT19561	15/04/2015	FRAMESWEST	FINAL PROGRESS CLAIM FOR INFORMATION BAY FRAME ON MITCHELL AVE.	- 4,015.00

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EFT19562	15/04/2015	GLENN STUART BEVERIDGE	PAINT OVER GRAFFITI ON SWINGING BRIDGE, TABLES IN BERNARD PARK & PAINT OUTSIDE CHAIRS AT NORTHAM VISITOR CENTRE, CLEAN GUTTERS AT KURINGAL UNITS, FLUFFY DUCKLINGS, WUNDOWIE HALL & TELE CENTRE, REMOVE STEEL FRAME WORK AT WUNDOWIE POOL READY FOR SHADE SAILS TO BE INSTALLED, DELIVER & INSTALL HISTORIC SIGN TO EL CABALLO HISTORIC HOUSE, HANG FIRST AID KITS & DEFIBULATORS ON WALLS AT KILLARA, REPAIR DAMAGED FENCE AT REC CENTRE & REPAIR TYRES ON FLOOR CLEANING MACHINE AT NORTHAM REC CENTRE, INSTALL SWING SEAT AT APEX PARK, RECTIFY ALL DAMAGED BRICK PAVING AT BERT HAWKE PAVILLION, REPLACE LOCK ON CHILD TOILET DOOR AT BERNARD PARK, REPLACE EAVE LINING, CLEAN BOX GUTTERS, RENAME EAVES AT JUBILEE PAVILLION, TRIM GEOFIBRE & FIX SWING AT BERNARD PARK, TRIM GEOFIBRE & CHECK ALL NUTS ON SWINGS AT BERT HAWKE & REMOVE PLASTIC & PAINT PLATFORM AT MAY ST RESERVE.	- 4,658.00
EFT19563	15/04/2015	GRAFTON ELECTRICS	REPAIR FAULT TO MAIN PUMP, REPLACE SWITCH FOR HWS & REPAIR LIGHTS AT NORTHAM POOL, REPLACE WELL GLASS TO LIGHT OUTSIDE PUMP HOUSE AT SWIMMING POOL, PROVIDE REMOTE BUTTONS FOR OVAL SIREN, CHECK POWER AT CLACKLINE & BAKERS HILL HALL, REPAIR LIGHTS AT HOOPER PARK, TEST & TAG APPLIANCES AT NORTHAM POOL, WUNDOWIE POOL & FLUFFY DUCKS, INSTALL SMOKE ALARM AT FLUFFY DUCKS DAY CARE, DISCONNECT RCD ON GEN SET AT WUNDOWIE HALL, REPAIR FLOOD LIGHT TO LIGHT TOWER AT BERNARD PARK, REPAIR ELECTRIC CHAIR AT KILLARA, WIRE BBQ AT WATER PLAY GROUND, REPAIR FAULT TO POWER POINTS AT LIBRARY & BERNARD PARK, REPLACE SWITCHBOARD AT LIBRARY, CHECK EXIT & EMERGENCY LIGHTS AT BAKERS HILL PAVILLION, WUNDOWIE HALL, TELECENTRE & CLACKLINE HALL, WIRE AIR CONDITIONER AT NORTHAM POOL HOUSE, REPAIR FLOOD LIGHT AT WUNDOWIE POOL, CHECK POWER	- 15,693.36

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			POINTS AT OLD ADMIN OFFICE, REPAIR FAULT TO BERNARD PARK RETIC PUMP, CHECK FLOAT SWITCH AT TREATMENT PONDS, REPAIRS TO THE ELECTRICAL CONTROLS FOR THE MAIN PUMP AT TREATMENT PONDS, CHECK POWER TO COOL ROOMS, REPAIR LIGHT IN MALE TOILETS, REPLACE POWER POINT, TEST EXIT & EMERGENCY LIGHTS, INSTALL POWER POINT & RELOCATE EXIT SIGN FOR AUTO DOOR AT NORTHAM REC CENTRE.	
EFT19564	15/04/2015	GUY GHOUSE & GINA WILLIAMS	HIRE OF PERFORMERS GINA WILLIMAS & GUY GHOUSE FOR CONCERTS IN THE PARK 2015.	- 1,650.00
EFT19565	15/04/2015	HOST AUTO REPAIRS	REMOVE FUEL TANK & MAKE UP 4 NYLON BLOCKS TO RAISE FUEL TANK AWAY FROM MOTOR ON ISUZU 1DWZ147 CLACKLINE 1.4, REPAIRS & MAINTENANCE TO ISUZU TRUCK N2501 INKPEN 1.4, SUPPLY & INSTALL STEP TO ISUZU N1562 GRASS VALLEY 3.4 & REPAIR BROKEN SIDE CLEARANCE LIGHT, CLEAN AIR FILTER & REPLACE BOTH HOSE REEL HOSES ON ISUZU TRUCK N2501 INKPEN 1.4.	- 4,167.80
EFT19566	15/04/2015	HUMES WEMBLEY CEMENT	PURCHASE OF X2 COMBINATION GRATED SIDE ENTRY, X2 WELL LINER & X2 GULLY BASE FOR DRAINAGE WORKS AT BURGOYNE & CHIDLOW STREET NORTHAM.	- 2,790.96
EFT19567	15/04/2015	IMMACU SWEEP	SWEEPING SERVICES IN NORTHAM TOWN CENTRE & SHIRE OF NORTHAM FOR THE PERIODS 12/01/2015 TO 17/01/2015, 02/03/2015 TO 14/03/2015 & 23/03/2015 TO 28/03/2015.	- 15,048.00
EFT19568	15/04/2015	INVISION SIGNS AND DESIGNS	PURCHASE OF X80 CUSTOM BLACK DECALS FOR ENGINEERING SERVICES, X200 CUSTOM BALLOONS FOR CONCERTS IN THE PARK & X200 BALLOONS WITH RIBBONS FOR FLYING 50 2015.	- 706.20

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EFT19569	15/04/2015	JONES CONTRACTING PTY LTD	PURCHASE OF 24.05 TONNE OF 18MM CRUSHED GRAVEL FOR ENGINEERING SERVICES.	-	529.10
EFT19570	15/04/2015	K & N TRADITIONAL LANDSCAPES	REPLACEMENT & REPOINTING OF LIME PUTTY JOINTS & BRICKING UP ACCESS DOORWAY BENEATH VERANDAH ON OLD POST OFFICE BUILDING.	-	1,850.00
EFT19571	15/04/2015	KENNARDS HIRE PTY LTD	HIRE OF PIPE LASER LEVEL FOR ENGINEERING SERVICES.	-	485.00
EFT19572	15/04/2015	KERBTECH P/L T/A GDR CIVIL CONTRACTING	PROGRESS CLAIM FOR ALTERNATIVE OPTION & VARIATION 1 & 2 FOR CONTRACT 8 OF 2014 TOWN DRAINAGE IMPROVEMENTS.	-	35,970.84
EFT19573	15/04/2015	KLEENHEAT GAS	YEARLY FACILITY FEES FOR 45KG VAP CYL FOR KURIGAL UNITS WUNDOWIE.	-	114.53
EFT19574	15/04/2015	KLEENWEST DISTRIBUTORS	PURCHASE OF X3 PKS HAND TOWEL, X1 250PK 80LTR BIN BAGS, X1 240LTR BIN BAG & X1 20LTR HAND SOAP FOR NORTHAM RECREATION CENTRE	-	349.49
EFT19575	15/04/2015	LO-GO APPOINTMENTS	PROFESSIONAL SERVICES PROVIDED BY DOMENICO BONO RATES OFFICER FOR THE PERIOD 23/03/2015 TO 26/03/2015.	-	2,186.03
EFT19576	15/04/2015	MARGARET ROSE ARCHER	GARDENING AT THE SHIRE ADMIN BUILDING FOR THE PERIOD 09/02/2015 TO 30/03/2015.	-	960.00
EFT19577	15/04/2015	MARK ANDREW SCHELFHOUT	SUPPORT ENTERTAINMENT DUO "BENCHMARK" FOR CONCERTS IN THE PARK 2015.	-	600.00
EFT19578	15/04/2015	MATHEW MACQUEEN	INSTALLED SEPARATE CIRCUIT BREAKER IN LOCKABLE BOX TO STOP POWER BEING TURNED OFF TO GRASS VALLEY FIRE SHED.	-	480.00
EFT19579	15/04/2015	MATT GIRAUDO	ANALYSIS & REPORTING FOR HYDRAULIC ANALYSIS OF THE BURGOYNE/CHIDLOW INTERSECTION.	-	2,046.00
EFT19580	15/04/2015	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS ASSOCIATED WITH HEALTH ACT PROSECUTION J.D. MOSIEJCYK.	-	2,892.17
EFT19581	15/04/2015	MEAGEN JANE SMITH	REIMBURSEMENT FOR WORKING WITH CHILDREN CHECK.	-	80.00
EFT19582	15/04/2015	MERIT LINING SYSTEMS PTY LTD	DESIGN, SUPPLY & INSTALL ELASTIC/PLASTIC FUSION COVER FOR WUNDOWIE STORMWATER HARVESTING.	-	99,085.36
EFT19583	15/04/2015	METRO BEVERAGE CO PTY LTD	PURCHASE OF X3 12PK 750ML SPORTS WATER & X6 24PK 600ML WATER FOR NORTHAM REC CENTRE.	-	129.35
EFT19584	15/04/2015	MIDLAND MOWERS	SERVICE & SET UP OF FERRIS MOWER N.4019.	-	553.40
EFT19585	15/04/2015	MORRIS PEST AND WEED CONTROL	SPRAY SPIDERS AROUND EXTERIOR OF WUNDOWIE TOWN HALL TO ERADICATE SPIDER INFESTATION.	-	330.00

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EFT19586	15/04/2015	NAM NATURA CONSULTING	COMPLETION OF DRAFT FOR LOCAL BIODIVERSITY STRATEGY.	-	4,000.00
EFT19587	15/04/2015	NAVMAN WIRELESS PTY LTD	FLEET TRACKING SYSTEM MONTHLY PLAN CHARGES FOR THE PERIOD 15/03/2015 TO 14/04/2015.	-	439.78
EFT19588	15/04/2015	NETSIGHT	MYOSH MONTHLY SUBSCRIPTION FOR APRIL 2015.	-	663.30
EFT19589	15/04/2015	NORTHAM & DISTRICTS GLASS SERVICE	PURCHASE OF X4 PERSPEX PANELS FOR EMERGENCY PHONES AT NORTHAM REC CENTRE.	-	22.00
EFT19590	15/04/2015	NORTHAM BEARING SALES	PURCHASE OF X3 BREAK HOSES FOR FUSO TIP TRUCK N.3885.	-	12.01
EFT19591	15/04/2015	NORTHAM DISCOUNT DRUG STORE	PURCHASE OF X1 MOVICOL SACHETS FOR KILLARA.	-	21.99
EFT19592	15/04/2015	NORTHAM LIQUOR BARONS	PURCHASE OF X2 BOTTLES OF WINE FOR SHELLY TURNER PART LEAVING GIFT.	-	38.98
EFT19593	15/04/2015	NORTHAM MAZDA	PURCHASE OF X1 NEW MAZDA BT-50 4X2 SINGLE CAB N10996 FOR PARKS & GARDEN SUPERVISOR.	-	24,561.00
EFT19594	15/04/2015	CANCELLED PAYMENT			
EFT19595	15/04/2015	NORTHAM SCOUT GROUP	KIDSPORT FUNDING.	-	400.00
EFT19596	15/04/2015	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	FOR THE SUPPLY OF X1 WREATH FOR ANZAC DAY 2015.	-	65.00
EFT19597	15/04/2015	NORTHAM WADO RYU KARATE CLUB	KIDSPORT FUNDING.	-	400.00
EFT19598	15/04/2015	OFFICEWORKS SUPERSTORES PTY LTD	PURCHASE OF ASSORTED STATIONERY ITEMS FOR KILLARA.	-	283.96
EFT19599	15/04/2015	OLLY'S CAR & FURNITURE UPHOLSTERY'S	REPAIR SHADE SAILS AT APEX PARK.	-	286.00
EFT19600	15/04/2015	OXTERS CEMETERY SERVICES	PURCHASE OF X5 80LTR 50PK GARBAGE BAGS, X3 HAND TOWELS & X2 48PK TOILET ROLLS FOR SHIRE ADMIN BUILDING, X20 80LTR 50PK GARBAGE BAGS FOR ENGINEERING SERVICES & CEMETERY INVOICING FOR THE FORTNIGHT ENDING 13/03/2015.	-	1,967.98
EFT19601	15/04/2015	PATERSON GROUP ARCHITECTS	PROGRESS PAYMENT FOR ARCHITECTURAL FEES FOR NORTHAM REC CENTRE FOR THE PERIOD 23/02/2015 TO 22/03/2015.	-	4,400.00
EFT19602	15/04/2015	CANCELLED PAYMENT			
EFT19603	15/04/2015	RADIOWEST BROADCASTERS PTY LTD	RADIO ADVERTISING FOR TWILIGHT MOVIES 2015 & AROUND THE TOWNS FOR FEBRUARY 2015.	-	209.00
EFT19604	15/04/2015	RED DOT STORES	PURCHASE OF ASSORTED CRAFT SUPPLIES FOR ACTIVITY ROOM AT KILLARA & PRIZES FOR COLOURING COMPETITION FLYING 50 2015.	-	445.41
EFT19605	15/04/2015	ROAD SIGNS AUSTRALIA	PURCHASE OF X3 BUS ONLY SIGNS TO BE PLACED AROUND ST JOSEPHS SCHOOL.	-	97.35

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EFT19606	15/04/2015	ROADS2000	SUPPLY & LAY 10MM/50BLOW DG ASPHALT ON BURGOYNE & CHIDLOW STREET NORTHAM.	-	9,077.64
EFT19607	15/04/2015	ROLEYSTONE COURIER	PURCHASE OF X9 SECRETS MOTHERS KEEP BOOKS & X5 WISHES FOR STARLIGHT BOOKS FOR NORTHAM VISITOR CENTRE.	-	261.70
EFT19608	15/04/2015	SHERRIN RENTALS	HIRE OF 24 TONNE MULTI ROLLER FOR WARIIN RD SHOULDER GRADING FOR THE PERIOD 01/03/2015 TO 13/03/2015.	-	2,892.57
EFT19609	15/04/2015	SIMPSON FIONA LESLEY	CLEANING OF PUBLIC TOILETS IN WUNDOWIE FOR MARCH 2015.	-	770.00
EFT19610	15/04/2015	SKIPPER TRUCKS	PURCHASE OF X1 GEARSHIFT CABLE FOR FUSO TRUCK N.007.	-	573.24
EFT19611	15/04/2015	SPECIALISED TREE SERVICE	STREET TREE PRUNING AT HOVEA CRES WUNDOWIE INCLUDING X2 TREE REMOVALS & STUMP GRINDING AT WUNDOWIE OVAL PARKING AREA.	-	9,900.00
EFT19612	15/04/2015	ST JOHN AMBULANCE AUSTRALIA	STANDBY FOR CONCERTS IN THE PARK ON 22/03/2015 & 27/03/2015.	-	538.24
EFT19613	15/04/2015	STAPLES AUSTRALIA PTY LIMITED	PURCHASE OF ASSORTED STATIONRY ITEMS FOR ADMIN.	-	394.01
EFT19614	15/04/2015	CANCELLED PAYMENT			
EFT19615	15/04/2015	THE FARM SHOP	PURCHASE OF X1 BOOMLESS EXTENDER KIT 2 JET M99-75 FOR ENGINEERING SERVICES.	-	172.28
EFT19616	15/04/2015	THE WORKWEAR GROUP	PURCHASE OF X1 FLEECE JACKET BLACK FOR KELLEE WALTERS, X1 SHIFT DRESS NAVY & X1 CAP SLEEVE TOP BLUE FOR GILL MANSFIELD, X1 CARDIGAN BLACK, X1 TWO TONE DRESS, X1 BOAT NECK TOP POPPY & X1 3/4 SLEEVE TOP BLACK FOR KATHRYN BURTON & X1 SHORT SLEEVE KNIT TEE RED FOR LEE ELLEN FOMIATTI.	-	554.77
EFT19617	15/04/2015	TOTAL GREEN RECYCLING PTY LTD	E-WASTE RECYCLING OF X90 PLASTIC CRT TV, X3 REAR PROJECTOR CRT TV, X31 FLATSCREEN TV, X10 VCR/VHS PLAYERS, X8 DVD PLAYERS, X4 CD PLAYERS, X5 PORTABLE CD/STEREOS, X8 MICROWAVES & X41 MISCELLANEOUS ITEMS.	-	3,898.57
EFT19618	15/04/2015	TRENTON LORD (AUST)	PURCHASE OF ASSORTED TEA TOWELS & STERLING SILVER CHARMS FOR NORTHAM VISITOR CENTER.	-	260.75
EFT19619	15/04/2015	TRISLEY'S HYDRAULIC SERVICES PTY LTD	SUPPLY & FIT NEW PM KIT TO REGULATOR, RATEMETER & INJECTOR AT NORTHAM SWIMMING POOL.	-	1,859.00
EFT19620	15/04/2015	VALLEY FORD	30,000KM SERVICE TO 2012 FORD FALCON UTE N10728.	-	331.95
EFT19621	15/04/2015	VERLINDENS ELECTRICAL SERVICE (WA)	AFTER HOURS CALLOUT TO REPAIR FAULTY MAIN POOL PUMP AT NORTHAM SWIMMING POOL.	-	275.00

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EFT19622	15/04/2015	WA CONTRACT RANGER SERVICES	RANGER SERVICES PERFORMED AS REQUESTED BY SHIRE OF NORTHAM DURING MARCH 2015.	- 9,367.87
EFT19623	15/04/2015	CANCELLED PAYMENT		
EFT19624	15/04/2015	WAY OUT WEST CINEMA	INSPECTION OF DRUMS FOR DRUM MUSTER 31ST MARCH 2015 AT OLD QUARRY ROAD NORTHAM.	- 123.00
EFT19625	15/04/2015	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ADVERTISEMENTS FOR TENDER 04-2015 FOR CLEANING OF NORTHAM REGIONAL AREAS, TENDER 05-2015 TRADE SERVICES, TENDER 06-2015 THE PROVISION OF SPRAY SEALING WORKS, PUBLIC NOTICE FOR EXTENSION OF THE PROHIBITED BURNING PERIOD, RFT 7 OF 2015 FOR PROVISION OF EXTRUDED CONCRETE KERBING, MONTHLY NEWSLETTER FOR FEBRUARY 2015 & VACANCY FOR EXEC MANAGER DEVELOPMENT SERVICES POSITION, MANAGER LIBRARY SERVICES POSITION & SENIOR RANGER POSITION.	- 7,836.84
EFT19626	15/04/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO.219 INTEREST PAYMENT - BOWLING CLUB DEVELOP.	- 15,207.02
EFT19627	15/04/2015	WESTRAC EQUIPMENT PTY LTD	PURCHASE OF X6 CUTTING EDGE BLADES FOR VOLVO GRADER N.002 & X2 WHEEL STUDS & NUTS FOR CATERPILLAR SKID STEET LOADER 1CAX990.	- 1,268.04
EFT19628	15/04/2015	WESTSIDE FIRE SERVICES	SCHEDULED FEES FOR THE TESTING & INSPECTION OF THE FIRE EQUIPMENT AT NORTHAM REC CENTRE FOR THE PERIOD 01/03/2015 TO 31/05/2015.	- 231.00
EFT19629	15/04/2015	WHEATBELT SAFETYWEAR	PURCHASE OF X2 EAR MUFFS FOR DEVELOPMENT SERVICES & X2 FACE SHIELDS FOR ENGINEERING SERVICES.	- 100.00
EFT19630	15/04/2015	WUNDOWIE AND DISTRICTS MENS SHED INC	REFURBISH BASKETBALL HOOP AT WUNDOWIE COURTS & REPAIR DAMAGED BENCHES AT WUNDOWIE POOL.	- 734.06
EFT19631	15/04/2015	YORK SWIMMING CLUB	KIDSPORT FUNDING.	- 130.00
EFT19632	17/04/2015	CONCRETE BY ROSSI	REMOVE EXISTING DAMAGED FOOTPATH & REPLACE WITH NEW FOOTPATH AT BROOME TERRACE NORTHAM.	- 16,219.50
EFT19633	22/04/2015	AUSTRALIAN TAXATION OFFICE	NET TAX LIABILITY - MARCH BAS REFERENCE 428266173809160.	- 72,410.99
EFT19634	23/04/2015	QUIN'S GOURMET BUTCHERS	PURCHASE OF ASSORTED MEATS FOR KILLARA.	- 362.95
EFT19635	23/04/2015	CANCELLED PAYMENT		
EFT19636	23/04/2015	AE HOSKINS & SONS	MOBILIZATION OF THE NORTHAM OLD FIRE STATION.	- 37,482.50

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EFT19637	23/04/2015	AJ & SG FOWLER	PURCHASE OF 2580 TONNE OF GRAVEL FROM JENNAULLIN PIT TO SHEET SOUTHERN BROOK ROAD FOR ENGINEERING SERVICES.	- 12,900.00
EFT19638	23/04/2015	ALL-WAYS FOODS	PURCHASE OF ASSORTED CONFECTIONERY ITEMS FOR THE NORTHAM SWIMMING POOL.	- 327.48
EFT19639	23/04/2015	ANDY'S PLUMBING SERVICE	CHARGES TO INSTALL PRV TO HOT WATER SYSTEM, REPLACE TAPS TO SHOWER & BASIN AT NORTHAM TOWN HALL & CLEAN URINALS, CLEAR BLOCKAGE TO MALE TOILET & WATER FOUNTAIN AT BERNARD PARK.	- 847.00
EFT19640	23/04/2015	ANTHONY ROSKELL	CLEANING OF WUNDOWIE LIBRARY & WUNDOWIE HALL FOR THE PERIOD 11/03/2015 TO 07/04/2015.	- 475.00
EFT19641	23/04/2015	AUSTRALIA POST	AUSTRALIA POST ACCOUNT FOR MARCH 2015.	- 3,822.64
EFT19642	23/04/2015	AUSTRALIAN SECURITIES & INVESTMENTS COMMISSION	BUSINESS NAME RENEWAL FOR NORTHAM VISITOR CENTRE.	- 78.00
EFT19643	23/04/2015	AV-SEC SECURITY SERVICES	SECURITY MONITORING QUARTERLY FEE FOR THE OLD RAILWAY STATION MUSEUM FROM 01/04/2015 TO 30/06/2015, ALARM ATTENDANCE ON 05/03/2015 AT WUNDOWIE LIBRARY & ALARM ATTENDANCE ON 07/03/2015 AT OLD RAILWAY STATION MUSEUM.	- 211.10
EFT19644	23/04/2015	AVON A PARTY	HIRE OF HAMSTER BALLS & STAFF FOR CHILDRENS ENTERTAINMENT AT THE CONCERTS IN THE PARK ON 27/03/2015, HIRE OF MEGA SLIDE, VELCRO WALL & TODDLER ARENA PLUS STAFF FOR CHILDREN FREE ZONE AT FLYING 50 ON 29/03/2015 & REIMBURSEMENT OF FOOD STALL PERMIT FEE FOR WUNDOWIE IRON FESTIVAL DUE TO REJECTION OF APPLICATION BY EVENT ORGANISERS.	- 3,800.00
EFT19645	23/04/2015	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF OLD QUARRY ROAD WASTE MANAGEMENT FACILITY FOR THE PERIOD 17/03/2015 TO 29/03/2015.	- 1,568.00
EFT19646	23/04/2015	AVON PAPER SHRED	SHREDDING OF CONFIDENTIAL PAPERS ON 14/04/2015 FOR SHIRE ADMIN BUILDING.	- 55.00
EFT19647	23/04/2015	AVON TELECOMS PTY LTD	SECURITY MONITORING FOR AVON VALLEY ARTS BUILDING, NORTHAM VISITOR CENTRE, NORTHAM SES, BERT HAWKE OVAL, WUNDOWIE LIBRARY, NORTHAM RECREATION CENTRE & WASTE DISPOSAL CENTRE FOR APRIL & MAY 2015.	- 737.51
EFT19648	23/04/2015	AVON VALLEY ARTS SOCIETY (INC)	PURCHASE OF ASSORTED JEWELLERY, KNITWEAR & SOAPS FOR THE NORTHAM VISITORS CENTRE.	- 270.00

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EFT19649	23/04/2015	AVON VALLEY CONTRACTORS	HIRE OF LOW LOADER TO CART ROLLER FROM GRASS VALLEY SOUTH TO BAKERS HILL 01/04/2015.	-	467.50
EFT19650	23/04/2015	AVON VALLEY MOWER & CHAINSAW CENTRE	PURCHASE OF X32 20L LIQUID CHLORINE FOR NORTHAM SWIMMING POOL & WATER PLAYGROUND, X1 2KG DRY CHLORINE FOR NORTHAM SWIMMING POOL, X10 10KG DRY CHLORINE FOR WUNDOWIE SWIMMING POOL & CHECK & REPLACE MOUNTING RUBBER ON CROMMELINS CC90R COMPACTOR FOR ENGINEERING SERVICES.	-	2,389.30
EFT19651	23/04/2015	AVON VALLEY STOCK FEED & GARDEN SUPPLIES	DINGO HIRE ON 09/04/2015 FOR ENGINEERING SERVICES.	-	200.00
EFT19652	23/04/2015	AVW ELECTRICAL	INSTALLATION OF 15A GPO HIGH FOR HIGH MOUNTED AIR COMPRESSOR, X2 BATTERY CHARGES SUSPENDED GPO'S, BENCH GPO'S TO ALLEVIATE OVERLOADING & SHIFT LIGHT FROM SIDE SENSOR TO FRONT OF BUILDING AT BAKERS HILL FIRE SHED.	-	1,809.50
EFT19653	23/04/2015	BAKERS HILL GOLF CLUB	COMMUNITY FUNDING SCHEME PROJECT GRANTS 2014/2015 FOR ELECTRICAL SWITCHBOARD UPGRADE.	-	2,200.00
EFT19654	23/04/2015	BAUXITE ALUMINA JOINT VENTURES PTY LTD	RATES REFUND FOR ASSESSMENT A15819 EXPLORATION LICENCE NORTHAM.	-	616.25
EFT19655	23/04/2015	BEAUREPAIRES	REPAIR O RING ON KOMATSU LOADER N.3856, REPAIR PUNCTURED TYRE ON FUSO TIP TRUCK N.3885, PURCHASE & FITTING OF X1 NEW MICHELIN TYRE FOR SOUTHERN BROOK 1.4 FOR BRIGADES & PURCHASE & FITTING OF X1 NEW GOODRIDE INDUSTRIAL TYRE FOR LOADER AT INKPEN REFUSE SITE.	-	2,980.09
EFT19656	23/04/2015	BOB COOPER OUTBACK SURVIVAL PTY LTD	PURCHASE OF X6 OUTBACK SURVIVAL BOOKS & X2 OUTBACK SURVIVAL KITS FOR THE NORTHAM VISITOR CENTRE.	-	198.88
EFT19657	23/04/2015	BOC LIMITED	BALLOON GAS FOR CONCERTS IN THE PARK 2015.	-	40.10
EFT19658	23/04/2015	BRETT HARDWICK	SUPPORT BAND FOR CONCERTS IN THE PARK ON 27/03/2015.	-	600.00
EFT19659	23/04/2015	BRITEL ENTERPRISES PTY LTD	CHARGES FOR ADVERTISEMENT TO APPEAR IN SAFETY HOUSE 2015.	-	500.00
EFT19660	23/04/2015	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE RATES 01/03/2015 TO 30/04/2015 & WATER USAGE 20/01/2015 TO 19/03/2015 AT SULLAGE WASTE POINT PEEL TCE.	-	42.21
EFT19661	23/04/2015	C.Y.O'CONNOR INSTITUTE	SPONSORSHIP FOR THE 2015 STAFF & STUDENT EXCELLENCE AWARDS.	-	1,100.00

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EFT19662	23/04/2015	CADD'S FASHIONS	PURCHASE OF X4 STARTING PISTOL CAPS FOR RANGER SERVICES TO SCARE WHIRE CORELLAS.	- 60.00
EFT19663	23/04/2015	CARROLL & RICHARDSON-FLAGWORLD PTY LTD	PURCHASE OF X2 AUSTRALIAN NATIONAL FLAGS & X2 NEW ZEALAND FLAGS FOR ANZAC DAY 2015.	- 315.50
EFT19664	23/04/2015	CATALYSE PTY LTD	FEES FOR ASSISTING WITH THE 2015 COMMUNITY PERCEPTIONS SURVEY - INITIAL 70% & PLUS REPLY PAID ENVELOPES.	- 11,397.98
EFT19665	23/04/2015	CHEMICALS AUSTRALIA OPERATIONS PTY LTD	PURCHASE OF X1 920KG CHLORINE GAS DRUM FOR NORTHAM SWIMMING POOL.	- 2,589.88
EFT19666	23/04/2015	CHIDLOW JUNIOR FOOTBALL CLUB INC	KIDSPORT FUNDING.	- 75.00
EFT19667	23/04/2015	CHRISTMAS 360	PURCHASE OF X1 SANTA GROTTO SET UP WITH CHAIR FOR CHRISTMAS IN THE PARK 2014 & X2 EXTRA POLE MOUNT ANGELS FOR NORTHAM VISITOR CENTRE.	- 4,470.00
EFT19668	23/04/2015	COATES HIRE OPERATIONS PTY LTD	HIRE OF LIGHTING TOWERS FOR CONCERTS IN THE PARK ON 27/03/2015.	- 1,483.37
EFT19669	23/04/2015	COLIN DUNCAN GRANT	CLEANING OF MORBY COTTAGE KATRINE ROAD NORTHAM ON 27/03/2015.	- 140.00
EFT19670	23/04/2015	COOK'S TOURS	CHARGES FOR ADVERT IN BEAUTIFUL SOUTH BOOK, EDITION 34 2015.	- 1,300.00
EFT19671	23/04/2015	COURIER AUSTRALIA	COURIER DELIVERY CHARGES FOR DEVELOPMENT SERVICES & ENGINEERING SERVICES FOR MARCH 2015.	- 69.47
EFT19672	23/04/2015	COVS PARTS PTY LTD	PURCHASE OF X1 CENTURY BATTERY FOR TOYOTA HIACE BUS KILLARA 4 & X2 GLOBE BAY 24V FOR ENGINEERING SERVICES.	- 217.18
EFT19673	23/04/2015	DAVE'S TREE SERVICE	CUT VEGETATION 5KM ALONG BOTH SIDES OF CLYDESDALE ROAD FROM GREAT EASTERN HIGHWAY TO JENNAPULLIN ROAD FOR ENGINEERING SERVICES.	- 17,605.50
EFT19674	23/04/2015	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTERS FOR 3 HOURS ON 27/03/2015 FOR CONCERTS IN THE PARK & ON 25/04/2015 FOR ANZAC CELEBRATIONS.	- 891.00
EFT19675	23/04/2015	DEPARTMENT OF ENVIRONMENT REGULATION	QUARTERLY DER LEVY REPORT JAN - MAR 2015.	- 3,614.86
EFT19676	23/04/2015	DUN & BRADSTREET AUSTRALIA	EXTERNAL SOLICITORS FEES FOR ASSORTED RATES PROPERTIES.	- 1,676.40
EFT19677	23/04/2015	ENLOCUS PTY LTD	PROFESSIONAL FEES FOR DETAILED DESIGN DEVELOPMENT FOR WUNDOWIE SKATE PARK REDEVELOPMENT.	- 3,107.50

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EFT19678	23/04/2015	EVOLUTION TRAFFIC CONTROL PTY LTD	SUPPLY OF TRAFFIC MANAGEMENT SERVICES AT MITCHELLE AVE NORTHAM ON 09/12/2014, STIRLING STREET ON 10/04/2015 & PERINA WAY ON 08/04/2015, 09/04/2015 & 10/04/2015.	- 4,244.27
EFT19679	23/04/2015	FIRE AND SAFETY WA	PURCHASE OF X1 FIRE CONTROL TORCH FOR BRIGADES.	- 250.25
EFT19680	23/04/2015	FRAMESWEST	PURCHASE OF X6 MANUFACTURE BRACKETS FOR NETBALL POLES AT NORTHAM REC CENTRE & X16 STAINLESS STEEL BRACKETS FOR VISITOR CENTRE HAND RAIL.	- 1,111.00
EFT19681	23/04/2015	GGJ CONSULTANTS	RENEWAL OF SUPPORT SUBSCRIPTION FOR THE GGJ POLICIES & PROCEDURES MANUAL EXPIRES 16/04/2016.	- 385.00
EFT19682	23/04/2015	GLENN STUART BEVERIDGE	REPAIR TOILET DOOR AT CLACKLINE TOILETS, REPAIR FRONT DOOR, SUPPLY & INSTALL DOOR LOCK AT RAILWAY MUSEUM, MOVE PILES OF SOIL & SPREAD ALONG FENCE LINE WITH BOBCAT AT WUNDOWIE POOL, REPAIR ROOF, CEILING & DOORS AT NORTHAM SWIMMING POOL CLUB ROOMS, INSTALL ROOF & CEILINGS, SUPPLY & INSTALL X2 DOORS WITH HINGE LOCKS, REPAIR WINDOW FRAMES & INSTALL LOUVRES, PAINT ALL DOORS, WINDOWS & CEILINGS AT THE CEMETERY TOILET BLOCK, PATCH CEILING & PAINT, PAINT WALL ABOVE STOVE, REMOVE DAMAGED BRICKS & RELAY BRICKS & MAKE TIMBER BRACKETS TO HANG PICTURES FOR ANZAC DAY AT THE MEMORIAL HALL, CHANGE DOORS & PAINT AT BERNARD PARK PLAYGROUP & RECTIFY NON SLIP TAPE TO STEPS AT TOWN HALL.	- 11,027.00
EFT19683	23/04/2015	GRAFTON ELECTRICS	REPAIR LIGHTS AT MORBY COTTAGE, CHECK HAND DRYER IN FEMALE TOILETS BERNARD PARK & REPAIR SWITCHBOARD AT NORTHAM RAP PARK.	- 389.07
EFT19684	23/04/2015	GREENACRES TURF GROUP	PURCHASE OF 700SQM OF VILLAGE GREEN PREMIUM KIKUYU TURF FOR HENRY STREET OVAL.	- 5,726.00
EFT19685	23/04/2015	GREENWARD CONSULTING	PREPARATION OF HERITAGE DESIGN GUIDELINES FOR RESIDENTIAL AREAS & FITZGERALD STREET.	- 13,233.60
EFT19686	23/04/2015	HILLS CONCRETE PRODUCTS	PURCHASE OF X8 300MM X 2400MM PIPES FOR DRAINAGE CONSTRUCTION.	- 2,000.00
EFT19687	23/04/2015	HOST AUTO REPAIRS	REPAIRS TO TOYOTA LANDCRUISER 1DAB318 IRISHTOWN LT KILO.	- 221.55

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EFT19688	23/04/2015	INVISION SIGNS AND DESIGNS	PURCHASE OF X500 30CM BALLOONS WITH 1 COLOUR PRINT FOR THE 2014 AVON RIVER FESTIVAL.	- 280.50
EFT19689	23/04/2015	JASON KEVIN BRUCE OSBORNE	REIMBURSEMENT FOR HC LEARNERS PERMIT AS REQUESTED TO GET FROM WORK.	- 38.50
EFT19690	23/04/2015	K & N TRADITIONAL LANDSCAPES	PROGRESS PAYMENT FOR CONSTRUCTION OF STONE SIGN AT KILLARA RESPITE CENTRE (HALF PAYMENT).	- 7,700.00
EFT19691	23/04/2015	KALAMUNDA BULLDOGS	KIDSPORT FUNDING.	- 200.00
EFT19692	23/04/2015	KERBTECH P/L T/A GDR CIVIL CONTRACTING	SEPARABLE PORTION EASEMENT VARIATION 3 & 4 FOR CHIDLOW/DUTTON STREET NORTHAM.	- 75,432.18
EFT19693	23/04/2015	KLEENHEAT GAS	YEARLY FACILITY FEES FOR 4.30KL BULK FOR 2 BURGOYNE STREET NORTHAM (KILLARA).	- 804.88
EFT19694	23/04/2015	KLEENWEST DISTRIBUTORS	PURCHASE OF X1 20LTR LEMON SPARKLE & X1 48PK TOILET ROLLS FOR NORTHAM SWIMMING POOL.	- 105.74
EFT19695	23/04/2015	KOMATSU AUSTRALIA PTY LTD	REPLACE SHORT CIRCUITED AIR CON FAN BLOWER MOTOR ON KOMATSU 380H-6 WHEEL LOADER.	- 1,415.07
EFT19696	23/04/2015	LANDGATE	ONLINE LAND ENQUIRY TRANSACTIONS FOR MARCH 2015, MINING TENEMENTS CHARGABLE SCHEDULE NO.M2015/3 DATED 05/02/2015 TO 10/03/2015 & GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO.G2015/3 DATED 14/02/2015 TO 13/03/2015.	- 159.71
EFT19697	23/04/2015	LANDMARK	PURCHASE OF X40 25KG BAGS OF BETTER GROW LAWN SPECIAL FOR JUBILEE OVAL, X1 20LKENS TALKEN, X1 1KG GENF METSULFURON & X1 10L CROP GRANDO FOR ENGINEERING SERVICES.	- 1,450.46
EFT19698	23/04/2015	LGIS - RISK MANAGEMENT	LGISWA AVON CENTRAL MIDLANDS REGIONAL RISK COORDINATION PROGRAMME PROJECT NUMBER 9464 SERVICES TO 31/03/2015.	- 14,262.60
EFT19699	23/04/2015	LO-GO APPOINTMENTS	PROFESSIONAL SERVICES PROVIDED BY DOMENICO BONO RATES OFFICER FOR THE PERIOD 09/03/2015 TO 13/03/2015 & 07/04/2015 TO 10/04/2015.	- 4,871.30
EFT19700	23/04/2015	LUPTONS LIQUID WASTE	PUMP OUT GREASE TRAP AT KILLARA.	- 360.00
EFT19701	23/04/2015	MAUREEN BLENKHARN	RATES REFUND FOR ASSESSMENT A1712 4420 GREAT EASTERN HIGHWAY BAKERS HILL.	- 447.00
EFT19702	23/04/2015	MIDLAND MOWERS	SERVICE & REPAIRS TO FERRIS LAWN MOWER N.4060.	- 2,983.80
EFT19703	23/04/2015	MORRIS PEST AND WEED CONTROL	SPRAY SOUND SHELL FOR SPIDERS & BUGS ON 27/03/15.	- 220.00

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EFT19704	23/04/2015	NORTHAM AMATEUR BASKETBALL ASSOCIATION	CHARGES FOR LOSS OF CANTEEN PRODUCTS DUE TO FREEZER BEING TURNED OFF - X2 BOXES OF HOT DOGS & X1 BOX FOR SAUSAGE ROLLS.	- 126.87
EFT19705	23/04/2015	CANCELLED PAYMENT		
EFT19706	23/04/2015	NORTHAM CENTRAL NEWSAGENCY	NEWSPAPER DELIVERIES FOR THE PERIOD 02/03/2015 TO 31/03/2015 FOR THE LIBRARY, KILLARA & SHIRE ADMIN.	- 177.10
EFT19707	23/04/2015	NORTHAM HOLDEN	30,000KM SERVICE ON HOLDEN CAPTIVA N.4092 & 30,000KM SERVICE ON HOLDEN SV6 COMMODORE N.4030.	- 740.26
EFT19708	23/04/2015	NORTHAM JUNIOR FOOTBALL ASSOCIATION	KIDSPORT FUNDING.	- 3,315.00
EFT19709	23/04/2015	NORTHAM MITRE 10 SOLUTIONS	PURCHASE OF X3 WALL GROUT, X2 100PK TILE SPACER & X2 22KG TILE ADHESIVE FOR OLD WUNDOWIE FIRE STATION, X2 15M HOSE SOAKER, X2 15M HOSE CLASSIC, X1 COUPLER & X1 CONNECTORS FOR NORTHAM SWIMMING POOL, X1 NAIL BAG & X2 HAMMERS FOR SES, X2 GALVANISED CHAINS, X2 30M DUCT TAPE, X2 100PK CABLE TIES, X1 25PK CABLE TIES, X1 15M TRIMLINE, X4 ROLLS OF DUCT TAPE & X2 10PK BBQ WIPES FOR NORTHAM REC CENTRE, X20 CUT OFF WHEELS, X1 ALUMINIUM LEVEL, X1 PICK WITH HANDLE, X1 10L WEATHER LOW SHEEN ACCENT, X2 75MM PAINT BRUSHES, X1 HAMMER SLEDGE, X2 2PK D BATTERIES, X2 2PK 9V BATTERIES, X1 MASKING TAPE, X6 MARKING CRAYONS, X1 WOOD CHISEL, X1 HANDSAW, X75 70MM DYNABOLTS, X3 90MM GRATE & ASSORTED IRRIGATION PARTS FOR ENGINEERING SERVICES, X1 GALVANISED WIRE 60M, X1 150MM PADBOLT, X1 50MM PADLOCK, X1 45MM PADLOCK & X1 100PK CABLE TIES FOR THE POUND.	- 1,432.76
EFT19710	23/04/2015	NORTHAM VETERINARY CENTRE	VET FEES FOR ASSORTED INJURED ANIMALS FROM SEPTEMBER 2014 TO MARCH 2015.	- 3,210.05

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EFT19711	23/04/2015	OXTERS SERVICES	CEMETERY	PURCHASE OF X1 48PK TOILET ROLLS & X1 PK HAND TOWEL, X8 36PK TOILET ROLLS FOR BERNARD PARK, X2 48PK TOILET ROLLS FOR APEX PARK, X2 PKS HAND TOWEL FOR SHIRE ADMIN, X1 48PK TOILET ROLLS & X1 PK HAND TOWEL FOR NORTHAM VISITOR CENTRE, X1 36PK TOILET ROLLS & X1 5L DEGREASER FOR WUNDOWIE PUBLIC TOILETS, X1 20L PINEAWAY & X2 48PK TOILET ROLLS FOR KATRINE TOILETS, X1 20LTR PINEAWAY & X2 48PK TOILET ROLLS FOR HOOPER PARK TOILETS, X1 20L PINEAWAY, X1 GLOVES & X2 48PK TOILET ROLLS FOR CLACKLINE TOILETS, X1 20LT PINEAWAY, X1 48PK TOILET ROLLS & X1 GLOVES FOR CEMETERY MAINTENANCE & X2 48PK TOILET ROLLS & X2 50PK CARRY BAGS FOR NORTHAM VISITOR CENTRE, KATRINE MAINTENANCE INVOICING FOR THE PERIOD 02/02/2015 TO 03/04/2015, BAKERS HILL HOOPER PARK, BAKERS HILL PAVILLION & CLACKLINE ABLUTIONS INVOICING FOR THE PERIOD 02/03/2015 TO 03/04/2015, CEMETERY INVOICING FOR 3 WEEKS ENDING 03/04/2015, RE-OPENING & GRAVE CERTIFICATION FOR STARR, FYT & TAME & CEMETERY INVOICING FOR THE FORTNIGHT ENDING 17/04/2015 & PLACEMENT OF ASHES FOR FORWARD & STARLING.	-	9,623.63
EFT19712	23/04/2015	PORTNER PRESS PTY LTD		EMPLOYMENT LAW UPDATE 2 2015.	-	97.00
EFT19713	23/04/2015	PROFESSIONAL LOCKSERVICE		SUPPLY & INSTALL PANIC BARS & LOCKSETS TO ALL DOORS AT WUNDOWIE HALL & BAKERS HILL HALL AS PER COMPLIANCE & UPGRADE SECURITY DOOR LOCK TO MEET OHS & KEY SYSTEM AT BERNARD PARK PLAY GROUP.	-	6,658.38
EFT19714	23/04/2015	PROMAPP LIMITED	SOLUTIONS	PROMAPP PROCESS MANAGER, SOFTWARE AS A SERVICE MONTHLY SUBSCRIPTION.	-	1,020.00
EFT19715	23/04/2015	RADIOWEST BROADCASTERS PTY LTD		RADIO ADVERTISING IN MARCH 2015 FOR CONCERTS IN THE PARK & AROUND THE TOWNS.	-	165.00
EFT19716	23/04/2015	RETAIL DECISIONS (COLES)		COLES ACCOUNT FOR MARCH 2015.	-	1,690.73
EFT19717	23/04/2015	RURAL PRESS MEDIA (WA) PTY LTD	REGIONAL	ADVERTISEMENT FOR ROAD WISE COMMITTEE EASTER CAMPAIGN, SHIRE MONTHLY NEWSLETTER FOR MARCH 2015, PROJECT/CONTRACT ADMINISTRATION OFFICER POSITION	-	2,866.70

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			& PUBLIC NOTIFICATION ROAD CLOSURE FOR ANZAC DAY 2015.	
EFT19718	23/04/2015	SETH WILLIAM TUCKER T/A TUCKERBUILT	PAVING & TREE WELDS IN FOOTPATH IN THE CBD.	- 11,748.00
EFT19719	23/04/2015	SLAV'S CLEANING SERVICE	EXTRA CLEANING ON 13/02/2015, 22/03/2015 & 27/03/15 IN BERNARD PARK AFTER CONCERTS IN THE PARK 2015.	- 330.00
EFT19720	23/04/2015	SONTEC INTERGRATED SYSTEMS	REPAIR OF ACCESS DOOR AT KILLARA.	- 765.05
EFT19721	23/04/2015	ST JOHN AMBULANCE AUSTRALIA	FIRST AID COURSE FOR TOM CORBETT ON 09/04/2015, STANDBY FOR CONCERT IN THE PARK ON 13/03/2015 & FIRST AID COURSE FOR MEAGEN BEVAN, REBECCA JONES & COLIN HASSELL ON 30/04/2015.	- 909.12
EFT19722	23/04/2015	STAPLES AUSTRALIA PTY LIMITED	PURCHASE OF ASSORTED STATIONRY ITEMS FOR ADMIN.	- 283.11
EFT19723	23/04/2015	STATE WIDE TURF SERVICES	RYEGRASS OVER SEEDING 2/HA AT HENRY STREET OVAL.	- 1,980.00
EFT19724	23/04/2015	STERIHEALTH SERVICES PTY LTD	SERVICING OF SHARPS CONTAINERS AT BERNARD PARK & APEX PARK ON 13/03/2015 & 27/03/2015.	- 413.70
EFT19725	23/04/2015	STEWART & HEATON CLOTHING CO.PTY LTD	PURCHASE OF X8 ASSORTED DFES PANELS & X1 BADGE FOR BRIGADES.	- 371.82
EFT19726	23/04/2015	TENNANT AUSTRALIA	X1 NEW TYRE & SERVICE ON SPORTS HALL SCRUBBER FOR NORTHAM REC CENTRE.	- 419.78
EFT19727	23/04/2015	THE AUSSIE POO COMPANY	PURCHASE OF ASSORTED CHOCOLATES FOR NORTHAM VISITORS CENTRE.	- 200.75
EFT19728	23/04/2015	THE RIVERSIDE HOTEL	CATERING FOR X15 PEOPLE FOR ORDINARY COUNCIL MEETING ON 15/04/2015.	- 300.00
EFT19729	23/04/2015	THE WATERSHED	PURCHASE OF ASSORTED RETICULATION PARTS FOR ENGINEERING SERVICES.	- 818.32
EFT19730	23/04/2015	THE WORKWEAR GROUP	PURCHASE OF X2 SHORT SLEEVE BLOUSES SILVER & X1 3/4 SLEEVE TUNIC NAVY FOR STACEY CONNOR-BROWN, X1 EXTENDED SLEEVE TOP COBALT, X1 3/4 SLEEVE BLOUSE COBALT, X1 SHORT SLEEVE TOP BLACK, X1 CAP SLEEVE BLOUSE MARINE & X1 FLEECE NAVY FOR VICTORIA JONES, X1 KNIT JACKET CHARCOAL FOR KATHRYN BURTON, X1 TWO TONE DRESS FOR BRONWYN SOUTHEE, X1 SINGLE PLEAT PANT CHARCOAL, X2 LONG SLEEVE SHIRTS NAVY & X1 LONG SLEEVE STRIPE SHIRT FOR NATHAN GOUGH, X1 3/4	- 1,800.59

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			SLEEV BLOUSE COBALT, X1 3/4 SLEEVE BLOUSE JADE, X1 3/4 SLEEVE BLOUSE NAVY, X1 3/4 SLEEVE BLOUSE SILVER & X1 3/4 SLEEVE BLOUSE MARINE FOR JODI WHITE & X1 MID LENGTH JACKET NAVY, X1 CROP JACKET BLACK & X1 PANTS NAVY FOR YASMIN JACOB.	
EFT19731	23/04/2015	TRISSET BOSS BUSINESS FORMS PTY LTD	PURCHASE OF X20 A4 DFES FIRE PERMIT BOOKS FOR DEVELOPMENT SERVICES.	- 1,243.00
EFT19732	23/04/2015	TYRECYCLE PTY LTD	RECYCLING OF TYRES X15 LIGHT TRUCK 4WD, X5 TRUCK, X17 PASSENGER, X9 PASSENGER W/RIM, X1 TRACTOR LGE & X2 TRACKTOR SML FROM OLD QUARRY RD.	- 394.30
EFT19733	23/04/2015	UHY HAINES NORTON CHARTERED ACCOUNTANTS	SUPPLY OF 2014/15 LOCAL GOVERNMENT RATES COMPARISON REPORT.	- 203.50
EFT19734	23/04/2015	VALLEY FORD	PURCHASE OF X1 2015 FORD RANGER CREW CAB 4X4 TURBO DIESEL WHITE & TRADE IN OF X1 2012 FORD RANGER CREWCAB (N10634) FOR ENGINEERING SERVICES.	- 16,872.51
EFT19735	23/04/2015	CANCELLED PAYMENT		
EFT19736	23/04/2015	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ADVERTISEMENT OF EXTENSION OF THE PROHIBITED BURNING PERIOD, DEATH NOTICE FOR LEONIE WHEELER, EXECUTIVE MANAGER DEVELOPMENT SERVICES POSITION, THE SHIRE NEWSLETTER FOR MARCH 2015 & TENDER 2 OF 2015 FOR WUNDOWIE TOWN DRAINAGE IMPROVEMENT.	- 2,899.04
EFT19737	23/04/2015	WESTRAC EQUIPMENT PTY LTD	PURCHASE OF X14 CUTTING EDGE BLADES FOR VOLVO GRADER N.002.	- 2,869.79
EFT19738	23/04/2015	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	TRAVEL TO FERNIE STREET & REPLACE BATTERY IN BACKHOE N.004, FIX BEACON, NUMBER PLATE LIGHT & REPAIR PROTECTIVE CAGE FIX ANTENNA LEAD ON VHF RADIO ON BACKHOE N.004.	- 921.00
EFT19739	23/04/2015	WHEATBELT SAFETYWEAR	PURCHASE OF X1 PAIR OF MONGREL SAFETY BOOTS FOR KATE LESTER.	- 125.00
EFT19740	23/04/2015	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL & DIESEL FOR BAKERS HILL BFB FOR MARCH 2015.	- 164.10

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EFT19741	23/04/2015	ROADS2000	SUPPLY & LAY 7MM/50 BLOW DG ASPHALT & HANDWORK FOR DUTTON STREET LANEWAY, NEWCASTLE & MITCHELL AVE & GORDON STREET NORTHAM.	- 198,070.40
EFT19742	23/04/2015	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 224 FIXED COMPONENT - NEW RECREATION CENTRE.	- 90,545.01
EFT19743	24/04/2015	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	X2 TRAFFIC CONTROLLERS AT SOUTHERN BROOK RD ON 03/02/2015, 04/02/2015, 05/02/2015, 06/02/2015, 09/02/2015, 06/03/2015, 09/03/2015 & 10/03/2015, WARIIN RD EL CABALLO ON 06/02/2015, 09/02/2015, 06/03/2015, 09/03/2015, 10/03/2015 & 11/03/2015, RITCHER RD GRASS VALLEY ON 12/03/2015, 17/03/2015, 18/03/2015, 19/03/2015 & 20/03/2015, STIRLING ST & FORREST ST NORTHAM ON 30/03/2015 & 31/03/2015 & X6 TRAFFIC CONTROLLERS AT GORDON STREET ON 24/03/2015 & 25/03/2015.	- 24,705.47
EFT19744	24/04/2015	AMG UNIVERSAL SUPER	SUPERANNUATION CONTRIBUTIONS.	- 335.27
EFT19745	24/04/2015	AUSTRALIAN TAXATION OFFICE - PAYG	PHIL STEVEN TERMINATION PAYG \$7412.00 & PAYG P/RUN 08/04/2015 - 21/04/2015 \$49,534.91.	- 56,946.91
EFT19746	24/04/2015	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS.	- 521.95
EFT19747	24/04/2015	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS.	- 312.38
EFT19748	24/04/2015	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS.	- 178.50
EFT19749	24/04/2015	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS.	- 156.64
			<b>SUB TOTAL EFT MUNICIPAL</b>	<b>- 1,335,625.66</b>
34040	10/04/2015	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	SUPERANNUATION CONTRIBUTIONS.	- 255.77
34041	10/04/2015	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS.	- 255.77
34042	10/04/2015	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS.	- 25.10
34043	10/04/2015	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS.	- 1,955.52
34044	10/04/2015	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS.	- 134.52
34045	10/04/2015	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS.	- 310.58
34046	10/04/2015	EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS.	- 109.90
34047	10/04/2015	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	PAYROLL DEDUCTIONS.	- 58.20
34048	10/04/2015	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS.	- 206.69
34049	10/04/2015	SHIRE OF NORTHAM	PAYROLL DEDUCTIONS.	- 1,145.00
34050	10/04/2015	SUNSUPER	SUPERANNUATION CONTRIBUTIONS.	- 202.18

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34051	10/04/2015	SYNERGY	ELECTRICITY ACCOUNT FOR ASSORTED SHIRE PROPERTIES FOR THE PERIOD 15/01/2015 TO 19/03/2015.	- 5,669.90
34052	10/04/2015	WA SUPER	SUPERANNUATION CONTRIBUTIONS.	- 25,908.28
34053	10/04/2015	WATER CORPORATION	WATER USE & SERVICES CHARGES FOR ASSORTED SHIRE PROPERTIES FOR THE PERIOD 16/01/2015 TO 24/03/2015.	- 12,243.82
34054	10/04/2015	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS.	- 192.44
34055	14/04/2015	CANCELLED PAYMENT		
34056	14/04/2015	FAIRFAX BUSINESS MEDIA	VISITORS CENTRE ADVERTISEMENT IN 2015 SENIOR CARAVAN & CAMPING FEATURE.	- 679.80
34057	14/04/2015	HAYDN TRANSPORT	COURIER CHARGES FOR DELIVERY OF POOL CLEANER FROM CHADSON ENGINEERING TO NORTHAM SWIMMING POOL.	- 69.30
34058	14/04/2015	HILLS WARRIORS NETBALL CLUB	KIDSPORT FUNDING.	- 1,376.00
34059	14/04/2015	LUCY'S TEAROOMS	SUPPLY OF X20 BEEF & GRAVY ROLLS FOR COUNCIL FORUM MEETING ON 11/03/2015, X14 BEEF & GRAVY ROLLS FOR FCO MEETING & X12 ASSORTED WRAPS & FRUIT PLATTER FOR PERFORMERS FOR CONCERTS IN THE PARK 2015.	- 407.00
34060	14/04/2015	MATTHEW ESSEX LETCH	REIMBURSEMENT FOR THE PURCHASE OF X1 BRASS FIRE NOZZLE FOR BRIGADES.	- 47.08
34061	14/04/2015	NORTHAM BETTA ELECTRICAL	PURCHASE OF X1 EUROM ELECTRIC UPRIGHT OVEN MODEL EF54 FOR KILLARA COTTAGE.	- 669.00
34062	14/04/2015	STEVE'S SHOE REPAIRS	X4 KEYS CUT FOR DOG POUND.	- 28.00
34063	14/04/2015	SYNERGY	ELECTRICITY ACCOUNT FOR ASSORTED SHIRE PROPERTIES FOR THE PERIOD 28/12/2015 TO 27/03/2015.	- 23,916.45
34064	14/04/2015	CANCELLED PAYMENT		
34065	14/04/2015	TELSTRA CORPORATION	TELSTRA MOBILE ACCOUNT FOR THE PERIOD 25/03/2015 TO 24/04/2015 & INTERNET & DATA BUNDLE ADSL FOR BAKERS HILL BFB TO 22/03/2015.	- 1,885.23
34066	14/04/2015	VODAFONE	MESSAGING NETWORK FEES FOR BRIGADES & SES FOR THE PERIOD 01/03/2015 TO 31/03/2015.	- 1,708.22
34067	14/04/2015	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR ASSORTED SHIRE PROPERTIES FOR THE PERIOD 14/01/2015 TO 27/03/2015, RAISE/LOWER MANHOLE AT MITCHELL AVE/NEWCASTLE ROAD NORTHAM & REPAIR SEWER MANHOLE AT NEWCASTLE RD NORTHAM.	- 16,565.33

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34068	14/04/2015	WESTNET PTY LTD	PREMIER WEB HOSTING RECURRING FOR THE PERIOD 28/02/2015 TO 29/02/2016.	- 330.00
34069	15/04/2015	PFD FOOD SERVICES PTY LTD	PURCHASE OF ASSORTED DRINKS & FOOD ITEMS FOR KILLARA.	- 1,265.90
34070	23/04/2015	ELDERS LIMITED	PURCHASE OF X4 20L GLADIATOR CROPCARE FOR ENGINEERING SERVICES.	- 523.60
34071	23/04/2015	PFD FOOD SERVICES PTY LTD	PURCHASE OF ASSORTED FOOD ITEMS FOR KILLARA.	- 247.45
34072	23/04/2015	DALE DESIGN GROUP	REFUND OF PLANNING APPLICATION FOR LOT 56 LUNT ST NORTHAM.	- 1,638.55
34073	23/04/2015	FLUFFY SOFTWARE PTY LTD	UPDATE OF TARGET AREAS TO SUPPORT LOCAL BIODIVERSITY STRATEGY.	- 220.00
34074	23/04/2015	CANCELLED PAYMENT		
34075	23/04/2015	LUCY'S TEAROOMS	PURCHASE OF X22 ASSORTED WRAPS & FRUIT PLATTER FOR PERFORMERS AT THE CONCERTS IN THE PARK ON 27/03/2015 & X20 BEEF & GRAVY ROLLS FOR OSH MEETING ON 26/03/2015.	- 371.00
34076	23/04/2015	PETTY CASH	PETTY CASH RECOUP FOR KILLARA, NORTHAM LIBRARY & NORTHAM VISITOR CENTRE.	- 543.65
34077	23/04/2015	SHIRE OF NORTHAM	BANK FEE FOR CANCELLED CHEQUE 33808 WHICH WAS LOST BY TARGET.	- 15.00
34078	23/04/2015	SYNERGY	ELECTRICITY ACCOUNT FOR 1301 STREET LIGHTS & TARIFF CHARGES FOR THE PERIOD 25/02/2015 TO 24/03/2015, 33 WELLINGTON ST NORTHAM (OLD POST OFFICE NEW DOCTORS) FOR THE PERIOD 20/03/2015 TO 08/04/2015 & 395 FITZGERALD ST NORTHAM (ADMIN BUILDING) FOR THE PERIOD 19/03/2015 TO 15/04/2015.	- 21,455.23
34079	23/04/2015	TARGET COUNTRY	PURCHASE OF X1 CHILDCARE STAFFORD CHANGE TABLE FOR WUNDOWIE LIBRARY WHICH WAS PREVIOUSLY PAID WITH CHEQUE 33808 BUT WAS MISPLACED BY TARGET SO \$15.00 FEE TAKEN OFF INVOICE TO CANCEL & REISSUE A NEW CHEQUE.	- 136.50
34080	23/04/2015	TELSTRA CORPORATION	TELEPHONE LANDLINE CHARGES FOR ADMIN, SES & REC CENTRE TO 4TH APRIL 2015 & BIGPOND ADSL CHARGES FOR NORTHAM DISTRICT SES FOR THE PERIOD 05/03/2015 TO 14/04/2015.	- 5,188.99
34081	23/04/2015	VINCE NAUGHTON	REIMBURSEMENT FOR OVER PAID SEPTIC FEES FOR PROPERTY A15795.	- 113.00

**SHIRE OF NORTHAM**  
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34082	23/04/2015	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR ASSORTED SHIRE PROPERTIES FOR THE PERIOD 30/01/2015 TO 14/04/2015.	- 3,651.94
34083	23/04/2015	YUELLES BOYLAND	REFUND OF FOOD STALL PERMIT FEE FOR FOOD STALL AT WUNDOWIE IRON FESTIVAL DUE TO REJECTION OF APPLICATION BY EVENT ORGANISERS.	- 20.00
34084	24/04/2015	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	SUPERANNUATION CONTRIBUTIONS.	- 255.77
34085	24/04/2015	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS.	- 255.77
34086	24/04/2015	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS.	- 25.10
34087	24/04/2015	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS.	- 3,138.16
34088	24/04/2015	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS.	- 177.63
34089	24/04/2015	COMMONWEALTH SUPERSELECT	SUPERANNUATION CONTRIBUTIONS.	- 310.58
34090	24/04/2015	EWRAP SUPER	SUPERANNUATION CONTRIBUTIONS.	- 131.34
34091	24/04/2015	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS.	- 43.31
34092	24/04/2015	LOCAL GOVERNMENT AND RACECOURSE EMPLOYEES UNION	PAYROLL DEDUCTIONS.	- 58.20
34093	24/04/2015	R JENKINS	RATES REFUND FOR ASSESSMENT A13813 43 WOODLEY FARM DRIVE NORTHAM.	- 922.11
34094	24/04/2015	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS.	- 366.24
34095	24/04/2015	SHIRE OF NORTHAM	PAYROLL DEDUCTIONS.	- 1,245.00
34096	24/04/2015	SUNSUPER	SUPERANNUATION CONTRIBUTIONS.	- 202.18
34097	24/04/2015	SYNERGY	ELECTRICITY ACCOUNT FOR GREAT EASTERN HWY BAKERS HILL (BAKERS HILL FIRE SHED) FOR THE PERIOD 11/02/2015 TO 15/04/2015.	- 138.95
34098	24/04/2015	VODAFONE	VODAFONE MESSAGING FEES FOR NORTHAM SES & BRIGADES FOR APRIL 2015.	- 1,066.30
34099	24/04/2015	WA SUPER	SUPERANNUATION CONTRIBUTIONS.	- 24,784.39
34100	24/04/2015	WATER CORPORATION	WATER USE & SERVICE CHARGES FOR STANDPIPE AT GRASS VALLEY RD AVON HILLS FL LOT OPP LOC 3253 & STANDPIPE AT 24 AVRO ANSON RD LOKINE LOT 24 FOR THE PERIOD 14/02/2015 TO 16/04/2015.	- 71.00
34101	24/04/2015	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS.	- 227.26
			<b>TOTAL MUNICIPAL CHEQUES</b>	<b>- 165,165.18</b>
DD8351.1	07/04/2015	TENNANT AUSTRALIA	LEASE CLEANING EQUIPMENT NORTHAM RECREATION CENTRE APRIL 2015	- 1,067.00

**SHIRE OF NORTHAM**  
**AGENDA**  
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DD8356.1	08/04/2015	BANKWEST	PHILLIP STEVEN 20/2/15 TO 23/3/15 MASTERCARD, INKJET WHOLESALE - INK FOR BAKERS HILL FIRE SHED, SUBWAY NORTHAM - CATERING, GST	- 121.66
DD8356.1	08/04/2015	BANKWEST	JASON WHITEAKER 20/2/15 TO 23/3/15 MASTERCARD, LIGHTHOUSE BEACH RESORT - ACCOMMODATION S POLLARD REGIONAL CITIES MEETING, SUBWAY NORTHAM -SPECIAL & STRATEGIC MEETING OF COUNCIL 25/2/15, GST	- 531.50
DD8356.1	08/04/2015	BANKWEST	ROSS RAYSON 20/2/15 TO 23/3/15 MASTERCARD, O'BRIEN GLASS, GST	- 517.00
DD8356.1	08/04/2015	BANKWEST	JOHN HANSEN 20/2/15 TO 23/3/15 MASTERCARD, AUSSIE NG PTY LTD - FIRE AT SPENCERS BROOK CATERING, WOOLWORTHS W4326 FIRE AT SPENCERS BROOK - CATERING, RED ROOSTER FIRE AT HAY SHED - FIRE UBFB'S- CATERING, GST	- 352.87
DD8356.1	08/04/2015	BANKWEST	DENISE GOBBART 20/2/15 TO 23/3/15 MASTERCARD, LIQUOR BARONS - REFRESHMENTS COUNCIL CHAMBER DRINKS, AUSTRALIAN INSTITUTE OF MANAGEMENT, AUSTRALIAN INSTITUTE OF MANAGEMENT- CATERING, GST	- 1,973.95
DD8356.1	08/04/2015	BANKWEST	CLINTON KLEYNHANS 20/2/15 TO 23/3/15 MASTERCARD, HOSECO WA PYT LTD - ONE WIRE HOSE PN0908, GST	- 110.07
			<b>TOTAL DIRECT DEBIT</b>	<b>- 4,674.05</b>
PAYROLL	09/04/2015	SHIRE OF NORTHAM MAIN PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL.	- 191,944.19
PAYROLL	14/04/2015	SHIRE OF NORTHAM ONE OFF PAY RUN	SHIRE OF NORTHAM ONE OFF EMPLOYEE PAYROLL	- 12,397.81
PAYROLL	23/04/2015	SHIRE OF NORTHAM MAIN PAY RUN	SHIRE OF NORTHAM EMPLOYEES PAYROLL.	- 183,409.26
			<b>TOTAL PAYROLL</b>	<b>- 387,751.26</b>
			<b>TOTAL EFT MUNICIPAL</b>	<b>-\$1,419,672.21</b>
			<b>TOTAL EFT TRUST</b>	<b>-\$ 555.00</b>
			<b>TOTAL CHEQUE MUNICIPAL</b>	<b>-\$ 165,165.18</b>
			<b>TOTAL CHEQUE TRUST</b>	<b>-\$ 4,688.86</b>
			<b>TOTAL DIRECT DEBIT</b>	<b>-\$ 4,674.05</b>
			<b>TOTAL PAYROLL</b>	<b>-\$ 387,751.26</b>
			<b>TOTAL</b>	<b>-\$1,982,506.56</b>

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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The payment of cheque numbers 34040 to 34101 from Municipal Fund (dated 1<sup>st</sup> April 2015 to 30<sup>th</sup> April 2015), the payment of trust cheque numbers 1889 to 1893 from the Trust Fund and the payment of Electronic Funds Transfer numbers EFT19488 to EFT19507 and EFT19510 to EFT19749 (dated 1<sup>st</sup> April 2015 to 30<sup>th</sup> April 2015). EFT Trust Fund EFT19508 to EFT19509 and Direct Debits 8351.1 and 8356.1 have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42)

Municipal Bank Vouchers 34040 to 34101	\$ 165,165.18
Trust Bank Vouchers 1889 to 1893	\$ 4,688.86
Municipal Bank Electronic Fund Transfer EFT19488 to EFT19507 and EFT19510 to EFT19749	\$ 1,419,672.21
Trust Bank Electronic Fund Transfer EFT19508 to EFT19509	\$ 555.00
Direct Debit Fund Transfer 8351.1 and 8356.1	\$ 4,674.05
Municipal Bank Electronic Fund Transfer Payroll 09/04/2015	\$ 191,944.19
Municipal Bank Electronic Fund Transfer Payroll 14/04/2015	\$ 12,397.81
Municipal Bank Electronic Fund Transfer Payroll 23/04/2015	\$ 183,409.26
 TOTAL	 \$1,982,506.56

**CERTIFICATION OF THE PRESIDENT**

I hereby certify that this schedule of account covering Vouchers and Electronic Funds Transfer payments as per above and totalling \$1,982,506.56 was submitted to the Ordinary Meeting of Council on Wednesday, 20 May 2015.

\_\_\_\_\_ 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 \$1,982,506.56 was submitted to each member of the Council on Wednesday, 20 May 2015, 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**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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**APPENDIX 7 – FINANCIAL STATEMENTS TO 31 MARCH 2015**



**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015**

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# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

	NOTE	March 2015 Actual \$	March 2015 Y-T-D Budget \$	Projected 2014/15 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
<b>Operating</b>						
<b>Revenues/Sources</b>						
	8					
Governance		94,881	97,135	100,715	(2,254)	(2.32%)
General Purpose Funding		3,677,677	3,746,961	4,709,374	(69,284)	(1.85%)
Law, Order, Public Safety		249,405	607,903	795,058	(358,498)	(58.97%)
Health		36,763	33,741	45,000	3,022	8.96%
Education and Welfare		946,141	934,152	1,238,616	11,989	1.28%
Housing		35,849	36,306	48,431	(457)	(1.26%)
Community Amenities		3,224,929	3,242,713	3,518,368	(17,784)	(0.55%)
Recreation and Culture		432,328	825,575	1,155,092	(393,247)	(47.63%)
Transport		791,429	826,409	1,482,094	(34,980)	(4.23%)
Economic Services		1,029,465	1,426,534	1,833,756	(397,069)	(27.83%)
Other Property and Services		70,420	51,626	69,000	18,794	36.40%
		10,589,287	11,829,055	14,995,504	(1,239,768)	(10.48%)
<b>(Expenses)/(Applications)</b>						
	8					
Governance		(895,509)	(1,097,907)	(1,443,703)	202,398	18.43%
General Purpose Funding		(185,048)	(191,397)	(257,850)	6,349	3.32%
Law, Order, Public Safety		(779,886)	(888,883)	(1,181,118)	108,997	12.26%
Health		(254,416)	(269,502)	(361,960)	15,086	5.60%
Education and Welfare		(967,219)	(1,018,021)	(1,378,259)	50,802	4.99%
Housing		(73,175)	(72,062)	(94,569)	(1,113)	(1.54%)
Community Amenities		(1,995,949)	(2,697,279)	(3,565,111)	701,330	26.00%
Recreation & Culture		(2,702,633)	(3,164,488)	(4,190,943)	461,855	14.59%
Transport		(3,417,349)	(3,610,318)	(4,912,766)	192,969	5.34%
Economic Services		(1,312,632)	(1,581,694)	(2,117,344)	269,062	17.01%
Other Property and Services		(114,923)	(71,353)	(75,095)	(43,570)	(61.06%)
		(12,698,739)	(14,662,904)	(19,578,718)	1,964,165	(13.40%)
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	2	(233,793)	(30,365)	(364,385)	(203,428)	(669.93%)
Movement in Accrued Interest		(50,643)	0	0	(50,643)	0.00%
Movement in Accrued Salaries and Wages		(149,557)	0	0	(149,557)	0.00%
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%
Movement in Employee Benefit Provisions		(211,548)	0	0	(211,548)	0.00%
Depreciation on Assets		2,452,816	2,606,508	3,475,533	(153,692)	5.90%
<b>Capital Revenue and (Expenditure)</b>						
Purchase Land Held for Resale	1	0	0	0	0	0.00%
Purchase Land and Buildings	1	(217,276)	(632,620)	(632,620)	415,344	65.65%
Purchase Plant and Equipment	1	(219,461)	(825,980)	(825,980)	606,519	73.43%
Purchase Furniture and Equipment	1	(22,587)	(28,300)	(28,300)	5,713	20.19%
Purchase Bush Fire Equipment	1	0	(460,000)	(460,000)	460,000	100.00%
Purchase Playground Equipment	1	(500)	(375,778)	(375,778)	375,278	0.00%
Purchase Infrastructure Assets - Roads	1	(869,168)	(1,787,692)	(2,454,404)	918,524	51.38%
Purchase Infrastructure Assets - Bridges	1	0	0	(108,000)	0	
Purchase Infrastructure Assets - Footpaths	1	(91,749)	(447,665)	(537,196)	355,916	79.50%
Purchase Infrastructure Assets - Drainage	1	(612,224)	(2,798,124)	(2,798,124)	2,185,900	0.00%
Purchase Infrastructure Assets - Parks & Ovals	1	(135,284)	(530,634)	(530,634)	395,350	74.51%
Purchase Infrastructure Assets - Airfields	1	0	0	0	0	#DIV/0!
Purchase Infrastructure Assets - Streetscape	1	(5,282)	(112,420)	(248,566)	107,138	95.30%
Purchase Infrastructure Assets - Other	1	(62,081)	(418,593)	(418,593)	356,512	85.17%
Proceeds from Disposal of Assets	2	300,195	700,023	933,364	(399,828)	57.12%
Repayment of Debentures	3	(1,527,367)	(1,529,306)	(1,578,755)	1,939	0.13%
Proceeds from New Debentures	3	0	0	0	0	0.00%
Advances to Community Groups		0	0	0	0	0.00%
Self-Supporting Loan Principal Income	3	200,190	160,926	214,568	39,264	0.00%
Transfers to Restricted Assets (Reserves)	4	(118,827)	(2,208,653)	(2,208,653)	2,089,826	94.62%
Transfers from Restricted Asset (Reserves)	4	0	1,421,440	1,421,440	(1,421,440)	0.00%
Transfers from Restricted Asset (Other)		0	0	0	0	#DIV/0!
						#DIV/0!
ADD Net Current Assets July 1 B/Fwd	5	3,866,773	3,866,773	3,866,776	0	0.00%
LESS Net Current Assets Year to Date	5	8,707,607	(41,287)	(41,287)	8,748,894	(21190.43%)
<b>Amount Raised from Rates</b>	6	<b>(8,462,350)</b>	<b>(6,223,022)</b>	<b>(8,200,234)</b>	<b>(2,239,328)</b>	<b>35.98%</b>

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

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

1. ACQUISITION OF ASSETS	March 2015 Actual \$	2014/15 Budget \$
The following assets have been acquired during the period under review:		
<b><u>By Program</u></b>		
<b>Governance</b>		
<b>Law, Order &amp; Public Safety</b>		
Brigade Appliance -3.4 Grass Valley	0.00	335,000
Brigade Appliance - Light Tanker Irishtown BFB	0.00	125,000
CCTV - Fitzgerald St & Peel Tce	0.00	25,000
<b>Health</b>		
EMDS Vehicle	36,718.18	40,000
EHO Vehicle	26,015.91	25,675
<b>Education &amp; Welfare</b>		
Land & Buildings - Respite Centre Construction	106,059.17	142,485
Replacement Air Conditioners	14,130.00	12,000
<b>Community Amenities</b>		
Cemetery Niche Wall, Surrounds & Roof	39,940.71	40,368
Drainage - Town Centre Supertowns	121,992.84	97,381
Drainage - Bernard Park Supertowns	163,175.35	527,100
Drainage - Town Centre Stage 2	0.00	1,027,386
Cemetery Drainage	0.00	10,080
Cemetery Lot Development	0.00	20,000
Aerators - Supertowns	1,470.00	242,593
Avon Mall Streetscaping	881.82	100,000

**SHIRE OF NORTHAM**  
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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

1. ACQUISITION OF ASSETS (Continued)	March 2015 Actual \$	2014/15 Budget \$
<b><u>By Program (Continued)</u></b>		
<b>Recreation and Culture</b>		
Land & Buildings - Replace 3 Airconditioners	16,132.60	18,000
Land & Building - Replace Balcony	0.00	178,200
Land & Building - Bakers Hall Kitchen upgrade	1,110.00	1,110
Rec Centre Additional Vents/ Exit Doors	4,000.00	29,000
Rec Centre Automatic Doors	12,568.29	11,000
Shade Sails Windowie	17,500.00	25,000
Recreation Manager Vehicle	0.00	35,000
Recreation Replacement Chairs	11,800.00	12,980
Recreation Portable Light Weight Stage	3,089.00	2,750
Recreation Automatic Hand Dryer	0.00	5,280
George Nuich park Playground/ Shade	500.00	305,532
Jubilee Playground Upgrade	0.00	20,450
Play Equipment Wundowie	0.00	9,796
Install Cricket Pitch - Jubilee Oval	0.00	15,000
Henry Street Oval Fencing WAFL Grant	23,002.09	33,725
Free Standing Stackable Seating	0.00	3,580
Skate park Clarke Street Lighting Change to BMX	0.00	20,000
Bert Hawke Darinage	0.00	40,000
Bert Hawke Lighting	0.00	20,000
Wundowie Skate park	10,375.00	181,700
CSRFF Bakers Hill - Resurface 2 Hardcourts	4,180.71	32,732
Henry Street Oval Drainage	68,220.00	50,000
Playground POSImprovements	0.00	30,675
Parks Seating & Play Equipment	0.00	40,000
Retic Wundowie Oval	10,061.34	23,000
Bakers Hill Oval	1,945.00	55,222
Library Energy Efficiency	22,495.27	22,495
Railway Precinct Upgrade	0.00	50,000
Carpark/ Drop Zone Old Railway Station	750.00	100,716

**SHIRE OF NORTHAM**  
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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

	March 2015 Actual \$	2014/15 Budget \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>		
<b><u>By Program (Continued)</u></b>		
<b>Transport</b>		
Footpath Construction	91,748.68	537,196
Rural Stormwater Drainage	0.00	30,000
Laneway Construction Northam	0.00	82,000
Southern Brook Road RRG 14/15	220,567.02	160,772
Jennapullin Road RRG 14/15	118,651.72	147,854
- Roadworks - General Construction	42,441.95	606,879
- Roadworks - Bridge Construction	0.00	108,000
- Roadworks - Roads to Recovery	9,158.26	514,049
- Roadworks - Blackspot Funding	48,116.32	359,043
- Roadworks - Gravel Sheeting	413,854.40	521,307
Laneway Land Acquisition	0.00	28,500
Infra Development- Super Towns	16,378.23	34,000
Plant & Equipment - Road Plant Purchases	156,727.09	700,305
<b>Economic Services</b>		
Six Burner Stove/ Oven Installed	7,698.00	7,290
Christmas Decorations	0.00	30,000
Information Bays	3,650.00	37,850
Signs Tower - GEH	0.00	10,000
Bakers Hill Water Project	60,724.05	66,353
Wundowie Stormwater Harvest	266,331.73	1,039,824
Old Fire Station - Re Roof Double Storey Section	840.00	127,962
Car Park Medical Centre	60,611.00	126,000
	2,235,611.73	9,418,195

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

	March 2015 Actual \$	2014/15 Budget \$
<b>1. ACQUISITION OF ASSETS (Continued)</b>		
<b><u>By Class</u></b>		
Land Held for Resale	0.00	0
Land and Buildings	217,276.04	632,620
Plant and Equipment	219,461.18	825,980
Furniture and Equipment	22,587.00	28,300
Bush Fire Equipment	0.00	460,000
Playground Equipment	500.00	375,778
Infrastructure Assets - Roads	869,167.90	2,454,404
Infrastructure Assets - Footpaths	91,748.68	537,196
Infrastructure Assets - Bridges & Culverts	0.00	108,000
Infrastructure Assets - Drainage	612,223.97	2,798,124
Infrastructure Assets - Parks & Ovals	135,284.14	530,634
Infrastructure Assets - Airfields	0.00	0
Infrastructure Assets - Streetscape	5,281.82	248,566
Infrastructure Assets - Other	62,081.00	418,593
	2,235,611.73	9,418,195

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

#### 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)	
	March 2015 Actual \$	2014/15 Budget \$	March 2015 Actual \$	2014/15 Budget \$	March 2015 Actual \$	2014/15 Budget \$
<b>Health</b>						
EMDS Vehicle - PN1217 - Asset MV1221	15,817.48	16,163	13,081.82	15,000	(2,735.66)	(1,163)
EHO Vehicle -PN1206-Asset MV1207	13,316.76	13,317	10,000.00	10,000	(3,316.76)	(3,317)
<b>Recreation &amp; Culture</b>						
Rec Manager Vehicle - PN1210 - Asset MV1212	0.00	14,500	0.00	10,000	0.00	(4,500)
Wundowie Yak Lot 311 - Asset S222	0.00	24,070	0.00	200,000	0.00	175,930
<b>Transport</b>						
9 Tonne Truck - PN0914 - N007 - Asset 9247	0.00	0	0.00	0	0.00	0
3.5 Tonne truck - PN00914 - N007 - Asset 9247	0.00	25,000	0.00	31,045	0.00	6,045
Kubota Front Mower - PN1005 - Asset GP1001	0.00	0	0.00	0	0.00	0
Road Broom - PN5066 - N.5066 - Asset S133	0.00	0	0.00	0	0.00	0
EMES Vehicle - PN1209 -N10721 - Asset MV1211	25,661.66	26,500	18,181.82	19,000	(7,479.84)	(7,500)
Parks & Gardens Utility - PN1014 - MV1014	0.00	23,280	0.00	12,388	0.00	(10,892)
Ops Manager Utility - PN1104- N10636 - Asset MV1104	0.00	31,543	0.00	24,000	0.00	(7,543)
Asset Manager Utility - PN1204 - N10710 - Asset1205	0.00	13,334	0.00	8,500	0.00	(4,834)
Grade Utility - PN1104 - N10686 - Asset MV1104	2,060.00	2,060	9,090.91	10,000	7,030.91	7,940
Multi Roller - PN1709 - Asset S589	0.00	44,667	0.00	10,000	0.00	(34,667)
<b>Other Economic Services</b>						
Lot 160 Sims Road - Asset S522	0.00	300,000	0.00	309,091	0.00	9,091
Lot 400 Byfield Street-reserve37450 - Asset LAND1303	9,545.45	9,545	249,840.00	249,840	240,294.55	240,295
Lot 21 Northam-York Road Muluckine - Asset LAND1346	0.00	25,000	0.00	24,500	0.00	(500)
	66,401.35	568,979	300,194.55	933,364	233,793.20	364,385

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

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)	
	March 2015 Actual	2014/15 Budget	March 2015 Actual	2014/15 Budget	March 2015 Actual	2014/15 Budget
	\$	\$	\$	\$	\$	\$
<b>Land &amp; Buildings</b>						
Wundowie Yak Lot 311 - Asset S222	0.00	24,070	0.00	200,000	0.00	175,930
Lot 160 Sims Road - Asset S522	0.00	300,000	0.00	309,091	0.00	9,091
Lot 400 Byfield Street-reserve37450 - Asset LAND1303	9,545.45	9,545	249,840.00	249,840	240,294.55	240,295
Lot 21 Northam-York Road Muluckine - Asset LAND1346	0.00	25,000	0.00	24,500	0.00	(500)
<b>Plant &amp; Equipment</b>						
EMDS Vehicle - PN1217 - Asset MV1221	15,817.48	16,163	13,081.82	15,000	(2,735.66)	(1,163)
EHO Vehicle -PN1206-Asset MV1207	13,316.76	13,317	10,000.00	10,000	(3,316.76)	(3,317)
Rec Manager Vehicle - PN1210 - Asset MV1212	0.00	14,500	0.00	10,000	0.00	(4,500)
9 Tonne Truck - PN0914 - N007 - Asset 9247	0.00	0	0.00	0	0.00	0
3.5 Tonne truck - PN00914 - N007 - Asset 9247	0.00	25,000	0.00	31,045	0.00	6,045
Kubota Front Mower - PN1005 - Asset GP1001	0.00	0	0.00	0	0.00	0
Road Broom - PN5066 - N.5066 - Asset S133	0.00	0	0.00	0	0.00	0
EMES Vehicle - PN1209 -N10721 - Asset MV1211	25,661.66	26,500	18,181.82	19,000	(7,479.84)	(7,500)
Parks & Gardens Utility - PN1014 - MV1014	0.00	23,280	0.00	12,388	0.00	(10,892)
Ops Manager Utility - PN1104- N10636 - Asset MV1104	0.00	31,543	0.00	24,000	0.00	(7,543)
Asset Manager Utility - PN1204 - N10710 - Asset1205	0.00	13,334	0.00	8,500	0.00	(4,834)
Grade Utility - PN1104 - N10686 - Asset MV1104	2,060.00	2,060	9,090.91	10,000	7,030.91	7,940
Multi Roller - PN1709 - Asset S589	0.00	44,667	0.00	10,000	0.00	(34,667)
	66,401.35	568,979	300,194.55	933,364	233,793.20	364,385

**Summary**

	March 2015 Actual	2014/15 Budget
	\$	\$
Profit on Asset Disposals	247,325.46	439,301
Loss on Asset Disposals	(13,532.26)	(74,916)
	<u>233,793.20</u>	<u>364,385</u>

**SHIRE OF NORTHAM**  
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**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

**3. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-14	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$
<b>Governance</b>									
Loan 215 - Admin Office Renovations	89,196	0	0	89,196	89,196	0	0	6,758	6,573
<b>Community Amenities</b>									
Loan 210 - River Dredging	12,047	0	0	12,047	12,047	0	0	409	409
<b>Recreation &amp; Culture</b>									
Loan 206 - Northam Country Club **	186,240	0	0	186,240	186,240	0	0	12,231	13,690
Loan 208 - Northam Country Club **	29,841	0	0	4,571	2,244	25,270	27,597	2,142	626
Loan 219 - Northam Bowling Club **	118,680	0	0	23,757	11,706	94,923	106,974	6,657	2,085
Loan 223 - Recreation Facilities	675,610	0	0	96,488	96,488	579,122	579,122	40,096	22,846
Loan 224 - Recreation Facilities	1,010,291	0	0	33,997	16,727	976,294	993,564	65,603	22,229
Loan 226 - Recreation Facilities	375,863	0	0	375,863	375,863	0	0	35,773	34,575
<b>Transport</b>									
Loan 221 - Airstrip Upgrade	48,570	0	0	11,051	5,441	37,519	43,129	2,925	1,293
<b>Economic Services</b>									
Loan 217 - CBD Streetscape	638,478	0	0	638,478	638,478	0	0	46,276	42,695
Loan 218 - CBD Streetscape	79,251	0	0	79,251	79,251	0	0	7,199	5,402
Loan 225 - Victoria Oval Purchase	826,601	0	0	27,816	13,686	798,785	812,915	53,675	18,187
	4,090,668	0	0	1,578,755	1,527,367	2,511,913	2,563,301	279,744	170,610

**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

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

#### FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

#### 3. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2014/15

The Shire of Northam does not propose to raise any new debenture in 2014/15.

(c) Unspent Debentures

Council had no unspent debenture funds as at 30th June 2014, it is not expected to have any unspent debenture funds as at 30th June 2015.

(d) Overdraft

Council has not utilised an overdraft facility during the financial year although an overdraft facility of \$100,000 with the Bank of Western Australia does exist. It is not anticipated that this facility will be required to be utilised during 2014/15.

**SHIRE OF NORTHAM**  
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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

	March 2015 Actual \$	2014/15 Budget \$
<b>4. RESERVES - CASH BACKED</b>		
<b>(a) Aged Accommodation Reserve</b>		
Opening Balance	249,145	249,145
Interest	6,106	9,460
Amount Set Aside / Transfer to Reserve	0	15,900
Amount Used / Transfer from Reserve	0	(22,660)
	<u>255,252</u>	<u>251,845</u>
<b>(b) Employee Liability Reserve</b>		
Opening Balance	512,931	512,932
Interest	12,572	22,221
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(37,103)
	<u>525,503</u>	<u>498,050</u>
<b>(c) Housing Reserve</b>		
Opening Balance	234,208	234,208
Interest	5,740	9,182
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>239,948</u>	<u>243,390</u>
<b>(d) Reticulation Scheme Reserve</b>		
Opening Balance	0	0
Interest	0	0
Amount Set Aside / Transfer to Reserve	0	40,000
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>40,000</u>
<b>(e) Office Equipment Reserve</b>		
Opening Balance	118,133	118,133
Interest	2,895	5,015
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>121,028</u>	<u>123,148</u>
<b>(f) Plant &amp; Equipment Reserve</b>		
Opening Balance	487,733	487,732
Interest	11,954	23,745
Amount Set Aside / Transfer to Reserve	0	360,000
Amount Used / Transfer from Reserve	0	(560,372)
	<u>499,687</u>	<u>311,105</u>
<b>(g) Recreation Reserve</b>		
Opening Balance	30,226	30,226
Interest	741	1,969
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(32,195)
	<u>30,967</u>	<u>0</u>
<b>(h) Road &amp; Bridgeworks Reserve</b>		
Opening Balance	623,888	623,888
Interest	15,291	25,889
Amount Set Aside / Transfer to Reserve	0	20,000
Amount Used / Transfer from Reserve	0	(161,000)
	<u>639,179</u>	<u>508,777</u>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

	March 2015 Actual \$	2014/15 Budget \$
<b>4. RESERVES - CASH BACKED (Continued)</b>		
<b>(i) Refuse Site Reserve</b>		
Opening Balance	182,085	182,085
Interest	4,463	6,354
Amount Set Aside / Transfer to Reserve	0	60,000
Amount Used / Transfer from Reserve	0	(20,000)
	<u>186,548</u>	<u>228,439</u>
<b>(j) Regional Development Reserve</b>		
Opening Balance	114,375	114,374
Interest	2,803	5,270
Amount Set Aside / Transfer to Reserve	0	755,000
Amount Used / Transfer from Reserve	0	0
	<u>117,178</u>	<u>874,644</u>
<b>(k) Speedway Reserve</b>		
Opening Balance	130,201	130,200
Interest	3,191	5,104
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>133,392</u>	<u>135,304</u>
<b>(l) Community Bus Replacement Reserve</b>		
Opening Balance	30,039	30,039
Interest	736	393
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>30,775</u>	<u>30,432</u>
<b>(m) Septage Pond Reserve</b>		
Opening Balance	245,028	245,028
Interest	6,006	8,002
Amount Set Aside / Transfer to Reserve	0	70,000
Amount Used / Transfer from Reserve	0	(27,200)
	<u>251,034</u>	<u>295,830</u>
<b>(n) Killara Reserve</b>		
Opening Balance	148,921	143,212
Interest	3,650	7,000
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>152,571</u>	<u>150,212</u>
<b>(o) Stormwater Drainage Projects Reserve</b>		
Opening Balance	46,521	46,521
Interest	1,140	257
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(40,000)
	<u>47,661</u>	<u>6,778</u>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

	March 2015 Actual \$	2014/15 Budget \$
<b>4. RESERVES - CASH BACKED (Continued)</b>		
<b>(p) Recreation and Community Facilities Reserve</b>		
Opening Balance	625,572	625,572
Interest	15,333	16,859
Amount Set Aside / Transfer to Reserve	0	249,840
Amount Used / Transfer from Reserve	0	(148,815)
	640,904	743,456
<b>(q) Administration Office Reserve</b>		
Opening Balance	470,224	470,224
Interest	11,525	18,434
Amount Set Aside / Transfer to Reserve	0	183,591
Amount Used / Transfer from Reserve	0	0
	481,749	672,249
<b>(r) Council Buildings &amp; Amenities Reserve</b>		
Opening Balance	147,308	147,308
Interest	3,610	3,815
Amount Set Aside / Transfer to Reserve	0	200,000
Amount Used / Transfer from Reserve	0	(22,495)
	150,919	328,628
<b>(s) River Town Pool Dredging Reserve</b>		
Opening Balance	273,667	273,667
Interest	6,707	8,768
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	(223,600)
	280,375	58,835
<b>(t) Parking Facilities Construction Reserve</b>		
Opening Balance	162,328	162,329
Interest	3,979	6,168
Amount Set Aside / Transfer to Reserve	0	65,000
Amount Used / Transfer from Reserve	0	(126,000)
	166,307	107,497
<b>(u) Art Collection Reserve</b>		
Opening Balance	15,646	15,645
Interest	383	417
Amount Set Aside / Transfer to Reserve	0	5,000
Amount Used / Transfer from Reserve	0	0
	16,029	21,062
<b>Total Cash Backed Reserves</b>	<b>4,967,004</b>	<b>5,629,681</b>
Total Interest	118,827	184,322

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

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

	March 2015 Actual \$	2014/15 Budget \$
<b>4. RESERVES - CASH BACKED (Continued)</b>		
<b>Summary of Transfers to Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Aged Accommodation Reserve	6,106	25,360
Employee Liability Reserve	12,572	22,221
Housing Reserve	5,740	9,182
Reticulation Scheme Reserve	0	40,000
Office Equipment Reserve	2,895	5,015
Plant & Equipment Reserve	11,954	383,745
Recreation Reserve	741	1,969
Road & Bridgeworks Reserve	15,291	45,889
Refuse Site Reserve	4,463	66,354
Regional Development Reserve	2,803	760,270
Speedway Reserve	3,191	5,104
Community Bus Replacement Reserve	736	393
Septage Pond Reserve	6,006	78,002
Killara Reserve	3,650	7,000
Stormwater Drainage Projects Reserve	1,140	257
Recreation and Community Facilities Reserve	15,333	266,699
Administration Office Reserve	11,525	202,025
Council Buildings & Amenities Reserve	3,610	203,815
River Town Pool Dredging Reserve	6,707	8,768
Parking Facilities Construction Reserve	3,979	71,168
Art Collection Reserve	383	5,417
	<u>118,827</u>	<u>2,208,653</u>
<b>Transfers from Reserves</b>		
Aged Accommodation Reserve	0	(22,660)
Employee Liability Reserve	0	(37,103)
Housing Reserve	0	0
Reticulation Scheme Reserve	0	0
Office Equipment Reserve	0	0
Plant & Equipment Reserve	0	(560,372)
Recreation Reserve	0	(32,195)
Road & Bridgeworks Reserve	0	(161,000)
Refuse Site Reserve	0	(20,000)
Regional Development Reserve	0	0
Speedway Reserve	0	0
Community Bus Replacement Reserve	0	0
Septage Pond Reserve	0	(27,200)
Killara Reserve	0	0
Stormwater Drainage Projects Reserve	0	(40,000)
Recreation and Community Facilities Reserve	0	(148,815)
Administration Office Reserve	0	0
Council Buildings & Amenities Reserve	0	(22,495)
River Town Pool Dredging Reserve	0	(223,600)
Parking Facilities Construction Reserve	0	(126,000)
Art Collection Reserve	0	0
	<u>0</u>	<u>(1,421,440)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>118,827</u>	<u>787,213</u>

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

#### FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

#### 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

**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 2014/15.

**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

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

#### 4. 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.

##### **Stormwater 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**  
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**SHIRE OF NORTHAM**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015**

	<b>March 2015 Actual \$</b>	<b>2013/14 Financial Report \$</b>	<b>2014/15 Budget \$</b>
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	5,826,827	2,267,969	200,000
Cash - Restricted Unspent Grants	603,156	2,107,310	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	4,967,004	4,848,177	5,356,746
Sundry Debtors	1,393,629	795,312	1,231,884
Rates - Current	1,736,396	964,704	0
Pensioners Rates Rebate	56,629	14,700	0
Provision for Doubtful Debts	(36,336)	(37,650)	0
GST Receivable	0	0	0
Accrued Income/Prepayments	0	34,017	0
Inventories	0	60,459	30,000
	<u>14,547,305</u>	<u>11,054,997</u>	<u>6,818,630</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(710,028)	(1,901,308)	(2,191,198)
Rates Income in Advance	(84,796)	0	0
GST Payable	0	0	0
Accrued Salaries & Wages	0	(149,557)	0
Accrued Interest on Debentures	0	(50,643)	0
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Withholding Tax Payable	0	0	0
Payg Payable	(73,071)	(9,621)	0
Loan Liability	(51,388)	(592,668)	0
Provision for Annual Leave	(325,473)	(490,281)	0
Provision for Long Service Leave	(204,828)	(251,568)	0
Other Payables	0	0	0
	<u>(1,449,584)</u>	<u>(3,445,646)</u>	<u>(2,191,198)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>13,097,721</b>	<b>7,609,351</b>	<b>4,627,432</b>
Less: Cash - Reserves - Restricted	(4,967,004)	(4,848,177)	(5,356,746)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add: Current Loan Liability	51,388	592,668	210,153
Add: Leave Liability Reserve	525,503	512,931	535,153
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>8,707,607</u></b>	<b><u>3,866,773</u></b>	<b><u>15,992</u></b>

**SHIRE OF NORTHAM**  
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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

**6. RATING INFORMATION**

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2014/15 Rate Revenue \$	2014/15 Interim Rates \$	2014/15 Back Rates \$	2014/15 Total Revenue \$	2014/15 Budget \$
<b>General Rate</b>								
00 Non-Rateable	0.0000	690	1,502,494	0	0	0	0	0
01 GRV-Townsites Residential	10.1868	2,962	36,970,552	3,766,116	7,057	0	3,773,173	3,789,716
02 GRV-Northam Commercial/Industrial	11.3201	247	11,275,640	1,284,621	1,525	0	1,286,145	1,269,307
05 Agricultural Local	0.5487	514	159,172,000	873,377	(1,788)	(43)	871,546	879,477
06 Agricultural Regional	0.4548	209	111,808,000	508,503	931	0	509,434	514,603
07 Rural Small Holdings	0.6256	550	96,536,000	603,929	(52)	0	603,877	608,029
<b>Sub-Totals</b>		5,172	417,264,686	7,036,546	7,672	(43)	7,044,175	7,061,132
<b>Minimum Rates</b>								
	<b>Minimum \$</b>							
01 GRV-Northam Town Gen	830	935	4,259,662	776,050	0	0	776,050	776,050
02 GRV-Northam Town Diff	830	47	184,818	39,010	0	0	39,010	39,010
05 Agricultural Local	830	143	11,669,596	118,690	0	0	118,690	118,690
06 Agricultural Regional	830	203	22,932,413	168,490	0	0	168,490	168,490
07 Rural Small Holdings	830	101	12,559,000	83,830	0	0	83,830	83,830
<b>Sub-Totals</b>		1,429	51,605,489	1,186,070	0	0	1,186,070	1,186,070
							8,230,245	8,247,202
Ex-Gratia Rates							12,824	12,824
Excess Rate Receipts							(142,957)	0
<b>Totals</b>							8,100,112	8,260,026

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

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#### SHIRE OF NORTHAM

#### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

#### FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

#### 6. RATING INFORMATION (Continued)

All land except exempt land in the Shire of Northam is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2014/15 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

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-14 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Town Hall Bond	1	2,500	2,700	(4,200)	1,000
Lesser Hall Bond	2	900	1,000	0	1,900
Nomination Deposits	4	0	0	0	0
Library Deposits & Income	5	0	0	0	0
POS - Cash in Lieu	6	304,163	32,482	0	336,645
Bonds - Building	7	35,500	0	(1,000)	34,500
Crossovers - Bond	9	86,892	0	(500)	86,392
Recreation Centre Bond	11	400	1,200	(1,200)	400
Facilities - Bonds	18	200	0	0	200
Footpath/Kerbing Deposit	22	93,500	24,000	(21,000)	96,500
Retentions	26	179,888	13,295	(40,442)	152,741
Sundry Trust	27	8,310	0	0	8,310
Building & Construction (E	29	0	39,553	(37,757)	1,796
Builders Reg Board Levy	30	0	23,360	(21,966)	1,394
Standpipe Key	31	6,600	500	(250)	6,850
Resited Dwellings	32	7,200	0	0	7,200
Deposits-Extractive Indust	33	257,673	7,893	(6,047)	259,519
Other	34	17,983	1,553	(4,782)	14,754
Other - Rental Bond	35	400	0	(200)	200
Bonds - Animal Traps	36	130	385	(275)	240
Storm Damage Donations	38	175	0	0	175
		<u>1,002,414</u>	<u>147,921</u>	<u>(139,619)</u>	<u>1,010,716</u>

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

8. OPERATING STATEMENT

	March 2015 Actual \$	2014/15 Budget \$	2013/14 Actual \$
<b>OPERATING REVENUES</b>			
Governance	94,881	100,715	40,150
General Purpose Funding	11,777,789	12,969,400	10,081,279
Law, Order, Public Safety	249,405	795,058	597,399
Health	36,763	45,000	36,897
Education and Welfare	946,141	1,238,616	2,203,330
Housing	35,849	48,431	33,537
Community Amenities	3,224,929	3,518,368	2,656,067
Recreation and Culture	432,328	1,155,092	565,774
Transport	791,429	1,482,094	1,061,150
Economic Services	1,029,465	1,833,756	934,185
Other Property and Services	70,420	69,000	108,321
<b>TOTAL OPERATING REVENUE</b>	<b>18,689,399</b>	<b>23,255,530</b>	<b>18,318,090</b>
<b>OPERATING EXPENSES</b>			
Governance	895,509	1,443,703	832,978
General Purpose Funding	185,048	257,850	238,116
Law, Order, Public Safety	779,886	1,181,118	1,074,223
Health	254,416	361,960	436,018
Education and Welfare	967,219	1,378,259	1,413,584
Housing	73,175	94,569	76,820
Community Amenities	1,995,949	3,565,111	3,135,882
Recreation & Culture	2,702,633	4,190,943	3,564,797
Transport	3,417,349	4,912,766	4,669,090
Economic Services	1,312,632	2,117,344	1,996,232
Other Property and Services	114,923	75,095	79,020
<b>TOTAL OPERATING EXPENSE</b>	<b>12,698,739</b>	<b>19,578,718</b>	<b>17,516,760</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>5,990,660</b>	<b>3,676,812</b>	<b>801,330</b>

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

9. BALANCE SHEET

	March 2015 Actual \$	2013/14 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	11,396,987	9,223,456
Receivables	3,164,697	2,097,184
Inventories	0	60,458
<b>TOTAL CURRENT ASSETS</b>	<u>14,561,684</u>	<u>11,381,098</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	440,865	476,285
Inventories	0	25,045
Land	16,899,100	16,883,600
Property, Plant and Equipment	40,193,581	40,609,683
Infrastructure	47,859,082	47,714,085
<b>TOTAL NON-CURRENT ASSETS</b>	<u>105,392,628</u>	<u>105,708,698</u>
<b>TOTAL ASSETS</b>	<u>119,954,312</u>	<u>117,089,796</u>
<b>CURRENT LIABILITIES</b>		
Payables	867,894	2,258,079
Interest-bearing Liabilities	51,388	589,713
Provisions	530,301	741,848
<b>TOTAL CURRENT LIABILITIES</b>	<u>1,449,583</u>	<u>3,589,640</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	2,511,913	3,498,001
Provisions	127,552	127,552
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>2,639,465</u>	<u>3,625,553</u>
<b>TOTAL LIABILITIES</b>	<u>4,089,048</u>	<u>7,215,193</u>
<b>NET ASSETS</b>	<u>115,865,264</u>	<u>109,874,603</u>
<b>EQUITY</b>		
Retained Surplus	81,405,527	75,533,694
Reserves - Cash Backed	4,967,004	4,848,177
Reserves - Asset Revaluation	29,492,732	29,492,732
<b>TOTAL EQUITY</b>	<u>115,865,263</u>	<u>109,874,603</u>

**SHIRE OF NORTHAM**  
**AGENDA**  
**ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015**

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

10. FINANCIAL RATIO

	2015 YTD	2014	2013	2012
Current Ratio	9.73	1.43	1.82	1.53

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

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015**

	NOTE	March 2015 Actual \$	March 2015 Y-T-D Budget \$	Projected 2014/15 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b><u>Operating</u></b>							
<b>Revenues/Sources</b>	8						
Governance		94,881	97,135	100,715	(2,254)	(2.32%)	
General Purpose Funding		3,677,677	3,746,961	4,709,374	(69,284)	(1.85%)	
Law, Order, Public Safety		249,405	607,903	795,058	(358,498)	(58.97%)	Timing on DFES Capital grant funding new plant
Health		36,763	33,741	45,000	3,022	8.96%	
Education and Welfare		946,141	934,152	1,238,616	11,989	1.28%	
Housing		35,849	36,306	48,431	(457)	(1.26%)	
Community Amenities		3,224,929	3,242,713	3,518,368	(17,784)	(0.55%)	
Recreation and Culture		432,328	825,575	1,155,092	(393,247)	(47.63%)	Timing on budget allocations for grant funding, Town Hall Balcony, Railway Station and Public Open Space Funds for the Fairways Green area
Transport		791,429	826,409	1,482,094	(34,980)	(4.23%)	Timing of Street Lighting Claim and Lower than anticipated revenue from Department of Transport Services
Economic Services		1,029,465	1,426,534	1,833,756	(397,069)	(27.83%)	Timing on budget allocations for grant funding; Old Fire Station Roof & NRM Water Project
Other Property and Services		70,420	51,626	69,000	18,794	36.40%	Higher than anticipated Insurance claim payments received
		10,589,287	11,829,055	14,995,504	(1,239,768)	(10.48%)	
<b>(Expenses)(Applications)</b>	8						
Governance		(895,509)	(1,097,907)	(1,443,703)	202,398	18.43%	Timing on expenditure relating to Consultants
General Purpose Funding		(185,048)	(191,397)	(257,850)	6,349	3.32%	
Law, Order, Public Safety		(779,886)	(888,883)	(1,181,118)	108,997	12.26%	Timing on budget allocations & Depreciation on Bushfire Equipment lower than anticipated
Health		(254,416)	(269,502)	(361,960)	15,086	5.60%	
Education and Welfare		(967,219)	(1,018,021)	(1,378,259)	50,802	4.99%	
Housing		(73,175)	(72,062)	(94,569)	(1,113)	(1.54%)	
Community Amenities		(1,995,949)	(2,697,279)	(3,565,111)	701,330	26.00%	Timing on Waste Management & Drainage expenses
Recreation & Culture		(2,702,633)	(3,164,488)	(4,190,943)	461,855	14.59%	Timing on Parks and Gardens Mtc & Supertowns expenses
Transport		(3,417,349)	(3,610,318)	(4,912,766)	192,969	5.34%	Timing on budget allocations & Depreciation on Plant lower than anticipated
Economic Services		(1,312,632)	(1,581,694)	(2,117,344)	269,062	17.01%	Timing on events expenses & Depreciation on buildings lower than anticipated
Other Property and Services		(114,923)	(71,353)	(75,095)	(43,570)	(61.06%)	Overheads and Plant Cost to be reallocated from 01/01/2015
		(12,698,739)	(14,662,904)	(19,578,718)	1,964,165	(13.40%)	
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>							
(Profit/Loss on Asset Disposals)	2	(233,793)	(30,365)	(364,385)	(203,428)	(669.93%)	Timing on Disposal of Assets
Movement in Accrued Interest		(50,643)	0	0	(50,643)	0.00%	
Movement in Accrued Salaries and Wages		(149,557)	0	0	(149,557)	0.00%	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%	
Movement in Employee Benefit Provisions		(211,548)	0	0	(211,548)	0.00%	
Depreciation on Assets		2,452,816	2,606,508	3,475,533	(153,692)	5.90%	

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

	NOTE	March 2015 Actual \$	March 2015 Y-T-D Budget \$	Projected 2014/15 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b><u>Operating</u></b>							
<b><u>Capital Revenue and (Expenditure)</u></b>							
Purchase Land Held for Resale	1	0	0	0	0	0.00%	
Purchase Land and Buildings	1	(217,276)	(632,620)	(632,620)	415,344	65.65%	Timing on Building works
Purchase Plant and Equipment	1	(219,461)	(825,980)	(825,980)	606,519	73.43%	Timing on Plant purchases
Purchase Furniture and Equipment	1	(22,587)	(28,300)	(28,300)	5,713	20.19%	
Purchase Bush Fire Equipment	1	0	(460,000)	(460,000)	460,000	100.00%	Timing unknown for supply by DFES
Purchase Playground Equipment	1	(500)	(375,778)	(375,778)	375,278	99.87%	Timing on Equipment purchases
Purchase Infrastructure Assets - Roads	1	(869,168)	(1,787,692)	(2,454,404)	918,524	51.38%	Timing on budget allocations
Purchase Infrastructure Assets - Bridges	1	0	0	(108,000)	0	#DIV/0!	
Purchase Infrastructure Assets - Footpaths	1	(91,749)	(447,665)	(537,196)	355,916	79.50%	Timing on budget allocations
Purchase Infrastructure Assets - Drainage	1	(612,224)	(2,798,124)	(2,798,124)	2,185,900	78.12%	Timing on budget allocations
Purchase Infrastructure Assets - Parks & Ovals	1	(135,284)	(530,634)	(530,634)	395,350	74.51%	Timing on budget allocations
Purchase Infrastructure Assets - Airfields	1	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Streetscape	1	(5,282)	(112,420)	(248,566)	107,138	95.30%	Timing on budget allocations
Purchase Infrastructure Assets - Other	1	(62,081)	(418,593)	(418,593)	356,512	85.17%	Timing on budget allocations
Proceeds from Disposal of Assets	2	300,195	700,023	933,364	(399,828)	57.12%	Timing on budget allocations
Repayment of Debentures	3	(1,527,367)	(1,529,306)	(1,578,755)	1,939	0.13%	
Proceeds from New Debentures	3	0	0	0	0	0.00%	
Advances to Community Groups		0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	3	200,190	160,926	214,568	39,264	(24.40%)	Timing on budget allocations
Transfers to Restricted Assets (Reserves)	4	(118,827)	(2,208,653)	(2,208,653)	2,089,826	94.62%	Timing on budget allocations
Transfers from Restricted Asset (Reserves)	4	0	1,421,440	1,421,440	(1,421,440)	100.00%	Timing on budget allocations
Transfers from Restricted Asset (Other)		0	0	0	0	0.00%	
ADD Net Current Assets July 1 B/Fwd	5	3,866,773	3,866,773	3,866,776	0	0.00%	
LESS Net Current Assets Year to Date	5	8,707,607	(41,287)	(41,287)	8,748,894	(21190.43%)	
<b>Amount Raised from Rates</b>	6	<b>(8,462,350)</b>	<b>(6,223,022)</b>	<b>(8,200,234)</b>	<b>(2,239,328)</b>	<b>35.98%</b>	

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

# SHIRE OF NORTHAM

## AGENDA

### ORDINARY COUNCIL MEETING TO BE HELD ON 20 MAY 2015

#### BANK RECONCILIATION STATEMENT Period Ending 31ST March 2015

	Muni Fund Shire	Trust Fund Shire	Reserve A/c Shire	Unspent LTRFD & LG Grant Shire
<b>Balance as per Bank Statements</b>				
ANZ 2645-61099	\$1,177.04			
Business Bonus 028-0331278	\$1,105,826.35			
Muni Operating A/C 028-5350118	\$89,238.65			
Term Deposit Muni 028-0400828	\$2,017,885.88			
Term Deposit Muni 028-0400836	\$2,522,571.48			
ANZ - WA TREASURY BANK	\$803,155.88			
Term Deposit (Trust) T163 028-056959-9		\$76,481.08		
Term Deposit (Trust) T386 0387254		\$34,208.69		
Term Deposit (Trust) POS 9875-02546		\$312,244.95		
Term Deposit (Trust) Extractive Indu 028-695773-2		\$93,754.21		
Term Deposit (Trust) T378 & T440 028-0392516		\$81,128.62		
Term Deposit (Trust) T527 028-0386517		\$23,857.67		
Trust Operating A/C 028-5350143		\$349,357.80		
Term Deposit (Trust T701) 028-0397045		\$41,500.21		
Term Deposit (Trust 754,755,756) 028-0399526		\$48,503.33		
Business Bonus (Reserve) 028-0364635			\$356,456.57	
Term Deposit 028-0390108			\$885,371.31	
ANZ Term Deposit 9874-65749			\$3,962,176.29	
				\$0.00
<b>Total As Per Bank Statements</b>	<b>\$6,429,866.39</b>	<b>\$1,012,295.90</b>	<b>\$4,967,004.17</b>	<b>\$0.00</b>
<b>Plus</b>				
Outstanding Deposits	7,314.04	90.50		
Outstanding Dep (Trust)				
Outstanding Dep (Muni)				
	<b>\$7,314.04</b>	<b>\$90.50</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Less</b>				
Unpresented Cheques	(10,727.42)	(1,560.00)		
	<b>(\$10,727.42)</b>	<b>(\$1,560.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Adjustments</b>				
Kilara Transfer from Muni to Reserve				
Meat Inspection Trans Muni to Reserve				
Kilara Transfer from Reserve to Muni				
Transfer of bank fee charges Unspent Grants				
<b>Bank Statement Balance after Adjustments</b>	<b>\$6,426,453.01</b>	<b>\$1,010,716.40</b>	<b>\$4,967,004.17</b>	<b>\$0.00</b>
<b>General Ledger Accounts</b>				
1110000010 MUNI BANK	5,623,297.03			
1111600010 Trust Bank		1,010,716.40		
1111001010 Short Term Investment	603,155.98		0.00	
1111501010 Reserve Inv Bank			4,967,004.17	
1111002010 Unspent Grant				\$0.00
<b>Balance Per General Ledger Accounts</b>	<b>\$6,426,453.01</b>	<b>\$1,010,716.40</b>	<b>\$4,967,004.17</b>	<b>\$0.00</b>
<b>IMBALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Prepared by RA Becker Confirmed by [Signature]  
 POSITION FINANCE OFFICER POSITION ACCOUNTANT  
 13/4/2015