



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**16 March 2022**

**NOTICE PAPER**  
**Ordinary Council Meeting**  
**16 March 2022**

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 16 March 2022 at 5:30pm.

There will be a Forum meeting held by electronic means on 9 March 2022 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



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

## DISCLAIMER

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

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

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

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## 1. DECLARATION OF OPENING

## 2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

## 3. ATTENDANCE

### Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

M P Ryan

D Galloway

R W Tinetti

A J Mencshelyi

M I Girak

J E G Williams

D A Hughes

H Appleton

P Curtis

### Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO

J B Whiteaker

S Patterson

C B Hunt

J Metcalf

C Young

A C McCall

### 3.1 APOLOGIES

Nil.

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Nil.

## 4. DISCLOSURE OF INTERESTS

*Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.*

As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

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

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

<b>Visitations and Consultations</b>	
17/02/2022	Northam Liquor Accord Meeting
17/02/2022	Regional Capitals Alliance Video Conference Meeting
17/02/2022	Northam Town Centre Strategy Presentation - Northam
18/02/2022	Avon-Midland Zone Meeting - Northam
21/02/2022	Triple M Fortnightly Radio Interview
22/02/2022	ABC Midwest and Wheatbelt radio interview on new Industrial Park Tenant
24/02/2022	ABC Midwest and Wheatbelt radio interview on WAPOL activity at Yongah Hill
24/02/2022	Triple M News Radio Interview on Updated COVID-19 restrictions
03/03/2022	Avon Region Livelighter Aged Care Games official opening - Northam
03/03/2022	Local Emergency Management Committee Video conference meeting
04/03/2022	World Day of Prayer - Northam
05/03/2022	Lions Community Markets - Northam
06/03/2022	Duke's Inn Relaunch Official Opening
07/03/2022	Triple M Fortnightly Radio Interview
14/03/2022	AROC Governance Meeting - Toodyay
15/03/2022	Briefing to Notre Dame University Medical Students – Video Conference
16/03/2022	Wheatbelt DEMC General Meeting - Northam
<b>Upcoming Events</b>	
21/03/2022	Triple M Fortnightly Radio Interview
23/03/2022	District Emergency Management Committee Meeting - Northam
02/04/2022	Lions Community Markets - Northam
04/04/2022	Triple M Fortnightly Radio Interview
06/04/2022	Regional Capitals Alliance Meeting - Perth
09/04/2022	Northam Motorsport Festival – Day 1
10/04/2022	Northam Motorsport Festival – Day 2
15/04/2022	Good Friday
17/04/2022	Easter Sunday
19/04/2022	Triple M Fortnightly Radio Interview



### **Operational Matters:**

With the recent devastating bushfires in some of the Agricultural areas, the Shire of Northam has extended the prohibited burning period at least until the middle of March. We all need to continue to be aware of, and to adhere to, any notices issued by DFES or the Shire, and more particularly when there are Fire and / or Harvest Bans, or emergency warnings, put in place.

With the Easter weekend and ANZAC Day approaching, with people possibly taking the opportunity the travel for a holiday, I urge everyone to remain careful and vigilant on the roads.

### **Events Calendar**

The 70<sup>th</sup> Anniversary event of the Northam Motorsport Festival is taking place over the weekend of the 9<sup>th</sup> and 10<sup>th</sup> April. Unique in its type of event, a credit is due to all organisers of this event.

There are a range of both Community and Shire events. Details can be found at any of the Shire of Northam Social Media Pages, the Shire of Northam Website, or in the Northam Advertiser.

### **Strategic Matters:**

The recent announcement by the civil engineering company – Reinforced Earth – for the purchase of land at the Avon Industrial Park, is a credit to all involved, especially the Shire of Northam. Reinforced Earth aims to employ 10 people initially, with plans to expand.

The Industry Attraction Fund of up to \$1 million remains in place and aims to bring new businesses to the Shire and support existing businesses in regional expansion.

## 6. PUBLIC QUESTION TIME

### 6.1 PUBLIC QUESTIONS

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

Nil.

## 8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 8.1 PETITIONS

*Local Government Act 1995 s6.10*

*Shire of Northam Standing Orders Amendment Local Law 2018*

(1) A petition is to –

(a) be addressed to the President;

(b) be made by electors of the district;

(c) state the request on each page of the petition;

(d) contain the name, address and signature of each elector making the request, and the date each elector signed;

(e) contain a summary of the reasons for the request; and Page 13

(f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

(2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).

(3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:

(a) the matter is the subject of a report included in the agenda; and

(b) the Council has considered the issues raised in the petition.

### 8.2 PRESENTATIONS

*Local Government Act 1995 s6.11*

*Shire of Northam Standing Orders Amendment Local Law 2018*

(1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

### 8.3 DEPUTATIONS

*Local Government Act 1995 s6.9*

*Shire of Northam Standing Orders Amendment Local Law 2018*

(1) Any person or group wishing to be received as a deputation by the Council is to either-

(a) apply, before the meeting, to the CEO for approval; or

(b) with the approval of the Presiding Member, at the meeting, address the Council.

(2) The CEO may either-

(a) approve the request and invite the deputation to attend a meeting of the Council; or

- (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

## 9. APPLICATION FOR LEAVE OF ABSENCE

Nil.

## 10. CONFIRMATION OF MINUTES

### 10.1 ORDINARY COUNCIL MEETING HELD 16 FEBRUARY 2022

#### RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 16 February 2022 be confirmed as a true and correct record of that meeting.

### 10.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 23 FEBRUARY 2022

#### RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held Wednesday, 23 February 2022.

### 10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 9 MARCH 2022

#### RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 9 March 2022.

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

## **12. REPORTS OF COMMITTEE MEETINGS**

### **12.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 15 FEBRUARY 2022**

#### **Receipt of Minutes:**

##### **RECOMMENDATION**

**That Council receive the minutes from the Community Safety Committee meeting held on 15 February 2022.**

#### **Adoption of Recommendations:**

##### **RECOMMENDATION**

**That Council accepts the update of the Community Safety and Crime Prevention Plan provided.**

**Attachment 1 – Community Safety Committee Minutes**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Community Safety Committee**

**15 February 2022**

Community Safety Committee Meeting Minutes  
15 February 2022



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15 February 2022



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### 1. DECLARATION OF OPENING

The Chairperson Councillor Julie Williams declared the meeting open at 11:16am.

### 2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

### 3. ATTENDANCE

#### Committee Members:

Chairperson	Cr Julie Williams
Councillor	Cr Attila Mencshelyi
Northam Roadwise Committee	Mr Cliff Simpson
DLGSC	Ms Emma Draper
Northam PCYC	Ms Jane Atterby
Northam Youth Wellbeing Plan	Ms Jo-Anne Woodruff
Community Representative	Mrs Elizabeth Hoek

#### Committee Ex-Officio Members:

Executive Manager Community Services	Ms Jo Metcalf
Community Development Officer	Ms Jaime Hawkins
Senior Ranger	Ms Kellee Walters
Manager Activation & Community Development (entered the meeting at 11:25am)	Mrs Michelle Blackhurst

#### 3.1 APOLOGIES

LDAG	Mrs Rose Power
WA Country Health	Ms Shani Toki
Community Representative	Mr Ulo Rumjantsev
Chief Executive Officer	Mr Jason Whiteaker
Wundowie Police	SGT Sarah Clarke

#### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

#### 3.3 ABSENT



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15 February 2022



Nyoongar Cultural Advisory Committee  
Deputy Chairperson/  
Northam Police  
Avon Community Services  
Bridgeley Church of Christ  
Northam Chamber of Commerce  
Department of Education

SSGT David Hornsby  
Ms Kristie-Ann Andela  
Pastor Kym Edwards  
Ms Melanie Jones  
Mrs Sharon Bray

#### 4. DISCLOSURE OF INTERESTS

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

#### 5. CONFIRMATION OF MINUTES

##### 5.1 COMMITTEE MEETING HELD 7 DECEMBER 2021

Ms Jaime Hawkins informed the committee the file of the original minutes was corrupted during an IT outage and requested the Committee thoroughly review the current document to ensure they are correct.

#### RECOMMENDATION

Minute No: CSC.084

Moved: Cr Attila Mencshelyi

Seconded: Ms Jane Atterby

That the minutes of the Shire of Northam Community Safety Committee meeting held Tuesday, 7 December 2021 be confirmed as a true and correct record of that meeting, with the following amendments:

- CEO Jason Whiteaker removed from being in attendance to an apology
- Item 5 – Discussion – Complete sentence “Ms Kellee Walters questioned ... as it could be used as evidence ‘to support an application’ ”
- Committee Decision to be added, “That the Committee accepts Bridgeley Church of Christ as an Ex-Officio Member of the Community Safety Committee” Moved by Elizabeth Hoek and Seconded by SSGT David Hornsby. Carried 10/0.

**CARRIED 7/0**

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15 February 2022



**6. COMMITTEE REPORTS**

**6.1 COMMUNITY SAFETY & CRIME PREVENTION UPDATE**

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

**BRIEF**

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

**ATTACHMENTS**

Attachment 1 Year to Date Crime Statistics (source WALGA)

**A. BACKGROUND / DETAILS**

This Committee Report aligns with the four (4) focus areas of the Draft Community Safety & Crime Prevention Plan 2022 – 2026.

**B. CONSIDERATIONS**

**B.1 Strategic Community / Corporate Business Plan**

Theme Area 2: Safety and Security.

Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Objective: Plan and implement strategies to address crime and safety within the Shire of Northam:

- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety
- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

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**B.2 Financial / Resource Implications**

There is a budget allocation of \$5,000 for Community Safety Plan initiatives.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

There has been ongoing engagement and consultation with stakeholders of the Community Safety and Crime Prevention Plan.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Community safety is an area of public concern.	Low (3) x Moderate (3) = Moderate (9)	Cross agency Community Safety and Crime committee work together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

**C. OFFICER'S COMMENT**

The Shire of Northam's Community Development Officer to provide an update on recent activities.

Focus Area 1: Building Partnerships & Internal Capacity

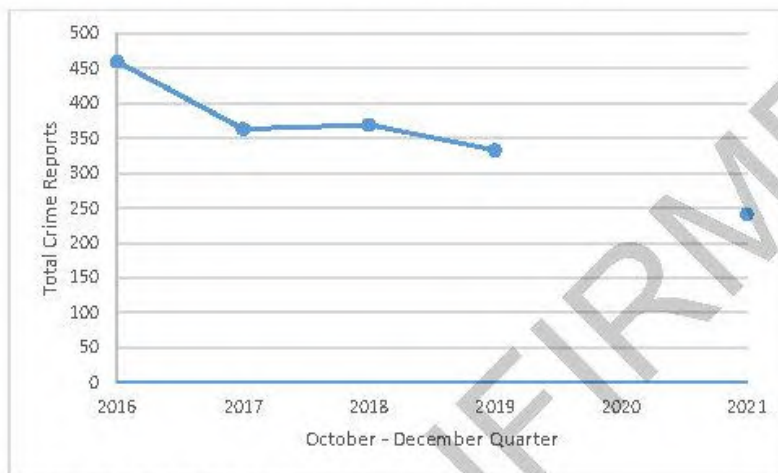
Presentation of monthly crime statistics & trends (see Attachment 1)

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- Monthly Shire of Northam Crime Statistics presented for the financial year to date (see Attachment 1). This data is compiled and provided to the Shire of Northam by WALGA, showing all offences reported to Police within our local government area. Note, January data is yet to be released.
- Family related violence is excluded from this report.

Crime Reports by Quarter (Oct – Dec), 2016 – 2021



- Full data is not available for 2020.
- Chart shows a continued downward trend in crime reports, compared to the same time of year since 2016.

An update to be provided by representatives from Northam and Wundowie Police.

Focus Area 2: Safer Places & Spaces

**ABANDONED SHOPPING TROLLEYS**

There has been a rise in complaints about abandoned shopping trolleys on the street. Collection of abandoned shopping trolleys are the responsibility of the Supermarkets, not the Shire, however the Shire can impound trolleys that have been left on the street and charge the supermarket to release them. This places additional workload on Shire staff, so it is preferable that the community report abandoned trolleys directly to the relevant supermarket and put pressure on them to act.

The major Supermarket chains in Northam were contacted and asked how they deal with abandoned trolleys and their preferred reporting methods.

- Woolworths

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- o Have a contractor who collects trolleys every morning and evening.
- o They are not receiving reports of their trolleys being abandoned.
- o Community can report Woolworths trolleys through the Trolley Tracker app or direct to the store. The manager would like reports backed up with a photo of the trolley verifying that it is a Woolworths trolley and its location.
- Coles
  - o Abandoned trolleys are dealt with through Coles Services, which is a different division to Coles Supermarket.
  - o Do not have a locally based contractor to collect trolleys. Upon reports of abandoned trolleys a truck is sent to Northam and is supposed to collect them within 2 days. If it has not been collected within this time they say to call them and report it again.
  - o There is a hotline to report abandoned trolleys, which is on the handlebar of their trolleys.
- Spudshed
  - o They have a contractor who comes to town every 2 weeks at this stage. The contractor has been collecting a large number of their trolleys off the streets and out of the river.
  - o To report abandoned Spudshed trolleys it is best to email the store directly [northam@spudshed.com.au](mailto:northam@spudshed.com.au) and if they are receiving several complaints they will request the contractor to do additional collections.

Information on reporting abandoned trolleys will be communicated to the community.

#### CCTV NEEDS ANALYSIS

CCD Alliance Security Consultants have been engaged to conduct a needs analysis of CCTV infrastructure across the Shire of Northam, identifying the capacity of the existing system and scope for future expansion.

#### Focus Area 3: Community Education & Awareness

##### SHADOWS OF SUMMER ROAD SAFETY CAMPAIGN

Shire of Northam participating in the RoadWise campaign, Shadows of Summer. Shadows of figures have been cast onto the Avon Mall representing the lives lost on WA roads.

##### NEIGHBOUR DAY SUNDAY 27 MARCH 2022

Officers will look further into promotion of this initiative as an action of Objective 3.2 of the Draft Community Safety Plan.

#### Focus Area 4: Antisocial Behaviour

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**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: CSC.085**

**Moved: Cr Attila Mencshelyi  
Seconded: Ms Emma Draper**

**That Council accepts the update of the Community Safety and Crime Prevention Plan provided.**

**CARRIED 7/0**

Mrs Michelle Blackhurst entered the meeting at 11.25am

**DISCUSSION**

Senior Ranger Ms Kellee Walters informed the committee that the Rangers have written a media release regarding abandoned shopping trolleys in Northam. It is currently waiting on approval by Communications before being released. Shire reception staff have also been informed on how to direct people to report shopping trolleys through the correct channels.

Mrs Elizabeth Hoek has been sharing information online regarding abandoned shopping trolleys. Mrs Hoek requested that any communications be released with a positive spin.

RoadWise representative Mr Cliff Simpson further explained that the Shadows of Summer campaign was launched in Northam by Shire President, Cr Chris Antonio and the Shadows will remain in the Avon Mall until the end of summer. Mrs Michelle Blackhurst questioned if the Shadows of Summer campaign can be extended to remain in place for the Northam Motorsport Festival. Mr Simpson advised they are looking at road safety initiatives for the Motorsport Festival.

Ms Jo Metcalf spoke in support of Neighbours Day initiatives, saying she had positive experiences in West Leederville with get to know your neighbour initiatives increasing residents feelings of safety and community connectedness.

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Attachment 1: Financial Year to Date Shire of Northam Crime Statistics  
(source WALGA)

Crime Category	Crime Type	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Arson	Cause damage by fire	0	0	0	0	0	1
Arson	Cause damage by fire	0	0	0	0	1	0
Arson	Other fire related offences	0	0	0	0	0	0
Assault	Non-family	12	9	10	8	20	10
Burglary	Dwelling	7	1	1	7	3	1
Burglary	Non-Dwelling	1	1	1	1	0	1
Deprivation of Liberty	Deprivation of Liberty	0	0	0	0	0	0
Deprivation of Liberty	Kidnapping / Child Stealing	0	1	1	0	0	0
Disorderly Conduct	Disorderly behaviour	2	3	3	3	4	7
Drug Offences	Cultivate or manufacture drugs	1	1	0	0	1	0
Drug Offences	Drug dealing	1	1	1	0	1	2
Drug Offences	Drug possession	4	8	8	7	6	5
Drug Offences	Possession of drug paraphernalia	3	2	2	4	2	4
Drug Offences	Other drug offences	0	1	1	0	0	0
Graffiti	Graffiti	0	2	2	0	0	0
Liquor Offences	Liquor Offences (Licence)	0	0	0	0	0	0
Liquor Offences	Liquor Offences (other)	0	0	0	1	0	0
Property Damage	Criminal Damage	8	9	9	5	7	6
Property Damage	Damage	10	6	6	5	18	13
Robbery	Business	0	0	0	0	1	0
Robbery	Non-business	0	0	0	0	0	0
Sexual Offences	Historical sexual offences	1	0	0	0	1	0
Sexual Offences	Recent sexual offences	2	0	0	2	1	1
Stealing	From dwelling	7	5	5	1	6	4
Stealing	From motor vehicle (contents or parts)	3	5	5	3	1	3
Stealing	From retail premises or place (shoplift)	10	9	0	13	10	6
Stealing	From other premises or place	3	5	14	4	7	12
Stealing of Motor Vehicle	Stealing of Motor Vehicle	0	3	3	3	0	1
Transport Offences	Driving Causing Bodily Harm	0	1	1	0	0	0
Transport Offences	Drunk/Drug Driving	1	2	2	0	0	0
Transport Offences	Driver's Licence Offences	3	1	1	0	0	0
Transport Offences	Fail to stop or give way	1	0	0	0	0	0
Transport Offences	Unsafe Driving	1	2	2	2	2	3
Transport Offences	Vehicle licence offences	2	0	0	0	0	0
<b>TOTAL (No. of counts)</b>		<b>83</b>	<b>78</b>	<b>78</b>	<b>69</b>	<b>92</b>	<b>80</b>

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**6.2 DRAFT COMMUNITY SAFETY & CRIME PREVENTION PLAN 2022 - 2026**

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	Nil

**BRIEF**

For the Committee to review and endorse the Community Safety & Crime Prevention Plan 2022 – 2026.

**ATTACHMENTS**

Attachment 2: Draft Community Safety & Crime Prevention Plan 2022 -2026

**A. BACKGROUND / DETAILS**

At the meeting of the Community Safety Committee on 24 September, the Committee accepted the review of the outgoing Community Safety Plan 2017 – 2021 and began the process of developing a new plan to guide community safety initiatives for 2022 – 2026.

The Draft Community Safety & Crime Prevention Plan 2022 – 2026 was developed informed by consultation with the committee and community, as well as statistical data and trends. The first draft was presented to the Committee at the meeting held 7 December 2021.

A revised draft is now presented for endorsement with amendments based upon committee feedback.

**B. CONSIDERATIONS**

**B.1 Strategic Community / Corporate Business Plan**

Theme Area 2: Safety and Security.



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- Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
- Objective: Plan and implement strategies to address crime and safety within the Shire of Northam
- o increase community participation in identifying and reporting of crime
  - o increase community awareness and understanding of how to prevent crime and improve community safety
  - o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

**B.2 Financial / Resource Implications**

There is a budget allocation of \$5,000 for Community Safety Plan initiatives.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

External groups and agencies represented on the committee have provided input into the review of the plan. The community has been consulted via the 2021 Community Safety & Crime Prevention Survey.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Implementing actions will require financial contributions	Almost certain (5) x Insignificant (1) = Moderate (5)	Provision is made in the Annual Council budget for initiatives of the Community Safety Plan. Additional funding will be sourced through grant funding when necessary.

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Health & Safety	The plan does not adequately address health & safety issues within the Shire of Northam	Unlikely (2) x Insignificant (1) = Low (2)	The plan provides a framework for addressing the safety of the community.
Reputation	Community safety is an area of public concern.	Low(3) x Moderate (3)= Moderate (9)	Cross agency Community Safety and Crime committee work together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

The Draft Community Safety & Crime Prevention Plan has been informed by Shire of Northam crime statistics, community feedback on the perception of crime in the community and Community Safety Committee workshops.

The aim is to create an outcome-based plan that includes realistic and achievable objectives addressing the actual and perceived crime within the Shire. The Plan includes 4 main focus areas:

1. Building partnerships & internal capacity
2. Safer places & spaces
3. Community education & awareness
4. Anti-social behaviour

Presented is the revised draft of the plan. In this version Officers have made amendments based upon Committee feedback on the first draft.

**RECOMMENDATION**

**That the Committee endorses the Draft Community Safety & Crime Prevention Plan 2022 – 2026 for presentation to Council.**

**DISCUSSION**

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Ms Kellee Walters questioned who will be taking responsibility for each action as it is not specified. Ms Joanne Woodruff supported Ms Walters and it was agreed by the committee that a lead agency or individual or two needs to be assigned to the actions of the plan.

Committee discussion regarding Objective 2.1, action "Embed CPTED principles within planning and development processes."

- Resources have previously been developed for homeowners and businesses to improve safety and security.
- Cr Julie Williams stated we can suggest new developments consider CPTED principles, but we cannot enforce it as it is not something that is legislated. Mrs Elizabeth Hoek responded that it could be enforced if the building policies were changed. It would then have to be reflected when submitting a building permit application.
- Further discussion required with Development Services to confirm options.

Objective 2.2, inserted 'targeted' into action "Facilitate and support (targeted) place activations and projects across the Shire based on intelligence from the Committee."

Committee discussion regarding action "Reduce the perception of crime in the area by maintaining tidy surroundings."

- Ms Kellee Walters has requested an improved verge maintenance program to be implemented to keep verges well maintained throughout the year, not just mow in response to them being overgrown and a hazard during fire season.
- Mrs Michelle Blackhurst informed the committee that she is organising a clean up of the main street of Northam and is trying to get businesses on board.
- Mrs Elizabeth Hoek asked if the Shire has access to empty shops on the main street to put displays in windows. Mrs Blackhurst explained the Shire has the lease over Roediger's for the purpose of a pop-up shop to trial new business ideas, but also has a good relationship with many of the shop owners on the main street and they will consider doing installations in their windows as long as it is cost neutral.

Objective 3.1, action "Promote social cohesion within the community to reduce Aboriginal victimisation" to be reworded.

- Cr Williams clarified if this is about the perception – reducing incorrect perceptions. This was confirmed by Ms Jaime Hawkins.
- The Committee agreed this action needs to be worded in a more positive way, by replacing the word victimisation and not making it specific to Aboriginal people, instead say 'minority groups.'

Committee discussion regarding Objective 3.4 Improve road safety on Shire of Northam roads.

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- Ms Hawkins asked Mr Simpson if there is a point of difference between the actions in the draft plan for this committee, as the feedback suggests we do not want to duplicate the work of the RoadWise Committee. Mr Simpson responded that the future of the RoadWise Committee is not guaranteed and therefore he believes it is important that road safety actions are embedded into the community safety plan. He also stated he works across 24 local government areas, so it is important each local government takes some of their own responsibility.
- Mr Simpson said that there is nothing in the plan about killed or seriously injured road crashes. The inclusion of these would be more powerful.
- Committee agreed to change the first action under this objective to, "Support and enable initiatives of the Northam RoadWise Committee towards the aspirational goal to reduce killed or serious injured road crashes in the Shire of Northam."
- Mr Simpson stated he would like to see road safety written into Shire policies and embedded into operations such as procurement of safe vehicles, staff driver training and road maintenance.

Objective 4.1, action "Partner with the Northam Chamber of Commerce to drive the Keeping Kids in School Program". Cr Attila Mencshelyi suggested Wheatbelt Development Commission and the Wheatbelt District Leadership Group be added as stakeholders against this action as they are involved in initiatives to engage kids in education and keep them at school.

Objective 4.2, action "Promote the Good Sports Program to local sporting clubs and associations. Work with clubs to reduce alcohol consumption". Ms Emma Draper said to add the Department of Local Government, Sport & Cultural Industries as a stakeholder.

It was agreed among the committee that the recommended changes will be made to the plan and emailed to the committee for a final review. A special meeting will be called, potentially via video conference, as soon as possible to endorse the final plan.

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Attachment 2: Draft Community Safety & Crime Prevention Plan 2022 – 2026

## COMMUNITY SAFETY & CRIME PREVENTION PLAN 2022 – 2026

### INTRODUCTION

The Shire of Northam's vision for the future is to be a vibrant growing community that is safe, caring, and inclusive. Over recent years the Shire has experienced significant growth with a number of new private and public developments, offering the community several new and improved experiences including shopping, dining, entertainment, culture, play and relaxation. With more on offer than ever, one of the Shire's biggest challenges remains its perception of safety.

Community safety and crime prevention is a complex issue with multiple social and environmental drivers impacting on both actual crime rates and perceived crime. Many aspects of community safety and crime prevention fall outside of the control of the Shire of Northam. Therefore, the Shire works in partnership with government, stakeholders, and the community to deliver initiatives of the Shire of Northam Community Safety and Crime Prevention Plan. A partnership approach is viewed by the Shire of Northam as particularly important to deal effectively with the variety of factors that influence Community Safety. The Shire recognises that partnership based strategies are the key to improving Community Safety outcomes.

### PURPOSE OF THE PLAN

The Shire of Northam Community Safety and Crime Prevention Plan 2022 – 2026 is a four year strategic outlook for the Shire that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues. This plan replaces the Shire of Northam Community Safety Plan 2017 – 2021.

The Community Safety and Crime Prevention Plan considers the perception of crime as well as the actual crime. A safe community is one where community members are able to pursue the fullest life possible without fear or hindrance from crime and disorder, making their feelings of safety as important as their actual level of safety.

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

The Community Safety and Crime Prevention Plan relates to the following strategic direction identified within the Shire of Northam's Strategic Community Plan 2017 – 2027.

<b>SAFETY &amp; SECURITY: A community without fear of crime or antisocial behaviour.</b>
<b>OUTCOME:</b> Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
<b>OBJECTIVES:</b> <ul style="list-style-type: none"><li>• Plan and implement strategies to address crime and safety within the Shire of Northam</li><li>• Increase community participation in identifying and reporting of crime</li><li>• Increase community awareness and understanding of how to prevent crime and improve community safety</li><li>• Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives</li><li>• Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges</li><li>• Inform community of long term crime trends and comparisons</li></ul>
<b>KEY INDICATOR OF SUCCESS:</b> A continuous downward trend in crime and antisocial behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys.

#### THE SHIRE'S ROLE IN COMMUNITY SAFETY AND CRIME PREVENTION

Local government has an important role to play in ensuring residents feel safe to live a quality life. The Shire of Northam provides direct service delivery and support within a range of areas relating to the community's safety, such as:

- Emergency management
- Ranger services
- Environmental health
- Road safety
- Risk management
- Community health
- Crime prevention

The Shire of Northam coordinates a Community Safety Committee that includes representatives from the Shire of Northam, WA Police, state government agencies, youth service providers, key stakeholder groups and community representatives. Members of the committee share a

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commitment to improving the actual and perceived safety of the community. This committee is a formally appointed committee of Council.

**DEVELOPING THE PLAN**

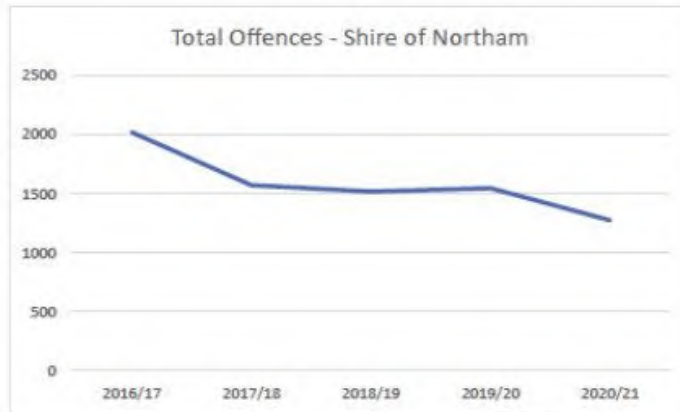
To develop the actions in this plan the Shire engaged in a process of building a picture of the Shire of Northam to understand the key crime and safety issues. This involved the analysis of crime statistics, community and stakeholder engagement, and research, including the best practice in local government.

**CRIME STATISTICS**

The following WA Police Statistics show the reported offences across the Shire of Northam over the past 5 years.

Type of Offence	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Homicide	0	1	2	0	0
Sexual Offence	27	32	32	123	41
Assault (family)	166	136	122	167	166
Assault (non-family)	90	123	102	99	105
Threatening Behaviour (family)	15	22	23	39	28
Threatening Behaviour (non-family)	43	43	27	36	29
Deprivation of Liberty	3	5	1	3	1
Robbery	7	4	3	1	2
Dwelling Burglary	244	85	115	95	66
Non-Dwelling Burglary	73	55	49	56	25
Motor Vehicle Theft	25	19	35	14	18
Stealing	411	358	331	283	236
Property Damage	383	304	238	242	211
Arson	19	8	5	12	7
Drug Offences	323	257	225	180	192
Graffiti	28	7	22	17	4
Fraud & Related Offences	176	55	62	64	71
Breach of Violence Restraining Orders	159	60	111	117	74
<b>Total Offences</b>	<b>2022</b>	<b>1573</b>	<b>1520</b>	<b>1548</b>	<b>1276</b>

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The statistics show an overall downward trend in crime over the past 5 years.

The most problematic crime categories within the Shire are assaults (predominantly family related), burglaries, stealing, property damage and drug offences.

**COMMUNITY ENGAGEMENT**

In May 2021 the Shire conducted the biennial Community Perceptions Survey to gauge the opinions of the community about issues that they perceive to be affecting them. The results of this survey identified safety and crime prevention as the highest community priority.

- Priorities**
-  Safety and crime prevention
  -  Local roads
  -  Streetscapes and verges
  -  Economic development
  -  Footpaths, trails and cycleways
  -  Seniors' services and care
  -  Festivals, events, art and culture
  -  River and waterways
  -  Youth services and facilities
  -  Housing

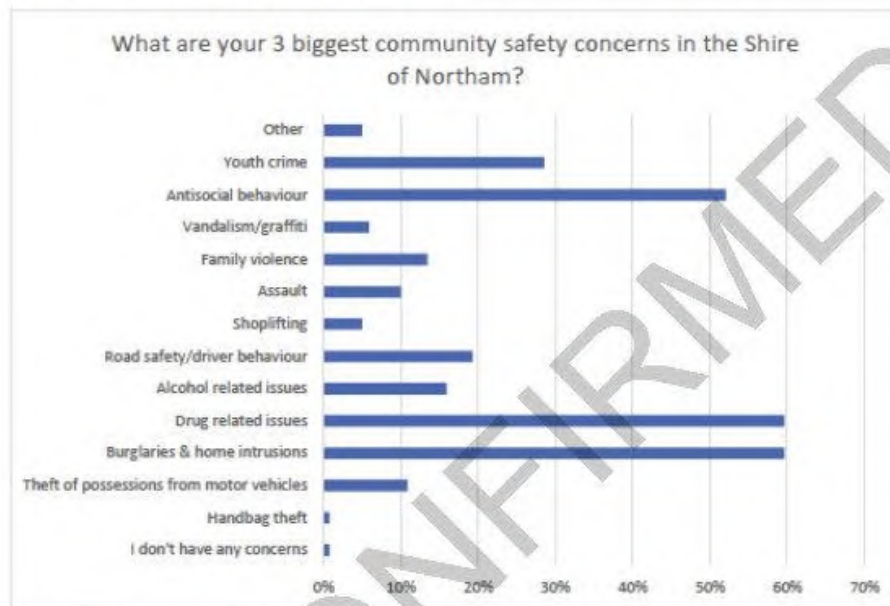
*Markyt Shire of Northam Community Scorecard – priorities identified by the Shire of Northam Community (in order).*



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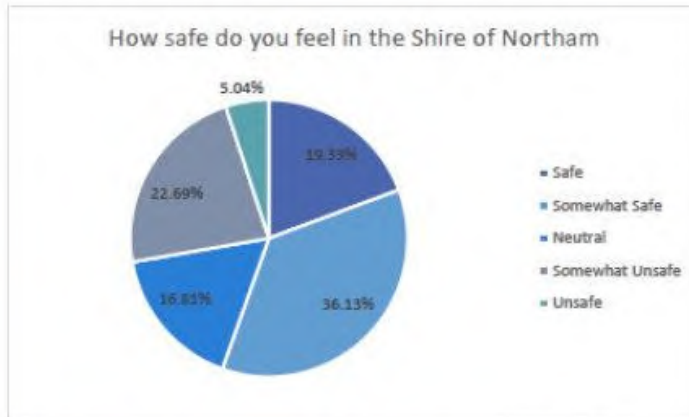
To obtain a clearer picture of the community's safety and crime prevention concerns a more detailed and specific community safety survey was then undertaken during August and September 2021. The survey measured how safe people feel in the Shire of Northam and asked for input regarding what could be done to make the Shire of Northam safer. The survey was promoted through a variety of channels including the Shire website, social media and community facilities. A total of 119 responses to the Community Safety and Crime Prevention Survey were received and are summarised below.



The top three community safety concerns were identified as

- Burglaries & home intrusions
- Drug related issues
- Antisocial behaviour

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More people feel safe or somewhat safe, than feel unsafe.

The places where people feel most unsafe are:

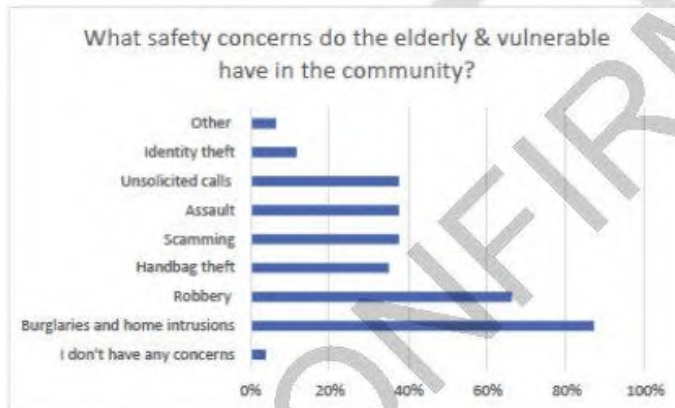
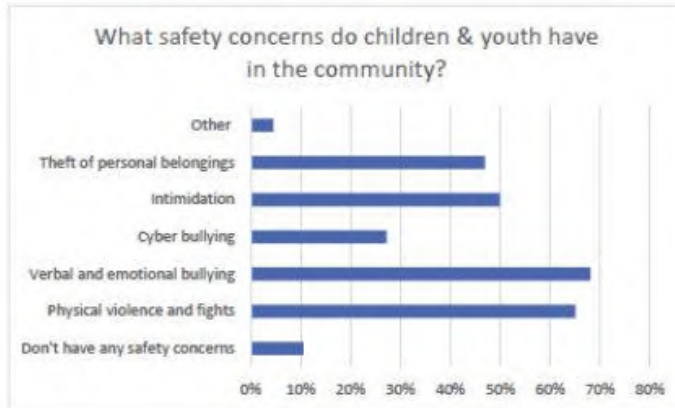
- Poorly lit streets at night
- Shopping centre car parks & entries
- Northam CBD

To improve community safety the top suggestions were:

- More police patrols
- Increased lighting
- Increased CCTV

The survey also tried to gauge how safe children and youth, and the elderly and vulnerable feel within the Shire. The responses indicate that these groups feel slightly more unsafe than the general population. For children and youth their biggest safety concerns as seen below are verbal and emotional bullying, physical violence and fights, and intimidation. For the elderly and vulnerable the biggest concerns are burglaries and home intrusions, and robberies.

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UNDERSTANDING THE PLAN

The Community Safety & Crime Prevention Action Plan is explained by the table on the following page.

To reach our vision, the plan will concentrate on four focus areas:

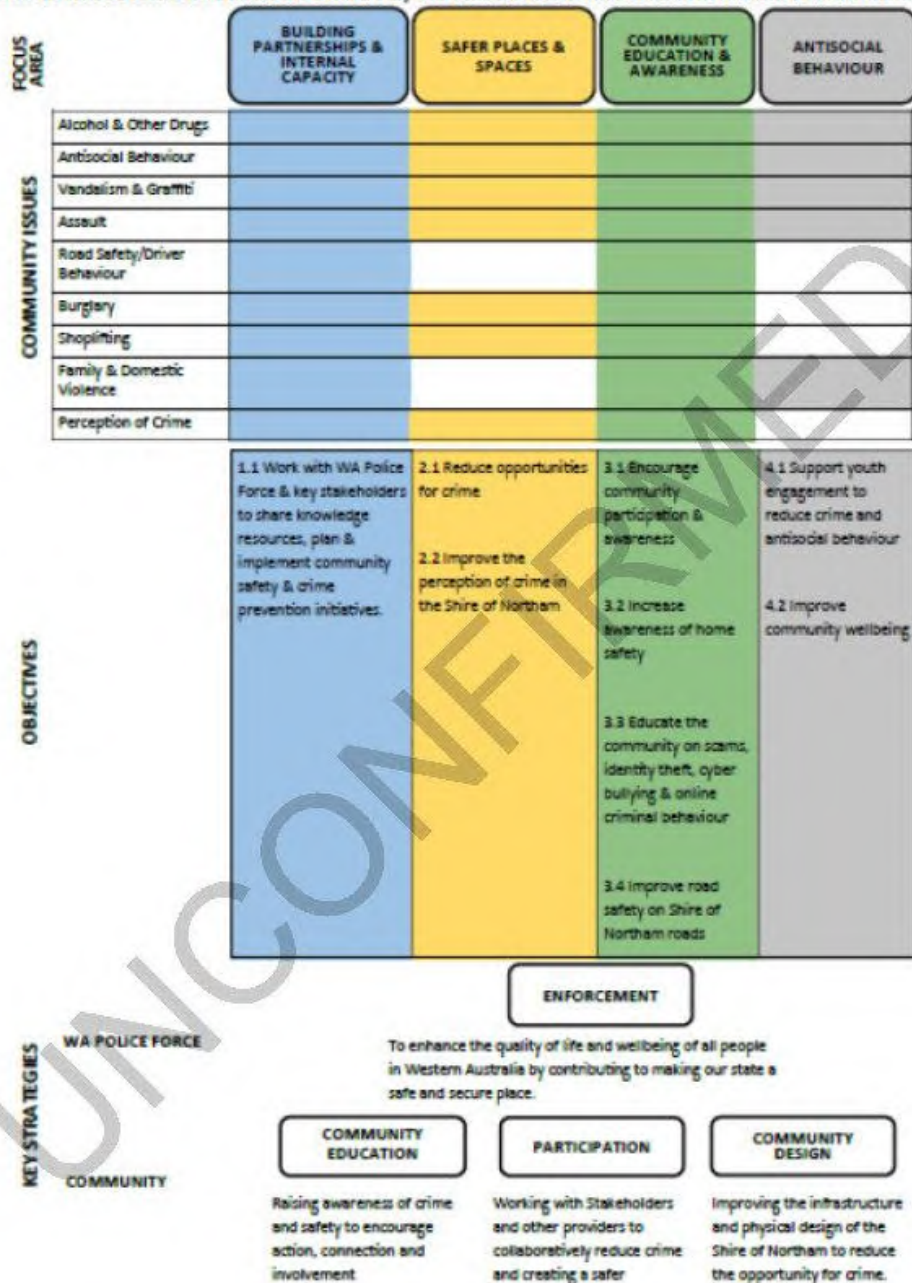
1. **Building Partnerships and Internal Capacity**  
This includes the governance and functioning of the committee, maintaining relationships with the Police and key stakeholders.
2. **Safer Places & Spaces**  
This includes Crime Prevention Through Environmental Design (CPTED), infrastructure such as CCTV, lighting, footpaths, and improving the perception of crime in an area.
3. **Community Education & Awareness**  
This area is about the key messaging and increasing community engagement in community safety, such as reporting of crime and target hardening.
4. **Antisocial Behaviour**  
This area focuses on reducing antisocial behaviour and youth crime and supporting initiatives that help reduce drug and alcohol use in the community.

A series of objectives sit under each of the focus areas. These objectives have been developed based upon the data and consultation. Each objective has a series of actions describing the approach the shire will take in practical terms to achieve the objective.

Each community safety and crime prevention action can be categorised as a key strategy being enforcement, community education, participation or community design.

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**AIM: To reduce crime and antisocial behaviour, and concern about these issues in the Shire of Northam.**



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**ACTION PLAN**

**1. BUILDING PARTNERSHIPS & INTERNAL CAPACITY**

OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDERS
1.1: Work with WA Police Force & key stakeholders to share knowledge, resources, plan & implement community safety & crime prevention initiatives	Participation	Committee to maintain representation from Shire of Northam Elected Members, Staff, Northam and Wundowie Police and the most relevant representation in the area of crime prevention and community safety.	All of Community Safety Committee
		Yearly schedule of committee meetings is established in advance ensuring the Community Safety Committee meets at least 4 times per year (quarterly) to monitor the implementation of the Community Safety & Crime Prevention Plan 2022 – 2026.	All of Community Safety Committee
		The committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern	WA Police Force WALGA Shire of Northam Community Development

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		Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).	All of Community Safety Committee
		Where no key networking or advisory group exists, identify the key stakeholders for the area of concern and establish working groups or partnerships to initiate action.	All of Community Safety Committee
		Support and enable Council Plan Objectives, 1: Play our role in promoting a safe and crime free community 2: Provide accessible and safe public spaces.	Shire of Northam Community Development

2. SAFER PLACES & SPACES

OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDERS
2.1: Reduce opportunities for crime	Community Education	Attend at least one business focused meeting per year to promote measures businesses can take to improve their	Shire of Northam Community Development Northam Chamber of Commerce

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		security and minimise crime related risk.	WA Police Force
		Promote the registration of private and business CCTV with the WA Police Cam-Map initiative.	WA Police Force Shire of Northam Community Development Northam Chamber of Commerce
	Community Design	Embed Crime Prevention Through Environmental Design (CPTED) principles within planning and development process.	Shire of Northam Planning, Engineering and Parks & Gardens
		Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology solutions.	Shire of Northam ICT and Building Maintenance
		Conduct lighting audit of Shire's priority public places and spaces (e.g. parks, carparks).	Shire of Northam Engineering Services, Building Maintenance

OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDERS
2.2: Improve the community perception of crime in the Shire of Northam	Community Education	Promote positive communications across relevant external platforms to address the negative perceptions.	Shire of Northam Communications & Media, Events, Ranger Services and Parks & Gardens Northam Advertiser Northam Town Team



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			<p>Community &amp; Progress Associations</p> <p>Supermarkets (Coles, Woolworths, Spud Shed, Aldi, Wundowie IGA)</p> <p>Espin Capital (El Cabello Digital Billboard)</p>
		Promote the importance of reporting graffiti, it's cost to the community and aim to remove the graffiti within 5 days of it being reported or 3 days if it is offensive.	<p>Shire of Northam Community Development, Communications &amp; Media, Ranger Services and Parks &amp; Gardens</p> <p>WA Police Force - Graffiti Team</p>
	Participation	Facilitate and support place activations and projects across the Shire based on intelligence from the Committee.	All of Community Safety Committee
		<p>Reduce the perception of crime in the area by maintaining tidy surroundings</p> <ul style="list-style-type: none"> <li>• reducing litter,</li> <li>• removing abandoned vehicles within 24 hours of them being reported,</li> <li>• reporting abandoned shopping trolleys,</li> <li>• regularly mowing grass and verges in public</li> </ul>	<p>Shire of Northam Communications &amp; Media, Events, Ranger Services and Parks &amp; Gardens</p> <p>WA Police Force - Graffiti Team</p> <p>Northam Share &amp; Care</p>

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		<p>spaces, and educate private owners to do the same</p> <ul style="list-style-type: none"> <li>• Removing graffiti within 5 days of it being reported</li> <li>• Promote and encourage community participation in Clean Up Australia Day and Adopt a Spot Programs.</li> </ul>	<p>Avon Valley Environmental Society</p> <p>Local volunteer maintenance groups such as STRYKA, Bridgeley</p> <p>Northam Town Team</p>
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3. COMMUNITY EDUCATION & AWARENESS

OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDER
3.1: Encourage community participation & awareness	Community Education	Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.	<p>Shire of Northam Community Development, and Communications Northam Advertiser</p> <p>El Cabello Digital Billboard</p> <p>WA Police Force – local Police</p> <p>Crimestoppers WA</p>
		Provide at least 1 community safety & crime prevention forum in the Spring each year with local police, Council and Committee members to listen to the community issues and concerns	<p>All of Community Safety Committee</p> <p>Shire of Northam Council</p> <p>Residents and community members</p>

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		around safety & crime prevention, answer questions and inform them of the initiatives of the committee	
		Actively promote the need for the reporting of crime and suspicious activity through Crimestoppers, calling 131 444 where assistance is required and other official channels rather than on social media or not at all	Shire of Northam Community Development, and Communications  WA Police Force Crimestoppers WA
		Promote Crime Stoppers WA initiatives, such as Bikelinc and Dob in a Dealer	Shire of Northam Community Development, and Communications  WA Police Force Crimestoppers WA
		Promote social cohesion within the community to reduce Aboriginal victimisation.	Aboriginal Elders and community  Nyoongar Cultural Advisory Committee  Shire of Northam Community Development  WA Police Force – local Police
		Promote the use of the Snap Send Solve App to report safety concerns	Shire of Northam Community Development, and Communications

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	Participation	Support local Police to implement quarterly Coffee with a Cop sessions at venues throughout the Shire including those specifically targeting key groups (e.g. senior citizens).	Shire of Northam Community Development WA Police Force – local Police Northam Chamber of Commerce Senior Citizens Groups
		Promote the inclusion of specific community safety messaging at all Shire events	Shire of Northam Events, and Communications
		Attend at least one community event or activity, such as the Northam Agricultural Show, Wundowie Iron Festival or Bilya Festival annually based on priority demographic audience to promote community safety and crime prevention initiatives	Shire of Northam Events, and Community Development Event Organisers WA Police Force – local Police
		Promote the programs that are being offered by other service providers and community groups that offer programs aiding in community safety and crime prevention.	All of Community Safety Committee Shire of Northam Community Development, and Communications

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OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDERS
3.2: Increase awareness of home safety	Community Education	Provide and promote up to date home safety and security information and online resources via the Shire of Northam website	Shire of Northam Community Development, and Communications  WA Police Force
		Develop initiatives in collaboration with local Police that increase home safety awareness and target hardening for vulnerable residents .	Shire of Northam Community Development, and Seniors & Disability Services  WA Police Force  Senior Citizens Groups  Disability Support Services  Northam Share & Care  WA Seniors Card Seniors Security Rebate  Volunteer maintenance groups, e.g. STRYKA, Bridgeley

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	Participation	Implement a Get to Know Your Neighbour Campaign to encourage neighbourhood community connections to reduce the level of burglaries and increase awareness and support amongst neighbours.	Shire of Northam Community Development, and Events  Residents and ratepayers
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OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDERS
3.3: Educate the community on scams, identity theft, cyber bullying & online criminal behaviour	Community Education	Facilitate the promotion of services and tools that provide community education, particularly targeting the vulnerable on protecting themselves against scammers and identity theft.	Shire of Northam Community Development, Library, Seniors & Disability Services, and Communications  WA Police Force  Senior Citizens Groups  Disability Support Services
	Participation	Include a cyber safety information stall at the Back to School event and workshop at the library to complement existing school based education on the subject.	Shire of Northam Community Development  All local primary schools and high schools  Department of Education  Northam PCYC

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			Avon Community Services
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OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDERS
3.4: Improve road safety on Shire of Northam roads	Participation	Support and enable initiatives of the Northam RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services
		Partner with local Police, Northam RoadWise and relevant stakeholders to promote safe and considerate road use	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services WA Police Force – local police
		Ensure road safety outcomes are accounted for in the Community Strategic Plan or Public Health Plan	Shire of Northam RoadWise Committee, Engineering, Works, Technical Services, and Environmental Health
	Community Design	Advocate for Safe System road safety improvements and traffic calming infrastructure	Shire of Northam RoadWise Committee, Engineering, Works, Technical Services, and Community Development Main Roads WA

4. ANTISOCIAL BEHAVIOUR

OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDERS
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<p><b>4.1: Support youth engagement to reduce crime and anti-social behaviour</b></p>	<p><b>Community Education</b></p>	<p><b>Support and promote initiatives to increase parental responsibility for ensuring that their children do not participate in antisocial or criminal behaviour</b></p>	<p>Shire of Northam                  Community Development, Recreation &amp; Youth</p> <p>WA Police – local Police</p> <p>Department for Communities – Child Protection</p> <p>Department of Education</p> <p>Department of Justice – Youth Justice</p> <p>Northam PCYC</p> <p>WANSLEA</p> <p>Avon Community Services</p> <p>Northam Youth Wellbeing Plan</p>
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UNCONFIRMED



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	Participation	Establish or partner with existing working groups comprising of appropriate staff and volunteers working with young people to develop practical initiatives to re-engage at risk youth and their families.	Shire of Northam Community Development, Recreation & Youth  Human Services Managers Group  WA Police – local Police  Department for Communities – Child Protection  Department of Education  Department of Justice – Youth Justice  Northam PCYC  WANSLEA  Avon Community Services  Northam Youth Wellbeing Plan
		Partner with the Northam Chamber of Commerce to drive the Keeping Kids in School Program	Shire of Northam Community Development  Northam Chamber of Commerce  WA Police Force  Retail outlets
		Integrate and align with the priority objectives	Shire of Northam Recreation & Youth Services, and

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		within the Northam Youth Wellbeing Plan	Community Development  Northam Youth Wellbeing Plan Committee
		Identify and deliver collaborative youth diversionary initiatives across the Shire, such as:  <ul style="list-style-type: none"> <li>• Urban art projects that make young people feel a part of their community and contribute positively</li> <li>• Interagency coordination of school holiday activity programs for children and youth each school holidays</li> </ul>	Shire of Northam Recreation & Youth Services, Community Development, and Events  Northam PCYC Avon Community Services Northam Youth Wellbeing Plan Committee  Local primary and secondary schools  WA Police Force – Youth Crime Intervention Officers
		Establish partnerships to deliver and/or support early intervention initiatives	
		Promote the Department of Local Government, Sport & Cultural Industries Kids Sport Program and investigate additional measures to engage at risk children and youth in sport	Shire of Northam Recreation & Youth Services  Department of Local Government, Sport & Cultural Industries
		Seek opportunities for young people in outlying communities to access	Shire of Northam Recreation & Youth Services, Community

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		transport to participate in youth events in Northam	Development, and Events
--	--	---	-------------------------

OBJECTIVE	KEY STRATEGY	ACTIONS	STAKEHOLDERS
4.2: Improve community wellbeing	Community Education	Support campaigns that promote alcohol & other drugs prevention and harm minimisation, and raise awareness of mental health and suicide prevention, such as Turn Up in Blue Day	Shire of Northam Community Development Holyoake Wheatbelt Suicide Prevention Coordinator Wheatbelt Mental Health
		Continue to provide & maintain secure sharps disposal units in public places and educate the community on safe removal and reporting of needles in public places (e.g. parks and playgrounds).	Shire of Northam Building Maintenance Officer, Environmental Health, Community Development, and Communications
	Participation	Support and enable the Shire's Public Health Plan, including alcohol & other drug prevention, mental health & suicide prevention.	Shire of Northam Environmental Health, and Community Development Holyoake Wheatbelt Suicide Prevention Coordinator Wheatbelt Mental Health

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			Local Drug Action Group
		Proactively support the Northam Liquor Accord amongst all licensed premises to ensure responsible service of alcohol within Shire of Northam	WA Police – Liquor Enforcement Unit  Shire of Northam licensed venues
		Promote the Good Sports Program to local sporting clubs and associations. Work with clubs to reduce alcohol consumption.	Shire of Northam Club Development Officer  Good Sports  Holyoake

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**REVIEWING THE PLAN & MONITORING PROGRESS**

The Shire of Northam Community Safety Committee will have primary responsibility for the monitoring and review of the plan. The desired outcomes of the plan will be delivered in partnership with key stakeholders. The outcomes of actions within the plan will be reviewed and measured annually in line with Councils Corporate Business Plan.

It is to be noted that the plan is a living document and as such additional strategies may be added, and further stakeholders seconded to assist with the implementation of these strategies.

Any financial requirements for implementing the plan will be sought through Councils annual operating budget process with external funding for specific projects also to be pursued.

**FURTHER INFORMATION**

For further information regarding the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026 please contact the Shire of Northam Community Development Officer on telephone (08) 6608 0234 or email [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au).

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**6.3 AGENCY UPDATES**

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	-
<b>Press release to be issued:</b>	Nil

**BRIEF**

To provide an opportunity for staff, and external groups/agencies to discuss pertinent matters relating to the safety of the local community.

**ATTACHMENTS**

Nil

**A. BACKGROUND / DETAILS**

A benefit of committees such as the Community Safety Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing, relaxing the burden of reporting such updates during Council meetings.

Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety & crime prevention, as well as any other programs or activities relating to external groups/agencies.

**B. CONSIDERATIONS**

**B.1 Strategic Community / Corporate Business Plan**

- Theme Area 2: Safety and Security.  
Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.  
Objective: Plan and implement strategies to address crime and safety within the Shire of Northam
- o increase community participation in identifying and reporting of crime

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- o increase community awareness and understanding of how to prevent crime and improve community safety
- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

External groups and agencies represented on the committee are encouraged to provide an update during the committee meetings.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

N/A

**DISCUSSION**

Northam PCYC – Ms Jane Atterby

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- Back to school event was a huge success, with 130 back to school packs being distributed.
- PCYC has returned to normal operations now that school has returned.
- Seeking funding for Night Hoops. Several requests received for this program.

Ms Jane Atterby left the meeting at 12:46pm.

RoadWise – Mr Cliff Simpson

- New road safety campaign was launched on Monday encouraging courteous driver behaviour such as waving. He and Shire engineering staff are currently working on a local version, the Wheatbelt Wave.

Northam Youth Wellbeing Plan – Ms Joanne Woodruff

- The next meeting of the Northam Youth Wellbeing Plan is scheduled for 28 March 2022.
- Current actions include writing a letter to Mia Davies regarding the lack of services available in the Wheatbelt for your young people, especially in relation to mental health and suicide prevention.
- Upcoming training has had to be cancelled as the Mental Health Commission have placed a hold on all training due to Covid.

DLGSC – Ms Emma Draper

- Starting to promote Kid Sport again as registration will be opening soon for the winter sports season.
- Shire of Northam received funding for a Club Development Officer, who has now commenced.
- Perth Football Club has expressed an interest in establishing an AFLW program in Northam.
- Are starting to plan activities for the April school holidays.



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

**8. DATE OF NEXT MEETING**

Special meeting to be confirmed.

**9. DECLARATION OF CLOSURE**

There being no further business, the Chairperson Cr Julie Williams declared the meeting closed at 12:51pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on 15 February 2022 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

## 12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 24 FEBRUARY 2022

### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Audit & Risk Management Committee meeting held on 24 February 2022.

### Adoption of Recommendations:

#### RECOMMENDATION

##### That Council:

1. Adopt the attached 2021 Audit Compliance Report as required, prior to submission to the Department of Local Government, Sport and Cultural Industries.
2. Receives the update as provided in Attachment 1.
3. Receives the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.
4. Acknowledge that the Recommended Actions from the Regulation 17 Review are considered completed and not require the item to be provided in the future.
5. Receive the update as provided in the monthly Compliance Calendar Report.
6. Receives the February 2022 Shire of Northam Risk Register update.
7. Receives the COVID-19 Business Continuity Response Plan update.
8. Supports the COVID-19 Leave position included in the Pandemic Business Continuity Response Plan.

**Attachment 1 – Audit & Risk Management Committee Minutes**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Audit & Risk Management**

**Committee Meeting**

**24 February 2022**

Audit & Risk Management Committee Meeting Minutes  
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### DISCLAIMER

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

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

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

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

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

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

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

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

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### 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 5:18pm.

### 2. ACKNOWLEDGEMENT TO COUNTRY

The Shire President, Cr C R Antonio acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and paid our respects to Elders, past, present and emerging.

### 3. ATTENDANCE

**Committee:**

Shire President

Deputy Shire President

Councillors

Cr C R Antonio

Cr M P Ryan at 5:18pm

Cr H Appleton

**Staff:**

Chief Executive Officer

Executive Manager Corporate Services

Coordinator Governance / Administration

J B Whiteaker

C Young

C Greenough

#### 3.1 APOLOGIES

Councillor

Cr A J Mencshelyi

#### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

#### 3.3 ABSENT

Nil.

### 4. DISCLOSURE OF INTERESTS

Nil.

*Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.*

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

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As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 1 DECEMBER 2021

#### RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.210

Moved: Cr Appleton

Seconded: Cr Ryan

That the minutes of the Audit & Risk Management Committee meeting held on 1 December 2021 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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## 6. COMMITTEE REPORTS

### 6.1 COMPLIANCE AUDIT RETURN

<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Cheryl Greenough, Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

This report is to provide information to assist Council in the adoption of the 2021 Compliance Audit Return (CAR).

#### ATTACHMENTS

Attachment 1: Compliance Audit Return 2021

#### A. BACKGROUND / DETAILS

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. The certified return should be submitted to the Director General, Department of Local Government and Regional Development by 31 March each year.

The Compliance Audit Return must be:

1. Presented to Council at a meeting of the Council;
2. Be adopted by the Council; and
3. Recorded in the minutes of the meeting at which it is adopted.

In relation to the year 2021 a copy of the return is to be submitted for Councillor's perusal, comment and adoption prior to 31 March 2022. It is necessary for the Shire President and the Chief Executive Officer to sign off the return as a certified copy.

The 2021 Compliance Audit Return has been completed in house, with the CEO and senior staff reviewing and approving the completed return. The compliance review process provides both the CEO and the Council with an additional element of accountability through a check on internal



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management systems, procedures and record keeping and this demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice.

**B. CONSIDERATIONS**

**B.1 Strategic Community / Corporate Business Plan**

Theme Area 1: Economic Growth.

Outcome 1.2: Local businesses are valued and supported by investors and residents within the Shire of Northam.

Objective: Encourage local consumers to 'buy local' and support local businesses.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

*Local Government Act 1995;*

*Local Government (Functions and General) Regulations 1996;*

*Local Government (Administration) Regulations 1996;*

*Local Government (Elections) Regulations 1997;*

*Local Government (Audit) Regulations 1996;*

*Local Government (Rules of Conduct) Regulations 2007.*

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

All senior staff were asked to review the document and make any comments.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Any non-compliance could impact staff and members of the community and may give them a poor reflection of dealing with Council.	Unlikely (2) x Minor (2) = Low (4)	Put processes into place to mitigate non-compliance

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Service Interruption	Nil		
Compliance	It is a Legislative requirement of Council which must be adhered to.	Low (3) x Medium (3) = Moderate (9)	A monthly Compliance Calendar assists the Shire to ensure Legislation is adhered to
Property	Nil		
Environment	Nil		

**B.7 Natural Environment Considerations**

N/A.

**C. OFFICER'S COMMENT**

The standard of compliance in 2021 was exceptional. Each year the Shire strives to improve the services it provides to stakeholders both internal and external. The 2021 CAR is a further improvement on previous years.

This year there were eleven (11) categories with a total of ninety six (96) questions.

TITLE	NUMBER OF QUESTIONS	PERCENTAGE
Commercial Enterprises	5	100%
Delegation of Power/Duty	13	100%
Disclosure of Interests	25	100%
Disposal of Property	2	100%
Elections	3	100%
Finance	7	100%
Integrated Planning & Reporting	3	100%
Local Government Employees	6	100%
Official Conduct	3	100%
Optional Questions	7	100%
Tenders for Goods & Services	22	100%

This year there has been 100% compliance in all categories. You will note in question 4, of Disclosure of Interests, there is notation that a Councillor did not do his Primary Return within the allotted timeframe, however the reason for this is stated in the Act. As the re-elected Councillor had lodged a return in the previous year, he was not required to submit a primary return within 3 months.

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The Local Government Act 1995 s5.75. states:

Primary returns

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day
- (3) This section does not apply to a person who —
  - (a) has lodged a return within the previous year;

Penalty: \$10 000 or imprisonment for 2 years.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.211

Moved: Cr Ryan

Seconded: Cr Appleton

That Council adopt the attached 2021 Audit Compliance Report as required, prior to submission to the Department of Local Government, Sport and Cultural Industries.

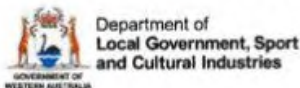
**CARRIED 3/0**

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**Attachment 1**

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



**Northam - Compliance Audit Return 2021**

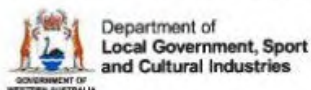
**Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A		Cheryl Greenough
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		Cheryl Greenough
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A		Cheryl Greenough
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		Cheryl Greenough
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Cheryl Greenough

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



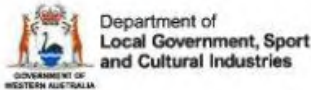
Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Cheryl Greenough
2	s5.16	Were all delegations to committees in writing?	N/A		Cheryl Greenough
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Cheryl Greenough
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Cheryl Greenough
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	N/A		Cheryl Greenough
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	At the OCM 16/6/21	Cheryl Greenough
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Yes they were item 13.1.1	Cheryl Greenough
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Yes all were noted in the Minutes	Cheryl Greenough
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	OCM 17/11/21 delegation A06 and B11	Cheryl Greenough
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	All made by Absolute Majority Item 13.1.2	Cheryl Greenough
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Cheryl Greenough
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Reviewed and adopted 16/6/21	Cheryl Greenough
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Cheryl Greenough
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	All Councillors left the room and did not participate. In the July Special meeting the item was broken into sections to allow Councillors to leave only when their section came up	Cheryl Greenough

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



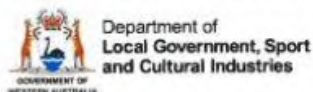
No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	Yes they were.	Cheryl Greenough
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	Yes all disclosures were recorded	Cheryl Greenough
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	No, one Cr who was a re-elected member was 4 days late providing his return, however as a re-elected member who lodged an annual return 3 months prior, he was not required to lodge a primary return.	Cheryl Greenough
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes	Yes both staff and Councillors completed their return by 31 August	Cheryl Greenough
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Letters were written within a couple of days of receipt	Cheryl Greenough
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	Yes a physical file has the returns lodged as well as an electronic copy	Cheryl Greenough
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	All areas have been completed	Cheryl Greenough
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	They have all been removed	Cheryl Greenough
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Yes they have been kept in records	Cheryl Greenough
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	A register is kept, however no reportable gifts were received this year	Cheryl Greenough
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Cheryl Greenough

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	Yes all paperwork has been removed, however on the online register only the name remains to show they were listed on the register.	Cheryl Greenough
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Yes they are stored in the records office	Cheryl Greenough
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?*  *Question not applicable after 2 Feb 2021	Yes	Yes for January	Cheryl Greenough
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes	yes it was recorded	Cheryl Greenough
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Staff disclosures were made	Cheryl Greenough
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Cheryl Greenough
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Cheryl Greenough
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes	A Code of Conduct was in place	Cheryl Greenough
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes	Yes he did prior to the change	Cheryl Greenough
		*Question not applicable after 2 Feb 2021			

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No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	The Code of Conduct was adopted 21/4/21 Item 13.4.3	Cheryl Greenough
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	Yes the minor adoptions were in line with s5.104 (3) and (4)	Cheryl Greenough
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes	Yes it was published 22/4/21	Cheryl Greenough
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes	The document was under construction but was not published in January 2022	Cheryl Greenough

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	Three properties were disposed of and advertised in accordance with 3.58(3)	Cheryl Greenough
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	Yes, names were provided plus information about the property and the financial value.	Cheryl Greenough

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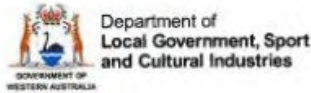
Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Cheryl Greenough
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Cheryl Greenough
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		Cheryl Greenough

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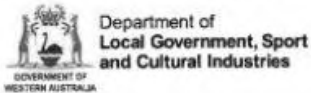


Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	At the Special Council Meeting 18/10/21	Cheryl Greenough
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegated authority	Cheryl Greenough
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes	Received and approved by Absolute majority 15/12/21 Item 32.1	Cheryl Greenough
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Action was to give public notice	Cheryl Greenough
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A		Cheryl Greenough
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Cheryl Greenough
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Cheryl Greenough

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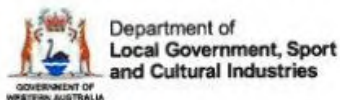
Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	16/8/2017	Cheryl Greenough
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 16/6/2021 item 13.1.2	Cheryl Greenough
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	The corporate business plan embodies Admin Reg 19DA(2) & (3) and aligns with the strategic community plan.	Cheryl Greenough
Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	A new process has been approved, however there has not been a change of CEO	Cheryl Greenough
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A	The CEO is the only Senior Employee	Cheryl Greenough
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Cheryl Greenough
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A	The CEO has been in his position for at least 8 years and his pay has increased since the initial advertisement	Cheryl Greenough
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Cheryl Greenough
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Cheryl Greenough

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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	No	The Complaints Officer does not have to be a senior officer. The Executive Manager Corporate Services was designated at the OCM 17/3/21	Cheryl Greenough
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes	There is a complaints register that complies with s.5.121(2) however there were no recordable breaches in 2021	Cheryl Greenough
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Cheryl Greenough
Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	This is done on a regular basis	Cheryl Greenough
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	This is regularly done at the Audit Committee meeting where a Reg 17 Audit is conducted.	Cheryl Greenough
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	N/A		Cheryl Greenough

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No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	It was published within a couple of days of adoption	Cheryl Greenough
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Policy G1.1 was adopted by Absolute Majority 18/11/2020	Cheryl Greenough
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes	the register dates back to 2012	Cheryl Greenough
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes		Cheryl Greenough
9	s6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Cheryl Greenough

**Tenders for Providing Goods and Services**

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	The Shire undertakes a monthly credit compliance check to ensure the processes are followed	Cheryl Greenough
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	6 out of 7 were advertised in the West Australian	Cheryl Greenough
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Cheryl Greenough
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	No separate contracts were entered into to avoid the requirements of regulation 11	Cheryl Greenough
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	All tenderers were advised if there were any variations	Cheryl Greenough

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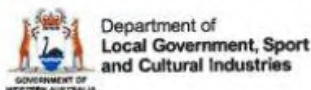
No	Reference	Question	Response	Comments	Respondent
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	Two are required to open tenders	Cheryl Greenough
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	The Shire conducts monthly compliance checks to ensure the requirements of Reg 17 are adhered to	Cheryl Greenough
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A		Cheryl Greenough
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Cheryl Greenough
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Cheryl Greenough
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Cheryl Greenough
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Cheryl Greenough
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes		Cheryl Greenough
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Cheryl Greenough
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	Not applicable in 2021	Cheryl Greenough
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Cheryl Greenough

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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Cheryl Greenough
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Yes		Cheryl Greenough
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Cheryl Greenough
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Cheryl Greenough
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Cheryl Greenough
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Cheryl Greenough

I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor/President, Northam

\_\_\_\_\_  
Signed CEO, Northam

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## 6.2 PROGRESS TOWARDS THE ICT STRATEGY PLAN

<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

### BRIEF

To provide Council with an update on the progress made towards the ICT Strategy Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the audit undertaken by LGIS in 2019 in order to ensure that continuous improvement occurs within the organisation.

### ATTACHMENTS

Attachment 1: ICT Strategic Plan Action Plan.

### A. BACKGROUND / DETAILS

The Shire of Northam is moving through a significant period of change and development. In recognition of this and the need to ensure that it can continue to meet the aspirations of the community, the Shire of Northam has undertaken to put in place a number of Strategic and Business Plans to deliver short, medium, and long term objectives. The Shire of Northam is providing committed strategic planning and leadership, focused on strengthening our community, providing growth, and diversifying the local economy.

### B. CONSIDERATIONS

#### B.1 Strategic Community / Corporate Business Plan

##### Theme Area 6 Governance and Leadership

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors



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Objective: Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation; and  
*Embrace technology as an enabler for development, and lobby for high speed internet connectivity.*

**B.2 Financial / Resource Implications**

To be advised / determined.

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

Nil

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Lack of investment into ICT	Possible (3) x Medium (3) = Moderate (9)	ICT Strategic / forward planning involving stakeholders to determine needed and desired current and future outcomes that can be budgeted for.
Health & Safety	EOL/less than OSH/WSH ideal ICT hardware, RF and prolonged machine noise exposure	Possible (3) x Medium (3) = Moderate (9)	EOL hardware replacement decisions to consider OSH/WSH requirements. Suitable placement or enclosures for noisy ICT gear such as servers and switches.
Reputation	Slow take up of new technologies	Likely (4) x Minor (2) = Moderate (8)	ICT Team continuing to engage with Shire stakeholders, 3 <sup>rd</sup> party vendors, and other councils re: current and emerging technologies and methods of delivering desired services.

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**C. OFFICER'S COMMENT**

ICT services are presently provided to approximately 130 full time, part time, and casual employees across the following sites, Administration, Northam depot, Wundowie Depot, Northam library, Wundowie library, Bilya Koort Boodja Cultural centre, Visitor centre, Killara adult day care, Northam aquatic facility, the Wundowie swimming pool, Bush Fire Brigade facilities, as well as to the community and stakeholders. This ICT Strategic Plan establishes a course of action to guide the future development and delivery of ICT services for the Shire of Northam.

**Table Legend:**

Completed
No Action
Underway

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.212

Moved: Cr Ryan  
Seconded: Cr Appleton

That Council receives the update as provided in Attachment 1.

**CARRIED 3/0**

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Attachment 1: ICT Strategic Plan Action Plan

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
ICT				
Governance	1. ICT decisions and operations within the Shire will be controlled and guided through a formalised ICT Governance framework. This framework will ensure the alignment of ICT activities with business priorities.	2021/2026	Corporate Services / ICT	Draft strategic and operations plans developed. SLAs to be determined. February 2022 Update: In early discussions with external provider regarding SLAs
Emerging Trends and Technologies	2. ICT policies and procedures need to be current enabling the organisation to conduct considered reviews of emerging technologies and trends, to ensure they meet current and emerging needs of the organisation.	2021/2026	Corporate Services / ICT	Acceptable Use and BYOD policies adopted.

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Business Systems and Applications	3. Appropriately managed business systems and applications will help consolidate and streamline business processes.	2021/2026	Corporate Services / ICT	Inventory Register established. RFQ re: potential CRM/RMS upgrade/migration from Synergysoft occurring. February 2022 Update: Tenders have been received and staff will be evaluation and expecting to present to the next Audit Committee meeting.
Infrastructure and Technology	4. ICT has extensive assets and services under management. The best value and maximum benefit from this investment can only be obtained if suitably managed.	2021/2026	Corporate Services / ICT	Systems manual to be developed. Network communications infrastructure plan to be developed. February 2022 Update: No progress.
Disaster Recovery	5. ICT needs to work with the organisation to establish mission critical services and ensure that disaster recovery and business continuity plans meet current and emerging needs	2021/2026	Corporate Services / ICT	Adhoc DR / Business Continuity plan in place and partially tested. Data retention plan developed

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Security	6. The threat of cyber security incidents continues to rise. The Shire needs to develop and implement security policies and procedures to meet this increasing threat.	2021/2026	Corporate Services / ICT	Ongoing development and training will always be occurring.
Project Management	7. The effective delivery of ICT projects requires a suitable management framework to be implemented	2022	Corporate Services / 2021	Project Management ICT Procedure to be developed. February 2022 Update: No progress.

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### 6.3 PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

To provide Council with an update of the progress made towards the Regulation 17 Review Action Plan that was presented to Council at the December 2019 OCM for adoption.

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

#### ATTACHMENTS

Attachment 1: Regulation 17 Review Action Plan, Appendix B.

#### A. BACKGROUND / DETAILS

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

- Risk management
- Internal controls, and
- Legislative compliance

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

A report was then prepared identifying the findings from the review along with recommendations (if applicable). These findings and recommendations were developed into an action plan and are provided in Attachment 1.

#### B. CONSIDERATIONS

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**B.1 Strategic Community / Corporate Business Plan**

Theme 6: Governance and Leadership.  
Outcome 6.3 The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.  
Objective: Ensure robust financial management;  
Maintain a high standard of corporate governance;

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Revenue loss to the Shire.	Unlikely(2) x Insignificant(1) = Low(2)	Managed by ensuring good practices
Health & Safety	N/A	N/A	N/A
Reputation	Disruption to current service.	Unlikely(2) x Insignificant(1) = Low(2)	Ensure IT and other services are managed professionally.
Service Interruption	Potential for IT and Administrative disruption	Rare(1) x Insignificant(1) = Low(1)	Ensure changes are managed professionally.
Compliance	Not compliant with legislation	Unlikely(2) x Insignificant(1) = Low(2)	Review legislation regularly
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

This review indicated that the Shire of Northam is proactive in managing risk, internal controls and legislative compliance as well as taking the necessary steps to ensure appropriate risk management, internal controls and legislative compliance policies and practices are in place. Areas for improvement and

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recommendations have been detailed in Attachment 1 with comments in respect to the progress made towards each of these.

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

The previous Regulation 17 Report Action Plan 2016 has been superseded with the current Regulation 17 Report Action Plan 2019. As such any outstanding recommendations have been carried forward. Only two items remain outstanding.

Appendix A Risk Management and Appendix C Legislative Compliance have now been completed as such these two items should be closed.

**Table Legend**

<b>Completed</b>
<b>No Action</b>
<b>Underway</b>

At the previous Audit & Risk Management Committee meeting, the committee requested the Chief Executive Officer to report that a contract is in place by this meeting with respect to item 1 in Appendix B. This action is in the final stage with the RFQ currently being assessed by Officers. It is anticipated that a contract will be entered into by the end of 2021.



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**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.213

Moved: Cr Appleton

Seconded: Cr Ryan

That Council:

1. Receives the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.
2. Acknowledge that the Recommended Actions from the Regulation 17 Review are considered completed and not require the item to be provided in the future.

**CARRIED 3/0**

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Attachment 1 – Regulation 17 Review Action Plan. Appendix B

APPENDIX B  
SHIRE OF NORTHAM  
INTERNAL CONTROLS

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Our inquiries of Council's Building Supervisor indicated the Shire of Northam does not currently have a signed contract in place with the external security companies used for monitoring and call-outs. <b>Finding Regulation 17 2016 Audit</b>	Risk of the Shire of Northam locations not being protected from break-ins, vandalism etc.	We recommend that contracts are in place with all third parties engaged to provide said security services.	Staff will develop an agreement.	EMES	As at 24/2/20 an overarching contract has been developed to monitor all buildings but does not include remote access for callouts as yet.  February 2021 Update: No further progress.  June 2021 Update: No further progress.  August 2021 Update: Still progressing the remote call out service.  November 2021 Update: RFQ has been advertised with two quotes being received. RFQ is currently being assessed by Officers and it is anticipated this will be awarded in December 2021.

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No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
						February 2022 Update: RFQ awarded to CTI, currently working through the protocols for after hour call outs and responses.
2	An audit of several registered documents found that some documents which were considered to be sensitive, were not appropriately registered, with limited viewing.	All staff would have access to sensitive documents which would be a breach of privacy.	Process suggestion has been made to make provision for registering sensitive documents. Staff to be provided with training/reminder of the need to register certain documents whilst limiting access.	Staff to investigate	EMCS	February 2021 Update: Complete  Staff have reviewed the access process and posted a reminder by email for staff to forward any sensitive documents to Records for the appropriate registration.
3	Some processes being used by external offices do not comply with correct accounting procedures	Cash may be incorrectly recorded, there is also the potential for money to go missing	Develop a process for receipt of all 'offsite' money, inclusive of a mechanism to ensure accuracy of takings to banking and develop a process for offsite stock management.	1. Staff to develop a process to receipt all off site money  2. Develop a process and procedure for offsite stock management.	Accountant	1. Process developed and implemented across all departments.  2. Point of sale software has been installed.  February 2021 Update: Stocktake processes to be further developed before 30/06/2021.

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No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
						Counts are being undertaken and point of sale is to be checked to ensure reporting is accurate for 30 June stocktake for each site.  May 2021 Update: Complete.

UNCONFIRMED

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#### 6.4 MONTHLY COMPLIANCE REPORT

<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Cheryl Greenough, Governance/Administration Coordinator
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

This report provides Council with an overview of the Shire's monthly compliance activities.

#### ATTACHMENTS

- Attachment 1: November 2021 Compliance Calendar and Creditors Checklist  
Attachment 2: December 2021 Compliance Calendar and Creditors Checklist

#### A. BACKGROUND / DETAILS

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. To ensure compliance is met on a monthly basis, the Shire has implemented a monthly Compliance Calendar where specific activities and statutory requirements are audited internally.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective: Provide outstanding customer service.  
Maintain a high standard of corporate governance.

##### B.2 Financial / Resource Implications

N/A.

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**B.3 Legislative Compliance**

There is no legislative requirement to maintain a Compliance Calendar, however it is considered best practice and covers the following Regulations:

- *Local Government (Functions and General) Regulations 1996;*
- *Local Government (Administration) Regulations 1996;*
- *Local Government (Elections) Regulations 1997;*
- *Local Government (Audit) Regulations 1996;*
- *Local Government (Rules of Conduct) Regulations 2007.*

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	ability to misuse funds.	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Health Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Staff not following legislative requirements	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Property	N/A		
Environment	N/A		

**C. OFFICER'S COMMENT**

The monthly Compliance Calendar is an effective tool to assist in populating the Annual Compliance Audit Return (CAR) and enhances the Shire's ability to identify and manage issues which may arise during the year, in a timely manner.

Included in the Compliance Calendar is a random audit of Creditors to ensure compliance with the Shire's purchasing policy and the requirements of the *Local Government Act 1995*

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**2021 Compliance Calendar**

Month	Item	% Compliance	Non-Compliance
November	Monthly Check	90%	One contract was started prior to the purchase order being written
	Random Creditor check	100%	Compliant.
December	Monthly Check	100%	Compliant.
	Random Creditor Check	90%	One PO was written after the invoice and one did not have the purchasing checklist

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.214

Moved: Cr Appleton

Seconded: Cr Ryan

That Council receive the update as provided in the monthly Compliance Calendar Report.

**CARRIED 3/0**

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Attachment 1 – November 2021 Compliance Calendar and Creditors Checklist

NOVEMBER COMPLIANCE CALENDAR							
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
Local Government Act 1995	S3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	N/A	
Local Government Act 1995	S5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	Yes it is current	
Local Government Act 1995	S5.67	CEO	Where an elected member or staff disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	No financial interests were declared at the OCM, or Committee meetings	
Local Government Act 1995	S5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	12 impartiality interests were declared at the OCM, 9 at Committee meeting	
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes	
Local Government Act 1995	S5.75	CEO	Have primary returns been lodged within 3 months of elected member 'start dates'		Annually - January	Two newly elected members have lodged their return	
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	N/A	
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes, there weren't any financial interests to be registered this month	
Local Government Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	Yes	
Local Government Act 1995	S103	CEO	Is the gift register up to date on the Council website		Monthly	As far as we have been advised	
Local Government Act 1995	S3.58 - Disposal of Property s5.36(3) s5.37(3) Admin Reg	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with		Monthly	3 properties were disposed of. 2 were community groups, 1 was sale of property (advertised)	
Local Government Act 1995	18A	CEO	Were advertisements for Executive Staff correctly advertised		As required	No new adverts went out this month	
Local Government Act 1995	S5.121 - Minor Breach	EMCS	Has the complaints officer maintained the complaints of a minor breach register and is the online register up to date		Monthly	N/A no reportable complaints of Minor Breach	
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all good or services in excess of \$250k		Monthly	N/A for November	
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening of Public Tenders completed by two persons, details of tenders to be immediately recorded		Monthly	N/A	
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders		Monthly	N/A	
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office		Monthly	N/A	
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria		Monthly	N/A	
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection		Monthly	Available	
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome		Monthly	N/A	
Local Government Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel		Monthly	N/A	
Local Government Act 1995	F/G Reg 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel		Monthly	N/A	
Local Government Act 1995	s2.25	Governance	Review meeting attendance - not missed 3 meetings without leave of absence		Bi-monthly	No, all had requested leave of absence	
Delegation - B02		EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?		Monthly	N/A	
Delegation - E01		EMES	Temporary Closure of Thoroughfares to vehicles		Monthly	Used on 3 occasions in November 4/11, 15/11 and 25/11	
Delegation - E04		EMES	Crossover Approvals		Monthly	None registered for November	



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	Delegation - F02	EMCS	Disposal of Council property	Monthly	N/A	
	Delegation - F04	EMCS	Inviting Tenders	Monthly	3 tenders invited	
	Delegation - F05	CEO	Waving of Fees	Monthly	One for the Rotary Club	
	Delegation - F06	CEO	Disposing of Property by Lease or Licence	Monthly	N/A	
	Delegation - R01	EMDS	Approval to keep more than one cat or dog	Monthly	N/A	
		EMCS	Interim Audit	Annually	N/A	
		EMCS	Accounts presented to Council	Monthly	Yes Item 13.4.1	
		EMCS	Financial Report to Council	Monthly	Yes Item 13.4.2	
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Yes	
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Monthly	Yes	

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CREDITOR CHECK FOR NOVEMBER 2021

EFT #	Creditor	Invoice Amount	Invoice #	Invoice Date	Order #	Order Amount	Purchase Order Written	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
42112	Redmac Family Trust ATF Redmac WA P/L	2021.99 \$10,450		4/11/2021	61916	\$10,450	20/05/2021	EMES	N/A	yes
41855	Charles Service Company	\$1,834.38	34392	28/10/2021	63246	\$4,032.00	23/08/2021	Building Super	N/A	Yes
41856	Common Ground Trails	\$2,200 \$3300 \$7150	18553 18575 18590	31/8/2021 28/9/2021 28/10/2021	63959	\$35,750	19/10/2021	EMCS	NO	NO
41908	Belingarni Fabrication Home and Property	\$3,520	832	26/10/2021	64059	\$3,520	25/10/2021	Parks & gardens	N/A	Yes
41914	Civic Legal	\$5335.68 \$7589.32	509015	31/10/2021	60588 62808	35000 50,000	8/01/2021 23/7/21	CEO	Yes	Yes
41921	Ixom Operations P/L	3264.8	6446902	1/11/2021	64012	\$3,200.44	21/10/2021	Parks & gardens	N/A	Yes
41946	IW Projects	\$2,128.50	1361	31/10/2021	62985	\$29,325	4/08/2021	EMDS	N/A	Yes
41956	Price Consulting Group	\$5,430.83	4947	2/11/2021	62242	\$5,430.83	17/06/2021	CEO	N/A	Yes
42065	Clackline Fencing Contractors	\$820	1441	20/11/2021	63834	\$820	7/10/2021	Parks & gardens	N/A	Yes

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42069	Fire Mitigation Services	\$53,105.65	# 590	# 25/10/2021	# 61825	\$464,924.26	7/05/2021	CEO	Yes	Yes
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Attachment 2 – December 2021 Compliance Calendar and Creditors Checklist

DECEMBER COMPLIANCE CALENDAR							
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
Local Government Act 1995	S3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	N/A	
Local Government Act 1995	S5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	yes the 2021/22 register is on the website	
Local Government Act 1995	S5.67	CEO	Where an elected member disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	One member declared a financial interest and left the room	
Local Government Act 1995	S5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	All known disclosures were made	
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes all known disclosures were made	
Local Government Act 1995	S5.75	CEO	Have primary returns been lodged within 3 months of elected member 'start dates'		Annually - January	N/A	
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	yes	
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	The register is up to date	
Local Government Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	Yes	
Local Government Act 1995	S103	CEO	Is the gift register up to date and on the Council website		Monthly	No known gifts have been received for 2021	
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with		Monthly	N/A	
Local Government Act 1995	S5.121 - Minor Breach	EMCS	Has the complaints officer maintained the complaints of a minor breach register and is the online register up to date		Monthly	No reportable minor breaches have occurred relating to s5.121	
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all good or services in excess of \$250k		Monthly	Yes, RFT07 of 2021,	
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was state-wide public notice given for all tenders		Monthly	Yes, RFT07 of 2021,	
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded		Monthly	None opened in December	
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders		Monthly	N/A	
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office		Monthly	N/A	
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria		Monthly	RFT 6 of 2021 was evaluated	
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection		Monthly	Yes	
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome		Monthly	N/A	

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Local Government Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel	Monthly	N/A	
Local Government Act 1995	F/G Reg 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel	Monthly	N/A	
Local Government Act 1995		EMCS	Annual report accepted	31-Dec	Going before meeting in January	
Local Government Act 1995		Governance	Review meeting attendance	Monthly	Completed	
Local Government Act 1995	s.5.103, s.5.104 Admin.Regis. Part 9 Rules of Conduct Regs.	Governance	Policy Review- Code of Conduct - provide Council report to enable the new council to review and adopt the Code of Conduct.	Bi Annually	Completed	
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?	Monthly	Nothing registered since September	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	Fitzgerald Street East for Carols on Fitzgerald	
	Delegation - E04	EMES	Crossover Approvals	Monthly	No crossovers this month One crossover this month	
	Delegation - F02	EMCS	Disposal of Council property	Monthly	No auctions	
	Delegation - F04	EMCS	Inviting Tenders	Monthly	Extension of a week for RFT 07 of 2021	
	Delegation - F05	CEO	Waving of fees	Monthly	2 lots of fees were waived. 1 on 10/12/21 and 1 on 24/12/21	
	Delegation - F06	CEO	Disposing of Property by Lease or Licence	Monthly	None	
	Delegation - R01	EMDS	Approval to keep more than one cat or dog	Monthly	None	
		EMCS	Interim Audit	Annually		
		EMCS	Accounts presented to Council	Monthly	Yes	
		EMCS	Financial Report to Council	Monthly	Yes	
			Annual Report to DLGSC	by 30 Dec	Registered with DLGSC 16/12/21	
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Yes	
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Monthly	Yes	

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DECEMBER 2021 RANDOM CREDITOR AUDIT

EFT #	Creditor	Invoice Amount	Invoice Date	Order #	Order Amount	Purchase Order Written	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
42129	Charles Service Company	10,781.49 676.5	22/11/21 22/11/21	62742 64262	104580 14255.45	20/07/2021 08/11/2021	EMES CEO	Yes	Yes
42137	JH Computer Services	5280	4/11/21	64212	5,280	3/11/2021	EMCS	N/A	Yes
42182	Belingarni Fabrication	1,355.20	30/11/21	64465	1,600	18/11/2021	Parks & Gardens	N/A	Yes
42199	Lucy's Tearooms	338	3/11/21	63346	338	30/08/2021	Purchasing	N/A	Yes
42254	Jtagz P/L	142.05	26/11/21	64533	142	24/11/2021	Senior Ranger	N/A	Yes
42271	The Shoe Repair Man	234	19/11/21	64086	234	27/10/2021	Senior Building Surveyor	N/A	Yes
42287	Common Ground Trails P/L	6,050	22/11/21	63959	35,750	19/10/2021	EMCS - Work commenced before contract signed	No	No
42318	Transwest WA Australian Stone Company	2,934.36	30/11/21	64238	2,970	5/11/2021	Works Manager	N/A	Yes
42382	Access Unlimited International P/L	1,900	29/11/21	64263	1,900	8/11/2021	Parks & Gardens	N/A	Yes
42376	Walkabout Fashion Accessories	359.85	23/11/21	64504	361.71	23/11/2021	Tourism & Comms	N/A	

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## 6.5 RISK REGISTER

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

### BRIEF

To provide Council with information pertaining to the organisational risk register.

### ATTACHMENTS

Attachment 1: Overdue/Non-compliant Risks.

### A. BACKGROUND / DETAILS

The Shire of Northam have an organisational wide risk register which has been developed over a period of time. Council has been advised previously that the management of risk is an area which has been under developed within the Shire of Northam and an area which was receiving a focus to ensure the Elected Council was aware of the identified risks and treatments strategies in place.

To assist in the effective management of risk the Shire of Northam are using the Promapp system, which allows for recording of organisational risks and the tracking of the associated treatment actions.

### B. CONSIDERATIONS

#### B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

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

#### B.2 Financial / Resource Implications

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Council allocates \$27,000 per annum for the Promapp system. Promapp is used for process mapping, risk management and OHS management.

**B.3 Legislative Compliance**  
AS/NZS ISO 31000:2009

**B.4 Policy Implications**

Council has recently endorsed policy G1.11 – Risk Management.

**B.5 Stakeholder Engagement / Consultation**

Council was involved in the development of the risk management policy and the past endorsement of the risk management plan.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil.	N/A	N/A
Health & Safety	Nil.	N/A	N/A
Reputation	Negative community perception due to lack of adequate risk management practices within the Shire of Northam	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Service Interruption	Nil.	N/A	N/A
Compliance	Non-compliance of Australian Standards and legislation due to lack of risk management practices.	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Property	Nil.	N/A	N/A
Environment	Nil.	N/A	N/A

**C. OFFICER'S COMMENT**

As part of the risk management policy Council has established two main performance indicators being;

1. % of high or extreme risks without mitigation / treatment strategies in place.



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Currently all high or extreme risks have mitigation/treatment strategies.

2. % of risk mitigation / treatment strategies over due  
Currently have 111 risk mitigation/treatment strategies, of which **3 are overdue (which equates to 2.70%)**.
  - a. MC00090 - Revaluations of Council Building Assets (Fair Value)
  - b. MC00002 - Audit of monthly compliance calendar.
  - c. MC00010 - Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.215

Moved: Cr Appleton

Seconded: Cr Ryan

That Council receives the February 2022 Shire of Northam Risk Register update.

**CARRIED 3/0**

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Attachment 1 - Overdue/Non-compliant Risks

Overdue / Non-Compliant Risks



Filter: Overdue / Non-compliant

<p><b>RESIDUAL</b> 7.5 MODERATE</p> <p><b>INHERENT</b> 25.0</p> <p>R00011</p>	<p>CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, FINANCIAL - OPERATIONAL</p> <p><b>Inadequate procurement / tender process</b> Council fails to meet legislative obligations, Council policy and Council delegations relating to procurement resulting in departmental investigation, potential disciplinary action, poor financial outcomes and reputation damage.</p> <p>OWNER Executive Manager Corporate Services (Portfolio Manager) CREATED 07/05/2019 10:29:20</p> <p>LIKELIHOOD Almost Certain SEVERITY Extreme CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00008</p> <p>Manage Procurement - Identify need for procurement Establish and comply with a purchasing policy.</p> <p>TREATMENT MC00009</p> <p>Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.</p> <p>TREATMENT MC00010</p> <p>Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes.</p> <p>TREATMENT MC00112</p> <p>Review Procurement Policy.</p>	<p><b>CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Colin Young Sue Connell DUE DATE: 01 May 2023 FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Mar 2022 FREQUENCY: 14th day of every month</p> <p><b>OVERDUE</b></p> <p>SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Feb 2022 FREQUENCY: 14th day of every month</p> <p>SIGNOFF(S): Sue Connell Colin Young DUE DATE: 01 Oct 2022 FREQUENCY: 1st day of every 12 months</p>
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<p><b>RESIDUAL:</b> 6.0 MODERATE</p> <p><b>INHERENT:</b> 20.0</p> <p>R00001</p>	CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE		TREATMENT MC00002	<b>OVERDUE</b>	SIGNOFF(S): Cheryl Greenough
	<b>Failure to fulfil statutory, regulatory or compliance requirements</b>		Audit of monthly compliance calendar	DUE DATE: 14 Feb 2022	FREQUENCY: 14th day of every month
	Council is exposed to reputation damage and serious breaches due to a failure to comply with legislative and compliance requirements				
	OWNER: Colin Young		TREATMENT MC00007	<b>CHANGE(S) PENDING</b>	SIGNOFF(S): Alison Clifton
	CREATED: 08/04/2019 14:46:49		Management Inductions - Conduct New Employee Induction	DUE DATE: 25 Feb 2022	FREQUENCY: Fri every week
	LIKELIHOOD: Almost Certain		All new employees are provided with adequate inductions		
SEVERITY: Major		TREATMENT MC00009	SIGNOFF(S): Cheryl Greenough	DUE DATE: 14 Mar 2022	
CONTROL EFFECTIVENESS: Strong		Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.	FREQUENCY: 14th day of every month		
		TREATMENT MC00053	SIGNOFF(S): Cheryl Greenough	DUE DATE: 01 Mar 2022	
		Organisational Compliance Calendar in place and reviewed by Executive Management Group	FREQUENCY: The first Day of every 12 months		
		TREATMENT MC00059	SIGNOFF(S): Cheryl Greenough	DUE DATE: 30 Nov 2023	
		Induction & Training provided to elected members	FREQUENCY: The last Day of every 24 months		
		TREATMENT MC00060	SIGNOFF(S): Cheryl Greenough	DUE DATE: 28 Feb 2022	
		Complete Annual Compliance Return (Dept Local Government)	FREQUENCY: The last Day of every 12 months		

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<p><b>RESIDUAL</b> 3.6 LOW</p> <p><b>INHERENT</b> 12.0</p> <p>R00033</p>	<p>GENERAL REPUTATION - COMMUNITY</p> <p><b>Errors, Omissions &amp; Delays</b> Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of;</p> <ul style="list-style-type: none"> <li>• Human errors, incorrect or incomplete processing</li> <li>• Inaccurate recording, maintenance, testing and / or reconciliation of data.</li> <li>• Errors or inadequacies in model methodology, design, calculation or implementation of models.</li> </ul> <p>This may result in incomplete or inaccurate information. Consequences include;</p> <ul style="list-style-type: none"> <li>• Inaccurate data being used for management decision making and reporting.</li> <li>• Delays in service to customers</li> <li>• Inaccurate data provided to customers</li> </ul> <p>This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".</p> <p>OWNER Jason Whiteaker CREATED 02/07/2019 13:56:01</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00002 Audit of monthly compliance calendar</p> <p><b>OVERDUE</b> SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Feb 2022 FREQUENCY: 14th day of every month</p>
	<p>TREATMENT MC00007 Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p> <p><b>CHANGE(S) PENDING</b> SIGNOFF(S): Alison Clifton DUE DATE: 25 Feb 2022 FREQUENCY: Fri every week</p>	
	<p>TREATMENT MC00009 Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.</p> <p>SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Mar 2022 FREQUENCY: 14th day of every month</p>	
	<p>TREATMENT MC00083 Manage Inductions - Conduct New Employee Induction Ensure staff are inducted into the organisation</p> <p><b>CHANGE(S) PENDING</b> SIGNOFF(S): Beverley Jones DUE DATE: 01 Oct 2022 FREQUENCY: The first Day of every 12 months</p>	
	<p>TREATMENT MC00084 Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage)</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 01 Dec 2022 FREQUENCY: The first Day of every 12 months</p>	

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<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 R00038	<b>AMP - TRANSPORT, ENVIRONMENTAL - BUILT</b> <b>Inaccurate Asset Valuations</b> Valuations are carried out, however inaccurate resulting in impact on Council decision making and financial ratios	<b>TREATMENT MC00090</b> <b>Revaluations of Council Building Assets (Fair Value)</b>	<b>OVERDUE</b> <b>SIGNOFF(S):</b> Colin Young <b>DUE DATE:</b> 01 Feb 2022 <b>FREQUENCY:</b> The first Day of every 60 months
	OWNER: Colin Young CREATED: 15/07/2019 16:47:14 LIKELIHOOD: Possible SEVERITY: Major CONTROL EFFECTIVENESS: Strong	<b>TREATMENT MC00091</b> <b>Revaluations of Council Transport Infrastructure Assets (Fair Value)</b>	<b>SIGNOFF(S):</b> Colin Young <b>DUE DATE:</b> 03 Oct 2022 <b>FREQUENCY:</b> The first Day of every 60 months
		<b>TREATMENT MC00092</b> <b>Revaluation of Council Plant &amp; Equipment</b>	<b>SIGNOFF(S):</b> Colin Young <b>DUE DATE:</b> 01 Oct 2025 <b>FREQUENCY:</b> The first Day of every 60 months
<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 R00041	<b>AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH &amp; SAFETY</b> <b>Condition of buildings is unknown</b> Council is unclear as to the condition of its building assets and therefore unable to make informed decisions, resulting in poor building condition and building safety concerns	<b>TREATMENT MC00019</b> <b>Up to date and accurate building asset management plan in place</b>	<b>SIGNOFF(S):</b> Jason Whiteaker Colin Young <b>DUE DATE:</b> 01 Jun 2023 <b>FREQUENCY:</b> The first Day of every 24 months
	OWNER: Shane Moorhead CREATED: 16/07/2019 11:26:43 LIKELIHOOD: Possible SEVERITY: Major CONTROL EFFECTIVENESS: Strong	<b>TREATMENT MC00090</b> <b>Revaluations of Council Building Assets (Fair Value)</b>	<b>OVERDUE</b> <b>SIGNOFF(S):</b> Colin Young <b>DUE DATE:</b> 01 Feb 2022 <b>FREQUENCY:</b> The first Day of every 60 months
		<b>TREATMENT MC00093</b> <b>Develop and maintain medium term building maintenance program to ensure future costs are understood</b>	<b>SIGNOFF(S):</b> Shane Moorhead <b>DUE DATE:</b> 01 Nov 2022 <b>FREQUENCY:</b> The first Day of every 12 months

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<p><b>RESIDUAL</b> 3.6 LOW</p> <p><b>INHERENT</b> 12.0</p> <p>R00045</p>	<p>AMP - BUILDINGS, FINANCIAL - STRATEGIC</p> <p><b>Financial performance indicators not met</b> The asset class does not meet the established financial performance parameters, resulting in an indication of asset sustainability</p> <p>OWNER Jason Whiteaker CREATED 16/07/2019 11:38:59</p> <p>LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00019 Up to date and accurate building asset management plan in place</p> <p>SIGNOFF(S): Jason Whiteaker Colin Young DUE DATE: 01 Jun 2023 FREQUENCY: The first Day of every 24 months</p>
	<p>TREATMENT MC00021 Long Term Financial Plan aligned to asset management plans</p> <p>SIGNOFF(S): Colin Young DUE DATE: 01 Dec 2022 FREQUENCY: The first Day of every 12 months</p>	
	<p>TREATMENT MC00090 Revaluations of Council Building Assets (Fair Value)</p> <p><b>OVERDUE</b> SIGNOFF(S): Colin Young DUE DATE: 01 Feb 2022 FREQUENCY: The first Day of every 60 months</p>	
	<p>TREATMENT MC00091 Revaluations of Council Transport Infrastructure Assets (Fair Value)</p> <p>SIGNOFF(S): Colin Young DUE DATE: 03 Oct 2022 FREQUENCY: The first Day of every 60 months</p>	

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### 6.6 COVID19 BUSINESS CONTINUITY RESPONSE PLAN

<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

#### BRIEF

To provide Council with an update on the Shire of Northam COVID-19 Business Continuity Plan.

#### ATTACHMENTS

Attachment 1: Draft BCP (to be provided).

#### A. BACKGROUND / DETAILS

The Covid-19 Pandemic represents the most significant foreseeable business continuity risk for the Shire of Northam. Staff have been working on finalising the revised Pandemic BCP, which sits underneath the Shire's overall BCP, providing specific recommendations and actions associated with organisational responses to the pandemic.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

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

##### B.2 Financial / Resource Implications

The impacts of Covid-19 on business operations is unknown given it will very much depend on the occurrence / exposure. Additional financial resources (approximately \$25,000) has been allocated to resource the organisation in areas such as additional lap tops, Rapid Antigen Tests and PPE.

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**B.3 Legislative Compliance**

Various State Government Directions

**B.4 Policy Implications**

Council has recently endorsed policy G1.11 – Risk Management.

**B.5 Stakeholder Engagement / Consultation**

Various key staff have been consulted in relation to BCP planning. All staff will be provided with access to the BCP once it has been finalised (during the week of the 21<sup>st</sup> February)

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Staff are impacted financially because of being unable to attend work	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within the BCP
Health & Safety	Covid-19 spreads throughout the organisation	Minor(2) x Likely(4) = Moderate(8)	Per recommendation within the BCP
Reputation	Business operations / services are interrupted	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within the BCP
Service Interruption	Facilities are closed as a result of being exposure site/or staff unavailability	Medium (3) x Likely(4) = High (12)	Per recommendation within the BCP
Compliance	Failure to comply with State Government directions	High (4) x Possible(3) = High (12)	Per recommendation within the BCP
Property	Nil.	N/A	N/A
Environment	Nil.	N/A	N/A

**C. OFFICER'S COMMENT**

The Chief Executive Officer provided an outline of the Covid-19 Business Continuity Plan;

- Working Group has been established including all Executive Managers and a range of other staff (13 employees on the working in total)
- Risk based approach taken, with the following risks to the continuation of Council operations being identified
- Information Technology
- Cyber Risks (offsite workstations)



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- Employee risks - containing potential outbreaks. Mitigation includes various staff working from home, identification and splitting of key roles/employees to ensure continuity of service if one or more employees is impacted by Covid-19, managing employees working from home, ensuring strong communication with staff, utilisation of all available office space (offsite), managing Covid-19 related absences,
- Business & Operational Risks. Identified appetite for various facilities and functions being shut (acceptable timeframe), supply chain management
- Communication risks – with employees, Council and Community.
- Scenario analysis – staff have worked to compile a range of scenario and how we plan to react in these situations (including facility being exposed to Covid-19, Co-working testing positive to Covid-19 etc)

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.216

Moved: Cr Ryan

Seconded: Cr Appleton

That Council

1. Receives the COVID-19 Business Continuity Response Plan update.
2. Supports the COVID 19 Leave position included in the Pandemic Business Continuity Response Plan

**CARRIED 3/0**

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**7. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**8. DATE OF NEXT MEETING**

The next Audit and Risk Management Committee meeting is proposed to be held on 26 May 2022 at 5:00pm.

**9. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 6:13pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 24 February 2022 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

### **12.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 3 MARCH 2022**

#### **Receipt of Minutes:**

##### **RECOMMENDATION**

**That Council receive the minutes from the Community Safety Committee meeting held on 3 March 2022.**

#### **Adoption of Recommendations:**

##### **RECOMMENDATION**

**That Council endorses the Draft Community Safety & Crime Prevention Plan 2022 – 2026.**

**Attachment 1 – Community Safety Committee Minutes**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Community Safety Committee**

**3 March 2022**

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### 1. DECLARATION OF OPENING

The Acting Chairperson Mr Ulo Rumjantsev declared the meeting open at 9:05am.

### 2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

### 3. ATTENDANCE

#### Committee Members:

Acting Chair / Community Representative	Mr Ulo Rumjantsev
Councillor Proxy	Cr Rob Tinetti
Northam Roadwise Committee	Mr Cliff Simpson
DLGSC	Ms Emma Draper
Northam PCYC	Ms Jane Atterby
Northam Youth Wellbeing Plan	Ms Jo-Anne Woodruff
Community Representative	Mrs Elizabeth Hoek
LDAG	Mrs Rose Power

#### Committee Ex-Officio Members:

Executive Manager Community Services	Ms Jo Metcalf
Shire of Northam Community Development	Ms Jaime Hawkins

#### 3.1 APOLOGIES

Deputy Presiding Member/ Northam Police	SSGT David Hornsby
Northam Chamber of Commerce	Ms Melanie Jones
Department of Education	Mrs Sharon Bray
Wundowie Police	SGT Sarah Clarke
Councillor	Cr Attila Mencshelyi
Chief Executive Officer	Mr Jason Whiteaker
Shire of Northam Ranger Services	Mrs Kellee Walters

#### 3.2 APPROVED LEAVE OF ABSENCE

Presiding Member	Cr Julie Williams
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**3.3 ABSENT**

Nyoongar Cultural Advisory Committee  
WA Country Health  
Avon Community Services  
Bridgeley Church of Christ

Ms Shani Toki  
Ms Kristie-Ann Andela  
Pastor Kym Edwards

**4. DISCLOSURE OF INTERESTS**

Nil

**5. CONFIRMATION OF MINUTES**

**5.1 COMMITTEE MEETING HELD 15 FEBRUARY 2022**

**RECOMMENDATION**

Minute No: CSC.086

Moved: Ms Jane Atterby  
Seconded: Mr Cliff Simpson

That the minutes of the Shire of Northam Community Safety Committee meeting held Tuesday, 15 February 2022 be confirmed as a true and correct record of that meeting.

**CARRIED 8/0**



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**6. COMMITTEE REPORTS**

**6.1 ENDORSEMENT OF THE COMMUNITY SAFETY & CRIME PREVENTION PLAN 2022 - 2026**

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	Nil

**BRIEF**

For the Committee to review and endorse the Community Safety & Crime Prevention Plan 2022 – 2026.

**ATTACHMENTS**

Attachment 1: Draft Community Safety & Crime Prevention Plan 2022 -2026

**A. BACKGROUND / DETAILS**

At the meeting of the Community Safety Committee on 24 September, the Committee accepted the review of the outgoing Community Safety Plan 2017 – 2021 and began the process of developing a new plan to guide community safety initiatives for 2022 – 2026.

The Draft Community Safety & Crime Prevention Plan 2022 – 2026 was developed informed by consultation with the committee and community, as well as statistical data and trends. The first draft was presented to the Committee at the meeting held 7 December 2021 and a revised version at the meeting held on 15 February 2022. Final revisions were made based on the Committee recommendations and the plan is now presented for endorsement.

**B. CONSIDERATIONS**

**B.1 Strategic Community / Corporate Business Plan**

Theme Area 2: Safety and Security.

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- Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
- Objective: Plan and implement strategies to address crime and safety within the Shire of Northam
- o increase community participation in identifying and reporting of crime
  - o increase community awareness and understanding of how to prevent crime and improve community safety
  - o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

**B.2 Financial / Resource Implications**

There is a budget allocation of \$5,000 for Community Safety Plan initiatives.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

External groups and agencies represented on the committee have provided input into the review of the plan. The community has been consulted via the 2021 Community Safety & Crime Prevention Survey.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Implementing actions will require financial contributions	Almost certain (5) x Insignificant (1) = Moderate (5)	Provision is made in the Annual Council budget for initiatives of the Community Safety Plan. Additional funding will be sourced through grant funding when necessary.

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Health & Safety	The plan does not adequately address health & safety issues within the Shire of Northam	Unlikely (2) x Insignificant (1) = Low (2)	The plan provides a framework for addressing the safety of the community.
Reputation	Community safety is an area of public concern.	Low(3) x Moderate (3)= Moderate (9)	Cross agency Community Safety and Crime committee work together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

The Community Safety & Crime Prevention Plan 2022 – 2026 has been informed by Shire of Northam crime statistics, community feedback on the perception of crime in the community and Community Safety Committee workshops.

The aim is to create an outcome based plan that includes realistic and achievable objectives addressing the actual and perceived crime within the Shire. The Plan includes 4 main focus areas:

1. Building partnerships & internal capacity
2. Safer places & spaces
3. Community education & awareness
4. Anti-social behaviour

Presented is the revised draft of the plan. In this version Officers have made amendments based upon Committee feedback on the first draft.

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**RECOMMENDATION**

**Minute No: CSC.087**

**Moved: Mrs Elizabeth Hoek  
Seconded: Ms Jane Atterby**

**That Council endorse the Draft Community Safety & Crime Prevention Plan  
2022 – 2026.**

**CARRIED 8/0**

ATTACHMENT 1: COMMUNITY SAFETY & CRIME PREVENTION PLAN 2022-2026

## COMMUNITY SAFETY & CRIME PREVENTION PLAN 2022 – 2026

### INTRODUCTION

The Shire of Northam's vision for the future is to be a vibrant growing community that is safe, caring, and inclusive. Over recent years the Shire has experienced significant growth with a number of new private and public developments, offering the community several new and improved experiences including shopping, dining, entertainment, culture, play and relaxation. With more on offer than ever, one of the Shire's biggest challenges remains its perception of safety.

Community safety and crime prevention is a complex issue with multiple social and environmental drivers impacting on both actual crime rates and perceived crime. Many aspects of community safety and crime prevention fall outside of the control of the Shire of Northam. Therefore, the Shire works in partnership with government, stakeholders, and the community to deliver initiatives of the Shire of Northam Community Safety and Crime Prevention Plan. A partnership approach is viewed by the Shire of Northam as particularly important to deal effectively with the variety of factors that influence Community Safety. The Shire recognises that partnership based strategies are the key to improving Community Safety outcomes.

### PURPOSE OF THE PLAN

The Shire of Northam Community Safety and Crime Prevention Plan 2022 – 2026 is a four year strategic outlook for the Shire that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues. This plan replaces the Shire of Northam Community Safety Plan 2017 – 2021.

The Community Safety and Crime Prevention Plan considers the perception of crime as well as the actual crime. A safe community is one where community members are able to pursue the fullest life possible without fear or hindrance from crime and disorder, making their feelings of safety as important as their actual level of safety.

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

The Community Safety and Crime Prevention Plan relates to the following strategic direction identified within the Shire of Northam's Strategic Community Plan 2017 – 2027.

<b>SAFETY &amp; SECURITY: A community without fear of crime or antisocial behaviour.</b>
<b>OUTCOME:</b> Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
<b>OBJECTIVES:</b> <ul style="list-style-type: none"><li>• Plan and implement strategies to address crime and safety within the Shire of Northam</li><li>• Increase community participation in identifying and reporting of crime</li><li>• Increase community awareness and understanding of how to prevent crime and improve community safety</li><li>• Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives</li><li>• Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges</li><li>• Inform community of long term crime trends and comparisons</li></ul>
<b>KEY INDICATOR OF SUCCESS:</b> A continuous downward trend in crime and antisocial behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys.

#### THE SHIRE'S ROLE IN COMMUNITY SAFETY AND CRIME PREVENTION

Local government has an important role to play in ensuring residents feel safe to live a quality life. The Shire of Northam provides direct service delivery and support within a range of areas relating to the community's safety, such as:

- Emergency management
- Ranger services
- Environmental health
- Road safety
- Risk management
- Community health
- Crime prevention

The Shire of Northam coordinates a Community Safety Committee that includes representatives from the Shire of Northam, WA Police, state government agencies, youth service providers, key stakeholder groups and community representatives. Members of the committee share a

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commitment to improving the actual and perceived safety of the community. This committee is a formally appointed committee of Council.

**DEVELOPING THE PLAN**

To develop the actions in this plan the Shire engaged in a process of building a picture of the Shire of Northam to understand the key crime and safety issues. This involved the analysis of crime statistics, community and stakeholder engagement, and research, including the best practice in local government.

**CRIME STATISTICS**

The following WA Police Statistics show the reported offences across the Shire of Northam over the past 5 years.

Type of Offence	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Homicide	0	1	2	0	0
Sexual Offence	27	32	32	123	41
Assault (family)	166	136	122	167	166
Assault (non-family)	90	123	102	99	105
Threatening Behaviour (family)	15	22	23	39	28
Threatening Behaviour (non-family)	43	43	27	36	29
Deprivation of Liberty	3	5	1	3	1
Robbery	7	4	3	1	2
Dwelling Burglary	244	85	115	95	66
Non-Dwelling Burglary	73	55	49	56	25
Motor Vehicle Theft	25	19	35	14	18
Stealing	411	358	331	283	236
Property Damage	383	304	238	242	211
Arson	19	8	5	12	7
Drug Offences	323	257	225	180	192
Graffiti	28	7	22	17	4
Fraud & Related Offences	176	55	62	64	71
Breach of Violence Restraining Orders	159	60	111	117	74
<b>Total Offences</b>	<b>2022</b>	<b>1573</b>	<b>1520</b>	<b>1548</b>	<b>1276</b>

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The statistics show an overall downward trend in crime over the past 5 years.

The most problematic crime categories within the Shire are assaults (predominantly family related), burglaries, stealing, property damage and drug offences.

**COMMUNITY ENGAGEMENT**

In May 2021 the Shire conducted the biennial Community Perceptions Survey to gauge the opinions of the community about issues that they perceive to be affecting them. The results of this survey identified safety and crime prevention as the highest community priority.

- Priorities**
-  Safety and crime prevention
  -  Local roads
  -  Streetscapes and verges
  -  Economic development
  -  Footpaths, trails and cycleways
  -  Seniors' services and care
  -  Festivals, events, art and culture
  -  River and waterways
  -  Youth services and facilities
  -  Housing

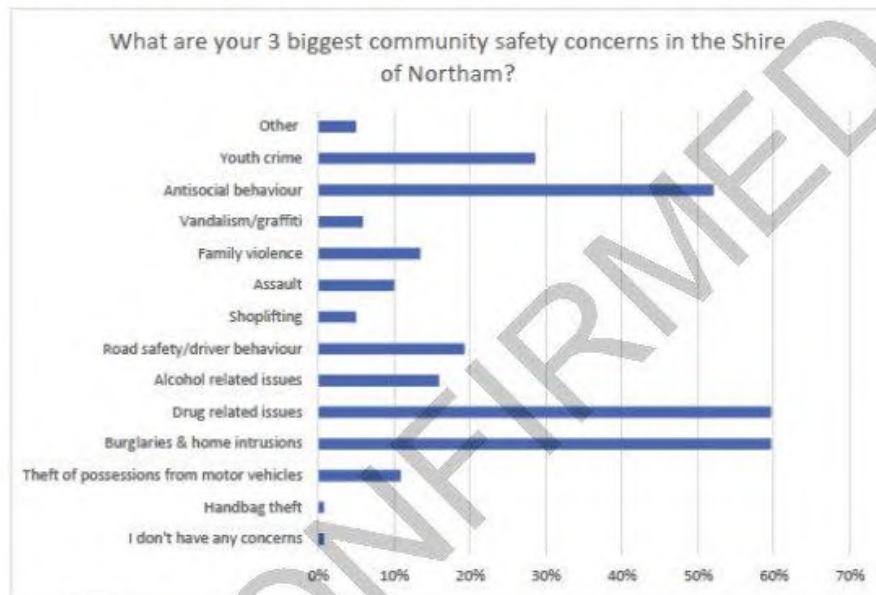
*Markyt Shire of Northam Community Scorecard – priorities identified by the Shire of Northam Community (in order).*



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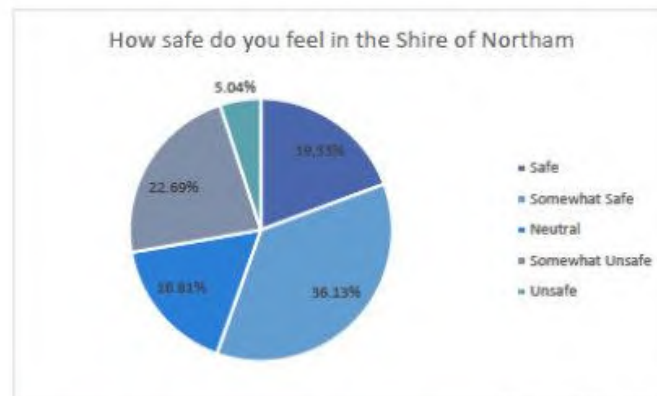
To obtain a clearer picture of the community's safety and crime prevention concerns a more detailed and specific community safety survey was then undertaken during August and September 2021. The survey measured how safe people feel in the Shire of Northam and asked for input regarding what could be done to make the Shire of Northam safer. The survey was promoted through a variety of channels including the Shire website, social media and community facilities. A total of 119 responses to the Community Safety and Crime Prevention Survey were received and are summarised below.



The top three community safety concerns were identified as

- Burglaries & home intrusions
- Drug related issues
- Antisocial behaviour

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More people feel safe or somewhat safe, than feel unsafe.

The places where people feel most unsafe are:

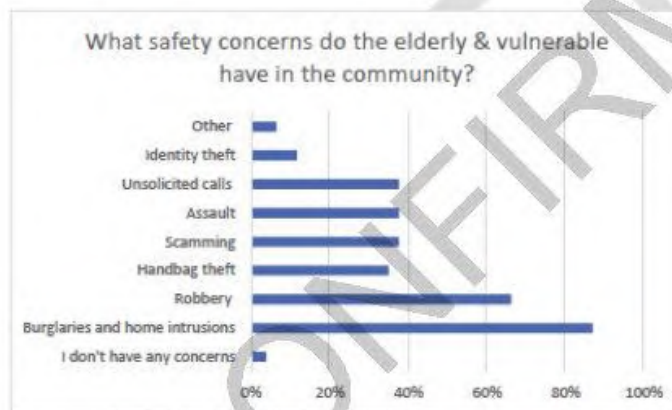
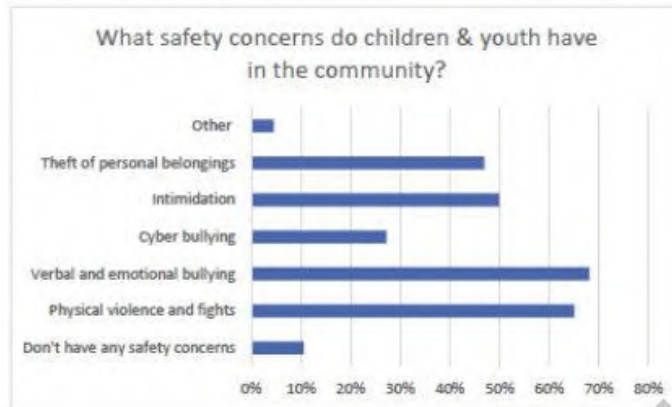
- Poorly lit streets at night
- Shopping centre carpark & entries
- Northam CBD

To improve community safety the top suggestions were:

- More police patrols
- Increased lighting
- Increased CCTV

The survey also tried to gauge how safe children and youth, and the elderly and vulnerable feel within the Shire. The responses indicate that these groups feel slightly more unsafe than the general population. For children and youth their biggest safety concerns as seen below are verbal and emotional bullying, physical violence and fights, and intimidation. For the elderly and vulnerable the biggest concerns are burglaries and home intrusions, and robberies.

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UNDERSTANDING THE PLAN

To reach our vision, the plan will concentrate on four focus areas:

1. **Building Partnerships and Internal Capacity**  
This includes the governance and functioning of the committee, maintaining relationships with the Police and key stakeholders.
2. **Safer Places & Spaces**  
This includes Crime Prevention Through Environmental Design (CPTED), infrastructure such as CCTV, lighting, footpaths, and improving the perception of crime in an area.
3. **Community Education & Awareness**  
This area is about the key messaging and increasing community engagement in community safety, such as reporting of crime and target hardening.
4. **Antisocial Behaviour**  
This area focuses on reducing antisocial behaviour and youth crime and supporting initiatives that help reduce drug and alcohol use in the community.

A series of objectives sit under each of the focus areas. These objectives have been developed based upon the data and consultation. Each objective has a series of actions describing the approach the shire will take in practical terms to achieve the objective.

The Community Safety & Crime Prevention Action Plan is summarised on the following page.

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AIM: To reduce crime and antisocial behaviour, and concern about these issues in the Shire of Northam.



COMMUNITY ISSUES

Alcohol & Other Drugs	X	X	X	X
Antisocial Behaviour	X	X	X	X
Vandalism & Graffiti	X	X	X	X
Assault	X	X	X	X
Road Safety/Driver Behaviour	X		X	
Burglary	X	X	X	
Shoplifting	X	X	X	
Family & Domestic Violence	X		X	X
Perception of Crime	X	X	X	

OBJECTIVES

1.1 Work with WA Police Force & key stakeholders to share knowledge resources, plan & implement community safety & crime prevention initiatives.	2.1 Reduce opportunities for crime 2.2 Improve the perception of crime in the Shire of Northam	3.1 Encourage community participation & awareness 3.2 Increase awareness of home safety 3.3 Educate the community on scams, identity theft, cyber bullying & online criminal behaviour 3.4 Improve road safety on Shire of Northam roads	4.1 Support youth engagement to reduce crime and antisocial behaviour 4.2 Improve community wellbeing
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**ACTION PLAN**

**1. BUILDING PARTNERSHIPS & INTERNAL CAPACITY**

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
1.1: Work with WA Police Force & key stakeholders to share knowledge, resources, plan & implement community safety & crime prevention initiatives	Committee to maintain representation from Shire of Northam Elected Members, Staff, Northam and Wundowie Police and the most relevant representation in the area of crime prevention and community safety.	Shire of Northam Office of the CEO & Community Development	Shire of Northam Council  All of Community Safety Committee
	Yearly schedule of committee meetings is established in advance ensuring the Community Safety Committee meets at least 4 times per year (quarterly) to monitor the implementation of the Community Safety & Crime Prevention Plan 2022 – 2026.	Shire of Northam Community Development	All of Community Safety Committee
	The committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern	Shire of Northam Community Development  Northam & Wundowie Police	All of Community Safety Committee  WALGA Crime Statistics

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	Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).	Shire of Northam Community Development	All of Community Safety Committee
	Where no key networking or advisory group exists, identify the key stakeholders for the area of concern and establish working groups or partnerships to initiate action.	Shire of Northam Community Development	All of Community Safety Committee
	Support and enable Council Plan Objectives,  1: Play our role in promoting a safe and crime free community  2: Provide accessible and safe public spaces.	Shire of Northam Community Development	Shire of Northam Council  All of community  Visitors to the Shire of Northam

2. SAFER PLACES & SPACES

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
2.1: Reduce opportunities for crime	Attend at least one business focused meeting per year to promote measures businesses can take to improve their security and minimise crime related risk.	Shire of Northam Community Development  Northam Chamber of Commerce	Business & shop owners/operators  Northam Chamber of Commerce  WA Police Force

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Promote the registration of private and business CCTV with the WA Police Cam-Map initiative.	Shire of Northam Community Development  Northam Chamber of Commerce  Northam & Wundowie Police	WA Police Force  Shire of Northam Information Technology  Northam Chamber of Commerce
Embed Crime Prevention Through Environmental Design (CPTED) principles within planning and development process.	Shire of Northam Planning, Engineering & Parks & Gardens	Shire of Northam Development Services & Engineering Services  Private Developers & Builders
Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology solutions.	Shire of Northam ICT	Shire of Northam ICT & Building Maintenance
Conduct lighting audit of Shire's priority public places and spaces (e.g. parks, carparks).	Shire of Northam Building Maintenance	Shire of Northam Engineering Services, Building Maintenance

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
2.2: Improve the community perception of crime in the Shire of Northam	Promote positive communications across relevant external platforms to address the negative perceptions.	Shire of Northam Community Development & Communications	Shire of Northam Communications  Northam Advertiser  Northam Town Team



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			Community & Progress Associations  Espin Capital (El Cabello Digital Billboard)
	Promote the importance of reporting graffiti, it's cost to the community and aim to remove the graffiti within 5 days of it being reported or 3 days if it is offensive.	Shire of Northam Community Development, Communications & Parks & Gardens  Northam & Wundowie Police	Shire of Northam Community Development, Communications & Media, Ranger Services and Parks & Gardens  WA Police Force – local Police & Graffiti Team
	Facilitate and support targeted place activations and projects across the Shire based on intelligence from the Committee.	Shire of Northam Community Development & Events	All of Community Safety Committee
	Reduce the perception of crime in the area by maintaining tidy surroundings  <ul style="list-style-type: none"> <li>• reducing litter,</li> <li>• removing abandoned vehicles within 24 hours of them being reported,</li> <li>• reporting abandoned shopping trolleys,</li> <li>• regularly mowing grass and verges in public spaces, and educate private owners to do the same</li> </ul>	Shire of Northam Parks & Gardens, Ranger Services & Community Development	Shire of Northam Communications & Media, Events, Ranger Services and Parks & Gardens  All Shire residents  WA Police Force - Graffiti Team  Northam Share & Care

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	<ul style="list-style-type: none"> <li>• Removing graffiti within 5 days of it being reported</li> <li>• Promote and encourage community participation in Clean Up Australia Day and Adopt a Spot Programs.</li> </ul>		<p>Avon Valley Environmental Society</p> <p>Local volunteer maintenance groups such as STRYKA, Bridgeley</p> <p>Northam Town Team</p> <p>Keep Australia Beautiful</p> <p>Clean Up Australia</p>
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3. COMMUNITY EDUCATION & AWARENESS

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDER
3.1: Encourage community participation & awareness	Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.	Shire of Northam Community Development & Communications	<p>Shire of Northam Communications</p> <p>Northam Advertiser</p> <p>Espin Capital (El Cabello Digital Billboard)</p> <p>WA Police Force – local Police</p> <p>Crimestoppers WA</p>
	Provide at least 1 community safety & crime prevention forum in the	Shire of Northam Community Development	All of Community Safety Committee

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	Spring each year with local police, Council and Committee members to listen to the community issues and concerns around safety & crime prevention, answer questions and inform them of the initiatives of the committee	Northam & Wundowie Police	Shire of Northam Council  Residents and community members
	Actively promote the need for the reporting of crime and suspicious activity through Crimestoppers, calling 131 444 where assistance is required and other official channels rather than on social media or not at all	Shire of Northam Community Development & Communications  Northam & Wundowie Police	Shire of Northam Community Development, and Communications  WA Police Force Crimestoppers WA
	Promote Crime Stoppers WA initiatives, such as Bikelinc and Dob in a Dealer	Shire of Northam Community Development & Communications  Northam & Wundowie Police	Shire of Northam Community Development, and Communications  WA Police Force Crimestoppers WA
	Promote positive perceptions of minority groups within the community to improve social cohesion.	Shire of Northam Community Development, & BKB Coordinator  Nyoongar Cultural Advisory Committee	Aboriginal Elders and community  Nyoongar Cultural Advisory Committee Bilya Koort Boodja Centre  WA Police Force – local Police  NACHA – Northam Multicultural Heritage Festival

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	Promote the use of the Snap Send Solve App to report safety concerns	Shire of Northam Community Development & Communications	Shire of Northam
	Support local Police to implement quarterly Coffee with a Cop sessions at venues throughout the Shire including those specifically targeting key groups (e.g. senior citizens).	Northam & Wundowie Police  Northam Chamber of Commerce	Shire of Northam Community Development  WA Police Force – local Police  Northam Chamber of Commerce  Senior Citizens Groups
	Promote the inclusion of specific community safety messaging at all Shire events	Shire of Northam Community Development & Events	Shire of Northam Events, and Communications
	Attend at least one community event or activity, such as the Northam Agricultural Show, Wundowie Iron Festival or Bilya Festival annually based on priority demographic audience to promote community safety and crime prevention initiatives	Shire of Northam Community Development & Events	Shire of Northam Events, and Community Development  Event Organisers & Community Groups  WA Police Force – local Police

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	<p>Promote the programs that are being offered by other service providers and community groups that offer programs aiding in community safety and crime prevention.</p>	<p>Shire of Northam                  Community Development &amp;                  Communications</p>	<p>All of Community Safety Committee                   Community Service Providers                   Shire of Northam Community Development, and Communications</p>
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UNCONFIRMED DRAFT

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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.2: Increase awareness of home safety	Provide and promote up to date home safety and security information and online resources via the Shire of Northam website	Shire of Northam Community Development & Communications	Shire of Northam Community Development, and Communications  WA Police Force
	Develop initiatives in collaboration with local Police that increase home safety awareness and target hardening for vulnerable residents.	Shire of Northam of Northam Community Development  Northam & Wundowie Police	Shire of Northam Community Development, and Seniors & Disability Services  WA Police Force – local Police  Senior Citizens Groups  Disability Support Services  Northam Share & Care  WA Seniors Card Seniors Security Rebate  Volunteer maintenance groups, e.g. STRYKA, Bridgeley

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	Implement a Get to Know Your Neighbour Campaign to encourage neighbourhood community connections to reduce the level of burglaries and increase awareness and support amongst neighbours.	Shire of Northam Community Development	Shire of Northam Community Development, and Events  Residents and ratepayers
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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.3: Educate the community on scams, identity theft, cyber bullying & online criminal behaviour	Facilitate the promotion of services and tools that provide community education, particularly targeting the vulnerable on protecting themselves against scammers and identity theft.	Shire of Northam Library Services	Shire of Northam Community Development, Library, Seniors & Disability Services, and Communications  WA Police Force  Senior Citizens Groups  Disability Support Services
	Include a cyber safety information stall at the Back to School event and workshop at the library to complement existing school based education on the subject.	Shire of Northam Recreation & Youth, & Library  Department of Education	Shire of Northam Community Development  All local primary schools and high schools  Department of Education  Northam PCYC

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			Avon Community Services
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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.4: Improve road safety on Shire of Northam roads	Support and enable initiatives of the Northam RoadWise Committee towards the aspirational goal of reducing killed and serious injury road crashes in the Shire of Northam.	Shire of Northam Engineering & Community Development RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services
	Partner with local Police, Northam RoadWise and relevant stakeholders to promote safe and considerate road use	Shire of Northam Community Development, Communications & Engineering Northam & Wundowie Police RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services WA Police Force – local police
	Ensure road safety outcomes are accounted for in the Council Plan or Public Health Plan	Shire of Northam Office of the CEO & Environmental Health	Shire of Northam RoadWise Committee, Engineering, Works, Technical Services, and Environmental Health
	Advocate for Safe System road safety improvements and traffic calming infrastructure	Shire of Northam Engineering	Shire of Northam Engineering, Works, Technical Services, and Community Development RoadWise Committee Main Roads WA



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			All road users within the Shire of Northam
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**4. ANTISOCIAL BEHAVIOUR**

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.1: Support youth engagement to reduce crime and anti-social behaviour	Support and promote initiatives to increase parental/carer responsibility for ensuring that their children do not participate in antisocial or criminal behaviour	Shire of Northam Recreation & Youth  Northam PCYC  Northam & Wundowie Police	Shire of Northam Community Development, Recreation & Youth  WA Police – local Police  Department for Communities – Child Protection  Department of Education  Department of Justice – Youth Justice  Northam PCYC  WANSLEA  Avon Community Services  Northam Youth Wellbeing Plan  Wheatbelt District Leadership Group

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	<p>Establish or partner with existing working groups comprising of appropriate staff and volunteers working with young people to develop practical initiatives to re-engage at risk youth and their families.</p>	<p>Shire of Northam Recreation &amp; Youth  Northam PCYC  Bridgeley Youth Group</p>	<p>Shire of Northam Community Development, Recreation &amp; Youth  Wheatbelt District Leadership Group  WA Police – local Police  Department for Communities – Child Protection  Department of Education  Department of Justice – Youth Justice  Northam PCYC  WANSLEA  Avon Community Services  Northam Youth Wellbeing Plan</p>
	<p>Partner with the Northam Chamber of Commerce to drive the Keeping Kids in School Program</p>	<p>Shire of Northam Community Development  Northam Chamber of Commerce</p>	<p>Shire of Northam Community Development  Northam Chamber of Commerce  WA Police Force  Retail outlets</p>
	<p>Integrate and align with the priority objectives</p>	<p>Northam Youth Wellbeing Plan Representative</p>	<p>Shire of Northam Recreation &amp; Youth Services, and</p>

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	within the Northam Youth Wellbeing Plan	Shire of Northam Recreation & Youth	Community Development  Northam Youth Wellbeing Plan Committee
	Identify and deliver collaborative youth diversionary initiatives across the Shire, such as: <ul style="list-style-type: none"> <li>Urban art projects that make young people feel a part of their community and contribute positively</li> <li>Interagency coordination of school holiday activity programs for children and youth each school holidays</li> </ul>	Shire of Northam Recreation & Youth, & Community Development  Northam PCYC	Shire of Northam Recreation & Youth Services, Community Development, and Events  Northam PCYC  Avon Community Services  Northam Youth Wellbeing Plan Committee  Local primary and secondary schools  WA Police Force – Youth Crime Intervention Officers
	Establish partnerships to deliver and/or support early intervention initiatives	Shire of Northam Recreation & Youth  Northam PCYC  Northam Youth Wellbeing Plan Representative	
	Promote the Department of Local Government, Sport & Cultural Industries Kids Sport Program and investigate additional measures to engage at risk children and youth in sport	DLGSC  Shire of Northam Recreation & Youth	Shire of Northam Recreation & Youth Services  Department of Local Government, Sport & Cultural Industries
	Seek opportunities for young people in outlying	Shire of Northam Recreation & Youth,	Shire of Northam Recreation & Youth

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	communities to access transport to participate in youth events in Northam	& Community Development	Services, Community Development, and Events
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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.2: Improve community wellbeing	Support campaigns that promote alcohol & other drugs prevention and harm minimisation, and raise awareness of mental health and suicide prevention, such as Turn Up in Blue Day	Shire of Northam Community Development Local Drug Action Group Holyoake	Shire of Northam Community Development Local Drug Action Group Holyoake Wheatbelt Suicide Prevention Coordinator Wheatbelt Mental Health
	Continue to provide & maintain secure sharps disposal units in public places and educate the community on safe removal and reporting of needles in public places (e.g. parks and playgrounds).	Shire of Northam Building Maintenance, Health & Community Development	Shire of Northam Building Maintenance Officer, Environmental Health, Community Development, and Communications
	Support and enable the Shire's Public Health Plan, including alcohol & other drug prevention, mental health & suicide prevention.	Shire of Northam Health & Community Development	Shire of Northam Environmental Health, and Community Development  Holyoake

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			Wheatbelt Suicide Prevention Coordinator  Wheatbelt Mental Health  Local Drug Action Group
	Proactively support the Northam Liquor Accord amongst all licensed premises to ensure responsible service of alcohol within Shire of Northam	Shire of Northam Community Development	WA Police – Liquor Enforcement Unit  Shire of Northam licensed venues
	Promote the Good Sports Program to local sporting clubs and associations. Work with clubs to reduce alcohol consumption.	Shire of Northam Club Development Officer  Holyoake	Shire of Northam Club Development Officer  Good Sports  Holyoake  Dept. Local Government, Sport and Cultural Industries

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**REVIEWING THE PLAN & MONITORING PROGRESS**

The Shire of Northam Community Safety Committee will have primary responsibility for the monitoring and review of the plan. The desired outcomes of the plan will be delivered in partnership with key stakeholders. The outcomes of actions within the plan will be reviewed and measured annually in line with Councils Corporate Business Plan.

It is to be noted that the plan is a living document and as such additional strategies may be added, and further stakeholders seconded to assist with the implementation of these strategies.

Any financial requirements for implementing the plan will be sought through Councils annual operating budget process with external funding for specific projects also to be pursued.

**FURTHER INFORMATION**

For further information regarding the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026 please contact the Shire of Northam Community Development Officer on telephone (08) 6608 0234 or email [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au).

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

Nil

**8. DATE OF NEXT MEETING**

17 May 2022

**9. DECLARATION OF CLOSURE**

There being no further business, the Chairperson Mr Ulo Rumjanstev declared the meeting closed at 9:09am.

"I certify that the Minutes of the Community Safety Committee Meeting held on 15 February 2022 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

## 12.4 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 3 MARCH 2022

### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Local Emergency Management Committee meeting held on 3 March 2022.

### Adoption of Recommendations:

#### RECOMMENDATION

##### That Council:

1. Appoint the Shire of Northam's Executive Manager Corporate Services as the Deputy Local Recovery Coordinator.
2. Endorse the Local Emergency Management Arrangements as provided in Attachment 1.



**Attachment 1 – Local Emergency Management Committee Minutes**



**Shire of Northam**

**Minutes**

**Local Emergency Management  
Committee**

**3 March 2022**

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**DISCLAIMER**

These minutes are yet to be dealt with by the Council. The minutes of the Council meeting held to discuss these minutes should be read to ascertain the decision of the Council.

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

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

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

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

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

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

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

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## 1. DECLARATION OF OPENING

The Shire President Cr C R Antonio declared the meeting open at 3:00pm.

It was acknowledged that the meeting is being held by electronic means.

## 2. ACKNOWLEDGEMENT TO COUNTRY

The Shire President, Cr C R Antonio acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past, present and emerging.

Mr Tony Carter, Mr Larry Bayley and Mr Shayne Wynne entered the meeting at 3:01pm.

Mr Dale Reid, Ms Cheryl Greenough and Ms Jo Spadaccini entered the meeting at 3:02pm.

## 3. ATTENDANCE

### Voting Members:

Shire of Northam President  
Shire of Northam Local Recovery Coordinator /  
Executive Manager Development Services  
Community Emergency Services Manager  
(Executive Officer)  
Dept. of Fire and Emergency Service  
WA Police, Northam (Local Emergency Coordinator)

Dept. of Communities – Emergency Services Unit

Northam Regional Hospital

Chris Antonio

Chadd Hunt

Brendon Rutter

Darrel Krammer

Scott Mills arrived at  
3:04pm, left at 3:32pm

Jo Spadaccini arrived at  
3:02pm, left at 3:38pm

Jennifer Lee arrived at  
3:08pm

### Non-voting Members:

Shire of Northam, CEO

Australian Defence Force  
Northam Bushfire Brigades (CBFCO)  
Department of Education

Dept. Parks and Wildlife – Wheatbelt  
Aged Care (Juniper)

Jason Whiteaker

Alysha McCall

David Wilson

Chris Marris

Shane Wynne arrived at  
3:01pm

Graeme Keals

Tony Carter arrived at  
3:01pm

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Salvation Army  
St John Ambulance

Northam State Emergency Service

Water Corporation

Andrew Lee  
Dale Reid arrived at  
3:02pm  
Cheryl Greenough  
arrived at 3:02pm  
Larry Bayley at  
3:01pm

### 3.1 APOLOGIES

#### Non-voting Members:

SEMC Secretariat	Yvette Grigg
Australian Border Force	Sharan Brown
Dept. of Primary Industries & Regional Development	Jeff Russell
Public Health Nurse	Anne Foyer
Silver Chain	Dara Sagar
Water Corporation	Michael Roberts
Salvation Army	Ben Day
Dept. Parks and Wildlife – Perth Hills	Michael Passotti
Water Corporation	Michael Roberts
Main Roads WA Wheatbelt	Gren Putland

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

#### Voting Members:

WA Police, Wundowie (Local Emergency  
Coordinator)

Sarah Clarke

#### Non-Voting Members:

Northam Airport	Errol Croft
Arc Infrastructure	Clinton Lobb
Dept. of Communities - Housing	Atilla Mencshelyi
Fire & Rescue Northam	Greg Montgomery
Fire & Rescue Wundowie	Jeffrey Roberts
Western Power	Nathon McMullen
Red Cross	Erin Fuery
Yongah Hill (SERCO)	Geoffrey Pitout

## 4. DISCLOSURE OF INTERESTS

Nil.

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Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Mr Scott Mills entered the meeting at 3:04pm.

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 10 JUNE 2021

#### RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.49

Moved: Mr Darrel Krammar

Seconded: Mr Scott Mills

That the minutes of the Local Emergency Management Committee meeting held on 10 June 2021 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

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Ms Jenny Lee entered the meeting at 3:08pm.

## 6. COMMITTEE REPORTS

### 6.1 AGENCY REPORTS AND ISG ACTIVATIONS

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 20 September 2018.

Agencies listed may include: Shire of Northam Bush Fire Brigades, Northam SES, Northam Police, Wundowie Police, DFES, and Northam Hospital.

#### Shire of Northam / Chief Bush Fire Control Officer (CBFCO)

Summary of report provided by the CBFCO:

- There have been a number of fire incidents in the Shire. This includes one near the Detention Centre on Mitchell Ave and another incident in Mokine.

#### DFES

Summary of report:

- DFES are closely monitoring the Department of Health advice in relation to COVID however it is mostly business as usual.
- Currently reviewing alternative ways of doing training with the current COVID-19 situation.
- Have supported the Shire with some incidents.

#### Wheatbelt District Emergency Management Advisor Report (provided by DFES)

An overview of the Report was provided as detailed in Attachment 1.

#### WA Police

Summary of report:

- The WA border is opening today which may result in increased traffic of COVID-19 exposures.
- Police have assisted with a number of fire incidents in a logistical capacity (i.e. road closures).

#### Department of Communities – Emergency Services Unit

The report has been provided in Attachment 2.

The Executive Manager Development Services confirmed that the COVID numbers detailed within the report would be published.

#### Northam Regional Hospital

Summary of Report

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- All patients presenting to the Emergency are required to complete a Rapid Antigen Test (RAT).
- No visitors are permitted unless it is for essential support which may create some issues.
- There have been restricted hours over the last couple of weeks.
- Continuing to increase opportunities for video conferencing where possible.

Clarification was sought in relation to:

- Whether the local wheatbelt cases are announced (i.e. in the relevant town). Ms Jenny Lee advised that they are unable to disclose this information currently.
- Whether the Old Northam Swimming Pool is being considered as an alternative testing site. Ms Jenny Lee advised that this is currently on hold and the Hospital is exploring all options, including testing being at the rear of the hospital.

Northam District State Emergency Service

Summary of report:

- Currently on stand-by and available if needed in any capacity.

Shayne Wynn

Summary of report:

- Currently working through the new mask mandate for Year 3 upward.
- The Department of Education has provided RAT's to all of the schools.

Dept. Parks and Wildlife – Wheatbelt

Summary of report:

- Water bombers have been based in the region over summer. Feedback has been positive and proved useful.

Juniper

Summary of report:

- Visitor inspections have been limited.
- Staff are completing a RAT every shift.

St John Ambulance

Summary of report:

- Following the Department of Health directions relating to COVID-19.
- In the process of recruiting more volunteers.
- A COVID-19 specific ambulance is being installed into the Depot.

Water Corporation

- Crews have been separated.
- Monitoring wastewater treatment plants for COVID.





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**Communications**

The fire and recovery work afterwards once again reiterated the need for excellent communications. Some issues you may like to consider in your LG area include;

**Preparedness:**

When a local government receive a message from DFES re expected severe weather...where does it go? Do you have an internal process to disseminate?

Ideas to disseminate include using your existing distribution lists.

- LEMC distribution list
- BFB SMS list
- School list?
- Sporting Clubs?
- Other?

Or

- Social Media
- Variable message boards
- Newsletters/flyers if time permits
- Other?

Are local agencies receiving notification from their regional or state offices?? Are the current processes sufficient?

**Evacuation planning**

It may be worth agencies revisiting their evacuation plans. Fires in these conditions move very quickly, is there adequate planning in place? If it had been a school day, evacuations of schools may have been necessary, as well as other businesses. Some hospitals residents were evacuated as a precaution. Do processes to gain authority to evacuate need to be better understood and streamlined?

**Liaison Officer to the Incident Control Centre (ICC)**

This was another issue that was highlighted. The importance of the LG having someone present in the IMT/ICC cannot be overstated. Where this occurred communications back to the LG and the community worked very well. This provides one point of contact and prevents busy operational people fielding literally hundreds of queries.

Having local knowledge within the IMT is also very helpful to the Controlling Agency.

Public Information – is always a concern and particularly difficult without power and communications. Again, this can be greatly assisted by having a Liaison officer at the ICC who can report directly back to the administration staff in the LG. Communities look to their Local Government for information, and they will be fielding a large number of queries.

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**Incident Support Groups**

This event again reiterated the importance of multi-agency support to the incident. Agencies made every effort to support the incident despite there being so many events during that period. Their efforts make an enormous difference to the impacted communities. It is important that the meetings are run well with appropriate membership. There were a few minor hiccoughs with incorrect contacts. Making sure all your contacts are current seems so obvious, but often overlooked.

**Recovery**

**Careful consideration of appointment of Local Recovery Coordinator and support staff**

Some further thought to be given to who your Local Recovery Coordinator and deputy should be. Paid staff members with the authority to act and who have been trained is certainly the ideal. There needs to be a clear understanding by the LG that this role is large and will need to be well supported by other administration staff.

Who is your LRC? Is their nomination appropriate? Are they trained?

Do you have any other staff nominated to assist?

Both LGs involved deferred some BAU including deferring Council meetings, due to staff being completely involved in recovery activities.

**Neighbours sharing staff**

A wonderful example of how staff sharing can work was provided by Corrigin and Brookton. Brookton provided a Recovery Officer to Corrigin for approximately 10 days. The officer was recovery trained but had no experience. By attending Corrigin for that time, she was able to greatly assist in those taxing early stages and set up some processes and at the same time gained valuable experience to take back to Brookton.

Consideration should be given to developing some of these types of reciprocal arrangements.

**Disaster Recovery Funding Arrangements (DRFA) - evidence**

Immediately after the event has occurred it is often not known whether the thresholds will be met to activate the DRFA funding. All clean-up work, or other work you think may be eligible should be photographed/videoed, preferably with a date and time stamp. This will assist greatly when making the claims and may make the difference to the fund being declared or not.

Yvette Grigg – Wheatbelt District EM Advisor

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**Attachment 2 - District Emergency Services Officer Report**



**District Emergency Services Officer – Wheatbelt Update: March 2022**

**Welfare Assistance for People Isolating due to COVID**

People who are self isolating due to COVID and are needing welfare assistance (accommodation, food or personal support) can contact the Department through the:

**13 COVID Hotline (13 26843) Option 5, Option 2**

The information above can be distributed to your community through the Shire's website and FaceBook page as required.

**COVID-19 Community Supports**

The Department of Communities internal State Welfare Incident Coordination Centre [SWICC] manages requests for welfare supports related to COVID-19 via **13 COVID [13 26843]**.

Where there is an assessed hardship, SWICC can support people with isolation or quarantine accommodation and/ or food and personal requisites.

Communities would like to find out if there are any local support services within your Shire that we may be able to link in with for the delivery of essential items [food and medications] to community members, if required.

If these services are available, please send through to the Great Southern and Wheatbelt SWICC Team at [GSWBWelfareResponse@communities.wa.gov.au](mailto:GSWBWelfareResponse@communities.wa.gov.au) or get in touch if you have any questions or would like further information.

**Department of Communities - Wheatbelt District - Contact arrangement for welfare support in emergencies.**

Change of afterhours contact details for activation of Department of Communities. In an emergency, if welfare support services are required after business hours, please contact the **Emergency Services On Call Officer on 0418 943 835**.

During business hours, please contact the Department of Communities office listed in your Local Emergency Welfare Plan.

**Evacuation Centres and Vaccination requirements**

When a centre is opened, there is **no need to ask for vaccination status as it is not a requirement for entry to a centre**.

**Changes to LG contacts**

If there are any changes to the contact numbers or details from those listed on the LEWP, could you please advise any changes to [joanne.spadaccini@communitites.wa.gov.au](mailto:joanne.spadaccini@communitites.wa.gov.au)

**Increased Response Capacity in the District**

There is now a response trailer positioned at Northam containing 70 sets of bedding and equipment to assist in the setup and running of an evacuation centre. Larger locations are also being set up with 20 sets of bedding.

**Social Distancing (SD) in Evacuation Centres**

In the event of an evacuation centre being required we will need to address the social distancing requirements in play at that time. This may involve looking at more than one facility to avoid overcrowding or requesting people to stay with family or friends if available (that also adheres to SD rules). The estimated capacity for each centre listed in the LEWP are being revised and will be shown in two sections. Non COVID and COVID capacities. I will have discussions with the Shires around this and what other resources are available if required.

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A copy of the COVID – 19 Welfare Centre Guide (V1.07 Jan 2022) has been distributed to the LGs in the Wheatbelt in preparation should a Welfare Centre be required. COVID status will be confirmed with Department of Health on activation and required actions will be notified at the time.

The key points:

- Travellers, visitors and tourists to leave the evacuation area **if safe to do so**
- Shelter in Place **if safe to do so**
- Shelter with family and friends **if safe to do so**
- Utilise commercial/alternative accommodation options **if available**
- Use welfare centres as a last resort

If you would like any further information please call my mobile 0429 102 614 or email [joanne.spadaccini@communities.wa.gov.au](mailto:joanne.spadaccini@communities.wa.gov.au).

Jo Spadaccini  
District Emergency Services Officer - Wheatbelt  
Department of Communities - Emergency Services Unit

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## 6.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

Nil.

Mr Scott Mills left the meeting at 3:32pm.

### 6.2.1 Appointment of Deputy Local Recovery Coordinator

<b>File Reference:</b>	
<b>Reporting Officer:</b>	Community Emergency Services Manager
<b>Responsible Officer:</b>	Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	N/A
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	N/A

#### BRIEF

For the Committee to appoint a Deputy Local Recovery Coordinator.

#### ATTACHMENTS

Nil

#### A. BACKGROUND / DETAILS

The Shire of Northam has appointed a Local Recovery Coordinator (Executive Manager Development Services) pursuant to obligations under the Emergency Management Act 2005, Part 3, Div 2 s41).

The provision of a deputy Local Recovery Coordinator allows for additional capacity during emergencies following the AIMS principals, it also established a documented procedure for a deputy LRC to assume the role of the LRC in his/her absence.

By having a deputy appointed, this ensures resilience within the local government to enable recovery activities to commence/continue for the duration of an emergency event, and to enable Council to meet its obligations under the Emergency Management act 2005.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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Outcome 3.1: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

**B.2 Financial / Resource Implications**

N/A

**B.3 Legislative Compliance**

Emergency Management Act 2005

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Limited financial impact	Moderate Risk Medium (3) x Unlikely (2)	Manage with existing resources
Health & Safety	Inadequate fatigue management	Major (4) x Likely(4) High (16)	Provide additional resource to manage fatigue
Reputation	Significant risk to reputation if serious incident was to occur	Major (4) x Likely(4) High (16)	Ensure sufficient resourcing commensurate to the tasking required
Service Interruption	Limited potential for service interruption	Moderate Risk Medium (3) x Unlikely (2)	Ensure procedures are documented and understood across all stakeholders.
Compliance	Arrangements not meeting obligations under Emergency Management Act 2005	Major (4) x Likely(4) High (16)	Ensure arrangements adhere to legislated requirements prior to endorsement by the committee and Council.
Property	Limited impact on property	Moderate Risk Medium (3) x Unlikely (2)	Ensure compliance with legislated requirements.
Environment	Limited impact on property	Moderate Risk Medium (3) x Unlikely (2)	Ensure compliance with legislated requirements.

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**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The appointment of the Deputy LRC provides additional capability during protracted incidents and allows for resilience in the management of Councils obligations for recovery under the EM Act.

A deputy also allows for improved fatigue management for our existing LRC.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: LEMC.50

Moved: Mr Darrel Krammer

Seconded: Ms Jenny Lee

That Council appoint the Shire of Northam's Executive Manager Corporate Services as the Deputy Local Recovery Coordinator.

**CARRIED 6/0**

Ms Jo Spadaccini left the meeting at 3:38pm.



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### 6.2.3 Local Emergency Management Arrangements

<b>File Reference:</b>	
<b>Reporting Officer:</b>	Community Emergency Services Manager
<b>Responsible Officer:</b>	Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	N/A
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

Pursuant to s42 Emergency Management Act 2005, Council is required to review the Local Emergency Management Arrangements (LEMA) every 5 yrs to ensure accuracy and currency.

#### ATTACHMENTS

Attachment 1: The Shire of Northam, Local Emergency Management Arrangements (LEMA) 2022.

#### A. BACKGROUND / DETAILS

The LEMA was workshopped in November 2021 by the committee where several outcomes were achieved that ensured the current LEMA is fit for purpose, is adaptable to our changing environment and meets the standard required to ensure that the emergency management aligns with the legislated obligations of council and community expectations.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area:

Outcome:

Objective:

##### B.2 Financial / Resource Implications

Nil.

##### B.3 Legislative Compliance

Emergency Management Act 2005.

##### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

Nil.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Significant costs if pre planning not undertaken	High Risk High (4)x Possible (3)	Ensure that document aligns with state hazard plans
Health & Safety	Insufficient planning in place to protect the community during emergencies	Major (4) x Likely(4) High (16)	Ensure plans are documented and exercised annually to meet requirements.
Reputation	Significant risk to reputation if serious incident was to occur	Major (4) x Likely(4) High (16)	Ensure process are clear and all stakeholder consultation is appropriate.
Service Interruption	Limited potential for service interruption	Moderate Risk Medium (3) x Unlikely (2)	Ensure procedures are documented and understood across all stakeholders.
Compliance	Arrangements not meeting obligations under Emergency Management Act 2005	Major (4) x Likely(4) High (16)	Ensure arrangements adhere to legislated requirements prior to endorsement by the committee and Council.
Property	Significant risk to property if appropriate pre planning not undertaken	Moderate Risk Medium (3) x Possible (3)	Ensure response plans address key risk areas, and are communicated with require stakeholders
Environment	Moderate risk to environment if training and experience is not developed with key support personnel	High Risk High (4)x Possible (3)	Undertake training and development as required

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**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

Post the workshop in November 2021, and in consultation with the District Emergency Management Coordinator (DEMA) in Northam, Council staff have reviewed and updated the LEMA in the new standardised format to ensure consistency, and currency with Councils approach to emergency management within the Shire of Northam district.

The 2022 revised version of the LEMA provides additional clarity on stakeholder involvement and provides council with a clear direction of its role as a supporting agency to the pre identified HMA, and provides direction on recovery activities within the Shire of Northam community.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: LEMC.51

Moved: Ms Jenny Lee

Seconded: Mr Darrel Krammer

That Council endorse the Local Emergency Management Arrangements as provided in Attachment 1.

CARRIED 5/0

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**6.2.2 Update to Contacts List**

Committee members are requested to review the contact list provided as a separate confidential attachment to this agenda and update their organisations contact information.

**OUTCOME**

Members were reminded to provide their up-to-date contact information.

**6.2.3 Inclusion of Northam Senior High School as Proxy Evacuation Centre**

Seeking advice from the Department of Education in relation to including the Northam Senior High School Campus as a proxy location for an Evacuation Centre.

This has been included as a potential location in the draft Local Emergency Management Arrangements to be endorsed at this meeting.

**OUTCOME**

Mr Shane Wynne will seek advice from the Department of Education.

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**6.3 CORRESPONDENCE**

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 10 June 2021.

**7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**8. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**9. SCHEDULED MEETINGS**

The Local Emergency Management Committee Meetings for 2022 will be held on:

- 2 June 2022
- 1 September 2022
- 1 December 2022

All meetings will commence at 3:00pm.

**10. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr CR Antonio declared the meeting closed at 3:43pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 3 March 2022 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Member

\_\_\_\_\_ Date

**13. OFFICER REPORTS**

**13.1 CEO'S Office**

Nil.

**13.2 ENGINEERING SERVICES**

Nil.

### 13.3 DEVELOPMENT SERVICES

#### 13.3.1 Proposed Minor Amendment to Local Planning Policy No. 2 – General Development Guidelines

<b>Address:</b>	Shire-wide
<b>Owner:</b>	N/A
<b>Applicant:</b>	Shire of Northam
<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning & Environment
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

It is proposed to introduce provisions into Local Planning Policy No. 2 – General Development Guidelines (LPP2) to exempt water tanks from development approval to streamline their approval process and to encourage residents to install water tanks for stormwater management and as alternative water supplies for purposes such as gardening.

LPP2 is considered the most appropriate document to include general exemption provisions for water tanks, and is the only amendment to the provisions proposed to the policy.

The purpose of this Report is for Council to consider the proposed amendment and to adopt it for advertising purposes only. A further report will be presented to Council to consider any submissions, any modifications as a result of the submissions, and to then adopt the final version of the amended policy.

#### ATTACHMENTS

- Attachment 1: Draft LPP2.  
Attachment 2: Marked up LPP2.

#### A. BACKGROUND / DETAILS

A review Local Planning Policy No. 2 was carried out in 2020 as part of the general review of the local planning policies.

On 18 December 2020, the *Planning Regulations Amendment Regulations 2020* was gazetted introducing a range of exempt development, works and use, as part of the WA Government's 'Cut the Red Tape' initiatives.

Clause 61 of Part 7 of the Deemed Provisions (Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*) applies to development for which development approval is not required, and specifically No. 12 relates to the installation of water tanks.

The clause permits the installation of a water tank to be installed without development approval, subject to the following conditions:

- (a) *The water tank is not installed in the street setback area of a building.*
- (b) *The volume of the water tank is no more than 5,000 litres.*
- (c) *The height of the water tank is no more than –*
  - i. *for a tank fixed to a building – the height of the eaves of the building; or*
  - ii. *for a tank that is not fixed to a building and is more than 1 metre from each boundary of the lot – 2.4 metres; or*
  - iii. *for a tank that is not fixed to a building and is 1 metre or less from a boundary of the lot – 1.8 metres.*
- (d) *The works are not located in a heritage-protected place.*

Prior to the introduction of these Regulations, a practical approach to the requirement for development approval for water tanks has been utilised by Shire Officers as follows:

- Residential zoned properties – If the location of the water tank was located behind the street setback, complied with boundary setbacks and did not reduce the amount of open space, then it was considered exempt.
- Rural Residential or Rural Smallholding zoned properties – if the location complied with the setbacks or was within the building envelope, whichever was applicable, then it was considered exempt.
- Rural properties – if the location complied with the setbacks, then it was considered exempt.

These exemptions were not applied to heritage properties, or properties in other zones as there were other considerations. Noting that a building permit was still required for all water tanks with a capacity greater than 5,000 litres.

It is proposed to introduce amendments to LPP2 to formalise the previous approach to the approval of water tanks as outlined in section 3 of the draft policy. The draft document has been reviewed using track changes (Attachment 2).

## **B. CONSIDERATIONS**



### B.1 Strategic Community / Corporate Business Plan

Theme Area: Environment & Heritage

Outcome: Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objective: Promote water re-use and water efficiency.

Theme Area: Governance & Leadership

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

Objective: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders;

### B.2 Financial / Resource Implications

Costs associated with the policy review are budgeted.

### B.3 Legislative Compliance

Division 2, Part 2 – Local planning framework of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed provisions) sets out the requirements for adopting, amending and revoking local planning policies.

### B.4 Policy Implications

Ensuring that LPPs are up to date and reflect current legislative and community requirements will have positive policy implications.

### B.5 Stakeholder Engagement / Consultation

Stakeholder and community consultation will be carried out in accordance with the provisions of the Regulations.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Procedure for amending/ revoking LPPs not followed correctly.	Unlikely (2) x Minor (2) = Low (4)	Ensure process is followed correctly.
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

## C. OFFICER'S COMMENT

The introduction of provisions to exempt water tanks within LPP2 will provide landowners and developers clear guidance on the Shire's position on the approval of water tanks. They also align with the Shire's strategic directions towards a more sustainable region.

#### **RECOMMENDATION**

**That Council:**

- 1. Adopts the draft amended Local Planning Policy No. 2 – General Development Guidelines (Attachment 1) for the purposes of advertising.**
- 2. Advertise the draft Local Planning Policy in accordance with the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a minimum period of 21 days.**
- 3. Receive a further Report to consider any submissions and modifications prior to adopting for final approval, the amended Local Planning Policy.**

## Attachment 1 - Draft LPP2

# LOCAL PLANNING POLICY

## LPP2: GENERAL DEVELOPMENT GUIDELINES

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	C.4136
<i>Resolution Date</i>	27/01/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	Local Planning Scheme No. 6
<i>Related Legislation</i>	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015

### OBJECTIVES

- (a) Ensure that no development adversely impacts upon the amenity of the area or upon vistas from public roads;
- (b) Provide certainty for landowners of the requirements within the Shire and guidance to the Shire's officers by ensuring that all development issues are considered when applying for planning approval and that the rural nature of the Shire is maintained; and
- (c) Limit the impact of development by specifying general guidelines for development and site works.

### SCOPE

#### Definitions

The definitions that are used in this policy are the same as in the Shire of Northam Local Planning Scheme No. 6 and the Residential Design Codes.

### POLICY

1. General Development Guidelines
  - 1.1 No building shall be so constructed, finished, or left unfinished so that its external appearance would, in the opinion of the Shire, create glare or in any other way whatsoever significantly detract from the amenity of the locality. All premises shall be so used and maintained so as to preserve the local amenity to the satisfaction of the Shire.

1.2 Dwellings are encouraged to be designed to be environmentally sustainable using passive solar design and energy efficiency principles.

## 2. Earthworks and Retaining Walls

2.1 If earthworks are not being undertaken as a component of the building permit, then separate development approval for earthworks are to be obtained. Earthworks should be contained within the setbacks applicable to each lot or within the designated building envelope (if applicable).

2.2 Any earthworks or retaining walls, whether proposed separately or under a building permit, in the Rural Residential, Rural Smallholdings or Rural zones that exceed 1000mm in height require development approval.

2.3 A retaining wall or other type of soil retaining method must be installed where the proposed finished level is more than 1.5m greater than the existing ground level, unless the land is battered at a grade of at least 1:2 (height : length) for sand and clay and at least 1:4 for silt.

2.4 Where the proposed top of the retaining wall is greater than 1.5m from natural ground level, terraced retaining walls spaced a minimum of 1m apart and landscaping will be required to reduce the visual impact.

2.5 Details of the management of stormwater as a result of earthworks and/or retaining walls shall be included in the application for development approval.

## 3. Water Tanks

3.1 Rainwater tanks are the preferred method of stormwater management. Any overflow from a rainwater tank must be managed on-site so that there is no discharge onto the adjoining properties. The use of soak wells for the management of stormwater is not permitted except to manage overflow from a suitably sized rainwater tank.

3.2 All dwellings and outbuildings must be connected to a rainwater tank(s) with a minimum capacity of 5,000 litres to satisfactorily manage stormwater. Additional capacity may be required, if considered necessary.

3.3 The minimum capacity of a rainwater tank(s) for stormwater management on all other properties must be based on 8 litres/1m<sup>2</sup> of roof area or 10 litres/1m<sup>2</sup> of roof area for plumbed in tanks.

3.4 In areas without an approved reticulated water supply, dwellings shall be connected to a rainwater tank with a minimum capacity of 120,000 litres, including 10,000 litres for firefighting purposes. The tank shall be fitted with a 55mm cam-lock fitting with a full flow valve to enable connection to firefighting appliances.

- 3.5 In bushfire prone areas, a water tank with a minimum capacity of 10,000 litres fitted with a 55mm cam-lock fitting with a full flow valve to enable connection to firefighting appliances may be required.
- 3.6 Development approval is not required for the installation of a water tank on Residential zoned land if:
- (a) The water tank is not installed in the street setback area of a building.
  - (b) The volume of the water tank is no more than 25,000 litres.
  - (c) The height of the water tank is no more than –
    - i. for a tank fixed to a building – the height of the eaves of the building; or
    - ii. for a tank that is not fixed to a building and is more than 1 metre from each boundary of the lot – 2.4 metres; or
    - iii. for a tank that is not fixed to a building and is 1 metre or less from a boundary of the lot – 1.8 metres.
  - (d) The works are not located in a heritage-protected place.
- 3.7 Development approval is not required for the installation of a water tank on Rural Residential or Rural Smallholding zoned land if:
- (a) The water tank is not installed in the boundary setback areas or outside a building envelope, whichever is applicable.
  - (b) The volume of the water tank is no more than 110,000 litres.
  - (c) The height of the water tank is no more than 2.4 metres.
  - (d) The works are not located in a heritage-protected place.
- 3.8 Development approval is not required for the installation of a water tank on Rural zoned land if the water tank is not installed in the boundary setback areas.

#### 4. Dams

- 4.1 The construction of dams will generally only be supported where there is a demonstrated need for water storage associated with an agricultural use or for domestic purposes.
- 4.2 Dams should be setback an appropriate distance to ensure that neighbouring landowners are not detrimentally affected taking into consideration the standard setback requirements for the respective zone.
- 4.3 The construction of dams in Rural and Rural Smallholding Zones are exempt from development approval where the dam:
- (a) has been approved or does not require approval from any State Government agency or authority; and
  - (b) the lower edge of the dam wall, and any other part of the dam including the stored water is further than 20 metres from all boundaries of the subject lot.

- 4.4 Dams in the Rural Residential and Rural Smallholdings zones will only be supported where the following criteria can be met:
- (a) the dam is setback a minimum of 20 metres from the boundaries of the subject lot;
  - (b) the construction does not require the clearing of any riparian vegetation;
  - (c) the construction is setback a minimum of 30m from any on-site effluent disposal system and/or any watercourse;
  - (d) the wall height does not exceed 1 metre and the surface area does not exceed 25m<sup>2</sup> ;
  - (e) the construction is off-stream and ensures that natural flows are maintained within the watercourse at all times including during construction;
  - (f) there is a demonstrated need for water storage associated with an agricultural use or for domestic purposes and will generally not be supported where they are solely for aesthetic purposes or on lots with an area of less than 2 hectares, where the scale of rural activities does not normally warrant the provision of a dam.

## 5. Grouped Dwellings

- 5.1 The Shire has powers under the provisions of Clause 4.3 of the Scheme to permit development at the higher density for those lots designated as dual coded. Density bonuses will be considered in dual coded areas where the proposed developments:
- (a) are designed for aged persons' accommodation, or provide a variety of housing types for an identified market;
  - (b) are connected to the Water Corporation's sewerage system;
  - (c) justify the density bonus through good quality and innovative design; and
  - (d) are located outside of SCA1 Avon and Mortlock River Special Control Area.

- 5.2 A density bonus may be allowed subject to compliance with provisions of the R-Codes.

## 6. Use of Second Hand Materials

- 6.1 The use of second hand building materials are generally not supported within the "Residential", "Rural Residential", "Rural Smallholdings", "Tourist", "Mixed Use" and "Commercial" zones and require the specific approval of the Shire of Northam.

## 7. Development on Land Identified as Possibly Having Unexploded Ordnance

- 7.1 Any application for development proposal or subdivision in an area which may be considered a high danger area for unexploded ordnance, the following conditions over and above determined conditions will apply:
- (a) The area to be searched by the Western Australian Police Force (UXO) Branch and clearance given;
  - (b) The purchasers of blocks within a proposed subdivision are to be made aware of the history of the land and the likelihood of unexploded ordnance;
  - (c) A restricted covenant being placed on the title explaining the area may be subject to unexploded ordnance; and
  - (d) Statutory Declaration from the land owner, both current and future, that a restricted covenant placed on the land recognises the implications of the restricted covenant and that it is understood.
8. Battleaxe Subdivision – Rural, Rural Residential and Rural Smallholding Zones
- 8.1 Extensive use of the battleaxe configuration in the subdivision of new or broad acre areas is not favoured. Proposed battleaxe subdivision of lots shall be recommended for refusal on the following grounds:
- (a) creation of this type of subdivision results in not being able to provide for two-way access and egress to residents and emergency services;
  - (b) creation of long battle-axe legs in areas with particular physical or topographical constraints is inappropriate; and / or
  - (c) not be used within areas that are bush fire prone areas.

## Attachment 2 – Marked up LPP2



Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP2: GENERAL DEVELOPMENT GUIDELINES

### LOCAL PLANNING POLICY

#### LPP2: GENERAL DEVELOPMENT GUIDELINES

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	C.4136
<i>Resolution Date</i>	27/01/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	Local Planning Scheme No. 6
<i>Related Legislation</i>	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015

#### OBJECTIVES

- (a) Ensure that no development adversely impacts upon the amenity of the area or upon vistas from public roads;
- (b) Provide certainty for landowners of the requirements within the Shire and guidance to the Shire's officers by ensuring that all development issues are considered when applying for planning approval and that the rural nature of the Shire is maintained; and
- (c) Limit the impact of development by specifying general guidelines for development and site works.

#### SCOPE

##### Definitions

The definitions that are used in this policy are the same as in the Shire of Northam Local Planning Scheme No. 6 and the Residential Design Codes.

#### POLICY

1. General Development Guidelines
  - 1.1 No building shall be so constructed, finished or left unfinished so that its external appearance would, in the opinion of the Shire, create glare or in

[Attach 2 LPP2 General Development\\_track\\_changesDS-POLICY-21\\_LPP2 Construction & Development\\_V1](#)





Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP2: GENERAL DEVELOPMENT GUIDELINES

any other way whatsoever significantly detract from the amenity of the locality. All premises shall be so used and maintained so as to preserve the local amenity to the satisfaction of the Shire.

- 1.2 Dwellings are encouraged to be designed to be environmentally sustainable using passive solar design and energy efficiency principles.

## 2. Earthworks and Retaining Walls

- 2.1 If earthworks are not being undertaken as a component of the building permit then separate development approval for earthworks are to be obtained. Earthworks should be contained within the setbacks applicable to each lot or within the designated building envelope (if applicable).
- 2.2 Any earthworks or retaining walls, whether proposed separately or under a building permit, in the Rural Residential, Rural Smallholdings or Rural zones that exceed 1000mm in height require development approval.
- 2.3 A retaining wall or other type of soil retaining method must be installed where the proposed finished level is more than 1.5m greater than the existing ground level, unless the land is battered at a grade of at least 1:2 (height : length) for sand and clay and at least 1:4 for silt.
- 2.4 Where the proposed top of the retaining wall is greater than 1.5m from natural ground level, terraced retaining walls spaced a minimum of 1m apart and landscaping will be required to reduce the visual impact.
- 2.5 Details of the management of stormwater as a result of earthworks and/or retaining walls shall be included in the application for development approval.

## 3. Water Tanks

- 3.1 Rainwater tanks are the preferred method of stormwater management. Any overflow from a rainwater tank must be managed on-site so that there is no discharge onto the adjoining properties. The use of soakwells for the management of stormwater is not permitted except to manage overflow from a suitably sized rainwater tank.
- 3.2 All dwellings and outbuildings must be connected to a rainwater tank(s) with a minimum capacity of 5,000 litres to satisfactorily manage stormwater. Additional capacity may be required, if considered necessary.
- 3.3 The minimum capacity of a rainwater tank(s) for stormwater management on all other properties must be based on 8 litres/1m<sup>2</sup> of roof area or 10 litres/1m<sup>2</sup> of roof area for plumbed in tanks.

Attach 2 LPP2 General Development\_track\_changesDS-POLICY-21-LPP2  
Construction & Development\_V1



Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP2: GENERAL DEVELOPMENT GUIDELINES

- 3.4 In areas without an approved reticulated water supply, dwellings shall be connected to a rainwater tank with a minimum capacity of 120,000 litres, including 10,000 litres for firefighting purposes. The tank shall be fitted with a 55mm cam-lock fitting with a full flow valve to enable connection to firefighting appliances.
- 3.5 In bushfire prone areas, a water tank with a minimum capacity of 10,000 litres fitted with a 55mm cam-lock fitting with a full flow valve to enable connection to firefighting appliances may be required.
- 3.6 Development approval is not required for the installation of a water tank on Residential zoned land if:
- (a) The water tank is not installed in the street setback area of a building.
  - (b) The volume of the water tank is no more than 25,000 litres.
  - (c) The height of the water tank is no more than –
    - i. for a tank fixed to a building – the height of the eaves of the building; or
    - ii. for a tank that is not fixed to a building and is more than 1 metre from each boundary of the lot – 2.4 metres; or
    - iii. for a tank that is not fixed to a building and is 1 metre or less from a boundary of the lot – 1.8 metres.
  - (d) The works are not located in a heritage-protected place.
- 3.7 Development approval is not required for the installation of a water tank on Rural Residential or Rural Smallholding zoned land if:
- (a) The water tank is not installed in the boundary setback areas or outside a building envelope, whichever is applicable.
  - (b) The volume of the water tank is no more than 110,000 litres.
  - (c) The height of the water tank is no more than 2.4 metres.
  - (d) The works are not located in a heritage-protected place.
- 3.8 Development approval is not required for the installation of a water tank on Rural zoned land if the water tank is not installed in the boundary setback areas.

3.4. Dams

3.14.1 The construction of dams will generally only be supported where there is a demonstrated need for water storage associated with an agricultural use or for domestic purposes.

3.24.2 Dams should be setback an appropriate distance to ensure that neighbouring landowners are not detrimentally affected taking into consideration the standard setback requirements for the respective zone.

3.34.3 The construction of dams in Rural and Rural Smallholding Zones are exempt from development approval where the dam:

Attach 2 LPP2 General Development track changes DS-POLICY-21 LPP2 Construction & Development\_V1



*Shire of Northam Planning Policy Manual (Section II)*  
*Local Planning Policy*  
**LPP2: GENERAL DEVELOPMENT GUIDELINES**

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- (a) has been approved or does not require approval from any State Government agency or authority; and
- (b) the lower edge of the dam wall, and any other part of the dam including the stored water is further than 20 metres from all boundaries of the subject lot.

3.44.4 Dams in the Rural Residential and Rural Smallholdings zones will only be supported where the following criteria can be met:

- (a) the dam is setback a minimum of 20 metres from the boundaries of the subject lot;
- (b) the construction does not require the clearing of any riparian vegetation;
- (c) the construction is setback a minimum of 30m from any on-site effluent disposal system and/or any watercourse;
- (d) the wall height does not exceed 1 metre and the surface area does not exceed 25m<sup>2</sup> ;
- (e) the construction is off-stream and ensures that natural flows are maintained within the watercourse at all times including during construction;
- (f) there is a demonstrated need for water storage associated with an agricultural use or for domestic purposes and will generally not be supported where they are solely for aesthetic purposes or on lots with an area of less than 2 hectares, where the scale of rural activities does not normally warrant the provision of a dam.

#### 4.5. Grouped Dwellings

4.15.1 The Shire has powers under the provisions of Clause 4.3 of the Scheme to permit development at the higher density for those lots designated as dual coded. Density bonuses will be considered in dual coded areas where the proposed developments:

- (a) are designed for aged persons' accommodation, or provide a variety of housing types for an identified market;
- (b) are connected to the Water Corporation's sewerage system;
- (c) justify the density bonus through good quality and innovative design; and
- (d) are located outside of SCA1 Avon and Mortlock River Special Control Area.

4.25.2 A density bonus may be allowed subject to compliance with provisions of the R-Codes.

#### 5.6. Use of Second Hand Materials

[Attach 2 LPP2 General Development\\_track\\_changesDS-POLICY-21\\_LPP2 Construction & Development\\_V1](#)



Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP2: GENERAL DEVELOPMENT GUIDELINES

~~5.7.6.1~~ The use of second hand building materials are generally not supported within the "Residential", "Rural Residential", "Rural Smallholdings", "Tourist", "Mixed Use" and "Commercial" zones and require the specific approval of the Shire of Northam.

~~6.7.~~ Development on Land Identified as Possibly Having Unexploded Ordnance

~~6.7.1~~ Any application for development proposal or subdivision in an area which may be considered a high danger area for unexploded ordnance, the following conditions over and above determined conditions will apply:

- (a) The area to be searched by the Western Australian Police Force (UXO) Branch and clearance given;
- (b) The purchasers of blocks within a proposed subdivision are to be made aware of the history of the land and the likelihood of unexploded ordnance;
- (c) A restricted covenant being placed on the title explaining the area may be subject to unexploded ordnance; and
- (d) Statutory Declaration from the land owner, both current and future, that a restricted covenant placed on the land recognises the implications of the restricted covenant and that it is understood.

~~7.8.~~ Battleaxe Subdivision – Rural, Rural Residential and Rural Smallholding Zones

~~7.8.1~~ Extensive use of the battleaxe configuration in the subdivision of new or broad acre areas is not favoured. Proposed battleaxe subdivision of lots shall be recommended for refusal on the following grounds:

- (a) creation of this type of subdivision results in not being able to provide for two-way access and egress to residents and emergency services;
- (b) creation of long battle-axe legs in areas with particular physical or topographical constraints is inappropriate; and / or
- (c) not be used within areas that are bush fire prone areas.

~~(e)~~

### 13.3.2 Proposed Drive-Through Modifications – McDonalds, Northam

<b>Address:</b>	Lot 49 (No. 42) Peel Terrace, Northam
<b>Owner:</b>	S, J & A Dunning
<b>Applicant:</b>	McDonalds Australia Ltd c/- Hindley Associates Pty Ltd
<b>File Reference:</b>	P21041 / A15742
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning & Environment
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple
<b>Press release to be issued:</b>	No

#### BRIEF

A development application has been received to obtain approval to carry out alterations to the existing drive-through and ordering arrangements at the existing McDonalds' restaurant to enable the construction of a dual lane ordering system.

#### ATTACHMENTS

- Attachment 1: Plans
- Attachment 2: Traffic Impact Assessment
- Attachment 3: Statutory Assessment
- Attachment 4: Schedule of Submissions

---

#### A. BACKGROUND / DETAILS

McDonalds is located on the corner of Peel Terrace and Chidlow Street East adjacent to the Dunnings (Shell) Service Station on Peel Terrace and residential units on Chidlow Street East.

The property is zoned Mixed Use and Fast Food Outlets are a 'D' (discretionary) use in the zone, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

The original development application to construct McDonalds was approved by Council on 26/5/2009, with the building permit being approved on 31/08/2009.

The proposed development is to construct a modern dual lane ordering system that is used by many drive-through fast food establishments, such as McDonalds and KFC.

The new drive-through arrangements will maintain the existing main access from Peel Terrace and the secondary access from Chidlow Street East. To facilitate the development the car parking spaces on the Chidlow Street East will be removed and replaced with staff car parking spaces adjacent the transformer.

## **B. CONSIDERATIONS**

### **B.1 Strategic Community / Corporate Business Plan**

Theme Area: Infrastructure & Service Delivery

Outcome: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

Objective: Maintain an efficient and safe regional road network.

### **B.2 Financial / Resource Implications**

There are no financial or resource implications for the Shire associated with the proposal. The relevant development application fee has been paid.

### **B.3 Legislative Compliance**

The application has been assessed have due regard for the matters listed in clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (also known as the Deemed Provisions). Refer to Attachment 3 for the Statutory Assessment.

### **B.4 Policy Implications**

There are no policy implications associated with this proposal as it is a merit-based assessment and is unlikely to establish a precedent. The reduction in the car parking by 1 space is a minor variation of the provisions of LPS6. Refer to the Officer's Comments for further discussion.

### **B.5 Stakeholder Engagement / Consultation**

Main Roads and the Shire's Engineering Department have been consulted during the assessment of this application. There are no requirements to consult with the community.

### **B.6 Risk Implications**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil

Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with the conditions of approval.	Minor (2) x Unlikely (2) = Low (4)	Monitor conditions of approval to ensure timely compliance.
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

### **B.7 Natural Environment Considerations**

There are no natural environment considerations associated with this application.

### **C. OFFICER'S COMMENT**

The main issues associated with this proposal are the reduction in on-site car parking and traffic impacts and management.

#### On-site car parking

The original parking assessment was based on 1/20m<sup>2</sup> NLA (214m<sup>2</sup>) + 1/4 (82 seats) seated patrons, which required 31.2 bays with 32 bays 17 being provided on site, 8 within the drive-through area and waiting bays, and 5 at the rear of the service station.

The current LPS6 parking requirements are based on GFA, which results in a similar calculation. However, the number of seats in the restaurant have over time been reduced to 61, which results in 16 bays (instead of 21 bays = 5 bays less) being required.

The original calculation provided for 8 bays in the drive-through and the new lane will include 3 bays, and therefore there will be 1 car parking bay less than required.

An analysis of the need for on-site car parking indicates that the current and projected percentages of drive-through customers versus those who dine-in will continue to increase and therefore, the need for on-site car parking will reduce over time indicating that the remaining bays will be sufficient for dine-in customers.

#### Traffic impacts and management

No changes have been carried out to the current drive-through arrangements since the original development approval in 2009, which were approved by Council and Main Roads.

Due to an increase in customers over time, the single lane drive-through and ordering arrangements are resulting in vehicles stacking on Peel Terrace and conflicts with the delivery vehicles during peak times.



It is proposed to modify the current drive-through arrangements to create a dual-lane facility with two customer order booths (COB), which merges into a single lane for payment and order pickup.

In early discussions with the Applicant, it was the Shire's preference for the primary access to be from Chidlow Street East, which is also Main Roads WA preference where local road access is available.

However due to costs associated with the re-location of the existing power transformer, the Applicant has chosen to submit the current design on the basis that it will improve the current traffic situation and that maintains the existing primary access from Peel Terrace with secondary access from Chidlow Street East.

As part of the assessment of this proposal lengthy discussions have been held between Shire Officers, the Applicant and Officers from Main Roads to reach an amicable agreement between all parties on the most appropriate design to modify the current drive-through arrangements to enable construction of a dual-lane facility.

A number of alternative suggestions were put to the Applicant and Main Roads, however unfortunately no agreement was reached resulting in the Applicant requesting the Shire to determine the application as originally submitted.

The application is being presented to Council for determination as a result of the Officer's recommendation being inconsistent with the Main Roads Officer's recommendation not to support the proposal.

Main Roads have advised that they do not believe that the Transport Impact Statement adequately demonstrates that there will be no impacts on Peel Terrace as a result of the proposed development, and that the continued use of Peel Terrace as the main entry is inconsistent with their current policy, which requires access from a local road where available. Noting that, as previously indicated, they approved the current access arrangements in 2009.

On the contrary, Shire Officers believe that the proposed development will reduce the impacts of queuing on Peel Terrace and therefore improving the situation, which should be supported. Albeit acknowledging that the new arrangements are not perfect and that if it was viable to relocate the power transformer that ideally the primary access should be relocated to the Chidlow Street East frontage.



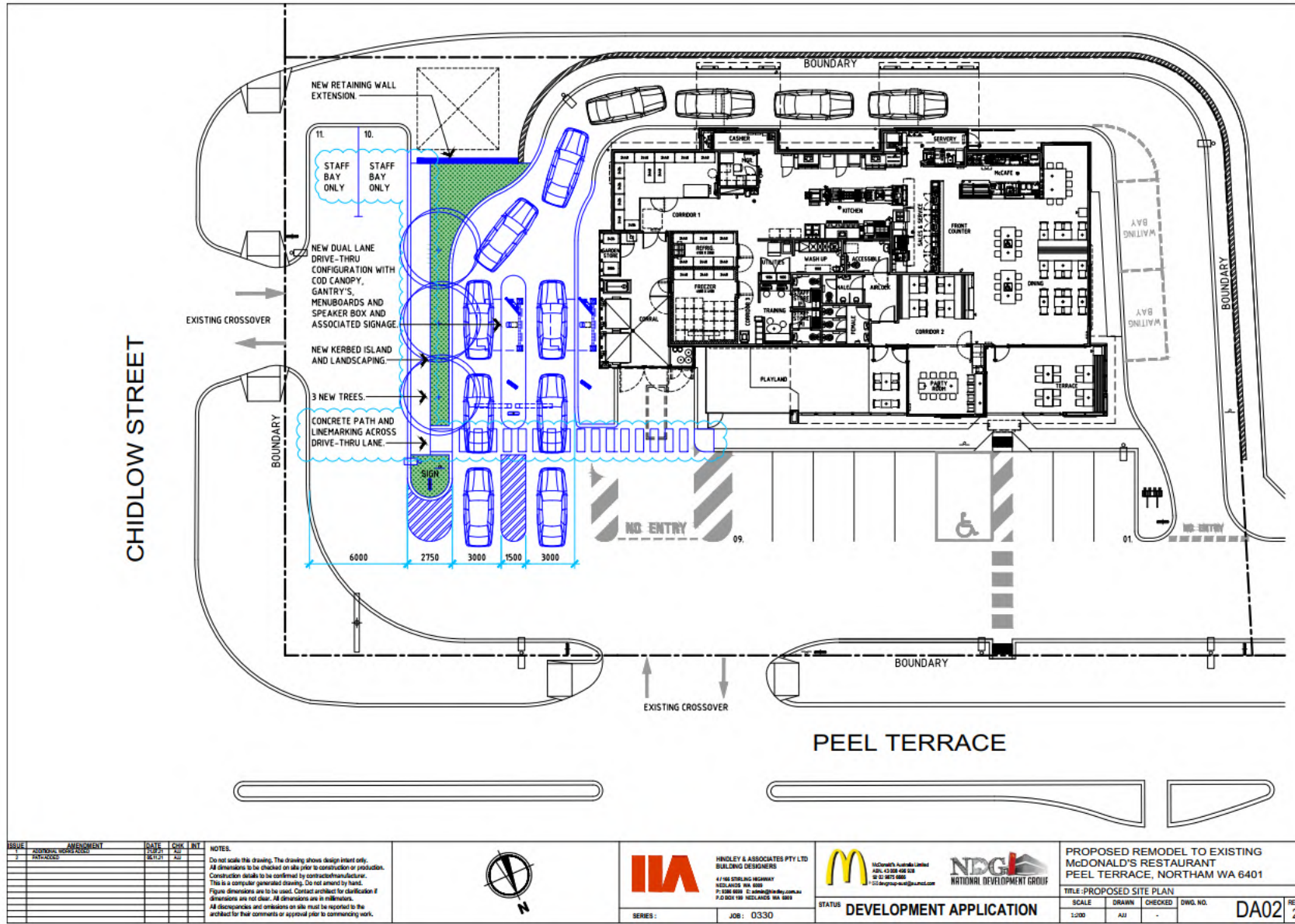
On this basis and having due regard for the relevant matters listed clause 67 of the Deemed Provisions, including the comments of Main Roads, the application is being recommended for conditional approval.

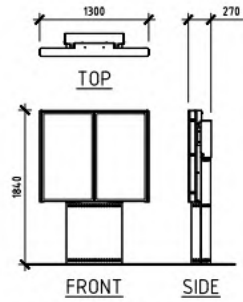
#### **RECOMMENDATION**

**That Council APPROVE the application (ref: P21041) to obtain development approval to carry out alterations to McDonalds at Lot 59 (No. 42) Peel Terrace, Northam, subject to the following conditions:**

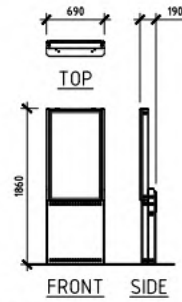
- 1. The development hereby permitted shall substantially commence within two (2) years from the date of determination.**
- 2. The development hereby permitted shall be carried out in accordance with the stamped approved plans.**
- 3. Prior to use of the development, the landscaping and reticulation shall be completed in accordance with the approved plans and maintained thereafter to the satisfaction of the local government.**
- 4. Prior to use of the development, the car parking bays, vehicle access and circulation areas shown on the approved plans, shall be constructed, drained, and line marked and thereafter maintained to the satisfaction of the local government.**
- 5. Deliveries shall be scheduled outside of peak site activity to minimise the potential conflict with drive-through traffic.**



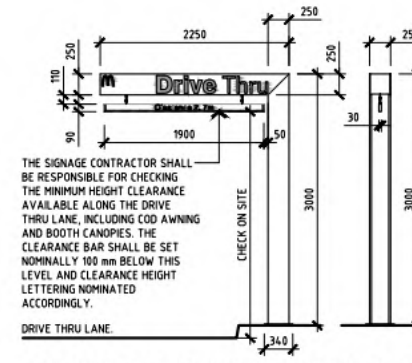




**DOUBLE DIGITAL MENUBOARD**  
BLACK STEEL FRAME WITH DIGITAL MENUBOARD SCREENS.

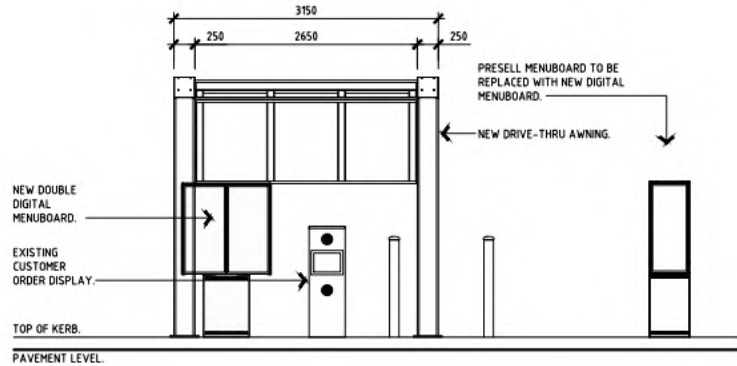


**SINGLE DIGITAL MENUBOARD**  
BLACK STEEL FRAME WITH DIGITAL MENUBOARD SCREEN.

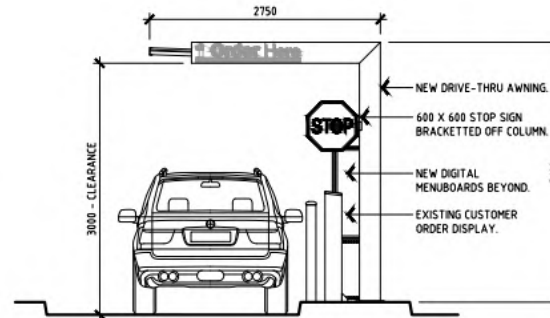


THE SIGNAGE CONTRACTOR SHALL BE RESPONSIBLE FOR CHECKING THE MINIMUM HEIGHT CLEARANCE AVAILABLE ALONG THE DRIVE THRU LANE, INCLUDING COD AWNING AND BOOTH CANOPIES. THE CLEARANCE BAR SHALL BE SET NOMINALLY 100 mm BELOW THIS LEVEL AND CLEARANCE HEIGHT LETTERING NOMINATED ACCORDINGLY.

**HEIGHT CLEARANCE GANTRY (2 OFF)**  
SCALE 150



**COD UNIT WITH AWNING (FRONT ELEVATION)**  
SCALE 150



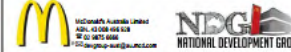
**COD UNIT WITH AWNING (APPROACH SIDE ELEVATION)**  
SCALE 150

ISSUE	AMENDMENT	DATE	CHK	INT

**NOTES:**  
Do not scale this drawing. The drawing shows design intent only. All dimensions to be checked on site prior to construction or production. Construction details to be confirmed by contractor/manufacturer. This is a computer generated drawing. Do not amend by hand. Figure dimensions are to be used. Contact architect for clarification if dimensions are not clear. All dimensions are in millimeters. All discrepancies and omissions on site must be reported to the architect for their comments or approval prior to commencing work.



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400, 410, 420, 430, 440, 450, 460, 470, 480, 490, 500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600, 610, 620, 630, 640, 650, 660, 670, 680, 690, 700, 710, 720, 730, 740, 750, 760, 770, 780, 790, 800, 810, 820, 830, 840, 850, 860, 870, 880, 890, 900, 910, 920, 930, 940, 950, 960, 970, 980, 990, 1000

PROPOSED REMODEL TO EXISTING  
McDONALD'S RESTAURANT  
PEEL TERRACE, NORTHAM WA 6401

SERIES:                      JOB: 0330

STATUS: **DEVELOPMENT APPLICATION**

TITLE: DETAILS				REV.
SCALE	DRAWN	CHECKED	DWG. NO.	
1:50	AJ	-	DA03	0

## Attachment 2 – Traffic Impact Statement



# McDonald's Restaurant, Northam - Proposed Modifications Transport Impact Statement

PREPARED FOR:  
RAH Nominees Pty Ltd

August 2021

## Document history and status

Author	Revision	Approved by	Date approved	Revision type
Vladimir Baltic	r01	B Bordbar	13/08/2021	Final

**File name:** t21.083.vb.r01.docx  
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**Project manager:** Behnam Bordbar  
**Client:** RAH Nominees Pty Ltd  
**Project:** 36 Peel Terrace, Northam  
**Document revision:** r01  
**Project number:** t21.083

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## 1 Introduction

This Transport Impact Statement has been prepared by Transcore on behalf of RAH Nominees Pty Ltd with respect to the proposed modification of the existing McDonald's restaurant located at 36 Peel Terrace in Northam, Shire of Northam (hereafter the subject site).

The subject site is situated at the southwest corner of Peel Terrace and Chidlow Street East intersection at the eastern part of Northam and adjacent to Northam Recreation Centre as shown in **Figure 1**. The subject restaurant occupies the eastern portion of the existing commercial centre comprising a service station at the western portion.



**Figure 1: Location of the subject site**

The focus of this report is the assessment of the traffic and queueing for existing situation and resulting from the proposed modifications associated with the existing drive-through facility presently serving the existing restaurant.

For the purpose of this assessment, traffic count survey of the subject site's accesses including drive-through facility queues was undertaken on Friday 28<sup>th</sup> and Saturday 29<sup>th</sup> May 2021.

## 2 Development Proposal

The development proposal involves upgrade of the existing single-lane drive-through facility into a dual-lane drive-through facility with associated internal car park modifications and driveway adjustments.

This modification was necessitated by the current drive-through operation which results in occasional queue spill overs onto Peel Terrace during peak business activity periods. Hence, the intention of the proposed restaurant drive-through upgrade is to increase the capacity of this facility and reduce the risk of queue back beyond the subject site and containing any queues from the order-taking panel within the site. As part of this development application process, the Shire has requested that the occasional congestion and queueing issues associated with the restaurant drive-through operation is investigated and addressed.

The development proposal comprises the following:

- Conversion of the existing single-lane drive-through facility into a dual-lane drive-through;
- Reduction of the existing on-site parking bay supply by six bays; and,
- Installation of new directional signage.

With the proposed modifications in place, the combined queueing capacity upstream of the order-taking panel will increase from the current two to six vehicles.

The proposed upgrade of the drive-through facility necessitates removal of the existing six parking bays within the eastern end of the site. Accordingly, the total on-site parking supply will reduce from 17 bays to 11 bays.

No modification of the existing access system is proposed. The existing full-movement crossovers on Peel Terrace and Chidlow Street East, including bi-directional access to adjacent service station site are proposed to remain in their current location and form.

Refer to **Appendix B** for existing and proposed site plans.

### 3 Existing Vehicle Access and Parking

The subject site is presently served by two external crossovers and a vehicular connection with the adjacent service station site.

Specifically, the access system comprises the following elements:

- Full-movement crossover on Chidlow Street East, approximately 20m south of Peel Terrace intersection;
- Full-movement crossover on Peel Terrace, approximately 20m west of Chidlow Street East intersection with associated right-turn pocket; and,
- Bi-directional vehicular link between the subject site and adjacent service station at the NW corner of the site.

The existing access system is proposed to remain in its current form.

At present, the subject site accommodates a total of 17 parking bays (one ACROD bay) distributed in two modules within the site. This car parking provision does not include additional two waiting bays downstream of the drive-through lane.

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## 4 Provision for Service Vehicles

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A loading bay is provided on site immediately next to the existing drive-through facility and at the NE corner of the restaurant building.

The proposed site upgrade works does not impact on the location, layout and operation of this facility.

## 5 Queueing Analysis

### 5.1 Introduction

The existing McDonald's restaurant is currently served by a single-lane drive-through facility. Occasionally, it has been observed that during peak operation periods queue back from the order-taking window resulted in internal site congestion and even spill-over onto Peel Terrace.

In order to reduce the risk of excessive vehicle queuing, a dual-lane drive-through is now proposed to address this issue. This upgrade would effectively double the capacity of the drive-through to accommodate the current demand for this service.

### 5.2 Assessment Period

A review of the sales data provided by the proponent identified four distinct peak hour periods with the highest demand on drive-through facility. These periods are:

- Friday morning peak between 8:00-9:00AM;
- Friday midday peak between 12:00noon-1:00PM;
- Saturday morning peak between 9:00-10:00AM; and,
- Saturday midday peak between 12:00noon-1:00PM.

Accordingly, these four peak hour-long periods have been deemed critical in assessing the existing traffic operation and the proposed dual-lane drive-through facility.

In order to establish typical traffic generation (service demand) for the existing drive-through a customer and queuing survey was undertaken during the identified peak hour periods on Friday 28<sup>th</sup> and Saturday 29<sup>th</sup> May 2021. The results of the survey are presented in **Table 1**.

**Table 1: Drive-Through Activity Survey Results**

Peak Period	Customers	Average Max Queue (cars)
Friday 8:00-9:00AM	64 cars	5 cars
Friday 12:00-1:00PM	54 cars	4 cars
Saturday 9:00-10:00AM	53 cars	3 cars
Saturday 12:00-1:00PM	59 cars	3 cars

### 5.3 Drive-Through Analysis

The proposed new facility is designed to include a dual-lane drive-through facility with two Customer Order Booths (COB). This facility merges into a single lane for payment and order pickup.

The proposed drive-through facility provides six car stacking capacity within the drive through facility (upstream of the COBs) with stacking space for two cars at each COB (total of 12 car stacking capacity within the drive through). In addition, two waiting bays are also located at the exit point from the drive-through with the option to bypass these bays for customers not needing to wait to pick up their orders.

The customer arrival and average maximum queuing data received from the survey was used to establish the average/typical servicing time (order-taking time). Accordingly, the order-taking cycle varied between 29 and 36 seconds over the four distinct peaks (average of approximately 33 seconds), translating into a service rate of 99-125 customers/cars per hour (average of approximately 110 customers per hour).

Accordingly, in order to provide for a comparable assessment, the appropriate order-taking cycle was assumed for each peak period specifically.

In case of the proposed facility, it is assumed that two COBs will be in operation during the peak periods, resulting in theoretical duplication of order taking service rate per hour. It is also assumed that cars would enter the COB with the shortest queue, as customers typically do.

A queue length analysis was undertaken for both current and future drive-through model in order to assess the operational characteristics of each case.

For this purpose, an M/M/1 queuing model was adopted for each COB. The M/M/1 is a single-server queue model that can be used to approximate simple systems.

The queuing model adopted the following assumptions:

- Vehicles arrive randomly following Poisson's probability distribution;
- Service time is exponentially distributed;
- For dual-lane facility, there is one server per queue, i.e., there are two queues, one for each COB, instead of a single queue being served by two COBs;
- The capacity of the queue in which arriving users wait before being served is infinite (for the purposes of identifying queue space requirements);
- The population of users (i.e., the pool of users) available to join the system is infinite; and,
- The queue is serviced on a first come, first served basis.

The comparison of the peak hour operation and queueing analysis of current single and the proposed dual-lane drive-through systems is presented in comparative way in [Table 2](#).

**Table 2: Drive-Through Operation Assessment – Existing vs Proposed**

Period	Utilisation (%)	System Empty (probability)	Time in system (expected)	95% queue
Fri AM (existing)	60.38%	40%	85 sec	5 cars
Fri AM (proposed)	30.19%	53%	37 sec	2 cars
Fri Noon (existing)	54.55%	45%	80 sec	4 cars
Fri Noon (proposed)	27.27%	57%	39 sec	2 cars
Sat AM (existing)	46.90%	53%	60 sec	3 cars
Sat AM (proposed)	23.45%	62%	34 sec	2 cars
Sat Noon (existing)	47.20%	52.80%	55 sec	3 cars
Sat Noon (proposed)	23.60%	62%	30 sec	2 cars

The outcome of the analysis suggests that, as a result of the proposed drive-through duplication, the improvement in operation of the system would be significant and noticeable.

The queue length usually adopted for a robust analysis is the 95th percentile queue. This queue length will not be exceeded 95% of the time.

Based on the queue estimation model, it is concluded that under typical peak conditions, the queue backing from either of the two COB in a dual-lane system will be comfortably accommodated within the site with no impact on other internal site driveways or the surrounding road network.

The results of the queuing analysis are detailed in **Appendix A**.

## 6 Traffic Management on Frontage Streets

### 6.1 Context

The subject site is located at the northeast corner of Peel Terrace/Chidlow Street East intersection and immediately adjacent to the existing service station located to the west.

### 6.2 Existing Road Network

**Peel Terrace**, is generally constructed as a single-carriageway, two-lane road with localised widening to accommodate turning lanes at major intersections. Immediately adjacent to the site Peel Terrace is presented as a boulevard-style two-lane road with a median accommodating a protected right-turn lane at Chidlow Street East intersection and a pedestrian path along the southern side. Access into the site is achieved via a break in the right-turn lane median.

Peel Terrace (east of Taylor Street and adjacent to site) is classified as a *Primary Distributor (MRWA, Functional Road Hierarchy)*. This section is also a State Road and as such is under care and control of Main Roads WA. Peel Terrace, in this vicinity, operates under default build-up area speed limit regime of 50km/h. Refer **Figure 3** for more details.

Based on the latest available traffic counts sourced from Main Roads WA, Peel Terrace (west of Yilgarn Avenue) carried approximately 4,140vpd in 2019/20.



Figure 2: Eastbound view along Peel Terrace in the vicinity of the site



**Chidlow Street East**, is a 10m wide, single-carriageway, two-way road with a pedestrian path along the western side. Chidlow Street East operates under a default build-up area speed limit of 50km/h. This road is classified as *Local Distributor* in Main Roads WA *Functional Road Hierarchy* document. The road is under care and control of local government. Refer **Figure 4** for more details.



**Figure 3: Northbound view along Chidlow Street East towards Peel Terrace intersection (subject site on the left)**

Immediately adjacent to the site, Chidlow Street East forms a stop-controlled, T-intersection with Peel Terrace terminating on its southern approach. Peel Terrace entail localised widening accommodating a protected right-turn pocket.

Main Roads WA Intersection *Crash Ranking Report* provides detailed crash data for the Peel Terrace/Chidlow Street East intersection over the 5-year period ending 31 December 2020. Crash report information for this intersection is presented in **Table 3**.

Information available on the Main Roads WA website indicates that the intersection of Peel Terrace/Chidlow Street East recorded a total of one crash (hit object) over the five-year period. There were no casualties or fatalities recorded.

Table 3: Crash history for the Peel Terrace/Chidlow Street East intersection

Intersection				Total Crashes	Casualty
Peel Terrace/Chidlow Street East				1	0
Hit Object	Rear End	Pedestrian	Cycle	Wet	Night
1	0	0	0	1	1

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## 7 Public Transport Access

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This item is not relevant to this TIS and the required assessment.

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## 8 Pedestrian Access

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This item is not relevant to this TIS and the required assessment.

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## 9 Cyclist Access

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This item is not relevant to this TIS and the required assessment.

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## 10 Site Specific Issues

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A turn path assessment was undertaken for the proposed new site design in order to confirm the suitability of the proposed dual-lane drive-through to accommodate a large passenger vehicle (i.e., B99).

The result of the assessment is presented in **Appendix C**.

As can be seen, the proposed scheme is suitable and can accommodate the typical customer vehicle.

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## 11 Safety Issues

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No specific safety issue has been identified for the proposed development.

## 12 Conclusions

This Transport Impact Statement has been prepared by Transcore on behalf of RAH Nominees Pty Ltd with respect to the proposed modification of the existing McDonald's restaurant located at 36 Peel Terrace in Northam, Shire of Northam (hereafter the subject site).

The development proposal involves upgrade of the existing single-lane drive-through facility into a dual-lane drive-through facility with associated internal car park modifications and driveway adjustments.

The drive-through operation and queueing analysis undertaken and documented in this report have confirmed that the proposed facility upgrade will improve customer waiting times and provide sufficient stacking capacity to contain customer traffic, under typical peak conditions, within the system and minimise the risk of queue spill over onto Peel Terrace.

The proposed new site design is capable of accommodating largest passenger vehicles expected to access this facility on regular basis.



# Appendix A

## DRIVE-THROUGH QUEUE ANALYSIS



Table 4. Drive-Through Queuing Analysis – Friday AM Peak (single DT lane)

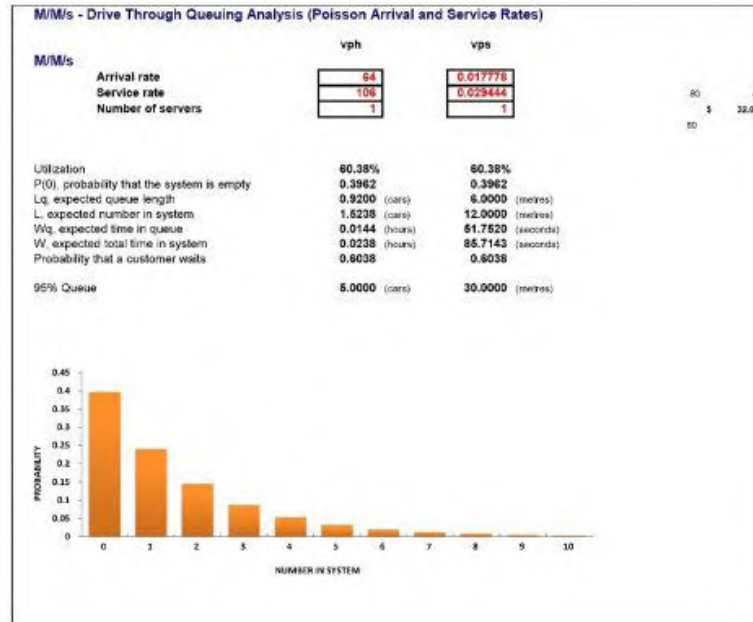
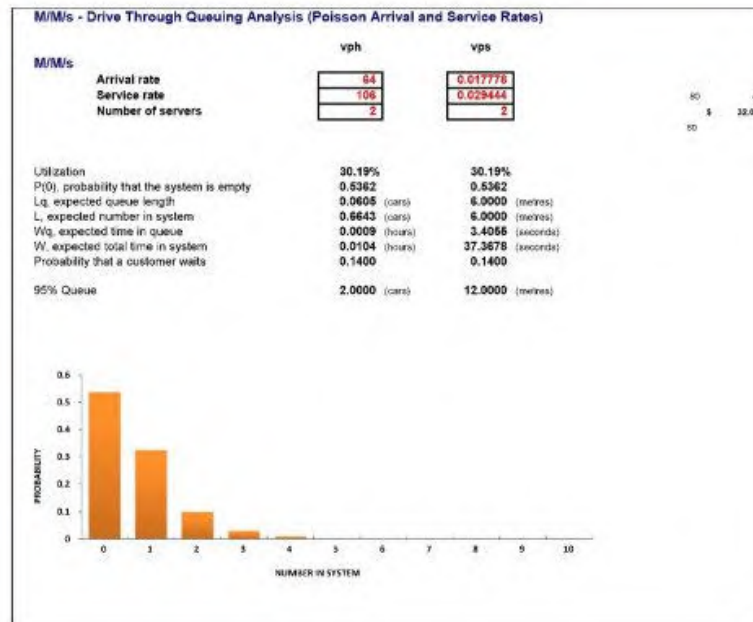
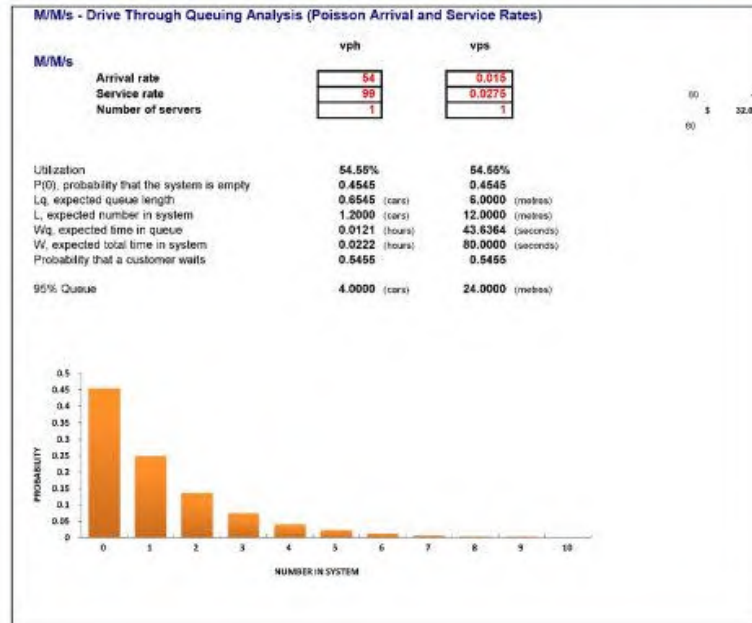


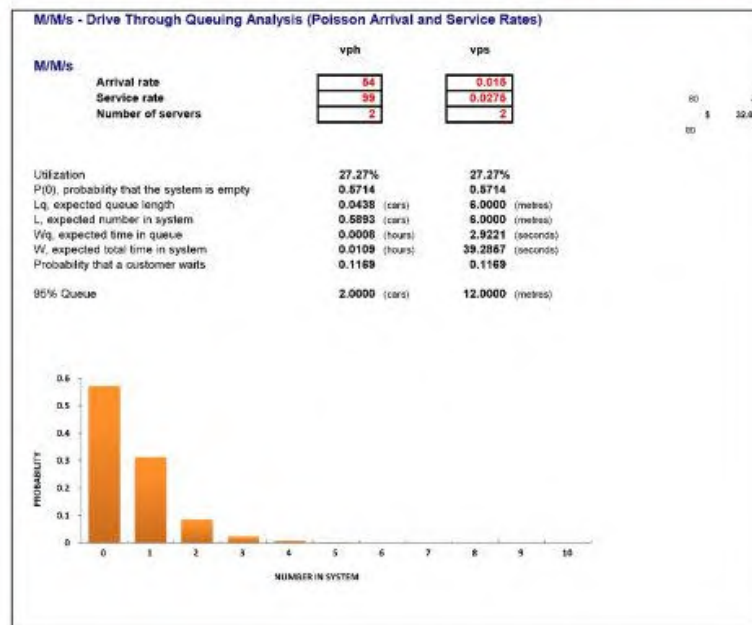
Table 5. Drive-Through Queuing Analysis – Friday AM Peak (dual DT lane)



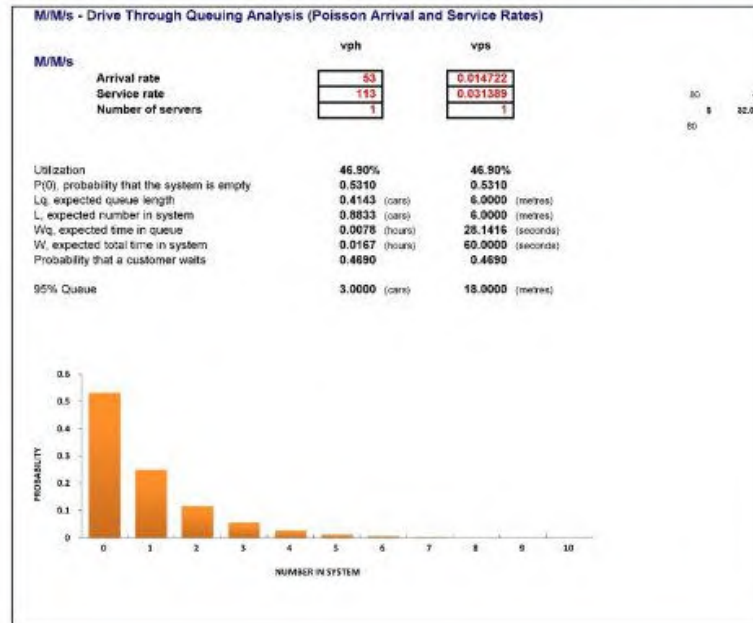
**Table 6. Drive-Through Queuing Analysis – Friday Noon Peak (single DT lane)**



**Table 7. Drive-Through Queuing Analysis – Friday Noon Peak (dual DT lane)**



**Table 8. Drive-Through Queuing Analysis – Saturday AM Peak (single DT lane)**



**Table 9. Drive-Through Queuing Analysis – Saturday AM Peak (dual DT lane)**

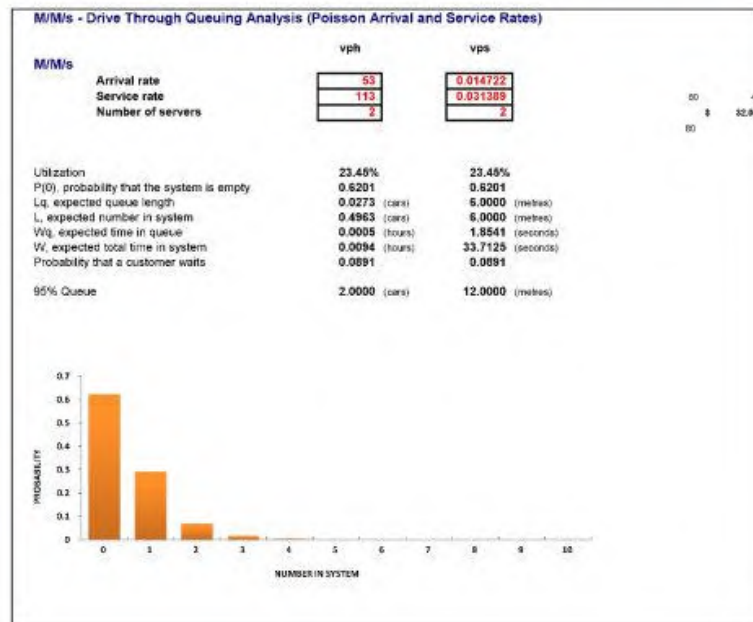


Table 10. Drive-Through Queuing Analysis – Saturday Noon Peak (single DT lane)

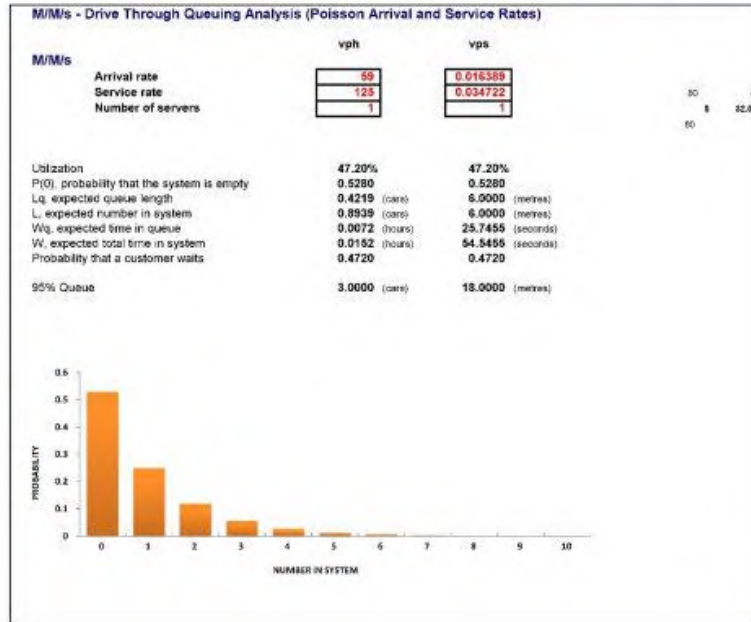
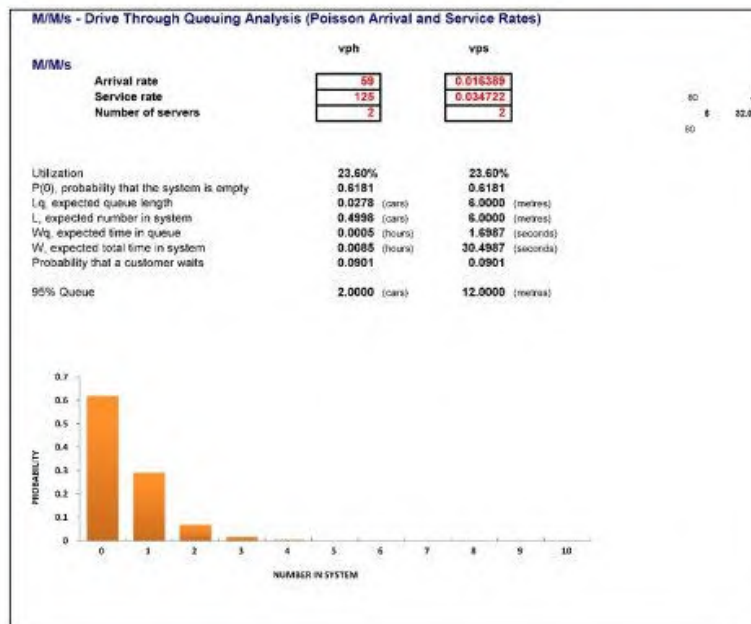


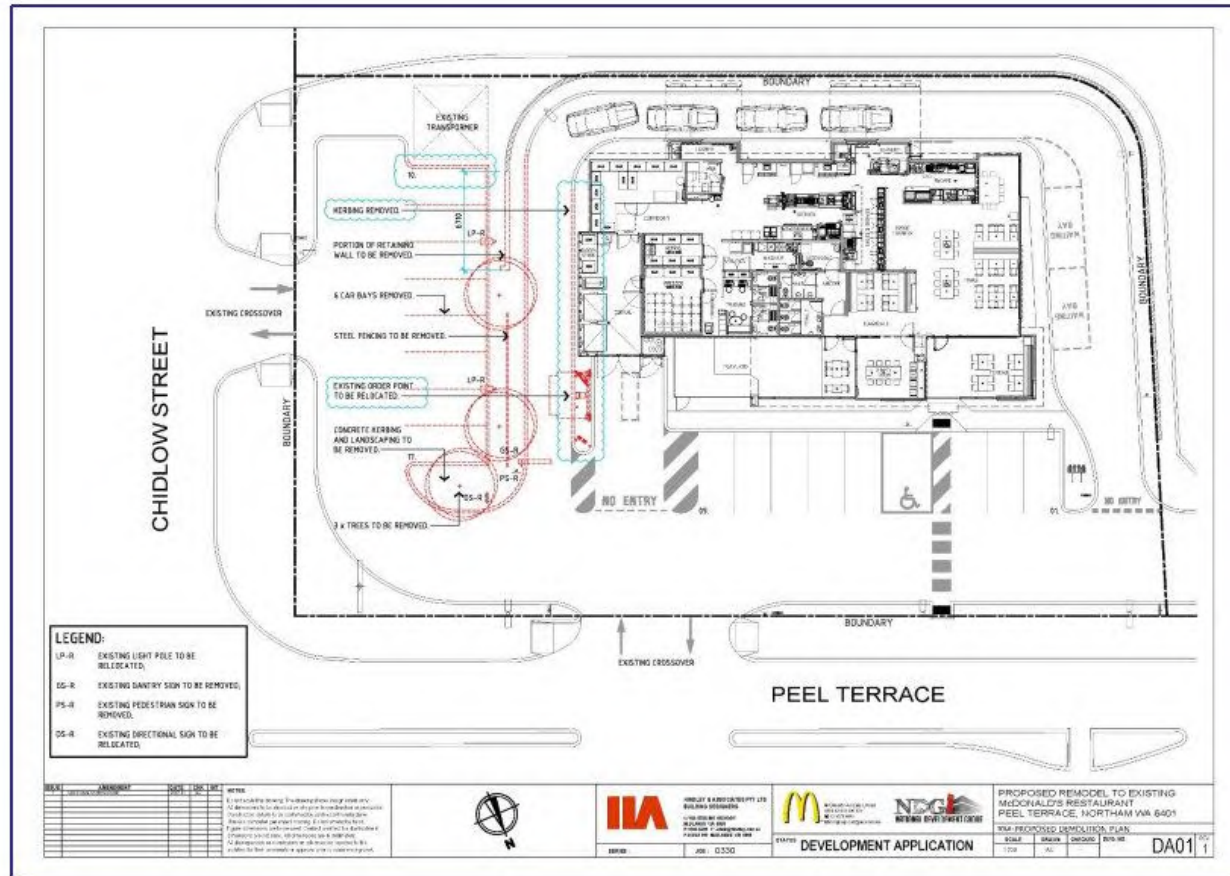
Table 11. Drive-Through Queuing Analysis – Saturday Noon Peak (dual DT lane)

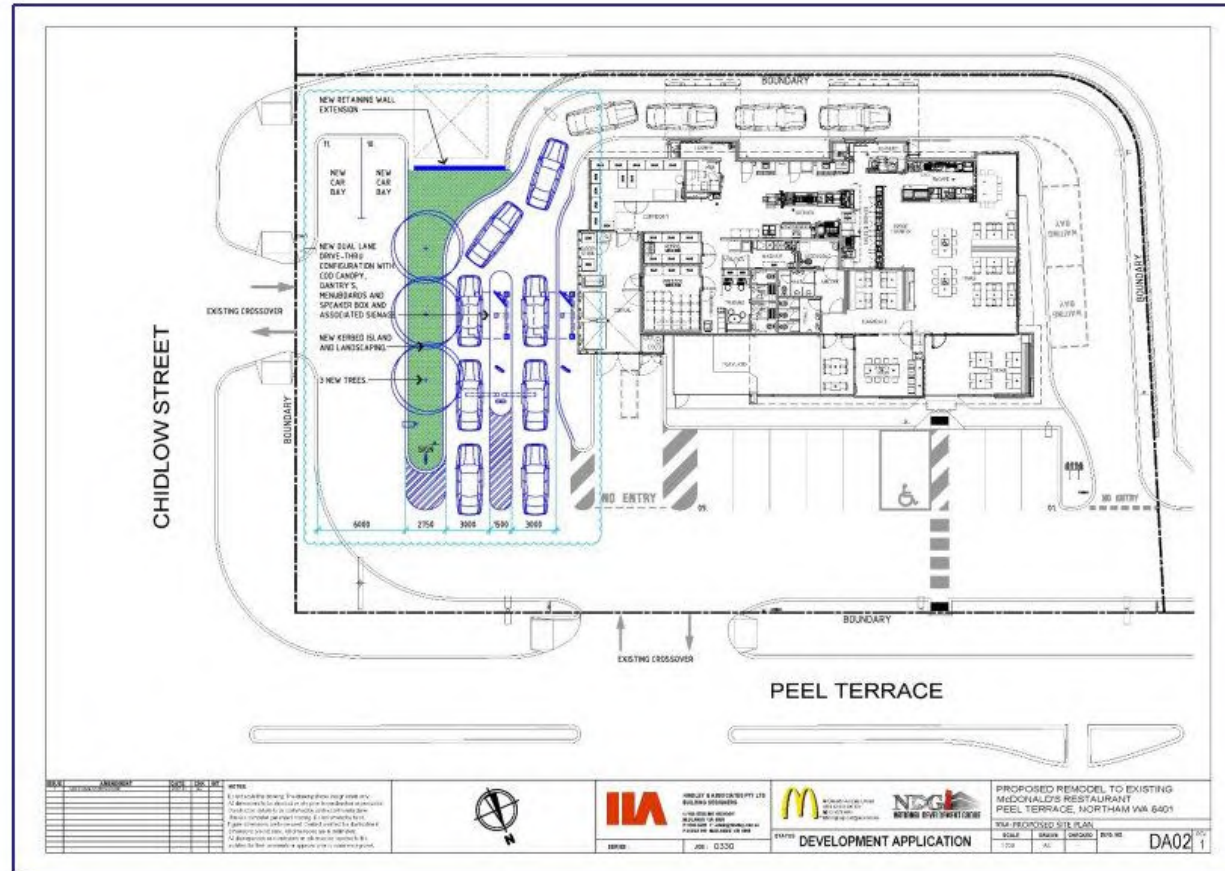


# Appendix B

EXISTING SITE & PROPOSED NEW DEVELOPMENT PLAN





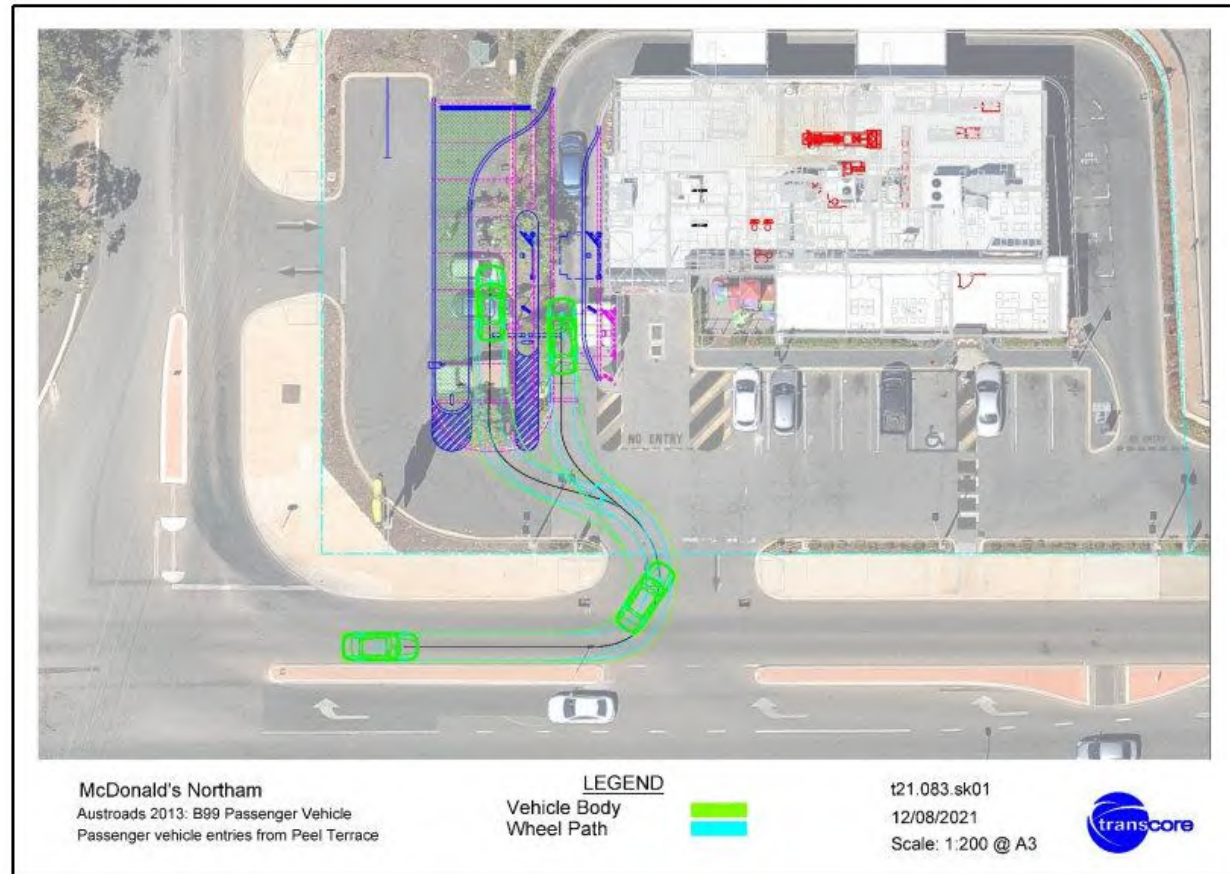




# Appendix C

## TURN PATH ANALYSIS







t21.083.v6 J01b.doc

19 November 2021

Attention: Cherie Wallace

Dear Cherie,

**RE: PROPOSED MCDONALD'S NORTHAM FAMILY RESTAURANT  
MODIFICATIONS –MRWA RFI RESPONSE**

**INTRODUCTION**

Transcore prepared a Transport Impact Statement (hereafter TIS) in August 2021 for the proposed modifications on the existing McDonald's Family Restaurant in Northam. The existing restaurant is located at 36 Peel Terrace in Northam, as illustrated in **Figure 1**.



**Figure 1: Site location**

Address: 61 York Street, Subiaco WA 6008. P.O.Box 42 Subiaco WA 6904  
Phone: +61 (0)8 9382 4199  
Fax: +61 (0)8 9382 4177  
Email: admin@transcore.net.au  
Transcore Pty Ltd ACN 094 951 318 ABN 19 094 951 318

[www.transcore.net.au](http://www.transcore.net.au)

## DEVELOPMENT PROPOSAL

The development proposal involves upgrade of the existing single-lane drive-through facility into a dual-lane drive-through facility with associated internal car park modifications and driveway adjustments.

This modification was necessitated by the current drive-through operation with the intention of the proposed restaurant drive-through upgrade being to increase the capacity of this facility and reduce the risk of queue back beyond the subject site and containing any queues from the order-taking panel within the site.

Specifically, the development proposal entails the following modifications:

- Conversion of the existing single-lane drive-through facility into a dual-lane drive-through;
- Reduction of the existing on-site parking bay supply from 17 to 11 bays; and,
- Installation of new directional signage.

No modification of the existing access system is proposed. The existing full-movement crossovers on Peel Terrace and Chidlow Street East, including bi-directional access to adjacent service station site are proposed to remain in their current location and form.

Refer **Appendix A** for existing and proposed site plans.

## TRANSPORT IMPACT STATEMENT – RESPONSES TO RFI

Following a review of the Transport Impact Statement report and the proposed restaurant modifications, Main Roads WA Wheatbelt Region has requested some additional information and clarifications relating to the proposal in their email of 10 September 2021.

Accordingly, the following constitutes Transcore's clarifications and additional information as it relates to Main Roads WA specific queries:

**MRWA:** *It appears that the traffic count survey was conducted using sales data, rather than a visual assessment of the reality of the site. The TIS states that there are occasional queue spill overs onto Peel Tce during peak periods, however our visual observations indicate that there are frequent and regular spill overs onto Peel Tce generally weekday lunch times and from about 4:00pm to 5:00pm, outside of the supposed peak periods. There are also times when there are queues impacting Peel Tce and there is a large truck in the loading bay further hindering the flow of traffic into, and around, the site.*

**Transcore:** The peak activity periods of the restaurant's drive-through analysed in the TIS were established through discussions with the operator and subsequent review of the typical week sales data. It is entirely possible that, occasionally, excessive queuing occurs outside of the established typical peaks as it is subject to a variety of specific factors and conditions at any given time. However, the analysis was based on the available actual

sales records which are directly reflective of traffic generation and peak sales data of the site also confirmed by the operator's operational experience. As such, the assumed peak drive-through operation activity analysed in the TIS is considered to be appropriate.

**MRWA:** *The TIS states that the modifications will increase the upstream queueing capacity from two vehicles to six vehicles, however this is not demonstrated in the site plans. The existing layout shows six vehicles upstream of the order-taking panel and the proposed layout also shows six vehicles upstream of the order-taking panel, indicating that there are no gains here.*

**Transcore:** It appears there is a misunderstanding in regards to the meaning of "upstream" and "downstream" of COB. The current "downstream" of COB stacking capacity is about six vehicles (i.e., about 35m) and it will remain to be such in the post-development stage. The current "upstream" of COB capacity is two vehicles while with the proposed modifications this will increase to six vehicles (2 X 3 vehicles at both COBs).

**MRWA:** *The TIS advises that the proposed modifications do not impact on the location, layout and operation of the loading bay facility, however, it is clear from visual observations that the use of the loading bay during peak service times impacts on customers trying to enter the site and some consideration should be given to limiting the use of the loading bay to times when customer numbers are at their lowest.*

**Transcore:** The existing service bay is approximately 10.5m long and delivery truck of 12.5m would, to a certain degree, impact on the internal site circulation and accessibility. However, evidently, some level of permeability would still remain available even during the periods of service bay occupancy. Nonetheless, Transcore supports best logistics practices where deliveries to the site are programmed to occur outside of peak on-site traffic and parking activity periods. As advised by the site operator, the transportation company will be instructed to change the current delivery times from 4:00PM Tuesday and Friday to the a period during which the traffic activity at the site is at a low level.

**MRWA:** *As part of the Queueing Analysis, the TIS states that "Occasionally, it has been observed that during peak operation periods queue back from the order-taking panel window result in internal site congestion and even spill-over onto Peel Tce". Was this a visual observation by the TIS authors or taken from sales data? The spill over is not occasional and occurs at times outside of the peak operation periods stated in the TIS. Was the customer and queueing survey undertaken visually or from sales data?*

**Transcore:** Please refer to Transcore's response above for details. The observations of drive-through performance were reported to the author of TIS by the site manager and the restaurant staff working at the drive-through facility. The customer and queueing survey reported in TIS (Section 5.2) were organised by Transcore but recorded and supplied by the restaurant staff working on those days.

**MRWA:** Under the Drive-Through Analysis, the TIS takes in consideration the average/typical order-taking time, but does not give any consideration to order-wait time. While a customer may have their order taken within 33 seconds, this does not translate into the amount of time a vehicle then sits in the upstream queue waiting for their order to be filled, which can sometimes be a considerable length of time and does not allow for the queue to move forward until the order has been completed, collected and the vehicle has moved out of the drive-through area.

**Transcore:** The bottle-neck (i.e., capacity constraint) of any drive-through facility is associated with the order-taking process and not the order-filling process. This primarily due to the fact that all recently designed drive-through facilities include provision of 1-2 “waiting bays” downstream of the order collection window. In this instance, two “waiting bays” are provided for this purpose as illustrated in the development plans. The staff are trained to direct customers ordering larger orders to proceed to the “waiting bay” if the drive-through is busy. This effectively removes any obstacle from the system upstream of the order-collection window(s). Hence, the efficiency of the system is improved by adding capacity to the upstream COB.

**MRWA:** Also under Drive-Through Analysis, the TIS makes two assumptions that are not supported within the TIS. The first being that dual-lanes will result in two orders being taken at the same time. The second being that waiting vehicles will move into the shortest lane. In relation to orders, there is no indication that McDonalds will have two people rostered to take orders from both lanes at the same time and this method of order-taking has not been observed in similar operations with dual-lanes. There is generally one person taking orders from both lanes, alternating between the two lanes. In relation to vehicles moving into the shortest lane, if vehicles are turning from Peel Tce into the site and the right-hand lane is full, there is no way for a vehicle to move into the left-hand lane, therefore the queueing and spill over issue remains.

**Transcore:** The order-taking operation can be managed by either one staff operating both COBs during slow periods or two staff, each operating separate COB during peak activity periods. This has been confirmed by a restaurant manager operating a dual COB McDonald’s outlet in Perth. Hence, during the times of peak drive-through activity two staff will be allocated to take orders thus increasing the capacity of the system.

With respect to lane choice, customers principally select lanes with shorter queues due to obvious reasons. Such principle is built in into the M/M/1 queueing model as it assumes rational behaviour of users (i.e., selection of first available COB). Clearly, the theoretical model does not investigate counter-intuitive actions of customers.

With the proposed system modifications, the right-hand drive-through lane will enjoy increase in queuing capacity compared to the current system. Each COB can now accommodate up to three vehicles (total of six in the system) compared to the current two-vehicle COB capacity. Hence, the right-hand lane will be able to accommodate up to three vehicles before the access into the left-hand lane is blocked from Peel Terrace approach or the queue spills over into the internal driveway. This is a much improved situation compared to the existing one.

**MRWA:** *Site Specific Issues* discusses the turn path assessment for the proposed modified site which is not sufficient for Main Roads to make an informed comment. The result of the assessment included in Appendix C is for one turning movement only. Turn path assessments should also be undertaken for the following movements:

- Entering into both lanes from the Chidlow St East access
- Entering into both lanes from the Peel Tce access from the right-turning pocket
- Vehicles entering both the lanes and the customer parking areas while the delivery truck is within the loading bay, indicating the design vehicle used for the delivery truck
- Entering the left lane from Peel Tce when the right lane is full.

**Transcore:** It is unclear what is the specific purpose of this request. Turn path plans appended in the TIS (and again attached here in **Appendix A**) are plan SK01, which illustrates vehicles entering both drive-through lanes from Peel Terrace crossover, and plan SK02, which illustrates vehicles entering both drive-through lanes from Chidlow Street East crossover. Turn path for entry via Peel terrace right-turn pocket is not relevant as it clearly represents a less physically demanding turn compared to left-turn entry via this crossover. In both cases vehicle movements have been undertaken assuming the other COB lane is fully occupied (i.e., three vehicles queueing) demonstrating the access in case of system being fully utilised.

The proponent does not propose any modifications to the existing service bay hence, no further assessment is warranted.

As outlined earlier all attempts will be made for the site operator to schedule deliveries during the periods of lower site activity to avoid or minimise the potential conflict with the customer traffic.

**MRWA:** *We also have concerns with pedestrian safety from the two new bays (10 and 11) to the front of the store, with no clear pedestrian walkway areas to navigate through the vehicles and loading bay.*

**Transcore:** The revised site plan proposes to install a pedestrian path between the bays No. 10 and 11 and the entrance into the store (refer the attached plan).

**MRWA:** *With the reduction in car parking bays on site, where will McDonalds staff members park?*

**Transcore:** The two newly created parking bays at the SE corner of the site will be allocated to staff. A number of staff are dropped off at the site (i.e., have no drivers licence being under the age of 18) thus not requiring a designated parking bay.

**MRWA:** *Given all of the above comments, we do not believe that the TIS adequately addresses the issues at the site or that the proposed modifications, as presented, will result in a significantly better outcome than the existing layout. Please request an updated Transport Impact Statement that addresses our concerns for our further review. We strongly advise the use of video surveillance to inform the TIS so that the whole of site is*

*understood in a practical way and is not based on sales data generated from the drive-through area.*

**Transcore:** We trust that the responses provided to the queries are satisfactory.

### CONCLUSION

As concluded in the TIS report, the proposed modifications to the existing drive-through system will significantly improve the existing situation and will secure additional capacity in the system. All analysis undertaken in the TIS has been based on actual transactions and actual observations and on-site counts. We trust that the information documented in the TIS and presented in this letter demonstrates that the proposal will result in significant improvements in the current McDonald's restaurant operation.

I trust the information contained in this letter will assist the current deliberations.

Yours truly,



Vladimir Baltic

Senior Traffic & Transport Engineer



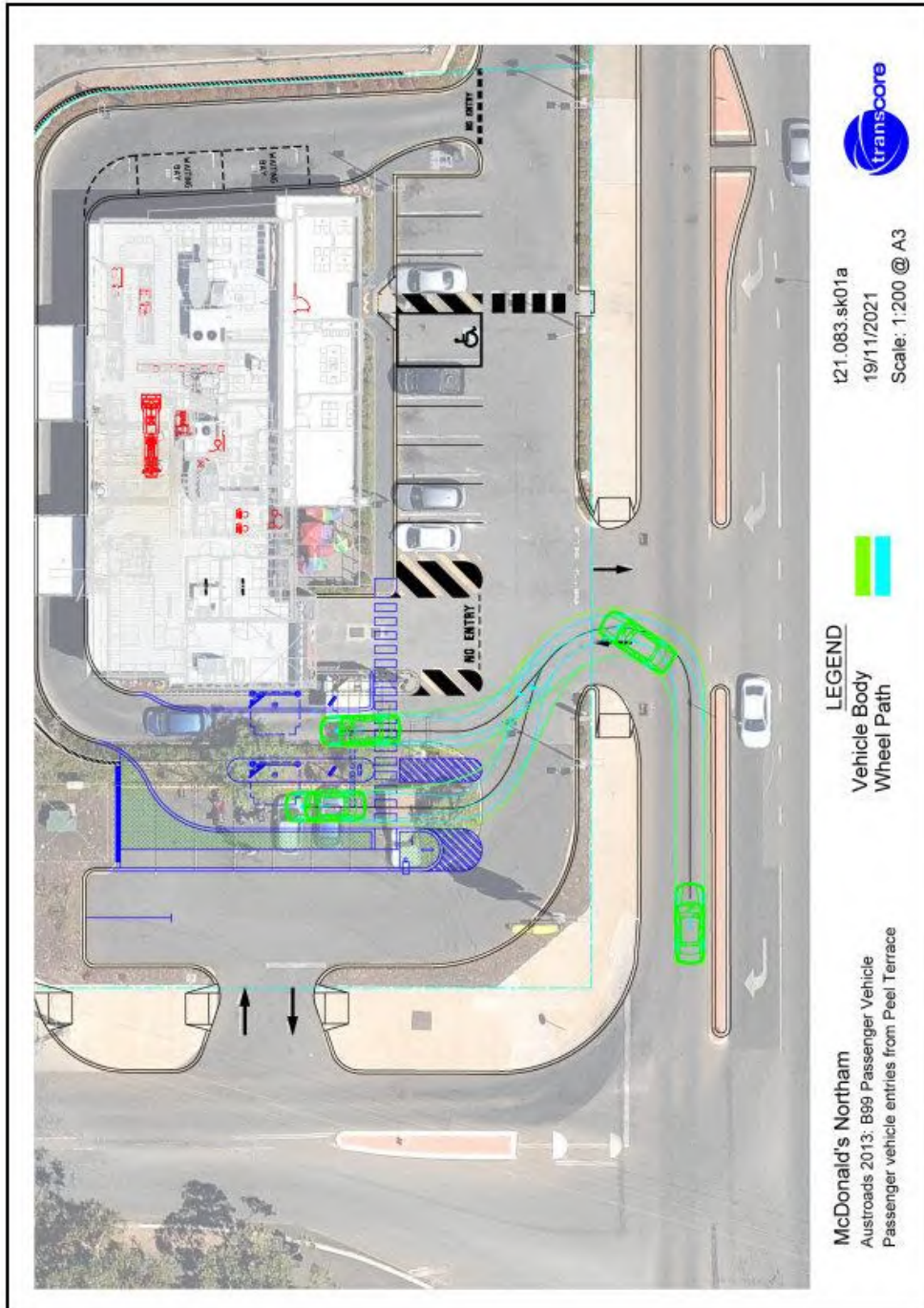
# Appendix A

## TURN PATH PLANS



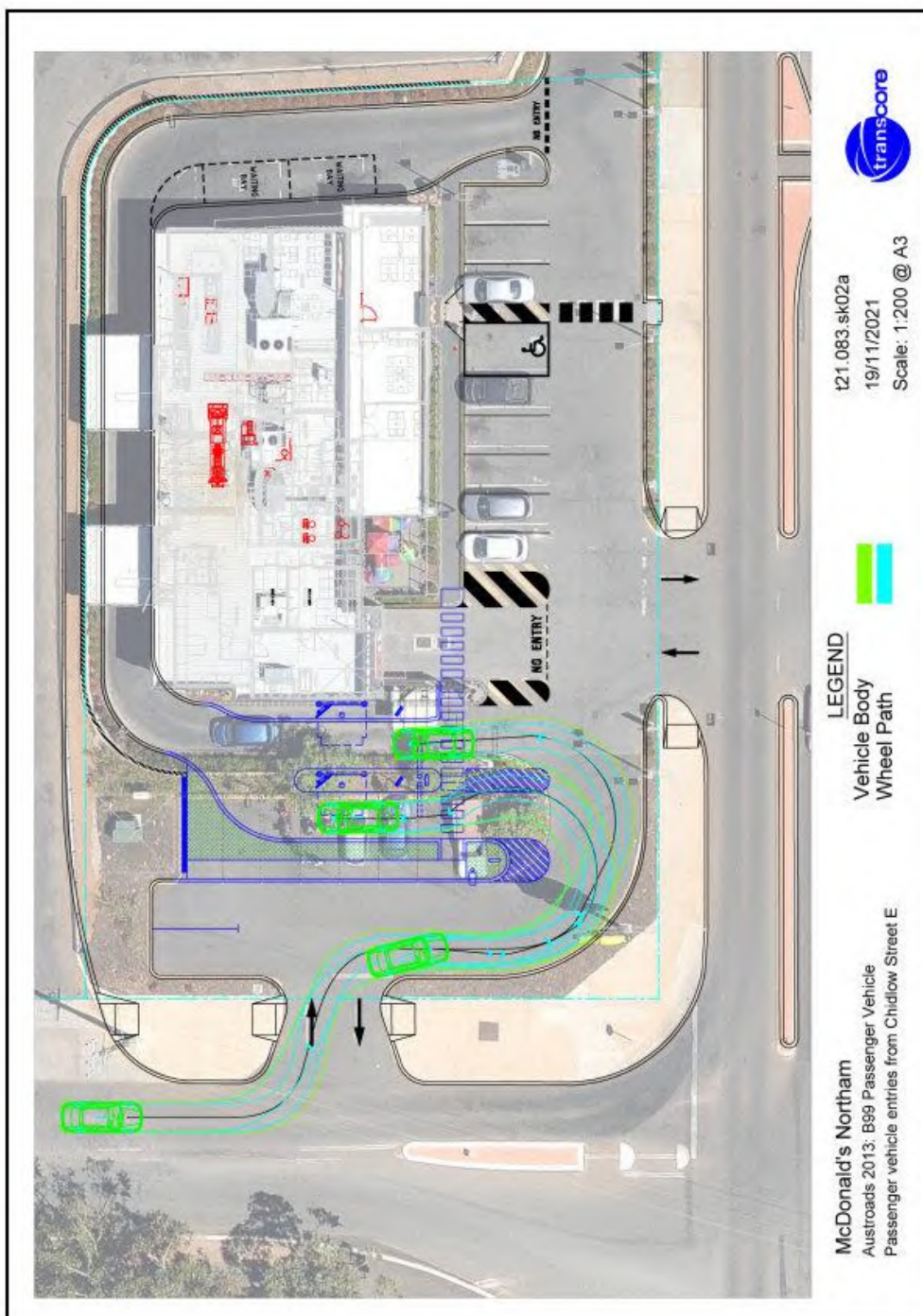
transport planning  
traffic engineering  
modelling





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### Attachment 3 – Statutory Assessment

An assessment of the applicable provisions of LPS6, including the Deemed Provisions and LPPs have been carried out as follows:

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No. 6			
3.3	Zoning Table – Mixed Use: Fast Food Outlet 'D'	Alterations to existing fast food outlet.	Development application submitted as required by this clause.
4.5	Site and Development Standards and Requirements – Mixed Use: Standards are determined by the local government in each particular case.	Alterations to existing drive-thru arrangements including removal of car parking spaces and landscaping.	No changes to the setbacks or predominant form. Car parking and landscaping requirements are discussed later in this assessment.
4.11	Retaining walls – no retaining wall or filling by more than 0.5m without development approval.	Extension of the existing retaining wall adjacent to the transformer.	Development application submitted as required by this clause. Further details to be submitted with Building Permit application.
4.12	Landscaping – may require landscaping plans; to be constructed prior to occupation; and maintained.	Removal of 3 trees. Planting of 3 trees and landscaping on new island area.	Landscaping is considered satisfactory to replace affected area. Condition required to ensure completion prior to occupation.
4.13	Car parking – as per Table 3: Fast Food Outlet – 1/20m <sup>2</sup> GFA + 1/4 seated patrons.	To remove 6 car parking spaces to accommodate dual lane ordering system. Construction of 2 new staff car parking bays adjacent to transformer.	The original parking assessment was based on 1/20m <sup>2</sup> NLA (214m <sup>2</sup> ) + 1/4 (82 seats) seated patrons, which required 31.2 bays with 32 bays 17 being provided on site, 8 within the drive-thru area and waiting bays, and 5 at the rear of the service station.

Clause	Provision	Proposal	Assessment
			<p>The current LPS6 parking requirements are based on GFA, which results in a similar calculation. However, the number of seats in the restaurant have over time been reduced to 61, which requires 16 bays (instead of 21 bays = 5 bays less).</p> <p>The original calculation provided for 8 bays in the drive-thru and the new lane will include 3 bays, and therefore there will be 1 car parking bay less than required, which is a minor variation to the LPS6 requirements.</p> <p>The new arrangements also include the allocation of 2 bays for staff parking, which is adequate considering that due to their age the majority of staff are driven by others to work.</p>
4.14	Traffic entrances – may refuse or require more than 1 entrance.	No changes to existing traffic entrances on Peel Terrace and Chidlow Street East.	Existing entrances are considered satisfactory. Refer to the Officer's Comments.
4.16	Access for loading and unloading vehicles – provision to be made and be able to enter the street in a forward direction.	No changes to existing arrangements with the exception of the timing of the delivery truck.	Due to concerns regarding potential impacts, the author of the TIS has recommended that the transportation company be instructed to change current delivered times to outside peak

Clause	Provision	Proposal	Assessment
			periods to reduce potential conflicts with traffic using the drive-thru. Condition required to ensure that the recommendation is implemented.
4.24	Advertisements – the erection, placement and display of advertisements requires development approval unless listed as exempt in Schedule 5.	Erection of new menu boards and signage, including overhead gantries, within the new drive-thru area.	Development application submitted. Advertising is consistent and in context with the approved use of the property and proposed development.
4.27	Development in the Mixed Use zone – residential development shall be in accordance with the requirements of the R40 density code (R-Codes).	No residential development proposed.	Not applicable.
4.31	Amenity of non-residential development – form and scale; visual impacts.	Dual lane drive-thru and new ordering arrangements.	No amenity impacts identified. New arrangements should reduce any amenity impacts resulting from queuing during high peak periods.
Deemed Provisions – Clause 67(2) of Regulations			
A	Aims and provisions of LPS6	Alterations to existing fast food outlet.	Proposal is consistent with the provisions of LPS6, including the zone and approved use.
B	Requirements of proper and orderly planning, including any scheme amendments or other instrument the local government is seriously considering adopting.	Alterations to existing fast food outlet.	DA submitted for alterations as required by the provisions of LPS6. There are no proposed scheme amendments or policies that apply to the property or proposal.

Clause	Provision	Proposal	Assessment
FA	Any local planning strategy – Northam Local Planning Strategy.	Alterations to existing fast food outlet.	The proposal is consistent with the provisions of the Northam LPS.
I	Any report of review – Report of Review of Northam LPS6	Alterations to existing fast food outlet.	The Report does not affect the proposal.
M	Compatibility of the development with its setting, including desired future character and relationship to adjoining land.	New dual lane drive-thru and ordering arrangements.	The proposal will improve the compatibility of the development through improved traffic arrangements.
P	Whether adequate provision of landscaping has been made and whether any trees should be preserved.	Removal of 3 trees and planting of 3 trees and landscaping on new island area.	Landscaping is considered satisfactory to replace affected area. Condition required to ensure completion prior to occupation
R	Suitability of the land for the development taking into account the possible risk to human health or safety.	New dual lane drive-thru and ordering arrangements, including removal of customer parking spaces on the Chidlow St frontage.	The proposal improves the traffic management of the site, which will reduce the current level of risk to customers and pedestrians internal and external to the site.
S	Adequacy of access and egress, and arrangements for loading, unloading and manoeuvring and parking of vehicles.	New dual lane drive-thru and ordering arrangements, including removal of 3 car parking spaces.	The access to the site from Peel Terrace will be improved as a result of the proposal.  To reduce conflicts with delivery vehicles during peak periods the author of the TIS has recommended that the current delivered times be changed to reduce current and potential continuing conflicts with drive-thru users.



Clause	Provision	Proposal	Assessment
			Condition required to ensure that the recommendation is implemented.
T	Amount of traffic likely to be generated in relation to capacity of the road system and the probable effect on traffic flow and safety.	TIS submitted detailing proposal and providing a queuing analysis of the proposed dual lane drive-thru system.	The amount of traffic generated is not anticipated to increase substantially as a result of proposed modifications. An assessment by Shire Officers indicates that the modifications will result in reduced impacts on Peel Terrace when compared to the existing situation.
W	History of the site	Alterations to existing McDonalds drive-thru arrangements.	The original development was approved in 2009 and is located on the original shared site with the Dunnings service station. The lot has since been subdivided.
X	Impact of development on the community as a whole	Alterations to existing McDonalds drive-thru arrangements.	The improved traffic arrangements should benefit the community by improving traffic safety for Peel Terrace users.
ZA	Any comments received from any authority consulted	Alterations to existing McDonalds drive-thru arrangements.	Main Roads were invited to comment as Peel Terrace is under their control and have advised that they are not supportive of the proposal. Refer to the Officer's Comments for further discussion.

## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statements of Accounts for the period 1 February 2022 to 28 February 2022

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Louise Harris, Creditors Officer
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Service
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1 February 2022 to 28 February 2022.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – February 2022.  
Attachment 2: Declaration.

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#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

##### B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2021/22 Budget.

### B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

Not applicable.

### B.6 Risk Implications

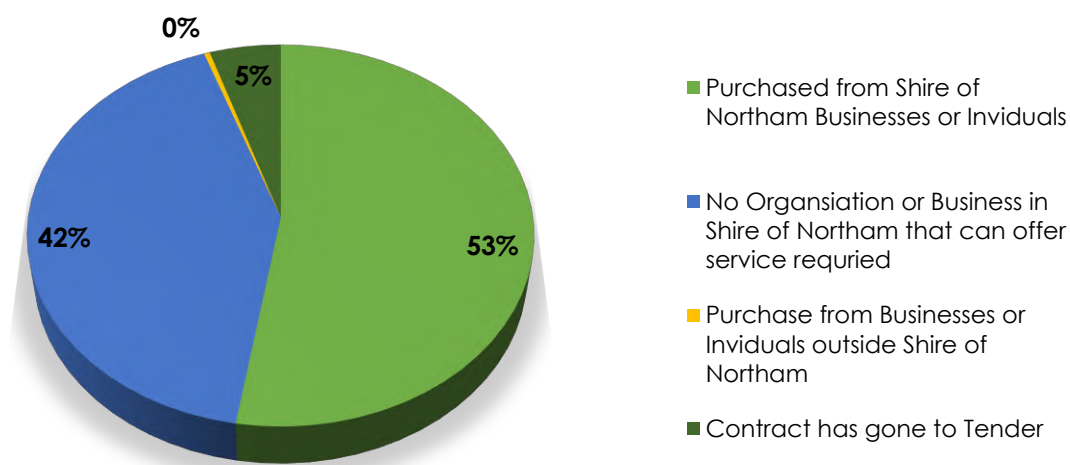
Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

There are no natural environment considerations associated with this item.

## C. OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of February 2022:



### RECOMMENDATION

That Council receive the payments for the period 1 February 2022 to 28 February 2022, as listed:

- Municipal Fund payment cheque numbers 35478 to 35485 Total \$54,320.55.
- Municipal Fund EFT42748 to EFT43015 Total \$1,548,499.53.
- Direct Debits Total \$89,055.24.
- Payroll Total \$503,927.01

**TOTAL: \$2,195,802.33**

Which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Attachment 1 – Statement of Accounts 1 February 2022 to 28 February 2022

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Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35478	01/02/2022	PETTY CASH	NORTHAM RECREATION & POOL PETTY CASH - WOOLWORTHS / DISCOUNT CHEMIST / NEWSPAPER / SHOE REPAIR MAN / RED DOT / BUNNINGS / DUNNINGS	1		197.50
INV DE 260126/01/2022		PETTY CASH	NORTHAM RECREATION & POOL PETTY CASH - WOOLWORTHS / DISCOUNT CHEMIST / NEWSPAPER / SHOE REPAIR MAN / RED DOT / BUNNINGS / DUNNINGS	1	197.50	
35479	01/02/2022	WATER CORPORATION	9007909760 RECREATION PRECINCT - 09/11/2021 to 12/01/2022	1		24,794.44
INV 900872910/01/2022		WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 02/11/2021 to 05/01/2022		1,398.72	
INV 900790411/01/2022		WATER CORPORATION	9007904054 Beavis Place Open Space - 02/11/2021 to 09/01/2022		8,155.58	
INV 900790813/01/2022		WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - COTTAGE - 09/11/2021 to 11/01/2022		2,376.34	
INV 900790914/01/2022		WATER CORPORATION	9007909760 RECREATION PRECINCT - 09/11/2021 to 12/01/2022		9,818.92	
INV 900791317/01/2022		WATER CORPORATION	9007913102 NORTHAM DEPOT - BYFIELD ST - 11/11/2021 to 12/01/2022		302.92	
INV 900791317/01/2022		WATER CORPORATION	9007913567 NORTHAM DEPOT - PEEL ST - 11/11/2021 to 12/01/2022		616.75	
INV 900791717/01/2022		WATER CORPORATION	9007917058 CEMETERY - 11/11/2021 to 13/01/2022		660.42	
INV 900792318/01/2022		WATER CORPORATION	9007923407 APEX PARK TOILETS - 15/11/2021 to 16/01/2022		103.96	
INV 902205319/01/2022		WATER CORPORATION	9022053227 STANDPIPE - OPP 53 CLARKE ST NORTHAM - 15/11/2021 to 17/01/2022		288.77	
INV 900792321/01/2022		WATER CORPORATION	9007923634 SWIMMING POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 18/11/2021 to 19/01/2022		240.65	
INV 900792521/01/2022		WATER CORPORATION	9007925971 RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 18/11/2021 to 19/01/2022		384.79	
INV 900792721/01/2022		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 18/11/2021 to 19/01/2022		256.53	
INV 902149921/01/2022		WATER CORPORATION	9021499489 SWIMMING POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 18/11/2021 to 19/01/2022		190.09	
35480	10/02/2022	WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 11/11/2021 to 12/01/2022	1		9,161.70

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900791317/01/2022		WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 11/11/2021 to 12/01/2022		3,689.61	
INV 900791719/01/2022		WATER CORPORATION	9007917293 BERT HAWKE OVAL - 15/11/2021 to 17/01/2022		1,293.55	
INV 900791820/01/2022		WATER CORPORATION	9007918464 PERJNA PARK - 16/11/2021 to 18/01/2022		728.41	
INV 900792520/01/2022		WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 16/11/2021 to 18/01/2022		2,720.81	
INV 900792321/01/2022		WATER CORPORATION	9007923503 MEDIAN STRIP NEWCASTLE RD - 18/11/2021 to 19/01/2022		2.73	
INV 902358631/01/2022		WATER CORPORATION	9023586906 NORTHAM AQUATIC FACILITY - 22/06/2021 to 15/12/2021		395.13	
INV 900793802/02/2022		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 30/11/2021 to 31/01/2022		288.77	
INV 902316404/02/2022		WATER CORPORATION	9023164076 CLACKLINE POST OFFICE - 02/12/2021 to 02/02/2022		42.69	
35481	16/02/2022	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2022	1		129.75
INV T1079	15/02/2022	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2022	1	24.75	
INV T1080	15/02/2022	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2022	1	105.00	
35483	22/02/2022	WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 06/12/2021 to 07/02/2022	1		1,274.25
INV 900789209/02/2022		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 06/12/2021 to 07/02/2022		1,274.25	
35484	22/02/2022	WESTERN POWER	NORTHAM DEPOT REDEVELOPMENT. WESTERN POWER CHARGE FOR ELECTRICAL FEED UPGRADE.	1		8,968.00
INV CORPB18/02/2022		WESTERN POWER	NORTHAM DEPOT REDEVELOPMENT. WESTERN POWER CHARGE FOR ELECTRICAL FEED UPGRADE.	1	8,968.00	
35485	24/02/2022	WATER CORPORATION	9010596320 GEORGE NUICH PARK - 22/11/2021 to 20/01/2022	1		9,794.91
INV 901059624/01/2022		WATER CORPORATION	9010596320 GEORGE NUICH PARK - 22/11/2021 to 20/01/2022		2,049.48	
INV 900789209/02/2022		WATER CORPORATION	9007892057 BAKERS HILL BFB FIRE SHED - 06/12/2021 to 07/02/2022		270.17	

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INV 900794709/02/2022		WATER CORPORATION	9007947919 FOX RD STOCK ANIMAL POUND - 03/12/2021 to 07/02/2022		750.48	
INV 900784011/02/2022		WATER CORPORATION	9007840919 GRASS VALLEY MUSEUM - 10/12/2021 to 09/02/2022		8.19	
INV 900784011/02/2022		WATER CORPORATION	9007840281 GRASS VALLEY HALL - 10/12/2021 to 09/02/2022		1,179.57	
INV 900787218/02/2022		WATER CORPORATION	9007872240 KURINGAL VILLAGE - UNIT 1 - 21/12/2021 to 16/02/2022		254.59	
INV 900787218/02/2022		WATER CORPORATION	9007872259 KURINGAL VILLAGE - UNIT 2 - 21/12/2021 to 16/02/2022		251.80	
INV 900787218/02/2022		WATER CORPORATION	9007872267 KURINGAL VILLAGE - UNIT 3 - 21/12/2021 to 16/02/2022		246.23	
INV 900787218/02/2022		WATER CORPORATION	9007872275 KURINGAL VILLAGE - UNIT 4 - 21/12/2021 to 16/02/2022		249.94	
INV 900787218/02/2022		WATER CORPORATION	9007872283 KURINGAL VILLAGE - UNIT 5 - 21/12/2021 to 16/02/2022		261.10	
INV 900787218/02/2022		WATER CORPORATION	9007872291 KURINGAL VILLAGE - UNIT 6 - 21/12/2021 to 16/02/2022		271.33	
INV 900787218/02/2022		WATER CORPORATION	9007872304 KURINGAL VILLAGE - UNIT 7 - 21/12/2021 to 16/02/2022		275.97	
INV 900787218/02/2022		WATER CORPORATION	9007872312 KURINGAL VILLAGE - UNIT 8 - 21/12/2021 to 16/02/2022		267.61	
INV 900786818/02/2022		WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 21/12/2021 to 16/02/2022		1,119.23	
INV 900786918/02/2022		WATER CORPORATION	9007869105 R. E. E. D. WUNDOWIE (FLUFFLY DUCKS) - 21/12/2021 to 16/02/2022		1,483.44	
INV 900786918/02/2022		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 21/12/2021 to 16/02/2022		812.30	
INV 900787218/02/2022		WATER CORPORATION	9007872232 KURINGAL VILLAGE - SERVICE - 21/12/2021 to 16/02/2022		43.48	
EFT42748	02/02/2022	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		1,905.73
INV JANUAB1/01/2022		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	1,905.73	
EFT42749	02/02/2022	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		1,100.00
INV JANUAB1/01/2022		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	1,100.00	

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EFT42750	02/02/2022	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		5,202.16
INV JANUAB1/01/2022		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	5,202.16	
EFT42751	02/02/2022	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		2,115.73
INV JANUAB1/01/2022		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	2,115.73	
EFT42752	02/02/2022	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		1,905.73
INV JANUAB1/01/2022		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	1,905.73	
EFT42753	02/02/2022	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		1,905.73
INV JANUAB1/01/2022		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	1,905.73	
EFT42754	02/02/2022	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		1,905.73
INV JANUAB1/01/2022		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	1,905.73	
EFT42755	02/02/2022	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		1,905.73
INV JANUAB1/01/2022		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	1,905.73	
EFT42756	02/02/2022	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		2,843.23
INV JANUAB1/01/2022		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	2,843.23	
EFT42757	02/02/2022	FAUL THOMAS CURTIS	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		1,905.73
INV JANUAB1/01/2022		FAUL THOMAS CURTIS	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	1,905.73	
EFT42758	02/02/2022	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR JANUARY 2022	1		1,905.73
INV JANUAB1/01/2022		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR JANUARY 2022	1	1,905.73	
EFT42759	03/02/2022	ABBOTTS FORGE	PN1802 - FIT REPLACEMENT DRAWBAR SAFETY CHAINS ON WOOD CHIPPER	1		280.00
INV 000049025/01/2022		ABBOTTS FORGE	PN1802 - FIT REPLACEMENT DRAWBAR SAFETY CHAINS ON WOOD CHIPPER	1	280.00	
EFT42760	03/02/2022	ALAN RONALD GROOM	RATES CREDIT REFUND FOR ASSESSMENT A40	1		616.93



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INV A40	03/02/2022	ALAN RONALD GROOM	RATES CREDIT REFUND FOR ASSESSMENT A40		616.93	
EFT42761	03/02/2022	ALLMAKES AG	BRUSHCUTTER REPAIRS AS QUOTED	1		376.19
INV 28522	22/11/2021	ALLMAKES AG	REPAIRS TO TWO WHIPPER SNIPPERS AS PER QUOTATION 22252	1	128.72	
INV 28880	03/12/2021	ALLMAKES AG	BRUSHCUTTER REPAIRS AS QUOTED	1	107.11	
INV 28616	25/11/2022	ALLMAKES AG	BRUSHCUTTER REPAIRS AS QUOTED	1	140.36	
EFT42762	03/02/2022	ASTROTOURISM WA PTY LTD	2021 AUSTRALIA DAY: STARGAZING ON BERT HAWKE OVAL	1		2,915.00
INV 1118	31/01/2022	ASTROTOURISM WA PTY LTD	2021 AUSTRALIA DAY: STARGAZING ON BERT HAWKE OVAL	1	2,915.00	
EFT42763	03/02/2022	AUSTRALIAN SERVICES UNION	Payroll deductions	1		129.50
INV DEDUC01	02/2022	AUSTRALIAN SERVICES UNION	Payroll deductions		129.50	
EFT42764	03/02/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 18/01/22 INTERIM	1		630.53
INV PAYG 1025	01/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 18/01/22 INTERIM	1	630.53	
EFT42765	03/02/2022	AUTOPRO NORTHAM	TRAILER PLUG	1		20.50
INV 971303	28/01/2022	AUTOPRO NORTHAM	TRAILER PLUG	1	20.50	
EFT42766	03/02/2022	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - NORTHAM / CLACKLINE / WUNDOWIE	1		1,364.00
INV IV 1509	24/01/2022	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - NORTHAM / CLACKLINE / WUNDOWIE	1	1,364.00	
EFT42767	03/02/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	PICK UP MULTI ROLLER FROM WUNDOWIE SHIRE DEPOT AND DROP OFF AT SOUTHERN BROOK RD, CNR MEENAAR NTH RD	1		1,260.00
INV IV 1075302	02/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	PICK UP MULTI ROLLER FROM RICHTER RD AND DROP OFF AT LEEMING RD	1	600.00	
INV IV 1075302	02/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	PICK UP MULTI ROLLER FROM WUNDOWIE SHIRE DEPOT AND DROP OFF AT SOUTHERN BROOK RD, CNR MEENAAR NTH RD	1	660.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT42768	03/02/2022	BLACKWELL PLUMBING & GAS PTY LTD	REPAIRS TO GRASS VALLEY STANDPIPE	1		145.64
INV INV-25424/01/2022		BLACKWELL PLUMBING & GAS PTY LTD	REPAIRS TO GRASS VALLEY STANDPIPE	1	145.64	
EFT42769	03/02/2022	BOC LIMITED	3 X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 01/07/2021 - 30/06/2022	1		68.98
INV 403039029/01/2022		BOC LIMITED	3 X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 01/07/2021 - 30/06/2022	1	68.98	
EFT42770	03/02/2022	BOEKEMAN MACHINERY (WA) PTY LTD	PN1213 - CASE TRACTOR 2000HR SERVICE , AIR CON REPAIRS, REPLACE RH MIRROR, BEACON TO BE HARDWIRED. AS PER ESTIMATE 24/12/2021	1		6,272.06
INV 334033	31/01/2022	BOEKEMAN MACHINERY (WA) PTY LTD	PN1213 - CASE TRACTOR 2000HR SERVICE , AIR CON REPAIRS, REPLACE RH MIRROR, BEACON TO BE HARDWIRED. AS PER ESTIMATE 24/12/2021	1	6,272.06	
EFT42771	03/02/2022	BUDGET CASH REGISTER CO	1 YEAR BUSINESS SUPPORT (9AM-5PM) MONDAY TO FRIDAY (INCLUDES SOFTWARE UPDATES, REMOTE SUPPORT, TRAINING AND HELP).	1		1,045.00
INV 20534	08/10/2021	BUDGET CASH REGISTER CO	1 YEAR BUSINESS SUPPORT (9AM-5PM) MONDAY TO FRIDAY (INCLUDES SOFTWARE UPDATES, REMOTE SUPPORT, TRAINING AND HELP).	1	1,045.00	
EFT42772	03/02/2022	BUNNINGS BUILDING SUPPLIES P/L	PVC FITTINGS FOR RECREATION CENTRE GARDENS	1		312.50
INV 2182/0027/01/2022		BUNNINGS BUILDING SUPPLIES P/L	2x WATERING CANS/ BROOM	1	47.04	
INV 2182/0027/01/2022		BUNNINGS BUILDING SUPPLIES P/L	25L SHEEP MANURE, 25L COW MANURE, 1 KG DYNAMIC LIFTER AND HOSE END IMPACT SPRINKLER	1	111.36	
INV 2182/0027/01/2022		BUNNINGS BUILDING SUPPLIES P/L	2X BLADE DIAMOND FLEXOVIT PRO GRINDING DISCS	1	18.38	
INV 2182/0028/01/2022		BUNNINGS BUILDING SUPPLIES P/L	PVC FITTINGS FOR RECREATION CENTRE GARDENS	1	135.72	
EFT42773	03/02/2022	CADDS FASHIONS	WORKBOOT ALLOWANCE - BRENDAN EATON	1		339.99
INV 22-000001/02/2022		CADDS FASHIONS	WORK BOOT ALLOWANCE - ROD HAYES	1	169.99	
INV 22-000002/02/2022		CADDS FASHIONS	WORKBOOT ALLOWANCE - BRENDAN EATON	1	170.00	
EFT42774	03/02/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 - BOMAG ROLLER SERVICE 2000HRS	1		8,381.08
INV 000038630/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1009A - SERVICE TRAILER	1	165.00	

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INV 000038730/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1807 - DRAINAGE TRUCK SERVICE 19/01/2022	1	901.45	
INV 000038730/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - WATER TRUCK 4500HR SERVICE MONDAY 24/01/2022	1	1,271.27	
INV 000038630/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	LIGHTING TOWERS X 2 FOR SERVICE AND REPAIRS AS NECESSARY ON SITE AT DEPOT	1	858.73	
INV 000038630/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	500 HOUR SERVICE ON JNKPEN TIP KOMATSU LOADER + REPLACE AIR CONDITIONER FILTERS & NEW RIDE CONTROL SWITCH.	1	1,151.04	
INV 000038630/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1611 - MOUNT NEW WATER PUMP TO WATER TRUCK	1	805.20	
INV 000038701/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1805 - FUSO PINTLE HOOK	1	448.80	
INV 000038601/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - ROLLER FAN BELT REPAIR AND GLASS DOOR REPLACEMENT	1	453.20	
INV 000038601/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - HJNO TIPPER AIR VALVE BREAKDOWN	1	868.45	
INV 000038601/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 - BOMAG ROLLER SERVICE 2000HRS	1	1,292.50	
INV 000038701/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - JD GRADER 20L HYDRAULIC OIL	1	165.44	
EFT42775	03/02/2022	CHILD SUPPORT AGENCY	Payroll deductions	1		138.85
INV DEDUC01	02/2022	CHILD SUPPORT AGENCY	Payroll deductions		138.85	
EFT42776	03/02/2022	CHRISTOPHER JOHN MARRIS	CBFCO HONORRIUM PAYMENT FOR FEBRUARY 2022	1		916.66
INV BR 020202	02/2022	CHRISTOPHER JOHN MARRIS	CBFCO HONORRIUM PAYMENT FOR FEBRUARY 2022	1	916.66	
EFT42777	03/02/2022	CLACKLINE/MURESK BUSH FIRE BRIGADE	QUICK RESPONSE GRANT PAYMENT - HIGH PRESSURE CLEANER	1		369.00
INV 1/2022	26/01/2022	CLACKLINE/MURESK BUSH FIRE BRIGADE	QUICK RESPONSE GRANT PAYMENT - HIGH PRESSURE CLEANER	1	369.00	
EFT42778	03/02/2022	COMBINED TYRES PTY LTD	PN1312 - SUPPLY & FIT TYRES 4 X 215/75R17.5 MAXXIS UR275	1		1,531.20
INV INV-19221	01/2022	COMBINED TYRES PTY LTD	PN1312 - SUPPLY & FIT TYRES 4 X 215/75R17.5 MAXXIS UR275	1	1,531.20	
EFT42779	03/02/2022	COUNTRYWIDE GROUP	ATOM EDGER HANDLE	1		94.00
INV ACC00102	02/2022	COUNTRYWIDE GROUP	LEFT HAND THREAD BOLT	1	9.00	

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INV ACC00125/02/2022		COUNTRYWIDE GROUP	ATOM EDGER HANDLE	1	85.00	
EFT42780	03/02/2022	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	PUCHASE OF X7500 RATES INSTALMENT REMINDER NOTICES	1		990.00
INV 1,092,0028/01/2022		CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	PUCHASE OF X7500 RATES INSTALMENT REMINDER NOTICES	1	990.00	
EFT42781	03/02/2022	DEBORAH MOODY	2022 AUSTRALIA DAY - WELCOME TO COUNTRY AT CITIZENSHIP & COMMUNITY AWARDS CEREMONY AT BKB CENTRE.	1		300.00
INV 17	26/01/2022	DEBORAH MOODY	2022 AUSTRALIA DAY - WELCOME TO COUNTRY AT CITIZENSHIP & COMMUNITY AWARDS CEREMONY AT BKB CENTRE.	1	300.00	
EFT42782	03/02/2022	EASIFLEET	Payroll deductions	1		2,218.25
INV DEDUC01/02/2022		EASIFLEET	Payroll deductions		1,343.72	
INV DEDUC01/02/2022		EASIFLEET	Payroll deductions		874.53	
EFT42783	03/02/2022	GRAFTON ELECTRICS	YOUTH PARK BBQ. REPAIR BBQ THAT IS NOT WORKING.	1		1,722.95
INV 8228	20/01/2022	GRAFTON ELECTRICS	YOUTH PARK BBQ. REPAIR BBQ THAT IS NOT WORKING.	1	1,722.95	
EFT42784	03/02/2022	IXOM OPERATIONS PTY LTD	SUPPLY 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT	1		3,264.80
INV 647881319/01/2022		IXOM OPERATIONS PTY LTD	SUPPLY 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT	1	3,264.80	
EFT42785	03/02/2022	KELYN TRAINING SERVICES	ROB SMITH USI# 2P3Z7VHE7K ROB SMITH - TRAFFIC CONTROL 12-14 JANUARY 2022	1		595.00
INV 000305915/12/2021		KELYN TRAINING SERVICES	ROB SMITH USI# 2P3Z7VHE7K ROB SMITH - TRAFFIC CONTROL 12-14 JANUARY 2022	1	595.00	
EFT42786	03/02/2022	LANDGATE	PURCHASE OF CERTIFICATE OF TITLE 1689/988 A1400 FOR HEALTH	1		26.70
INV 107923102/03/2021		LANDGATE	PURCHASE OF CERTIFICATE OF TITLE 1689/988 A1400 FOR HEALTH	1	26.70	
EFT42787	03/02/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	KRISY HOPKINS USI# 59BFRFJX7J - CONTRACT MANAGEMENT TRAINING	1		960.00

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INV 32041	19/01/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	KRISY HOPKINS USI# 59BFRFJX7J - CONTRACT MANAGEMENT TRAINING	1	960.00	
EFT42788	03/02/2022	MINT CIVIL PTY LTD T/AS IMMAGU SWEEP	STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2021 -22/05/2022 ON CONTRACT C.201819-12 YEAR / FOOTPATH & VERGE SWEEPING OF CBD FROM 01/07/202-22/05/2022 ON CONTRACT C.201819-12 YEAR 3	1		7,801.20
INV N2921	24/01/2022	MINT CIVIL PTY LTD T/AS IMMAGU SWEEP	STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2021 -22/05/2022 ON CONTRACT C.201819-12 YEAR / FOOTPATH & VERGE SWEEPING OF CBD FROM 01/07/202-22/05/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
INV N2920	24/01/2022	MINT CIVIL PTY LTD T/AS IMMAGU SWEEP	STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2021 -22/05/2022 ON CONTRACT C.201819-12 YEAR 3 / FOOTPATH & VERGE SWEEPING OF CBD FROM 01/07/202-22/05/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
EFT42789	03/02/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1		458.50
INV 000039010/12/2021		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1	68.00	
INV 000039717/01/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1	72.00	
INV 000039718/01/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1	72.00	
INV 000039821/01/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1	69.50	
INV 000039924/01/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1	72.00	
INV 000039925/01/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	33.00	
INV 000039927/01/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	33.00	
INV 000039928/01/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	19.50	
INV 000040031/01/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	19.50	

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EFT42790	03/02/2022	OPAL AUSTRALIAN PAPER	3000 WHITE WINDOW FACED ENVELOPES (140034)	1		132.96
INV 964706821	01/02/2022	OPAL AUSTRALIAN PAPER	3000 WHITE WINDOW FACED ENVELOPES (140034)	1	132.96	
EFT42791	03/02/2022	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING PAYMENT FOR ANNE WASALOWSKI	1		99.00
INV 006656417	11/11/2021	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING PAYMENT FOR ANNE WASALOWSKI	1	99.00	
EFT42792	03/02/2022	RONLIEEH PTY LTD T/WAS ALL PARTS WA	9 X METRIC HEX HEAD BOLT / HYDRAULIC OIL	1		101.51
INV SI-0000801	02/2022	RONLIEEH PTY LTD T/WAS ALL PARTS WA	9 X METRIC HEX HEAD BOLT / HYDRAULIC OIL	1	101.51	
EFT42793	03/02/2022	SLATER-GARTRELL SPORTS	ULTRA BLACK LINE MARKING PAINT 10LTR	1		1,259.50
INV SG498909	11/11/2021	SLATER-GARTRELL SPORTS	ULTRA BLACK LINE MARKING PAINT 10LTR	1	1,259.50	
EFT42794	03/02/2022	SLIMLINE WAREHOUSE DISPLAY SHOP	A4 WINDOW DISPLAYS / SIGNAGE HOLDERS	1		309.03
INV 393723	11/01/2022	SLIMLINE WAREHOUSE DISPLAY SHOP	A4 WINDOW DISPLAYS / SIGNAGE HOLDERS	1	309.03	
EFT42795	03/02/2022	SOAK & SOOTHE	PERFUME POTS	1		170.00
INV 290120229	01/2022	SOAK & SOOTHE	PERFUME POTS	1	170.00	
EFT42796	03/02/2022	SPECIALISED TREE SERVICE	KATRINE ROAD - ROADSIDE VEGETATION MANAGEMENT OF 30.6KM OF VERGE WORKS	1		17,551.08
INV 3739	01/12/2021	SPECIALISED TREE SERVICE	REMOVE ALL BANNERS AND REPLACE WITH CHRISTMAS THEME BANNERS	1	616.00	
INV 3769	28/01/2022	SPECIALISED TREE SERVICE	KATRINE ROAD - ROADSIDE VEGETATION MANAGEMENT OF 30.6KM OF VERGE WORKS	1	16,935.08	
EFT42797	03/02/2022	TALIS CONSULTANTS PTY LTD	DAMAGE PICKUP OF ENTIRE NETWORK AND PROJECT MANAGEMENT AS PER CONTRACT C.202021-24. 1VEHICLE,2PERSONS FOR UP TO 10DAYS INCL MEALS AND ACCOMODATION. STORM EVENT2-4MARCH2021 - AGRN962	1		9,231.76

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INV 24369	31/12/2021	TALIS CONSULTANTS PTY LTD	DAMAGE PICKUP OF ENTIRE NETWORK AND PROJECT MANAGEMENT AS PER CONTRACT C.202021-24. 1VEHICLE,2PERSONS FOR UP TO 10DAYS INCL MEALS AND ACCOMODATION. STORM EVENT2-4MARCH2021 - AGRN962	1	9,231.76	
EFT42798	03/02/2022	TERESA MARJA JUKIC	BURN FOR YOU BOARDS	1		81.00
INV 280120228	01/2022	TERESA MARJA JUKIC	BURN FOR YOU BOARDS	1	81.00	
EFT42799	03/02/2022	TOTAL HOISTS AND CRANES PTY LTD	SERVICE 1 X OVERHEAD CRANE AND PROVIDE CONDITION REPORT UPON COMPLETION AS PER QUOTE 21802	1		1,122.00
INV 612797	19/01/2022	TOTAL HOISTS AND CRANES PTY LTD	SERVICE 1 X OVERHEAD CRANE AND PROVIDE CONDITION REPORT UPON COMPLETION AS PER QUOTE 21802	1	1,122.00	
EFT42800	03/02/2022	WA CONTRACT RANGER SERVICES	MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY AS PER C.201920-09	1		1,529.00
INV 000037731	01/2022	WA CONTRACT RANGER SERVICES	MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY AS PER C.201920-09	1	1,529.00	

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EFT42801	03/02/2022	WESTERN IRRIGATION PTY LTD	WUNDOWIE RECYCLED EFFLUENT PLANT PUMP STATION. - REPLACE FAILED 160MM RUBBER FLANGE GASKET. - CHECK THE THREADS ON THE TWO TAPPING SADDLES AND TEST FOR AIRTIGHT. TIGHTEN/REPLACE AS NECESSARY. - PRIME THE SUCTION TO CONFIRM THE FOOT-VALVE IS HOLDING WATER (NO SLIGHT LEAK AFFECTING ONGOING PUMP OPERATION). - RUN PUMPS, REMOVE TRAPPED AIR IN PUMPS AND SUCTION ASSEMBLY, AND CHECK OPERATION - MECHANICAL SEALS, MOTOR BEARINGS ETC. WUNDOWIE RECYCLED EFFLUENT PLANT PUMP STATION. - REPLACE FAILED 160MM RUBBER FLANGE GASKET. - CHECK THE THREADS ON THE TWO TAPPING SADDLES AND TEST FOR AIRTIGHT. TIGHTEN/REPLACE AS NECESSARY. - PRIME THE SUCTION TO CONFIRM THE FOOT-VALVE IS HOLDING WATER (NO SLIGHT LEAK AFFECTING	1		1,243.00



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INV P48551	30/12/2021	WESTERN IRRIGATION PTY LTD	WUNDOWIE RECYCLED EFFLUENT PLANT PUMP STATION. - REPLACE FAILED 160MM RUBBER FLANGE GASKET. - CHECK THE THREADS ON THE TWO TAPPING SADDLES AND TEST FOR AIRTIGHT. TIGHTEN/REPLACE AS NECESSARY. - PRIME THE SUCTION TO CONFIRM THE FOOT-VALVE IS HOLDING WATER (NO SLIGHT LEAK AFFECTING ONGOING PUMP OPERATION). - RUN PUMPS, REMOVE TRAPPED AIR IN PUMPS AND SUCTION ASSEMBLY, AND CHECK OPERATION - MECHANICAL SEALS, MOTOR BEARINGS ETC. WUNDOWIE RECYCLED EFFLUENT PLANT PUMP STATION. - REPLACE FAILED 160MM RUBBER FLANGE GASKET. - CHECK THE THREADS ON THE TWO TAPPING SADDLES AND TEST FOR AIRTIGHT. TIGHTEN/REPLACE AS NECESSARY. - PRIME THE SUCTION TO CONFIRM THE FOOT-VALVE IS HOLDING WATER (NO SLIGHT LEAK AFFECTING	1	1,243.00	
EFT42802	03/02/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY EMULSION PUMP	1		3,036.00
INV INV-12817/01/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY EMULSION PUMP	1	3,036.00	
EFT42803	04/02/2022	AZILITY	ANNUAL SUBSCRIPTION FOR AZILITY PACKAGE INCLUDING THE MODULES CORE SCOREKEEPING SERVICE, EMISSIONS & PROJECTS AND UTILITY CONTROL	1		16,225.00
INV INV-09827/01/2022		AZILITY	ANNUAL SUBSCRIPTION FOR AZILITY PACKAGE INCLUDING THE MODULES CORE SCOREKEEPING SERVICE, EMISSIONS & PROJECTS AND UTILITY CONTROL	1	16,225.00	
EFT42804	04/02/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE AUDIT REPORT TO END OF 31/12/2021	1		21,032.07
INV LOAN J81/12/2021		WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE AUDIT REPORT TO END OF 31/12/2021	1	21,032.07	

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EFT42805	10/02/2022	ABBOTTS FORGE	SUSPENSION BRIDGE. REPAIR AND REINFORCE 2 X BROKEN BALUSTERS MID WAY ALONG FOOT BRIDGE.	1		960.00
INV 000049622	12/2021	ABBOTTS FORGE	SUSPENSION BRIDGE. REPAIR AND REINFORCE 2 X BROKEN BALUSTERS MID WAY ALONG FOOT BRIDGE.	1	960.00	
EFT42806	10/02/2022	AFGRJ EQUIPMENT AUSTRALIA PTY LTD T/AS AFGRJ	PN1513 - CHANGE MOWER BLADES	1		110.00
INV 255282903	02/2022	AFGRJ EQUIPMENT AUSTRALIA PTY LTD T/AS AFGRJ	PN1513 - CHANGE MOWER BLADES	1	110.00	
EFT42807	10/02/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	WATER HOSE FITTINGS	1		3.17
INV 687286703	02/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	WATER HOSE FITTINGS	1	3.17	
EFT42808	10/02/2022	AUSTRALIA POST	AUST POSTAGE CHARGES JANUARY 2022 - ADMIN / VISITORS CENTRE	1		399.18
INV 101125703	02/2022	AUSTRALIA POST	AUST POSTAGE CHARGES JANUARY 2022 - ADMIN / VISITORS CENTRE	1	399.18	
EFT42809	10/02/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 01/02/2022	1		68,400.23
INV PAYG 001	02/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 01/02/2022	1	68,400.23	
EFT42810	10/02/2022	AUTOPRO NORTHAM	WIPER BLADES, DRIVE LIGHT SWITCH	1		44.85
INV 972643	04/02/2022	AUTOPRO NORTHAM	WIPER BLADES, DRIVE LIGHT SWITCH	1	44.85	
EFT42811	10/02/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	PICK UP MULTI ROLLER FROM LEEMING ROAD AND DROP OFF AT CORNER MEENAAR SOUTH ROAD & GREAT EASTERN HWAY	1		600.00
INV IV1076204	02/2022	AVON VALLEY PLANT & EQUIPMENT PTY LTD	PICK UP MULTI ROLLER FROM LEEMING ROAD AND DROP OFF AT CORNER MEENAAR SOUTH ROAD & GREAT EASTERN HWAY	1	600.00	
EFT42812	10/02/2022	BAKERS HILL RURAL SUPPLIES & HARDWARE	3 X 1LTR SPRAY BOTTLES	1		13.50
INV 164655	03/02/2022	BAKERS HILL RURAL SUPPLIES & HARDWARE	3 X 1LTR SPRAY BOTTLES	1	13.50	

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EFT42813	10/02/2022	BUNNINGS BUILDING SUPPLIES P/L	HIGH PRESSURE WASHER UNIT	1		1,181.74
INV 2182/00407/01/2022		BUNNINGS BUILDING SUPPLIES P/L	4X TASKMASTER 150X5ML S HOOK 4 PACK	1	16.36	
INV 2182/00407/01/2022		BUNNINGS BUILDING SUPPLIES P/L	1 X TAUBMANS 4 LITRE EASY COAT INTERIOR PAINT (LOW SHEEN) LEADER SKY (T08132-2)	1	81.61	
INV 2182/0024/01/2022		BUNNINGS BUILDING SUPPLIES P/L	GAS BOTTLE REFILLS	1	51.20	
INV 2182/00425/01/2022		BUNNINGS BUILDING SUPPLIES P/L	GIFTS FOR CITIZENSHIP CEREMONY 26 JANUARY 2022	1	77.46	
INV 2182/0031/01/2022		BUNNINGS BUILDING SUPPLIES P/L	20LTR CONTAINER, 24 SPRAY BOTTLES, TECH SCREW BITS	1	103.75	
INV 2182/0003/02/2022		BUNNINGS BUILDING SUPPLIES P/L	BUCKETS / SIGNS / GOGGLES / EPOXY / GUMBOOTS	1	115.57	
INV 2182/0004/02/2022		BUNNINGS BUILDING SUPPLIES P/L	WIRE STRAINERS	1	103.55	
INV 2182/0004/02/2022		BUNNINGS BUILDING SUPPLIES P/L	19MM FITTINGS AND POLY PIPE FOR RECREATION CENTRE GARDENS	1	139.13	
INV 2182/0004/02/2022		BUNNINGS BUILDING SUPPLIES P/L	HIGH PRESSURE WASHER UNIT	1	269.00	
INV 2182/0004/02/2022		BUNNINGS BUILDING SUPPLIES P/L	OIL & PAINT FOR GRANDSTAND PATCHING	1	224.11	
EFT42814	10/02/2022	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JANUARY 2022	1		3,075.97
INV JANUAB1/01/2022		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR JANUARY 2022	1	3,075.97	
EFT42815	10/02/2022	CHARLES SERVICE COMPANY	C.2020214. WEEKLY CLEANING FOR FNORTHAM FACILITIES CONTRACT	1		14,163.99
INV 000345923/01/2022		CHARLES SERVICE COMPANY	C.202021-04- VO1 - WEEKLY CLEANING FOR WUNDOWIE OVAL TOILETS 7X A WEEK AS PER QUOTE	1	3,382.50	
INV 000345923/01/2022		CHARLES SERVICE COMPANY	C.2020214. WEEKLY CLEANING FOR FNORTHAM FACILITIES CONTRACT	1	10,781.49	
EFT42816	10/02/2022	COUNTRYWIDE GROUP	20 X 25KG BI CARB / DPD / PH PHENOL TABLETS / ACID TABLETS / ALKALINITY	1		2,470.80
INV ACC00120/12/2021		COUNTRYWIDE GROUP	20 X 25KG BI CARB / DPD / PH PHENOL TABLETS / ACID TABLETS / ALKALINITY	1	2,470.80	

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EFT42817	10/02/2022	DUN DIRECT PTY LTD	FUEL CHARGES FOR JANUARY 2022 - DEPOT FUEL, FIRE CHIEF, PROJECT DEVELOPMENT ENGINEER, CISM, KILLARA EXEC MGR ENGINEERING, SENIOR RANGER, PLANNING OFFICER, MGR PLANNING & ENVIRONMENT, CEO, EXEC MGR CORPORATE SERVICES, MGR BUILDING AND HEALTH, RANGER SERVICES, COMMUNITY SERVICES POOL VEHICLE, EXEC MGR COMMUNITY SERVICES, BUILDING MAINTENANCE & PROJECT SUPERVISOR, DEVELOPMENT SERVICES POOL CAR, STOCK, SMALL PLANT,	1		19,269.41
INV JANUAB1/01/2022		DUN DIRECT PTY LTD	FUEL CHARGES FOR JANUARY 2022 - DEPOT FUEL, FIRE CHIEF, PROJECT DEVELOPMENT ENGINEER, CISM, KILLARA EXEC MGR ENGINEERING, SENIOR RANGER, PLANNING OFFICER, MGR PLANNING & ENVIRONMENT, CEO, EXEC MGR CORPORATE SERVICES, MGR BUILDING AND HEALTH, RANGER SERVICES, COMMUNITY SERVICES POOL VEHICLE, EXEC MGR COMMUNITY SERVICES, BUILDING MAINTENANCE & PROJECT SUPERVISOR, DEVELOPMENT SERVICES POOL CAR, STOCK, SMALL PLANT,	1	19,269.41	
EFT42818	10/02/2022	FM SURVEYS	NORTHAM DEPOT REDEVELOPMENT. SURVEY AND SUPPLY INVERT LEVELS OF STORM WATER AS PER DIAGRAM.	1		1,320.00
INV 000213303/02/2022		FM SURVEYS	NORTHAM DEPOT REDEVELOPMENT. SURVEY AND SUPPLY INVERT LEVELS OF STORM WATER AS PER DIAGRAM.	1	1,320.00	
EFT42819	10/02/2022	GHD PTY LTD	DESIGN & DRAWINGS INCLUDING: CARPARK LAYOUT, FOOTPATHS, RETAINING, CROSSOVERS, ASPHALT TO ENTRANCE, STORMWATER DRAINAGE, SHORT TERM PARKING, LEVELS AND GRADING FOR ALL AREAS. AS PER FEE PROPOSAL12565235.	1		18,624.65
INV 112-01081/01/2022		GHD PTY LTD	DESIGN & DRAWINGS INCLUDING: CARPARK LAYOUT, FOOTPATHS, RETAINING, CROSSOVERS, ASPHALT TO ENTRANCE, STORMWATER DRAINAGE, SHORT TERM PARKING, LEVELS AND GRADING FOR ALL AREAS. AS PER FEE PROPOSAL12565235.	1	18,624.65	

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EFT42820	10/02/2022	GLENN STUART BEVERIDGE	REC CENTRE - ANAUAL CLEAN GUTTER AND FLUSH DOWNPIPES	1		18,865.00
INV 241	13/12/2021	GLENN STUART BEVERIDGE	VISITORS CENTRE. SAND AND OIL HANDRAILS ALONG VIEWING PLATFORM.	1	660.00	
INV 240	13/12/2021	GLENN STUART BEVERIDGE	LIBRARY BUILDING. SUPPLY AND INSTALL 1.8M RETRACTIBLE BABY GATE.	1	286.00	
INV 243	14/12/2021	GLENN STUART BEVERIDGE	REC CENTRE - ANAUAL CLEAN GUTTER AND FLUSH DOWNPIPES	1	6,072.00	
INV 253	28/12/2021	GLENN STUART BEVERIDGE	MORBY COTTAGE / VISITOR CENTRE / OLD POST OFFICE - YEARLY OIL DECKING.	1	4,818.00	
INV 252	28/12/2021	GLENN STUART BEVERIDGE	BKB ANIMAL SCULPTURES. INSTALL SCULPTURES INCLUDING 2 X FOOTINGS IN GARDENS.	1	1,870.00	
INV 254	28/01/2022	GLENN STUART BEVERIDGE	YOUTH PRECINCT TOILETS. REPLACE DOOR STOPS, FAINT GRAFFITI AND INSTALL CHECKERPLATE UNDER BABY CHANGE TABLE.	1	704.00	
INV 256	28/01/2022	GLENN STUART BEVERIDGE	VISITORS CENTRE. REPLACE LOOSE BOARD TO RAMP NEAR FRONT.	1	462.00	
INV 257	28/01/2022	GLENN STUART BEVERIDGE	BKB. PRESSURE WASH WALLS TO FRONT, SIDES AND UNDERCOVER CROFT AS DISCUSSED ON SITE.	1	3,300.00	
INV 255	28/01/2022	GLENN STUART BEVERIDGE	NORTHAM DEPOT. EASE AND ADJUST SIDE ENTRY DOOR INCLUDING DOOR CLOSER.	1	99.00	
INV 259	02/02/2022	GLENN STUART BEVERIDGE	LESSER HALL. EASE AND ADJUST SIDE DOOR GOING INTO BRIDGELY YARD AS NOT LOCKING PROPERLY.	1	99.00	
INV 258	02/02/2022	GLENN STUART BEVERIDGE	NORTHAM SWIMMING POOL SITE. CLEAN UP BROKEN HARDIFLEX AND INSTALL NEW PIECE OVER TOP IN MALE TOILETS.	1	495.00	
EFT42821	10/02/2022	GRAFTON ELECTRICS	1 X ELECTRICAL FAN FOR VSD PLUS SUPPLY SPARE.	1		1,755.16
INV 8303	14/01/2022	GRAFTON ELECTRICS	1 X ELECTRICAL FAN FOR VSD PLUS SUPPLY SPARE.	1	1,078.00	
INV 8396	07/02/2022	GRAFTON ELECTRICS	REPLACE POWER LEAD TO POWER BOX USED FOR CHRISTMAS DECORATIONS	1	77.00	
INV 8404	09/02/2022	GRAFTON ELECTRICS	NORTHAM DEPOT. TEST AND TAG ALL OFFICE EQUIPMENT AND WARTER COOLER.	1	600.16	
EFT42822	10/02/2022	HERSEY'S SAFETY PTY LTD	WIPES / GLOVES / EARPLUGS / SAFTY GLAS TRUBRAND / BATTERYS / RAGS	1		851.20

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INV 48908	02/02/2022	HERSEY'S SAFETY PTY LTD	WIPES / GLOVES / EARPLUGS / SAFTY GLAS TRUBRAND / BATTERYS / RAGS	1	851.20	
EFT42823	10/02/2022	IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1		10,444.00
INV 000057028/01/2022		IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	978.00	
INV 000057028/01/2022		IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	2,274.00	
INV 000057028/01/2022		IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	1,092.00	
INV 000057028/01/2022		IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	324.00	
INV 000057028/01/2022		IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	3,624.00	
INV 000057028/01/2022		IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	611.00	
INV 000057028/01/2022		IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	858.00	
INV 000057028/01/2022		IN PHASE TEST & TAG	TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	683.00	
EFT42824	10/02/2022	KLEENWEST DISTRIBUTORS	DJSINFECTANT / WIPE ROLL / BIN LINER / TOILET ROLL / GLOVES	1		2,523.85
INV 000648702/02/2022		KLEENWEST DISTRIBUTORS	DJSINFECTANT / WIPE ROLL / BIN LINER / TOILET ROLL / GLOVES	1	1,348.88	
INV 000648602/02/2022		KLEENWEST DISTRIBUTORS	DJSINFECTANT / WIPE ROL / BIN LINER / TOILET ROLLS / SPRAY BOTTLE / LABELS	1	1,174.97	
EFT42825	10/02/2022	LO-GO APPOINTMENTS	TEMPORARY CONTRACT - EXECUTIVE MANAGER ENGINEERING SERVICES - NEVILLE BINNING - WEEK ENDING 7 JANUARY 2022 (38 HOURS X \$101.24 PER HOUR NOT INCLUDING GST)	1		17,539.83
INV 004250722/12/2021		LO-GO APPOINTMENTS	TEMPORARY CONTRACT - EXECUTIVE MANAGER ENGINEERING SERVICES - NEVILLE BINNING - WEEK ENDING 17 DECEMBER 2021 (ESTIMATED 38 HOURS X \$101.24 PER HOUR NOT INCLUDING GST)	1	3,897.74	

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INV 004251229	12/2021	LO-GO APPOINTMENTS	TEMPORARY CONTRACT - EXECUTIVE MANAGER ENGINEERING SERVICES - NEVILLE BINNING - WEEK ENDING 24 DECEMBER 2021 (27 HOURS X \$101.24 PER HOUR NOT INCLUDING GST)	1	3,006.83	
INV 004251405	01/2022	LO-GO APPOINTMENTS	TEMPORARY CONTRACT - EXECUTIVE MANAGER ENGINEERING SERVICES - NEVILLE BINNING - WEEK ENDING 31 DECEMBER 2021 (ESTIMATED 38 HOURS X \$101.24 PER HOUR NOT INCLUDING GST)	1	2,617.05	
INV 004251611	01/2022	LO-GO APPOINTMENTS	TEMPORARY CONTRACT - EXECUTIVE MANAGER ENGINEERING SERVICES - NEVILLE BINNING - WEEK ENDING 7 JANUARY 2022 (38 HOURS X \$101.24 PER HOUR NOT INCLUDING GST)	1	4,231.83	
INV 004252018	01/2022	LO-GO APPOINTMENTS	TEMPORARY CONTRACT - EXECUTIVE MANAGER ENGINEERING SERVICES - NEVILLE BINNING - WEEK ENDING 14 JANUARY 2022 (ESTIMATED 38 HOURS X \$101.24 PER HOUR NOT INCLUDING GST)	1	3,786.38	
EFT42826	10/02/2022	MARGARET RUBY BAIRD	RATES CREDIT REFUND FOR ASSESSMENT A14268	1		794.43
INV A14268	04/02/2022	MARGARET RUBY BAIRD	RATES CREDIT REFUND FOR ASSESSMENT A14268		794.43	
EFT42827	10/02/2022	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 18/01/2022 FOR BKB FEES AND CHARGES	1		1,286.84
INV 38821	01/01/2022	MARKETFORCE	EARLY SETTLEMENT DISCOUNT FOR INV 42062	1	-15.75	
INV 38821	01/01/2022	MARKETFORCE	EARLY SETTLEMENT DISCOUNT FOR INV 42064	1	-24.11	
INV 38821	01/01/2022	MARKETFORCE	EARLY SETTLEMENT DISCOUNT FOR INV 42065	1	-24.51	
INV 42400	27/01/2022	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 18/01/2022 FOR BKB FEES AND CHARGES	1	1,351.21	
EFT42828	10/02/2022	MGM SETTLEMENTS	RATES CREDIT REFUND FOR ASSESSMENT A10544	1		561.87
INV A10544	04/02/2022	MGM SETTLEMENTS	RATES CREDIT REFUND FOR ASSESSMENT A10544		561.87	
EFT42829	10/02/2022	NAVMAN WIRELESS PTY LTD	UBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 01/07/2021-30/06/2022	1		893.92
INV 924380315	01/2022	NAVMAN WIRELESS PTY LTD	UBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 01/07/2021-30/06/2022	1	893.92	

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EFT42830	10/02/2022	NEVILLE BINNING	REJMBURSEMENT FOR ACCOMMODATION WHILE UNDER CONTRACT. TOTAL OF 4 NIGHTS @ \$115 PER NIGHT.	1		460.00
INV CY090209/02/2022		NEVILLE BINNING	REJMBURSEMENT FOR ACCOMMODATION WHILE UNDER CONTRACT. TOTAL OF 4 NIGHTS @ \$115 PER NIGHT.	1	460.00	
EFT42831	10/02/2022	NORTHAM & DISTRICTS GLASS SERVICE - DO NOT USE	PN1612 - REPAIR MIRROR	1		33.00
INV INV-15504/02/2022		NORTHAM & DISTRICTS GLASS SERVICE - DO NOT USE	PN1612 - REPAIR MIRROR	1	33.00	
EFT42832	10/02/2022	NORTHAM BETTA HOME LIVING	LAPTOP POWER SUPPLY 19V / CRUCIAL BX500 240GB SSD / DIGITECH USB EXPANSION PORT	1		721.80
INV 200100317/01/2022		NORTHAM BETTA HOME LIVING	LAPTOP POWER SUPPLY 19V / CRUCIAL BX500 240GB SSD / DIGITECH USB EXPANSION PORT	1	417.80	
INV 200100324/01/2022		NORTHAM BETTA HOME LIVING	8GB DDR4-2666 RAM CHIPS	1	158.00	
INV 200100303/02/2022		NORTHAM BETTA HOME LIVING	USB-C 4 PORT USB HUB	1	29.00	
INV 200100304/02/2022		NORTHAM BETTA HOME LIVING	SIMPLECOM - 4 CHANNEL HDMI SWITCH	1	117.00	
EFT42833	10/02/2022	NORTHAM BOWLING CLUB INC	QUICK RESPONSE GRANT PAYMENT - SPONSORSHIP LADIES CLASSIC BOWLING CARNIVAL	1		550.00
INV 7371	26/01/2022	NORTHAM BOWLING CLUB INC	QUICK RESPONSE GRANT PAYMENT - SPONSORSHIP LADIES CLASSIC BOWLING CARNIVAL	1	550.00	
EFT42834	10/02/2022	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR PETER BEAZLEY - GOLF	1		100.00
INV 3776	07/02/2022	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR PETER BEAZLEY - GOLF	1	100.00	
EFT42835	10/02/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1		361.00
INV 000040101/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1	36.00	
INV 000040103/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	114.00	
INV 000040103/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1	19.50	
INV 000040104/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS FOR 01/07/2021-30/06/2022	1	33.00	



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INV 000040	10/02/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	158.50	
EFT42836	10/02/2022	NORTHAM TOY LIBRARY	NORTHAM TOY LIBRARY COMMUNITY DEVELOPMENT GRANT - NORTHAM EARLY YEARS HUB.	1		15,450.00
INV 202201	18/01/2022	NORTHAM TOY LIBRARY	NORTHAM TOY LIBRARY COMMUNITY DEVELOPMENT GRANT - NORTHAM EARLY YEARS HUB.	1	15,450.00	
EFT42837	10/02/2022	OXTER SERVICES	2 X CARTONS 80LT RUBBISH BAGS	1		162.36
INV 25420	08/02/2022	OXTER SERVICES	2 X CARTONS 80LT RUBBISH BAGS	1	162.36	
EFT42838	10/02/2022	PFD FOOD SERVICES PTY LTD	SAUSAGE ROLLS / PIES / ICE CREAMS / SAUCE	1		1,122.25
INV LB3281	28/01/2022	PFD FOOD SERVICES PTY LTD	SAUSAGE ROLLS / PIES / ICE CREAMS / SAUCE	1	1,122.25	
EFT42839	10/02/2022	POOL AND PUMP SERVICE AND REPAIRS	SUPPLY AND INSTALL PROCAL COMPOSIT VALVE, PROCAL FLOAT ASSEMBLY. SUPPLY MULTIFUNCTION VALVE. TEST AND COMMISSION	1		1,721.50
INV 100360	01/02/2022	POOL AND PUMP SERVICE AND REPAIRS	SUPPLY AND INSTALL PROCAL COMPOSIT VALVE, PROCAL FLOAT ASSEMBLY. SUPPLY MULTIFUNCTION VALVE. TEST AND COMMISSION	1	1,721.50	
EFT42840	10/02/2022	QUALITY PRESS	DFES 56 LABELS / ER GUIDE	1		89.43
INV INV0540	04/02/2022	QUALITY PRESS	DFES 56 LABELS / ER GUIDE	1	89.43	
EFT42841	10/02/2022	RED DOT STORES	10 X COOLING TOWELS	1		187.50
INV 172146	22/12/2021	RED DOT STORES	10 X COOLING TOWELS	1	90.00	
INV 218434	025/01/2022	RED DOT STORES	GIFT BAGS FOR CITIZENSHIP CEREMONY 26 JANUARY 2022	1	17.50	
INV 229409	02/02/2022	RED DOT STORES	SMALL RUBBISH BINS / WIPES	1	80.00	
EFT42842	10/02/2022	RETAIL DECISIONS (COLES)	COLES CARD JAN 2022 - KILLARA / ADMIN / REC CENTRE / POOL / KIOSK / NORTHAM DEPOT / VISITORS CENTRE / LIBRARY / COMMUNITY SERVICES	1		3,398.88
INV 175	31/01/2022	RETAIL DECISIONS (COLES)	COLES CARD JAN 2022 - KILLARA / ADMIN / REC CENTRE / POOL / KIOSK / NORTHAM DEPOT / VISITORS CENTRE / LIBRARY / COMMUNITY SERVICES	1	3,398.88	

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EFT42843	10/02/2022	SOUTHERN CROSSAUSTEREO PTY LTD	AROUND THE TOWNS INTERVIEWS - SHIRE PRESIDENT - 2021/22	1		198.00
INV 712827631	01/01/2022	SOUTHERN CROSSAUSTEREO PTY LTD	AROUND THE TOWNS INTERVIEWS - SHIRE PRESIDENT - 2021/22	1	198.00	
EFT42844	10/02/2022	SPECIALISED TREE SERVICE	KATRINE ROAD - ROADSIDE VEGETATION MANAGEMENT OF 30.6KM OF VERGE WORKS	1		16,935.08
INV 3773	04/02/2022	SPECIALISED TREE SERVICE	KATRINE ROAD - ROADSIDE VEGETATION MANAGEMENT OF 30.6KM OF VERGE WORKS	1	16,935.08	
EFT42845	10/02/2022	SUN ROAD FOOD & BEVERAGE	GATORADE / POPPERS / LIPTON TEA / WATER / LEMONADE	1		638.89
INV 104490925	01/01/2022	SUN ROAD FOOD & BEVERAGE	GATORADE / POPPERS / LIPTON TEA / WATER / LEMONADE	1	638.89	
EFT42846	10/02/2022	SYNERGY	357700020 KILLARA DAYCARE CENTRE - COTTAGE - 26/11/2021 to 28/01/2022	1		4,222.06
INV 357703118	01/01/2022	SYNERGY	357703180 STORMWATER DAM PUMP - 17/11/2021 to 17/01/2022		116.37	
INV 335820919	01/01/2022	SYNERGY	335820940 CREATE 298 - 15/12/2021 to 18/01/2022		755.94	
INV 361670220	01/01/2022	SYNERGY	361670250 NORTHAM LIBRARY - 16/12/2021 to 19/01/2022		493.70	
INV 357700031	01/01/2022	SYNERGY	357700020 KILLARA DAYCARE CENTRE - COTTAGE - 26/11/2021 to 28/01/2022		985.04	
INV 335596931	01/01/2022	SYNERGY	335596920 NORTHAM VISITORS CENTRE - TRADE WASTE PERMIT - 25/11/2021 to 28/01/2022		768.78	
INV 357548702	02/02/2022	SYNERGY	357548700 TOWN HALL & LESSER HALL - 29/11/2021 to 01/02/2022		503.17	
INV 357548004	02/02/2022	SYNERGY	357548080 DOG POUND COLEBATCH RD - 18/11/2021 to 19/01/2022		599.06	
EFT42847	10/02/2022	TERESA MARIA HANRATTY	RATES CREDIT REFUND FOR ASSESSMENT A2000	1		348.56
INV A2000	10/02/2022	TERESA MARIA HANRATTY	RATES CREDIT REFUND FOR ASSESSMENT A2000		348.56	
EFT42848	10/02/2022	THYLACINE DESIGN & PROJECT MANAGEMENT	BKB EXHIBITION IMPROVEMENTS PER QUOTE 21072021 ENTRY SPACE	1		17,424.00
INV 201034101	01/02/2022	THYLACINE DESIGN & PROJECT MANAGEMENT	BKB EXHIBITION IMPROVEMENTS PER QUOTE 21072021 ENTRY SPACE	1	17,424.00	

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EFT42849	10/02/2022	VICTORIA WILLIAMS	RING LIGHT AND MICROPHONE FOR VIDEOGRAPHY	1		40.11
INV JM 030203/02/2022		VICTORIA WILLIAMS	RING LIGHT AND MICROPHONE FOR VIDEOGRAPHY	1	40.11	
EFT42850	10/02/2022	VINCELEC	VINTAGE VEHICLE BUILDING.INSTALL NEW LIGHTS AS PER QUOTE.	1		1,463.14
INV IV 1189	03/02/2022	VINCELEC	VINTAGE VEHICLE BUILDING.INSTALL NEW LIGHTS AS PER QUOTE.	1	1,193.13	
INV IV 1192	04/02/2022	VINCELEC	OLD TOWN BUILDING. CONDUCT RCD CHECKS UPSTAIRS AND DOWNSTAIRS (CREATE 298 AND DSR)	1	270.01	
EFT42851	10/02/2022	WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FROM AUGUST 2021-JUNE 2022	1		27.20
INV SN00 0101/02/2022		WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FROM AUGUST 2021-JUNE 2022	1	27.20	
EFT42852	10/02/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	KILLARA 3 HYUNDAI BATTERY REPLACEMENT	1		327.50
INV INV-12802/02/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	KILLARA 3 HYUNDAI BATTERY REPLACEMENT	1	327.50	
EFT42853	10/02/2022	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL CHARGES FOR JANUARY 2022	1		703.69
INV JANUAB1/01/2022		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL CHARGES FOR JANUARY 2022	1	703.69	
EFT42854	16/02/2022	ALLGLOVE INDUSTRIES	FW GLOVES	1		1,452.00
INV 000042301/02/2022		ALLGLOVE INDUSTRIES	FW GLOVES	1	1,452.00	
EFT42855	16/02/2022	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING	1		214.50
INV A19229 04/02/2022		ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING	1	214.50	
EFT42856	16/02/2022	AUTOPRO NORTHAM	PN1512 - BATTERY	1		110.16
INV 973501	08/02/2022	AUTOPRO NORTHAM	CREDIT NOTE - WIPER BLADES,	1	-15.30	
INV 973339	08/02/2022	AUTOPRO NORTHAM	WIPER BLADES	1	13.20	
INV 973383	08/02/2022	AUTOPRO NORTHAM	PN1512 - BATTERY	1	112.26	

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EFT42857	16/02/2022	AVON SERVICE SPECIALISTS	45,000KM SERVICE OF PN1907 - N11196 - FORD ESCAPE	1		629.25
INV 21863	01/10/2021	AVON SERVICE SPECIALISTS	SERVICE FOR PN1602 - N11291 MITSUBISHI TRITON VIN: MMAYJKK10GH027447	1	309.25	
INV 21970	18/10/2021	AVON SERVICE SPECIALISTS	45,000KM SERVICE OF PN1907 - N11196 - FORD ESCAPE	1	320.00	
EFT42858	16/02/2022	AVON VALLEY CONTRACTORS	24 TONNE YELLOW BRICKIES SAND/ 12 TONNE CRACKER DUST	1		984.00
INV 3985	09/02/2022	AVON VALLEY CONTRACTORS	24 TONNE YELLOW BRICKIES SAND/ 12 TONNE CRACKER DUST	1	984.00	
EFT42859	16/02/2022	AVON WASTE	DOMESTIC / COMMERCIAL RUBBISH COLLECTION	1		37,361.07
INV 48123	14/01/2022	AVON WASTE	DOMESTIC / COMMERCIAL RUBBISH COLLECTION	1	37,361.07	
EFT42860	16/02/2022	BANDIT TREE EQUIPMENT	SERVICE AND REPAIRS TO PN1802 WOODCHIPPER	1		732.00
INV 001210308	02/2022	BANDIT TREE EQUIPMENT	SERVICE AND REPAIRS TO PN1802 WOODCHIPPER	1	732.00	
EFT42861	16/02/2022	BUDGET CASH REGISTER CO	CASH REGISTER SUPPORT & MAINTENANCE	1		1,045.00
INV 20536	08/11/2021	BUDGET CASH REGISTER CO	CASH REGISTER SUPPORT & MAINTENANCE	1	1,045.00	
EFT42862	16/02/2022	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2022	1		3,350.32
INV T1080	15/02/2022	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2022	1	3,350.32	
EFT42863	16/02/2022	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2022	1		403.84
INV T1079	15/02/2022	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2022	1	403.84	
EFT42864	16/02/2022	BUNNINGS BUILDING SUPPLIES P/L	SUPPLIES FOR CLACKLINE FIRE SHED	1		1,272.26
INV 2182/0015	09/2021	BUNNINGS BUILDING SUPPLIES P/L	FARTING GIFT FOR EMES.	1	210.00	
INV 2182/0008	02/2022	BUNNINGS BUILDING SUPPLIES P/L	EXPANSION JOINT ABLE FLEX / REINFORCING BARS	1	58.44	

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INV 2182/0049/02/2022		BUNNINGS BUILDING SUPPLIES P/L	MASONARY DRILL BITS	1	24.31	
INV 2182/0049/02/2022		BUNNINGS BUILDING SUPPLIES P/L	ZINC PLATED ANKA SCREWS	1	33.00	
INV 2182/0009/02/2022		BUNNINGS BUILDING SUPPLIES P/L	RETICULATION POLY FITTINGS	1	51.24	
INV 2182/0009/02/2022		BUNNINGS BUILDING SUPPLIES P/L	RETICULATION POLY FITTINGS	1	64.08	
INV 2182/0010/02/2022		BUNNINGS BUILDING SUPPLIES P/L	PAINTING SUPPLIES	1	54.60	
INV 2182/0010/02/2022		BUNNINGS BUILDING SUPPLIES P/L	ANT TREATMENT	1	31.90	
INV 2182/0011/02/2022		BUNNINGS BUILDING SUPPLIES P/L	3x 10KG CHLORINE GRANULES FOR WASTE WATER TREATMENT PLANT / 2L LONG LIFE ALGAECIDE	1	267.80	
INV 2182/0011/02/2022		BUNNINGS BUILDING SUPPLIES P/L	SUPPLIES FOR CLACKLINE FIRE SHED	1	476.89	
EFT42865	16/02/2022	CADDS FASHIONS	DEPOT - SHIRTS / PANTS / JACKET	1		1,248.83
INV 22-000004/01/2022		CADDS FASHIONS	UNIFORM ALLOWANCE, SHANE MOORHEAD 2 X KING GEE WORK PANTS	1	159.98	
INV 22-000003/02/2022		CADDS FASHIONS	RANGER - SHIRTS / JACKET / BADGE	1	236.90	
INV 22-000008/02/2022		CADDS FASHIONS	DEPOT - SHIRTS / PANTS / JACKET	1	426.65	
INV 22-000008/02/2022		CADDS FASHIONS	BLACK AND WHITE POLO SHIRTS WITH SHIRE EMBROIDERY (SAME AS PO64006) - 3 X 3XL - SANTO LEOTTA	1	59.70	
INV 22-000008/02/2022		CADDS FASHIONS	DEPOT - SHIRTS / PANTS / TROUSERS	1	365.60	
EFT42866	16/02/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - HINO DRAINAGE TRUCK 65,000KLM SERVICE & REPAIRS, HYDRAULIC LINES, RH MUDFLAP 07/02/2022	1		10,007.86
INV 000038426/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	DIAGNOSE OVER FAULT ISSUE WITH CLACKLINE 2.4R	1	969.10	
INV 000038426/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	DIAGNOSE OVER FAULT ISSUE WITH BAKERS 3.4U	1	371.25	
INV 000038630/01/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1612 - REPAIR BRAKE SYSTEM	1	1,365.65	
INV 000038809/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1611 - SUPPLY PARTS AND REPAIR AIR VALVE TO WATER TRUCK	1	1,820.50	
INV 000038809/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - BOMAG MULTI ROLLER SERVICE ON SITE 01/02/2022	1	1,290.08	
INV 000038809/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - JOHN DEERE GRADER SERVICE ON SITE 01/02/2022	1	1,628.22	

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INV 000038809/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - HINO DRAINAGE TRUCK 65,000KLM SERVICE & REPAIRS, HYDRAULIC LINES, RH MUDFLAP. 07/02/2022	1	2,563.06	
EFT42867	16/02/2022	CIVIC LEGAL PTY LTD	DEFENDING CLAIM - SHIRE OF NORTHAM & DONOVAN PAYNE	1		741.69
INV 509339	31/01/2022	CIVIC LEGAL PTY LTD	DEFENDING CLAIM - SHIRE OF NORTHAM & DONOVAN PAYNE	1	741.69	
EFT42868	16/02/2022	CLAW ENVIRONMENTAL PTY LTD	PICKING UP CONTAINERS FROM DRUMMUSTER FROM SEPTEMBER 2021	1		431.86
INV 000179111/11/2021		CLAW ENVIRONMENTAL PTY LTD	PICKING UP CONTAINERS FROM DRUMMUSTER FROM SEPTEMBER 2021	1	431.86	
EFT42869	16/02/2022	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 3 SHARPS DISPOSAL SERVICE 01/07/2021-30/06/2022	1		979.79
INV 204826131/01/2022		CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS X 2 SHARPS DISPOSAL SERVICE 01/07/2021-30/06/2022	1	103.14	
INV 204826031/01/2022		CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE 01/07/2021-30/06/2022	1	309.41	
INV 204825931/01/2022		CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 3 SHARPS DISPOSAL SERVICE 01/07/2021-30/06/2022	1	412.54	
INV 204825831/01/2022		CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK PUBLIC TOILETS X 2 SHARPS DISPOSAL SERVICE 01/07/2021-30/06/2022	1	154.70	
EFT42870	16/02/2022	COUNTRY COPIERS NORTHAM	LEDAH A3 PROFESSIONAL GUILLOTINE METAL BASE 20 SHEET CAPACITY BLUE	1		474.40
INV 44818	31/01/2022	COUNTRY COPIERS NORTHAM	LEDAH A3 PROFESSIONAL GUILLOTINE METAL BASE 20 SHEET CAPACITY BLUE	1	234.40	
INV 44818	31/01/2022	COUNTRY COPIERS NORTHAM	BELL	1	22.05	
INV 44818	31/01/2022	COUNTRY COPIERS NORTHAM	INTERNAL EVELOPES & MISC. STATIONARY	1	40.10	
INV 44818	31/01/2022	COUNTRY COPIERS NORTHAM	TN-23580 TONER CARTRIDGE FOR WUNDOWIE DEPOT	1	177.85	
EFT42871	16/02/2022	COUNTRYWIDE GROUP	NORTHAM POOL - CHEMICALS - BI-CARB / SOAD ASH / CALCIUM CHLORIDE / ISOCYNURIC ACID	1		1,773.46
INV ACC00119/01/2022		COUNTRYWIDE GROUP	NORTHAM POOL - CHEMICALS - BI-CARB / SOAD ASH / CALCIUM CHLORIDE / ISOCYNURIC ACID	1	1,773.46	
EFT42872	16/02/2022	CUTTING EDGES EQUIPMENT PARTS	GB6658HT - GRADER BLADE HT CURV (RED) 1828 X 152 X 16 X 13H (5/8") / PLOWBOLTS, NUTS & WASHERS TO SUIT	1		3,363.14

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INV 331882801/02/2022		CUTTING EDGES EQUIPMENT PARTS	GB6658HT - GRADER BLADE HT CURV (RED) 1828 X 152 X 16 X 13H (5/8") / PLOWBOLTS, NUTS & WASHERS TO SUIT	1	3,363.14	
EFT42873	16/02/2022	DAVID KENTISH	HORSESHOES AND FENCES BOOKS / THE KENTISHES OF KEYSBROOK BOOKS / BESIDE THE BILLABONG BOOKS	1		140.00
INV 22002	25/01/2022	DAVID KENTISH	HORSESHOES AND FENCES BOOKS / THE KENTISHES OF KEYSBROOK BOOKS / BESIDE THE BILLABONG BOOKS	1	140.00	
EFT42874	16/02/2022	DRACO AIR PTY LTD	NORTHAM LIBRARY. REPAIR OR REPORT ON AIR CON IN THE SWAN ROOM.	1		264.00
INV 14360	06/02/2022	DRACO AIR PTY LTD	NORTHAM LIBRARY. REPAIR OR REPORT ON AIR CON IN THE SWAN ROOM.	1	264.00	
EFT42875	16/02/2022	E. & M.J. ROSHER PTY LTD	PN1603 - SEWELL ROAD BROOM IDLER SPROCKET (12 TEETH), ARM AND SPRING	1		520.96
INV 143908009/02/2022		E. & M.J. ROSHER PTY LTD	PN1603 - SEWELL ROAD BROOM IDLER SPROCKET (12 TEETH), ARM AND SPRING	1	520.96	
EFT42876	16/02/2022	ENVIRONMENTAL HEALTH AUSTRALIA	STAFF TRAINING - KIM HAMPTON	1		275.00
INV 41611	01/02/2022	ENVIRONMENTAL HEALTH AUSTRALIA	STAFF TRAINING - KIM HAMPTON	1	275.00	
EFT42877	16/02/2022	FIRE AND SAFETY WA	STICKERS AND HELMETS AS PER QUOTE 20503	1		2,523.51
INV 38833	31/01/2022	FIRE AND SAFETY WA	STICKERS AND HELMETS AS PER QUOTE 20503	1	2,523.51	
EFT42878	16/02/2022	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	STICKERS / HELMETS / HANDLES / BARS	1		1,288.32
INV 206279	01/02/2022	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	STICKERS / HELMETS / HANDLES / BARS	1	1,288.32	
EFT42879	16/02/2022	FULTON HOGAN INDUSTRIES PTY LTD	1000LTR JBC OF EMULSION x 4 /	1		5,192.00
INV 160508407/02/2022		FULTON HOGAN INDUSTRIES PTY LTD	1000LTR JBC OF EMULSION x 4 /	1	5,192.00	
EFT42880	16/02/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1513 - MOWER TYRE REPAIRS	1		26.00
INV 641244010/02/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1513 - MOWER TYRE REPAIRS	1	26.00	
EFT42881	16/02/2022	GRAFTON ELECTRICS	REPAIR TO AROC TOILET BLOCK - LIGHTS NOT WORKING	1		148.50

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INV 8400	07/02/2022	GRAFTON ELECTRICS	REPAIR TO AROC TOILET BLOCK - LIGHTS NOT WORKING	1	148.50	
EFT42882	16/02/2022	GROVE WESLEY DESIGN ART	NAME BADGE - MEG GOODMAN - CUSTOMER SERVICE OFFICER	1		42.94
INV 6844	22/12/2021	GROVE WESLEY DESIGN ART	NAME BADGE - LOUISA DYER - LIBRARY MANAGER	1	18.97	
INV 6851	17/01/2022	GROVE WESLEY DESIGN ART	NAME BADGE - MEG GOODMAN - CUSTOMER SERVICE OFFICER	1	23.97	
EFT42883	16/02/2022	IXOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR WWTP 2021/2022	1		567.72
INV 648397531/01/2022	16/02/2022	IXOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR WWTP 2021/2022	1	425.79	
INV 648397531/01/2022	16/02/2022	IXOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY 2021/2022	1	141.93	
EFT42884	16/02/2022	JH COMPUTER SERVICES PTY LTD	SAMSUNG GALAXY XCOVER PRO SM-G715FN 64 GB SMARTPHONE	1		781.00
INV 000020207/02/2022	16/02/2022	JH COMPUTER SERVICES PTY LTD	SAMSUNG GALAXY XCOVER PRO SM-G715FN 64 GB SMARTPHONE	1	781.00	
EFT42885	16/02/2022	JS TECHNOLOGY & DIGITAL PTY LTD	NEW BATTERY FOR RANGER2 IPHONE	1		130.00
INV 10389	21/01/2022	JS TECHNOLOGY & DIGITAL PTY LTD	NEW BATTERY FOR RANGER2 IPHONE	1	70.00	
INV 10479	01/02/2022	JS TECHNOLOGY & DIGITAL PTY LTD	IPHONE SE BATTER REPLACEMENT - RANGER3	1	60.00	
EFT42886	16/02/2022	KI TRAINING AND ASSESSING	JOSHUA BARKER / ROBERT SMITH USI# HCLZSFQVVR HIGH PRESSURE COURSE 2ND FEBRUARY 2022	1		1,000.00
INV 23325	02/02/2022	KI TRAINING AND ASSESSING	JOSHUA BARKER / ROBERT SMITH USI# HCLZSFQVVR HIGH PRESSURE COURSE 2ND FEBRUARY 2022	1	1,000.00	
EFT42887	16/02/2022	KLEENHEAT GAS	45KG GAS CYLINDERS FOR CLACKLINE/MURESK BFB	1		212.96
INV 218990109/02/2022	16/02/2022	KLEENHEAT GAS	45KG GAS CYLINDERS FOR CLACKLINE/MURESK BFB	1	212.96	
EFT42888	16/02/2022	KRYSTAL AMBER STONHAM	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1528	15/02/2022	KRYSTAL AMBER STONHAM	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT42889	16/02/2022	LFA FIRST RESPONSE	250 X VIRACLEAN 500ML SPRAY BOTTLES	1		7,516.30



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INV JN2174531/01/2022		LFA FIRST RESPONSE	40 X BYD N95 MASK BOX OF 25	1	3,187.80	
INV JN2198207/02/2022		LFA FIRST RESPONSE	250 X VIRACLEAN 500ML SPRAY BOTTLES	1	4,328.50	
EFT42890	16/02/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	BEV JONES UPGRADE TO FULL MEMBERSHIP 21/22 INVOICE#25004	1		80.51
INV 25004	02/02/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	BEV JONES UPGRADE TO FULL MEMBERSHIP 21/22 INVOICE#25004	1	80.51	
EFT42891	16/02/2022	LUCKY PENNY CO AUSTRALIA	MINI PADDLES / SPOONS / CHARMS / TOWELS / MAGNETS	1		171.20
INV 17	01/02/2022	LUCKY PENNY CO AUSTRALIA	MINI PADDLES / SPOONS / CHARMS / TOWELS / MAGNETS	1	171.20	
EFT42892	16/02/2022	LUME BRASSERIE - MADEELA PL T/AS	CATERING - COUNCIL FORUM MEETING 8 DECEMBER 2021	1		795.00
INV SHIRE 008/12/2021		LUME BRASSERIE - MADEELA PL T/AS	CATERING - COUNCIL FORUM MEETING 8 DECEMBER 2021	1	405.00	
INV SHIRE 009/02/2022		LUME BRASSERIE - MADEELA PL T/AS	CATERING - COUNCIL FORUM MEETING 9/02/2022	1	390.00	
EFT42893	16/02/2022	MAJOR MOTORS	WALGA PREFERRED SUPPLIER CONTRACT: MEDIUM RIGID (PSP006-019) PURCHASE OF NEW ISUZU CREW TIPPER NPR 6545-190 INC LOCKABLE STORAGE BOX, 100L WATER TANK, SHOVEL/BROOM RACK, TRAFFIC CONE STORAGE AND TOW BALL PER QUOTE 37962	1		88,905.40
INV 116235910/02/2022		MAJOR MOTORS	WALGA PREFERRED SUPPLIER CONTRACT: MEDIUM RIGID (PSP006-019) PURCHASE OF NEW ISUZU CREW TIPPER NPR 6545-190 INC LOCKABLE STORAGE BOX, 100L WATER TANK, SHOVEL/BROOM RACK, TRAFFIC CONE STORAGE AND TOW BALL PER QUOTE 37962	1	88,905.40	
EFT42894	16/02/2022	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWN ROADS ) FROM 01/07/2021 -22/05/2022 ON CONTRACT C.201819-12 YEAR 3 FOOTPATH & VERGE SWEEPING OF CBD FROM 01/07/2022-22/05/2022 ON CONTRACT C.201819-12 YEAR 3	1		7,801.20

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INV N2936	07/02/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2021 -22/05/2022 ON CONTRACT C.201819-12 YEAR 3 FOOTPATH & VERGE SWEEPING OF CBD FROM 01/07/202-22/05/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
INV N2935	07/02/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2021 -22/05/2022 ON CONTRACT C.201819-12 YEAR 3 FOOTPATH & VERGE SWEEPING OF CBD FROM 01/07/202-22/05/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
EFT42895	16/02/2022	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 01/07/2021-30/06/2022	1		417.67
INV 924539005	02/2022	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 01/07/2021-30/06/2022	1	417.67	
EFT42896	16/02/2022	NORTHAM BETTA HOME LIVING	CHIQ TOPMOUNT REFRIGERATOR BLACK	1		60.00
INV 200100319	01/2022	NORTHAM BETTA HOME LIVING	CHIQ TOPMOUNT REFRIGERATOR BLACK	1	60.00	
EFT42897	16/02/2022	OFFICEWORKS SUPERSTORES PTY LTD	DONCASTER ERGONOMIC 3-LEVER CHAIR BLACK / QUARTET PENRITE SLIMLINE PREMIUM WHITEBOARD 1500 X 1200/ STILFORD FLIP TABLE 1800MM	1		4,882.40
INV 243341521	01/2022	OFFICEWORKS SUPERSTORES PTY LTD	DONCASTER ERGONOMIC 3-LEVER CHAIR BLACK / QUARTET PENRITE SLIMLINE PREMIUM WHITEBOARD 1500 X 1200/ STILFORD FLIP TABLE 1800MM	1	2,711.95	
INV 243558021	01/2022	OFFICEWORKS SUPERSTORES PTY LTD	WINDSOR VISITOR CHAIR BLACK	1	1,951.45	
INV 247338701	02/2022	OFFICEWORKS SUPERSTORES PTY LTD	VELOCITY DESK 1500MM GREY	1	219.00	
EFT42898	16/02/2022	OXTER SERVICES	BURIAL DATE 17.01.2022: NEW GRAVE FOR THE BURIAL OF BEDORAH JILL CLUNE AT NORTHAM CEMETERY / BURIAL DATE 20.01.2022: REOPEN GRAVE FOR THE BURIAL OF SHIRLEY EMILY MARTIN AT NORTHAM CEMETERY / BURIAL DATE 21.01.2022: REOPEN GRAVE FOR THE BURIAL OF JAMES WOOD AT NORTHAM CEMETERY	1		3,069.00

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INV 25341	20/01/2022	OXTER SERVICES	BURIAL DATE 17.01.2022: NEW GRAVE FOR THE BURIAL OF BEDORAH JILL CLUNE AT NORTHAM CEMETERY / BURIAL DATE 20.01.2022: REOPEN GRAVE FOR THE BURIAL OF SHIRLEY EMILY MARTIN AT NORTHAM CEMETERY / BURIAL DATE 21.01.2022: REOPEN GRAVE FOR THE BURIAL OF JAMES WOOD AT NORTHAM CEMETERY	1	3,069.00	
EFT42899	16/02/2022	PERTH SAFETY PRODUCTS PTY LTD - YUNGATHA PTY LTD T/AS	CUSTOM PARKING SIGN AS PER PICTURE REFERENCE (PICTURE TO BE MIRRORED)	1		33.00
INV 000110831/01/2022		PERTH SAFETY PRODUCTS PTY LTD - YUNGATHA PTY LTD T/AS	CUSTOM PARKING SIGN AS PER PICTURE REFERENCE (PICTURE TO BE MIRRORED)	1	33.00	
EFT42900	16/02/2022	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PLWA MEMBERSHIP 2020-21	1		170.00
INV 00298	02/02/2022	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PLWA MEMBERSHIP 2020-21	1	170.00	
EFT42901	16/02/2022	QUBE LOGISTICS (WA) PTY LTD	DELIVERY 1 X 920KG CHLORINE TO NORTHAM WASTE WATER TREATMENT PLANT	1		1,772.95
INV TS205531/01/2022		QUBE LOGISTICS (WA) PTY LTD	DELIVERY 1 X 920KG CHLORINE TO NORTHAM WASTE WATER TREATMENT PLANT	1	1,772.95	
EFT42902	16/02/2022	ROYAL LIFE SAVING SOCIETY WA	WAGES FOR DUTY MANAGER FOR WUNDOWIE POOL 8TH OF NOVEMBER 2021 TO 30TH APRIL 2022 NOV 2021, MARCH 2022, APRIL 2022- 7 DAYS A WEEK 12-6PM PLUS 1 HOUR TRAVEL DEC 2021, JAN 2022, FEB 2022 - 7 DAYS A WEEK 12-6PM PLUS 1 HOUR TRAVEL INTERM SWIMMING 6-10TH DEC 2021 AND 13TH TO 16TH DEC 2021 9-11.30AM VACATION SWIMMING 10TH - 14TH JAN 2022 AND 17TH - 21ST JAN 2022	1		52,937.50

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INV 154803	29/11/2021	ROYAL LIFE SAVING SOCIETY WA	WAGES FOR DUTY MANAGER FOR WUNDOWIE POOL 8TH OF NOVEMBER 2021 TO 30TH APRIL 2022 NOV 2021, MARCH 2022, APRIL 2022- 7 DAYS A WEEK 12-6PM PLUS 1 HOUR TRAVEL DEC 2021, JAN 2022, FEB 2022 - 7 DAYS A WEEK 12-6PM PLUS 1 HOUR TRAVEL INTERM SWIMMING 6-10TH DEC 2021 AND 13TH TO 16TH DEC 2021 9-11.30AM VACATION SWIMMING 10TH - 14TH JAN 2022 AND 17TH - 21ST JAN 2022	1	12,397.00	
INV 156628	24/12/2021	ROYAL LIFE SAVING SOCIETY WA	WAGES FOR DUTY MANAGER FOR WUNDOWIE POOL 8TH OF NOVEMBER 2021 TO 30TH APRIL 2022 NOV 2021, MARCH 2022, APRIL 2022- 7 DAYS A WEEK 12-6PM PLUS 1 HOUR TRAVEL DEC 2021, JAN 2022, FEB 2022 - 7 DAYS A WEEK 12-6PM PLUS 1 HOUR TRAVEL INTERM SWIMMING 6-10TH DEC 2021 AND 13TH TO 16TH DEC 2021 9-11.30AM VACATION SWIMMING 10TH - 14TH JAN 2022 AND 17TH - 21ST JAN 2022	1	20,443.50	
INV 159551	31/01/2022	ROYAL LIFE SAVING SOCIETY WA	WAGES FOR DUTY MANAGER FOR WUNDOWIE POOL 8TH OF NOVEMBER 2021 TO 30TH APRIL 2022 NOV 2021, MARCH 2022, APRIL 2022- 7 DAYS A WEEK 12-6PM PLUS 1 HOUR TRAVEL DEC 2021, JAN 2022, FEB 2022 - 7 DAYS A WEEK 12-6PM PLUS 1 HOUR TRAVEL INTERM SWIMMING 6-10TH DEC 2021 AND 13TH TO 16TH DEC 2021 9-11.30AM VACATION SWIMMING 10TH - 14TH JAN 2022 AND 17TH - 21ST JAN 2022	1	20,097.00	
EFT42903	16/02/2022	RURAL BUILDING COMPANY PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1318	15/02/2022	RURAL BUILDING COMPANY PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT42904	16/02/2022	SIGMA CHEMICALS	4 X SODIUM BISULPHATE 25KG BAG 6 X SODIUM CARBONATE (SODA ASH) 25KG BAG	1		369.60

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INV 527092	12/02/2022	SIGMA CHEMICALS	4 X SODIUM BISULPHATE 25KG BAG 6 X SODIUM CARBONATE (SODA ASH) 25KG BAG	1	369.60	
EFT42905	16/02/2022	SPECIALISED TREE SERVICE	KATRINE ROAD - ROADSIDE VEGETATION MANAGEMENT OF 30.6KM OF VERGE WORKS	1		8,467.61
INV 3775	09/02/2022	SPECIALISED TREE SERVICE	KATRINE ROAD - ROADSIDE VEGETATION MANAGEMENT OF 30.6KM OF VERGE WORKS	1	8,467.61	
EFT42906	16/02/2022	STEWART & HEATON CLOTHING CO.PTY LTD	ANNUAL DFES APPROVED PPC FOR BFB VOLUNTEERS	1		586.15
INV SIN-34817/12/2021		STEWART & HEATON CLOTHING CO.PTY LTD	ANNUAL DFES APPROVED PPC FOR BFB VOLUNTEERS	1	215.01	
INV SIN-34903/02/2022		STEWART & HEATON CLOTHING CO.PTY LTD	ANNUAL DFES APPROVED PPC FOR BFB VOLUNTEERS	1	371.14	
EFT42907	16/02/2022	SUN ROAD FOOD & BEVERAGE	NU WATER	1		74.71
INV 104492025/01/2022		SUN ROAD FOOD & BEVERAGE	NU WATER	1	74.71	
EFT42908	16/02/2022	SYNERGY	168614990 STREETLIGHTING - 25/12/2021 to 24/01/2022	1		37,470.96
INV 168614901/02/2022		SYNERGY	168614990 STREETLIGHTING - 25/12/2021 to 24/01/2022		25,328.25	
INV 357704704/02/2022		SYNERGY	357704790 STAGE LIGHTS - SOUNDSHELL - 30/11/2021 to 03/02/2022		66.99	
INV 357548304/02/2022		SYNERGY	357548320 BERNARD PARK TOILETS - 30/11/2021 to 03/02/2022	1	201.87	
INV 935600104/02/2022		SYNERGY	935600140 NORTHAM VISITORS CENTRE - TRADE WASTE PERMIT - 30/11/2021 to 03/02/2022		424.73	
INV 357705107/02/2022		SYNERGY	357705110 RAILWAY MUSEUM - 02/12/2021 to 04/02/2022		364.63	
INV 361669309/02/2022		SYNERGY	361669310 RECREATION PRECINCT - 12/01/2022 to 08/02/2022		11,084.49	
EFT42909	16/02/2022	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	1 CUBIC MTR SANDY MULCH	1		105.00
INV INV-29004/02/2022		THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	1 CUBIC MTR SANDY MULCH	1	105.00	

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EFT42910	16/02/2022	TREVOR EASTWELL	DRIVING FOR WUNDOWIE COMMUNITY BUS FEBRUARY 2022	1		50.00
INV 84	10/02/2022	TREVOR EASTWELL	DRIVING FOR WUNDOWIE COMMUNITY BUS FEBRUARY 2022	1	50.00	
EFT42911	16/02/2022	VALLEY FORD	PN2011- N.4259 - VIN:MNAUMA E80LW 109759 - 15,000KM SERVICE	1		365.00
INV 142061502	02/2022	VALLEY FORD	PN2011- N.4259 - VIN:MNAUMA E80LW 109759 - 15,000KM SERVICE	1	365.00	
EFT42912	16/02/2022	WARRICKS NEWSAGENCY	KILLARA STATIONARY ORDER	1		561.00
INV 468275	31/01/2022	WARRICKS NEWSAGENCY	6 CLIPBOARDS FOR KILLARA	1	27.00	
INV SN00	0101/02/2022	WARRICKS NEWSAGENCY	LIBRARY - MAGIZINE SUBSCRIPTIONS 01/07/2021- 30/06/2022	1	169.42	
INV 465895	03/02/2022	WARRICKS NEWSAGENCY	KILLARA STATIONARY ORDER	1	364.58	
EFT42913	16/02/2022	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1415	15/02/2022	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT42914	16/02/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	N577 - INSTALL FLIR AND REPAIR MULTIPLE LIGHTING AND ELECTRICAL ISSUES AND REPLACE FRONT BLUE/RED/WHITES	1		1,419.50
INV INV-12717	01/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	N577 - INSTALL FLIR AND REPAIR MULTIPLE LIGHTING AND ELECTRICAL ISSUES AND REPLACE FRONT BLUE/RED/WHITES	1	1,419.50	
EFT42915	16/02/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. OCTOBER 2021. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS	1		11,991.53
INV 003012725	11/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. OCTOBER 2021. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS	1	3,586.28	
INV 003012708	11/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. OCTOBER & NOVEMBER 2021. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS.	1	3,307.84	

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INV 003012918/01/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. JANUARY, FEBRUARY & MARCH 2022. 4 HRS A DAY / 3 DAYS A WEEK WITH 2 CREW MEMBERS.	1	1,857.90	
INV 003012918/01/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. NOVEMBER & DECEMBER 2021. 4 HRS A DAY / 3 DAYS A WEEK WITH 2 CREW MEMBERS.	1	1,080.20	
INV 003012918/01/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. NOVEMBER & DECEMBER 2021. 4 HRS A DAY / 3 DAYS A WEEK WITH 2 CREW MEMBERS.	1	2,027.03	
INV 003013009/02/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	SALES REPORT AVON BIRD BOOK NOONGAR DICTIONARY	1	132.28	
EFT42916	16/02/2022	ZENIEN	CCTV MAINTENANCE & REPAIRS	1		3,888.43
INV 19278	06/12/2021	ZENIEN	CCTV MAINTENANCE & REPAIRS	1	3,888.43	
EFT42917	17/02/2022	COMISKEY'S CONTRACTING PTY LTD	CONSTRUCITON OF NORTHAM WASTE TRANSFER FACILITY AS PER CONTRACT C.202021-26 - CLAIM 6	1		156,814.96
INV 220102	01/01/2022	COMISKEY'S CONTRACTING PTY LTD	CONSTRUCITON OF NORTHAM WASTE TRANSFER FACILITY AS PER CONTRACT C.202021-26 - CLAIM 6	1	156,814.96	
EFT42918	22/02/2022	ALLMAKES AG	SEAL (HOPPER) FOR WUNDOWIE MOWER	1		195.95
INV 29168	21/12/2021	ALLMAKES AG	SEAL (HOPPER) FOR WUNDOWIE MOWER	1	162.95	
INV 29168	21/12/2021	ALLMAKES AG	POSTAGE & FREIGHT FOR PARTS ORDERED ON PO63731.	1	33.00	
EFT42919	22/02/2022	ALLSTRONG OUTDOOR GARAGE DOORS	REPAIR TO NORTHAM AQUATIC FACILITY POOL STORE ROOM GARAGE DOOR.	1		4,420.00
INV 000012507/02/2022		ALLSTRONG OUTDOOR GARAGE DOORS	REPAIR TO NORTHAM AQUATIC FACILITY POOL STORE ROOM GARAGE DOOR.	1	4,420.00	
EFT42920	22/02/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR JANUARY 2022	1		38,952.94
INV 81098	31/12/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR DECEMBER 2021	1	6,552.47	
INV 81681	27/01/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR JANUARY 2022	1	30,898.00	
INV 82240	10/02/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY PERIOD ENDING 4TH FEBRUARY 2022	1	1,502.47	

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EFT42921	22/02/2022	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2116 - TRAILER PLUG 7 PIN	1		20.75
INV 687993315/02/2022		APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2116 - TRAILER PLUG 7 PIN	1	20.75	
EFT42922	22/02/2022	AUSTRALIAN SERVICES UNION	Payroll deductions	1		129.50
INV DEDUC15/02/2022		AUSTRALIAN SERVICES UNION	Payroll deductions		129.50	
EFT42923	22/02/2022	AVON CIVIL ENGINEERING	OLD BAKERS HILL FIRE SHED. INSPECT AND ADVISE ON RUSTING POWER POLE AFTER LETTER FROM WESTERN POWER ADVISING REPLACEMENT.	1		550.00
INV 2245	11/02/2022	AVON CIVIL ENGINEERING	OLD BAKERS HILL FIRE SHED. INSPECT AND ADVISE ON RUSTING POWER POLE AFTER LETTER FROM WESTERN POWER ADVISING REPLACEMENT.	1	550.00	
EFT42924	22/02/2022	AVON VALLEY ARTS SOCIETY (INC)	LITTLE BOOK / BAG / BRACELET / NECKLACE / BABY CLOTHES / OWL / KNIFE / CARDS	1		236.47
INV 1020	15/12/2021	AVON VALLEY ARTS SOCIETY (INC)	LITTLE BOOK / BAG / BRACELET / NECKLACE / BABY CLOTHES / OWL / KNIFE / CARDS	1	172.57	
INV 1021	08/02/2022	AVON VALLEY ARTS SOCIETY (INC)	PURPLE TONE VEST E8 ANITAS CRAFTS / MOUSE COMFY TOY / HAIR TIES / OWL / DOLL DRESS / HAND PAINTED CARDS	1	63.90	
EFT42925	22/02/2022	AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL FACILITY FROM 01/01/2022 - 30/06/2022	1		47,120.70
INV 000482028/01/2022		AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL FACILITY FROM 01/01/2022 - 30/06/2022	1	47,120.70	
EFT42926	22/02/2022	BROOKE JUPP	NATIONAL POLICE CLEARANCE	1		57.60
INV 788547	16/02/2022	BROOKE JUPP	NATIONAL POLICE CLEARANCE	1	57.60	
EFT42927	22/02/2022	BUNNINGS BUILDING SUPPLIES P/L	PHILMAC 2" POLY X POLY X POLY RURAL TEE	1		565.74
INV 2182/0031/03/2021		BUNNINGS BUILDING SUPPLIES P/L	HOSES AND FITTINGS	1	86.24	
INV 2182/9904/01/2022		BUNNINGS BUILDING SUPPLIES P/L	PHILMAC 2" POLY X POLY X POLY RURAL TEE	1	479.50	
EFT42928	22/02/2022	CANNON HYGIENE AUSTRALIA PTY LTD	REC CENTRE. SERVICING OF SANITARY UNITS X 7.	1		975.88



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INV 972905614/02/2022		CANNON HYGIENE AUSTRALIA PTY LTD	REC CENTRE. SERVICING OF SANITARY UNITS X 7.	1	975.88	
EFT42929	22/02/2022	CDA AIR & SOLAR	INKPEN TIP BUILDING. SUPPLY AND INSTALL DAIKIN 2.5 KW SPLIT AS PER QUOTE.	1		1,890.00
INV 000149314/02/2022		CDA AIR & SOLAR	INKPEN TIP BUILDING. SUPPLY AND INSTALL DAIKIN 2.5 KW SPLIT AS PER QUOTE.	1	1,890.00	
EFT42930	22/02/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM CNR GRASS VALLEY STH AND GENTLE RD AND DROP OFF AT CNR BORAMIN AND TANK RDS 11/02/2022	1		1,662.10
INV 000038916/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 - KOMATSU EXCAVATOR - REPAIR HYDRAULIC LEAK	1	221.10	
INV 000038816/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM CNR GRASS VALLEY STH AND GENTLE RD AND DROP OFF AT CNR BORAMIN AND TANK RDS 11/02/2022	1	577.50	
INV 000038816/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM CNR MOORE AND MEENAAR RDS AND DROP OFF AT SNOOKE RD	1	577.50	
INV 000038916/02/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1603 - SPROCKET REPAIRS TO ROAD BROOM	1	286.00	
EFT42931	22/02/2022	CHILD SUPPORT AGENCY	Payroll deductions	1		138.85
INV DEDUC15/02/2022		CHILD SUPPORT AGENCY	Payroll deductions		138.85	
EFT42932	22/02/2022	CLOUD COLLECTIONS PTY LTD	DEBT RECOVERY FOR JANUARY 2022	1		12,299.35
INV 2801	01/02/2022	CLOUD COLLECTIONS PTY LTD	DEBT RECOVERY FOR JANUARY 2022	1	12,299.35	
EFT42933	22/02/2022	COINCO PROMOTIONS PTY LTD	COINS 240	1		630.96
INV INV-20227/08/2021		COINCO PROMOTIONS PTY LTD	COINS 240	1	630.96	
EFT42935	22/02/2022	COUNTRY COPIERS NORTHAM	DONGA IRA-DX3730 - COLOUR COLPIER SERVICE METER READING	1		678.57
INV 44818	31/01/2022	COUNTRY COPIERS NORTHAM	1 X DJARY	1	10.55	
INV S09674	14/02/2022	COUNTRY COPIERS NORTHAM	DONGA IRA-DX3730 - COLOUR COLPIER SERVICE METER READING	1	668.02	

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EFT42936	22/02/2022	DCM CARPENTRY & MAINTENANCE	CLACKLINE FIRESHED. REMOVE EXISTING KITCHENETTE, INSTALL SHELVING AND MOVE PUMP ETC AS PER QUOTE 1215	1		9,609.60
INV 1347	13/02/2022	DCM CARPENTRY & MAINTENANCE	REPAINTING WUNDOWIE TODDLER POOL WITH GRIT TO PREVENT SLIPPING	1	1,347.50	
INV 1350	13/02/2022	DCM CARPENTRY & MAINTENANCE	SODA ASH VAT - FLIP LID	1	987.80	
INV 1349	13/02/2022	DCM CARPENTRY & MAINTENANCE	INSTALL SHELVES IN DM OFFICE, REC CO-ORDINATOR OFFICE, DOOR STOP, NETBALL OFFICE ROOM LOCK.	1	451.00	
INV 1346	13/02/2022	DCM CARPENTRY & MAINTENANCE	REPAIR TO HOLE IN GYPROCK IN BULK HEAD ABOVE VIEWING GALLERY	1	451.00	
INV 1345	13/02/2022	DCM CARPENTRY & MAINTENANCE	CLACKLINE FIRESHED. REMOVE EXISTING KITCHENETTE, INSTALL SHELVING AND MOVE PUMP ETC AS PER QUOTE 1215	1	4,235.00	
INV 1348	13/02/2022	DCM CARPENTRY & MAINTENANCE	RAILWAY MUSEUM. REPLACE SECTION OF CHAINLINK FENCE.	1	2,137.30	
EFT42937	22/02/2022	DOUGLAS GRAHAM ABRECHT	RATES CREDIT REFUND FOR ASSESSMENT A10565.	1		122.57
INV A10565	21/02/2022	DOUGLAS GRAHAM ABRECHT	RATES CREDIT REFUND FOR ASSESSMENT A10565.		122.57	
EFT42938	22/02/2022	EASIFLEET	Payroll deductions	1		2,218.25
INV DEDUC15	02/2022	EASIFLEET	Payroll deductions		1,343.72	
INV DEDUC15	02/2022	EASIFLEET	Payroll deductions		874.53	
EFT42939	22/02/2022	FIRE AND SAFETY WA	STICKERS AND HELMENTS AS PER QUOTE 20503 ON 17/1 /2021	1		1,524.60
INV 38901	08/02/2022	FIRE AND SAFETY WA	STICKERS AND HELMENTS AS PER QUOTE 20503 ON 17/1 /2021	1	1,524.60	
EFT42940	22/02/2022	HEALING COLOURS - WRAPD IN LOVE FAMILY TRUST	MERINO WRAPS	1		135.00
INV INV-00322	12/2021	HEALING COLOURS - WRAPD IN LOVE FAMILY TRUST	MERINO WRAPS	1	135.00	
EFT42941	22/02/2022	IXOM OPERATIONS PTY LTD	SUPPLY 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT	1		3,264.80
INV 648970114	02/2022	IXOM OPERATIONS PTY LTD	SUPPLY 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT	1	3,264.80	

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EFT42942	22/02/2022	JASON SIGNMAKERS	BOF-600x900. BUILDING OUR FUTURE- INFRASTRUCTURE PROGRAM 600 x 900MM	1		462.88
INV 226518	15/02/2022	JASON SIGNMAKERS	2.0MM ALJ, NON-REF VINYL, DIGITAL on WHT BOF-600x900. BUILDING OUR FUTURE- INFRASTRUCTURE PROGRAM 600 x 900MM	1	462.88	
EFT42943	22/02/2022	KLEENWEST DISTRIBUTORS	NITRILE BLUE GLOVES (M & L), NAPKINS & HAND TOWELS FOR KILLARA	1		628.60
INV 000657316	02/2022	KLEENWEST DISTRIBUTORS	NITRILE BLUE GLOVES (M & L), NAPKINS & HAND TOWELS FOR KILLARA	1	628.60	
EFT42944	22/02/2022	LFA FIRST RESPONSE	SANITISER DISPENSER	1		340.65
INV IN2148418	01/2022	LFA FIRST RESPONSE	SPLASH GOWNS FOR KILLARA	1	94.56	
INV IN2206209	02/2022	LFA FIRST RESPONSE	SANITISER DISPENSER	1	246.09	
EFT42945	22/02/2022	LO-GO APPOINTMENTS	TEMPORARY CONTRACT - EXECUTIVE MANAGER ENGINEERING SERVICES - NEVILLE BINNING - WEEK ENDING 21 JANUARY 2022 (38 HOURS X \$101.24 PER HOUR NOT INCLUDING GST)	1		8,240.94
INV 004252425	01/2022	LO-GO APPOINTMENTS	TEMPORARY CONTRACT - EXECUTIVE MANAGER ENGINEERING SERVICES - NEVILLE BINNING - WEEK ENDING 21 JANUARY 2022 (38 HOURS X \$101.24 PER HOUR NOT INCLUDING GST)	1	4,677.29	
INV 004252801	02/2022	LO-GO APPOINTMENTS	CONTRACTING SERVICES OF NEVILLE BINNING FOR THE WEEK ENDING 29 JAN 2022	1	3,563.65	
EFT42946	22/02/2022	LUME BRASSERIE - MADEELA PL T/AS	CATERING - ORDINARY COUNCIL MEETING 20/10/2021	1		405.00
INV SHIRE 220	10/2021	LUME BRASSERIE - MADEELA PL T/AS	CATERING - ORDINARY COUNCIL MEETING 20/10/2021	1	405.00	
EFT42947	22/02/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - COVID-19 DIRECTIONS	1		6,596.76
INV 122957	31/01/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - COVID-19 DIRECTIONS	1	346.96	
INV 122955	31/01/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - COVID-19 DIRECTIONS	1	520.44	
INV 122954	31/01/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - COVID-19 DIRECTIONS	1	688.90	

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INV 122953	31/01/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - COVID-19 DIRECTIONS	1	1,850.46	
INV 122941	31/01/2022	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE - COVID-19 DIRECTIONS	1	3,190.00	
EFT42948	22/02/2022	MORRIS PEST AND WEED CONTROL	CLACKLINE FIRE SHED. TREAT ACTIVE TERMITES FOUND IN GYPROCK AND CHECK ALL BUILDING.	1		863.50
INV INV-16714/01/2022		MORRIS PEST AND WEED CONTROL	CLACKLINE FIRE SHED. TREAT ACTIVE TERMITES FOUND IN GYPROCK AND CHECK ALL BUILDING.	1	643.50	
INV INV-17717/02/2022		MORRIS PEST AND WEED CONTROL	BERT HAWKE. SPRAY FOR SPIDERS AND BUGS, INCLUDING ROOF CAVITY AND PLUMBING DUCT.	1	220.00	
EFT42949	22/02/2022	NORTHAM BETTA HOME LIVING	LG BOTTOM MOUNT REFRIDGERATOR WHITE + DELIVERY TO BKB	1		959.00
INV 200100316/02/2022		NORTHAM BETTA HOME LIVING	LG BOTTOM MOUNT REFRIDGERATOR WHITE + DELIVERY TO BKB	1	959.00	
EFT42950	22/02/2022	NORTHAM CHAMBER OF COMMERCE	1/3 PAGE AD- LOCAL PLANNING POLICY PUBLIC NOTICE	1		192.50
INV 000001609/02/2022		NORTHAM CHAMBER OF COMMERCE	1/3 PAGE AD- LOCAL PLANNING POLICY PUBLIC NOTICE	1	192.50	
EFT42951	22/02/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1		144.00
INV 000040208/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	72.00	
INV 000040311/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	36.00	
INV 000040314/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	36.00	
EFT42952	22/02/2022	OPAL AUSTRALIAN PAPER	x 3000 WHITE WINDOW FACED ENVELOPES (140034)	1		105.46
INV 964736301/02/2022		OPAL AUSTRALIAN PAPER	x 3000 WHITE WINDOW FACED ENVELOPES (140034)	1	105.46	
EFT42953	22/02/2022	OXTER SERVICES	BURIAL DATE: 01.02.2022- NEW GRAVE FOR THE BURIAL OF GEOFFREY LAWRENCE / BURIAL DATE: 04.02.2022- NEW GRAVE FOR THE BURIAL OF ERICA ANGUS / GRAVE CERTIFICATION X 2	1		4,202.00
INV 25289	22/12/2021	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF VERA SPIERS AT NORTHAM CEMETERY	1	1,001.00	
INV 25370	27/01/2022	OXTER SERVICES	BURIAL DATE: 27/01/2022 - NEW GRAVE FOR THE BURIAL OF CRAIG LAWRENCE CATIBUT	1	1,067.00	

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INV 25395	03/02/2022	OXTER SERVICES	BURIAL DATE: 01.02.2022- NEW GRAVE FOR THE BURIAL OF GEOFFREY LAWRENCE / BURIAL DATE: 04.02.2022- NEW GRAVE FOR THE BURIAL OF ERICA ANGUS / GRAVE CERTIFICATION X 2	1	2,134.00	
EFT42954	22/02/2022	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2265462	1		977.15
INV 226546217	02/2022	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2265462	1	977.15	
EFT42955	22/02/2022	PFD FOOD SERVICES PTY LTD	ICE CREAMS / SAUSAGE ROLLS / PIES / CRIPS / TWISTIES	1		758.05
INV LB463511	02/2022	PFD FOOD SERVICES PTY LTD	ICE CREAMS / SAUSAGE ROLLS / PIES / CRIPS / TWISTIES	1	758.05	
EFT42956	22/02/2022	PLANNING INSTITUTE AUSTRALIA	ADVERTISING FOR PLANNING OFFICER - CLASSIC AD	1		360.00
INV ED220208	02/2022	PLANNING INSTITUTE AUSTRALIA	ADVERTISING FOR PLANNING OFFICER - CLASSIC AD	1	360.00	
EFT42957	22/02/2022	PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY SECURITY ALARM MONITORING FEE FROM 1/12/2021 TO 28/02/2022.	1		172.00
INV 000206310	02/2022	PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY SECURITY ALARM MONITORING FEE FROM 1/12/2021 TO 28/02/2022.	1	172.00	
EFT42958	22/02/2022	PROFESSIONAL LOCKSERVICE	FLUFFY DUCKS (REEDS). CALL OUT FOR DOOR LOCK AND REPLACEMENT BATTERIES	1		249.81
INV 001069516	12/2021	PROFESSIONAL LOCKSERVICE	FLUFFY DUCKS (REEDS). CALL OUT FOR DOOR LOCK AND REPLACEMENT BATTERIES	1	249.81	
EFT42959	22/02/2022	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL. REMOVE SWINGING LIGHT FITTING AND MAKE SAFE.	1		110.00
INV 000060931	01/2022	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL. REMOVE SWINGING LIGHT FITTING AND MAKE SAFE.	1	110.00	
EFT42960	22/02/2022	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR JANUARY 2022	1		71.76
INV 399930	31/01/2022	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR JANUARY 2022	1	71.76	
EFT42961	22/02/2022	RED DOT STORES	24 X SPRAY BOTTLES	1		84.00

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INV 227993301/02/2022		RED DOT STORES	24 X SPRAY BOTTLES	1	84.00	
EFT42962	22/02/2022	SHO HO TAO	CANDLES	1		48.60
INV 54	14/01/2022	SHO HO TAO	CANDLES	1	48.60	
EFT42963	22/02/2022	SOUTHERN CROSS AUSTEREO PTY LTD	522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON TRIPLE M, NORTHAM 522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON HIT FM NORTHAM AND MERREDIN PLUS MAXIMUM BONUS FILL ON BOTH STATIONS MATCHED ADS FOR JANUARY 2022 01ST DECEMBER 2021 - THROUGH UNTIL 30TH NOVEMBER 2022	1		1,201.20
INV 712827681/01/2022		SOUTHERN CROSS AUSTEREO PTY LTD	522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON TRIPLE M, NORTHAM 522 X 30 2 PER DAY SECOND RADIO COMMERCIALS ON HIT FM NORTHAM AND MERREDIN PLUS MAXIMUM BONUS FILL ON BOTH STATIONS MATCHED ADS FOR JANUARY 2022 01ST DECEMBER 2021 - THROUGH UNTIL 30TH NOVEMBER 2022	1	1,201.20	
EFT42964	22/02/2022	STEWART & HEATON CLOTHING CO.PTY LTD	ANNUAL DFES APPROVED PPC FOR BFB VOLUNTEERS	1		1,718.20
INV SJN349908/02/2022		STEWART & HEATON CLOTHING CO.PTY LTD	ANNUAL DFES APPROVED PPC FOR BFB VOLUNTEERS	1	1,718.20	
EFT42965	22/02/2022	THE WORKWEAR GROUP	CATUK4 - FLUTED SLEEP TOP - NAVY - ALISON ROWLAND	1		109.90
INV 135059520/09/2021		THE WORKWEAR GROUP	CATUK4 - FLUTED SLEEP TOP - NAVY - ALISON ROWLAND	1	109.90	
EFT42966	22/02/2022	TPG TELECOM	TPG CHARGES FEBRUARY 2022 - ADMIN / FINANCE / BKB / CSM / CREATE 298 / ENGINEERING / HEALTH & BUILDING / KILLARA / LIBRARY NORTH & WUNDOWIE / PLANNING / RANGER SERVICES / REC CENTRE / VISITORS CENTRE / IT	1		8,726.85
INV 173728201/02/2022		TPG TELECOM	TPG CHARGES FEBRUARY 2022 - CREATE 298 / SES / BFB	1	591.80	

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INV 173699701/02/2022		TPG TELECOM	TPG CHARGES FEBRUARY 2022 - ADMIN / FINANCE / BKB / CESM / CREATE 298 / ENGINEERING / HEALTH & BUILDING / KILLARA / LIBRARY NORTH & WUNDOWIE / PLANNING / RANGER SERVICES / REC CENTRE / VISITORS CENTRE / IT	1	8,135.05	
EFT42967	22/02/2022	TYRECYCLE PTY LTD	COLLECTION OF 150 - 230 TYRES FROM OLD QUARRY ROAD WASTE FACILITY.	1		2,769.75
INV 982964	16/02/2022	TYRECYCLE PTY LTD	COLLECTION OF 150 - 230 TYRES FROM OLD QUARRY ROAD WASTE FACILITY.	1	2,769.75	
EFT42968	22/02/2022	WA DISTRIBUTORS PTY LTD	103107 KJT KATS / CRUNCHIE / CURLY WURLY	1		154.65
INV 703005	10/02/2022	WA DISTRIBUTORS PTY LTD	103107 KJT KATS / CRUNCHIE / CURLY WURLY	1	154.65	
EFT42969	22/02/2022	WARRICKS NEWSAGENCY	2 X CASH BOXES FOR INK PEN TIP FOR FINANCE	1		39.92
INV SN00 0001/02/2022		WARRICKS NEWSAGENCY	2 X CASH BOXES FOR INK PEN TIP FOR FINANCE	1	39.92	
EFT42970	22/02/2022	WHEATBELT SAND AND GRAVEL	SET UP & INSTALLATION OF SPRAY SYSTEM AT POND 5 - SEPTAGE PONDS AT OLD QUARRY TIP.	1		3,200.00
INV 100	15/02/2022	WHEATBELT SAND AND GRAVEL	SET UP & INSTALLATION OF SPRAY SYSTEM AT POND 5 - SEPTAGE PONDS AT OLD QUARRY TIP.	1	3,200.00	
EFT42972	24/02/2022	ANDY'S PLUMBING SERVICE	KATRINE TOILETS. REPAIR URINAL TO FEMALE DISABLE TOILET / WUNDOWIE FOOTBALL PAVILION TOILETS. REPAIR DAMAGED CISTERNS AFTER VANDALISM / WUNDOWIE DEPOT. REPAIR LEAKING TOILET	1		2,555.30
INV A19234	16/02/2022	ANDY'S PLUMBING SERVICE	REPAIR TOILET IN OVER 60S ROOM, LEAKING FROM REAR.	1	495.00	
INV A19233	16/02/2022	ANDY'S PLUMBING SERVICE	REPAIR TO LEAKING SINK ON AROC TOILET BLOCK.	1	151.80	
INV A19235	17/02/2022	ANDY'S PLUMBING SERVICE	KATRINE TOILETS. REPAIR URINAL TO FEMALE DISABLE TOILET / WUNDOWIE FOOTBALL PAVILION TOILETS. REPAIR DAMAGED CISTERNS AFTER VANDALISM / WUNDOWIE DEPOT. REPAIR LEAKING TOILET	1	1,303.50	
INV A19236	17/02/2022	ANDY'S PLUMBING SERVICE	WUNDOWIE LIBRARY. INSTALL WATER TAP TO REAR COURTYARD.	1	605.00	

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EFT42973	24/02/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 15/02/2022	1		69,188.77
INV PAYG 15/02/2022	15/02/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 15/02/2022	1	69,188.77	
EFT42974	24/02/2022	AVON SERVICE SPECIALISTS	30,000KM SERVICE OF PN2012 - N11254 - FORD RANGER	1		482.25
INV 21976	19/10/2021	AVON SERVICE SPECIALISTS	30,000KM SERVICE OF PN2012 - N11254 - FORD RANGER	1	482.25	
EFT42975	24/02/2022	AVON VALLEY CONTRACTORS	PICK UP STEEL DRUM ROLLER FROM TAMMA RD ROUNDABOUT AND DROP OFF AT WONGAMINE RD 21/12/2021	1		660.00
INV 3992	18/02/2022	AVON VALLEY CONTRACTORS	PICK UP STEEL DRUM ROLLER FROM TAMMA RD ROUNDABOUT AND DROP OFF AT WONGAMINE RD 21/12/2021	1	660.00	
EFT42976	24/02/2022	AVON VALLEY NISSAN & MITSUBISHI - AVM NORTHAM PTY LTD T/AS	PN1092 - N11184 - 45,000KM SERVICE	1		1,135.98
INV 348076	03/02/2022	AVON VALLEY NISSAN & MITSUBISHI - AVM NORTHAM PTY LTD T/AS	PN1092 - N11184 - 45,000KM SERVICE	1	1,135.98	
EFT42977	24/02/2022	AVON WASTE	RUBBISH COLLECTION FOR SHIRE OF NORTHAM FORTNIGHT COMMENCING 17/01/2022	1		31,564.40
INV 48128	28/01/2022	AVON WASTE	RUBBISH COLLECTION FOR SHIRE OF NORTHAM FORTNIGHT COMMENCING 17/01/2022	1	31,564.40	
EFT42978	24/02/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	12 TONNE X 5MM GRANITE, TO BE PICKED UP	1		462.99
INV IQ3103513/02/2022	13/02/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	12 TONNE X 5MM GRANITE, TO BE PICKED UP	1	462.99	
EFT42979	24/02/2022	BOEKEMAN MACHINERY (WA) PTY LTD	SUPPLY OF NEW 2021 CASEIH FARMALL 95C CAB FWA TRACTOR AS PER QUOTE REF AWB001 18112021	1		87,450.00
INV 334503	11/02/2022	BOEKEMAN MACHINERY (WA) PTY LTD	SUPPLY OF NEW 2021 CASEIH FARMALL 95C CAB FWA TRACTOR AS PER QUOTE REF AWB001 18112021	1	87,450.00	
EFT42980	24/02/2022	BUNNINGS BUILDING SUPPLIES P/L	MATS / CABLE TIES / KEYS / FAINT BRUSH / PAINT / HOSE CONNECTOR	1		461.36
INV 2182/0015/02/2022	15/02/2022	BUNNINGS BUILDING SUPPLIES P/L	ROSE FERTILIZER 10KG	1	40.18	
INV 2182/0017/02/2022	17/02/2022	BUNNINGS BUILDING SUPPLIES P/L	MATS / CABLE TIES / KEYS / FAINT BRUSH / PAINT / HOSE CONNECTOR	1	232.28	



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INV 2182/99/17/02/2022		BUNNINGS BUILDING SUPPLIES P/L	SAFETY GOGGLES	1	7.60	
INV 2182/00/17/02/2022		BUNNINGS BUILDING SUPPLIES P/L	TENT PEGS (60)	1	50.76	
INV 2182/00/17/02/2022		BUNNINGS BUILDING SUPPLIES P/L	CABLE TIES / TRIMMING KNIFE / EXTENSION LEAD	1	130.54	
EFT42981	24/02/2022	CHARLES SERVICE COMPANY	C.202021-04- VO1 - WEEKLY CLEANING FOR WUNDOWIE OVAL TOILETS 7X A WEEK AS PER QUOTE	1		3,628.79
INV 000345520/12/2021		CHARLES SERVICE COMPANY	C.202021-04- VO1 - WEEKLY CLEANING FOR WUNDOWIE OVAL TOILETS 7X A WEEK AS PER QUOTE	1	2,706.00	
INV 000345020/12/2021		CHARLES SERVICE COMPANY	WUNDOWIE DEPOT. MONTHLY TOILET PAPER PRODUCTS FOR CLEANING CONTRACT C.202021-04.	1	438.37	
INV 000346320/01/2022		CHARLES SERVICE COMPANY	WUNDOWIE LIBRARY / DEPOT MONTHLY TOILET PAPER PRODUCTS FOR CLEANING CONTRACT C.202021-04.	1	438.37	
INV 000346820/02/2022		CHARLES SERVICE COMPANY	WUNDOWIE LIBRARY. MONTHLY TOILET PAPER PRODUCTS FOR CLEANING CONTRACT C.202021-04.	1	46.05	
EFT42982	24/02/2022	CIVIL TECHNOLOGY	RELEASE OF REMAINING CROSSOVER BONDS FOR THE OYSTON GLADES SUBDIVISION (REF: S153240)	1		27,578.18
INV T1573	23/02/2022	CIVIL TECHNOLOGY	RELEASE OF REMAINING CROSSOVER BONDS FOR THE OYSTON GLADES SUBDIVISION (REF: S153240)	1	6,014.78	
INV T1529	23/02/2022	CIVIL TECHNOLOGY	RELEASE OF REMAINING CROSSOVER BONDS FOR THE OYSTON GLADES SUBDIVISION (REF: S153240)	1	6,014.78	
INV T1204	23/02/2022	CIVIL TECHNOLOGY	RELEASE OF REMAINING CROSSOVER BONDS FOR THE OYSTON GLADES SUBDIVISION (REF: S153240)	1	15,548.62	
EFT42983	24/02/2022	COMMON GROUND TRAILS PTY LTD	C.202122-01 - TRAILS MASTER PLAN - CLAIM 6	1		7,150.00
INV INV-18627/01/2022		COMMON GROUND TRAILS PTY LTD	C.202122-01 - TRAILS MASTER PLAN - CLAIM 6	1	7,150.00	
EFT42984	24/02/2022	CORPORATE SECURITY AUSTRALIA PTY LTD	SECURITY FOR AUSTRALIA DAY 2022 - STARGAZING AT BERT HAWKE	1		2,669.69
INV 000051506/02/2022		CORPORATE SECURITY AUSTRALIA PTY LTD	SECURITY FOR AUSTRALIA DAY 2022 - STARGAZING AT BERT HAWKE	1	2,669.69	
EFT42985	24/02/2022	CTI SECURITY SERVICES PTY LTD	SECURITY ALARM MONITORING FOR SHIRE OF NORTHAM FACILITIES 01/03/2022-31/03/2022	1		798.07
INV CINS3118/02/2022		CTI SECURITY SERVICES PTY LTD	SECURITY ALARM MONITORING FOR SHIRE OF NORTHAM FACILITIES 01/03/2022-31/03/2022	1	798.07	

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EFT42986	24/02/2022	DEBORAH MOODY	2022 AUSTRALIA DAY - WELCOME TO COUNTRY AT STARGAZING EVENT ON BERT HAWKE OVAL	1		300.00
INV 18	26/01/2022	DEBORAH MOODY	2022 AUSTRALIA DAY - WELCOME TO COUNTRY AT STARGAZING EVENT ON BERT HAWKE OVAL	1	300.00	
EFT42987	24/02/2022	DMC CLEANING	C.202021-05 CLEATING OF SHIRE FACILITIES - 01/01/2022-31/01/2022	1		8,694.41
INV SON20731/01/2022	01/01/2022	DMC CLEANING	C.202021-05 CLEATING OF SHIRE FACILITIES - 01/01/2022-31/01/2022	1	8,694.41	
EFT42988	24/02/2022	E FIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA 01/07/2021-06/30/2022	1		839.85
INV 558851	21/02/2022	E FIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT NORTHAM TOWN HALL 01/09/2021-30/06/2022	1	162.80	
INV 558854	21/02/2022	E FIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA 01/07/2021-06/30/2022	1	422.40	
INV 558850	21/02/2022	E FIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT NORTHAM RECREATION CENTRE 01/07/2021-30/06/2022	1	254.65	
EFT42989	24/02/2022	ECOMIST SWAN	6 X ANTIBAC SOAP SPRAY REFILLS	1		142.67
INV 000594413/01/2022	01/01/2022	ECOMIST SWAN	6 X ANTIBAC SOAP SPRAY REFILLS	1	142.67	
EFT42990	24/02/2022	FRESH TRADING CO ONO PTY LTD	CATERING FOR 6 PEOPLE HOT AND COLD FOODS AS QUOTED - DELIVER TO NORTHAM REC CENTRE 12NOON 22/02/2022	1		176.00
INV INV-00717/02/2022	02/02/2022	FRESH TRADING CO ONO PTY LTD	CATERING FOR 6 PEOPLE HOT AND COLD FOODS AS QUOTED - DELIVER TO NORTHAM REC CENTRE 12NOON 22/02/2022	1	176.00	
EFT42991	24/02/2022	GRAFTON ELECTRICS	MEMORIAL HALL. REPAIR DOUBLE GPO IN MAIN HALL, ALSO CHECK ON PWER TO HWS IN OVER 60'S SIDE OF BUILDING. REPORT ON OPERATION AND IF REPAIRABLE.	1		209.00
INV 8437	23/02/2022	GRAFTON ELECTRICS	MEMORIAL HALL. REPAIR DOUBLE GPO IN MAIN HALL, ALSO CHECK ON PWER TO HWS IN OVER 60'S SIDE OF BUILDING. REPORT ON OPERATION AND IF REPAIRABLE.	1	209.00	

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EFT42992	24/02/2022	KWOBJIDAK CREATIONS	SALES OF MERCHANDISE FOR KWOBJIDAK CREATIONS	1		132.00
INV 005	15/02/2022	KWOBJIDAK CREATIONS	SALES OF MERCHANDISE FOR KWOBJIDAK CREATIONS	1	132.00	
EFT42993	24/02/2022	LESLEY CORBETT	SAFER GARDENS BOOKS	1		80.00
INV 028	21/01/2022	LESLEY CORBETT	SAFER GARDENS BOOKS	1	80.00	
EFT42994	24/02/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	JACKY JURMANN TO ATTEND COURSE 10/03/2022 - FINANCE FOR NON-FINANCIAL PEOPLE	1		400.00
INV 32159	15/02/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	JACKY JURMANN TO ATTEND COURSE 10/03/2022 - FINANCE FOR NON-FINANCIAL PEOPLE	1	400.00	
EFT42995	24/02/2022	MICHAEL JAMES RON PIDDOCK	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1346	23/02/2022	MICHAEL JAMES RON PIDDOCK	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT42996	24/02/2022	NORTHAM BETTA HOME LIVING	HDMI CORDS 1.5M	1		19.80
INV 200100321/02/2022		NORTHAM BETTA HOME LIVING	HDMI CORDS 1.5M	1	19.80	
EFT42997	24/02/2022	NORTHAM DISTRICTS GLASS PTY LTD	SHIRE ADMIN BUILDING. SUPPLY AND INSTALL 3 X SECURITY DOORS TO THE RECORDS ROOM AS PER QUOTE QU-0593.	1		2,589.00
INV INV-16516/02/2022		NORTHAM DISTRICTS GLASS PTY LTD	VISITORS CENTRE. REPLACE BROKEN WINDOW LOUVRE TO MANAGERS OFFICE.	1	99.00	
INV INV-16718/02/2022		NORTHAM DISTRICTS GLASS PTY LTD	SHIRE ADMIN BUILDING. SUPPLY AND INSTALL 3 X SECURITY DOORS TO THE RECORDS ROOM AS PER QUOTE QU-0593.	1	2,490.00	
EFT42998	24/02/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1		235.00
INV 000040315/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	72.00	
INV 000040316/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	80.00	
INV 000040317/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	33.00	
INV 000040318/02/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	50.00	
EFT42999	24/02/2022	NORTHAM TOWING SERVICE	TOWING OF WHITE MAZDA HATCH 1 HFF367 AT CARPARK AT LIBRARY	1		88.00

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INV 211167	15/02/2022	NORTHAM TOWING SERVICE	TOWING OF WHITE MAZDA HATCH 1 HFF367 AT CARPARK AT LIBRARY	1	88.00	
EFT43000	24/02/2022	OXTER SERVICES	BURIAL DATE 11.02.202: NEW GRAVE AT KATRINE CEMETERY FOR THE BURIAL OF FRANK MALCOLM COOKE	1		1,397.00
INV 25433	11/02/2022	OXTER SERVICES	BURIAL DATE 11.02.202: NEW GRAVE AT KATRINE CEMETERY FOR THE BURIAL OF FRANK MALCOLM COOKE	1	1,397.00	
EFT43001	24/02/2022	POOL AND PUMP SERVICE AND REPAIRS	STRIP CLEAN AND INSPECT 50 METER POOL SODA ASH DOSING SYSTEM AND COMMISSION.	1		181.50
INV 000510	19/02/2022	POOL AND PUMP SERVICE AND REPAIRS	STRIP CLEAN AND INSPECT 50 METER POOL SODA ASH DOSING SYSTEM AND COMMISSION.	1	181.50	
EFT43002	24/02/2022	PROFESSIONAL LOCKSERVICE	GIRL GUIDES HALL. SUPPLE 3 X H07 KEYS	1		79.75
INV 001072022/02/2022		PROFESSIONAL LOCKSERVICE	GIRL GUIDES HALL. SUPPLE 3 X H07 KEYS	1	79.75	
EFT43003	24/02/2022	QUBE LOGISTICS (WA) PTY LTD	DELIVERY 1 X 920KG CHLORINE TO NORTHAM WASTE WATER TREATMENT PLANT	1		886.48
INV TS2063318/02/2022		QUBE LOGISTICS (WA) PTY LTD	DELIVERY 1 X 920KG CHLORINE TO NORTHAM WASTE WATER TREATMENT PLANT	1	886.48	
EFT43004	24/02/2022	ROYAL LIFE SAVING SOCIETY WA	WRIST BANDS	1		341.00
INV 160927	21/02/2022	ROYAL LIFE SAVING SOCIETY WA	WRIST BANDS	1	341.00	
EFT43005	24/02/2022	RURAL BUILDING COMPANY PTY LTD	INFRASTRUCTURE BOND REFUND - NO DAMAGE	1		1,000.00
INV T1350	23/02/2022	RURAL BUILDING COMPANY PTY LTD	INFRASTRUCTURE BOND REFUND - NO DAMAGE	1	1,000.00	
EFT43006	24/02/2022	SPORTSPOWER NORTHAM H & H JOUBERT	NET SET GO NETBALL POLE PAD COVERS	1		720.00
INV 22-000016/02/2022		SPORTSPOWER NORTHAM H & H JOUBERT	NET SET GO NETBALL POLE PAD COVERS	1	720.00	
EFT43007	24/02/2022	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	AMBER FRANKHUIZEN USI# 8T62ASXP4 - FIRST AID COURSE HLT/AID011 18/1/2022	1		320.00
INV FAJNV010/02/2022		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	AMBER FRANKHUIZEN USI# 8T62ASXP4 - FIRST AID COURSE HLT/AID011 18/1/2022	1	160.00	

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INV FAJNV010/02/2022		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	KELLEE WALTER USJ# GFJNTES973 FIRST AID COURSE HLTATD011 18/1/2022	1	160.00	
EFT43008	24/02/2022	STALLION BUILDING CO PTY LTD T/A STALLION HOMES	SUPPLY AND CONSTRUCT OPERATIONS DEPOT ADMINISTRATION BUILDING AS PER CONTRACT C.202021-19.- JANUARY PROGRESS CLAIM	1		95,577.32
INV 1946	14/02/2022	STALLION BUILDING CO PTY LTD T/A STALLION HOMES	SUPPLY AND CONSTRUCT OPERATIONS DEPOT ADMINISTRATION BUILDING AS PER CONTRACT C.202021-19.- JANUARY PROGRESS CLAIM	1	95,577.32	
EFT43009	24/02/2022	SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 30/11/2021 to 03/02/2022	1		16,995.35
INV 357549128/01/2022		SYNERGY	357549120 NORTHAM DEPOT - PEEL ST - 24/11/2021 to 27/01/2022		1,834.92	
INV 153902528/01/2022		SYNERGY	153902510 OLD NORTHAM DEPOT - 24/11/2021 to 27/01/2022		132.61	
INV 915241601/02/2022		SYNERGY	915241640 AUXILLARY LIGHTING - 28/12/2021 to 27/01/2022		144.24	
INV 374966902/02/2022		SYNERGY	374966950 BEAVIS PLACE OPEN SPACE - 14/12/2021 to 30/01/2022		205.11	
INV 357547504/02/2022		SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 30/11/2021 to 03/02/2022		2,765.27	
INV 357705004/02/2022		SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 30/11/2021 to 03/02/2022		4,140.98	
INV 357703804/02/2022		SYNERGY	357703800 FLOOD PUMP - 30/11/2021 to 03/02/2022		1,073.17	
INV 357703407/02/2022		SYNERGY	357703420 PURSLOWE PARK - 01/12/2021 to 03/02/2022		122.88	
INV 293110709/02/2022		SYNERGY	293110730 BILYA KOORT BOODJA - 12/01/2022 to 08/02/2022		1,400.95	
INV 112769515/02/2022		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 27/11/2021 to 31/01/2022		253.85	
INV 357548115/02/2022		SYNERGY	357548130 MEMORIAL HALL - 26/11/2021 to 31/01/2022		1,136.85	
INV 136537717/02/2022		SYNERGY	136537740 AIRPORT - 20/01/2022 to 16/02/2022		1,458.39	
INV 796841317/02/2022		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 20/01/2022 to 16/02/2022		885.87	
INV 361669517/02/2022		SYNERGY	361669500 OXIDATION PONDS - 18/01/2022 to 14/02/2022		1,440.26	
EFT43010	24/02/2022	VINCELEC	OLD TOWN ADMIN. REPAIR/REPLACE FRONT UNDERCOVER LIGHT THAT IS HANGING DOWN.	1		277.50

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INV IV1209	22/02/2022	VINCELEC	OLD TOWN ADMIN. REPAIR/REPLACE FRONT UNDERCOVER LIGHT THAT IS HANGING DOWN.	1	277.50	
EFT43011	24/02/2022	WA CONTRACT RANGER SERVICES	MANAGEMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY AS PER C.201920-09	1		1,914.00
INV 000038015	02/2022	WA CONTRACT RANGER SERVICES	MANAGEMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY AS PER C.201920-09	1	1,529.00	
INV 000038015	02/2022	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSES FOR JANUARY 2022	1	385.00	
EFT43012	24/02/2022	WARRICKS NEWSAGENCY	STATIONERY SUPPLIERS FOR ADMINISTRATION	1		539.00
INV 75528	22/02/2022	WARRICKS NEWSAGENCY	STATIONERY SUPPLIERS FOR ADMINISTRATION	1	539.00	
EFT43013	24/02/2022	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1440	23/02/2022	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT43014	24/02/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 228 Interest payment -	1		135,494.07
INV 228	22/02/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 228 Interest payment -		135,494.07	
EFT43015	24/02/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	PHOTO COPIER READING FOR JANUARY - COMMUNITY SERVICES	1		218.13
INV 213278	07/02/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	PHOTO COPIER READING FOR JANUARY - COMMUNITY SERVICES	1	218.13	
DD17498.1	01/02/2022	AWARE SUPER	Payroll deductions	1		29,983.41
INV SUPER	01/02/2022	AWARE SUPER	Superannuation contributions	1	25,349.02	
INV DEDUC01	02/2022	AWARE SUPER	Payroll deductions	1	2,110.12	
INV DEDUC01	02/2022	AWARE SUPER	Payroll deductions	1	44.32	
INV DEDUC01	02/2022	AWARE SUPER	Payroll deductions	1	44.32	
INV DEDUC01	02/2022	AWARE SUPER	Payroll deductions	1	25.00	
INV DEDUC01	02/2022	AWARE SUPER	Payroll deductions	1	1,750.00	
INV DEDUC01	02/2022	AWARE SUPER	Payroll deductions	1	105.13	

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INV DEDUC01/02/2022		AWARE SUPER	Payroll deductions	1	337.74	
INV DEDUC01/02/2022		AWARE SUPER	Payroll deductions	1	150.51	
INV DEDUC01/02/2022		AWARE SUPER	Payroll deductions	1	67.25	
DD17498.2	01/02/2022	ONEPATH	Superannuation contributions	1		229.43
INV SUPER	01/02/2022	ONEPATH	Superannuation contributions	1	229.43	
DD17498.3	01/02/2022	UNISUPER	Payroll deductions	1		1,070.94
INV SUPER	01/02/2022	UNISUPER	Superannuation contributions	1	444.32	
INV DEDUC01/02/2022		UNISUPER	Payroll deductions	1	166.62	
INV DEDUC01/02/2022		UNISUPER	Payroll deductions	1	460.00	
DD17498.4	01/02/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		141.41
INV SUPER	01/02/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	141.41	
DD17498.5	01/02/2022	PLUM SUPERANNUATION FUND	Payroll deductions	1		523.67
INV SUPER	01/02/2022	PLUM SUPERANNUATION FUND	Superannuation contributions	1	392.75	
INV DEDUC01/02/2022		PLUM SUPERANNUATION FUND	Payroll deductions	1	130.92	
DD17498.6	01/02/2022	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		241.42
INV SUPER	01/02/2022	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	241.42	
DD17498.7	01/02/2022	HESTA SUPER FUND	Superannuation contributions	1		465.40
INV SUPER	01/02/2022	HESTA SUPER FUND	Superannuation contributions	1	465.40	
DD17498.8	01/02/2022	CATHOLIC SUPER	Superannuation contributions	1		144.19
INV SUPER	01/02/2022	CATHOLIC SUPER	Superannuation contributions	1	144.19	
DD17498.9	01/02/2022	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	Superannuation contributions	1		147.16

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INV SUPER	01/02/2022	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	Superannuation contributions	1	147.16	
DD17501.1	03/02/2022	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT JANUARY 2022 FINANCE & LEASE JW8119996100	1		573.75
INV JANUAD	03/02/2022	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT JANUARY 2022 FINANCE & LEASE JW8119996100	1	573.75	
DD17532.1	10/02/2022	BANKWEST	JASON WHITEAKER MASTERCARD 22/12/2021 TO 12/01/2022	1		3,692.11
INV J METC	10/02/2022	BANKWEST	JOANNE METCALF MASTERCARD 22/12/2021 - 21/01/2022	1	671.44	
INV C YOUNG	10/02/2022	BANKWEST	COLIN YOUNG MASTERCARD 22/12/2021 TO 12/01/2022	1	1,513.02	
INV C HUNT	10/02/2022	BANKWEST	CHADD HUNT MASTERCARD 22/12/2021 TO 12/01/2022	1	138.90	
INV J WHITH	10/02/2022	BANKWEST	JASON WHITEAKER MASTERCARD 22/12/2021 TO 12/01/2022	1	1,368.75	
DD17551.1	15/02/2022	AWARE SUPER	Payroll deductions	1		30,150.11
INV SUPER	15/02/2022	AWARE SUPER	Superannuation contributions	1	25,155.02	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	2,746.01	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	49.06	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	49.06	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	25.00	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	1,650.00	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	84.69	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	202.56	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	121.35	
INV DEDUC	15/02/2022	AWARE SUPER	Payroll deductions	1	67.36	
DD17551.2	15/02/2022	PRIME SUPER	Payroll deductions	1		507.65



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INV SUPER	15/02/2022	PRIME SUPER	Superannuation contributions	1	369.20	
INV DEDUC	15/02/2022	PRIME SUPER	Payroll deductions	1	138.45	
DD17551.3	15/02/2022	ONEPATH	Superannuation contributions	1		230.37
INV SUPER	15/02/2022	ONEPATH	Superannuation contributions	1	230.37	
DD17551.4	15/02/2022	UNISUPER	Payroll deductions	1		1,059.21
INV SUPER	15/02/2022	UNISUPER	Superannuation contributions	1	435.79	
INV DEDUC	15/02/2022	UNISUPER	Payroll deductions	1	163.42	
INV DEDUC	15/02/2022	UNISUPER	Payroll deductions	1	460.00	
DD17551.5	15/02/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		131.10
INV SUPER	15/02/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	131.10	
DD17551.6	15/02/2022	PLUM SUPERANNUATION FUND	Payroll deductions	1		526.32
INV SUPER	15/02/2022	PLUM SUPERANNUATION FUND	Superannuation contributions	1	394.74	
INV DEDUC	15/02/2022	PLUM SUPERANNUATION FUND	Payroll deductions	1	131.58	
DD17551.7	15/02/2022	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		241.42
INV SUPER	15/02/2022	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	241.42	
DD17551.8	15/02/2022	CATHOLIC SUPER	Superannuation contributions	1		141.15
INV SUPER	15/02/2022	CATHOLIC SUPER	Superannuation contributions	1	141.15	
DD17551.9	15/02/2022	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	Superannuation contributions	1		147.92
INV SUPER	15/02/2022	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	Superannuation contributions	1	147.92	
DD17498.10	01/02/2022	QSUPER	Superannuation contributions	1		214.52
INV SUPER	01/02/2022	QSUPER	Superannuation contributions	1	214.52	

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DD17498.11	01/02/2022	MEDIA SUPER	Payroll deductions	1		1,168.35
INV SUPER	01/02/2022	MEDIA SUPER	Superannuation contributions	1	849.71	
INV DEDUC01	01/02/2022	MEDIA SUPER	Payroll deductions	1	318.64	
DD17498.12	01/02/2022	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,543.34
INV SUPER	01/02/2022	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,896.25	
INV DEDUC01	01/02/2022	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	400.00	
INV DEDUC01	01/02/2022	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	141.91	
INV DEDUC01	01/02/2022	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	105.18	
DD17498.13	01/02/2022	SUNCORP MASTER TRUST	Superannuation contributions	1		210.89
INV SUPER	01/02/2022	SUNCORP MASTER TRUST	Superannuation contributions	1	210.89	
DD17498.14	01/02/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		212.76
INV SUPER	01/02/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	212.76	
DD17498.15	01/02/2022	THE TRUSTEE FOR ANDALI SUPERANNUATION FUND	Superannuation contributions	1		145.72
INV SUPER	01/02/2022	THE TRUSTEE FOR ANDALI SUPERANNUATION FUND	Superannuation contributions	1	145.72	
DD17498.16	01/02/2022	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	1		58.56
INV SUPER	01/02/2022	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	1	58.56	
DD17498.17	01/02/2022	THE TRUSTEE FOR FUTURE SUPER FUND	Superannuation contributions	1		136.68
INV SUPER	01/02/2022	THE TRUSTEE FOR FUTURE SUPER FUND	Superannuation contributions	1	136.68	
DD17498.18	01/02/2022	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		635.61
INV SUPER	01/02/2022	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	462.26	
INV DEDUC01	01/02/2022	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	173.35	

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DD17498.19	01/02/2022	REST INDUSTRY SUPER	Superannuation contributions	1		1,854.09
INV DEDUC01	01/02/2022	REST INDUSTRY SUPER	Payroll deductions	1	285.41	
INV SUPER	01/02/2022	REST INDUSTRY SUPER	Superannuation contributions	1	1,568.68	
DD17498.20	01/02/2022	PRIME SUPER	Superannuation contributions	1		553.16
INV DEDUC01	01/02/2022	PRIME SUPER	Payroll deductions	1	150.86	
INV SUPER	01/02/2022	PRIME SUPER	Superannuation contributions	1	402.30	
DD17498.21	01/02/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	1		297.73
INV SUPER	01/02/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	1	297.73	
DD17498.22	01/02/2022	HSTPLUS SUPER	Superannuation contributions	1		410.33
INV SUPER	01/02/2022	HSTPLUS SUPER	Superannuation contributions	1	410.33	
DD17498.23	01/02/2022	SUNSUPER	Superannuation contributions	1		204.59
INV SUPER	01/02/2022	SUNSUPER	Superannuation contributions	1	204.59	
DD17498.24	01/02/2022	AMP LIFE LIMITED	Superannuation contributions	1		233.00
INV SUPER	01/02/2022	AMP LIFE LIMITED	Superannuation contributions	1	233.00	
DD17551.10	15/02/2022	QSUPER	Superannuation contributions	1		214.52
INV SUPER	15/02/2022	QSUPER	Superannuation contributions	1	214.52	
DD17551.11	15/02/2022	MEDIA SUPER	Payroll deductions	1		1,168.35
INV SUPER	15/02/2022	MEDIA SUPER	Superannuation contributions	1	849.71	
INV DEDUC15	02/2022	MEDIA SUPER	Payroll deductions	1	318.64	
DD17551.12	15/02/2022	HESTA SUPER FUND	Superannuation contributions	1		468.81
INV SUPER	15/02/2022	HESTA SUPER FUND	Superannuation contributions	1	468.81	

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DD17551.13	15/02/2022	SUNCORP MASTER TRUST	Superannuation contributions	1		210.89
INV SUPER	15/02/2022	SUNCORP MASTER TRUST	Superannuation contributions	1	210.89	
DD17551.14	15/02/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		256.07
INV SUPER	15/02/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	256.07	
DD17551.15	15/02/2022	THE TRUSTEE FOR ANDALJ SUPERANNUATION FUND	Superannuation contributions	1		145.72
INV SUPER	15/02/2022	THE TRUSTEE FOR ANDALJ SUPERANNUATION FUND	Superannuation contributions	1	145.72	
DD17551.16	15/02/2022	THE TRUSTEE FOR FUTURE SUPER FUND	Superannuation contributions	1		203.67
INV SUPER	15/02/2022	THE TRUSTEE FOR FUTURE SUPER FUND	Superannuation contributions	1	203.67	
DD17551.17	15/02/2022	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,784.01
INV SUPER	15/02/2022	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,539.65	
INV DEDUC	15/02/2022	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	139.18	
INV DEDUC	15/02/2022	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	105.18	
DD17551.18	15/02/2022	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		623.40
INV DEDUC	15/02/2022	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	170.02	
INV SUPER	15/02/2022	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	453.38	
DD17551.19	15/02/2022	REST INDUSTRY SUPER	Superannuation contributions	1		1,613.70
INV DEDUC	15/02/2022	REST INDUSTRY SUPER	Payroll deductions	1	282.65	
INV SUPER	15/02/2022	REST INDUSTRY SUPER	Superannuation contributions	1	1,331.05	
DD17551.20	15/02/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	1		297.73
INV SUPER	15/02/2022	NETWEALTH SUPERANNUATION	Superannuation contributions	1	297.73	
DD17551.21	15/02/2022	HOSTPLUS SUPER	Superannuation contributions	1		458.94

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INV SUPER	15/02/2022	HOSTPLUS SUPER	Superannuation contributions	1	458.94	
DD17551.22	15/02/2022	SUNSUPER	Superannuation contributions	1		171.59
INV SUPER	15/02/2022	SUNSUPER	Superannuation contributions	1	171.59	
DD17551.23	15/02/2022	AMP LIFE LIMITED	Superannuation contributions	1		210.37
INV SUPER	15/02/2022	AMP LIFE LIMITED	Superannuation contributions	1	210.37	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,691,875.32
<b>TOTAL</b>		<b>1,691,875.32</b>

### Attachment 2 – Declaration

#### Payment dates 1<sup>st</sup> February 2022 to 28<sup>th</sup> February 2022

- Municipal Fund payment cheque numbers 35478 to 35485 Total \$54,320.55.

#### Electronic Funds Transfer

- Municipal Fund EFT42748 to EFT43015 Total \$1,548,499.53
- Direct Debits Total \$89,055.24.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2021/2022	EFT Payments 2021/2022	Direct Debits 2021/2022	Payroll 2021/2022	Total Payments 2021/2022
July	\$ 74,373.09	\$ 1,422,562.64	\$ 77,599.91	\$ 436,064.10	\$ 2,010,599.74
August	\$ 48,650.97	\$ 2,042,447.90	\$ 77,232.35	\$ 449,812.85	\$ 2,618,144.07
September	\$ 27,219.58	\$ 1,599,646.29	\$ 81,823.88	\$ 669,771.82	\$ 2,378,461.57
October	\$ 44,449.19	\$ 2,493,410.73	\$ 92,740.06	\$ 469,926.08	\$ 3,100,526.06
November	\$ 73,850.62	\$ 1,525,786.14	\$ 89,376.97	\$ 464,557.55	\$ 2,153,571.28
December	\$ 23,832.76	\$ 1,801,627.97	\$ 92,423.06	\$ 512,077.48	\$ 2,429,961.27
January	\$ 57,663.93	\$ 1,423,108.71	\$ 89,637.93	\$ 481,522.24	\$ 2,051,932.81
February	\$ 54,320.55	\$ 1,548,499.53	\$ 89,055.24	\$ 503,927.01	\$ 2,195,802.33
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$404,360.69</b>	<b>\$13,857,089.91</b>	<b>\$689,889.40</b>	<b>\$3,987,659.13</b>	<b>\$18,938,999.13</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit DD17532.1

Summary Credit Card Payments	\$	Total
<b>CEO</b>		
DOMINOS PIZZA - DINNER FOR BUSH FIRE CAPTAINS MEETING	90.25	
NORTHAM TAVERN - LUNCH WITH INFINITE BLIE ENERGY	40.60	
DUNNINGS NORTHAM - WUNDOWIE BUSH FIRE INCIDENT	59.00	
KFC NORTHAM - WUNDOWIE BUSH FIRE INCIDENT	400.30	
PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	12.00	
PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	22.60	
PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	27.90	

PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	31.90	
PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	64.80	
PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	27.50	
PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	15.30	
PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	203.11	
COLES EXPRESS - FUEL FOR CEO VEHICLE	85.43	
DUNNINGS NORTHAM - FUEL FOR CEO VEHICLE	102.74	
DOME NORTHAM - MEETING TO DISCUSS SUNERGY - EVSTATIONS	20.00	
COLES NORTHAM - 20/1/2022	93.93	
PUMA ENERGY EL CABALO - VOLUNTEERS AT WUNDOWIE FIRE	71.39	
		<b>\$1,368.75</b>
<b>Executive Manager of Community Services</b>		
FACEBOOK - ADVERTISING	294.42	
WOOLWORTHS - MILK FOR OFFICE	2.60	
RED DOT STORES - CERTIFICATE FRAMS - AUSTRALIA DAY AWARDS	20.00	
SHIRE OF NORTHAM - GIFT FOR AMBASSADOR - BUSHTUCKER BOOK FROM BKB	29.00	
NORTHAM SECOND HAND - AFREWELL GIFT FOR LAURA	150.00	
CHECKED AUSTRALIA - POLICE CLEARANCE - YVONNE RYDER	64.00	
DUCHESS OUT PTY LTD - EXEC DRINKS AT DUKES INN	15.00	
DUCHESS OUT PTY LTD - EXEC DRINKS AT DUKES INN	10.50	
SP CLARK RUBBER PTY LTD - RUBBER FOR POOL - CALLED TO BE CANCELLED HAS NOT BEEN CONFIRMED.	85.92	
		<b>\$671.44</b>
<b>Executive Manager of Corporate Services</b>		
FAIRWAY MANOR ACCOMMODATION - NEVILLE BINNING ACTING EMES ACCOMODATION	460.00	
CERVANTES SVCE STATION - FUEL WHILST ON ANNUAL LEAVE	73.66	
METRO JURIE BAY - FUEL WHILST ON ANNUAL LEAVE	86.68	
DOT INFRINGEMENT NOTICE - FAILURE TO RETURN PLATES N.15149 / ZURICH TO REIMBURSE	124.80	
DOT - PLATE SWAP	30.50	
DOT - NEW VEHICLE LICENCE N.11120	274.70	
AMAYSIM MOBILE PTY LTD - LIBRARY LIFT PHONE DATA	10.00	
ADOBE SYSTEMS PTYL TD - MONTHLY FEES	213.99	
FOREIGN TRANSACTION FEE	8.69	
FAIRWAY MANOR ACCOMMODATION - NEVILLE BINNING ACTING EMES ACCOMODATION	230.00	
		<b>\$1,513.02</b>
<b>Executive Manager of Development Services</b>		
DOMINOS NORTHAM - WELFARE FIRE INCIDENT 19.1.22	43.85	
COLES - WELFARE FIRE INCIDENT 19.1.22	95.05	
		<b>\$138.90</b>
<b>Total Credit Card Expenditure</b>		<b>\$3,692.11</b>

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,195,802.33 was submitted to the Ordinary Meeting of Council on Wednesday, 16 March 2022.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,195,802.33 was submitted to each member of the Council on Wednesday, 16 March 2022, 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





### 13.4.2 Financial Statement for the period ending 28 February 2022

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald, Accountant
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the Financial Statement for the period ending 28 February 2022.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 28 February 2022.

#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 28 February 2022 is included as Attachment 1 to this agenda and includes the following reports:

- Statement of Financial Activity
- Operating Statements
- Balance Sheet
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Cash Position
- Rating Information
- Cash Flow Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council finance staff prior to the meeting.

## Insert Notes to the Financial Statements

### B. CONSIDERATIONS

#### B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

#### B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2021/22 Budget.

#### B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

#### B.4 Policy Implications

Nil.

#### B.5 Stakeholder Engagement / Consultation

N/A.

#### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

#### B.7 Natural Environment Considerations

There are no natural environment considerations associated with this item.

### C. OFFICER'S COMMENT

Nil.

**RECOMMENDATION**

**That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 28 February 2022.**

**Attachment 1 - Financial Statement for the period ending 28 February 2022**



**MONTHLY STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2022**

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**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2022**

	NOTE	21/22 Original Budget \$	Ytd Budget \$	21/22 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance	1	35,070	26,784	48,022	21,238	79.30%
General Purpose Funding Other		1,910,139	1,415,773	1,453,381	37,608	2.66%
General Purpose Funding Rates		10,752,585	10,732,136	10,746,030	13,894	0.13%
Law, Order, Public Safety	2	1,532,340	574,070	511,291	(62,779)	(10.94%)
Health		61,000	48,764	46,705	(2,059)	(4.22%)
Education and Welfare	3	1,114,006	832,784	1,185,708	352,924	42.38%
Housing		62,277	41,512	31,826	(9,686)	(23.33%)
Community Amenities		3,285,488	2,736,942	2,678,776	(58,166)	(2.13%)
Recreation and Culture		2,773,593	730,825	728,685	(2,140)	(0.29%)
Transport		5,815,730	1,413,218	1,350,552	(62,666)	(4.43%)
Economic Services	4	813,857	352,093	301,257	(50,836)	(14.44%)
Other Property and Services	5	160,200	106,784	240,709	133,925	125.42%
<b>Total Operating Revenue</b>		<b>28,316,285</b>	<b>19,011,685</b>	<b>19,322,943</b>	<b>311,258</b>	<b>1.64%</b>
<b>Expenses</b>						
Governance	6	(2,391,572)	(1,002,951)	(869,150)	133,801	13.34%
General Purpose Funding		(390,724)	(192,506)	(182,887)	9,619	5.00%
Law, Order, Public Safety		(2,035,556)	(1,362,063)	(1,352,191)	9,872	0.72%
Health		(364,574)	(241,245)	(255,319)	(14,074)	(5.83%)
Education and Welfare		(1,421,029)	(944,858)	(856,963)	87,895	9.30%
Housing		(71,622)	(47,577)	(45,444)	2,133	4.48%
Community Amenities	7	(3,941,991)	(2,363,520)	(1,998,078)	365,442	15.46%
Recreation & Culture		(5,095,394)	(3,435,530)	(3,388,623)	46,907	1.37%
Transport		(6,311,069)	(4,285,794)	(4,291,510)	(5,716)	(0.13%)
Economic Services		(2,882,816)	(1,953,640)	(1,817,684)	135,956	6.96%
Other Property and Services	8	(49,676)	(98,101)	(629,865)	(531,764)	(542.06%)
<b>Total Operating Expenses</b>		<b>(24,956,023)</b>	<b>(15,927,785)</b>	<b>(15,687,713)</b>	<b>240,072</b>	<b>1.51%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(216,946)	(221,351)	(307,739)	(86,388)	
Movement in Employee Benefit Provisions		0	0	(3,239)	(3,239)	
Depreciation on Assets		4,927,719	3,285,032	3,346,436	61,404	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(2,692,722)	(407,077)	(836,473)	(429,396)	
Purchase Plant and Equipment		(1,062,770)	(846,250)	(585,371)	260,879	
Purchase Furniture and Equipment		(32,000)	(32,000)	0	32,000	
Purchase Bush Fire Equipment		(490,000)	0	0	0	
Purchase Infrastructure Assets - Roads		(6,908,061)	(5,111,487)	(449,304)	4,662,183	
Purchase Infrastructure Assets - Bridges		(152,000)	(88,667)	(117,540)	(28,873)	
Purchase Infrastructure Assets - Footpaths		(307,320)	(79,620)	(950)	78,670	
Purchase Infrastructure Assets - Drainage		(1,209,902)	(386,028)	(75,362)	310,666	
Purchase Infrastructure Assets - Parks & Ovals		(2,538,598)	(852,320)	(1,009,807)	(157,487)	
Purchase Infrastructure Assets - Airfields		(185,431)	(123,616)	(12,490)	111,127	
Purchase Infrastructure Assets - Streetscape		(100,000)	(2,000)	(2,790)	(790)	
Purchase Infrastructure Assets - Other		(1,210,144)	(1,211,019)	(743,186)	467,833	
Proceeds from Disposal of Assets		984,500	857,303	857,303	0	
Repayment of Debentures		(357,209)	(273,917)	(273,917)	0	
Proceeds from New Debentures		1,500,000	0	0	0	
Self-Supporting Loan Principal Income		20,850	10,343	10,343	0	
Transfers to Restricted Assets (Reserves)		(2,491,317)	(1,824)	(1,824)	0	
Transfers from Restricted Asset (Reserves)		2,585,350	0	0	0	
ADD Net Current Assets July 1 B/Fwd		6,575,739	6,575,739	5,723,222	(852,517)	
LESS Net Current Assets Year to Date			4,175,141	9,133,830	4,958,689	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>36,026</b>	<b>36,026</b>	

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

1. OPERATING STATEMENT

	Note	21/22 Budget \$	Ytd Budget	21/22 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,752,585	10,732,136	10,746,030	13,894	0%
Operating Grants Subsidies and Contributions	9	5,332,005	2,469,077	2,984,689	515,612	21%
Fees and Charges		4,317,737	3,276,305	3,267,548	(8,757)	0%
Interest Earnings		178,500	116,576	123,035	6,459	6%
Other Revenue		1,215,813	695,225	658,048	(37,177)	-5%
<b>TOTAL OPERATING REVENUE</b>		<b>21,796,640</b>	<b>17,289,319</b>	<b>17,779,351</b>	<b>490,032</b>	<b>3%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(8,933,567)	(5,963,349)	(6,205,000)	(241,651)	-4%
Materials and Contracts	10	(8,890,015)	(5,086,207)	(4,078,498)	1,007,709	20%
Utility Charges		(1,159,630)	(680,134)	(736,699)	(56,565)	-8%
Depreciation of Non Current Assets		(4,927,719)	(3,285,032)	(3,346,436)	(61,404)	-2%
Interest Expenses		(215,505)	(113,601)	(186,997)	(73,396)	-65%
Insurance Expenses		(551,889)	(548,548)	(539,424)	9,124	2%
Other Expenditure	11	(159,336)	(136,957)	(536,240)	(399,283)	-292%
<b>TOTAL OPERATING EXPENSE</b>		<b>(24,837,661)</b>	<b>(15,813,828)</b>	<b>(15,629,293)</b>	<b>184,535</b>	<b>-1%</b>
Non Operating Grants Subsidies and Contributions		6,184,337	1,387,058	1,177,434	(209,624)	15%
Profit on Asset Disposals		335,308	335,308	366,158	30,850	-9%
Loss on Asset Disposals		(118,362)	(113,957)	(58,419)	55,538	49%
<b>RESULTING FROM OPERATIONS</b>		<b>3,360,262</b>	<b>3,083,900</b>	<b>3,635,230</b>	<b>551,330</b>	<b>18%</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

2. BALANCE SHEET

	21/22 YTD Actual \$	Audited 20/21 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	10,220,422	8,872,241
Receivables	4,308,507	3,512,304
Inventories & Other Assets	0	418,850
<b>TOTAL CURRENT ASSETS</b>	<b>14,528,929</b>	<b>12,803,395</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	591,380	428,969
Inventories	0	0
Land and Buildings	48,376,753	48,477,709
Property, Plant and Equipment Infrastructure	7,277,584	7,158,576
Financial & Other Assets	170,654,493	170,708,690
	222,408	324,820
<b>TOTAL NON-CURRENT ASSETS</b>	<b>227,122,618</b>	<b>227,098,764</b>
<b>TOTAL ASSETS</b>	<b>241,651,547</b>	<b>239,902,159</b>
<b>CURRENT LIABILITIES</b>		
Payables	1,691,922	3,283,104
Interest-bearing Liabilities	84,303	357,208
Provisions	1,153,135	1,226,374
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,929,360</b>	<b>4,866,686</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	5,701,320	5,701,320
Provisions	179,629	179,629
Payables	159,546	159,546
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,040,495</b>	<b>6,040,495</b>
<b>TOTAL LIABILITIES</b>	<b>8,969,855</b>	<b>10,907,181</b>
<b>NET ASSETS</b>	<b>232,681,692</b>	<b>228,994,978</b>
<b>EQUITY</b>		
Retained Surplus	116,962,159	113,277,270
Reserves - Cash Backed	3,678,195	3,676,371
Reserves - Asset Revaluation	112,041,338	112,041,337
<b>TOTAL EQUITY</b>	<b>232,681,692</b>	<b>228,994,978</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

3. ACQUISITION OF ASSETS		21/22 Original Budget \$	21/22 Ytd Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
	Note		
Admin Building Solar retention		0	798
New Telephone System cfwd		32,000	0
<b>Law, Order &amp; Public Safety</b>			
CESM Vehicle PN1711		71,000	0
Brigade Appliance Wundowie 3.4		490,000	0
Bakers Hill Fire Shed		-	4,933
Clackline Kitchen unisex toilet & meeting room	12	112,055	126,717
Building Animal Control Stock Yards		18,000	0
LED Danger rating signs cfwd		19,725	0
SES Shed Extension - Grant Funded additional	13	0	12,273
CCTV grant stage 2(Wundowie)		27,508	9,633
<b>Education &amp; Welfare</b>			
Killara Solar retention		0	555
Upgrade Kitchen Memorial Hall cfwd		30,000	0
Structural Repairs Memorial Hall cfwd		20,000	0
<b>Housing</b>			
Kurringal Units Upgrade		20,000	0
<b>Community Amenities</b>			
Old Quarry Drainage cfwd		35,000	0
Rehab Investigation Old Tip Site cfwd		35,000	0
Transfer Station Tip Shop cfwd		1,018,561	702,737
King Creek Drainage		19,990	0
Mobile Fire Fighting Unit		16,604	10,816
Area Drainage Upgrade/ Renewal		128,669	390
EMDS Vehicle PN1404		45,000	45,264
CBD Improvements		100,000	2,790
Apex Toilet floor covering upgrade		24,000	0
Bernard Park Floor covering upgrade		30,000	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	21/22 Original Budget \$	21/22 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Halls Solar retention		0	312
Bakers Hill Pavillion, Structural Floor Cracking Repairs cfwd		20,000	4,070
Girl Guides Hall Upgrade Airconditioner		7,700	7,362
Grass Valley Hall Upgrade to Stainless Steel kitchen		20,000	19,018
Southern Brook Hall Flooring Repairs		7,500	0
Southern Brook Hall Brick Pointing and Mortar repairs		7,000	0
Northam Hall replace external door & paint 9 others		7,500	0
Northam Hall, Replace Gutters cfwd		12,885	0
Wundowie Pool Solar retention		0	1,550
Wundowie Pool Bowl Repainting cfwd		10,000	0
Turnstile Northam Pool		7,755	0
Northam Aquatic Facility, Power & Taps to Concourse cfwd		7,700	9,480
Northam Aquatic Facility cfwd		20,000	20,000
Upgrade switchboard Bert Hawke Pavillion		5,727	0
Repair missing mortar Bert Hawke Pavillion		2,500	0
Install CCTV Bert Hawke		13,000	11,053
Bert Hawke Pavillion Including kitchen cfwd		58,700	0
Bert Hawke Pavillion Ceiling cfwd		50,000	0
Rec Centre install timer taps		9,100	3,830
Rec Centre Solar retention		0	1,448
Hockey Pitch Lighting cfwd	14	68,000	82,415
Bert Hawke Development cfwd		56,000	25,663
POS Playground Improvements		120,000	85,710
Landscaping/demolition Old Pool site cfwd		510,000	2,630
Improvements Dr Dunlop Park cfwd		27,000	0
Northam Youth Space, Toilets & Parking cfwd		170,000	1,753
Beavis Place Realignment & Landscaping		567,120	567,025
Bridge Crossing Fixings C/fwd		10,000	0
RV Friendly Day Site Northam cfwd		224,918	212,849
RV Friendly Bakers Hill cfwd		95,000	0
RV Friendly Wundowie cfwd		19,240	7,762
Overnight Caravan Stay Dump point cfwd		20,000	0
Train Station (Peel/Minson/Duke) cfwd		80,000	0
Shade Structures Bernard Park cfwd		46,320	0
Shade Structures Bakers Hill cfwd		50,000	0
Upgrade Existing Playground Bakers Hill Recreation Centre		25,000	24,000
Track Enhancements Northam Motor Festival		250,000	0
Northam BMX Redevelopment		200,000	0
Library Upgrade replace Lift Door Closures		6,900	7,771
Old Girls School, drainage to rear		3,500	3,180
AVVVA - Roof Repairs		14,000	1,085
AVVVA - Repair and paint ceilings		4,800	0
AVVVA - External Painting		3,500	0
AVVVA - Canopy over side door		2,500	1,680
AVVVA - Vinyl to bathroom		1,070	967
Old Railway Station platform		120,000	0
Old Railway Station extra platform lights		2,500	0

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2022

3 ACQUISITION OF ASSETS (Continued)	Note	21/22 Original Budget	21/22 Ytd Actual
<b>Transport</b>			
Northam Depot Redesign cfwd		1,849,285	597,203
Solar Northam Depot		11,300	0
Gordon Street Slk 80-140 (left)		31,070	0
Wellington Street Slk 560-800		57,100	0
Bernard Park		48,550	0
East Street		85,600	0
Mudalla Road		17,083	0
Perina Way		67,917	0
Drainage - Rural Upgrade		234,448	7,528
Drainage - Rural Renewal		234,000	817
Drainage AGRN 962		512,785	66,626
Jennapullin Road 1.3-2.05		221,635	0
Southern Brook Road Slk 19.33-20.36		382,800	0
Grass Valley South Road Slk 0-1.1		34,290	0
Dring Street Slk 0.16-0.18		45,120	0
Croke Avenue 0-0.66		54,231	0
Leeder Road Slk 0-1.92		60,300	0
Mokine Road Slk 0-1.92		92,882	0
Linley Valley Road Slk 0-0.81		142,642	0
Robinson Road SLK 0.02-0.75		220,327	3,051
Fitzgerald Street Slk 2-2.74		73,877	3,031
Wellington Street Slk 2.46-2.72		286,396	11,318
Capitalised Maintenance		97,700	0
Leschenaultia Road 0-350		25,314	210
Harvey Road 0-470		39,522	0
Oliver Street		22,000	25,301
Marky Street Slk 1-110 cfwd		53,360	46,970
Charles Street Slk 510-1070 cfwd		88,000	0
Kurringal Road Slk 0-550 cfwd		92,496	210
Springfield Road Slk 0-120 cfwd		42,841	35,400
Southern Brook Road Slk 16330-17300 cfwd		197,194	0
Henry Street Slk 0 - 190		143,686	0
Parker Street Slk 0-0.65		44,493	0
Cox Street Slk 0-0.23		130,691	0
Forward Street Slk 0-0.22		132,364	0
Clarke Street 0-1		135,075	0
Southern Brook Road 0-3070 defects liability	15	0	20,961
BS Coates Road SLK 0-4.35		245,071	0
BS Spencers Brook Road SLK 0-23.63		1,413,692	0
BS Forrest Street Slk 0.21-1.03		203,640	0
BS Mitchell Avenue Slk 0.21-3.4		118,800	0
LRCI Werribee Road		120,125	123,861
LRCI Lyon Street		185,100	155,841
LRCI Gairdner & Wellington		246,406	2,998
DFRRA AGRN 962		1,099,515	8,393
Kerb Renewal		182,238	2,695
Culvert Renewal		234,238	9,065
Bridge Construction Composite Decking & Lights		152,000	117,540
PN1201 N008 Isuzu Flocon cfwd	16	160,000	181,496
PN1308 Toyota Hilux Workmate cfwd		28,000	25,036
Tandem Trailer cfwd		15,250	0
PN1707 Holden Captiva LY7 seats		35,000	35,645
PN1407 Mazda BT50 4x2 single cab diesel ute		40,000	0
PN1312 Fuso Canter wide cab manual 4 ton		80,000	80,841
PN0001 Tandem Trailer for Dynapac Roller		6,000	0
PN1009A 2 Way Pig Trailer		76,000	0
PN1515 Mitsubishi 2 Way Tipper Truck		241,000	0
Emergency replacement Tractor	17	0	91,323
PN1406 Peruzzo Panther 1800 Aerator		26,000	25,280
Jet Rodding Trailer new drainage		85,000	95,802
Skid Steer Broom		9,000	4,685

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	21/22 Original Budget \$	21/22 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Upgrade Runway & Taxiway lighting cfwd		20,931	12,490
Lot Development		14,500	0
New toilet block		150,000	0
<b>Economic Services</b>			
Old Fire Station timber windows repair		10,500	0
Create 298 replace foyer lights		4,500	4,669
Visitors Centre Solar retention		0	680
Water Pump Station Upgrade		145,520	0
Bakers Hill Water harvesting cfwd		75,000	0
Bakers Hill Water Project easement cfwd		25,000	0
BKB Building Phase 2 Interpretive incl fire pit		175,000	15,840
		0	0
		16,888,947	3,833,273

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	21/22 Original Budget \$	21/22 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		2,692,722	836,473
Plant and Equipment		1,062,770	585,371
Furniture and Equipment		32,000	0
Bush Fire Equipment		490,000	0
Playground Equipment		0	0
Infrastructure Assets - Roads		6,908,061	449,304
Infrastructure Assets - Footpaths		307,320	950
Infrastructure Assets - Bridges & Culverts		152,000	117,540
Infrastructure Assets - Drainage		1,209,902	75,362
Infrastructure Assets - Parks & Ovals		2,538,598	1,009,807
Infrastructure Assets - Airfields		185,431	12,490
Infrastructure Assets - Streetscape		100,000	2,790
Infrastructure Assets - Other		1,210,143	743,186
		16,888,947	3,833,273



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2022

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	21/22 Budget \$	Ytd Actual \$	21/22 Budget \$	Ytd Actual \$	21/22 Budget \$	Ytd Actual \$
Law Order & Public Safety						0
CESM Vehicle PN1711	38,713		25,500		(13,213)	0
Community Amenities						
EMDS Vehicle PN1404	33,296	33,065	35,000	34,818	1,704	1,753
Recreation & Culture						
Sale of Land, Yilgarn Ave	406,500	366,200	724,500	723,550	318,000	357,350
Transport						0
PN1201 N008 Isuzu Flocon cfwd	75,226	77,108	25,000	43,273	(50,226)	(33,835)
PN1308 Toyota Hilux Workmate cfwd	10,000	10,000	8,000	11,818	(2,000)	1,818
Bobcat Trailer	5,500		1,000		(4,500)	0
PN1707 Holden Captiva 7 Seats	16,705		12,000		(4,705)	0
PN1407 Mazda BT 50 4x2 Single Cab diesel	13,000	15,697	12,500	9,092	(500)	(6,605)
PN1312 Fuso Canter 4T wide cab	33,673		30,000		(3,673)	0
PN1009A 2 Way Pig Trailer	30,673		8,000		(22,673)	0
PN1515 Mitsubishi 2 Way Tip Truck	69,396		85,000		15,604	0
Toro Procore deep tyne arerator	24,872	25,259	8,000	7,280	(16,872)	(17,979)
Emergency Case Tractor failure	0		0	0	0	0
Variable Message Board - Insurance Claim	0	13143	0	18,380	0	5,237
Economic Services						0
Minson Avenue	10,000		10,000		0	0
	767,554	540,472	984,500	848,211	216,946	307,739

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	21/22 Budget \$	Ytd Actual \$	21/22 Budget \$	Ytd Actual \$	21/22 Budget \$	Ytd Actual \$
Plant & Equipment						
CESM Vehicle PN1711	38713	0	25500	0	(13,213)	0
EMDS Vehicle PN1404	33296	33065	35000	34818	1,704	1753
PN1201 N008 Isuzu Flocon cfwd	75226	77108	25000	43273	(50,226)	(33,835)
PN1308 Toyota Hilux Workmate cfwd	10000	10000	8000	11818	(2,000)	1818
Bobcat Trailer	5500	0	1000	0	(4,500)	0
PN1707 Holden Captiva 7 Seats	16705	14488	12000	9092	(4,705)	0
PN1407 Mazda BT 50 4x2 Single Cab diesel	13000	15,697	12500	9092	(500)	(6,605)
PN1312 Fuso Canter 4T wide cab	33673	0	30000	0	(3,673)	0
PN1009A 2 Way Pig Trailer	30673	0	8000	0	(22,673)	0
PN1515 Mitsubishi 2 Way Tip Truck	69396	0	85000	0	15,604	0
Toro Procore deep tyne arerator	24872	25259	8000	7280	(16,872)	(17,979)
Emergency Case Tractor failure	0	0	0	0	0	0
Variable Message Board - Insurance Claim	0	13143	0	18,380	0	5237
Land						
Sale of Land, Yilgarn Ave	406,500	366,200	724,500	723,550	318,000	357,350
Minson Avenue	10000	0	10000	0	0	0
	767,554	554,960	984,500	857,303	216,946	307,739

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

21/22 Budget \$	Ytd Actual \$
335,308	366,158
(118,362)	(58,419)
216,946	307,739



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-21	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		21/22 Budget	21/22 Ytd Actual	21/22 Budget	21/22 Ytd Actual	21/22 Budget	21/22 Ytd Actual	21/22 Budget	21/22 Ytd Actual
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation &amp; Culture</b>									
Loan 219A - Northam Bowling Club **	3.18%	123,263	0	20,850	10,343	102,413	112,920	4,570	3,180
Loan 224 - Recreation Facilities	6.48%	719,786	0	53,127	26,140	666,659	693,646	50,660	32,423
Loan 227 - Youth Space	2.26%	408,781	0	47,170	23,452	361,611	385,329	11,698	8,360
Loan 228 - Swimming Pool	1.88%	4,217,782	0	192,595	192,595	4,025,187	4,025,187	107,129	116,506
COVID-19 Response Depot	1.80%	0	500,000	0	0	500,000	0		0
COVID-19 Response Initiative	1.80%	0	1,000,000	0	0	1,000,000			
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	588,916	0	43,467	21,387	545,449	567,529	41,448	26,528
		6,058,528	1,500,000	357,209	273,917	7,201,319	5,784,611	215,505	186,997

**Note:** \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

	21/22 Budget				21/22 Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Employee Liability Reserve	875,513	3,877			879,390	875,513	475			875,988
Aged Accomodation Reserve					-	-				-
Housing Reserve					-	-				-
Office Equipment Reserve		1,329	100,000		101,329	-				-
Plant & Equipment Reserve	118,948	526	230,000	(230,000)	119,474	118,948	58			119,006
Road & Bridgeworks Reserve		886	200,000		200,886	-				-
Refuse Site Reserve	350,438	2,320	200,000	(26,487)	526,271	350,438	169			350,607
Regional Development Reserve					-	-				-
Speedway Reserve	150,242	665			150,907	150,242	73			150,315
Community Bus Replacement Reserve			100,000		100,000	-				-
Septage Pond Reserve	268,140	1,251	14,228		283,619	268,140	168			268,308
Killara Reserve	438,800	2,021	150,000	(132,564)	458,257	438,800	173			438,973
Stormwater Drainage Projects Reserve					-	-				-
Recreation and Community Facilities Reserve		1,410	139,812		141,222	-				-
Administration Office Reserve					-	-				-
Council Buildings & Amenities Reserve		2,657	278,478		281,135	-				-
River Management Reserve					-	-				-
Parking Facilities Construction Reserve			100,000		100,000	-				-
Art Collection Reserve					-	-				-
Reticulation Scheme Reserve		1,047	236,299		237,346	-				-
Revaluation Reserve	72,491	11		(70,000)	2,502	72,491	35			72,526
COVID-19 Reserve	1,401,799		724,500	(2,126,299)	-	1,401,799	673			1,402,472
<b>Total Cash Backed Reserves</b>	<b>3,676,371</b>	<b>18,000</b>	<b>2,473,317</b>	<b>(2,585,350)</b>	<b>3,582,338</b>	<b>3,676,371</b>	<b>1,824</b>	<b>-</b>	<b>-</b>	<b>3,678,195</b>
<b>Total Interest &amp; Transfers</b>				<b>2,491,317</b>						

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



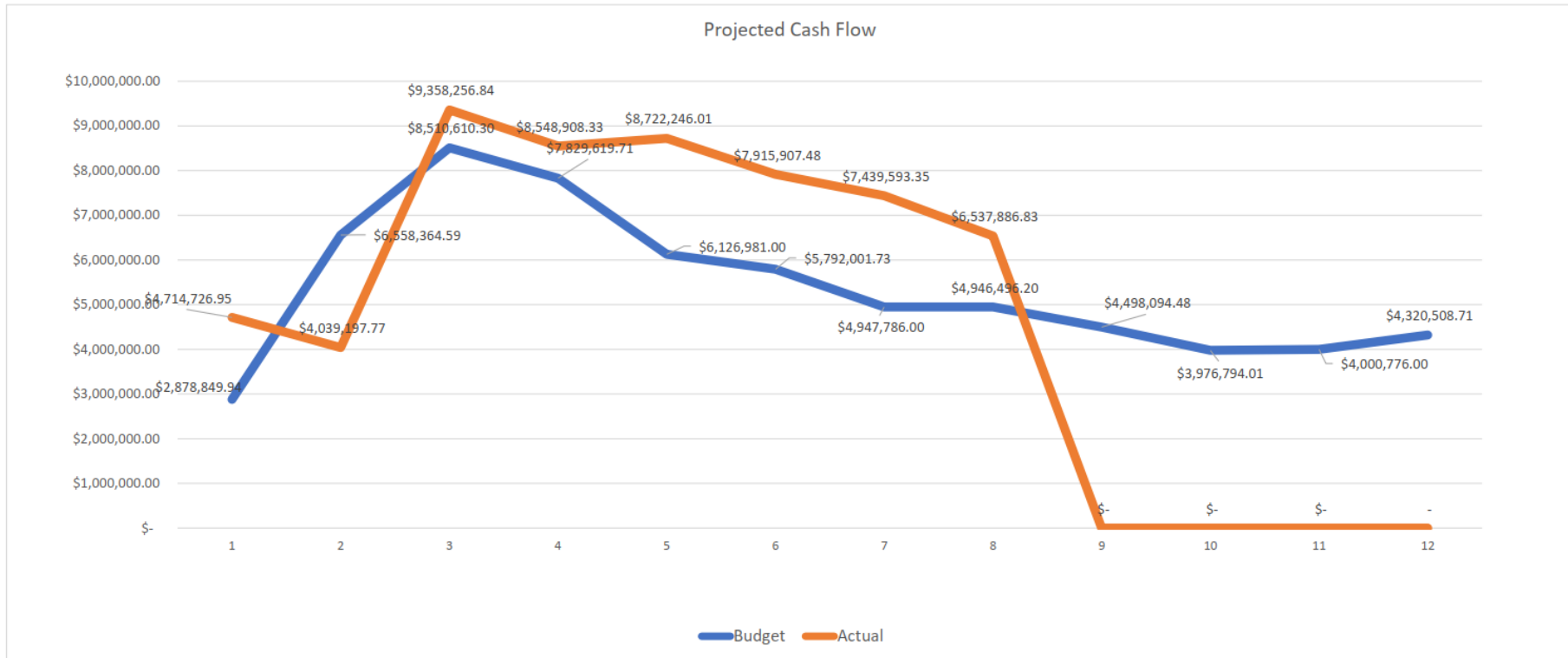
SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2022

	21/22 Budget	21/22 Ytd Actual	Audited 20/21 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	6,542,227	5,195,870
Cash - Restricted Reserves	3,582,338	3,678,195	3,676,371
Self Supporting Loan	20,850	7,507	20,850
Receivables	2,076,632	615,617	1,177,108
Rates - Current	0	3,715,253	2,493,261
Pensioners Rates Rebate	0	26,171	0
Provision for Doubtful Debts	0	(158,064)	(158,064)
Other financial Assets	0	104,189	
Accrued Income/Prepayments	0	0	398,000
Inventories	1,000	0	0
	<u>5,880,820</u>	<u>14,531,095</u>	<u>12,803,395</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(3,439,652)	(587,556)	(835,301)
Rates Income in Advance	0	(237,569)	(361,162)
GST Payable	0	(15,111)	(99,446)
Accrued Salaries & Wages	0	(119,824)	(119,824)
Accrued Interest on Debentures	0	(81,414)	(64,100)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(102,170)
Bond Liability	0	(690,871)	(579,213)
Withholding Tax Payable	0	0	0
Payg Payable	0	40,422	0
Loan Liability	(358,220)	(84,303)	(357,208)
Provision for Annual Leave	0	(546,101)	(546,101)
Provision for Long Service Leave	0	(607,034)	(610,273)
Other Payables	0	0	(1,191,888)
	<u>(3,797,872)</u>	<u>(2,929,361)</u>	<u>(4,866,686)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,082,948</b>	<b>11,601,734</b>	<b>7,936,709</b>
Less: Cash - Reserves - Restricted	(3,582,338)	(3,678,195)	(3,676,371)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition			0
Less: Loans receivable - clubs/institutions	0	0	(20,850)
Add: Current Loan Liability	370,000	84,303	358,220
Add: Leave Liability Reserve	879,390	875,988	875,514
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>9,133,830</b>	<b>5,723,222</b>

**SHIRE OF NORTHAM  
 CASH FLOW REPORT  
 FOR THE PERIOD ENDED 28 FEBRUARY 2022**





SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2022

**Key Rating Dates**

**RATES ISSUED**

24/09/2012

2nd INSTALMENT DUE

3rd INSTALMENT DUE

4th INSTALMENT DUE

Outstanding 1st July

Rates Levied

Interest, Ex gratia, interim and  
back rates less writeoffs

**Rates paid by month**

- 1 July
- 2 August
- 3 September
- 4 October
- 5 November
- 6 December
- 7 January
- 8 February
- 9 March
- 10 April
- 11 May
- 12 June

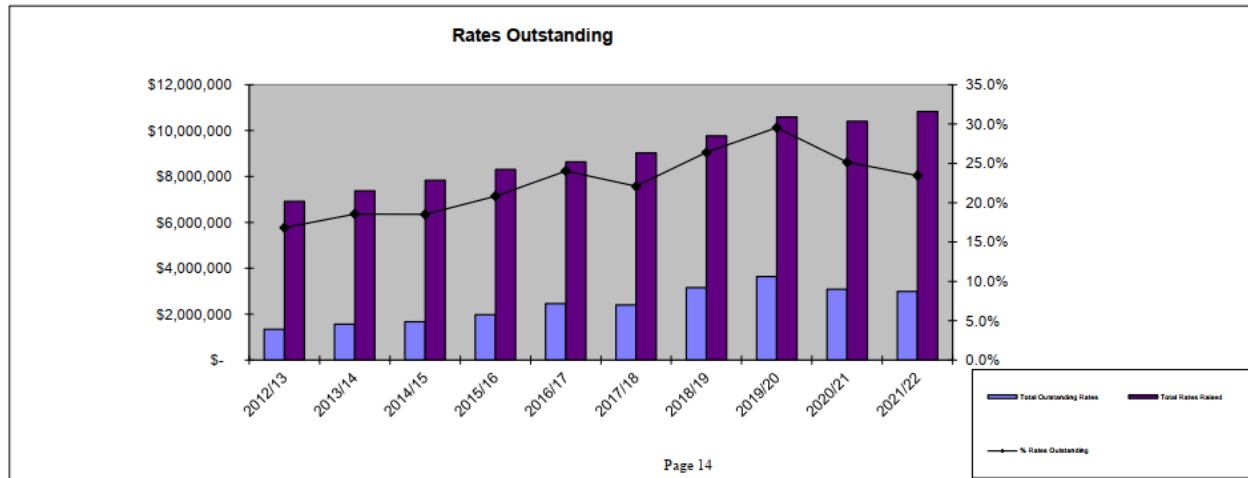
Total YTD

% Ytd Rates Outstanding

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	25/08/2021	
24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	
16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	
29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	
29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	
\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	
\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	
\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$151,276	
38,805	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	
1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	
3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537	5,819,112	
443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888	
680,522	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532	
160,665	685,338	654,900	214,507	336,154	189,794	239,893	724,440	437,028	465,088	
469,219	194,157	295,629	441,681	464,526	637,664	861,146	427,789	643,946	794,760	
166,351	502,176	508,828	148,327	260,963	258,355	174,143	576,493	323,242	316,347	
6,606,752	6,840,634	7,348,285	7,527,403	7,791,018	8,486,476	8,785,150	8,687,856	9,171,321	9,751,427	
16.8%	18.6%	18.5%	20.8%	24.0%	22.1%	26.4%	29.5%	25.2%	23.5%	

Ytd Outstanding

1,336,666 1,559,789 1,670,605 1,981,644 2,464,536 2,406,483 3,150,474 3,642,940 3,082,782 2,987,809



## RECOMMENDATION

**That Council raise agenda item 13.4.3 – Lease of former Bakers Hill Fire Shed from the table.**

### 13.4.3 Lease of former Bakers Hill Fire Shed

<b>File Reference:</b>	A639
<b>Reporting Officer:</b>	Cheryl Greenough, Governance/Administration Coordinator
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Impartiality – The secretary of the RSL is also an SES member.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

## BRIEF

For Council to raise the matter from the table and re-consider the requests to lease the old Bakers Hill Fire Shed at Lot 217 Great Eastern Highway, Bakers Hill.

## ATTACHMENTS

- Attachment 1: Images of premise.
- Attachment 2: Business Plan Bakers Hill RSL
- Attachment 3: Business Plan Bakers Hill Out of School Hours Care (Note: Financial Report and Balance Sheet has been provided as a separate confidential attachment to this agenda / minutes).
- Attachment 4: Site and Building Plans.

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## A. BACKGROUND / DETAILS

Two community groups have expressed an interest in leasing the old Bakers Hill Fire shed for differing purposes.

The Bakers Hill RSL would like to use the shed as a museum and club room where they could meet on a fortnightly basis and use the building to store valuable items as part of the museum.

The Bakers Hill Out of School Care group would like to use the fire shed as an after school child care facility with the intention to extend services to include kindy children on their non-school days.

## B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance and Leadership.

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

Objective: Ensure robust financial management.

### B.2 Financial / Resource Implications

Potential lease fees in comparison to a peppercorn lease

### B.3 Legislative Compliance

*Local Government Act 1995 s. 3.58(3)*

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

### B.4 Policy Implications

Policy A 8.5, section 2.0, Community Based Not-for-profit Lease: Reg 30(2)(b)

The basic principles considered in establishing a standard lease fee reflects a fair and equitable contribution of provision of a facility, the venue's pattern of use, location and the potential to obtain Community Grants assistance, as follows:-

- 2.1 The Shire levy an annual administration rent equivalent to the cost of building insurance, to all community, sport and recreation groups, not including the abovementioned Community Halls, and is reviewed annually.
- 2.2 Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.
- 2.3 Lessees or Licensees must agree with Council to manage the "Demised Premises" on behalf of the community and to offer a service to the community that provides a net benefit.

- 2.4 The Lessee or Licensee will be responsible for the payment of outgoings, operating costs, and minor maintenance obligations.
- 2.5 The Lessee or Licensee will not be responsible for Shire land rates, but will be responsible for rubbish service rates.
- 2.6 The Shire will insure the "Demised Premises" at replacement value and pass on the cost to the Lessee as per 2.1. The Shire will perform any structural repairs, improvements and maintenance in accordance with levels determined within its budget forecast.
- 2.7 In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.
- 2.8 The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable) to the value stipulated in the agreement.
- 2.9 The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee.
- 2.10 The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.
- 2.11 The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.
- 2.12 On an annual basis, Lessees and Shire representatives will meet to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.

### B.5 Stakeholder Engagement / Consultation

An Expression of Interest was placed on the Shire's website and on social media for interested parties to consider leasing the old fire shed.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Potential for the Shire to lose financially	Possible (3) x Moderate (6) = Minor (2)	Take the officers recommendation
Health & Safety	Nil		

Reputation	The Shire's reputation could be questioned	Possible (3) x Moderate (6) = Minor (2)	Ensure Council consider all options
Service Interruption	Nil		
Compliance	Nil		
Property	Usable value of the landscaping may be varied	Possible (1) x Low (2) = Low (2)	Ensure Council consider all options
Environment	Nil		

### B.7 Natural Environment Considerations

There are no natural environment considerations associated with this item.

## C. OFFICER'S COMMENT

The matter was first heard at the Ordinary Council Meeting 17 November 2021 where it was laid on the table with a request for further information in the form of a Business Plan which has been provided for Council's reference.

### Previously discussed

On 29 September 2021 the Shire received a report from the building inspector regarding the ability to use the old fire shed as a public building. The following information was provided:

1. Kitchen unsuitable for public building use, rebuild required.
2. Toilet waste pipe positioned directly under kitchen sink, would need to be relocated.
3. Main shed area has 126m<sup>2</sup> of useable space.
4. Building is uninsulated and has no air conditioning.
5. Natural ventilation is provided with roof mounted wind vents and the ability to open doors and windows with one window being covered by a pinup board.
6. Single personnel door at rear of building has more locks than is permitted for a public building.
7. 1 x Fire Extinguisher positioned adjacent personnel door with complying service date.
8. Gutters blocked and discharging against walls of building causing stormwater to pond against wall of building.
9. Septic and leach drains were unable to be inspected as their location is in an unknown underground location.
10. Large tree requires trimming back from building.
11. No fencing around building.
12. Building serviced by a single toilet pan and a single handbasin which are in a fair condition.
13. No disabled facilities exist at this site.

## General Comment

The building will require extensive renovations and alterations to bring it up to standard for use as a Public Building.

The Returned Services League Bakers Hill sub-branch ABN:79197175521 have advised they have some funds available which can be committed to improvements on the old fire shed. The renovations required for a meeting room/museum would be considerably less than those required for a childcare centre, and the RSL have also advised they will not be requiring funds to be provided by the Shire. A letter from the Bakers Hill RSL has been provided.

Bakers Hill Out of School Care group ABN:97147998087, would like to utilise the shed as a child care centre. An officer from the Shire spoke with the Chairperson to ascertain if they were aware of the extensive renovations required to bring the shed up to code for a child care centre.

The Chairperson advised that they were aware as they must abide by the specifications of the Education and Care Regulatory Unit (ECRU) and are also aware it is a requirement for the septic to be extended and the correct toilet and appropriate kitchen facilities to be provided.

The Chairperson stated they have had extensive consultation with the community in Bakers Hill and have their support as well as offers to assist in the refurbishments along with offers from Bunnings and other Grant money which can be accessed once they have secured a location. A copy of their proposal has also been provided.

Both applicants are registered as Not for Profit organisations according to the *Australian Charities and Not for Profits Commission*.

The Bakers Hill Community Plan 2017-2027 item 2.4.2 Childcare and Learning - refers to the Bakers Hill Out of School Hours Care, 'which is located at the

<b>2. Services</b>				
Bakers Hill will have diverse, thriving and accessible public and social services that support the needs of all age groups within the local community. Achieved by:				
<ul style="list-style-type: none"> <li>Supporting affordable and accessible services that meet community expectations.</li> <li>Providing quality services to facilitate appropriate population growth.</li> </ul>				
<b>2.1 Public Transport</b>				
<b>Action</b>	<b>Pr</b>	<b>Who's Responsible</b>	<b>Shire Role</b>	<b>Timeframe</b>
Community Bus providing return transport between Northam and Bakers Hill		SoN	Lead	Short
Lobby for a public transport service between Bakers Hill and Perth		SoN	Lead	Med
Install bench and shelters at School Bus Stops		SoN	Lead	Med
<b>2.2 Childcare</b>				
Purpose built playgroup/daycare building/Early Childhood Centre (0-4yrs)		Community	Partner	Long
Investigate resource audit of child care facilities and services within the Shire (part of the Corporate Business Plan)		SoN	Lead	Short
<b>2.3 Education</b>				
Advocate for extended education opportunities		Community	Partner	Med
<b>2.4 Shire Services &amp; Maintenance</b>				
Recycling pickups weekly, rubbish pickups fortnightly		SoN	Lead	Short
Verge clean-ups		SoN	Lead	Med
Investigate future provision of a Library service		SoN	Lead	Long
Maintain back lane between Great Eastern Highway and St Georges Street		SoN	Lead	Med

Primary School, before and after school care is available for students. During the school holidays the program opens to all children.' See below extract from the Bakers Hill Community Plan (Item 2.2):

Based on the information provided in the Bakers Hill Community Plan and the Business Plan, the officer recommends that the old Bakers Hill Fire Shed be leased to the Bakers Hill Out of School Care Group.

The following conditions should apply with no occupancy of the shed until

1. Development Application has been applied for and approved;
2. Outside funding has been applied for and approved for essential renovations;
3. The shed has been improved to at least the minimum specifications;
4. Not to be occupied until the Shire has issued an approved Certificate of Occupancy.

#### **RECOMMENDATION**

##### **That Council:**

- 1. Approve a 10 year peppercorn lease for the Bakers Hill Fire Shed Lot 217 Great Eastern Highway, Bakers Hill to the Bakers Hill Out of School Care group in line with the Shire's Policy A8.5 with the following conditions:**

##### **No occupancy of the shed until:**

- 2. A Development Approval and Building Approval has been obtained within 6 months from date of this determination.**
- 3. Outside funding has been applied for and approved for essential renovations;**
- 4. The shed has been improved to at least the minimum specifications;**
- 5. Not to be occupied until the Shire has issued an approved Certificate of Occupancy.**

Attachment 1 – Images of Premise





## Attachment 2 – Business Plan Bakers Hill RSL

EMAIL:

Afternoon Cheryl

We submit the following in answer to your request for more information.

### 1. Executive summary

I have attached our original submission which clearly and concisely sets out our aims.

### 2. Background

I think in our case that is very clear as we are a Sub Branch of RSL WA and governed by their Constitution and rules.

The RSL has been in existence for over 100 years.

People who benefit from the RSL existence are all over WA and include Legacy, Veterans, Serving Members, Emergency Service Personnel and many more.

### 3. Vision

Our vision is the RSL vision and our goals we wish to achieve using the building are set out in our submission attached.

### 4. Financials

We are unable to supply these as we are a Sub Branch of RSLWA

### 5. Proposal outline

a. We propose to bring the building up to standard and use as stated in our submission.

Plans and building application will be done if we obtain use of the building.

b. Our governing body is RSLWA

c. Estimated cost at this stage is \$80000.00.

Estimated completion is within 12 months of relevant Shire approvals being received.

d We will not be requesting any funds from Northam Shire - just a peppercorn lease for 40 years.

e. Use of the building is stated in our submission.

All ongoing costs would be born by RSL Bakers Hill Sub Branch.

Cheryl, I hope this answers your questions.

If any more information is required, please feel free to contact me.

regards

Lin

*Lin Booth*

Secretary/Treasurer

**RSL Bakers Hill Sub-Branch**

P.O. Box 455

Bakers Hill WA 6562

Ph: 0428 612 480

Email: [lin.booth@bigpond.com](mailto:lin.booth@bigpond.com)



**P.O. Box 455  
Bakers Hill WA 6562**

President: Chris Barrington 0402 309 859  
Secretary: Lin Booth 0428 612 480  
Email: [lin.booth@bigpond.com](mailto:lin.booth@bigpond.com)

Shire of Northam  
PO Box 613  
Northam 6401

### **re Old Fire Shed Bakers Hill**

Over the past several years we have corresponded with the Shire regarding our desire to use the old fire shed in Bakers Hill, when the Bush Fire Brigade move to their new building.

Our desire to use the building is due to the severe constraints currently placed on us which severely affect our ability to provide the many services we should be providing to various members of the Bakers Hill Community.

Unfortunately when we arranged the lease on the land on Great Eastern Highway a few years ago, the economic climate was much different to now. In fact I remember a Councillor asking me at the pre-council meeting discussion about our request for a lease "and just how much money does the RSL expect the Shire to contribute to your building?". My answer was no contribution was expected or would be asked for from the Shire. We were working quite successfully at that stage to fund the building without any financial commitment from the Shire.

How times change quickly. Our funding fell through with Government changes, and we are just not able to fund a new, appropriate building on the land.

We do have funds to commit to improvements to the old fire shed.

Our present situation is we have a small corner in the Golf/Tennis Club and the space to hang 1 picture on a wall. We are permitted to use the building once per month.

This limited space, and access seriously affects our ability to provide the services we should and could provide to people in Bakers Hill. It also affects our membership capacity, as many people cannot locate us due to the limited signage we can display advising people of where we are located.

The old fire shed will enable us to grow our membership and also provide the many services we cannot successfully provide at the present time.

Our intention for the use of the building is:

1. Use as a club rooms for RSL meetings
2. Use to provide support to service and ex-service personnel and their families
3. Use as an advocacy centre for service and ex-service personnel and their families
4. Provide a Veterans resource centre

5. Use as an education centre for the History of Bakers hill and surrounding areas regarding involvement by Veterans supporting Australia in past years
6. Use as a Counselling and mental support service centre for service and ex-service personnel and their families
7. Enable us to provide hardship assistance/support for service and ex-service personnel and their families from a central location
8. Enable us to provide guidance and assistance to service & ex-service personnel in training in new skills rom a central location
9. Enable the Sub Branch to provide support to members of the community where we can.
10. To provide a meeting room for small community groups if needed.

At present the Bakers Hill RSL Sub Branch services Bakers Hill and the areas surrounding it of Wooroloo, Wundowie, Clackline, Inkpen, Mokine, Woottating, Copley, Bailup, Beechina and El Caballo.

Quite a large area.

The use of the above building by the Bakers Hill RSL will substantially improve our ability to provide the services we can to the Bakers Hill and surrounding communities.

Yours truly



Lin Booth

Secretary/Treasurer  
Bakers Hill RSL Sub Branch

24<sup>th</sup> June 2021

## Attachment 3 – Business Plan Bakers Hill Out of School Hours Care



# BUSINESS CASE

Thank you for the opportunity to provide more information regarding BHOSHC relocating to the former Bakers Hill Fire Shed.

### Summary and Background

BHOSHC provides Before and After School and Vacation Care to children from the Bakers Hill area and is also open to children in the district and surrounds. We cater for school children from Kindy to Year 6.

We are licensed for 24 children at our current location, however improving the Fire Shed and relocating there will result in us having a larger space to operate and the opportunity to expand our service license to cater for a higher capacity of children.

We began operation in April 2014 as a **not-for-profit** Association.

Our Committee meets monthly and is comprised of:

Chairperson

Vice Chairperson

Treasurer

Secretary

We currently have nine members, the majority of whom are present at every meeting.

Since our inception, we have serviced around 120 families, there are 70 families currently using our centre.

It is Bakers Hill Out of School Hours Care's philosophy to offer a service that provides a safe, confident, and secure environment for children to grow and develop life skills through play and choice. We support diversity through partnerships and engagement within the community.

We encourage children to develop to their full potential within a supportive environment focusing on qualities of fairness, humour, empathy and understanding.

### Vision

Our vision is to have a premises in which to operate our child-care facility. That is a stand-alone facility and not subject to another entity's rules and regulations (operating out of the Primary School library has its limitations).

Within three years, we'd like to move to full-time day care, assuming it's a viable option to the community. As there is only one other day care facility in the area, we're sure this will be a positive outcome.

In the interim we'd like to provide the ability for play groups and mother's groups to use our premises when we are not open - accommodating different local groups to have a place to go to entertain their toddlers and meet up with other parents.

This is so important, especially for parents new to the area to make life-long friendships. There could even be the possibility of baby care nurse to visit regularly.

We'd also like to offer to facilitate other groups, such as Wanslea, that offer resources and support to families in the Wheatbelt.

### Financials

Our Financial year is in line with the school (January to December).

Attached are our Audited financials for 2019 and 2020. Our 2021 accounts haven't been audited yet, but we've attached our Profit and Loss and Balance Sheet.

As you'd be aware - child care facilities don't tend to make a profit. We started the facility to help the community though, not to make money.

### Proposal outline

We are governed by the Education and Care Regulatory Unit (ECRU).

Once we have finished refurbishing the shed, they will come and inspect the premises. There are few guidelines for Out of School Hours Care, compared to long Day-care but we intend to make any changes that will support the move to long day care in the future.

Items that will need to be done immediately are:

- Insulate and gyprock the walls and ceiling, install sliding entrance doors and windows. Making an office area.
- We aren't required to have a functioning kitchen however we would put in a small kitchen with sink and cupboards, bench space and room for our refrigerator.
- Install a second toilet and a multi-use toilet (disabled) and associated septic and leach drain installation.
- Air conditioning x 2 split systems.
- Wheelchair access.
- Fencing it is not a requirement for OSHC, however we will be fencing around the building and a play area. We will fence the whole perimeter at a later stage depending on funding.
- Install a nature playground and a grassed area.

We'd like to retain the facade and integrity of the building.

Initial estimates for works:

Windows / sliding doors	\$ 8,000
Fencing	\$18,000
Earthworks	\$44,000
Shed extension	\$28,600
Framework, Insulation, Gyprock and internal doors	\$20,000
Plumbing including septic	\$25,000
Air conditioning / electrical	\$10,000

Total \$153,60

Depending on availability of trades and materials – we'd like to be operating out of the Fire shed within 6-12 months. We won't be able to apply for any Capital Grants until we have a lease in place, the time frame will also depend on the timing of Grants.

We would ask that the Shire address any tree pruning that may be required, unblocking gutters and the power pole may need replacing.

BHOSHC would be looking for a Peppercorn lease as we are Not For Profit - servicing the community. We'll also apply for any grants the Shire has to offer.

Grants for Childcare are readily available and easily obtainable. Being rural, we have better opportunities for grants as the Government recognises the need for childcare in regional areas and understands our limitations (population, available services in the area)

We will fund ongoing costs such as utilities, wages, insurance (Contents, Business, Public Liability, Workers' Compensation) – we currently have those costs whilst at the School.

We will be responsible for the ongoing maintenance and upkeep of facility.

We are funded by our revenue and any Federal, State and Local Grants that are available to Child-care facilities - of which there are many.

We thank you for your time and look forward to the outcome.

Yours sincerely

Dianne Ferguson  
Vice Chairperson  
Bakers Hill Out of School Hours Care Inc

0435 073 440  
[bhoshc@gmail.com](mailto:bhoshc@gmail.com)

21 February 2022

enclosed: Plans, Financials, School recommendation



**BAKERS HILL PRIMARY SCHOOL**

33 St. George Street  
BAKERS HILL W.A. 6562.  
Telephone: (08) 9574 3100

To Whom it May Concern,

I am writing to endorse the application, from Bakers Hill Out of School Hours Care (BHOSHC), to take over the use of the building that once housed the local fire brigade.

BHOSHC was initially set up to meet the needs of our community. Over time, there has been a substantial growth in demand for parents to be able to access out of hours and holiday care.

The travel time involved, for a lot of our parents for work, means that getting home in time to ensure adequate supervision is not possible. Without this service a lot of Bakers Hill parents would struggle to work and meet parenting obligations and this, I believe, would impact the families enough so they would need to move from the area or children would be left unsupervised for unacceptable amounts of time.

When the service was first discussed the school offered its facilities, after the town hall became unable to be used due to licensing issues, as we saw the need and the positive impact it would have on our community.

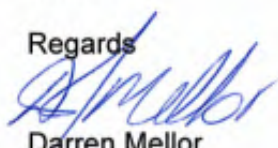
Over time parents have come to rely on this service and its popularity has begun to have an effect of the operational aspect of the school. Though we value the service and the security for parents the service provides, it has become too big for our facilities. Initially the uptake numbers were small and BHOSHC did not have much in the way of equipment and resources. Over time both the uptake has grown and the centre's equipment inventory has grown to the point where it is not practical for them to be on this site.

BHOSHC would also benefit from having their own space, especially one the size of the fire station. They would be able to set up and remain set up. At present they need to complete a full pack up and set up every day. They would be able to create spaces more in tune with their needs rather than having to work within the context of the school environment. An example of this would be arts and crafts. At this point in time they are restricted to the library area where they have to cover our carpet and we risk having damage to our carpet.

Though we, as a school, fully support BHOSHC and value the service it provides our school and wider community we believe the fire station would better suit all stake holders. As a school we are finding it more and more difficult to facilitate the service being onsite and do notice the impact on our school as we are unable to access our Library out of hours and on Wednesday afternoons, when our librarian is at work.

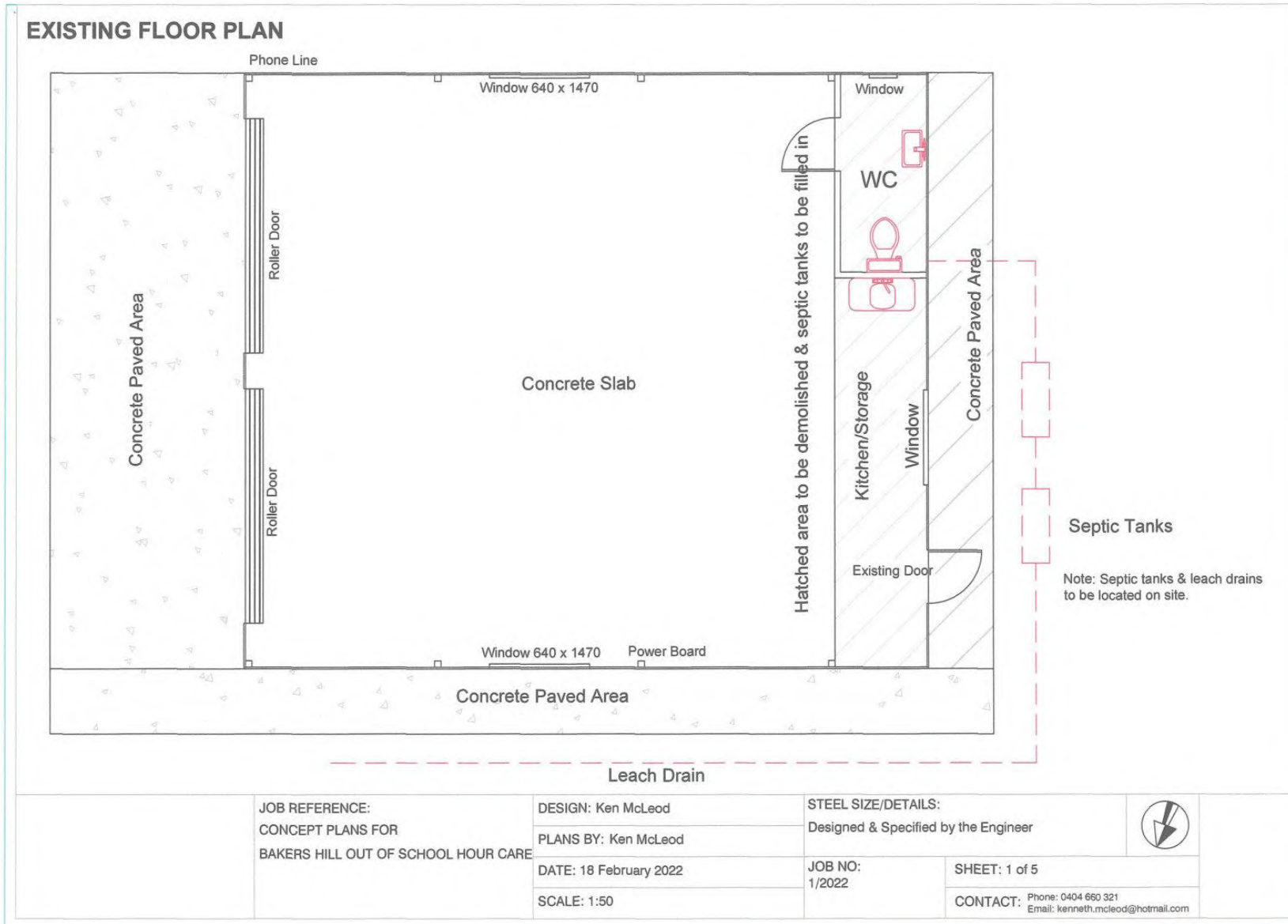
Lastly, as a location the old fire station still allows the centre to easily get children to and from school.

Regards

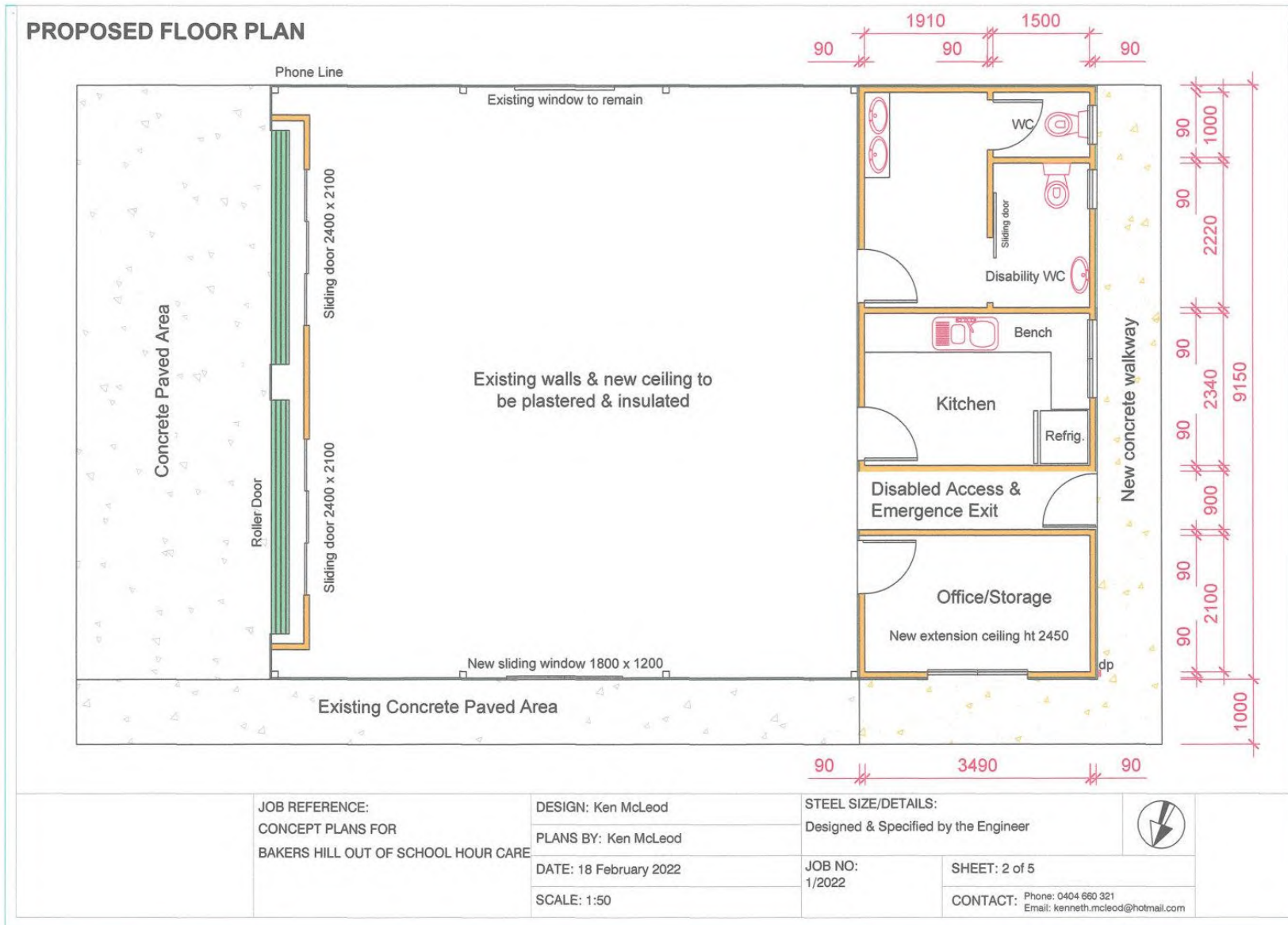


Darren Mellor  
Principal  
Bakers Hill Primary School

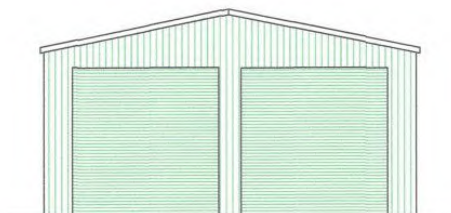
17/11/2021



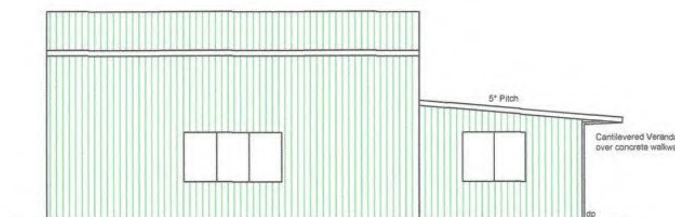




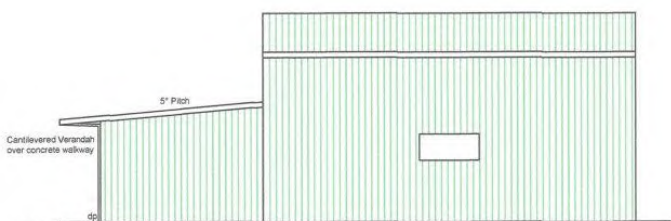
**PROPOSED ELEVATIONS**



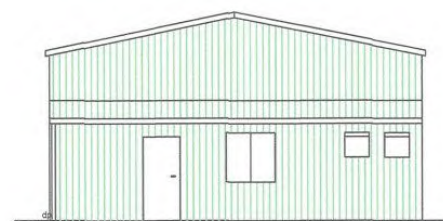
Front Elevation



North Elevation

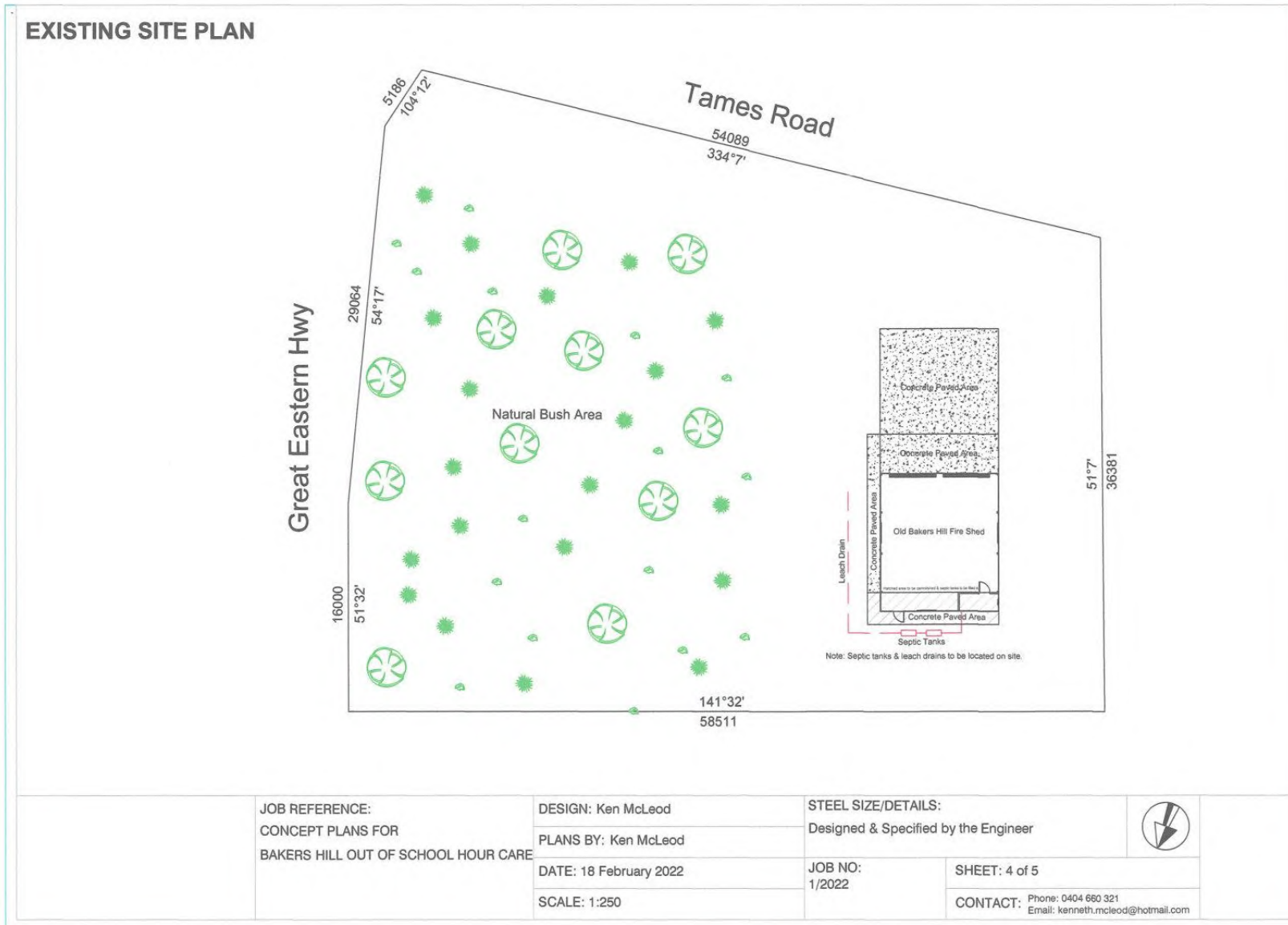


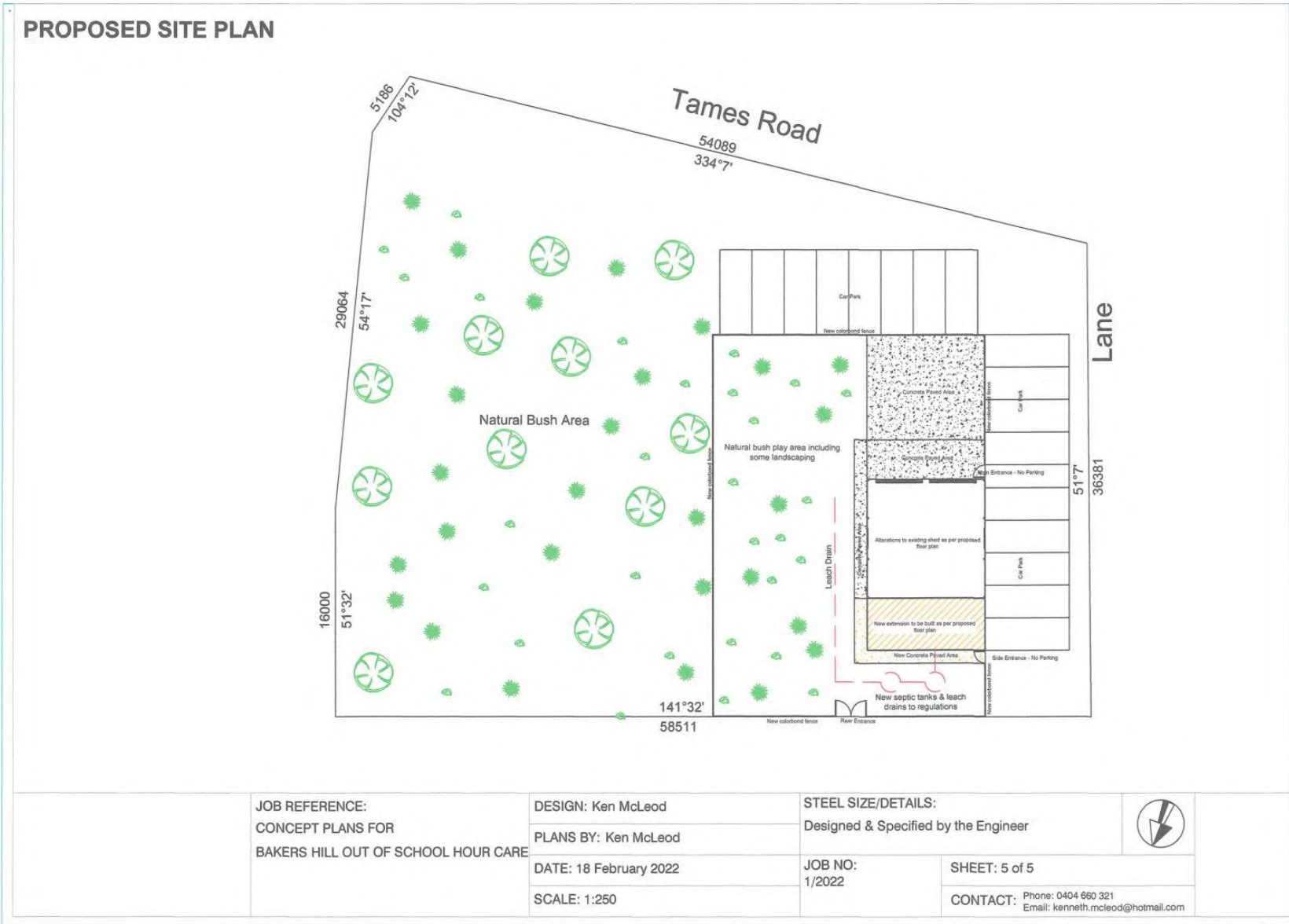
South Elevation



Rear Elevation

JOB REFERENCE: CONCEPT PLANS FOR BAKERS HILL OUT OF SCHOOL HOUR CARE	DESIGN: Ken McLeod	STEEL SIZE/DETAILS: Designed & Specified by the Engineer	
	PLANS BY: Ken McLeod	JOB NO: 1/2022	
	DATE: 18 February 2022	SCALE: 1:100	CONTACT: Phone: 0404 660 321 Email: kenneth.mcleod@hotmail.com





Attachment 4 - Site and Building Plans



**CUSTOMERS COPY**

**HIGHLINE**  
GARAGES • SHEDS • PATIOS

Quotation No. 32552

Phone:  Yard:   
 Balcatta: Ph: 344 8933  
 201 Balcatta Road. Fax: 345 4996  
 CAPEL: Ph: (097) 27 2544  
 Forrest Road. Fax: (097) 27 2338

HEAD OFFICE:  
9 Felspar St., Welshpool Ph: 451 5366 Fax: 451 6581

Purchaser: Norman Squires Council Order No. \_\_\_\_\_ Date: 16.11.21  
 Postal Address: 1725/1726 St. Northam Post Code: 6201  
 Phone Home: \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Site Address: 1725/1726 St. Northam Near: \_\_\_\_\_  
 Product: Garage with Windows Type: Open Shed Size: 9m x 9m x 4.2m  
 Colour: Charcoal or Anodise Doors: \_\_\_\_\_ Trim: \_\_\_\_\_  
 Shire: Northam Shire  
 Permit By: Northam Shire  
 Site Plan By: \_\_\_\_\_  
 Elevations By: \_\_\_\_\_

MATERIALS	DETAILS	CODE	QTY	SUPPLY	ERECTION
Basic Product			1	5315	1250
Doors - Sliding					
- Swing			2	2570	300
- Roller	<u>4/3 3600 x 3600</u>				
- Tilt			1	380	50
- Personal	<u>LISTENK TYPE SOLID DOOR</u>				
Window - Size					
Skylights			18	108	54
Gutters			2	40	
Downpipes					
Partition					
Insulation					
Clearspan					
Vent Ridge					
Travelling					
<u>ANODISE VENTS WITH INTERIOR LINING</u>	<u>9m x 9m</u>		3	600	150
<b>MATERIALS AND INSTALLATION TOTALS</b>				<b>\$ 9013</b>	<b>1804</b>

CONCRETE	DETAILS	HIGHLINE	CLIENT
Concrete Floor			CLIENT
Footings			CLIENT
<b>CONCRETE TOTAL</b>		<b>\$</b>	

OPTIONS	DETAILS	HIGHLINE	CLIENT
Fees/Permits		N/A	CLIENT
Engineers Certificate		N/A	CLIENT
Delivery/Freight		125	CLIENT
Siteworks		X	CLIENT
Water to Site		X	CLIENT
Power to Site		X	CLIENT
Sand/Blue Metal		N/A	CLIENT
Crane Hire			CLIENT
<b>OPTIONS TOTAL</b>		<b>\$ 125</b>	

**CONTRACT TOTALS AND PAYMENT TERMS**

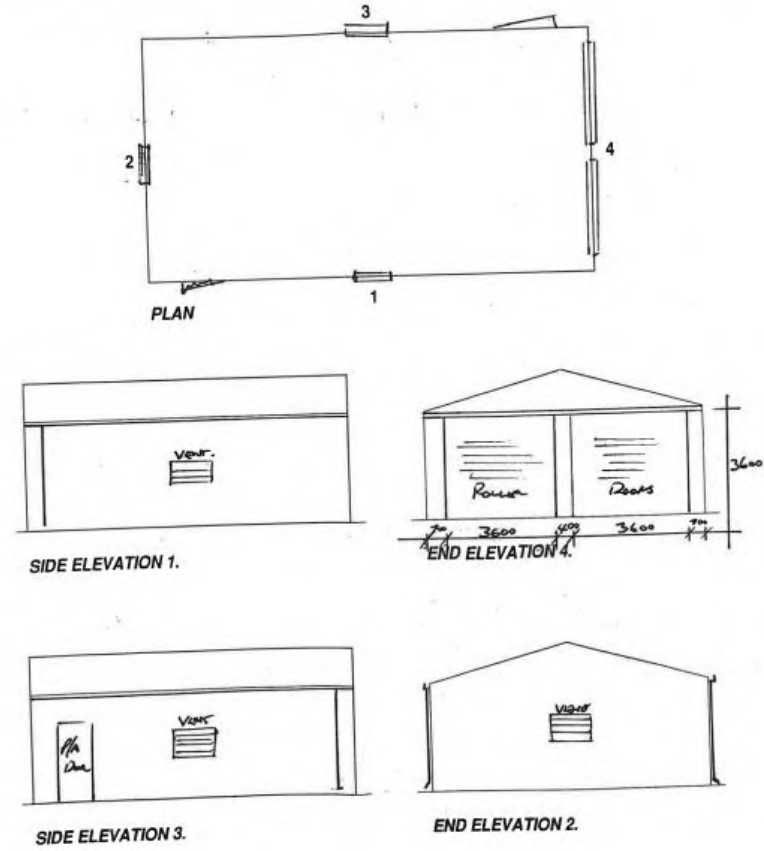
Material Total	\$ 9013	\$ 3000	Deposit on placement of order
Erection Total	\$ 1804	\$ 6000	Payable prior to or on delivery
Concrete Total	\$ Nil	\$ 1942	Balance on practical completion
Options Total	\$ 125	\$ 10942	Contract price
Contract Price	\$ 10942		

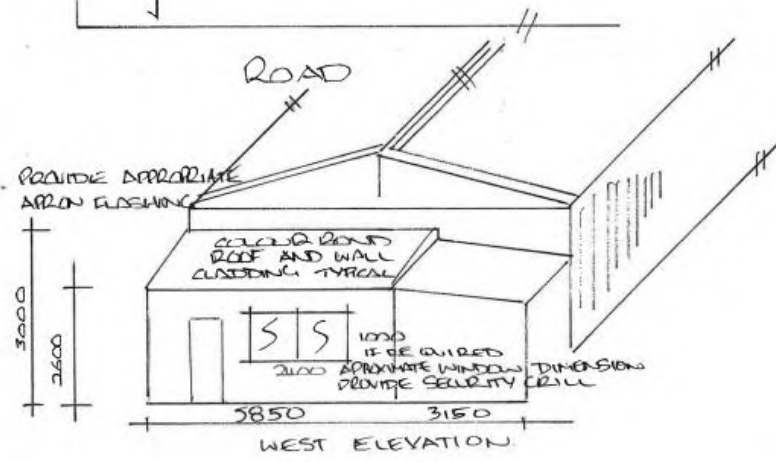
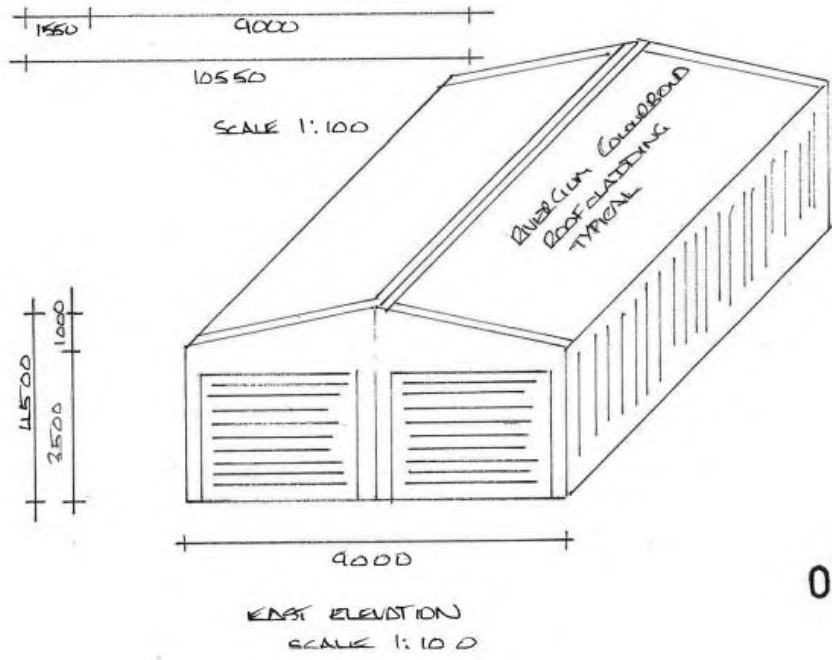
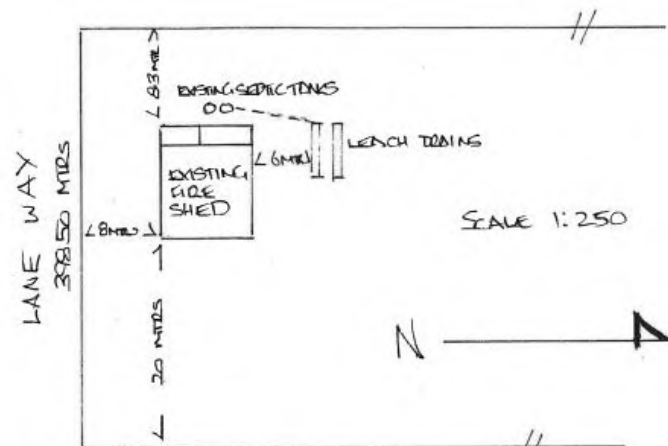
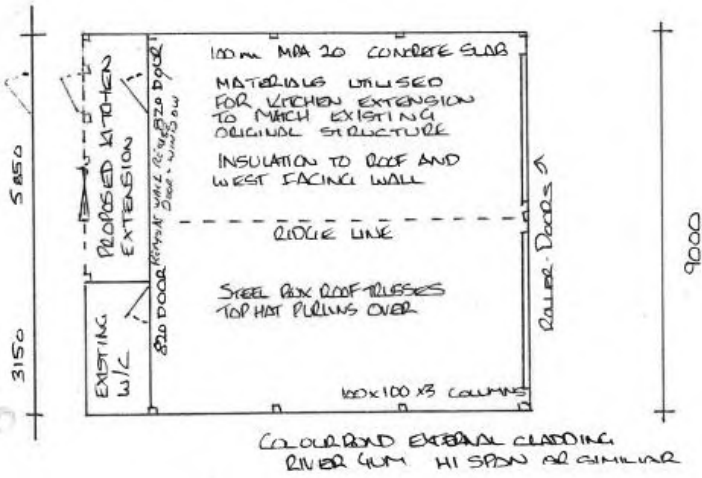
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Rep: \_\_\_\_\_

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Purchaser: Norman Squires Council HIGHLINE Quotation No. 32552

Door Frame Height: 3600 Note: Door clearances 50mm less than door frame height  
 Door Frame Width: 3600 Overall wall length: 9000  
 Wall Height: 4.200 Overall wall width: 9000  
 Other Details/Instructions: \_\_\_\_\_

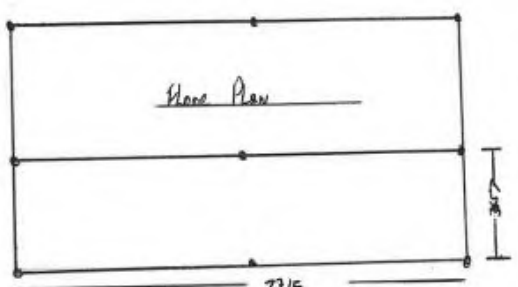




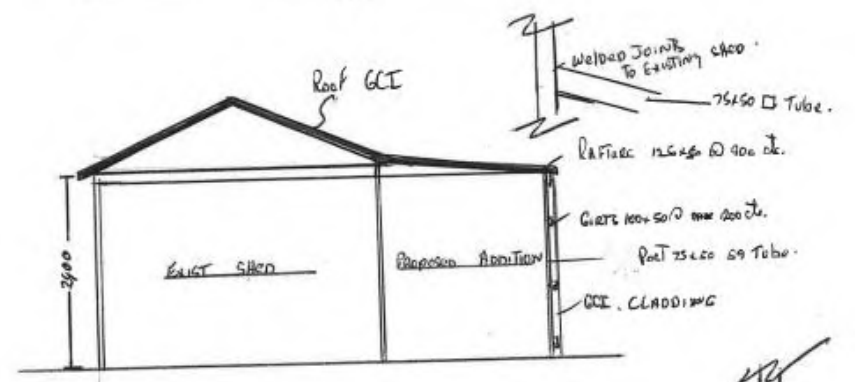
PROPOSED KITCHEN EXTENSION  
 SHIRE OF NORTHAM  
 HILL FIRE SHED  
 APPROVED Subject to compliance with the Building Code of Australia and the Provisions of the Health Act 1912 as amended and in particular the conditions as attached.  
 Building Surveyor  
 App. 50000 Lic No. ....  
 JAN 05  
 TPC

ORIGINAL

UNIFORM LOCAL GOVERNMENT ACT 1995



Hand Plan



Elevation

Roof GCI

EXIST. SHED

Proposed Addition

Welded Joints to Existing chad

75x50 Tube

Rafters 125x45 @ 900 c/c

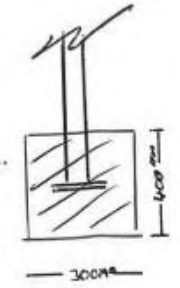
Girts 100x50 @ 200 c/c

Prop 25x50 sq Tube

GCI CLADDING

2900

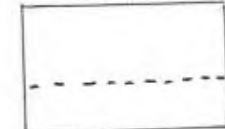
Footings Detail



300mm

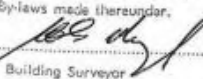
400mm

GARAGE FOR FIRE TRUCK  
Proposed Plan For Bakers Hill  
FIRE BRIGADE, Lot 217 GT EAST HIGH  
BAKER HILL RESERVE-222421



GT EAST

SHIRE OF NORTHAM  
 APPROVED—Subject to compliance with  
 By-laws of the — SHIRE OF NORTHAM — and  
 provisions of the Health Act 1911-19  
 and By-laws made thereunder.

  
 Building Surveyor

App. No. 40/86
Lic. No. 01023

Thames Rd





#### 13.4.4 Mid-Year Budget Review

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Colin Young
<b>Responsible Officer:</b>	Colin Young
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2021 to 31 January 2022.

#### ATTACHMENTS

Attachment 1: Budget Review for the year ended June 2022.

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#### A. BACKGROUND / DETAILS

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2022 for the period ending 31 January 2022 is presented for council to consider. The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

#### B. CONSIDERATIONS

##### **B.1 Strategic Community / Corporate Business Plan**

Theme Area: Governance & Leadership

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

Objective: G2 Improve organisational capability and capacity

##### **B.2 Financial / Resource Implications**

The subsequent review will incorporate Budget amendments which will impact in accordance with the schedule provided.

### B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
  - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - (b) *consider the local government's financial position as at the date of the review; and*
  - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required.*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

N/A.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Changes do not reflect the current position of Council.	Unlikely (2) x Minor (2) = Low (4)	Ensure that existing policies and processes are implemented and are compliant with relevant legislation

			and that there are sufficient funds to meet estimated expenditure for the remainder of the year.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	All Council purchasing policies and guidelines have been adhered to	Unlikely (2) x Minor (2) = Low (4)	Ensure that existing policies and processes are implemented and are compliant with relevant legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

There are no natural environment considerations associated with this item.

### C. OFFICER'S COMMENT

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a 10% and a \$20,000 minimum for the reporting of material variances to be used in the statements of financial activity.

The budget has been reviewed to continue to deliver on other strategies adopted by the Council and maintains a high level of service across all programs.

The notes below correspond to the notes in the note column in recommended adjustments contained within Attachment 1. A revised Operating Statement (N&T) and Rate Setting Statement have been produced based on the recommended budget alterations below along with the budgeted reserve closing balances as of 30 June 2022.

### Operating Expenditure

## **Proposed Budget Review Amendment**

### **Expense Accounts**

1. Following an extensive review of salaries and wages for the current financial year to January 2022, the following adjustments have been identified as specified below:
  - Engineering Services Salaries to increase by \$30,000 due to the Executive Manager of Engineering Services entitlements on leaving.
  - An additional \$69,000 for Works Staff Salaries, to align Northam Shire Workers to current industry remuneration levels, this is above the CPI increase that was budgeted.
  - A reduction of \$10,000 for the CESM Salaries due to less hours worked and an allocation adjustment for a covering staff member.
  - A reduction in Health Salaries due to less hours worked that resulted from a position that was vacant for a period of time.
  - An increase in Building Salaries of \$15,000 due to an allocation adjustment with the reorganisation of staff positions.
  - Ranger salaries reduction due to less hours being worked due to the timing of filling position vacancy.

2.

#### **RECOMMENDATION/COUNCIL DECISION**

**Minute No: CCAG.55**

**Moved: Cr Galloway**

**Seconded: Cr Curtis**

**That Council accept the update of the Quick Response Grant applications as provided and request a further allocation of \$10,000 at mid-year budget review.**

**CARRIED 6/0**

3.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4358**

**Moved: Cr Mencshelyi**  
**Seconded: Cr Tinetti**

**That Council:**

- 1. Approve the application for grant funding to a maximum of \$15,000 per property for the purposes of reconstruction of the parapet wall and associated works, subject to:**
  - a. The application for a building permit to be submitted within 3 months from the date of this resolution; and**
  - b. The works to be completed within 6 months from the date of the issue of the building permit.**
- 2. Approve a budget amendment of \$60,000 to be carried out during the 2021/22 budget review.**
- 3. Approve upfront payment of the funds required to prepare the documentation required to submit the application for a building permit.**

**CARRIED 8/0**

Council endorsed an increase in budgeted funds for the Main Street Heritage Investment Strategy by \$60,000. The funds were to be able to offer financial assistance to business owners of the properties 68 to 76 Fitzgerald Street to develop the buildings to meet standard building compliance.

4. Works conferences and training requires an additional budgeted \$50,000 that needs expensed on certified training for staff to attain the required standard for safe work practices whilst undertaking outdoor work.
5. With the reintroduction of Covid-19 and its prevalence in the community, the amount of \$30,000 is needed to supply PPE masks and RAT's to ensure compliance and that staff are kept safe and tested as required.
6. Wundowie Oval has required unbudgeted repairs to the main basin water pump. The cost is \$15,000.
7. Legal Expenditure is to be increase by an additional \$80,000 to ensure adequate resources are available for the ongoing Donovan Payne legal dispute.
8. Due to only needing an election for one ward in the October Council elections expenditure was \$10,500 less than budgeted.

### **Capital Expenditure**

9. The Corporate Services Administration area requires minor adjustments to the floorspace and layout to improve the workspaces for staff. Moving the partitioning makes for a more cohesive team environment where staff are connected in one area. The quote for this is \$6,500.
10. It has been identified that there are surplus funds of \$78,000 that have not been spent of the Youth Park Toilets. The amendment adjusts the budget accordingly.
11. Southern Brook Hall has had termite damage and required unbudgeted treatment for the sum of \$13,000 to rectify, damage was noticed during programmed structural works.
12. Bakers Hill Pavilion received pulastic repairs, a different type of treatment to the basketball courts floor than was originally quoted and budgeted. This resulted in a cost saving of \$13,000.
13. Item 12 deals with the plant replacement items.
  - The Shire's variable message board was vandalised. It was settled through an insurance claim and a replacement board has to be purchased.
  - The Executive Manager of Engineering services has identified the need for a replacement pig trailer. The pig trailer was originally budgeted, but when the tractor engine blew up and needed replacing as a matter of urgency, the funds were redirected for the replacement tractor. This reintroduces the pig trailer to the plant replacement program at a cost of \$91,323, with the proceeds from the sale of the old trailer being \$11,823 and a \$21,719 loss on the sale.
  - The Inkpen Tip Loader will become surplus to requirement when the facility is under new management. The sale of the 2007 Komatsu loader will enable the purchase of a float for transporting Shire large plant from site to site. Not only does it generate cost savings from not using contractors, but down time in waiting for contractors to be available to move the plant can be an issue. The proceeds on the sale of the loader equates to what will be spent on the float, \$60,000. The loss on the sale of the loader is estimated at \$33,323.
14. Non-cash adjustment to remove the demolished assets from the asset register, Bernard Park Kindy Garden and May Street Pre-primary \$140,788.
15. It has been recognised that there is likely going to be a delay in the delivery of the kerb renewal program amounting to \$146,000 this financial year, as such the budget has been reallocated.

16. Southern Brook Road, Wellington Street need additional funding due to an allowance for retainers not being included in the original budget.

Checks on Harvey Road identified the need for pavement repairs to improve the overall condition before the reseal. The Gairdner/Wellington Street intersection was originally scoped and budgeted. Unfortunately, with the discovery of additional services that needed relocation and repair before the original upgrade could be undertaken, the additional \$70,000 cost could not be avoided. After careful consideration the decision was made to continue with the same contractor rather than risk further delays and an even higher cost if it went out to tender again later in the year C.4367.

17. The Northam Suspension Bridge precinct activation program needed additional lighting to increase the safety of the general public that was not budgeted. \$15,710 was the additional cost of the lighting during the recent upgrade.
18. The 21/22 budget included shade structures in Bernard Park for \$46,320. The shade structures were installed in June 20/21, so the budget expense can be removed.
19. Due to resources being allocated elsewhere the Train Station Precinct upgrade (Peel/Minson/Duke) has been deferred as it will not be delivered in the current financial year, \$80,000.
20. Bernard Park needs a new reticulation system designed using scheme water around the barbeque and amenities areas. Reuse water is not considered suitable in these areas moving forward and it is expected that the assessment will guide future works in the precinct.

**Accounts netted out and related transactions**

- 21.



**RECOMMENDATION**

**Minute No: CSC.079**

**Moved: Mrs Rose Power**

**Seconded: Mr Ulo Rumjantsev**

**That Council allocates \$30,510 for the needs assessment to be carried out on the Northam CCTV System, to funded at the 2021/22 midyear budget review.**

**CARRIED 11/0**

The Community Safety Committee raised the need for an assessment to be carried out to be able to strategically plan Northam CCTV future modification and expansion. It will analyse crime hotspots, latest technologies, additional uses for infrastructure (such as emergency response) and aps in the current infrastructure so that future investment is strategic and evidence based.

There is the capacity to reduce telephone expenditure by the \$32,000 in the current financial year due to the new telephone system being leased rather the purchased outright.

22. Various grant variations have been granted relating to BFB & SES infrastructure resulting in no additional expenditure to Council, \$30,000 of Council funds allocated to the Clackline fire shed earthworks has been removed as it was not needed due to a change in design. It has been part allocated to construct a single engine bay shed at the Wundowie Pavilion to meet the current needs of the WFBF, if approved the Brigade will utilise one of the change rooms for toilets/showers and installation of washing machines etc. The adjacent equipment room will be utilised for PPE and equipment storage, this area will be secured through pin code access. If successful in obtaining DFES funding in the future the shed can be relocated to another Shire site.

23.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4328**

**Moved: Cr Mencshelyi**

**Seconded: Cr Curtis**

**That Council adopts the budget amendments**

- 1. Increases Hockey Club capital expenditure 11349404 (new job number) \$27,000**
- 2. Increases Hockey Club reimbursement revenue 11343193 \$27,000**

**CARRIED 10/0  
BY ABSOLUTE MAJORITY**

As per Council Motion C.4328, with no cost to Council, the Hockey Club contribution to the paving laid at Bert Hawke Pavilion would cover the additional \$27,000 cost.

24. The Executive Manager of Corporate Services has identified a cost saving in the Hockey Club lighting and power connection at Bert Hawke pavilion upgrade. As such the contribution was not needed nor requested from the Hockey Club.
25. The Shire have received grant funding of \$37,000 from the Department of Primary Industries and Regional Development for an Engineering Trainee. This will be used to employ a trainee Technical Officer.
26. The Shire has received grant funding from the Department of Sport and Recreation for the Building Stronger Clubs program for \$21,000 for a Club Development Officer. The position of Club Development Officer has been filled.
27. DFRAWA AGRN 962, labour expense has been switched with material expenses for \$120,000. With the current claims awaiting approval by DFES who currently manage the claims, internal expenditure associated with the works has been reduced.

Gravel roads expenditure, the material content has been reduced and labour content increased by \$120,000 to reflect the work being carried out by the Shire construction crew whom have been redirected from The AGRN 962 storm event reconstruction.

28. CBD improvements \$58,000 and POS Improvements \$30,025 is currently unallocated and has been redirected to the Northam Motor Sport Festival Track Enhancements which has been costed at \$500,000, an additional \$250,000, which is funded from the above and general surplus funds from this review, a BBRF submission has been applied for which stipulates that 50% of the expenditure needs to be funded to be a compliant application. That being said staff will continue to look at other funding avenues that would reduce the Council contribution.
- 29.

## RECOMMENDATION / COUNCIL DECISION

Minute No. C.4197

Moved: Cr Little

Seconded: Cr Mencshelyi

### That Council:

1. Award RFT 03 of 2021 for the Construction of Northam Waste Transfer Facility including the separable portion for the Tip Shop to the preferred supplier, being Comiskey's Contracting Pty Ltd.
2. Authorise the CEO to execute the contract with Comiskey's Contracting Pty Ltd for the sum of \$1,158,327 plus GST and approve any variations up to a maximum of 5% of the contract sum.
3. Authorise additional revenue to be sourced from:
  - (a) Transfer \$350,000 from the Refuse Site Reserve in the 2020/21 financial year
  - (b) Allocation of the Waste Services 2020/21 surplus of \$200,000
  - (c) Allocate \$115,000 from the waste services budget during the 2021/22 financial year.

**CARRIED 8/2  
BY ABSOLUTE MAJORITY**

As per Council Motion C.4197 \$200,000 from the 20/21 surplus was to be allocated to the Transfer Station and Tip Shop, however during budget adoption this was transferred Refuse Site Reserve, as such it has been redirected to Transfer Station and Tip Shop.

30. The 2 commercial washing machine at Killara have reached the end of their useful life and such it is recommended that they are replaced due to ongoing maintenance requirements, \$12,290.
31. The Executive Manager of Corporate Services has identified the need to transfer \$51,872 from the leave reserve to cover leave entitlement payments

### **Revenue Accounts**

The following revenue accounts have been identified as requiring a budget adjustment in recognition of the overall increase in revenue by \$221,902.

32. Financial Assistance Grants -Roads has increased by \$33,151  
Financial Assistance Grants -General has reduced by \$23,702

33. Back rates have increased by \$8,000
34. Interim rates have increased by \$5,000
35. Instalment fees have decreased by \$5,000
36. Rates enquiry fees have increased by \$15,000 due to the increase in the number of properties sold this financial year
37. Late payment interest has increased by \$20,000
38. Rental housing income will reduce by \$8,000 due to the pool house becoming vacant and as the house is in disrepair it is not expected to be rented in the near future (a report will be presented to Council in March to decide the future of the property).
39. Workers Compensation Revenue has increased by \$110,000 due to an increase in the number of claims.
40. Loan repayment of the Northam Country Club was not budgeted, \$6,000.
41. DFES has approved the prior year additional expenditure SES Operating Grant will increase by \$6,880.
42. DFES has approved the prior year additional expenditure BFB Operating Grant will increase by \$34,573
43. Killara Brokerage fees have increased by \$40,000 with the opening of the second cottage and other providers using the facility for clients.

#### **Adjustments to the End of Year Surplus**

Following the completion of the end of year financial report, the following adjustments need to be brought to account to align the budget and the opening position.

44. Removing the estimated Surplus Budget	\$6,575,739
Reducing the accrued revenue as per AASB 15	\$405,763
Increasing the contract liability commitments	\$333,242
Expenditure on the Youth Park Toilets budgeted 20/21 However carried forward to 21/22 financial year	\$81,000
Adding a contingent Liability for legal fees	\$70,000
Actual Surplus	\$5,723,223

The total of the untied surplus for 20/21 financial year being \$37,489.

**RECOMMENDATION**

**That Council:**

- 1. Receive the Budget Review conducted for the six (6) months ended 31 January 2022.**
- 2. Authorise the Chief Executive Office to amend the 2021/22 Budget in accordance with the attached report titled Budget Review as at 31 January 2022.**

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

**Attachment 1 - Budget Review for the year ended June 2022**

**Shire of Northam  
Budget Review  
For the Year Ended June 2022**

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Revised Statement of Comprehensive Income (N&T)	4
Revised Rate Setting Statement	5
Revised Reserve Balances	6

Expense Accounts	Adopted Budget	RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2021/22		Revised Budget
		Council Motion	Amendment	
<b>Expense Accounts</b>				
1 Engineering Services Salaries (14521002)	(\$ 667,033)		(\$ 30,000)	(\$ 697,033)
1 Works Salaries, (various accounts)	(\$ 1,990,460)		(\$ 69,000)	(\$ 2,059,460)
1 CES/IL Salaries (05061002)	(\$ 102,730)		\$ 10,000	(\$ 92,730)
1 Health Wages (07141002)	(\$ 243,554)		\$ 35,000	(\$ 208,554)
1 Building Salaries (13461002)	(\$ 156,094)		(\$ 15,000)	(\$ 171,094)
1 Ranger Salaries (05071002)	(\$ 222,399)		\$ 20,000	(\$ 202,399)
2 Community Sponsorship (11342072)	(\$ 100,000)		(\$ 10,000)	(\$ 110,000)
3 J.Iain Street Heritage Investment Strategy (13492112)	(\$ 30,000)	CCAG.55		
4 Works Conferences & Training (14522052)	(\$ 47,544)	C.4353	(\$ 60,000)	(\$ 90,000)
5 Covid-19 PPE	\$ -		(\$ 50,000)	(\$ 97,544)
6 Wundowie Oval (11342102)	(\$ 61,583)		(\$ 30,000)	(\$ 30,000)
7 Legal Expenditure (04052082)	(\$ 54,000)		(\$ 15,000)	(\$ 76,583)
8 Election Expenditure (1040420620)	(\$ 38,200)		(\$ 80,000)	(\$ 134,000)
<b>Sub total Expenditure</b>	<b>(\$ 3,713,597)</b>		<b>(\$ 283,500)</b>	<b>(\$ 3,997,097)</b>
<b>Capital Expenditure</b>				
9 Partitioning Administration Office (04059024)	\$ -		(\$ 6,500)	(\$ 6,500)
10 Toilets Youth Park (11339074)	(\$ 170,000)		\$ 78,000	(\$ 92,000)
11 Southern Brook Hall (Job 1818)	(\$ 14,500)		(\$ 13,000)	(\$ 27,500)
12 Bakers Hill Pavilion (Job 1821)	(\$ 20,000)		\$ 13,000	(\$ 7,000)
13 Plant Replacement (12399004)	(\$ 801,250)		(\$ 24,000)	(\$ 825,250)
13 Proceeds Sale of Plant (12399505)	\$ 189,500		\$ 18,380	\$ 207,880
13 Profit on Sale of Asset (12396003)	\$ 15,604		\$ 5,236	\$ 20,840
13 Non-Cash Adjustment Profit on Sale of Asset			(\$ 5,236)	(\$ 5,236)
13 Plant Replacement (12399004)	(\$ 825,250)		(\$ 91,323)	(\$ 916,573)
13 Proceeds Sale of Plant (12399505)	\$ 189,500		\$ 11,823	\$ 201,323
13 Loss on Sale of Asset (12396012)	(\$ 105,149)		(\$ 21,719)	(\$ 126,868)
13 Non-Cash Adjustment Loss on Sale of Asset	\$ -		\$ 21,719	\$ 21,719
13 Plant Replacement (12399004) Float	(\$ 916,573)		(\$ 60,000)	(\$ 976,573)
13 Proceeds Sale of Plant (12399505) PN1018	\$ 201,323		\$ 60,000	\$ 261,323
13 Loss on Sale of Asset (12396012)			(\$ 33,233)	(\$ 33,233)
13 Non-Cash Adjustment Loss on Sale of Asset			\$ 33,233	\$ 33,233
14 Loss on Sale of Asset (Various)			(\$ 140,788)	(\$ 140,788)
14 Non-Cash Adjustment Loss on Sale of Asset			\$ 140,788	\$ 140,788
15 Kerb Renewal (12379154)	(\$ 148,000)		\$ 146,000	(\$ 2,000)
16 Southern Brook Road (Job 3802)	\$ -		(\$ 20,961)	(\$ 20,961)
16 Wellington Street (Job 3123)	\$ -		(\$ 7,599)	(\$ 7,599)
16 Harvey Road (Job 3122)	(\$ 39,522)		(\$ 22,678)	(\$ 62,200)
16 Gairdner/Wellington Street (3678)	(\$ 246,406)	C.4367	(\$ 70,000)	(\$ 316,406)
17 Northam suspension bridge precinct activation program (Job B031C)	(\$ 100,000)		(\$ 15,740)	(\$ 115,740)
18 Shade Structures Bernard Park (6450)	(\$ 46,320)		\$ 46,320	\$ -
19 Train Station (Pee/I-Inson/Duke), (6449)	(\$ 80,000)		\$ 80,000	\$ -
20 Retic Assessment Bernard Park (new)	\$ -		(\$ 9,000)	(\$ 9,000)
<b>Sub total Expenditure</b>	<b>(\$ 2,917,043)</b>		<b>\$ 112,722</b>	<b>(\$ 2,804,321)</b>
<b>Accounts Netted Out &amp; Related Transactions</b>				
21 CCTV Expenditure (05082022)	(\$ 5,000)	CSC.080	(\$ 30,510)	(\$ 35,510)
21 Telephone System (04059034)	(\$ 32,000)		\$ 32,000	\$ -
22 Additional 2 Bays 50% SES and Northam Central BFB (05067034)	(\$ 112,055)	C.4328	(\$ 58,100)	(\$ 170,155)
22 Inkpen Extension (05067034)		C.4328	(\$ 155,505)	(\$ 155,505)
22 Northam Central, Garrison Fencing (05067034)		C.4328	(\$ 14,915)	(\$ 14,915)
22 New Single Fire Shed Wundowie	\$ -		(\$ 23,510)	(\$ 23,510)
22 Increase Clackline Fireshed (05067034)			(\$ 21,331)	(\$ 21,331)
22 DFES Grants BFB (05063073)	\$ 572,055	C.4328	\$ 259,851	\$ 831,906
22 Additional 2 Bays 50% SES and Northam Central BFB (05087114)	\$ -	C.4328	(\$ 58,100)	(\$ 58,100)
22 SES, Garrison Fencing (05087114)		C.4328	(\$ 14,915)	(\$ 14,915)
22 DFES Grant SES (05083003)	\$ -	C.4328	\$ 63,015	\$ 63,015
23 Hockey Club Capital Expenditure (6419)	(\$ 68,000)	C.4328	(\$ 24,545)	(\$ 92,545)
23 Grant Hockey Club (11343093)	\$ 1,424,812	C.4328	\$ 24,545	\$ 1,449,357
24 Hockey Lighting Project (6419)	(\$ 56,000)		(\$ 25,000)	(\$ 81,000)
24 Contribution, hockey Club (11343093)	\$ -		(\$ 25,000)	(\$ 25,000)
25 Trainee Technical Officer (14521002)	(\$ 697,033)		(\$ 37,000)	(\$ 734,033)
25 Grant Funding Trainee (14523003)	\$ -		\$ 37,000	\$ 37,000
26 Club Development Officer (11341002)	(\$ 265,950)		(\$ 21,000)	(\$ 286,950)
26 Grant Funding Club Development Officer (11343093)	(\$ 1,424,812)		\$ 21,000	(\$ 1,403,812)
27 DRFAWA Material Expenditure (7014)	(\$ 300,000)		(\$ 120,000)	(\$ 420,000)
27 Gravel Road Grading Material Expenditure (2020)	(\$ 170,000)		\$ 120,000	(\$ 50,000)
27 DRFAWA Labour Expenditure (7014)	(\$ 245,691)		\$ 120,000	(\$ 125,691)
27 Gravel Road Grading Labour Expenditure (2020)	(\$ 177,099)		(\$ 120,000)	(\$ 297,099)
28 CBD Improvements (1610)	(\$ 100,000)		\$ 58,000	(\$ 42,000)
28 POS Improvements (6425)	(\$ 120,000)		\$ 30,025	(\$ 89,975)
28 Northam Motor Sport Festival Track Enhancements (6454)	(\$ 250,000)		(\$ 250,000)	(\$ 500,000)

	Adopted Budget	RECOMMENDED ADJUSTMENTS BUDGET REVIEW 2021/22		Revised Budget
		Council Motion	Amendment	
<b>Transfers To/From Reserve</b>				
29 Transfer from Refuse Site Reserve (10259215)	\$ -	C.4197	\$ 200,000	\$ 200,000
29 Transfer/Station Tip Shop	(\$ 1,018,561)	C.4197	(\$ 200,000)	(\$ 1,218,561)
30 Plant & Equipment Killara (08171004)	\$ -		(\$ 12,290)	(\$ 12,290)
30 Transfer from Killara Reserve	\$ -		\$ 12,290	\$ 12,290
31 Transfer from leave Reserve (04059045)	\$ -		\$ 51,872	\$ 51,872
<b>Sub total</b>	<b>(\$ 3,045,334)</b>		<b>(\$ 132,123)</b>	<b>(\$ 3,177,457)</b>
<b>Revenue Accounts</b>				
32 FAG Roads (03023033)	\$ 392,467		\$ 33,151	\$ 425,618
32 FAG Grant General (03023023)	\$ 1,182,591		(\$ 23,702)	\$ 1,158,889
33 Back Rates (03013013)	\$ 1,000		\$ 8,000	\$ 9,000
34 Interim Rates (03013023)	\$ 61,337		\$ 5,000	\$ 66,337
35 Instalment Fee (03013053)	\$ 38,000		(\$ 5,000)	\$ 33,000
36 Rates Enquiry Fees (0313063)	\$ 40,000		\$ 15,000	\$ 55,000
37 Late Payment Interest (03013033)	\$ 110,500		\$ 20,000	\$ 130,500
38 Rental Housing (09233013)	\$ 10,400		(\$ 8,000)	\$ 2,400
39 Workers Compensation (Revenue)(14553003)	\$ 60,000		\$ 110,000	\$ 170,000
40 Loan payment NCC (11349014)	\$ -		\$ 6,000	\$ 6,000
41 SES ESL Operating Grant (05083003)	\$ 31,475		\$ 6,880	\$ 38,355
42 BFB ESL Operating Grant (05063063)	\$ 167,822		\$ 58,083	\$ 225,905
43 Killara Brokerage (08173093.132)	\$ 60,000		\$ 40,000	\$ 100,000
<b>Sub total Revenue</b>	<b>\$ 2,155,592</b>		<b>\$ 265,412</b>	<b>\$ 2,421,004</b>
<b>Adjustment To End Of Year Surplus</b>				
44 Surplus Budget			(\$ 6,575,739)	(\$ 6,575,739)
44 Accrued Revenue			\$ 405,763	\$ 405,763
44 Contract Liability			\$ 333,242	\$ 333,242
44 Toilets Youth Park Expenditure			\$ 81,000	\$ 81,000
44 Legal Expense (contingent liability)			\$ 70,000	\$ 70,000
44 Surplus Actual			\$ 5,723,223	\$ 5,723,223
<b>Sub total Adjustments/Untied Surplus</b>	<b>\$ -</b>		<b>\$ 37,489</b>	<b>\$ 37,489</b>
<b>Net Change to Budget</b>	<b>(\$ 7,520,382)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(\$ 7,520,382)</b>



**Shire of Northam**  
**Revised Statement of Comprehensive Income**  
**By Nature and Type**  
**For the Year Ending 30th June 2022**

	2021/22 Original Budget	2021/22 Ammendments	2021/22 Revised Budget
	\$	\$	\$
<b>REVENUE</b>			
Rates	10,752,585	13,000	10,765,585
Operating Grants & Subsidies & Contributions	5,332,005	210,957	5,542,962
Fees and Charges	4,317,737	42,000	4,359,737
Interest Earnings	178,500	20,000	198,500
Other Revenue	1,215,813	0	1,215,813
	<u>21,796,640</u>	<u>285,957</u>	<u>22,082,597</u>
<b>EXPENSES</b>			
Employee Costs	(8,933,567)	(107,000)	(9,040,567)
Materials and Contracts	(8,890,015)	(195,010)	(9,085,025)
Utility Charges	(1,159,630)	0	(1,159,630)
Depreciation	(4,927,719)	0	(4,927,719)
Interest Expenses	(215,505)	0	(215,505)
Insurance Expenses	(551,889)	0	(551,889)
Other Expenditure	(159,336)	37,000	(122,336)
	<u>(24,837,661)</u>	<u>(265,010)</u>	<u>(25,102,671)</u>
	(3,041,021)	20,947	(3,020,074)
Non-Operating Grants, Subsidies and Contributions	6,184,337	1,061,871	7,246,208
Profit on Asset Disposals	335,308	5,236	340,544
Loss on Asset Disposals	(118,362)	(54,952)	(173,314)
<b>NET RESULT</b>	<b>3,360,262</b>	<b>1,033,102</b>	<b>4,393,364</b>
Other Comprehensive Income	0	0	0
<b>TOTAL COMPREHENSIVE INCOME</b>	<b><u>3,360,262</u></b>	<b><u>1,033,102</u></b>	<b><u>4,393,364</u></b>

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

Shire of Northam  
Revised Rate Setting Statement  
For the Year Ending 30th June 2022

	2021/22 Original Budget \$	2021/22 Amendments \$	2021/22 Revised Budget \$
<b>REVENUES</b>			
Governance	35,070	0	35,070
General Purpose Funding	1,910,139	52,449	1,962,588
Law, Order, Public Safety	1,532,340	329,746	1,862,086
Health	61,000	0	61,000
Education and Welfare	1,114,006	0	1,114,006
Housing	62,277	(8,000)	54,277
Community Amenities	3,285,488	0	3,285,488
Recreation and Culture	2,773,593	26,545	2,800,138
Transport	5,815,730	797,088	6,612,818
Economic Services	813,857	0	813,857
Other Property and Services	160,200	147,000	307,200
	<u>17,563,700</u>	<u>1,344,828</u>	<u>18,908,528</u>
<b>EXPENSES</b>			
Governance	(2,391,572)	(10,000)	(2,401,572)
General Purpose Funding	(390,724)	(19,500)	(410,224)
Law, Order, Public Safety	(2,035,556)	(510)	(2,036,066)
Health	(364,574)	35,000	(329,574)
Education and Welfare	(1,421,029)	40,000	(1,381,029)
Housing	(71,622)		(71,622)
Community Amenities	(3,941,991)	0	(3,941,991)
Recreation & Culture	(5,095,394)	(36,000)	(5,131,394)
Transport	(6,311,069)	(118,716)	(6,429,785)
Economic Services	(2,882,816)	(85,000)	(2,967,816)
Other Property and Services	(49,676)	(117,000)	(166,676)
	<u>(24,956,023)</u>	<u>(311,726)</u>	<u>(25,267,749)</u>
			0
			0
<b>Net Operating Result Excluding Rates</b>	<b>(7,392,323)</b>	<b>1,033,102</b>	<b>(6,359,221)</b>
			0
<b>Adjustments for Cash Budget Requirements:</b>			0
<b>Non-Cash Expenditure and Revenue</b>			0
(Profit)/Loss on Asset Disposals	(216,946)	49,716	(167,230)
Depreciation on Assets	4,927,719	0	4,927,719
Movement in Provisions & Accruals	0	0	0
<b>Capital Expenditure and Revenue</b>			0
Purchase Land and Buildings	(2,692,722)	(352,876)	(3,045,598)
Purchase Infrastructure Assets - Roads	(6,908,061)	(225,238)	(7,133,299)
Purchase Infrastructure Assets - Bridges & Culverts	(152,000)	(15,740)	(167,740)
Purchase Infrastructure Assets - Footpaths	(307,320)	0	(307,320)
Purchase Infrastructure Assets - Drainage	(1,209,902)	0	(1,209,902)
Purchase Infrastructure Assets - Parks	(2,538,598)	67,800	(2,470,798)
Purchase Infrastructure Assets - Other	(1,495,575)	97,000	(1,398,575)
Purchase Plant and Equipment	(1,552,770)	(187,613)	(1,740,383)
Purchase Furniture and Equipment	(32,000)	32,000	0
Proceeds from Disposal of Assets	984,500	90,203	1,074,703
Proceeds New Debentures	1,500,000	0	1,500,000
Repayment of Debentures	(357,209)	0	(357,209)
Self-Supporting Loan Principal Income	20,850	0	20,850
Transfers to Reserves (Restricted Assets)	(2,491,317)	0	(2,491,317)
Transfers from Reserves (Restricted Assets)	2,585,350	264,162	2,849,512
			0
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	6,575,739	(852,516)	5,723,223
LESS Estimated (Surplus)/Deficit June 30 C/Fwd	0	0	0
<b>Amount Required to be Raised from Rates</b>	<b>(10,752,585)</b>	<b>0</b>	<b>(10,752,585)</b>

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

**Shire of Northam  
Revised Reserve Account Balances  
For the Year Ending 30th June 2022**

	2021/22	2021/22	2021/22
<b>RESERVES - CASH BACKED</b>	<b>Budget</b>	<b>Movement</b>	<b>Revised Budget</b>
	\$	\$	\$
Aged Accommodation Reserve			-
Employee Liability Reserve	879,390	(51,872)	827,518
Housing Reserve			-
Reticulation Scheme Reserve	237,346		237,346
Office Equipment Reserve	101,329		101,329
Plant & Equipment Reserve	119,474		119,474
Road & Bridgeworks Reserve	200,886		200,886
Refuse Site Reserve	526,271	(200,000)	326,271
Regional Development Reserve			-
Speedway Reserve	150,907		150,907
Community Bus Replacement Reserve	100,000		100,000
Septage Pond Reserve	283,619		283,619
Killara Reserve	458,257	(12,290)	445,967
Stormwater Drainage Projects Reserve			-
Recreation and Community Facilities Reserve	141,222		141,222
Administration Office Reserve			-
Council Buildings & Amenities Reserve	281,135		281,135
River Town Pool Dredging Reserve			-
Parking Facilities Construction Reserve	100,000		100,000
Art Collection Reserve			-
Election Reserve			-
Revaluation Reserve	2,502		2,502
Covid 19 Reserve	-		-
<b>Total Cash Backed Reserves</b>	<b>3,582,338</b>	<b>(264,162)</b>	<b>3,318,176</b>

## 13.5 COMMUNITY SERVICES

### 13.5.1 Community Representation on Nyoongar Cultural Advisory Council Committee

<b>File Reference:</b>	Nyoongar Cultural Advisory Group 2.1.3.8
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The purpose of this report is to provide Council with the nominations for membership of the Nyoongar Cultural Advisory Group, which is an official committee of Council.

#### ATTACHMENTS

Attachment 1: Terms of Reference Nyoongar Cultural Advisory Group.

#### A. BACKGROUND / DETAILS

Council requested expressions of interest from Nyoongar community members to become representatives on the Nyoongar Cultural Advisory Group.

The Nyoongar Cultural Advisory Group is an official Committee of Council that provides guidance to the Shire of Northam on all Nyoongar related matters, particularly related to the Bilya Koort Boodja Centre and Reconciliation Action Plan.

Under the Terms of Reference one representative from each of the following families are required: Ryder; Garlett; Stack; Slater; McGuire; Kickett; Moody; Davis; and 2 other Aboriginal and/or Torres Strait Islander community representatives.

A call for nominations was made in October 2021 following the local government elections, however a committee was unable to be formed due a lack of nominations for representation. Officers have re-advertised for nominations. Nominations received are presented in this report.

#### B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage

Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity.

Objective: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

Theme Area 6: Governance and Leadership

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

Objectives: Implement systems and processes which deliver outcomes for our community  
Encourage active community participation in our local government

### B.2 Financial / Resource Implications

N/A

### B.3 Legislative Compliance

N/A

### B.4 Policy Implications

N/A

### B.5 Stakeholder Engagement / Consultation

The Expressions of Interest were promoted via local print media and the Shire's social media and website.

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Council has not budgeted for expenditure for this committee.	Low(1)	Council has budgeted costs associated with previous Aboriginal Advisory Group. Associated budget will be utilised to cover costs of this committee.
Health & Safety	Nil		
Reputation	Council perceived as not being serious	Low (4)	Council establishes formal committee

	about establishment of a RAP or community input into matters relating to Aboriginal cultural issues		and Terms of Reference to and ensures committee is operated within established frameworks.
Service Interruption	Nil		
Compliance	Committee does not operate within established Committee frameworks	Low (2)	Ensures committee is operated within established frameworks.
Property	Nil		
Environment	Nil		

**B.7 Natural Environment Considerations**

There are no natural environment considerations associated with this item.

**C. OFFICER'S COMMENT**

Nominations have been received from the following Nyoongar Community members to represent their family group:

Ryder

Stella Joan Parfitt (nee Ryder)

Vivienne Ryder

Garlett

Kirk Garlett

Stack

Elizabeth Stack

Kate Stack

Slater

McGuire

Deborah Moody (nee McGuire)

Kickett

Moody

Priscilla Moody

Julie Wynne (nee Moody)



Davis

Kathy Davis

Jermaine Davis

Other Aboriginal & Torres Strait Islander Representative

Brenda DeAtta

The Ryder, Stack, Moody and Davis families have all received two nominations, with there being just one position available. To ensure we reach a meeting quorum it is recommended that all nominations be accepted with these families to nominate one representative as a voting member and the other as a proxy.

The Terms of Reference for this Advisory Group as attached have been amended to reflect the recommended changes to the membership allowing a proxy member for each family group represented and to remove the payment of sitting fees for representatives which is not allowed under the Local Government Act 1995.

**RECOMMENDATION**

**That Council endorse the amended Terms of Reference of the Nyoongar Cultural Advisory Group as attached:**

- **Allowing one proxy member per family group**
- **Removing 7. Sitting Fees for meeting attendance**

## RECOMMENDATION

That Council appoint the following community members to the Nyoongar Cultural Advisory Group, with the families to nominate 1 voting member and 1 proxy:

### Ryder:

- Stella Joan Parfitt (nee Ryder)
- Vivienne Ryder

### Garlett:

- Kirk Garlett

### Stack:

- Elizabeth Stack
- Kate Stack

### Slater:

### McGuire:

- Deborah Moody (nee McGuire)

### Kickett:

### Moody:

- Priscilla Moody
- Julie Wynne (nee Moody)

### Davis:

- Kathy Davis
- Jermaine Davis

### Other Aboriginal and/or Torres Strait Islander Representatives:

- Brenda DeAtta

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**



## ATTACHMENT 1: TERMS OF REFERENCE NYOONGAR CULTURAL ADVISORY GROUP

*Nyoongar Cultural Advisory Group Terms of Reference 2021 to 2023*

### TERMS OF REFERENCE SHIRE OF NORTHAM NYOONGAR CULTURAL ADVISORY GROUP

#### 1. Objectives of the Shire of Northam NYOONGAR CULTURAL ADVISORY Group (NCAG)

The primary objective of NCAG is to provide guidance and recommendations to the Shire of Northam on all Nyoongar related matters focusing on the BKB Centre for Nyoongar Culture & Environmental Knowledge and the development of a community wide Reconciliation Action Plan.

#### 2. Powers of the Northam NCAG

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

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

#### 3. Membership

The Advisory Group shall consist of elected members, designated Shire of Northam employees and Aboriginal and Torres Strait Islander community members as follows:

- Two (2) Elected Members and Two (2) Proxy Elected Members;
- One representative from each of the following families and one proxy representative:
  - Ryder
  - Garlett
  - Stack
  - Slater
  - McGuire
  - Kickett
  - Moody
  - Davis
- Two other Aboriginal and/or Torres Strait Islander Community Representatives
- Shire of Northam CEO or nominated Executive Manager.
- Member for Central Wheatbelt, State Legislative Assembly
- Member of the WA Police Force
- The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee. They do not have voting rights on the committee
- The local government shall provide secretarial and administrative support to the committee.

#### 4. Meetings

The NCAG shall meet at least four times annually.

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

#### 5. Reporting

Minutes and recommendations of each NCAG meeting shall be presented to the next Ordinary Meeting of the Council.

The NCAG is responsible for liaising with all relevant business units to complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.

#### 6. Duties and Responsibilities

The following activities will be carried out by the NCAG:

- Provide guidance and assistance to Council on the future development of the BKB.
- Provide input and advice in relation to the development of a Shire of Northam Reconciliation Action Plan.
- Meet with the Full Shire of Northam Council, not less than once each year to discuss progress of the Reconciliation Action Plan and BKB
- Develop a RAP within the context of the Shire of Northam's core business and in-line with:
  - Over-arching community strategic plan and corporate business plan.
  - Any existing Aboriginal and Torres Strait Islander employment strategy
  - Any existing supplier diversity strategy
  - Any existing equity and diversity policies.
- Establish a collaborative/consultative process for engaging staff across the organisation so that they can provide ideas for the RAP and comment on drafts.
- Develop a project plan and timeline to development, launch and begin implementing the RAP, including consultation with Reconciliation Australia at regular intervals.
- Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions and:
  - Report RAP progress to internal and external stakeholders, including Reconciliation Australia, Shire of Northam elected members and staff, and Aboriginal and Torres Strait Islander stakeholders
  - Reflect on key learnings in the development of new RAPs.
  - Consider RAP implementation issues and consult with relevant business units to find solutions.
- Develop a new RAP when the current plan expires.

#### ~~7.—Sitting Fees~~

~~The nominated representative for the below Advisory Group members will receive a \$100 sitting fee for meeting attendance:~~

Nyoongar Cultural Advisory Group Terms of Reference 2021 to 2023

- ~~One representative from each of the following families;~~
  - ~~• Ryder~~
  - ~~• Garlett~~
  - ~~• Stack~~
  - ~~• Slater~~
  - ~~• McGuire~~
  - ~~• Kickett~~
  - ~~• Moody~~
  - ~~• Davis~~
- Two other Aboriginal and/or Torres Strait Islander Community Representatives

## 14. MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (a) and (c) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 14.1 – Wellington / Duke Street Land (Former Victoria Oval Site) as the item relates to a contract entered into.
- 14.2 – Sale of Lot 291 Blackberry Close, Bakers Hill as the item relates to a contract which may be entered into.
- 14.3 – Chief Executive Officer Review Committee Meeting held on 9 March 2022 as the item relates to matter affecting an employee.

### 14.1 WELLINGTON / DUKE STREET LAND (FORMER VICTORIA OVAL SITE)

### 14.2 SALE OF LOT 291 BLACKBERRY CLOSE, BAKERS HILL

### 14.3 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 9 MARCH 2022

### RECOMMENDATION

That Council move out from behind closed doors.

## 15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

## 16. URGENT BUSINESS APPROVED BY DECISION

Nil.

## 17. DECLARATION OF CLOSURE