



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Ordinary Council Meeting

15 June 2022

UNCONFIRMED

DISCLAIMER

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

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

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

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

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

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

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

Contents

1.	DECLARATION OF OPENING.....	5
2.	ACKNOWLEDGEMENT TO COUNTRY.....	5
3.	ATTENDANCE.....	5
3.1	APOLOGIES.....	5
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	ABSENT.....	5
4.	DISCLOSURE OF INTERESTS.....	6
5.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ...	7
6.	PUBLIC QUESTION TIME.....	9
6.1	PUBLIC QUESTIONS.....	9
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	9
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	9
8.1	PETITIONS.....	9
8.2	PRESENTATIONS.....	9
8.3	DEPUTATIONS.....	9
9.	APPLICATION FOR LEAVE OF ABSENCE.....	9
10.	CONFIRMATION OF MINUTES.....	9
10.1	MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 27 APRIL 2022	9
10.2	MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 18 MAY 2022.....	10
10.3	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 25 MAY 2022	10
10.4	NOTES FROM THE COUNCIL FORUM MEETING HELD 8 JUNE 2022... ..	10
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	26
12.	REPORTS OF COMMITTEE MEETINGS.....	26
12.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2022.....	26
12.2	AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2022.....	43
12.3	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 31 MAY 2022...	105
13.	OFFICER REPORTS.....	131

13.1	CEO'S Office	131
13.1.1	Strategic Community Plan & Corporate Business Plan.....	131
13.1.2	Delegated Authority Register 2022/23	179
13.2	ENGINEERING SERVICES.....	274
13.2.1	2022/23 Footpath Construction Program	274
13.3	DEVELOPMENT SERVICES	282
13.4	CORPORATE SERVICES.....	282
13.4.1	Accounts & Statements of Accounts 1 May 2022 to 31 May 2022.....	282
13.4.2	Financial Statement for the period ending 31 May 2022.	345
13.4.3	Ward Review.....	363
13.4.4	Fees and Charges 2022/23 Adoption	380
13.5	COMMUNITY SERVICES	416
14.	MATTERS BEHIND CLOSED DOORS	416
15.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	416
16.	URGENT BUSINESS APPROVED BY DECISION.....	416
17.	DECLARATION OF CLOSURE.....	416

1. DECLARATION OF OPENING

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

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

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
M P Ryan
D Galloway
R W Tinetti
A J Mencshelyi
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

Gallery:

Public

Sally Hart
Jeffrey Pollard

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Cr M I Girak has been granted leave of absence from 13 June 2022 to 22 July 2022 (inclusive).

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
2022/23 Footpath Construction Program	13.2.1	Cr H Appleton	Impartiality	Cr Appleton lives on East Street near the proposed footpath.

5. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Visitations and Consultations	
19/05/2022	Central Regional TAFE Online Award Presentations
19/05/2022	Women's STEM Jumpstart Programme Dinner - Muresk
23/05/2022	Triple M Fortnightly Radio Interview
23/05/2022	Community Consultation Workshop for Shire of Northam Public Health Plan
24/05/2022	Heavy Vehicle Services Industry Workshop & Information Session - Northam
25/05/2022	ABC Radio Interview on State 2023 Country Championships in Northam in 2023
25/05/2022	Strategic Council Meeting - Northam
26/05/2022	Launch of NSHS history book: "A Centenary of Achievement and Change"
27/05/2022	National Reconciliation Week Virtual Breakfast at Bilya Koort Boodja
31/05/2022	Triple M Radio Interview on National Reconciliation Week BBQ in Northam
31/05/2022	National Reconciliation Week Community Sausage Sizzle Northam
01/06/2022	Eastlink WA Briefing with Main Roads WA - Northam
02/06/2022	Local Emergency Management Committee Meeting - Northam
04/06/2022	Lions Community Markets - Northam
06/06/2022	Western Australia Day
07/06/2022	Triple M Fortnightly Radio Interview
07/06/2022	Shire of Northam and Northam Chamber of Commerce Catch Up
10/06/2022	St Joseph's School Foundation Day Whole School Address
12/06/2022	Philippine Independence Day Celebrations - Northam
15/06/2022	OASG Meeting – Video Conference
Upcoming Events	
16/06/2022	Wheatbelt District Emergency Committee – Exercise - Northam
16/06/2022	Regional Capitals Video Conference Meeting
17/06/2022	Planning Institute of Australia Opening Address – Northam
17/06/2022	Closing Address – Planning Institute of Australia - Northam
20/06/2022	Triple M Fortnightly Radio Interview
24/06/2022	Local Government Grant Commission Public Hearing - Northam
24/06/2022	Citizenship Ceremony - Northam
02/07/2022	Lions Community Markets - Northam
04/07/2022	Triple M Fortnightly Radio Interview

18/07/2022	Triple M Fortnightly Radio Interview
18/07/2022	AROC Governance Meeting - Toodyay

Operational Matters:

I am asked on a regular basis about how to report anything that you might see out of order within the Shire. Examples might be a damaged footpath, trees fallen over roads, or even a missing or damaged road sign. The Shire of Northam has an “App”, Snap Send Solve – which looks like this -



This not only allows you to take a photo of what you see, and then report it directly to the Shire of Northam, but you will then be issued with a tracking number. Following this, you will be informed of what will happen going forward to repair or fix what you have seen. If you want to check on the progress, you can use your tracking number as a reference. Any photo you take will have a GPS reference, so the location point is clearly identified.

Events Calendar

The Shire of Northam continues to host a variety of regional events. Recent announcements included both the 2023 Country Athletics Championships – to be hosted in Northam from the 13th to 15th January 2023, and the Swimming Country Pennants over the long weekend in March 2023.

Both events are special. The Country Athletic Championships were first held - in Northam in 1972, and the Swimming Country Pennants were first held - in Northam in 1959.

Strategic Matters:

The Shire of Northam continues to offer the Industry Attraction Fund (IAF). The IAF has been established to provide incentives for business development and economic growth within the Shire of Northam. Further details are available on the Shire of Northam website.

6. PUBLIC QUESTION TIME

6.1 PUBLIC QUESTIONS

Nil.

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Nil.

8.2 PRESENTATIONS

Nil.

8.3 DEPUTATIONS

Nil.

9. APPLICATION FOR LEAVE OF ABSENCE

Nil.

10. CONFIRMATION OF MINUTES

10.1 MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 27 APRIL 2022

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4477

Moved: Cr Mencshelyi

Seconded: Cr Galloway

That the minutes of the Special Council meeting held on Wednesday, 27 April 2022 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

10.2 MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 18 MAY 2022

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4478

Moved: Cr Hughes

Seconded: Cr Ryan

That the minutes of the Ordinary Council meeting held on Wednesday, 18 May 2022 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 25 MAY 2022

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4479

Moved: Cr Hughes

Seconded: Cr Mencshelyi

That Council receive the notes from the Strategic Council meeting held Wednesday, 25 May 2022.

CARRIED 9/0

10.4 NOTES FROM THE COUNCIL FORUM MEETING HELD 8 JUNE 2022

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4480

Moved: Cr Appleton

Seconded: Cr Mencshelyi

That Council receive the notes from the Council Forum meeting held Wednesday, 8 June 2022.

CARRIED 9/0

Note: The reference under item 13.4.4 relating to the price range in fees and charges is to be amended from 'Welcome to Country' to 'cultural training' on page 15 of the Forum Notes.

Attachment 1 – Council Forum Notes



Shire of Northam

Notes

Council Forum Meeting

8 June 2022

Council Forum Meeting Notes
8 June 2022



DISCLAIMER

The minutes of the Council meeting held to discuss this agenda should be read to ascertain the decision of the Council.

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

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

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

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

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

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

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

Council Forum Meeting Notes
8 June 2022



Preface

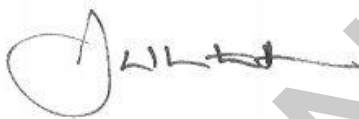
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

Unconfirmed Notes

These notes were approved for distribution on 9 June 2022.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 15 June 2022.

Signed:

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

Contents

1.	DECLARATION OF OPENING.....	6
2.	ACKNOWLEDGEMENT TO COUNTRY.....	6
3.	ATTENDANCE.....	6
3.1	APOLOGIES.....	6
3.2	APPROVED LEAVE OF ABSENCE.....	6
3.3	ABSENT.....	6
4.	DISCLOSURE OF INTERESTS.....	6
5.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ...	8
6.	PUBLIC QUESTION TIME.....	8
6.1	PUBLIC QUESTIONS.....	8
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	8
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	8
8.1	PETITIONS.....	8
8.2	PRESENTATIONS.....	8
8.3	DEPUTATIONS.....	8
9.	APPLICATION FOR LEAVE OF ABSENCE.....	8
10.	CONFIRMATION OF MINUTES.....	8
10.1	MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 27 APRIL 2022.....	8
10.2	MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 18 MAY 2022.....	8
10.3	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 25 MAY 2022.....	8
10.4	NOTES FROM THE COUNCIL FORUM MEETING HELD 8 JUNE 2022.....	8
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	8
12.	REPORTS OF COMMITTEE MEETINGS.....	9
12.1	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2022.....	9
12.2	AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2022.....	9
12.3	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 31 MAY 2022.....	9
13.	OFFICER REPORTS.....	9
13.1	CEO'S Office.....	9

Council Forum Meeting Notes
8 June 2022



13.1.1	Strategic Community Plan & Corporate Business Plan.....	9
13.1.2	Delegated Authority Register 2022/23	9
13.2	ENGINEERING SERVICES.....	10
13.2.1	2022/23 Footpath Construction Program	10
13.3	DEVELOPMENT SERVICES	12
13.4	CORPORATE SERVICES.....	12
13.4.1	Accounts & Statements of Accounts 1 May 2022 to 31 May 2022.....	12
13.4.2	Financial Statement for the period ending 31 May 2022....	12
13.4.3	Ward Review.....	12
13.4.4	Fees and Charges 2022/23 Adoption	14
13.5	COMMUNITY SERVICES	15
14.	MATTERS BEHIND CLOSED DOORS	15
15.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	15
16.	URGENT BUSINESS APPROVED BY DECISION	15
17.	DECLARATION OF CLOSURE	15

Council Forum Meeting Notes
8 June 2022



1. DECLARATION OF OPENING

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

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

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 Development Services
Executive Manager Community Services
Executive Manager Corporate Services
Executive Assistant – CEO

J B Whiteaker
C B Hunt
J Metcalf
C Young
A C McCall

3.1 APOLOGIES

Staff:

Executive Manager Engineering Services S Patterson

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

4. DISCLOSURE OF INTERESTS

Council Forum Meeting Notes
8 June 2022



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
2022/23 Footpath Construction Program	13.2.1	Cr H Appleton	Impartiality	Cr Appleton lives on East Street near the proposed footpath.

Council Forum Meeting Notes
8 June 2022



5. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

No queries were raised in relation to this item.

6. PUBLIC QUESTION TIME

6.1 PUBLIC QUESTIONS

Nil.

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Nil.

8.2 PRESENTATIONS

Nil.

8.3 DEPUTATIONS

Nil.

9. APPLICATION FOR LEAVE OF ABSENCE

Nil.

10. CONFIRMATION OF MINUTES

10.1 MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 27 APRIL 2022

No queries were raised in relation to this item.

10.2 MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 18 MAY 2022

No queries were raised in relation to this item.

10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 25 MAY 2022

No queries were raised in relation to this item.

10.4 NOTES FROM THE COUNCIL FORUM MEETING HELD 8 JUNE 2022

No queries were raised in relation to this item.

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

Nil.

Council Forum Meeting Notes
8 June 2022



12. REPORTS OF COMMITTEE MEETINGS

12.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2022

No queries were raised in relation to this item.

12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2022

No queries were raised in relation to this item.

12.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 31 MAY 2022

Clarification was sought in relation to:

- Whether the \$4,500 relates to this year's budget? Cr Mencshelyi confirmed this is correct.

13. OFFICER REPORTS

13.1 CEO'S Office

13.1.1 Strategic Community Plan & Corporate Business Plan

Clarification was sought in relation to:

- Whether a workshop can be held. The Chief Executive Officer advised that he is happy to provide another workshop if required, alternatively he indicated he was happy to meet with individual elected member if would like to run through the plan. Elected Members indicated they did not require an additional workshop on this item.
- Whether council is locked into the projects. The Chief Executive Officer advised that the Strategic Community & Corporate Business Plans are the most important document the Council will adopt. This being the case it is critical that they, as much as possible, accurately reflect the intention of the Council in delivering specific actions, outcomes and projects. While this is the case, and the Strategic Community & Corporate Business Plans would be utilised to form the basis of long term financial plans and annual budgets, the Council always has the opportunity to make adjustments, whether that be thought the annual review of the corporate business plan component, or at adoption of budget, or any other time the Council feels it is necessary.

13.1.2 Delegated Authority Register 2022/23

Clarification was sought in relation to:

Council Forum Meeting Notes
8 June 2022



- Delegation F05: Has the total amount for the year written off under delegation increased in the context of previous years. The Chief Executive Officer advised that the amounts waived were cumulatively not as high as previous years. It is estimated that approximately \$10,000 has been waived or written off during the year. It was also noted that the supporting policy was recently reviewed which has contributed to the reducing amounts being written off / waived.
- Whether the amount under delegation A01 has increased. The Chief Executive Officer advised that this amount relates to signing documents such as contracts and has not been adjusted. The amount referred to as increasing relates to Delegation F04, specifically pertaining to the authority of the Chief Executive Officer to approve tenders, which was increased in 2021 to \$250,000.
- Whether there are minimal changes overall. The Chief Executive Officer advised that there are minimal changes made to references and a new delegation.
- Whether the new delegation O06 will cause issues if the Bush Fire Advisory Committee (BFAC) doesn't agree with the appointments. The Executive Manager of Development Services advised that the volunteer appointments follow the same process through BFAC and this delegation only relates to staff being appointed, e.g. to issue permits.
- The Chief Executive Officer advised that Council can revoke or adjust delegations at any time, further to this at any time Council wishes to exercise its powers which may have been delegated it can do so.

13.2 ENGINEERING SERVICES

Cr H Appleton declared an "Impartiality" interest in item 13.2.1 - 2022/23 Footpath Construction Program as Cr Appleton lives on East Street near the proposed footpath.

13.2.1 2022/23 Footpath Construction Program

Clarification was sought in relation to:

- Whether Chidlow Street West is a new footpath and if so, the reason this has been determined as more of a priority to the consideration items. The Chief Executive Officer advised that he believes this is a new footpath however will need to confirm this. Staff will assess the footpaths in the context of the condition assessment and determine the priority.

Additional Comment

This has been confirmed as a new footpath. Chidlow Street was selected for inclusion as it has been endorsed for the 22/23 program at the 14 July 2021 meeting.

Council Forum Meeting Notes
8 June 2022



- Whether not completing the customer requests will result in complaints. The Chief Executive Officer advised that this is possible as customers will continue to raise their footpath until this is constructed, however this is not a reason to construct a footpath. Council's focus is on maintaining the network and not expanding this. Council will have another opportunity to consider the footpath requests as part of the consideration list on budget night.
- Whether there are several vacant blocks on Turner Street. The Executive Manager Development Services confirmed that this is correct.
- Whether the consideration list provided as Attachment 2 contains all customer requests. The Chief Executive Officer advised that he believes this includes all requests however will confirm this.

Additional Comment

There was recently a request for a cycling path from Great Eastern Highway which mirrors a Bike Plan recommendation. This project has not been detail costed yet as it is a bit more complicated and requires agreements from the Water Corporation as the project crosses their property. Staff would recommend that this project is not funded by the Shire of Northam, rather by WABN funding and only after higher priority Bike Plan projects has been completed.

- The reason for there being no works in surrounding localities such as Bakers Hill and Wundowie. The Chief Executive Officer advised that there have been several works in the previous financial year's construction program. The program is developed based on need and is not about spreading it out. Details of previous work in Bakers Hill and Wundowie is provided below:

20/21:

Boronia Avenue	Wundowie
Hovea Crescent	Wundowie
Kuringal Road	Wundowie

19/20:

Hovea Crescent	Wundowie
Balga Terrace	Wundowie
Wattle Crescent	Wundowie

18/19:

St. George Street	Bakers Hill
Tames Road	Bakers Hill
Great Eastern Highway	Bakers Hill
Lobelia Avenue	Wundowie

Council Forum Meeting Notes
8 June 2022



- The reason for the cost difference per metre for the footpaths. The Chief Executive Officer advised that this is due to the cost not being solely for the concrete. Some works may require additional traffic management which can impact the price, or other associated works such as tree pruning or removal or kerb replacement.
- The reasoning for the footpaths being concrete. The Chief Executive Officer advised that asphalt has been used in the past however this is no longer the preferred options due to the poor visual outcome when sections are required to be repaired and the fact that it tends to crack more easily and degenerates along the edges requiring sections to be replaced, sometimes prematurely.

13.3 DEVELOPMENT SERVICES

Nil.

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statements of Accounts 1 May 2022 to 31 May 2022

No queries were raised in relation to this item.

13.4.2 Financial Statement for the period ending 31 May 2022

No queries were raised in relation to this item.

13.4.3 Ward Review

Clarification was sought in relation to:

- It was raised that the number in table heading does not reflect the table contents. The Chief Executive Officer advised that this would be updated in the Ordinary Council Meeting Agenda.
- Whether the information being provided to the community and the submission period opening are provided simultaneously? The Chief Executive Officer confirmed this is correct.
- Whether the submission period must be 6 weeks? The Chief Executive Officer advised that this is considered the minimum period however it can be longer. If this was extended, the timeframes in the communication plan would cascade depending on the closing date for submissions.
- Whether the main elements in a locality should be included, e.g. the primary school is not mentioned in Bakers Hill. The Chief Executive Officer advised that the main elements should be included. If there are items missing it was requested that these be provided by email for inclusion.

Council Forum Meeting Notes
8 June 2022



- Whether a comparison can be provided with other councils of similar size to see how many councillors they have. The Chief Executive Officer advised that this can be provided.

Additional Comment

The MyCouncil website has all local government information pertaining to all local governments, including the total number of electors and total number of elected members. <https://www.mycouncil.wa.gov.au/>

- Whether there is an issue with having disproportionate number of electors to each councillor. The Chief Executive Officer advised that under the Department of Local Government ward review guidelines disproportionate representation is not supported

The Board may be reluctant to recommend (to the Minister) changes to ward boundaries and representation that result in ward councillor/elector ratios that are greater than plus or minus 10% unless exceptional circumstances apply.

However, during the last review Council recommended through the review process to maintain disproportionate representation which was ultimately approved.

- Whether the reference to C Y O'Connor can be changed to Central Regional TAFE. The Chief Executive Officer advised that this would be updated in the Ordinary Council Meeting agenda.
- Whether the smaller communities won't feel represented if there are no wards. The Chief Executive Officer advised that Councillors are not appointed to represent a ward, they are appointed to represent the entire community. A no ward system allows the best candidate for the position regardless of where they are from in the Shire. This system works effectively across many local governments.
- If there is a reduction in councillors, would this happen at the 2023 election. The Chief Executive Officer advised that he believes this is how this would be implemented as opposed to calling a special election. However this has not yet been explored in any detail.
- Whether the local government reforms would affect this. The Chief Executive Officer advised that council is not required to comply currently however it should consider this as the outcome could impact this decision.
The following is being considered by the WA Government as part of their
Local Government reform agenda

(<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/public-consultations/local-government-act-reform-consultation>)

Consistent number of elected members

To increase consistency, the number of elected members on any council will be set based upon the population within that local government. The Local Government Panel Report recommended a number of elected members as follows:

- *population of up to 5000 — 5 councillors (including the president)*
- **population of between 5000 and 75,000 — 5 to 9 councillors (including the mayor/president)**
- *population of above 75,000 — 9 to 15 councillors (including the mayor).*

13.4.4 Fees and Charges 2022/23 Adoption

Clarification was sought in relation to:

- The reason for standpipe charges being different in some areas. The Executive Manager Corporate Services advised that he believes this relates to the flow however these fees are set by the Water Corporation and Council is on charging this cost.
- The reason some hall fees being decreased. The Executive Manager Corporate Services advised that some of this relates to rounding however some have been reduced to align with the cost of similar halls.
- Whether there is a decimal missing for the community bus hire. The Executive Manager Corporate Services advised that this will be updated in the Ordinary Council Meeting Agenda.
- Whether the aircraft costs are comparable to other airports of similar size. The Executive Manager Corporate Services advised that these costs were reviewed last year and were compared with Pinjarra. Council's charges are still cheaper than Pinjarra however there will be a report to council in the coming months to increase the charges to be more comparable with Jandakot however at the same time, not discourage people from coming to Northam. Parking fees in blocks are a new fee to assist in managing this at the airport.
- Whether there has been any consideration to increasing the fees for the Lesser Hall to discourage this being used over the Recreation Centre. The Chief Executive Officer advised that this has not been considered at this stage, however the Manager of Recreation and Youth Services is undertaking a review of recreation fees and charges, with these halls possibly being captured through that process.
- Whether there are any guidelines on what the Lesser Hall can be used for. The Chief Executive Officer advised that there aren't any guidelines however this could be addressed through policy.

Council Forum Meeting Notes
8 June 2022



- Whether the waste charges still include the tip pass and free skip bin. The Executive Manager Corporate Services confirmed that this is the case.
- The reason for a mattress disposal fee. The Executive Manager Corporate Services advised that this is the cost for council to dispose of mattresses.
- The reason for the price range for the cultural training. The Executive Manager Corporate Services advised that this allows for flexibility when tailoring programs.
- Whether the animal control sterilisation program is for cats and dogs? The Executive Manager Corporate Services confirmed this is for both.
- Whether the charges are increased based on CPI or the Local Government Cost Index. The Chief Executive Officer advised that CPI is one of a range of factors taken into consideration, however it was not used to form the basis for increases.

13.5 COMMUNITY SERVICES

Nil.

14. MATTERS BEHIND CLOSED DOORS

Nil.

15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16. URGENT BUSINESS APPROVED BY DECISION

Nil.

17. DECLARATION OF CLOSURE

The Shire President, Cr C R Antonio declared the meeting closed at 6:35pm.

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

Nil.

12. REPORTS OF COMMITTEE MEETINGS

12.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2022

Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4481

Moved: Cr Antonio

That Council receive the minutes from the Local Emergency Management Committee meeting held on 2 June 2022.

CARRIED 9/0

Attachment 1 – Local Emergency Management Committee Minutes



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

**Local Emergency Management
Committee**

2 June 2022

Local Emergency Management Committee Meeting Minutes
2 June 2022



DISCLAIMER

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.

Contents

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	ABSENT.....	5
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES.....	6
5.1	COMMITTEE MEETING HELD ON 3 MARCH 2022.....	6
6.	COMMITTEE REPORTS.....	7
6.1	AGENCY REPORTS AND ISG ACTIVATIONS.....	7
6.2	UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS.....	15
6.2.1	Update to Contacts List.....	15
6.3	CORRESPONDENCE.....	15
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	15
8.	URGENT BUSINESS APPROVED BY DECISION.....	15
9.	SCHEDULED MEETINGS.....	16
10.	DECLARATION OF CLOSURE.....	16

Local Emergency Management Committee Meeting Minutes
2 June 2022



1. DECLARATION OF OPENING

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

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

Voting Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services	Chadd Hunt
Community Emergency Services Manager (Executive Officer)	Brendon Rutter
Dept. of Fire and Emergency Service	Justin Corrigan
WA Police, Northam (Local Emergency Coordinator)	Scott Mills
WA Police, Wundowie (Local Emergency Coordinator)	Sarah Clarke
Dept. of Communities – Emergency Services Unit	Jo Spadaccini arrived at 3:03pm
Northam Regional Hospital	Jennifer Lee arrived at 3:04pm

Non-voting Members:

Department of Education	Shane Wynne
St John Ambulance	Damon Isbester
WA Police	Robert Scantlebury
	Tony Vuleta
Dept. of Communities - Housing	Damian Cunnane
Shire of Northam	Jason Whiteaker
	Alysha McCall
Main Roads WA Wheatbelt	Gren Putland

3.1 APOLOGIES

Non-Voting:

Dept. of Primary Industries & Regional Development	Jeff Russell
Dept. Parks and Wildlife – Wheatbelt	Graeme Keals
Salvation Army	Andrew Lee
	Ben Day
Australian Border Force	Sharan Brown
Silver Chain	Dara Sagar

Local Emergency Management Committee Meeting Minutes
2 June 2022



Jo Spadaccini arrived at 3:03pm.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Northam Airport
Australian Defence Force
Arc Infrastructure
Northam Bushfire Brigades (CBFCO)
Dept. Parks and Wildlife – Perth Hills
Fire & Rescue Northam
Fire & Rescue Wundowie
Aged Care (Juniper)
Public Health Nurse
Red Cross
SEMC Secretariat
Yongah Hill (SERCO)
Northam State Emergency Service
Water Corporation
Western Power

Errol Croft
David Wilson
Clinton Lobb
Chris Marris
Michael Passotti
Scott Harlin
Jeffrey Roberts
Tony Carter
Anne Foyer
Erin Fuery
Yvette Grigg
Geoffrey Pitout
Cheryl Greenough
Michael Roberts
Brian Smith

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.*

*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.*

Local Emergency Management Committee Meeting Minutes
2 June 2022



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.

Ms Jenny Lee entered the meeting at 3:04pm.

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 3 MARCH 2022

RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.52

Moved: Scott Mills

Seconded: Jenny Lee

That the minutes of the Local Emergency Management Committee meeting held on 3 March 2022 be confirmed as a true and correct record of that meeting.

CARRIED

Local Emergency Management Committee Meeting Minutes
2 June 2022



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

Attachment 1 – District Emergency Services Officer Report

Attachment 2 – Department of Primary Industries & Regional Development Report

Attachment 3 – Wheatbelt District Advisor Report – May/June 2022

Attachment 4 – COVID-19 Vaccination Guidelines

Shire of Northam

- Combined emergency exercise has been scheduled for 1 September. Will involve the LEMC from Northam, Toodyay and Quairading.

Department of Fire and Emergency Services

- Changes in staffing levels at Regional Office. Darryl Krammer is now based at the Joondalup Office.
- Shire and Bush Fire Management Officer working on mitigation burning around Bakers Hill.

WA Police – Wundowie

- Short on volunteers in the Wundowie area, mainly bush fire volunteers.

Department of Communities, District Emergency Services Officer

- Refer to report provided in Attachment 1.

Northam Regional Hospital

- Provided an overview of the COVID impacts.
- Advised that their regional accreditation coming up in first week of August.
- They have recently reviewed all emergency procedures and Business Continuity Plan.
- There has been an increase in mental health presentations over last 4-6 weeks.

Clarification was sought in relation to whether Department of Health can provide, some guidelines in relation to the fourth COVID vaccination. This has been included as Attachment 4.

Local Emergency Management Committee Meeting Minutes
2 June 2022



Attachment 1 – District Emergency Services Officer Report



District Emergency Services Officer – Wheatbelt Update: April 2022

As we move into the 'Living With COVID' space and adjust our responses in line with the changing directions, I would like to thank the Local Governments in the Wheatbelt for their support in assisting with the provision of welfare support to their communities. Including picking up orders from the local store and delivering them as I have not been able to deliver them myself.

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] Option 4, Option 2 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 or get in touch if you have any questions or would like further information.

Emergency Welfare Support Training and Exercises

Planning for the provision of training for Local Government as well as support agencies and groups is underway. The type and method of training is being revised to ensure it can be presented within COVID protocols while remaining effective.

If you would like to be involved please email me joanne.spadaccini@communities.wa.gov.au.

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@communities.wa.gov.au

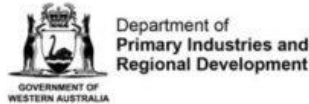
If you would like any further information please call my mobile 0429 102 614 or email joanne.spadaccini@communities.wa.gov.au.

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

Local Emergency Management Committee Meeting Agenda
2 June 2022



Attachment 2 – Department of Primary Industries & Regional Development Report



Agency Name:	Department of Primary Industries and Regional Development		Date: 05/05/2022
Report prepared by:	Tim Stevens	Position:	Operations Manager – Incident & Emergency Management Branch
Situation Report:			
<p>1. Declared incidents – DPIRD is managing:</p> <ul style="list-style-type: none"> • 8 plant pest/disease Level 1 & 2 Incidents • 2 animal pest/disease Level 2 Incidents <ul style="list-style-type: none"> ○ This includes assisting the National response to Japanese Encephalitis (JE) <p>2. State alerts and investigations – DPIRD currently investigating a further 4 pests and diseases.</p> <p>3. National alerts & investigations - DPIRD and other State jurisdictions continue to monitor reported outbreaks of African Swine Fever – Republic of Korea, Thailand, Vietnam, China, Indonesia, Malaysia and Philippines and Lumpy Skin Disease – Vietnam, Thailand, Malaysia and Indonesia, noting that there is no known incidence of both in Australia currently.</p> <p>4. Severe Tropical Cyclone Seroja (Recovery) – DPIRD's Rural Business Develop Unit continues to administer reimbursement grants (Commonwealth funding) and assist growers through the process where required.</p> <p>5. COVID 19 – DPIRD continues to support COVID awareness activities as per DoH advice. This includes a phased approach to staff returning back to work at their designated base locations where working from home previously.</p> <p>6. DPIRD has appointed a District Recovery Coordinator (Rob Cossart) for the wheatbelt fires to support communities recovering from the aftermath of the catastrophic bushfires experienced in early February in the Southwest Land Division.</p> <p>7. DPIRD – Incident & Emergency Management Branch will be undertaking after action reviews of response activities for the Natural Hazards season.</p>			
Issues:			

LEMC Reporting Template

Local Emergency Management Committee Meeting Agenda
2 June 2022



No issues to report

Incident and Emergency Management

The **Department of Primary Industries and Regional Development (DPIRD)** plays a crucial role in emergency management to safeguard Western Australia's primary industries and regions, and support their growth by preventing and minimizing the impact of incidents

DPIRD's role is as the Hazard Management Agency (HMA) for animal and plant biosecurity, as well as managing risk in other areas in relation to animal welfare, marine and fish pest incidents. The department also has responsibility for providing support services to other Hazard Management Agencies. This includes:

- Coordinating responses to animal welfare during natural disasters and severe weather events such as cyclones or bushfires;
- Assisting with fish pest events;
- Rapid assessment of natural disaster impacts on primary industries where the affected sector specific skills, experience or expertise resides within the department; and
- Assisting, within DPIRD's capabilities and portfolio, affected primary industries and regions to recover from the consequences of an emergency.

Local Emergency Management Committee Meeting Minutes
2 June 2022



Attachment 3 – Wheatbelt District Advisor Report – May/June 2022



Wheatbelt District Advisor Report
May/June 2022

LEMA

Congratulations everyone! At the moment, all Wheatbelt LEMA are current and compliant. We do have a few due in 2022, but not until later in the year.

WALGA together with DFES will shortly begin a review to look at the functionality, purpose, and any issues with the current LEMA model. It is a legislated requirement of the EM Act, however there is scope to enhance and update it to ensure it remains contemporary and hopefully streamlined and simplified.

Whatever the changes, you will not be required to make any alterations to your existing LEMA until it is due for its 5-year review.

You will hear more shortly, as your input and guidance will be sought during the review.

Wheatbelt District Emergency Management Strategy

A Wheatbelt district EM strategy document was tabled at the last meeting of the DEMC.

It has the following focus areas:

1. To embed more contemporary strategies and practices into our current EM work, with a focus on resilience, capability, and risk reduction.
2. To strengthen the relationship between DEMCs and LEMCs and explore the role of the district in supporting small local governments.
3. To give LEMCs and DEMC a clear and practical direction that outlines a valued purpose that will clearly assist their communities and be obvious in its intent.
4. To research and consult with LGs on ways to develop some more practical approaches, to enable LGs to meet their EM obligations in a simpler manner that is not so resource intensive.
5. To encourage partnerships and engagement across LG boundaries, between agencies, and the community to ensure integrated and coordinated approaches.
6. To ensure our communities have a comprehensive understanding about hazards and possible impacts, including who is exposed and who is the most vulnerable.
7. Increase recovery knowledge and capacity in the district.

Local Emergency Management Committee Meeting Minutes
2 June 2022



The implementation of the strategy is in its infancy however I am working towards a process to

- Review frequency and content of LEMC meetings
- Improve and simplify EM grants applications.
- Facilitate more cross boundary, multi-LG and agency EM activities and exercises.
- Develop a LEMC/Local EM guide with a suite of tools attached
- Improve relevancy and usefulness of LEMC meetings by developing relevant themes and provide discussion points/presentations/agenda items to Local Governments on a regular basis to use as they wish for LEMC agendas. ie "Climate change and likely impacts on EM in our district", "communications during recovery", "what are the key aspects of a resilient community? "..... or anything else you'd like to see.

Any comments, ideas or suggestion would be very gratefully received.

Establishment of a District Recovery Coordination Group for the Shackleton Complex and Narrogin East Bushfires.

The Minister for Emergency Services, the Hon Stephen Dawson MLC, announced in March the establishment of a District Recovery Coordination Group (DRCG) for the Shackleton Complex and Narrogin East Bushfires; and the appointment of Rob Cossart, the CEO of the Wheatbelt Development Commission as the District Recovery Coordinator and Chair of the DRCG. The DRCG has been established to provide coordinated and targeted support for the communities impacted by, and recovering from, the recent Wheatbelt fires.

The DRCG will:

- Provide a forum for affected Local Government Authorities and State Government agencies to come together to share and learn from each other's approaches to, and challenges in, the fire recovery.
- Link local communities and State Government agencies and/or recovery partners where necessary to assist impacted communities.
- Facilitate cross Government discussions to ensure the timely resolution of recovery actions.
- Identify and leverage further assistance where required to assist in the recovery process.
- Develop an understanding of emerging issues, key challenges and provide situational awareness and reporting to the State Recovery Coordinator.

The DRCG will complement existing Local and State Government recovery responsibilities.

Local Emergency Management Committee Meeting Minutes
2 June 2022



It is important to note that the function of the DRCG is to provide coordinated and targeted support and link local communities with State Government and/or recovery partners they may not have easy access to. It in no way undermines the responsibilities or authority of local governments in their recovery effort.

This is a new initiative for the state and is acting as a pilot study. If accepted by the state as a permanent addition to the state recovery arrangements it has the potential to be very beneficial to the Wheatbelt should we have an event such as Tropical Cyclone Seroja or the 2011 Wheatbelt storms, where large numbers of small LGs were affected at once.

Yvette Grigg

District EM Advisor Wheatbelt

29 April 2022

Local Emergency Management Committee Meeting Minutes
2 June 2022



Attachment 4 – COVID-19 Vaccine Guidelines
Australian Technical Advisory Group on Immunisation (ATAGI) recommended COVID-19 vaccines and doses

The table below summarises the Australian Technical Advisory Group on Immunisation (ATAGI) recommendations relating to COVID-19 vaccines and required doses.

GROUP	VACCINES	PRIMARY COURSE			BOOSTER	WINTER DOSE	
		GENERAL POPULATION					
5 years	Pfizer (COMIRNATY) (For Ages 5 to <12)	FIRST DOSE	→	SECOND DOSE	Not approved or recommended.	Not approved or recommended.	
6 – 11 years	Pfizer (COMIRNATY) (For Ages 5 to <12) Moderna (SPIKEVAX)*	FIRST DOSE	→	SECOND DOSE	Not approved or recommended.	Not approved or recommended.	
12 – 15 years	Pfizer (COMIRNATY) Moderna (SPIKEVAX)	FIRST DOSE	→	SECOND DOSE	Pfizer (COMIRNATY): approved but not recommended. Moderna (SPIKEVAX): not approved or recommended.	Not approved or recommended.	
16 – 17 years	Pfizer (COMIRNATY) Moderna (SPIKEVAX)	FIRST DOSE	→	SECOND DOSE	BOOSTER ONLY PFIZER APPROVED 3 months after Primary Course	Not approved or recommended.	
18 – 64 years	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** AstraZeneca (VAXZEVRIA)	FIRST DOSE	→	SECOND DOSE	BOOSTER 3 months after Primary Course	Not approved or recommended.	
65+ years	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** AstraZeneca (VAXZEVRIA)	FIRST DOSE	→	SECOND DOSE	BOOSTER 3 months after Primary Course	WINTER DOSE From 4 months after Booster	
SPECIAL POPULATION							
5 years severely immunocompromised	Pfizer (COMIRNATY) (For Ages 5 to <12)	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	Not approved or recommended.
6 – 11 years severely immunocompromised	Pfizer (COMIRNATY) (For Ages 5 to <12) Moderna (SPIKEVAX)*	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	Not approved or recommended.
12 – 15 years severely immunocompromised	Pfizer (COMIRNATY) Moderna (SPIKEVAX)	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	Pfizer (COMIRNATY): approved but not recommended. Moderna (SPIKEVAX): not approved or recommended.
16 – 17 years severely immunocompromised	Pfizer (COMIRNATY) Moderna (SPIKEVAX)	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	BOOSTER ONLY PFIZER APPROVED 3 months after Primary Course
18+ years severely immunocompromised	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** AstraZeneca (VAXZEVRIA)	FIRST DOSE	→	SECOND DOSE	→	THIRD DOSE Third dose 2 months after second dose	BOOSTER 3 months after Primary Course
Pregnant, breastfeeding or planning pregnancy	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** (18+) AstraZeneca (VAXZEVRIA) (18+)	FIRST DOSE	→	SECOND DOSE			BOOSTER 3 months after Primary Course
Residents of aged care or disability care facilities aged 16+ years	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** (18+) AstraZeneca (VAXZEVRIA) (18+)	FIRST DOSE	→	SECOND DOSE			BOOSTER 3 months after Primary Course
Aboriginal and Torres Strait Islander people aged 50+ years	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** AstraZeneca (VAXZEVRIA)	FIRST DOSE	→	SECOND DOSE			BOOSTER 3 months after Primary Course
People aged 16 – 64 years who have complex, chronic or severe conditions that are considered to increase their risk of severe illness from COVID-19†	Pfizer (COMIRNATY) Moderna (SPIKEVAX) Novavax (NUVAXOVID)** (18+) AstraZeneca (VAXZEVRIA) (18+)	FIRST DOSE	→	SECOND DOSE			BOOSTER 3 months after Primary Course

Notes
 † There is no separate paediatric formulation of the Moderna vaccine – children aged 6 to 11 years receive half the adult dose (50µg in 0.25 mL). ATAGI recommends that providers are vigilant about the potential for dosing errors, including administering 50µg with the Moderna vaccine in children.
 ** For people aged 16 to 17 years, Pfizer COVID-19 vaccine is the only vaccine recommended for use as a booster.
 *** Novavax can only be used as a booster if no other COVID-19 vaccine is suitable.
 Information current as at 25 May 2022. Detailed information on ATAGI clinical guidelines for administration of COVID-19 vaccines is available at: www.health.gov.au/health-and-program-groups/11-vaccines/boosters-for-covid-19/vaccine-eligibility-guidelines/clinical-recommendations

* Refer to Table 1 in the ATAGI Expanded ATAGI recommendations on winter COVID-19 booster doses for people at increased risk of severe COVID-19: www.health.gov.au/resources/publications/expanded-atagi-recommendations-on-winter-covid-19-booster-doses-for-people-at-increased-risk-of-severe-covid-19. The examples are not exhaustive and providers may include individuals with conditions similar to those listed below, based on clinical judgment.

Local Emergency Management Committee Meeting Minutes
2 June 2022



6.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS

6.2.1 Update to Contacts List

Committee members are requested to review their contacts within their organisation and if any changes have occurred, it is requested to please provide the updated information to the LEMC Executive Officer for recording.

Outcome

Committee members were reminded to update their contact details.

6.2.2 – LEMC Exercise 2022

Committee Members are requested to discuss & set a date for this years emergency management exercise (suggested date is September 1st 2022) from 0900-1400.

A reminder the annual LEMC exercise is designed to test recovery procedures and outcome delivery at a local level, response activities are already outlined within the designated State Hazard Plan and therefore do not require testing within this environment.

Discussion

Clarification was sought in relation to whether this would be a desktop exercise? The Community Emergency Services Manager advised that this is a desktop exercise based on a complex fire.

6.3 CORRESPONDENCE

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 3 March 2022.

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8. URGENT BUSINESS APPROVED BY DECISION

Nil.

Local Emergency Management Committee Meeting Minutes
2 June 2022



9. SCHEDULED MEETINGS

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

- 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 3:20pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 2 June 2022 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2022

Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION
<p>Minute No: C.4482</p> <p>Moved: Cr Antonio</p> <p>That Council receive the minutes from the Audit & Risk Management Committee meeting held on 2 June 2022.</p> <p style="text-align: right;">CARRIED 9/0</p>

Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION
<p>Minute No: C.4483</p> <p>Moved: Cr Antonio</p> <p>That Council:</p> <ol style="list-style-type: none">1. Receive the minutes from the Occupation Safety & Health Committee meeting held on 17 March 2022.2. Receives the update as provided in Attachment 1.3. Receive the update as provided in the monthly Compliance Calendar Report.4. Receives the May 2022 Shire of Northam Risk Register update. <p style="text-align: right;">CARRIED 9/0</p>

Attachment 1 – Audit & Risk Management Committee Minutes



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

2 June 2022

Audit & Risk Management Committee Meeting Minutes
2 June 2022



DISCLAIMER

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.

Contents

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE.....	4
3.3	ABSENT.....	4
4.	DISCLOSURE OF INTERESTS.....	4
5.	CONFIRMATION OF MINUTES.....	5
5.1	COMMITTEE MEETING HELD ON 13 APRIL 2022.....	5
6.	COMMITTEE REPORTS.....	6
6.1	OCCUPATION HEALTH & SAFETY COMMITTEE MINUTES.....	6
6.2	PROGRESS TOWARDS THE ICT STRATEGY PLAN.....	39
6.3	MONTHLY COMPLIANCE REPORT.....	45
6.4	RISK REGISTER.....	55
7.	URGENT BUSINESS APPROVED BY DECISION.....	61
8.	DATE OF NEXT MEETING.....	61
9.	DECLARATION OF CLOSURE.....	61

Audit & Risk Management Committee Meeting Minutes
2 June 2022



1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 5:00pm.

The meeting was held by electronic means.

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

Committee:

Shire President
Deputy Shire President
Councillors

Cr C R Antonio
Cr M P Ryan
Cr H Appleton
Cr A J Mencshelyi

Staff:

Chief Executive Officer
Executive Manager Corporate Services
Executive Assistant – CEO

J B Whiteaker
C Young
A 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.*

Audit & Risk Management Committee Meeting Minutes
2 June 2022



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
Occupational Health & Safety Committee Minutes	6.1	Cr H Appleton	Impartiality	Members of this committee are known to Cr Appleton.

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 13 APRIL 2022

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.218

Moved: Cr Appleton

Seconded: Cr Ryan

That the minutes of the Audit & Risk Management Committee meeting held on 13 April 2022 be confirmed as a true and correct record of that meeting.

CARRIED 4/0

Audit & Risk Management Committee Meeting Minutes
2 June 2022



6. COMMITTEE REPORTS

Cr H Appleton declared an "Impartiality" interest in item 6.1 – Occupation Health & Safety Committee Minutes as members of this committee are known to Cr Appleton.

6.1 OCCUPATION HEALTH & SAFETY COMMITTEE MINUTES

File Reference:	1.1.9.17
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to receive the OSH Committee Minutes from the meeting held on 17 March 2022.

ATTACHMENTS

Attachment 1: OSH Committee Minutes 17 March 2022.

A. BACKGROUND / DETAILS

Employee safety is a significant risk / exposure to the Shire of Northam. While safety has been a significant an ongoing focus and Council have been informed around audits and progress against actions of audits, it is considered appropriate for Council to be kept up to date at more regular intervals with the presentation of the staff OSH Committee meeting minutes.

The OSH Committee currently meet each quarter and is made up of representatives from across the organisation. Given the importance of safety to the organisation, the Chief Executive Officer is the chairperson for the committee.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Audit & Risk Management Committee Meeting Minutes
2 June 2022



Objective: Undertake our regulatory roles in a safe, open, accountable and respectful manner.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Work Health and Safety Act 2020

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	Nil		
Health & Safety	Inadequate safety and security practices	Likely (4) x Major (4) = High (16)	Undertake OSH Audit Implement recommendations from OHS Audit & Report to Audit & Risk Committee OSH Committee Meeting Regularly Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off) Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item) OHS Policy Framework in place and reviewed Undertake Workplace Safety Inspections -

Audit & Risk Management Committee Meeting Minutes
2 June 2022



			Undertake Inspection. OSH inspections undertaken for each site.
Reputation	Nil.		
Service Interruption	Nil		
Compliance	Nil.		
Property	Nil		
Environment	Nil		

B.7 Natural Environment Considerations
Nil.

C. OFFICER'S COMMENT

As OSH is one of Councils biggest risk areas, Officers believe it is prudent for Council to review and receive the minutes from the OSH Committee meetings.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.219

Moved: Cr Ryan
Seconded: Cr Mencshelyi

That Council receive the minutes from the Occupation Safety & Health Committee meeting held on 17 March 2022.

CARRIED 4/0

Clarification was sought in relation to:

- The change to the meeting frequency and whether this exposes the Shire to risk. The CEO advised that it has been moved from monthly to quarterly. The meeting were initially as part of the change management process to get staff focusing more on safety in the workplace and to ensure outcomes were being achieved in a timely manner. The Shire now has strong systems and processes in place a s positive safety culture, so the meetings have been changed to quarterly to reflect this.
- Whether there is a way to ensure that the high traffic areas such as the Aquatic Facility are getting inspected monthly. The CEO advised that these inspections are undertaken internally by a representative at the facility. During busier times it is possible to get someone else to do these inspections such as the Safety Officer if there aren't sufficient resources to be carried out by the business area.

Audit & Risk Management Committee Meeting Minutes
2 June 2022



- Whether the fire shed inspections are picked up elsewhere. The CEO advised that these are picked up at brigade level.

UNRECORDED

Attachment 1



Shire of Northam

Occupational Safety & Health
Committee Minutes
17th March 2022

Audit & Risk Management Committee Meeting Minutes
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

Contents

1.	DECLARATION OF OPENING	4
2.	ATTENDANCE	4
2.1	Apologies.....	4
2.2	Approved Leave of Absence	4
3.	DISCLOSURES OF INTEREST	4
4.	CONFIRMATION OF MINUTES.....	5
5.	COMMITTEE REPORTS	6
5.1	LGIS Audit - 3 Steps to Safety program	6
5.2	Lost Time Injury Frequency Rate	7
5.3	Hazard, Incident and Near Miss Reporting	10
5.4	OSH Inspections	14
5.5	Provisional Improvement Notices.....	16
5.6	OSH Representatives	19
5.7	Active Actions	20
5.8	Work Health & Safety Reform.....	22
5.11	COVID-19 Pandemic	29
6.	ANY OTHER URGENT BUSINESS.....	29
7.	DATE OF NEXT MEETING	29
8.	DECLARATION OF CLOSURE.....	29

Audit & Risk Management Committee Meeting Minutes
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



1. DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 11 am

2. ATTENDANCE

Committee:

Chief Executive Officer
Executive Managers

Jason Whiteaker
Scott Patterson
Chad Hunt
Colin Young
Jo Metcalf
Bev Jones
Patsy Repec
Kim Murcutt
Clare Murray
Anastasia Williams
Brendan Eaton
Santo Leotta
Nicole Hampton
Victoria Williams
Louisa Dyer
Robyn Davis
Shane Moorhead
David Emery
Lindy Lock

HR Manager
Safety Officer
Safety Representatives

Staff Representatives

LGIS Regional Risk Coordinator

2.1 Apologies

Staff Representative
Staff Representative

Brendon Rutter
Paige Criddle (Not required)

2.2 Approved Leave of Absence

3. DISCLOSURES OF INTEREST

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

Audit & Risk Management Committee Meeting Minutes
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



4. CONFIRMATION OF MINUTES

OUTCOME:

Minute No: OSH.101

Moved: Nicole Hampton
Seconded: Colin Young

That the minutes of the Occupation Safety and Health meeting held 16th December 2021 be confirmed as a true and correct record of that meeting.

Carried 18/0

Audit & Risk Management Committee Meeting Minutes
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



5. COMMITTEE REPORTS

5.1 LGIS Audit - 3 Steps to Safety program

PURPOSE

The safety assessment was carried out from 1st to 3rd May 2019 as part of the 3 steps to safety program. Upon receipt of the final report both an OSH Management Plan and OSH Action Plan were developed to address any elements identified as insufficient, ad hoc or unsatisfactory.

Now created and published, the committee has reviewed tasks within the organisation and assigned each task to the relevant staff member/s with a suitable timeframe. The progress of these tasks will be monitored on a regular basis by the committee.

BACKGROUND

The Committee received the results and recommendations of the LGIS audit conducted on 1-3rd May 2019 with HR Manager Beverley Jones. The Shire of Northam scored an average of 72%. This is an indication that SON is heading in the right direction with the previous audit in August 2016 scoring an average of 67% and 28% in 2014.

UPDATE

LGIS Regional Risk Coordinator Lindy Lock confirmed that due to Covid19, safety audits have been placed on hold and that the Shire of Northam is scheduled to be audited in June 2022. A desktop audit will be carried out in late April 2022 in preparation for this.

ACTION/OUTCOME: None

Minute No: OSH.102

The report provided to the OSH Committee as information only was noted

Audit & Risk Management Committee Meeting Minutes
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



5.2 Lost Time Injury Frequency Rate

PURPOSE

For the Committee to note the lost time injury frequency rates for the current financial year to date.

BACKGROUND

A lost-time injury is defined as an occurrence that resulted in a fatality, permanent disability or time lost from work of one day/shift or more.

Lost-time injury frequency rates are the number of lost-time injuries within a given accounting period relative to the total number of hours worked in the same accounting period. The number of lost-time injuries per hour worked is always a very small number, therefore for ease of interpretation, a multiplier of 1 million is used and LTIFRs are reported as the number of lost-time injuries per million hours worked. This is calculated as follows:

$$\frac{\text{Number of lost time injuries in accounting period (1) x 1000}}{\text{Total hours worked in accounting period (139500)}}$$

In the past our insurers Local Government Insurance Services provided us with monthly statistics providing us with our lost time injury rate in addition to a comparison to those of other Local Governments. However, it was noticed that the figures for this financial year were incorrect. On further investigation it was discovered that LGIS were providing us with the figures for the Shire of Northampton as opposed to Northam. This was reported to LGIS and the error was rectified. They then advised us to calculate our own TIFR which, moving forward we are doing on a monthly basis. Unfortunately we no longer have a comparison with other Local Governments of a similar size.

ACTION/OUTCOME: None

Minute No: OSH.103

The report provided to the OSH Committee as information only – was noted.

Attachment 1 – Northam LTI Claims and Frequency Rate

Year	LTI Claims	Northam LTI Frequency Rate
2013/14	4	21.8
2014/15	0	0.0
2015/16	4	20.3
2016/17	6	31.0
2017/18	1	5.2
2018/19	5	25.6
2019/20	6	30.7
2020/21	6	30.7
2021/22 to date	4	20.4

2021/22 Lost Time Injuries

Department	Type of Injury
Engineering Services	Muscle Injury
Community Services	Soft Tissue Injury
Office of the CEO	Stress
Engineering Services	Muscle Injury

UPDATE

The first injury on the list has been classed as a new claim by LGIS despite this being queried by HR Manager Bev Jones. Bev Jones to query this determination again with LGIS.

Manual Handling course to be booked for Engineering Services. LGIS to notify the Shire of the availability of Injury Prevention Consultant Dane Casserly to provide this training to prevent future soft tissue injuries.

Audit & Risk Management Committee Meeting Minutes
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



Killara recently did Aged Care specific Manual Handling training but were not happy with the external provider that LGIS sourced. Injury Prevention Consultant Dane Casserly was not available at the time to provide Killara with the training they required.

UNRECORDED

Audit & Risk Management Committee Meeting Minutes
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



5.3 Hazard, Incident and Near Miss Reporting

PURPOSE

For the committee to review the nature and management of incidents, injuries, and hazards.

BACKGROUND

Since the introduction of the Promapp system Managers and Safety Representatives should be encouraging staff to utilise the system when reporting incidents, injuries, hazards and near misses. It is imperative that all instances are reported, in an effort to avoid future accidents.

Safety Officer Patsy Repec will present a brief overview of recent incidents, near misses and hazards.

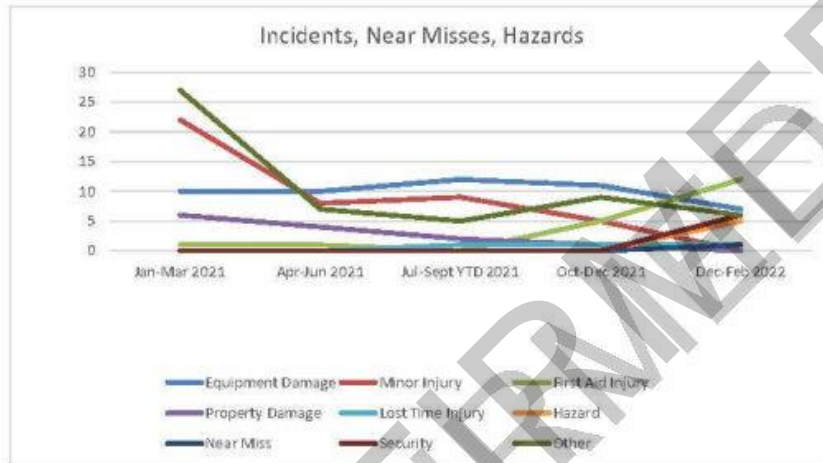
UPDATE

CEO Jason Whiteaker expressed disappointment in how long the 'High' risk incidents, near misses and hazards were taking to be resolved.

The Committee discussed having incentives and recognition of safety consciousness. David Emery, Manager Recreation and Youth Services, suggested a more holistic approach and developing a programme of all round safety awareness and recognition. It was decided to form a group to discuss this and ways to implement it. The Group will include the following:

Executive Manager Engineering Services	Scott Patterson
Works Manager	Santo Leotta
Manager Recreation & Youth Services	David Emery
Manager Human Resources	Bev Jones
Safety Officer	Patsy Repec

This group/team will report back to the OSH Committee members for further discussion and implementation.



OUTCOME: Work Group to report back to the Committee after meeting to discuss strategy

Minute No: OSH.X104

That this report be provided to the OSH Committee as information only – no motions/actions are required.

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022

Attachment 1 – Incident Register December 2021 to March 2022

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DUPLICATE DATE	STATUS	OWNER
LOW	#0094: Insect bite to hand	Incident	Patry Repec	Injury	External (Engineering Services)	06 Dec 2021	20 Jan 2022	Closed	Sarah Lockett
LOW	#0095: Damage to Ute N 11054	Incident	Patry Repec	Equipment	External (Engineering Services)	07 Dec 2021	20 Jan 2022	Closed	Sarah Lockett
LOW	#0090: Alan John - Split Eyebrow	Incident	Patry Repec	Injury	Recreation Centre	09 Dec 2021	14 Dec 2021	Closed	David Emery
LOW	#0091: Possible break in bkg storeroom	Incident	Patry Repec	Security	BKG Centre	22 Dec 2021	14 Feb 2022	Closed	Robyn Davis
LOW	#0092: Flag rope out at BKG	Incident	Patry Repec	Other	BKG Centre	22 Dec 2021	20 Feb 2022	Closed	Robyn Davis
LOW	#0097: Northam Visitor Centre Incident	Incident	Patry Repec	Security	Visitor Centre	05 Jan 2022	11 Jan 2022	Closed	Victoria Williams
LOW	#0029: Stone chip to windscreen	Incident	Patry Repec	Equipment	External (Engineering Services)	13 Jan 2022	08 Feb 2022	Closed	Colin Young
MED	#0031: Fall at front entrance	Incident	Patry Repec	Injury	Recreation Centre	14 Jan 2022	24 Jan 2022	Closed	David Emery
MED	#0032: Slip on the edge of the pool	Incident	Patry Repec	Equipment	Wandoo Pool	17 Jan 2022	25 Jan 2022	Closed	David Emery
MED	#0038: Dislocated Knee	Incident	Patry Repec	Injury	Northam Pool	18 Jan 2022	24 Jan 2022	Closed	David Emery
LOW	#0045: Staff Member not well	Incident	Patry Repec	Other	External (Engineering Services)	20 Jan 2022	23 Feb 2022	Closed	Jason Lindner
LOW	#0046: Wind gust broke shade umbrella	Incident	Patry Repec	Injury	Northam Pool	20 Jan 2022	25 Jan 2022	Closed	David Emery
LOW	#0049: Slipped on painted pool edge	Incident	Patry Repec	Injury	Wandoo Pool	24 Jan 2022	25 Jan 2022	Closed	David Emery
LOW	#0050: Slip on painted edge pool	Incident	Patry Repec	Injury	Wandoo Pool	24 Jan 2022	25 Jan 2022	Closed	David Emery
LOW	#0051: Refusal to leave- firing staff, anti social behavior	Incident	Patry Repec	Other	Wandoo Pool	24 Jan 2022	01 Feb 2022	Closed	David Emery
LOW	#0089: Split lip	Incident	Patry Repec	Injury	Northam Pool	31 Jan 2022	01 Feb 2022	Closed	David Emery
LOW	#0070: Heat related illness	Incident	Patry Repec	Environment	Northam Pool	31 Jan 2022	01 Feb 2022	Closed	David Emery
MED	#0095: Client Fall	Incident	Patry Repec	Injury	Kilara	05 Feb 2022	09 Feb 2022	Closed	Nicole Hampton

Printed: 08 Mar 2022 11:55:04 by Patry Repec for Shire of Northam

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022

Incident Register

Filter: Priority: All, Portfolio: Incident, Hazard, Near Miss

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DUO DATE	STATUS	OWNER
LOW	#0996: Gates left open at Dam	Incident	Patsy Repac	Security	Wundwinle Depot	14 Feb 2022	16 Mar 2022	Under Investigation	Jason Lightner
LOW	#1002: Hurt Shoulder	Incident	Patsy Repac	Injury	External (Engineering Services)	16 Feb 2022	19 Mar 2022	Under Investigation	Santi Lucita
MED	#1003: Bump to the head	Incident	Patsy Repac	Injury	Northam Pool	20 Feb 2022	23 Feb 2022	Closed	David Emery
LOW	#1004: Dianne Jupp	Incident	Patsy Repac	Other	Northam Pool	20 Feb 2022	23 Feb 2022	Closed	David Emery
LOW	#1010: Jacob: Removed from facility	Incident	Patsy Repac	Other	Northam Pool	25 Feb 2022	28 Mar 2022	Under Action	David Emery
LOW	#1014: Unacceptable behaviour	Incident	Patsy Repac	Equipment	Northam Pool	25 Feb 2022	27 Mar 2022	Under Investigation	David Emery
LOW	#1015: Jacob Hayward	Incident	Patsy Repac	Security	Northam Pool	02 Mar 2022	01 Apr 2022	Under Investigation	David Emery
LOW	#1016: Jacob Hayward	Incident	Patsy Repac	Security	Northam Pool	02 Mar 2022	01 Apr 2022	Under Investigation	David Emery
MED	#0953: Client Fall - Cottage	Incident	Patsy Repac	Injury	Katara	25 Jan 2022	27 Jan 2022	Closed	Nicole Hampton
HIGH	#0959: Floodlight at Wundwinle Pool broken	Hazard	Patsy Repac	Equipment	Wundwinle Pool	27 Jan 2022	02 Feb 2022	Closed	David Emery
MED	#0972: Cracked Decking Board	Hazard	Patsy Repac	Other	Visitor Centre	31 Feb 2022	01 Feb 2022	Closed	Victoria Williams
HIGH	#0982: Kate Burton - Faulty Power point	Hazard	Patsy Repac	Equipment	Visitor Centre	04 Feb 2022	31 Mar 2022	Under Action	Victoria Williams
LOW	#0910: Broken Glass Louvre	Hazard	Patsy Repac	Security	Visitor Centre	18 Dec 2021	23 Feb 2022	Closed	Victoria Williams
MED	#0901: Hazard Broken Decking board	Hazard	Patsy Repac	Environment	External Site (Community Services)	09 Dec 2021	14 Dec 2021	Closed	Victoria Williams
HIGH	#0833: Nearly fell into open septic tank	Near Miss	Patsy Repac	Environment	Northam Depot	17 Jan 2022	20 Jan 2022	Closed	Jane Whiting
LOW	#0952: Exit sign on back gate fell down	Near Miss	Patsy Repac	Equipment	Administration Centre	24 Jan 2022	14 Feb 2022	Closed	Patsy Repac

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022



5.4 OSH Inspections

PURPOSE

For the Committee to review recent OSH inspections and to note any subsequent high risk actions arising from the exercise.

BACKGROUND

The Shire of Northam has a duty to provide a safe working environment for staff, volunteers and contractors. Regular inspections, maintenance, testing and repairs of the workplace, plant and equipment are to take place, and should be documented accordingly. Once the inspections are carried out they are entered into the Promapp system together with supporting photographic and documentary evidence. Actions created as a result of the inspections are then assigned to the appropriate staff member. Safety Officer Patsy Repec will present details of any outstanding high risk actions identified during inspections to the committee.

UPDATE

Shane Moorhead, Building Maintenance Supervisor raised the issue that building maintenance and repairs should not be put on the monthly Workplace Inspections but instead should be raised as an ICS or requests emailed directly to himself.

The Workplace Inspections should focus on OSH related issues not building maintenance issues.

Executive Manager Corporate Services Colin Young advised the Committee that the Administration Building inspections had been completed, however they needed to be updated in Promapp.

OUTCOME: Only report OSH related issues on Inspections

Minute No: OSH.105

That this report be provided to the OSH Committee as information only – no motions/actions are required.

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022



Attachment 1 - OSH INSPECTIONS December 2021 to February 2022

Work Area	December 2021	January 2022	February 2022
Administration	N	Y	N
Killara	Y	Y	Y
Rec Centre	Y	Y	Y
Northam Pool	N	Y	Y
Wundowie Pool	N	Y	Y
Northam Library	Y	Y	Y
Wundowie Library	Y	Y	Y
Northam Depot	N	N	Y
Wundowie Depot	N	N	Y
Visitor Centre	Y	Y	Y
Create 298	Y	Y	Y
Water Park	N	Y	Y
BKB	N	N	Y

- Fire Sheds have been taken off the report as agreed in OSH meeting of 10th June 2021
- Bernard Park Water Playground has been put back on the Inspection List.

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022



5.5 Provisional Improvement Notices

PURPOSE

To provide the Committee with an update on the WorkSafe inspection of the Northam Depot on 2nd December 2021.

BACKGROUND

Inspectors have the legal right to enter, at any time, any workplace where employees work or are likely to be in the course of their work. This right means inspectors have unrestricted access to workplaces, excepting where there is a statutory restriction.

On entering a workplace, an inspector will take all reasonable steps to notify the employer or person in control of the workplace of his or her presence. The employer or person in control of the business or undertaking must then notify any elected safety and health representative (if any) at the workplace.

When an inspector visits a workplace, they carry out an inspection for WorkSafe's seven priority areas in most instances and where they are relevant. They will also consider other hazards observed during the inspection.

WorkSafe's 'priority areas' are:

- Electricity
- Working at heights
- Manual tasks (particularly lifting)
- Machine guarding
- Mobile plant, and
- Slips, trips and falls.

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022



UPDATE

During the inspection carried out by Worksafe at Northam Depot on 2nd December 2021 the following 14 PINS were issued:

PIN Number	REQUIRED IMPROVEMENT DETAILS	DUE DATE	DATE SIGNED AS COMPLETED	DATE WORKSAFE NOTIFIED
90018421	Evacuation Procedure not practiced at reasonable intervals	4/01/2022	11/1/22	31/1/22
90018422	Testing of RCD not tested on a regular basis	4/01/2022	11/1/22	31/1/22
90018423	Damaged seat on Toyota Forklift	4/01/2022	10/12/2021	11/1/22
90018424	Work Shed1 MSDS not up to date	4/01/2022	11/1/22	11/1/22
90018430	Lighting in tool shed/workshop not adequate	4/1/22	11/1/22	11/1/22
90018431	Testing and Tagging of electrical equipment not up to date	4/1/22	11/1/22	31/1/22
90018432	Domestic type electric leads in the work sheds	4/01/2022	10/12/2021	11/1/22
90018433	Register of hazardous substances – tool shed/workshop	4/01/22	11/1/22	11/1/22
90018434	Trip Hazards – irrigation shed	4/10/2022	10/12/2021	11/1/22
90018435	Register of hazardous substances – chemical shed	4/01/2022	10/12/2021	11/1/22
90018437	Top East Shed – unreliable table support	4/01/2022	10/12/2021	11/1/22
90018438	Storage of	4/01/2022	10/12/2021	11/1/22

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022



	combustible materials – Top West Shed			
90018439	Top West Shed – Damaged fuse holders	4/01/2022	11/1/22	11/1/22

None of the Improvement Notices were signed as actioned within the required timeframe and were subsequently not reported as completed to Worksafe within the given deadline.

10 of the Improvement Notices were reported as complete to Worksafe on 11th January 2022.

Worksafe contacted the Shire of Northam on 28th January 2022 to inform us that PIN's 90018421, 90018422 and 90018431 were still outstanding, these were forwarded to Worksafe on 31st January 2022 (Highlighted in yellow on the table above).

An extension request was submitted for the following Improvement Notice and this request was subsequently refused by the Worksafe Commissioner:

PIN Number	REQUIRED IMPROVEMENT DETAILS	DUE DATE	DATE EXTENSION REQUESTED	DATE WORKSAFE NOTIFIED AS COMPLETE
90018428	Hazardous substance risk assessments – Fuel storage area	4/01/2022	11/1/22. refused on 13/1/22	14/1/22

UPDATE

CEO Jason Whiteaker expressed his disappointment at the lateness and inaccuracy of the Provisional Improvement Notices, and advised the Committee that he was reviewing the matter to determine what action, if any was required.

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022



5.6 OSH Representatives

PURPOSE

To provide an update to the committee details of recent changes of Occupational Safety & Health Representatives

BACKGROUND

OSH Representatives are appropriately trained employees who voluntarily elect to assist in promoting safe work practices and advise staff on workplace OSH issues, concerns and updates. Training for the role of Safety Representative is a legislative requirement and all Representatives should receive either the compulsory 5 day training or the 2 day refresher.

OSH Representatives contact details were placed on the top left corner of Safety Notice Boards to ensure that any rep can be contacted. It will still be recommended to use the OSH rep on site if practicable but the option to contact an alternative representative is provided.

OSH Representatives:

Killara	Kim Murrutt
Library Services	Clare Murray
Administration	Anastasia Williams
Northam Depot	Vacant

UPDATE

As Louisa Dyer has taken on the role of Manager Library Services, Clare Murray was nominated unopposed and now fulfills this role for Library Services.

Brendan Eaton has resigned his position of Safety Rep for Northam Depot, therefore there will be another 'Expression of Interest' go out to fill the two vacancies in the Engineering Department.

We would like to take this opportunity to thank Brendan for his service and proactive participation in our Safety Rep team.

The Safety Office will be sending out an 'Expression of Interest' and nomination forms to replace the two Engineering Safety Representatives.

ACTION: Safety Officer to send out Safety Rep Nomination Forms for Expression of Interest.

Minute No: OSH.106

That this report be provided to the OSH Committee as information only - no motions/actions are required.

Audit & Risk Management Committee Meeting Agenda
2 June 2022

OSH Committee Meeting Minutes
17th March 2022



5.7 Active Actions

PURPOSE

For the committee to review the active and overdue actions.

BACKGROUND

The purpose of this item is to provide the OSH committee with the details of all current outstanding actions to ensure that all specified deadlines have been met. The list of all outstanding actions are attached.

Update

The list below contains both incidents Under Action and incidents Under Investigation and Under Action. This list attached shows Overdue Actions to be addressed.

There is a report/spreadsheet that is issued each month by the Safety Officer displaying outstanding incidents, however there are still some that are not being processed in a timely manner according to the Process.

ACTION/OUTCOME: None

Minute No: OSH.107

That this report be provided to the OSH Committee as information only – no motions/actions are required.

Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



Attachment 1 – Incident Register-Outstanding Actions

Filter: Open, Priority: All, Portfolio: Incident, Hazard, Workplace Safety Inspections, Systems Observations, Near Miss, Hazard/Incident/Near Miss (NON-SHIRE RELATED)

PRIORITY	TITLE	PORTFOLIO	PORTFOLIO MANAGER	CATEGORY	LOCATION	DATE	DUPLICATE	STATUS	OWNER
MED	100737: Dog Bite	Incident	Patsy Repec	Injury	External (Development Services)	17 Aug 2021	08 Mar 2022	Ready to Close	Kelcie Walters
LOW	00824: Damage to 2 Track PN1305	Incident	Patsy Repec	Equipment	External (Engineering Services)	18 Oct 2021	17 Feb 2022	Under Action	Jason Lindner
LOW	00881: Banned Patrons	Incident	Patsy Repec	Other	Northam Pool	30 Nov 2021	25 Feb 2022	Under Action	David Emery
LOW	00903: Damage to long jump mat	Incident	Patsy Repec	Equipment	External (Engineering Services)	01 Dec 2021	20 Dec 2021	Under Action	Santo Leotta
LOW	00996: Gates left open at Dam	Incident	Patsy Repec	Security	Wundowie Depot	18 Feb 2022	16 Mar 2022	Under Investigation	Jason Lindner
LOW	01002: Hurt Shoulder	Incident	Patsy Repec	Injury	External (Engineering Services)	16 Feb 2022	19 Mar 2022	Under Investigation	Santo Leotta
LOW	01013: Jacob: Removed from facility	Incident	Patsy Repec	Other	Northam Pool	25 Feb 2022	09 Mar 2022	Under Action	David Emery
LOW	01014: Unacceptable behaviour	Incident	Patsy Repec	Equipment	Northam Pool	25 Feb 2022	07 Mar 2022	Under Investigation	David Emery
HIGH	00992: Kate Burton - Faulty Power point	Hazard	Patsy Repec	Equipment	Visitor Centre	04 Feb 2022	31 Mar 2022	Under Action	Victoria Williams
LOW	00986: Wundowie Depot Workplace Inspection - February 2022	Workplace Safety Inspections	Patsy Repec		Wundowie Depot	01 Feb 2022	18 Feb 2022	Under Investigation	Santo Leotta
MED	00997: Northam Depot Workplace Inspection - February 2022	Workplace Safety Inspections	Patsy Repec		Northam Depot	03 Feb 2022	13 Feb 2022	Under Investigation	Santo Leotta
LOW	00847: Chevie 298 Workplace Safety Inspection	Workplace Safety Inspections	Patsy Repec		Chevie 298	21 Jan 2022	29 Jan 2022	Under Action	Jaime Hawkins
LOW	00884: Northam Depot - Workplace Safety Inspection - November 2021	Workplace Safety Inspections	Patsy Repec		Northam Depot	30 Nov 2021	04 Jan 2022	Under Action	Santo Leotta
LOW	00775: Kilara OSH Inspection	Workplace Safety Inspections	Patsy Repec		Kilara	21 Sep 2021	28 Nov 2021	Under Action	Nicole Hampton
LOW	01005: Workplace Inspection BKS	Workplace Safety Inspections	Patsy Repec		BKS Centre	21 Feb 2022	26 Feb 2022	Under Action	Roslyn Davis
HIGH	00778: Waste Water Treatment Plant	Systems Observations, Patsy Repec			External (Engineering Services)	24 Sep 2021	21 Feb 2022	Under Action	Chad Hunt
LOW	00854: Grading Crew Meezer	Systems Observations, Patsy Repec			External (Engineering Services)	29 Jan 2022	08 Mar 2022	Ready to Close	Santo Leotta

Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



5.8 Work Health & Safety Reform

PURPOSE

To inform the Committee of the impending changes to Workplace Health and Safety legislation in WA.

BACKGROUND

On 10th November 2020 the new Work Health & Safety Act 2019 was given Royal Assent which resulted in the replacement of the existing OSH Act 1984 in WA. The Act, together with the Work Health and Safety Regulations will come into effect 31st March 2022.

In brief, under the WHS Act the following main areas of safety have been revised:

The introduction of:

- The introduction of 'Persons Conducting a Business or Undertaking' (PCBUs) as duty holders.
- The introduction of the due diligence duty for company officers.
- The introduction of duties relating to consultation, co-operation and coordination.
- The introduction of the offence of industrial manslaughter.
- The broader definition of health to include psychological health.
- Further increases in penalties.

Department Supervisors and Managers, under the new Act will gain increased responsibility in relation to health and safety, resulting in increased penalties for those in breach involving hefty fines and potential imprisonment. It is therefore imperative that Managers are fully aware of their responsibilities under the Act.

UPDATE

As announced by the State Government on 11th March 2022 the new WHS Act and Regulations will come into effect as of 31st March 2022.

The role of Officer under the new Act and Regulations was discussed as information provided by various sources is somewhat contradictory. CEO Jason Whiteaker advised the Committee that based on advice from WALGA the role of Officer includes Executive Managers only.

Regional Risk Coordinator Lindy Lock advised that she would provide information and a Training Pack to assist in communicating with staff in relation

Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



to the impending changes. HR Manager Bev Jones has drafted guidelines for Managers with regard to the new WHS legislation and will issue them once the role of Officer is verified and they have received Executive approval.

5.9 OSH Policy Review to WHS Policy

PURPOSE

This policy determines how The Shire of Northam will implement its commitment to Work Health and Safety. It specifically details the responsibilities of the Chief Executive Officer, Managers, employees and the Work Health and Safety Representatives in ensuring the health and safety of staff.

BACKGROUND

To ensure that the Health and Safety Management System remains effective in providing a safe and healthy work environment, The Shire of Northam Work Health and Safety Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to Commonwealth and State OS&H Legislation which may have occurred, and any other matters which potentially impact on the system.

Please see attached the revised WHS Policy for review and approval by the committee which has been updated to reflect the Harmonisation of WA's Health and Safety legislation on 31st March 2022.

Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



Attachment 1 Work Health and Safety Policy



WORK HEALTH AND SAFETY POLICY

Purpose

This policy determines how The Shire of Northam will implement its commitment to Work Health and Safety. It specifically details the responsibilities of the PCBU (Person conducting a business or undertaking), Officers, workers and the Work Health and Safety Representatives in ensuring the health and safety of staff.

Objectives

To articulate the Shire of Northam's commitment to sound work health and safety in ensuring a safe working environment.

Scope

The WHS Policy applies to all Shire of Northam employees including contracted staff and volunteers. This Policy applies to all Shire of Northam controlled premises and any other areas in which employees may work. Visitors to the Shire of Northam are also required to comply with this policy.

Delegations

The PCBU and Officers are responsible for providing, maintaining and promoting a safe working environment to ensure that employees are not exposed to hazards.

In accordance with the Work Health and Safety Act 2020 the role of Officer is defined as:

Part 1

Division 3

s. 4A Meaning of Officer

(2)

(a) *in relation to the business or undertaking of a body corporate that is an agent of the Crown, any person who makes, or participates in making, decisions that affect*

Page 24 of 29

Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



the whole, or a substantial part, of the business or undertaking;

The Shire of Northam WHS Committee, Health and Safety Representatives, Managers, Supervisors and all employees have a duty of care to ensure that Shire of Northam WHS Policy and Guidelines are followed. All staff will collectively contribute to achieving a standard of excellence in work health and safety management in the workplace.

Policy Statements

The Shire of Northam is committed to establishing and maintaining the highest standards of work health and safety possible for all employees, and will:

- ensure that all Guidelines and procedures are compliant with The WHS Act 2020 and the WHS Regulations 2021;
- provide a workplace that is free from work related physical and psychological injuries;
- maintain active and effective injury prevention programs aimed at protecting staff from work related injury and disease. This will be achieved by ensuring that appropriate resources are available and effectively applied through a consultative process involving workers, Health and Safety Representatives, Officers and the PCBU;
- ensure that Work Health and Safety is both an individual and a shared responsibility. Every employee has an important role in injury prevention and hazard identification, and all employees are encouraged to participate in continuously improving standards of workplace health and safety;
- assist in the election of Health and Safety Representatives and will recognise their legitimate role in regard to safety and health in the workplace.

The election of Health and Safety Representatives will be conducted in accordance with section 50,60-67 of the WHS Act 2020.

An employee elected as a Health and Safety Representative holds office for two years.

Health and Safety Representatives may be disqualified if they fail to perform their functions under the Act or contravene their intended duties (refer to section 20 of the WHS Regulations 2021).

Ensure that all employees adhere to the responsibilities outlined in Section 28 of the Act and the Shire of Northam WHS procedures.

Uphold its commitment that the PCBU and Officers will manage Work Health and Safety according to Section 27 of the Act and Shire of Northam WHS Guidelines.

Review of the System

To ensure that the Health and Safety Management System remains effective in providing a safe and healthy work environment, The Shire of Northam Work Health and Safety Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system, the relevance of changes to

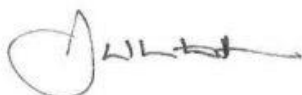
Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



Commonwealth and State WHS Legislation which may have occurred, and any other matters which potentially impact on the system.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

31st March 2022
(to be reviewed 31st March 2023)

UPDATE:

The definition of Officer will also be included in the new WHS policy. The new WHS policy will be posted on 31st March 2022.

ACTION: Implement new WHS Policy as endorsed by the Committee as provided in Agenda Item 5.9 Attachment 1, subject to the inclusion of the following definition:

In accordance with the Work Health and Safety Act 2020 the role of Officer is defined as:

Part 1

Division 3

s. 4A Meaning of Officer

(2)

(a) *in relation to the business or undertaking of a body corporate that is an agent of the Crown, any person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking;*

Minute No: OSH.108

Moved: Patsy Repec

Seconded: David Emery

Carried 18/0

Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



5.10 Chemwatch Chemical Register

PURPOSE

In order to fulfill our Legislative requirements under the OSH/WHS Regulations as follows:

Regulation 5.13 Register of hazardous substances, duties of employer etc. (OSH Regulations)
Regulation 346 Hazardous chemicals register (WHS Regulations)

We must keep a hazardous chemicals register for the Shire of Northam of all our facilities' hazardous chemicals. The register system we currently use is Chemwatch

BACKGROUND

Chemwatch is currently maintained by the Safety Officer for all of our facilities. The issue with this is that when chemicals are changed out or substituted by any of our facilities the Safety Officer is not notified.

To that end it is proposed that each facility maintain their own folder within Chemwatch which will also enable them to keep their SDS (Safety Data Sheet) register up to date. It will then be easier for facilities to access new SDS's, add to or change out SDS's in their physical SDS folders. Chemwatch also provides access to 'Risk Assessments' for each SDS and chemical that a facility stores or has onsite. It is a requirement that within each physical on site SDS folder a risk assessment is present for each individual SDS.

The Safety Officer will provide training to all staff that are nominated to use the Chemwatch register for their given facility.

This is proposed to the Committee to decide the ongoing maintenance of the Chemwatch register.

UPDATE

It was agreed by the Committee for the Chemwatch Register to be maintained by each facilities' nominated person for their area. The Chemwatch system and updates will still be overseen by the Safety Officer.

Facility Managers were asked to forward their nominated person's name to Patsy Repec to arrange training.

It was also suggested that a link to Chemwatch be made available on the Shire Intranet.

Page 27 of 29

Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



OUTCOME: All departments will gain access to the Chemwatch system and will be responsible for ensuring that their departmental Hazardous Substance Register and physical SDS folders are updated as required. They will also be responsible for ensuring that all SDS's are accompanied by a risk assessment

Minute No: OSH.109

Audit & Risk Management Committee Meeting Agenda
2 June 2022



OSH Committee Meeting Minutes
17th March 2022



5.11 COVID-19 Pandemic

PURPOSE

To provide the committee with a brief update on the current strategies in place to ensure that the safety of staff during the COVID19 pandemic is maintained.

BACKGROUND

The Shire of Northam is taking expert advice from the Western Australian and Federal Governments, which are guiding the decision making of Council.

The Shire of Northam has activated its Pandemic Response Plan 2022 (PRP), to ensure that we are able to provide the required services and facilities to our community. The coordination of the PRP is being undertaken by our Chief Executive Officer, who has established COVID-19 response team.

Executive Manager Chadd Hunt will provide a brief overview of the latest State Directives.

UPDATE

Ongoing updates are available on the Shire Intranet and the Pandemic Continuity Plan.

Executive Manager Community Services Jo Metcalf and Manager Tourism & Communications Vic Williams to review methods of informing the public.

6. ANY OTHER URGENT BUSINESS

No other business raised.

7. DATE OF NEXT MEETING

June 16th, 2022

8. DECLARATION OF CLOSURE

12 noon

Audit & Risk Management Committee Meeting Agenda
2 June 2022



6.2 PROGRESS TOWARDS THE ICT STRATEGY PLAN

File Reference:	1.1.9.1
Reporting Officer:	Colin Young, Executive Manager Corporate Services
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	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

Objective: Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation; and

Audit & Risk Management Committee Meeting Agenda
2 June 2022



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 ideal OSH/WSH 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 rd party vendors, and other councils re: current and emerging technologies and methods of delivering desired services.

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

Audit & Risk Management Committee Meeting Agenda
2 June 2022



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.220

Moved: Cr Ryan

Seconded: Cr Appleton

That Council receives the update as provided in Attachment 1.

CARRIED 4/0

Clarification was sought in relation to:

- Whether the projects need to be broken down as there has been no progress. The Executive Manager Corporate Services advised that this has largely been due to not having an IT Coordinator for the past 3 months. Now that this position is filled, progress should start occurring. It should also be noted that the outstanding items are not considered to be critical.
- Whether the required systems such as Office 365 are now rolled out. The Executive Manager Corporate Service advised that the Office 365 roll out is now complete however the network is still ongoing.
- Whether we have had a recent cyber-attack. The Executive Manager Corporate Services advised that we regularly receive these however we have good security in place and effective back up processes in place.
- Whether the upgrade to surface pros should be included in this. The Executive Manager Corporate Services advised that this would be included as part of the normal budgeting process.

Audit & Risk Management Committee Meeting Minutes
2 June 2022



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 May 2022 Update: No progress.
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.

Audit & Risk Management Committee Meeting Minutes
2 June 2022



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. May 2022 Update: No progress.
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. May 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

Audit & Risk Management Committee Meeting Minutes
2 June 2022



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. May 2022 Update: No progress.
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. May 2022 Update: No progress.

Audit & Risk Management Committee Meeting Minutes
2 June 2022



6.3 MONTHLY COMPLIANCE REPORT

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

BRIEF

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

ATTACHMENTS

Attachment 1: 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.

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:

Audit & Risk Management Committee Meeting Minutes
2 June 2022



- 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

2022 Compliance Calendar

Month	Item	% Compliance	Non-Compliance
March	Monthly Check	100%	Compliant.

Audit & Risk Management Committee Meeting Minutes
2 June 2022

	Random Creditor check	100%	Compliant.
April	Monthly Check	100%	Compliant.
	Random Creditor Check	90%	One P/O did not have an explanatory note as such but an email was attached, didn't quite fulfill the requirements.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.221

Moved: Cr Mencshelyi
Seconded: Cr Appleton

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

CARRIED 4/0



Attachment 1 – Compliance Calendar and Creditors Checklist

CREDITOR CHECKS APRIL 2022

EFT #	Creditor	Invoice Amount	Date Invoice Written	Order #	Order Amount	Purchase Order Written	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
43387	Vincelec	8053.45	#1/4/2022	#65929	8,053	#23/3/2022	Building Super	N/A	yes
43365	Flowgen P/L	2964.5	#10/11/2021	64299	2,965	#9/11/2021	Manager Planning	N/A	yes
43370	Haz Enviro Solutions	10549	31/03/2022	65921	9,785	#23/3/2022	EMES	N/A	Yes
43430	Avon valley Garden Service	275	28/03/2022	65924	500	#23/3/2022	Senior Ranger	N/A	yes
43402	Clackline Fencing Contractors	700	1/04/2022	65925	700	#23/3/2022	Eng Admin Coord	N/A	yes
43418	Talis consultants	11685.99	31/01/2022	63206	150,000	# 18/8/2021	EMES	Yes	Yes
43454	Qube Logistics	949.38	31/03/2022	65936	900	#24/3/2022	Works Manager	N/A	Yes
43483	Bandit Tree Equipment	289.89	12/04/2022	66151	289.89	#8/4/2022	Eng Admin Coord	N/A	Yes
43486	Civic Legal	8965	31/03/2022	62808	50,000	#23/7/21	CEO	Yes	Yes
43491	Dependable Laundry Solutions	13502.5	24/03/2022	65754	13,519	#10/3/2022	Killara Manager	No	Yes

Audit & Risk Management Committee Meeting Minutes
2 June 2022



APRIL 2022 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	None	
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	No financial interests were disclosed in the DCM for April or the Special Council Meeting	
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	3 disclosures of impartiality were made at the OCM	
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes all known disclosures	
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	N/A no new designated employees	
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes	
Local Government Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	N/A	
Local Government Act 1995	S103	CEO	Is the gift register up to date on the Council website		Monthly	No items have been added since 2020	
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did Council vote at the Ordinary Council meeting to sell property		Monthly	No	
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	Yes, two items of plant were placed into auction Inkpen loader for \$60,000 and old Fuso for \$40,400	
Local Government Act 1995	Reg 17 (Audit)	CEO	Has Reg 17 full review commenced (due prior to June 2023)		Every 3 years	Not due until December 2022	
Local Government Act 1995	FM Reg 5(2)	EMCS	Financial Management Review to be completed due 2022 Last one conducted 13 June 2019 reported Oct 19		Every 3 years	Not yet complete	
Local Government Act 1995	S5.121	EMCS	Has the complaints officer maintained the complaints register and is the online register up to date		Monthly	No complaints of Minor breach with sanctions	
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all goods or services in excess of \$200k		Monthly	No tenders have been called only RFQ's	
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders		Monthly	N/A	
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	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	Yes	

Audit & Risk Management Committee Meeting Minutes
2 June 2022



Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection		Monthly	Available for inspection	
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	
		CESM	Review Local Emergency Management and report to LEMC		5 years	Has been endorsed and sent to the DEMC at March OCM	
SOURCE	Section	PROCES S OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDUL E	COMMENTS	Sign
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?		Monthly	One permit issue to ModularWA	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles		Monthly	Fitzgerald Street Closure for ANZAC day,	
	Delegation - E04	EMES	Crossover Approvals		Monthly	None registered for April	
	Delegation - F02	EMCS	Disposal of Council property		Monthly	None under delegated authority	
	Delegation - F04	EMCS	Inviting Tenders		Monthly	Now they are all FRQ's through WALGA not RFT's	
		EMCS	Accounts presented to Council		Monthly	Yes	
Local Government Act 1995	F / Reg 33A	EMCS	Budget Review to be completed and submitted to DLGC		Annually	Yes	
		EMCS	Financial Report to Council		Monthly	Yes	
Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month - Data is entered into the Building Permit Database website after each building permit is approved		Monthly	Done	
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	Done	

Audit & Risk Management Committee Meeting Minutes
2 June 2022













MARCH 2022 CREDITOR CHECK

MARCH EFT #	Creditor	Invoice Amount	Invoice Date	Order Number	Order Amount	Order Written	Signing Officer Name	Purchasing Procedure Checklist attached and completed correctly	Order written before invoice
43038	CDA AIR & SOLAR	21,820	1/2/22	64980	21,820	6/01/2022	MPE on behalf of EMDS	Yes	yes
43045	DICKENSON CONSTRUCTION	25,000	27/1/22	64924	49,278	22/12/2021	Manager Planning	Yes	Yes
43065	DCM CARPENTRY	2,365	28/2/22	64515	2365	24/11/2021	Rec Services Coord	N/A	Yes
43077	PFD FOOD	1,195.95	25/2/22	65605	1346.85	23/02/2022	Rec Services Coord	N/A	yes
43142	MODERN TEACHING AIDS	400.18	20/1/22	65144	439.75	19/01/2022	Manager Info & Digital Innovation	N/A	yes
43131	GLENN BEVERIDGE	1,320	8/3/22	65306	1320	2/02/2022	Manager Planning	N/A	yes
43229	DAMIENS PLUMBING	5,335	18/3/22	65445	5,335	11/02/2022	EMES	N/A	yes
43243	THE PRINT SHOP	152	16/3/22	65777	151.8	14/03/2022	Rec Services Coord	N/A	yes
43262	COUNTRY COPIERS	3,415.50	22/3/22	65745	3415.5	9/03/2022	Purchasing Officer	N/A	yes
43268	GOODYEAR TYRES	3,755.99	23/3/22	65779	3756	14/03/2022	Works Manager	N/A	yes

Audit & Risk Management Committee Meeting Minutes
2 June 2022



MARCH 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	It is not more than 12 months old	
Local Government Act 1995	S5.67	CEO	Where an elected member disclosed a financial or proximity interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	Yes, two disclosed proximity and one disclosed Financial	
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	Yes they were, four members declared impartiality and two staff declared impartiality	
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes	
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	N/A last one joined January completed return in February	
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes	
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	Yes	
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	Yes A639 Bakers Hill Fire Shed, A2380 Aphylla Rd, A2418 Blackberry Close to go for sale.	

Audit & Risk Management Committee Meeting Minutes
2 June 2022



Local Government Act 1995	Reg 17 (Audit)	CEO	Reg 17 review to be considered for full review	Every 3 years	CEO to commence Review in April for completion by 30 June	
Local Government Act 1995	S5.121	EMCS	Has the complaints officer maintained the complaints register and is the online register up to date	Monthly	No complaints of Minor breach with sanctions	
Local Government Act 1995	Local Government (Audit) Regulations Reg 14	Governance	Compliance Audit return to be presented to the Audit Committee for approval	Annually	Presented to the Committee on 24 February 2022	
Local Government Act 1995	Local Government (Audit) Regulations Reg 15	Governance	Presented to Council & uploaded to the Department	Annually	Presented to Council 16/3/22 and uploaded to DLGSC 17/3/22	
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all good or services in excess of \$150k	Monthly	No tenders went to Council, only variation of price for two RFQ's	
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders	Monthly	N/A	
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	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	Yes	
Local Government Act 1995	F/M Regs 5(2)©	EMCS	Financial Management Review to be completed by 30 June this year. (next due 2025)	Every 3 years	Due in June	
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome	Monthly	N/A	

Audit & Risk Management Committee Meeting Minutes
2 June 2022



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	
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register compelled?	Monthly	Last entry was February	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	Last entry was February	
	Delegation - E04	EMES	Crossover Approvals	Monthly	One approval Burgoyne Street	
	Delegation - F02	EMCS	Disposal of Council property	Monthly	Nothing listed for March	
	Delegation - F04	EMCS	Inviting Tenders	Monthly	Last entry was February	
Legislative Compliance - Other						
Local Government Act 1995	F / Reg 33A	EMCS	Budget Review to be completed and submitted to DLGSC	By 31 March	Completed by 31/3/22 sent 5/4/22 Confirmation sighted	
Local Government Act 1995	Audit Regs Reg 17	Governance	Compliance Audit return submitted to DLGC	By 31 March	Submitted to DLGSC 17/3/22	
Reporting Requirements						
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	Completed	
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	Completed	

Audit & Risk Management Committee Meeting Minutes
2 June 2022



6.4 RISK REGISTER

File Reference:	8.2.7.1
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple majority
Press release to be issued:	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

Audit & Risk Management Committee Meeting Minutes
2 June 2022

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.

Currently all high or extreme risks have mitigation/treatment strategies.
2. % of risk mitigation / treatment strategies over due

Audit & Risk Management Committee Meeting Minutes
2 June 2022



Currently have 111 risk mitigation/treatment strategies, of which **2 are overdue (which equates to 1.80%)**.

- a. MC00052 - Manage Employee Discipline / Misconduct - Receive Notification / Identify Misconduct. Ensure any / all staff misconduct is managed effectively and consistently.
- b. MC00042 - Implement recommendations from OHS Audit & Report to Audit & Risk Committee.

Comment –

- MC00052 – this is a process review which is currently under way. Has been impacted by various staff being away with COVID.
- MC00042 - WHS Audit has been delayed by LGIS due to COVID.

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.222

Moved: Cr Mencshelyi

Seconded: Cr Ryan

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

CARRIED 4/0

Clarification was sought in relation to:

- Whether the overdue items are due to COVID. The CEO advised that MC00042 is out of staffs control as LGIS have not been able to complete the audit. MC00052 is overdue as it is pending a process review sign off. The CEO advised that there will generally be some red on the report as the 'changes pending' are due to process reviews pending sign off. It was acknowledged that Council has approx. 130 processes that have various review frequencies. Council needs to be comfortable that any of the non-compliances are not causing any undue exposure.

The CEO sought direction from the committee on how it would like to review the risk register (e.g. break down and focus on a section at each meeting or review the entire register at one meeting). The committee indicated that a standing item would be preferred to focus on a section each meeting. The CEO advised that the entire register would also be provided to give the Council some context on the entire register, so any perceived gaps in the register could be identified. It was also noted that this item would not replace

the overdue/non-complaint risk item as Council has a policy position to report risks.

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes
2 June 2022

Attachment 1 - Overdue/Non-compliant Risks

Overdue / Non-Compliant Risks

Filter: Overdue / Non-compliant

RESIDUAL
4.8
MODERATE

INHERENT
16.0

R00022

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY - OCCUPATIONAL

Inadequate safety and security practices

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.
- Inadequate or unsafe modifications to plant & equipment

OWNER Jason Whiteaker
CREATED 01/07/2019 14:46:30
LIKELIHOOD Likely
SEVERITY Major
CONTROL EFFECTIVENESS Strong

TREATMENT MC00041
Undertake OHS Audit

SIGNOFF(S): Beverley Jones
DUE DATE: 01 Sep 2023
FREQUENCY: The first Day of every 24 months

TREATMENT MC00042
Implement recommendations from OHS Audit & Report to Audit & Risk Committee

NON-COMPLIANT
SIGNOFF(S): Beverley Jones
DUE DATE: 31 May 2022
FREQUENCY: The last Day of every 4 months

TREATMENT MC00043
OHS Committee Meeting Regularly

SIGNOFF(S): Beverley Jones
DUE DATE: 30 Jun 2022
FREQUENCY: The last Day of every 3 months

TREATMENT MC00044
Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)

SIGNOFF(S): Scott Patterson
DUE DATE: 31 May 2022
FREQUENCY: The last Day of every month

TREATMENT MC00045
Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item)

SIGNOFF(S): Jason Whiteaker
DUE DATE: 30 Sep 2022
FREQUENCY: The last Day of every 6 months

TREATMENT MC00046
OHS Policy Framework in place and reviewed

SIGNOFF(S): Beverley Jones
DUE DATE: 31 Aug 2022
FREQUENCY: The last Day of every 12 months

TREATMENT MC00095
Undertake Workplace Safety Inspections - Undertake Inspection OSH inspections undertaken for each site.

CHANGE(S) PENDING
SIGNOFF(S): Colin Young
Scott Patterson
Jo Metcalf
DUE DATE: 31 May 2022
FREQUENCY: The last Day of every month

Audit & Risk Management Committee Meeting Minutes
2 June 2022



RESIDUAL
2.7
LOW

INHERENT
9.0

R00003

CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL

Ineffective People Management / Employment Practices

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are:

- Breaching employee regulations (excluding OH&S).
- Discrimination, Harassment & Bullying in the workplace.
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place.
- Induction issues.
- Terminations (including any tribunal issues).
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be a process inefficiency.

OWNER Jason Whiteaker
CREATED 06/05/2019 13:23:01
LIKELIHOOD Possible
SEVERITY Medium
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

Manage Inductions - Conduct New Employee Induction
All new employees are provided with adequate inductions

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones
DUE DATE: 03 Jun 2022
FREQUENCY: Fri every week

TREATMENT MC00049

100% of annual performance reviews undertaken

SIGNOFF(S): Beverley Jones
DUE DATE: 31 Dec 2022
FREQUENCY: The last Day of every 12 months

TREATMENT MC00050

Manage Employee Termination - Receive notification
Ensuring that employee terminations are managed appropriately and equitably to minimise risk of further action

SIGNOFF(S): Beverley Jones
DUE DATE: 01 Jul 2022
FREQUENCY: The first Day of every 3 months

TREATMENT MC00051

Manage Staff Training - Identify Training Needs
Ensure staff training needs are identified and met

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones
DUE DATE: 31 Oct 2022
FREQUENCY: The last Day of every 12 months

TREATMENT MC00052

Manage Employee Discipline / Misconduct - Receive Notification / Identify Misconduct
Ensure any / all staff misconduct in managed effectively and consistently

OVERDUE, CHANGE(S) PENDING

SIGNOFF(S): Jason Whiteaker
Chadd Hunt
Jo Metcalf
Colin Young
Scott Patterson
DUE DATE: 01 Apr 2022
FREQUENCY: The first Day of every 3 months

Audit & Risk Management Committee Meeting Minutes
2 June 2022



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 25 August 2022 at 5:00pm.

It was noted that this date may vary depending on the outcome of the Financial Management Review occurring in June.

9. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 5:30pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 2 June 2022 have been confirmed as a true and correct record."

_____ President

_____ Date

12.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 31 MAY 2022

Receipt of Minutes:

<p>RECOMMENDATION / COUNCIL DECISION</p> <p>Minute No: C.4484</p> <p>Moved: Cr Williams</p> <p>That Council receive the minutes from the Community Safety Committee meeting held on 31 May 2022.</p> <p style="text-align: right;">CARRIED 9/0</p>

Adoption of Recommendations:

<p>RECOMMENDATION / COUNCIL DECISION</p> <p>Minute No: C.4485</p> <p>Moved: Cr Williams</p> <p>That Council:</p> <ol style="list-style-type: none">1. Accepts the update of the Community Safety and Crime Prevention Plan provided.2. Authorise up to \$4,500.00 of the Community Safety Initiatives budget to be allocated to Shire of Northam Community Safety resources, including:<ul style="list-style-type: none">• Merchandise.• Printed copies of the Community Safety & Crime Prevention Plan 2022 – 2026. <p style="text-align: right;">CARRIED 9/0</p>

Attachment 1 – Community Safety Committee Minutes



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Safety Committee

31 May 2022

Community Safety Committee Meeting Minutes
31 May 2022



DISCLAIMER

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.

Community Safety Committee Meeting Minutes
31 May 2022



Contents

1.	DECLARATION OF OPENING	4
2.	ACKNOWLEDGEMENT TO COUNTRY	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES	4
3.2	APPROVED LEAVE OF ABSENCE	4
3.3	ABSENT.....	5
4.	DISCLOSURE OF INTERESTS	5
5.	CONFIRMATION OF MINUTES	5
5.1	COMMITTEE MEETING HELD 3 MARCH 2022	5
6.	COMMITTEE REPORTS.....	5
6.1	COMMUNITY SAFETY & CRIME PREVENTION UPDATE	5
6.2	ESTABLISHING WORKING GROUPS OF THE COMMUNITY SAFETY COMMITTEE	14
6.3	COMMUNITY SAFETY BUDGET 2021 /2022	18
6.4	AGENCY UPDATES	22
7.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION	25
8.	DATE OF NEXT MEETING.....	25
9.	DECLARATION OF CLOSURE	25

Community Safety Committee Meeting Minutes
31 May 2022



1. DECLARATION OF OPENING

The Presiding Member Cr Julie Williams declared the meeting open at 11:07am

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:

Presiding Member
Wundowie Police

Councillor
DLGSC

Northam PCYC
Northam Youth Wellbeing Plan
Community Representative
Nyoongar Cultural Advisory Representative

Cr Julie Williams
SCON Brendan
Felstead
Cr Attila Mencshelyi
Ms Emma Draper
Ms Jane Atterby
Ms Jo-Anne Woodruff
Mr Ulo Rumjantsev
Ms Donna Moody

Committee Ex-Officio Members:

Executive Manager Community Services
Shire of Northam
Shire of Northam
Avon Community Services

Ms Jo Metcalf
Ms Jaime Hawkins
Mr Elijah Moorhead
Ms Jodie Jarvis

3.1 APOLOGIES

Northam Police
Northam Roadwise Committee
LDAG
Community Representative
Bridgeley Church of Christ
Department of Education
Shire of Northam

SSGT David Hornsby
Mr Cliff Simpson
Mrs Rose Power
Mrs Elizabeth Hoek
Pastor Kym Edwards
Mrs Sharon Bray
Ms Kellee Walters

3.2 APPROVED LEAVE OF ABSENCE

Nil.

Community Safety Committee Meeting Minutes
31 May 2022



3.3 ABSENT

Northam Chamber of Commerce	Ms Melanie Jones
WA Country Health	Ms Shani Toki
Chief Executive Officer	Mr Jason Whiteaker

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD 3 MARCH 2022

RECOMMENDATION/COMMITTEE DECISION

Minute No. CSC.088

Moved: Mr Ulo Rumjantsev
Seconded: Ms Jane Atterby

That the minutes of the Shire of Northam Community Safety Committee meeting held Thursday, 3 March 2022 be confirmed as a true and correct record of that meeting.

CARRIED 8/0

6. COMMITTEE REPORTS

6.1 COMMUNITY SAFETY & CRIME PREVENTION UPDATE

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

BRIEF

Community Safety Committee Meeting Minutes
31 May 2022



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

ATTACHMENTS

Attachment 1	Final version of the Community Safety & Crime Prevention Plan 2022 – 2026 (provided as separate attachment)
Attachment 2	Year to Date Crime Statistics (source WALGA)
Attachment 3	Annual program of messaging & communications

A. BACKGROUND / DETAILS

This Committee Report aligns with the four (4) focus areas of the 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

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

Community Safety Committee Meeting Minutes
31 May 2022



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	Community Safety Initiatives run over budget	Possible (3) x Insignificant (1) = Low (3)	Check budget regularly and check expenditure. Apply for increased budget allocation if likely to require additional funds.
Health & Safety	Crime rates increase & the plan does not improve community safety.	Possible (3) x Minor (2) = Moderate (6)	The Committee & Shire staff work in close partnership with local Police and other agencies to implement targeted strategies to reduce crime & anti-social behaviour.
Reputation	Community safety is an area of public concern. The Community Safety & Crime Prevention Plan is not deemed to improve safety.	Possible (3) x Medium (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

Community Safety Committee Meeting Minutes
31 May 2022



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

- 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.
- Family related violence is excluded from this report.

Crime Reports by Quarter (Jan - March), 2017 – 2021



- Chart shows a general downward trend in crime reports, compared to the same time of year since 2017.

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

Focus Area 2: Safer Places & Spaces

CCTV UPDATE

The Shire of Northam is currently working with WA Police Force – Wheatbelt District Office to complete audit preplanning documentation for the CCTV Needs Analysis to map out the current situation with the infrastructure.

Mr Arthur Baker from CCD Alliance will be in Northam with his team to complete the assessment on Tuesday, 07 June 2022, to ascertain where the gaps in infrastructure are, and to plan a solution.

Focus Area 3: Community Education & Awareness

Community Safety Committee Meeting Minutes
31 May 2022



- Objective 3.1, Action 1 – an annual program of communications & messaging has been developed. See attachment 3.
- Objective 3.1, Action 3 – The Northam Advertiser are allowing the Community Safety Committee to include a column in the monthly newspaper. The first piece will feature in the June edition. This article will introduce the Community Safety Committee and the new plan, and if space allows they will also include information about the correct channels to report crime and suspicious activity. Each month a topic will be selected based upon the developed program of communications.

Focus Area 4: Antisocial Behaviour

- Objective 4.2, Action 1 – Turn Up in Blue Day planning has commenced, being led by Jo Drayton from Holyoake.
- Objective 4.2, Action 3 – the Shire of Northam Public Health Plan is currently being updated. Community consultation has now concluded. This plan is being developed by consultants & managed by the Shire's Health Officer.

RECOMMENDATION/COMMITTEE DECISION

Minute No.089

**Moved: Mr Ulo Rumjantsev
Seconded: Cr Attila Mencshelyi**

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

CARRIED 8/0

DISCUSSION

The Committee discussed the Community Safety Corner column included in the Northam Advertiser. It was the view of the Committee that crime statistics are excluded from the column as they can be misleading and do not show the full picture of what is happening in the community. The content of the article should be kept positive, with topics based upon the communication calendar, unless something urgent and topical arises at the time.

Ms Jo-Anne Woodruff has content for the newspaper regarding alcohol and other drugs education and prevention that can be obtained when needed.

Community Safety Committee Meeting Minutes
31 May 2022



Ms Jo Metcalf informed the committee that she has been meeting with the newly formed Wheatbelt Road Safety Alliance. This strategic and information sharing group includes representatives from Roadwise, WA Police Force Wheatbelt District Office, Main Roads, Road Safety Commission and Shire of Northam. It is looking at communications and messaging, such as roadworks, harvest time, and black spots.

Ms Jane Atterby informed the committee that Turn Up in Blue Day has been scheduled for 13 October 2022. This year the event will have a broader focus to include the entire community as last year's theme had a youth focus.

Attachment 2: Financial Year to Date Shire of Northam Crime Statistics
(source WALGA)

UNRECORDED

Community Safety Committee Meeting Minutes
31 May 2022

Crime Category	Crime Type	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	TOTAL
Arson	Cause damage by fire	0	0	0	0	1	1	0	2	0	4
Arson	Other fire related offences	0	0	0	0	0	0	0	0	0	0
Assault	Non-family	12	9	10	8	20	10	9	9	7	94
Burglary	Dwelling	7	1	1	7	3	1	8	0	3	31
Burglary	Non-Dwelling	1	1	1	1	0	1	1	2	3	11
Deprivation of Liberty	Deprivation of Liberty	0	0	0	0	0	0	0	0	0	0
Deprivation of Liberty	Kidnapping / Child Stealing	0	1	1	0	0	0	0	0	0	2
Disorderly Conduct	Disorderly behaviour	2	3	3	3	4	7	5	6	6	39
Drug Offences	Cultivate or manufacture drugs	1	1	0	0	1	0	0	1	0	4
Drug Offences	Drug dealing	1	1	1	0	1	2	1	0	2	9
Drug Offences	Drug possession	4	8	8	7	6	5	9	10	6	63
Drug Offences	Possession of drug paraphernalia	3	2	2	4	2	4	7	3	8	35
Drug Offences	Other drug offences	0	1	1	0	0	0	1	1	2	6
Graffiti	Graffiti	0	2	2	0	0	0	1	2	2	9
Liquor Offences	Liquor Offences (Licensees)	0	0	0	0	0	0	3	0	0	3
Liquor Offences	Liquor Offences (other)	0	0	0	1	0	0	0	0	0	1
Property Damage	Criminal Damage	8	9	9	5	7	6	7	3	2	56
Property Damage	Damage	10	6	6	5	18	13	16	13	15	102
Robbery	Business	0	0	0	0	1	0	0	0	0	1
Robbery	Non-business	0	0	0	0	0	0	0	0	0	0
Sexual Offences	Historical sexual offences	1	0	0	0	1	0	0	0	0	3
Sexual Offences	Recent sexual offences	2	0	0	2	1	1	2	2	4	14
Stealing	From dwelling	7	5	5	1	6	4	6	2	7	43
Stealing	From motor vehicle (contents or parts)	3	5	5	3	1	3	2	0	2	24
Stealing	From retail premises or place (shoplift)	10	9	0	13	10	6	11	11	24	94
Stealing	From other premises or place	3	5	14	4	7	12	6	6	3	60
Stealing of Motor Vehicle	Stealing of Motor Vehicle	0	3	3	3	0	1	4	1	1	16
Transport Offences	Driving Causing Bodily Harm	0	1	1	0	0	0	0	0	0	2
Transport Offences	Drunk/Drug Driving	1	2	2	0	0	0	2	0	0	7
Transport Offences	Driver's Licence Offences	3	1	1	0	0	0	4	1	0	10
Transport Offences	Fail to stop or give way	1	0	0	0	0	0	1	0	0	2
Transport Offences	Unsafe Driving	1	2	2	2	2	3	1	3	4	20
Transport Offences	Vehicle licence offences	2	0	0	0	0	0	0	0	0	5
Transport Offences	Seatbelt/Helmet Offences	0	0	0	0	0	0	1	0	0	1
TOTAL (No. of courts)		83	78	78	69	92	80	111	78	102	771

Attachment 3: Annual program of communications & messaging

Community Safety Committee Meeting Minutes
31 May 2022

<p>JANUARY</p> <ul style="list-style-type: none"> • Watch Around Water • School holidays - youth engagement • Post-Christmas (large amounts of new purchases in the house) • People leaving town on holidays • New Year celebrations 	<p>FEBRUARY</p> <ul style="list-style-type: none"> • Aboriginal Justice Open Day • Back to School Program - develop calendar for businesses. • Graffiti prevention/reporting campaign. 	<p>MARCH</p> <ul style="list-style-type: none"> • Neighbour Day • Illegal firearms campaign • Tourists Camping • Autumn Begins • Clean Up Australia Day 	<p>APRIL</p> <ul style="list-style-type: none"> • School holidays - youth engagement • Youth Week • People leaving town on holidays • People travelling • ANZAC Day • Check fire alarms • Kids Sport – Winter sports
<p>MAY</p> <ul style="list-style-type: none"> • Back to school • National road safety week • Mother's Day 	<p>JUNE</p> <ul style="list-style-type: none"> • Winter Begins • Reporting of Crime / Crimestoppers campaign 	<p>JULY</p> <ul style="list-style-type: none"> • School holidays - youth engagement • NAIDOC Week • Scams & Identify theft 	<p>AUGUST</p> <ul style="list-style-type: none"> • Wildflower season • Keep Australia Beautiful week • Abandoned shopping trolleys.
<p>SEPTEMBER</p> <ul style="list-style-type: none"> • School holidays - youth engagement • Spring begins • Maintaining tidy surrounds – mowing grass & verges. 	<p>OCTOBER</p> <ul style="list-style-type: none"> • Halloween • Mental Health Week – Turn Up In Blue Day • Snap, Send Solve App promotion 	<p>NOVEMBER</p> <ul style="list-style-type: none"> • Watch Around Water • Safety stats in Annual Report • Wildflower season • Opening of the pool • Warm weather - people leaving the windows and doors open and unlocked for cool air 	<p>DECEMBER</p> <ul style="list-style-type: none"> • Road Safety Commission Summer Campaign • BikeInc • Safety when going on holidays • Watch Around Water • School holidays - youth engagement • Christmas • Summer begins

Community Safety Committee Meeting Minutes
31 May 2022



6.2 ESTABLISHING WORKING GROUPS OF THE COMMUNITY SAFETY COMMITTEE

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

BRIEF

To identify potential working groups to initiate actions of the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Objective 1.1 of the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026 is to "work with WA Police Force & key stakeholder to share knowledge, resources, plan & implement community safety & crime prevention initiatives"

Actions 4 & 5 of this objective are to:

- Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).
- 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.

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

Community Safety Committee Meeting Minutes
31 May 2022



- 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

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	Community Safety Initiatives run over budget	Possible (3) x Insignificant (1) = Low (3)	Check budget regularly and check expenditure. Apply for increased budget allocation if likely to require additional funds.
Health & Safety	Crime rates increase & the plan does not improve community safety.	Possible (3) x Minor (2) = Moderate (6)	The Committee & Shire staff work in close partnership with local Police and other agencies to implement targeted strategies to reduce crime & anti-social behaviour.
Reputation	Community safety is an area of public concern. The	Possible (3) x Medium (3) = Moderate (9)	Cross agency Community Safety and Crime

Community Safety Committee Meeting Minutes
31 May 2022



	Community Safety & Crime Prevention Plan is not deemed to improve safety.		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 Community Safety & Crime Prevention Plan 2022 – 2026 is an outcome-based plan that includes objectives and actions to address actual and perceived crime within the Shire. To achieve the objectives of the plan it is proposed to establish working groups or connect with existing groups to implement targeted initiatives.

Objective 1.1 of the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026 is to "work with WA Police Force & key stakeholder to share knowledge, resources, plan & implement community safety & crime prevention initiatives"

Actions 4 & 5 of this objective are to:

- Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).
- 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.

Officers are seeking the input of the committee to identify the key target areas where a working group should be established, or a connection made with an existing group. Examples of potential working groups include,

- youth offending and engagement
- business safety & security
- seniors' security & wellbeing
- road safety
- alcohol & other drugs prevention and harm minimisation
- community & environment perceptions, i.e. tidy towns, graffiti clean up, abandoned trolleys etc.

Once the working groups have been identified input is sought from the members of the committee and key stakeholders who are to be approached to join the groups.

Community Safety Committee Meeting Minutes
31 May 2022



DISCUSSION

The Committee discussed whether the working groups should be thematic or based around the focus areas of the plan.

Ms Jane Atterby suggested that a youth diversionary working group could be easily established, with PCYC, ACS, the new Youth Policing Officers, Bridgeley and Avonvale Youth Groups and others. Ms Donna Moody suggested that some key Aboriginal women be identified to join this working group, as the women tend to have more knowledge about what is going on with the young people.

Ms Jo-Anne Woodruff suggested that the actions of the plan be prioritised, and the initial working groups be established to deal with the priority actions.

Ms Jo Metcalf informed the Committee that the Shire Officers will present the prioritised actions and suggestions for the establishment of working groups, identifying the key stakeholders to be approached for each group.

Community Safety Committee Meeting Minutes
31 May 2022



6.3 COMMUNITY SAFETY BUDGET 2021/2022

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

BRIEF

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

There is a budget allocation in the 2021/2022 Annual Budget for \$5,000 towards Community Safety Initiatives. Approximately \$4,500 is remaining in the budget and needs to be spent prior to the 30 June 2022.

Spending to date has been on miscellaneous expenses for the consultation and development of the plan and meeting expenses.

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

Community Safety Committee Meeting Minutes
31 May 2022



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

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Selected initiatives run over the available budget.	Possible (3) x Insignificant (1) = Low (3)	Obtain quotes and follow Shire of Northam purchasing guidelines prior to committing to project.
Health & Safety	Crime rates increase & the plan does not improve community safety.	Possible (3) x Minor (2) = Moderate (6)	The Committee & Shire staff work in close partnership with local Police and other agencies to implement targeted strategies to reduce crime & anti-social behaviour.
Reputation	Community safety is an area of public concern. The Community Safety & Crime Prevention Plan is not deemed to improve safety.	Possible (3) x Medium (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

Community Safety Committee Meeting Minutes
31 May 2022



Environment	N/A	N/A	N/A
-------------	-----	-----	-----

C. OFFICER'S COMMENT

As we are approaching the end of the financial year we have funds remaining in the Council Budget allocated to community safety initiatives.

Officers have identified the following projects that align with the Community Safety & Crime Prevention Plan 2022 – 2026 and can be implemented within the short time frame available.

- Community Safety resources & merchandise. For example fridge magnets with emergency contact details that can be distributed with rates notices and made available for residents at Shire facilities, and expos.
 - Cost estimate: \$2,050 for 5000 magnets 9.5cm x 9.5cm.
- Printing of vinyl banners with community safety messaging for use at community events or other targeted initiatives.
 - Cost estimate: banners range in cost from around \$167 for a 1m x 2m banner, to \$368 for a 2m x 5m banner
- Professionally printing copies of the community safety plan in booklet form. See example from Shire of Harvey.
 - Cost estimate: \$500 for 100 printed booklets.

Officers are seeking the suggestions of the Committee and endorsement to spend up to \$4,500 on the agreed initiatives.

Ms Emma Draper left the meeting at 11.56am.

RECOMMENDATION

That up to \$4,500.00 of the Community Safety Initiatives budget be allocated to Shire of Northam Community Safety resources, including:

- Merchandise
- Vinyl Banners
- Printed copies of the Community Safety & Crime Prevention Plan 2022 - 2026

Community Safety Committee Meeting Minutes
31 May 2022



COMMITTEE DECISION

Minute No. 090

Moved: Mr Ulo Rumjantsev

Seconded: Cr Attila Mencshelyi

That Council:

- 1. Authorise up to \$4,500.00 of the Community Safety Initiatives budget be allocated to Shire of Northam Community Safety resources, including:**
 - Merchandise
 - Printed copies of the Community Safety & Crime Prevention Plan 2022 – 2026

CARRIED 7/0

The Committee formed the view that the vinyl banners were not as important as merchandise with key messaging that can be distributed to the community.

DISCUSSION

The Committee discussed having a range of merchandise produced including fridge magnets, key rings with key messages and information and for various target audiences, such as the elderly, youth, Aboriginal & Torres Strait Islander people.

The Committee were in favour of the idea of fridge magnets with emergency contact information on them.

Ms Jo-Anne Woodruff has an up to date list of support services for mental health, alcohol and other drugs, such as Lifeline, Kids Helpline that could also be produced on to a fridge magnet.

Ms Jodie Jarvis suggested messaging on the magnet include a visible reminder for people to lock their houses and their cars, as many particularly older residents don't lock up and the criminals know to target these people. Ms Jo Metcalf suggested key rings with this message.

Ms Donna Moody suggested magnets and merchandise targeting elder abuse, with messaging that it is not okay and to make it more known amongst the community and that this includes merchandise specific for Aboriginal people, including Aboriginal art and Ballardong language.

Community Safety Committee Meeting Minutes
31 May 2022



Ms Jo-Anne Woodruff said there is an Elder Abuse hotline, and 13Yarn is an Aboriginal specific hotline.

6.4 AGENCY UPDATES

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

Community Safety Committee Meeting Minutes
31 May 2022



- 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

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

Community Safety Committee Meeting Minutes
31 May 2022



DISCUSSION

Ms Jo-Anne Woodruff informed the Committee that she has received an incident report of volatile substance use in Northam with nitrous oxide canisters having been found around the town. Ms Woodruff explained to the committee that Holyoake is the central coordinating agency for the Mental Health Commission's Volatile Substance Use Program. They receive reports of volatile substance use and report these back to the Mental Health Commission and coordinate any interventions required. In this case there was no further information other than the discovery of the canisters so there was no intervention or further action. Ms Woodruff explained that the strategies for dealing with volatile substance use is very different from alcohol and other drug use. There are incident report forms and information available on the Mental Health Commissions website.

Cr Attila Mencshelyi said he would like to see more government departments, such as the Department for Communities, Education and Senior Police, such as the Inspector or Superintendent attend the Community Safety Committee meetings. Ms Jo Metcalf suggested that a targeted letter inviting them to attend the meetings be sent from the Chairperson. Ms Metcalf also recommended Shire Officers conduct another review of the Committee Terms of Reference, removing the regular non-attenders of meetings.

Mr Ulo Rumjanstev raised the topic of e-bikes and e-scooters, citing an incident he was involved in at the Gordon Street and Wellington Street intersection. Mr Rumjanstev would like there to be more education regarding their correct use and road rules. He is concerned that there will end up being a fatality as their popularity increases. SCON Brendan Felstead informed the Committee that whilst they have been provided with some information regarding policing these vehicles, he is not aware of educational material that has been produced from the Police as yet. The Police have not kept up with the rapid increase in demand for these vehicles and the problems that arise as a result. The Committee discussed promoting the correct use of e-scooters and e-bikes via the local newspaper, including a photo of children on their e-scooters wearing helmets and waiting for the traffic.

Ms Jane Atterby informed the Committee that the State Government has pledged money to Northam for a family domestic violence program aimed at younger people. Young people at PCYC were consulted regarding their needs. The program is planned to commence later this year.

Cr Attila Mencshelyi raised the topic of speeding and hooning in built up areas in Bakers Hill. There is a lack of speed limit signage in the area. Shire Officers will engage with the Executive Manager Engineering, Police and Mr Cliff Simpson

Community Safety Committee Meeting Minutes
31 May 2022



from Roadwise regarding actions that can be taken, including placement of a SAM trailer, signage and speed cameras in the area.

7. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil

8. DATE OF NEXT MEETING

11am Tuesday 16 August 2022. Venue to be advised.

9. DECLARATION OF CLOSURE

There being no further business, the Presiding Member Cr Julie Williams declared the meeting closed at 12:29pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on 31 May 2022 have been confirmed as a true and correct record."

_____ Chairperson

_____ Date

13. OFFICER REPORTS

13.1 CEO'S Office

13.1.1 Strategic Community Plan & Corporate Business Plan

File Reference:	
Reporting Officer:	Chief Executive Officer - Jason Whiteaker
Responsible Officer:	Chief Executive Officer - Jason Whiteaker
Officer Declaration of Interest:	There are a number of items in the action list and project list associated with the Bert Hawke precinct. The officer is secretary of the Northam Hockey Club which is located within this precinct.
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes

BRIEF

For Council to consider the provided draft strategic community plan / corporate business plan, and is to determine whether or not to adopt the plan or otherwise.

ATTACHMENTS

Attachment 1: Shire of Northam Plan for the future (Strategic Community Plan & Corporate Business Plan).

C. BACKGROUND / DETAILS

The Council commenced the process for reviewing its strategic community plan over twelve months ago, when it provided an opportunity for the community to input into the future of the Shire via a community survey and series of workshops.

More than 800 community members and key partners provided input through this planning process, addressing three key areas:

- Where are we now?
- Where do we want to be?
- How do we get there?

In addition to the community input, staff and Elected Members have been provided with a number of opportunities to input and mould the plan for the

future of the Shire, to ensure it reflects the aspirations of the community, and elected members as their representatives.

Elected Members have had the draft plan for a number of months and attended a series of workshops, with the most recent being held on May 25, 2022.

The Shire of Northam is taking a slightly different approach with respect to its two key planning documents, being the Strategic Community Plan and Corporate Business Plan, whereby it is proposed to incorporate these two documents into one succinct plan for the future. This approach has been taken to make it easier for elected members and the community to gain a clear understanding of not only what the priority strategies are, but also the specific actions Council is taking to assist in achieving the established goals and objectives.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

This agenda item reflects a complete review of the strategic community plan and corporate business plan.

B.2 Financial / Resource Implications

There are a range of financial implications associated with the proposed strategic community plan. These are reflected on two levels, being operational and project based. The project based costs have been presented to Council for review via the workshops, and will form part of the adoption of the 2022 Strategic Community Plan. The capital items have also been assessed by staff and modelled through the Council's long term financial plan which indicates their affordability.

The operational implications have been assessed and where significant disclosed to ensure Council has an awareness of the affordability of the proposed strategic community plan.

On a strategic level, the plan also incorporated the financial health indicators, which reflect the overall financial health of the organisation taking into consideration the financial implications of the draft plan. Elected Members will note that the financial health indicators reflect positively on the financial position and affordability of the proposed plan.

B.3 Legislative Compliance

Section 5.56 of the Local Government Act (1995)

Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Sections 19C and 19DA of the Local Government (Administration) Regulations 1996 details the requirements of the strategic community plan and corporate business plan.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

More than 800 community members and key partners provided input through this planning process

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Plan strategies and actions unaffordable.	Possible (3) x Extreme (5) = High (15)	Run proposed strategies and projects through the Councils long term financial plan model to assess affordability
Health & Safety	N/A		
Reputation	Strategies and actions within plan not delivered	Possible (3) x Medium (3) = Moderate (9)	Progress towards achieving outcomes to be monitored and reported back to the community annually. Staff to develop annual delivery plans, with regular progress updates reported to the CEO and Council
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

There is an entire section within the plan which focuses on the environment including the impacts the organisation is having on it.

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council

1. adopts the Shire of Northam Strategic Community Plan (2022 – 2032) and the Shire of Northam Corporate Business Plan (2022/23), as presented in the Shire of Northam Plan for the Future.
2. Authorises the Chief Executive Officer to make typographical and formatting adjustments as required.

MOTION / COUNCIL DECISION

Minute No: C.4486

Moved: Cr Williams

Seconded: Cr Ryan

That Council

1. Adopts the Shire of Northam Strategic Community Plan (2022 – 2032) and the Shire of Northam Corporate Business Plan (2022/23), as presented in the Shire of Northam Plan for the Future, subject to the following adjustments:
 - a. 9.2.10 be adjusted to read 'Partner with local communities and progress associations to assess the demand and potential future requirements for new school bus shelters'.
 - b. 10.3.2 be adjusted to read 'Bring Northam to life in the evenings through the use of light and activities'.
 - c. An additional action be added in 10.3 'Provide activities to revitalise Bakers Hill and Wundowie town centres' to commence in 2022/23.
2. Authorises the Chief Executive Officer to make typographical and formatting adjustments as required.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

Reason for Change to Officer Recommendation

Adjustments were made to reflect a number of original actions in a previous draft of the Council Plan and adjustments to other initiatives to better reflect the aspirations for the Council and community.

Attachment 1 – Shire of Northam Plan for the future



1

CONTENTS

Introduction	1
Acknowledgment of People and Country	2
Executive Message	2
Northam at a glance	3
Priorities	7
Our purpose	9
Our vision	10
Our plan for the future	12
How to read this plan	14
People	16
Planet	20
Place	24
Prosperity	28
Performance	32
Resourcing the plan	35
Managing risk	36
Commitment to value	37
Key capital projects	40
Development and reporting	41
MARKYT [®] Performance Scorecard	42
How to get involved	Back page

INTRODUCTION

Kaya Wunju, hello and welcome to the Shire of Northam's Council Plan. This plan combines our Strategic Community Plan and Corporate Business Plan into one succinct document.

More than 800 community members and key partners helped to shape this plan, addressing three key areas:

- Where are we now?
- Where do we want to be?
- How do we get there?

This plan embraces the FUTYR[®] strategic planning approach, follows the Integrated Planning and Reporting Framework guidelines and satisfies a legislative requirement for all local governments to have a plan for the future.

This plan describes:

- A future vision for the Shire of Northam
- How the Shire will achieve and resource its objectives
- How success will be measured and reported



The Shire of Northam acknowledges the Traditional Custodians of the country and wishes to pay respect to Ballardong and Whadjuk Elders past and present.

Executive Message

We are proud to present the Shire of Northam's strategic plan for the future: 2022 – 2032. This plan brings our Strategic Community Plan and Corporate Business Plan together into one succinct document that clearly articulates the future of the Shire of Northam.

We commenced this major review in 2021 and embarked on an extensive process of community engagement through surveying, reviewing our current plans and strategies, and additional community engagement through a series of workshops. We also undertook an internal review of our current performance across a range of areas, held a series of elected member and staff workshops and a final review and endorsement by Council. As a result, we believe, together, we have developed a robust plan for the future of our Shire, which builds on the achievements of the past four years.

Importantly, our Plan for the Future articulates a clear vision for our Shire, it also details the strategies, objectives and key actions we will be applying in order to achieve the vision we have established. These strategies, objectives and actions have not been developed in isolation, they have been developed in partnership with the community and through the significant amount of feedback and input that you have provided. We also recognise that the world we live in is fast paced with a constantly changing environment and to thrive we need to be flexible, adaptive and willing to change direction if the external environment warrants it. We will be reviewing our progress on a regular basis, providing you with

feedback on how we are going and providing you with regular opportunities to input.

We recognise that achieving our vision for the Shire of Northam will not be easy and it will be unachievable without the buy-in and support of our community. We will provide leadership and be proactive in our actions, however without your backing we will not be able to deliver on all of our objectives. We want to be brave and ambitious in moving our Shire forward and we welcome your ideas, input and feedback.

Communication and engagement with the broader community are both areas we will be seeking to enhance. We have listened to you and heard your desire for more information and involvement in what the Shire of Northam does. This will be an evolving process as we look to try some new communication initiatives, bring back a few old ones and continue to understand your ideas on how we can keep you, as a member of our community, informed and engaged.



Cllr Chris Antonio
Shire President



Mr Jason Whitaker
Chief Executive Officer

2

UNCOMMITTED

3

Shire of Northam at a Glance

Located in the picturesque Avon Valley, 50km outside of the Perth metropolitan area, the Shire of Northam is rich in Aboriginal and European cultural heritage. After Fremantle, it has the highest concentration of significant heritage buildings in Western Australia.

Part of the Noongar nation and home to Ballardong and Whadjuk people, Northam was one of the first European settlements following the founding of the Swan River Colony in 1829. Gazetted in 1836, the town grew with the establishment of a flour mill in the 1840s. By the 1890s, Northam became a vital gateway to the Goldfields when the Perth to Eastern Goldfields railway was routed through Northam.

After World War II, many migrants and refugees were offered support and decided to stay and build new lives in the area contributing to the Shire's rich cultural diversity. In the 1970s, immigrant architect, Iwan Iwanoff, designed stunning examples of Brutalist style architecture for the Library and former Chamber offices. Still standing and celebrated, these buildings were recognised by the Australian Institute of Architects with an award for enduring architecture in 2021.

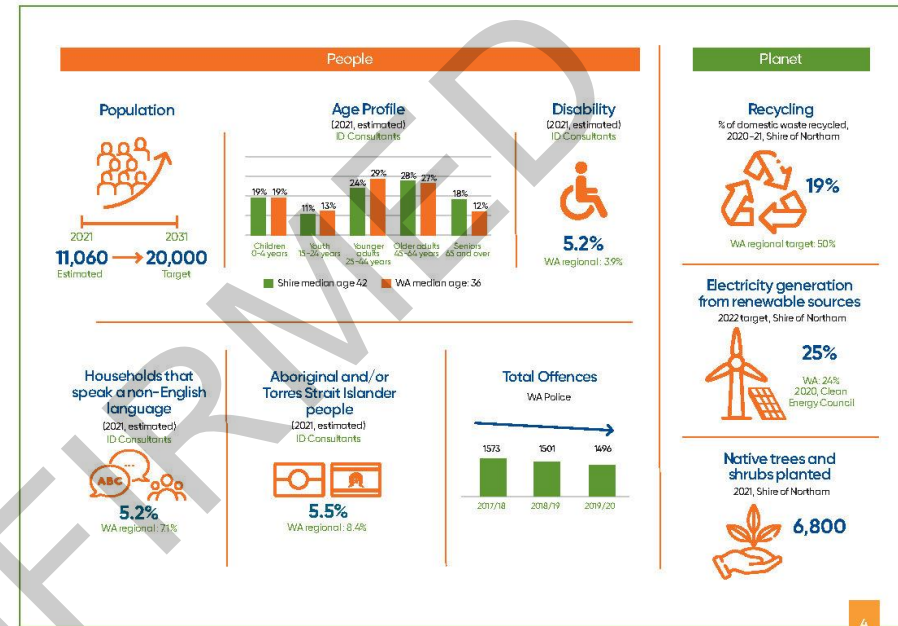
The Shire is part of the significant Avon Valley agricultural region with more than 2.6 million hectares of farming land. The region produces around one billion dollars of exports with agricultural produce representing the largest export product. The main produce is wheat, barley, oats, sheep, wool and cattle.

Northam is the key administration, business, industry and service centre for the Avon Region, with townships situated in Bakers Hill, Clackline, Grass Valley, Spencers Brook and Wundowie. With an estimated

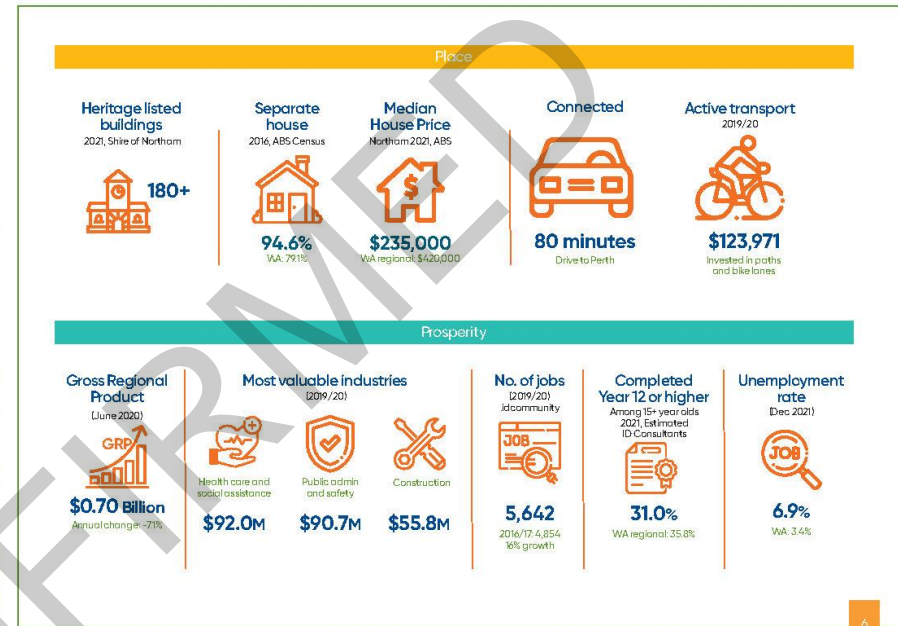
population of 11,013 people in 2020, there are plans for the Shire to grow significantly. Identified as a regional growth centre, the Northam Regional Centre Growth Plan sets a vision for Northam to house 20,000 people by 2031 and service more than 50,000 people across the Avon Region.

The Shire of Northam has a growing focus on sustainability, necessitated by its location in one of the Earth's most biologically rich, yet threatened, terrestrial regions. One of 36 recognised biodiversity hotspots around the world, and the only globally recognised biodiversity hotspot in Australia, the South West Australia Ecoregion contains more than 1,500 endemic species of vascular plants found nowhere else on Earth. Having lost more than 70 per cent of its primary native vegetation, it is vital to conserve remaining nature reserves and the many threatened plants and birds.

Overall, there is a growing climate of opportunity in the Shire of Northam. Perceptions of Northam as a place to live and work are rapidly improving. From 2015 to 2021, the overall livability score given by residents improved from 54 to 70 out of 100. And, in an independent survey of 98 business owners and managers, 85 per cent rated the Shire of Northam positively as a place to own or operate a business.



4



7

Priorities

Priorities shift over time in response to what's happening locally and globally. To provide quality of life outcomes, the Shire of Northam must stay abreast of and adapt to changes in the political, environmental, social, technological, economic and legal landscape. We must also respond to changing community expectations.

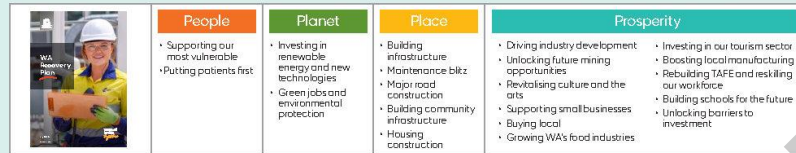
Global Priorities

The United Nations' Sustainable Development Goals (SDGs) provide a global roadmap to increase prosperity, end social injustice and poverty, and improve health and wellbeing, all while protecting the environment for current and future generations. 17 goals were agreed by all UN member states, including Australia. The Shire of Northam will be a catalyst for change, promoting and facilitating the achievement of goals and relevant targets in the local community. Learn more about the SDGs at <https://sdgsun.org/goals>.



State Priorities

In 2020, the COVID-19 pandemic exposed worldwide vulnerabilities, drawing attention to the need for healthy communities and resilient economies. The State Government of Western Australia responded with a WA Recovery Plan. Learn more about the Government of Western Australia's priorities at www.wa.gov.au/government/wa-recovery.



Learn more about the Government of Western Australia's priorities at www.wa.gov.au/government/wa-recovery.

Local Priorities

To understand local needs and priorities, the Shire of Northam commissioned an independent review. In 2021, 881 community members completed a MARKYT® Community Scorecard. The top priorities were community safety and crime prevention and local roads, followed by streetscapes and verges, economic development, footpaths, trails and cycleways, and the river and waterways.

MARKYT Community Priorities



- 1 Youth services and facilities
- 2 Family / children services
- 3 Senior services and care
- 4 Disability access and inclusion
- 5 Respect for Aboriginal cultures
- 6 Volunteer support
- 7 Safety and crime prevention
- 8 Animal management
- 9 Health and community services
- 10 Sport and recreation
- 11 Programs, parks, reserves
- 12 Library and information services
- 13 Festivals, events, art, culture
- 14
- 15
- 16 Conservation and environment
- 17 River and waterways
- 18 Sustainability / climate change
- 19 Waste collection services
- 20 Road, noise, pest, pollution
- 21 Natural disaster management
- 22
- 23
- 24 Growth and development
- 25 Assets character and identity
- 26 Planning and building approvals
- 27 Housing
- 28 History and heritage
- 29 Community buildings & toilets
- 30 Streetscapes and verges
- 31 Local roads
- 32 Traffic management
- 33 Footpaths, trails and cycleways
- 34 Lighting of streets, public places
- 35
- 36
- 37 Economic development
- 38 Local town centre
- 39 Education and training
- 40
- 41
- 42 Council leadership
- 43 Advocacy and lobbying
- 44 Innovation and technology
- 45 Consultation
- 46 Communication
- 47 Customer service

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

8

9

Our purpose

The Shire of Northam exists to deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle while respecting our heritage and facilitating economic growth.

To fulfill our purpose, and work towards achievement of the community's vision and aspirations, we take on six key roles:



Advocate

We are a voice for the local community on key issues.



Facilitate

We help to make it possible or easier to meet community needs.



Partner

We form strategic alliances in the interests of the community.



Provide

We directly provide a range of services to meet community needs.



Fund

We help fund organisations to deliver essential community services.



Regulate

We regulate compliance with legislation, regulations and local laws.










Our plan for the future

To achieve the vision, the community helped shape a plan for the future.

There are five core performance areas in this plan – people, planet, place, prosperity and performance. These areas are interrelated, and each must be satisfied to deliver excellent quality of life in the Shire of Northam.

For each area, there is an overarching aspirational statement and desired outcomes, summarised below. Over the following pages, we explore each area in more detail. We describe the current situation, recent achievements, what we will keep doing, and our plan for the future. "What we will keep doing" covers business as usual activities, with a focus on continuous improvement. "Our plan for the future" describes priority projects to meet local needs and objectives. When deciding on priority projects, Council considers a range of comprehensive supporting strategies and community suggestions.

	 People	 Planet	 Place	 Prosperity	 Performance
ASPIRATION	A healthy, connected and safe community with access to quality services.	Leading in sustainability.	Responsibly planned towns and rural communities.	A diverse and growing economy.	Open and accountable leadership with effective governance.
DESIRED OUTCOMES	<ol style="list-style-type: none"> 1. A safe community. 2. A caring and inclusive community. 3. A happy and healthy community. 	<ol style="list-style-type: none"> 4. Healthy and attractive natural habitats, rivers and waterways. 5. A resilient community. 6. Shared responsibility for climate action and sustainability. 	<ol style="list-style-type: none"> 7. Urban and rural environments are sensibly planned and developed. 8. Attractive and welcoming places. 9. Safe, efficient and sustainable movement of people and vehicles. 	<ol style="list-style-type: none"> 10. An attractive destination for investors, business and visitors; helping to grow the economy and local jobs. 11. Quality education opportunities for everyone. 	<ol style="list-style-type: none"> 12. Excellence in organisational performance and customer service. 13. A well informed and engaged community.



How to read this plan





PEOPLE



A healthy, connected and safe community with access to quality services

Current situation

As a place to live, the Shire's score improved from 54 to 70 between 2015 and 2021. Sport and recreation, and library services, were the biggest improvers.

The Shire is an industry leader in recognising and respecting Aboriginal cultures and heritage.

Playgrounds, parks and reserves also attracted high performance scores.

To better meet local needs, the community would like the Shire to prioritise safety, services and facilities for youth and seniors, and festivals and events.

Safety is the highest priority in the community. Community members would like greater police presence, more CCTV and better lighting to discourage crime and anti-social behaviour.

To better meet the needs of youth and seniors, the community is calling for improved access to seniors' accommodation and aged care, more diverse and affordable activities for youth and seniors, and better transportation for youth and seniors.

Community members would also like more festivals and cultural events to unify the community and attract visitors.

Some recent achievements

CCTV Extensions in Wundowie
Invested \$20,000 to improve community safety and crime prevention with 11 new CCTV cameras in Wundowie.

Northam Aquatic Facility
Opened a new, state-of-the-art \$11.05m aquatic centre in 2020 with a 50-metre pool and giant slides, backed by \$4.7 million in external grant funding.

New Youth Precinct
\$1.5 million invested in a new Northam Youth Precinct featuring a skate bowl, ramps, parkour, half-court basketball, table tennis, flying fox, BBQ facilities and shelters.

Artificial Hockey Pitch
Collaborated with Northam Hockey Club, Avon Hockey Association, Department of Local Government, Sport and Cultural Industries and Main Roads WA to fund Northam hockey precinct improvements, including an artificial playing surface, lighting and spectator area.

Biya Koort Boodja
Opened a Centre for Nyooongar Culture and Environmental Knowledge to improve cultural awareness among school students, community members and visitors. The centre attracted 7,539 visitors in 2020/21.

Community Grants
\$150k provided in community grants to support community-based organisations, sporting groups and schools to conduct activities for the benefit of residents.

What we will keep doing

Council will continue to deliver and improve a range of services and facilities that contribute to achievement of the People aspiration and outcomes. Please refer to service area plans for more information.

- Community safety initiatives
- Community development
- Community awards and recognition
- Youth services
- Northam Youth Precinct
- Wundowie Skate Park
- Seniors services
- Kilara respite services
- Arts and culture
- Northam Library
- Wundowie Library
- Beavis Place
- Biya Koort Boodja Centre
- Community events, such as Northam Biya Festival, Avon Descent, Australia Day, Carols on Fitzgerald and Ballooning events.
- Access, disability and inclusion
- Recreation services and facilities
- Northam Recreation Centre
- Northam Aquatic Facility and Slides
- Wundowie Swimming Pool



Our plan for the future



19



PLANET



Leading in sustainability.

Current situation

There is a growing need to focus on sustainability.

The community would like the health and appearance of the river and waterways improved, with greater opportunities for recreation and tourism. They are concerned with water quality, weeds and rubbish.

Being located in the South West Australia Ecobion, the only globally recognised biodiversity hotspot in Australia, there is need for active management of rare and threatened species. Community concerns include land clearing, invasive plants and weeds, and the impacts of feral animals.

The community would like greater use of renewable energy and more waste recovery, in line with global trends. The community would also like a greater focus on storm, flood and fire risk management to mitigate climate change and natural disasters.

Some recent achievements

- River rehabilitation**
Together with Avon Environmental Society, c.500 native plants and rushes were planted to the Town Pool area, Enright Park and Town Pool Islands.
- Soil erosion mitigation**
Together with Northam CAC community group, over 700 bushes and reeds were planted to slow surface water runoff and reduce the effects of soil erosion.
- Cities Power Partnership Program**
Council formalised its commitment towards a clean economy and zero emissions, signing up to the Cities Power Partnership Program.
- Green Power Purchase Agreement**
In collaboration with WALGA, Synergy and 51 local governments, the Shire has entered into a 3 year agreement to purchase renewable energy from wind farms, with a target to purchase 75% renewable energy by 2024.
- Investment in renewable energy**
Generated 108.2 KW of solar energy from solar panels installed on Shire facilities, including Northam Recreation Centre, Killara Respite Care Centre, Northam Visitor Centre, Shire Administration office, Wundowie Town Hall and Wundowie Library.
- Bushfire risk management**
\$500k invested in mitigating bushfire risk on Shire-owned freehold properties to manage risks and demonstrate community leadership in bushfire preparedness.

What we will keep doing

Council will continue to deliver and improve a range of services and facilities that contribute to achievement of the Planet aspiration and outcomes. Please refer to service area plans for more information.

- Fire and emergency management
- Conservation and environmental management
- Environmental health services
- Ranger services
- Dog and cat registrations
- Waste management

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

20



Our plan for the future

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

22

UNCONFIRMED



23



PLACE



Responsibly planned towns and rural communities

Current situation

A number of place measures improved between 2019 and 2021. The biggest improvements were in responsible growth and development (up 6 index points), the area's character and identity (up 6 points), and local roads (up 5 points).

Preservation and promotion of local history and heritage also improved by 11 index points between 2015 and 2021.

Although roads are improving, they remain the second highest priority behind safety. Community members are mostly concerned with maintenance, repairs and upgrades of sealed and unsealed roads. They would like more rural roads to be sealed. There are also perceived issues with drainage and flooding over roads.

Community members are concerned with streetscapes and paths. They would like more attractive, better maintained streetscapes with gutter mowing, weed control and rubbish management. They would also like an improved network of well-maintained paths, trails and cycle ways.

Housing is also an issue with concerns about access to housing, in particular for people who want to work and live in the region, seniors, homeless and victims of domestic violence. Also in support for more diverse housing, 94.6% of homes in the Shire are separate houses, compared to 79% across Western Australia.

Some recent achievements

Better roads
Allocated \$2.65 million to rural roads and \$1.69 million to town roads in 2020/21 to reconstruct, widen or resurface 22 roads across the Shire.

More trails planned
A Trails Master Plan was co-designed with the community to better service our residents and visitors alike.

Park infrastructure upgrades
Upgraded Rushton Park, Bert Hawke Oval Playground and Parina Park, Apex Park, and developed Bearvis Place public open space.

Municipal heritage survey
A heritage review was completed to catalogue historical pieces stored in Northern Regional Library, Northam Town Hall, Old West Northam Rail Station and Morby Cottage, plus the Shire's art works collection.

Heritage grants
\$65,000 granted to local businesses to upgrade shop facades in Northam CBD.

What we will keep doing

Council will continue to deliver and improve a range of services and facilities that contribute to achievement of the Place aspiration and outcomes. Please refer to service area plans for more information:

- Major works and projects
- Asset management
- Planning and building approvals
- Building maintenance
- Northam Cemetery
- Parks and gardens
- Verge and weed management
- Tree Subsidy Program
- Free Native Plant Giveaway
- Road construction and maintenance
- Paths, trails and cycle ways
- Airport maintenance



Our plan for the future



UNCONFIRMED

27



PROSPERITY



A diverse and growing economy

Current situation

Recent efforts with economic development have been well received. Among 98 business owners and managers surveyed, 85 per cent rated the Shire of Northam positively as a place to own or operate a business.

Since 2015, community perceptions of economic development and job creation are up 11 index points, perceptions about how local town centres are being developed are up 10 points, and access to education and training is up 10 points.

Northam is also improving as a place to visit, up 8 index points since 2019.

The Shire is encouraged to continue efforts to grow and diversify the economy, with economic development and job creation the fourth highest priority overall.

Community members would like the Shire to attract new businesses and industries, fill empty shops, and encourage business to open longer hours, with consideration for incentives to facilitate this.

More and improved signage, promotion and overnight caravan and RV parking are also suggested to grow tourism.

Some recent achievements

New commercial buildings
45 commercial permits were issued in 2020/21 and 2021/22 with an estimated value of \$12.5 million, including applications to construct KFC, Buntings, and the Akron Office and Warehouse.

New co-working space for entrepreneurs
Partnered with Northam Chamber of Commerce to deliver Create 298 offering affordable and flexible opportunities for entrepreneurs to access modern work spaces, business networks, internet access and other member services.

Pop-up shops
In 2019/20, the Shire enabled three local entrepreneurs to occupy vacant shops in Northam town centre to trial their business concepts. This led to one pop-up shop going permanent and leasing retail space in Fitzgerald Street.

Tourism promotion
The Shire partnered with local governments in the Avon Valley to generate regional tourism growth.

Lighting up Northam's suspension bridge
Thanks to a \$55,500 grant from the RAC's Reconnect WA initiative, Australia's longest pedestrian suspension bridge, located in Northam, gained a 1,200-light installation for improved safety, activation and cultural recognition. The lights change colours to reflect six indigenous seasons.

What we will keep doing

Council will continue to deliver and improve a range of services and facilities that contribute to achievement of the Prosperity aspiration and outcomes. Please refer to service area plans for more information.

- Economic development
- Industry Attraction Fund
- Business Redevelopment Fund
- Avon Industrial Park
- Avon Logistics Hub
- Create 298 co-working space
- Tourism and attractions
- Northam Visitor Centre
- Molby Cottage, Northam's first house
- Events management

Image credit: ian, Poebish/Gogostyle, Photos

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

28



Our plan for the future

UNCONFIRMED



PERFORMANCE



Open and accountable leadership with effective governance

Current situation

As a governing organization, the Shire of Northam is rated as excellent, good or okay by 74% of community members.

There is room to improve with Council's leadership scoring 47 out of 100, value for money from Council rates scoring 42 and community consultation scoring 40.

The community would like Council to develop and communicate a clear vision for the district, to demonstrate improved understanding of community needs, and to embrace change, innovation and new technology to improve business efficiencies and customer service.

Email and direct mail outs, such as letters and flyers, are the preferred channels of communication, followed by social media. Improvements are needed across all channels to improve reach and impact.

Some recent achievements

High community engagement
Over 880 community members participated in the MARK19 Community Scorecard, sharing 47,555 words with ideas and suggestions on how quality of life could be improved in the Shire of Northam.

Annual Financial Audit
Continued the Shire's proud history of receiving non-qualified audit reports from an external auditor. This means there are no adverse findings resulting from the independent financial audit.

Financial Health
The Shire of Northam has been outperforming State, Regional and Metropolitan averages for financial health for a number of years. Visit www.mycouncil.wa.gov.au to see our results.

What we will keep doing

Council will continue to deliver and improve a range of services and facilities that contribute to achievement of the Performance aspirations and outcomes. Please refer to service area plans for more information.

- Leadership and governance
- Strategic planning
- Customer service
- Communications
- Administration services
- Finance services
- Human resources
- Information communication and technology
- Risk management
- Records management
- Procurement



Our plan for the future



UNCONFIRMED

Resourcing the Plan

An engaged and well supported workforce

The Shire is committed to attracting, training and retaining a skilled and engaged workforce to achieve the outcomes in the Council Plan. The Workforce Plan is regularly reviewed to ensure workforce resources are aligned with organisation and community needs.

As of 2022, the Shire employed 110 full time equivalent staff to deliver services.

Please see the Shire's Workforce Plan at www.northam.wa.gov.au for more information.

Service area planning

Service area planning is being introduced to provide efficient and cost-effective delivery of priority projects and continuous improvement of existing services and facilities. The following table summarises the number of employees in each team, expressed as the full-time equivalent (FTE), and the operating budget per team (rounded to 1 decimal place) in 2022.

Directorate	Service teams	Employees (FTE)	Operating Budget
Office of the CEO	<ul style="list-style-type: none"> Governance Human Resources Organisational safety 	5	\$2.3m
Corporate Services	<ul style="list-style-type: none"> Finance Information Technology Administration Customer Service 	14	\$2.9m
Development Services	<ul style="list-style-type: none"> Environment Public Health Building compliance Town Planning Ranger Fire & Emergency Services 	20	\$5.3m
Community Services	<ul style="list-style-type: none"> Communication Community Development Library Recreation, Aquatics & Youth Heritage Respite (in/ill) Community Safety Visitor Servicing 	35	\$5.7m
Engineering Services	<ul style="list-style-type: none"> Civil works, construction & maintenance Parks, Recreation & Reserves Building assets 	36	\$8.7m
Total		110	\$25.0m

Managing Risk

To mitigate risks associated with the provision of Shire services, the Shire implements an enterprise-wide risk management framework and plan.

The Shire's risk management policy aims to build a risk-management environment supported through systematic practices. These practices are aimed at safeguarding Shire people, assets, property, environment, reputation, finances and information.

The risk management policy, among other things, focuses on establishing the Council's appetite for risk. Risk appetite is the amount of risk exposure, or potential adverse impact from an event, that the Shire is willing to accept in pursuit of its objectives. Once the risk appetite threshold has been breached, risk management controls and actions are required to bring the exposure level back within the accepted range. The Shire has a risk appetite that it tolerates, consisting of low, medium, high and extreme risks, as detailed in the table below:

Risk Rating	Minimum treatment required	Description
Extreme	Reject and avoid or mitigate	Immediate action required in consultation with Chief Executive Officer of Executive Manager to either avoid the risk entirely or to reduce the risk to a low, medium or high rating. A Council decision, or at a minimum, Council advice is required.
High risk	Accept and mitigate	These risks need to be mitigated with actions as required and managers need to be assigned these risks.
Medium risk	Accept	Manage by specific monitoring or response procedures.
Low risk	Accept	Manage by routine procedures.

The Council has established an Audit & Risk Committee which, among other things, monitors the organisations risk management, including performance.

The Shire of Northam manages risk in accordance with the principles, framework and guidelines detailed in AS/NZ ISO 31000:2009 and will:

- Implement an Enterprise Risk Management Framework and Plan
- Identify strategic, operational and project risks using systematic tools, and based on the level of risk, ensure effective Risk Treatment Plans are in place to minimise such risks
- Ensure any item with a risk ranking of greater than 10, categorised as either a high or extreme risk and is apparent to be ongoing, be listed on the Shire's Risk Register
- Implement a range of risk management key performance indicators to monitor responsibility and accountability

Commitment to Value

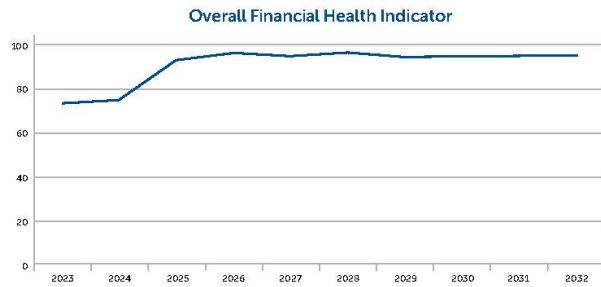
The Shire is committed to providing the community with value from money.

Long term financial planning and annual budgeting is undertaken to responsibly manage expenditure. Shire services, facilities and special projects are funded through various revenue streams. This includes grants from State and Commonwealth government, Lotterywest and others, rates, fees and charges, and cash reserves.

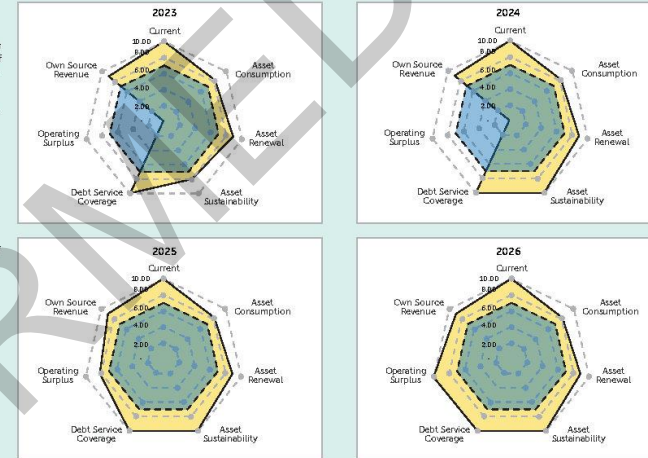
The COVID-19 pandemic has had a significant impact on the Shire of Northam's financial position. A combination of significant resource allocation to support the local community through the initial phases of the pandemic, coupled with a year of no rate increases, significant discounts on rates offered and limited fees and charges has adversely impacted the Shire's financial health indicators. This is mainly due to the operating surplus ratio not meeting targeted requirements.

A financial recovery plan is in place to address the operating surplus ratio, and return the Shire to a surplus in 2024/25 as shown in the Financial Health Indicator radar charts.

The Shire's Overall Financial Health Indicator is presented as a score out of 100 and is determined by the results of the seven financial health indicators in the radar charts: 1) current ratio, 2) asset consumption, 3) asset renewal, 4) asset sustainability, 5) debt service coverage, 6) operating surplus and 7) own source revenue.



Financial Health Indicator Radar Charts



In the financial health indicator charts right, the blue section of the spider graph indicates the minimum standard, and the yellow section indicates the Shire's projected performance.

Please see the Shire's Long Term Financial Plan at www.northam.wa.gov.au for more information. This plan is next due for review in 2023/24.

To learn more about the Shire's financial health indicators, please visit: www.mycouncil.wa.gov.au/Council/ViewCouncil/157



Key Capital Projects

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

40

UNCONFIRMED

Development and reporting

The Local Government Act 1995 requires of local governments to plan for the future. As of 2021, Council was required to adopt a 10 year Strategic Community Plan, 4 year Corporate Business Plan and Annual Budget that were integrated with asset management plans, a workforce plan and a long-term financial plan.

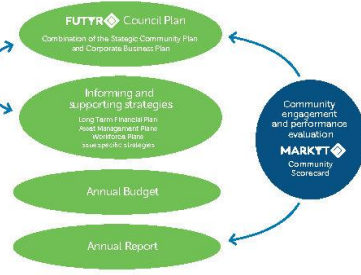
To streamline reporting and strengthen integration, we have combined the Strategic Community Plan and Corporate Business Plan into one succinct document and named it our Council Plan.

In 2021/22, Council embraced the FUTYR® approach to conduct a major review of its Strategic Community Plan and Corporate Business Plan. This is a community-led, integrated and streamlined approach designed specifically for local government. It involved:

- Desktop research
- Detailed review of current plans and strategies to align and integrate outcomes and actions
- Community perceptions survey and benchmarking using the MARKYT Community Scorecard
- Series of workshops with Elected Members, staff, key stakeholders and local community members

We express our deepest thanks to more than 800 community members who assisted with development of the Council Plan. We heard from a good cross section of people in the local community, including youth, families, seniors, people with disability, people with diverse cultural backgrounds, local businesses owners and managers, and representatives from local community organisations.

To track progress against outcomes in this plan, Council will monitor real and perceived performance levels from various sources. Results will be reported in the Annual Report. Please visit www.northam.wa.gov.au to access the Shire's latest Annual Report.



MARKYT
Community Scorecard
881 Community members

MARKYT
Community VoiceBank
4,755 Word count of ideas and suggestions

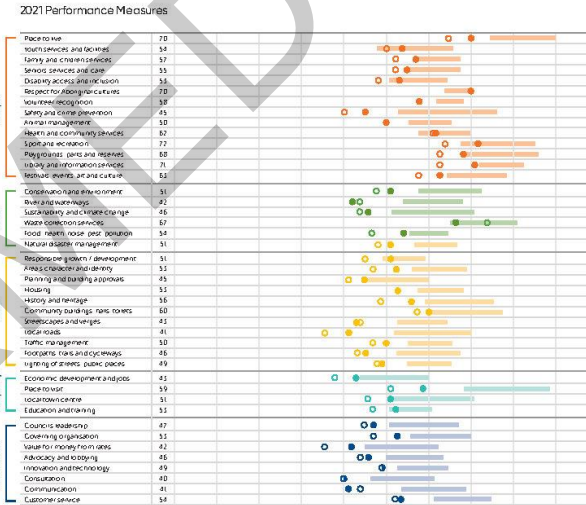
FUTYR
Community Workshop
77 Participants

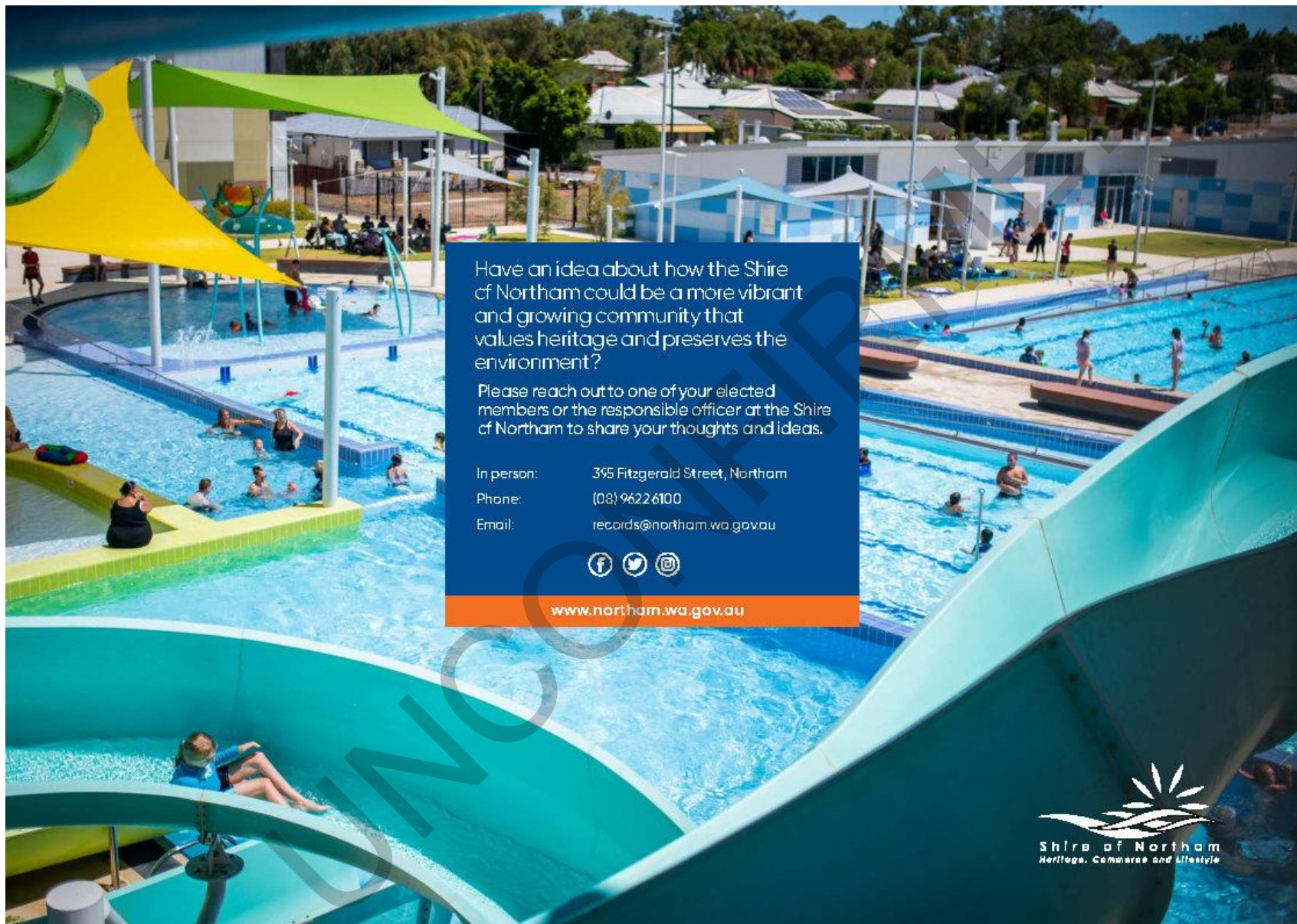
MARKYT Community Scorecard

The Shire of Northam aims to participate in an independent study to monitor and benchmark performance every two years.

The Shire aims to be above the MARKYT® industry average and strives to be the industry leader in all areas.

This chart shows the Shire's Performance Index Score out of 100 compared to the MARKYT® Industry Standards. The preferred target zone is shown as coloured bars.





PEOPLE

● = Covered by existing funding ○ = Needs additional external funding

Outcome 1 A safe community

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
1.1. Play our role in promoting a safe and crime free community	1.1.1. Advocate for greater visibility by Police and Youth Officers in known hotspots.	Community Safety and Crime Prevention Plan	Community Services	●				
	1.1.2. Develop a program to deliver youth diversionary initiatives across the shire on an annual basis (i.e. urban art projects and school holiday activities).	Community Safety and Crime Prevention Plan	Community Services	●				
	1.1.3. Develop a program to facilitate and support targeted place activations and projects across the Shire an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.	Community Safety and Crime Prevention Plan	Community Services		●			
	1.1.4. Develop policy for ongoing involvement in the Northam Alcohol Accord ; a group that consists of Police, Shire of Northam and all licensees and liquor sales outlets in Northam.	Health & Wellbeing Plan; Community Safety and Crime Prevention Plan	Community Services	●				
	1.1.5. Develop a communications program to promote safety and crime prevention information, services and programs.	Community Safety and Crime Prevention Plan	Community Services	●				
	1.1.6. Develop a service level agreement for the management and timely removal of graffiti on council owned assets.	Community Safety and Crime Prevention Plan	Community Services		●			
	1.1.7. Provide an annual community safety and crime prevention forum	Community Safety and Crime Prevention Plan	Community Services	●				
	1.1.8. Provide additional support for the Keeping Kids in Schools program .	Community Safety and Crime Prevention Plan	Community Services	●				
1.2. Provide accessible and safe public spaces.	1.2.1. Incorporate Designing out Crime principles in the project management process to ensure it is applied to all developments and public places.	Community Safety and Crime Prevention Plan	Community Services	●				

	1.2.2. Undertake lighting audits in priority areas.	Community Safety and Crime Prevention Plan	Community Services	•	•			
	1.2.3. Complete a needs analysis, in collaboration with local Police, to determine how the CCTV network can better support community safety requirements.	Community Safety and Crime Prevention Plan	Community Services	•				

Outcome 2 A caring and inclusive community

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
2.1. Actively engage with young people to understand and meet their needs.	2.1.1. Partner with local service providers to offer an extended program of free and affordable activities for children and youth , including after school, weekend and holiday programs.		Community Services	•				
	2.1.2. Advocate to attract new businesses to meet youth and family leisure needs (e.g. ten pin bowling, arcade games, trampolines, movies, climbing facilities, etc).		Community Services		•			
	2.1.3. Supplement the Kidsport grant by \$10,000 per year to enable at risk youth to participate in multiple sports per year.		Community Services	•				
2.2. Improve support for vulnerable groups, including people who are at risk, seniors, and those with disability.	2.2.1. Liaise with Department of Communities to understand local needs for short term crisis accommodation, counselling and support services .	Community Safety and Crime Prevention Plan	Community Services	•				
	2.2.2. Provide more ACROD parking bays with space for independent wheelchair users to get wheelchairs in and out of cars safely (consider locations such as Bilya Koort Boodja, opposite Centrelink, Bernard Park, hospital, Fitzgerald St, Old Northam Railway Station and Grey St Surgery).	Disability Access & Inclusion Plan	Engineering Services	•	•			
	2.2.3. Advocate for increased funding to improve Killara Adult Day Care and Respite Centre services and facilities.	Health & Wellbeing Plan	Community Services	•				
	2.2.4. Advocate for more high care nursing beds in the Shire.	Wheatbelt Integrated Aged Care Plan	Shire President	•				
2.3. Showcase and celebrate	2.3.1. Provide Aboriginal cultural awareness training and promotions programs to the		Community Services		•			

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
diversity.	community.							
	2.3.2. Provide cultural awareness training to all Shire of Northam Staff and Elected Members.		Community Services	•				
	2.3.3. Advocate for employment and procurement opportunities for Aboriginal people and businesses within the Shire of Northam.		Community Services	•				
	2.3.4. Provide dual language and Noongar place naming at key areas and facilities across the Shire.	Local Biodiversity Strategy; Tracks and Trails Masterplan	Community Services		•	•		
	2.3.5. Provide marketing and promotion of Bilya Koort Boodja to position it as a beacon of pride, knowledge, respect and reconciliation, and increase visitation.		Community Services	•				
	2.3.6. Facilitate transition of Bilya Koort Boodja management to traditional owners in a self-determined model.		Community Services			•		
	2.3.7. Provide a Heritage Officer to provide expertise in planning, preserving and showcasing our history and heritage.		Community Services	○				
	2.3.8. Partner with Wundowie Progress Association to advocate for funding for a Wundowie museum and gallery , and interpretive history walk, to curate and showcase local culture, heritage and artefacts.	Wundowie Community Plan	Community Services					•

Outcome 3 A happy, healthy, and connected community

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
3.1. Remain a regional health centre and grow to safeguard access to quality health and community services.	3.1.1. Advocate for attraction and retention of specialist and ancillary health services in Northam.		Shire President			•		
	3.1.2. Facilitate improved GP and nurse practitioner service availability at Wundowie Health Clinic .	Wundowie Community Plan	Chief Executives Office	•				
3.2. Grow participation in sport, recreation and leisure activities with quality regional facilities.	3.2.1. Provide additional Wundowie youth sport and recreation programs and activities.		Community Services	•	•			
	3.2.2. Provide a review Northam Recreation Facilities Development Plan .	Northam Recreation Facilities Development Plan	Community Services		•			
	3.2.3. Following activation of Wundowie youth sport and recreation, provide an assessment the need for new community hub in Wundowie.	Wundowie Community Plan	Community Services			•		
	3.2.4. Provide an assessment of the structural adequacy of Wundowie Swimming Pool, to determine extent of required refurbishment .		Community Services		•			
	3.2.5. Provide a refurbishment to the Wundowie Swimming Pool (if need determined).		Community Services			○		
	3.2.6. Partner with Wundowie Progress Association to pilot a community garden .	Wundowie Community Plan	Community Services		•			
	3.2.7. Provide additional Bakers Hill Recreation Precinct infrastructure with consideration for a skate park, BMX track, outdoor exercise equipment and improved, safer access to external toilets.	Bakers Hill Community Plan	Community Services	•	•	•		
	3.2.8. Provide improvements to Bert Hawke Oval with additional storage, shade and spectator facilities .	Northam Recreation Facilities Development Plan Review	Community Services	•	•			

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
	3.2.9. Provide soccer facilities at Bert Hawke Oval.		Community Services	•				
	3.2.10. Partner to fund Cricket Association to provide lighting to allow for evening cricket at Bert Hawke precinct.		Community Services			○		
	3.2.11. Provide improved facilities at Henry Street Oval with a multi-purpose electronic scoreboard, BMX track, additional parking and an entry statement with an electronic message board.		Community Services	○	○			
	3.2.12. Provide portable grandstands for use across all venues and activities.		Community Services	○				
	3.2.13. Facilitate activation of the river with non-swimming activities.		Community Services		•			
	3.2.14. Provide an Investigation to provide a year-round golf facility in Northam (considering alternatives options for watering fairways during summer, such as water reuse and desalination).		Engineering Services	•				
	3.2.15. Provide marketing and promotion to raise awareness and participation in local sport, recreation and leisure activities.		Community Services	•				
3.3. Grow participation in arts, culture and community activities.	3.3.1. Provide an Events Strategy to activate community places and facilities, covering signature, Shire and community events.		Community Services	•				
	3.4.1. Partner with local sporting clubs to improve volunteering and capacity.		Community Services		•			
3.4. Grow community capacity by supporting community groups and volunteers.	3.4.2. Partner volunteer programs , such as Friends of the River, Wheatbelt NRM and DWER activities, to encourage community members to get involved in caring for the Avon River (such as helping with protecting existing and remnant vegetation, revegetation work, weed management, litter removal, community education, or advocacy work to raise awareness and attract funds).		Development Services	•				

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
	3.4.3. Provide a community support grant program.	Communication & Engagement Plan	Community Services	•				
	3.4.4. Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.		Community Services		•			
	3.4.5. Provide increased awareness and involvement in Australia Day Awards to recognise and show appreciation for local volunteers.		Community Services	•				

UNCONFIRMED



PLANET

● = Covered by existing funding ○ = Needs additional external funding

Outcome 4 Healthy and attractive natural habitats, rivers and waterways.

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
4.1. Create a healthy and attractive river system to enhance sustainability, recreation and tourism.	4.1.1. Advocate for the State Government to improve the health of the Avon and Mortlock River environments.	Northam Regional Centre Growth Plan	Shire President		●			
	4.1.2. Provide an Avon River town pool management plan.		Development Services		●			
	4.1.3. Advocate for a regional approach to catchment management.		Chief Executives Office			●	●	
	4.1.4. Provide water testing to confirm the level of safe access to the river for primary contact (i.e. swimming) and secondary contact (i.e. canoeing) activities.		Development Services	●				
	4.1.5. Provide options to support a White Swan breeding program.		Development Services				●	
4.2. Gain shared commitment in the community to managing Northam's biodiversity hotspot, conserving native wildlife, birds and plant life found nowhere else on the planet.	4.2.1. Provide additional human resources to facilitate implementation of the Northam Biodiversity Strategy .	Northam Biodiversity Strategy	Chief Executives Office		●			
	4.2.2. Regulate for the major themes from the Northam Biodiversity Strategy to be incorporated into the Local Planning Framework .	Northam Biodiversity Strategy	Development Services	●				
	4.2.3. Provide a natural area management strategy for Shire controlled reserves.		Development Services		●			
	4.2.4. Provide support for environmental community projects to care for and conserve the local environment.		Development Services		●			
	4.2.5. Provide a native tree subsidy to the local community		Development Services	●				
	4.2.6. Partner with NRM and other Local Governments to develop and implement the Corella Management Plan .		Development Services	●	●			
	4.2.7. Provide remediation of Shire controlled contaminated site at Lot 100 Clarke Street, Northam .		Development Services			●		
	4.2.8. Provide remediation of Shire controlled contaminated site at 3-5 Boronia Avenue, Wundowie .		Development Services		●			

4.3. Encourage responsible animal management.	4.3.1. Provide a community education programs to encourage responsible dog and cat ownership, with a focus on registrations, de-sexing and containment to reduce the number of stray dogs and cats.		Development Services	•					
---	--	--	----------------------	---	--	--	--	--	--

Outcome 5 A resilient community.

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
5.1. Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.	5.1.1. Provide up to date Local Emergency Management Arrangements , including directory of emergency services.		Development Services	•		•		
	5.1.2. Provide an annual emergency exercise for the Local Emergency Management Committee.		Development Services	•				
	5.1.3. Partner DFES to provide a flood mitigation and event response plan detailing the location of emergency responses, such as sand bags.		Development Services			•		
	5.1.4. Provide a well-developed and maintained drainage network , with a focus on asset protection and community safety		Engineering Services	•	•	•	•	
	5.1.5. Provide an engaged volunteer bushfire brigades .		Development Services	•				
	5.1.6. Partner with DFES to provide a new facility for Wundowie Bushfire Brigade .		Development Services	○				
	5.1.7. Provide a review of the Bushfire Brigades Manual .	Bushfire Risk Management Plan	Development Services	•		•		
	5.1.8. Provide bushfire mitigation on Shire controlled land .		Development Services	•				
	5.1.9. Advocate for safe and effective bushfire mitigation management on non-Council controlled Reserve Land .	Bushfire Risk Management Plan	Development Services	•				
	5.1.10. Facilitate private landowners to undertake pre-emergency planning to improve preparedness for fire, storms and flooding.		Development Services	•				
	5.1.11. Advocate to relevant authorities to install telecommunication towers in identified blackspots including Wundowie to increase coverage for emergency services and the		Shire President			•		

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
	general community.							
	5.1.12. Provide communication materials to raise awareness and involvement in bushfire volunteering.		Development Services	•				

Outcome 6 Shared responsibility for climate action and sustainability.

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
6.1. Lead by example through the use and promotion of sustainable practices.	6.1.1. Provide a climate change adaptation position and strategy.	Local Planning Strategy	Development Services	•	•			
	6.1.2. Provide a transition plan to convert the Shire's light vehicle fleet to electric and/or hydrogen vehicles .		Corporate Services	•				
	6.1.3. Provide a transition for relevant Council facilities to use clean energy sources .		Development Services	•				
	6.1.4. Provide Waterwise Council Gold Status		Development Services		•			
	6.1.5. Provide water efficiency to Council facilities and operations.		Development Services	•	•			
	6.1.6. Provide an assessment of existing capacity of the Northam wastewater reuse system to improve current efficiency of the system and allow expansion.		Engineering Services	•				
	6.1.7. Partner with the Water Corporation to upgrade the wastewater treatment plant and reuse scheme .	Local Planning Strategy; Northam Regional Centre Growth Plan	Engineering Services				○	
	6.1.8. Provide opportunities for alternative, sustainable water sources , such as small desalination plants, to irrigate Councils parks, ovals and reserves.		Development Services	•				
	6.1.9. Provide community education program to encourage residents and businesses to adopt sustainable practices to reduce waste, water use, energy use and emissions.		Development Services			•		
6.2. Provide sustainable waste	6.2.1. Provide plan to achieve best practice management and operations, optimise facility utilisation and reflect industry best	Old Quarry Road Facility Management	Development Services	•				

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
management.	practice with regards to asbestos management at Inkpen and Old Quarry Road Waste Management Facility Management Plans	Plan; Inkpen Facilities Management Plan						
	6.2.2. Provide a feasibility study for introducing a 3 bin system with a new bin for food organic and garden organic (FOGO) materials.	Strategic Waste Minimisation Plan	Development Services		•			
	6.2.3. Provide more recycling bins in public places.		Development Services	•	•	•		
	6.2.4. Provide a tip shop at the Old Quarry Road Waste Management Facility to sell recovered and recycled goods.		Development Services	•				
	6.2.5. Provide a waste transfer station , removing general public access from tip face and diverting more rubbish from land fill.		Development Services	•				

UNCONFIRMED

PLACE

● = Covered by existing funding ○ = Needs additional external funding

Outcome 7 Urban and rural communities are sensibly planned and developed

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
7.1. Provide sufficient land and development opportunities to enable local communities to grow.	7.1.1. Provide a review of the Local Planning Scheme 6 , including a comprehensive evaluation of the success of the current Local Planning Strategy.	Local Planning Scheme 6	Development Services	●				
	7.1.2. Provide a review and implementation of the Shire owned Land Rationalisation Strategy including retention or sale/disposal/transfer of landholding or conversion to freehold (or from freehold to reserve).	Land Rationalisation Strategy	Development Services		●			
	7.1.3. Provide urban renewal planning for the Avonvale area .		Development Services	●				
	7.1.4. Provide urban renewal planning for the West Northam area.		Development Services				●	
	7.1.5. Facilitate infill development in local towns via the Local Planning Scheme.	Local Planning Strategy	Development Services	●	●			
	7.1.6. Advocate for unallocated crown land at the northern portion of the Wundowie townsite to be reserved for future residential development , subject to Native Title settlement.	Wundowie Community Plan	Shire President	●				
	7.1.7. Advocate for the Water Corporation to install infill sewerage in west Northam and River precincts and wastewater treatment plants.	Local Planning Strategy	Shire President			●		
	7.1.8. Advocate for the Water Corporation to be responsible for overall management of water reuse system .		Shire President		●			
7.2. Ensure community access to safe and diverse housing options.	7.2.1. Facilitate the development of innovative housing solutions , including one bed units and granny flats.		Development Services		●	●		
	7.2.2. Advocate for the Housing Authority to provide improved social housing across the Shire.	Northam Regional Centre Growth Plan	Shire President		●			
	7.2.3. Facilitate through the local planning framework a variety of housing choices	Health & Wellbeing Plan	Development Services	●	●			

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
	including age-friendly accommodation and lifestyle villages in appropriate locations							
7.3. Showcase Northam's unique history and heritage.	7.3.1. Provide a Heritage Plan in consultation with the local community to protect, restore or repurpose significant heritage places.		Community Services		●			
	7.3.2. Partner with the State Government fund the former Northam Railway Station Precinct .		Engineering Services		○	○	○	
	7.3.3. Provide options for repurpose and maximise usage of the Town Hall and Lesser Hall .		Community Services	●				
	7.3.4. Partner with Northam Agricultural Society to refurbish and maximise usage of Northam Agricultural Pavilion .		Community Services				○	
	7.3.5. Provide an assessment of the costs and benefits of reinstating the Poole Street pedestrian bridge .		Engineering Services		●			

Outcome 8 Attractive and welcoming places

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
8.1. Have neat and attractive business precincts.	8.1.1. Provide a feasibility study for staged installation of underground power in the CBD (commencing with priority areas such as Minson Avenue).		Engineering Services		●			
	8.1.2. Provide for footpath renewals along Fitzgerald Street.		Engineering Services		●	●	●	
8.2. Have attractive streetscapes and urban environments.	8.2.1. Provide a Townsite Streetscape Plan (with consideration for a tree canopy along Minson Ave).		Engineering Services	●				
	8.2.2. Provide improved Townsite Streetscapes	Townsite Streetscape Plan	Engineering Services		●			
	8.2.3. Provide a program to slash and spray corner verges, Council land, and vacant lots in urban areas, to be conducted twice a year, annually.		Engineering Services	●				
8.3. Enhance public open space, parks and playgrounds.	8.3.1. Provide a Public Open Space Strategy with consideration for new, and rationalisation of current, parks, playgrounds and dog exercise areas.		Development Services		●			

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
	8.3.2. Provide improved Public Open Spaces .	Public Open Space Strategy	Engineering Services			●		
	8.3.3. Provide activation facilities at Mt Ommanney .		Community Services		○			
	8.3.4. Partner with Clackline community to deliver a local playground .		Community Services	○				

Outcome 9 Safe roads and greater use of sustainable transport options

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
9.1. Maintain a safe, efficient road network and supporting infrastructure.	9.1.1. Advocate for continued development of the Eastlink (Perth-Adelaide Hwy).	Local Planning Strategy	Shire President	●				
	9.1.2. Advocate for Main Roads to improve road safety on Great Eastern Hwy (including Lakes to Bakers Hill, Clackline and Hoggarth Road, and turning lanes at Inkpen Road and Trimmer Road).	Wundowie Community Plan	Shire President	●				
	9.1.3. Provide investment in our Road assets .	Transport Asset Management Plan	Engineering Services	●	●	●	●	
	9.1.4. Provide investment in our Bridge assets	Transport Asset Management Plan	Engineering Services		●			
	9.1.5. Provide a 12-month trial of new methodology, such as AUS-SPEC standard , to maintain unsealed roads.		Engineering Services	●				
	9.1.6. Provide a roadworks dashboard on the Shire's website to improve communication about scheduled roadworks.		Engineering Services	●				
	9.1.7. Provide a program to spray rural verges twice per year.		Engineering Services	●				
	9.1.8. Provide two electric vehicle charging stations at Northam Visitor Centre.		Engineering Services	●				
9.2. Encourage more people to use active and	9.2.1. Facilitate the Department of Transport's development of the 2050 Avon & Central Coast Strategy .	Northam Bike Plan	Engineering Services	●				

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
shared transport.	9.2.2. Provide a dual use path to Mount Ommanney Road.	Northam Bike Plan	Engineering Services		○			
	9.2.3. Provide a dual use path on Clarke Street: Suburban Rd to Inkpen St.	Northam Bike Plan	Engineering Services			○		
	9.2.4. Provide a dual use path Katrine Rd from Taylor Street to Great Eastern Highway.	Northam Bike Plan	Engineering Services				○	
	9.2.5. Provide investment in our footpath assets	Transport Asset Management Plan	Engineering Services	●				
	9.2.6. Provide review of the Northam Bike Plan to identify completed works, and outstanding or new actions to prioritise.	Northam Bike Plan	Engineering Services	●			●	
	9.2.7. Provide well planned signage and end-of-trip facilities for bikes, with consideration for expected growth in e-ridable including electronic bikes, scooters and gophers and the need for secure parking, electronic charging stations etc.	Northam Bike Plan	Engineering Services		●			
	9.2.8. Partner with groups to provide education, encouragement and enforcement activities which aim to increase cycling participation, such as BikeWeek and Cycle to School/Work days.	Northam Bike Plan	Community Services			●	●	
	9.2.9. Provide improved tracks and trails	Trails Master Plan	Engineering Services	●	●	●		
	9.2.10. Partner with local communities and progress associations to assess the demand and potential future requirements for new school bus shelters.	Wundowie Community Plan	Engineering Services		●	●	●	
	9.2.11. Advocate for the provision of more efficient public transport to reduce travel time between Perth and Northam to less than one hour.	Northam Regional Centre Growth Plan	Chief Executives Office		●			

PROSPERITY

● = Covered by existing funding ○ = Needs additional external funding

Outcome 10 An attractive destination for investors, business and visitors; helping to grow the economy and local jobs

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
10.1. Pursue economic growth, innovation and diversification.	10.1.1. Provide a promotional campaign with short videos to effectively communicate key messages in the Investment Prospectus to attract business and investment opportunities that will help to diversify and strengthen the economy. Key focus areas include the regional freight and logistics hub, intensive agriculture, downstream processing of primary produce, hotel accommodation, farm stay accommodation, ecotourism, renewable energy, and innovation and the digital economy.	Northam Regional Centre Growth Plan	Chief Executives Office	●				
	10.1.2. Provide an industry attraction incentive (up the value of \$1 million) to attract a major employer to the region.		Chief Executives Office	●				
	10.1.3. Provide a platform to showcase business success stories .		Chief Executives Office	●				
	10.1.4. Partner with Wheatbelt Development Commission to advocate for Regional Government employees to reside in the area.	Northam Regional Centre Growth Plan	Chief Executives Office	●				
	10.1.5. Provide upgraded infrastructure at the Northam Airport to provide opportunities for expansion.		Engineering Services	●	○		○	
10.2. Promote industrial development with a focus on the Avon Industrial Park and Avon Logistics Hub.	10.2.1. Partner with the Wheatbelt Development Commission to develop and market Avon Industrial Park to its full extent.	Northam Regional Centre Growth Plan	Chief Executives Office	●				
	10.2.2. Provide entry statements and signage for Northam Light Industrial Areas to raise the profile of LIAs and local businesses within.		Engineering Services		●	●		

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
10.3.	10.3.1. Provide entry statements into the Northam CBD.		Community Services		•	•	•	
	10.3.2. Bring Northam to life in the evenings through the use of light and activities.	Northam Town Centre Development & Connectivity Strategy	Community Services		•			
	10.3.3. Provide activate Minson Avenue from Avon Bridge to the Peel Terrace Bridge by encouraging the adoption of Minson Avenue Design Guidelines, private investment within the precinct, and continued improvements to Bernard Park.	Northam Regional Centre Growth Plan	Community Services		•	•		
	10.3.4. Provide improved pedestrian crossings on Minson Avenue.		Engineering Services	•				
	10.3.5. Provide a trial of monthly night-time markets over spring, summer & autumn.		Community Services	•				
	10.3.6. Partner with the Chamber of Commerce to develop incentives for 'tourist friendly' businesses to open on weekends.		Community Services	•				
	10.3.7. Provide activities to revitalise Bakers Hill and Wundowie town centres.		Community Services	•	•	•	•	•
10.4. Identify, develop and promote tourism experiences and supporting services.	10.4.1. Advocate for a national or international ballooning event in Northam every two years.		Community Services	•		•		
	10.4.2. Facilitate national, state and regional recreational and sporting events.		Community Services		•		•	
	10.4.3. Provide overnight caravan and RV parking facilities in Northam and Bakers Hill.	Bakers Hill Community Plan	Engineering Services	•				

Outcome 11 Quality education opportunities for everyone

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
11.1. Advocate for improved access to education, training and personal development	11.1.1. Advocate for diverse and relevant educational opportunities to be delivered at Central Regional TAFE (Northam Campus) to attract and retain students in the region.	Northam Youth Wellbeing Plan	Shire President		•			
	11.1.2. Advocate to attract a university or research centre of excellence to be based in Northam.		Shire President			•		
	11.1.3. Advocate for Muresk Institute to be a		Shire President			•		

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
opportunities.	university campus.							
	11.1.4. Advocate for the State Government to enhance local educational	Northam Youth Wellbeing Plan	Shire President				●	

PERFORMANCE

● = Covered by existing funding ○ = Needs additional external funding

Outcome 12 Excellence in organisational performance and customer service

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
12.1. Maintain a high standard of corporate governance and financial management.	12.1.1. Provide the community with an annual explanation of the Shire's short and long term financial commitments and overall financial health.		Corporate Services		●			
	12.1.2. Provide information to our community on the number of complaints received and the timeframe for dealing with them.		Corporate Services	●				
	12.1.3. Provide information to the community pertaining to any adverse financial or corporate governance findings .		Corporate Services	●				
	12.1.4. Provide internal auditing capabilities (including providing additional human or financial resources) and publish findings annually.		Corporate Services		●			
	12.1.5. Provide a review of existing plans and strategies to rationalise and retire completed or redundant plans .		Chief Executives Office	●				
12.2. Be an innovative and efficient organisation that provides outstanding customer service.	12.2.1. Provide customer experience mapping for one priority service area per year, commencing with planning and building approvals.		Corporate Services		●			
	12.2.2. Provide Service Area Plans for each Department, with consideration for innovations to improve customer service and business efficiencies.		Chief Executives Office	●				
	12.2.3. Provide a quality assurance framework (AS4801 or ISO9001) across the organisation.		Chief Executives Office	●	●			

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
12.3. Effectively manage the Shire's assets.	12.3.1. Provide a modern, fit for purpose Administration Building		Engineering Services			•		
	12.3.2. Provide a modern, fit for purpose Northam Shire Depot .		Engineering Services	•				
	12.3.3. Provide well maintained Shire buildings		Engineering Services	•	•	•	•	
	12.3.4. Provide well maintained plant and equipment		Engineering Services	•	•	•	•	
12.4. Have a happy, competent and committed workforce that lives local.	12.4.1. Provide an appropriate Attraction & Retention Strategy with consideration for the employee brand, flexible work, career development, diversity and entry/exit feedback.	Workforce Plan	Chief Executives Office	•				
	12.4.2. Provide scholarships, traineeships and grants program for local youth who wish to study and work for the Shire of Northam in high demand service areas.		Chief Executives Office	•				

Outcome 13 A well informed and engaged community.

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
13.1. Provide strong, open and accountable leadership and be more visible and relevant for community members.	13.1.1. Provide a clear and well communicated vision , focusing on visual delivery and explanation of key projects in towns and rural areas to help investors and community members visualise future plans for the region.		Chief Executives Office	•				
	13.1.2. Provide a formal elected member presence at major community events to promote recent, current and future projects and initiatives.		Chief Executives Office	•				
	13.1.3. Provide a biennial community survey to assess community priorities and perceived performance levels.	MARKYT Community Scorecard	Chief Executives Office		•		•	
	13.1.4. Provide a Performance Dashboard for the community to see progress against actions and targets in the Council Plan.		Chief Executives Office	•				

Objectives	Priority Actions	Supporting Strategies	Responsible	22-23	23-24	24-25	25-26	Future
13.2. Engage the community about Shire projects, activities and decisions in a timely, open and effective manner.	13.2.1. Provide monthly content to the local community newspaper with current Shire news and information.		Community Services	•				
	13.2.2. Provide an e-newsletter that covers diverse community interests and needs (i.e. special projects, sustainability, art and culture, youth, seniors, etc.)		Community Services	•				
	13.2.3. Provide a campaign to populate the customer database with email addresses and permissions to send e-rates, e-newsletters and other notifications.		Community Services	•	•			
	13.2.4. Provide electronic notice boards in strategic locations across the Shire to display key messages.		Community Services		•	•		
	13.2.5. Provide visual and interactive displays to be used at pop-up and community events to provide updates on progress against the Shire's Council Plan, major projects and activities.		Chief Executives Office	•				

UNCONFIRMED

Shire of Northam Investment Plan - Key Capital Projects

This plan includes a number of new projects that will require additional capital expenditure. Estimated costs are provided below. These projects will need to be resourced through a combination of grant, reserve, debt and other external funding sources.

Pillar	Priority projects	2022/23	2023/24	2024/25	2025/26
People	3.2.5 Provide a refurbishment to the Wundowie Swimming Pool (if need determined).			\$2,000,000	
	3.2.7 Provide additional Bakers Hill Recreation Precinct infrastructure with consideration for a skate park, BMX track, outdoor exercise equipment and improved, safer access to external toilets.	\$30,000	\$30,000	\$30,000	
	3.2.8 Provide improvements to Bert Hawke Oval with additional storage, shade and spectator facilities	\$50,000	\$50,000		
	3.2.10. Partner to fund Cricket Association to provide lighting to allow for evening cricket at Bert Hawke precinct.			\$300,000	
	3.2.11 Provide improved facilities at Henry Street Oval with a multi-purpose electronic scoreboard, BMX track, additional parking and an entry statement with an electronic message board.	\$75,000	\$225,000		
	3.2.12. Provide portable grandstands for use across all venues and activities.	\$80,000			
Planet	5.1.4. Provide a well-developed and maintained drainage network, with a focus on asset protection and community safety	\$597,000	\$597,000	\$597,000	\$597,000
	5.1.6 Partner with DFES to provide a new facility for Wundowie Bushfire Brigade.	\$443,000			
	6.1.7. Partner with the Water Corporation to upgrade the wastewater treatment plant and reuse scheme.				\$2,500,000
Place	7.3.2. Partner with the State Government fund the former Northam Railway Station Precinct.		\$300,000	\$200,000	\$150,000
	7.3.4. Partner with Northam Agricultural Society to refurbish and maximise usage of Northam Agricultural Pavilion.				\$650,000
	8.1.2. Provide for footpath renewals along Fitzgerald Street.		\$350,000	\$350,000	\$350,000
	8.3.3 Provide improved activation facilities at Mt Ommanney.		\$450,000		
	8.3.4 Partner with Clackline community to deliver a local playground.	\$40,000			
	8.3.2. Provide improved Public Open Spaces.			\$64,114	\$178,040
	9.1.3 Provide investment in our Road assets.		\$3,282,132	\$3,354,339	\$3,428,134
	9.1.4 Provide investment in our Bridge assets		\$900,000		
	9.1.8 Provide two electric vehicle charging stations at Northam Visitor Centre.	\$150,000			
	9.2.2. Provide a dual use path to Mount Ommanney Road.		\$110,000		
	9.2.3. Provide a dual use path on Clarke Street: Suburban Rd to Inkpen St.			\$250,000	
	9.2.4. Provide a dual use path Katrine Rd from Taylor Street to Great Eastern Highway.				\$1,200,000
	9.2.5. Provide investment in our footpath assets.	\$250,000	\$140,000		
9.2.8 Provide improved tracks and trails	\$50,000	\$100,000	\$200,000		
Prosperity	10.1.2. Provide an industry attraction incentive (up the value of \$1 million) to attract a major employer to the region.	\$1,000,000			
	10.1.5. Provide upgraded infrastructure at the Northam Airport to provide opportunities for expansion.	\$100,000	\$150,000		\$100,000
	10.2.2. Provide entry statements and signage for Northam Light Industrial Areas to raise the profile of LIAs and local businesses within.		\$75,000	\$75,000	
	10.3.1. Provide entry statements into the Northam CBD.	\$0	50,000	\$50,000	\$50,000

	10.4.3. Provide overnight caravan and RV parking facilities in Northam and Bakers Hill.	\$245,000			
Performance	12.3.1. Provide a modern, fit for purpose Administration Building			\$1,100,000	
	12.3.2. Provide a modern, fit for purpose Northam Shire Depot.	\$1,000,000			
	12.3.3. Provide well maintained Shire buildings	\$500,000	\$550,000	\$690,000	\$690,000
	12.3.4. Provide well maintained plant and equipment	\$800,000	\$800,000	\$800,000	\$800,000

UNCONFIRMED



13.1.2 Delegated Authority Register 2022/23

File Reference:	2.3.1.6
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

In accordance with Section 5.46 of the *Local Government Act 1995 (the Act)*, Council is required to keep and review its Delegated Authority Register at least once every financial year.

ATTACHMENTS

Attachment 1: Reviewed Delegated Authority Register.

A. BACKGROUND / DETAILS

In accordance with the Local Government Act 1995, a local government may delegate to the CEO any of its powers or the discharge of any of its duties under the Act, other than those prescribed under section 5.43. All delegations made by the Council must be by an absolute majority as prescribed by sections 5.42 and 5.44 of the Act which legislates Council's ability to delegate functions to the CEO. Section 5.44 also allows the CEO to delegate to any employee the exercise of any of the CEO's powers or discharge of duties.

The Act requires a local government to review its delegations once every financial year. The previous review undertaken was presented to the Ordinary Council meeting held on 16 June 2021 and therefore a review is now due.

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.

- Implement systems and processes which deliver quality outcomes for our community;
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

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

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Local Government Act 1995:

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
 - (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

- (5) In subsections (3) and (4) — *conditions* includes qualifications, limitations or exceptions.

Local Government (Administration) Regulations 1996 – Regulation 18G and 19:

18G. Delegations to CEOs, limits on (Act s. 5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

19. Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- l the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

B.4 Policy Implications

Council has various policies in place which guide the Chief Executive Officer in the application of delegations.

Policy G1.7 Risk Management. Requires any risks identified as high or extreme, to be entered into the Councils risk register.

B.5 Stakeholder Engagement / Consultation

Relevant staff reviewed their respective delegations and each was checked for accuracy.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Various decisions are not made quickly or	Possible (3) x Medium (3) = Moderate (9)	Council adopts officer recommendation

	efficiently due to lack of delegation		
	Council unaware of decisions being made under delegation	Possible (3) x Medium (3) = Moderate (9)	Chief Executive Officer to publish delegation register (use) on Council website monthly
Service Interruption	Council does not delegate any authority, leading to large inefficient agendas, long Council meetings, and considerable time for staff in preparation	Possible (3) x Medium (3) = Moderate (9)	Council adopts officer recommendation
Compliance	Council delegates authority in contravention of the Act	Possible (3) x High (4) = High (12)	Staff have reviewed the delegated authority register
			Have external review conducted once every 3-4 years
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

The aim of delegated authority is to assist with improving Council decision-making efficiency within the constraints allowed by relevant legislation. Without delegated authority, there would be a significant increase in items presented to Council for decision at its ordinary meetings. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.

The major adjustments made to the delegated authority register are:

- O06 – New delegation to allow the Chief Executive Officer to appoint employees as Bush Fire Control Officers. Previously this would be required to be endorsed by the Bush Fire Advisory Committee and subsequently Council. This delegation allows for the appointment to occur quickly where there may be time constraints associated with the appointment through Council. These constraints may impact processes such as issuing burning permits.

The decisions made under delegated authority over the 2021/22 period can be viewed on the Shire of Northam website at:

<https://www.northam.wa.gov.au/documents/delegated-authority-register>

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4487

Moved: Cr Mencshelyi

Seconded: Cr Williams

That Council:

- 1. Endorses the revised 2022/23 Delegated Authority Register (attached).**
- 2. Note the decisions made under delegated authority for the 2021/22 year, as published on the Shire of Northam website each month.**

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

Attachment 1 – Reviewed Delegated Authority Register (with mark-up)



2022 /23 Delegated Authority Register

Version Control

Amendments File Reference 2.3.1.6			
Meeting/Review Date	Resolution No	Delegation No	Revision No
20/10/2010	C.1313	Complete	4.0
20/07/2011	C.1543	Complete/Minor	4.1
21/12/2011	C.1665	Complete	4.2
19/04/2012	CEO	Minor	4.3
25/07/2012	CEO	Minor	4.4
08/08/2012	C.1754	Minor	4.5
18/01/2013	CEO	Minor	4.6
19/06/2013	C.2069	Complete	4.7
16/07/2014	C.2242	Complete	4.8
17/06/2015	C.2458	Minor	4.9
15/06/2016	C.2724	Complete	5.0
21/06/2017	C.3059	Complete	5.1
20/06/2018	C.3383	Complete	5.2
19/06/2019	C.3687	Complete	5.3
30/03/2020	C.3912	F05 – Minor	5.4
15/04/2020	C.3923	P03 (minor) P14 (new) C01 (new)	5.5
17/06/2020	C.3955	Complete	5.6
20/05/2020	C.3936	F07 (new)	5.6a
16/09/2020	C.4034	F07 (revoked)	5.7
16/06/2021	C.4233	Complete	5.8
17/11/2021	C.4336	A06 Added	5.9
15/06/2022	TBC	Minor review O06 (new)	6.0



2022 /23 Delegated Authority Register

Contents

EXPLANATION NOTES	5
DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER (OTHER OFFICERS, WHERE APPROPRIATE)	6
Administration	7
Affixing of Common Seal	7
Power to Remove & Impound Goods	9
Disposing of Confiscated or Uncollected Goods	10
Authority to undertake work on land not controlled by Council	11
Shire of Northam Local Laws Administration	12
Appointment of Authorised Persons, Authorised Officers, Approved Officers, Designated Persons, Designated Officers	14
Building	18
Buildings – Grant or Refusal of Building Permits	18
Buildings – Grant or Refusal of Demolition Permits	20
Buildings – Further Grounds for Not Granting an Application	21
Buildings – Grant of Occupancy Permit, Building Approval Certificate	22
Buildings – Building Orders	23
Buildings – Prosecutions	24
Recover the Charge Imposed for Private Swimming Pool Inspections	25
Obstruction of Footpaths and Thoroughfares	26
Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate	28
Buildings – Revoke Building Orders	29
Authorised and Approved Officers - Building Act Infringement Notices	30
Engineering	32
Temporary Closure of Thoroughfares to Vehicles	32
Events on Roads	34
Gates across Public Thoroughfare	35
Crossovers	36
Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land	37
Public Thoroughfares – Public Access & Plans – s3.52 (within designated Town sites)	38
Public Thoroughfare – Dangerous Excavations	39
Finance	40
Creditors, Payment of	40
Disposal of Council Property (Public Auction, Public Tender or Private Treaty)	41
Recovery of Unpaid Debtors	43
Inviting Tenders	44
Write Off / Waive Small Fees or Debts	46
Disposing of Property by Lease or Licence	47
Health	50



2022 /23 Delegated Authority Register

Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts.....	50
Food Act 2008 – Functions of enforcement agency.....	51
Planning.....	54
Instruct Legal Action.....	54
Development Applications – Waiver of Requirement for Advertising.....	55
Planning Determinations.....	56
Strata Titles – Certificate of Local Government.....	59
Consent to the Lease of Common Property.....	60
Advertising Signs.....	61
Illegal Development, Giving Written Direction.....	62
Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title.....	63
Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval.....	64
Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997.....	65
Advising other Regulatory Authorities.....	66
Appeals, Requests for Reconsideration.....	67
Authorised Officers – Planning Infringements.....	68
Development Applications – Waiver of Application Fees.....	69
Properties.....	70
Notice Requiring Certain Things to be done by the Owner or Occupier of Land.....	70
Authority to Issue s39 & s40 Certificates Liquor Licensing Act 1988.....	71
Ranger.....	72
Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws.....	72
Disposal of Sick or Injured Impounded Animals.....	73
Declare Vehicle is Abandoned Vehicle Wreck.....	74
Other.....	75
Firebreak Order - Variation.....	75
Burning, Prohibited (Variations).....	76
Offences - Bush Fires Act.....	77
Issuing of Licences, Approvals & Permits – Local Laws.....	78
Authority to Approve Requests for Short Term Parking.....	79
Appointment of Bush Fire Control Officers.....	80
DELEGATIONS FROM COUNCIL TO COMMITTEES.....	81
Receive, Assess and Determine Grant Applications for the Community Grant Scheme.....	82
Authority to meet with the Shire's Auditor.....	83
DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES.....	84

2022 /23 Delegated Authority Register



EXPLANATION NOTES

General

Section 5.42 of the Local Government Act 1995 allows a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer. The document also indicates delegations which the Chief Executive Officer intends to delegate to other staff, however this is for information/indication purposes only and may change from time to time at the discretion of the Chief Executive Officer. The register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Executive Manager for the period of absence.

Register of, and Records Relevant to, Delegations - Section 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and

The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

SECTION A

DELEGATIONS FROM COUNCIL
TO CHIEF EXECUTIVE OFFICER
(OTHER OFFICERS, WHERE
APPROPRIATE)

2022 /23 Delegated Authority Register



Administration

DELEGATION NUMBER	- A01
LEGISLATIVE POWER	- Local Government Act 1995, s9.49A (2) & (3), s9.49A (4)
DELEGATION SUBJECT	- Affixing of Common Seal
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Section 2 only - Sign documents on behalf of the local government: Executive Manager Community Services Executive Manager Corporate Services Executive Manager Development Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to;

- Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally.
- Sign documents on behalf of the local government.

Executive Managers are delegated authority to:

- Sign documents on behalf of the local government.

Exclusions

Affix the common seal of the Shire of Northam to any document.

Procedure for Execution by Authorised Officers

Executive Managers may only execute documents relevant to matters within the scope of the activity of their Directorate. Documents relevant to the activities of multiple Directorates may only be executed by the Chief Executive Officer.

The documents identified for the purpose of this authorisation are listed as follows:

- a) State or Commonwealth Government Funding Agreements
- b) Memorandum of Understanding
- c) Contracts and legal instruments, including contract variations,



2022 /23 Delegated Authority Register

related to:

- o Procurement Contracts
- o Service Agreements (incoming or outgoing services)

Limitations

The specific authorities established are limited by the following conditions:

- a) The signing of any contract must be supported by a formal resolution of Council or the works subject of the contract being incorporated into the current Annual Budget and being less than \$150,000; or
- b) The signing of any contract must be supported by a specific action in the current Corporate Business Plan.

A01 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Jason Whiteaker - CEO	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Jason Whiteaker - CEO	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Jason Whiteaker - CEO	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- A02
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.39, s3.40A, s3.42, s3.44, s3.46, 3.48</i>
DELEGATION SUBJECT	- Power to Remove & Impound Goods
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with s3.39 and 3.40A to remove and impound any goods that are involved in a contravention that can lead to impounding.
2. Take appropriate action in respect to impounded non-perishable goods in accordance with s3.42.
3. Give notice in accordance with s3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with s3.46.
5. Take action to recover expenses in accordance with s3.48.

A02 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	-	A03
LEGISLATIVE POWER	-	Local Government Act 1995, s3.47.
DELEGATION SUBJECT	-	Disposing of Confiscated or Uncollected Goods
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Nil.

The Chief Executive Officer is delegated authority to dispose of, in accordance with s3.47, any vehicles or goods that have been impounded/seized/confiscated under the provisions of s3.39 and 3.40A (Delegation A02) or any goods that have been ordered to be confiscated under section 3.43 of the Act.

In disposing of said goods by way of auction or after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations, the Chief Executive Officer is authorised pursuant to s5.43 (b) to accept any auction outcomes and tender up to the value of \$20,000. Pre-auction estimates and tenders for amounts considered to exceed \$20,000 shall be referred to the Council for consideration prior to sale.

A03 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- A04
LEGISLATIVE POWER	- Local Government Act 1995, s3.27, Schedule 3.1 & 3.2
DELEGATION SUBJECT	- Authority to undertake work on land not controlled by Council
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

In accordance with Section 3.27 of the Local Government Act 1995, the Chief Executive Officer is delegated authority to perform the general function of the local government and do any of the things prescribed in Schedule 3.2 of the Local Government Act 1995 even though the land on which it is done is not local government property and the local government does not have consent to do it.

A04 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- A05
LEGISLATIVE POWER	- Shire of Northam Local Laws
DELEGATION SUBJECT	- Shire of Northam Local Laws Administration
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services Manager Planning and Environment Environmental Health Officer Manager Building and Health Compliance Officer Senior Ranger Ranger

The Chief Executive Officer is delegated authority to administer the Shire's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Shire's Local Laws.

Conditions:

- Determinations and decisions under the Shire of Northam's Local Laws having regard to the relevant Council policies in force at the time.
- The administration of the Extractive Industries Local Law 2016, including any enforcement action and collection of the annual licence fee be delegated to the CEO, but that the exercise of the following powers be reserved to the Council:
 - Issue or refusal of a licence under clause 3.1{2}
 - Determination of a licence period under clause 3.1{3}{a}
 - Transfer, cancel or refusal to renew a licence under clauses 4.1{2}, 4.2 and 4.3{4} determination of any security under clause 5.1{1}.

Exclusions – Renewal of a licence where it is proposed to vary the conditions of the licence; or where the licensee has not complied with the conditions of the licence.

2022 /23 Delegated Authority Register

A05 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

UNCONFIRMED

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- A06
LEGISLATIVE POWER	- <i>Building Act 2011, s96(3)</i> <i>Building Regulations 2012, r.70</i> <i>Food Act 2008, s.118 (2)(b), (3), (4), s.122(1) and s.126 (6), (7), (13)</i> <i>Health (Asbestos) Regulations 1992, r15D(5)</i> <i>Public Health Act 2016, S.21 and S.24 (1), (3)</i> <i>Local Government Act 1995, s.324, s.9.10</i> <i>Planning and Development Act 2005, s.234</i>
DELEGATION SUBJECT	- Appointment of Authorised Persons, Authorised Officers, Approved Officers, Designated Persons, Designated Officers
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil

COUNCIL TO CEO

The Chief Executive Officer is delegated authority to designate and employ of the Shire of Northam as an authorised persons or authorised officer:

Building Act 2011, s96(3)

The Chief Executive Officer is delegated authority to designate an employee of the local government as an authorised person for the purposes of the Building Act 2011 in relation to buildings and incidental structures located, or proposed to be located, in the district of the Shire of Northam.

NOTE: An authorised person for the purposes of sections 96(3)) is not an approved officer or authorised officer for the purposes of Building Reg. 70.

Sub-Delegate: Manager Building and Health

2022 /23 Delegated Authority Register

Building Regulations 2012, r.70

The Chief Executive Officer is delegated authority to:

1. Appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A).

NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".

2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2).

NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).

Food Act 2008, s.118 (2)(b), (3), (4), s.122(1) and s.126 (6), (7), (13)

The Chief Executive Officer is delegated authority to:

1. Appoint a person to be an Authorised Officer for the purposes of the Food Act 2008 [s.122(2)].
2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)].
3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].

Health (Asbestos) Regulations 1992, r.15D(5)

The Chief Executive Officer is delegated authority to appoint persons or classes of persons to be Authorised Officers or approved officers for the purposes of the *Criminal Procedure Act 2004 Part 2*.

Public Health Act 2016, S.21 and S.24 (1), (3)

The Chief Executive Officer is delegated authority designate a person or class of persons as authorised officers for the purposes of:

1. The Public Health Act 2016 or other specified Act
2. Specified provisions of the Public Health Act 2016 or other specified Act

2022 /23 Delegated Authority Register



3. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act.

Including:

- a) an environmental health officer or environmental health officers as a class; OR
- b) a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR
- c) a mixture of the two. [s.24(1) and (3)].

CEO TO EMPLOYEES

Local Government Act 1995, s.324, s.9.10

1. Authority to appoint persons or classes of persons as authorised persons [s.3.24 and s.9.10] for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:

- (a) *Local Government Act 1995* and its subsidiary legislation, including *Local Government Act Regulations*, the *Local Government (Miscellaneous Provisions) Act 1960* and *Local Laws* made under the *Local Government Act* .
- (b) *Caravan Parks and Camping Grounds Act 1995*;
- (c) *Cat Act 2011*;
- (d) *Cemeteries Act 1986*;
- (e) *Control of Vehicles (Off-road Areas) Act 1978*;
- (f) *Dog Act 1976*;
- (g) *Graffiti Vandalism Act 2016* – refer s.15; and
- (e) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995*.

2. Authority to appoint authorised persons for the purposes of section 9.1.6 of the *Local Government Act 1995*, as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the *Building Regulations 2012* and section 6(b) of the *Criminal Procedure Act 2004*.

Planning and Development Act 2005, s.234

1. Appoint persons or classes of persons to be designated persons for the purposes of section 228, 229, 230 or 231 or for the purposes of 2 or more of those sections.

2022 /23 Delegated Authority Register



Note: A person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections.

UNCONFIRMED

2022 /23 Delegated Authority Register



Building

DELEGATION NUMBER	- B01
LEGISLATIVE POWER	- <i>Building Act 2011:</i> <i>s.18 Further Information</i> <i>s.20 Grant of building permit</i> <i>s.22 Further grounds for not granting an application</i> <i>s.27(1) and (3) Impose Conditions on Permit</i> <i>Building Regulations 2012:</i> <i>r.23 Application to extend time during which permit has effect (s.32)</i> <i>r.24 Extension of time during which permit has effect (s.32(3))</i> <i>r.26 Approval of new responsible person (s.35(c))</i>
DELEGATION SUBJECT	- Buildings – Grant or Refusal of Building Permits
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officers of the Shire of Northam is delegated authority to:

1. Require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].
2. Grant or refuse to grant a building permit[s.20(1) & (2) and s.22].
3. Impose, vary or revoke conditions on a building permit [s.27(1) and(3)].
4. Determine an application to extend time during which a building permit has effect [r.23].
 - i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]; and

2022 /23 Delegated Authority Register



- ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].
- 5. Approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].

Conditions:

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

B01 – Delegation Use						
DATE	TYPE	DESCRIPTION	APPLICANT	ASSESS NO.	DECISION	OFFICER



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- B02
LEGISLATIVE POWER	- <i>Building Act 2011, s21, s127</i>
DELEGATION SUBJECT	- Buildings – Grant or Refusal of Demolition Permits
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officer of the Shire of Northam is delegated authority to:

1. Require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].
2. Grant or refuse to grant a demolition permit on the bases that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22].3. Impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].

Conditions:

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

Any buildings or structure on the Shire of Northam Municipal Inventory or Heritage List are to be referred to Council for decision.

B02 – Delegation Use						
DATE	TYPE	DESCRIPTION	APPLICANT	ASSESS NO.	DECISION	OFFICER



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- B03
LEGISLATIVE POWER	- Building Act 2011, s22, s127
DELEGATION SUBJECT	- Buildings – Further Grounds for Not Granting an Application
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officer of the Shire of Northam is delegated authority to refuse building or demolition permits due to errors in information or documentation submitted, subject to the provisions of s22 Building Act 2011.

Special Conditions or Guidelines

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

B03 – Delegation Use						
DATE	TYPE	DESCRIPTION	APPLICANT	ASSESS NO.	DECISION	OFFICER



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- B04
LEGISLATIVE POWER	- <i>Building Act 2011, s58, s127</i>
DELEGATION SUBJECT	- Buildings – Grant of Occupancy Permit, Building Approval Certificate
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Building and Health

The Chief Executive Officer of the Shire of Northam is delegated authority to grant, modify or refuse Occupancy Permits or Building Approval Certificates, subject to the provisions of s58 Building Act 2011.

Special Conditions or Guidelines

An officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

B04 – Delegation Use						
DATE	TYPE	DESCRIPTION	APPLICANT	ASSESS NO.	DECISION	OFFICER



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- B05
LEGISLATIVE POWER	- <i>Building Act 2011, s110, s127</i>
DELEGATION SUBJECT	- Buildings – Building Orders
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to issue Building Orders in relation to:

- Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act;
- Take specific action to prevent contravention of the Act;
- Finish an outward facing side of a wall;
- Buildings which are considered as being unsafe or not fit for human habitation.

Subject to the provisions of *Building Act 2011*.

Special Conditions or Guidelines

An Officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

B05 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- B06
LEGISLATIVE POWER	- Building Act 2011, s133, s127
DELEGATION SUBJECT	- Buildings – Prosecutions
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority to commence prosecution for an offence against this Act, subject to the provisions of *Building Act 2011*.

B06 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- B07
LEGISLATIVE POWER	- <i>Building Act 2011, s127</i> <i>Building Regulations 2012, r53</i> <i>Local Government Act 1995, s5.42 & s9.10</i>
DELEGATION SUBJECT	- Recover the Charge Imposed for Private Swimming Pool Inspections
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover the amount of a charge imposed for the inspection of a private swimming pool in a court of competent jurisdiction, subject to Reg 53 of the Building Regulations 2012.

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER
CORPORATE SERVICES**

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- B08
LEGISLATIVE POWER	- <i>Local Government (Uniform Local Provisions) Regulations 1996 r. 5, 6</i>
DELEGATION SUBJECT	- Obstruction of Footpaths and Thoroughfares
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services Manager Building and Health

The Chief Executive Officer is delegated authority to:

1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, require the person to cover the footpath during the period specified in the notice so as to:
 - (a) Prevent damage to the footpath; or
 - (b) Prevent inconvenience to the public or danger from falling materials [ULP R.5{2}].
2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare [ULP r.6{2} and {4)].
3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6{6)].
4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].
5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].

Conditions:

- a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.
- b. Permission may only be granted where, the proponent has:
 - i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the

2022 /23 Delegated Authority Register

proposed obstruction.

- ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.
- iii. Provided evidence of sufficient Public Liability Insurance.
- iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.

B08 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

UNCOMPLETED



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **B09**
- LEGISLATIVE POWER** - *Building Act 2011, s65*
- DELEGATION SUBJECT** - **Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services
Manager Building and Health

The Chief Executive Officer is Delegated Authority to extend the period of duration of an Occupancy permit or a Building Approval Certificate, subject to the provisions of s65 *Building Act 2011*.

B09 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **B10**
- LEGISLATIVE POWER** - *Building Act 2011, s117*
- DELEGATION SUBJECT** - **Buildings – Revoke Building Orders**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services
Manager Building and Health

The Chief Executive Officer is Delegated Authority to Revoke Building Orders, subject to the provisions of s117 Building Act 2011.

B10 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- B11
LEGISLATIVE POWER	- <i>Building Regulations 2012 Reg 70(1A)(1)& 70(2)</i> <i>Local Government Act 1995 Sections 5.44, 9.10(1), 9.16, 9.19 & 9.20</i> <i>Criminal Procedure Act 2004 section 6(a), 6(b) & 7(1)</i>
DELEGATION SUBJECT	- Authorised and Approved Officers - Building Act Infringement Notices
DELEGATE	- Chief Executive Officer (Approved Officer)
SUB DELEGATE	- Executive Manager Development Services (Authorised Officer) Manager Building and Health (Authorised Officer) Compliance Officer (Authorised Officer)

The Chief Executive Officer is delegated authority to appoint Authorised Officers under s.9.10 (1) of the Local Government Act 1995 for the purposes of issuing Building Act Infringement notices, in accordance with the Criminal Procedure Act 2004 s.6 (b) and Building Regulations 2012, section 70(2).

Special Conditions or Guidelines

A person who is appointed as an approved officer is not eligible to be appointed as an authorised officer. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.

Delegation as an "Approved Officer" in accordance with *Building Regulation 70(1)* for the purposes of *Building Act 2011* Infringement Notices is limited to the Chief Executive Officer ONLY who is delegated authority to:

- Grant extension of time to pay a Building Act Infringement Notice in accordance section 9.19 of the local Government act 1995 providing authority to determine to extension of time to pay Building act Infringement notice, in accordance with Building Regulation 70(1), and
- Section 9.20 of the Local Government Act providing authority to determine withdrawal of a Building Act Infringement Notice in accordance with Building Regulation 70(1).

2022 /23 Delegated Authority Register

B11 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

UNCONFIRMED

2022 /23 Delegated Authority Register



Engineering

DELEGATION NUMBER	- E01
LEGISLATIVE POWER	- <i>Local Government Act 1995:</i> <i>s3.50 Closing certain thoroughfares to vehicles</i> <i>s3.50A Partial closure of thoroughfare for repairs or maintenance</i> <i>s.3.51 Affected owners to be notified of certain proposals</i> <i>Local Government (Functions and General) Regulations – Part 2 – Thoroughfares</i> <i>Road Traffic Act 1974, s92 & s81D</i>
DELEGATION SUBJECT	- Temporary Closure of Thoroughfares to Vehicles
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services Executive Manager Development Services

The Chief Executive Officer is delegated authority:

1. To close any thoroughfare, wholly or partially, for a period not exceeding 4 weeks after giving local public notice of the intention to do so [s.3.50(1)];
2. To close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of more than 4 weeks, but not exceeding 3 months, after giving local public notice of the intention to do so and allowing submissions to be made and considered [s.3.50(1 a), (2) and (4); and
3. To partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare [s.3.50A].
4. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].

Conditions:

2022 /23 Delegated Authority Register

a) If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].

(Note: Not for the permanent closure of a road/road reserve: refer Land Administration Act).

E01 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- E02
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.50 & s3.50A</i> <i>Road Traffic (Events on Roads) Regulations 1991</i> <i>Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places</i>
DELEGATION SUBJECT	- Events on Roads
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services Executive Manager Development Services

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of thoroughfares under its management for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.

E02 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- E03
LEGISLATIVE POWER	- Local Government Act 1995, Sch 9.1, cl 5(1) Local Government (Uniform Local Provisions) Regulations 1996 r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
DELEGATION SUBJECT	- Gates across Public Thoroughfare
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for permission to erect gates or other devices across public thoroughfares under Council control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying. This authority relates to all of the provisions of Regulation 9, Local Government (Uniform Local Provisions) Regulations 1996.

Conditions:

- a) Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.
- b) Each approval provided must be recorded in the Shire of Northam's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.

E03 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- E04
LEGISLATIVE POWER	- <i>Local Government Act 1995, Schedule 9.1, Clause 7</i> <i>Local Government (Uniform Local Provisions) Regulations 1996 Regs 12 to 16 (Inclusive)</i>
DELEGATION SUBJECT	- Crossovers
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council's Crossover Policy.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land in accordance with the provisions of Schedule 9.1 Clause 7 of the Act.

This delegated authority relates to all of the provisions of Local Government (Uniform Local Provisions) Regulations 1996; Regulation numbers 12 to 16 inclusive.

E04 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Approval to construct a crossover at	Choose an item.	
Click here to enter a date.	Click here to enter text.	Approval to construct a crossover at	Choose an item.	
Click here to enter a date.	Click here to enter text.	Approval to construct a crossover at	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- E05
LEGISLATIVE POWER	- Local Government Act 1995, s3.51
DELEGATION SUBJECT	- Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to give the required notices as specified in s3.51(3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider submissions received and proceed with the proposal if no objection is received.

E05 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- E06
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.52</i>
DELEGATION SUBJECT	- Public Thoroughfares – Public Access & Plans – s3.52 (within designated Town sites)
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to ensure that public thoroughfares are kept open for public use except if they are closed or have restricted use subject to:

1. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided. (Reference s3.52 (3)).
2. Keeping plans of the levels and alignments of public thoroughfares that are under Council's control or management and make those plans available for public inspection. (Reference s3.52 (4)).

E06 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- E07
LEGISLATIVE POWER	- <i>Local Government (Uniform Local Provisions) Regulations 1996: r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6</i>
DELEGATION SUBJECT	- Public Thoroughfare – Dangerous Excavations
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Engineering Services

The Chief Executive Officer is delegated:

1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].
2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].
3. Authority to impose conditions on granting permission [ULP r.11(6)].
4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].

E07 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

2022 /23 Delegated Authority Register



Finance

DELEGATION NUMBER	- F01
LEGISLATIVE POWER	- Local Government Act 1995, s6.10 Local Government (Financial Management) Regulations 1996 r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
DELEGATION SUBJECT	- Creditors, Payment of
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services Senior Accountant

The Chief Executive Officer is delegated authority to make payments from the Municipal fund or the Trust fund in accordance with the provisions of Local Government (Financial Management) Reg 12

REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES.

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- F02
LEGISLATIVE POWER	- <i>Local Government Act 1995, s3.58</i> <i>Local Government (Functions General) Regulations, Reg. 30</i>
DELEGATION SUBJECT	- Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to dispose of property:

1. To the highest bidder, at public auction [s.3.58(2)(a)];
2. To the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]; and
3. By private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].

Where the disposal value is:

- Up to \$10,000;
- Between \$10,000 and \$100,000 for the purpose of disposal (including trading plant and equipment) authorised in the Annual Budget.

Subject to the disposal complying with the following requirements:

- If the disposal is for land with a budget value of greater than \$10,000 the disposal must be within 10% of a written valuation.

2022 /23 Delegated Authority Register

F02 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

UNCONFIRMED

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- F03
LEGISLATIVE POWER	- Local Government Act 1995 Recovery of Rates and Charges, s6.55 & s6.56
DELEGATION SUBJECT	- Recovery of Unpaid Debtors
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover outstanding rates and service charges and take the legal action necessary for recovery in accordance with the provisions of Part 6, Division 6, subdivisions 5 and 6 of the Local Government Act 1995.

REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER OF CORPORATE SERVICES.

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- F04
LEGISLATIVE POWER	- <i>Local Government Act 1995:</i> <i>Inviting of Tenders s3.57</i> <i>Local Government (Functions and General) Regulations 1996:</i> <i>r.11 When tenders have to be publicly invited</i> <i>r.13 Requirements when local government invites tenders though not required to do so</i> <i>r.14 Publicly inviting tenders, requirements for</i> <i>r.18 Rejecting and accepting tenders</i> <i>r.20 Variation of requirements before entry into contract</i> <i>r.21A Varying a contract for the supply of goods or services</i>
DELEGATION SUBJECT	- Inviting Tenders
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Section 1 and 2: Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to;

1. Invite tenders before for the local government to enter a contract of a prescribed kind under which another person is to supply goods or services [F&G r.11(1) and r.13].
2. Determine an appropriate selection criterion based on one or more of the following criteria [F&G r.14(2a)];

2022 /23 Delegated Authority Register

- a. Price
 - b. Ongoing Operational costs
 - c. Quality
 - d. Timeliness of deliver
 - e. Fit purpose
 - f. Community benefit
 - g. Application of regional price preference in accordance with Council policy
 - h. Relevant experience
 - i. Reliability
3. Vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
 4. Make minor variations to a contract that has been entered into with a successful tenderer within the following parameters [F&G r.20(1) and (3)];
 - a. Cost to Council not to exceed available budget allocations.
 5. Exercise an extension option to a contract that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A].
 6. Evaluate tenders, by written evaluation to determine which is the most advantageous and make a determination to accept or reject tenders up to \$250,000 [F&G r.18(2) and (4)].
 7. Make determinations on purchases under \$250,000 for the supply of the goods or services obtained through the Council Purchasing Service of WALGA.
 8. Decline to accept any tender [F&G r.18(5)].

F04 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item..	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item..	

2022 /23 Delegated Authority Register



- DELEGATION NUMBER** - **F05**
- LEGISLATIVE POWER** - Local Government Act 1995:
s.6.12 Power to defer, grant discounts, waive or write off debts
- DELEGATION SUBJECT** - **Write Off / Waive Small Fees or Debts**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2) and in accordance with policy C 3.4 Write Off / Waive Small Fees or Debts] – up to a maximum of \$5,000.

F05 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- F06
LEGISLATIVE POWER	- Section 3.58 Local Government Act 1995
DELEGATION SUBJECT	- Disposing of Property by Lease or Licence
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority for the disposal of property by lease or licence in accordance with section 3.58 of the Local Government Act 1995 and policy A8.4 Management of Council Property Leases.

NOTE: Section 3.58(1) defines:

'dispose' as includes to sell, lease, or otherwise dispose of, whether absolutely or not; and

'property' as includes the whole or any part of the interest of a local government in property, but does not include money.

The Chief Executive Officer and Shire President are authorised to execute leases and licences on behalf of the Shire of Northam subject to:

Subject to the disposal;

1. complying with the requirements of:
 - i. Section 3.58 of the Local Government Act 1995;
 - ii. The exclusions set out in Regulation 30 of the Local Government (Functions and General) Regulations 1996;
 - iii. Council Policies or Management Procedures;

The grant of a lease or licence in relation to:

1. freehold land owned by the Shire; or
2. crown land managed/leased by the Shire.

is further subject to:

1. Disposal by Lease
 - a) The disposal of property by lease being subject to:
 - i. The lease being in accordance with the Shire's Leasing Policy (as then applicable);
 - ii. The term of the lease being no greater than twelve (12) years for Northam Airport Hangar Sites and five (5) years for all other property;
 - iii. The rental fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the lease term; and
 - iv. The area leased being no greater than 1000m².

2022 /23 Delegated Authority Register

- b) The agreement for the varying the terms of a lease including but not limited to terminations, renewal options, assignments, subletting, special conditions or payment schedules of a lease subject to:
- The variation being minor in nature in accordance with the Shire's Leasing Policy (as then applicable);
 - The lease providing for an option for extension and specifying the applicable terms of that option term;
 - The exercise of the lease being in accordance with the terms of the option provisions of the original lease, and in particular that the lessee is not in a material and un-remedied breach of that lease; and
 - The extension being in accordance with the option provisions of the original lease.
- c) The Chief Executive Officer is delegated authority to approve all future leases for Kuringal Village.
2. Disposal by Licence
- a) The disposal of property by licence being subject to:
- The licence being in accordance with the Shire's Leasing Policy (as then applicable);
 - The granting of a licence being permitted under the Shire's management order or lease;
 - The term of the licence being no greater than five (5) years;
 - The fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the licence term; and
 - The area licenced being no greater than 1000m².
- b) The agreement for the varying the terms of a licence including but not limited to terminations, renewal options, assignments, sublicensing, special conditions or payment schedules of a licence subject to:
- The variation being minor in nature in accordance with the Shire's Leasing Policy (as then applicable);
 - The licence providing for an option for extension and specifying the applicable terms of that option term;
 - The exercise of the licence being in accordance with the terms of the option provisions of the original licence, and in particular that the licensee is not in a material and un-remedied breach of that licence; and
 - The extension being in accordance with the option provisions of the original licence.

2022 /23 Delegated Authority Register

F06 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

UNCONFIRMED



2022 /23 Delegated Authority Register

Health

DELEGATION NUMBER	- H01
LEGISLATIVE POWER OR DUTY DELEGATED	- All powers exercisable by the Local Government under the Public Health Act 2016, the Health (Miscellaneous Provisions) Act 1911 and Regulations made there under; and the Shire's Health Local Laws.
LEGISLATIVE POWER TO DELEGATE	Public Health Act 2016 s21(1)(b) Enforcement agency may delegate Health (Miscellaneous Provisions) Act 1911 s26 Powers of Local Government
DELEGATION SUBJECT	- Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Environmental Health Officer Manager Building and Health

The Chief Executive Officer is delegated authority to exercise and discharge all or any of the powers and functions of the local government (enforcement agency) as prescribed in the Public Health Act 2016 and associated Regulation.

H01 – Delegation Use						
DATE	TYPE	DESCRIPTION	APPLICANT	ASSESS NO.	DECISION	OFFICER



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- H02
LEGISLATIVE POWER OR DUTY DELEGATED	- Food Act 2008: s65(1) Prohibition orders s66 Certificate of clearance to be given in certain circumstances s67(4) Request for re-inspection s110 Registration of food businesses s112 Variation of conditions or cancellation of registration of food businesses s125 Institution of proceedings
LEGISLATIVE POWER TO DELEGATE	Food Act 2008 s118(2)(b) Local Government (Enforcement Agency)
DELEGATION SUBJECT	- Food Act 2008 – Functions of enforcement agency
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Environmental Health Officer Manager Building and Health

The Chief Executive Officer is delegated authority to perform the functions of an enforcement agency :

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the Food Act 2008.
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s66 of the Food Act 2008.
3. Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s67 of the Food Act 2008.
4. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s110 and s112 of the Food Act 2008.

2022 /23 Delegated Authority Register

H02 – Delegation Use (Inspections)			
Date	Type	Premise Code	Officer

H02 – Delegation Use (Stallholders)			
Date	Name	Description	Officer

H02 – Delegation Use (Events)			
Date	Name	Description	Officer

H02 – Delegation Use (Registration & Licences)			
Premise code	Name	Date Licence Issued	Officer

H02 – Delegation Use (Portable Signs)				
Premise code	Name	Assessment No.	Date Licence Issued	Officer

H02 – Delegation Use (Stable Licences)				
Premise code	Name	Assessment No.	Date Licence Issued	Officer

H02 – Delegation Use (Morgues)				
Premise code	Name	Assessment No.	Date Licence Issued	Officer

2022 /23 Delegated Authority Register



--	--	--	--	--

H02 – Delegation Use (Offensive Trades)				
Premise code	Name	Assessment No.	Date Licence Issued	Officer

UNCONFIRMED



2022 /23 Delegated Authority Register

Planning

- DELEGATION NUMBER** - **P01**
- LEGISLATIVE POWER** - *Local Government Act 1995*
Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960
- DELEGATION SUBJECT** - **Instruct Legal Action**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority to instruct Council's Solicitors to take legal action in respect of any breach, contravention or offence under the Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960 and all subsidiary legislation made under those acts including signing and executing documents on behalf of the Shire.

P01 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- P02
LEGISLATIVE POWER	- <i>Planning and Development (Local Planning Schemes) Regulations 2015, section 64(1)(c) & (2)</i> Local Planning Scheme No. 6
DELEGATION SUBJECT	- Development Applications – Waiver of Requirement for Advertising
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to waive a requirement for an application to be advertised if it does not comply with the requirements of Local Planning Scheme No. 6 if satisfied that the departure from the Scheme is of a minor nature and there is no likely impact.

P02 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

2022 /23 Delegated Authority Register



DELEGATION NUMBER	- P03
LEGISLATIVE POWER	- Local Planning Scheme No 6
DELEGATION SUBJECT	- Planning Determinations
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

General Delegation

The Chief Executive Officer, Pursuant to Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes, is delegated authority to approve or refuse applications for development approval, including amendments, made under Shire of Northam Local Planning Scheme No. 6 (the Scheme), with or without conditions subject to consistency with the Scheme, including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Where applications for development approval have been advertised for consultation purposes, in accordance with the provisions of Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 of the R-Codes, if:

Conditions

- a. No submissions were received, or only supportive submissions that do not request any change to the development were received; or
- b. Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations;
- c. Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but;
 - i. Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer and the applicant, and/or the party or parties that lodged the submissions (the delegated officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and

Exclusions

General Exclusions

1. Applications for development approval for development exceeding \$4M in value and/or a net increase of in excess of 10 dwellings and/or uses listed as 'P', 'D' or 'A' or 'I' within the Scheme at variance with Scheme requirements and standards.

Specific Exclusions and Exceptions for Minor Works etc.

2022 /23 Delegated Authority Register

2. Subject to 8 below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.
3. Subject to 8 below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.
4. Subject to 8 below, applications for development approval for the types of land-use or development listed below may only be refused under delegated authority:
 - i) Animal Establishment in other than the 'Rural' or 'Rural Smallholding' Zone;
 - ii) Equestrian Activity in other than the 'Rural' or 'Rural Smallholding' Zone;
 - iii) Hotel (except for alterations and additions on existing licensed premises);
 - iv) Industry – Extractive (except for minor modifications to existing approvals);
 - v) Industry – Mining in other than the 'Rural' Zone;
 - vi) Liquor Store (small and large) (except for minor modifications to existing approvals);
 - vii) Motel in other than the 'Commercial' or 'Tourist' Zone (except for minor modifications to existing premises);
 - viii) Night Club;
 - ix) Restricted Premises;
 - x) Tavern (except for minor modifications to existing premises);
 - xi) Major new Telecommunications Infrastructure.
5. Subject to 8 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clauses 3.4.2 or 3.4.3 of the Scheme (uses not listed in the Zoning Table) may only be refused under delegated authority..
6. Subject to 8 below, applications for development approval that must be assessed under the provisions of Part 3, Clauses 3.8 up to and including 3.12 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority, except for minor modifications or extensions. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).
7. Subject to 8 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that are assessed under the provisions of Clause 4.13.7 of the Scheme (the 'Cash Payment in Lieu of the Provision of Car Parking' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).
8. Subject to 9 below, the provisions of 1 - 7 above do not apply to applications for an extension of time to commence a development approval, alterations and/or expansions affecting a maximum area of 20% of the existing development, or 250m² (in terms of floor space or land area in use, as appropriate), whichever is the lesser, and which are associated with existing,

2022 /23 Delegated Authority Register



lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.

9. Where an extension of time to commence a development approval is granted pursuant to 8 above, the term of any renewal shall not exceed 24 months, however, an unlimited number of renewals may be granted under delegated authority.

An officer to who this authority is delegated cannot approve plans in which he/she may have a conflict of interest.

DATE	TYPE	DESCRIPTION	APPLICANT	ASSESS NO.	DECISION DApp = Delegate Approved DApp-T = Delegate Approved (Time Limited) R = Refused	OFFICER

UNCONFIRMED



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **P04**
- LEGISLATIVE POWER** - Strata Titles Act 1985, s23
- DELEGATION SUBJECT** - **Strata Titles – Certificate of Local Government**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services
Manager Planning and Environment

Under s23(4) of the Strata Titles Act 1985 the Chief Executive Officer is delegated to issue certificates relating to Strata Title developments confirming various obligations have been met under s23 of the Strata Titles Act 1985, excluding modifications to existing buildings (s23(3) and s24).

P04 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **P05**
- LEGISLATIVE POWER** - Strata Titles Act 1985, s19(10)
- DELEGATION SUBJECT** - **Consent to the Lease of Common Property**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services
 Manager Planning and Environment

The Chief Executive Officer is delegated to give consent to the mortgage and/or lease of common property on Strata Plans where the provisions of the Act are met and in accordance with Council Policy.

P05 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **P06**
- LEGISLATIVE POWER** - Local Planning Schemes No 6
- DELEGATION SUBJECT** - **Advertising Signs**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services
Manager Planning and Environment

The Chief Executive Officer is delegated authority to approve signs that require such approval and where appropriate the licensing of signs that comply with the Local Planning Schemes, any Council Policy which may exist from time to time and Local Laws of the Council.

P06 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- P07
LEGISLATIVE POWER	- Local Government Act 1995, s5.42 Local Planning Scheme No 6 Local Planning Policy
DELEGATION SUBJECT	- Illegal Development, Giving Written Direction
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to exercise the power under s5.42(1) of the Local Government Act 1995, to give an owner or developer a direction requiring them to comply under Section 214 of the Planning & Development Act, with the Local Planning Scheme, Policy or Planning requirement. The Chief Executive Officer should inform the owner if the developer is not the owner.

P07 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- P08
LEGISLATIVE POWER	- Local Government Act 1995, s5.42
DELEGATION SUBJECT	- Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to make recommendations to the WAPC with regards to applications referred to Council pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005, subject to consistency with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions

Applications that, were they approved by the WAPC, might result in a net increase of more than 10 lots, a recommendation to the WAPC may only be made under delegated authority if-

- a) The application is consistent with a strategy, local structure plan, local development plan or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy; and/or
- b) The application is for amended plans for an application that has been considered by Council within the last two years and the amendments are, in the opinion of the delegated officer, of a minor nature.

P08 - Delegation Use

Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- P09
LEGISLATIVE POWER	- Local Government Act 1995, s5.42 Deemed Provisions for Local Planning Schemes (Cl. 82)
DELEGATION SUBJECT	- Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to advise the Western Australian Planning Commission with regards to clearance of conditions of development approval, clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005 and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, Local Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions

Nil.

P09 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- P10
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to advise the Department of Lands with respect to proposed changes of tenure, changed/new management orders, and/or granting or renewing of leases and/or licences relating to Crown Land.

Exclusions/Conditions
Nil.

P10 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- P11
LEGISLATIVE POWER	- Local Government Act 1995, s5.42
DELEGATION SUBJECT	- Advising other Regulatory Authorities
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to advise other regulatory authorities (other than the Western Australian Planning Commission with respect to applications for subdivision) with respect to matters where planning-related advice is required subject to consistency with existing planning or other local government approvals, as appropriate, and the Scheme, relevant Local Planning Policies and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions
Nil.

P11 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- P12
LEGISLATIVE POWER	- Local Government Act 1995, s5.42
DELEGATION SUBJECT	- Appeals, Requests for Reconsideration
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning and Environment

The Chief Executive Officer is delegated authority to respond to appeals made to the State Administrative Tribunal (including appointment of Counsel), or requests for reconsideration lodged with the WAPC, subject to consistency with any resolution of Council relating to the matter subject of an appeal or request for reconsideration, the Scheme, Local Planning Policies (in the event of any inconsistency between the Scheme, Local Planning Policies and any resolution of Council relating to the matter subject of an appeal or request for reconsideration, then the resolution of Council shall prevail), and the exclusions/conditions set out below.

Exclusions/Conditions
Nil.

P12 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **P13**
- LEGISLATIVE POWER** - *Planning and Development Act 2005*
Gazetted Local Planning Schemes
Local Government (Miscellaneous Provisions) Act 1960
- DELEGATION SUBJECT** - **Authorised Officers – Planning Infringements**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority under Section 234 of the Planning and Development Act 20015 to appoint authorised persons under Sections 228-231 of the Act to issue Planning Infringement Notices.

P13 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	-	P14
LEGISLATIVE POWER	-	<i>Planning and Development Regulations 2009, clause 52.</i> Local Planning Scheme No. 6
DELEGATION SUBJECT	-	Development Applications – Waiver of Application Fees
DELEGATE	-	Chief Executive Officer
SUB DELEGATE	-	Executive Manager Development Services Manager Planning Environment

The Chief Executive Officer, pursuant to clause 52 of the *Planning and Development Regulations 2009*, is delegated authority to waive or refund, defer in whole or part, payment of a fee for a planning service.

Where fees for a planning service, have been deferred, the fees will be payable on practical completion of the approved development or as stipulated in the conditions of approval.

The following guidelines are applicable –

- o Applications submitted by Not for Profit, Charitable or Sporting Organisations – no fees
- o Applications for new home based businesses – 50% fee reduction-payable upon commencement of development
- o Application for change of use within existing commercial zoned premises- 50% fee reduction – payable on practical completion (development physically completed) of the development
- o All other applications – payable on practical completion (development physically completed)

P14 - Delegation Use

Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

2022 /23 Delegated Authority Register



Properties

- DELEGATION NUMBER** - **PR01**
- LEGISLATIVE POWER** - *Local Government Act 1995, s3.24*
- DELEGATION SUBJECT** - **Notice Requiring Certain Things to be done by the Owner or Occupier of Land**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services
Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to exercise the power under s3.25 (1) of the Local Government Act 1995, to give an owner or occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1 of the Act. The Chief Executive Officer must inform the owner if the occupier is not the owner.

PR01 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **PR02**
- LEGISLATIVE POWER** - *Liquor Licensing Act 1988*
- DELEGATION SUBJECT** - **Authority to Issue s39 & s40 Certificates Liquor Licensing Act 1988**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services
 Manager Planning and Environment

The Chief Executive Officer is delegated authority to issue s39 and s40 Certificates under the Liquor Licensing Act 1988.

PR02 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

Ranger

DELEGATION NUMBER	- R01
LEGISLATIVE POWER	- <i>Shire of Northam Keeping and Control of Cats Local Law 2008, Shire of Northam Dogs Local Law 2008</i>
DELEGATION SUBJECT	- Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority under the provisions of the relevant local law to approve more than the prescribed number of dogs or cats provided the application has been advertised in accordance with Council Policy and that no adverse comments have been received.

R01 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- R02
LEGISLATIVE POWER	- <i>Local Government Act 1995: Section 3.47A(1) s.3.47A Sick or injured animals, disposal of</i>
DELEGATION SUBJECT	- Disposal of Sick or Injured Impounded Animals
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [S.3.47A(1)].

Conditions:

1. Delegation only to be used where reasonable efforts to identify and contact the owner have failed.

R02 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- R03
LEGISLATIVE POWER	- <i>Local Government Act 1995: s.3.40A(4) Abandoned vehicle wreck may be taken</i>
DELEGATION SUBJECT	- Declare Vehicle is Abandoned Vehicle Wreck
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Ranger Ranger

The Chief Executive Officer is delegated authority to declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].

Conditions:

Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority A03 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.

R03 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

2022 /23 Delegated Authority Register



Other

- DELEGATION NUMBER** - O01
- LEGISLATIVE POWER** - Bush Fires Act 1954, s33 & s48
- DELEGATION SUBJECT** - **Firebreak Order - Variation**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer, in accordance with s48(1) of the *Bush Fires Act 1954*, is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land in consultation with the Chief Bush Fire Control Officer.

s48 (3) of the Bush Fires Act 1954 precludes sub delegation from the CEO to others.

O01 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **O02**
- LEGISLATIVE POWER** - Bush Fires Act 1954, s17(10) & s18
- DELEGATION SUBJECT** - **Burning, Prohibited (Variations)**
- DELEGATE** - Shire President
Chief Bush Fire Control Officer } **Jointly**
- SUB DELEGATE** - Nil.

That pursuant to s17(10), the Shire President and the Chief Bush Fire Control Officer be delegated **jointly** the Council's powers and duties under the Bush Fires Act 1954, to vary the prohibited burning times and restricted burning times s17(7), and give notice of such s17.8, provided that the Officer in Charge of the Department of Environment and Conservation (DEC) is consulted with before the authority under this delegation is exercised in accordance with the provisions of s18 of the Bush Fires Act 1954.

O02 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- O03
LEGISLATIVE POWER	- <i>Bush Fires Act 1954, s59(3)</i>
DELEGATION SUBJECT	- Offences - Bush Fires Act
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Community Emergency Services Manager Senior Ranger Ranger

In accordance with s59 (3) of the *Bush Fires Act 1954*, the Chief Executive Officer is delegated authority generally to consider allegations of offences alleged to have been committed against the *Bush Fires Act* within the district and to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices by authorised Fire Control Officers in accordance with the provisions of s59A of the Act.

O03 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- O04
LEGISLATIVE POWER	- <i>Local Government Act 1995, s9.10</i>
DELEGATION SUBJECT	- Issuing of Licences, Approvals & Permits – Local Laws
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the issue and or renewal of licenses and permits that are provided for in Council local laws.

O04 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **O05**
- LEGISLATIVE POWER** - *Local Government Act 1995, Schedule 9.1*
- DELEGATION SUBJECT** - **Authority to Approve Requests for Short Term Parking**
- DELEGATE** - Chief Executive Officer

The Chief Executive Officer is delegated authority to approve requests for short term parking bays on town Streets within the Shire.

O05 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- O06
LEGISLATIVE POWER	- <i>Bush Fires Act 1954, s.38 Local government may appoint bush fire control officer</i> <i>Bush Fires Act 1954, s.48 Delegation by local governments</i>
DELEGATION SUBJECT	- Appointment of Bush Fire Control Officers
DELEGATE	- Chief Executive Officer

The Chief Executive Officer is delegated authority to appoint Bush Fire Control Officers.

Conditions:

1. This delegation is restricted to the appointment of Shire of Northam employees as Bush Fire Control Officers.
2. A notice of an appointment must be published at least once in a newspaper circulating in the Shire of Northam in accordance with section 38 (2A) of the Bush Fires Act 1954.

Consideration is to be given with respect to whether the appointment is for the purposes of fulfilling the administrative functions of a Bush Fire Control Officer. Employees which are appointed as Bush Fire Control Officers other than for the purposes of issuing permits or enforcement action, must have completed the required training as adopted by Council.

O06 - Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

SECTION B

DELEGATIONS FROM COUNCIL TO COMMITTEES



2022 /23 Delegated Authority Register

DELEGATION NUMBER	- C01
LEGISLATIVE POWER	- Local Government Act 1995, s5.16
DELEGATION SUBJECT	- Receive, Assess and Determine Grant Applications for the Community Grant Scheme
DELEGATE	- Community Grants Assessment Committee

The Community Grants Assessment Committee has been delegated authority to undertake the following:

- a. Receive and assess grant applications; and
- b. Make a final determination on all grant applications received.

C01 – Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	



2022 /23 Delegated Authority Register

- DELEGATION NUMBER** - **C02**
- LEGISLATIVE POWER** - *Local Government Act 1995:*
s.7.12A(2) Duties of Local Government with respect to audits
- DELEGATION SUBJECT** - **Authority to meet with the Shire's Auditor**
- DELEGATE** - **Audit and Risk Management Committee**

The Audit and Risk Management Committee is delegated authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)].

This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be directed to the Council.

C02 – Delegation Use				
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation	Signature of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.	

SECTION C

DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES

2019/20 Delegated Authority Register



The following Delegations have been made by the Chief Executive Officer to:

EXECUTIVE MANAGER CORPORATE SERVICES

- A01** Affixing of Common Seal, Section 2 only - Sign documents on behalf of the local government
- B07** Recover charges imposed for Private Swimming Pool inspections
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
- F03** Recovery of unpaid Debtors
- F04** Inviting Tenders, section 1 & 2
- O04** Issuing of Licences, Approvals & Permits – Local Laws

EXECUTIVE MANAGER DEVELOPMENT SERVICES

- A01** Affixing of Common Seal, Section 2 only - Sign documents on behalf of the local government
- A02** Power to Remove and Impound Goods
- A04** Approval of Camping Other than at a Caravan Park or Camping Ground
- A05** Shire of Northam Local Laws Administration
- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings – Grant of Occupancy Permit, Building Approval Certificate
- B05** Buildings – Building Orders
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders
- B11** Authorised and Approved Officers - Building Act Infringement Notices
- E01** Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads

2019/20 Delegated Authority Register



F01	Creditors, Payment of
F02	Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
F04	Inviting Tenders, section 1 & 2
H01	Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
H02	Food Act 2008 – Functions of enforcement agency
P01	Instruct Legal Action
P02	Development Applications - Waiver of Requirement for Advertising
P03	Planning Determinations
P04	Strata Titles – Certificates of Local Government
P05	Consent to the lease of Common Property
P06	Advertising Signs
P07	Illegal Development, Giving Written Direction
P08	Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
P09	Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
P10	Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
P11	Advising other Regulatory Authorities
P12	Appeals, Requests for Reconsideration
P13	Authorised Officers – Planning Infringements
P14	Development Applications – Waiver of Application Fees
PR01	Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
PR02	Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988
R01	Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws
R02	Disposal of Sick or Injured Impounded Animals
R03	Declare Vehicle is Abandoned Wreck
O03	Offences – Bush Fires Act
O04	Issuing of Licences, Approvals & Permits – Local Laws

2019/20 Delegated Authority Register



EXECUTIVE MANAGER ENGINEERING SERVICES

- A01** Affixing of Common Seal, Section 2 only - Sign documents on behalf of the local government
- A02** Power to Remove and Impound Goods
- A05** Shire of Northam Local Laws Administration
- B08** Issue Permit to Deposit Material on or Excavate on or
- E01** Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads
- E03** Gates Across Public Thoroughfare
- E04** Crossovers
- E05** Public Thoroughfares – Fixing or Altering Levels, or Alignments, or Drainage onto Adjoining Land
- E06** Public Thoroughfares – Public Access & Plans s3.52 (within designated Townsites)
- E07** Public Thoroughfare – Dangerous Excavations
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
- F04** Inviting Tenders, section 1 & 2
- PR01** Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
- O04** Issuing of Licences, Approvals & Permits – Local Laws

EXECUTIVE MANAGER COMMUNITY SERVICES

- A01** Affixing of Common Seal, Section 2 only - Sign documents on behalf of the local government
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
- F04** Inviting Tenders, section 1 & 2
- O04** Issuing of Licences, Approvals & Permits – Local Laws

MANAGER PLANNING AND ENVIRONMENT

- A05** Shire of Northam Local Laws Administration
- P02** Development Applications - Waiver of Requirement for

2019/20 Delegated Authority Register



- Advertising
- P03** Planning Determinations
- P04** Strata Titles – Certificates of Local Government
- P05** Consent to the lease of Common Property
- P06** Advertising Signs
- P07** Illegal Development, Giving Written Direction
- P08** Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
- P09** Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
- P10** Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
- P11** Advising other Regulatory Authorities
- P12** Appeals, Requests for Reconsideration
- P14** Development Applications – Waiver of Application Fees
- PR02** Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988

ENVIRONMENTAL HEALTH OFFICER

- A05** Shire of Northam Local Laws Administration
- H01** Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
- H02** Food Act 2008 – Functions of enforcement agency

MANAGER OF BUILDING AND HEALTH

- A05** Shire of Northam Local Laws Administration
- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings - Grant of Occupancy Permit, Building Approval Certificate
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an

2019/20 Delegated Authority Register



- B10** Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders
- B11** Authorised and Approved Officers - Building Act Infringement Notices
- H01** Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
- H02** Food Act 2008 – Functions of enforcement agency

COMPLIANCE OFFICER

- A05** Shire of Northam Local Laws Administration
- B11** Authorised and Approved Officers - Building Act Infringement Notices

SENIOR RANGER

- A05** Shire of Northam Local Laws Administration
- R03** Declare Vehicle is Abandoned Vehicle Wreck
- O03** Offences - Bush Fires Act

RANGER

- A05** Shire of Northam Local Laws Administration
- R03** Declare Vehicle is Abandoned Vehicle Wreck
- O03** Offences - Bush Fires Act

COMMUNITY EMERGENCY SERVICES MANAGER

- O03** Offences - Bush Fires Act

SENIOR ACCOUNTANT

- F01** Creditors, Payment of

SHIRE PRESIDENT
CHIEF BUSH FIRE CONTROL OFFICER } Jointly

- O02** Burning, Prohibited (Variations)

13.2 ENGINEERING SERVICES

Cr H Appleton declared an "Impartiality" interest in item 13.2.1 - 2022/23 Footpath Construction Program as Cr Appleton lives on East Street near the proposed footpath.

13.2.1 2022/23 Footpath Construction Program

File Reference:	6.1.2.13
Reporting Officer:	Michael Newton, Engineering Technical Officer
Responsible Officer:	Scott Patterson, Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to endorse the proposed 2022/23 Footpath Construction program for inclusion in the Draft 2022/23 Annual Budget.

ATTACHMENTS

- Attachment 1: 2022/23 Footpath Construction Program.
Attachment 2: 2022/23 Consideration List.
Attachment 3: 2022/23 Footpath Construction Program Overview Map.

A. BACKGROUND / DETAILS

On 14 July 2021 Council endorsed a 2-year Footpath Program which was inclusive of the 2022/23 Footpath Program. This program included the following projects:

Road Name	Road ID	Start	End	Length
BEAMISH AVENUE	2130	140	145	15
BERNARD PARK		0	20	20
CHARLES STREET	2012	210	240	30
CHIDLOW STREET WEST		2390	2690	300
EAST STREET	2020	410	510	100
HUTT STREET	2021	0	250	250
KENNEDY STREET	2013	530	650	120
MORRELL STREET	2011	50	80	30

MUDALLA WAY	2142	0	100	100
PEEL TERRACE	2128	150	210	60

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure and Service Delivery

Outcome 5.3: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

Objective:

- Implement robust asset management plans which promote efficient, safe and quality infrastructure.
- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects.
- Maintain an efficient and safe regional road network.

B.2 Financial / Resource Implications

The value of the proposed works aligns with Council adopted Long Term Financial Plan.

Forecast Expenditure and Proposed Program:

	2022/23	2023/24	2024/25
Long Term Financial Plan 2022-2033	\$250,000	\$250,000	\$250,000
Proposed footpath program	\$259,623	T.B.C.	T.B.C.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

Policy W 5.7 Asset Management Policy

Policy W 5.5 Verge Policy

Policy W 5.5 Street

B.5 Stakeholder Engagement / Consultation

The nominated project locations for the 2022/23 Footpath Construction Program are the highest priority which have stemmed from the Shire of Northam's endorsed informing plans. All these sources have had extensive community consultation in the lead up to their adoption and project commencement.

Also presented to Council for consideration, are footpaths which have been received as a request from ratepayers (Attachment 2).

Should Council decide to include any other project than those listed on the draft program, additional funds will be required. Alternatively, Council may decide to replace any of those footpaths listed with another project within the funding constraints.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Council has adopted the Long-Term Financial Plan which has made a budget provision that will fund the proposed footpath program.	Unlikely (2) x Insignificant (1) = Low (2)	Ensure delivery of footpath program within approved budget. However, there is a risk involved if the scope of work changes, cost overruns due to unforeseen circumstances, staff have implemented cost variation processes which require approval from the Executive Manager Engineering Services and CEO prior to any works taking place.
Health & Safety	Low Risk to the Shire work force and external contractor.	Unlikely (2) x Insignificant (1) = Low (2)	Strict Shire of Northam compliance of OSH policy in place and Contractor has their own Safety management plan and policy.
Reputation	Moderate risk in terms of Shire's reputation	Rare (1) x Insignificant (1) = Low (1)	Shire has adopted Transport Asset Management Plan.
Service Interruption	There is nil service interruption required.	Rare (1) x Insignificant (1) = Low (1)	Traffic management to be implemented in a manner to keep the flow of traffic and pedestrian access running with minimum disruption and delays.

Compliance	Works do not meet engineering and construction specifications.	Unlikely (2) x Minor (2) = Low (4)	Staff have implemented quality control systems and processes to ensure completed works are to a satisfactory standard.
Property	Unforeseen ground services and utilities	Unlikely (2) x Minor (2) = Low (4)	Staff usually obtain DBYD information before start of any project.
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Staff have reassessed the proposed program which was previously endorsed on 14 July 2021 and are of the opinion that some priorities have changed. This is due to further design/investigation required prior to the year of delivery and/or aligning works with the anticipated roads program (currently being developed).

The revised list of proposed projects is provided below along with the budget estimates, selection source and general officer comments for each these projects.

The following tables identifies the proposed 22/23 Draft construction program (highlighting the previously endorsed projects) for Council consideration.

Proposed 22/23 Footpath Construction Program

Road Name	Start	End	Length	Selection Source	From	To	(\$)	Cost	Officer Comment
MUDALLA WAY	0	100	100	Condition	Hutt St	Perina Way	\$29,150		
BERNARD PARK	0	20	20	Condition	Bernard Park	Peel Terrace	see Peel Tce		
CHIDLOW STREET WEST	2390	2690	300		Parker St	Clarkson St	\$77,110		Footpath network connectivity
EAST STREET	410	510	100	Condition	Cox St	Byfield St	\$27,159		
PEEL TERRACE	150	210	60	Condition	Fitzgerald St	Bridge	\$26,658		
BEAVIS PLACE	0	90	90	Condition	Fitzgerald St	Create 298 Crossover	\$11,946		Align with road works
FORREST STREET	730	980	250	Bicycle Plan	Clarke St	Hampton St	\$62,167		Align with road works
WELLINGTON STREET	190	270	80	Bicycle Plan	School frontage		\$25,438		Safety issue (Roadwise concerns)
						TOTAL	\$259,628		

Endorsed July 2021 for 22/23 Program

A separate list of footpaths has also been identified by community requests as shown on Attachment 2. Should Council wish to include any of these in their programs.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4488

Moved: Cr Ryan
Seconded: Cr Curtis

That Council endorse the draft footpath program for 2022/23 for inclusion in the draft Shire of Northam 2022/23 Budget as detailed below:

Road Name	Start	End	Length	From	To	(\$) Cost
MUDALLA WAY	0	100	100	Huff St	Perina Way	\$29,150
BERNARD PARK	0	20	20	Bernard Park	Peel Terrace	see Peel Tce
CHIDLOW STREET WEST	2390	2690	300	Parker St	Clarkson St	\$77,110
EAST STREET	410	510	100	Cox St	Byfield St	\$27,159
PEEL TERRACE	150	210	60	Fitzgerald St	Bridge	\$26,658
BEAVIS PLACE	0	90	90	Fitzgerald St	Create 298 Crossover	\$11,946
FORREST STREET	730	980	250	Clarke St	Hampton St	\$62,167
WELLINGTON STREET	190	270	80	School frontage		\$25,438

CARRIED 9/0

Attachment 1 – Proposed 2022/23 Footpath Construction Program

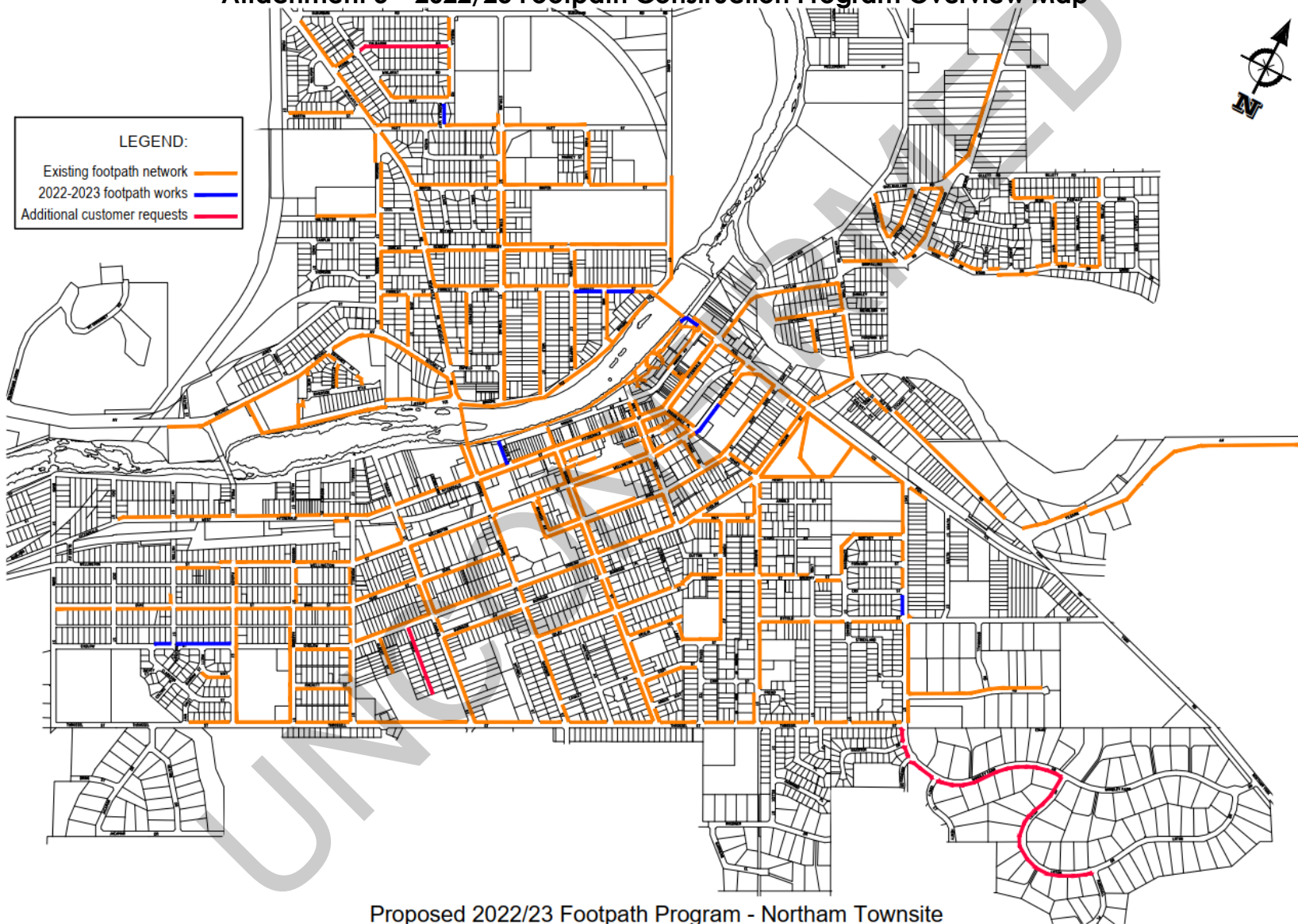
Road Name	Start	End	Length	Selection Source	From	To	(\$) Cost	Officer Comment
MUDALLA WAY	0	100	100	Condition	Hutt St	Perina Way	\$29,150	
BERNARD PARK	0	20	20	Condition	Bernard Park	Peel Terrace	see Peel Tce	
CHIDLOW STREET WEST	2390	2690	300		Parker St	Clarkson St	\$77,110	Footpath network connectivity
EAST STREET	410	510	100	Condition	Cox St	Byfield St	\$27,159	
PEEL TERRACE	150	210	60	Condition	Fitzgerald St	Bridge	\$26,658	
BEAVIS PLACE	0	90	90	Condition	Fitzgerald St	Create 298 Crossover	\$11,946	Align with road works
FORREST STREET	730	980	250	Bicycle Plan	Clarke St	Hampton St	\$62,167	Align with road works
WELLINGTON STREET	190	270	80	Bicycle Plan	School frontage		\$25,438	Safety issue (Roadwise concerns)
TOTAL							\$259,628	

Endorsed July 2021 for 22/23 Program

Attachment 2 – Consideration List 2022/23

Road Name	Road ID	Start	End	Length	Selection Source	Road From	Road To	(\$) Cost
LOTON DRIVE	1110	0	600	600	Northam Recreation Facility Development Plan	Woodley Farm Drive	Marshall Pl	\$ 124,806.00
TURNER STREET	2068	0	270	270	ICS111111	Chidlow Street	End	\$ 84,656.00
WOODELY FARM DRIVE		0	240	240	Northam Recreation Facility Development Plan	Throssell St	Henty Place	\$ 61,457
WOODELY FARM DRIVE		240	740	500	Northam Recreation Facility Development Plan	Hently Pl	Loton Dr	\$ 102,586.00
YALBAROO ROAD	2048	0	370	370	ICS106083	Perina Way	Mudalla Road	\$ 79,662.00

Attachment 3 – 2022/23 Footpath Construction Program Overview Map



Proposed 2022/23 Footpath Program - Northam Townsite

13.3 DEVELOPMENT SERVICES

Nil.

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statements of Accounts 1 May 2022 to 31 May 2022

File Reference:	2.1.3.4
Reporting Officer:	Louise Harris, Creditors Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the accounts for the period from 1 May 2022 to 31 May 2022.

ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – May 2022.
Attachment 2: Declaration.

A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 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

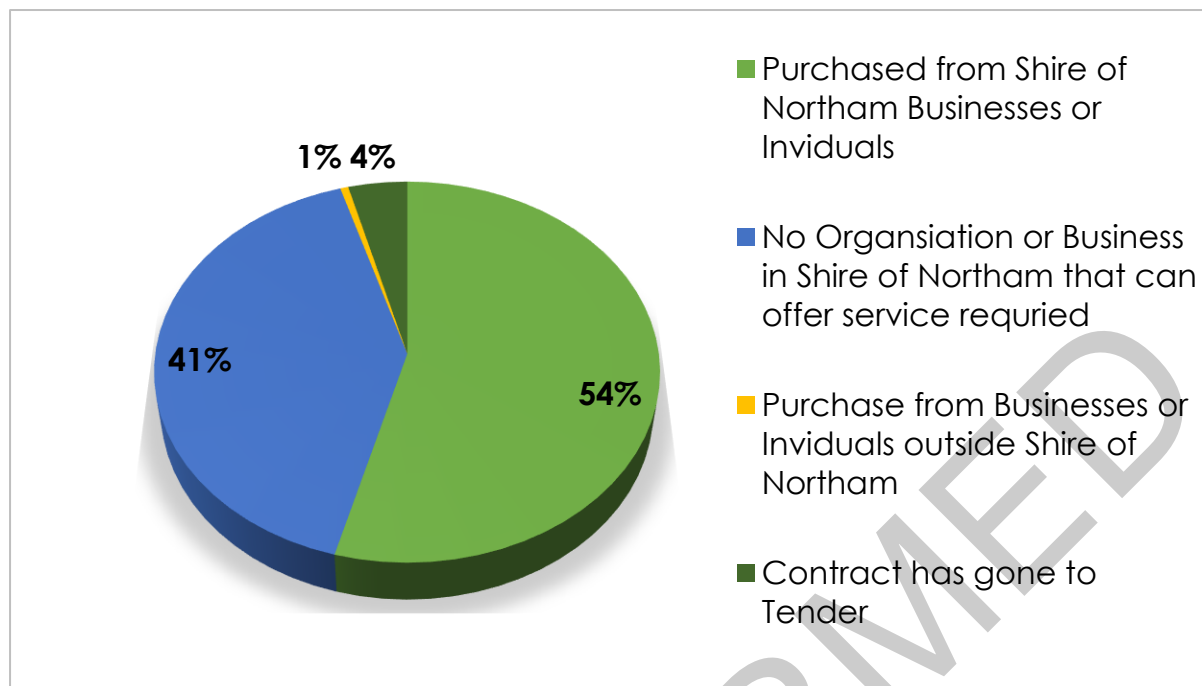
Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service 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

Nil.

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 May 2022;



RECOMMENDATION / COUNCIL DECISION

Minute No: C.4489

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council receive the payments for the period 1 May 2022 to 31 May 2022, as listed:

- Municipal Fund payment cheque numbers 35495 to 35498 Total \$28,478.93.
- Municipal Fund EFT43531 to EFT43818 Total \$1,962,589.13.
- Direct Debits Total \$85,935.94.
- Payroll Total \$452,551.44.

TOTAL: \$2,529,555.44.

Which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

CARRIED 9/0

Attachment 1 - Accounts & Statements of Accounts – May 2022

DAT 01/06/2022
E:
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris

PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35495	10/05/2022	WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 10/02/2022 to 07/04/2022	1		2,861.65
INV 9007840211/04/2022		WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 10/02/2022 to 07/04/2022		7,092.42	
INV 9007840311/04/2022		WATER CORPORATION	9007840302 GRASS VALLEY BFB FIRE SHED - 10/02/2022 to 07/04/2022		8.19	
INV 9007840211/04/2022		WATER CORPORATION	9007840281 GRASS VALLEY HALL - 10/02/2022 to 07/04/2022		1,028.23	
INV 9007840911/04/2022		WATER CORPORATION	9007840919 GRASS VALLEY MUSEUM - 10/02/2022 to 07/04/2022		21.83	
INV 9007868920/04/2022		WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 17/02/2022 to 18/04/2022		1,153.60	
INV 9007869120/04/2022		WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 17/02/2022 to 18/04/2022		1,504.81	
INV 9007869120/04/2022		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 17/02/2022 to 18/04/2022		750.53	
INV 9007871920/04/2022		WATER CORPORATION	9007871918 WUNDOWIE OVAL - 17/02/2022 to 18/04/2022		3,241.46	
INV 9007872320/04/2022		WATER CORPORATION	9007872312 KURINGAL VILLAGE - UNIT 8 - 17/02/2022 to 18/04/2022		269.25	
INV 9007868520/04/2022		WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 17/02/2022 to 18/04/2022		2,075.36	
INV 9007869120/04/2022		WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 17/02/2022 to 18/04/2022		1,073.00	
INV 9007871820/04/2022		WATER CORPORATION	9007871897 WUNDOWIE SKATE PARK - 17/02/2022 to 18/04/2022		217.73	
INV 9007871920/04/2022		WATER CORPORATION	9007871993 WUNDOWIE DEPOT - LESCHENAULTIA - 17/02/2022 to 18/04/2022		349.31	
INV 9007872220/04/2022		WATER CORPORATION	9007872232 KURINGAL VILLAGE - SERVICE - 17/02/2022 to 18/04/2022		44.95	
INV 9007872220/04/2022		WATER CORPORATION	9007872240 KURINGAL VILLAGE - UNIT 1 - 17/02/2022 to 18/04/2022		259.03	
INV 9007872220/04/2022		WATER CORPORATION	9007872259 KURINGAL VILLAGE - UNIT 2 - 17/02/2022 to 18/04/2022		258.10	
INV 9007872220/04/2022		WATER CORPORATION	9007872267 KURINGAL VILLAGE - UNIT 3 - 17/02/2022 to 18/04/2022		255.30	

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007872220/04/2022		WATER CORPORATION	9007872275 KURINGAL VILLAGE - UNIT 4 - 17/02/2022 to 18/04/2022		260.89	
INV 9007872220/04/2022		WATER CORPORATION	9007872283 KURINGAL VILLAGE - UNIT 5 - 17/02/2022 to 18/04/2022		269.25	
INV 9007872220/04/2022		WATER CORPORATION	9007872291 KURINGAL VILLAGE - UNIT 6 - 17/02/2022 to 18/04/2022		264.60	
INV 9007872320/04/2022		WATER CORPORATION	9007872304 KURINGAL VILLAGE - UNIT 7 - 17/02/2022 to 18/04/2022		276.69	
INV 9007945103/05/2022		WATER CORPORATION	9007945104 KATRINE TOILETS - 01/03/2022 to 01/05/2022		95.52	
INV 9007901105/05/2022		WATER CORPORATION	9007901179 MORRELL PARK - 02/03/2022 to 03/05/2022		1,091.60	
35496	19/05/2022	PETTY CASH	PETTY CASH FOR TREE SUBSIDY AND THE NATIVE PLANT GIVEAWAY	1		300.00
INV CH05.05.05/05/2022		PETTY CASH	PETTY CASH FOR TREE SUBSIDY AND THE NATIVE PLANT GIVEAWAY	1	300.00	
35497	19/05/2022	SHIRE OF NORTHAM	FOOD BUSINESS REGISTRATION HIGH RISK	1		401.50
INV 25672	08/09/2021	SHIRE OF NORTHAM	FOOD BUSINESS REGISTRATION HIGH RISK	1	295.00	
INVT 1079	18/05/2022	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF APRIL 2022	1	16.50	
INVT 1080	18/05/2022	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2022	1	90.00	
35498	19/05/2022	WATER CORPORATION	9007904054 BEAVIS PLACE OPEN SPACE - 09/03/2022 to 05/05/2022	1		5915.78
INV 9007899906/05/2022		WATER CORPORATION	9007899961 GIRL GUIDES HALL - 08/03/2022 to 04/05/2022		72.09	
INV 9007901606/05/2022		WATER CORPORATION	9007901603 RAILWAY MUSEUM - 03/03/2022 to 04/05/2022		165.06	
INV 9008729706/05/2022		WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 03/03/2022 to 04/05/2022		907.28	
INV 9007901709/05/2022		WATER CORPORATION	9007901750 PURSLOWE PARK - 08/03/2022 to 05/05/2022		788.68	
INV 9007903709/05/2022		WATER CORPORATION	9007903799 TOWN & LESSER HALL - 09/03/2022 to 05/05/2022		390.67	
INV 9007904009/05/2022		WATER CORPORATION	9007904054 BEAVIS PLACE OPEN SPACE - 09/03/2022 to 05/05/2022		3,016.00	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 3 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007906917/05/2022		WATER CORPORATION	9007906922 OLD INFANT HEALTH CLINIC - 10/03/2022 to 15/05/2022		75.46	
INV 9007908017/05/2022		WATER CORPORATION	9007908063 OLD POST OFFICE BUILDING - 10/03/2022 to 15/05/2022		500.54	
EFT43531	02/05/2022	ANNA RAFFAELLA SNAPES	REIMBURSEMENT OF POLICE CLEARANCE	1		57.60
INV 767102	13/04/2022	ANNA RAFFAELLA SNAPES	REIMBURSEMENT OF POLICE CLEARANCE	1	57.60	
EFT43532	02/05/2022	AUSTRALIAN SERVICES UNION	EAYROLL DEDUCTIONS	1		129.50
INV DEDUCT2	6/04/2022	AUSTRALIAN SERVICES UNION	EAYROLL DEDUCTIONS		129.50	
EFT43533	02/05/2022	AVON SKIP BINS	HIRE 6CUBIC MTR SKIP BIN TO BE DELIVERED TO WELLINGTON ST BETWEEN GORDON AND GREY ST	1		400.00
INV 6779	21/04/2022	AVON SKIP BINS	HIRE 6CUBIC MTR SKIP BIN TO BE DELIVERED TO WELLINGTON ST BETWEEN GORDON AND GREY ST	1	400.00	
EFT43534	02/05/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	12TONNE X 5MM GRANITE	1		490.08
INV IQ32496	24/04/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	12TONNE X 5MM GRANITE	1	490.08	
EFT43535	02/05/2022	BLACKWELL PLUMBING & GAS PTY LTD	YOUTH PARK. SERVICE/REPAIR ALL WATER DRINKING FOUNTAINS.	1		165.00
INV INV-259014/04/2022		BLACKWELL PLUMBING & GAS PTY LTD	YOUTH PARK. SERVICE/REPAIR ALL WATER DRINKING FOUNTAINS.	1	165.00	
EFT43536	02/05/2022	BOEKEMAN MACHINERY (WA) PTY LTD	PN2108 - FARMALL 95C TRACTOR, PARTS FOR WARRANTY SERVICE	1		771.28
INV 339263	26/04/2022	BOEKEMAN MACHINERY (WA) PTY LTD	PN2108 - FARMALL 95C TRACTOR, PARTS FOR WARRANTY SERVICE	1	771.28	
EFT43537	02/05/2022	BUNNINGS BUILDING SUPPLIES P/L	CAULKING GUN	1		69.06
INV 2182/003	20/04/2022	BUNNINGS BUILDING SUPPLIES P/L	CAULKING GUN	1	69.06	
EFT43538	02/05/2022	CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM VISITORS CENTRE 5 X AIR FRESHNER, 1 X MEDI STANDARD UNIT, 2 X SANITARY UNIT	1		191.78
INV 9730033425/02/2022		CANNON HYGIENE AUSTRALIA PTY LTD	REC CENTRE. SERVICING OF SANITARY UNITS X 7. - CREDIT ISSUED	1	-372.82	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9734191713/04/2022		CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM VISITORS CENTRE 5 X AIR FRESHNER, 1 X MEDI STANDARD UNIT, 2 X SANITARY UNIT	1	564.60	
EFT43539	02/05/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		138.85
INV DEDUCT26/04/2022		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		138.85	
EFT43540	02/05/2022	DAMIAN'S PLUMBING	REPAIR ALL THREE CISTERNS AT KATRINE TOILETS, REPLACE FLOATS AND FIT PRESSURE VALVE	1		1,087.90
INV 7731	26/04/2022	DAMIAN'S PLUMBING	REPAIR ALL THREE CISTERNS AT KATRINE TOILETS, REPLACE FLOATS AND FIT PRESSURE VALVE	1	632.50	
INV 7737	27/04/2022	DAMIAN'S PLUMBING	VISITORS CENTRE. TEST AND SUBMIT DOCUMENTATION TO WATER CORP FOR ANNUAL BACKFLOW DEVICE.	1	455.40	
EFT43541	02/05/2022	DMC CLEANING	ADMIN BUILDING, / WORKS DEPOT - SUPPLY OF TOILET PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05 - 08/08/2021	1		301.05
INV SON205930/09/2021		DMC CLEANING	ADMIN BUILDING, / WORKS DEPOT - SUPPLY OF TOILET PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05 - 08/08/2021	1	301.05	
EFT43542	02/05/2022	DRACO AIR PTY LTD	REPAIR TO REFRIDGERATION SYSTEM ON NORTHAM REC CENTRE WATER FOUNTAIN	1		1,288.07
INV 14578	14/04/2022	DRACO AIR PTY LTD	REPAIR TO REFRIDGERATION SYSTEM ON NORTHAM REC CENTRE WATER FOUNTAIN	1	537.35	
INV 14579	14/04/2022	DRACO AIR PTY LTD	GRASS VALLEY HALL. CHECK/REPAIR AIRCONS, DON'T SEEM TO BE WORKING PROPERLY.	1	264.00	
INV 14589	21/04/2022	DRACO AIR PTY LTD	ADMIN BUILDING REAR DEPOT, SAFETY OFFICE REPLACE FAN MOTOR OR BEARINGS AS NOISY. IDENTIFIED IN YEARLY SERVICE.	1	486.72	
EFT43543	02/05/2022	EASIFLEET	EAYROLL DEDUCTIONS	1		2,447.39
INV DEDUCT26/04/2022		EASIFLEET	EAYROLL DEDUCTIONS		1,469.05	
INV DEDUCT26/04/2022		EASIFLEET	EAYROLL DEDUCTIONS		978.34	
EFT43544	02/05/2022	FEDERAL FOOTBALL CLUB	2021 STAFF CHRISTMAS PARTY - SUPPLY ALCOHOL AND SERVE ALCOHOL	1		2,000.00

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 52

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 001/2022	01/02/2022	FEDERAL FOOTBALL CLUB	2021 STAFF CHRISTMAS PARTY - SUPPLY ALCOHOL AND SERVE ALCOHOL	1	2,000.00	
EFT43545	02/05/2022	FIRE AND SAFETY WA	OLIVER 66495 - STRUCTURAL BOOTS WITH ZIP KIT	1		2,299.60
INV 38974	17/02/2022	FIRE AND SAFETY WA	OLIVER 66495 - STRUCTURAL BOOTS WITH ZIP KIT	1	2,299.60	
EFT43546	02/05/2022	FULTON HOGAN INDUSTRIES PTY LTD	3 X 1000LT IBC'S OF EMULSION	1		3,894.00
INV 1630985921	04/2022	FULTON HOGAN INDUSTRIES PTY LTD	3 X 1000LT IBC'S OF EMULSION	1	3,894.00	
EFT43547	02/05/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1909 - MAZDA BT UTE - SUPPLY AND FIT 4 X TYRES AS PER QUOTE U524107464	1		1,128.48
INV 6412544221	04/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1909 - MAZDA BT UTE - SUPPLY AND FIT 4 X TYRES AS PER QUOTE U524107464	1	1,073.01	
INV 6412549226	04/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN2003 - REPAIR PUNCTURE FOR FOOTPATH SWEEPER	1	22.00	
INV 6412549126	04/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1307 - REPAIR PUNCTURE	1	33.47	
EFT43548	02/05/2022	GRAFTON ELECTRICS	MEMORIAL HALL. INSTALL POWER POINT IN ALCOVE AT FRONT OF BUILDING. SEE DONNA FOR LOCATION.	1		688.33
INV 8582	12/04/2022	GRAFTON ELECTRICS	VISITORS CENTRE. REMOVE 2 X POWER POINTS AND INSTALL BLANK PLATES UNDER VISITORS CENTRE.	1	110.00	
INV 8578	12/04/2022	GRAFTON ELECTRICS	CLACKLINE HALL. CHECK FAULT TO LIGHTING, WHEN EXIT LIGHTS ARE ON TOILET LIGHTS DON'T WORK.	1	110.00	
INV 8581	12/04/2022	GRAFTON ELECTRICS	RAP PARK KIOSK. REPAIR BROKEN POWER POINTS AND MAKE SAFE.	1	164.73	
INV 8594	20/04/2022	GRAFTON ELECTRICS	MEMORIAL HALL. INSTALL POWER POINT IN ALCOVE AT FRONT OF BUILDING. SEE DONNA FOR LOCATION.	1	303.60	
EFT43549	02/05/2022	GRANNY'S GUNS PTY LTD	ROSSI SINGLE BARREL 410 SHOT GUN / WINCHESTER 410 RIFLE SLUGS / ELEY 410 NO6	1		393.05
INV INV-035309	03/2022	GRANNY'S GUNS PTY LTD	ROSSI SINGLE BARREL 410 SHOT GUN / WINCHESTER 410 RIFLE SLUGS / ELEY 410 NO6	1	393.05	
EFT43550	02/05/2022	JAYLISSA BENNELL	REIMBURSEMENT OF POLICE CLEARANCE	1		49.90
INV 640072	17/01/2022	JAYLISSA BENNELL	REIMBURSEMENT OF POLICE CLEARANCE	1	49.90	

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 6 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43551	02/05/2022	JS TECHNOLOGY & DIGITAL PTY LTD	WALL CHARGER / CHARGING CABLE / SCREEN PROTECTOR	1		84.00
INV 10866	19/04/2022	JS TECHNOLOGY & DIGITAL PTY LTD	WALL CHARGER / CHARGING CABLE / SCREEN PROTECTOR	1	84.00	
EFT43552	02/05/2022	MAYBERRY HAMMOND & CO	LEASE FOR MEN'S SHED NORTHAM	1		308.11
INV 43630	25/06/2021	MAYBERRY HAMMOND & CO	LEASE FOR MEN'S SHED NORTHAM	1	308.11	
EFT43553	02/05/2022	RONLIEEH PTY LTD T/A/S ALL PARTS WA	2X REAR MUD FLAPS FOR PN1515	1		43.76
INV SI-00001422/04/2022		RONLIEEH PTY LTD T/A/S ALL PARTS WA	2X REAR MUD FLAPS FOR PN1515	1	43.76	
EFT43554	02/05/2022	TELSTRA CORPORATION	TELSTRA CHARGES MARCH 2022 - ADMIN / FINANCE	1		6,893.53
INV 2726009204/04/2022		TELSTRA CORPORATION	TELSTRA CHARGES MARCH 2022 - HARVEST BAN	1	625.72	
INV 2726008910/04/2022		TELSTRA CORPORATION	TELSTRA CHARGES MARCH 2022 - COUNCILLORS iPADS / ADMIN / FINANCE / CISM / BUSHFIRES / RANGER / CCTV / HEALTH / KILLARA / LANDFILL / PLANNING / WUNDOWIE POOL / NORTHAM LIBRARY / BKB / ENGINEERING / BUILDING / VISITORS CENTER / REC CENTRE / SES	1	2,469.95	
INV 2258398814/04/2022		TELSTRA CORPORATION	TELSTRA CHARGES MARCH 2022 - ADMIN / FINANCE	1	3,797.86	
EFT43555	02/05/2022	THE PRINT SHOP BUNBURY	PULL-UP BANNER, 5X A2 CORFLUTES FOR SHIRE OF NORTHAM ROADWISE COMMITTEE GRANT P70 REFERENCE 53947	1		335.50
INV 1491419	05/04/2022	THE PRINT SHOP BUNBURY	PULL-UP BANNER, 5X A2 CORFLUTES FOR SHIRE OF NORTHAM ROADWISE COMMITTEE GRANT P70 REFERENCE 53947	1	335.50	
EFT43556	02/05/2022	TOLL TRANSPORT PTY LTD	TOLL FREIGHT APRIL 20- DEPOT	1		13.86
INV 0446-S30	03/05/2020	TOLL TRANSPORT PTY LTD	TOLL FREIGHT APRIL 20- DEPOT	1	13.86	
EFT43557	02/05/2022	TPG TELECOM	TPG CHARGES MARCH 2022 - ADMIN/ FINANCE / BKB / CISM / CREATE 298 / ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM LIBRARY / WUNDOWIE LIBRARY / PLANNING / RANGERS / RECE CENTRE / VISITORS CENTRE / IT	1		7,895.30

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 7 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1758750101/04/2022		TPG TELECOM	TPG CHARGES MARCH 2022 - ADMIN / FINANCE / CREATE 298 / SES / BFB	1	880.11	
INV 1758866701/04/2022		TPG TELECOM	TPG CHARGES MARCH 2022 - ADMIN/ FINANCE/ BKB / CESM / CREATE 298 / ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM LIBRARY / WUNDOWIE LIBRARY / PLANNING / RANGERS / RECE CENTRE / VISITORS CENTRE / IT	1	7,015.19	
EFT43558	02/05/2022	VINCELEC	RIVERS EDGE CAFE. REPAIR REPLACE LIGHT IN RANGE HOOD.	1		323.78
INV IV1272	14/04/2022	VINCELEC	RIVERS EDGE CAFE. REPAIR REPLACE LIGHT IN RANGE HOOD.	1	323.78	
EFT43559	02/05/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 224 FIXED COMPONENT - NEW RECREATION CENTRE	1		118,000.54
INV 224	30/04/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 224 FIXED COMPONENT - NEW RECREATION CENTRE		49,460.86	
INV 225	30/04/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 225 FIXED COMPONENT - PURCHASE VICTORIA OVAL		40,467.97	
INV 227	02/05/2022	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 227 INTEREST PAYMENT - NORTHAM YOUTH SPACE		28,071.71	
EFT43560	04/05/2022	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS - APRIL 2022	1		1,988.61
INV APRIL 2030/04/2022		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS - APRIL 2022	1	1,988.61	
EFT43561	04/05/2022	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS - APRIL 2022	1		1,100.00
INV APRIL 2030/04/2022		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS - APRIL 2022	1	1,100.00	
EFT43562	04/05/2022	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS - APRIL 2022	1		5,253.96
INV APRIL 2030/04/2022		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS - APRIL 2022	1	5,253.96	
EFT43563	04/05/2022	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS - APRIL 2022	1		1,957.53
INV APRIL 2030/04/2022		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS - APRIL 2022	1	1,957.53	
EFT43564	04/05/2022	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS - APRIL 2022	1		1,905.73
INV APRIL 2030/04/2022		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS - APRIL 2022	1	1,905.73	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 8 10

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43565	04/05/2022	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS - APRIL 2022	1		1,905.73
INV APRIL 2030/04/2022		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS - APRIL 2022	1	1,905.73	
EFT43566	04/05/2022	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS - APRIL 2022	1		2,025.61
INV APRIL 2030/04/2022		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS - APRIL 2022	1	2,025.61	
EFT43567	04/05/2022	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS - APRIL 2022	1		1,905.73
INV APRIL 2030/04/2022		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS - APRIL 2022	1	1,905.73	
EFT43568	04/05/2022	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS - APRIL 2022	1		2,843.23
INV APRIL 2030/04/2022		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS - APRIL 2022	1	2,843.23	
EFT43569	04/05/2022	PAUL THOMAS CURTIS	COUNCILLOR PAYMENTS - APRIL 2022	1		1,905.73
INV APRIL 2030/04/2022		PAUL THOMAS CURTIS	COUNCILLOR PAYMENTS - APRIL 2022	1	1,905.73	
EFT43570	04/05/2022	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS - APRIL 2022	1		1,905.73
INV APRIL 2030/04/2022		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS - APRIL 2022	1	1,905.73	
EFT43571	05/05/2022	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	ACES LEASHES (BAG OF 25) VARIOUS COLOURS / CITRONELLA SPRAY	1		674.70
INV 0003561713/04/2022		ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	ACES LEASHES (BAG OF 25) VARIOUS COLOURS / CITRONELLA SPRAY	1	674.70	
EFT43572	05/05/2022	BOBBIJO WISE	REIMBURSEMENT FOR POLICE CLEARANCE	1		57.60
INV 6083767 20/04/2022		BOBBIJO WISE	REIMBURSEMENT FOR POLICE CLEARANCE	1	57.60	
EFT43573	05/05/2022	BUNNINGS BUILDING SUPPLIES P/L	BONDALL WATER JET PRESSURE WASHER IN: 0043304	1		40.86
INV 2182/998 28/03/2022		BUNNINGS BUILDING SUPPLIES P/L	BONDALL WATER JET PRESSURE WASHER IN: 0043304	1	40.86	
EFT43574	05/05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	FN1706 - JD GRADER 6150HR. SERVICE ON SITE (TBA) 26/04/2022	1		4,556.20
INV 0000397327/04/2022		CENTRAL MOBILE MECHANICAL REPAIRS	HICK UP ROLLER FROM BOASE ROAD AND DROP OFF AT WOOTTATING ROAD 27/04/2022	1	577.50	

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 9 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000397227/04/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP ROLLER FROM COLGONGINE RD AND DROP OFF AT CNR BOASE AND OYSTON ROADS	1	577.50	
INV 0000397127/04/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 BOMAG MULTI ROLLER REPAIRS AND 7300HR SERVICE ON SITE (TBA) 26/04/2022	1	1,477.08	
INV 0000397027/04/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - JD GRADER 6150HR SERVICE ON SITE (TBA) 26/04/2022	1	1,635.37	
INV 0000397427/04/2022		CENTRAL MOBILE MECHANICAL REPAIRS	FLOAT LOADER FROM NORTHAM TO BAKER HILL	1	288.75	
EFT43575	05/05/2022	CHRISTOPHER JOHN MARRIS	CBFCO HONORARUIM PAYMENT FOR MAY 2022	1		916.66
INV BR05052	03/05/2022	CHRISTOPHER JOHN MARRIS	CBFCO HONORARUIM PAYMENT FOR MAY 2022	1	916.66	
EFT43576	05/05/2022	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP THREE IBC'S FROM FULTON HOGAN AND DELIVER TO SHIRE OF NORTHAM, 116 PEEL TCE	1		533.00
INV 0000423530/04/2022		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP SPINDICE PANEL FROM PLAYMASTER 10 ABSOLON STREET PALMYRA WA 6157 AND DELIVER TO 116 PEEL TERRACE NORTHAM	1	143.00	
INV 0000423530/04/2022		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP THREE IBC'S FROM FULTON HOGAN AND DELIVER TO SHIRE OF NORTHAM, 116 PEEL TCE	1	390.00	
EFT43577	05/05/2022	E FIRE & SAFETY	NORTHAM REC CENTRE. SUPPLY AS PER QUOTE 111024, REPLACE EMERGENCY WARNING SYSTEM LOG BOOK AND FIRE INDICATOR PANEL LOG BOOK.	1		236.50
INV 562387	21/04/2022	E FIRE & SAFETY	KILLARA. SUPPLY AS PER QUOTE 109700, INSTALL FIRE ALARM SIGN ON EXTERNAL BELL AND IN HOUSE 2 REPLACE MONITORED VALVE LOCK.	1	104.50	
INV 562388	21/04/2022	E FIRE & SAFETY	NORTHAM REC CENTRE. SUPPLY AS PER QUOTE 111024, REPLACE EMERGENCY WARNING SYSTEM LOG BOOK AND FIRE INDICATOR PANEL LOG BOOK.	1	132.00	
EFT43578	05/05/2022	FIRE AND SAFETY WA	LT FIRST AID SATCHEL / BOX, CARRYALL, HYDRANT, EQUIPMENT	1		586.88
INV 39087	10/03/2022	FIRE AND SAFETY WA	LT FIRST AID SATCHEL / BOX, CARRYALL, HYDRANT, EQUIPMENT	1	586.88	
EFT43579	05/05/2022	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	REFLEXITE SILVER FRONT PENTAGON FOR DFES HELMETS	1		155.38
INV 208185	14/04/2022	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	REFLEXITE SILVER FRONT PENTAGON FOR DFES HELMETS	1	155.38	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 10 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43580	05/05/2022	FRONTLINE FIRE & RESCUE EQUIPMENT	HOSES / ADAPTORS / TOOLOK / CROW BAR	1		2,718.71
INV 74438	30/04/2022	FRONTLINE FIRE & RESCUE EQUIPMENT	HOSES / ADAPTORS / TOOLOK / CROW BAR	1	2,718.71	
EFT43581	05/05/2022	GROVE WESLEY DESIGN ART	NAME BADGES	1		97.79
INV 6989	19/04/2022	GROVE WESLEY DESIGN ART	NAME BADGES	1	97.79	
EFT43582	05/05/2022	HUMES WEMBLEY CEMENT	HPE 525MM X 2.44MM RJ 2 C/W RUBBER RING / HEADWALL TO SUIT 525MM PIPE	1		1,975.73
INV 9408066529/04/2022		HUMES WEMBLEY CEMENT	HPE 525MM X 2.44MM RJ 2 C/W RUBBER RING / HEADWALL TO SUIT 525MM PIPE	1	1,975.73	
EFT43583	05/05/2022	KLEENWEST DISTRIBUTORS	BIN LINERS / DOG WASTE BAGS	1		410.52
INV 0006831927/04/2022		KLEENWEST DISTRIBUTORS	BIN LINERS / DOG WASTE BAGS	1	410.52	
EFT43584	05/05/2022	MAXWELL CARLTON HUBBLE	CROSSOVER REBATE FOR 35 WOOD DRIVE NORTHAM	1		1,000.00
INV SP 21042	21/04/2022	MAXWELL CARLTON HUBBLE	CROSSOVER REBATE FOR 35 WOOD DRIVE NORTHAM	1	1,000.00	
EFT43585	05/05/2022	MWB CONTRACTING T/A S BRICKMART WA	WELLINGTON STREET FOOTPATH PAVING RESTORATION WORKS AS PER QUOTE QU0323	1		46,872.32
INV INV-112728/04/2022		MWB CONTRACTING T/A S BRICKMART WA	WELLINGTON STREET FOOTPATH PAVING RESTORATION WORKS AS PER QUOTE QU0323	1	46,872.32	
EFT43586	05/05/2022	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT - 15/4/2022 - 14/5/2022	1		893.92
INV 9252349415/04/2022		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT - 15/4/2022 - 14/5/2022	1	893.92	
EFT43587	05/05/2022	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	2021/2022 COMMUNITY DEVELOPMENT GRANT FUNDING FOR SIGNIFICANCE ASSESSMENT FOR NACHA COLLECTION	1		3,702.00
INV 020	25/04/2022	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	2021/2022 COMMUNITY DEVELOPMENT GRANT FUNDING FOR SIGNIFICANCE ASSESSMENT FOR NACHA COLLECTION	1	3,702.00	
EFT43588	05/05/2022	NORTHAM BETTA HOME LIVING	ANTENNA BOOSTER	1		54.95
INV 2001004007/04/2022		NORTHAM BETTA HOME LIVING	ANTENNA BOOSTER	1	54.95	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 11 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43589	05/05/2022	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR JOSEPH FEHLAUR - GOLF	1		100.00
INV 3861	01/05/2022	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR JOSEPH FEHLAUR - GOLF	1	100.00	
EFT43590	05/05/2022	NORTHAM FAMILY PRACTICE	HEP A&B TWINRIX VACCINATION / TETANUS VACCINATION	1		748.00
INV 139739	07/12/2020	NORTHAM FAMILY PRACTICE	DARREN MILLS PRE-EMPLOYMENT MEDICAL	1	236.50	
INV 147389	12/04/2021	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL FOR DARREN HEALEY	1	236.50	
INV 159918	06/10/2021	NORTHAM FAMILY PRACTICE	HEP A&B TWINRIX VACCINATION / TETANUS VACCINATION	1	275.00	
EFT43591	05/05/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1		311.10
INV 0000414601/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	73.50	
INV 0000416319/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	158.50	
INV 0000417420/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	8.10	
INV 0000417522/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	71.00	
EFT43592	05/05/2022	NORTHAM TYREPOWER & SUSPENSION CENTRE	MAXXIS 275/70R22.5 UR288 18PR 148/145K	1		2,540.00
INV 143550	14/04/2022	NORTHAM TYREPOWER & SUSPENSION CENTRE	MAXXIS 275/70R22.5 UR288 18PR 148/145K	1	2,540.00	
EFT43593	05/05/2022	NUTRIEN A.G SOLUTIONS LIMITED	10X BAGS OF UREA FOR HENRY STREET OVAL	1		1,051.29
INV 9062249711/01/2022		NUTRIEN A.G SOLUTIONS LIMITED	3 INCH TO 2 INCH REDUCING SOCKET AND 2 INCH END CONNECTOR FOR SPRAY SYSTEM AT SEPTAGE PONDS OLD QUARRY.	1	38.61	
INV 9062291612/01/2022		NUTRIEN A.G SOLUTIONS LIMITED	3 INCH TO 2 INCH REDUCING SOCKET AND 2 INCH END CONNECTOR FOR SPRAY SYSTEM AT SEPTAGE PONDS OLD QUARRY.	1	183.16	
INV 9062418814/01/2022		NUTRIEN A.G SOLUTIONS LIMITED	10X BAGS OF UREA FOR HENRY STREET OVAL	1	418.00	
INV 9063158428/01/2022		NUTRIEN A.G SOLUTIONS LIMITED	REPLACEMENT GAS FOR FORKLIFT	1	81.40	
INV 9064105415/02/2022		NUTRIEN A.G SOLUTIONS LIMITED	3X BAGS OF DYNAMIC LIFTER	1	60.72	
INV 9064579723/02/2022		NUTRIEN A.G SOLUTIONS LIMITED	COPPER SULPHATE FOR ALGAE CONTROL	1	220.00	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 12 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9066417828/03/2022		NUTRIEN AG SOLUTIONS LIMITED	MICE BAITs FOR CONTROL PANELS	1	49.40	
EFT43594	05/05/2022	PROGRAMME ELECTRICAL MAINTENANCE	GRASS VALLEY FIRE STATION -INSTALLATION OF OUTLET FOR WASHING MACHINE	1		1,548.80
INV 0000612302/04/2022		PROGRAMME ELECTRICAL MAINTENANCE	GRASS VALLEY FIRE STATION - INSTALLATION OF OUTLET FOR WASHING MACHINE	1	1,548.80	
EFT43595	05/05/2022	RAE KNIGHT	ELEVATE TICKET REFUND RAE KNIGHT 2 ADULT TICKETS	1		10.00
INV 1800355101/04/2022		RAE KNIGHT	ELEVATE TICKET REFUND RAE KNIGHT 2 ADULT TICKETS	1	10.00	
EFT43596	05/05/2022	ROSLYNJETTNER	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1368	05/05/2022	ROSLYNJETTNER	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT43597	05/05/2022	SCANLAN SURVEYS PTY LTD	CONTOUR AND FEATURE SURVEY - CORNER MINSON AVE AND GREY STREET NORTHAM AS PER QUOTE Q7882/22	1		4,345.00
INV 8645/22	29/04/2022	SCANLAN SURVEYS PTY LTD	CONTOUR AND FEATURE SURVEY - CORNER MINSON AVE AND GREY STREET NORTHAM AS PER QUOTE Q7882/22	1	4,345.00	
EFT43598	05/05/2022	SGS AUSTRALIA PTY LTD	OLD QUARRY LANDFILL SITE - BIANNUAL SAMPLING OF GROUND WATER, 4 X BORES	1		1,379.09
INV NE00008719/04/2022		SGS AUSTRALIA PTY LTD	OLD QUARRY LANDFILL SITE - BIANNUAL SAMPLING OF GROUND WATER, 4 X BORES	1	1,379.09	
EFT43599	05/05/2022	SIGMA CHEMICALS	GRANULAR CHLORINE 40 KG / LIQUID CHLORINE 20 LITRE / 20 LITRE DRUM POLY TWENTY LITRE / DRY ACID	1		565.13
INV 156429/08/03/2022		SIGMA CHEMICALS	GRANULAR CHLORINE 40 KG / LIQUID CHLORINE 20 LITRE / 20 LITRE DRUM POLY TWENTY LITRE / DRY ACID	1	598.13	
INV CR15642	12/03/2022	SIGMA CHEMICALS	PALLET	1	-33.00	
EFT43600	05/05/2022	SOS - SWITCHED ONTO SAFETY	RENEWAL OF ANNUAL LICENCE FEES FOR CHEMWATCH	1		2,145.00
INV INV0784	07/04/2022	SOS - SWITCHED ONTO SAFETY	RENEWAL OF ANNUAL LICENCE FEES FOR CHEMWATCH	1	2,145.00	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 13 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43601	05/05/2022	SPECIALISED TREE SERVICE	20 SELBY ST NORTHAM STREET TREES. PRUNE 4 TREES THAT HAVE LONG BRANCHES GROWING OUT OVER PRIVATE PROPERTY. PRUNING BACK FROM SERVICE LINE AND OVER ROAD. ALL MATERIAL REMOVED FROM SITE. AS PER QUOTE 1011	1		4,500.00
INV 3837	02/05/2022	SPECIALISED TREE SERVICE	TARGET PRUNE LARGE TREE ON VERGE OF 7 COX STREET NORTHAM AS PER QUOTE #1007	1	1,000.00	
INV 3841	03/05/2022	SPECIALISED TREE SERVICE	322 GLENMORE RD BAKERS HILL FALLEN DEAD VERGE TREE, CUT UP DEAD TRUNK INTO SMALLER SECTIONS TO SUIT A LARGE LOADER. AS PER QUOTE 100	1	500.00	
INV 3838	03/05/2022	SPECIALISED TREE SERVICE	81 INKPEN ST NORTHAM VERGE TREE. REMOVE 1 MAJOR 10MTR LIMB GROWING OUT OVER PRIVATE PROPERTY. TARGET PRUNE TO REDUCE BRANCHES OVER PRIVATE PROPERTY, BALANCE TREE BY REMOVING SOME BRANCHES ROADSIDE. AS PER QUOTE 1004	1	1,000.00	
INV 3840	03/05/2022	SPECIALISED TREE SERVICE	3 TURNER ST NORTHAM STREET TREE REMOVE 1 MAJOR LOW LIMB THAT GROWS OUT OVER ABC POWERLINE. ALL MATERIAL REMOVED FROM SITE. AS PER QUOTE 1002	1	500.00	
INV 3839	03/05/2022	SPECIALISED TREE SERVICE	20 SELBY ST NORTHAM STREET TREES. PRUNE 4 TREES THAT HAVE LONG BRANCHES GROWING OUT OVER PRIVATE PROPERTY. PRUNING BACK FROM SERVICE LINE AND OVER ROAD. ALL MATERIAL REMOVED FROM SITE. AS PER QUOTE 1011	1	1,500.00	
EFT43602	05/05/2022	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	COUNTRY KIT SERVICINGS / AED BATTERY	1		362.79
INV FAINV0019/04/2022		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	COUNTRY KIT SERVICINGS / AED BATTERY	1	362.79	
EFT43603	05/05/2022	STALLION BUILDING CO PTY LTD T/A STALLION HOMES	VO-1- C.202021-19 EXTRA TAP AND EXTRA INTERIOR DGPO'S	1		737.00
INV 2006	28/04/2022	STALLION BUILDING CO PTY LTD T/A STALLION HOMES	VO-1- C.202021-19 EXTRA TAP AND EXTRA INTERIOR DGPO'S	1	737.00	
EFT43604	05/05/2022	STEWART & HEATON CLOTHING CO PTY LTD	ANNUAL DFES APPROVED PPC FOR BFB VOLUNTEERS	1		781.00

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 14 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SIN-353012/04/2022		STEWART & HEATON CLOTHING CO.PTY LTD	ANNUAL DFES APPROVED PPC FOR BEB VOLUNTEERS	1	781.00	
EFT43605	05/05/2022	SYNERGY	361669310 RECREATION PRECINCT - 09/03/2022 to 31/03/2022	1		23,648.65
INV 3614739620/12/2021		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 01/12/2021 to 15/12/2021		252.84	
INV 3614739620/01/2022		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 16/12/2021 to 19/01/2022		338.70	
INV 3614739617/02/2022		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 20/01/2022 to 16/02/2022		266.22	
INV 3614739617/03/2022		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 17/02/2022 to 16/03/2022		245.96	
INV 3577034205/04/2022		SYNERGY	357703420 PURSLOWE PARK - 04/02/2022 to 01/04/2022		107.57	
INV 2361098006/04/2022		SYNERGY	236109800 RAP PARK - 02/02/2022 to 04/04/2022		141.78	
INV 3577043608/04/2022		SYNERGY	357704360 BROOME TCE PUMP - 14/01/2022 to 16/03/2022		210.99	
INV 3575480812/04/2022		SYNERGY	357548080 DOG POUND COLEBATCH RD - 20/01/2022 to 04/04/2022		940.85	
INV 2931107319/04/2022		SYNERGY	293110730 BILYA KOORT BOODJA - 01/04/2022 to 12/04/2022		1,449.14	
INV 3616693119/04/2022		SYNERGY	361669310 RECREATION PRECINCT - 09/03/2022 to 31/03/2022		14,824.17	
INV 3575481320/04/2022		SYNERGY	357548130 MEMORIAL HALL - 01/02/2022 to 31/03/2022		828.48	
INV 3616702521/04/2022		SYNERGY	361670250 NORTHAM LIBRARY - 17/03/2022 to 20/04/2022		385.22	
INV 1365377421/04/2022		SYNERGY	136537740 AIRPORT - 17/03/2022 to 20/04/2022		1,203.91	
INV 3575496921/04/2022		SYNERGY	357549690 KILLARA DAYCARE CENTRE - COTTAGE - 17/03/2022 to 20/04/2022		861.96	
INV 1422759529/04/2022		SYNERGY	142275950 WUNDOWIE OVAL - 24/02/2022 to 28/04/2022		672.55	
INV 3616695030/04/2022		SYNERGY	361669500 OXIDATION PONDS - 01/04/2022 to 18/04/2022		918.31	
EFT43606	05/05/2022	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT - MAY 2022 - HEALTH / CESM	1		102.73
INV 0539-830	10/04/2022	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT - MAY 2022 - HEALTH / CESM	1	47.43	
INV 0541-830	24/04/2022	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGES - APRIL 2022 - HEALTH / CESM	1	42.25	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 15 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0542-S3001/05/2022		TOLL - IPEC PTY LTD T/A/S	FREIGHT CHARGES - APRIL 2022 - HEALTH	1	13.05	
EFT43607	05/05/2022	TOLL TRANSPORT PTY LTD	TOLL TRANSPORT CHARGES - OCTOBER 2020 CESM / HEALTH	1		94.66
INV 0456-S3009/08/2020		TOLL TRANSPORT PTY LTD	TOLL TRANSPORT CHARGES - AUGUST 2020 - HEALTH	1	23.05	
INV 0465-S3011/10/2020		TOLL TRANSPORT PTY LTD	TOLL TRANSPORT CHARGES - OCTOBER 2020 CESM / HEALTH	1	71.61	
EFT43608	05/05/2022	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 28 APRIL 2022	1		50.00
INV 90	29/04/2022	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 28 APRIL 2022	1	50.00	
EFT43609	05/05/2022	UNITED EQUIPMENT PTY LTD	PN1604 EWP - EQ ID 101019-SN35A1600003 RMI AND ANNUAL INSPECTION INCLUDING TRAVEL	1		648.80
INV SVC0908 29/04/2022		UNITED EQUIPMENT PTY LTD	PN1604 EWP - EQ ID 101019-SN35A1600003 RMI AND ANNUAL INSPECTION INCLUDING TRAVEL	1	648.80	
EFT43610	05/05/2022	VERLINDEN'S ELECTRICAL SERVICE (WA)	CHANGE OVER OF WASHER/DRYER MACHINES FOR KILLARA COTTAGE.	1		430.76
INV 95045	13/04/2022	VERLINDEN'S ELECTRICAL SERVICE (WA)	CHANGE OVER OF WASHER/DRYER MACHINES FOR KILLARA COTTAGE.	1	430.76	
EFT43611	05/05/2022	VERNICE PTY LTD	MOVING 2383.3 TONNE OF FILL FROM BEHIND NORTHAM HOSPITAL - LOADER + 2 SEMI SIDE TIPPERS - \$5.25 PER TONNE + GST + \$600 MOB/DEMOB ON LOADER + GST.	1		14,423.56
INV 8954	30/03/2022	VERNICE PTY LTD	MOVING 2383.3 TONNE OF FILL FROM BEHIND NORTHAM HOSPITAL - LOADER + 2 SEMI SIDE TIPPERS - \$5.25 PER TONNE + GST + \$600 MOB/DEMOB ON LOADER + GST.	1	14,423.56	
EFT43612	05/05/2022	WA CONTRACT RANGER SERVICES	MANAGEMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY AS PER C.201920-09 - 28/3/22 - 17/4/22	1		2,299.00
INV 0000390419/04/2022		WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSES FOR MARCH 2022	1	110.00	
INV 0000389819/04/2022		WA CONTRACT RANGER SERVICES	MANAGEMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY AS PER C.201920-09 - 28/3/22 - 17/4/22	1	2,189.00	

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 16 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43613	05/05/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	DIAGNOSE AND REPAIR CHARGING ISSUE WITH SUPPORT VEHICLE, N577	1		692.00
INV INV-129522/02/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	DIAGNOSE AND REPAIR CHARGING ISSUE WITH SUPPORT VEHICLE, N577	1	492.00	
INV INV-134128/04/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1623 - SUPPLY BATTERY FOR T/M UTE	1	200.00	
EFT43614	12/05/2022	ABBOTTS FORGE	FN1705 - BRACE & REPAIR JOHN DEERE MOWER DECK	1		625.00
INV 0000510402/05/2022		ABBOTTS FORGE	FN1705 - BRACE & REPAIR JOHN DEERE MOWER DECK	1	625.00	
EFT43615	12/05/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	4237-710-6050 - BRUSHCUTTER BLADES 600 MM / 24" TD	1		425.35
INV 322388	16/03/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	4237-710-6050 - BRUSHCUTTER BLADES 600 MM / 24" TD	1	425.35	
EFT43616	12/05/2022	AUSTRALIA POST	AUSTRALIA POST CHARGES - APRIL 2022 - ADMIN / KILLARA	1		241.39
INV 1011505103/05/2022		AUSTRALIA POST	AUSTRALIA POST CHARGES - APRIL 2022 - ADMIN / KILLARA	1	241.39	
EFT43617	12/05/2022	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY WEEK ENDING 26/04/2022	1		64,194.98
INV PAYG 2628/04/2022		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY WEEK ENDING 26/04/2022	1	64,194.98	
EFT43618	12/05/2022	AUTOPRO NORTHAM	TRAILER PLUG	1		25.00
INV 991130 06/05/2022		AUTOPRO NORTHAM	TRAILER PLUG	1	25.00	
EFT43619	12/05/2022	AVON VALLEY ARTS SOCIETY (INC)	2021/2022 ANNUAL SUBSIDY	1		5,053.25
INV 1023	10/05/2022	AVON VALLEY ARTS SOCIETY (INC)	WOODEN MUSHROOM M COTTER 672 / FELT BROOCH CAS B005 / CBL4 LINDSAY NEWLAND / B29 CUSHION & ZIPPER BAG ANITAS CRAFT	1	53.25	
INV 1022	10/05/2022	AVON VALLEY ARTS SOCIETY (INC)	2021/2022 ANNUAL SUBSIDY	1	5,000.00	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 17 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43620	12/05/2022	BUNNINGS BUILDING SUPPLIES P/L	PAVING PAINT 10 LITRES (\$221.26) PAINT AND ROLLER KIT X 3 TURPENTINE X 4LITRE ROLLER ON POLE X 1 PAINT BRUSH X 4 METHYLATED SPIRITS X 1	1		624.81
INV 2182/003 14/04/2022		BUNNINGS BUILDING SUPPLIES P/L	CLEANER GLITZ 2L CAL SCALE RUST	1	14.27	
INV 2182/003 27/04/2022		BUNNINGS BUILDING SUPPLIES P/L	ROPE	1	47.50	
INV 2182/003 28/04/2022		BUNNINGS BUILDING SUPPLIES P/L	STORAGE CUPBOARD FOR RETIC SHED	1	171.80	
INV 2182/003 03/05/2022		BUNNINGS BUILDING SUPPLIES P/L	PAVING PAINT 10 LITRES (\$221.26) PAINT AND ROLLER KIT X 3 TURPENTINE X 4LITRE ROLLER ON POLE X 1 PAINT BRUSH X 4 METHYLATED SPIRITS X 1	1	290.35	
INV 2182/003 04/05/2022		BUNNINGS BUILDING SUPPLIES P/L	4 X SIZE D BATTERIES	1	23.56	
INV 2182/003 06/05/2022		BUNNINGS BUILDING SUPPLIES P/L	PVC FITTINGS & PIPE, HACKSAW BLADE	1	77.33	
EFT43621	12/05/2022	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR APRIL 2022	1		633.95
INV APRIL 2030/04/2022		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR APRIL 2022	1	633.95	
EFT43622	12/05/2022	CADDS FASHIONS	WORKBOOT ALLOWANCE - MICHAEL JONES	1		149.99
INV 22-00005 09/05/2022		CADDS FASHIONS	WORKBOOT ALLOWANCE - MICHAEL JONES	1	149.99	
EFT43623	12/05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN2104 - FLOCON REPAIRS	1		143.00
INV 0000398403/05/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN2104 - FLOCON REPAIRS	1	143.00	
EFT43624	12/05/2022	CLOUD COLLECTIONS PTY LTD	DEBT RECOVERY FOR MARCH 2022	1		3,100.10
INV 2972	01/04/2022	CLOUD COLLECTIONS PTY LTD	DEBT RECOVERY FOR MARCH 2022	1	3,100.10	
EFT43625	12/05/2022	COMMON GROUND TRAILS PTY LTD	C.202122-01 - TRAILS MASTER PLAN - PROGRESS CLAIM 7	1		1,375.00

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 18 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV-186828/02/2022		COMMON GROUND TRAILS PTY LTD	C.20122-01 - TRAILS MASTER PLAN - PROGRESS CLAIM 7	1	1,375.00	
EFT43626	12/05/2022	COUNTRY COPIERS NORTHAM	NEW PHOTOCOPIER FOR NORTHAM VISITOR CENTRE AS PER QUOTE	1		3,940.30
INV S09804	29/04/2022	COUNTRY COPIERS NORTHAM	NEW PHOTOCOPIER FOR NORTHAM VISITOR CENTRE AS PER QUOTE	1	3,415.50	
INV 44971	30/04/2022	COUNTRY COPIERS NORTHAM		1	127.10	
INV 44971	30/04/2022	COUNTRY COPIERS NORTHAM	STATIONARY SUPPLIES	1	397.70	
EFT43627	12/05/2022	DCM CARPENTRY & MAINTENANCE	TOWN HALL BOX GUTTER. REPLACE ROTTEN TIMBERS AS PART OF THE BOX GUTTER RENEWAL AS PER QUOTE 1245.	1		6,369.00
INV 1370	30/04/2022	DCM CARPENTRY & MAINTENANCE	REC CENTRE. INSTALL TURNSTILE AS PER QUOTE 1219.	1	2,882.00	
INV 1369	05/05/2022	DCM CARPENTRY & MAINTENANCE	TOWN HALL BOX GUTTER. REPLACE ROTTEN TIMBERS AS PART OF THE BOX GUTTER RENEWAL AS PER QUOTE 1245.	1	3,025.00	
INV 1368	15/05/2022	DCM CARPENTRY & MAINTENANCE	TOWN HALL. REFIX THE BOLTS TO MAIN ROOF ACCESS LADDER.	1	462.00	
EFT43628	12/05/2022	DIAMOND NETWORKS PTY LTD	2x COUPLING CONNECTOR SET / 2X BEARING CAGE, NYLON BUSH/ SUPPORT SET / SINGLE PHASE, 1HP SINO AQUA MOTOR	1		601.70
INV 0001706217/02/2022		DIAMOND NETWORKS PTY LTD	2x COUPLING CONNECTOR SET / 2X BEARING CAGE, NYLON BUSH/ SUPPORT SET / SINGLE PHASE, 1HP SINO AQUA MOTOR	1	601.70	
EFT43629	12/05/2022	DRACO AIR PTY LTD	REPAIR TO COOL ROOM AT NORTHAM REC CENTRE	1		2,913.03
INV 14158	11/11/2021	DRACO AIR PTY LTD	REPAIR TO COOL ROOM AT NORTHAM REC CENTRE	1	2,913.03	
EFT43630	12/05/2022	DUN DIRECT PTY LTD	FUEL CHARGES FOR APRIL 2022	1		24,998.24
INV APRIL 2030/04/2022		DUN DIRECT PTY LTD	FUEL CHARGES FOR APRIL 2022	1	24,998.24	
EFT43631	12/05/2022	GRAFTON ELECTRICS	REPAIR TO 2 EMERGENCY LIGHTS (KITCHEN BACK DOOR AND MAIN ENTRANCE). TEST AND TAG ELECTRICAL CORD IN MEGGS OFFICE, REPAIR TO DOWN LIGHT IN VIEWING GALLERY PLUS LABOUR.	1		747.78

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 19 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 8561	29/04/2022	GRAFTON ELECTRICS	REPAIR TO 2 EMERGENCY LIGHTS (KITCHEN BACK DOOR AND MAIN ENTRANCE). TEST AND TAG ELECTRICAL CORD IN MEGGS OFFICE, REPAIR TO DOWN LIGHT IN VIEWING GALLERY PLUS LABOUR.	1	747.78	
EFT43632	12/05/2022	JEF SALES & SERVICE	BILLY GOAT VACUUM K SERIES SERVICE & REPAIRS	1		165.00
INV 31	06/05/2022	JEF SALES & SERVICE	BILLY GOAT VACUUM K SERIES SERVICE & REPAIRS	1	165.00	
EFT43633	12/05/2022	JH COMPUTER SERVICES PTY LTD	LABOUR SUPPORT PACK FOR APRIL	1		5,280.00
INV 0000203130/03/2022		JH COMPUTER SERVICES PTY LTD	LABOUR SUPPORT PACK FOR APRIL	1	5,280.00	
EFT43634	12/05/2022	JS TECHNOLOGY & DIGITAL PTY LTD	3 X IPHONE RECHARGE CORDS, BATTERY AND SCREEN REPAIR FOR WORKS L/H MOBILE	1		195.00
INV 10927	05/05/2022	JS TECHNOLOGY & DIGITAL PTY LTD	3 X IPHONE RECHARGE CORDS, BATTERY AND SCREEN REPAIR FOR WORKS L/H MOBILE	1	195.00	
EFT43635	12/05/2022	LEE TRACEYMCLELLAN	MEDICAL CHECK (\$165.00), POLICE CLEARANCE (\$57.60) LEE MCLELLAN	1		222.60
INV BJ 0905209/05/2022		LEE TRACEYMCLELLAN	MEDICAL CHECK (\$165.00), POLICE CLEARANCE (\$57.60) LEE MCLELLAN	1	222.60	
EFT43636	12/05/2022	NORTHAM CHAMBER OF COMMERCE	FULL PAGE ADVERTISEMENT IN NORTHAM ADVERTISER- MAY 2022	1		440.00
INV 0000027628/04/2022		NORTHAM CHAMBER OF COMMERCE	FULL PAGE ADVERTISEMENT IN NORTHAM ADVERTISER- MAY 2022	1	440.00	
EFT43637	12/05/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1		66.00
INV 0000416213/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	66.00	
EFT43638	12/05/2022	NUTRIEN AG SOLUTIONS LIMITED	DIAPHRAM FOR FILTER	1		236.07
INV 9062006006/01/2022		NUTRIEN AG SOLUTIONS LIMITED	NORTHAM DEPOT. SUPPLY RODENT BAITING SUPPLIES.	1	113.52	
INV 9067804621/04/2022		NUTRIEN AG SOLUTIONS LIMITED	DIAPHRAM FOR FILTER	1	122.55	
EFT43639	12/05/2022	OXTER SERVICES	BURIAL DATE 20.04.2022 REOPEN MONUMENT FOR THE BURIAL OF JOE WLAZLOWSKI / BURIAL DATE 21.04.2022 REOPEN MONUMENT FOR THE BURIAL OF YVETTE LEONIE WOLLTORTON	1		2,002.00

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 20 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 25684	21/04/2022	OXTER SERVICES	BURIAL DATE 20.04.2022 REOPEN MONUMENT FOR THE BURIAL OF JOE WLAZLOWSKI / BURIAL DATE 21.04.2022 REOPEN MONUMENT FOR THE BURIAL OF YVETTE LEONIE WOLLTORTON	1	2,002.00	
EFT43640	12/05/2022	QUIN'S GOURMET BUTCHERS	STANDING ORDER FOR MEAT DELIVERED TO KILLARA YEAR 21/22 -MAY PURCHASES	1		160.10
INV 0000052903/05/2022		QUIN'S GOURMET BUTCHERS	STANDING ORDER FOR MEAT DELIVERED TO KILLARA YEAR 21/22 -MAY PURCHASES	1	160.10	
EFT43641	12/05/2022	RED DOT STORES	BLACK A4 FRAMES / BOXES OF CHOCOLATES	1		60.92
INV 3432023	29/04/2022	RED DOT STORES	BLACK A4 FRAMES / BOXES OF CHOCOLATES	1	60.92	
EFT43642	12/05/2022	ROYAL LIFE SAVING SOCIETY WA	WAGES FOR DUTY MANAGER FOR WUNDOWIE POOL - MARCH 2022	1		29,106.00
INV 163410	28/03/2022	ROYAL LIFE SAVING SOCIETY WA	WAGES FOR DUTY MANAGER FOR WUNDOWIE POOL - MARCH 2022	1	16,709.00	
INV 165544	26/04/2022	ROYAL LIFE SAVING SOCIETY WA	WAGES FOR DUTY MANAGER FOR WUNDOWIE POOL - APRIL 2022	1	12,397.00	
EFT43643	12/05/2022	SHRED-XPTY LTD	SWAP 240L SHRED BIN FOR KILLARA	1		74.09
INV 0172316330/11/2021		SHRED-XPTY LTD	SWAP 240L SHRED BIN FOR KILLARA	1	74.09	
EFT43644	12/05/2022	SPECIALISED TREE SERVICE	REMOVE DEAD TREE FROM VERGE OF TAMES ROAD OPPOSITE THE BAKERS HILL PRIMARY SCHOOL	1		880.00
INV 3847	06/05/2022	SPECIALISED TREE SERVICE	REMOVE DEAD TREE FROM VERGE OF TAMES ROAD OPPOSITE THE BAKERS HILL PRIMARY SCHOOL	1	880.00	
EFT43645	12/05/2022	SPENCERS BROOK PROGRESS ASSOCIATION	QUICK RESPONSE GRANT - SPENCERS BROOK PROGRESS ASSOCIATION BLESSING OF THE PLOUGH	1		1,000.00
INV 1003	04/05/2022	SPENCERS BROOK PROGRESS ASSOCIATION	QUICK RESPONSE GRANT - SPENCERS BROOK PROGRESS ASSOCIATION BLESSING OF THE PLOUGH	1	1,000.00	
EFT43646	12/05/2022	SYNERGY	168614990 STREETLIGHTING - 25/02/2022 TO 24/03/2022	1		29,493.67
INV 9152416401/04/2022		SYNERGY	915241640 AUXILIARY LIGHTING - 28/02/2022 TO 27/03/2022		130.88	
INV 1686149901/04/2022		SYNERGY	168614990 STREETLIGHTING - 25/02/2022 TO 24/03/2022		22,864.72	
INV 3577053006/04/2022		SYNERGY	357705300 MORRELL PARK - 02/02/2022 TO 04/04/2022		1,008.12	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 21 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3577039913/04/2022		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 09/03/2022 TO 12/04/2022		401.96	
INV 4449973029/04/2022		SYNERGY	444997300 WUNDOWIE LIBRARY & GARDENS - 24/02/2022 TO 28/04/2022		323.39	
INV 3619900329/04/2022		SYNERGY	361990030 WUNDOWIE OVAL - 29/03/2022 TO 27/04/2022		526.23	
INV 1640077129/04/2022		SYNERGY	164007710 WUNDOWIE DEPOT - 24/02/2022 TO 28/04/2022		407.94	
INV 9168227529/04/2022		SYNERGY	916822750 WUNDOWIE TENNIS CLUB - 24/02/2022 TO 28/04/2022		120.13	
INV 7968413430/04/2022		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 17/03/2022 TO 31/03/2022		675.73	
INV 3616695030/04/2022		SYNERGY	361669500 OXIDATION PONDS - 15/03/2022 TO 31/03/2022		1,091.44	
INV 9812925702/05/2022		SYNERGY	981292570 BAKERS HILL REC CENTRE - 26/02/2022 TO 29/04/2022		1,110.15	
INV 3534641003/05/2022		SYNERGY	035346410 HOOPEE PARK - 25/02/2022 TO 03/05/2022		196.27	
INV 4010698703/05/2022		SYNERGY	NEW LIGHTS AND BBQ'S ETC HAVE BEEN INSTALLED AT BAKERS HILL AND ALL GOING ONTO THE ONE BILL WHICH THE TENNIS CLUB PAID. THE LAST HIGH BILL OF \$900 NORMALLY THEIR BILL IS AROUND \$350. WE ARE GOING TO PAY THIS ONE AND MAYBE SOME OF THE NEXT ONE AS WELL UNTIL IT IS FIXED.	1	636.71	
EFT43647	12/05/2022	TELSTRA CORPORATION	TELSTRA CHARGES MARCH 2022 - ADMIN / FINANCE / ADMIN INTERNET / HARVEST BAN / LANDFILL / WUNDOWIE POOL / NORTHAM LIBRARY / WUNDOWIE LIBRARY / CREATE 298 / ENGINEERING / LANDFILL INTERNET / REC CENTRE / CESM / BUSHFIRES	1		1,093.92
INV 9026075017/04/2022		TELSTRA CORPORATION	TELSTRA CHARGES MARCH 2022 - ADMIN / FINANCE / ADMIN INTERNET / HARVEST BAN / LANDFILL / WUNDOWIE POOL / NORTHAM LIBRARY / WUNDOWIE LIBRARY / CREATE 298 / ENGINEERING / LANDFILL INTERNET / REC CENTRE / CESM / BUSHFIRES	1	1,093.92	
EFT43648	12/05/2022	TERRY NOLAN BELL	REIMBURSEMENT OF POLICE CLEARANCE AND MEDICAL	1		211.60
INV AM 04/0504/05/2022		TERRY NOLAN BELL	REIMBURSEMENT OF POLICE CLEARANCE AND MEDICAL	1	211.60	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 22 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43649	12/05/2022	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGES APRIL 2022 - DEPOT / HEALTH / CEM	1		39.48
INV 0540-S3017/04/2022		TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGES APRIL 2022 - DEPOT / HEALTH / CEM	1	39.48	
EFT43650	12/05/2022	VINCELEC	BERT HAWKE PAVILION. RELOCATE BIRD NOISE DEVICE TO HOCKEY FEILD DB WITH ON OFF SWITCH IN LIGHTING CONTROL BOX.	1		834.33
INV IV1298	04/05/2022	VINCELEC	BERT HAWKE PAVILION. RELOCATE BIRD NOISE DEVICE TO HOCKEY FEILD DB WITH ON OFF SWITCH IN LIGHTING CONTROL BOX.	1	834.33	
EFT43651	12/05/2022	WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE / NEWSPAPERS SUBSCRIPTIONS APRIL 2022	1		229.09
INV SN00 01702/05/2022		WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FOR APRIL 2022	1	30.60	
INV SN00 01702/05/2022		WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE / NEWSPAPERS SUBSCRIPTIONS APRIL 2022	1	198.49	
EFT43652	12/05/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INVESTIGATE STARTINGISSUES.	1		1,799.50
INV INV-133628/04/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INVESTIGATE STARTINGISSUES.	1	1,067.50	
INV INV-134009/05/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 - REPLACE TAIL LIGHT COVER	1	145.00	
INV INV-134009/05/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1807 - DIAGNOSE CODES AND TEST DRIVE	1	205.00	
INV INV-134009/05/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1805 - REPLACE VHF AERIAL ON PASSENGER DOOR	1	382.00	
EFT43653	12/05/2022	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL CHARGES FOR APRIL 2022	1		802.88
INV APRIL 2030/04/2022		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL CHARGES FOR APRIL 2022	1	802.88	
EFT43654	16/05/2022	ALCHEMY TECHNOLOGY	ALCHEMY ANNUAL SUBSCRIPTION FOR KILLARA CLIENT DATABASE 01/07/2022-30/06/2023	1		2,334.20
INV 8067	04/05/2022	ALCHEMY TECHNOLOGY	ALCHEMY ANNUAL SUBSCRIPTION FOR KILLARA CLIENT DATABASE 01/07/2022-30/06/2023	1	2,334.20	

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 23 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43655	16/05/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR PERIOD ENDING 30/04/2022	1		1,146.75
INV 83945	30/04/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR PERIOD ENDING 30/04/2022	1	1,146.75	
EFT43656	16/05/2022	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILET FLOORING UPGRADE	1		5,930.10
INV A.19283	04/05/2022	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILET FLOORING UPGRADE	1	2,563.00	
INV A.19284	04/05/2022	ANDY'S PLUMBING SERVICE	BILYA KOORT BOODJA. TIMER TAP IN FEMALE TOILET DOES NOT TURN OFF SOME TIMES, PLEASE SERVICE/REPLACE.	1	684.20	
INV A.19282	04/05/2022	ANDY'S PLUMBING SERVICE	FLUFFY DUCKS DAYCARE. FLOOR DRAINS NEED CLEARING. BLOCKING UP WHEN MOPPING.	1	387.20	
INV A.19289	05/05/2022	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. REPLACE BROKEN GARDEN TAP TO REAR.	1	134.20	
INV A.19286	05/05/2022	ANDY'S PLUMBING SERVICE	WUNDOWIE LIBRARY. REPAIR TOILET LEAKING FROM REAR OF PAN.	1	1,149.50	
INV A.19288	05/05/2022	ANDY'S PLUMBING SERVICE	YOUTH PRECINCT TOILETS. UNBLOCK TOILET.	1	214.50	
INV A.19287	05/05/2022	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. REMOVE CHANGE TABLE AND REPLACE WHEN FLOOR WORKS COMPLETE.	1	220.00	
INV A.19291	05/05/2022	ANDY'S PLUMBING SERVICE	OLD GIRLS SCHOOL. REPAIR LEAK TO TOILET CISTERN AND CLEAN OUT FLOOR DRAIN	1	489.50	
INV A.19290	05/05/2022	ANDY'S PLUMBING SERVICE	VISITORS CENTRE. CHECK OPERATION OF GAS STOVE.	1	88.00	
EFT43657	16/05/2022	AUSTRALIAN COMMUNITY MEDIA	WA SENIOR- DECEMBER 2021- WA TRAVEL GUIDE EDITION T41 AD (18.6 X 6.3)	1		346.00
INV 0809178402/04/2022		AUSTRALIAN COMMUNITY MEDIA	WA SENIOR- DECEMBER 2021- WA TRAVEL GUIDE EDITION T41 AD (18.6 X 6.3)	1	346.00	
EFT43658	16/05/2022	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		129.50
INV DEDUCT10/05/2022		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		129.50	
EFT43659	16/05/2022	AVON VALLEY DESIGN AND DRAFTING SERVICE	INKPEN FIRE SHED EXTENSION. SUPPLY AS CONSTRUCTED DRAWINGS FOR THE EXTENSION OF THE SHED.	1		1,320.00

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 24 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000145906/05/2022		AVON VALLEY DESIGN AND DRAFTING SERVICE	INKPEN FIRE SHED EXTENSION. SUPPLY AS CONSTRUCTED DRAWINGS FOR THE EXTENSION OF THE SHED.	1	1,320.00	
EFT43660	16/05/2022	AVON VALLEY NISSAN & MITSUBISHI - AVM NORTHAM PTY LTD T/A S	PN1905 - N11069 - 60,000KM SERVICE	1		1,260.18
INV 348413	01/03/2022	AVON VALLEY NISSAN & MITSUBISHI - AVM NORTHAM PTY LTD T/A S	PN1905 - N11069 - 60,000KM SERVICE	1	1,260.18	
EFT43661	16/05/2022	AVON WASTE	MANAGEMENT AT INKPEN LANDFILL FACILITY FROM 1ST MARCH 2022 - 30TH JUNE 2022	1		16,044.60
INV 0004966930/04/2022		AVON WASTE	MANAGEMENT AT INKPEN LANDFILL FACILITY FROM 1ST MARCH 2022 - 30TH JUNE 2022	1	16,044.60	
EFT43662	16/05/2022	BLACKWELL PLUMBING & GAS PTY LTD	EMERGENCY CALL OUT TO ASSESS WATER LEAK - DISABLED TOILET IN POOL AREA.	1		844.80
INV INV-260306/05/2022		BLACKWELL PLUMBING & GAS PTY LTD	MORBY COTTAGE. REPAIR/REPLACE SECTION OF COPPER POIPE TO FRONT TAP AS LEAKING AND CORRODED.	1	151.80	
INV INV-260509/05/2022		BLACKWELL PLUMBING & GAS PTY LTD	EMERGENCY CALL OUT TO ASSESS WATER LEAK - DISABLED TOILET IN POOL AREA.	1	693.00	
EFT43663	16/05/2022	BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 29/03/2022 - 27/04/2022	1		68.90
INV 4031065128/04/2022		BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 29/03/2022 - 27/04/2022	1	68.90	
EFT43664	16/05/2022	BOOKTOPIA PTY LTD	LIBRARY LOCAL BOOK STOCK	1		671.50
INV 1694096512/05/2022		BOOKTOPIA PTY LTD	LIBRARY LOCAL BOOK STOCK	1	671.50	
EFT43665	16/05/2022	BUNNINGS BUILDING SUPPLIES P/L	BERT HAWKE PAVILION. SUPPLY PADLOCK WITH THREE KEYS.	1		22.81
INV 2182/003 04/05/2022		BUNNINGS BUILDING SUPPLIES P/L	BERT HAWKE PAVILION. SUPPLY PADLOCK WITH THREE KEYS.	1	22.81	
EFT43666	16/05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	TRUCK HIRE INCLUDING SIDE TIPPER AND DRIVER FOR SHINGLE HILL JOB AS QUOTED.	1		8,712.77
INV 0000398303/05/2022		CENTRAL MOBILE MECHANICAL REPAIRS	APPROXIMATELY FOUR DAYS, COMMENCING 29/04/2022 PN1804 - HINO DRAINAGE TRUCK REPLACE FRONT BRAKE DRUMS	1	1,529.00	

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 25 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000398203/05/2022		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - ISUZU WATER TRUCK SERVICE 5000HRS, 02/05/2022	1	1,326.27	
INV 0000399006/05/2022		CENTRAL MOBILE MECHANICAL REPAIRS	TRUCK HIRE INCLUDING SIDE TIPPER AND DRIVER FOR SHINGLE HILL JOB AS QUOTED.	1	5,280.00	
INV 0000398906/05/2022		CENTRAL MOBILE MECHANICAL REPAIRS	APPROXIMATELY FOUR DAYS, COMMENCING 29/04/2022 PICK UP MULTI ROLLER FROM CLARK ST HOCKEY FIELD AND DROP OFF AT BEERING RD	1	577.50	
EFT43667	16/05/2022	CENTRAL REGIONAL TAFE	BUDGET ALLOCATION- EDUCATIONAL PRIZES AND DONATIONS CENTRAL REGIONAL TAFE	1		1,100.00
INV 1001823006/05/2022		CENTRAL REGIONAL TAFE	BUDGET ALLOCATION- EDUCATIONAL PRIZES AND DONATIONS CENTRAL REGIONAL TAFE	1	1,100.00	
EFT43668	16/05/2022	CHARLES SERVICE COMPANY	CLEANING OF SHIRE OF NORTHAM FACILITIES CONTRACT C.2021-04 21ST MARCH 2022- 17TH APRIL 2022	1		9,547.56
INV 0003488620/04/2022		CHARLES SERVICE COMPANY	CLEANING OF SHIRE OF NORTHAM FACILITIES CONTRACT C.2021-04 21ST MARCH 2022- 17TH APRIL 2022	1	8,704.11	
INV 0003491720/04/2022		CHARLES SERVICE COMPANY	MONTHLY TOILET PAPER PRODUCTS FOR CLEANING CONTRACT C.202021-04	1	843.45	
EFT43669	16/05/2022	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		138.85
INV DEDUCT10/05/2022		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		138.85	
EFT43670	16/05/2022	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS	1		412.55
INV 2041799	31/12/2021	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK PUBLIC TOILETS	1	51.57	
INV 2074269	30/04/2022	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK PUBLIC TOILETS	1	51.57	
INV 2074270	30/04/2022	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS	1	206.27	
INV 2074271	30/04/2022	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS	1	103.14	
EFT43671	16/05/2022	CLOUD COLLECTIONS PTY LTD	DEBT RECOVERY FOR APRIL 2022	1		1,109.40
INV 3036	02/05/2022	CLOUD COLLECTIONS PTY LTD	DEBT RECOVERY FOR APRIL 2022	1	1,109.40	
EFT43672	16/05/2022	COLIN NEVILLE PEARSE	RATES CREDIT REFUND FOR ASSESSMENT A1173	1		2,201.05
INV A1173	13/05/2022	COLIN NEVILLE PEARSE	RATES CREDIT REFUND FOR ASSESSMENT A1173		1,504.55	

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 26 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A1273	13/05/2022	COLIN NEVILLE PEARSE	RATES CREDIT REFUND FOR A.SSESSMENT A1273		696.50	
EFT43673	16/05/2022	CTI SECURITY SERVICES PTY LTD	SECURITY ALARM MONITORING FROM 01/05/2022 UNTIL 31/05/2022	1		798.07
INV CIN312	21/04/2022	CTI SECURITY SERVICES PTY LTD	SECURITY ALARM MONITORING FROM 01/05/2022 UNTIL 31/05/2022	1	798.07	
EFT43674	16/05/2022	CUTTING EDGES EQUIPMENT PARTS	PN1910 - 619722 2438 X 150 X 16 X16H DBF(5/8") BOLT-ON EDGE - Q&T450	1		496.43
INV 3324318	03/05/2022	CUTTING EDGES EQUIPMENT PARTS	PN1910 - 619722 2438 X 150 X 16 X16H DBF(5/8") BOLT-ON EDGE - Q&T450	1	496.43	
EFT43675	16/05/2022	DMC CLEANING	SHIRE ADMINISTRATION BUILDING X 5 CLEANS PER WEEK. C.202021-05	1		8,694.41
INV SON208530	04/2022	DMC CLEANING	SHIRE ADMINISTRATION BUILDING X 5 CLEANS PER WEEK. C.202021-05	1	8,694.41	
EFT43676	16/05/2022	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 4X PALLETS FROM BAILEY'S FERTILISER KWINANA AND DELIVER TO SHIRE OF NORTHAM DEPOT 116 PEEL TERRACE NORTHAM	1		496.00
INV 0000430905	05/2022	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 4X PALLETS FROM BAILEY'S FERTILISER KWINANA AND DELIVER TO SHIRE OF NORTHAM DEPOT 116 PEEL TERRACE NORTHAM	1	496.00	
EFT43677	16/05/2022	EFIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA APRIL 2022	1		1,103.85
INV 562851	28/04/2022	EFIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT NORTHAM RECREATION CENTRE APRIL 2022	1	254.65	
INV 562906	29/04/2022	EFIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA APRIL 2022	1	422.40	
INV 562939	29/04/2022	EFIRE & SAFETY	MONTHLY ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT NORTHAM TOWN HALL APRIL 2022	1	162.80	
INV 563214	29/04/2022	EFIRE & SAFETY	INKPEN TIP BUILDING. SUPPLY FIRE PROTECTION SERVICES AS PER EMAIL, 1 X 4.5KG DCP EXTINGUISHER AN 1 X 1.2 X 1.8 FIRE BLACKET.	1	198.00	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 27 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 563243	04/05/2022	E FIRE & SAFETY	TOWN HALL SUPPLY NEW LOG BOOK FOR FIP.	1	66.00	
EFT43678	16/05/2022	EASIFLEET	PAYROLL DEDUCTIONS	1		2,447.39
INV DEDUCT10/05/2022		EASIFLEET	PAYROLL DEDUCTIONS		1,469.05	
INV DEDUCT10/05/2022		EASIFLEET	PAYROLL DEDUCTIONS		978.34	
EFT43679	16/05/2022	ECOCERN PTY LTD	1000 SEED ENVELOPED PRINTED WITH SHIRE LOGO FOR SEED LIBRARY	1		335.50
INV 0001472805/05/2022		ECOCERN PTY LTD	1000 SEED ENVELOPED PRINTED WITH SHIRE LOGO FOR SEED LIBRARY	1	335.50	
EFT43680	16/05/2022	FIRE AND SAFETY WA	BOOTS & PPC FOR VOLUNTEER BFB	1		865.04
INV 39342	29/04/2022	FIRE AND SAFETY WA	BOOTS & PPC FOR VOLUNTEER BFB	1	865.04	
EFT43681	16/05/2022	GEORGE WILLIAM MARK CHADWICK	STAGE 1 - PROPOSED PUBLIC CONSULTATION METHODS	1		4,000.00
INV 1-65541	12/03/2022	GEORGE WILLIAM MARK CHADWICK	STAGE 1 - PROPOSED PUBLIC CONSULTATION METHODS	1	4,000.00	
EFT43682	16/05/2022	GLENDA KICKETT	BOND REPAYMENT FOR LESSER HALL. THE HALL WAS LEFT IN GOOD CONDITION AFTER BOOKING	1		100.00
INV 13127	28/04/2022	GLENDA KICKETT	BOND REPAYMENT FOR LESSER HALL. THE HALL WAS LEFT IN GOOD CONDITION AFTER BOOKING	1	100.00	
EFT43683	16/05/2022	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1611 - SUPPLY & FIT 8 X TYRES AS PER QUOTE U524107469	1		3,598.32
INV 6412563104/05/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1502 - MULTI ROLLER PUNCTURE REPAIR INCLUDING TRAVEL TO SITE	1	383.60	
INV 6412566806/05/2022		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1611 - SUPPLY & FIT 8 X TYRES AS PER QUOTE U524107469	1	3,214.72	
EFT43684	16/05/2022	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	70071510773 3M ULTIMATE FX FULL FACE RESPIRATOR, FF-401, SMALL	1		326.03
INV INV-099528/04/2022		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	70071510773 3M ULTIMATE FX FULL FACE RESPIRATOR, FF-401, SMALL	1	326.03	
EFT43685	16/05/2022	IXOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR WWTP 2021/2022	1		505.89
INV 6520983A30/04/2022		IXOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR WWTP 2021/2022	1	337.26	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 28 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 6520983B30/04/2022		IXOM OPERATIONS PTY LTD	CLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY 2021/2022	1	168.63	
EFT43686	16/05/2022	JEFF HATWELL & ELSPETH LANGFORD	ANZAC DAY WITH THE SWANS OF NORTHAM	1		70.80
INV 1	10/05/2022	JEFF HATWELL & ELSPETH LANGFORD	ANZAC DAY WITH THE SWANS OF NORTHAM	1	70.80	
EFT43687	16/05/2022	JUDITH ANNHELM	CROSSOVER REBATE FOR 33 HOVEA CRESCENT WUNDOWIE	1		1,000.00
INV A304	03/05/2022	JUDITH ANNHELM	CROSSOVER REBATE FOR 33 HOVEA CRESCENT WUNDOWIE	1	1,000.00	
EFT43688	16/05/2022	KLEENHEAT GAS	LPG DELIVERY FOR NORTHAM POOL 2021/2022	1		15,405.14
INV 2192630911/04/2022		KLEENHEAT GAS	LPG DELIVERY FOR NORTHAM POOL 2021/2022	1	5,024.38	
INV 2192802426/04/2022		KLEENHEAT GAS	LPG DELIVERY FOR NORTHAM POOL 2021/2022	1	7,217.13	
INV 2193206203/05/2022		KLEENHEAT GAS	LPG DELIVERY FOR NORTHAM POOL 2021/2022	1	3,163.63	
EFT43689	16/05/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWNROADS) FROM 04/04/2022 -10/04/2022 ON CONTRACT C.201819-12 YEAR 3	1		15,602.40
INV N 2976	19/04/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWNROADS) FROM 04/04/2022 -10/04/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
INV N 2977	19/04/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWNROADS) FROM 11/04/2022 -17/04/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
INV N 2991	02/05/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWNROADS) FROM 25/04/2022-21/05/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
INV N 2990	02/05/2022	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWNROADS) FROM 18/04/2022-24/05 4/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
EFT43690	16/05/2022	NORTHAM AERO CLUB	HISTORY BOOKS	1		120.00
INV 2804202228/04/2022		NORTHAM AERO CLUB	HISTORY BOOKS	1	120.00	

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 29 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43691	16/05/2022	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	PN2007 - REGO N11084 MAZDA BT-50 DUAL CAB UTE DIESEL 45000K SERVICE 03/05/2022	1		747.15
INV 137245	03/05/2022	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	PN2007 - REGO N11084 MAZDA BT-50 DUAL CAB UTE DIESEL 45000K SERVICE 03/05/2022	1	747.15	
EFT43692	16/05/2022	NORTHAM COMMUNITY MEN'S SHED	MEMORIAL CROSSES FOR ANZAC DAY 2022 -PAINT	1		3,740.00
INV 18	28/04/2022	NORTHAM COMMUNITY MEN'S SHED	MEMORIAL CROSSES FOR ANZAC DAY 2022 -PAINT	1	3,740.00	
EFT43693	16/05/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1		206.00
INV 0000418426/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	67.00	
INV 0000418528/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	36.00	
INV 0000418729/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	36.00	
INV 0000418930/04/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	27.00	
INV 0000419404/05/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	40.00	
EFT43694	16/05/2022	NORTHAM HOCKEY CLUB	REFUND-INCORRECTLY CHARGED GST ON INVOICE# 26325	1		2,454.00
INV 26325	27/04/2022	NORTHAM HOCKEY CLUB	REFUND-INCORRECTLY CHARGED GST ON INVOICE# 26325	1	2,454.00	
EFT43695	16/05/2022	NORTHAM RADIATOR SPECIALISTS & AVON 4WD CENTRE - ALL VEHICLES PTY LTD T/AS	BUSHRANGER MAX AIR 3 PORTABLE COMPRESSORS FOR THE WUNDOWIE, INKPEN, CLACKLINE & BAKERS HILL LT'S	1		1,400.00
INV 70121/72	27/04/2022	NORTHAM RADIATOR SPECIALISTS & AVON 4WD CENTRE - ALL VEHICLES PTY LTD T/AS	BUSHRANGER MAX AIR 3 PORTABLE COMPRESSORS FOR THE WUNDOWIE, INKPEN, CLACKLINE & BAKERS HILL LT'S	1	1,400.00	
EFT43696	16/05/2022	NORTHAM TOWING SERVICE	IMPOUNDMENT OF WHITE NISSAN NAVARA FROM 4 KILLICK STREET, NORTHAM - UNREGISTERED & 4 FLAT TYRES	1		88.00
INV 211355	28/04/2022	NORTHAM TOWING SERVICE	IMPOUNDMENT OF WHITE NISSAN NAVARA FROM 4 KILLICK STREET, NORTHAM - UNREGISTERED & 4 FLAT TYRES	1	88.00	
EFT43697	16/05/2022	NORTHAM VETERINARY CENTRE	PUPPY MILK	1		153.45

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 30 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 92901	11/03/2022	NORTHAM VETERINARY CENTRE	FUPPY MILK	1	153.45	
EFT43698	16/05/2022	NORTHAM YORGASGROUP	2021/2022 QUICK RESPONSE GRANT FUNDING TO NORTHAM YORGA'S GROUP FOR LADIES CRAFT ACTIVITIES	1		2,000.00
INV 54	21/04/2022	NORTHAM YORGASGROUP	2021/2022 QUICK RESPONSE GRANT FUNDING TO NORTHAM YORGA'S GROUP FOR LADIES CRAFT ACTIVITIES	1	2,000.00	
EFT43699	16/05/2022	EAMELA JOY SISTRUNK	RATES CREDIT REFUND FOR ASSESSMENT A331	1		306.44
INV A331	13/05/2022	EAMELA JOY SISTRUNK	RATES CREDIT REFUND FOR ASSESSMENT A331		306.44	
EFT43700	16/05/2022	PHILLIP COLIN WHITE	EAYMENT FOR HIGH RISK WORK LICENCE RENEWAL	1		53.00
INV 1927069	22/03/2022	PHILLIP COLIN WHITE	EAYMENT FOR HIGH RISK WORK LICENCE RENEWAL	1	53.00	
EFT43701	16/05/2022	RED DOT STORES	SUPPLIES FOR DJERAN HOLIDAY PROGRAM AT BKB	1		167.92
INV 3218691	12/04/2022	RED DOT STORES	SUPPLIES FOR DJERAN HOLIDAY PROGRAM AT BKB	1	167.92	
EFT43702	16/05/2022	ROBERTAMORTON	REPAYMENT OF BOOKING BOND FOR TOWN AND LESSER HALL. HALL WAS LEFT IN EXCELLENT CONDITION. I SEE NO NEED TO HOLD BOND	1		100.00
INV 13107	28/04/2022	ROBERTAMORTON	REPAYMENT OF BOOKING BOND FOR TOWN AND LESSER HALL. HALL WAS LEFT IN EXCELLENT CONDITION. I SEE NO NEED TO HOLD BOND	1	100.00	
EFT43703	16/05/2022	SHRED-XPTY LTD	EMPTYING OF SHREDDER BIN	1		103.32
INV 0178787331/03/2022		SHRED-XPTY LTD	EMPTYING OF SHREDDER BIN	1	71.65	
INV 0178787331/03/2022		SHRED-XPTY LTD	240L DOCUMENT DESTRUCTION BIN - DELIVERY 17/03/2022	1	31.67	
EFT43704	16/05/2022	SPECIALE SMASH REPAIRS	REPAIRS TO SIDE MIRROR AS PER QUOTE 18137	1		620.18
INV 20619	28/04/2022	SPECIALE SMASH REPAIRS	REPAIRS TO SIDE MIRROR AS PER QUOTE 18137	1	620.18	
EFT43705	16/05/2022	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	FIRST AID KIT SERVICING	1		167.24

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 31 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV FAINV0003/05/2022		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	FIRST AID KIT SERVICING	1	167.24	
EFT43706	16/05/2022	SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 24/02/2022 TO 28/04/2022	1		4,132.28
INV 3358209420/04/2022		SYNERGY	335820940 CREATE 298 - 16/03/2022 TO 19/04/2022		565.75	
INV 3006770703/05/2022		SYNERGY	300677070 WUNDOWIE FOOTBALL PAVILLION - 24/02/2022 TO 03/05/2022		305.35	
INV 3706392303/05/2022		SYNERGY	370639230 WUNDOWIE TOWN HALL - 24/02/2022 TO 03/05/2022		144.41	
INV 2886267403/05/2022		SYNERGY	288626740 CLACKLINE HALL - 26/02/2022 TO 26/04/2022		111.32	
INV 1585097603/05/2022		SYNERGY	158509760 BAKERS HILL BFB FIRE SHED - 26/02/2022 TO 26/04/2022		112.62	
INV 3322736303/05/2022		SYNERGY	332273630 CLACKLINE POST OFFICE - 25/02/2022 TO 26/04/2022		141.37	
INV 9626429903/05/2022		SYNERGY	962642990 WUNDOWIE MEDICAL CENTRE - 24/02/2022 TO 03/05/2022		129.51	
INV 1603961203/05/2022		SYNERGY	160396120 CLACKLINE FIRE SHED - 25/02/2022 TO 26/04/2022		167.95	
INV 8110294705/05/2022		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 24/02/2022 TO 28/04/2022		2,328.27	
INV 4879640406/05/2022		SYNERGY	487964040 WUNDOWIE YAK SHACK - 24/02/2022 TO 03/05/2022		125.73	
EFT43707	16/05/2022	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	100 TONNE X 19MM GRAVEL MRD SPEC	1		1,907.93
INV INV-271730/04/2022		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	100 TONNE X 19MM GRAVEL MRD SPEC	1	1,907.93	
EFT43708	16/05/2022	VINCELEC	ADMIN BUILDING - REPLACE LIGHT IN PHOTOCOPIER ROOM TO BRIGHTER LED	1		300.10
INV IV1303	06/05/2022	VINCELEC	ADMIN BUILDING - REPLACE LIGHT IN PHOTOCOPIER ROOM TO BRIGHTER LED	1	300.10	
EFT43709	16/05/2022	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1515 - DIAGNOSE PTO FAULT. REPLACE AIR REGULATOR	1		1,242.25
INV INV-133909/05/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1515 - DIAGNOSE PTO FAULT. REPLACE AIR REGULATOR	1	937.25	

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 32 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-133909/05/2022		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1910 -BOBCAT WIRING, REPAIR PINCHED HARNESS	1	305.00	
EFT43710	16/05/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. APRIL, MAY & JUNE 2022. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS.	1		1,903.61
INV 0030132111/04/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. APRIL, MAY & JUNE 2022. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS.	1	1,903.61	
EFT43711	19/05/2022	AGSAFE LIMITED - DRUMMUSTER	NEW CAGE	1		3,481.50
INV 2022030101/03/2022		AGSAFE LIMITED - DRUMMUSTER	NEW CAGE	1	3,481.50	
EFT43712	19/05/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	THROTTLE CABLE FOR WHIPPER SNIPPER	1		56.67
INV 320702	14/02/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A/S	THROTTLE CABLE FOR WHIPPER SNIPPER	1	56.67	
EFT43713	19/05/2022	ALISON MAYROWLAND	REIMBURSEMENT OF POLICE CLEARANCE - ALISON ROWLAND HR ADMINISTRATION ASSISTANT	1		49.90
INV 1204283528/04/2022		ALISON MAYROWLAND	REIMBURSEMENT OF POLICE CLEARANCE - ALISON ROWLAND HR ADMINISTRATION ASSISTANT	1	49.90	
EFT43714	19/05/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR PERIOD ENDING 06.05.2022	1		6,379.27
INV 84411	12/05/2022	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR PERIOD ENDING 06.05.2022	1	6,379.27	
EFT43715	19/05/2022	ANDY'S PLUMBING SERVICE	ADMIN BUILDING. CHANGE OUT WATER FILTERS TO RAINWATER TANK, OUTSIDE AND INSIDE WATER COOLER.	1		2,552.00
INV A.19285	04/05/2022	ANDY'S PLUMBING SERVICE	APEX PARK TOILETS. REPAIR BUTTON TO URINAL, ALSO MALE TOILET ONLY WORKING ON HALF FLUSH.	1	407.00	
INV A.19281	04/05/2022	ANDY'S PLUMBING SERVICE	ADMIN BUILDING. CHANGE OUT WATER FILTERS TO RAINWATER TANK, OUTSIDE AND INSIDE WATER COOLER.	1	935.00	
INV A.19297	11/05/2022	ANDY'S PLUMBING SERVICE	KILLARA. 6 MONTHLY GREASE TRAP PUMP OUT	1	550.00	

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 33 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A19298	11/05/2022	ANDY'S PLUMBING SERVICE	REC CENTRE. 6 MONTHLY GREASE TRAP PUMP OUT.	1	660.00	
EFT43716	19/05/2022	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 10/05/2022	1		61,285.00
INV PAYG 101005/2022		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY WEEK ENDING 10/05/2022	1	61,285.00	
EFT43717	19/05/2022	AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL FACILITY - APRIL 2022	1		124,075.65
INV 49 630	08/04/2022	AVON WASTE	DOMESTIC / COMMERCIAL RUBBISH - FORTNIGHT 08/04/2022	1	39,085.16	
INV 49648	22/04/2022	AVON WASTE	DOMESTIC / COMMERCIAL RUBBISH COLLECTION - FORTNIGHT 22/04/2022	1	37,869.79	
INV 000496683004/2022		AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL FACILITY - APRIL 2022	1	47,120.70	
EFT43718	19/05/2022	BAILEY SFERTILISERS	TURF MAINTENANCE - HENRY STREET OVAL / BERT HAWKE OVAL AS PER QUOTE	1		18,529.50
INV 29911	05/05/2022	BAILEY SFERTILISERS	TURF MAINTENANCE JUBILEE OVAL AS PER QUOTE	1	6,756.75	
INV 29996	10/05/2022	BAILEY SFERTILISERS	TURF MAINTENANCE - HENRY STREET OVAL / BERT HAWKE OVAL AS PER QUOTE	1	11,360.25	
INV 30088	16/05/2022	BAILEY SFERTILISERS	SOIL TESTING AT HENRY / JUBILEE / BERT HAWKE OVALS	1	412.50	
EFT43719	19/05/2022	BEAZLEY FENCING - DE JEZERSKI T/A S	NORTHAM TIP. (INSURANCE) REPLACE FRONT GATES DUE TO RAM RAID AS PER QUOTE 061.	1		4,400.00
INV 0000007103/05/2022		BEAZLEY FENCING - DE JEZERSKI T/A S	NORTHAM TIP. (INSURANCE) REPLACE FRONT GATES DUE TO RAM RAID AS PER QUOTE 061.	1	4,400.00	
EFT43720	19/05/2022	BLACKWELL PLUMBING & GAS PTY LTD	EMERGENCY CALL OUT TO REPAIR SHOWERS X 3 IN LADIES TOILETS.	1		55.00
INV INV-260917/05/2022		BLACKWELL PLUMBING & GAS PTY LTD	EMERGENCY CALL OUT TO REPAIR SHOWERS X 3 IN LADIES TOILETS.	1	55.00	
EFT43721	19/05/2022	BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	PRODUCT# A2372 SDS FOLDER	1		895.09
INV 9349810814/04/2022		BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	PRODUCT# A2372 SDS FOLDER	1	895.09	
EFT43722	19/05/2022	BUILDER'S REGISTRATION BOARD OF WA.	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2022	1		1,542.39

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 34 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1080	18/05/2022	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2022	1	1,542.39	
EFT43723	19/05/2022	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF APRIL 2022	1		225.12
INV T1079	18/05/2022	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF APRIL 2022	1	225.12	
EFT43724	19/05/2022	CADDS FASHIONS	SAFETY WORK BOOTS	1		170.00
INV 22-0000405/05/2022		CADDS FASHIONS	SAFETY WORK BOOTS	1	170.00	
EFT43725	19/05/2022	CLACKLINE FENCING CONTRACTORS	REPAIR BOUNDARY FENCE AS NECESSARY - HG GALVANISED CHAINMESH @ 1800MM, WITH GALVANISED STAR STEEL POSTS @ 1650MM, PLAIN SUPPORT AND BARBED WIRE TO SECURE PERIMETER AS WAS	1		2,520.00
INV 1475	07/04/2022	CLACKLINE FENCING CONTRACTORS	REPAIR BOUNDARY FENCE AS NECESSARY - HG GALVANISED CHAINMESH @ 1800MM, WITH GALVANISED STAR STEEL POSTS @ 1650MM, PLAIN SUPPORT AND BARBED WIRE TO SECURE PERIMETER AS WAS	1	2,520.00	
EFT43726	19/05/2022	COUNTRYWIDE MAINTENANCE SERVICES	REFUND OF DEVELOPMENT APPLICATION P22050. NOT NEEDED	1		147.00
INV 154771	11/05/2022	COUNTRYWIDE MAINTENANCE SERVICES	REFUND OF DEVELOPMENT APPLICATION P22050. NOT NEEDED	1	147.00	
EFT43727	19/05/2022	DEPARTMENT OF THE PREMIER AND CABINET	GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP413256, DP419732 & DP419734	1		109.20
INV 1001879	03/05/2022	DEPARTMENT OF THE PREMIER AND CABINET	GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP413256, DP419732 & DP419734	1	109.20	
EFT43728	19/05/2022	FRAMESWEST	REPLACEMENT BOLTS FOR NETBALL POLES	1		231.00

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 35 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0002624012/05/2022		FRAMESWEST	REPLACEMENT BOLTS FOR NETBALL POLES	1	231.00	
EFT43729	19/05/2022	HAWK CONCRETE FLOOR COATINGS - RCJ TRUST T/AS	BERNARD PARK TOILET. INSTALL SIKAL QUARTZITE FLOORING, INCLUDING OPTIONS FOR COVING, RESIN PAINT COAT TO HEIGHT OF FIRST TILE, SEALING OF GROUT AND EXTERNAL CONCRETE ZERO PEEL COATING INDUSTRIAL AS PER QUOTE 4469.	1		54,459.90
INV INV-625024/03/2022		HAWK CONCRETE FLOOR COATINGS - RCJ TRUST T/AS	BERNARD PARK TOILET. INSTALL SIKAL QUARTZITE FLOORING, INCLUDING OPTIONS FOR COVING, RESIN PAINT COAT TO HEIGHT OF FIRST TILE, SEALING OF GROUT AND EXTERNAL CONCRETE ZERO PEEL COATING INDUSTRIAL AS PER QUOTE 4469.	1	18,964.00	
INV INV-624724/03/2022		HAWK CONCRETE FLOOR COATINGS - RCJ TRUST T/AS	BERNARD PARK TOILET FLOORING. SCRUB GROUT AND PREP FOR GROUT SEALING.	1	1,421.20	
INV INV-624629/03/2022		HAWK CONCRETE FLOOR COATINGS - RCJ TRUST T/AS	APEX PARK TOILET. INSTALL SIKAL QUARTZITE FLOORING, INCLUDING OPTION FOR FLAKE FLOORING TO WALLS. AS PER QUOTE 4470.	1	6,707.25	
INV INV-630228/04/2022		HAWK CONCRETE FLOOR COATINGS - RCJ TRUST T/AS	BERNARD PARK TOILET. INSTALL SIKAL QUARTZITE FLOORING, INCLUDING OPTIONS FOR COVING, RESIN PAINT COAT TO HEIGHT OF FIRST TILE, SEALING OF GROUT AND EXTERNAL CONCRETE ZERO PEEL COATING INDUSTRIAL AS PER QUOTE 4469.	1	19,239.00	
INV INV-630328/04/2022		HAWK CONCRETE FLOOR COATINGS - RCJ TRUST T/AS	APEX PARK TOILET. INSTALL SIKAL QUARTZITE FLOORING, INCLUDING OPTION FOR FLAKE FLOORING TO WALLS. AS PER QUOTE 4470.	1	6,707.25	
INV INV-630428/04/2022		HAWK CONCRETE FLOOR COATINGS - RCJ TRUST T/AS	BERNARD PARK TOILET FLOORING. VARIATION FOR SCRUBBING TILES PRIOR TO SEALING.	1	1,421.20	
EFT43730	19/05/2022	IONA GRACE SHEEHAN-LEE	FOOD FOR LICENSING TRAINING WHICH WILL BE RECOUPED FROM DEPARTMENT OF TRANSPORT	1		150.23
INV CY1205212/05/2022		IONA GRACE SHEEHAN-LEE	FOOD FOR LICENSING TRAINING WHICH WILL BE RECOUPED FROM DEPARTMENT OF TRANSPORT	1	150.23	
EFT43731	19/05/2022	KEITH BOASE	REIMBURSEMENT OF POLICE CLEARANCE AND MEDICAL	1		207.60
INV SP 17.05.17/05/2022		KEITH BOASE	REIMBURSEMENT OF POLICE CLEARANCE AND MEDICAL	1	207.60	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 36 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43732	19/05/2022	KLEENWEST DISTRIBUTORS	KRYSTAL KLEEN, NITRILE GLOVES MEDIUM, PLASTIC CONTAINERS, TOILET PAPER & HAND TOWELS FOR KILLARA	1		355.41
INV 0006875311/05/2022		KLEENWEST DISTRIBUTORS	KRYSTAL KLEEN, NITRILE GLOVES MEDIUM, PLASTIC CONTAINERS, TOILET PAPER & HAND TOWELS FOR KILLARA	1	355.41	
EFT43733	19/05/2022	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G 2022/5 FROM 19/03/2022 TO 15/04/2022	1		552.28
INV 374256	27/04/2022	LANDGATE	RURAL UV VALUATIONS CHARGEABLE SCHEDULE R 2022/5 FROM 05/02/2022 TO 01/04/2022	1	70.40	
INV 374194	27/04/2022	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE G 2022/5 FROM 19/03/2022 TO 15/04/2022	1	481.88	
EFT43734	19/05/2022	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD ST NORTHAM (AVON MALL) 01/05/2022-31/05/2022	1		1,145.84
INV 0000055527/04/2022		MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD ST NORTHAM (AVON MALL) 01/05/2022-31/05/2022	1	1,145.84	
EFT43735	19/05/2022	MARKETFORCE	NOTICE IN THE WEST AUSTRALIAN ON 27/04/2022 FOR SPECIAL COUNCIL MEETING PUBLIC NOTICE	1		819.19
INV 43431	27/04/2022	MARKETFORCE	NOTICE IN THE WEST AUSTRALIAN ON 26/04/2022 FOR TRANSFER OF UNUSED GRANTS RESERVE	1	429.96	
INV 43432	27/04/2022	MARKETFORCE	NOTICE IN THE WEST AUSTRALIAN ON 27/04/2022 FOR SPECIAL COUNCIL MEETING PUBLIC NOTICE	1	444.49	
INV 39309	02/05/2022	MARKETFORCE	EARLY SETTLEMENT DISCOUNT	1	-32.60	
INV 39309	02/05/2022	MARKETFORCE	EARLY SETTLEMENT DISCOUNT	1	-22.66	
EFT43736	19/05/2022	MARTIN WILSON	RATES CREDIT REFUND FOR ASSESSMENT A15725	1		1,070.29
INV A15725	19/05/2022	MARTIN WILSON	RATES CREDIT REFUND FOR ASSESSMENT A15725		1,070.29	
EFT43737	19/05/2022	MECHWIP	LIME CORDIAL / LIME & GINGER MARMALADE	1		48.79
INV INV-005010/05/2022		MECHWIP	LIME CORDIAL / LIME & GINGER MARMALADE	1	48.79	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 37 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43738	19/05/2022	MILMAR DISTRIBUTORS	x 24 YELLOW/WHITE TILL ROLLS / X 100 XAC-EFTPOS	1		248.40
INV 0002746401/02/2022		MILMAR DISTRIBUTORS	x 24 YELLOW/WHITE TILL ROLLS / X 100 XAC-EFTPOS	1	248.40	
EFT43739	19/05/2022	MONICA DWYER	FOOD FOR LICENSING TRAINING WHICH WILL BE RECOUPED BY DEPT OF TRAINING	1		200.00
INV CY 13.0513/05/2022		MONICA DWYER	FOOD FOR LICENSING TRAINING WHICH WILL BE RECOUPED BY DEPT OF TRAINING	1	200.00	
EFT43740	19/05/2022	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 05/05/2022 - 04/06/2022	1		417.67
INV 9253823005/05/2022		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 05/05/2022 - 04/06/2022	1	417.67	
EFT43741	19/05/2022	NORTHAM BETTA HOME LIVING	2 X MINI DISPLAY PORT TO HDMI ADAPTERS (WQ7420)	1		59.90
INV 2001004005/04/2022		NORTHAM BETTA HOME LIVING	2 X MINI DISPLAY PORT TO HDMI ADAPTERS (WQ7420)	1	59.90	
EFT43742	19/05/2022	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR STEVE DINKA- GOLF	1		100.00
INV 3863	02/05/2022	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR STEVE DINKA- GOLF	1	100.00	
EFT43743	19/05/2022	NORTHAM DISTRICTS GLASS PTY LTD	NORTHAM REC CENTRE. INSTALL SNEEZE SCREENS AS PER QUOTE QU-0887.	1		4,350.00
INV INV-226509/05/2022		NORTHAM DISTRICTS GLASS PTY LTD	NORTHAM REC CENTRE. INSTALL SNEEZE SCREENS AS PER QUOTE QU-0887.	1	4,350.00	
EFT43744	19/05/2022	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1		130.00
INV 0000421211/05/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	90.00	
INV 0000421313/05/2022		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	40.00	
EFT43745	19/05/2022	NORTHAM FLORIST	WREATHS FOR ANZAC DAY	1		280.00
INV 25704	27/04/2022	NORTHAM FLORIST	WREATHS FOR ANZAC DAY	1	280.00	
EFT43746	19/05/2022	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1		213.93
INV 375378	11/05/2022	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1	213.93	
EFT43747	19/05/2022	NORTHAM VETERINARY CENTRE	CONSULTATION AND INITIAL CARE OF INJURED DOG	1		276.19

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 38 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 92870	10/03/2022	NORTHAM VETERINARY CENTRE	CONSULTATION AND INITIAL CARE OF INJURED DOG	1	276.19	
EFT43748	19/05/2022	PBF AUSTRALIA	CORPORATE MEMBERSHIPS	1		5,005.00
INV INV0575 01/03/2022		PBF AUSTRALIA	CORPORATE MEMBERSHIPS	1	5,005.00	
EFT43749	19/05/2022	PERTH ENERGY PTYLTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2277763	1		195.13
INV 2277763	16/05/2022	PERTH ENERGY PTYLTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2277763	1	195.13	
EFT43750	19/05/2022	PRECISION LASER SYSTEMS	RECHARGE CABLE FOR RL-H5A TOPCON LASER	1		92.50
INV 000435050605/2022		PRECISION LASER SYSTEMS	RECHARGE CABLE FOR RL-H5A TOPCON LASER	1	92.50	
EFT43751	19/05/2022	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR APRIL 2022	1		112.10
INV 399930 30/04/2022		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR APRIL 2022	1	112.10	
EFT43752	19/05/2022	REBECCA NIND	RATES CREDIT REFUND FOR ASSESSMENT A1912	1		82.55
INV A1912	19/05/2022	REBECCA NIND	RATES CREDIT REFUND FOR ASSESSMENT A1912		82.55	
EFT43753	19/05/2022	RETAIL DECISIONS (COLES)	COLES CARD PURCHASES - APRIL 2022	1		2,042.73
INV 178	30/04/2022	RETAIL DECISIONS (COLES)	COLES CARD PURCHASES - APRIL 2022	1	2,042.73	
EFT43754	19/05/2022	RURAL BUILDING COMPANY PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,000.00
INV T1348	18/05/2022	RURAL BUILDING COMPANY PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,000.00	
EFT43755	19/05/2022	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 - APRIL 2022	1		1,399.20

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 39 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7131617130/04/2022		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 - APRIL 2022	1	1,201.20	
INV 7131617030/04/2022		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWN'S INTERVIEWS - SHIRE PRESIDENT - APRIL 2022	1	198.00	
EFT43756	19/05/2022	SPENCERS BROOK PROGRESS ASSOCIATION	2021/2022 PROGRESS & COMMUNITY ASSOCIATION ALLOCATION	1		5,000.00
INV 1001	14/12/2021	SPENCERS BROOK PROGRESS ASSOCIATION	2021/2022 PROGRESS & COMMUNITY ASSOCIATION ALLOCATION	1	5,000.00	
EFT43757	19/05/2022	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	FIRST AID KIT SERVICING, GRAB BAGS AND DEFIB CHECKS FOR SHIRE OF NORTHAM ADMINISTRATION BUILDING	1		136.20
INVFAINV0019/04/2022		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	FIRST AID KIT SERVICING, GRAB BAGS AND DEFIB CHECKS FOR SHIRE OF NORTHAM ADMINISTRATION BUILDING	1	136.20	
EFT43758	19/05/2022	STALLION BUILDING CO PTY LTD T/A STALLION HOMES	SUPPLY AND CONSTRUCT OPERATIONS DEPOT ADMINISTRATION BUILDING AS PER CONTRACT C.202021-19. - PROGRESS CLAIM APRIL 2022	1		114,910.91
INV 2020	09/05/2022	STALLION BUILDING CO PTY LTD T/A STALLION HOMES	SUPPLY AND CONSTRUCT OPERATIONS DEPOT ADMINISTRATION BUILDING AS PER CONTRACT C.202021-19. - PROGRESS CLAIM APRIL 2022	1	114,910.91	
EFT43759	19/05/2022	SYNERGY	361669310 RECREATION PRECINCT - NORTHAM AQUATIC FACILITY - 13/04/2022 to 10/05/2022	1		13,622.23
INV 2931107311/05/2022		SYNERGY	293110730 BILYA KOORT BOODJA - 13/04/2022 to 10/05/2022		1,215.42	
INV 3616693111/05/2022		SYNERGY	361669310 RECREATION PRECINCT - NORTHAM AQUATIC FACILITY - 13/04/2022 to 10/05/2022		11,287.19	
INV 3577039911/05/2022		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 13/04/2022 to 10/05/2022		562.00	
INV 3613334212/05/2022		SYNERGY	361333420 AVON MALL - 10/03/2022 to 11/05/2022		557.62	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 40 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43760	19/05/2022	TAMIKA VAN BEEK	REIMBURSEMENT OF POLICE CLEARANCE - TAMIKA VAN BEEK ADMINISTRATION/RECORDS OFFICER	1		57.60
INV 2196831	28/04/2022	TAMIKA VAN BEEK	REIMBURSEMENT OF POLICE CLEARANCE - TAMIKA VAN BEEK ADMINISTRATION/RECORDS OFFICER	1	57.60	
EFT43761	19/05/2022	THE PAPER COMPANY OF AUSTRALIA	x 100 REAMS A4 PHOTOCOPY PAPER	1		555.50
INV 0005004102/05/2022		THE PAPER COMPANY OF AUSTRALIA	x 100 REAMS A4 PHOTOCOPY PAPER	1	555.50	
EFT43762	19/05/2022	THOMAS MICHAEL CORBETT	RATES CREDIT REFUND FOR ASSESSMENT A10532	1		82.78
INV A10532	19/05/2022	THOMAS MICHAEL CORBETT	RATES CREDIT REFUND FOR ASSESSMENT A10532		82.78	
EFT43763	19/05/2022	TIMBER INSIGHT PTY LTD	LEVEL ONE - INSPECTION OF 29 BRIDGES	1		9,506.20
INV 0000432126/04/2022		TIMBER INSIGHT PTY LTD	LEVEL ONE - INSPECTION OF 29 BRIDGES	1	9,506.20	
EFT43764	19/05/2022	TOTAL GREEN RECYCLING PTY LTD	COLLECTION OF E-WASTE FROM OLD QUARRY TIP MAY 2022 & RETURN OF SEA CONTAINER + PROCESSING OF E-WASTE	1		2,568.51
INV INV1186	12/05/2022	TOTAL GREEN RECYCLING PTY LTD	COLLECTION OF E-WASTE FROM OLD QUARRY TIP MAY 2022 & RETURN OF SEA CONTAINER + PROCESSING OF E-WASTE	1	2,568.51	
EFT43765	19/05/2022	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 12 MAY 2022	1		50.00
INV 91	12/05/2022	TREVOR EASTWELL	DRIVING FOR WUNDOWIE TO NORTHAM COMMUNITY BUS 12 MAY 2022	1	50.00	
EFT43766	19/05/2022	WA CONTRACT RANGER SERVICES	MANAGEMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY AS PER C.201920-09 - 18/4/22 - 8/5/22	1		3,245.00
INV 0000394209/05/2022		WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSES FOR APRIL 2022	1	1,265.00	
INV 0000394109/05/2022		WA CONTRACT RANGER SERVICES	MANAGEMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY AS PER C.201920-09 - 18/4/22 - 8/5/22	1	1,980.00	
EFT43767	19/05/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	HELEN SINGH US# LDNQG8Y34F PROCUREMENT AND CONTRACT ESSENTIALS 02/06/2022	1		578.00

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 41 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV B092488	25/03/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	HELEN SINGH USI# LDNQG8Y34F PROCUREMENT AND CONTRACT ESSENTIALS 02/06/2022	1	578.00	
EFT43768	26/05/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A S	LABOUR FOR WHIPPER SNIPPER THROTTLE CABLE	1		62.70
INV 320592	10/02/2022	AGWEST MACHINERY - GREYMACH PTY LTD T/A S	LABOUR FOR WHIPPER SNIPPER THROTTLE CABLE	1	62.70	
EFT43769	26/05/2022	ALEXANDERLONE	MANAGEMENT CONSULTANCY WORK FOR QUALITY MANAGEMENT SYSTEM IMPLEMENTATION	1		800.00
INV 01/22	28/04/2022	ALEXANDERLONE	MANAGEMENT CONSULTANCY WORK FOR QUALITY MANAGEMENT SYSTEM IMPLEMENTATION	1	800.00	
EFT43770	26/05/2022	AUSTRALIA WIDE INVESTIGATIONS	INVESTIGATION IN RELATION TO STAFF GRIEVANCE	1		5,598.01
INV 54005	21/12/2021	AUSTRALIA WIDE INVESTIGATIONS	INVESTIGATION IN RELATION TO STAFF GRIEVANCE	1	5,598.01	
EFT43771	26/05/2022	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	SLASH 5 JACAMAR DRIVE NORTHAM AS PER QUOTE	1		330.00
INV 888	17/05/2022	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	SLASH 5 JACAMAR DRIVE NORTHAM AS PER QUOTE	1	330.00	
EFT43772	26/05/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	12 TONNE CRACKER DUST TO BE PICKED UP	1		43.58
INV IQ32909	15/05/2022	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	12 TONNE CRACKER DUST TO BE PICKED UP	1	43.58	
EFT43773	26/05/2022	BLACKWELL PLUMBING & GAS PTY LTD	REPLACE FILTER CARTRIDGE QP / ANODE IN HWU QP / SUPPLY AND INSTALL RINNAI B16 QP	1		2,465.10
INV INV-260103	05/2022	BLACKWELL PLUMBING & GAS PTY LTD	REPLACE FILTER CARTRIDGE QP / ANODE IN HWU QP / SUPPLY AND INSTALL RINNAI B16 QP	1	2,465.10	
EFT43774	26/05/2022	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF QP GREY CEMENT	1		1,634.24
INV 2182/003	11/05/2022	BUNNINGS BUILDING SUPPLIES P/L	TAR PAPER & SIKAFLEX	1	217.23	
INV 2182/003	11/05/2022	BUNNINGS BUILDING SUPPLIES P/L	4LITRE DULUX EXTERIOR WEATHERSHEILD (MONUMENT)	1	98.80	
INV 2182/003	12/05/2022	BUNNINGS BUILDING SUPPLIES P/L	BATTERY CHARGER FOR HAND TOOLS	1	213.53	
INV 2182/003	12/05/2022	BUNNINGS BUILDING SUPPLIES P/L	BROOMS AND RAKES	1	146.25	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 42 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2182/005	12/05/2022	BUNNINGS BUILDING SUPPLIES P/L	PALLET RETURN REFUND	1	-69.90	
INV 2182/998	12/05/2022	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF GP GREY CEMENT	1	601.34	
INV 2182/004	17/05/2022	BUNNINGS BUILDING SUPPLIES P/L	2X PRUNERS / PAINT	1	204.15	
INV 2182/003	17/05/2022	BUNNINGS BUILDING SUPPLIES P/L	PVC COUPLINGS FOR BERT HAWKE OVAL	1	94.40	
INV 2182/003	18/05/2022	BUNNINGS BUILDING SUPPLIES P/L	5 X THREAD TAPE ROLLS / FOOT VALVE	1	86.65	
INV 2182/004	20/05/2022	BUNNINGS BUILDING SUPPLIES P/L	AA BATTERIES / TAPE / CABLE TIES	1	41.79	
EFT43775	26/05/2022	CADDS FASHIONS	WORK BOOT ALLOWANCE - KEVIN LANGILLE	1		169.99
INV 22-00005	13/05/2022	CADDS FASHIONS	WORK BOOT ALLOWANCE - KEVIN LANGILLE	1	169.99	
EFT43776	26/05/2022	CATALYSE PTY LTD	EMPLOYEE SCORECARD 2022	1		4,895.00
INV INV-124210	05/2022	CATALYSE PTY LTD	EMPLOYEE SCORECARD 2022	1	4,895.00	
EFT43777	26/05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1611 - WATER TRUCK SERVICE 75,000K MONDAY 16/05/2022	1		4,667.96
INV 0000398806	05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 - HCK UP MULTI ROLLER FROM GRASS VALLEY SOUTH RD AND DROP OFF AT THE HOCKEY FIELD.	1	1,155.00	
INV 0000400917	05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP ROLLER FROM TRIMMER ROAD AND DROP OFF AT SMITH ROAD, CLACKLINE	1	577.50	
INV 0000400817	05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP ROLLER FROM BEERING ROAD, IRISHTOWN AND DROP OFF AT SMITH ROAD CLACKLINE	1	577.50	
INV 0000400717	05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP ROLLER FROM CORNER OF CHINGANNING ROAD AND INKPEN ROAD AND DROP OFF AT WUNDABINRING ROAD, WOOTTATING	1	770.00	
INV 0000400517	05/2022	CENTRAL MOBILE MECHANICAL REPAIRS	PN1611 - WATER TRUCK SERVICE 75,000K MONDAY 16/05/2022	1	1,587.96	
EFT43778	26/05/2022	CIVIC LEGAL PTY LTD	DEFENDING CLAIM - SHIRE OF NORTHAM & DONOVAN PAYNE	1		2,128.50
INV 509740	30/04/2022	CIVIC LEGAL PTY LTD	DEFENDING CLAIM - SHIRE OF NORTHAM & DONOVAN PAYNE	1	2,128.50	
EFT43779	26/05/2022	CLARK EQUIPMENT	ZON MARK 4 GUN, TRIPOD, GT300 TIMER - ZON PACKAGE DEAL	1		874.01

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 43 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0824263815/03/2022		CLARK EQUIPMENT	ZON MARK 4 GUN, TRIPOD, GT300 TIMER - ZON EACKAGE DEAL	1	874.01	
EFT43780	26/05/2022	COUNTRY COPIERS NORTHAM	CANNON IRA-DXC3830 PHOTOCOPIER FOR KILLARA	1		3,917.25
INV S09825	11/05/2022	COUNTRY COPIERS NORTHAM	NORTHAM DEPOT COLOUR COPIER SERVICE, MAY 2022	1	502.25	
INV S09847	17/05/2022	COUNTRY COPIERS NORTHAM	CANNON IRA-DXC3830 PHOTOCOPIER FOR KILLARA	1	3,415.00	
EFT43781	26/05/2022	COUNTRYWIDE GROUP	SERVICE AND REPAIR OF 3 X HUSQVARNA CHAIN SAWS & 1 HUSQVARNA POLE SAW	1		1,304.82
INV ACC001314/04/2022		COUNTRYWIDE GROUP	2 X 25KG SODIUM BISULPHATE	1	172.63	
INV ACC001409/05/2022		COUNTRYWIDE GROUP	SERVICE AND REPAIR OF 3 X HUSQVARNA CHAIN SAWS & 1 HUSQVARNA POLE SAW	1	437.04	
INV ACC001411/05/2022		COUNTRYWIDE GROUP	PN1903 - HUSQVARNA RIDE ON MOWER REPAIRS	1	242.94	
INV ACC001416/05/2022		COUNTRYWIDE GROUP	1 X CHAIN BAR / CHAINS / SPARK PLUG / TRIMMER LINE	1	303.71	
INV ACC001417/05/2022		COUNTRYWIDE GROUP	2X 5 LITRE BAR OIL	1	89.10	
INV ACC001418/05/2022		COUNTRYWIDE GROUP	WEDGES	1	59.40	
EFT43782	26/05/2022	DCM CARPENTRY & MAINTENANCE	WUNDOWIE FIRE STATION (MENS SHED) REPLACE ROOF SHEETING AS PER QUOTE 1200	1		13,695.00
INV 1380	16/05/2022	DCM CARPENTRY & MAINTENANCE	WUNDOWIE FIRE STATION (MENS SHED) REPLACE ROOF SHEETING AS PER QUOTE 1200	1	13,695.00	
EFT43783	26/05/2022	DICKENSON CONSTRUCTION PTY LTD	ARCHITECTURAL AND ENGINEERING PLANS AND DETAILS FOR ALL STRUCTURES AND BUILDER'S WORK - 68-76 FITZGERALD STREET	1		24,278.00
INV 0103202201/03/2022		DICKENSON CONSTRUCTION PTY LTD	ARCHITECTURAL AND ENGINEERING PLANS AND DETAILS FOR ALL STRUCTURES AND BUILDER'S WORK - 68-76 FITZGERALD STREET	1	24,278.00	
EFT43784	26/05/2022	ELGAS PTY LTD	INKPEN FIRE SHED - 03/05/2022 - 02/05/2033 - 12MTH SERVICE CHARGE FOR 2 X 45KG GAS BOTTLES	1		94.60
INV 0366674002/05/2022		ELGAS PTY LTD	INKPEN FIRE SHED - 03/05/2022 - 02/05/2033 - 12MTH SERVICE CHARGE FOR 2 X 45KG GAS BOTTLES	1	94.60	
EFT43785	26/05/2022	ELIJAH MOORHEAD	REIMBURSEMENT OF POLICE CLEARANCE AND MEDICAL	1		222.60

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 44 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV BJ 18.05	18/05/2022	ELIJAH MOORHEAD	REIMBURSEMENT OF POLICE CLEARANCE AND MEDICAL	1	222.60	
EFT43786	26/05/2022	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. PAINT WALLS AND DOORS AS PER QUOTE	1		11,089.00
INV 279	28/03/2022	GLENN STUART BEVERIDGE	INSTALL HAND RAIL FEMALE DISABLED TOILET	1	330.00	
INV 286	02/05/2022	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. REPAIR DOOR AND LOCK TO REAR CHANGEROOM	1	385.00	
INV 288	02/05/2022	GLENN STUART BEVERIDGE	MEMORIAL HALL. REPLACE MISSING PAVER TO FRONT	1	363.00	
INV 290	02/05/2022	GLENN STUART BEVERIDGE	MORBY COTTAGE. SUPPLY AND INSTALL NEW GATES TO REAR YARD.	1	572.00	
INV 289	02/05/2022	GLENN STUART BEVERIDGE	YOUTH PARK TOILETS. REPAIR PRIVACY LOCK TO TOILET DOOR AS PERSON WAS LOCKED IN.	1	66.00	
INV 287	02/05/2022	GLENN STUART BEVERIDGE	BILYA KOORT BOODJA. REPLACE CUT ROPE TO FLAG POLE.	1	132.00	
INV 305	16/05/2022	GLENN STUART BEVERIDGE	WUNDOWIE FOOTY PAVILION. PAINT OVER AND CLEAN CFF GRAFFITI.	1	418.00	
INV 306	16/05/2022	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE. REPAIR BROKEN BRIDGE BOARD.	1	132.00	
INV 298	16/05/2022	GLENN STUART BEVERIDGE	REMOVE SHADE SAILS AT END OF WUNDOWIE POOL SWIMMING SEASON	1	1,046.00	
INV 304	16/05/2022	GLENN STUART BEVERIDGE	BILYA KOORT BOODJA. REPAIR BROKEN BRICK TO BOTTOM OF STAIRS.	1	88.00	
INV 300	16/05/2022	GLENN STUART BEVERIDGE	NORTHAM AERODROME. CHECK/REPAIR WINDSOCK AS NOT SPINNING FREELY.	1	198.00	
INV 301	16/05/2022	GLENN STUART BEVERIDGE	RAP PARK. REPAIR DOOR LOCK AND REINSTALL BLOCK TO WALL.	1	264.00	
INV 303	16/05/2022	GLENN STUART BEVERIDGE	VISITORS CENTRE. REPLACE BROKEN TOILET SEAT IN MENS TOILET.	1	77.00	
INV 302	16/05/2022	GLENN STUART BEVERIDGE	BILYA KOORT BOODJA. REPAIR DOOR CLOSER TO MAIN MEETING ROOM.	1	77.00	
INV 307	16/05/2022	GLENN STUART BEVERIDGE	REPAIR FAULTY TOILET CUBICLE LOCK AT JUBILEE CVAL	1	77.00	
INV 297	16/05/2022	GLENN STUART BEVERIDGE	VISITORS CENTRE. FIXINGS TO DISPLAYS NEED TO BE REPAIRED.	1	99.00	
INV 299	16/05/2022	GLENN STUART BEVERIDGE	AVON MALL. PAINT OVER GRAFFITI ON BASE OF STATUE AND CLEAN OFF GRAFFITI OFF OF SEAT.	1	198.00	

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 45 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 294	16/05/2022	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. PAINT WALLS AND DOORS AS PER QUOTE.	1	3,465.00	
INV 295	16/05/2022	GLENN STUART BEVERIDGE	OLD ADMIN BUILDING (DSR) INVESTIGATE WATER INGRESS AND REPAIR CORNICE.	1	198.00	
INV 296	16/05/2022	GLENN STUART BEVERIDGE	VISITORS CENTRE. REPAIR ROOF LEAKS TO UNDERCOVER AREA.	1	407.00	
INV 291	16/05/2022	GLENN STUART BEVERIDGE	WUNDOWIE TOILETS. REPLACE BROKEN TOILET SEAT.	1	77.00	
INV 308	19/05/2022	GLENN STUART BEVERIDGE	WUNDOWIE PUBLIC TOILETS. PAINT WALLS TO COVER GRAFFITI.	1	2,420.00	
EFT43787	26/05/2022	GRAFTON ELECTRICS	EMERGENCY EVACUATION SIGN AND WIRE PROTECTIVE CAGE FOR INSIDE COURTS AS DIRECTED BY GORDON TESTER. QUOTE NUMBER 151.	1		1,650.00
INV 8591	20/04/2022	GRAFTON ELECTRICS	SERVICING POWER POINTS MULTIPURPOSE ROOM	1	110.00	
INV 8640	10/05/2022	GRAFTON ELECTRICS	NORTHAM AERODROME. REPAIR/REPORT ON ENTRY PIN EAD NOT WORKING, REST OF SYSTEM SEEMS OK.	1	110.00	
INV 8682	23/05/2022	GRAFTON ELECTRICS	ADDING POWER POINT AND INTERNET PORT	1	660.00	
INV 8683	23/05/2022	GRAFTON ELECTRICS	EMERGENCY EVACUATION SIGN AND WIRE PROTECTIVE CAGE FOR INSIDE COURTS AS DIRECTED BY GORDON TESTER. QUOTE NUMBER 151.	1	770.00	
EFT43788	26/05/2022	HERSEY'S SAFETY PTY LTD	41015011 WHITE LINE MARKING SPRAY CANS, CARTON OF 12	1		165.00
INV INV-078426/04/2022		HERSEY'S SAFETY PTY LTD	41015011 WHITE LINE MARKING SPRAY CANS, CARTON OF 12	1	165.00	
EFT43789	26/05/2022	JASON SIGNMAKERS	G5-1A STREET NAME DOUBLE SIDED SON SPECS - 'COOK ST'	1		140.98
INV 228744	19/05/2022	JASON SIGNMAKERS	G5-1A STREET NAME DOUBLE SIDED SON SPECS - 'COOK ST'	1	140.98	
EFT43790	26/05/2022	JH COMPUTER SERVICES PTY LTD	36NORTHAM-SAASDATTO SAA'S PROTECTION / 7NC FRESHDESK TICKETING SYSTEM ANNUAL RENEWAL	1		12,910.70
INV 0000202019/01/2022		JH COMPUTER SERVICES PTY LTD	YEALINK TELEPHONE HEADSETS	1	396.00	
INV 0000202019/01/2022		JH COMPUTER SERVICES PTY LTD	36NORTHAM-SAASDATTO SAA'S PROTECTION / 7NC FRESHDESK TICKETING SYSTEM ANNUAL RENEWAL	1	7,613.10	

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 46 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000202019/01/2022		JH COMPUTER SERVICES PTY LTD	SERVER MAINTENANCE BACKUP FOR 4 SERVERS INCLUDING OFF SITE BACKUPS / 3623 DATTO RMM MANAGED ENDPOINT	1	4901.60	
EFT43791	26/05/2022	MCLEODS BARRISTERS & SOLICITORS	ADVICE ON COVID-19 DIRECTIONS - STAFF MATTER	1		1,735.14
INV 124183	29/04/2022	MCLEODS BARRISTERS & SOLICITORS	ADVICE ON COVID-19 DIRECTIONS - STAFF MATTER	1	1,735.14	
EFT43792	26/05/2022	METROFILTERS	RIVERS EDGE CAFE. 6 MONTHLY KITCHEN CANOPY CLEAN.	1		977.70
INV 0017603919/04/2022		METROFILTERS	RIVERS EDGE CAFE. 6 MONTHLY KITCHEN CANOPY CLEAN.	1	977.70	
EFT43793	26/05/2022	MILMARDISTRIBUTORS	XAC-57X37 EFTPOS THERMAL ROLLS SUITS FIRSTDATA MOBILE T103P	1		80.00
INV 0002808913/05/2022		MILMARDISTRIBUTORS	XAC-57X37 EFTPOS THERMAL ROLLS SUITS FIRSTDATA MOBILE T103P	1	80.00	
EFT43794	26/05/2022	MINT CIVIL PTY LTD T/AS IMM&CU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD FROM 02/05/2022 - 08/05/2022 ON CONTRACT C.201819-12 YEAR 3	1		7,801.20
INV N2993	16/05/2022	MINT CIVIL PTY LTD T/AS IMM&CU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD FROM 02/05/2022 - 08/05/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
INV N2994	16/05/2022	MINT CIVIL PTY LTD T/AS IMM&CU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) / FOOTPATH & VERGE SWEEPING OF CBD FROM 09/05/2022 - 15/05/2022 ON CONTRACT C.201819-12 YEAR 3	1	3,900.60	
EFT43795	26/05/2022	MM ELECTRICAL MERCHANDISING	1X 10M CAT5 CABLE	1		24.26
INV 189042-6	11/04/2022	MM ELECTRICAL MERCHANDISING	1X 10M CAT5 CABLE	1	24.26	
EFT43796	26/05/2022	MORAY & AGNEW	KIM HAMPTON USI#NMNQ8LVU TO ATTEND WEBINAR: STICKING WITH THE PLAN, DRAFTING VALID AND ENFORCEABLE PLANNING CONFITIONS (WEBINAR)	1		55.00

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 47 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3560763711/05/2022		MORAY & AGNEW	KIM HAMPTON USI# MNMQB8LVU TO ATTEND WEBINAR: STICKING WITH THE PLAN, DRAFTING VALID AND ENFORCEABLE PLANNING CONDITIONS (WEBINAR)	1	55.00	
EFT43797	26/05/2022	MORRIS PEST AND WEED CONTROL	WUNDOWIE DEPOT. TREAT TERMITES FOUND ON YEARLY INSPECTION AS PER QUOTE.	1		1,811.70
INV INV-199523/05/2022		MORRIS PEST AND WEED CONTROL	WUNDOWIE DEPOT. TREAT TERMITES FOUND ON YEARLY INSPECTION AS PER QUOTE.	1	1,811.70	
EFT43798	26/05/2022	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	REPLACE SIDE MIRROR INCLUDES LABOUR	1		540.00
INV 137306	06/05/2022	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	REPLACE SIDE MIRROR INCLUDES LABOUR	1	540.00	
EFT43799	26/05/2022	NORTHAM BETTA HOME LIVING	2 X WQ7420 TECHBRANDS LEAD/CNTR MINI DISP PORT-HDMI SKT 4K	1		59.90
INV 2001004013/04/2022		NORTHAM BETTA HOME LIVING	2 X WQ7420 TECHBRANDS LEAD/CNTR MINI DISP PORT-HDMI SKT 4K	1	59.90	
EFT43800	26/05/2022	NORTHAM CAR CARE	NEW BATTERY FOR 3433	1		296.15
INV Q0261	02/05/2022	NORTHAM CAR CARE	NEW BATTERY FOR 3433	1	296.15	
EFT43801	26/05/2022	PROFESSIONAL LOCK SERVICE	REPLACE VENT IN UMPIRES CHANGE ROOM NORTHAM REC CENTRE	1		1,694.99
INV 0010723324/02/2022		PROFESSIONAL LOCK SERVICE	CREDIT ISSUED - FLUFFY DUCKS (REEDS). CALL OUT FOR DOOR LOCK AND REPLACEMENT BATTERIES.	1	-249.81	
INV 0010753123/05/2022		PROFESSIONAL LOCK SERVICE	REPLACE VENT IN UMPIRES CHANGE ROOM NORTHAM REC CENTRE	1	1,320.00	
INV 0010735223/05/2022		PROFESSIONAL LOCK SERVICE	REC CENTRE. REPAIR BROKEN DOOR LOCK TO UMPIRE CHANGE ROOMS AND REPLACE VENT.	1	624.80	
EFT43802	26/05/2022	QUIN'S GOURMET BUTCHERS	CRDER FOR MEAT DELIVERED TO KILLARA. - APRIL 2022	1		150.92
INV 0000050812/04/2022		QUIN'S GOURMET BUTCHERS	CRDER FOR MEAT DELIVERED TO KILLARA. - APRIL 2022	1	150.92	
EFT43803	26/05/2022	RECOVRE GROUP PTY LTD	MEDIATION SESSIONS	1		679.80
INV 5044297 31/03/2022		RECOVRE GROUP PTY LTD	MEDIATION SESSIONS	1	679.80	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 48 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43804	26/05/2022	REPCO NORTHAM	PN1511 - WINDSCREEN WIPERS	1		22.80
INV 4980037327/10/2021		REPCO NORTHAM	PN1511 - WINDSCREEN WIPERS	1	22.80	
EFT43805	26/05/2022	RONLIEEH PTY LTD T/AS ALL PARTS WA	PN2108 - S.644, TWO x WHEEL SPINNER, DEGREES: 30°	1		61.77
INV SI-00001612/05/2022		RONLIEEH PTY LTD T/AS ALL PARTS WA	PN1213 - S.644, WHEEL SPINNER, DEGREES: 30°	1	16.78	
INV SI-00001312/05/2022		RONLIEEH PTY LTD T/AS ALL PARTS WA	PN2108 - S.644, TWO x WHEEL SPINNER, DEGREES: 30°	1	44.99	
EFT43806	26/05/2022	ROYAL LIFE SAVING SOCIETY WA	MEGAN WORTHINGTON USI# 3SEEKCNJ2W - LIFE GUARD QUALIFICATION 25&26TH JUNE 2022	1		299.00
INV 141539	11/05/2022	ROYAL LIFE SAVING SOCIETY WA	MEGAN WORTHINGTON USI# 3SEEKCNJ2W - LIFE GUARD QUALIFICATION 25&26TH JUNE 2022	1	299.00	
EFT43807	26/05/2022	TELFORD INDUSTRIES	ECO CHLOR 40KG	1		603.90
INV 677245	16/03/2022	TELFORD INDUSTRIES	ECO CHLOR 40KG	1	603.90	
EFT43808	26/05/2022	TELSTRA CORPORATION	TELSTRA CHARGES - APRIL 2022 - ADMIN / FINANCE	1		8,534.19
INV 2726009204/05/2022		TELSTRA CORPORATION	TELSTRA CHARGES - APRIL 2022 - HARVEST BAN	1	748.44	
INV 2726009010/05/2022		TELSTRA CORPORATION	TELSTRA CHARGES - APRIL 2022 - ADMIN / FINANCE / BKB / ENGINEERING / REC CENTRE	1	172.56	
INV 2726008910/05/2022		TELSTRA CORPORATION	TELSTRA CHARGES - APRIL 2022 - COUNCILLOR IPADS / ADMIN / FINANCE / CESM / BUSH FIRER / RANGER SERVICES / CCTV / HEALTH / KILLARA / LANDFILL / PLANNING / WUNDOWIE POOL / NORTHAM LIBRARY / BKB / ENGINEERING / BUILDING / VISITORS CENTRE / REC CENTRE / SES	1	2,538.48	
INV 2258398814/05/2022		TELSTRA CORPORATION	TELSTRA CHARGES - APRIL 2022 - ADMIN / FINANCE	1	4,198.61	
INV 9026075017/05/2022		TELSTRA CORPORATION	TELSTRA CHARGES - APRIL 2022 - ADMIN / FINANCE / ADMIN INTERNET / HARVEST BAN / LANDFILL / WUNDOWIE POOL / NORTHAM & WUNDOWIE LIBRARY / CREATE 298 / ENGINEERING / LANDFILL INTERNET / REC CENTRE / CESM / BUSH FIRES	1	876.10	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 49 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT43809	26/05/2022	TPG TELECOM	TPG CHARGES - APRIL 2022 - ADMIN / FINANCE / BKB / CESM / CREATE 298 / ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM & WUNDOWIE LIBRARY / PLANNING / RANGER SERVICES / REC CENTRE / VISITORS CENTRE / IT	1		9,098.10
INV 1769723801/05/2022		TPG TELECOM	TPG CHARGES - APRIL 2022 - CREATE 298 / SES / BFB	1	705.52	
INV 1771016801/05/2022		TPG TELECOM	TPG CHARGES - APRIL 2022 - ADMIN / FINANCE / BKB / CESM / CREATE 298 / ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM & WUNDOWIE LIBRARY / PLANNING / RANGER SERVICES / REC CENTRE / VISITORS CENTRE / IT	1	8,392.58	
EFT43810	26/05/2022	VERLINDEN'S ELECTRICAL SERVICE (WA)	REPAIRS TO RECREATION CENTRE STADIUM LIGHTS X 2 AS PER QUOTE # NQ04794.	1		1,669.80
INV 95215	18/05/2022	VERLINDEN'S ELECTRICAL SERVICE (WA)	REPAIRS TO RECREATION CENTRE STADIUM LIGHTS X 2 AS PER QUOTE # NQ04794.	1	1,669.80	
EFT43811	26/05/2022	VINCELEC	BERTH HAWKE PAVILION. UPGRADE SWITCHBOARD AS PER QUOTE 346.	1		7,780.40
INV IV1309	23/05/2022	VINCELEC	BERTH HAWKE PAVILION. UPGRADE SWITCHBOARD AS PER QUOTE 346.	1	7,780.40	
EFT43812	26/05/2022	W GIBBS & SON	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,020.00
INV T1641	25/05/2022	W GIBBS & SON	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,020.00	
EFT43813	26/05/2022	WAY SIGNS	APPLY SHIRE STICKERS TO VEHICLES AND NEW PLANT, INCLUDING REMOVAL FROM TWO VEHICLES	1		528.00
INV INV-290524/04/2022		WAY SIGNS	APPLY SHIRE STICKERS TO VEHICLES AND NEW PLANT, INCLUDING REMOVAL FROM TWO VEHICLES	1	528.00	
EFT43814	26/05/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	BOBBI JO WISE USI#V5S4NYB4NH - COURSE ON 20/05/2022 PLANNING PRACTICES -ESSENTIALS	1		643.00
INV B093239 17/05/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	BOBBI JO WISE USI#V5S4NYB4NH - COURSE ON 20/05/2022 PLANNING PRACTICES -ESSENTIALS	1	578.00	
INV B093320 19/05/2022		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA BREAKFAST WITH HEADS OF AGENCIES - 6 MAY 2022	1	65.00	
EFT43815	26/05/2022	WHEATBELT HEALTH CENTRE PHARMACY	SHARPS CONTAINERS	1		77.94

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 50 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 184811	03/02/2022	WHEATBELT HEALTH CENTRE PHARMACY	SHARPS CONTAINERS	1	77.94	
EFT43816	26/05/2022	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS. FORTNIGHT ENDING 22/4/2022	1		2,798.07
INV 0030132422/04/2022		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. 4 HRS A DAY / 3 DAYS A WEEK WITH 3 CREW MEMBERS. FORTNIGHT ENDING 22/4/2022	1	2,798.07	
EFT43817	26/05/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	LABOUR 2HRS FOR EMERGENCY / HISENSE 40" SCREEN	1		1,109.60
INV 28813	27/04/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	LABOUR 2HRS FOR EMERGENCY / HISENSE 40" SCREEN	1	695.00	
INV 28832	02/05/2022	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	5 X 250Gb SSD M.2 / 1 X NVMe M.2 USB / 1 X SATA M.2 USB	1	414.60	
EFT43818	26/05/2022	WCP CIVIL PTY LTD	EAVEMENT RECONSTRUCTION, PRIMER SEAL, AND ASPHALT OF DRING STREET NORTHAM AS PER CONTRACT C.202122-06. - PROGRESS CLAIM ONE	1		739,027.96
INV 26853	30/04/2022	WCP CIVIL PTY LTD	EAVEMENT RECONSTRUCTION, PRIMER SEAL, AND ASPHALT OF DRING STREET NORTHAM AS PER CONTRACT C.202122-06. - PROGRESS CLAIM ONE	1	702,067.96	
INV 26853	30/04/2022	WCP CIVIL PTY LTD	VO-1 OF C.202122-06 CEMENT STABILISATION OF BASCOURSE FOR JENNAFULLIN ROAD - 2% 250MM DEEP GRAVEL ROAD BASE TO SHOULDER.	1	36,960.00	
DD17816.1	03/05/2022	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MAY 2022 FINANCE & LEASE IW8119996100	1		573.75
INV MAY 20203/05/2022		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MAY 2022 FINANCE & LEASE IW8119996100	1	573.75	
DD17854.1	11/05/2022	BANKWEST	JASON WHITEAKER MASTERCARD 24/03/2022 TO 21/04/2022	1		4,771.48
INV B RUTTE11/05/2022		BANKWEST	BRENDAN RUTTER MASTERCARD 24/03/2022 TO 21/04/2022	1	2,458.04	
INV J METCA11/05/2022		BANKWEST	JOANNE METCALF MASTERCARD 24/03/2022 TO 21/04/2022	1	1,138.15	
INV C YOUN 11/05/2022		BANKWEST	COLIN YOUNG MASTERCARD 24/03/2022 TO 21/04/2022	1	1,164.99	

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 51 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV C HUNT	11/05/2022	BANKWEST	CHADD HUNT MASTERCARD 24/03/2022 TO 21/04/2022	1	5.30	
INV J WHITE	11/05/2022	BANKWEST	JASON WHITEAKER MASTERCARD 24/03/2022 TO 21/04/2022	1	5.00	
DD17857.1	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1		29,350.72
INV SUPER	10/05/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	24,973.62	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	2,649.89	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	41.20	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	41.20	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	25.00	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	1,150.00	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	84.69	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	170.29	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	127.31	
INV DEDUCT	10/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	1	87.52	
DD17857.2	10/05/2022	ONEPATH	SUPERANNUATION CONTRIBUTIONS	1		262.91
INV SUPER	10/05/2022	ONEPATH	SUPERANNUATION CONTRIBUTIONS	1	262.91	
DD17857.3	10/05/2022	UNISUPER	PAYROLL DEDUCTIONS	1		1,126.05
INV SUPER	10/05/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	484.40	
INV DEDUCT	10/05/2022	UNISUPER	PAYROLL DEDUCTIONS	1	181.65	
INV DEDUCT	10/05/2022	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
DD17857.4	10/05/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		190.60
INV SUPER	10/05/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	190.60	
DD17857.5	10/05/2022	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1		525.99

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 52 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	10/05/2022	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	394.49	
INV DEDUCT	10/05/2022	PLUM SUPERANNUATION FUND	EAYROLL DEDUCTIONS	1	131.50	
DD17857.6	10/05/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		241.42
INV SUPER	10/05/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	241.42	
DD17857.7	10/05/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		424.77
INV SUPER	10/05/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	424.77	
DD17857.8	10/05/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1		142.37
INV SUPER	10/05/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.37	
DD17857.9	10/05/2022	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1		149.06
INV SUPER	10/05/2022	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1	149.06	
DD17910.1	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1		27,755.15
INV SUPER	24/05/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	23,435.24	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	2,666.71	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	36.12	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	36.12	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	25.00	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	1,150.00	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	84.69	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	168.87	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	64.88	
INV DEDUCT	24/05/2022	AWARE SUPER	EAYROLL DEDUCTIONS	1	87.52	
DD17910.2	24/05/2022	ONEPATH	SUPERANNUATION CONTRIBUTIONS	1		262.91

Ordinary Council Meeting Minutes
15 June 2022



Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 53 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	24/05/2022	ONEPATH	SUPERANNUATION CONTRIBUTIONS	1	262.91	
DD17910.3	24/05/2022	UNISUPER	EAYROLL DEDUCTIONS	1		1,382.76
INV SUPER	24/05/2022	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	753.22	
INV DEDUCT	24/05/2022	UNISUPER	EAYROLL DEDUCTIONS	1	169.54	
INV DEDUCT	24/05/2022	UNISUPER	EAYROLL DEDUCTIONS	1	460.00	
DD17910.4	24/05/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		190.60
INV SUPER	24/05/2022	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	190.60	
DD17910.5	24/05/2022	PLUM SUPERANNUATION FUND	EAYROLL DEDUCTIONS	1		526.32
INV SUPER	24/05/2022	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	394.74	
INV DEDUCT	24/05/2022	PLUM SUPERANNUATION FUND	EAYROLL DEDUCTIONS	1	131.58	
DD17910.6	24/05/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		241.42
INV SUPER	24/05/2022	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	241.42	
DD17910.7	24/05/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		429.39
INV SUPER	24/05/2022	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	429.39	
DD17910.8	24/05/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1		122.90
INV SUPER	24/05/2022	CATHOLIC SUPER	SUPERANNUATION CONTRIBUTIONS	1	122.90	
DD17910.9	24/05/2022	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1		187.09
INV SUPER	24/05/2022	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	1	187.09	
DD17857.10	10/05/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1		214.52
INV SUPER	10/05/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	214.52	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 54 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD17857.11	10/05/2022	MEDIA SUPER	EAYROLL DEDUCTIONS	1		1,168.35
INV SUPER	10/05/2022	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	849.71	
INV DEDUCT	10/05/2022	MEDIA SUPER	EAYROLL DEDUCTIONS	1	318.64	
DD17857.12	10/05/2022	AUSTRALIAN SUPER PTY LTD	EAYROLL DEDUCTIONS	1		2,891.20
INV SUPER	10/05/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	2,646.84	
INV DEDUCT	10/05/2022	AUSTRALIAN SUPER PTY LTD	EAYROLL DEDUCTIONS	1	139.18	
INV DEDUCT	10/05/2022	AUSTRALIAN SUPER PTY LTD	EAYROLL DEDUCTIONS	1	105.18	
DD17857.13	10/05/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		250.42
INV SUPER	10/05/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	250.42	
DD17857.14	10/05/2022	THE TRUSTEE FOR ANDALI SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		145.72
INV SUPER	10/05/2022	THE TRUSTEE FOR ANDALI SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	145.72	
DD17857.15	10/05/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1		623.40
INV DEDUCT	10/05/2022	ZURICH AUSTRALIA LIMITED	EAYROLL DEDUCTIONS	1	170.02	
INV SUPER	10/05/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	453.38	
DD17857.16	10/05/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,266.56
INV DEDUCT	10/05/2022	REST INDUSTRY SUPER	EAYROLL DEDUCTIONS	1	282.56	
INV SUPER	10/05/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	984.00	
DD17857.17	10/05/2022	FRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		506.01
INV DEDUCT	10/05/2022	FRIME SUPER	EAYROLL DEDUCTIONS	1	138.00	
INV SUPER	10/05/2022	FRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	368.01	
DD17857.18	10/05/2022	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		309.04

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 55 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	10/05/2022	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	309.04	
DD17857.19	10/05/2022	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		614.71
INV DEDUCT10/05/2022	10/05/2022	HOSTPLUS SUPER	EAYROLL DEDUCTIONS	1	50.00	
INV SUPER	10/05/2022	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	564.71	
DD17857.20	10/05/2022	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	1		169.76
INV SUPER	10/05/2022	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	1	169.76	
DD17857.21	10/05/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		210.37
INV SUPER	10/05/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	210.37	
DD17910.10	24/05/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1		214.52
INV SUPER	24/05/2022	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	214.52	
DD17910.11	24/05/2022	MEDIA SUPER	EAYROLL DEDUCTIONS	1		1,168.35
INV SUPER	24/05/2022	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	849.71	
INV DEDUCT24/05/2022	24/05/2022	MEDIA SUPER	EAYROLL DEDUCTIONS	1	318.64	
DD17910.12	24/05/2022	AUSTRALIAN SUPER PTY LTD	EAYROLL DEDUCTIONS	1		3,018.35
INV SUPER	24/05/2022	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	2,773.57	
INV DEDUCT24/05/2022	24/05/2022	AUSTRALIAN SUPER PTY LTD	EAYROLL DEDUCTIONS	1	139.60	
INV DEDUCT24/05/2022	24/05/2022	AUSTRALIAN SUPER PTY LTD	EAYROLL DEDUCTIONS	1	105.18	
DD17910.13	24/05/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		158.16
INV SUPER	24/05/2022	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	158.16	
DD17910.14	24/05/2022	THE TRUSTEE FOR ANDALI SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		145.72
INV SUPER	24/05/2022	THE TRUSTEE FOR ANDALI SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	145.72	

Ordinary Council Meeting Minutes
15 June 2022

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 56 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD17910.15	24/05/2022	YKC SUPERFUND	EAYROLL DEDUCTIONS	1		189.27
INV SUPER	24/05/2022	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	137.65	
INV DEDUCT	24/05/2022	YKC SUPERFUND	EAYROLL DEDUCTIONS	1	51.62	
DD17910.16	24/05/2022	ZURICH AUSTRALIA LIMITED	EAYROLL DEDUCTIONS	1		623.40
INV SUPER	24/05/2022	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	453.38	
INV DEDUCT	24/05/2022	ZURICH AUSTRALIA LIMITED	EAYROLL DEDUCTIONS	1	170.02	
DD17910.17	24/05/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,267.80
INV DEDUCT	24/05/2022	REST INDUSTRY SUPER	EAYROLL DEDUCTIONS	1	282.98	
INV SUPER	24/05/2022	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	984.82	
DD17910.18	24/05/2022	FRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		507.25
INV DEDUCT	24/05/2022	FRIME SUPER	EAYROLL DEDUCTIONS	1	138.34	
INV SUPER	24/05/2022	FRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	368.91	
DD17910.19	24/05/2022	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		344.00
INV SUPER	24/05/2022	NETWEALTH SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	344.00	
DD17910.20	24/05/2022	HOSPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		630.80
INV DEDUCT	24/05/2022	HOSPLUS SUPER	EAYROLL DEDUCTIONS	1	50.00	
INV SUPER	24/05/2022	HOSPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	580.80	
DD17910.21	24/05/2022	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	1		230.23
INV SUPER	24/05/2022	SUNSUPER	SUPERANNUATION CONTRIBUTIONS	1	230.23	
DD17910.22	24/05/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		210.37
INV SUPER	24/05/2022	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	210.37	

Date: 01/06/2022
Time: 1:17:41PM

Shire of Northam

USER: Louise Harris
PAGE: 57 10

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

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,077,004.00
TOTAL		2,077,004.00

UNCONFIRMED

Attachment 2 - Declaration

Payment dates 1st May 2022 to 31st May 2022

- Municipal Fund payment cheque numbers 35495 to 35498 Total \$28,478.93.

Electronic Funds Transfer

- Municipal Fund EFT43531 to EFT43818 Total \$1,962,589.13.
- Direct Debits Total \$85,935.94.

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	\$ 100,791.95	\$ 1,588,196.49	\$ 130,102.00	\$ 694,238.20	\$ 2,513,328.64
April	\$ 24,951.12	\$ 1,020,713.13	\$ 88,515.11	\$ 456,232.09	\$ 1,590,411.45
May	\$ 28,478.93	\$ 1,962,589.13	\$ 85,935.94	\$ 452,551.44	\$ 2,529,555.44
June					\$ -
Total	\$558,582.69	\$18,428,588.66	\$994,442.45	\$5,590,680.86	\$25,572,294.66

The following table presents all payments made for the month from Council credit cards paid by direct debit DD17854.1

Summary Credit Card Payments	\$	Total
CEO		
COLES EXPRESS - 20/04/2022 - MILK FOR KITCHEN	5.00	
		\$5.00
Executive Manager of Community Services		
SAFFRON (WA) PTY LTD (RIVERSEDGE CAFE) - 24/03/2022 - ROADWISE & WAPOL - COMMUNITY SAFETY MEETING	20.50	

Summary Credit Card Payments	\$	Total
SP TIRTYL AUSTRALIA - 25/03/2022 - HAND WASH FOR LIBRARY BATHROOMS - ECOFRIENDLY	114.00	
BLOOMYS NURSERY FLORIST - 29/03/2022 - KILLARA FLOWERS	30.00	
FACEBOOK - 31/03/2022 - FACEBOOK ADVERTISING	968.65	
BEST AND LESS - 10/04/2022 - SHIRT - JORDYN BUDAS GIFT	5.00	
		\$1,138.15
Executive Manager of Corporate Services		
QUEST INNALOO - 07/04/2022 - ACCOMMODATION FOR LICENCING TRAINING - MONICA DWYER	912.42	
AMAYSIM MOBILE PTY LTD - 08/04/2022 - LIBRARY LIFT PHONE DATA	10.00	
ADOBE ID CREATIVE CLD - 14/04/2022 - MONTHLY FEES	213.99	
FOREIGN TRANSACTION FEE	28.58	
		\$1,164.99
Executive Manager of Development Services		
DOVE - 23/03/2022 - BUSHFIRE MEETING	5.30	
		\$5.30
Executive Manager of Engineering Services		
		\$-
Community Emergency Services Manager		
AUTSRALIA POST - 24/03/2022 - PO BOX FEE FOR IRISHTOWN BFB	139.00	
DOVE - 24/03/2022 - VOLUNTEER MEETING	11.80	
PUMA - 25/03/2022 - INCIDENT CATERING	8.70	
PUMA - 25/03/2022 - INCIDENT CATERING	23.30	
PUMA - 25/03/2022 - INCIDENT CATERING	26.35	
PUMA - 25/03/2022 - INCIDENT CATERING	28.50	
PUMA - 25/03/2022 - INCIDENT CATERING	31.00	
PUMA - 25/03/2022 - INCIDENT CATERING	33.50	
PUMA - 25/03/2022 - INCIDENT CATERING	35.50	
PUMA - 25/03/2022 - INCIDENT CATERING	39.40	
PUMA - 25/03/2022 - INCIDENT CATERING	45.50	
PUMA - 25/03/2022 - INCIDENT CATERING	52.60	
PUMA - 25/03/2022 - INCIDENT CATERING	87.50	

Summary Credit Card Payments	\$	Total
PUMA - 25/03/2022 - INCIDENT CATERING	139.00	
PUMA - 25/03/2022 - INCIDENT CATERING	346.40	
WOOWORTHS - 25/03/2022 - INCIDENT WATER REPLACEMENT	9.00	
PUMA - 26/03/2022 - INCIDENT CATERING	40.55	
COLES - 28/03/2022 - TRAINING CATERING	46.97	
COLES - 29/03/2022 - TRAINING CATERING	25.30	
PLASDENE - 08/04/2022 - STORAGE CRATES FOR CONTAMINATED GEAR	1257.17	
WOOLWORTHS - 14/04/2022 - REPLACEMENT CHARGE CABLE FOR CESM PHONE	31.00	
		\$2,458.04
Total Credit Card Expenditure		\$4,771.48

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,529,555.44 was submitted to the Ordinary Meeting of Council on Wednesday, 15 June 2022.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,529,555.44 was submitted to each member of the Council on Wednesday, 15 June 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 31 May 2022

File Reference:	2.1.3.4
Reporting Officer:	Colin Young, Executive Manager Corporate Services
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the Financial Statement for the period ending 31 May 2022.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 May 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 31 May 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.

Operating Revenue

1. Governance is over budget by 28.94% due to the revenue release from AASB15 of the contract revenue for a trainee apprenticeship grant.
2. General purpose funding is over budget 135.18% predominantly due to the prepayment of the Federal Assistance Grants \$2,557,758.
3. Law and Order revenue is under budget by \$181,768 due predominantly to the fire mitigation grant which is under budget by \$158,194 (timing) and **finer revenue \$20,592.**
4. **Transport is under budget 48.95%, predominantly due to funding relating to Storm damage AGRN962 not being received due to delays in the approval process \$2,000,000, works associated with AGRN962 are now expected to be carried out in the 2022/23 financial year with the revenue paid on completion of the works.**
5. Other Economic Services is under budget by \$59,363 due to Income Retic of \$22,151, building permits of \$7,878 and **BKB Income \$17,127.**
6. Other Property & Services revenue is over budget by 24.64% due predominantly to Workers Compensation reimbursements of \$62,710.

Operating Expenditure

7. Governance is under budget by 13.96%. This is primarily due to the following being under budget
 - Organisation software \$40,410
 - IT expense \$110,073
 - Consultancy \$55,994
8. **Education and welfare is under budget 11.30% due predominantly to the items disclosed below;**
 - **Killara Salaries \$113,570**
 - **Killara Superannuation \$13,655**
9. **Community Amenities is under budget 18.65%, to the items disclosed below;**
 - **Rubbish site maintenance \$313,446**
 - **Refuse Collection \$66,401 (timing)**
 - **Green waste management \$29,160**
 - **Septage pond maintenance \$90,615**
 - **Environmental works \$20,427**
 - **Pest Plant Control \$18,326**
 - **Planning Consultants \$86,176**
 - **Public conveniences \$19,623**
10. Other property and services is over budget by \$615,814 predominantly due to
 - The timing of internal allocations public works overheads allocations \$91,438 (non-cash)
 - Plant allocation of \$151,427 (non-cash)

- Plant operation labour, fuel, parts and repairs \$89,849
- Staff Meetings \$68,863
- Sick leave \$40,258 (offset job allocations)
- Workers compensation \$187,744(reimbursable)

Operating Income by Nature and Type

11. **Interest earnings is under budget 12% due to earning less than anticipated revenue on Shire cash Investments.**

Operating Expenditure by Nature and Type

12. Materials and contracts are under budget by 22% predominantly due to items disclosed in notes 7, 9 & 10 above.

13. **Utilities are over budget 13%, (timing)**

14. Other expenditure is over budget \$525,820, due to the under recovery of public works overheads, directly associated with internal resources not being applied to capital works (non-cash).

Capital Expenditure

15. The purchase of the Flocon Truck at an additional \$21,246 over budget was both an increase in market price of the vehicle at the time of purchase and additional modifications to refurbish the original Flocon body and relocate the emulsion tank for \$9,150, this is largely offset with plant purchases that either have or is expected to come in under budget.

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

N/A

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 / COUNCIL DECISION

Minute No: C.4490


Moved: Cr Appleton

Seconded: Cr Mencshelyi

That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 May 2022.

CARRIED 9/0

Attachment 1 – Financial Statements for the period ending 31 May 2022



Shire of Northam
SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MAY 2022

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2 to 4
Notes to and forming part of the statement	
Acquisition of Assets	5 to 8
Disposal of Assets	9 to 10
Information on Borrowings	11
Reserves	12
Net Current Assets	13
Rating Information	14
Cash Flow Information	15



**SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MAY 2022**

	NOTE	21/22 Amended Budget February 22 \$	Ytd Budget \$	21/22 Ytd Actual \$	Variences Actuals to Budget \$	Variences Actuals to Budget %
Operating						
Revenues						
Governance	1	35,070	66,175	85,325	19,150	28.94%
General Purpose Funding Other	2	1,949,588	1,911,105	4,494,488	2,583,383	135.18%
General Purpose Funding Rates		10,765,585	10,760,469	10,746,030	(14,439)	(0.13%)
Law, Order, Public Safety	3	1,862,086	818,400	636,632	(181,768)	(22.21%)
Health		61,000	51,953	47,235	(4,718)	(9.08%)
Education and Welfare		1,114,006	1,146,282	1,232,614	86,332	7.53%
Housing		54,277	49,953	42,856	(7,097)	(14.21%)
Community Amenities		3,285,488	3,083,389	3,036,557	(46,832)	(1.52%)
Recreation and Culture		2,800,138	846,955	801,493	(45,462)	(5.37%)
Transport	4	6,612,818	3,911,794	1,996,891	(1,914,903)	(48.95%)
Economic Services	5	813,857	465,298	405,935	(59,363)	(12.76%)
Other Property and Services	6	307,200	256,828	320,103	63,275	24.64%
Total Operating Revenue		29,661,113	23,368,601	23,846,160	477,559	2.04%
Expenses						
Governance	7	(2,471,572)	(1,390,181)	(1,196,113)	194,068	13.96%
General Purpose Funding		(410,224)	(266,785)	(263,454)	3,331	1.25%
Law, Order, Public Safety		(2,006,066)	(1,847,268)	(1,802,410)	44,858	2.43%
Health		(329,574)	(300,802)	(309,992)	(9,190)	(3.06%)
Education and Welfare	8	(1,521,817)	(1,307,777)	(1,159,936)	147,841	11.30%
Housing		(71,622)	(64,707)	(57,966)	6,741	10.42%
Community Amenities	9	(3,941,991)	(3,430,820)	(2,790,999)	639,821	18.65%
Recreation & Culture		(5,140,394)	(4,954,060)	(4,621,600)	332,460	6.71%
Transport		(6,429,785)	(5,843,692)	(6,027,342)	(183,650)	(3.14%)
Economic Services		(2,967,816)	(2,688,691)	(2,469,853)	218,838	8.14%
Other Property and Services	10	(166,676)	(120,606)	(736,420)	(615,814)	(510.60%)
Total Operating Expenses		(25,457,537)	(22,215,389)	(21,436,085)	779,304	3.51%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(26,442)	(82,496)	(249,393)	(166,897)	
Movement Provisions		70,000	0	(3,239)	(3,239)	
Depreciation on Assets		4,927,719	4,516,919	4,614,901	97,982	
Non Operating Items						
Purchase Land and Buildings		(3,075,598)	(2,348,838)	(1,138,484)	1,210,354	
Purchase Plant and Equipment		(1,250,383)	(858,540)	(597,646)	260,894	
Purchase Furniture and Equipment		0	0	0	0	
Purchase Bush Fire Equipment		(490,000)	0	0	0	
Purchase Infrastructure Assets - Roads		(6,883,299)	(6,090,914)	(1,333,200)	4,757,714	
Purchase Infrastructure Assets - Bridges		(167,740)	(97,848)	(117,540)	(19,692)	
Purchase Infrastructure Assets - Footpaths		(307,320)	(307,320)	(44,652)	262,668	
Purchase Infrastructure Assets - Drainage		(1,209,902)	(528,286)	(83,735)	444,551	
Purchase Infrastructure Assets - Parks & Ovals		(2,472,798)	(375,975)	(1,015,982)	(640,007)	
Purchase Infrastructure Assets - Airfields		(185,431)	(169,972)	(12,490)	157,483	
Purchase Infrastructure Assets - Streetscape		(42,000)	(2,000)	(2,920)	(920)	
Purchase Infrastructure Assets - Other		(1,410,144)	(1,181,189)	(1,141,813)	39,376	
Proceeds from Disposal of Assets		1,074,703	959,438	959,438	0	
Repayment of Debentures		(357,209)	(346,701)	(346,701)	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)	8,048	(2,565,806)	(2,573,853)	
Transfers from Restricted Asset (Reserves)		2,849,512	0	0	0	
ADD Net Current Assets July 1 B/Fwd		5,723,222	5,723,222	5,723,222	0	
LESS Net Current Assets Year to Date			(18,898)	4,978,821	4,997,719	
Surplus/Deficit		(0)	0	144,675	144,674	

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 31 MAY 2022

1. OPERATING STATEMENT

	21/22 Amended Budget	Ytd Budget	21/22 Ytd Actual	Variances Actuals to Budget	Variances Actual to Budget
Note	February 22 \$	Budget	\$	\$	%
OPERATING REVENUES					
Rates	10,765,585	10,760,469	10,746,030	(14,439)	0%
Operating Grants Subsidies and Contributions	5,542,962	5,542,177	5,991,591	449,414	8%
Fees and Charges	4,359,737	4,025,062	3,887,712	(137,350)	-3%
Interest Earnings	198,500	181,198	160,207	(20,991)	-12%
Other Revenue	1,215,813	848,857	869,302	20,445	2%
TOTAL OPERATING REVENUE	22,082,597	21,357,763	21,654,842	297,079	1%
OPERATING EXPENSES					
Employee Costs	(9,040,567)	(8,466,193)	(8,633,254)	(167,061)	2%
Materials and Contracts	(9,155,025)	(7,110,453)	(5,553,145)	1,557,308	-22%
Utility Charges	(1,159,630)	(969,100)	(1,095,655)	(126,555)	13%
Depreciation of Non Current Assets	(4,927,719)	(4,516,919)	(4,614,901)	(97,982)	2%
Interest Expenses	(215,505)	(213,219)	(224,973)	(11,754)	6%
Insurance Expenses	(551,889)	(550,984)	(540,334)	10,650	-2%
Other Expenditure	(122,336)	(130,473)	(656,293)	(525,820)	403%
TOTAL OPERATING EXPENSE	(25,172,671)	(21,957,341)	(21,318,554)	638,787	-3%
Non Operating Grants Subsidies and Contributions	7,246,208	1,670,294	1,824,393	154,099	9%
Profit on Asset Disposals	340,544	340,544	366,925	26,381	8%
Loss on Asset Disposals	(314,102)	(258,048)	(117,532)	140,516	-54%
RESULTING FROM OPERATIONS	4,182,576	1,153,212	2,410,074	1,256,862	109%



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2022

2. BALANCE SHEET

	21/22 YTD Actual \$	Audited 20/21 Actual \$
CURRENT ASSETS		
Cash Assets	9,701,099	8,872,241
Receivables	3,366,373	3,512,304
Inventories & Other Assets	0	418,850
TOTAL CURRENT ASSETS	13,067,472	12,803,395
NON-CURRENT ASSETS		
Receivables	591,381	428,969
Inventories	0	0
Land and Buildings	48,442,162	48,477,709
Property, Plant and Equipment	7,023,597	7,158,576
Infrastructure	171,164,197	170,708,690
Financial & Other Assets	222,408	324,820
TOTAL NON-CURRENT ASSETS	227,443,745	227,098,764
TOTAL ASSETS	240,511,217	239,902,159
CURRENT LIABILITIES		
Payables	1,822,814	3,283,104
Interest-bearing Liabilities	11,519	357,208
Provisions	1,153,135	1,226,374
TOTAL CURRENT LIABILITIES	2,987,468	4,866,686
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	5,701,320	5,701,320
Provisions	179,629	179,629
Payables	159,546	159,546
TOTAL NON-CURRENT LIABILITIES	6,040,495	6,040,495
TOTAL LIABILITIES	9,027,963	10,907,181
NET ASSETS	231,483,254	228,994,978
EQUITY		
Retained Surplus	113,199,740	113,277,270
Reserves - Cash Backed	6,242,176	3,676,371
Reserves - Asset Revaluation	112,041,338	112,041,337
TOTAL EQUITY	231,483,254	228,994,978



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2022

3. ACQUISITION OF ASSETS	21/22 Revised Budget \$	21/22 Ytd Actual \$
The following assets have been acquired during the period under review:		
By Program		
Governance		
	Note	
Admin Building Minor Works	6,500	798
New Telephone System cfwd	-	0
Law, Order & Public Safety		
CESM Vehicle PN1711	71,000	0
Brigade Appliance Wundowie 3.4	490,000	0
Northam Central, Bays & Garrison Fencing	73,015	0
Inkpen Extension	155,505	0
New Single Fireshed Wundowie	53,510	0
Bakers Hill Fire Shed	-	5,524
Clackline Kitchen unisex toilet & meeting room	133,386	126,717
Building Animal Control Stock Yards	18,000	0
LED Danger rating signs cfwd	19,725	0
SES Shed Extension - Bays & Garrison Fencing	73,015	12,273
CCTV grant stage 2(Wundowie)	27,508	9,633
Education & Welfare		
Killara Solar retention	0	555
Upgrade Kitchen Memorial Hall cfwd	30,000	0
Structural Repairs Memorial Hall cfwd	20,000	0
Washing Machines (2)	12,290	12,275
Housing		
Kurringal Units Upgrade	20,000	0
Community Amenities		
Old Quarry Drainage cfwd	35,000	6,453
Rehab Investigation Old Tip Site cfwd	35,000	0
Transfer Station Tip Shop cfwd	1,218,561	1,065,421
Solar Power System with Batteries (Inkpen)	19,990	19,747
Mobile Fire Fighting Unit	16,604	10,816
Area Drainage Upgrade/ Renewal	128,669	390
EMDS Vehicle PN1404	45,000	45,264
CBD Improvements	42,000	2,920
Apex Toilet floor covering upgrade	24,000	25,299
Bernard Park Floor covering upgrade	30,000	30,000

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	21/22 Revised Budget \$	21/22 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
Halls Solar retention		0	22,080
Bakers Hill Pavillion, Structural Floor Cracking Repairs cfwd		7,000	4,070
Girl Guides Hall Upgrade Airconditioner		7,700	7,362
Grass Valley Hall Upgrade to Stainless Steel kitchen		20,000	0
Southern Brook Hall Flooring Repairs		20,500	19,018
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	2,750
Wundowie Pool Solar retention		0	1,550
Wundowie Pool Bowl Repainting cfwd		10,000	0
Turnstile Northam Pool		7,755	9,744
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	7,073
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	15,945
Rec Centre install timer taps		9,100	3,843
Rec Centre Solar retention		0	1,448
Hockey Pitch Lighting cfwd		68,000	57,870
Bert Hawke Development cfwd		55,545	50,209
POS Playground Improvements		89,975	90,910
Landscaping/demolition Old Pool site cfwd		510,000	2,630
Improvements Dr Dunlop Park cfwd		27,000	0
Northam Youth Space, Toilets & Parking cfwd		11,000	1,753
Beavis Place Realignment & Landscaping		567,120	568,000
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		0	0
Shade Structures Bernard Park cfwd		0	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		500,000	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	4,901
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 31 MAY 2022

3 ACQUISITION OF ASSETS (Continued)	Note	21/22 Revised Budget	21/22 Ytd Actual
Transport			
Northam Depot Redesign cfwd		1,849,285	779,508
Solar Northam Depot		11,300	0
Gordon Street Silk 80-140 (left)		31,070	0
Wellington Street Silk 560-800		57,100	43,702
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	75,000
Jennapullin Road 1.3-2.05		221,635	333,247
Wellington St 520-850		7,599	7,600
Southern Brook Road Silk 19.33-20.36		382,800	338,714
Grass Valley South Road Silk 0-1.1		34,290	0
Dring Street Silk 0.16-0.18		45,120	0
Croke Avenue 0-0.66		54,231	0
Leeder Road Silk 0-1.92		60,300	0
Mokine Road Silk 0-1.92		92,882	0
Linley Valley Road Silk 0-0.81		142,642	0
Robinson Road SLK 0.02-0.75		220,327	3,051
Fitzgerald Street Silk 2-2.74		73,877	3,031
Wellington Street Silk 2.46-2.72		286,396	3,718
Capitalised Maintenance		97,700	0
Leschenaultia Road 0-350		25,314	210
Harvey Road 0-470		62,200	0
Oliver Street		22,000	25,301
Marky Street Silk 1-110 cfwd		53,360	46,970
Charles Street Silk 510-1070 cfwd		88,000	0
Kurringal Road Silk 0-550 cfwd		92,496	238
Springfield Road Silk 0-120 cfwd		42,841	35,400
Southern Brook Road Silk 16330-17300 cfwd		197,194	0
Henry Street Silk 0 - 190		143,686	0
Parker Street Silk 0-0.65		44,493	0
Cox Street Silk 0-0.23		130,691	0
Forward Street Silk 0-0.22		132,364	0
Clarke Street 0-1		135,075	0
Southern Brook Road 0-3070 defects liability		20,961	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 Silk 0.21-1.03		203,640	0
BS Mitchell Avenue Silk 0.21-3.4		118,800	0
LRCI Werrabee Road		120,125	123,861
LRCI Lyon Street		185,100	155,841
LRCI Gairdner & Wellington		316,406	152,176
DFRRA AGRN 962		1,099,515	68,423
Kerb Renewal		36,238	2,695
Culvert Renewal		234,238	11,762
Bridge Construction Composite Decking & Lights		167,740	117,540
PN1201 N008 Isuzu Flocon cfwd	15	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		91,323	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
Variable Message Board - Insurance Claim		24,000	0
Float Trailer		60,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	21/22 Revised Budget \$	21/22 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Upgrade Runway & Taxiway lighting cfwd		20,931	12,490
Lot Development		14,500	0
New toilet block		150,000	0
Economic Services			
Old Fire Station timber windows repair		10,500	12,450
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
		<u>17,494,614</u>	<u>5,488,462</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2022

3. ACQUISITION OF ASSETS (Continued)	Note	21/22 Revised Budget \$	21/22 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		3,075,598	1,138,484
Plant and Equipment		1,250,383	597,646
Furniture and Equipment		0	0
Bush Fire Equipment		490,000	0
Playground Equipment		0	0
Infrastructure Assets - Roads		6,883,299	1,333,200
Infrastructure Assets - Footpaths		307,320	44,652
Infrastructure Assets - Bridges & Culverts		167,740	117,540
Infrastructure Assets - Drainage		1,209,902	83,735
Infrastructure Assets - Parks & Ovals		2,472,798	1,015,982
Infrastructure Assets - Airfields		185,431	12,490
Infrastructure Assets - Streetscape		42,000	2,920
Infrastructure Assets - Other		1,410,143	1,141,813
		<u>17,494,614</u>	<u>5,488,462</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MAY 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	0	25,500	0	(13,213)	0
Welfare						
May Street Kindy (write off)	24,144	0	0	0	(24,144)	0
Bernard Park Playgroup (write off)	116,644	0	0	0	(116,644)	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	0	1,000	0	(4,500)	0
PN1707 Holden Captiva 7 Seats	16,705	0	12,000	0	(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	35,000	30,000	35,767	(3,673)	767
PN1009A 2 Way Pig Trailer	30,673	0	8,000	0	(22,673)	0
PN1515 Mitsubishi 2 Way Tip Truck	69,396	0	85,000	0	15,604	0
Toro Procure deep tyne arerator	24,872	25,259	8,000	7,280	(16,872)	(17,979)
Emergency Case Tractor failure	33,542	33,236	11,823	11,823	(21,719)	(21,413)
Variable Message Board - Insurance Claim	13,144	13,143	18,380	18,380	5,236	5,237
Inkpen Loader	93,233	92,245	60,000	54,545	(33,233)	(37,700)
Economic Services					0	0
Minson Avenue	10,000	0	10,000	0	0	0
	1,048,261	700,953	1,074,703	950,346	26,442	249,393

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	38,713	0	25,500	0	(13,213)	0
EMDS Vehicle PN1404	33,296	33,065	35,000	34,818	1,704	1,753
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	0	1,000	0	(4,500)	0
PN1707 Holden Captiva 7 Seats	16,705	14,488	12,000	9,092	(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	35,000	30,000	35,767	(3,673)	767
PN1009A 2 Way Pig Trailer	30,673	0	8,000	0	(22,673)	0
PN1515 Mitsubishi 2 Way Tip Truck	69,396	0	85,000	0	15,604	0
Toro Procure deep tyne arerator	24,872	25,259	8,000	7,280	(16,872)	(17,979)
Emergency Case Tractor failure	33,542	33,236	11,823	11,823	(21,719)	(21,413)
Variable Message Board - Insurance Claim	13,144	13,143	18,380	18,380	5,236	5,237
Inkpen Loader	93,233	92,245	60,000	54,545	(33,233)	(37,700)
Land/Buildings						
Sale of Land, Yilgarn Ave	406,500	366,200	724,500	723,550	318,000	357,350
Minson Avenue	10,000	0	10,000	0	0	0
May Street Kindy (write off)	24,144	0	0	0	(24,144)	0
Bernard Park Playgroup (write off)	116,644	0	0	0	(116,644)	0
	1,048,261	715,441	1,074,703	959,438	26,442	249,393

Summary

Profit on Asset Disposals
Loss on Asset Disposals

21/22 Budget	Ytd Actual
\$	\$
340,544	366,925
(314,102)	(117,532)
26,442	249,393



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 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 \$
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18% 123,263	0	0	20,850	10,343	102,413	112,920	4,570	4,863
Loan 224 - Recreation Facilities	6.48% 719,786	0	0	53,127	53,126	666,659	666,660	50,660	60,898
Loan 227 - Youth Space	2.26% 408,781	0	0	47,170	47,170	361,611	361,611	11,698	14,098
Loan 228 - Swimming Pool	1.88% 4,217,782	0	0	192,595	192,595	4,025,187	4,025,187	107,129	88,591
COVID-19 Response Depot	1.80% 0	500,000	0	0	0	500,000	0	0	0
COVID-19 Response Initiative	1.80% 0	1,000,000	0	0	0	1,000,000	0	0	0
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48% 588,916	0	0	43,467	43,467	545,449	545,449	41,448	56,523
	6,058,528	1,500,000	0	357,209	346,701	7,201,319	5,711,827	215,505	224,973

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 31 MAY 2022

	21/22 Amended 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
6. RESERVES - CASH BACKED										
Employee Liability Reserve	875,513	3,877		(51,872)	827,518	875,513	1,797			877,310
Aged Accommodation 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	267			119,215
Road & Bridgeworks Reserve		886	200,000		200,886					-
Refuse Site Reserve	350,438	2,320	200,000	(226,487)	326,271	350,438	704			351,142
Regional Development Reserve					-					-
Speedway Reserve	150,242	665			150,907	150,242	337			150,579
Community Bus Replacement Reserve			100,000		100,000		100			100
Septage Pond Reserve	268,140	1,251	14,228		283,619	268,140	540			268,680
Killara Reserve	438,800	2,021	150,000	(144,854)	445,967	438,800	943			439,743
Stormwater Drainage Projects Reserve					-					-
Recreation and Community Facilities Reserve		1,410	139,812		141,222		80			80
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	163			72,654
Unspent Grants Reserve					-			2,557,758		2,557,758
COVID-19 Reserve	1,401,799		724,500	(2,126,299)		1,401,799	3,117			1,404,916
Total Cash Backed Reserves	3,676,371	18,000	2,473,317	(2,849,512)	3,318,176	3,676,371	8,048	2,557,758	-	6,242,177
Total Interest & Transfers										2,491,317

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

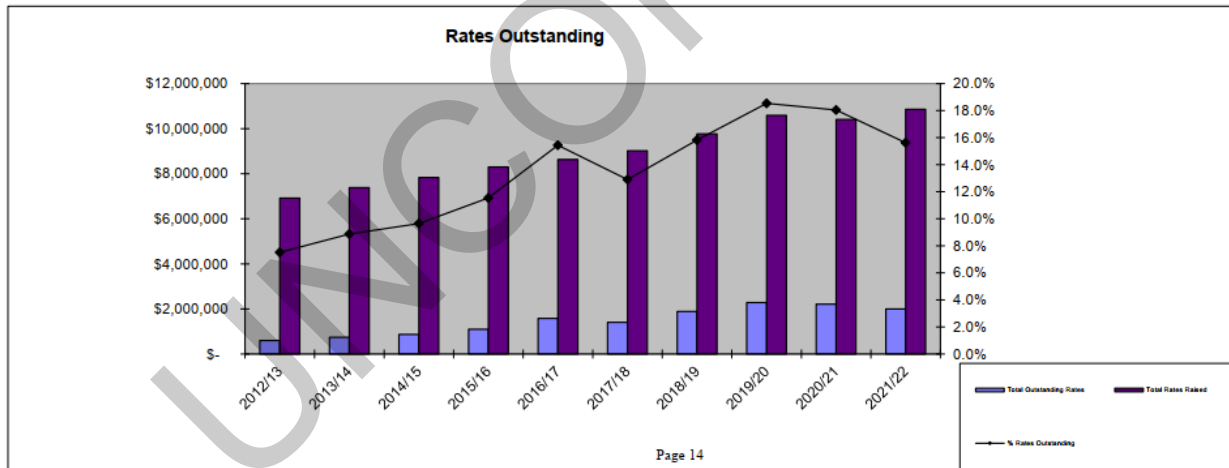
FOR THE PERIOD ENDING 31 MAY 2022

	21/22 Budget	21/22 Ytd Actual	Audited 20/21 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	3,458,923	5,195,870
Cash - Restricted Reserves	3,318,176	6,242,176	3,676,371
Self Supporting Loan	20,850	4,507	20,850
Receivables	2,076,632	584,225	1,177,108
Rates - Current	0	2,642,992	2,493,261
Pensioners Rates Rebate	0	144,262	0
Provision for Doubtful Debts	0	(158,064)	(158,064)
Other financial Assets	0	150,617	
Accrued Income/Prepayments	0	0	398,000
Inventories	1,000	0	0
	5,616,658	13,069,638	12,803,395
LESS: CURRENT LIABILITIES			
Sundry Creditors	(3,439,652)	(404,958)	(835,301)
Rates Income in Advance	0	(354,568)	(361,162)
GST Payable	0	(47,096)	(99,446)
Accrued Salaries & Wages	0	(119,824)	(119,824)
Accrued Interest on Debentures	0	(123,219)	(64,100)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	(102,170)
Bond Liability	0	(714,269)	(579,213)
Withholding Tax Payable	0	0	0
Payg Payable	0	(58,883)	0
Loan Liability	(358,220)	(11,519)	(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)
	(3,797,872)	(2,987,470)	(4,866,686)
NET CURRENT ASSET POSITION	1,818,786	10,082,168	7,936,709
Less: Cash - Reserves - Restricted	(3,318,176)	(6,242,176)	(3,676,371)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land for resale - Cost of acquisition	0	0	0
Less: Loans receivable - clubs/institutions	0	0	(20,850)
Add: Current Loan Liability	370,000	11,519	358,220
Add: Leave Liability Reserve	879,390	877,310	875,514
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	4,978,821	5,723,222

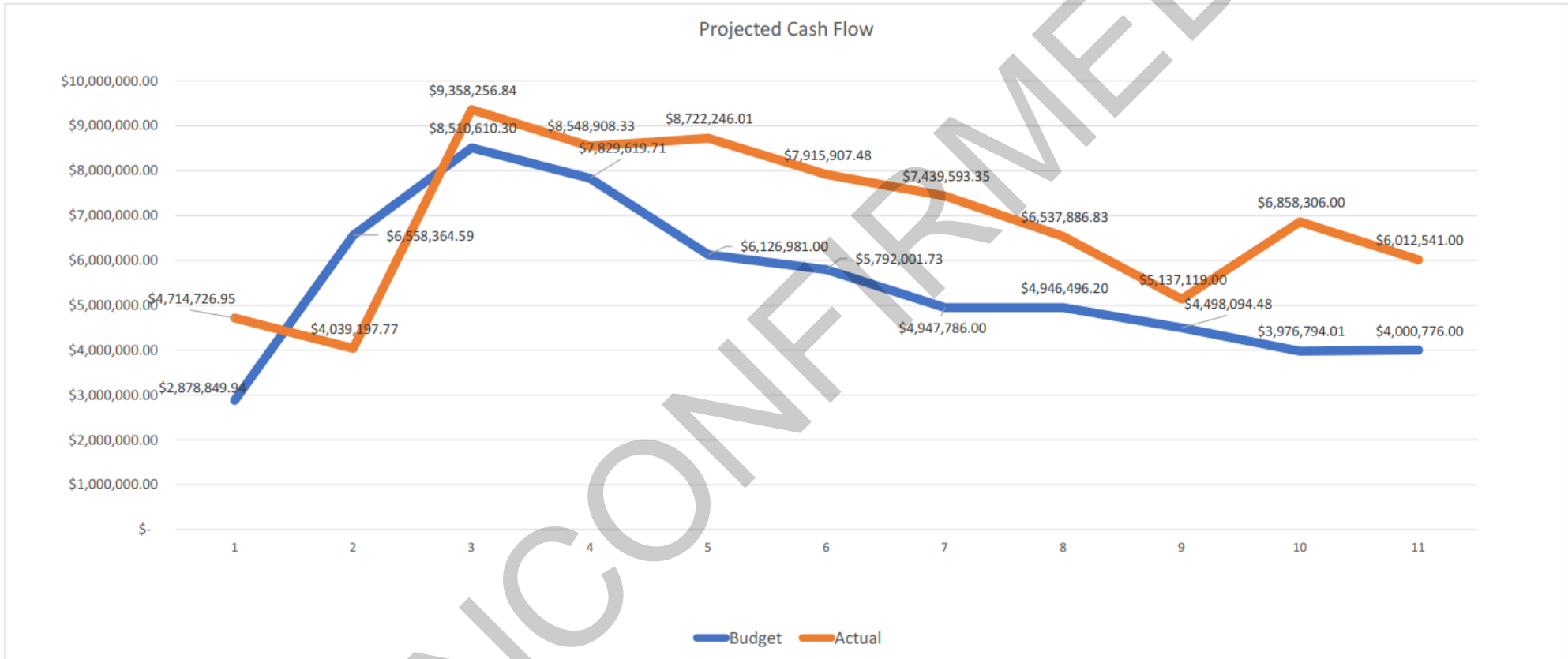
SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 31 MAY 2022

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Key Rating Dates										
RATES ISSUED	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
RATES DUE	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
2nd INSTALMENT DUE	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
3rd INSTALMENT DUE	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
4th INSTALMENT DUE	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
Outstanding 1st July	\$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
Rates Levied	\$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
Interest, Ex gratia, interim and back rates less writeoffs	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$184,060
Rates paid by month										
1 July	38,805	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808
2 August	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 September	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
4 October	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888
5 November	680,522	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532
6 December	160,665	685,338	654,900	214,507	336,154	189,794	239,893	724,440	437,028	465,088
7 January	469,219	194,157	295,629	441,681	464,526	637,664	861,146	427,789	643,946	794,760
8 February	166,351	502,176	508,828	148,327	260,963	258,355	174,143	576,493	323,242	316,347
9 March	448,126	176,270	256,379	601,416	589,684	670,462	821,970	476,994	558,147	674,247
0 April	261,010	517,451	484,165	166,567	182,282	164,940	230,157	680,168	127,599	218,728
1 May	30,530	120,455	59,527	115,947	109,069	165,995	209,350	199,792	184,893	131,689
2 June										
Total YTD	7,346,418	7,654,810	8,148,355	8,411,333	8,672,053	9,487,872	10,046,627	10,044,811	10,041,961	10,776,090
% Ytd Rates Outstanding	7.5%	8.9%	9.7%	11.5%	15.4%	12.9%	15.8%	18.5%	18.1%	15.6%

Ytd Outstanding 596,999 745,613 870,534 1,097,714 1,583,501 1,405,087 1,888,997 2,285,986 2,212,143 1,995,930



**SHIRE OF NORTHAM
 CASH FLOW REPORT
 FOR THE PERIOD ENDED 31 MAY 2022**



13.4.3 Ward Review

File Reference:	1.2.1.2
Reporting Officer:	Cheryl Greenough Governance/Administration Coordinator
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is for Council to resolve to undertake a review of the Shire of Northam Wards and representation in accordance with Schedule 2.3 of the *Local Government Act 1995* (the Act).

ATTACHMENTS

Attachment 1: Communication Strategy Action Plan 2022.
Attachment 2: Review of Wards and Representation Discussion Paper 2022.
Attachment 3: Ward Maps.

A. BACKGROUND / DETAILS

It is a requirement of the Act to review the Shire of Northam ward and representation at least every eight (8) years. The last review undertaken by the Shire was in 2015 where the Shire decided to keep the status quo of four (4) wards and ten (10) Councillors.

The review process can take several months to complete and must be completed and presented prior to 31 January 2023.

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: Maintain a high standard of corporate governance.
Improve community access to information to ensure they are able to be informed of our activities.
Encourage active community participation in our local government.

B.2 Financial / Resource Implications

Cost of advertisement: potential financial impacts dependent on outcome of the review.

B.3 Legislative Compliance

Local Government Act 1995 Schedule 2.2(6)

6. Local government with wards to review periodically

(1) A local government the district of which is divided into wards is to carry out reviews of —

(a) its ward boundaries; and

(b) the number of offices of councillor for each ward, from time to time so that not more than 8 years elapse between successive reviews.

(2) A local government the district of which is not divided into wards may carry out reviews as to —

(a) whether or not the district should be divided into wards; and

(b) if so —

(i) what the ward boundaries should be; and

(ii) the number of offices of councillor there should be for each ward, from time to time so that not more than 8 years elapse between successive reviews.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Advertisement to be placed on website, newspaper, social media.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	There may be a financial cost for realignment of boundaries	(3) x (1) = Low (3)	Follow statutory requirements.
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	As a Statutory requirement compliance must be adhered to	(4) x (3) = High (12)	Follow the requirements of the Act

Property	Potential to have a minor impact on property location	(3) x (1) = Low (3)	Make decision in accordance with the needs of the community
Environment	N/A		

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

The purpose of the review is to assess the current structure and arrangements and to evaluate a range of options to find a system of wards and representation that best suits the characteristics of the district and its people.

Any of the following topics may be considered:

- Creating new wards in a district already divided into wards
- Changing the boundaries of a ward
- Abolishing any or all of the wards into which a district is divided
- Changing the name of a district or a ward
- Changing the number of councillors on a council
- Specifying or changing the number of councillors for a ward

A review can be carried out after receiving a valid submission from 250 or 10% of the total number of affected electors who petition for changes to a ward system.

The review process involves a number of steps:

- The council resolves to undertake the review
- Public submission period opens (6weeks)
- Information provided to the community for discussion
- Public submission period closes
- The council considers all submissions and relevant factors and makes a decision
- The council submits a comprehensive report to the Local Government Advisory Board (the Advisory Board) for its consideration

After receipt by the Advisory Board, the process may take another few months to complete. This includes Advisory Board staff preparing and writing a summary review report for the Board, for their formal consideration and assessment, before being submitted to the Minister for his approval.

Further administrative and statutory steps are then completed, including preparation of Orders by the Parliamentary Counsel's Office, drawing up of deposited plans by Landgate (if ward boundary changes have been

proposed), approval by Executive Council, then culminating in the final stage of the process, where any changes are published in the Government Gazette.

After gazettal, if ward boundary changes have been approved, the WAEC will have a number of administrative and statutory requirements to undertake as well, prior to the changes being introduced ahead of the next local government elections in October 2023. The WAEC processes can also take a few months to complete.

Attachment 2 - Review of Wards and Representation Discussion Paper 2022 provides an overview of the review process, factors to be considered and current options. Once Council receives any public submissions, further options may be included.

RECOMMENDATION

That Council;

- 1. Undertake a review of its current wards and representation.**
- 2. Authorise the CEO to advertise the review in accordance with Clause 6(1) of Schedule 2.2 of the *Local Government Act 1995*.**
- 3. Endorse the consultation strategy as provided in Attachment 1.**
- 4. Endorse the Ward Review and Representation Paper in Attachment 2 for the purposes of seeking public submissions.**

MOTION / COUNCIL DECISION

Minute No: C.4491

Moved: Cr Williams

Seconded: Cr Mencshelyi

That Council;

- 1. Undertake a review of its current wards and representation.**
- 2. Authorise the CEO to advertise the review in accordance with Clause 6(1) of Schedule 2.2 of the *Local Government Act 1995*.**
- 3. Endorse the consultation strategy as provided in Attachment 1 subject to an adjustment made to the consultation period being extended from 6 weeks to 8 weeks.**
- 4. Endorse the Ward Review and Representation Paper in Attachment 2 for the purposes of seeking public submissions, subject to additional information being incorporated in the Paper to be approved by the Chief Executive Officer.**

CARRIED 9/0

Reason for Change to Officer Recommendation

It is considered there is some information which could be incorporated into the paper which will assist the reader. This includes, but may not be limited to additional information pertaining individual communities, to be incorporated into the community of interest section, some potential information around potential future population trends and additional information relating to the various options which may be of value.

Attachment 1 - Communication Strategy Action Plan 2022

Target Audience	Aim	Strategy	Who	Details	When
Northam Shire Community	Target as many voters as possible	Develop discussion paper	CEO	Use guide provided by DLGSC	July 2022
	Provide the Shire with information	Newspaper	EACEO	Advertisement in Local and State Newspaper. Standard Advertisement as provided by DLGSC	July, August
		Website, social media and library	EACEO	Advertise in July giving 6 weeks notice then advertise in August giving 4 weeks notice, in September advertise of closing date	July, August, September
		Local Radio	CEO / President	Take opportunity to discuss options, perhaps do a Q&A session on radio	July, August
		Survey	EACEO	Develop survey to seek feedback on options	July, August
Northam Business Community	Ensure awareness by business community	Letters, Email, Chamber of Commerce	EACEO Governance	Letter to the Chamber advising of review, invite submissions and a drop-in session	July, August
Wundowie Community	Target as many voters as possible	Community drop-in session at Wundowie	Elected Members	Community drop-in session to provide feedback	July, August
		Letters to progress Association	EACEO	Reference to location of discussion paper and invite consultation	July, August
Bakers Hill Community	Target as many voters as possible	Community drop-in session at Bakers Hill	Elected Members	Community drop-in session to provide feedback	August
		Letters to progress Associations	EACEO	Reference to location of discussion paper and invite consultation	July, August
Grass Valley Community	Target as many voters as possible	Community drop-in session at Grass Valley	Elected Members	Community drop-in session to provide feedback	July, August

		Letters to progress Association	EACEO	Reference to location of discussion paper and invite consultation	July, August
Northam Community	Target as many voters as possible	Community drop-in session at Northam	Elected Members	Community drop-in session to provide feedback	July, August
Aboriginal Community	Target as many members as possible	Engage through the Nyoongar Cultural Advisory Group	CEO	Hold meeting with the Nyoongar Cultural Advisory Group	July, August
Other rural communities	Target as many voters as possible	Letters to progress Associations	EACEO	Reference to location of discussion paper and invite consultation	July, August

UNCONFIRMED



Attachment 2 - Review of Wards and Representation Discussion Paper 2022

The Shire of Northam has resolved to undertake a review of its ward system to comply with the requirements of the *Local Government Act 1995* (the Act).

Schedule 2.2 of the Act requires local governments with wards to carry out reviews of the ward boundaries and the number of Councillors for each ward from time to time so that no more than eight years elapse between successive reviews.

The last review of wards in the Shire of Northam was undertaken in 2014/15 and it is now appropriate to carry out another review.

Current Situation

Currently the Shire of Northam has ten (10) Councillors elected from four (4) wards as follows:

Shire of Northam Elector to Councillor ratios - current

Ward	Number of Electors	Number of Councillors	Councillor to Elector Ratio	% Ratio Deviation
West	1176	2	1:588	22.70%
Central	1163	2	1:582	23.56%
East	552	1	1:552	27.44%
Town	4716	5	1:943	-23.99%
TOTAL	7607	10	1:761	Not applicable

The % ratio deviation gives a clear indication of the % difference between the average Councillor to Elector ratio for the whole local government and the Councillor/Elector ratio for each ward.

It can be seen that there is a significant imbalance in representation across the Shire with the West, Central and East Wards being over-represented and the Town Ward is under-represented. A balanced representation would reflect only a plus or minus deviation of 10%.

A map showing the ward boundaries is attached.

Review Process

The review process involves a number of steps:

1. The Council resolves to undertake the review
2. Public submission period opens
3. Information provided to the community for discussion
4. Public submission period closes
5. The Council considers all submissions and relevant factors and makes a decision
6. The Council submits a report to the Local Government Advisory Board (the Board) for its consideration
7. If a change is proposed, the Board submits a recommendation to the Minister for Local Government (the Minister).

Any changes approved by the Minister will be in place for the next ordinary election in 2023 where possible.

Factors to be considered

When considering changes to wards and representation, Schedule 2.2 of the Act specifies five factors that must be taken into consideration by the local government as part of the review process:

1. Community Interest
2. Physical and topographic features
3. Demographic trends
4. Economic factors
5. Ratio of Councillors to Electors in the wards

The Board offers the following interpretation of these factors.

1. Community Interest

The term community interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in a district as reflected in the catchment areas of local schools, volunteer groups and sporting teams, or the circulation areas of local newspapers. Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

2. Physical and topographic features

These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Foothills regions, parks and reserves may also be relevant as may other man-made features such as railway lines and highways.

3. Demographic trends

Several measurements of the characteristics of human populations, such as population size, and its distribution by age, gender, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

4. Economic factors

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

5. Ratio of Councillors to Electors in the wards

It is expected that each local government will have similar ratios of Electors to Councillors across the wards of its district. A balanced representation would be reflected in the ratio deviation being plus or minus 10% for all wards.

Options to consider

The Council will consider the following options and members of the community may suggest others:

Option 1: Maintain the current ward system

Option 2: Create three wards (East, West and Central) using the areas of economic activity boundaries with Central Ward being the Town Ward.

Option 3: Dispense with wards

The attached map indicates the options as noted above.

Also under consideration will be the number of Councillors for each ward and the district.

As an example, you may consider that fewer Councillors will provide a good representation and may result in financial savings and more effective and efficient decision making.

The names of the wards will also be considered, rather than using West, East, Town and Central you may wish to use the traditional Aboriginal names for localities, or the names of the pioneering families in the district.

Public submissions

Members of the community are invited to make a written submission about any aspect of ward boundaries and representation and lodge it at:

Shire of Northam
395 Fitzgerald St, OR
PO BOX 613
NORTHAM WA 6401
Email: records@northam.wa.gov.au

All submissions must be received by 5pm on

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Northam.

SHIRE PRESIDENT
OFFICER
CHRISTOPHER ANTONIO

CHIEF EXECUTIVE
JASON WHITEAKER

ASSESSMENT OF OPTIONS

FEATURES OF THE DISTRICT

Community of Interest

Northam townsite is the commercial and service centre of the district and is used by residents from not only the Shire of Northam but surrounding districts.

Northam Education Centres:

- two high schools
- four primary schools
- two pre-primary schools
- one early learning centre
- education support centre
- Central Regional TAFE
- Muresk Institute (WA Government, Department of Training and Workforce Development).

Northam also supports an aquatic centre, recreation centre, library, town hall, sporting groups, emergency services and other volunteer groups.

Northam offers a wide variety of services including a caravan park, shopping, dining, hotels, plumbing, electrical, building, maintenance, vehicle purchase and maintenance, hospital, medical and dental, optometry, podiatry, hearing, veterinary, Bilya Koort Boodja, service stations and funeral services.

Bakers Hill town site offers shops, veterinary, one primary school, recreation centre, emergency services, hotel and a brewery.

Wundowie town site provides RV overnight stay, library services, shopping, emergency services, primary and pre-primary, early learning, electrical and a town hall.

Outside the main town sites there are communities of interest which include local halls, broad acre farming and pastoralists.

Physical and topographic features

The Shire of Northam has four main arterial roads:

- Great Eastern Highway which bisects the district
- Northam-Toodyay Road running north from the Highway
- Northam-York Road running south east from the Highway
- Northam-Pithara Rd running north east from the highway

The river bisects the district from west to east.

Demographic trends

In 2016 the population of the Shire of Northam was 11,112. Despite new infrastructure and the rise in profile of the Shire over the last five years, the population has declined slightly in 2021 with the resident population numbered at 11,060 and a population density of 7.72 persons per square kilometre over an area of 1,432 square kilometres.

Economic factors

The Shire of Northam has provided economic growth with a new location for Coles, new businesses such as Aldi, Spud Shed, Dome, Lume and KFC as well as new shops in the Boulevard and the Coles complex. Farming and agriculture also play a high part in the economic structure of Northam as does the light industrial areas.

Ratio of Councillors to Electors

This is the current situation:

Ward	Number of Electors	Number of Councillors	Councillor to Elector Ration	% Ratio Deviation
West	1176	2	1:588	22.70%
Central	1163	2	1:582	23.56%
East	552	1	1:552	27.44%
Town	4716	5	1:943	-23.99%
TOTAL	7607	10	1:761	Not applicable

The % ratio deviation gives a clear indication of the % difference between the average Councillor to Elector ratio for the whole local government and the Councillor/Elector ratio for each ward.

It can be seen there is a significant imbalance in representation across the Shire with the West, Central and East Wards being over-represented and the Town Ward, under-represented. A balanced representation would reflect only a plus or minus deviation of 10%.

Option 1 – Maintain current ward boundaries

The following is an assessment of the current situation against the factors.

Community Interest

Ward boundaries do not reflect town or rural interests or current economic activities

Physical and topographic features

Ward boundaries do not reflect physical or topographic features. Refer to Attachment 3.

Demographic trends

Ward boundaries do not reflect demographic trends.

Economic factors

Ward boundaries do not reflect economic activities.

Ratio of Councillors to Electors

There is a significant imbalance in representation across the Shire with the West, Central and East wards being over-represented and the Town ward being under-represented.

For comparison below is 10 Councillors for the four wards, and nine Councillors for four wards

Ward	Number of Electors	10 Member Council			9 Member Council		
		Number of Councillors	Councillor to Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
West	1176	2	1:588	22.70%	2	1:588	30.43%
Central	1163	2	1:582	23.56%	2	1:582	31.20%
East	552	1	1:552	27.44%	1	1:552	34.69%
Town	4716	5	1:943	-23.99%	4	1:1179	-39.49%
TOTAL	7607	10	1:761		9	1:845	

The following comparison is with 11 and 12 Councillors for the four wards

Ward	Electors	12 Member Council			11 Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
West	1176	2	1:588	7.24%	2	1:588	14.97%
Central	1163	2	1:582	8.27%	2	1:582	15.91%
East	552	2	1:276	56.46%	1	1:552	20.18%
Town	4716	6	1:786	-23.99%	6	1:786	-13.66%
TOTAL	7607	12	1:634		11	1:692	

In the 12 Member Council comparison an extra Councillor was added to East ward and to Town ward which created an even greater ratio deviation. It is noted in the 11 Member Council comparison that whilst increasing the number of Councillors in the Town ward to six and leaving East ward at one improves the ratio deviation closer it is still not within recommended levels.

Option 2: Create three wards

To assess the situation if the Shire created three wards (East, West and Central) using the areas of economic activity boundaries with Central Ward being the former Town Ward. The following is an assessment against the factors.

Community Interest

Physical and topographic features

Wards would be more distinguishable with the West ward bounded by its usual western end with the new part of the boundary being near Chitty Road, Toodyay-Northam Road, the west side of Spencers Brook Road, and Spencers Brook -York Road to Leaver Road. East ward would be bounded by new location of east of Spencers Brook-York Road, Spencers Brook Road. Central (formerly Town) would remain the same taking the greater number of Electors. Refer to Attachment 3.

Demographic trends

Ward boundaries do not reflect demographic trends.

Economic factors

Ward boundaries do not reflect economic activities.

Ratio of Councillors to Electors

There is a significant imbalance in representation across the Shire with the West, Central and East wards being over-represented and the Town ward being under-represented.

Ward	Electors	9 Member Council			10 Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
West	1726	2	1:863	-2.10%	2	1:863	-13.45%
Central	4716	5	1:943	-11.59%	6	1:786	-3.33%
East	1165	2	1:583	31.08%	2	1:583	23.43%
TOTAL	7607	9	1:634		10	1:761	

The deviation ratio with nine Councillor in three wards is still too great while the deviation for 10 Councillors doesn't provide the correct percentages.

Ward	Electors	11 Member Council			12 Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
West	1726	3	1:575	16.80%	3	1:575	9.24%
Central	4716	6	1:786	-13.66%	7	1:674	-6.28%
East	1165	2	1:583	15.77%	2	1:583	8.11%
TOTAL	7607	11	1:692		12	1:634	

With eleven Councillors the deviation ratio is still too great and would not provide the equal distribution required. Whilst the deviation ratio with twelve Councillors is certainly closer, however the cost of having two extra Councillors would have to be considered.

Option 3: Dispense with wards

The following is to explore an assessment of dispensing with wards and the effect that may have on the service provided to Electors.

Community Interest

Community interests are not reflected by the local government boundaries

Physical and topographic features

The district boundaries do not follow topographical or physical features

Demographic trends

The major growth is within the town areas with some growth in smaller hobby farms in the regional areas.

Economic factors

District boundaries do not reflect areas of economic activities.

Ratio of Councillors to Electors

This option results in the following:

Ward	Electors	8 Member Council			9 Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation

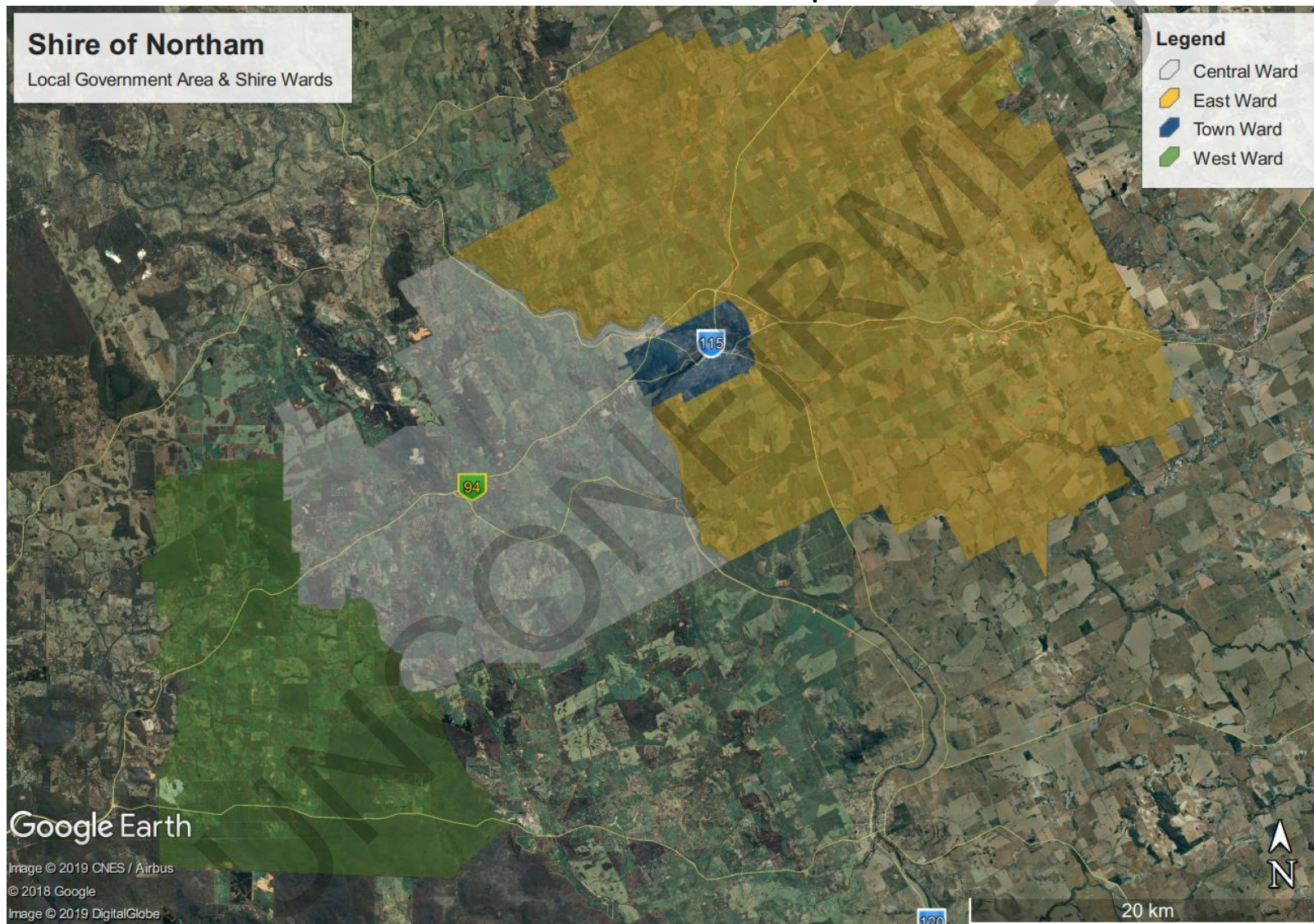
TOTAL	7607	8	1:951	0.00%	9	1:845	0.00%
--------------	-------------	----------	--------------	-------	----------	--------------	-------

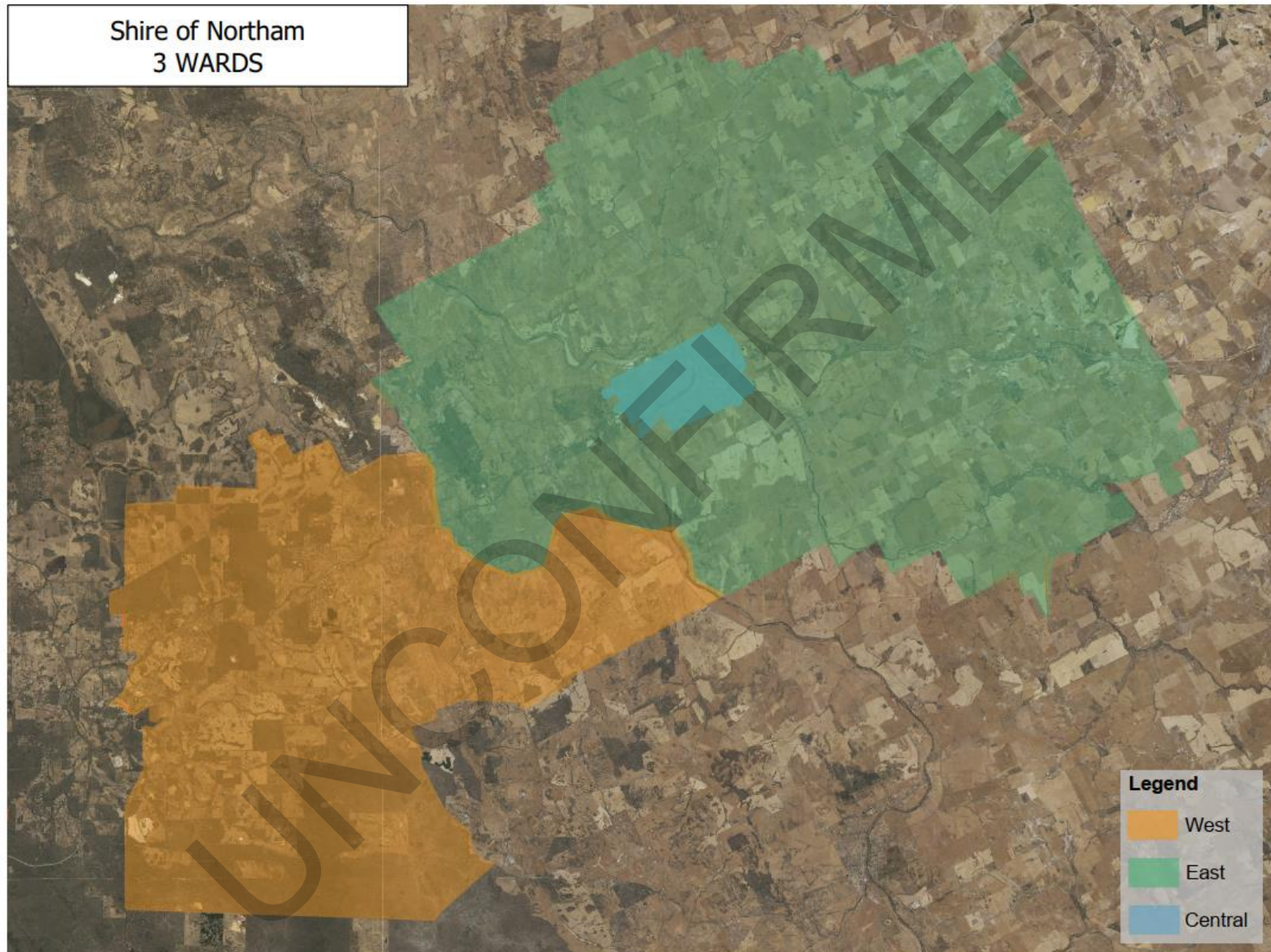
Ward	Electors	10 Member Council			11 Member Council		
		Number of Councillors	Elector Ratio	% Ratio Deviation	Number of Councillors	Elector Ratio	% Ratio Deviation
TOTAL	7607	10	1:761	0.00%	11	1:692	0.00%

This option results in a balanced representation across the Shire. The eight Councillor option would provide the most financial savings and could lead to more efficient and effective savings.



Attachment 3 – Ward Maps





13.4.4 Fees and Charges 2022/23 Adoption

File Reference:	8.2.8.1
Reporting Officer:	Colin Young, Executive Manager Corporate Services
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

For the Council to consider the schedule of fees and charges for the 2022/23 financial year.

ATTACHMENTS

Attachment 1: Schedule of Fees and Charges 2022/23.

A. BACKGROUND / DETAILS

Council has adopted the annual schedule of fees and charges separately from the budget document in the past to enable more time to consider each proposed charge for the forthcoming year.

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

Changes to proposed fees and charges are reflective of the change in current cost to Council.

B.3 Legislative Compliance

Section 6.16 to 6.19 of the Local Government Act (1995) governs the imposition of fees and charges.

Many of the fees and charges listed on the attachment are statutory charges and cannot be modified by the Council. They are included on the list to provide readers of the final budget document with a complete

list of charges which the Council may levy, and may be subject to change without notice.

Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Council staff.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	If fees are not considered fair and equitable, members of the community may develop a poor opinion of Council	Low (3)	Consideration has been taken to align the current emergency and financial bearing of fees and charges on the Northam Community with regular meetings of Council
Service Interruption	N/A	N/A	N/A
Compliance	The <i>Local Government Act 1995</i> has been adhered to during the setting of fees and charges.	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 with this item.

C. OFFICER'S COMMENT

The recommended fees and charges presented to Council for the financial year 2022/23 have been increased by an average of 3.5%, this is below the Perth March 2021 to March 2022 quarter CPI increase of 7.6%. New fees and

charges have been added, (highlighted green) and some have been removed (crossed through).

As required by section 6.17 of the act, the following was taken into account in determining the amount of a fee or charge for a

- (a) the cost to the local government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

With the above in mind some fees and charges have increased at a rate greater than the 3.5% which is reflective of market rates and costs to Council to provide the service likewise in some instances some have remained steady.

Waste Site Fees & Charges

Waste site fees and charges were extensively assessed during the setting of fees and charges for the 2021/22 year, they were adjusted over a two year period to ensure Council is raising enough revenue to support increased expenditure associated with the Transfer Station and Tip Shop. In addition they were assessed to ensure they were fair and equitable to all users; the following assessments have been carried out.

Review of current general waste disposal charges Shire of Northam Vs Red Hill Waste Management Facility (closest facility receiving curb side waste)

Current General Waste Disposal Fees Per Tonne 2021/22			
		Red Hill Waste Management Facility	
Shire of Northam	\$65		\$83

It is recommended based on the above that the Shire of Northam's general waste per tonnage charge is increased to be in align with the Red Hill Waste Management Facility over a 2 year period, the fee was increased to \$75 a tonne during the 21/22 year and are proposed to be raised to \$83 dollars for the 22/23 financial year.

Review of costs associated with the Old Quarry Waste Facility and revenue received Shire of Northam Residents Vs Other Councils as below during the setting of the 21/22 budget.

Item	Amount	Annual Tonnage	Charge per tonne
Shire of Northam revenue @ \$170 per Service	\$1,131,386		
Less Shire of Northam expenditure related to curb side pick-up	\$711,497		

Shire of Northam revenue associated with facility management	\$419,889		
Less adjustment Inkpen and free tip passes	\$125,967		
Actual Revenue received allocated to the Old Quarry Facility	\$293,922	3,555	\$83
Other Councils Combined Revenue	\$233,008	3,584	\$65

The above table again shows that the rate being charged to other Councils is understated compared to the true running cost of the facility, it is therefore recommended that these costs are increased to align with the tonnage rate of the Red Hills Waste Management Facility.

Recommended presented below:

Increases Waste Charges						
		20/21 Fees and charges	Increase 19/20	Proposed 21/22	Increase 22/23	Proposed 22/23
Residential Pickup	Rate	\$170	3%	\$175	3%	\$180
	Revenue	\$827,560	3%	\$852,387	3%	\$877,958
Commercial Pickup	Rate	Various	3%	Various	3%	
	Revenue	\$303,826	3%	\$312,941	3%	\$322,329
General Waste (All)	Rate	Various	16%	Various	10%	
	Revenue	\$562,672	16%	\$652,700	10%	\$717,969
Other Councils	Rate	\$65	16%	\$75.00	10%	\$83
	Revenue	\$233,008	16%	\$270,289	10%	\$297,318
Total Additional Revenue	Revenue	\$1,927,066		\$2,088,316		\$2,215,575
				\$161,250		\$127,259

Staff believe the increases as presented are fair and equitable to all users of the facility. As per the table it is estimated additional revenue will be raised in 2021/22 of \$161k and 127k in 2022/23. All other fees and charges have been assessed and are closely aligned with other facilities. It is therefore recommended they increase by an average 3.5% across the board or be adjusted to meet disposal costs, additional changes are;

- Mattress disposal fee added, \$30

- Septage pond Liquid waste disposal, non Shire of Northam Resident, \$0.088 per litre, 10% greater than a Shire of Northam Resident.
- Weighing Cars Trailers Caravans added \$10
- Tyre disposals have been adjusted in line with disposal costs

Recreation

An extensive review has been carried out by the Manager Recreation and Youth Services with several new charges added, in summary

- Junior Soccer annual fee \$365
- Casual sports Entry Fees (various)
- New Birthday Party fees (various)
- New Facility Fees (various)
- Recreation Centre Attendant Hire per hour \$40
- New swimming charges etc, (various)

Bilya Koort Boodja Centre

A major adjustment was carried out to both cultural awareness training and cultural activities and programs with the maximum cost increasing from \$550 to \$1,500 and \$500 to \$1,500 respectfully.

Animal Control

The RSPCA is implementing a Pet Sterilisation Program - they have received funding and have liaised with local Vets in our local government area to offer as part of the Be Wise, Sterilise campaign.

Under the program, RSPCA WA will pay up to 75% of the cost to sterilise and microchip dogs and cats belonging to eligible concession card holders. Local Governments can partner up with this program by then offering free lifetime registration for the sterilised, microchipped animal.

It is recommended that the Council offer concession holders whom register in the program free lifetime registration for sterilised dogs. Cost to Council to implement is an estimated \$6,000 per annum of forgone revenue based on current pensioner lifetime registration revenue for sterilized dogs and cats at \$50 for life.

Events

Each of these events/programmes are perceived as having a charitable/community service benefit. In all cases previous requests for fee waiver have been approved by Council, or by delegated authority as per Policy C3.4-Write off/Waive of small fees or debts. As with in prior years It is felt that acknowledging these groups in the annual fees and charges will reduce the administrative requirement of producing Council reports each occasion.

Charitable/ fundraising events

- Wheatbelt Relay For Life
- Youth Futures Pipeline Challenge
- Vintage Swap Meet
- Pink Up Northam

Community Service

- Directions Careers Expo
- Seniors Council of WA-Seniors Olympics
- Northam RSL

Additional requests for write off fees and charges will continue to be presented to Council as required throughout the year.

Airport

After discussions with the Aero Club new fees have been introduced for the parking of planes on the taxiway

- Aircraft parking per plane 3 Months \$156
- Aircraft parking per plane 6 Months \$260
- Aircraft parking per plane 12 Months \$416

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4492

Moved: Cr Ryan
Seconded: Cr Hughes

That Council adopts the attached schedule of fees and charges 2022/23 as presented in Attachment 1.

CARRIED 9/0
ABSOLUTE MAJORITY OF SIX (6) REQUIRED

Attachment 1 – Schedule of Fees and Charges 2022/23

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
GENERAL PURPOSE FUNDING				
Rates				
Calculated Rate-in-Dollar (\$) Charge				
GRV - Townsites and Other Areas within Old Shire Boundaries	Council	OOS	Budget Adoption	03013003
GRV - Townsites Commercial, Industrial, Community	Council	OOS	Budget Adoption	03013003
Unimproved Value Area:				
Agricultural Local	Council	OOS	Budget Adoption	03013003
Agricultural Regional	Council	OOS	Budget Adoption	03013003
Small Rural Landholdings	Council	OOS	Budget Adoption	03013003
Minimum Rate:				
A minimum rate of per assessment is applied to areas throughout the Shire of Northam.	Council	OOS	Budget Adoption	03013003
Interest:				
Interest is calculated daily, and is applied where the instalment option has not been selected by the ratepayer and payment has not been received.	Council	Input Taxed	7%	03013033
Rates by Instalment:				
Administration Fee - per instalment (FM Reg 67)	Statutory	OOS	\$10.00	03013053
Interest Charge (FM Reg 68)	Statutory	Input Taxed	3%	03013043
ADMINISTRATION				
(i) Rates Enquiry Fees	Council	OOS	\$103.00	03013063
Combined Rates Enquiry/Zoning/Orders		OOS	\$160.00	03013063
(ii) Electoral Rolls	Council	OOS	\$35.00	04053033
(iii) GIS Maps	Council	Yes	\$1.50 per A4 page	04053033
(iv) Property Listing - Hard Copy	Council	OOS	\$115.00	04053033
(v) Property Listing - USB	Council	OOS	\$120.00	04053033
Access to Council Documents				
The following documents are available for public inspection at the Council Office, free of charge. Members of the public may purchase copies of these documents. Council Agendas, Minutes, Policy Manual, Annual Financial Report, Local Laws, Planning Applications (by consent), Planning & Building Application Register of elected Members Allowances & Benefits.	Council	OOS	\$0.30 cents each page	04053033

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
ADMINISTRATION continued				
Elections				
(i) Local Government Elections - Nomination Fee (Elections Reg 26)	Statutory	OOS	As per regulations	TRUST - TYPE 4
Freedom of Information Charges (set by Schedule 1 of the FOI Regulations 1993)				
(i) Application fee	Statutory	OOS	\$30.00	04053023
(ii) Hourly charge to deal with application	Statutory	OOS	\$30.00	04053023
(iii) Photocopying	Statutory	OOS	20c copy	04053023
(iv) Advance deposits	Statutory	OOS	25%	04053023
(v) A further advance deposit which may be required by an agency under Section 18 (4) of the Act, expressed as a percentage of estimated charges, will be payable in excess of the application fee	Statutory	OOS	75%	04053023
LAW, ORDER AND PUBLIC SAFETY				
Fire Control				
(i) Fire Prevention - Fines & Penalties	Statutory	OOS	Set by Regulation	05063003
(ii) Recovery/Admin fee	Statutory	OOS	\$15.00 per infringement	05063003
(iii) Fines Enforcement Register				
- Final Demand	Statutory	OOS	\$24.80 (Set by Regulation)	05063003
- Enforcement Certificate	Statutory	OOS	\$21.10 (Set by Regulation)	05063003
- Registration of Infringement Notice	Statutory	OOS	\$79.50 (Set by Regulation)	05063003
- Notice of Intention to enforce Licence Suspension Order	Statutory	OOS	\$39.10 (Set by Regulation)	05063003
(iv) Fire Breaks Installation	Council	Yes	Cost recovery *	05063053
Water Charges				
(i) Wundowie Standpipe	Council	GST Free	\$3.07 Per Kilolitre	05063043
(ii) Bakers Hill Standpipe	Council	GST Free	\$10.12 Per Kilolitre	05063043
(iii) Clackline Standpipe	Council	GST Free	\$9.30 Per Kilolitre	05063043
(iv) Northam Standpipe	Council	GST Free	\$9.30 Per Kilolitre	05063043
(v) Grass Valley Standpipe	Council	GST Free	\$10.12 Per Kilolitre	05063043
(vi) Minimum charge for water taken from standpipes	Council	GST Free	\$22.00	05063043
Rural Road Numbering	Council	Yes	No charge	05083063

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
LAW, ORDER AND PUBLIC SAFETY Continued				
Animal Control				
(i) Replacement Dog Tags	Council	Yes	\$3.00 each	05073003
(ii) Registration Fees - Dogs				
- Sterilised Dog	Statutory	OOS	\$20.00 for 1 year	05073003
	Statutory	OOS	\$42.50 for 3 years	05073003
	Statutory	OOS	\$100 for lifetime	05073003
- Unsterilised Dog/ Dangerous Dog	Statutory	OOS	\$50.00 for 1 year	05073003
	Statutory	OOS	\$120.00 for 3 years	05073003
	Statutory	OOS	\$250 for lifetime	05073003
- Working Dog	Statutory	OOS	25% of registration fee	05073003
<u>(Definition of WORKING DOG is dog used for droving or tending of stock)</u>				
Dogs kept in an approved kennel establishment	Statutory	OOS	\$200 per establishment annually	05073033
(iii) Dangerous dog declaration administration fee	Council	OOS	\$115	05073033
FAILURE TO REGISTER A DOG MAY RESULT IN A \$200.00 PENALTY UNDER THE DOG ACT 1976				
NB: New legislation for Seniors does not apply to dog registration fees.				
Pension Card Holders (Regulation 4(2))	Council	OOS	50% of fee	05073003
RSPCA Sterilisation Program Dogs	Council	OOS	Free for Lifetime	
- Definition of PENSIONER for concessional purposes is a person issued with a Pensioner Health Benefit Card as follows:				
- Aged Pension				
- Invalid Pension				
- Widowed Pension				
- Supporting Parents Pension				
- Carer's Pension				

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change				
LAW, ORDER AND PUBLIC SAFETY Continued				
Animal Control Continued				
(i) Replacement Cat Tags	Council	Yes	\$3.00 each	05073103
Registration Fees - Cats	Statutory	OOS	\$20.00 for 1 year	05073103
	Statutory	OOS	\$42.50 for 3 years	05073103
Pensioners	Statutory	OOS	\$21.25 for 3 years	05073103
	Statutory	OOS	\$100.00 for lifetime	05073103
Pensioners	Statutory	OOS	\$50.00 for lifetime	05073103
RSPCA Sterilisation Program Cats	Council	OOS	Free for Lifetime	
Registration after 31 May in any year, for that registration year	Statutory	OOS	50% of fee otherwise payable	05073103
Annual Application for approval or renewal of approval to breed cats	Statutory	OOS	\$100.00 per cat	05073103
(ii) Licence Fees - Cats				
- Permit to keep 3 to 4 cats	Council	Yes	\$73.00*	05073053
(Note: Council Approval Required)				
- Cattery Permit Licence to keep 5 or more cats p.a.	Council	OOS	\$67.00	05073053
- Cats kept in an approved kennel establishment	Statutory	OOS	\$200 per establishment	05073053
- Voluntary surrender of Cat fee	Council	Yes	\$25.00*	05073053
(iii) Fines & Penalties - Dogs & Cats	Statutory	OOS	Set by Regulation	05073013
(iv) Recovery/Admin fee - Dogs & Cats	Council	OOS	\$23.00 per infringement	05073013
(v) Fines Enforcement				
Issuing Final Demand	Statutory	OOS	\$18.50 (Set by Regulation)	05073013
Preparing Enforcement Certificate	Statutory	OOS	\$15.75 (Set by Regulation)	05073013
Registration of Infringement Notice	Statutory	OOS	\$59.00 (Set by Regulation)	05073013
(vi) Annual Kennel Licence - Bulk Kennel Licence (>6 dogs or >6 cats or >6 cats/dogs) per establishment	Statutory	OOS	\$200.00	05073033
(viii) Call Out Fee - Pound Release etc	Council	Yes	\$215.00 * (3hrs or part thereof)	05073023
	Council	Yes	\$88.00* (thereafter)	05073023
(ix) Processing of 3-6 Dog Application Fee	Council	Yes	\$75.00*	05073013
Transfer Kennel Licence - Bulk Kennel Licence (>6 dogs or >6 cats or >6 cats/dogscats)	Council	Yes	\$75.00*	05073033

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23					
FEES AND CHARGES		GST	2022/23	Account	
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =			
LAW, ORDER AND PUBLIC SAFETY Continued					
Animal Control Continued					
Impounding - Ranger Fees					
Impounding of rams, wethers, ewes, lambs, goats (After 6.00 am but before 6.00 pm)					
(i)	- 1 - 5 animals	Council	OOS	\$135.00	05073023
	- 6 - 10 animals	Council	OOS	\$175.00	05073023
	- over 10 animals	Council	OOS	\$220.00	05073023
Impounding of rams, wethers, ewes, lambs, goats (After 6.00 pm but before 6.00 am)					
(ii)	- 1 - 5 animals	Council	OOS	\$230.00	05073023
	- 6 - 10 animals	Council	OOS	\$295.00	05073023
	- over 10 animals	Council	OOS	\$380.00	05073023
Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6.00 am but before 6.00 pm)					
(iii)	- First Animal	Council	OOS	\$147.00	05073023
	Initial charge same irrespective of impounding's				
	- next 2 to 5 animals	Council	OOS	\$89.00	05073023
	- next 6 to 10 animals	Council	OOS	\$66.00	05073023
	- over 10 animals	Council	OOS	\$46.00	05073023
Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6.00 pm but before 6.00 am)					
(iv)	- First Animal	Council	OOS	\$220.00	05073023
	Initial charge same irrespective of impounding's				
	- next 2 to 5 animals	Council	OOS	\$140.00	05073023
	- next 6 to 10 animals	Council	OOS	\$79.00	05073023
	- over 10 animals	Council	OOS	\$64.00	05073023
(v)	TABLE OF POUNDAGE FEES FOR ANIMALS IMPOUNDED				
	- Rams, wethers, ewes, lambs, goats (First 24 hours or part)	Council	OOS	\$7.50	05073023
	- Rams, wethers, ewes, lambs, goats (Subsequent each 24 hours or part)	Council	OOS	\$6.50	05073023
	- Horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (First 24 hours or part)	Council	OOS	\$18.00	05073023
	- Horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (Subsequent each 24 hours or part)	Council	OOS	\$18.00	05073023

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
LAW, ORDER AND PUBLIC SAFETY Continued				
Animal Control Continued				
(vi) Cat Impound Fees				
- Impounding/Release fees	Council	OOS	\$120.00	05073023
- Sustenance Fee per day - per cat	Council	OOS	\$11.00	05073023
(vii) Cat/Possum Trap Hire deposit bond	Council	OOS	\$105.00	TRUST
(viii) Cat/Possum Trap Hire Fee	Council	Yes	\$6.00* per week	05073043
(xi) Dog Impound Fees				
- Impounding/Release fees	Council	Yes	\$120.00	05073023
(xi) - Sustenance Fee per day - per dog	Council	OOS	\$12.00	05073023
(xii) Voluntary surrender and or destruction/disposal of dog	Council	Yes	\$28.00	05073023
(xiii) Table of Sustenance Charges of Animals Impounded				
- Rams, wethers, ewes, lambs, goats and pigs horses, camels, oxen, bulls, cows, steers, and heifers per day,	Council	OOS	\$37.00 daily/per animal	05073023
Vehicle Impound Fees				
(i) Ranger Fee	Council	OOS	\$150.00	05083083
(ii) Towing expenses as per service	Council	OOS	Cost Recovery	05083083
(iii) Per day impound fee	Council	OOS	\$17.50	05083083
Shopping Trolleys				
(i) Trolley to Release	Council	Yes	\$26.00	05083083
(ii) Day in Pound	Council	Yes	\$11.00	05083083
(iii) Admin Fee	Council	Yes	\$26.00	05083083

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change				
HEALTH				
Health Inspection & Licence Fees				
i) Food Business				
Notification (fees set by Food Act 2008)				
- Exempt* (i) - Charitable	Council	OOS	No Fee	
- Exempt* (ii) - Prepackaged	Council	OOS	No Fee	07143003
- All Others (except Food Stalls at events and markets are exempt from fees - notification form and registration still required)	Council	OOS	\$61.00 per application	07143003
Registration				
- Low Risk ***	Council	OOS	\$123.00 pa	07143003
- Medium Risk***	Council	OOS	\$220.00 pa	07143003
- High Risk***	Council	OOS	\$305.00 pa	07143003
Application				
- Establish New Food Business Premises (other than supermarket)	Council	OOS	\$245.00 per application	07143003
- Establish New Supermarket Premises	Council	OOS	\$1,225.00 per application	07143003
- Mobile Food Vendor	Council	OOS	\$190.00 per application	07143003
- Alter Existing Food Business Premises (other than supermarket)	Council	OOS	\$190.00 per application	07143003
- Alter Existing Supermarket Premises	Council	OOS	\$993.00 per application	07143003
*Exempt Food Business is a Food Business:-				
i) in which 100% of profits go for community or charitable causes, staff or contractors are not paid and the food is cooked and presented for immediate consumption or is not potentially hazardous food.				
ii) that sell only pre-packaged non-potentially hazardous food (eg:newsagents selling pre-packaged confectionary or hairdressers serving tea/coffee in connection with another service).				
*** Risk rating as per Classification for Temporary or Mobile Food Businesses assessed by Shire's Health Services.				

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
HEALTH continued				
Health Inspection & Licence Fees				
Food Business Accreditation and Auditing				
- Application for Food Safety Program Accreditation (Shire Northam Health Department Auditor)	Council	OOS	\$364.00 per application	07143003
- Application for Food Safety Program Accreditation (applicants provides written advice from an approved third party auditor)	Council	OOS	\$124.00 per application	07143003
- Application for Amendment to a Accredited Food Safety Program	Council	OOS	\$124.00 per application	07143003
- Consideration of Subsequent Additional Written Advice	Council	OOS	\$59.00 per application	07143003
ii) Animal Food Processing Premises/ Retail Pet Meat Shops				
- Notification Fee (fees set by Food Act 2008)	Council	OOS	\$68.00 per application	07143003
Outdoor Eating Facilities/Alfresco Dining on Public Places				
iii) Licence				
- Per Establishment - annual fee	Council	OOS	\$1 pa	07143003
iv) Skin Penetration Establishment				
- Per Establishment - annual fee	Council	OOS	\$62.00 per application	07143003
	Council	OOS	\$114.00	
v) Hair Dressing Establishment				
- Per Establishment - annual fee	Council	OOS	\$60.00 per application	07143003
	Council	OOS	\$114.00	
vi) Stables				
- Stable Licence	Council	OOS	\$59.00 pa	07143003
vii) Morgue / Mortuary				
- Morgue Licence	Council	OOS	\$59.00 pa	07143003
viii) Lodging House				
- Lodging House Licence	Council	OOS	\$123.00 pa	07143003
ix) Caravan Parks and Camping Grounds Application				
- Application Fee	Statutory	OOS	\$200.00 per application #	07143003
x) Licence				
- Annual fee or multiplication of site prices below (which ever is greater)	Statutory	OOS	\$200.00 per annum #	
- Long Stay Sites	Statutory	OOS	\$6.00 per site #	07143003
- Short Stay Sites and Sites in Transit	Statutory	OOS	\$6.00 per site #	07143003
- Camp Sites	Statutory	OOS	\$3.00 per site #	07143003
- Overflow	Statutory	OOS	\$1.50 per site #	07143003
- Licence Renewal After Expiry	Statutory	OOS	20 per application #	07143003
- Temporary Licence - Pro-rata of application fee with minimum	Statutory	OOS	\$100.00 per application #	07143003
- Transfer of Licence	Statutory	OOS	\$100.00 per application #	07143003
#Fees are set by the Caravan Parks and Camping Grounds Regulations 1997.				
xi) Temporary Accommodation				
- Application Temporary Accommodation (up to 12 Consecutive Months)	Statutory	Yes	\$182.00 per application	

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
HEALTH continued				
(xii) Offensive Trades				
- Tannery Licence	Statutory	OOS	\$298.00 pa #	07143003
- Piggery Licence	Statutory	OOS	\$298.00 pa #	07143003
- Slaughterhouse Licence	Statutory	OOS	\$298.00 pa #	07143003
- Knackery Licence	Statutory	OOS	\$298.00 pa #	07143003
- Laundry/ Drycleaning Establishment Licence	Statutory	OOS	\$147.00 pa #	07143003
- Bone Mill Licence	Statutory	OOS	\$171.00 pa #	07143003
- Blood Drying	Statutory	OOS	\$171.00 pa #	07143003
- Any other Offensive Trade Licence not specified in regulations	Statutory	OOS	\$298.00 pa #	07143003
#Fees are set under the Health (Offensive Trades Fees) Regulations 1997				
(xiii) Stallholders Application				
- Application Not- for-Profit / Charitable Organisations*	Council	OOS	No Fee	
- Application for Stallholders (other than above)	Council	OOS	\$38.00 per application	07143003
- Public Liability Cover	Council	OOS	\$12.50 per stall/per day	
Permit- (includes Food Stallholders)				
- Daily (1 day-includes Food Stallholders)	Council	OOS	\$27.00 per stall per day	07143003
- Weekly (7 consecutive days-includes Food Stallholders)	Council	OOS	\$152.00 per stall per week	07143003
- Monthly (30 consecutive days-includes Food Stallholders)	Council	OOS	\$271.00 per stall per month	07143003
- Annual (365 consecutive days-includes Food Stallholders)	Council	OOS	\$1,293.00 per stall per pa	07143003
- Charitable & Not-for-Profit Organisations (includes Food Stalls)	Council	OOS	No Fee (Permit still required)	07143003
Blanket Stallholders for Single Event (group permit application with one single fee for multiple stalls at a single event)	Council	OOS	\$170.00 per application per event	07143003
Blanket Stallholders for Recurring Approved Markets*** (group permit application with one single fee for multiple nominated market days)	Council	OOS	\$170.00 per application per annum	07143003
* not-for-profit organisations are those in which 100% of profits are for community or charitable causes and staff or contractors are not paid.				
** food stallholders other than 'Exempted Food Businesses' are required to have a current "Food Business Registration Certificate".				
*** Northam Lions Club Inc, Northam Farmers Market				

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
HEALTH continued				
xiv) Street Trader (Trader)				
Application				
- Application Not- for-Profit / Charitable Organisations*	Council	OOS	No Fee	
- Application <u>Food</u> Traders **	Council	OOS	\$39.00 per application	07143003
- Application all other than the above Traders	Council	OOS	\$39.00 per application	07143003
Permit (includes Food Stallholders)				
- Daily (1 day)	Council	OOS	\$27.00 per day	07143003
- Weekly (7 consecutive days)	Council	OOS	\$152.00 per week	07143003
- Monthly (30 consecutive days)	Council	OOS	\$271.00 per month	07143003
- Annual (365 consecutive days)	Council	OOS	\$1,293.00 per pa	07143003
*not-for-profit organisations are those in which 100% of profits are for community or charitable causes and staff or contractors are not paid. ** food street traders other than 'Exempted Food Businesses' are required to have a current "Food Business Registration Certificate".				
(xv) Street Entertainers (Busker)				
Application				
- Application Fee (applies to all Street Entertainers applications)	Council	OOS	No Charge	
Permit				
- Daily (1 day)	Council	OOS	\$27.00 per day	07143003
- Weekly (7 consecutive days)	Council	OOS	\$152.00 per week	07143003
- Monthly (30 consecutive days)	Council	OOS	\$271.00 per month	07143003
- Annual (365 consecutive days)	Council	OOS	\$1,293.00 per pa	07143003
(xvi) Sign Licence Permit				
- Portable Signs on Thoroughfares	Council	OOS	\$38.00 per application	07143003
(xvii) Effluent Disposal				
- Application and Permit to Use	Statutory	OOS	\$244.00 per application #	10273013
#Fees are set under the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.				
(xviii) Public Building/Events				
- Assessment - Public Building/ Event - Low/Medium Risk	Statutory	OOS	\$159.00 per application #	07143003
- Assessment - Public Building/ Event - High Risk	Statutory	OOS	\$900.00 (Max) per application #	07143003
- Assessment - Alteration to Existing Public Building	Statutory	OOS	\$105.00 per application #	07143003
#Fees are based on the Health (Public Building) Regulations 1993.				
(xix) Environmental Health Service Provision				
- Compliance / Administration	Statutory	Yes	\$130.00* per hour #	07143013
- Other Local Governments	Statutory	Yes	\$130.00* per hour #	07143013
(xx) Liquor Licencing / Gaming & Wagering				
- Section 39 Request	Council	OOS	\$60.00 per application	07143003
- Section 55 Request	Council	OOS	\$60.00 per application	07143003

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
WELFARE				
Killara				
(a) Fees set in accordance with CHSP guidelines				
Client attendance fees				
CHSP client with referral code.	Council	OOS	Day care \$8.00 per service. Respite \$8.00 per service. Social support \$8.00 per service	08173033 - CHSP
Client referred from workers compensation, insurance claims, Agency brokerage etc.	Council	Yes	Fee is full cost recovery*	08173033 - CHSP
Killara				
(b) Fees & Charges for Killara Centre Services				
(i) Meals				
Full day (Morning Tea & Lunch)	Council	OOS	\$10.00	08171043 - Killara
(ii) Transportation Fee				
CHSP - Centre based day care or group bus/vehicle transport - Northam Townsite	Council	OOS	\$5.00	08171043 - Killara Fees
CHSP - Centre based day care or group bus/vehicle transport - Northam shire	Council	OOS	\$10.00	08171043 - Killara Fees
Overnight respite or other non HaCC-CHSP service - full cost recovery	Council	OOS	Full cost Recovery	
(c) Fees for Clients from other Brokers				
(i) Respite				
24 Hour Block CHSP		Yes	\$76.69 increase in March and September	08173093
* 24-hours notice is required in regard to the cancellation of services and a fee may apply if the required notice is not given. Client referred from workers compensation, insurance claims, Agency brokerage etc		Yes	Fee is full cost recovery	08173093
(ii) Social Support				
Tuesday & Thursday 09:30-14:00	Council	Yes	\$76.69 increase in March and September	08173093

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
HOUSING				
Kuringal Village Aged Accommodation Units- Wundowie:				
- Single (per fortnight) - Single bedroom Unit	Council	Input Taxed	\$210.00	09243003
- Couple (per fortnight) -Double bedroom Unit	Council	Input Taxed	\$268.00	09243003
Electricity (paid direct to Western Power).				
Water (Shire of Northam invoiced and costs billed to occupants)			At Cost	09243033
COMMUNITY AMENITIES				
Refuse Removal (Sanitation Collection Charges)				
a) Residential Refuse Removal				
(i) 240L Residential Mobile Garbage Bin - Per Service (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253003
(ii) 240L Residential Mobile Recycling Bin - Per Service (Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253113
(iii) 240L Residential Mobile Recycling Bin - Pensioners (Recycling Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253113
b) Commercial Refuse Removal				
(i) 240L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253043
(ii) 240L Commercial Mobile Recycling Bin (Recycling Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253113
(iii) 1500L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253113
(iv) 1500L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253113
(vi) 1500L Commercial Mobile Recycling Bin	Council	OOS	budget Adoption	10253043
(vii) 3000L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253043
(viii) 3000L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253043
(ix) 3000L Commercial Mobile Recycling Bin	Council	OOS	budget Adoption	10253043
(x) 4500L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253043
(xi) 4500L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253043
(xii) 4500L Commercial Mobile Recycling Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	budget Adoption	10253043
(xiii) Additional Once-off Rubbish Collection Services (services on-charged to resident/business)	Council	Yes	At cost	10253043

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
COMMUNITY AMENITIES continued				
Landfill Site Waste Disposal Charges				
a) Inkpen Road Landfill Site - Waste Disposal Charges				
(i) Domestic Waste from the Shire of Northam Residents Cars, Utilities, Vans and Trailers (not exceeding 2.4m x 1.2m x 1.0 m) Tip pass must be produced by any person entitled to the pass	Council	Yes	No Charge (Maximum 10 disposals per year plus unlimited clean green waste disposals) No Pass-Pay As Indicated Below	10253023
(ii) Domestic Waste from Outside of the Shire of Northam or Volumes of Domestic Waste Exceeding 2.4m x 1.2m 1.0m	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253023
(iii) Commercial/Industrial Waste Environmental Protection Landfill Levy (Mandatory fee applies to all waste received from the metropolitan areas unless exempted under the Environmental Protection Amendment Regulations 2006)	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253023
(iv) #Fees are set under the Environmental Protection Regulations 1987.	Council	Yes	Levy = (Weight X 92%) X \$70 per tonne (\$77.00 inc GST) #	10253103
(v) Unadulterated Building Rubble (includes brick, concrete, rock, soil, greenwaste) (At the discretion of the gate house attendant)	Council	Yes	\$34.00 per m ³ \$22.00 Min Charge	10253023
(vi) Unadulterated Building Rubble (includes brick, concrete, rock, soil, greenwaste) (Subject to weighbridge certificate being provided)	Council	Yes	\$43.00 per tonne \$27.00 Min Charge	10253023
(vii) Asbestos (includes digging hole and burial, rounded up to full m ³)	Council	Yes	\$86.00 per m ³	10253023
(viii) Disposal of Animals	Council	Yes		
- Small (cat or dog)	Council	Yes	\$10.50 each	10253023
- Medium (pig, sheep, alpaca, calf, foal, ostrich, emu)	Council	Yes	\$15.50 each	10253023
- Large (cow or horse)	Council	Yes	\$27 each	10253023
(ix) Disposal of Car Bodies	Council	Yes	No Charge	10253023
(x) Tyres	Council	Yes		
- Passenger Tyres	Council	Yes	\$5.50 Per Tyre	10253023
- Passenger Tyres with rim	Council	Yes	\$14.50 Per Tyre	10253023
- Light truck Tyres	Council	Yes	\$10.50 Per Tyre	10253023
- Light truck Tyres contaminated or with rim	Council	Yes	\$29.00 Per Tyre	10253023
- Truck/ Bobcat Tyres	Council	Yes	\$24.00 Per Tyre	10253023
- Truck/ Bobcat Tyres with rim	Council	Yes	\$65.00 Per Tyre	10253023
- Super Single Tyres	Council	Yes	\$49.00 Per Tyre	10253023
- Super Single Tyres with rim	Council	Yes	\$130.00 Per Tyre	10253023
- Tractor/ Loader Tyre < 1 metre no rim	Council	Yes	\$238.00 Per Tyre	10253023
- Tractor/ Loader Tyre > 1 metre no rim under 2 metres	Council	Yes	\$340.00 Per Tyre	10253023
- Earthmoving/Other Large Tyres no rims	Council	Yes	Cost of Recycling plus 10% handling & administration fee	10253023

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
COMMUNITY AMENITIES continued				
Landfill Site Waste Disposal Charges				
(xi) Waste Oil				
- Motor Oil >30 Litres	Council	Yes	\$0.29 per Litre	10253023
(xii) Disposal of Mattress	Council	Yes	\$30.00	10253033
(xiii) Special Burials (including fiber glass insulation, abattoir, clinical and any other waste)	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253023
(xiv) Commercial/Industrial Waste (Subject to weighbridge certificate being provided)	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253023
(xv) Commercial Recycling Drop-Off	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253023
b) Old Quarry Road Landfill Site - Waste Disposal Charges				
(i) Domestic Waste from the Shire of Northam Residents Cars, Utilities, Vans and Trailers (not exceeding 2.4m x 1.2m x 1.0 m) Tip pass must be <u>produced</u> by any person entitled to the pass	Council	Yes		10253033
(ii) Domestic Waste from Outside of the Shire of Northam or Volumes of Domestic Waste Exceeding 2.4m x 1.2m 1.0m	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253013
(iii) Commercial/Industrial Waste	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253033
(iv) Environmental Protection Landfill Levy (Mandatory fee applies to all waste received from the metropolitan areas unless exempted under the Environmental Protection Amendment Regulations 2006)	Council	Yes	Levy = (Weight X 92%) X \$70.00 per tonne (\$77.00 inc GST)# *	10253103
(v) Unadulterated Building Rubble (brick, concrete, rock, soil, greenwaste) (At the discretion of the gate house attendant)	Council	Yes	\$43.00 per tonne \$27.00 Min Charge	10253033
(vi) Asbestos (includes digging hole and burial, rounded up to full m ³)	Council	Yes	\$100.00 Per tonne	10253033
Landfill Site Waste Disposal Charges continued				
(vii) Disposal of Animals				
- Small (cat or dog)	Council	Yes	\$10.50 each	10253033
- Medium (pig, sheep, alpaca, calf, foal, ostrich, emu)	Council	Yes	\$15.50 each	10253033
- Large (cow or horse)	Council	Yes	\$27 each	10253033
(viii) Disposal of Car Bodies	Council	Yes	No Charge	10253033
(ix) Tyres				
- Passenger Tyres	Council	Yes	\$5.50 Per Tyre	10253033
- Passenger Tyres with rim	Council	Yes	\$14.50 Per Tyre	10253033
- Light truck Tyres	Council	Yes	\$10.50 Per Tyre	10253033
- Light truck Tyres with rim	Council	Yes	\$29.00 Per Tyre	10253033
- Truck/ Bobcat Tyres	Council	Yes	\$24.00 Per Tyre	10253033
- Truck/ Bobcat Tyres with rim	Council	Yes	\$65.00 Per Tyre	10253033
- Super Single Tyres	Council	Yes	\$49.00 Per Tyre	10253033
- Super Single Tyres with rim	Council	Yes	\$130.00 Per Tyre	10253033
- Tractor/ Loader Tyre < 1 metre no rim	Council	Yes	\$238.00 Per Tyre	10253033
- Tractor/ Loader Tyre > 1 metre no rim	Council	Yes	\$340.00 Per Tyre	10253033
- Earthmoving/Other Large Tyres no rims	Council	Yes	Cost of Recycling plus 10% handling & administration fee	10253033
(x) Waste Oil				
- Motor Oil >30 Litres	Council	Yes	\$0.29 per Litre	10253033

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
COMMUNITY AMENITIES continued				
Landfill Site Waste Disposal Charges continued				
(xi) Disposal of Mattress	Council	Yes	\$30.00	10253033
(xii) Special Burials (including fiber glass insulation, clinical and any other waste)	Council	Yes	\$100.00 per m3 \$53.00 Min Charge	10253033
(xiii) Septage Pond Liquid Waste Disposal (Shire of Northam resident/business)	Council	Yes	\$0.080 Per Litre	10263013
(xiv) Septage Pond Liquid Waste Disposal (non Shire of Northam resident/business)	Council	Yes	\$0.088 Per Litre	10263013
(xv) Commercial Recycling Drop-Off	Council	Yes	\$168.00 per tonne \$16 min charge	10263013
(xvi) Weighing Cars/Caravans/Horse Floats and other Trailers	Council	Yes	\$10.00	10263013
Protection of the Environment				
Tree Subsidy Program Number of trees to be determined on property size	Council	Yes	\$22.00* per tray of trees	10293103
Town Planning				
(i) Development/Subdivision Contributions Residential Zoned Lot (applicable to Residential Design Codes) 1-5 lots	Council	OOS	\$1,600.00 per lot	10303003
More than 5 lots	Council	OOS	As per endorsed Development Contribution Plan	10303003
All Other Zone Property 1-5 lots	Council	OOS	\$1,065.00 per lot	10303003
More than 5 lots	Council	OOS	As per endorsed Development Contribution Plan	10303003

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
COMMUNITY AMENITIES continued				
Town Planning				
(ii) Development Applications				
Determination of development application (other than for an extractive industry) where the estimated cost of development is -			\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009 and if development commenced or carried out twice the amount of the fee payable	
- Not more than \$50,000	Statutory	OOS	" "	10303003
- more than \$50,000 but not more than \$500,000	Statutory	OOS	" "	10303003
- more than \$500,000 but not more than \$2.5 million	Statutory	OOS	" "	10303003
- more than \$2.5 million but not more than \$5 million	Statutory	OOS	" "	10303003
- more than \$5 million but not more than \$21.5 million	Statutory	OOS	" "	10303003
- more than \$21.5 million	Statutory	OOS	" "	10303003
Determination of development application for an extractive industry	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
Determining a development application for an extractive industry where the development has commenced or been carried out.	Statutory	OOS	The fee in item 3 plus, by way of penalty, twice that fee.	10303003
Determining an application to amend or cancel development approval.	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(iv) Provision of Subdivision clearance				
- Up to 5 lots	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
more than 5 lots but not more than 195 lots	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
- More than 195 lots	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
COMMUNITY AMENITIES continued				
Town Planning				
(v) Application for approval of Home occupation				
- Initial Fee	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
- Renewal Fee	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
Application for change of use or for alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or alteration, extension or change of use has not commenced or been carried out				
(vi)	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(vii) Issue of Zoning Certificate (Orders/Zone Enquiry)	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(viii) Reply to a property settlement questionnaire - (Combined Orders/Zoning/Rates Enquiry)	Statutory Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(ix) Issue of written planning advice	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(x) Section 40 (Liquor Licensing) request	Council	OOS	\$66.00	10303033
(xi) Advertising Costs (All applications)				
- Letters of Consultation	Council	Yes	\$145.00	10303013
- Onsite Sign	Council	Yes	\$145.00	10303013
- Newspaper Advertisement	Council	Yes	Advertising Cost * At Cost	10303013
Note: All Town Planning Fees are exclusive of GST unless				

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
COMMUNITY AMENITIES continued				
Town Planning				
(xii) Relocated House - Bank Bond or Guarantee	Council	OOS	\$32,700.00	TRUST TYPE 32
Publications				
Scheme Text	Council	OOS	\$55.00	10303033
Local Planning Strategy	Council	OOS	\$55.00	10303033
Scheme maps A3	Council	OOS	\$55.00	10303033
Northam Development Plan	Council	OOS	\$55.00	10303033
Northam Regional Centre Growth Plan	Council	OOS	\$107.00	10303033
Town Planning Scheme Amendments				
Basic Amendment*	Council		\$5,280.00	10303033
Standard Amendment*	Council		\$7,920.00	10303033
Complex Amendment*	Council		\$10,560.00	10303033
* Estimate only and refunds or additional charges may apply depending on the actual costs incurred.				
Executive Manager, Senior Planning Officer, Planning Officer, Environmental Officer, Administration Officer	Statutory	OOS	\$As per the maximum fee prescribed under the Planning and Development Regulations 2009	10303003
(xiii) Professional Advice				
Executive Manager	Council	Yes	\$224.00 per hour	10303003
Senior Planning Officer	Council	Yes	\$170.00 per hour	10303003
Planning Officer	Council	Yes	\$122.00 per hour	10303003
Administration Officer	Council	Yes	\$86.00 per hour	10303003

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
COMMUNITY AMENITIES continued				
Extractive Industry Licences (Development approval also required)				
Extraction of materials less than 50,000 cubic metres per annum and/or from an excavation area less than 50 hectares per annum				
New licence application fee	Council	Yes	\$2,323.00	10303003
Annual licence fee	Council	Yes	\$528.00	10303003
Licence renewal fee	Council	Yes	\$1,161.00	10303003
Extraction of materials greater than 50,000 cubic metres per annum and/or from an excavation area more than 50 hectares per annum				
New licence application fee	Council	Yes	\$2,323.00	10303003
Annual licence fee	Council	Yes	\$1,056.00	10303003
Licence renewal fee	Council	Yes	\$1,584.00	10303003
Extraction of materials greater than 100,000 cubic metres per annum and/or from an excavation area greater than 100 hectares per annum				
New licence application fee	Council	Yes	\$2,323.00	10303003
Annual licence fee	Council	Yes	\$1,056.00	10303003
Licence renewal fee	Council	Yes	\$2,005.00	10303003
Extraction of materials greater than 200,000 cubic metres per annum and/or from an excavation area greater than 200 hectares				
New licence application fee	Council	Yes	\$2,323.00	10303003
Annual licence fee	Council	Yes	\$2,111.00	10303003
Licence renewal fee	Council	Yes	\$2,428.00	10303003
Extraction of materials greater than 500,000 cubic metres per annum and/or from an excavation area greater than 500 hectares				
New licence application fee	Council	Yes	\$2,323.00	10303003
Annual licence fee	Council	Yes	\$2,640.00	10303003
Licence renewal fee	Council	Yes	\$2,640.00	10303003
Road maintenance contribution	Council	Yes	\$0.53 per tonne	10303003
Rehabilitation Bond	Council	Yes	\$3,695 per hectare or as agreed by Council determined on costing of approved rehabilitation plan.	10303003
Refer to Shire of Northam Extractive Industries Local Law for further details				

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
COMMUNITY AMENITIES Continued				
Cemetery				
(i) Fees & Charges - Northam Public Cemetery				
Grant of Right of Burial				
- Grant of Right of Burial	Council	Yes	\$160.00	10313033
- Grant of Right of Burial (Reservation/Reissue)	Council	Yes	\$160.00	10313033
- Transfer Grant of Right of Burial	Council	Yes	\$100.00	10313033
- Grant of Right of Placement	Council	Yes	\$100.00	10313033
- Transfer Grant of Right of Placement	Council	Yes	\$68.00	10313033
- Copy of Grant of Right of Burial / Placement	Council	Yes	\$20.00	10313033
Burial Fees: (includes land & diggings)				
- New Grave Adult Burial	Council	Yes	\$1,295.00	10313033
- New Grave Child Burial (under 13 years of age)	Council	Yes	\$872.00	10313033
- New Grave Stillborn	Council	Yes	\$600.00	10313033
- Exhumation Fee	Council	Yes	\$1,708.00	10313033
- Reinterment after exhumation Fee	Council	Yes	\$1,294.00	10313033
- Reopening of Grave	Council	Yes	\$1,294.00	10313033
- Digging Deeper Graves	Council	Yes	\$123.00	10313033
- Oversize Casket	Council	Yes	\$123.00	10313033
Placement of Ashes in Niche Wall:				
- Single	Council	Yes	\$200.00	10313033
- Double	Council	Yes	\$326.00	10313033
- Plaques	Council	Yes	At Cost & Freight	10313033
Plate Fee per plot	Council	Yes	\$47.00	10313063
Monumental Work Licence	Council	OOS	\$200.00	10313013
Funeral Directors Licence				
- Annual Licence	Council	OOS	\$165.00	10313023
- Single Burial Permit	Council	OOS	\$65.00	10313023
Lawn Cemetery:				
- Digging of new Grave	Council	Yes	\$1,600.00	10313033
- Reopening of Grave	Council	Yes	\$1,600.00	10313033
- Plaques	Council	Yes	At Cost & Freight	10313033
Placement of Ashes in Garden:				
- Single	Council	Yes	\$196.00	10313033
- Double	Council	Yes	\$326.00	10313033
- Plaques	Council	Yes	At Cost & Freight	10313033
Placement of Ashes in Grave				
- Per Internment	Council	Yes	\$317.00	10313033
- Plaques	Council	Yes	At Cost & Freight	10313033
Exhumation of Ashes				
	Council	Yes	\$243.00 for first two hours \$62.00 per hour thereafter	10313033
Refer Council's Local Laws Relating to Northam Cemeteries for definition of Grant of Right of Burial				

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
RECREATION AND CULTURE				
Ovals and Outdoor Playing Areas				
Sports Grounds - Bert Hawke, Jubilee Oval, Henry St, Wundowie & Bakers Hill & Synthetic Turf				
Annual Club Fees as per MOU				
Senior Cricket	Council	Yes	\$3,520.00	11343083
Junior Cricket	Council	Yes	\$2,175.00	11343083
Hockey	Council	Yes	\$5,690.00	11343083
Senior Football (AFL)	Council	Yes	\$7,970.00	11343083
Junior Football (AFL)	Council	Yes	\$2,590.00	11343083
Junior Athletics	Council	Yes	\$2,070.00	11343083
Junior Soccer	Council	Yes	\$365.00	11343083
Swimming Clubs	Council	Yes	\$1,240.00	11343083
Casual Hourly Hire	Council	Yes	\$60.00	11343083
- Lights at Additional Cost per hour	Council	Yes	\$17.50	11343083
- Casual Full Day Hire (over 4 hours)	Council	Yes	\$362.00	11343083
- Casual Half Day Hire (up to 4 hours)	Council	Yes	\$204.00	11343083
Outdoor courts				
- Senior Game (no lights)	Council	Yes	\$13.50 per hour	11343083
- Lights at Additional Cost per hour	Council	Yes	\$5.00 per hour per court	11343083
Reserve Camping Fee (overflow facility)	Council	Yes	\$15.00 per night	11343083
Showers (SideShow Alley Staff for Ag Show)	Council	Yes	\$4.00	11343083
Sports Grounds - Special Events (Commercial) includes power and access to amenities where available (per day)	Council	Yes	\$900.00	11343063
Sports Grounds - Wundowie Oval Education Department usage fee (per annum)	Council	Yes	\$9,110	11343173
Bonds - General Facilities (Community) i.e. local club, Not for Profit etc	Council	OOS	Up to \$2,000.00	TRUST TYPE 11
Bonds - Special Hirings/Events (Commercial)	Council	OOS	Up to \$4,000.00	TYPE 11
Recreation Centre				
Casual Sports Entry Fee				
Adult	Council	Yes	\$5.00	11343143
Child 5yr - 17yr	Council	Yes	\$4.00	11343143
Child 4 and under	Council	Yes	No Charge	11343143
Concession	Council	Yes	\$4.50	11343143
Senior	Council	Yes	\$4.00	11343143
Outdoor Courts				
Outdoor Court - Court Hire Rate (per hour)	Council	Yes	\$13.50	11343083
Outdoor Court - Lighting Hire Rate (per hour per court)	Council	Yes	\$5.00	11343083
Programs				
Program - Senior Social Sport (per player per game)	Council	Yes	\$7.50	11343143
Program - Senior Social Sport (10 Game Pass). (per player)	Council	Yes	\$69.50	11343143
Program - Junior Social Sport (per player)	Council	Yes	\$6.50	11343143
Program - Junior Social Sport (10 Game Pass). (per player)	Council	Yes	\$60.00	11343143
Program - Social Sports Team	Council	Yes	\$47.00	11343143
Team Forfeit Fee	Council	Yes	\$45.00	11343143
Program - Special Event or Activity	Council	Yes	Cost Recovery	11343143
Birthday Parties				
Birthday Parties - Basic Party (up to Max. 10 persons)	Council	Yes	\$100.00	11343143
Birthday Parties - Basic Party Additional person	Council	Yes	\$10.00	11343143
Birthday Parties - Deluxe Party (up to Max. 10 persons)	Council	Yes	\$160.00	11343143
Birthday Parties - Deluxe Party Additional person	Council	Yes	\$16.00	11343143
Birthday Parties - Premium Party (up to Max. 10 persons)	Council	Yes	\$220.00	11343143
Birthday Parties - Premium Party Additional person	Council	Yes	\$22.00	11343143

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change				
RECREATION AND CULTURE continued				
Recreation Centre				
Facilities				
Facility - Small Room Hire - 100sqm (Community Rate)	Council	Yes	\$35.00 per hour \$245.00 per day	11343083
Facility - Small Room Hire - 100sqm	Council	Yes	\$50.00 per hour \$350.00 per day	11343083
Facility - Large Room Hire - 200sqm (Community Rate)	Council	Yes	\$56.00 per hour \$392.00 per day	11343083
Facility - Large Room Hire - 200sqm	Council	Yes	\$80.00 per hour \$560.00 per day	11343083
Facility - Hospitality Room Hire - 500sqm (Community Rate)	Council	Yes	\$65.00 per hour \$455.00 per day	11343083
Facility - Hospitality Room Hire - 500sqm	Council	Yes	\$94.00 per hour \$658.00 per day	11343083
Facility - Hospitality Room & Undercover Patio Hire - 900sqm (Community Rate)	Council	Yes	\$80.50 per hour \$563.50 per day	11343083
Facility - Hospitality Room & Undercover Patio Hire - 900sqm	Council	Yes	\$115.00 per hour \$805.00 per day	11343083
Facility - Undercover Patio Area Hire - 400sqm (Community Rate)	Council	Yes	\$32.00 per hour \$224.00 per day	11343083
Facility - Undercover Patio Area Hire - 400sqm	Council	Yes	\$46.00 per hour \$322.00 per day	11343083
Facility - Kitchen Area Hire (Community Rate)	Council	Yes	\$21.50 per hour	11343083
Facility - Kitchen Area Hire	Council	Yes	\$31.00 per hour	11343083
Facility - Full Centre Hire (Community Rate)	Council	Yes	\$206.00 per hour \$1,442.00 per day	11343083
Facility - Full Centre Hire	Council	Yes	\$309.00 per Hour \$2,163.00 per day	11343083
Sports Hall				
Sports Hall - Court Hire	Council	Yes	\$36.50 per hour	11343083
Sports Hall - Sporting Club Office Hire	Council	Yes	\$255.50 per day	11343083
Sports Hall - Storage Area Hire	Council	Yes	\$160.00	11343083
Sports Hall - Recreation Centre Attendant Hire (Per hour)	Council	Yes	\$115.00	11343083
Sports Hall - Recreation Centre Attendant Hire (Per hour)	Council	Yes	\$40.00	11343083
50% discount applies on all 'Sports Grounds' and 'Sports Hall' bookings from Mon-Fri, for School bookings and Senior Group Bookings*				

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
RECREATION AND CULTURE Continued				
Equipment Hire				
Public Address System	Council	Yes	\$21.00	11343073
Projector & Screen	Council	Yes	\$21.00	11343073
Laptop	Council	Yes	\$21.00	11343073
Tea & coffee provision (per person)	Council	Yes	\$2.50	11343073
AROC Mobile Toilet Van - Not for profit community events where the hirer is an AROC Member	Council	Yes	\$103.50 a day	11343243
AROC Mobile Toilet Van - Not for profit community events where the hirer is not an AROC Member	Council	Yes	\$207.00 a day	11343243
AROC Mobile Toilet Van - Corporate or commercial groups where the hirers Shire is not an AROC member	Council	Yes	\$310.50 a day	11343243
AROC Mobile Toilet Van - Corporate or commercial groups where the hirers Shire is an AROC member	Council	Yes	\$279.50 a day	11343243
AROC Lighting Tower - Not for profit community events where the hirer is an AROC Member	Council	Yes	\$51.50 a day	11343243
AROC Lighting Tower - Not for profit community events where the hirer is not an AROC Member	Council	Yes	\$103.50 a day	11343243
AROC Lighting Tower - Corporate or commercial groups where the hirers Shire is not an AROC member	Council	Yes	\$207.00 a day	11343243
AROC Lighting Tower - Corporate or commercial groups where the hirers Shire is an AROC member	Council	Yes	\$186.50 a day	11343243
Public Hall Hire - Northam & Wundowie				
Meetings, Training and Conventions				
Please note meetings are charged for time used (including any set up and cleaning time)				
Includes kitchen, chairs and tables				
Half Day 4 Hours, Full Day 8 Hours				
Commercial Use				
Hall Hire - Lesser Hall	Council	Yes	\$27.00 per hour \$188.00 per day	11323013
Hall Hire - Town Hall	Council	Yes	\$32.00 per hour \$224.00 per day	11323013
Hall Hire - Wundowie Hall - Entire Facility	Council	Yes	\$50.00 per hour \$350.00 per day	11323013
Hall Hire - Wundowie Hall - Main Hall	Council	Yes	\$32.00 per hour \$224.00 per day	11323013
Hall Hire - Wundowie Hall - Meeting Room	Council	Yes	\$27.00 per hour \$188.00 per day	11323013
Community Use				
Hall Hire - Lesser Hall (Community Rate)	Council	Yes	\$19.00 per hour \$132.00 per day	11323013
Hall Hire - Town Hall (Community Rate)	Council	Yes	\$23.00 per hour \$157.00 per day	11323013
Hall Hire - Wundowie Hall - Entire Facility (Community Rate)	Council	Yes	\$35.00 per hour \$245.00 per day	11323013
Hall Hire - Wundowie Hall - Main Hall (Community Rate)	Council	Yes	\$23.00 per hour \$157.00 per day	11323013
Hall Hire - Wundowie Hall - Meeting Room (Community Rate)	Council	Yes	\$19.00 per hour \$132.00 per day	11323013

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
RECREATION AND CULTURE Continued				
Public Hall Hire - Northam & Wundowie Continued				
FACILITY HIRE BOND - EVENTS INVOLVING ALCOHOL				
* Rate will depend on venue and functions	Council	OOS	\$100.00-\$2,000.00	TRUST TYPE 1 or 11
Northam and Wundowie Swimming Pool Fees & Charges				
Wundowie - Adult	Council	Yes	\$5.00	11333103
Wundowie - Adult (10 Visit Pass)	Council	Yes	\$42.00	11333103
Wundowie - Child 5 years - 17 years	Council	Yes	\$3.50	11333103
Wundowie - Child (10 Visit Pass)	Council	Yes	\$32.50	11333103
Wundowie - Child up to 4 years	Council	Yes	No charge	
Wundowie - Concession	Council	Yes	\$3.50	11333103
Wundowie - Spectator	Council	Yes	\$1.00	11333103
Wundowie - Age Pensioner	Council	Yes	\$2.00	11333104
Wundowie - Concession (10 Visit Pass)	Council	Yes	\$35.00	11333103
Wundowie - Age Pensioner (10 Visit Pass)	Council	Yes	\$19.00	11333103
Northam - Adult	Council	Yes	\$5.50	11333103
Northam - Adult (10 Visit Pass)	Council	Yes	\$47.00	11333103
Northam - Child 5 years - 17 years	Council	Yes	\$4.00	11333103
Northam - Child (10 Visit Pass)	Council	Yes	\$37.00	11333103
Northam - Concession	Council	Yes	\$4.50	11333103
Northam - Aged Pensioner	Council	Yes	\$2.00	
Northam - Spectator	Council	Yes	\$2.00	11333103
Northam - Child up to 4	Council	Yes	No charge	
Northam - Concession (10 Visit Pass)	Council	Yes	\$40.50	11333103
Northam - Age Pensioner (10 Visit Pass)	Council	Yes	\$19.00	11333103
Spectator / Pensioner entrance	Council	Yes	\$2.00	11333103
General - Spectator Entry (Ed Dept lessons & Swimming Club)	Council	Yes	No Charge	11333103
Wundowie - Family (Full Season Pass)				
Otp (1) 2A+ 2C or Opt (2) 1A + 3C	Council	Yes	\$270.00	11333113
Wundowie - Family (Half Season Pass)				
Otp (1) 2A+ 2C or Opt (2) 1A + 3C	Council	Yes	\$150.00	11333113
Wundowie - Family (Full Season Pass)				
Otp (1) 2A+ 3C or Opt (2) 1A + 4C	Council	Yes	\$321.00	11333113
Wundowie - Concession (Full Season Pass)	Council	Yes	\$78.00	11333113
Wundowie - Concession (Half Season Pass)	Council	Yes	\$47.00	11333113
Wundowie- Family (Half Season Pass)				
Otp (1) 2A+ 3C or Opt (2) 1A + 4C	Council	Yes	\$191.00	11333113
Wundowie - Additional Family Member (Full Season Pass)	Council	Yes	\$64.00	11333113
Wundowie - Additional Family Member (Half Season Pass)	Council	Yes	\$36.00	11333113
Wundowie - Adult (Full Season Pass)	Council	Yes	\$93.00	11333113
Wundowie - Adult (Half Season Pass)	Council	Yes	\$56.00	11333113
Wundowie - Child (Full Season Pass)	Council	Yes	\$72.00	11333113
Wundowie - Child (Half Season Pass)	Council	Yes	\$43.00	11333113
Wundowie - Age Pensioner (Full Season Pass)	Council	Yes	\$41.00	11333113
Wundowie - Age Pensioner (Half Season Pass)	Council	Yes	\$23.00	11333113

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
RECREATION AND CULTURE Continued				
Northam - Family (Full Season Pass) Otp (1) 2A+ 2C or Opt (2) 1A + 3C	Council	Yes	\$445.00	11333113
Northam - Family (Half Season Pass) Otp (1) 2A+ 2C or Opt (2) 1A + 3C	Council	Yes	\$248.00	11333113
Northam - Family (Full Season Pass) Otp (1) 2A+ 3C or Opt (2) 1A + 4C	Council	Yes	\$497.00	11333113
Northam - Family (Half Season Pass) Otp (1) 2A+ 3C or Opt (2) 1A + 4C	Council	Yes	\$285.00	11333113
Northam - Additional Family Member (Full Season Pass)	Council	Yes	\$103.00	11333113
Northam - Additional Family Member (Half Season Pass)	Council	Yes	\$57.00	11333113
Northam - Adult (Full Season Pass)	Council	Yes	\$155.00	11333113
Northam - Adult (Half Season Pass)	Council	Yes	\$93.00	11333113
Northam - Child (Full Season Pass)	Council	Yes	\$119.00	11333113
Northam - Child (Half Season Pass)	Council	Yes	\$72.00	11333113
Northam - Age Pensioner (Full Season Pass)	Council	Yes	\$67.00	11333113
Northam - Age Pensioner (Half Season Pass)	Council	Yes	\$41.00	11333113
Northam - Concession (Full Season Pass)	Council	Yes	\$130.00	11333113
Northam - Concession (Half Season Pass)	Council	Yes	\$80.00	11333113
General - Ed Dept/School Entry (per student)	Council	Yes	\$3.00	11333123
Learn to Swim - Infant/Toddle (per lesson)	Council	Yes	\$11.00	11333103
Learn to Swim - School Age (per lesson)	Council	Yes	\$14.00	11333103
Learn to Swim - Private one on two (per lesson)	Council	Yes	\$21.00	11333103
Learn to Swim - Private one on one	Council	Yes	\$35.00	11333103
General - Slide Entry One session (Sessions 2hrs)	Council	Yes	\$5.00	11333103
General - Slide Entry Additional session (Sessions 2hrs)	Council	Yes	\$2.00	11333103
General - Slide Entry (All Day Pass)	Council	Yes	\$9.00	11333103
General - Small Inflatable Hire (per hour - includes operator)	Council	Yes	\$75.00	11333103
General - Large Inflatable Hire (per hour - includes operator)	Council	Yes	\$95.00	11333103
General - Lane Hire (per lane per hour)	Council	Yes	\$21.00	11333103
General - Lane Hire (per lane per hour) (Community Rate)	Council	Yes	\$11.00	11333103
General - Pool Lifeguard Hire (per hour)	Council	Yes	\$40.00	11333103
General - Pool Manager Hire (per hour)	Council	Yes	\$65.00	11333103
General - Aquatic Event / Activity Entry	Council	Yes	Cost Recovery	11333103
General - Update Northam Season Pass to include Wundowie Pool (per pass)	Council	Yes	\$15.00	11333104
Annual Club Fee - Swimming Clubs	Council	Yes	\$1,240.00	11333103
Wundowie Pool, Half Season Pass is only from opening of the season to 31 Dec or 1 Jan to closing of the season				
Northam pool, Half Season Pass is only from opening of the season to 31 Dec or 1 Jan to closing of the season				
Staff Discount				
A 50% discount applies to Shire of Northam Employees and their immediate family, defined as dependant children up to the age of 18 and Spouse/defacto only				
Pool Season opening day and Australia Day			No Charge	N/A
Sound Shell - Bernard Park, Northam (if using lights etc)				
Hire by Community Organisations	Council	Yes	\$14.50 per hour	11343023
Hire by Commercial Organisations	Council	Yes	\$33.00 per hour	11343023

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
RECREATION AND CULTURE (Continued)				
Northam Region Library				
Replacement Borrower's Card	Council	Yes	\$1.00	11353023
Photocopying/Printing	Council	Yes	\$0.20 per page	11353033
Photocopying/Printing Colour	Council	Yes	\$0.50 per page	11353033
Laminating A4	Council	Yes	\$1.00 per page	11353033
Laminating A3	Council	Yes	\$2.00 per page	11353033
Workshops & Professional Development				
Workshops				
Child - Under the age of 18	Council	Yes	Up to \$10.50	11353043
Family - Where more than 1 Child from a family is booked into the same workshop and a medicare card has been sighted listing all children	Council	Yes	Up to \$20	11353043
Adult - Person over the age of 18	Council	Yes	Up to \$26	11353043
Create 298				
Half Day Pass (Shared desk for half day)	Council	Yes	\$15.50	13493053
Day Pass (shared desk for one day)	Council	Yes	\$32.00	13493053
Occasional (shared desk for one day per week) per month	Council	Yes	\$85.00	13493053
Regular (shared desk three days per week) per month	Council	Yes	\$250.00	13493053
Meeting room hire (half day)	Council	Yes	\$132.00	13493053
Meeting room hire (full day)	Council	Yes	\$210.00	13493053
Bilya Koort Boodja Centre				
Sale of artworks or merchandise at BKB or Visitors Centre	Council	Yes	Commission of 10% to 25% on each artwork or merchandise	13783023
Workshop/Exhibition Space -Round Room - Community Rate	Council	Yes	\$50.00 per half day/ \$100.00 full day*	13783003
Workshop/Exhibition Space - Round Room - Commercial Rate	Council	Yes	\$100.00 per half day/ \$200.00 full day*	13783003
Small Meeting Room - Community Rate	Council	Yes	\$25.00 per half day, \$50 per day*	13783003
Small Meeting Room - Commercial Rate	Council	Yes	\$50.00 per half day, \$100 per day*	13783003
Large Meeting Room - Community Rate	Council	Yes	\$50.00 per half day/ \$100.00 full day*	13783003
Large Meeting Room - Commercial Rate	Council	Yes	\$100.00 per half day/ \$200.00 full day*	13783003
Cultural awareness training	Council	Yes	Program Recovery	13783003
Entry Fee Adult	Council	Yes	\$10.00	13783003
Entry Fee Child (4-15)	Council	Yes	\$5.00	13783003
Group Booking (25+ people)	Council	Yes	80% of the full rate*	13783003
Guided Tour of BKB Centre	Council	Yes	\$10.00* entry & scheduled tour	13783003
Membership including one free tour per year	Council	Yes	\$20.00*	13783003
Cultural activities and programs - specific to clients request. Please contact the Centre Manager for pricing	Council	Yes	Program Recovery	13783035

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
RECREATION AND CULTURE (Continued)				
Council fees and charges for the following events :				
Wheatbelt Relay for Life	Council	Yes		
Youth Futures Pipeline Challenge	Council	Yes		
Vintage Swap Meet	Council	Yes		
Pink Up Northam	Council	Yes		
Directions Careers Expo	Council	Yes		
Seniors Council of WA - Seniors Olympics	Council	Yes		
Northam RSL	Council	Yes		
TRANSPORT				
Special Series Shire Number Plates				
Special Series Plate Fee	Council	Yes	\$120.00	12413043
Note: DoT Charge \$200.00 for supply - Total Fee \$320				
Airport				
Lease establishment fee	Council	Yes	\$3,555.00	1243013
Lease transfer fee	Council	Yes	\$1,780.00	1243013
Lease rental fees	Council	Yes	as per lease*	1243013
Aircraft parking per plane per week	Council	Yes	\$15	1243013
Aircraft parking per plane 3 Months	Council	Yes	\$156	1243013
Aircraft parking per plane 6 months	Council	Yes	\$260	1243013
Aircraft parking per plane 12 months	Council	Yes	\$416	1243013
Commercial flight training contribution to runway lights	Council	Yes	\$587	1243013

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
ECONOMIC SERVICES				
Visitor Servicing				
(i) Walking tours	Council	Yes	\$12.50 per head	13773073
(ii) Walking tours - group of 10 or more	Council	Yes	\$108.00* per tour	13773073
(iii) Tour Guide for Bus Groups	Council	Yes	\$108.00* per tour	13773073
Building Control				
(i) Relocated House - Inspection Fee - (Prior to Building Application Approval) - Distance up to 100km radius of Northam Shire	Council	Yes	\$370.00	13463093
* Distance over 100kms from Shire Offices shall incur additional charge of \$50 per hour to the officer's time and a charge for additional mileage at Public Service Award Rates)	Council	Yes	Actual cost	13463093
(ii) Infrastructure Bond Residential	Council	OOS	\$1,020.00	TRUST TYPE 22
Infrastructure Bond Commercial	Council	OOS	\$1,530.00	TRUST TYPE 22
(iii) Infrastructure Bond Rural	Council	OOS	\$1,020.00	TRUST TYPE 9
(iv) Copies of Building Plans				
(a) office copies		Yes	\$33.00	13463033
(b) archive copies		Yes	\$76.00	13463033
(v) Building Application Fee - Residential - Uncertified	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	13463003
(v) Building Application Fee - Commercial or Residential - Certified	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	13463003
(vi) Application for a Demolition Permit	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	13463003
Application to extend the time during which a building permit, demolition permit, occupancy permit or building approval certificate has effect	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	13463003
(viii) Application for an Occupancy Permit	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	13463003
Application for a Building Approval Certificate, retrospective approval for unauthorised work for class 1 and 10 buildings (houses and non habitable buildings)	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	13463003

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
ECONOMIC SERVICES continued				
(x) Application as defined in regulation 31	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	13463003
(xi) Building Application Fee - Minimum all classes	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	13463003
(xii) Certificate of Design Compliance Class 2 -9 Buildings (Commercial)	Council	Yes	0.1%(min \$533*) of value of works	13463003
Building Control				
(xiii) Certificate of Building Compliance	Council	Yes	Class 10 \$419.00* Class 1a min, \$589.00* Class 2-9 \$646.00* Strata Units (per unit) \$477.00*	13463003
(xiv) Cert of Construction Compliance (Class 2-9 Buildings - where the Shire has issued the CDC and building is <500m ² and < 3 storeys)	Council	Yes	Buildings less than 2000m2 \$646.00*, Buildings over 2000m2 \$982.00*	13463003
(xv) Fast Track Fee	Council	Yes	\$155.00	13463003
(xvi) Pool Inspection or reinspection Fee non scheduled	Council	Yes	\$80.00	13463043
(xviii) Building Surveyor Hourly Charge Rate	Council	Yes	\$116.00	13463003
(xiv) Building Services Levy	Statutory	OOS	\$ As per the fee prescribed	TRUST TYPE 30
(xv) BCITF Levy	Statutory	OOS	\$ As per the fee prescribed by the BCITF	TRUST TYPE 29
(xvi) Swimming Pool Inspection fee per annum scheduled	Statutory	OOS	\$30.00	13463043
(xvii) Verge / Road Permits	Council	Yes	\$190.00	13463013
(xviii) Application for battery powered smoke alarm. Regulation 61 of the Building Regulations 2012 provides for exceptional circumstances where only battery powered smoke alarms can be used	Statutory	OOS	\$179.00	13463003
Service Local governments				
(i) Building Practitioner Support including travel time (per hour)	Council	Yes	\$77.00	13463003
(ii) Assess & Approval Certified Building Application	Council	Yes	\$231.00	13463003
(iii) Assess & Approval Uncertified Building Application	Council	Yes	\$385.00	13463003
Recycled Water Charges				
(i) Education Department (High School) from point of supply - main line	Council	Yes	\$0.520 per KL	13493003
(ii) Northam Trotting Club (Inc) from point of supply - Clarke Street dam	Council	Yes	\$0.520 per KL	13493003
(iii) Northam Race Club from point of Supply	Council	Yes	\$0.520 per KL	13493003

SCHEDULE OF ADOPTED FEES AND CHARGES 2022/23				
FEES AND CHARGES		GST	2022/23	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =		
ECONOMIC SERVICES continued				
Community Bus				
Deposit	Council	OOS	\$60.00	TRUST
Hire Usage Rate per km	Council	Yes	\$1.25	13493103
- Minimum charge of \$50.00 applies to external users				
Cancellation Fee (otherwise 24hrs notice required)	Council	Yes	\$27.00	13493103
Cleaning Surcharge Fee if Bus returned unclean	Council	Yes	\$63.00	13493103
50% discount for eligible pensioners (such as Silver Wings, Northam over 60)				
NB: Bus must be returned fully fuelled up after use or the hirer will be invoiced.				
NB: No Smoking on Bus.	Council	Yes	Actual costs*	13493103
OTHER PROPERTIES AND SERVICES				
Private Works		Yes	Cost Plus 40%	14503003
Crossovers				
Bonds				
Vehicle Crossover - Townsite	Council	OOS	\$2,000.00	TRUST
Crossover Subsidy's				TYPE 9
Council will provide up to 50% of the total cost of construction of a				
Piped (Culvert) Crossover - (to maximum Value \$1,500)	Council	Yes	\$2,000.00	14503003
Non-piped Crossover - (to maximum value \$800)	Council	Yes	\$1,000.00	14503003

13.5 COMMUNITY SERVICES

Nil.

14. MATTERS BEHIND CLOSED DOORS

Nil.

15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16. URGENT BUSINESS APPROVED BY DECISION

Nil.

17. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 5:46pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 15 June 2022 have been confirmed as a true and correct record."

_____ President

_____ Date