

Shire of Northam

Agenda
Ordinary Council Meeting
16 June 2021



NOTICE PAPER

Ordinary Council Meeting

16 June 2021

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Northam Recreation Centre, located at 44 Peel Terrace, Northam on 16 June 2021 at 5:30pm.

There was a Forum meeting held in the Northam Recreation Centre on 9 June 2021 at 5:30pm to discuss the contents of this agenda.

Yours faithfully

Jason Whiteaker

Chief Executive Officer



DISCLAIMER

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

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

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 <u>WRITTEN CONFIRMATION</u> of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

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



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16 June 2021



1. DECLARATION OF OPENING

2. ACKNOWLEDGEMENT TO COUNTRY

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

3. ATTENDANCE

Council:

Shire President C R Antonio
Deputy Shire President J E G Williams
Councillors M I Girak

A J Mencshelyi D Galloway C P Della T M Little M P Ryan S B Pollard

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
C D Kleynhans
C B Hunt
J Metcalf
C Young
Executive Assistant – CEO

A C McCall

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Cr R W Tinetti has been granted leave of absence from 12 June 2021 to 30 June 2021 (inclusive).

3.3 ABSENT

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
Community Grant Assessment Committee Meeting held on 1 June 2021	12.1	Cr D Galloway	Impartiality	Cr Galloway's family member is a member of Northam Youth in Emergency Services Cadets.
Policy G 1.20 Organisational Structure Policy & F 4.11 Budget Variation Reporting Policy	13.1.3	Cr J E G Williams	Impartiality	One of Cr William's daughters, Daughter-In-Law and her mother are staff members at the Shire of Northam. None of the mentioned are dependent on Cr William's.
Request to Initiate Proposed Scheme Amendment No. 16 to Shire of Northam Local Planning Scheme No. 6 – Extension to Avon Industrial Park	13.3.1	Cr C R Antonio	Impartiality	Cr Antonio is a board member (non-financial) of ACDF, which is mentioned in the report.
Lease of 87 Duke Street, Northam to Northam Community Men's Shed	13.4.4	Cr C R Antonio	Impartiality	Cr Antonio is a Co-Patron (non-financial) of the Northam Men's Shed.



Item Name	ltem No.	Name	Type of Interest	Nature of Interest
Chief Executive Officer Review Committee Meeting held on 27 May 2021	14.1	Mr J B Whiteaker	Financial	This matter relates to Mr Whiteaker's employment.



5. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Visitations a	nd Consultations				
21/05/2021	Medical Students Northam Immersion Dinner				
24/05/2021	Voice of the Avon Radio Interview				
25/05/2021	Triple M Weekly Radio Interview				
29/05/2021	Wheatbelt Festival of Hockey Official Welcome - Northam				
29/05/2021	Link Theatre Production - Northam				
01/06/2021	Triple M Weekly Radio Interview				
01/06/2021	Grass Valley Progress Association Meeting				
02/06/2021	Reconciliation Takes Action Event - Northam				
03/06/2021	Regional Roadworks Signage Review Workshop - Northam				
05/06/2021	Wundowie Community Tank Silo Briefing				
05/06/2021	Lions Community Markets - Northam				
06/06/2021	Astro Tourism Event – Ballardong Star Gazing – Grass Valley				
07/06/2021	Western Australia Day Public Holiday				
08/06/2021	Triple M Weekly Radio Interview				
08/06/2021	Forget me not café event - Northam				
10/06/2021	Local Emergency Management Committee Meeting - Northam				
11/06/2021	Fundraiser – Cancer - The Greatest Morning Tea - Northam				
11/06/2021	Enduring Architecture Award Ceremony - Online				
13/06/2021	Philippine Independence Day Celebration - Northam				
14/06/2021	Triple M Weekly Radio Interview				
16/06/2021	Wheatbelt District Emergency Management Committee				
Un coming F	Meeting				
Upcoming E					
17/06/2021	Regional Capitals Alliance Meeting - Online				
21/06/2021	Triple M Weekly Radio Interview Hosting Shire of Bridgetown Creenbushes to Northam				
24/06/2021	Hosting Shire of Bridgetown-Greenbushes to Northam				
25/06/2021	WA Farmers & National Farmers Forum - Muresk				
25/06/2021	Avon-Midland WALAG Zone Meeting – Goomalling Citizenship Ceremony - Northam				
28/06/2021	Triple M Weekly Radio Interview				
03/07/2021	Lions Community Markets- Northam				
05/07/2021	Triple M Weekly Radio Interview				
06/07/2021	Nyoongar Cultural Advisory Group Meeting - Northam				
07/07/2021	Bachelor of Agribusiness Management 2020 Students				
	Graduation Ceremony				
12/07/2021	Triple M Weekly Radio Interview				
12/07/2021	AROC WALGA Meeting - Toodyay				



16/07/2021	Regular Meeting with the Northam Chamber of Commerce
19/07/2021	Triple M Weekly Radio Interview

Operational Matters:

I am asked regularly about how to report anything that you might see out of order. This might be a damaged footpath, damage to roads, or even a missing road sign. The Shire of Northam has an "App", Snap Send Solve – which looks like this -



This allows you to take a photo of what you see, and then report it directly to the Shire of Northam. You will then be issued with a tracking number and 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

It was an honour to be part of this year's Reconciliation Week (Reconciliation Takes Action) Activities.

There have been, and there are a number of upcoming events within the Shire of Northam. We recently held the successful Astro Tourism Star Gazing at Grass Valley, and the public mural at the water tank in Wundowie.

As we head toward late winter, early spring, or Djilba, we look forward to the Avon Bilya Festival and Avon descent, then we head into the Balloon Glow at the Start of the National Ballooning Championships, as examples of upcoming events,

Strategic Matters:

In line with our Corporate Business Plan, work on major projects continues, with some nearing, or recently having been completed.



6. PUBLIC QUESTION TIME

6.1 PUBLIC QUESTIONS

7. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) A petition is to -
- (a) be addressed to the President;
- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
- (e) contain a summary of the reasons for the request; and Page 13
- (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
- (a) the matter is the subject of a report included in the agenda; and
- (b) the Council has considered the issues raised in the petition.

8.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

8.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) Any person or group wishing to be received as a deputation by the Council is to either-
- (a) apply, before the meeting, to the CEO for approval; or
- (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either-
- (a) approve the request and invite the deputation to attend a meeting of the Council; or

16 June 2021



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

9. APPLICATION FOR LEAVE OF ABSENCE

RECOMMENDATION

That Council grant Cr C P Della leave of absence from 5 July 2021 to 23 July 2021 (inclusive).

10. CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING HELD ON 19 MAY 2021

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 19 May 2021 be confirmed as a true and correct record of that meeting.

Note: With respect to decision C.4211, the 2021 National Reconciliation Week march and community event was not held on Friday, 28 May 2021 as endorsed by Council. This was rescheduled to Wednesday, 2 June 2021 due to poor weather forecasts on Friday, 28 May 2021.

10.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD ON 26 MAY 2021

RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held Wednesday, 26 May 2021.

10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD ON 9 JUNE 2021

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 9 June 2021.



Attachment 1 – Forum Notes



Shire of Northam

Notes

Council Forum Meeting

9 June 2021





DISCLAIMER

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

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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 10 June 2021.

JASON WHITEAKER

CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received	at an Ordinary	Meeting of	Council	held	on
16 June 2021.					

Signed:

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





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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 pay our respects to Elders, past, present and emerging.

3. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

A J Mencshelyi D Galloway C P Della T M Little R W Tinetti M P Ryan S B Pollard

C R Antonio J E G Williams

M I Girak

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
C D Kleynhans
C B Hunt
J Metcalf
C Young
A C McCall

Gallery:

Public Chris Marris

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Cr R W Tinetti has been granted leave of absence from 12 June 2021 to 30 June 2021 (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.

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Item Name	Item Name No.		Type of Interest	Nature of Interest	
Community Grant Assessment Committee Meeting held on 1 June 2021	12.1	Cr D Galloway	Impartiality	Cr Galloway's family member is a member of Northam Youth in Emergency Services Cadets.	
Policy G 1.20 Organisational Structure Policy & F 4.11 Budget Variation Reporting Policy	13.1.3	Cr J E G Williams	Impartiality	One of Cr William's daughters, Daughter-In-Law and her mother are staff members at the Shire of Northam. None of the mentioned are dependent on Cr William's.	
Request to Initiate Proposed Scheme Amendment No. 16 to	13.3.1	Cr C R Antonio	Impartiality	Cr Antonio is a board member (non- financial) of ACDF,	





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C/	iro	OF N	Jorth	am	000

Shire of Northam Local Planning Scheme No.				which is mentioned in the report.
6 – Extension to Avon Industrial Park		Cr R W Tinetti	Impartiality	CrTinetti is on the Avon Industrial Park Advisory Board.
Lease of 87 Duke Street, Northam to Northam Community Men's Shed	13.4.4	Cr C R Antonio	Impartiality	Cr Antonio is a Co- Patron (non-financial) of the Northam Men's Shed.
Chief Executive Officer Review Committee Meeting held on 27 May 2021	14.1	Mr J B Whiteaker	Financial	This matter relates to Mr Whiteaker's employment.

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

Name: Chris Marris.

Agenda Item: 13.5.1 - Support for Community Sporting and Recreation

Facilities Fund Application for BMX track upgrade.

Summary Deputation • The BMX governing body has changed and with this change it allows multi-discipline participation.

 The proposal is to make the current BMX track a multi-function cycling facility.





- The Northam BMX track is the only raceable BMX track within the area.
- The Northam BMX Club is injecting money into the track to alleviate the drainage issues and improve the aesthetics.
- The improvements will assist to fix the track and make this multi-discipline which will improve the aesthetics and increase participation.
- Happy to respond to any questions from the Council.

9. APPLICATION FOR LEAVE OF ABSENCE

No queries were raised in relation to this item.

10. CONFIRMATION OF MINUTES

10.1 ORDINARY COUNCIL MEETING HELD ON 19 MAY 2021

No queries were raised in relation to this item.

10.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD ON 26 MAY 2021 No queries were raised in relation to this item.

10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD ON 9 JUNE 2021 No queries were raised in relation to this item.

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

The Shire President, Cr C R Antonio brought agenda item 13.5.1 forward.

13.5.1 Support for Community Sporting and Recreation Facilities Fund Application for BMX track upgrade

Clarification was sought in relation to:

- Whether this is this the best location for the BMX track. The Chief Executive Officer advised that Council dealt with this question when it reviewed its Recreation Facilities Plan several years ago. There was a thought prior to that there may be an opportunity to relocate the track however the decision at the time was to retain it in the current location. Officers have not looked at relocating and are not able to respond as to whether this is the best location.
- What each line represents on the map provided. Mr Chris Marris advised:
 - The purple line is mountain biking track.
 - The red line is the existing outline of the track.
 - The orange shading is for a section with more advanced jumps.





- The green shaded area is for the reinforced corners to improve the amenity and provide areas for spectators and marshalling.
- The yellow line is a pump track.
- Whether any trees need to be removed. Mr Chris Marris advised that the BMX Club believe the upgrades can be completed without removing any trees.
- How the existing drainage will be managed. Mr Chris Marris advised that this will be incorporated into the pump track.
- Whether this is conditional on the CSRFF funding. The Executive Manager Community Services advised this is conditional on the funding which opens in July.
- Whether there are parking issues for previous events. Mr Chris Marris
 advised that parking at large scale events is always difficult with the last
 event resulting in both ovals being occupied.
- Whether the track is 1 lap. Mr Chris Marris advised that the track is 1 lap, there are generally 5 races per age group plus finals. The track must be 300-400m in length with the current track meeting this requirement.
- The type of events that could be attracted. Mr Chris Marris advised that BMX is an Olympic sport at national and international level. The track would be suitable to attract state events and super series however state events are a competitive bid. The track was last upgraded in late 1990 and a state series was held in 2003.
- Where the \$133,000 will be funded from. The Chief Executive Officer
 advised that this will be funded from the \$300,000 set aside by Council
 to support sporting group funding applications. This opportunity expires
 when the funds are fully utilised or at end of financial year unless Council
 resolves to continue the funding.
- What would the life expectancy be for an upgrade. The Chief Executive
 Officer advised that based on the life of the previous surface, it is
 estimated to be around 20 years.
- What were the upgrade costs in 2003. The Chief Executive Officer advised that Officers do not have this information. Mr Chris Marris advised that the current facility was fully funded by the club. The Shire assisted in more recent years with the lights.
- The incomplete sentence in section B.2. The Chief Executive Officer advised that this will be updated in the Ordinary Council Meeting agenda.

Mr Chris Marris left the meeting at 5:55pm.

12. REPORTS OF COMMITTEE MEETINGS

Cr D Galloway declared an "Impartiality" interest in item Community Grant Assessment Committee Meeting held on 1 June 2021 as Cr Galloway's family member is a member of Northam Youth in Emergency Services Cadets.





12.1 COMMUNITY GRANT ASSESSMENT COMMITTEE MEETING HELD ON 1 JUNE 2021

No queries were raised in relation to this item.

12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2021

No queries were raised in relation to this item.

OFFICER REPORTS

13.1 CEO'S Office

13.1.1 Delegated Authority Register 2021/22

Clarification was sought in relation to:

- The reasons for some of the new delegations and/or changes to the existing delegations. The Chief Executive Officer advised that most of the changes are tidying up the register and have been triggered from reviewing legislation requirements to ensure we are in a compliant position.
- Whether the tracked version can be provided. The Chief Executive Officer advised that this is available in the FTP and the clean version is included in the agenda.

13.1.2 Corporate Business Plan 2021/22

Clarification was sought in relation to:

- The changes made to the plan. The Chief Executive Officer advised that the changes are predominantly relate to a tidy up of the plan. Each Executive undertakes a review of the areas specific to them and makes an assessment as to whether the actions are still applicable. The practicality on delivering the action is also reviewed and Council will be provided with a budget consideration for some of these. If there is no budget provided Council will need to amend the delivery year in the Corporate Business Plan. Some duplications were also removed and some of the reporting structure has been updated.
- Whether the pressure on housing is relevant to the Shire in section 2. The
 Chief Executive Officer advised that this section provides the user with
 some context so the reader can get an understanding of what has
 impacted Shire of Northam. It was advised that this is viewed as a
 potential challenge for our community however Officers can adjust the
 wording in the Ordinary Council Meeting agenda.
- Whether the growing regional tourism market is relevant to the Shire in section 2. The Chief Executive Officer advised that it is seen as a





- challenge in terms of how the Shire takes on the opportunity it is being afforded and how we service this to get the most benefit.
- Whether section 2 should be from a recovery perspective. The Chief Executive Officer advised that this section is trying to provide a snapshot on what the impacts, challenges and opportunities are for the Shire and give the reader an insight into how the Council dealt with this.
- Whether the Financial planning section will be updated. The Chief Executive Officer advised that this will be updated once the budget has been adopted as per 1(b) of the recommendation.
- Whether the amount for building maintenance under section 6 should is missing a '0'. The Chief Executive Officer advised that this will be amended in the Ordinary Council Meeting agenda.
- Whether building maintenance under figure section 6 should be amended to the endorsed building maintenance budget for 2021/22.
 The Chief Executive Officer advised that figures are consistent with Council's Long Term Financial Plan.

Cr J E G Williams declared an "Impartiality" interest in item 13.1.3 - Policy G 1.20 Organisational Structure Policy & F 4.11 Budget Variation Reporting Policy as one of Cr William's daughters, Daughter-In-Law and her mother are staff members at the Shire of Northam. None of the mentioned are dependent on Cr William's.

13.1.3 Policy G 1.20 Organisational Structure Policy & F 4.11 Budget Variation Reporting Policy

Clarification was sought in relation to:

- The difference between the variation for 10% or \$20,000 and \$10,000. The Chief Executive Officer advised that the 10% or \$20,000 relates to material variances against the statement of financial activity. The \$10,000 is for the next level down at charter of accounts. This policy will require any changes at the charter of accounts level to be reported. Officers currently report on this however this Policy is proposed to have this documented to ensure it is clear and will also allow flexibility to move funds around at the charter of accounts level.
- When the policy will be implemented. The Chief Executive Officer advised that it would become policy immediately however it is proposed to implement this at 1 July 2021 as we are at the end of end of financial year.

13.2 ENGINEERING SERVICES

Nil.

13.3 DEVELOPMENT SERVICES





Cr C R Antonio declared an "Impartiality" interest in item 13.3.1 – Request to Initiate Proposed Scheme Amendment No. 16 to Shire of Northam Local Planning Scheme No. 6 – Extension to Avon Industrial Park as Cr Antonio is a board member (non-financial) of ACDF, which is mentioned in the report.

Cr R W Tinetti declared an "Impartiality" interest in item 13.3.1 – Request to Initiate Proposed Scheme Amendment No. 16 to Shire of Northam Local Planning Scheme No. 6 – Extension to Avon Industrial Park as Cr Tinetti is on the Avon Industrial Park Advisory Board.

13.3.1 Request to Initiate Proposed Scheme Amendment No. 16 to Shire of Northam Local Planning Scheme No. 6 – Extension to Avon Industrial Park

Clarification was sought in relation to:

- Whether the removal of vegetation in the area will result in other issues such as lack of screening. The Executive Manager Development Services advised that there is other vegetation in the area which will assist with screening. The amount proposed to be removed is not considered to be of high significance.
- Whether there is significant uptake at the Avon Industrial Park. The
 Executive Manager Development Services advised that the proposal
 has been put forward by Development WA as they have a potential
 tenant. They are exploring the opportunities for rezoning prior to
 development.
- Whether Development WA pay rates. The Chief Executive Officer confirmed that Development WA pay rates, including the differential rate.
- The timeline for the development. The Chief Executive Officer advised the proponent would like to have access to the site as quickly as possible.

13.3.2 Northam Race Club – Recycled Water Supply Agreement

Clarification was sought in relation to:

- Whether this agreement is entered into every year. The Executive Manager Development Services advised that this is a new agreement which is required for the Shire's licence.
- Whether the water treatment plant issues have been resolved? The
 Executive Manager Development Services advised that the water
 quality has improved since the issues in February and March 2021. It was
 advised that this agreement will not be affected by this and any
 upgrades to the system will result in a higher water quality being
 provided to the group.
- Whether the typographical error can be amended in the recommendation to demonstrate this is \$0.506 per kilolitre. The Chief





Executive Officer advised that this will be amended in the Ordinary Council Meeting agenda.

- Whether this should be kept at the current charge. The Executive Manager Development Services advised that Officers are not recommending a change to the charge. It is proposed to include the fee in Council's fees and charges which will trigger an annual review.
- Whether there is any cost to Council from the Water Corporation. The
 Executive Manager Development Services advised that there is no cost
 and the upgrades to the treatment plant are being funded by the Water
 Corporation. In addition, they will undertake the chlorination which will
 be a cost saving to Council.
- Whether there is an opportunity for Council to use the water. The
 Executive Manager Development Services advised that a significant
 amount is discharged into Avon River annually and Officers are working
 with the Water Corporation to develop a brief to understand the
 opportunities and constraints. Currently lack of storage is an issue for the
 Shire.
- Whether there is the possibility of surplus water being used to to reticulate
 the golf course. The Executive Manager Development Services advised
 that the primary focus is to get enough water for the Shire to use however
 the golf course is another potential user which has been identified.
- How the charges will be reviewed annually. The Chief Executive Officer
 advised that if Officers recommended an increase to these charges
 Officers would engage with the groups. Any upgrades to the system may
 result in a change to the charge.

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statements of Accounts – May 2021

No queries were raised in relation to this item.

13.4.2 Financial Statement for the period ending 31 May 2021

Clarification was sought in relation to:

• The cap which has been reached for WANDRA. The Executive Manager Corporate Services advised that the cap is currently \$175,000. The funding arrangement is two-thirds paid by WANDRA and one-third paid by Council until you reach cap. Once the cap has been reached, the full amount is funded by WANDRA. Officers are estimating the costs will be in the order of \$2-3 million. It was further queried whether this estimate is based off the assessment undertaken by the contractor engaged. The Executive Manager Engineering Services confirmed that this estimate has been provided by the contractor.





13.4.3 Public Interest Disclosure (PID) Policy Review

No queries were raised in relation to this item.

Cr C R Antonio declared an "Impartiality" interest in item 13.4.4 – Lease of 87 Duke Street, Northam to Northam Community Men's Shed as Cr Antonio is a Co-Patron (non-financial) of the Northam Men's Shed.

13.4.4 Lease of 87 Duke Street, Northam to Northam Community Men's Shed

Clarification was sought in relation to:

- Whether this is a new lease. The Executive Manager Corporate Services advised that this is renewing an existing lease as it has now expired.
- How much the group pay. The Executive Manager Corporate Services took the question on notice.

Response to Question Taken on Notice

In accordance with Council Policy, the Shire will levy an annual administration rent equivalent to the insurance cost for building. This is currently \$580.00.

 Whether the Toy Library is still operating? The Executive Manager Corporate Services took the question on notice.

<u>Response to Question Taken on Notice</u> The Northam Toy Library is still operating.

13.5 COMMUNITY SERVICES

Mr J B Whiteaker declared a "Financial" interest in item 14.1 - Chief Executive Officer Review Committee Meeting held on 27 May 2021 as this matter relates to Mr Whiteaker's employment.

The Staff left the meeting at 6:31pm.

MATTERS BEHIND CLOSED DOORS

14.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 27 MAY 2021

The Staff returned to the meeting at 6:41pm.

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 6.41 pm.



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

12. REPORTS OF COMMITTEE MEETINGS

Cr D Galloway declared an "Impartiality" interest in item Community Grant Assessment Committee Meeting held on 1 June 2021 as Cr Galloway's family member is a member of Northam Youth in Emergency Services Cadets.

12.1 COMMUNITY GRANT ASSESSMENT COMMITTEE MEETING HELD ON 1 JUNE 2021

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Grant Assessment Committee meeting held on 1 June 2021.

Adoption of Recommendations:

RECOMMENDATION

That Council approve the Community Grants Assessment Committee continue for the purpose of assessing 2021/2022 Community Development Grants.



Attachment 1 – Community Grants Assessment Committee Minutes



Shire of Northam

Minutes

Community Grants Assessment

Committee Meeting

1 June 2021





DISCLAIMER

This committee has been delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Community Grants Scheme.

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.

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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 10.03am.

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:

Shire President Deputy Shire President Councillor Councillor C R Antonio J E G Williams C P Della A J Menoshelyi

Staff:

Community Development Officer Executive Manager Community Services J Hawkins Jo Metcalf

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

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 aajoins the person's land; or a proposed change to the zoning or use of land that aajoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that aajoins 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	ttem No.	Name	Type of Interest	Nature of Interest
Community Grant Scheme Applications	11.1	Cr Carl Della	orl Della Impartiality	Some of the applicants are known to Cr Della
Community Grant Scheme Applications	11.1	Cr Julie Williams	Impartiality	Some of the applicants are known to Cr Williams
Community Grant Scheme Applications	11.1	Cr Attila Mencshelyi	Impartiality	Some of the applicants are known to Cr Mencshelyi. Applicants \$11, \$13, \$15, \$16 & \$14.
Community Grant Scheme Applications	11.1	Cr Chris Antonio	Impartiality	Many of the applicants are known to Cr Antonio or he is a member of the group.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.







7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 14 **APRIL 2021**

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.28

Moved: Cr Della Seconded: Cr Williams

That the minutes of the Community Grants Assessment Committee meeting held on 14 April 2021 be confirmed as a true and correct record of that meeting.

CARRIED 4/0

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

Nil





11. COMMITTEE REPORTS

11.1 COMMUNITY GRANT SCHEME APPLICATIONS

File Reference:	8.2.5.30		
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

For the committee to assess and make a determination on grant applications received as part of the Community Grants Scheme.

ATTACHMENTS

Attachment 1:	Grant Evaluation Report 2020/2021 Applicant S9 Northam Country Club Golf – Kennedy Cup
Attachment 2:	Grant Evaluation Report 2020/2021 Applicant \$10 Northam Country Club Golf – Northam Open Day (Ladies)
Attachment 3:	Grant Evaluation Report 2020/2021 Applicant A13 Northam Photography Group – Photowest 2021 Northam
Attachment 4:	Grant Evaluation Report 2020/2021 Applicant \$11 Northam & Districts Gun Club – Avon Valley Trap Carnival
Attachment 5:	Grant Evaluation Report 2020/2021 – Applicant \$12 Northam Wado Ryu Karate Training Mats
Attachment 6:	Grant Evaluation Report 2020/2021 – Applicant \$13 Northam Pistol Club Disabled Athlete Facilities
Attachment 7:	Grant Evaluation Report 2020/2021 – Applicant A14 Northam Heritage Forum
Attachment 8:	Grant Evaluation Report 2020.2021 – Applicant A15 Northam Army Camp Heritage Association
Attachment 9:	Grant Evaluation Report 2020/2021 – Applicant \$14 Northam Heritage Forum
Attachment 10:	Grant Evaluation Report 2020/2021 – Applicant \$15 Northam Youth in Emergency Services Cadets
Attachment 11:	Grant Evaluation Report 2020/2021 – Applicant A16 Northam Agricultural Society
Attachment 12:	Grant Evaluation Report 2020/2021 – Applicant \$16 Wundowie Golf Club





A. BACKGROUND / DETAILS

The 2020/2021 Community Grants Scheme Guidelines guide the application process and evaluation of the Program and Events and the Sport & Active Recreation Grants.

Applications opened on Monday, 3 August 2020 and will remain open until further notice.

The Shire of Northam Community Grants Assessment Committee has been formed to oversee and make determinations on all matters associated with the Community Grants Scheme.

The following applications have been received and are being presented for assessment:

Applicant	Grant Type	Project	Amount requested
Northam Country	Sport & Active	Kennedy Cup	\$550
Club – Golf	Recreation	Sponsorship	
Northam Country	Sport & Active	Northam Open Day	\$550
Club – Golf	Recreation	(Ladies) Sponsorship	
Northam Photography Group	Community Program & Events	Photowest 2021 Northam	\$5,000
Northam &	Sport & Active	Avon Valley Trap	\$500
Districts Gun Club	Recreation	Carnival	
Northam Wado	Sport & Active	Replacement of	\$2,400
Ryu Karate	Recreation	Training Mats	
Northam Pistol	Sport & Active	Disabled Athlete	\$7 ,500
Club	Recreation	Facilities	
Northam	Community Program	Agricultural	\$5,000
Heritage Forum	& Events	Celebration Day	





Northam Army Camp Heritage Association	Community & Events	Program	Migrant & Refugee Sunday	\$5,000
Northam Heritage Forum	Sport & Recreation	Active	Community Heritage Games Project	\$5,587
Northam Youth in Emergency Service Cadets	Sport & Recreation	Active	Annual Camp	\$7,500
Northam Agricultural	Community & Events	Program	Northam Agricultural Show	\$5,000
Society	Sport & Recreation	Active	Sponsorship of Ranger Cup	\$500
Wundowie Golf Club			O. Bri	

\$44,000 of the \$120,000 in the 2020/2021 Annual Budget has been awarded to date through this grant program, with \$45,087 requested in the applications to be dealt with in this agenda.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic

activities

Outcome: Provide a range of quality activities for specific

demographics, including seniors and youth

B.2 Financial / Resource Implications

Council has allocated funds in the 2020/21 budget towards community grants for program/event initiatives that promote community resilience and recovery in response to the COVID-19 pandemic.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A





B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	COVID-19 risks and social distancing for large gathering.	Minor (2) x Possible (3) = Moderate (6)	COVID-19 Safety Plan to be submitted and approved by the Shire.
Reputation	Nil.	/	
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Grant Evaluation Reports

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 13 applications.

Applicant S9 Northam Country Club - Golf

Applicant	Grant Type	Project	Amount requested
Applicant \$9	Community Sport &	Sponsorship of the	\$550
Northam Country	Active Recreation	Kennedy Cup	
Club - Golf	Grants		
	1	Total Project Cost	
4 4		\$2,050	

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.29

Moved: Cr Della

Seconded: Cr Menchselyi

That the Community Grants Assessment Committee approve a grant to the Northam Country Club Golf of \$550 (excluding GST) for sponsorship of the Kennedy Cup.

CARRIED 4/0





Applicant \$10 Northam Country Club - Golf

Applicant	Grant Type	Project	Amount requested
Applicant \$10 Northam Country Club - Golf	Community Sport & Active Recreation Grants	Sponsorship of the Northam Open Day (Ladies)	\$550
		Total Project Cost	V

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.30

Moved: Cr Menchselyi Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to the Northam Country Club Golf of \$550 (excluding GST) for sponsorship of the Northam Open Day (Ladies).

CARRIED 4/0

Applicant A13 Northam Photography Group

Applicant	Grant Type	Project	Amount requested
Applicant A13 Northam Photography	Community Program & Event Grant	Photowest 2021 Northam	\$5,000
Group		Total Project Cost \$31,596	

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.31

Moved: Cr Menchselyi

Seconded: Cr Della





That the Community Grants Assessment Committee approve a grant to the Northam Photography Group of \$5,000 (excluding GST) for the Photowest 2021 event to be hosted in Northam.

CARRIED 4/0

Applicant \$11 Northam & Districts Gun Club

Applicant	Grant Type	Project	Amount requested
Applicant \$11 Northam & Districts Gun Club	Community Sport & Active Recreation Grants	Sponsorship of the Avon Valley Trap Carnival	\$500
		Total Project Cost \$11,200	*

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.32

Moved: Cr Della Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to the Northam & Districts Gun Club of \$500 (excluding GST) for sponsorship of the Avon Valley Trap Carnival.

CARRIED 4/0

Applicant \$12 Northam Wado Ryu Karate

Applicant	Grant Type	Project	Amount requested
Applicant \$12 Northam Wado Ryu Karate	Community Sport & Active Recreation Grants	Replacement of Training Mats	\$2,400
		Total Project Cost \$2,400	

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.33





Moved: Cr Della

Seconded: Cr Menchselyi

That the Community Grants Assessment Committee approve a grant to the Northam Wado Ryu Karate of \$2,400 (excluding GST) for replacement training mats.

CARRIED 4/0

Cr Antonio sought clarification over whether this equipment was eligible within the guidelines. The Community Development Officer advised that equipment directly related to the project is eligible and that this application is favourable because the training mats are to be used by multiple community sporting groups.

Applicant \$13 Northam Pistol Club

Applicant	Grant Type	Project	Amount requested
Applicant \$13 Northam Pistol Club	Community Sport & Active Recreation Grants	Disabled Athlete Facilities	\$7,500
A Company		Total Project Cost \$17,100	

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.34

Moved: Cr Della

Seconded: Cr Menchselyi

That the Community Grants Assessment Committee DOES NOT approve a grant to the Northam Pistol Club for disabled athlete facilities.

CARRIED 4/0

Discussion regarding supporting capital works projects as other applications for capital works have previously been rejected by this committee.

Cr Antonio queried if there was an urgent need or if the club can wait and apply for a strategic grant in the next financial year.





It was recommended that the Northam Pistol Club be advised to apply for a Community Development Grant for the 2021/2022 financial year looking at the larger scope of works required at the Pistol Club.

Applicant A14 Northam Heritage Forum

Applicant	Grant Type	Project	Amount requested
Applicant A14 Northam Heritage Forum	Community Program & Event Grant	Agricultural Day Celebration	\$5,000
		Total Project Cost \$5,200	

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Heritage Forum of \$5,000 (excluding GST) for an Agricultural Day Celebration subject to:

- Obtaining any necessary traffic management approvals;
- Satisfactorily managing risk;
- · Consulting with the Northam Agricultural Society

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.35

Moved: Cr Menchselyi Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to the Northam Heritage Forum of \$5,000 (excluding GST) for an Agricultural Day Celebration subject to:

- Obtaining formal minuted agreement by the Northam Agricultural Society;
- Submission of a health and risk assessment and traffic management plan;
- Submission of a full event plan with a schedule and event maps

To be submitted to Council prior to the 30 June 2021 in order for the release the funds.

CARRIED 4/0





Discussion regarding the lack of planning for this event by not communicating their intentions with the Northam Agricultural Society. The Committee requested further information and approvals to support their application. If this cannot be obtained by 30 June in order to release funds this financial year the Northam Heritage Forum can re-apply for a Quick Response Grant in 2021/2022.

Applicant A15 Northam Army Heritage Camp

Applicant	Grant Type	Project	Amount requested
Applicant A15 Northam Army Heritage Camp	Community Program & Event Grant	Migrant & Refugee Sunday Total Project Cost \$5,200	\$5,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Army Heritage Association of \$5,000 (excluding GST) for Migrant & Refugee Sunday.

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.36

Moved: Cr Della

Seconded: Cr Menchselyi

That the Community Grants Assessment Committee approve a grant to the Northam Army Heritage Camp Association (NACHA) of \$5,000 (excluding GST) for Migrant & Refugee Sunday subject to:

- Submission of a full event plan and program including how Northam's migrant history will be showcased;
- · The event being made open to the public;
- Procurement from local businesses where possible.

CARRIED 4/0

The Committee was favourable of this event taking place in Northam as a celebration of our community's migrant heritage but were uncertain based





on the application of exactly what NACHA are aiming to achieve and whether the event would be open to the wider public. It was agreed that this event would be a good opportunity to showcase and further develop Northam's migrant history through curated displays and capturing oral histories of those in attendance. It was also agreed by the Committee that this event would be of interest to the general public, and they should not be excluded from attending.

Applicant \$14 Northam Heritage Forum

Applicant	Grant Type	Project	Amount requested
Applicant \$14 Northam Heritage Forum	Community Sport & Active Recreation Grant	Community Heritage Games Project Total Project Cost \$10,072	\$5,587

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Heritage Forum of \$5,587 (excluding GST) for Community Heritage Games Project.

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.37

Moved: Cr Menchselyi Seconded: Cr Williams

That the Community Grants Assessment Committee DOES NOT approve a grant to the Northam Heritage Forum for the Community Heritage Games Project.

CARRIED 4/0

Cr Williams spoke that the project has no relevance to heritage and there has been no evidence presented to demonstrate that the NHF know the disability market or have any experience working with people with disability.





Cr Antonio advised that he believed the purchase of giant games and storage shelves to be capital works and therefore not eligible. He stated that this project is not best placed with the heritage group. It is a worthy project that could be undertaken through the Northam Library, Recreation Centre or Killara.

The Committee wish to commend the Northam Heritage Forum for their consideration of a project aimed at including people with disability in our community.

Applicant \$15 Northam Youth in Emergency Services Cadets

Applicant	Grant Type	Project	Amount requested
Applicant \$15 Northam Youth in	Community Sport & Active Recreation	Annual Camp	\$7,500
Emergency Service Cadets	Grant	Total Project Cost \$11,143	

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Youth in Emergency Service Cadets of \$7,500 (excluding GST) for the Annual Camp.

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.38

Moved: Cr Williams Seconded: Cr Della

That the Community Grants Assessment Committee approve a grant to the Northam Youth in Emergency Service Cadets of \$5,000 (excluding GST) for the Annual Camp.

CARRIED 4/0

Cr Antonio questioned the ability to purchase the camping equipment requested locally within the Shire of Northam. The Community Development Officer responded with the answer provided by the applicant, which was





that the camping equipment available locally is not of a high enough quality.

Cr Williams and Cr Della stated that they believed the amount requested was disproportionate when comparing to other applications supported. Cr Williams suggested that parents could contribute through camp fees. Cr Antonio said that they could explore other grants for youth projects if required.

Applicant A16 Northam Agricultural Society

Applicant	Grant Type	Project	Amount requested
Applicant A16 Northam Agricultural	Community Program & Event Grant	Northam Agricultural Show	\$5,000
Society		Total Project Cost \$46,500	

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.39

Moved: Cr Williams Seconded: Cr Menchselyi

That the Community Grants Assessment Committee approve a grant to the Northam Agricultural Society of \$5,000 (excluding GST) for Northam Agricultural Show.

CARRIED 4/0

Applicant \$16 Wundowie Golf Club

Applicant	Grant Type	Project	Amount requested
Applicant \$1 Wundowie Golf Club	Community Sport & Active Recreation Grant	Sponsorship of Ranger Cup Men's Open Day Total Project Cost Not provided	\$500





RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.40

Moved: Cr Williams Seconded: Cr Menchselyi

That the Community Grants Assessment Committee approve a grant to the Wundowie Golf Club of \$500 (excluding GST) for Sponsorship of the Ranger Cup Men's Open Day.

CARRIED 4/0





Attachment 1



Kennedy	Cup & Northam Open Weekend Summary of Application
Project Summary	The Northam Open weekend includes two days of golf starfing with a combined pairs event played on the Saturday, followed by an individual competition on the Sunday. All events are open events to all players through the State that have a valid Golflink Handicap. 28-29 August 2021.
Applicant	Northam Country Club – Golf Shirley Smyth
Amount requested	\$550
Quotes to support request Financial Statements Detailed Project budget	Shire of Northam Request - \$550 Sponsorship confirmed - \$1,500 (Aviso, Avon Valley Toyota, Countrywide Group, Focused Tax Solutions, Patton's Panel & Paint.
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes







Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions; (i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups (b) Provide ongoing support for sporting groups; (i) Make contact with each sporting club to ascertain their planning around future seasons
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.
Procuring from local suppliers	Unknown
Acquitted previous funding	Yes







Responds to community need resulting from COVID-19	This is an annual event which commenced in 1929. The long history of this competition demonstrates the importance golfers place on it.
	Last year the competition was able to go ahead, but in a modified form due to the Covid -19 epidemic.
	Holding this event again this year helps our recovery in 2021, restoring a sense of "normality" within our golfing community.
Comment	This application meets the eligibility requirements. In previous years this event has been supported
	through the Club Sponsorship Community Grant round.





Attachment 2



	ation S9 – Northam Golf Club rtham Open Day (Ladies) Summary of Application
Project Summary	The Northam Open Day is an individual event, held annually with female golfers from around the region competing.
	20 July 2021.
Applicant	Northam Country Club – Golf Shirley Smyth
Amount requested	\$550
Quotes to support request Financial Statements Detailed Project budget	Shire of Northam Request - \$550 Sponsorship confirmed – Northam & Districts Glass, Country Wide Group & Northam Optical.
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes





SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;
Trainework ((i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups
	(b) Provide ongoing support for sporting groups;
.00	(i) Make contact with each sporting club to ascertain their planning around future seasons
Alians with Shire of	OUTCOME 2.2
Northam Strategic Community Plan	There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.
Procuring from local suppliers	Unknown
Acquitted previous funding	Yes







Responds to community need resulting from COVID-19

This is an annual event which has a long history. Female golfers are invited to attend from surrounding Avon Valley golf clubs, so it gives opportunity for women to compete together, and to enjoy physical activity, but also enjoy social interaction. Long-standing friendships are established and maintained.

During Covid -19 restrictions in 2020 many Open Days were cancelled, so, in 2021, events like this will be eggetly looked forward to as friendships are

were cancelled, so, in 2021, events like this will be eagerly looked forward to as friendships are renewed and the community re-establishes confidence in undertaking its usual social activities and relationships.

This application meets the eligibility requirements.

In previous years, this event has been supported through the Club Sponsorship Community Grant

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Comment





Attachment 3

SET FOR COMMUNITY PROGRAM & EVENT GRANTS 2020/20

Application A13 – Northam Photography Group Photowest 2021 Northam

Project Summary

This Western Australia Photographic Federation (WAPF) annual event attracts around 150 photographers of different physical abilities, plus family members from across WA.

Each year Photography clubs are invited to submit applications to host the event. The Northam Photographic Group (NPG) won the bid to host 2021 event.

- Official opening night with MC, Welcome to Country & guest speakers with official guests & sponsors.
- Photography Workshops and presentations by interstate, WA and local Photographers
- Heritage building photo-walk
- Balloon festival photography
- Various photographic activities across multiple town locations
- A photographic exhibition
- Presentations and tutorials
- Portraiture workshops
- Catering and transport

The WAPF photographic exhibition will display the work of top photographers from WA, which will be open to the public for selected time during the weekend.

The NPG plans to assist the Shire of Northam to form a public exhibition displaying balloon images in the main street of the business precinct.

During PhotoWest, catered will be provided by a range of local businesses, including lunch, dinner, morning and afternoon tea. Local business will provide the hire of various equipment, local models







	will be engaged for portraiture workshops, with professional wardrobe, hair and make-up sourced locally. The workshops are diverse to appeal to a wide range of photographic interests from historic, landscapes and portraiture. They will all provide an environment where attendees can develop new skills and enhance existing photography expertise, in a social environment, while discovering what the Shire of Northam has to offer.
Project/Event Date	3 – 5 September 2021
Applicant	Northam Photography Group Jenny Utting
Amount requested	Shire of Northam Request \$5,000 Cultural Welcome - \$950 Wardrobe & make-up - \$2,000 Hire of local models - \$1,500 Bus hire - \$550 Name cards - \$218 Program - \$293
Quotes to support request	Not provided but have pledged to utilise local businesses.
Financial Statements	Not provided
Detailed Project budget	Total Project Cost \$31,596







	See attachment
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	iii) Medium term actions (1) Support & plan community events for recovery phase; (2) Deliver Council projects which will support long term recovery activities;
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 1.4 A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region. Objectives: Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets; Position Northam as an ideal destination to attract regional, state and second-tier national events; Effectively market the tourism options available within the Shire of Northam including annual flagship events;
Procuring from local suppliers	Yes
Acquitted previous funding	Yes





SET FOR COMMUNITY PROGRAM & EVENT GRANTS

Responds to community need resulting from COVID-19	PhotoWest is an annual event aimed at encouraging photography in WA. For the promotion and recognition of photography generally and particularly as an art form:
	To assist and coordinate the activities of camera and photography clubs within the state of Western Australia.
	To encourage fellowship and promoting social activity between clubs and their members.
	To facilitate the exchange of ideas.
	To embrace new ideas and technology associated with photography.
CC	PhotoWest provides an opportunity for participation in line with the Act, Belong, Commit (government physical and mental health improvement program). To socially interact while building capacity in the art of photography and learning new skills delivers physical, intellectual, artistic and social elements to enhance mental and physical health and promote the community.
Comment	This application meets the eligibility requirements of the Community Program & Event Grants.
)`	This event will attract numerous people to Northam and will provide a significant boost to a wide range of local businesses, not just retail and hospitality.





WAPF PhotoWest 2021 Budget as at:	2021 Budge	t as at:			29-Apr-21		
						Notes	
Paying Attendees - Early birds	80					Non-Payers	Count
Paying Attendees - Regular	20					Nikon(2)	2
Dinner only tickets	10	1				CE(2) - confirmed with Saul	2
Non-Paying Attendees	17					TD(1) - confirmed max 3	
Regular attendance fee	\$220		6			Nikon Speaker&Steve Wise	2
WAPF admin fee	5%	1				Camera House Midland	2
Early bird discount	10%					NPG workers	88
ltem	Rate	No.	Amount		Comment	Total	17
MCOME							
Attendes fees - early birds	\$200	80	\$15,200				
Attender fees - regular	\$220	88	\$4,180				
Dinner only tickets	550	10	\$500	4	Partners		
Shire of Northam Community Grant	\$5,000	р.	\$5,000		Between \$2500 - \$5000?		
WAPF grant	\$4,000	pos	\$4,000	6	Guaranteed		
Nation speaker grant	ounce	-	\$0	*			
Total Income			90	531.880		Ballooning Event Saturday 5 ~ 8am	Key Grab usually held at Airport
							The second secon
EXPENSES						Cost/Attendee	
Speakers				\$7,200		90.00	
Court Country (Second organization) - fee	0000776		0000		Patrick Name		
Guest speaker (Sportsphotographer) - accom	9005		9500		Paid by Nikon		
Local speaker (Steve Wise) - the	\$2,000		52,000		Speak & Workshop Paid by WAPS		
Local speaker Angle Roe – fee	\$750	-	\$750		Speak & Workshop Paid by WAPF		
Guest speaker (Steve Wise) – Accom	\$500	-	\$500		Paid by WAPF		
Indigenous Cultural Welcome	\$950	1	\$950		Paid by Grant		
Venue				52,222		\$27.78	
Fri 3rd - Town Hell: 9am-10pm	186	. 50	584			We have asked for Venue free of charge.	Shire of Northam
PTI 370 -Lesser Hall: 98m-Jupm	3/10		570				
Car Att Town Hall Carm School	000		0026		THE FAID DY WAFT		
Sat 4th - Lesser Half: Sam-Som	55 55		570				
Sat 4th - Old Railway Station Donation	\$200		5200				
Sat 4th - Link Theatre arvo	\$100	-	\$100		Steve Wise Workshop paid by grant		
Sat 4" - Sound System (radio mic.)	\$250	,	\$250		Hire Paid by WAPF		
Sun 5th - Town Hall: 8am-5pm	584	4 540	584				
Sun 5" – Sound System (projector+radio mike)	\$250	· ·	\$250		Hire Paid by WAPF		
Sun S ^a – (projector)	\$100	94	5100		Hire from Mundaring Camera Club		
Set-up & cleaning fee Check with Shire	5430	pai	5410				
Hire of Screens from AVAS for image display	\$200	0	5200				





							ote: All costs are GST inclusive
	4		\$284	SZ			rplus(Deficit)
	81/8				_		
	\$394.95	\$35	96	\$31,596			otal Costs
	8		Included in WAPF admin fee (5%)	88	100	56	aypal charges
		6		5480	bob	\$480	Vorking Committee dinner
				\$500		\$500	undry costs
		-	Old Railway Station workshop	\$100	jun.	\$100	moke Machine hire
	J	(Paid by Grant	\$550	pus.	\$550	bus Hire for transferring to wkshp x2
			Paid by Grant	\$1,500		\$150	Models for Workshop events
			Paid by Grant	\$2,000		\$2,000	lakeup artist and Wardrobe costs for Models
			NPG working committee	\$390	10	\$39	NPG Tshirts for workers
	Γ		Printing & Postage to Clubs	\$600	-	\$600	Marketing and Promotional Material
		ant	To be printed by Country Copiers - Grant	\$293	117	13	rogram booklets for participants
			Estimate only Paid by Grant	\$234	117	10	Name cards
	\$83.08	\$6	E A	\$6,647			Other
				\$100	Book	\$100	lowance for breakages
		_	曹	5433	117	22	rockery hire Coffee/Tea Mugs Tsp Side plates
		_	Quote by Lume	5204	12	\$17	able cloth hire
		_	Cakes by Bron (Cupcakes)	\$381	127	\$3.00	Sunday - morning tea
		-	Preim estimate based on liquor store	1,676	. 4	SIB	laturday evening - wine & drinks
ecloths/Crockery/ cutlery/glassware/softdrink/Food	Includes 3 wait staff/Tablecloths/Crockery/	_	Quote from Lume - inclusions	\$6,731	127	\$53	Saturday evening – dinner 3 courses
		_	NPG Committee Ladies	\$468		\$4.00	laturday - afternoon tea
		Bit	Subway (\$1050), Fruit (\$270) = 100 pair	1585	1	\$7.30	saturday - lunch
		_	NPG Committee Ladies	\$458		54.00	Saturday - morning tea
			Prelim estimate based on liquor store	00.TTS	H	510	riday evening - wine & drinks
		_	Yet to finalise	\$936	107	25	riday evening - platters
			Yet to finalise	\$2,106		8118	riday evening - standup food
	\$194.09	\$15	27	\$15,527	_	1	attening





Attachment 4

SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

Application \$11 – Northam Gun Club 57th Avon Valley Trap Carnival Summary of Application		
2 ½ day clay target shooting competition. It includes a State Title event & brings between 70 – 80 competitors plus family to Northam. To be held 23 – 25 July 2021		
Northam & Districts Gun Club Reg Stevens		
Shire of Northam request - \$500 Applicant cash - \$5,000 Other sponsorship - \$1,300		
Quotes not provided. Financial statement provided balance as of April \$44,000. Total Project Cost - \$11,200 Catering & Sundries - \$900 Trophies & Prizes - \$5,500		







	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions; (i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups (b) Provide ongoing support for sporting groups; (i) Make contact with each sporting club to ascertain their planning around future seasons
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.







Procuring from local suppliers	Details not provided.
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	This event will run it 57th year this year. The event promotes the sport of clay target shooting and being an all-inclusive sport has a vast range in ages, both male & female and caters for people with disabilities.
Comment	This application meets the eligibility requirements for the Community Sport & Active Recreation Grants.
	This event has previously been sponsored by the Shire of Northam.





Attachment 5



Application S12 – Northam Wado Ryu Karate Training Mats Summary of Application	
Project Summary	To purchase new professional training mats to prevent injury to the members and create a more professional environment for the club. The mats will be used for regional and Perth tournaments and will be shared with other groups based at the Northam PCYC including gymnastics, Camo Play, self-defence, Ninja's & Box sport (Stryka).
Applicant	Northam Wado Ryu Karate Mic Gunn
Amount requested	\$2.400
Quotes to support request Financial Statements Detailed Project budget	Giri Martial Arts Supplies - \$2,400
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes





SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;
	(i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups
	(b) Provide angoing support for sporting groups; (i) Make contact with each sporting club to ascertain their planning around future seasons
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.
Procuring from local suppliers	Unable to be procured locally.
Acquitted previous funding	Yes





SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

Responds to community need resulting from COVID-19	The Northam Wado Ryu Karate club elects to keep fees as low as possible to enable as many people to participate as possible. They have both junior and senior membership. The club volunteers regularly fundraise but have been unable to raise enough funds to cover the new mats. New mats are required because they are regularly used by all groups within the PCYC and the current
Comment	mats are old and beginning to tear. This application meets the grant guidelines and supports the grant objectives of: To encourage community partnerships between community organisations Encourage high quality service delivery
Ci	The existing mats were also purchased through a Shire of Northam Community Grant in 2015.





Attachment 6



Project Summary	The Northam Pistol Club are seeking to improve their facilities and increase their membership of people with disability through the provision of a transportable disabled toilet.
Applicant	Northam Pistol Club Rick Kennedy
Amount requested	Shire of Northam request \$7,500 Applicant cash - \$9,600 In-kind support - \$4,000
Quotes to support request Financial Statements Detailed Project budget	Guotes not provided. Current Financial Statement provided – balance \$4,295 Total project cost estimate - \$17,100 Disabled toilet - \$16,100 Concrete works - \$500 Plumbing - \$500





SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	(b) Provide ongoing support for sporting groups; (i) Make contact with each sporting club to ascertain their planning around future seasons (c) Ensure sporting
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives: - Maintain a range of sporting facilities in Northam townsite, as expected of a Regional Centre;
Procuring from local suppliers	Not stated.
	1







Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	The project will introduce the sport and expand participation options for people with disability and older athletes. It is a sport that people of all ages and abilities can participate in.
	The Northam Pistol Club currently have 1 wheelchair athlete and 11 members over the age of 65, but do not have appropriate facilities to cater for them.
	Having disabled athlete facilities will enable the Northam Pistol Club to attract more events given that they are Paralympic sport and will potentially bring more people into visiting Northam.
Comment	This application does support the expansion of disability sport within the Shire of Northam, which is one of the objectives of these grants, however it is also a capital works project which is not eligible.
1-3	There are concerns about the club's financial capacity to deliver the full project.
	It is recommended that this club be advised to apply for a Community Development Grant in 2021/2022.





Attachment 7



	Celebration Day
Project Summary	In celebration of the early settlers in Northam the NHF will host the Working Horse Society of WA to put on a demonstration at the Old Northam Railway Station. This event will run on the same day as the Northam Agricultural Show and to link the two events transport would be provided in the form of horse & wagon and/or vintage bus.
Project/Event Date	11 September 2021
Applicant	Northam Heritage Forum Genoefa Budas
Amount requested	Shire of Northam request \$5,000 Applicant cash - \$200 Applicant in Kind - \$2,500
Quotes to support request	Not provided
Financial Statements	Balance as of April - \$13,205
Detailed Project budget	Total Project Cost - \$5,200 Perth Horse & Carriage Hire - \$1,500 Working Horse - \$1,000 Bus Preservation Society - \$1,500 Marketing - \$200





SET FOR COMMUNITY PROGRAM & EVENT GRANTS 2020/20

Traffic fees - \$500
Assessment Criteria
Yes
Yes
COMMUNITY iv) Long term actions (1) Deliver key events, including; (a) Confirm 2021 World Women's Ballooning Championships Celebration (b) Northam Motor Sport Festival (c) Wundowie Iron Festival (d) Bakers Hill Community Fair (e) Northam Agricultural Show (f) Avon Descent (g) Christmas on Fitzgerald
OUTCOME 1.4 A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region. Objectives: Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets; OUTCOME 2.2 There are a variety of recreation and leisure activities





SET FOR COMMUNITY PROGRAM & EVENT GRANTS 2020/20

Procuring from local suppliers	Bakers Hill Working Horse Society
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	Restrictions imposed on the Agricultural Show has resulted in the number of classes being able to be part of the show being reduced. By utilising the space at the ONRS museum, the local working horse society of WA represented by Baker's Hill residents can showcase what they do. Parking can be an issue at the recreation ground and providing transport between venues allows for the distribution of parking as well as offering a different way of enjoying Northam's heritage buildings.
Comment	This grant meets the eligibility requirements of the Community Program & Event Grants. The Northam Agricultural Society have not been consulted about this project.





Attachment 8



	10.1. 0.0.
Project Summary	Host a multicultural open day event at the Old Northam Railway Station Museum. This will include invitations to those who have been processed through the Old Northam Army Camp, Holden Camp & the accommodation properties within Northam. There will be a general invitation for general Shire of Northam residents who have migrated to Australia
	and their families.
Project/Event Date	26 September 2021
Applicant	Northam Army Heritage Association Genoefa Budas
Amount requested	Shire of Northam request \$5,000
	Applicant cash - \$200
	In-kind - \$2,500
Quotes to support request	Not provided
Financial Statements	Balance as of April - \$13,205
Detailed Project budget	Total Project Cost - \$5,200
	Group coordination (phone, in person contacts, fuel - \$1,000
	Marketing (program) - \$1,000







	Event fees (full risk management) - \$500 Entertainment (traditional dancers) - \$2,500 Refreshments - \$200
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	COMMUNITY iv) Long term actions (1) Deliver key events, including; (a) Confirm 2021 World Women's Ballooning Championships Celebration (b) Northam Motor Sport Festival (c) Wundowie Iron Festival (d) Bakers Hill Community Fair (e) Northam Agricultural Show (f) Avon Descent (g) Christmas on Fitzgerald
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 1.4 A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region. Objectives: Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets; OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.







Procuring from local suppliers	Not specified
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	Migrant & Refugee Sunday is recognised around the world and is in its 107 th year. Australia has designated 26 September 2021 in recognition of this day. "Welcoming, protecting, promoting and integrating internally displaced persons"
	Covid-19 has resulted in people feeling isolated. This event links them back to their heritage and others from their community. They cannot travel due to international travel bans.
	Learning about previous generations cannot be done by direct families due to being displaced refugees. This education must now be carried out by the communities so that it is not lost. This includes the stories of surviving descendants.
Comment	This project meets the eligibility requirements of the Community Program & Events Grants. Concern that the budget is not fully developed with
	no quotes or justification to support amount requested.





Attachment 9



	Games Project Summary of Application
Project Summary	To implement a 5-week activity plan that can be duplicated to meet the needs of multiple community stakeholders.
	The program will be broken down into 5 weekly activities that provide opportunities for physical, cognitive, and social skills building for people with disability.
CY	The Northam Heritage Forum would have the collection of these games available as a community resource.
Applicant	Northam Heritage Forum
1	Genoefa Budas
Amount requested	Shire of Northam request - \$5,587
	Applicant Cash - \$200
	In-kind - \$4,500
Quotes to support request	Total Project Cost - \$10, 072
Financial Statements	Equipment purchase (giant games) - \$4,932
Detailed Project budget	Marketing - \$640







	Volunteer supervisor - \$4,500
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.1 People in the Shire of Northam feel that their community is caring and inclusive. Objectives: People with disabilities are able to live a safe and fulfilling life in the Shire; OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives:







	Facilitate the provision of varied cultural and artistic activities; Provide a range of quality activities for specific demographics, including seniors and youth;
	- A range of outdoor leisure activities available throughout the Shire of Northam;
Procuring from local suppliers	Notspecified
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	Covid-19 has resulted in isolation for different community demographics including older individuals and people with disability. There are limited services and gaps in social opportunities in Northam
Comment	This grant meets the eligibility requirements and objectives of the grants as it a new activity aimed as people with disability.
	Concern there is no mention in the application of collaboration with a disability service provider or professional, or the Heritage Forum's experience in working with this vulnerable cohort within our community.





Attachment 10



Application \$15 North	ham Youth in Emergency Services Cadets – Annual Camp Summary of Application
Project Summary	Financial assistance for the purchase of camping equipment to assist the unit to deliver an annual camp for the cadets to further develop their skillset.
C	This will allow cadets to engage with the cadets from Clackline and Wundowie sub-units in a social setting, whilst reinforcing the learning they have received throughout the year.
()	The cadet program is largely cost neutral to families with activities such as the camp being the only expense. This grant will help subsidise costs and keep the program more affordable for all.
Applicant	Northam Youth in Emergency Services Cadets Brendon Rutter
Amount requested	Shire of Northam request \$7,500 Camp fees - \$2,000 In-kind - \$5,000
Quotes to support request Financial Statements	Total project cost - \$11,143 25 x Spinifex Nakara Tent - \$4,225 6 x Oz trail Ironside Picnic Table - \$954





SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

6 x Coleman lighted, heat shielded shelter (gazebos) - \$2,964 Cooking supplies (small camp stove, pots, pans, utensils) - \$1,000 Food & misc\$2,000
Assessment Criteria
Yes
Yes
Continue to work closely with community support and youth agencies to coordinate service delivery;
OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.







Procuring from local suppliers	The applicant advises that the same quality products are not available from local suppliers.
Acquitted previous funding	N/A
Responds to community need resulting from COVID-19	The project has been developed to value add to the program being delivered to youth within the Northam Shire district by the Emergency Services Volunteers.
	The camps provide a platform for reinforced learning outcomes and enable the cadets to put their skills into practice in a controlled environment.
	The Camp will be an annual event within our own unit, but we also wish to attend camping trips with other cadet units in the region and so that Cadets can attend State run camps in Perth and in the South West. These events broaden the experiences our
	future emergency service volunteers can have. Currently we would need to borrow equipment if we are to send cadets to these events, COVID-19 has restricted the cadets as some of their instructors live in the Metro area and haven't been able to assist, putting pressure on the local leaders.
	The YES cadets was also delayed for the programmed launch on Feb 2020 until August 2020 due to COVID related issues.
Comment	This project meets the eligibility requirements of the Community Sport & Active Recreation Grants as the







purchase of the equipment is for the purpose of the project.

This equipment purchased will continue to be used for future camps.





Attachment 11



	Tr. 61
Project Summary	The Show provides a platform for the promotion of the agricultural, harticultural, industrial and social aspects of living within the Shire of Northam with opportunities to showcase the above as individuals & business. The Show offers the public the ability to be involved in this community event with opportunities for fundraising, an outlet for a safe and enjoyable environment, incorporating the Act, Belong, Commit protocols, and Equal Opportunities for those of all abilities.
Project/Event Date	10-11 September
Applicant	Northam Agricultural Society Matthew Letch
Amount requested	Shire of Northam request \$5,000 Applicant cash - \$34,000 Other grants/sponsorship - \$3,000 Donations - \$4,500 In-kind - \$40,000
Quotes to support request	Not provided
Financial Statements	Total assets as of April 2021 - \$69,946







Detailed Project budget	Total Project Cost - \$46,500 Promotion & advertising - \$5,500 Hire of equipment - \$13,000 Waste control / Covid stations - \$1,000 Entertainment & fireworks - \$22,000 Security - \$3,000 First Aid - \$1,000 Lease of grounds - \$1,000
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	C COMMUNITY iv) Long term actions (1) Deliver key events, including; (a) Confirm 2021 World Women's Ballooning Championships Celebration (b) Northam Motor Sport Festival (c) Wundowie Iron Festival (d) Bakers Hill Community Fair (e) Northam Agricultural Show (f) Avon Descent (g) Christmas on Fitzgerald







Aligns with Shire of Northam Strategic	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. - Facilitate the provision of varied cultural and artistic activities
Community Plan	Provide a range of quality activities for specific demographics including seniors and youth; A range of outdoor leisure activities available throughout the Shire of Northam;
Procuring from local suppliers	Not specified
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	In 2020 with the onset of Covid-19, the Northam Agricultural Society committee decided to go ahead with the Show in a lesser format to provide the community with an event which they would have safe, family fun. This proved successful and the feedback from all that attended was very positive. The Northam show has been running for over 130 years and continues to be a showcase for the Shire of Northam.
Comment	This application meets the eligibility requirements of the Community Program and Events Grant. In 2019, Council pledged the Northam Agricultural Society \$5,000 for 3 years for the Northam Farmers Show. Although not automatically honoured in 2020 due to COVID, the intention is to include this allocation in the 2021/2022 budget.





Attachment 12



	tion \$16 – Wundowie Golf Club onsorship of Ranger Cup Summary of Application
Project Summary	The Ranger Cup Men's Open Day attracts up to 50 players from as far afield as Bunbury and from throughout the Avon Valley. Tournament date: 1 August 2021
Applicant	Wundowie Golf Club Alan Bradley
Amount requested	\$500
Quotes to support request Financial Statements Detailed Project budget	Not provided
	Assessment Criteria
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes







Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions; (i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups
C	(b) Provide ongoing support for sporting groups; (i) Make contact with each sporting club to ascertain their planning around future seasons
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.
Procuring from local suppliers	The club state in their application that catering and the majority of supplies will be sourced from Wundowie.
Acquitted previous funding	Yes







Responds to community need resulting from COVID-19	Resuming tournaments such as this assists not only the golfing community, but the broader community to restore a sense of normality following the Covid-19 pandemic. It allows people to come together from across various golf clubs and socialise whilst enjoying the sport.
Comment	This application meets the eligibility requirements. Similar sporting events have been sponsored by the Shire of Northam.





11.2 FUTURE OF THE COMMUNITY GRANTS ASSESSMENT COMMITTEE

File Reference:	8.2.5.30	
Reporting Officer:	Jaime Hawkins, Community Development Officer	
Responsible Officer:	Jo Metcalf, Executive Manager Community Services	
Officer Declaration of Interest:	NI	
Voting Requirement:	Nil	
Press release to be issued:	No	

BRIEF

To make a determination on the future of the Community Grants Assessment Committee.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

At the Ordinary Council Meeting on 15 July 2020, Council established the Community Grants Assessment Committee to make determinations on applications received through the Community Grants Scheme. This committee was granted delegated authority to receive and assess grant applications, and to make a final determination on all grant applications received.

At the Ordinary Council Meeting held 19 May 2021 Council accepted a revision of the Community Support Policy outlining a new direction for Community Grants commencing in 2021/2022, which includes:

- Progress Association Budget Requests, which will be assessed annually;
- Education Prizes and Donations, which have a set allocation;
- Community Development Grants, which will be assessed annually; and
- Quick Response Grants, which will be assessed internally and granted at the discretion of the CEO.

It is to be determined whether the Community Grants Assessment Committee continues to make the determination on funding applications received for the Progress Association Budget Allocations and Community Development Grants, or if these are to go to the full Council.





B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic

activities

Outcome: Provide a range of quality activities for specific

demographics, including seniors and youth

B.2 Financial / Resource Implications

Council will make a determination in the 2021/2022 Annual Budget on the funding available through the Community Grants Scheme

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The grants program is oversubscribed with more requests for funding received greater than the funding available through the 2021/2022 Council Budget	Likely (4) x Insignificant (1) = Low (4)	The Committee will make a determination on all applications and award grants to those who best demonstrate that they meet the funding objectives.
Health & Safety	Nil.		
Reputation	There is disagreement over the committee's decision to award/not award funding	Possible (3) x Insignificant (1) = Low (3)	Assessments will be made following the grant guidelines and against the Shire of Northam Community Strategic Plan and Community Plans.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		





C. OFFICER'S COMMENT

With the newly adopted Community Support Policy there will be no longer be the need for ongoing Community Grants Assessment Committee Meetings. However, given the volume of grants likely to be received it is recommended by Shire Officers that the Community Grants Assessment Committee remain in place to assess applications at the time of these grant rounds and not be dissolved. It is thought that this process will be more efficient than referring all applications to a full Council meeting.

MOTION

Minute No: CCAG.41

Moved: Cr Williams Seconded: Cr Menchselyi

That the Community Grants Assessment Committee continue for the purpose of assessing 2021/2022 Community Development Grants.

CARRIED 4/0

Discussion about the Community Grants Scheme to be implemented in 2021/2022. Cr Williams questioned how this will affect allocations given to groups such as AVAS and Seniors Groups. The Community Development Officer advised that it won't affect the money given to AVAS for the Art Prize, however the allocation previously awarded to seniors group will no longer be given and they will have to apply for specific projects.

Cr Williams requested that when the new guidelines are developed there is clarification over when the project has to be available to all or when it can be to specific target groups.

12. URGENT BUSINESS APPROVED BY DECISION

Nil.

13. DATE OF NEXT MEETING

To be confirmed.

14. DECLARATION OF CLOSURE





There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 11:28am.

	e Minutes of the Community Grants Assessment Committee 14 April 2021 have been confirmed as a true and correct
record.	President
	Date





12.2 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 2 JUNE 2021

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit and Risk Management Committee meeting held on 2 June 2021.

Adoption of Recommendations:

RECOMMENDATION

That Council:

- 1. Endorse the Fraud and Misconduct Plan as presented.
- 2. Receive the update as provided in the monthly Compliance Calendar Report.
- 3. Receives the May 2021 Shire of Northam Risk Register update.
- 4. Endorse the ICT Strategy 2021-2026 as presented, subject to the following amendment:
 - a. Under 'Business Systems and Applications' on page 13 of the ICT Strategy, replace the words 'Review Core Business System Synergy Soft' with 'Replace Core Business System Synergy Soft'.
- 5. Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the ICT Strategic Plan 2021-2026
- 6. Receives the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review;
- 7. Not require the ICT Audit Service Action Plan to be provided in the future.
- 8. Receives the update as provided in Attachment 1 in relation to the progress made towards the Parks and Gardens Service Review Recommended Actions.
- 9. Receives the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan. receives the update as provided in Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan. Receives the update as provided in Attachment 1 in relation to the progress made towards the OSH Action Plan.



Attachment 1 – Audit & Risk Management Committee Minutes







DISCLAIMER

These minutes are yet to be dealt with by the Council. The decisions shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council. The minutes of the 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 <u>WRITTEN CONFIRMATION</u> of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 1:00pm.

2. ACKNOWLEDGEMENT TO COUNTRY

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

3. ATTENDANCE

Committee:

Shire President Councillors

Staff:

Chief Executive Officer
Executive Manager Corporate Services
Executive Assistant – CEO
Accountant

Guest:

Auditor Butler Settineri

Auditor Office of the Auditor General (via video link)

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE Nil.

Nil.

3.3 ABSENT

Nil.

4. DISCLOSURE OF INTERESTS

Nil.

Cr C R Antonio Cr A J Mencshelyi Cr S B Pollard

Cr M P Ryan arrived at

1:35pm

J B Whiteaker C Young A McCall

Z Macdonald left at 1:35pm

Marcia Johnson left at

1:35pm

Anne Lei left at 1:35pm





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 **tinancial 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 tinancial 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 tinancial** 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 aajoins the person's land; or a proposed change to the zoning or use of land that aajoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that aajoins the person's land.

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

5. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD ON 4 MARCH 2021

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.183

Moved: Cr Pollard Seconded: Cr Mencshelyi

That the minutes of the Audit & Risk Management Committee meeting held on 4 March 2021 be confirmed as a true and correct record of that meeting.

CARRIED 4/0





6. COMMITTEE REPORTS

6.1 AUDIT ENTRANCE MEETING

File Reference:	8.2.7.5	
Reporting Officer:	Colin Young, Executive Manager Corporate Services	
Responsible Officer:	Colin Young, Executive Manager Corporate Services	
Officer Declaration of Interest:	NII	
Voting Requirement:	N/A	
Press release to be issued:	No	

BRIEF

For Council to meet with a representative from the Office of Auditor General to discuss the 2020/2021 Audit Scope and Procedures.

ATTACHMENTS

Attachment 1: Planning Summary.

Attachment 2: Audit Timetable 2021

A. BACKGROUND / DETAILS

As per changes to the Local Government Act 1995 and the Local Government (Audit) Regulations 1996, Council has been audited by the Office of Auditor General since 2018. Butler Settineri was appointed as the nominated auditors for the OAG for the Shire of Northam for a period of three years. As part of the audit procedures an audit entrance meeting is required.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme 6: Governance and Leadership

Outcome 6.3 The Shire of Northam council is a sustainable, responsive,

innovative and transparent organisation.

Objective: Ensure robust financial management.

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.





Local Government (Audit) Regulations 1996

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

R & Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil		10
Health & Safety	Nil		
Reputation	Nil		
Service Interruption	Nil	10	7.
Compliance	Nil		
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

Anne Lei from the Office of Auditor General will attend via video link along with Marcia Johnson from Butler Settineri who will be carrying out the audit on behalf of the Office of Auditor General.

Anne/ Marcia will brief the Committee on

- 1. Audit approach
- 2. Business operations
- 3. Significant risk and audit focus areas identified
 - Changes in accounting standards
 - Changes to Local Government regulations
 - Related party transactions
 - Revenue recognition and cut off
 - Unauthorised and incomplete expenditure
 - Unrecorded liabilities
 - Joint arrangement
 - Provisions including casual employees
- 4. Significant Assets acquired and disposed
- 5. Compliance with Laws and regulations
- 6. Changes in accounting policies
- 7. Related parties/ entities
- 8. Reporting protocols
 - Significant issues identified during the audit
 - · Interim management letter





- Final management letter
- 9. Audit Team
- 10. Audit timetable

Committee members & staff will then be giving the opportunity to ask questions to Anne or Marcia about the upcoming audit procedures.

RECOMMENDATION

For information only.

DISCUSSION

Ms Anne Lei advised that the Office of the Auditor General (OAG) has undertaken a new tender process and as a result appointed a new auditor for the Shire of Northam being Butler Settineri. Butler Settineri will be the Shire's auditor for the next three years. The OAG is currently reviewing the audit fee and if there are any changes, the Shire of Northam will be advised accordingly.

Ms Marcia Johnson provided some background on Butler Settineri and an overview of the Planning Summary provided in Attachment 1.

Ms Anne Lei, Ms Marcia Johnson and Ms Zoe Macdonald left the meeting at 1:35pm.

Cr M P Ryan entered the meeting at 1:35pm.





Attachment 1 – Planning Summary















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THE PLANNING SUMMARY

This Summary of our Audit Plan explains our approach to the audit of the annual financial report.

In particular, this Summary includes:

- 1. Introduction
- 2. Our Audit Approach
- 3. Business Operations
- 4. Significant Risks and Audit Focus Areas
- 5. Audit Emphasis and Significant Account Balances
- 6. Compliance with Laws and Regulations
- 7. Going Concern and Adverse Financial Trends
- 8. Accounting Policies
- 9. Internal Audit
- 10. Management Representation Letter
- 11. Related Parties
- 12. Reporting Protocols
- 13. Specific Audit Requirements
- 14. Your Audit Team
- 15. Proposed Audit Schedule
- 16. Other Audit Activities

If there are any matters in the Planning Summary that you would like clarified, please do not hesitate to contact us.

There may be areas where you would like us to increase the audit focus. We would be pleased to discuss these to determine the most efficient and effective approach to performing this work.

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INTRODUCTION

Auditor General

Following proclamation of the Local Government Amendment (Auditing) Act 2017, the Auditor General is responsible for the annual financial report audit of Western Australian Local Governments.

The Act allows the Auditor General to contract out financial audits and from the year ending 30 June 2021 all Western Australian Local Government audits are now the responsibility of the Auditor General and Office of the Auditor General ("OAG").

Contractor Appointment - Butler Settineri Audit ("BSA")

BSA has been contracted by the Auditor General to perform the Shire of Northam financial report audit on the Auditor General's behalf for the year ending 30 June 2021.

Our audit procedures will be conducted under the direction of the Auditor General, who will retain responsibility for forming the audit opinion and issuing the audit report to the Shire of Northam.

BSA is required to report any matter to the Auditor General which may affect the Auditor General's responsibilities under the Auditor General Act 2006.

Responsibility of the Council and the CEO

It is important to note that:

- Under the Local Government Act 1995 and associated regulations, the Council and the CEO are responsible for keeping proper accounts and records, maintaining effective internal controls, preparing the annual financial report, and complying with the Local Government Act and Regulations, and other legislative requirements.
- 2. Under the Local Government Act 1995 and associated regulations, the Council and the CEO have responsibility for maintaining internal controls that prevent or detect fraud or error and to ensure regulatory compliance. The Audit and Risk Committee and the Auditor General should be informed by management of any fraud or material errors. During the audit we will make inquiries with management about their process for identifying and responding to the risks of fraud, including management override. It should be noted that our audit is not designed to detect fraud, however should instances of fraud come to our attention, we will report them to you.
- The Council and CEO are responsible for ensuring the accuracy and fair presentation of all information in its annual report, and that it is consistent with the audited annual financial statements. We do not provide assurance over your annual report.
- 4. An audit does not guarantee that every amount and disclosure in the annual financial report is error free. Also, an audit does not examine all evidence and every transaction. However, our audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the annual financial report.

Our audit is conducted in accordance with Australian Auditing Standards. Our aim is to provide reasonable assurance whether the annual financial report is free of material

Butler Settineri | Audit Planning Summary | Shire of Northam

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misstatement, whether due to fraud or error. We perform audit procedures to assess whether, in all material respects, the annual financial report is presented fairly in accordance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

The nature of the audit is influenced by factors such as:

- · the use of professional judgement
- · selective testing
- · the inherent limitations of internal controls
- the availability of persuasive rather than conclusive evidence.

As a result, an audit cannot guarantee that all material misstatements will be detected. We examine, on a test basis, information to provide evidence supporting the amounts and disclosures in the annual financial report, and assess the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by management.

Conflicts of Interest

We confirm we have completed our independence evaluation and are satisfied we do not have any actual or perceived conflicts of interest in completing the annual audit of the Shire of Northam on behalf of the Auditor General.

BSA's approach is designed to:

- · Focus on key risks and financial areas; and
- Add value to your business by providing constructive ideas for improving internal controls and on-going business systems

The partner-led assurance service team is committed to meeting specific business needs by:

- Working closely with you to get to know the business whilst maintaining independence;
- Using the latest computerised systems and audit techniques; and
- Conducting an in-depth review of financial records to enable identification of key areas where additional support and attention will improve the business.

The audit will meet the statutory requirements under the Local Government Act 1995 and Regulations and will be carried out in accordance with the Australian Auditing Standards.

Butler Settineri | Audit Planning Summary | Shire of Northam

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We will carry out such work as is necessary to form an opinion as to whether the annual financial report of the Shire:

- i) is based on proper accounts and records; and
- ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of the period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

We will also include the following matters in the auditor's report:

- a) Any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position or the financial management practices of the Shire;
- Any material non-compliance with Part 6 of the Act, the Local Government (Financial Management Regulations 1996 or applicable financial controls in any other written law:
- c) Details of whether information and explanations were obtained by the auditor;
- d) A report on the conduct of the audit; and
- The opinion of the auditor as to whether or not the asset consumption ratio and the asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions.

In addition to the standard audit structure, additional audit matters may be performed upon direction from yourself.

The attendance of at least one meeting per year of the Shire's audit and risk committee by a member of our audit team may also be carried out if required. The audit team will visit the Shire's offices during each stage of the audit and the engagement partner will be available for subsequent meetings at the Shire's request.

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OUR AUDIT APPROACH

Our audit approach comprises the following steps:

Pre-engagement activities

Legislative requirements of independence

Risk assessment procedure

- Discussions with the management team and members of the audit and risk committee
- · Review of key accounting systems and operations
- Understand and evaluate control environment
- · Identify and assess risk
- · Identify significant accounts
- · Develop procedures to address risk and significant accounts

Audit procedure

- · Assess reliance on controls
- Perform tests of control, analytical review procedures and tests of detail at transaction level

Completion and review

- Completion procedures
- Evaluation of audit evidence
- Review format of the financial report
- · Verify balances and disclosures in the financial report, including the Notes

-

Reporting and communication

- Form an opinion and provide opinion to OAG
- · Report to management and OAG

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Our audit approach involves assessing your overall control environment and understanding key business processes/cycles and internal controls relevant to the audit.

The level of testing will be dependent on our assessment of the risk in each business cycle. We plan to cover the following cycles:

- Revenue
- Expenditure
- Payroll
- · Cash and Financing
- · Property, Plant, Equipment and Infrastructure

The extent of our reliance on controls, together with the materiality level, determines the nature and extent of our audit procedures to verify individual account balances.

Our audit will be split into two components as follows:

Interim audit

This includes:

- 1. Understanding your current business practices
- Understanding the control environment and evaluating the design and implementation of key controls and, where appropriate, whether they are operating effectively
- Testing transactions to confirm the accuracy and completeness of processing accounting transactions, namely rates and grant revenue, expenditure and payroll
- Clarifying significant accounting issues before the annual financial report is prepared for audit.

Final audit

This focuses on verifying the annual financial report and associated notes, and includes:

- Verifying material account balances using a combination of substantive analytical procedures, tests of details, substantiation to subsidiary records and confirmation with external parties
- Reviewing the annual financial report and notes for compliance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Butler Settineri | Audit Planning Summary | Shire of Northam

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BUSINESS OPERATIONS

The Shire provides a wide range of services to the community, including library, aquatics, youth park and maintaining roads to name a few. The Shire employs approximately 135 employees to perform these services.

The Shire is governed by ten elected Councillors. The Chief Executive Officer is Jason Whiteaker, working in the shire for the past 7 years.

Based on the 2020/2021 budget:

- The Shire expects to spend \$9.3M on Infrastructure and \$5.3M on property, plant
 and equipment which will be funded through non-operating grants \$4.3M,
 proceeds from sale of assets of \$992k and the balance through the Shire's existing
 cash reserves and operating activities for the year.
- Operating grants is expected to decrease by \$1.7M which relates to a decrease in Financial Assistance Grants from the prior year.

There were no other significant changes in the budget.

The Shire uses Synergy Soft accounting system. Our primary contacts at the Shire are Colin Young (Executive Manager Corporate Services) and Zoe Macdonald (Accountant).

SIGNIFICANT RISKS AND AUDIT FOCUS AREAS

Through discussions with your staff, we have identified the following issues and key areas of risk affecting the audit:

Details of Risk / Issue	Audit Approach
Audit findings reported in the previous audit.	We will follow-up the issues reported during the 2019-20 audit.
Changes to accounting standards AASB 1059 – Service Concession Arrangement: Grantors	We will review management's assessment of the new standards and any effect on the financial report.
Changes to Local Government (Financial Management) Regulations that have been signalled by the Department of Local Government, Sport and Cultural Industries (DLGSCI)	We are not aware of any planned changes. However, should some arise we will assess management's implementation of the changes to regulations and the effect on the financial report.
Long Service Leave Act 1958 Long service leave is a paid leave entitlement for employees who have worked continuously in a business for a specified period of time. Full time, part time and casual employees are entitled to long service leave.	We will review whether the Shire has provided for long service leave for casual employees in accordance with the Act.

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Details of Risk / Issue	Audit Approach	
We have identified the following areas that we consider require additional focus during our 2020-21 local government audits: Related party disclosures Revenue recognition Unauthorised expenditure Unrecorded liabilities and expenses Fictitious employees Joint Venture – Department of Housing and Works	We will review the accounting treatment and disclosure processes during our interim and final audits.	
The following annual financial report items are derived from accounting estimates and hence will receive specific audit attention: • Provision for annual and long service leave • Impairment of assets • Provision For Customer Deposits • Provision for rehabilitation of waste disposal sites	We will review the method and underlying data that management and where applicable third parties use when determining critical accounting estimates. This will include considering the reasonableness of assumptions and corroborating representations in accordance with ASA 540.	
Important changes in management or the control environment	We will review any relevant changes to management roles and related delegations, to confirm that no temporary or ongoing control gaps have occurred.	

AUDIT EMPHASIS AND SIGNIFICANT ACCOUNT BALANCES

The table below lists those items in the Statement of Financial Position and the Statement of Comprehensive Income that are significant account balances, and our planned audit approach for these balances. When selecting significant account balances, we consider materiality, the nature of the balance, inherent risk and the sensitivity of disclosures.

Significant Account	2020 Audited Balance \$7000	Audit Approach
Statement of Financial Posi	tion	
Cash and cash equivalents	\$9,868	Review internal controls and reconciliations Verify year end balance through bank confirmations Analytical review
Receivables	\$3,864	Year end cut-off testing Review subsequent receipts Review provision for doubtful debts Analytical review

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Significant Account	2020 Audited Balance \$1000	Audit Approach	
Financial assets	\$357	Verify assets to third party documentation Assess accounting treatment in line with accounting policies Assess assets for impairment	
Property, plant, equipment and infrastructure	\$225,372	Review key processes/controls Verify asset additions and disposals Assess assets for impairment Test items posted to construction in progress to assess appropriateness of expenses being capitalised Assess whether carrying amounts approximate fair value Where relevant, confirm balances to independent valuation reports	
Payables	\$2,829	Review of key processes/controls Test for unrecorded liabilities Year end cut off testing	
Contract Liabilities	\$713	Review of underlying performance obligations within contracts and the recognition of related revenue and fability amounts	
Borrowings	\$6,405	 Verify year end balances to third party statements at year end. 	
Provisions	\$1,643	Review the reasonableness of assumptions and calculations Agree amounts to supporting documentation Analytical review	
tatement of Comprehensive	Income		
Rates	\$10,160	Review of key processes and controls Analytical review Sample testing of transactions	
Operating grants, subsidies & contributions;	\$6,651	Review of key processes and controls Analytical review Sample testing of transactions	
Fees and charges	\$4,024	Review of key processes and controls Analytical review Year end cut-off testing	
Interest received	\$297	Analytical review	
Other revenue	\$1,088	Analytical review Sample testing of transactions	

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Significant Account	2020 Audited Balance \$1000	Audit Approach
Employee related expenses	\$8,793	Review of key processes and controls Sample testing of transactions Analytical review
Materials and contracts	\$6,154	Review of key processes and controls Sample testing of transactions Analytical review
Utility Charges	\$1,102	Review of key processes and controls Sample testing of transactions Analytical review
Depreciation and amortisation	\$4,670	Review of management's assessment of the useful lives of assets and assess reasonableness. Analytical review.
Interest Expenses	\$225	Review of management's assessment of the useful lives of assets and assess reasonableness. Analytical review
Insurance Expenses	\$516	Review of management's assessment of the useful lives of assets and assess reasonableness. Analytical review
Other expenses	\$289	Review of key processes/controls Sample testing of transactions Analytical review

COMPLIANCE WITH LAWS AND REGULATIONS

Management is to ensure the entity complies with the Local Government Act 1995 (as amended), and the Local Government (Financial Management) Regulations 1996 (as amended).

We are required by the Local Government Act 1995 and Local Government (Audit) Regulations 1996 to test compliance with the Act and Regulation.

GOING CONCERN AND ADVERSE FINANCIAL TRENDS

Auditing Standard ASA 570 Going Concern requires that we consider the appropriateness of the going concern assumption at the planning stage.

The Shire, being a form of local government is backed by the State Government; hence going concern assumption is deemed reasonable.

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However, the auditor's report, per the Local Government (Audit) Regulations 1996, is still required to disclose if there are any significant adverse trends in the financial position or financial practices.

Based on the 2020/21 Annual Budget, the Shire is expecting a net deficit of \$552k. We further note that as at 30 June 2020, the Shire has a net current asset position of \$8.1M of which \$3.4M relates to restricted cash reserves with further non-current liabilities of \$6.4M.

The Shire's current liabilities are less than its unrestricted cash holdings. Hence it is reasonable to expect that the Shire is able to pay off its liabilities when it becomes due and payable.

Hence the going concern basis of accounting is considered appropriate at planning stage.

ACCOUNTING POLICIES

The Shire appears to be adopting all the recognition and measurement requirements of the applicable Australian Accounting Standards.

One potentially major changes to accounting policies noted during the year.

We anticipate that you consider the impact on your financial report for the adoption of the following accounting standards:

AASB 1059 – Service Concession Arrangements: Grantors
 The AASB has issued a new standard for public sector entities (not-for-profit and for-profit) that are grantors of service concession arrangements. This new standard will address the lack of a specific Australian Accounting Standard for the accounting for service concession arrangements from the grantor's perspective. These are arrangements that involve a private sector entity operating a service concession asset to deliver public services on behalf of a public sector entity.

INTERNAL AUDIT

We seek to rely on internal audit work to reduce our own audit work wherever possible. This avoids duplication of audit effort and the associated workload on your operational and administrative staff.

This year, no reliance is planned to be placed on internal audits as no internal audits are conducted.

MANAGEMENT REPRESENTATION LETTER

Our audit procedures assume that management expects to be in a position to sign a management representation letter. The proposed letter for this purpose is attached.

This letter should be reviewed and tailored to meet your Shire's particular circumstances, and be signed and dated by the CEO as close as practicable to the date of the proposed

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auditor's report. Ordinarily, this would be no longer than five working days prior to the issue of the auditor's report.

Please bring to the attention of the Chairman that we will also be relying on the signed Statement by CEO in the annual financial report as evidence that they confirm that:

- they have fulfilled their responsibility for the preparation of the annual financial report in accordance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards
- they have provided us with all relevant information necessary or requested for the purpose of the audit
- · all transactions have been recorded and are reflected in the annual financial report.

RELATED PARTIES

Section 7.12AL of the *Local Government Act 1995* applies section 17 of the *Auditor General Act 2006* to a local government. Section 17 requires a local government to advise the Auditor General in writing of details of all related parties and entities that are in existence.

REPORTING PROTOCOLS

Significant issues identified during the course of the audit will be discussed with relevant staff and management as soon as possible after being identified. Draft management letters will be provided to your CEO (or other nominated representative) for coordination of comments from appropriate members of your management. We request that these be returned quickly, preferably within 10 working days.

At the conclusion of the audit, the abovementioned management letter will accompany the auditor's report and the audited annual financial report forwarded to the President, the CEO and the Minister for Local Government. The management letter is intended to communicate issues arising from the audit that may impact on internal control, compliance, and financial reporting.

Where considered appropriate, and to ensure timely reporting of audit findings and action by management, interim management letters may be issued to the CEO. Interim management letters will be forwarded to the President and Minister with the auditor's report.

SPECIFIC AUDIT REQUIREMENTS

We will discuss our requirements with your staff to facilitate a timely, efficient and effective audit. We will formally agree our information requirements and timeframes for the audit with your CEO and by using your staff to have various documents readily available when we perform our audit.

Please note however that in several instances, particularly during our audit sampling at the interim visits, audit staff will need to retrieve some evidence themselves, rather than being given the evidence by your staff. This is essential for an independent audit.

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YOUR AUDIT TEAM

	Name	Contact
OAG Representative	Anne Lei	(08) 6557 7601 Anne.Lei@audit.wa.gov.au
Butler Settineri Director	Marcia Johnson	(08) 6389 5222 mjohnson@butlersettineri.com.au
Butler Settineri Audit Manager	Lizi Coetzee	(08) 6389 5222 coetzee@butlersettineri.com.au
Butler Settineri Auditor	Daniel Lazarus	(08) 6369 5222 dazarus@butlersettineri.com.au

Lizl Coetzee will be your primary contact and will communicate progress and any emerging issues to you.

PROPOSED AUDIT SCHEDULE

See attached Audit Timetable.

OTHER AUDIT ACTIVITIES

The OAG has recently completed or is undertaking financial and performance audits relevant to local government. Through these audits, OAG aims to identify good practice and opportunities for improvement. You may therefore wish to review these reports as they may have relevance to your local government. They are available at www.audit.wa.gov.au.

A summary of reports issued from March 2020 are listed below:

- Audit Result Report Annual 2018-19 Financial Audits of Local Government Entities (March 2020) This report summarises the results of 112 local government entities' annual financial report audits for the year ended 30 June 2019. All but 5 auditor's reports included clear (unqualified) audit opinions on the financial reports. The OAG reported 93 material matters of non-compliance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, or other written law in 48 of our auditor's reports. In addition, 823 financial management and control matters of varying significance were also reported to management in the management letters. In accordance with the Local Government (Audit) Regulations 1996, the OAG reported 106 ratios with adverse trends in the financial position of 72 LG's.
- · Controls over Purchasing Cards (March 2020)
- Control of Monies Held for Specific Purposes (April 2020)

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- Local Government Contract Extensions and Variations, and Ministerial Notice Not Required (May 2020)
- . Western Australian Public Sector Audit Committees Better Practice Guide (June 2020)
- Regulation of Consumer Food Safety by Local Government Entities (June 2020)
- Information Systems Audit Report 2020 Local Government Entities (June 2020)
- Waste Management Service Delivery (August 2020)
- · Regulating Minor Pollutants (November 2020)
- · Grant Administration (January 2021)
- Application Controls Audits 2021 (March 2021)
- Regulation and Support of the Local Government Sector (April 2021)
- · Local Government General Computer Controls (May 2021)

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Attachment 2 – Audit Timetable 2021

BUTLER SETTINERI

AUDIT CLIENT:	Shire of Northam		
AUDIT AREA:	Audit timetable		and a Section Section 2
PREPARED BY:	LC	DATE:	23/04/2021

Our audit timetable for the financial year ended 30 June 2021 is as follows:

Key area	Target date	Person responsible
Audit Planning		
Plan Audit	5 May 2021	BSA
Manager Review of Planning	12 May 2021	BSA
Send list of requirements for planning and interim	5 May 2021	BSA
Accounting Systems & Controls Update	5 May 2021	BSA
Planning document to OAG for review	19 May 2021	BSA
Audit Entrance Meeting	2 June 2021	SON & audit committee chair, BSA, OAG
Interim Audit		
Reconciled financial information ready for	17 May 2021	SON
audit (up to 30 April 2021) - Trial Balance Outstanding Board Minutes Information requested		SON
Interim Audit selections to SON	24 May 2021	BSA
Interim Audit	8 - 11 June 2021	BSA & SON
OAG Review	by 19 July 2021	OAG
Issue of Interim Management Letter	by 31 July 2021	OAG
Final Audit		
Bank confirmation letters	1 July 2021	BSA & SON
Final audit list of requirements to SON	1 July 2021	BSA
Reconciled financial information ready for audit - Trial Balance - Outstanding Board Minutes - Balance Sheet Reconciliations	23 August 2021	SON
Draft Financial Report received	30 August 2021	SON
Audit selections to SON	30 August 2021	BSA
Audit fieldwork visit (week of)	8 – 10 September 2021	BSA
Fieldwork & Completion for review	17 September 2021	BSA
Audit Manager Review	30 September 2021	BSA
Meeting with Management	4 October 2021	SON, BSA
Audit Partner review by	15 October 2021	BSA
File presented to OAG for review	26 October 2021	OAG
Financial Report		
Draft Audited Financial Report to SON	31 October 2021	RSA SON
Draft Audited Financial Report to SON	31 October 2021	BSA, SON





BUTLER SETTINERI

AUDIT CLIENT:	Shire of Northam		
AUDIT AREA:	Audit timetable	, and the same of	
PREPARED BY:	LC	DATE:	23/04/2021

Key area	Target date	Person responsible
with OAG comments		
Draft Audited Financial Report ready for Internal Agenda - Review	5 November 2021	BSA, SON
Approval by the CEO	8 November 2021	SON
Final package to OAG for signing	9 November 2021	BSA
Completion and Exit		
Meeting with Audit Committee (Audit Exit Meeting)	8 November 2021	SON, BSA, OAG
Issue of Auditor's Report	15 November 2021	OAG
Council Meeting to adopt AFR	17 November 2021	SON

Key:
SON = Colin Young (Executive Manager Corporate Services) Shire of Northam
BSA = Butler Settineri Audit [Marcia Johnson (Director) and Lizl Coetzee (Manager)] OAG = Anne Lei (Assistant Director)







6.2 FRAUD AND MISCONDUCT PLAN

File Reference:	2.3.1.1
Reporting Officer:	Cheryl Greenough, Governance/Administration
	Coordinator
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	NII
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report provides Council the opportunity to consider and approve the Fraud and Misconduct Plan.

ATTACHMENTS

Attachment 1: Fraud and Misconduct Plan.

A. BACKGROUND / DETAILS

The prevention of fraud and corruption forms part of the Shire's risk management system. The Shire seeks to identify and limit exposure to fraud and corruption by reducing the potential opportunity for this to occur. As the Shire is committed to a zero tolerance toward fraud and misconduct the Shire intends to formalise protocols for reporting suspected misconduct or fraudulent behaviour.

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: Implement systems and processes which deliver quality

outcomes for our community.

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

Local Government Act 1995

Local Government (Financial Management) Regulations 1996





Regulation 5:

- (1) Efficient systems and procedures are to be established by the CEO of a local government
 - (a) for the proper collection of all money owing to the local government; and
 - (b) for the safe custody and security of all money collected or held by the local government; and
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
 - (d) to ensure proper accounting for municipal or trust -
 - (i) revenue received or receivable; and
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities; and
 - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
 - for the maintenance of payroll, stock control and costing records;
 and
 - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

Local Government (Audit) Regulations 1996

- Regulation 17 (1):
- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.

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	The potential risk for fraud and misconduct to occur.	Possible (3) x Major (12) = High (12)	Adopt and implement a Fraud and Misconduct Plan.
Health & Safety	Nil		
Reputation			
Service Interruption	Nil		





Compliance	The potential risk for	Possible (3) x	Adopt and
	fraud and misconduct to occur.	Major (12) = High (12)	implement a Fraud and Misconduct Plan.
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.184

Moved: Cr Mencshelyi Seconded: Cr Ryan

That Council endorse the Fraud and Misconduct Plan as presented.

CARRIED 3/1

Debate was held around the motion. Cr Mencshelyi and Cr Ryan spoke for the motion. Cr Pollard spoke against the motion.

DISCUSSION

Clarification was sought in relation to:

- The source of the document. The Chief Executive Officer advised the plan was based on the Australian Standard provided framework for Fraud and Misconduct.
- How the Plan will be embed into the organisation. The Chief Executive
 Officer advised that there is a section on systems and processes which is
 where the plan will be integrated. The majority of the mitigation strategies
 are either already practiced or can be integrated into current activities
 easily.
- Why we developed out own plan and did not simply use another
 organisations plan. The Chief Executive Officer advised that the value in
 developing such a plan was to assess the specific risks within the Shire of
 Northam and to understand how these are or should be managed in the
 future. The Australian Standard was used as the framework.





Attachment 1 - Fraud and Misconduct Plan



FRAUD AND MISCONDUCT PLAN





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Ref	Version	Date	Description	Approved by
ORG-PL-07	Draft V1	02/03/2021	Draft plan	CEO
ORG-PL-07	Draft V1	08/03/2021	Draft plan	EMCS







1. EXECUTIVE SUMMARY

a. Introduction

The Shire of Northam is committed to the prevention, detection, response and monitoring of fraud and corrupt activities.

Fraud and corruption prevention forms part of the Shire's risk management system. The Shire seeks to identify and limit exposure to fraud and corruption by reducing the potential opportunity for this to occur. The Shire is committed to a zero tolerance toward fraud and misconduct and has set protocols in place for reporting any suspected misconduct or fraudulent behaviour.

b. Definition of fraud

Fraud is defined by Australian Standard AS8001-2008 as: "Dishonest activity causing actual or potential financial loss to any person or entity including theth of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity".

Fraud includes any practice that involves deceit or other dishonest means by which a benefit is obtained. The benefits may be obtained by:

Staff Members (known as 'internal' or 'workplace' fraud). Staff Member includes trainees, students, volunteers, participants in work experiences, contractors.

Fraud can take many forms, including (but not limited to):

- Theft or obtaining property, financial advantage or any other benefit by deception,
- > False timesheets, sick or annual leave claims,
- Providing false or misleading information, or falling to provide information where there is an obligation to do so,
- Causing a loss, or avoiding or creating a liability by deception,
- > Making, using or possessing forged or falsified documents,
- Unawful use of computer systems, vehicles, telephones and other property or services; and manipulating expenses or salaries.

Fraud is a serious ariminal offence, punishable by a term of imprisonment and is defined within section 409 of the Criminal Code of Western Australia.

c. Definition of corruption

Corruption is defined by Australian Standard AS8001-2008 as -

Corruption is dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of 'corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, to secure some form of improper advantage for the entity.





Corrupt conduct tends to show a deliberate intent for an improper purpose and may involve misconduct such as: the deliberate tailure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty. Some examples of corrupt or ariminal conduct which could be serious misconduct include

- > Abuse of public office,
- > Blackmail.
- > Bribery, including bribery in relation to an election,
- > Deliberately releasing confidential information,
- > Extortion,
- > Obtaining or offering a secret commission,
- > Fraud or stealing.
- > Forgery,
- > Perverting the course of justice,
- > An offence relating to an electoral donation; and
- > Falsification of records.

d. Statement of Shire of Northam's attitude to fraud and corruption

The Shire of Northam has zero tolerance for corrupt conduct or fraudulent activities. The Shire is committed to preventing, deterring, and defecting fraudulent and corrupt behaviour in the performance of Shire activities. Employees must not engage in practices that may constitute fraud or corruption.

The Shire has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting. This Plan is based on the Australian Standards for Fraud and Corruption Control (ASB001-2008) and has been endorsed by the Executive Management Team. The desired outcome of this commitment is to ensure fraud and corruption do not occur, or be associated with, in any element of the Shire of Northam.

The Shire may prosecute people identified as committing fraud or undertaking corrupt behaviour. Employees may also face disciplinary action under the Shire Code of Conduct, and restitution of money or property lost through fraudulent activity will be pursued through legislative means.

Fraudulent and corrupt activities may also be required to be referred to external agencies or may be referred at the discretion of the Council or CEO. These agencies include but are not limited to –

- > WA Police,
- > Crime and Corruption Commission,
- > Public Sector Commission,
- > Local Government Standards Panel.





e. Code of Conduct

The Shire of Northam has, and will continue to maintain, a compliant code of conduct for Councillors, Committee Members, Candidates and staff.

In the case of Councillors, Committee Members and Candidates, the code of conduct will form part of their induction processes on appointment to Council or a Committee, whilst all members will be advised of any changes that may occur in the code from time to time.

All Shire of Northam staff will be provided with information pertaining to the code of conduct on their induction, whilst existing employees will be required to undertake an induction refresher every two years.

f. Roles and accountabilities for fraud control

Council

Council has the responsibility to adopt the Fraud and Corruption Prevention Policy and Plan.

Audit and Risk Management Committee

The Audit and Risk Management Committee's responsibilities include:

- Reviewing risk management frameworks and associated procedures for the effective identification and management of fraud risks,
- Overseeing development and implementation of the Fraud and Corruption Prevention Plan, and to provide assurance that the Shire has appropriate processes and systems in place to prevent, detect and effectively respond to fraud-related information; and
- > Providing leadership in preventing fraud and corruption.

Chief Executive Officer (CEO)

The CEO applies the Shire's resources to fraud prevention and ensures the implementation of adequate controls for managing fraud and corruption risks within the Shire. The CEO, under the Corruption, Crime and Misconduct Act 2003 must notify the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

Leadership Team (Executive, Managers, Coordinators/Supervisors)

The Leadership team is responsible for implementing the Fraud and Corruption Prevention Plan. In particular, the Leadership Team must:

- Provide leadership, guidance, training, and support to employees in preventing fraud and corruption.
- > Identify high fraud risk areas,
- > Participate in fraud and corruption risk assessment reviews,
- > Monitor the continued operation of controls.





- Report suspected fraud and corruption promptly, maintaining confidentiality; and
- Ensure the protection of complainants who report fraudulent and corrupt activities.

Public Interest Disclosure (PID) Officer

PID Officers investigate disclosures, and act following the completion of investigations under the Public Interest Disclosure Act 2003.

Manager Human Resources

The Manager Human Resources is responsible for managing the grievance and discipline process.

Governance Coordinator

The Governance Coordinator is responsible for:

- > Coordinating the fraud and corruption risk assessment process,
- Developing and maintaining this Fraud and Corruption Prevention Plan, in consultation with key stakeholders,
- Communicating the existence and importance of the Fraud and Corruption Prevention Plan; and
- > Delivering and/or coordinating fraud and corruption training.

All Employees

All employees have a responsibility to contribute to preventing fraud and corruption by following the Code of Conduct, complying with controls, policies, and processes; resisting opportunities to engage in fraudulent or corrupt behaviour, and reporting suspected fraudulent or corrupt incidents or behaviour.







2. PLANNING AND RESOURCING

a. Program for fraud control planning and review

The Shire of Northam Audit & Risk Management Committee has recommended this plan (Fraud and Corruption Control Plan) be adopted by Council in 2021. A review of the Plan will be undertaken every two years after its adoption. Notwithstanding this requirement to review, in the event there is a corrupt or fraudulent occurrence within the Shire of Northam, this will trigger an automatic review of this plan within two months of the completion of investigation in the fraudulent or corrupt activity.

b. Appointment of a Fraud Control Officer and associated resources

The responsibility for implementation of this Plan is with the Governance Coordinator, who will report directly to the Chief Executive Officer. The Chief Executive Officer will ensure the Governance Coordinator has the appropriate resources to be able to fulfil the requirements of this plan.

c. External assistance to Fraud Control Officer

Where specialised skills are required, such as forensic accounting, computer forensic analysis, data analytics, and/or complete investigations, the assistance of an external party may be enlisted to assist. Costs associated with engaging external service providers are borne by the Department where the work is necessary to be undertaken.

d. Fraud and corruption control & Internal audit activity responsibilities

The Internal function is administered by the Governance Coordinator, under the control and guidance of the Chief Executive Officer.

Specific risks, identified within this plan, which is assessed equal to or greater than a high-risk training must be entered into the Shire of Northam (Promapp) online risk register. Non-compliance with the risk mitigation actions will automatically be reported to appropriate line manager in the first instance, followed by an escalation to the Chief Executive officer If the mitigation action is not satisfied with 5 working days. All end of quarter non-compliant mitigation actions are reported to Shire of Northam Audit and Risk Management Committee.







3. FRAUD AND CORRUPTION PREVENTION

a. Implementing and maintaining an integrity framework

The Codes of Conduct are key enablers in delivering the sound and ethical culture required in the prevention of fraud and corruption throughout the organisation.

Senior management commitment to controlling the risk of traud and corruption

The Chief Executive Officer and Executive Management feam will set the example by exercising and demonstrating high levels of integrity in the performance of their roles and functions by regularly reminding employees of the importance of complying with Council's Code of Conduct and the Public Interest Disclosure Information Guidelines.

Fraud control non compliances will be discussed at Executive Manager Meetings

c. Maintaining strong internal control systems and internal control culture

The Shire of Northam is using an online Promapp cloud-based system to manage the Councils organisational risk register.

d. Fraud and corruption risk assessment

The Chief Executive Office, Executive Management Group and various other staff have had input into the identification of potential fraud and corruption risks and proposed mitigation strategies, utilising the Council Risk Management Policy 1.8. These have been reported to and endorsed by the Shire of Northam Audit & Risk Committee in accordance with Shire of Northam risk assessment.

Appendix 1 provides a detailed risk assessment of fraud and corruption. In accordance with Council policy, at a minimum any risk with an inherent rating of high (or greater) has its specific mitigation strategies entered into the Shire's Promapp Risk Register. Recording the risk mitigation actions in the Promapp register results in any non-compliances being automatically reported to the Shire of Northam Audit & Risk Management Committee.

e. Communication and awareness of fraud and corruption

It is important that fraud and corruption is identified and reported at an early stage and that employees have understanding and confidence in the system.

A range of initiatives will be put in place to ensure fraud and corruption definitions, risks and other relevant information is provided on a regular basis, including;

- Induction / onboarding of new employees will contain a section dedicated to defining fraud and corruption as well as how to report suspected fraud or corruption,
- All employees will be re inducted every two years,
- All identified fraud and corruption risks will be published and accessible to all staff via the Shire of Northam Risk Manager cloud based Promapp system,





- Employee guidelines will contain information pertaining to the Fraud and Corruption Plan,
- A dedicated page on traud and corruption will be provide on the Shire of Northam intranet (once developed).

f. Employment screening (pre-employment and internal promotion)

Prior to appointment the following screening shall be undertaken with the express consent of the individual concerned, irrespective of whether they are internal or external applicants –

- Verification of identity requiring at least two forms of identity (passport, birth certificate, driver's licence, rate certificate, at least one must include photo identification).
- Police criminal history check existence of a criminal history will not automatically result in disqualification from employment or promotion apportunities. The Chief Executive Officer will take a risk based approach to making decisions on current or prospective employees and the relevance of their criminal records.
- > Working with Children check relevant positions
- Reference checks with two most recent employers
- Consideration of any gaps on employment history and the reasons for the gaps
- Verification of formal qualifications claimed where relevant or required for position; and
- If necessary, residency or visa status.

(note: internal applicants may not need to provide the above screening documents if they have been provided with the previous 3 years)

g. Taking of leave and job rotation position

Individual Departments will regularly consider job rotation for positions where there are multiple officers undertaking the same or similar functions and the position is deemed a high risk from a fraud or corruption perspective, local law enforcement, parking enforcement, planning officers, contract management, for example.

Excess annual leave is monitored on a quarterly basis to ensure excess leave is managed in accordance with Industrial Awards and relevant Council Policies.

h. Supplier and customer vetting

The Shire of Northam will continue to undertake supplier vetting for new and ongoing suppliers in accordance with existing practices.

To avoid scams and incorrect payments, all suppliers are to have banking details verified upon initial entry of their details to the financial system / database and then periodically.





All new suppliers with prospective business in excess of 150,000, will be exposed to the following minimum checks will which include –

- > Search of Australian Securities & Investment Commission Company Register,
- > Australian Business Register ABN verification,
- > Currency of insurances.

For new contracts exceeding, or potential to exceed \$500,000, the following additional checks should be considered –

- Corporate scorecard check which looks at Bankruptcy search,
- Assessment of credit rating, search of legal proceedings pending or judgements pending.









4. FRAUD AND CORRUPTION DETECTION

a. Fraud control and corruption detection program

The Shire of Northam's detection program includes the monthly internal audit plan (which focuses primarily on post transactional reviews), audited annual financial statement, annual compliance return, review of risk strategies and various reporting avenues.

In accordance with the Local Government Act (1995) and associated regulations, the CEO is required to –

a) in accordance with the Local Government (Financial Management) Regulations 1996 r.5 advise Council in relation to –

- Efficient systems and procedures
- · Ensure efficient use of resources
- Undertake reviews of appropriateness and effectiveness of systems at least once every three years

 b) in accordance with the Local Government (Audit) Regulations 1996 r.17, review –

- Risk management
- · Internal controls, and
- · Legislative compliance.
- Each of these matters are to be reviewed at least once every 3 calendar years.

b. Role of External Auditor defined

Consistent with recent changes to international and Australian auditing standards, the auditor's accountability for the detection of fraud will form part of any audit. These provisions will increase the likelihood of detecting material miss-statements or errors in the Shire's financial statements.

c. Mechanisms for reporting suspected fraud and corruption incidents

The Shire's Public Interest Disclosure Procedures (PID) Information Guidelines provide clear direction regarding employees reporting suspicious or known illegal or unethical conduct. The policy also provides for alternative internal means by which to report matters of concern.

Reports can be made anonymously. Anonymous reports will be examined and investigated on the available evidence. All employees have the right to make a disclosure in accordance with the Public Interest Disclosure Act 2003. This is encouraged where any person wishes to access the protections afforded by the Act.

The following resources are also available to assist staff who may wish to report fraud or corruption





- > Manage complaints process Promapp
- > Manage employee discipline / misconduct process Promapp
- > Manage public interest disclosures process Promapp

d. Whistle-blower protection program

Whistle-blowers, whether internal or external, may be an important component in the detection and exposure of fraud or corrupt behaviour. They will be protected to the extent permitted by law. Protection may include but is not limited to –

- > Ensuring the person's safety,
- > Protecting their confidentiality.
- > Arranging any necessary physical or mental support; and
- > Referral to an external agency having greater resources for investigation.

A whistle-blower who has been involved in the reported misconduct may be provided with immunity or due consideration from Shire initiated disciplinary proceedings by agreement, however, the Shire has no power to provide immunity from criminal prosecution. Where victimisation or reprisals are reported, a record of the report and the action taken must be placed on the file relating to the public interest disclosure. Steps taken to prevent acts of victimisation or reprisal should be recorded in a manner that they will be accessible for reference, should legal action be taken against the Shire.

However, vexatious, or malicious complaint will not be folerated, and an appropriate response may be made against the complainant.

5. RESPONDING to detected fraud and corruption incidents

a. Procedure for the investigation of detected or suspected incidents

The Shire's Public Interest Disclosure Information Guidelines are available on our website and provide for -

- Appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice).
- > Systems for internal reporting of all detected incidents,
- Process for reporting the matters of suspected fraud and corruption to appropriate external enforcement agencies.

While the Guidelines are reviewed regularly to ensure that they continue to meet these objectives, the following is the documented Promapp process at time of publication.







b. Internal reporting and escalation

The relevant Executive Manager is to ensure that all incidents reported and investigated are documented and registered on the appropriate confidential file.

The documentation placed on the file must include the following minimum information -

- > Date and time of report.
- > Date and time the incident was detected,
- > How the incident came to the attention of management,
- > The nature of the incident,
- > Value of loss (if any) to the entity.
- > Action taken following discovery of the incident.

The Chief Executive Officer is to be kept informed of all fraud and corruption investigations and their outcomes.

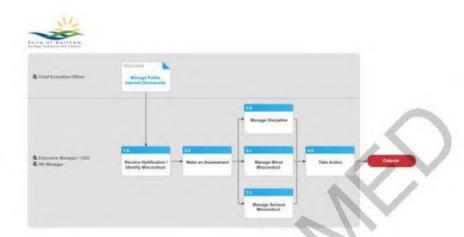
c. Disciplinary procedures

The Shire of Northam has an extensive discipline and misconduct process detailed in Promapp. At the time of publishing the following process (which is supported by a detailed procedure) applied:









d. External reporting

The Shire's Public Interest Disclosure Information Guidelines provide direction to reporting any suspected fraudulent or corrupt conduct to any external enforcement agencies including.

- > Dept of Local Government, Sport and Cultural Industries,
- > Public Sector Commission,
- > Police; or
- > Crime & Corruption Commission.

Individuals may report any reasonable suspicion of minor misconduct involving a public officer to the Public Sector Commission (PSC). These powers come from the Corruption, Crime and Misconduct Act 2003.

It is important individuals consider what behaviours and circumstances constitute minor misconduct and whether the person/s involved is a public officer for the purposes of the legislation. There is a good chance that if the public officer/s involved could be the subject of a disciplinary investigation within the authority, then it might be minor misconduct. If suspected behaviour you have seen or experienced is minor misconduct you can report it to the PSC or the Executive Manager Corporate Services (as the Shire of Northam designated complaints officer).

e. Position on civil proceedings to recover the proceeds of fraud and corruption

The Shire will decide on the facts of individual cases, and as such may seek to recover any losses due to fraud or corruption where there is clear evidence of fraud and corruption and where the likely benefits of such recovery will exceed the funds and resources required to be invested in the recovery action.





f. Internal control review following discovery of fraud

Where fraud or corruption is detected the relevant Executive Manager will be responsible to assess the adequacy of the relevant internal control environment and provide a report to the Chief Executive Officer including any recommended improvements identified. On receipt of such a report the Chief Executive Officer will make a subsequent report to the Shire of Northam Audit and Risk Management Committee for their information.

g. Maintaining and monitoring adequacy of insurance dealing with traudulent or improper conduct

The Chief Executive Officer will assess each year the adequacy of insurance coverage (including but not limited to fidelity guarantee) as it related to fraud and misconduct. The current details of insurance coverage are outlined below, in the event any change is made to the level of cover this will be reported to the Shire of Northam Audit and Risk Management Committee for information.

The Shire of Northam are currently covered through the Local Government Insurance Scheme (LGIS) for the following

CRIME	\$500,000	Fraud, corrupt conduct, theft	
	\$ 75,000	3rd party fraud - trickery	







6. APPENDIX 1 - CORRUPTION AND FRAUD RISK ASSESSMENT

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action	Residual Rating (likelihood x consequence)
Financial	Payroll - use of fictitious employees	Possible (3) x Medium (3) = Moderate (9)	 Forfnightly payroll reviewed and signed off by Accountant 	Unlikely (2) x Medium (3) = Moderate (6)
	Payroll - delayed terminations	Possible (3) x Medium (3) = Moderate (9)	All termination pays calculations reviewed and signed off by Accountant	Unlikely (2) x Medium (3) = Moderate (6)
	Payroll - Consistently recording incorrect hours of work on timesheets	Possible (3) x Medium (3) = Moderate (9)	All filmesheets reviewed by line manager and officially approved Budgets monitored by Executive Manager, Chief Executive Officer and Accountant	Unlikely (2) x Medium (3) = Moderate (6)
	Payment systems - incorrect bank details	Possible (3) x High (4) = High (12)	changes reported on at end of month and signed off by Senior Finance Officer	Unlikely (2) x High (4) = High (8)
	Receipting of money	Possible (3) x Medium (3) = Moderate (9)	end of day receipting and processing checked by two staff. Surveillance cameras record receipting process and end of day count	Unlikely (2) x Medium (3) = Moderate (6)
	Receipting of money - remote sites	Possible (3) x Medium (3) = Moderate (9)	Checked by remote site staff and checked by Admin Staff	Unlikely (2) x Medium (3) = Moderate (6)
	Entertainment expenses – incorrectly claiming	Possible (3) x Minor (2) = Moderate (6)	 Cross check by second staff and co- signed 	Unlikely (2) x Minor (2) = Low (4)
	Debt write off - conflict of interest	Possible (3) x Medium (3) = Moderate (9)	Employees required to declare interest in writing and not be involved in the relevant write-off	Unlikely (2) x Medium (3) = Moderate (6)
	Grant applications & use – conflict of interest	Possible (3) x Medium (3) = Moderate (9)	Employees required to declare interest in writing and not be involved in the relevant Grant	Unlikely (2) x Medium (3) = Moderate (6)
	Granting of subsidies & waivers - conflict of interest	Possible (3) x Medium (3) = Moderate (9)	 Employees required to declare interest in writing and not be 	Medium (3) =





			involved in granting the relevant subsidies	
	Granting of concessions & other relief - conflict of interest	Possible (3) x Medium (3) = Moderate (9)	Employees required to declare interest in writing and not be involved in granting the relevant concessions	medium (3) =
	Tendering - conflict of interest	Possible (3) x Major (4) = High (12)	Employees required to declare interest in writing and remove themselves from process it possible Documented purchasing process in place Random audit of 3 tendered works/projects at end of financial year checking overall compliance with process	Major (4) =
	Purchasing - conflict of interest	Possible (3) x Medium (3) = Moderate (9)	Employees required to declare interest in writing Documented purchasing process in place Internal audit of 10 areditor transactions per month	Unlikely (2) x Medium (3) = Moderate (6)
J	Corporate card misuse, such as payment for personal expenses	Possible (3) x Minor (2) = Moderate (6)	All credit card statements supported by receipts Monthly credit card statements reviewed by Executive Manager or Chief Executive Officer Monthly credit card statements presented to Full Council Maximum limit of \$5,000, on credit cards	Unlikely (2) x Minor (2) = Low (4)
	Submitting false travel claims	Possible (3) x Minor (2) = Moderate (6)		EL CONTRACTOR DE DESCRIPTION DE CONTRACTOR D





	Fuel card misuse	Possible (3) x Minor (2) = Moderate (6)		Unlikely (2) x Minor (2) = Low (4)
	External providers making claims for services that were not provided	Possible (3) x Minor (2) = Moderate (6)	to be provided	Unlikely (2) x Minor (2) = Low (4)
Health & Safety	Fraudulent workers compensation claims	Possible (3) x Minor (2) = Moderate (6)	100% of workers compensation claims resulting in lost fime hjury to be investigated	Unlikely (2) x Minor (2) = Low (4)
Reputation	No Fraud and Corruption Control Plan in place	Possible (3) x Major (4) = High (12)	Fraud and Corruption Control Plan reviewed by Shire of Northam Audit & Risk Committee and adopted by Council every two years.	Unlikely (2) x Minor (2) = Low (4)
	Conflicts of Interest Planning approvals	Possible (3) x Minor (2) = Moderate (6)		Unlikely (2) x Minor (2) = Low (4)
	Conflicts of Interest Building approvals	Possible (3) x Minor (2) = Moderate (6)	Employees required to declare interest in writing and recuse themselves from process. If unable to recuse, decision must be counter authorised by Executive Manager	Unlikely (2) x Minor (2) = Low (4)
J	Conflicts of Interest Pool inspections	Possible (3) x Minor (2) = Moderate (6)	Employees required to declare interest in writing and recuse themselves from process. If unable to recuse, decision must be counter authorised by Executive Manager	Unlikely [2] x Minor (2) = Low (4)
	Conflicts of Interest Health Inspections	Possible (3) x Minor (2) = Moderate (6)	Employees required to declare interest in writing and recuse themselves from	Unlikely (2) x Minor (2) = Low (4)





			process. If unable to recuse, decision must be counter authorised by Executive Manager	
	Conflicts of Interest Inappropriate influence over grants and funding applications	Possible (3) x Minor (2) = Moderate (6)	Employees required to declare interest in writing and recuse themselves from process All waiving of fines and prosecutions require CEO approval CEO required to declare any interest and delegate decision to Executive Manager	Unlikely (2) x Minor (2) = Low (4)
	Issuing and waiving of fines and prosecutions	Possible (3) x Minor (2) = Moderate (6)	• Employees required	
J	Employment - Nepotism	Possible (3) x Minor (2) = Moderate (6)	Binployees required to declare interest in writing All vacancies required to be advertised (either officially internally, or externally) Multiple staff required to sit on interview panel Executive Manager sign off and CEO sign off required on all recruitment	Unlikely (2) x Minor (2) = Low (4)
	Unauthorised use of Shire vehicles	Possible (3) x Minor (2) = Moderate (6)	GPS tracking on 19 Shire vehicles (excluding full private use vehicles)	Unlikely (2) x Minor (2) = Low (4)





	Theft or unauthorised use of public funds or physical resources, such as office supplies and stationery	Minor (2) =	 Awareness of Code of Conduct to be provided at induction 	THE RESERVE OF THE PARTY OF THE
	Purchasing – receival of gifts	Possible (3) x Minor (2) = Moderate (6)	Code of conduct in place and available for all staff Code of conduct forms part of new employee induction	Unlikely (2) x Minor (2) = Low (4)
Records Management	Changing official Council records without approval (e.g. rating or approval records)	Possible (3) x Minor (2) = Moderate (6)	100% of system changes reported on at end of month and signed off by Senior Finance Officer	Unlikely (2) x Minor (2) = Low (4)
Service Interruption	Systemic taking of sick leave	Possible (3) x Minor (2) = Moderate (6)	Process in place to reiterate that Managers are required to meet with all staff on day following return from sick leave Monthly leave taken reports provided to Chief Executive Officer and Executive Manager Medical certificates or statutory declarations required after two days sick leave in any one calendar year Certificate may be requested for every absence if there are concerns in relation to attendance	Unlikely (2) x Minor (2) = Low (4)
15	Not attending training when required to do so	Possible (3) x Minor (2) = Moderate (6)	Ensure staff are aware of the importance of training Code of Conduct – Refusal of duties clause addresses this risk	Unlikely {2} x Minor {2} = Low {4}
Compliance	Purchasing - invoice or project splitting to avoid tender requirements	Possible (3) x Medium (3) = Moderate (9)	Compliance with legislative requirements of the Act and subsidiary legislation	Unlikely (2) x Medium (3) = Moderate (6)





			 Random audit of 3 tendered projects at end of financial year 	
Property	Leasing - Nepotism	Possible (3) x Medium (3) = Moderate (9)		Unlikely (2) x Medium (3) = Moderate (6)
	Sale - Conflict of Interest and inappropriate use of position			Possible (3) x Medium (3) = Moderate (9)







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:	NII
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: April 2021 Compliance Calendar.
Attachment 2: April 2021 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 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:

- 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 S		
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	NA		
Environment	N/A		

C. OFFICER'S COMMENT

The monthly Compliance Calendar is an effective tool to assist 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.

2020 was a difficult year with staff working from home due to COVID-19 restrictions and new processes being instigated including moving from paper to digital and attaching the invoice to the purchase order in G drive. The latter proved inequitable at this time due to the difficulties for staff sign off.

2021 Compliance Calendar

Month	ltem	%	Non Compliance
	100000000000	compliance	





March	Monthly Check	100%	Compliant.
	Random Creditor check	100%	Compliant.
April	Monthly Check	100%	Compliant.
	Random Creditor check	80%	2/10 non-compliant (purchase order raised after invoice).

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.185

Moved: Cr Mencshelyi Seconded: Cr Ryan

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

CARRIED 4/0

DISCUSSION

Clarification was sought in relation to:

• The two purchase orders raised after the invoice was received. The Executive Manager Corporate Services advised that one was for the Office of the Auditor General where a contract was in place and the second was for In Regional Physiotherapy and Sports Injury as part of the seniors sports program. It was advised that purchase orders were not raised prior to the invoice being received due to the amount or purchase not being known. It was advised that a note was entered in the system providing reasoning for the purchase order not being raised prior to the invoice.





APRIL 2021 COMPLIANCE CALENDAR							
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANACE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
							n
Local Government Act 1995	S3.59 - Commercial Enterprises	CEO	Have SoN entered into any r so has section 3.59 been cor	major trading undertakings, if mplied with	Monthly	N/A	GD.
Local Government Act 1995	\$5.67	CEO	Where an elected member of did they leave the meeting a discussion or decision makin	and not participate in	Monthly	1 disclosed a financial interest and he left the room for item 12.1	D.
Local Government Act 1995	\$5.65 & \$5.73	CEO	Were all known elected mer impartiality made at the Cou	mber and staff disclosures of uncil meeting	Monthly	All known were made	(D)
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures record	led in the minutes	Monthly	All recorded in the Minutes	W
Local Government Act 1995	\$5.76	CEO	Have all new 'designated' er primary returns within 3 mo		Monthly	EMCOMMS completed 16/4	W.
Local Government Act 1995	\$5.88	CEO	Is the register of financial in	terests up to date	Monthly	Yes all interests have been inserted	W.
Local Government Act 1995	\$5.89	CEO	Have all resigned members a removed from the financial		Monthly	No staff need to be removed in April	D:
Local Government Act 1995	S103	CEO	Is the gift register up to date	an on the Council website	Monthly	N/A none registered	W.
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did Council vote at the Ordinary Council meeting to sell property		Monthly	No	D.
Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did the Council dispose of a if so was s3.58 complied wit	ny property in the month, and h	Monthly	N/A	Ø.
Local Government Act 1995	55.121	EMCS	Has the complaints officer m register and is the online reg		Monthly	No registerable complaints made	0





Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all goods or services in excess of \$150k	Monthly	Yes Tenders 02 of 2021 and 03 of 2021	4
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders	Monthly	Yes	W
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	Yes, up to date on website	H
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders	Monthly	All tenderers were accepted	4
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	All submitted on time	W
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria	Monthly	yes	W.
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection	Monthly	Available for inspection on website	yh
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome	Monthly	Yes all tender applicants have been advised	D.
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	None advertised for April	W.
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	The same
	Black Spot Program	EMES	Confirm registration	Prior to 30th April	N/A	W.
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?	Monthly	1 for A13200	W
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	Advert was placed in West 26/3 for flying 50's- Delegations register not updated since January	4
	Delegation - E04	EMES	Crossover Approvals	Monthly	Nothing registered since February	(A
	Delegation - F02	EMCS	Disposal of Council property	Monthly	None registered	V
	Delegation - F04	EMCS	Inviting Tenders	Monthly	RFT 04 of 2021 Beavis Place	10





	,			-		- 3
		EMCS	Interim Audit	Annually	N/A	140
		EMCS	Accounts presented to Council	Monthly	Yes	W
Local Government Act 1995	F / Reg 33A	EMCS	Budget Review to be completed and submitted to DLGC	Annually	N/A	a
		EMCS	Financial Report to Council	Monthly	Yes	Eh
						-
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	Completed	G
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	G
	Health Aquatic Regulations 2007	Health	Water Sampling	Monthly	Some has been conducted for April	4





10 Random Credit Checks

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
39581	Moore Australia (WA) P/L	990	10.2.21	#61415	990	31.12.20	Accountant	N/A	yes
39594	St John Ambulance	391.6	18.03.21	#61154	392	2.3.21	Manager Information	N/A	yes
39609	Avon Demolition & Earthmoving	1568	30.3.21	#59219	47,760	21.8.20	EMDS	Yes	Yes
39617	Central Mobile Mechanical Repairs	531.52	10.3.21	#60869	532	5.2.21	Engineering Admin	N/A	Yes
39638	Office of the Auditor General	51700	22.3.21	#61429	51,700	25.3.21	EMCS	N/A	No (NB)
39717	Kleenheat gas	1996.71	24.3.21	#61310	2,000	17.3.21	Manager Recreation	N/A	Yes
39728	Avon valley Design & Drafting	440	15.4.21	#61226	440	10.3.21	Building Supervisor	N/A	Yes
39737	Dallimore Carpets	6699	19.4.21	#61481	6,699	30.3.21	Building Supervisor	N/A	Yes
39757	Regional Physiotherapy & Sports Injury	99	14.4.21	#61623	99	15.4.21	Senior Rec officer	N/A	No (NB)
39809	PBF Australia	5005	21.4.21	#61441	5005	26.3.21	EMCS	N/A	Yes





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





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.

 % of risk mitigation / treatment strategies over due Currently have 110 risk mitigation/treatment strategies, of which 5 are overdue (which equates to 4.54%).

2.1 TREATMENT MC00102

Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention).

2.2 TREATMENT MC00097

Review of past 5 year Insurance performance (comparing premium contributions against claims). May result in assessing a range of factors including current level of cover, excesses and structure of workers compensation premium for example:

- Retention (deductible and excess) Review assess what amount the Shire is able to retain for each applicable policy (please note LGIS Workers Compensation and Public Liability policies have Nil excess)
- Explore the options of moving from a fixed based Workers Compensation policy to Performance based policy. Whilst this could reduce up-front costs, poor performance does impact overall costs, due to a higher maximum rate.
- Overall Property Asset review item by item, identify what the Shire would replace and what would not be replaced and amend sums insured accordingly. For example no intention of replacing an asset in the event of a total loss, you can choose to reduce the sum insured to an indemnity basis rather then re-in statement. Partial losses will need to be a consideration in this exercise.
- Policy Limits review against maximum fore see able losses. (this can be undertaken on the Brokered policies outside of the mutual policies).

2.3 TREATMENT MC00111

Fraud and Corruption Control Plan in place.

2.4 TREATMENT MC00095

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

2.5 TREATMENT MC00008

Manage Procurement - Identify need for procurement. Establish and comply with a purchasing policy.





RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.186

Moved: Cr Mencshelyi

Seconded: Cr Ryan

That Council receives the May 2021 Shire of Northam Risk Register update.

CARRIED 3/1

DISCUSSION

Clarification was sought in relation to:

- The insurance risk not being signed off. The Chief Executive Officer advised that this was due to timing. The Executive Manager Corporate Services advised that the report has been received however the risk was not signed off.
- The procurement process risk not being signed off. The Chief Executive Officer advised that this was due to timing.
- Whether all actions are required and if this is becoming too onerous. The
 Chief Executive Officer advised that the alternative is to do nothing which
 will not mitigate the risk. It was outlined that this reporting process and
 system means the mitigation actions do not get lost. It was raised that
 there are currently issues with some staff signing the treatments off and
 due to the current pressure with retaining and recruiting new staff.





Attachment 1 - Overdue/Non-Compliant Risks

Overdue / Non-Compliant Risks



				-	Shire of Nov
Iter: Overdue	/ Non-compliant			/ . 1	1
RESIDUAL	CORPORATE SERVICES, ST	RATEGIC - ORGANISATIONAL	TREATMENT MC00061	SIGNOFF(S):	Colin Young
	Inadequate Insurance	e	Insurance coverage reviewed internally prior to	DUE DATE:	01 Jul 2021
		to financial loss due to failure to renew se or renew it with adequate cover	presenting to Chief Executive Officer for sign off	FREQUENCY:	The first Day of every 12 months
NHERENT	OWNER Colin Young CREATED 06/05/2019 13:4:	2.09	TREATMENT MC00062	SIGNOFF(S):	Colin Young
25.0	LIKELIHOOD	Almost Certain	Insurance coverage assessed independently for	DUE DATE:	01 May 2024
00004	SEVERITY CONTROL EFFECTIVENESS	Extreme	adequacy	FREQUENCY:	The first Day of every 48 months
			TREATMENT MC00097	OVERDUE SIGNOFF(S):	Colin Young
			Review of past 5 year Insurance performance (comparing premium contributions against	0,0,10,1,10,1	Jason Whiteaker
			claims). May result in assessing a range of factors	DUE DATE:	30 Apr 2021
			including current level of cover, excesses and structure of workers compensation premium for example;	FREQUENCY:	The last Day of every 12 months
			-Retention (deductible and excess) Review – assess what amount the Shire is able to retain for each applicable policy (please note LGIS Workers Compensation and Public Liability policies have Nil excess)		
			-Explore the options of moving from a fixed based Workers Compensation policy to Performance based policy. Whilst this could reduce up-front costs, poor performance does impact overall costs, due to a higher maximum rate.		
	10	 Overall Property Asset review – Item by Item, identify what the Shire would replace and what would not be replaced and amend sums insured accordingly. For example no intention of replacing an asset in the event of a total loss, you can 			
		163	choose to reduce the sum insured to an indemnity basis rather then re-in statement. Partial losses will need to be a consideration in this exercise. -Policy Limits review against maximum fore see		
			able losses. (this can be undertaken on the Brokered policies outside of the mutual policies).		







R00011

CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, FINANCIAL - OPERATIONAL

Inadequate procurement / tender process

Council fails to meet legislative obligations, Council policy and Council delegations relating to procurement resulting in departmental investigation, potential disciplinary action, poor financial outcomes and reputation damage.

OWNER Executive Manager Corporate Services (Portfolio Manager) CREATED 07/05/2019 10:29:20

LIKELIHOOD Almost Certain SEVERITY Extreme CONTROL EFFECTIVENESS Strong

TREATMENT MC00008

Manage Procurement - Identify need for procurement Establish and comply with a purchasing policy.

TREATMENT MC00009

Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.

TREATMENT MC00010

Ensure the delegated authority register is up to date for tenders and purchases through E-Quotes.

OVERDUE, CHANGE(S) PENDING SIGNOFF(S): Colin Young Sue Connell

DUE DATE: 01 May 2021

FREQUENCY The first Day of every 24 months

SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Jun 2021

FREQUENCY: 14th day of every month

SIGNOFF(S): Cheryl Greenough DUE DATE: 14 Jun 2021

FREQUENCY: 14th day of every month







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 SEVERITY CONTROL EFFECTIVENESS Strong

SIGNOFF(5): TREATMENT MC00041 Beverley Jones Undertake OHS Audit DUE DATE: 01 Sep 2021 FREQUENCY The first Day of every 24 months

TREATMENT MC00042 SIGNOFF(S); Beverley Jones Implement recommendations from OHS Audit & DUE DATE: 30 Sep 2021 Report to Audit & Risk Committee FREQUENCY: The last Day of every 4 months

TREATMENT MC00043 SIGNOFF(S): Beverley Jones

The last Day of every 3 months FREQUENCY:

DUE DATE:

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

OHS Committee Meeting Regularly

OSH inspections undertaken for each site.

genda item)

SIGNOFF(S): Clinton Kleynhans DUE DATE: 31 May 2021 FREQUENCY: The last Day of every month

30 Jun 2021

TREATMENT MC00045 SIGNOFF(S): Jason Whiteaker Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an DUE DATE: 30 Sep 2021 FREQUENCY: The last Day of every 6 months

TREATMENT MC00046 SIGNOFF(S): Beverley Jones OHS Policy Framework in place and reviewed DUE DATE: 31 Aug 2021

FREQUENCY: The last Day of every 12 months

TREATMENT MC00095 OVERDUE, CHANGE(S) PENDING SIGNOFF(S): Colin Your Undertake Workplace Safety Inspections -Undertake Inspection

Colin Young Clinton Kleynhans Jason Whiteaker Jo Metcalf DUE DATE: 30 Apr 2021

FREQUENCY: The last Day of every month







R00020

CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC

External Theft & Fraud (inc. Cyber Crime)

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- · Fraud benefit or gain by deceit
- · Malicious Damage hacking, deleting, breaking or reducing the integrity or performance of systems
- . Theft stealing of data, assets or information (no deceit)

OWNER Colin Young CREATED 01/07/2019 14:32:52

SEVERITY

TREATMENT MC00111

Fraud and Corruption Control Plan in place

OVERDUE SIGNOFF(S)

Colin Young 30 Apr 2021 DUE DATE: FREQUENCY:

LIKELIHOOD

Major CONTROL EFFECTIVENESS Strong

3.6 12.0

R00033

GENERAL, REPUTATION - COMMUNITY

Errors, Omissions & Delays

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process or potentially inadequate resources. This includes instances of;

- . Human errors, incorrect or incomplete processing
- · Inaccurate recording, maintenance, testing and / or reconciliation
- · Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- · Inaccurate data being used for management decision making and
- · Delays in service to customers
- · Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document

Management Processes".

OWNER Jason Whiteaker CREATED 02/07/2019 13:56:61 LIKELIHOOD SEVERITY CONTROL EFFECTIVENESS Strong TREATMENT MC00002

Audit of monthly compliance calendar

SIGNOFF(S): DUE DATE:

Cheryl Greenough 14 Jun 2021

FREQUENCY:

SIGNOFF(S):

CHANGE(S) PENDING

14th day of every month

Nadege Vinicombe

28 May 2021

TREATMENT MC00007

Manage Inductions - Conduct New Employee

DUE DATE: All new employees are provided with adequate FREQUENCY:

TREATMENT MC00009

Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.

SIGNOFF(S): DUE DATE:

Fri every week Cheryl Greenough 14 Jun 2021

FREQUENCY:

Beverley Jones

14th day of every month

TREATMENT MC00083

Manage Inductions - Conduct New Employee

eliminate errors, omissions and delays (wastage)

Ensure staff are inducted into the organisation

CHANGE(S) PENDING SIGNOFF(S):

DUE DATE:

01 Oct 2021

FREQUENCY:

The first Day of every 12 months

TREATMENT MC00084

Have critical processes mapped to assist staff

SIGNOFF(S): Alysha McCall 01 Dec 2021 DUE DATE:

FREQUENCY:

The first Day of every 12 months







R00035

CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE, REPUTATION -COMMUNITY, REPUTATION - INDUSTRY

Misconduct/Fraud

Intentional activities (including fraud) in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- · Relevant authorisations not obtained.
- · Distributing confidential information.
- · Accessing systems and / or applications without correct authority
- · Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

OWNER Jason Whiteaker CREATED 02/07/2019 14:09:25 LIKELIHOOD SEVERITY CONTROL EFFECTIVENESS Strong

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

TREATMENT MC00059

TREATMENT MC00086

TREATMENT MC00087

TREATMENT MC00102

is required

Induction & Training provided to elected member

Manage Inductions - Conduct New Employee

Manage Procurement - Identify need for

Induction of new employees into the organisation

Process minimises opportunity for misconduct

Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention)

assists in creating an expectation in terms of what

FREQUENCY: CHANGE(S) PENDING

CHANGE(S) PENDING

SIGNOFF(S):

FREQUENCY

SIGNOFF(S):

DUE DATE:

DUE DATE:

SIGNOFF(S): **Beverley Jones** DUE DATE: 01 Sep 2021

FREQUENCY: The first Day of every 12 months

Nadege Vinicombe

Cheryl Greenough

The last Day of every 24 months

28 May 2021

Fri every week

30 Nov 2021

CHANGE(S) PENDING

SIGNOFF(S): Colin Young Sue Connell

DUE DATE: 01 Oct 2021

The first Day of every 12 months FREQUENCY:

NON-COMPLIANT SIGNOFF(S):

Cheryl Greenough Colin Young DUE DATE: 18 Feb 2021

FREQUENCY: The last Day of every 24 months





6.5 ICT STRATEGIC PLAN 2021-2026

File Reference:	2.3.1.1		
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

This report provides Council the opportunity to consider and approve the ICT Strategic Plan 2021-2026

ATTACHMENTS

Attachment 1: ICT Strategic Plan 2021-2026.

A. BACKGROUND / DETAILS

It has been recognised as essential planning tool to have an ICT Strategic Plan and Framework in place to guide the Shire's ICT decision making in this ever evolving environment and was a key outcome of the internal ICT audit that was carried out.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam council is a sustainable, responsive,

innovative and transparent organisation.

Objective: Implement systems and processes which deliver quality

outcomes for our community.

B.2 Financial / Resource Implications

As per included 5 year budget.

B.3 Legislative Compliance

Local Government Act 1995 s5.56

- (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.





Local Government (Administrations) regulations 1996

- (3) A corporate business plan for a district is to
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

External ICT providers.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial Property of the Indian Control of	Lack of investment into ICT or under investment	Possible (3) x Medium (3) = Moderate (9)	
Health & Safety	Nil	N/A	N/A
Reputation	Slow take up of new technologies leading to negative community perception.	Likely (4) x Minor (2) = Moderate (8)	ICTTeam continuing to engage with Shire stakeholders, 3rd party vendors, and other councils re: current and emerging technologies and methods of delivering desired services.
Service Interruption	Cyber Attack	Likely (4) x Major (4) = High (16)	Effective utilisation of firewall and antivirus software (regular updates) Staff education





			Effective user authentication
Compliance	No strategic direction established for 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.
Property	ICT asset management, accountability, security, disposal, & replacement	Possible (3) x Medium (3) = Moderate (9)	ICT managed asset register/database established for the Shire's ICT assets including mobile devices. Roll-out of a Mobile Device Management system currently occurring.
Environment	Visual, RF, and potential community concerns re: impact of ICT infrastructure including antennae, towers, wifi & mobile boosters, microwave dishes, CCTV placement and solar backed battery installations, on the local environment.	Likely (4) x Minor (2) = Moderate (8)	Utilising vendors and providers to advise, install, and maintain suitable equipment that is not only in keeping with best practices but also minimises any undesired impacts on the local environment.

C. OFFICER'S COMMENT

It is expected that the ICT Strategic Plan 2021-2026 will guide the Shires decision making over the coming five years. It will be reviewed as required to ensure it remains relevant with best practice. It has a number of recommendations that will be tracked with the progress reported to the Audit and Risk Management Committee.





RECOMMENDATION

That Council

- 1. Endorse the ICT Strategy 2021-2026 as presented.
- Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the ICT Strategic Plan 2021-2026.

MOTION / COMMITTEE DECISION

Minute No: AU.187

Moved: Cr Mencshelyi Seconded: Cr Ryan

That Council

- Endorse the ICT Strategy 2021-2026 as presented, subject to the following amendment:
 - Under 'Business Systems and Applications' on page 13 of the ICT Strategy, replace the words 'Review Core Business System Synergy Soft' with 'Replace Core Business System Synergy Soft'.
- Request the Chief Executive Officer to report to the Committee on the progress towards the recommended actions from the ICT Strategic Plan 2021-2026

CARRIED 3/1

DISCUSSION

Clarification was sought in relation to:

- How often the actions will be reported. The Executive Manager Corporate Services advised that this will be reported quarterly.
- The source of the document. The Chief Executive Officer advised that the document is based on the Australian Standard for Corruption & Fraud Control
- The budget for Synergy / Altus. The Executive Manager Corporate Services advised that Altus has been budgeted in the 2021/22 budget however staff will be going out to the market as part of the review of Council's core business system.
- There were discussions around the risks associated with cloud-based software if there is an internet outage.
- The costing items for Synergy and Altus. The Executive Manager Corporate Services advised that this has been split to demonstrate the





annual licence fee in addition to the purchase of the Altus modules as these become available. It was advised that there will be additional costs upfront to convert to some of the Altus modules such as payroll and purchasing. It is proposed to purchase a new module each year.

 The action to look at consolidating the ad hoc systems. The Chief Executive Officer outlined that there is not one system that does everything in a local government context. This Plan would provide the direction which allows staff to go and review the systems.







Attachment 1 – ICT Strategy 2021 - 2026



Shire of Northam

ICT Strategy

2021 - 2026







ICT Strategy Plan 2021 - 2026



Revision History

/10/2020	T: 0			
710/2020	Tim Sargent (JH Computer Service)			
/03/2021	Colin Young			
/04/2021	Colin Young			
/05/2021	David Sparrow			
/05/2021	Jason Whiteaker			
֡	/04/2021 /05/2021			

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ICT Strategy Plan 2021 - 2026



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ICT Strategy Plan 2021 - 2026



Executive summary

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.

Information & Communication Technology (ICT) has profoundly changed almost all aspects of society. It is now central to how people communicate, interact, make decisions, and do business. This includes the way the Shire of Northam operates and delivers services. ICT has and will continue to play a key role in how we operate as a business as we look to leverage technology to provide more efficient and effective services to our Community and stakeholders.

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

This detailed Implementation Plan delivers the aspirations, desires, and planning requirements to achieve business service level obligations of ICT services. Each of the ICT Themes articulated in the ICT Strategic Plan 2021-2026 form the basis of this Implementation Plan. Actions to achieve the strategic themes are detailed with indicative costs associated with and timelines for implementation included within the projected budget.

The ICT Strategic Plan is one of the informing strategies forming part of the IPR Framework (refer figure 1) and provides a roadmap for ICT operations that will facilitate short-, medium- and long-term community priorities and aspirations



Figure 1 - Elements of the Integrated Planning

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ICT Strategy Plan 2021 - 2026



Alignment with the Corporate Business Plan

This ICT strategy has been developed to ensure alignment with the Shire of Northam's Strategic Community Plan objectives, primarily;

Strategic Community Plan Theme Area 1: Economic Growth Diversifying and growing the economy for prosperity and employment

OUTCOME 1.1

The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Objectives:

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

Strategic Community Plan Theme 6: Governance & Leadership Leading with accountability, connection and openness

OUTCOME 6.1:

The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objectives:

Positive internal and external perceptions about Northam

OUTCOME 6.2:

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

Objectives

. Effective and efficient two-way communication between the Shire and stakeholders

OUTCOME 6.3:

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

Objectives:

- Provide outstanding customer service
- Ensure robust financial management
- Implement systems and processes which deliver outcomes for our community
- Improve community access to information to ensure they are able to be informed of our activities

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ICT Strategy Plan 2021 - 2026



Vision

The Shire of Northam has established a vision for our Information & Communication Technology (ICT), which is to provide innovative, reliable, effective (cost & use) and secure services both internally to our organisation and externally to our community and stakeholders.

- Innovative
 - Always looking for how we can use new technologies to help our community
 - Always looking for how we can make our organisation a more effective and an enjoyable place to work
- Reliable
 - Stable business systems and network communications
 - Appropriate redundancy to sustain critical functionality
- Effective
 - Simplified ICT experience for all users
 - o ICT experiences our community wants and values
 - o ICT tools and experiences that help our staff deliver for our community
 - ICT that is easily used and understood
- Secure
 - Safe from cyberattacks
 - Keeping personal information / data secure

Risk Management

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

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ICT Strategy Plan 2021 - 2026



Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action		
Service Interruption	Cyber Attack	Likely (4) x Major (4) = High (16)	Effective utilisation of firewall and anti-virus software (regular updates) Staff education Effective user		
			authentication		
Service Interruption	Prolonged loss of internet	Possible (3) x Medium (3) = Moderate (9)	Identification of single- points-of-failure and the implementation of suitable fail-over devices and processes.		
Service Interruption	Underinvestment in ICT	Likely (4) x Medium (3) = High (12)	ICT Strategic / forward planning involving stakeholders to determine needed and desired current and future outcomes that can be budgeted for.		
Compliance	No strategic direction established for 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.		
Property	ICT asset management, accountability, security, disposal, & replacement	Possible (3) x Medium (3) = Moderate (9)	ICT managed asset register/database established for the Shire's ICT assets including mobile devices. Roll-out of a Mobile Device Management system currently occurring.		
Environment	Visual, RF, and potential community concerns re: impact of ICT infrastructure including antennae, towers, wifi & mobile boosters, microwave dishes, CCTV placement and solar backed battery installations, on the local environment.	Likely (4) x Minor (2) = Moderate (8)	Utilising vendors and providers to advise, install, and maintain suitable equipment that is not only in keeping with best practices but also minimises any undesired impacts on the local environment.		

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ICT Strategy Plan 2021 - 2026



Current Business Systems & Applications

Business systems and applications includes the core business system, currently Synergy Soft, the Microsoft (MS) Office suite, Nintex Promapps, Smartsheet and other ad hoc applications and server operating systems.

Synergy soft (vendor is I/T Vision)

is the main business system utilised by the Shire of Northam. Synergy soft is currently utilised for all financial functions, central records, customer service, desktop mapping, health, building and town planning.

I/T Vision have been servicing local government in Western Australia for over thirty years. The current Synergy soft System has been utilised for the past fifteen years and is now due for replacement. I/T Vision are replacing Synergy soft with a new cloud-based system called Altus. This will result in the Synergy soft system being phased out in the short term, with new patches or improvements ceasing 1 July 2021. Consequently, the Shire of Northam must review its position and decide on the future of its main business system.

Microsoft Office

The Shire of Northam is currently utilising Microsoft Office 365, having transitioned from MS Office 2013 and from Windows 1 Windows 10 Pro in 2020/21.

The Shire of Northam currently holds 63 basic, 8 standard, and 86 O365 E3 licenses to provide both inhouse and cloud/global access to current and standard office products including Word, Excel, 1TB of Onedrive/cloud storage per licence, Teams collaboration/communications, and Email.

Nintex Promapps

Nintex is a cloud based **workflow management** solution which has been utilised by the Shire of Northam for the past four years. Initially utilised to assist the Shire of Northam mitigate high turn over risk by documenting critical internal processes, thereby allowing new employs to transition into the organisation smoothly and quickly, understanding 'how things were done'. The Nintex project then morphed into a second stage of development whereby the focus was on applying LEAN principles to the organisation by documenting, understanding and then improving internal business processes to improve efficiency and customer service. At May 2021 the Shire of Northam has over 75 processes documented with in excess of 500 individual improvements made to processes over the time.

The Shire of Northam is currently utilising Nintex to focus on process automation as an opportunity to improve efficiency and customer experience. It is planned to deliver the first automated process in 2021.

Nintex is also used as the Shire of Northam organisational risk register. Adopted in 2019 Nintex is utilised to record all significant organisational risk and is reporting any noncompliance with risk mitigation actions to the Councils Audit & Risk Committee.

Smartsheet

Smartsheet was introduced in 2020 to manage the organisational annual delivery plans. Smartsheet is a software as a service (SaaS) offering for collaboration and work management, developed and marketed by Smartsheet Inc.

In addition to being utilised for annual work delivery outcomes, smartsheet is also being

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ICT Strategy Plan 2021 - 2026



utilised as a performance dashboard reporting system for Council and the Executive

The Shire has a portfolio of applications, some of which are SaaS (Software As A Service). The acquisition of these is usually user driven. It is not the role of ICT to adjudicate on a user's need for a particular application however duplication of solutions and mistakes of the past should be avoided, ICT does not have the capacity or expertise to provide user support and network communication constraints need to be considered. Appropriate governance is in place for acquisition decisions.

Some of these systems include

- · Snap Send Solve -utilised by the Community to report work requests and currently being investigated as a potential customer request package (with automation benefits)
- . Who's In tracks administration staff being in or out of office
- RAMS Roads Asset Management System
- Navman Vehicle tracking
- · Fortinet VPNclient For secure access to Shire resources from mobile Shire assets as well as BYOD.
- QGIS a free and OpenSource Geographic Information System which can utilise mapping data obtained via the Shire's SLIP subscription from Landgate and may the potential to reduce reliance on the subscription licence Intramaps product.
- Intramaps a licenced product supported by TechnologyOne utilising mapping data obtained via the Shire's SLIP subscription from Landgate and data regularly extracted from the Shire's Synergy database.
- · Kaseya Remote management and monitoring (and much more) software extensively utilised by the ICT team including the Shire's primary vendor for the management and support of servers and workstations.
- Spark CMS "Content Managed Simply" used by Shire staff to maintain Shire of Northam publicly accessed website information.

Server Operating Software

The primary physical server is running Hyper-V via Windows Server 2016 operating system to host and manage a suite of virtual machines/servers that provide Shire services.

These include

- The Active Directory, Domain Name System, and File server running Windows
- The SynergySoft database server. Recently upgraded from "out of support"/EOL Windows Server 2008 to Windows Server 2019.
- The Intramaps server. Currently requiring an upgrade as it is running "out of support"/EOL Windows Server 2008. Note: We are currently considering moving Intramaps to the Shire's already up to date Web Server and decommissioning this virtual machine rather than buy another server license.
- The dedicated Building Security server. Running Windows 10 and the Titan building security/alarm, and swipe card management system.

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The Web server is running Windows Server 2019

Backups of Shire servers and data includes (and is not limited to):

- Multiple snapshot images of the virtual machines/servers.
- Full and/or incremental onsite and offsite backups of data on the File and Database servers on a daily, weekly, monthly, yearly, as well as ad-hoc basis (I.E., as part of system or software upgrades, EOFY processing, etc etc.)
- Backup of cloud O365 data including email.
- Quick access/restore capability to multiple "Previous Versions" of files/data accessed by staff and Councillors on our "G:" or "shire data" drive. Maximum roll-back/restore is currently set to the last 45 days with a "Previous Version" backup occurring at 7am and 12pm.
- Quick access/restore capability to at least the last 14 days of email sent to "Deleted Items".

Infrastructure

The Shire has infrastructure consisting of network communications, ICT hardware and telephony.

Network Communications

Infrastructure Network communications currently utilises an enterprise grade 100Mb and 4G internet connections, point-to-point (PtP) radio links between sites and a SIP enabled telephone connection. The network has been expanded to address immediate user needs however a more considered approach is now appropriate. A network communications infrastructure plan is yet to be developed but is considered critical to future development. The plan will assess existing infrastructure, forecast future demand, and design a network to meet that demand and provide a sufficient level of redundancy. The assessment of existing infrastructure will include availability and reliability of internet communications that will be critical to business systems and applications and disaster recovery.

Infrastructure ICT Hardware

Equipment is replaced according to needs and age and the ICT Team has created, implemented and maintains an extensive ICT related register/database which includes servers, workstations, network/comms equipment, mobile devices, fixed telephony and printers at all our offices including Wundowie. However, there is no formal policy relating to ICT asset management. An ICT asset management IOP will guide both hardware and software investment and renewal and the asset management plan needs to include the CCTV network. The main server and storage is located at the Administration Centre (395 Fitzgerald Street). Other locations have task specific devices such as local CCTV recording/capture/control stations. Storage in the main server was recently increased (May 2021) to help alleviate performance/resource issues with SynergySoft access and server requirements are expected to change significantly with the continued uptake of SaaS and ongoing migration to cloud based services such as Altus and Sharepoint. The Shire's Libraries include network, comms, telephony, and workstations monitored and maintained by the ICT Team, and site specific public access equipment including linux OS workstations and catalogue server monitored and maintained by the Library Manager.

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Telephony

The telephone system is overdue for replacement and the Shire makes extensive use of mobile devices. A new system is likely to be cloud hosted and integrate with Microsoft 365 in the future. Existing telecommunications are internet dependent, and a DR solution will need to be independent of the internet.

Mobile devices are currently well utilised to assist staff in the field. Future considerations include equipping users with the most appropriate device for their role, accommodating the desire for bring-your own devices in a sustainable manner and pushing messages to staff and the community with mobile devices.

Data and Systems Security

The Shire will develop, implement, and continually review a set of policies and procedures that covers the protection of the access to ICT systems and services. These policies should cover both the protection of data to ensure internal confidentiality, but also protect it from external cyber threats.

Business Continuity

Continuity

Much of the following can also be considered additional detail to the Infrastructure: Network Communications" section of this document.

The Shire's current business continuity / DR options from an ICT point of view include:

- Fail-overs to 4G in the event of loss of fixed line NBN. This maintains access to the internet.
- Fail-overs to fixed Wi-Fi links. This maintains local network links between Admin, Library, Create298, BKB, Visitor Centre, Killara, Recreation Centre, and the Depot but not the internet in the event of a 4G *and* NBN outage.
- Manual and auto fail-over or redirection capabilities to mobile in the event of fixed phone service interruptions.
- UPS (Uninterrupted Power Supply) devices to suit typical individual site requirements in the event of short period power outages.
- Access to a Shire owned truck mounted generator that can be deployed to hook into the Admin building in the event of an extended power outage.
- A more mobile work force with polices, processes, and equipment established (and tested) to enable extended "working from home" type situations.
- Multiple forms and levels of data backups.

All of the above options have been put to and passed the test over the last year, both deliberately, and because various situations required it. Also, as part of potential future improvements, the comms room at the (under construction) new Depot building has been suggested as a potential location for hosting either a Disaster Recovery environment or perhaps our main server currently being hosted at the Admin building.

Security

The Shire currently does not have a formal cybersecurity plan and relies primarily on its firewall and anti-virus software. Information to help staff stay safe on-line is shared

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periodically across the organisation. A formal cybersecurity risk assessment and plan will be developed using a recognised framework followed by periodic penetration testing. The opportunity to utilise multi-factor user authentication will be investigated.

Regarding current physical security of ICT equipment, the Shire's main physical server is secured in a locked comms cabinet in a general access area which is far from Best Practices. Similarly, the Admin building vital main comms switches (which produce heat as well as a continual and quite noticeable fan noise which is a potential OSH concern) are currently located in an unlocked built-in cupboard in an open office which is regularly accessed by any staff needing to change the state of the building air-conditioning. This does not represent best practices, and it is desirable to move the main switches to at least the lockable main server cabinet at earliest opportunity.

Swipe card access to the Staff only areas of Shire's Admin building is in keeping with best practices, and this also helps secure our main server and comms equipment.

Locked comms cabinets and a locked comms room at the Recreation Centre and the (under construction) new Depot secures (or will secure) Communication equipment, CCTV control stations, and other stand-alone gear at the Shire's other offices.

ICT Actions

The Shire of Northam is utilizing a baseline for the Shire's ICT Strategic Framework as recommended by the Department of Local Government, Sports & Cultural Industries.

The framework has the following 7 elements:

- Governance
- · Emerging Trends and Technologies
- Business Systems and Applications
- Infrastructure and Technology
- Disaster Recovery
- Security
- · Project Management

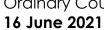
The table below identifies the key items that are required as part of the Strategic Framework, including review dates or the date of expected completion or adoption.

	Govern	ance			
ICT decisions and operations within formalised ICT Governance framew activities with business priorities.					
Item	2021/22	2022/23	2023/24	2024/25	2025/26
ICT Strategic Plan	Review		Review		Review
Annual Operating Plan, (Budget)					
	Review	Review	Review	Review	Review
Service level agreements	Adopt	Review	Review	Review	Review

Emerging	Trends and Technologies

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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.

Item	2021/22	2022/23	2023/24	2024/25	2025/26
Acceptable Use Policy	Adopt		Review		Review
Bring your own device (BYOD)					1
Policy	Adopt		Review		Review

Busine	ss Systems	and Applica	tions		
Appropriately managed business systreamline business processes.	ystems and a	pplications w	vill help cons	olidate and	
Item	2021/22	2022/23	2023/24	2024/25	2025/26
Inventory Register in Place	Review		Review	M. M.	Review
Replace Core Business System Synergy soft	Review		1		
Review Systems	Review		Review	>	Review
Develop consolidation Plan of ad hoc system utilisation	Develop	Review		Review	

Infra	structure an	d Technolo	gy		
ICT has extensive assets and servi benefit from this investment can on				ue and ma:	ximum
Item	2021/22	2022/23	2023/24	2024/25	2025/26
ICT Systems Manual to be developed	Develop		Review		Review
Network communications infrastructure plan)	Develop			Review
Audit Asset Register		Audit		Audit	

	IT Disaster	Recovery			
ICT needs to work with the organis disaster recovery and business co					
Item	2021/22	2022/23	2023/24	2024/25	2025/26
Disaster Recovery/Business Continuality Plan	Review		Review		Review
Test Disaster Recovery plan	Audit	Audit	Audit	Audit	Audit
Data Retention Plan Developed		Develop	Life Section 1	Review	

	Secui	rity			
The threat of cyber security incide implement security policies and p					and
Item	2021/22	2022/23	2023/24	2024/25	2025/26
Develop Cyber Security Policy	Develop	Review		Review	

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Provide Cyber Security Training	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
	Project Man	agement			
The effective delivery of ICT project implemented	cts requires a	suitable man	agement fra	mework to	be
Item	2021/22	2022/23	2023/24	2024/25	2025/26
Project Management ICT Procedure to be developed	Develop		Review	1	Review

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Appendix 1: Hardware Lifecycles Replacement Schedule

ICT hardware will have a defined life and should be replaced in line with the table below, which is aligned with the Shire's Asset Management Policy, W5.7. Where possible, hardware warranty or maintenance contracts will be aligned to the defined life of each item.

Hardware Item and Associated Software	Lifecycle (Years)		
Mobile Phone	As required		
Notebook PC	5		
Desktop PC ³	5		
Tablet PC	5		
Server	5		
Storage - SAN/NAS	5		
CCTV (IP) Camera	5		
Network Router	5		
Network Switch	5		
Plotter	10		
Printer – including Multi-Function Device	5		
Scanner	5		
Tape Drive or Library	5		
Telephony System	As required		
Rack	15		
Uninterruptible Power Supply (UPS)	10		

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Appendix 2: ICT 5 Year Operational Budget

		ICI 3 I	ear Operatio	nai Budget			
Expenditure Item	GL Account	2021/22	2022/23	2023/24	2024/25	2025/26	Total
Synergy Licence	04057002	115,435	140,759	144,278	147,885	151,582	699,940
Altus Installation	04057002	106,428	30,000	30,000	30,000	40,000	236,428
Synergy Support	04057002	2,500	2,500	2,500	2,500	2,500	12,500
Office 365 Licence	04057002	34,000	34,000	34,000	34,000	34,000	170,000
Adobe/Foxit Licences	04057002	5,500	5,500	5,500	5,500	5,500	27,500
Kaseya Remote / Management Licence	04057002	4,000	4,000	4,000	4,000	4,000	20,000
Market Creations, rates & customer requests & Website support	04057002	6.156	6,279	6,405	6,533	6,663	32.036
Market Creations, Design Template	04057002	4,494	4,494	4,494	4,494	4,494	22,470
Photocopier Expense	04057002	21,000	21,000	21,000	21,000	21,000	105,000
Antivirus Licence	04057002	1,995	1,995	1,995	1,995	1,995	9,975
Firewall Licence	04057002	500	500	500	500	500	2,500
Backups Server/ offsite	04057002	996	996	996	996	996	4,980
Helpdesk Licence	04057002	996	996	996	996	996	4,980
Intramaps Licence	10302012	13,500	13,500	13,500	13,500	13,500	67,500
Internet Fibre	04057002	9,600	9,600	9,600	9,600	9,600	48,000
External ICT Support	04052122	30,000	30,000	35,000	35,000	35,000	165,000
Upgrade Desk Stations	04057002	7,500	7,500	10,000	10,000	10,000	45,000
Internal Resource Expenditure	04051002, 04051012	139,086	142,543	146,106	149,759	153,877	731,352
		CT 5 Year O	perational B	udget Contin	ued		
Expenditure Item	GL Account	2021/22	2022/23	2023/24	2024/25	2025/26	Total
Expenditure Northam	04057002	10,000	10,000	10,000	10,000	10,000	50,000
CCTV Expenditure Wundowie	04057002	3,000	3,000	3,000	3,000	3,000	15,000

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Upgrade Assessment	04057002			25,000			25,000
Telephone	3001002			20,000			20,000
Hardware	04057003	1 500	1 500	1 500	1 500	1 500	7 500
Expenditure Telephone,	04057002	1,500	1,500	1,500	1,500	1,500	7,500
NBN, Calls &							
mobiles	Various	142,600	135,000	135,000	135,000	135,000	682,600
Misc. hardware							
expenditure	04057002	4,000	4,000	4,000	4,000	4,000	20,000
Vendor Panel	04052022	6,000	6,000	6,000	6,000	6,000	30,000
Nintex	04050000	07.450	07.450	27.452	07.450	27.000	405.750
Promapp's Nintex	04052022	27,150	27,150	27,150	27,150	27,150	135,750
Automation	04052022	22,000	22,000	22,000	22,000	22,000	110,000
Azility						11	W
environmental reporting	04052022	14,750	14.750	14,750	14,750	14,750	73,750
				-	0 1		
Totals by			TANK TO			7	*
expenditure		734,666	679,562	719,270	701,658	719,604	3,554,760
		To	tals By GL A	count			
ICT Expenses	04057002	339,600	288,619	319,764	298,499	312,327	1,558,809
Computing			18				
Consultancy	04052122	30,000	30,000	35,000	35,000	35,000	165,000
Organisation Software	04052022	69,900	69,900	69,900	69,900	69,900	349,500
		1		- SAME			
Planning Office Expenditure	10302012	13,500	13,500	13,500	13,500	13,500	67,500
Enperionale	10002012	10,000	10,000	10,000	10,000	20,000	01,000
Salaries Incl	04051002.						
Super	04051002,	139,066	142,543	146,106	149,759	153,877	731,352
Telephone,	04001012	136,000	172,070	140,100	170,700	199,011	101,002
NBN, Calls &		1					
mobiles	Various	142,600	135,000	135,000	135,000	135,000	682,600
Totals by							
Account		734,666	679,562	719,270	701,658	719,604	3,554,760

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6.6 PROGRESS TOWARDS THE IT AUDIT SERVICE REPORT

File Reference:	1.6.1.6
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

This report is to update Council on the progress of the IT Audit Service Report provided by Focus Networks in September 2018.

The report endeavours to establish appropriate and effective compliance with internal controls and although there is no legislative requirement to conduct an IT audit it is recommended as best practice.

ATTACHMENTS

Attachment 1: IT Audit Action Plan.

A. BACKGROUND / DETAILS

In June 2018 via the audit committee, Council adopted that an internal audit was to be carried out on the resourcing requirements of Council's Information Technology Resourcing. Focus Networks was contracted to carry out a review of Councils IT Infrastructure. There were four objectives noted as requiring attention:

- 1. Review the Current IT Environment
 - a. Physically inspect certain core IT areas
 - b. Electronically inspect certain core IT areas
 - c. Document current configurations
- 2. Compare to Industry Best Standards
 - a. Generate a Technology Scorecard
 - b. Generate a priority Timeframes
 - c. Highlight the differences
- 3. Make Recommendations for the Future
 - a. Rate core IT areas based on risk
 - b. Document areas of concern





- c. Suggest the implications
- 4. Suggest Budget Estimates
 - a. Propose alternative solutions
 - b. High and medium IT areas
 - c. Include hardware/software/labour

The core areas audited and documented were:

- 1. Plans Procedures & Designs
- 2. Environment & Communications
- 3. Computers & Network Hardware

Furthermore, Council's network was hit by a crypto virus on 18 August 2018 – this attack highlighted the need for an urgent review of Council's network.

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 hold an IT Service Review, however it is best practice.

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	The cost of cyber- attacks can be extremely high	Likely(4) x Medium(3) = High(12)	Put processes in place to mitigate attack	
Health & Safety	N/A	N/A	N/A	





Reputation	Any disruption to Council's IT infrastructure impacts members of the community and may give them a poor reflection of dealing with Council.		Put processes in place to mitigate attack
Service Interruption	Disruption to the service provided by Council	Likely(4) x Medium(3) = High(12)	Put processes in place to mitigate attack
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

Since the last Cyber-attack in 2018, an agreement has been signed between the Shire and JH Computer Services to provide two levels of support.

Level 1 Monitoring and Maintenance

Examples include but are not limited to:

Monitoring Server Uptime;

Being made aware if Server goes offline;

Monitoring and maintain Backups;

Monitoring and managing Hard Disk Utilisation;

Monitoring, notifying and instigating repair of Hardware faults; and Checking Windows updates that are required.

Level 2 Support Packs

Such as auditing and review services which include:

Backup and Disaster Recovery Assessment;

Network Performance Assessments;

Virus and Security Assessments;

Network Hardware Review; and

Communications Review (i.e. ADSL connections)

The attached table has been marginally modified from the last report to Council and details further actions taken by officers to address the IT issues raised by Focus Networks.

Officers are working towards addressing the areas for further development whilst continuing the improvements already underway in order to achieve good practice, governance and legislative compliance into the future. The action plan for the review has been provided in Attachment 1 with an update of the progress made towards the recommendations.





Table Legend

Completed

No Action

Underway

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.188

Moved: Cr Pollard Seconded: Cr Ryan

That Council:

- Receives the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review;
- Not require the ICT Audit Service Action Plan to be provided in the future.

CARRIED 4/0





Attachment 1 - IT Audit Action Plan

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
1	Backups	HIGH Score 1.5	Two backup technologies are used The backup runs daily Monday to Friday and items are stored on a share on the NSC-HYPERV physical server. A retention period for NSC-DATABASE could not be documented. A backup exists on the NSC-FILE virtual server and NSC-TS physical server. This backup runs daily Monday to Sunday at 9PM. A retention period of 7 days exists for NSC-TS and 28 days for NSC-DATABASE. These are stored onsite in a fire proof safe right next to the server room. Once a week the hard drives are taken offsite by staff. Notifications are emailed to the ICT shared mailbox. Focus Networks could not confirm failures for the past month.	An onsite and offsite backup and recovery solution should be kept as simple as possible and include the following. Onsite and offsite retention of backups Minimum hourly snapshots Hourly daily, weekly, monthly and annual retention periods Regular recovery testing Daly backup notifications It is important to do regular scheduled disaster recovery testing to ensure all is working as intended.	Executive Manager Corporate Services	Taking multiple daily snapshots as well as offsite backups. February 2021 Update: Now using Shadow Protect.
2	Internet Gateway	HIGH Score 1.5	Current firewall offers protection for less than 1% of these vulnerabilities. A Juniper device managed by Telstra is a basic router that offers no security services for Website Content Filtering, Gateway Anti-Virus or Gateway Anti-Spyware (also referred to as Deep Packet Inspection). These security services are supposed to be the first line of defence for incoming Internet traffic.	It is imperative that a deep packet scanning corporate firewall be utilised at all sites for both unencrypted and encrypted traffic providing protection from Internet attacks and misbehaving users. As of today, known virus, intrusion and spyware vulnerabilities are numbered at over 31,000.	Executive Manager Corporate Services	Hardware based deep packet scanning corporate firewall has been implemented via a Fortigate router. February 2021 Update: The Depot, Killara, Library, Rec Centre and Visitors Centre all use TPG NBN





No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
3	Anti-Virus	HIGH Score 1	The cloud-based solution is used; this makes remote agent monitoring and management a little easier. It is confirmed there is a license count of 80 with 75 in use. 17 agents were outdated and ransomware protection was disabled. No scheduled scans have been created for the servers or desktops and no scheduled reporting was enabled. Notifications were set to email ithelp@northam.wa.gov.au	Corporate grade anti-virus and anti- spam protection is a priority and proactive monitoring is required. Weekly scanning and reporting is imperative. A centrally located management console must be used to push out and update all machines at all sites	Executive Manager Corporate Services	Have upgraded to the latest Trend, WFBS is implemented on servers, all workstations are also using Trend as an antispam solution for emails.
4	∏ Support	HIGH Score 1	IT support is delivered using a mix of internal resources and an external contractor being PCS. Neither have full visibility of all components and no sharing mechanisms. This can lead to confusion and inevitably a finger pointing exercise. The Telstra MPLS network is fully managed generally locking out the client to making network/security modifications unless a ticket is generated. The response times from Telstra on these tickets can take days/weeks. The Library was following a different strategy and appeared to run under an independent IT model. Calls for help are not documented in a helpdesk ficketing system. No utilisation statistics can be documented.	A proactive support mechanism implemented with a helpdesk solution should aim at keeping all parties up to date at all times. Helpdesk calls should be updated when a system change is required or when a request is completed. Regular helpdesk reporting can help identify underlying issues and a searching ability should allow engineers to track and troubleshoot problems. Documentation and communication build a strong relationship.	Executive Manager Corporate Services	We now have a ticketing system using Fresh desk as our online ticketing system. Goes to all on the IT team including our external support. The system gives IT staff the ability to monitor and review work history for trends. We also have a support agreement in place with JHCS, whom monitor Councils servers, backups etc. remotely.





No.	Priority Areas	Finding Rating	Ситепт	Recommendation	Responsible Officer	Progress to Date
			PCS provide Level 2 and Level 3 remote IT support on an adhoc basis which can total up to 3 hours per week. No remote monitoring or infrastructure maintenance is delivered but after hours support is offered via mobile phone. There are no Service Level Agreements (SLA's) or minimum response times provided and no management reports.			
5	ISP Links	MEDIUM Score 1.5	The Telstra MPLS NBN link uses FTTN. This services uploads and downloads speeds are different. The Telstra MPLS NBN link was running at a speed of 43Mbps down and 2Mbps up. The secondary link is a Telstra ADSL link that uses copper. This service is an asynchronous service which means the upload and download speeds are different. The Head office lacks a fast redundant ISP link but this would be due to the design of the MPLS network as the hop off point for the Internet would be in the Telstra MPLS cloud. The NBN FTN disconnection for copper services would affect ADSL services.	Business grade Internet services will offer better contention ratios. Redundant links using different Internet technologies on a corporate firewall can increase uptime and will improve Internet browsing, site to site connectivity or cloud connections.	Executive Manager Corporate Services	February 2021 Update: All sites are now using TPG NBN with the P2P as failover





No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
6	IT DR Plan	MEDIUM Score O	There is no current IT DR plan. A very basic document called "Information & Communication Technology Strategy 2018-2022" did contain one page on disaster recovery but the content was extremely poor. It was also noted that a document from LGIS called "Crisis Management & Business Continuity response Plan" did exist and referenced the IT DR Plan on page 25 but no current IT DR plan exists. As no plan exists, the organisation is relying on the current backup regime to restore data in the event of a disaster. Unfortunately as recent events have shown, the backup regime was proved to be inefficient.	An IT Disaster Recovery Plan is a key element of business continuity management. It should be clear and concise, focus on the key activities required to recover the critical IT services, be tested reviewed and updated on a regular basis, have an owner and enable the recovery objectives to be met. As part of this exercise a Critical Systems Analysis document is to be completed to document business functions which are delivered using internal and external technologies.	Executive Manager Corporate Services	DRP is presented to the Committee to recommend for adoption to Council. 24/02/2020 The disaster recovery plan was adopted by Council on the 18/03/2020.
7	Strategic IT Plan	MEDIUM Score 0	There is no current Strategic IT Plan. The "Information & Communication Technology Strategy 2018-2022" did contain four pages on strategy but the content was extremely poor. No standard purchasing policy is defined for replacing computers based on time, age or life cycle. No other structured plans are set for larger IT related projects as no particular direction for strategy is defined. Very little detailed technical documentation exists.	There needs to be an overall approach for the selection, use and support of technology that aligns with the client's resources, business needs and processes. A Strategic IT Plan provides direction for addressing both short-term needs and long-term requirements for cost-effective, practical technological solutions.	Executive Manager Corporate Services	The "strategic IT plan" for the last year has been more about recovery and rebuilding the essentials while retaining service delivery but we are now finally in a far better position to develop a broader IT strategy, Identification of priorities has been determined and JHCS, our main ICT support vendor, engaged to assist in what





No.	Priority Areas	Finding Rating	Ситепт	Recommendation	Responsible Officer	Progress to Date
						needs to be achieved, ongoing 24/02/2020 February 2021 Update: Ongoing May 2021 Update: Presented to June Audit Committee meeting.
8	Windows Updates	MEDIUM Score 1	The two physical servers were last updated on the 19th of August. As this is a Sunday we assume IT completed the updates. The single virtual server NSC-FILE was last updated on the 21st of August which places the network at significant risk. All desktops are configured to receive updates through group policy, forcing all machines to update from Microsoft servers. No central WSUS server is present, which places more load on the internet links, and prevents reporting on the current state of patching. All desktops audited had less than 10 important updates pending. No test groups or pilot groups for desktops were evident for updates. This means that all updates are simply installed without testing, which is not recommended.	Microsoft Windows Server Update Services (WSUS) or alternative 3rd party management tools, enable administrators to deploy the latest Microsoft product updates to computers running the Windows operating system. By using WSUS or these tools, administrators can fully manage the distribution of updates that are released through Microsoft Update to computers in their network.	Executive Manager Corporate Services	Councils ICT provider is now contracted to carry cut updates on a regular basis, 26/02/2020.
9	Printing	MEDIUM Score 1	Centralised printing is via at least ten printers setup as direct IP printing on Server 2008 R2. The IP addresses used for	Centralised printing should be implemented to reduce ongoing consumable costs. Highly sensitive	Executive Manager	A review of printers has been carried out across all operation centres and





No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			the network were not all in sequential order. Canon, HP and Brother printers were confirmed onsite no standard purchasing policy exists. No secure print functionality was witnessed on the larger multi-function printers.	printing for the payroll or HR department should be implemented with a private/local printer. Network sharing should always be chosen over direct printing and the secure or distributed option of printing should be investigated. Locations of printers from an OHS point of view should be addressed for ventilation and noise requirements.	Corporate Services	stand along printers decommissioned where possible being replaced by network printers. 25/02/2020
10	Servers	LOW Score 0.5	Three white box physical servers reside in the server cabinet. They are all configured with redundant power supplies running from a single Eaton UPS. The second Eaton UPS in the rack is faulty and not in use. There is no remote management port options available on these servers. The white box physical servers are not covered under a warranty. Connectivity to the network is 1 Gb via a single CATS Ethernet cable. Redundant network interfaces are not utilised on all servers	A tier 1 server platform utilising the N+1 architecture delivers an increased uptime by offering redundant power supplies, redundant network connections, onboard remote management and extended warranties.	Executive Manager Corporate Services	Servers have been upgraded and storage increased and connectivity to the network is via managed switches configured to deliver 4Gb (bonded 4 x 1Gb) links. Servers are remotely monitored by JHCS our main ICT support vendor.
11	Local Area Network	Score 1	Three switches are tack mounted in the comms cupboard. Unfortunately all devices are powered by mains power only. A Netgear FS524 24 port 10/100 switch has no ports free.	Managed switches should be backed by a lifetime product warranty. Power over Ethernet (PoE) functionality should be investigated if a VOIP phone system is utilised. Management capabilities (HTTP and SNMP) will also aid in network fault finding and usage reporting. Non	Executive Manager Corporate Services	Most assets mentioned in this section of the audit has since been replaced and all of it is now on a UPS. We are now running smart / managed PoE switches and a Fortigate router configured to handle multiple sources





No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			A Netgear Prosafe GS748T 48 port gigabit switch has approximately 8 ports free. A HP J3188A 16 port 10Base-T hub has approximately 10 ports free. One switch is rack mounted in the server rack in the printing room. A Netgear Prosafe JGS524 24 port gigabit switch has 18 ports free. There is no evidence of separated networks (referred to as VLANs).	managed switches can decrease intelligence and performance. Wi-Fi access points can be configured on different frequency ranges. Each range is divided into channels. Fine tuning can increase performance gains. Wireless network access can also be configured using SSIDs and VLANs for internal use and/or public use.		of network connectivity, deep packet scanning, VPNs, VLANs, and Wifi hotspots, etc. February 2021 Update: Further options are being discussed
12	Uninterrupte d Power Supply (UPS)	Score 1	Two Eaton UPS reside in the server rack in the printing room. We are confident that the Eaton 9125 RM UPS is end of life and faulty. No SNMP card or EMP probe for monitoring were witnessed therefore no Eaton shutdown software was loaded to gracefully restart the powered servers in the event of a temperature or humidity rise.	A UPS filters supplied power Load segments can be defined to shutdown non-critical equipment first. The SNMP protocol is used to record and monitor incoming and outgoing voltages. Most importantly, UPS shutdown software should be installed and configured to shut down the servers gracefully during an extended power outage and power them back on after clean power has been restored.	Executive Manager Corporate Services	The main server and NAS storage and switch is on a managed UPS configured to shutdown the server in the event of an extended outage and its effectiveness was tested (including power down / back on) during a power outage earlier this year. One of the two clder Eaton UPS devices has been repurposed to provide protected power to the managed switches and other gear in a separate comms cabinet. The audit assessment of the Eaton 9125 UPS was correct and





No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
						it has since been decommissioned.





6.7 PROGRESS TOWARDS THE PARKS AND GARDENS AUDIT

File Reference:	1.3.6.9
Reporting Officer:	Cheryl Greenough, Coordinator Governance / Administration
Responsible Officer:	Clinton Kleynhans, Executive Manager Engineering Services
Officer Declaration of Interest:	NII
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is for Council to receive an update on the recommended actions identified in the Parks and Gardens Service Review Report since being received in October 2019 from XYST.

ATTACHMENTS

Attachment 1: Northam Parks and Gardens Review Table

A. BACKGROUND / DETAILS

Under the direction of the CEO, staff called for quotes from suitably qualified consultants to conduct an audit of our service provision in the Parks and Gardens area.

In November 2018 the Executive Manager Engineering Services and the Governance Officer met with Mr Brian Milne from XYST Australia P/L to discuss an audit of the Shire's Parks and Gardens Service Area and current service levels. The Audit was designed to provide both Senior Staff and Council with an additional element of reassurance by means of a performance review versus the expenditure.

XYST were engaged to perform the following scope of works:

- Review existing documentation relating to parks asset management, open space planning and service delivery;
- Undertake individual office and site-based meetings with each of the Parks and Gardens management team to identify strengths and weakness and opportunities for improvement;
- Run a full day workshop with Parks and Gardens Management and team to identify a comprehensive business improvement program;





- Identify training with discussion to develop initial framework for operational levels of service in focus areas;
- Identify possible solutions, priorities and required resources;
- Document a recommended improvement program and action plan

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage.

Outcome 4.1: The Shire of Northam is visually pleasing and easy to

find your way around.

Objective: Verges and Roadsides are neat, tidy and attractive.

Theme Area 5: Infrastructure and Service Delivery.

Outcome 5.2: Environmental risks are proactively managed to

minimise impact on residents.

Objective: Verges and Roadsides are neat, tidy and attractive.

Theme Area 6: Governance & Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place

to live and residents are proud to live here.

Objective: Positive internal and external perceptions about

Northam.

Objective: Foster a sense of community pride.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

XYST Australia who conducted the Audit.

B.6 Risk Implications

Risk Category	Description	Rating (consequenc e x likelihood)	Mitigation Action			
Financial	N/A	N/A	N/A			
Health & Safety	N/A	N/A	N/A			
Reputation	Shire facilities are not maintained to		Ensure fit for purpose programs			





	acceptable standards	Low(2)	are in place with ongoing monitoring
Service Interruption	Ineffective programs causing lost time	Rare(1) x Minor(2) = Low(2)	Ensure programs are being monitored with improvements made where identified
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

A performance quality assessment was undertaken of operations and maintenance standards across 15 parks. A typical performance target is 85% and Northam is performing above this level at 90%.

There are some areas of improvement required such as garden maintenance and some general maintenance. At 70% we provide a higher number of playgrounds but less youth facilities than some other councils who would be considered our peers.

However, we have a higher ratio of grass sports fields being 1.42 per thousand residents compared to the average of 0.98 per thousand residents.

The Shire's total expenditure budget of \$132.90 per capita is consistent with our peer groups.

The Best Practice scores indicate room for improvement in some areas whilst other areas are equal to or better than average.

The audit findings will be used to further develop the pending Parks and Gardens Asset Management Plan and the associated service levels. This will be presented to Council for adoption prior to the end of this financial year.

Table Legend

Completed		
No Action		
Underway		





RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.189

Moved: Cr Pollard Seconded: Cr Mencshelyi

That Council receives the update as provided in Attachment 1 in relation to the progress made towards the Parks and Gardens Service Review Recommended Actions.

CARRIED 4/0

DISCUSSION

Clarification was sought in relation to:

 The current open item. The Chief Executive Officer advised that the new Parks and Gardens Manager is reviewing the service delivery approach.
 It is anticipated that this will be signed off by the next meeting.





Attachment 1 – Shire of Northam Parks and Gardens Review Table

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Provision of actively maintained open spaces is relatively low compared to average industry provision.	Low (4)	Low number of maintained natural open spaces	Identify areas of natural open space land to achieve a more accurate account of provision	The Shire has a number of natural (bushland) Public Open Spaces which were not included in the audif review. These need to be investigated and considered for inclusion of maintenance	EMES	February 2021 Update: – Identified with maintenance requirements being assessed.
2	The provision of playgrounds per 1000 children under 15 is 70% higher than both the peer group and total sample.	Mod (9)	Playground can potentially be underutilised	Review level of playground provision to assess whether rationalisation is desirable (Consider preparation of playground strategy)	The review of this provision will be included as part of the Parks and gardens Asset Management Plan/Strategy development.	EMES	February 2021 Update: The Plan has been completed and was adopted by Council on 21/10/20.





No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
3	Difficulty in recruiting and retaining staff with suitable skills and aptitude.	High (12)	Unskilled workforce placing greater load on those more qualified	Implement traineeship development program	Appointment of Trainees has already commenced, formalisation of the program is in development	HR	A formal traineeship structure is currently being developed within the Promapp system. February 2021 Update: 2 x horticultural trainees currently assigned to Parks & Gardens team. Current vacancy for Development Services trainee through successful grant application for \$30,000.00. Current vacancy for Environmental Health Trainee.
4	There is opportunity for improvement for communication, organisation and staff development skills.	High (12)	Potential for improvement of programmed activities	Engage support to assist with implementing staff development programs and provide management mentoring	Middle Management training and professional development opportunities are being investigated	HR	Training Register completed. Skills Register currently being created to identify skills gaps within the department. Currently developing a professional development framework for middle management throughout the organisation





No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
5	There are opportunities to improve the methodology of programming works in terms of combining crews on locations.	Low [4]	Loss of productivity	Reorganise some aspects of the service delivery approach to move from a focus on cyclic park maintenance to a more prioritised approach with completion of key tasks and targeted combined staff resources	Opportunities will be investigated and where practicable crews will jointly address works	EMES	Programming of works is being reviewed and will be assessed for any change in productivity or service standard. To date where opportunities have been presented this has occurred. February 2021 Update: No further progress. Crews have been combined for some activities, on going monitoring will take place to determine if any efficiencies.





6.8 PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN

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

BRIEF

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

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

- Risk management
- Internal controls, and
- Legislative compliance

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

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

B. CONSIDERATIONS





B.1 Strategic Community / Corporate Business Plan

Theme 6: Governance and Leadership.

Outcome 6.3 The Shire of Northam council is a sustainable, responsive,

innovative and transparent organisation.

Objective: Ensure robust financial management;

Maintain a high standard of corporate governance;

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

B.6 Risk Implications

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

C. OFFICER'S COMMENT

This review indicated that the Shire of Northam is proactive in managing risk, internal controls and legislative compliance as well as taking the necessary steps to ensure appropriate risk management, internal controls and legislative compliance policies and practices are in place. Areas for improvement and recommendations have been detailed in Attachment 1 with comments in respect to the progress made towards each of these.





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

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

Table Legend

Completed

No Action

Underway

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.190

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council receives the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.

CARRIED 3/1

DISCUSSION

Clarification was sought in relation to:

Progress towards the open action for call outs / security services. The
Chief Executive Officer advised that Engineering Services are currently
finalising the structure, it is anticipated that this action will be closed at
the next meeting.





Attachment 1 – Regulation 17 Review Action Plan. Appendix A, B & C

APPENDIX A SHIRE OF NORTHAM RISK MANAGEMENT

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Adopted risk policy requires further refinement to further define risk tolerances.	Inconsistent application of risk assessments	While the risk policy is relatively recent, it is felt it could be improved by further defining the Council's risk tolerances,	Completed	CEO	Completed
2.	Potentially inadequate business continuity plan and Disaster Recovery Plan	Inability of Council to recover from events that impact Council service	1.Business Continuity Plan needs to be tested annually to ensure efficacy; 2. IT Disaster Recovery Plan to be developed and implemented by the Shire of Northam including a mechanism for annual testing. This will require the development of an ICT test environment	The Shire of Northam has a current business continuity plan, adopted in 2016. The plan is due for review in 2020. While the business continuity plan is in place and an IT Disaster Recovery is briefly referenced in the Business Continuity Plan, the detail is considered insufficient. Further to this there are no formal	EMCS	IT Disaster Recovery Plan completed and adopted on the 18/03/2020





No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			separate from our live environment and will also provide for the mirroring of systems and data to alternative office locations for the purpose of training as well as testing and Disaster Recovery.	mechanisms in place to test the recovery of data.		
3	I/T framework, policies and procedures require further development	Without proper procedures in place the Shire is leaving itself vulnerable to Cyber Attack and fraud	In accordance with the Department of Local Government I/T framework, policies and procedures are to be developed, outlining terms and conditions in respect to personally owned devices, and access to documented and approved policies implemented and monitored on an ongoing basis. Policies and procedures relating to access and use of Shire CCTV systems also needs to be developed, documented, approved, implemented and monitored.	place for personally owned devices. 2 Policy and procedures to be put in place for the Shire's CCTV network. 3. Create a user access agreement. 4. Create a simplified wireless network. 5. Enter a risk in	EMCS	Limited, these issues are planned to be addressed during the 2020/21 financial year. February 2021 Update: ICT Strategy presented to the 2 June audit and isk committee, this will now guide the policy development.





No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			Related ongoing and/or planned projects include (but not limited to): • Access to the Shire's network requiring a user to single-click an acknowledgment notification relating to terms of (fair) use and activity monitoring before access to Shire resources is granted. This will assist with the protection of the Shire as an organisation in relation to indemnity and liability related to any incidents of misconduct, fraud, theft, workplace bullying, etc. • Simplified wireless network access in all offices, segregated into Staff, Councillors, Services (such as retic and security), and Guest layers			





No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			that can be utilised by Shire resources as well as Bring Your Own Device (BYOD). Data encryption of all mobile Shire resources such as laptops, tablets, mobiles, and USB drives. "Follow me" printing and simplified user workstation access that allows all staff to access print resources, scanned data, usual/fayourite browser links and shortcuts (etc.) from any workstation within the organisation. It is recommended that a risk be identified within Promapp to document the internal fraud risk along with any associated treatments to manage this.			





No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
4	Procurement framework could be improved with addition of guidelines for when the CEO is managing projects.	processes for	Cost Variation Form – Add the following comment: 'In the event that the CEO is project manager, the variation is to be authorised or approved by another executive or a project superintendent, effectively requiring two signatures'	Agree	CEO	Complete.
5	Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monit ored and there is regular reporting and ongoing management of fraud and misconduct risks.	Risks Corporate card misuse, such as payment for personal expenses Ratificus names on the payroll system. Delayed terminations. Abuse of position and power,	To ensure there is no perception of Inappropriate involvement with suppliers, including: unlawful or unauthorised release of information, knowingly making or using forged or falsified documentation, failing to declare and appropriately manage conflicts of interest, a Fraud and Misconduct Control Framework should be developed and endorsed by the Audit & Risk Committee	A Fraud and Misconduct Framework will be developed	GOV Officer	The Fraud and Misconduct Framework has been completed and is presented to the June 2, 2021 Audit & Risk Committee meeting.





No.	Finding	Implication	Recommendation	Management Comment	Responsible	Progress to Date
					Officer	1 49 2 6
		Consistently recording incorrect hours of work on timesheets. Unauthorised use of Shire vehicles. Fuel card misuse Theft or unauthorised use of public funds or physical resources, such as office supplies and stationery. Potential External Risks Customers deliberately claiming benefits for which they are ineligible. External providers making claims for services that were not provided. The provision of false or misleading information. Failure to provide				





No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
		information when obliged to do so. Inappropriate influence over grants and funding applications. Manipulation of a procurement process.				





APPENDIX B SHIRE OF NORTHAM INTERNAL CONTROLS

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Our inquiries of Council's Building Supervisor indicated the Shire of Northam does not currently have a signed contract in place with the external security companies used for monitoring and callouts. Finding Regulation 17 2016 Audit	Northam locations not being	contracts are in place with all third parties	Staff will develop an agreement.	EMES	As at 24/2/20 an overarching contract has been developed to monitor all buildings but does not include remote access for callouts as yet. February 2021 Update: No further progress.
2	An audit of several registered documents found that some documents which were considered to be sensitive, were not appropriately registered, with limited viewing.	All staff would have access to sensitive documents which would be a breach of privacy.	been made to make provision for registering	Staff to investigate	EMCS	February 2021 Update: Complete Staff have reviewed the access process and posted a reminder by email for staff to forward any sensitive documents to Records for the appropriate registration.

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No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
3	Some processes being used by external offices do not comply with correct accounting procedures		receipt of all 'offsite' money, inclusive of a mechanism to ensure	develop a process to receipt all off site money	Accountant	1. Process developed and implemented across all departments. 2. Point of sale software has been installed. February 2021 Update: Stocktake processes to be further developed before 30/06/2021. Counts are being undertaken and point of sale is to be checked to ensure reporting is accurate for 30 June stocktake for each site. May 2021 Update: Complete.





APPENDIX C SHIRE OF NORTHAM LEGISLATIVE COMPLIANCE

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Reviewing the annual Compliance Audit Return and reporting to council the results of that review	There is a risk of complacency and missed documentation.	Have the CAR undertaken independently once in every three years.	allocate funds to	GOV Officer	February 2021 Update: Complete. External review of the CAR was undertaken by Butler Settineri in early February 2021.
2	Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints	CC	Complaints management process to be amended to include provisions around treatment of confidential and anonymous complaints (internal / external).	Process to be reviewed	GOV Officer	Complete. The complaint process has been amended to include: All elements of the complaint are to be treated with confidentiality (including the identity of the complainant).





6.9 PROGRESS TOWARDS BETTER PRACTICE REVIEW

File Reference:	1.6.1.6		
Reporting Officer:	Jason Whiteaker, Chief Executive Officer		
Responsible Officer:	Jason Whiteaker, Chief Executive Officer		
Officer Declaration of Interest:	Nii		
Voting Requirement:	Simple majority		
Press release to be issued:	No		

BRIEF

To provide Council with an update of the progress made towards the Better Practice Review (BPR) Action Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the Better Practice Review Program to ensure that continuous improvement occurs within the organisation.

ATTACHMENTS

Attachment 1: BPR Action Plan

A. BACKGROUND / DETAILS

The Local Government BPR Program is an initiative undertaken in October 2015, with the Final Report received by Council in March 2016, by the Department of Local Government and Communities to recognise and promote good practice in Western Australian country local government. The BPR Program involved a team reviewing key areas of the Shire of Northam's activities and operations. The BPR Program objectives are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector;
- Promote good governance and ethical regulation;
- Identify and share innovation and best practice in the local government sector; and
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

The key findings from the review are summarised in the areas of Governance, Planning and Regulatory function, Plan for the Future (strategic and corporate planning), Assets and Finance, Workforce Planning / Human Resource (HR) Management and Community and Consultation. The report aims to highlight





areas where the local government is demonstrating better practice as well as providing constructive feedback on addressing any areas for further development. The areas requiring further development are provided to the local government with suggested recommendations that the local government can aim to address through a documented action plan (Attachment 1).

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme 6: Governance and Leadership

Outcome 6.3The Shire of Northam council is a sustainable, responsive,

innovative and transparent organisation.

Objective: Ensure robust financial management.

Provide outstanding customer service

Maintain a high standard of corporate governance Encourage active community participation in our local

government

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

It is not a requirement under the Act to conduct a Better Practice Review

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action	
Financial	Nil			
Health & Safety	Nil			
Reputation	Nil			
Service Interruption	Nil			
Compliance	Potential for short term non-compliance.	Medium(3) x Rare(1) = Low(3)	Ensure systems and processes are in place to ensure compliance.	





Property	Nil	
Environment	Nil	

C. OFFICER'S COMMENT

The review found that overall the Shire is an organisation that functions well. Areas of further development identified related to enabling planning, building and health staff to work more cohesively to deliver consistent information to the community, the improvement of asset management, financial reporting practices, meeting/briefing procedures and standing orders. Areas for further development and recommendations have been detailed in Affachment 1 with comments in respect to the progress made towards each of these.

Officers are continually working towards addressing the areas for further development whilst continuing the improvements already underway in order to achieve good practice, governance and legislative compliance into the future. The action plan for the review has been provided in Attachment 1 with an update of the progress made towards the recommendations.

Table Legend:

Completed

No Action

Underway

RECOMMENDATION / COUNCIL DECISION

Minute No: AU.191

Moved: Cr Mencshelyi

Seconded: Cr Ryan

That Council receives the update as provided in Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.

CARRIED 3/1

Debate was held around the motion. Cr Mencshelyi and Cr Ryan spoke for the motion. Cr Pollard spoke against the motion.

DISCUSSION

Clarification was sought in relation to:





The open action for the development of individual asset plans. The
Chief Executive Officer advised that this action could technically be
closed as the plans have been developed, however Officer are in the
process of undertaking condition assessments as the asset plans do not
cover this level of detail.







Attachment 1 - BPR Action Plan

Area for Further Development		Recommendation / Action	Timeframe	Responsibility	Progress Report
		Governo	ince	NY	
Business Continuity Plan	1.	Continue to work towards developing a business continuity plan to complement any risk management documentation.	June 2016	CEOPA	Finalised June 2016.
Council forum meetings	2.	Review the council forum procedures and formalise these to minimise duplication with Ordinary Council Meetings.	May 2016	CEO	Review completed. Notes of forums now taken and presented to council meetings for acceptance. Process has been improved eliminating duplication of agenda preparation.
Local Laws	3.	Review (and update or repeal, where required) local laws, including the Standing Orders in line with the requirements of the Local Government Act 1995	2016/17	Gov Officer	All Local Laws have been Gazetted and presented to the Joint Standing Committee on Delegated Legislation
Information Statement	4.	Review and update the Shire's Information Statement and ensure that it reflects the current œuncil.	July 2016	Gov Officer	Review completed 6/7/17. Next review 6/7/19
Legislative compliance	5.	Develop a legislative compliance checklist/calendar to promote accountability and legislative awareness amongst all staff.	June 2016	CEO	In place.
Communication devices	6.	Develop a communication device usage agreement for Elected Members	October 2016	CEOPA	Presented to Council 20/12/2017 and was not endorsed.
Business ethics statement	7.	Consider developing a statement or policy to guide contractors and suppliers on expected standards and conduct when acting on the Shire's behalf.	August 2016	Purchasing Officer	Complete. Statement of Purchasing Ethics is incorporated into the Shire's documented purchasing process.





Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
	Review the current arrangements with the Shire's IT provider to ensure appropriate support is provided.	May 2016	EMCS	Audit Carried out that resulted in the calling for quotes and a new 11 provider appointed November 2018 Updated 28/02/2019.
Information Technology (IT) and Information and Communications Technology Framework (ICT)	9. Consider the adoption of an ICT Strategic Framework as a resource to use to plan for, manage and review the Shire's information and technology assets.	November 2016	EMCS	Have realigned staff to accommodate I/T Officer to coordinate, strategies are currently being developed. Council's externa ICT provider has been contracted to facilitate. February 2021 Update: This is in progress. External ICT provider has put together a draft ICT Strategy. Alignment with Council's direction needs to be confirmed/revisited. May 2021 Update: Presented to June Audit Committee meeting.
Governance Relationship	10. Review the Shire's Code of Conducts and/or develop policies to formalise and document the Shire's practices in regards to elected member and staff interactions and requests for information.	January 201 <i>7</i>	CEO	Complete. Policy adopted.
Emergency management	Continue the process of reviewing and documenting emergency management processes and procedures, ensuring plans are current and relevant.	November 2016	Community Emergency Services Manager	Completion of Local Emergency Management Arrangements adopted by Council 16/11/16.





Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Documentation on	12. Review the current information and content on the Shire's website relating to Planning to ensure it is accurate and helpful.	October 2016	Manager Planning Services	Ongoing. Being reviewed from time to time to ensure info and forms remain current.
Development Application Process	 Further develop additional information that will assist applicants to understand the Development Applications process and ensure its availability on the Shire's website. 	October 2016	Manager Planning Services	Complete April 2017.
Heritage	 Continue working towards developing a heritage list and revising and amending the Municipal inventory. 	February 2017	Manager Planning Services	Heritage List adopted by Council on 19 February 2020.
	Plan for the	Future		
Company to Rusinosa Blanc	15. Ensure the annual review of the Corporate Business Plan results in the development of an evolving and rolling four-year plan, with the current financial year as the base year, which is linked to the annual budget.	May 2016	CEO	Completed.
Corporate Business Plan	16. Review and provide clearer descriptions of the two categories of 'priority projects' in the Corporate Business Plan and ensure the financial allocation for the priority projects in the Corporate Business Plan aligns with the annual budget.	May 2016	CEO	Completed.





Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Asset management	17. Continue the process of drafting individual asset plans for each of the major asset classes ensuring integration with other IPR plans.	June 2016	EMES	Infrastructure Asset Plan finalised. More detailed Parks & Gardens plan nearing completion. Building Asset Plans adopted June 2019. February 2021 Update: Council endorsed an allocation of \$18,458 on 17 February 2021 for labour hire to complete. RFQ for Building condition pickup released May'21.
	As part of the Shire's asset management review, both an asset management policy and strategy should be developed.	June 2016	EMES	Completed.
	19. Consider developing an asset disposal policy.	November 2016	EMCS	Asset disposal policy was adopted at OMC on April 2019
	20. Continue the process of revising the Long Term Financial Plan.	June 2016	EMCS	Completed.
Long Term Financia Plan	21. Once the update of the Long Term Financial Plan is complete, consider undertaking annual reviews of the plan and its projections to ensure data remains current and up-to-date, resulting in a rolling and evolving 10-year plan.	April 2017	EMCS	Plan being reviewed annually with adjustments carried out if necessary, updated 28/02/2019





Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Statutory Ratios	22. Monitor the Operating Surplus Ratio and the Shire's expenditures to avoid any further deterioration of the continuing trend of decline of this ratio.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP. Recent and future projected ratios all meet minimum requirements established by the DLGC. February 2021 Update: Ongoing – no concerns to be reported. May 2021 Update: Ongoing – no concerns to be reported.
	 Consider reviewing the Shire's long term capital investment program to ensure asset renewal is maintained at an appropriate level with sufficient funding support. 	Ongoing	CEO	Completed
	 Consider reviewing the Shire's depreciation calculations to ensure depreciation expenses are accurate. 	July 2016	EMCS	Completed, resulted in significant movements in depreciation to better reflect Council position.
	Workforce Planning an	d HR Management		
Workforce Plan	25. Future revisions of the Workforce Plan should align with the rest of the Shire's Plan for the Future documentation, to ensure the most current Plan for the Future vision, mission statement, themes and objectives are captured.	December 2016	HRC	Workforce Plan adopted by Council on 18 December 2019.





Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Employee surveys	26. Investigate the appropriateness of conducting an employee survey and including results from the survey in the revised Workforce Plan.	October 2016	HRC	Staff Survey completed.
	Community and	Consultation	MV	
Tourism Plan	27. Continue the development of a local tourism plan/marketing strategy.	November 2016	EMCMS	The focus of the marketing plan ha adjusted to become more a 'place brand awareness' campaign which is under way with the READY.SET.GO
Reconciliation Action Plan (RAP)	28. Work with Reconciliation Australia to develop and adopt a Reconciliation Action Plan.	December 2016	EMCMS	Council has appointed of Reconciliation Action Plan Working Group to develop the RAP along Reconciliation Guidelines. The First stage "REFLECT" RAP has been endorsed by Reconciliation Australia.





6.10 PROGRESS TOWARDS THE OSH ACTION PLAN 2019

File Reference:	1.1.9.1		
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 an update of the progress made towards the Occupational Safety and Health Action 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: OSH Action Plan.

A. BACKGROUND / DETAILS

The AS/NZS 4801:2001 Audit Report undertaken by LGIS in May 2019 has highlighted significant improvements pertaining to all aspects of Occupational Safety and Health at the Shire of Northam. The total 'average' score for the Shire of Northam was 72% which is higher than the previous audit result of 67% which was achieved in 2016.

As a consequence and to ensure that any shortfalls identified during the audit are addressed, the OSH Action Plan has been developed to ensure that required improvements are made in a timely manner. This Plan demonstrates the commitment of the Executive team together with the Occupational Safety & Health Committee to the achievement of a safe working environment.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6 Governance and Leadership





Outcome 6.3: The Shire of Northam council is a sustainable,

responsive, innovative and transparent

organisation.

Objective: Ensure robust financial management.

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Local Government Act 1995 and relevant subsidiary legislation.

Occupation Safety & Health Act 1984 and relevant subsidiary legislation.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Nil

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil		
Health & Safety	Inadequate safety management systems in place due to non-completion of identified actions.	Insignificant (1) x Rare(1) = Low (1)	Monitoring the progress towards the actions which are regularly reported to the Audit Committee.
Reputation	Nil		
Service Interruption	Nil		
Compliance	Nil		
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

The Shire, as an employer, must ensure that all employees and contractors across the entire scope of operations are considered and included in the application of occupational safety and health management systems.

As with all system-based programs there is opportunity for continuous improvement aligned with AS/NZS 4801 guidance specifications. The implementation of the recommendations contained in the audit report have





assisted the Shire of Northam to improve its current occupational safety and health performance.

Officers are working towards addressing the areas requiring attention whilst continuing the improvements already underway in order meet its occupational safety and health responsibilities into the future. The OSH Action Plan has been provided as Attachment 1 with an update of the progress made towards the actions.

Table Legend:

Completed

No Action

Underway

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.192

Moved: Cr Ryan Seconded: Cr Mencshelyi

That Council receives the update as provided in Attachment 1 in relation to the progress made towards the OSH Action Plan.

CARRIED 3/1

DISCUSSION

Clarification was sought in relation to:

The open action for conducting risk assessments for changes to the workplace, purchase / hire of new / used items and contracted services. The Executive Manager Corporate Services advised that the Procurement Coordinator is currently reviewing this action and how this can be implemented. Discussion was held around how this is different to an OSH workplace inspection. The Chief Executive Officer advised that an OSH inspection looks at the environment whereas this action applies to items within this, e.g. new plant. It was advised that this is place for contractors with the exception of 1 or 2 small contractors and large plant purchases. The challenge has been implementing this across the organisation for all purchases/hire of new/used items. Staff are anticipating that this action will be closed off by the next meeting. It was outlined that some of these actions have not been determined as a priority and therefore have not been actioned as quickly as those with greater priority. It was raised that this action should be deemed as a priority as there is a risk of an OSH incident occurring.





Attachment 1 – Update on OSH Action Plan

Action item	Element No. Finding (taken from (score) checklist)	Requirements (taken from criteria)	Actions to be taken R	esponsibility	Due date
Manag	gement Commitment				
1	1.1	There is a documented safety and health policy that is reviewed on a regular basis	Elibaro Illar all cort rollator arc	R Manager	June 2020 Completed 29/4/20
2	1.3	The Shire identifies and monitors safety and health legislation, codes of practice, guidance notes, agreements and guidelines relevant to its operations	legislation, codes of practice, guidance notes and Australian	R Manager	May 2021 Completed 29.4.21





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Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsi bility	Due date
Plannin	g				/4 X	
3	2.1		The Shire's approach to safety and health management is planned and reviewed		HR Manager	June 2020 Completed 29/4/20
4	2.2				Executive Team HR Manager	May 2021 Update: Details of incidents, hazards, ned misses together with number of Take 5's complete provided to Executive tear monthly so that the effectiveness of processes can be measured.
5	2.3		Arrangements are in place for people with special needs	Develop a process for workers needs to be identified and assessed e.g. return-to-work programs when a worker has been deemed unfit / fit for work and / or a worker raising a medical issue / concern.	HR Manager	June 2020 Completed - Manag Return to Work Prograi Process created Sep 2019
6	2.5	4	Policies and procedures for engaging and managing contractors are in place	Develop a policy / procedure regarding the management of contractors.	HR Manager	June 2020 Completed May 2020





Action item		Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
Consult	ation and Reporting				
7	3.6	place for the acquisition, provision and exchange of	exchanging safety information with external parties, E.g. letters / notices to / from WorkSafe, DMIRS, Department of Health; correspondence with contractors	HR Manager	Ongoing (Existing Records system)
8	3.7	Consultative and reporting arrangements are regularly evaluated and modified where required	Libbio indi ino combination	HR Manager	Ongoing – Regular item at OSH Committee meeting





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Action item		Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
Hazard	Management			1		
9	4.2		Work environments are regularly inspected and hazards identified	Review the process for workplace inspections to ensure that workplaces are being inspected regularly and the inspections are recorded adequately.	OSH Committee	Ongoing - Regular item of OSH Committee Meeting
10	4.2		Work activities are analysed and hazards identified	Review current development of SWMS.	OSH Committee	Ongoing – Regular item of OSH Committee Meeting
11	4.4		Risk assessments are undertaken on identified hazards	Ensure risk assessments are conducted for changes to the workplace, purchase / hire of new / used items and contracted services.	Executive Manager Corporate Services	Aiming to complete Jun 2021. February 2021 Update: N progress. May 2021 Update: Option currently being reviewed.
12	4.6		The effectiveness of the hazard identification, risk assessment and risk control process is periodically reviewed and documented	hazard management process is conducted to	HR Manager	June 2020 Completed May 2020





Action item	Element No. Finding (taken from (score) checklist)	Requirements (taken from criferia)	Actions to be taken Responsibility	Due date
Training	g and Supervision			
13	5.6	The training program is evaluated and reviewed	Ensure that Safety Officer feedback (evaluations) regarding training courses is obtained and recorded. Ensure that the overall training program is reviewed annually.	May 2021 Completed April 2021
14	5.7	Supervision is undertaken by people with appropriate safety and health knowledge, skills and experience	Ensure that safety HR Manager and health performance criteria is developed and implemented for supervisors and managers etc.	Completed May 2020 OSH Performance Criteria entered into Workplace Guidelines





7. URGENT BUSINESS APPROVED BY DECISION

Nil.

8. DATE OF NEXT MEETING

The next Audit and Risk Management Committee meeting is proposed to be held on 26 August 2021 at 5:00pm.

9. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr Chris Antonio declared the meeting closed at 3:14pm.

"I certify that the Minutes of the Audit and Risk Man on 2 June 2021 have been confirmed as a true and	
	President
D	ate



13. OFFICER REPORTS

13.1 CEO'S Office

13.1.1 Delegated Authority Register 2021/22

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

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 (with mark-up).

A. BACKGROUND / DETAILS

In accordance with the Local Government Act 1995, a local government <u>may</u> 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 17 June 2020 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:

- <u>5.46.</u> 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;
- I 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	Mitigation Action
kisk Calegory	Description		Miligation Action
		(likelihood x	
		consequence)	



Financial	Nil		
Health & Safety	Nil		
Reputation	Various decisions are not made quickly or efficiently due to lack of delegation	Possible (3) x Medium (3) = Moderate (9)	Council adopts officer recommendation
	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		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;

- 1. B01 Included additional delegations which are associated with the process to grant or refuse a building permit.
- 2. B02 Included additional delegations which are associated with the process to grant or refuse a demolition permit.



- 3. B08 Included additional delegations which are associated with the process for obstruction of footpaths and thoroughfares. Amended name of the delegation.
- 4. E01 Included actions relating to public notice and notification to affected landowners.
- 5. E03 Included conditions around complying with the procedural requirements of Local Government (Uniform Local Provisions) Regulations 1996 and updating the Register of Gates.
- 6. E07 New delegation to take action in relation to dangerous excavations and/or granting permission for excavations on or on land adjoining a public thoroughfare.
- 7. F02 restructured delegation around the disposal options.
- 8. F04 Additional delegations included to vary tender information after public notice has been given, making minor variations to a contract entered into, exercising an extension option and declining to accept any tender.
- 9. F07 New delegation to enter into payment arrangements for rates and service charges.
- 10.R02 Included a condition to make attempts to identify and contact the owner. Wording adjusted to be consistent with legislation.
- 11.R03 New delegation to declare a vehicle as an abandoned vehicle wreck.
- 12.C01 New delegation to the Audit and Risk Management Committee to meet with the auditor.

RECOMMENDATION

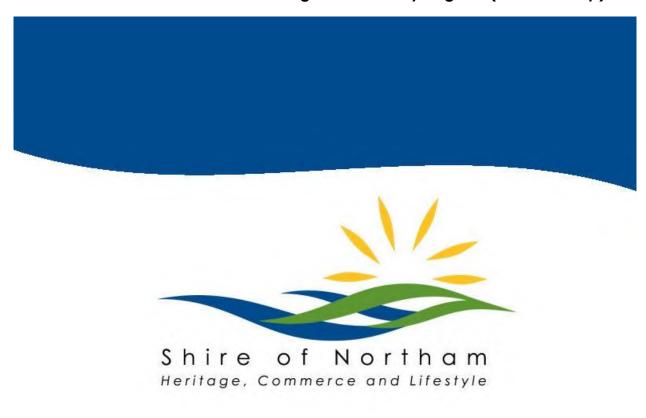
That Council:

- 1. Endorses the revised 2021/22 Delegated Authority Register (attached).
- 2. Note the decisions made under delegated authority for the 2020/21 year, as published on the Shire of Northam website each month.

ABSOLUTE MAJORITY OF SIX (6) REQUIRED



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



Shire of Northam 2021/22

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	FO5 – 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		Complete	5.8	





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THE PERSON AND PRIVATE MICH PROPERTY OF CHARLES FOR LITTLE FOR THE PROPERTY OF	/ 6





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)





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,





related to:

- Procurement Contracts
- 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.





DELEGATION NUMBER - A02

LEGISLATIVE POWER - Local Government Act 1995, s3.39, s3.40A,

s3.42, s3.44, s3.46, 3.48

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.





DELEGATION NUMBER - A03

LEGISLATIVE POWER - Local Government Act 1995, \$3.43 & 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. Preauction estimates and tenders for amounts considered to exceed \$20,000 shall be referred to the Council for consideration prior to sale.





DELEGATION NUMBER - A04

LEGISLATIVE POWER - Local Government Act 1995, s3.27,

Schedule 3.1

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.





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/s

Planning Officer/s

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.





Building

DELEGATION NUMBER - B01

LEGISLATIVE POWER - Building Act 2011:

s.18 Further Information

s.20 Grant of building permit

s.22 Further grounds for not granting an

application

s.27(1) and (3) Impose Conditions on Permit

Building Regulations 2012:

r.23 Application to extend time during which

permit has effect (s.32)

r.24 Extension of time during which permit has

effect (s.32(3))

r.26 Approval of new responsible person

(s.35(c))

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].
 - 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





- 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.





DELEGATION NUMBER - B02

LEGISLATIVE POWER - Building Act 2011, s21, s127

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)].
- 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.





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.





DELEGATION NUMBER - B04

LEGISLATIVE POWER - Building Act 2011, s58, s127

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.





DELEGATION NUMBER - B05

LEGISLATIVE POWER - Building Act 2011, s110, s127

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.





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.





DELEGATION NUMBER - B07

LEGISLATIVE POWER - Building Act 2011, \$127

Building Regulations 2012, r53

Local Government Act 1995, s5.42 &

s9.10

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 EXECUITVE MANAGER CORPORATE SERVICES





DELEGATION NUMBER - B08

LEGISLATIVE POWER - Local Government (Uniform Local

Provisions) Regulations 1996 r. 5, 6

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:

- 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

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- 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.





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.





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 \$117 Building Act 2011.





DELEGATION NUMBER - B11

LEGISLATIVE POWER - Building Regulations 2012 Reg 70(1A)(1)&

70(2)

Local Government Act1995 Sections 5.44,

9.10(1), 9.16, 9.19 & 9.20

Criminal Procedure Act 2004 section 6(a),

6(b) & 7(1)

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).

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Engineering

DELEGATION NUMBER - E01

LEGISLATIVE POWER - Local Government Act 1995:

s3.50 Closing certain thoroughfares to vehicles

s3.50A Partial closure of thoroughfare for repairs

or maintenance

s.3.51 Affected owners to be notified of certain

proposals

Local Government (Functions and General)

Regulations – Part 2 – Thoroughfares

Road Traffic Act 1974, s92 & s81D

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 [\$3.50(1a), (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 [s3.51].

Conditions:





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).





DELEGATION NUMBER - E02

LEGISLATIVE POWER - Local Government Act 1995, s3.50 & s3.50A

Road Traffic (Events on Roads) Regulations

1991

Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places

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.





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 Thoroughtare

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.





DELEGATION NUMBER - E04

LEGISLATIVE POWER - Local Government Act 1995, Schedule 9.1,

Clause 7

Local Government (Uniform Local Provisions) Regulations 1996 Regs 12 to 16

(Inclusive)

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.





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.





DELEGATION NUMBER - E06

LEGISLATIVE POWER - Local Government Act 1995, s3.52

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)).





DELEGATION NUMBER - E07

LEGISLATIVE POWER - 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

DELEGATION SUBJECT - Public Thoroughfare - Dangerous Excavations

DELEGATE - Chief Executive Officer

SUB DELEGATE - Executive Manager Engineering Services

The Chief Executive Officer is delegated:

- 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)].





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

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.





DELEGATION NUMBER - F02

LEGISLATIVE POWER - Local Government Act 1995, s3.58

Local Government (Functions General)

Regulations, Reg. 30

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.





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.





DELEGATION NUMBER - F04

LEGISLATIVE POWER - Local Government Act 1995:

Inviting of Tenders s3.57

Local Government (Functions and General) Regulations 1996:

r.11 When tenders have to be publicly

invited

r.13 Requirements when local government invites tenders though not required to do

SO

r.14 Publicly inviting tenders, requirements

for

r.18 Rejecting and accepting tenders

r.20 Variation of requirements before entry

into contract

r.21A Varying a contract for the supply of

goods or services

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)];

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- 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].
- 5. 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)].
- Make determinations on purchases under \$250,000 for the supply of the goods or services obtained through the Council Purchasing Service of WALGA.
- 7. Decline to accept any tender [F&G r.18(5)].





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.





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.

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- 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);
 - ii. The lease providing for an option for extension and specifying the applicable terms of that option term;
 - iii. 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
 - iv. 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);
 - ii. The granting of a licence being permitted under the Shire's management order or lease;
 - iii. The term of the licence being no greater than five (5) years;
 - iv. The fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the licence term; and
 - v. 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);
 - ii. The licence providing for an option for extension and specifying the applicable terms of that option term;
 - iii. 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
 - iv. The extension being in accordance with the option provisions of the original licence.





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DELEGATION NUMBER	25	H01		
LEGISLATIVE POWER OR DUTY DELEGATED) <u>-</u>	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	14.	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	4 4 .	Chief Executive Officer		
SUB DELEGATE	15	Executive Manager Development Services		
		Environmental Health Officer		

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.

Manager Building and Health





DELEGATION NUMBER	-	HU2

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 \$118(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.
- 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 \$110 and \$112 of the Food Act 2008.

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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.





DELEGATION NUMBER - P02

LEGISLATIVE POWER - Planning and Development (Local Planning

Schemes) Regulations 2015, section

64(1)(c) & (2)

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.





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

- No submissions were received, or only supportive submissions that do not request any change to the development were received; or
- Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, dearly not material planning considerations;
- 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

 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.

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Specific Exclusions and Exceptions for Minor Works etc.

- 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.
- 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.

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- 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.





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).





DELEGATION NUMBER - P05

LEGISLATIVE POWER - Strata Titles Act 1985, \$19(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.





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.





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 \$5.42(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.





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.





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





DELEGATION NUMBER - P10

LEGISLATIVE POWER - Local Government Act 1995, s5.42

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





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





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





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.





DELEGATION NUMBER - P14

LEGISLATIVE POWER - Flanning and Development Regulations 2009,

dause 52.

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 -

- Applications submitted by Not for Profit, Charitable or Sporting Organisations no fees
- Applications for new home based businesses 50% fee reduction- payable upon commencement of development
- Application for change of use within existing commercial zoned premises-50% fee reduction – payable on practical completion (development physically completed) of the development
- All other applications payable on practical completion (development physically completed)





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.





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.





DELEGATION NUMBER	-	R01
LEGISLATIVE POWER	15	Shire of Northam Keeping and Control of Cats Local Law 2008, Shire of Northam Dogs Local Law 2008
DELEGATION SUBJECT	44.	Approval to keep more than the prescribed number of cats and dogs permitted by

relevant local laws

Ranger

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.





DELEGATION NUMBER - R02

LEGISLATIVE POWER - Local Government Act 1995:

Section 3.47A(1) s.3.47A Sick or injured

animals, disposal of

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.





DELEGATION NUMBER - R03

LEGISLATIVE POWER - Local Government Act 1995:

s.3.40A(4) Abandoned vehicle wreck may

be taken

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.





Other

DELEGATION NUMBER - 001

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.





DELEGATION NUMBER - 002

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 \$17(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 \$17(7), and give notice of such \$17.8, 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 \$18 of the Bush Fires Act 1954.





DELEGATION NUMBER - 003

LEGISLATIVE POWER - Bush Fires Act 1954, s59(3)

DELEGATION SUBJECT - Offences - Bush Fires Act

DELEGATE - Chief Executive Officer

SUB DELEGATE - Executive Manager Development Services

Community Emergency Services Manager

Ranger/s

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.





DELEGATION NUMBER - 004

LEGISLATIVE POWER - Local Government Act 1995, s9.10

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.





DELEGATION NUMBER - 005

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.





SECTION B

DELEGATIONS FROM COUNCIL TO COMMITTEES





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.





DELEGATION NUMBER - C02

EXPRESS POWER TO

DELEGATE

Local Government Act 1995:

s.5.16 Delegation of some powers and

duties to certain committees

s.7.1B Delegation of some powers and

duties to audit committees

LEGISLATIVE POWER

DELEGATED

- 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.





SECTION C

DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES





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			
FO1	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			
A07	Shire of Northam Local Laws Administration			
80A	Perform the functions of the "local government" pursuant to the Caravan Parks and Camping Grounds Act 1995			
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
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
PRO1	Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
PRO2	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
RO2	Disposal of Sick or Injured Impounded Animals
O03	Offences – Bush Fires Act
O04	Issuing of Licences, Approvals & Permits – Local Laws





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	
A07	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	
PRO1	Notice Requiring Certain Things to be Done by the Owner or Occupier of Land	
004	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
004	Issuing of Licences Approvals & Permits - Local Laws

MANAGER PLANNING AND ENVIRONMENT

A07	Shire of Northam Local Laws Administration						
P02	Development	Applications	4	Waiver	of	Requirement	for





Advertising
Planning Determinations
Strata Titles – Certificates of Local Government
Consent to the lease of Common Property
Advertising Signs
Illegal Development, Giving Written Direction
Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
Advising other Regulatory Authorities
Appeals, Requests for Reconsideration
Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988

ENVIRONMENTAL HEALTH OFFICER

A07	Shire of Northam Local Laws Administration
80A	Perform the functions of the "local government" pursuant to
	the Caravan Parks and Camping Grounds Act 1995
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 th	(enforcement agency) under any provision of these Acts
H ₀ 2	Food Act 2008 – Functions of enforcement agency

MANAGER OF BUILDING AND HEALTH

A04	Approval of Camping Other than at a Caravan Park or
	Camping Ground
A07	Shire of Northam Local Laws Administration
80A	Perform the functions of the "local government" pursuant to the Caravan Parks and Camping Grounds Act 1995
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 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

A07	Shire of Northam Local Laws Administration
80A	Perform the functions of the "local government" pursuant to
	the Caravan Parks and Camping Grounds Act 1995
B11	Authorised and Approved Officers - Building Act
	Infringement Notices

SENIOR RANGER

A07	Shire of Northam Local Laws Administration
RO3	Declare Vehicle is Abandoned Vehicle Wreck
003	Offences - Bush Fires Act

RANGER

A07	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





SHIRE PRESIDENT
CHIEF BUSH FIRE CONTROL OFFICER

Jointly

O02 Burning, Prohibited (Variations)



13.1.2 Corporate Business Plan 2021/22

File Reference:	2.3.1.1
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Absolute Majority
Press release to be	No
issued:	

BRIEF

For Council to consider endorsing the 2021/22 Corporate Business Plan.

ATTACHMENTS

Attachment 1: Revised Corporate Business Plan 2021/22.

A. BACKGROUND / DETAILS

The Corporate Business Plan is an internal business planning tool that translates Council priorities identified in its Strategic Community Plan into operational actions/outcomes.

The plan details the services, operations and projects Council will deliver, focusing on the 2021/22 period but covering until 2025/26.

Council undertook a major review of its Corporate Business Plan in 2017 following the major review of Council's Strategic Community Plan, this resulted in significant alteration to the format and content of the plan. Annual reviews have been undertaken in the subsequent years. The 2021/22 (current) review is therefore focused on minor adjustments.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

The Corporate Business Plan has been prepared in the context of, and fully integrates with, the Shire of Northam Strategic Community Plan and a range of other informing plans, including but not limited to asset management, workforce and long-term financial plans.

B.2 Financial / Resource Implications

The Strategic Community Plan and Corporate Business Plan have been used as drivers of the annual budgeting process, consequently



Management have reviewed their upcoming annual deliverables to ensure they are satisfied the organisation has sufficient resources to deliver on established expectations.

B.3 Legislative Compliance

Local Government Act s5.56

Local Government (Administration) Regulations 1996

A corporate business plan for a district is to —

- a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- d) A local government is to review the current corporate business plan for its district every year.
- e) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- f) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

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

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

B.4 Policy Implications

N/A.

B.5 Stakeholder Engagement / Consultation

Consultation has been undertaken with relevant staff.

B.6 Risk Implications

Risk Category	Description	Rating	Mitigation Action
Kisk Calegory	Description		Miligation Action
		(likelihood x	
		consequence)	



Financial	Council has insufficient financial resources allocated to deliver corporate plan outcomes	Possible (3) x Medium (3) = Moderate (9)	Corporate plan informs annual budget and long term financial plan
Health & Safety Reputation	N/A Council fails to deliver on	Possible (3) x Medium (3) = Moderate (9)	Departments are required to develop annual delivery plans
	corporate plan outcomes	Moderale (9)	which allow monthly tracking of progress against actions
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

The changes have been tracked in the provided Attachment 1.

RECOMMENDATION

That Council:

- 1. Endorse the 2021/22 Corporate Business Plan as presented, with the following adjustments;
 - a. Any final publishing adjustments approved by the Chief Executive Officer.
 - b. Following adoption of the 2021/22 Annual Budget & completion of the 2020/21 annual financial report, incorporation of the various performance indicators and financial summaries.
- 2. Requires the Chief Executive Officer to detail the alterations to the Corporate Plan in the 2020/21 Annual Financial Report, in accordance with 19CA of the Local Government (Administration) Regulations.

ABSOLUTE MAJORITY VOTE OF 6 REQUIRED



Attachment 1 - Revised Corporate Business Plan 2021/22

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1. Introduction

The Corporate Business Plan is the Shire of Northam's 5-year service and project delivery program. It is aligned to the strategic direction and priorities set within the Strategic Community Plan 2027

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

Whilst the Shire recognises the importance of long term planning it is also cognisant of the importance flexibility and adaptability in acknowledgment of the fast paced environment in which we live and operate. This has never been more applicable with the current Covid-19 pandemic environment which exists. As such it is critical that the Corporate Business Plan is read in this context and acknowledged by the reader that the Council needs to retain the ability to adjust to external and internal influences as they arise. The annual review process enables the Shire to frequently assess its progress and realign actions and tasks against the most currently available information.

2. Covid-19 Pandemic

Western Australia is in a State of Emergency because of the COVID-19 (coronavirus) pandemic. The Federal and Western Australian Governments have made it clear that our country is in the grips of a once in a life time health and community crisis.

Western Australians have over the past 12 months faced unprecedented restrictions of movement not only internationally, but also interstate, intrastate and interregional, as well as a range of other social distancing measures put in place in an attempt to control the spread of the COVID-19 virus. In addition to the health crisis, our international, national, state, regional and local economies faced significant challenges in 2020, however in 2021 and beyond these challenges have changed significantly. In our current climate we are facing challenges around skills shortages, housing, unprecedented levels of infrastructure investment putting pressure on contractor supply and a growing regional tourism market.

The Shire of Northam developed Covid-9 Pandemic Response strategy in 2020, which focused on the spectrum of challenges whilst developing short-, medium- and long-term actions / responses to assist our community through the pandemic. It is extremely pleasing that the majority of short- and medium-term focuses have been activated and achieved positive outcomes. We are now turning our attention to the longer term where we look to consolidate our economy, and rebuild our financial position to ensure a prosperous future for our Shire.



2.1 Our Covid-19 Strategic Response Objectives

- To support and communicate the State and Federal Government Health messages and requirements;
- To provide strong, decisive & clear leadership for the Shire of Northam Community;
- To support our local community, with a focus on the elderly and 'at risk' segments (including but not limited to our noongar, youth, homeless and unemployed);
- To support our business community, acknowledging their challenges and providing a supportive environment;
- To support, and wherever possible stimulate our local economy first, regional economy second and then the broader macro economy;
- To manage the Councils finances on behalf of the community as effectively as possible;
- To be a supportive and understanding employer.

2.2 Our Covid-19 Strategy / Response Framework

The Shire of Northam is looking at this state of emergency in three established timeframes, being short, medium and long. In this context the following definitions have been applied to the three timeframes:

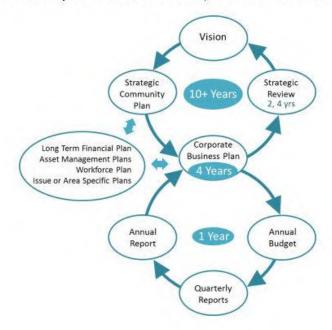
Short term Medium term Long term Short term 1 July 2020 to 30 June 2021,
 1 July 2021 and beyond.

In developing this strategic response to the COVID-19 pandemic crisis, the Shire of Northam has taken a risk based approach. A risk-based approach in this context simply means Council has categorised our response into Organisation, Economy, Response & Recovery, Financial, Community Resilience and Project Delivery. Within each of these categories Council has attempted to identify, understand and assess the short, medium and long terms risks, developing a clear set of actions and directions to manage these risks to the best of the Councils ability (financial, human resource, advocacy). The risk ratings have been based on the inherent, or untreated risks identified. A formal residual risk rating has not been assigned at this point, suffice to say the mitigation actions are considered to be significantly reducing risk to Council.



3. Planning Context

The Covid-19 pandemic has impacted every local government in Western Australia to varying degrees. In addition to the 'normal' planning context, the Shire of Northam COVID-19 Response Strategy-Framework continues to have an influence over the planning of the 2021/22 Corporate Business Plan. This document is part of a series of strategic and forward planning documents used by the Shire. The overall process is shown below.





4. Informing Documents & Plans

CEO Office

Document/Plan	Date Adopted	Review Date	Document Control
Avon Sub Regional Economic Strategy	N/A	N/A	ORG-STRAT-1
Northam Regional Centre's Growth Plan; Social infrastructure Audit Physical Infrastructure Audit Northam office Accommodation Strategy Opportunities and Gaps Assessment Commercial Investment & employment Strategy Economic & Commercial Profile	19 September 2012	2022	ORG-PL-01
Safety & Risk Management Audit	2019	2021	CEO-PL-03
Strategic Community Plan —2017 - 2027	16 August 201 <i>7</i>	2021/22	ORG-PL-02
Corporate Business Plan	June 2020	Annually	ORG-PL-04
Integrated Workforce Plan 2019	18 December 2019	2021/22	ORG-PL-05
Business Continuity Plan	N/A	2022	ORG-PL-06
Occupational Safety and Health (OSH) Action Plan	18 March 2021	2022	CEO-PL-03

Corporate Services

Document/Plan	Date Adopted	Review Date	Document Control
Long Term Financial Plan	27 January 2021	2022	CS-PL-02
Shire of Northam Records Keeping Plan 2013	2013	2023/24	CS-PL-01
Fraud and Corruption Control Plan DRAFT	TBC	2023	ORG-PL-07
Customer Service Charter	17 October 2018	2021/22	ORG-STRAT-03
IT Disaster Recovery Plan	18 March 2020	2021/22	CS-PL-03
Better Practice Review Action Plan	16 November 2016		CS-PL-05
Customer Service Audit Action Plan	21 March 2018		CS-PL-06
Regulation 17 Action Plan	18 December 2019	2022	CS-PL-04

Development Services

Document/Plan	Date Adopted	Review Date	Document Control
COVID-19 Response Strategy- Framework	20 May 2020	Monthly	CEO-STRAT-01
Shire of Northam Biodiversity Strategy	19 August 2015	2022/23	ORG-STRAT-02



Document/Plan	Date Adopted	Review Date	Document Contro
Local Emergency Management Arrangements	16 November 2016	2021	DS-PL-01
Northam Land Rationalisation Strategy	20 March 2013	2023	DS-STRAT-01
Local Planning Scheme 6	21 March 2012	2021/22	DS-PL-02
Local Planning Strategy	21 March 2012	2021/22	DS-STRAT-02
Laneway Strategy	20 March 2013	2022	DS-STRAT-03
Avon Regional Organisation of Councils Strategic Waste Management Plan 2015-2020	19 August 2015	2022	DS-PL-06
Inkpen Waste Facility Management Plan	25 January 201 <i>7</i>	2022/23	DS-PL-03
Old Quarry Road Waste Management Plan	17 May 2017	2022/23	DS-PL-04
Northam Airport Master Plan 2015	15 June 2016	2021/22	DS-PL-05
Bush Fire Manual	19 September 2019	2021	D\$-GL-01
Shire of Northam Bushfire Risk Management Plan 2018-2023	17 April 2019	2024	DS-PL-07
Municipal Heritage Survey	19 September 2012	2022/23	DS-PL-08
Northam Town Centre Parking Strategy	21 December 2011	2022	ES-STRAT-01
Minson Avenue Design Guidelines	17 August 2011	2023/24	ES-GL-01
Heritage List	19 February 2020	February 2021	D\$-GL-05
Shire of Northam Public Health & Wellbeing Plan 2016-2019	15 June 2016	2019/20	COMMS-PL-06

Engineering Services

Document/Plan	Date Adopted	Review Date	Document Control
Northam Railway Station Improvement Plan	December 2014	N/A	ES-PL-03
DRAFT Drainage Master Plan	June 2014	2021/22	ES-PL-04
Bakers Hill Hydrological Assessment June 2018 (Koojedda Hills)	N/A	N/A	ES-PL-15
Bernard Park Masterplan	19 March 2014	N/A	ES-PL-02
Transport Asset Management Plan	25 January 2017	2021/22	ES-PL-09
Northam Bike Plan 2020	19 August 2020	2025/26	ES-PL-06
Tracks Master Plan	17 February 2010	2021/22	ES-PL-08
Emergency Response Plan – Sewerage Treatment Plant	N/A	2021/22	ES-PL-10
Street Tree Management Plan	15 June 2011	2021/22	ES-PL-05
Property Asset Management Plan	19 June 2019	2022/23	ES-PL-14
Parks and Public Open Spaces Asset Management Plan	21 October 2020	2025/26	ES-PL-13



Community Services

Document/Plan	Date Adopted	Review Date	Document Control
Bakers Hill Community Plan 2017- 2027	20 September 201 <i>7</i>	2027	COMMS-PL-03
Grass Valley Community Plan 2019- 2029	21 August 2019	2029	COMMS-PL-07
Wundowie Community Plan 2016- 2026	15 February 201 <i>7</i>	2026	COMMS-PL-02
Northam Youth & Wellbeing Plan 2018-2020	31 August 2018	2020/21	COMMS-PL-09
Community Safety and Crime Prevention Plan 2017-2021	21 March 2018	2020/21	COMMS-PL-08
Recreation Facilities Development Plan	21 June 2017	2022/23	COMMS-PL-01
Northam Town Centre Development & Connectivity Strategy	17 January 2018	2022/23	COMMS-STRAT-02
AROC Sport & Recreation Facilities Audit	2017	2022	COMMS-STRAT-01
Communications Plan	18 November 2020	2022/23	COMMS-PL-04
Disability Access & Inclusion Plan 2019-2023	17 July 2019	2023/24	COMMS-PL-05
Disability Action Plan — Northam Library	23 January 2019	N/A	COMMS-PL-11
Wayfound Tourism Signage Strategy	23 January 2019	2023	COMMS-STRAT-03
Reconciliation Action Plan	18 March 2020	2022/23	COMMS-PL-10



5. Strategic Context

a. Our Vision for Northam

Shire of Northam is a vibrant growing community that is safe, caring and inclusive. We are recognised as a community that values our heritage, preserves our environment and promotes our commerce.

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

LEADERSHIP

to recognise the community's expectations to provide leadership.

RESPECT

o to respect differences in age, culture, values and opinion.

TEAMWORK

to achieve through the efforts of the team.

EXCELLENCE

to aspire to one standard.

OPENNESS

to engender trust through openness.

b. Our Mission

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

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

SAFE

Focus on importance of safety in the organisation

OPEN

Engage in two way communication, with transparency and trust

ACCOUNTABLE

Know what you are responsible for, take ownership and deliver accordingly

RESPECTFUL

Demonstrate respect for other's skills, knowledge and differing value systems

8





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



c. Key Drivers

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

The Shire of Northam continues to be an attractor for development, with a number of major developments completed in the last one to five years, including a \$45m hospital refurbishment, \$25m new shopping centre and a \$10m refurbishment of the pre-existing shopping centre, DOME Farmers Hotel development, Commercial Hotel refurbishment, KFC development, Procon Development of a Road House, while Council will have completed the development of its \$6m Aboriginal heritage and environmental Centre (Bilya Koort Boodja), \$12m aquatic facility, \$1.5m youth precinct as well as a recently opened overnight RV parking facility in Wundowie (with similar parks to be delivered in Bakers Hill and Northam).

The private sector investment ranges from retail, to industrial, service sector, while the Government is investing in key amenity, medical and tourism related projects. More information is available at www.northam.wa.gov.au.

d. Challenges facing the Shire of Northam

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

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



- Ensuring a balanced housing stock attractive to current and potential residents
- Developing an active healthy community
- Crime and vandalism trends

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

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

e. Key Opportunities

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

f. Our Roles & Responsibilities

i. The role of the Elected Council;

Council

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

The Shire of Northam meets twice monthly, on the second Wednesday of the month for an Agenda review and third Wednesday of the month for Full Council, both meetings are open to the public. In addition to this the Council have a quarterly strategic meeting, providing the opportunity for the Elected Council and Executive



to discuss high level strategic issues, opportunities and challenges which may be facing the community. All meetings of Shire of Northam and its committees are conducted in accordance with the Local Government Act. Meeting times and dates are published on the Northam website.

Shire President

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

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

Councillors

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

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

ii. The Council Executive

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

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



 perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.



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

CHIEF EXECUTIVE'S OFFICE

Service Area	Responsibility	Description	Outputs
Governance	Chief Executive Officer	Provide leadership to the organisation, liaise with all appropriate stakeholders, and ensure compliance within the legislative framework	 Advocacy and lobbying Staff Management Coordinate staff communications Compliance Executive Team Leadership Media liaisons
Councillor Activity /Liaison	Chief Executive Officer	Provide support services for the Shire President, Elected Members and Full Council	 Councillor liaison Councillor induction and training Committee meetings Council meetings Council agendas and minutes Shire travel arrangements
Covid-19 Response & Recovery	Chief Executive Officer	Provide leadership to the organisation & community in the context of the Covid-19 pandemic	 Organisational support & leadership Economic support & recovery
Regional Development	Chief Executive Officer	Provide input into projects and initiatives on a regional basis	 Avon Regional Organisation of Councils (AROC) Wheatbelt Regional Blueprint (WDC) Regional Capitals Alliance (Western Australia)
Economic Development	Chief Executive Officer	Facilitate and promote economic development in the Shire	Economic Development Advocacy for economic development
Human Resources	Human Resources Coordinator	Manage human resources policies, procedures and services for the organisation	 Human resources administration Recruitment, selection, induction and retention Employee and Industrial relations Staff training and development Staff performance and appraisal systems



Service Area	Responsibility	Description	Outputs
			 Human resources policies and procedures Workforce Planning
Occupational Health and Safety	Human Resources Coordinator	Manage occupational health and safety policies, procedures and services for the organisation	Occupational Health and Safety Plan Occupational Health and Safety policies and procedures Occupational Health and Safety Committee Occupational Health and Safety awareness and education Accident investigation and incident reporting Oversee and manage return to work programs Provision of safety equipment
Risk Management	Chief Executive Officer	Provide risk management services for the Shire	



and the second s			
Service Area	Responsibility	Description	Dutnuts

Service Area	Responsibility	Description	Outputs
Business Improvement	Chief Executive Officer	Manage the organisational performance, identifying improvement opportunities	 Administer Promapp for process mapping and improvement



CORPORATE SERVICES

Service Area	Responsibility	Description	Outputs
Administration	Executive Manager Corporate Services	Provide and manage Corporate Services for the Shire	Compliance (Acts, Regulations, Local Laws) Compliance Audit Financial management of service area Insurance management and review Staff management and development Purchasing and compliance Complaints and dispute handling Council elections Management of leases associated with Shire controlled land & facilities (including Airport) Processing insurance claims
Covid-19 Response & Recovery	Executive Manager Corporate Services	Oversee the organisational financial response and recovery	Financial management & response
Cemetery	Administration Officer	Administration of Cemetery	 Compliance (Local Law, Act and Regulations) Maintaining Burial Register Liaison with Funeral Directors
Customer Service	Co-Ordinator Governance/ Administration	Provide internal and external customer service for the Shire	 Front counter service Telephone service Department of Transport Licensing Charter & processes Information Statement Internal Audits
Finance	Accountant	Provide financial services for the Shire	 Payment of creditors Invoicing and collection of charges Managing and investing Shire funds Payroll management Rating and property management Administering collection and remittance of



Service Area	Responsibility	Description	Outputs
			Emergency Services Levy (ESL) • Management of the asset register • Financial management reports • Statutory reporting • Annual budget • Long Term Financial Plan • Financial audit • Audit Committee
Information Technology	Executive Manager Corporate Services	Provide information and communication systems for the Shire	 Maintenance and support Security of critical applications and data Telecommunications management IT Contract management Purchase of IT equipment Licensing compliance Website coordination
Records Management	Senior Records Officer	Provide record management services for the Shire that meet compliance requirements.	 Registration of incoming and outgoing correspondence Distribution of incoming correspondence Registration of building and planning applications Fling, retrieving and archiving of files Disposal of records according to legislation Freedom of Information requests
Procurement	Procurement Coordinator	Provide procurement services to the organisation	 Purchasing and contracts oversight Light vehicle management Procurement policy and process management



COMMUNITY SERVICES

Service Area	Responsibility	Description	Outputs
Aquatic	Manager Recreation Services	Provide and manage Northam and Wundowie town pools	 Aquatic operations Aquatic centres administration Swim school Fitness programs Klosks Contribute to the planning of maintenance programs for Aquatic Centres
Covid-19 Response & Recovery	Executive Manager Community Services	Develop and plan the community response	Community resilience
Arts Heritage & Culture	Executive Manager Community Services	Provide appropriate services and facilities which recognise the importance of art & culture to the community	 Art & Culture Development Managing Shire art collection
Community Events	Manager Activation	Provide ongoing support to Council authorised events and activities in the Shire Provide a coordination role for all external events and support community groups in the application process	 Events and Festivals Coordinate the Event Approval process
Community	Manager Activation	Coordinate initiatives to ensure a safe community.	Community Safety and Crime Prevention Plan
	Manager Tourism & Communications	Assist in the delivery of the Shire's external communications.	 Monthly newsletter update Oversee Social Media usage Oversee website content ensure up to date and relevant
Communications	Executive Manager Community Services	Manage the Shire's internal and external communication,	 Assisting with Shire staff communication Oversee Shire's corporate communication policy Oversee Shire style guide

Shire of Northam Corporate Business Plan 2021/2022



Service Area	Responsibility	Description	Outputs
Library Services	Shire Librarian	Provide library and information services in Northam & Wundowie	 Library administration Collection management Lending services Reference and information Local history collection Northam and Wundowie library management Community education programs Public computer access
Tourism and Promotion	Manager Tourism & Communications	To contribute to the marketing of Northam Shire as a tourism destination and provide services to assist Visitors to the area	 Manage the Visitor Centre / servicing Contribute to marketing and promotion of the region Contribute to the marketing and promotion of the Shire Christmas Decorations
Recreation	Manager Recreation and Youth Services	Manage Recreation Services	 Manage activation of recreation reserves (bookings, payments, events etc.) Provision of community recreation activities Liaise with stakeholder agencies Recreation centres management Liaise/coordinate with sporting groups/clubs Reserves and facility bookings management
Youth	Manager Recreation and Youth Services	Provide opportunities to recognise achievements and facilitate the engagement of youth within the community	 Consultation with youth groups National Youth Week Youth sponsorship Liaison with government agencies and nongovernment organisations Youth Art Projects Manage activation of Northam Youth Precinct



Service Area	Responsibility	Description	Outputs
Respite	Manager Disability & Senior Services	Provide respite opportunity to the Shire of Northam Community	 Manage Killara facility Work with other respite service providers
Aged	Manager Disability & Senior Services	Provide opportunities to recognise achievements and facilitate the engagement of the aged within the community	 Recognising and responding to the needs of the aged community Providing services and facilities which are relevant and accessible to the aged Review and Implement the Northam Disability Access & Inclusion Plan
Grants Management	Manager Activation	To identify and facilitate the securing and management of grants both to and from the Shire of Northam	 Opportunity identification Application facilitation Acquittal facilitation Process oversight
Place Activation	Manager Activation	Coordinate the activation of community and CBD plans.	 Liaise/consult with key stakeholder group Oversight of Northam Popup Shop Oversight of Northam cowork space Implement the various community and CBD plans as adopted by Council
Aboriginal Culture	Manager Tourism & Communications	Establish the needs of the local Noongar Community, and align with the desired cultural experiences of visitors	 Administration and implementation of a range of cultural activities Build strong relationships with local Noongar groups Liaise with the local Noongar communities to identify business opportunities to operate out of the Interpretive Centre Coordinate the day to day operations of the BKB Centre



DEVELOPMENT SERVICES

Service Area	Responsibility	Description	Outputs
Statutory Land Use Planning	Manager Planning & Environment	Provide development control in accordance with the Local Planning Scheme #6	 Assessment of development applications Planning and Development Act administration Sub-division process management State Administrative Tribunal reviews response Provision of advice to customers and internal stakeholders on planning matters Local Planning Scheme amendments Structure Planning Local planning policies Compliance with local planning scheme requirements Liaison and referral to relevant government agencies
Covid-19 Response & Recovery	Executive Manager Development Services	Co-ordinate the Shire of Northam overall response to the Covid- 19 pandemic	Response & Recovery
Strategic Planning	Manager Planning & Environmental	Manage all matters that relate to strategic land use planning, primarily with respect to land use planning for the future development of the Shire	 Review and implement the Local Planning Strategy Develop and review planning strategic documents Input to State planning legislation and policy. Provide strategic planning advice to customers. Review precinct plans including structure plans and design guidelines

Shire of Northam Corporate Business Plan 2021/2022



Service Area	Responsibility	Description	Outputs
			 Shire Land holdings management
Building Services	Manager Building & Health	Manage building services to ensure overall compliance with all statutory building related legislation, codes and standards	 Building Control including compliance with Building Legislation, Local Laws & Policies Provide Certification Services for all types of buildings Issue Building and Demolition Permits. Applications for built strata subdivisions response. Site Inspections and issue of certificates where appropriate Issue Occupancy permits & building approval certificates Provide Building statistics to the Australian Bureau of Statistics, Valuer Generals Office, Building Commission and BCITF Provide advice to customers on statutory building matters 4-yearly swimming pool inspections Ensure building information on the website is current and correct
Community Health	Manger Building & Health	Manage health services to ensure overall compliance with all statutory environmental health related legislation, codes and standards	 Plan search requests Food Businesses Approvals and Assessment Food Sampling (Legal and LHAAC Coordinated) Approval of Skin Penetration Premises Sampling and Assessment of aquatic facilities.



Service Area	Responsibility	Description	Outputs
		Manage all matters that relate to strategic environmental health planning for the future development of the community as identified.	 Sampling & Assessment of Reclaimed Waste Water Reuse Scheme Lodging House Inspection and Registration Vector Investigation Health Promotion Registration of Offensive Trades Issue permits for stallholders, street traders, morgues, stable licences and portable signs Approve and issue permits for onsite Effluent Disposal Systems Advise on Environmental Health related matters Public Building Approvals and Assessments Section 39 Liquor Licencing Approvals Public Event Assessment, Permits and Monitoring Unsightly Land/ Hoarding Complaints (noise, noxious odours, poultry, dust) Liaison with DER & Industry regards lead levels in community
Environment	Manager Planning & Environmental	Provide natural environmental services for the Shire and wider community	 Investigate and recommend appropriate action on Shire controlled contaminated sites Environmental compliance and complaints Environmental assessment and clearances for development Environmental Strategies, Policies and Local Laws Avon River Town Pool Implement Biodiversity Strategy Incorporate Water Wise Protocols



Service Area	Responsibility	Description	Outputs
			 Advise other Shire Departments on Environmental Approvals Processes for submissions for agencies including road widening applications to DWER and upgrading Water Reuse Scheme
Emergency	Community Emergency Services Manager	Coordinate emergency management services to provide safety and security to the local community	 Emergency management Liaison with government agencies and nongovernment organisations Compliance with relevant legislation, policies, codes, regulations Development and ongoing review of Emergency Management Plans Training in emergency management practices and response Local & District emergency management committee Education programs Monitoring and informing of emergencies Local recovery plans Bushfire mitigation plans
Ranger	Senior Ranger	Administer Ranger Services in accordance with state and local legislation to ensure compliance and safety of the local community	 Animal control Parking management Permits issued under Local Laws Local Law enforcement Litter control White Swan colony management Liaison with government agencies and non- government organisations Assist with provision of bushfire mitigation and management Implementation of community education programs



Service Area	Responsibility	Description	Outputs
Landfill operations	Manager Building & Health		 Manage Contracts for Old Quarry Road and Inkpen Road Waste Management Facilities Waste Management Business Planning, Operations and Construction Monthly Invoicing and Customer Management and Consultant Liaison Sitrategic Site Management and Consultant Liaison Site Licence Renewals and Compliance Ground Water Bore Monitoring and Sampling Annual DWER Licence Report including AMR and AACR and Quarterly DWER Levy Reporting Assessment of Contaminated Waste Disposals Management of controlled waste disposal Annual National Pollutant Inventory (NPI) Reporting for the Old Quarry Road Waste Management Facility
Waste collection & Recycling services	Manager Planning & Environment	Provide and manage waste collection and recycling services for the Shire	 Manage contracted waste and recycling services for Domestic and Commercial Collection Contract Renewals and Implementation Strategic Waste Management Plan Implementation Waste and Recycling Promotion New Services and Master List Maintenance Complaints and Missed Bins Annual DWER Waste Census



ENGINEERING SERVICES

Service Area	Responsibility	Description	Outputs
Engineering Services Administration	Executive Manager Engineering Services	Manage and administer Engineering services for the Shire	 Compliance (Local Laws, Acts, and Regulations) Directorate financial management and reporting Staff management Procurement and probity Regional Road Group membership Complaints and dispute resolution Policy review Staff development
Covid-19 Response & Recovery	Executive Manager Engineering Services	Oversee all project delivery during the Covid-19 pandemic	Project delivery
Infrastructure Design	Project Development Engineer	Manage and co- ordinate internal engineering design	 Development of standard drawings Design of minor infrastructure improvement projects Development and maintenance of mapped asset infrastructure
Asset Management	Engineering Technical Officer	Manage the Shire's assets in accordance with asset management principles	 Asset Management framework Development of Asset Management Plans across all asset classes Funding submission applications Project renewal modelling Asset Management reports Preventative maintenance planning Asset information systems management Asset management information recording. Data collection and analysis
Building Maintenance	Building & Project Supervisor	Maintain Council buildings to an acceptable standard	 Building Asset Managemen Plan



Service Area	Responsibility	Description	Outputs
			Scheduled and unscheduled maintenance to buildings, , CCTV, town dock Upgrades to Council buildings Building Project Management Design of building modifications Liaise with stakeholders Supervision of contractors Preparation and management of tenders and contracts Assist with preparation of specifications Identify and implement energy saving opportunities Carry out minor repairs of buildings and structures Manage provision of service utilities to new building infrastructure
Engineering Operations	Works Manager	Provide construction and maintenance services for the Shire's roads, drainage, Bridges and pathway networks	 Roads and laneways construction and maintenance Pathways construction and maintenance Risk assessments Drainage construction and maintenance Street & footpath sweeping Development and implementation of annual, routine and periodic works programs for the service area. Private Works
	Project Development Engineer	Performs planning and development of capital works projects to be delivered both internal and externally.	 Traffic Management Assessments Initiates procurement of materials and contractors for projects. Risk assessments



Service Area	Responsibility	Description	Outputs
			 Management of special projects Provide engineering and technical advice to external stakeholders and other internal departments
Parks, Gardens & Reserves	Parks Gardens Manager	& Provide maintenanc and improvemer services for POS Cemetery an Northam Airport.	t Streetscape improvement works



THEME AREA 1: ECONOMIC GROWTH

Diversifying and growing the economy for prosperity and employment

Key indicators of success:

- Grow labour force as measured by DEEWR by 10% over 5 years
- Increase Gross Regional Product by 10% over 5 years

OUTCOME 1.1

The Shire of Northam is an attractive investment destination for a variety of economic sectors.

- Ensure the Shire of Northam is a welcoming and easy place for quality investment to occur
- Communicate clearly and widely the benefits of doing business in the Shire of Northam
- Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation
- Embrace technology as an enabler for development, and lobby for high speed internet connectivity
- Promote the business case for Government offices servicing the Wheatbelt to choose to locate in Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Work with Development WA to undertake Avon Industrial Park Stage 3 development, if existing Industrial Park at 80% capacity	Northam Regional Centre Growth Plan	lopment				
Pursue the further development of NBN / broadband into Northam (areas Aim to have at least 300mbps upload speed in CBD)		Economic Development				
Encourage increase in professional services to the community		Ř				



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Assess opportunities in equestrian development area	Northam Regional Centre Growth Plan (Page 153)					
LIA Capacity Assessment (key infrastructure requirements)	Northam Regional Centre Growth Plan (Page 153)	guiu				
Develop a POS Strategy that identifies existing areas of POS (undeveloped and developed) in relation to current and future development including timeframes for proposed development/rationalisation		Strategic Planning				
Develop Northam Smart Community Plan	Strategic Community Plan	opment				
Where the opportunity arises, liaise with Government establish & maintain Regional Government Offices and potential State Government Departments in Northam	Strategic Community Plan	Economic Development				
Review Shire of Northam investment prospectus	Strategic Community Plan	Ä				
Actively encourage employers to employ local residents	Strategic Community Plan				0.00	



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

- Encourage local consumers to 'buy local' and support local businesses
- Support existing and future local businesses in maximising subcontracting opportunities within the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Support Development WA to continue to proactively market the Avon Industrial Park	Industrial Skilled Labour Force Attraction in the Avon Valley					
Coordinate Council works to maximise opportunities for local business	Strategic Community Plan	Engineering Services Administration				
Be recognised as a Small Business friendly Council	Strategic Community Plan	Race Activation				
Review Local & Regional Price Preference Policy	Strategic Community Plan	Economic Development				



Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

- Improve and expand the retail and hospitality offerings in Northam
- An activated and attractive town centre with lower retail vacancy rates

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Apply Minson Avenue Design Guidelines to assist activate the area from Avon to Peel Terrace bridges. Encourage demonstration building along Minson Ave and promote detailed/precinct concept plan.	Minson Avenue Design Guidelines/Growth Plan (Page 160)	Statutory Planning				
Continue the development of Bernard Park as central focus of the CBD	Northam Regional Centre Growth Plan	Parks, Gardens and Reserves				
Work with Chamber of Commerce to develop incentives for businesses in CBD to open on weekends		Vilun				
Develop incentives and identify opportunities for businesses to establish in CBD		Community				
Implement CBD Centres Development & Connectivity Strategy	Northam Regional Centre Growth Plan	Community				



A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region.

- Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets
- Position Northam as an ideal destination to attract regional, state and second-tier national events
- Effectively market the tourism options available within the Shire of Northam including annual flagship events
- Collaborate with surrounding areas to create Avon Valley tourism growth

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Manage the Northam Visitor Servicing	Strategic Community Plan	and				
Implement Northam tourism branding strategy	Strategic Community Plan	Tourism and promotion				
Review events package to assist and guide local event and festival providers	Strategic Community Plan	Community Events				
Support monthly local markets	Strategic Community Plan	Comn	1.2			
Encourage small business to operate 7 days	Strategic Community Plan	Economic Development				
Advocate for State League or higher sporting fixtures to be held in Northam on a regular basis — including NAB cup, WAFL, AFL intra club, Netball, Basketball, Swimming & aquatic sports, Hockey	Strategic Community Plan	Recreation				





Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Identify and lobby for 1 second tier State or National Event to occur in Northam each year	Strategic Community Plan	ents				
Advocate for national or international ballooning event in Northam every two years		Community Events				
Hold National or International ballooning event in Northam every two years		un un				
Produce an Annual Calendar of events in conjunction with identified stakeholders		Ş				



Shire of Northam is recognised for its education services and research and development excellence.

- Maintain an innovative and broad-ranging education system that is recognised and valued by the community and the Region
- Offer via education providers a wide range of tertiary programs, either directly or through brokerage arrangements
- Be recognised for excellence in agricultural research and development
- · Facilitate growth in knowledge industries enabled by broadband

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Review current educational services and develop actions to create additional value	Northam Regional Centre Growth Plan	Strategic Planning				
Partner with community groups to provide early years facilities and services within Shire	Strategic Community Plan	Community				



THEME AREA 2: COMMUNITY WELLBEING

A cohesive community with access to quality services

Key indicators of success:

- 5% population growth per annum
- Socio Economic Index For Areas (SEIFA) rating increases and improves by 2022

OUTCOME 2.1

People in the Shire of Northam feel that their community is caring and inclusive.

- Residents are well informed about activities and services in the Shire
- · Support is provided to encourage a strong culture of volunteering
- Services targeted at parent support and building stronger families are available
- Opportunities are provided for residents to gain a greater understanding and appreciation of the diverse cultures within the community
- People with disabilities are able to live a safe and fulfilling life in the Shire
- · Improved facilities and activities for youth are available within the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Review the Shire of Northam Disability access and inclusion plan	Disability Services Act	Aged				
Partner with community groups providing services to the aged and people with disabilities		ifion				
Implement Wundowie Community Master Plan		Place Activation				
Implement Bakers Hill Community Master Plan		ace A		П		
Implement Grass Valley Community Master Plan		孟				
Identify and support Local Service providers to deliver Youth programs		Youth				
Maintain Senior Citizens Centre (Memorial Hall)	Memorial Hall Deed	Building Maintenance				



OUTCOME 2.2

There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

- Maintain a range of sporting facilities in Northam, as expected of a Regional Centre
- Maintain local facilities in other local communities in the Shire of Northam
- Facilitate the provision of varied cultural and artistic activities
- Provide a range of quality activities for specific demographics, including seniors and youth
- A range of outdoor leisure activities available throughout the Shire
- To have well maintained reserves within the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Implement recreation facilities master plan for the Shire of Northam.	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010					
Develop a Shire wide trails master plan	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010					
Manage the Northam & Bakers Hill Recreation Centres		Ĕ				
Manage the Shire Swimming Pool facilities in Northam & Wundowie		Recreation				
Develop annual program of active recreational activities for the Shire of Northam		Rec				
Implement Seniors Activity Program around active ageing						
Assist local sporting clubs to develop their governance and expand their participation levels						
Implement annual program of recreation events in partnership with Inclusion WA						



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Deliver a supportive library service		Library Services				



OUTCOME 2.3

A needs-driven public transport system is available for residents of the Shire of Northam.

Objectives:

Lobby for transport links from Northam to the metropolitan area to be improved to
ensure they are fast, reliable and appropriate, this will include continued provision
of a regular daily Avon Link train service.

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Develop a long term local bus service business case (noting importance of other services such as Taxi)	Northam Regional Centre Growth Plan	Áļie				
Promote the use of Taxi and Ride Share Services in Northam		Community				
Advocate for the introduction of improved public transport links to Perth metropolitan area		Ö				



OUTCOME 2.4

Aged residents are able to remain in or near to their local community in the Shire of Northam at all stages of care.

- Provide support to enable seniors to remain living in their own homes as long as possible
- Establish a range of care options to ensure people can remain in their local communities as they age
- Offer seniors activities that are accessible across the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Contribute to the delivery of the Wheatbelt Integrated Aged Care Plan		Aged				
Manage the Killara Adult Day Care and Respite Services		क				
Implement the Aged Care WAAFI (WA Assessment Framework Interface) to promote collaboration with other service providers within the Avon region		Respite				
Review and monitor the financial sustainability for the Killara facility		Finance				
Manage & Maintain Kuringal Village (8units)	Community Housing Guidelines	Building Maintenance				



OUTCOME 2.5

Northam continues to be a regional health services centre providing specialist and general and ancillary health services.

- Specialist health and support services are available within the Shire Northam for residents and the region
- Support establishment of new ancillary health service businesses within the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Ongoing development of Avon Health & Emergency Services Precinct	Avon Health & Emergency Services Precinct business case	Strategic PLanning				



THEME AREA 3: SAFETY AND SECURITY

A community without fear of crime or antisocial behaviour

Key indicator of success:

 A continuous downward trend in crime and anti-social behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys

OUTCOME 3.1

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

- Plan and implement strategies to address crime and safety within the Shire of Northam
 - o increase community participation in identifying and reporting of crime
 - increase community awareness and understanding of how to prevent crime and improve community safety
 - work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives
- Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges
- Inform community of long term crime trends and comparisons

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Implement the Shire of Northam Community Safety and Crime Prevention Plan 2017-2021	Community Safety & Crime Prevention Plan 2016-2020	yunity				
Review the existing Shire of Northam Community Safety and Crime Prevention Plan	Community Safety & Crime Prevention Plan 2016-2020	Community				
Monitor and maintain the Shire's CCTV network	Community Safety & Crime Prevention Plan 2016-2020	Information Communication & Technology				





Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Advocate to maintain adequate police services in the Shire of Northam		Governance				



THEME AREA 4: ENVIRONMENT & HERITAGE

Preserving the natural and historic beauty of the Shire of Northam

Key indicators of success:

- Determine a baseline carbon footprint for Council and identify strategies to reduce carbon emissions
- Avon River water quality remains at same or improved level by 2022
- No decrease in the number of high and medium value heritage assets on the municipal heritage inventory

OUTCOME 4.1

The Shire of Northam is visually pleasing and easy to find your way around.

- Verges and roadsides are neat, tidy and attractive
- Information and way finding signage is clear, visible and easy to find

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Implement Shire of Northam Way find Strategy	Northam Town Centre Development & Connectivity Strategy	Tourism Promotion				
Develop incentives and policies to encourage residents to maintain property verges in both town and rural areas		ing dmin				
Develop and implement a rural verge maintenance program		Engineering ervices Admin				
Develop and implement a town site verge maintenance program for main arterial routes		Engine Services				



OUTCOME 4.2

Northam honours, and is recognised for, its unique heritage and cultural identity.

- Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted
- Northam's heritage buildings and locations are well maintained
- There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Manage Bilya Koort Boodja	Northam Interpretive Centre Business Case	Aboriginal Culture				
Implement & Review from time-to-time Reconciliation Action plan		Å Ö				
Manage and maintain the Shire's Art Collection		Arts & Culture				
Review Municipal Heritage Survey	Heritage Act	Strategic Planning				
Implement Northam Heritage Design Guidelines for Fitzgerald & Gordon St areas	LPP 18 - Heritage Precincts	Strategic Planning				
Support Community groups to assist them raise their profiles and obtain grant funding to develop their infrastructure		Place Activation				
Assist local groups in identifying & preserving local stories		Place Activation				



OUTCOME 4.3

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

- Increase energy efficiency in Shire-controlled buildings and increased procurement of renewable energy
- Sustainable waste management with the aim of reducing and reusing waste effectively
- Deliver a well-planned and implemented street tree program
- Support locally grown food initiatives
- Promote water re-use and water efficiency

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2023/24
Review and implement the regional waste management strategy initiatives.	Strategic Waste Minimisation Plan					
Contract manage waste facilities, to process general waste, inert waste, and liquid waste and green waste operations and access in accordance with regulations and licence conditions.	Old Quarry Road & Inkpen Road Waste Management Plans					
Update Old Quarry Landfill Site Waste Management Plans	Waste Management Plans	hent				
Update Landfill Sites Waste Management Plans	Waste Management Plans	agen				
Formalise Contract for Inkpen Waste Management Facility	Local L aw Waste Management Plan	Waste Management				
Provide general rubbish bin kerbside collections, skip bin verge & street bin service.	Strategic Waste Minimisation Plan	W				
Review Waste Local Law						
Develop waste minimisation community awareness campaign	Strategic Waste Minimisation Plan					
Provide kerbside and drop-off recycling facilities to reduce waste to landfill	Strategic Waste Minimisation Plan					



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Implement climate change adaptation position and strategy	WALGA Climate Change Management Toolkit					
Develop a baseline carbon tootprint for Council						
Remediate Shire of Northam controlled contaminated sites	Contaminated Sites Act					
Review Pest Plant Local Law (next review 2027)						
Implement Shire of Northam Biodiversity Strategy in liaison with Wheatbelt NRM	Local Government Biodiversity Planning Guidelines	Environment				
Liaise with Water Corporation in regard to waste water treatment plant upgrade		Enviro				
Investigate the upgrading of existing water reuse system for use by the Shire of Northam and possible expansion for other users		-				
Identify opportunities to implement water efficiency into Council facilities and operations	Department of Water Policy 1.02					
Maintain Water Wise Council status, achieving Gold status by 2023	Waterwise Council Guidelines / Resources					
Investigate and enforce compliance regards unlawful activities that are detrimental to the environment	Health Act	Community Health				
Identity opportunities to implement energy efficiency into Council facilities and operations	Building Act & Building Code of Australia	Building Maintenance				
Maintain water-wise accreditation at the swimming pools & recreation centre	Water Corporation Water Wise Community program	Recreation				





Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Develop & Implement Corella Management Strategy/Plan		Ranger				
Review Shire of Northam street tree guidelines	W5.5 Street Tree policy	& S				
Audit adequacy of street trees in Northam		Parks, Gardens & Reserves				
Audit adequacy of street trees in Wundowie, Bakers Hill & Grass Valley		_ 0 %				



OUTCOME 4.4

Rivers and waterways in the Shire of Northam are greatly valued and maintained to a high natural standard.

- The Shire of Northam is widely known and maintained as a biodiversity hotspot and the premier destination to experience the Avon River
- The Avon River is healthy, appreciated and used by the community and visitors for both passive and active recreation

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Develop / Endorse management plan for the Avon River Town Pool	Proposed Avon Town Pool Management Plan	ant				
Implement strategies to improve the health and aesthetics of the Avon River Town Pool	Northam Town Pool Water Quality Management Plan 2013 Northam Regional Centre Growth Plan	Environment				
Investigate opportunities for passive and active recreational use of the Avon river		offion				
Support the Avon descent		Tourism & Promotion				



THEME AREA 5: INFRASTRUCTURE AND SERVICE DELIVERY

Liveable, connected communities with well-maintained assets

Key indicators of success:

- Asset sustainability ratio is between 90% and 110%
- Asset consumption ratio is between 60% and 75%

OUTCOME 5.1:

The Shire of Northam sensitively facilitates well planned development, urban renewal and improved urban realm.

- Well planned and legible urban and rural areas
- Work with the Housing Authority to deliver newer public housing stock
- Pursue a land rationalisation strategy
- Provide opportunity to utilise laneways to facilitate land development

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Review Local Planning Strategy	Planning & Development Act					
Review Local Planning Scheme 6	Planning & Development Act	Ď.				
Facilitate planning for West Northam redevelopment precinct	Northam Regional Centre Growth Plan	annin				
Facilitate planning for Avonvale redevelopment precinct in partnership with Department of Housing		Strategic Planning				
Review Local Planning Policies	Local Planning Scheme 6 and Strategy	S				
Implement Northam Laneway strategy	Laneway Strategy					
Process development and DAP applications in accordance with LPS 6	Planning & Development Act	20-10				
Manage and implement local planning policies.	Local Planning Scheme No.6	ning				
Undertake compliance proceedings on development	Local Planning Scheme No.6	y Plar				
Guide / control the development and use of agricultural land in the Shire and minimise potential for land use conflict as identified in the precincts contained within the LPS	Local Planning Strategy	Statutory Planning				



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Review Extractive Industries Local Law (next review 2026)						
Process development and DAP applications in accordance with LPS 6	Local Planning Scheme					
Undertake compliance proceedings on development	Local Planning Policies					
Input into subdivision applications	Local Planning Strategy/Scheme					
Facilitate clean-up of disused commercial & residential properties	Northam Regional Centre Growth Plan	Community Health				



OUTCOME 5.2:

Environmental risks are proactively managed to minimise impact on residents.

- Focus on stormwater management in both urban and rural areas
- Continued bushfire management planning and mitigation works
- Proactive weed and pest management

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Review Local Emergency Management Arrangements	Emergency Management Act 2005					
Develop and conduct an emergency exercise for the LEMC annually	Local Emergency Management Arrangements					
Develop & coordinate delivery of community Emergency Services	Local Emergency Management Arrangements					
Encourage safe & effective bushfire mitigation management on non-Council controlled Reserve Land	Shire of Northam Bushfire Risk Management Plan					
Develop Reserve Management Plan, implement	Reserve Management Plan (to be developed)	Š				
Conduct bushfire mitigation on (shire controlled) land in conjunction with BFB' and residents		Emergency Services				
Maintain Emergency services Directory for the Shire of Northam	Local Emergency Management Arrangements	ergenc				
Support local bushfire brigades in bushfire management	Bushfire Manual	占				
Support the bushfire brigades in the maintenance and acquiring of suitable plant and equipment	Bushfire Manual					
Provide training and support to BFB volunteers to perform firefighting operations to acceptable standard	Bushfire Manual					
Provide Recovery Support to Emergency Services	Local Emergency Management Arrangements					
Review Bushfire Brigades Manual	Bushfire Management Plan					



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Review Shire of Northam Resource to Risk Assessment	Shire of Northam Resource to Risk (to be completed)					
Implement recommendations of Shire of Northam Resource to Risk Assessment	Shire of Northam Resource to Risk (to be completed)	ı				
Inspect and report on properties with regard to fire breaks and fire control	Shire of Northam Firebreak Order	Ranger				
Support protection of existing & remnant vegetation and revegetation along waterways	Local Planning Scheme Special Control Area Strategies	Environment				
Encourage and support community environmental projects	Environmental Protection Act	Enviror				
Continue to address ongoing issues with storm water drainage management in rural residential areas (Bakers Hill)		Engineering Operations				



OUTCOME 5.3:

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

- 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.
- Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.
- Improve and encourage utilisation of existing airport facilities and associated air services
- Maintain an efficient and safe regional road network

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Implement drainage maintenance plan	Asset Management Plan	ta				
Implementing the Northam Bike / Footpath / Asset plans.	Northam Local Bicycle Plan	Asset Management				
Deliver footpath construction program	Asset Management Plan	ana				
Develop 4 year footpath program	Operational Plan	₹				
Develop and deliver 2 year rolling road construction programs	Asset Management Plan	Asse				
Advocate for the development of the 'orange route' Great Eastern Highway (Eastlink)		Engineering Services Administration				
Input into the Avon Regional Roads Group		Engine Serv Admini				
Maintain Roads within the Shire						
Implement road maintenance plan	Asset Management Plan	gc sn				
Implement footpath maintenance plan	Asset Management Plan	Engineering Operations				



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Provide input and advocate to retain the Avon Link Rails Service with improved scheduling'	Northam Regional Centre Growth Plan	Governance				
Develop strong connectivity between Train Station and CBD	Northam Regional Centre Growth Plan	egic ning				
Review Airport Master Plan	Northam Airport Master Plan	Strategic Planning				
Manage the Shire's Airport and maintenance	Airport master plan	Airport				
Manage the leasing of airport infrastructure	Airport Lease / Policy / Structure Plan	Administration				



THEME 6: GOVERNANCE & LEADERSHIP

Leading with accountability, connection and openness

Key indicators of success:

- Community Perceptions Survey measures increased satisfaction that the Council is leading the Shire of Northam in the right direction
- Nil non-compliance with Local Government Act requirements

OUTCOME 6.1:

The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

- Positive internal and external perceptions about Northam
- · Foster a sense of community pride
- Develop a clear brand identity and market it within the Shire, and beyond the Shire to investors, visitors and potential residents

Actions and Projects	Informing Plan/Legislat ion	Service Area	2021/22	2022/23	2023/24	2024/25
Market Northam's 'brand' both externally and internally		Community Development				



OUTCOME 6.2:

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

- Decisions made by the Shire are communicated and the reasoning clearly articulated to residents and stakeholders
- Complaints are heard and resolved transparently
- Effective and efficient two-way communication between the Shire and stakeholders
- Clearer understanding of the roles of Elected Members in the community

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Review Shire of Northam communications plan		Communications				
Implement a framework for regular community meetings						
Undertake biennial Community Survey		45				
Actively promote local government elections		Governance				
Proactively promote Shire of Northam decisions		overn				
Actively promote the role and profile of Elected Members		Ō				
Maintain an open & transparent complaints process						



OUTCOME 6.3:

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

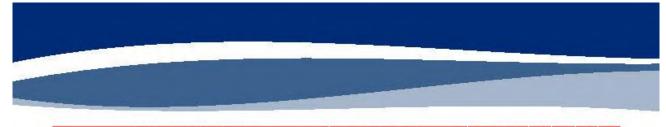
- Provide outstanding customer service
- Ensure robust financial management
- Implement systems and processes which deliver outcomes for our community
- · Maintain a high standard of corporate governance
- Improve community access to information to ensure they are able to be informed of our activities
- Encourage active community participation in our local government
- Undertake our regulatory roles in a safe, open, accountable and respectful manner
- Be an organisation where people want to work

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Provide management and leadership to the organisation and stakeholders	Corporate Plan	CEO & Executive Management				
Manage and administer the Shire's financial systems and procedures.						
Review the Shire's rates strategy.		dy				
Review UV to GRV rating for rural residential properties under 5 hectares		Inance				
Manage and implement Fair Value of assets to meet legislative requirements		ш				
Review Council Insurance coverage						
Provide occupational health & safety advice and fit for work support to Shire of Northam staff	OSH Policy, Injury Management Manual	Human Resources				
Review attraction & retention strategy	Workforce Plan	Human esource				
Maintain a staff development framework	Workforce Plan	œ				



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Manage customer services through use and maintenance of appropriate systems and processes		ice				
Implement Shire of Northam Customer Services Charter		rServ				
Implement an organisational wide process for dealing with/responding to customer requests/complaints		Customer Service				
Maintain provision of Department of Transport Icensing services for the community		0				
Provide a proactive approach to responsible animal (dog, cat) ownership and management within the community		Ranger				
Develop/implement community education program on animal management requirements		Ran				
Coordinate the Council Community grant contributions and processes		Grants Management				
Provide records management systems and services while maintaining compliance with relevant legislation.		á				
Ensure latest retention and disposal guidelines are met		Records				
Administer and review of the Shire's Record Keeping Plan.						
Manage the Shire's plant, equipment, and vehicle fleet.		ering tration				
Review Plant Replacement Strategy.		Engineering Administration				
Manage the Shire's light vehicle fleet.		Procurement				





Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Ensure telecommunication needs of the Council are met to an adequate standard.		ministration				
Review the provision of the Department of Transport licensing services by the Shire		Admin				



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Oversee the ongoing maintenance and support services for Shire systems and applications.		Information Technology				
Implement an I/T Strategy for the Shire.		Infor Tech				
Review adequacy of Administration Building		Building Services				
Review Council Building Asset Management Plan.	Asset Management Strategy	ŧ				
Review Council Road Asset Management Plan.	Asset Management Strategy	Asset Management				
Review Council Footpath Asset Management Plan.	Asset Management Strategy	tanag				
Review Council Drainage Asset Management Plan.	Asset Management Strategy	set N				
Review Council Parks & Public Open Spaces Asset Management Plan. (next review due 2026)	Asset Management Strategy	¥				
Develop/implement environmental health programs	Public Health Planning Guide 2011					
Review Public Health & Wellbeing Plan	Public Health Act					
Implement a Public Health & Wellbeing Plan.	Public Health Act					
Assessment and approval of stallholders, portable signs, effluent disposal systems, temporary accommodation and public events	Health Act & Regulations, Food Act, Local Laws	Environmental Health				
Review Health Local Law (next review 2026)	Health Local Law	m er				
Regular inspections of commercial establishments - food premises, lodging houses, offensive trades, caravan parks, stallholders, swimming pools	Health Act, Food Act, Local Laws	Environ				
Monitoring and sampling of food and water outlets including commercial food businesses, swimming pools and wastewater reuse scheme	Health Act, Food Act					



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Continue to implement process mapping and process improvement across the organisation		Governance				
Look at innovative solutions to improve customer service and productivity		Governance				
Implement the Shire of Northam COVID-19 Strategic Response Framework		Governance				



OUTCOME 6.4:

The elected members of the Shire of Northam provide accountable, strong and effective community leadership.

- Open, accountable and effective decision making
- Effectively communicate the Shire's vision and strategic priorities, internally and externally
- Be a valued member and leader in our regional context
- Develop clear policy settings to guide our organisation and community
- Ensure effective and well-utilised long term planning

Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Active Membership of the Avon Regional Organisation of Councils (AROC)	Strategic Community Plan	nal ment				
Partner with the Wheatbelt Development Commission & RDA Wheatbelt on identified regional initiatives	Strategic Community Plan	Regional Development				
Review Governance Policy	Council Policy Manual	Governance				
Review Community support policies	Council Policy Manual	Community				
Review Finance policies	Council Policy Manual	Finance				
Major Review Long Term Financial Plan	Corporate Business Plan	Fina				
Review Workforce Plan	Corporate Business Plan	Human Resources				



Actions and Projects	Informing Plan/Legislation	Service Area	2021/22	2022/23	2023/24	2024/25
Review Works (engineering) policies	Council Policy Manual	Engineering Services Administration				
Review Health policies	Council Policy Manual	Environmental Health				
Review Building policies	Council Policy Manual	Building				
Review Administration policies	Council Policy Manual	Administration	8. s			
Review Strategic Community Plan	LG Act	6	0 1			
Review Corporate Business Plan	Strategic Community Plan	Strategy				
Review Asset Management Strategy	Corporate Business Plan	Asset Management				
Monitor and implement the Northam Regional Centre Growth Plan, incorporating the Northam Development Plan, to encourage population growth in the Shire	Northam Regional Centre Growth Plan	Economic Development				
Review Northam Growth Plan Implementation Schedule	Northam Regional Centre Growth Plan	Ecc				



6. Priority Projects

The Shire of Northam has a significant number and range of priority projects which have been identified through its various planning processes. The priorities have been split into two distinct categories. The first category focusing on projects which will be programmed into the annual budgeting process with revenue for the project either coming entirely from the Council, is already confirmed, or likely to be confirmed by a third party. While the Council reserves the right to make a final determination as to the delivery of these projects during its annual budget process, it can be assumed that the projects will be delivered. The second category identifies projects which are more strategic and aspirational in their nature and are projects that the Council will be endeavouring to focus on and deliver, however will require a significant financial contribution from a third party which has yet to be confirmed. The nature of these projects is that they have significantly more risk in terms of deliverability within identified timeframes than those which identified in category one.

	2021/22	2022/23	2023/24	2024/25
Playground & Open Space Improvements	240,671	157,913	243,870	94,114
Council Owned Building Maintenance	425,00 <mark>0</mark>	500,000	550,000	690,000
Wundowie Sports Pavilion (2027/28)				
Wundowie Swimming Pool refurbishment			2,000,000	1,000,000
Northam Town Pool Dredging (subject to external funding)	50,000	50,000	50,000	50,000
Drainage Program	597,000	597,000	597,000	597,000
Administration building redevelopment		651,380		
Northam depot redevelopment		0		
CBD Improvement Works	100,000	100,000	75,000	75,000
Furniture/Equipment Renewal/Upgrades	10,000	10,000	10,000	15,000
Airport Toilets	150,000			
Airport Lot Development	10,000	10,000	10,000	10,000
Roads Program	3,142,348	3,211,480	3,282,132	3,354,339
Footpath Program	250,000	250,000	250,000	250,000
Bridges Renewal			900,000	
Plant Replacement	800,000	800,000	800,000	800,000
Expansion Water Reuse Scheme				2,500,000
ANNUAL TOTAL	5,725,019	6,287,773	8,718,002	8,385,453



7. Organisational Context

a. Project Management

Project management forms an integral part of the management of the Shire of Northam. We are not only committed to focusing on delivering projects within budgets established by Council, but we have a strong focus on delivering projects safely, within established timeframes and which deliver established outcomes.

This will be achieved through a range of initiatives which include:

Training

Staff who are required to manage or contribute to the management of projects will be provided basic project management training through a recognised training provider.

Reporting

Executive Managers will be required to report the progress of major projects to the Chief Executive Officer at agreed timeframes.

Risk Management

Executive Managers will ensure the risk matrix illustrated below is applied.

In order to assess projects and determine the level and complexity of project management required, the following framework will be applied. In many cases, projects will have elements in a number of the project categories (major, project, works). In this circumstance, the classification should reflect a conservative approach, that is, if in doubt projects are to be scaled to the higher level.

i. Project Classification

Criteria	Major Project	Project	Works
Scope of Work	Complex	Defined	Simple/well known
Budget	Above \$250k	Above \$100k to \$250k	Up to \$100k
Timing	> 10 weeks	2 - 10 weeks	Less than 2 weeks



ii. Project Delivery

Criteria	Major Project	Project	Works
Project Planning	Detailed Gantt chart required utilizing MS-Project (or similar). Detailed working or engineering designs and plans required to be signed off prior to commencement by Chief Executive Officer.	Schedule of timeframes required. Detailed working or engineering designs and plans required to be signed off prior to commencement by Executive Manager.	Preliminary planning required. Detailed working or engineering designs and plans may be required generally, but are required for capital road works.
Risk Management	High Risk Complex analysis and mitigation management formalised in writing and registered in Promapps. May require the assistance of Regional Risk Co-ordinator. All risks and treatments to be input into 'Promapp' Risk Module	Medium Risk Initial analysis and priority mitigation monitored in project meeting reports. May require the assistance of Regional Risk Coordinator at discretion of Executive Manager. All risks identified as being High or Extreme and their treatments to be input into 'Promapp' Risk Module	Low risk Monitored by responsible officer. JSA required or reference to risk register. All risks identified as being Extreme and their treatments to be input into 'Promapp' Risk Module
Range of Personnel, including Sub- Contractors	High level of competence in PM required. Executive Manager to project manage or external project manager appointed with authority of CEO. Project Team to be established, which must include a minimum of two Executive Managers.	Sound level of competence in areas of technical and project management. Generally managed by Senior Officer, Manager or Executive Manager.	Managed by works supervisor, manager, or other member of staff authorised by Executive Manager.
Level of Communications	High - detailed reporting and data management to CEO on monthly cycles. Reports to include progress against Gantt Chart and against financial budget (including variations).	Reporting to Executive Manager, as agreed	Exception reporting to the CEO (i.e. if perceived issue arising).



Criteria	Major Project	Project	Works
Contract (if required)	Formal Contract required if outsourced, Project Manager to determine need for independent legal review	Standard Contracts in accordance with WALGA template for single supplier contracts, else refer works schedule requirements.	Purchase Order and standard contracts in accordance with WALGA templates at discretion of Executive Manager.
Authorisation	Formal CEO sign off to commence required after presentation of project planning, may require common seal.	Executive Manager authorization to commence required (may require Council approval for tenders).	Official Council order considered sufficient sign off.
Data Management	All documents, including planning and internal documents required to be registered on file created specifically for project in question. At completion of project, summary of financial outcomes required.	All documents, including planning and internal documents require registration. Reference made to job number or chart of account number established within Synergy for future reference.	Synergy financial system records along with Notes taken and registered in accordance with standard records management practices.
Financial	Specific Chart of Account or Job Number Required. Detailed budgets to be prepared and supporting documentation to be placed on file. Budget should include breakdown by nature and type.	Ether specific Chart of Account Number or Job Number required. Planning and other supporting documents to be placed on file.	Either specific Chart of Account Number or Job Number required.
Compliance & Quality Control	Detailed management plans to be developed identifying HOLD points	Inspection Test Plans to be developed and implemented identifying HOLD points in accordance with standards and specifications	Basic checklists to be maintained as directed by Executive Manager
Project Variations	Administered by the relevant Executive Manager in accordance with Policy F4.11 (reported to the Chief Executive Officer via smartsheet)	Administered by the relevant Executive Manager I accordance with Policy F4.11 (reported to the Chief Executive Officer via smartsheet)	Administered by the relevant Executive Manager I accordance with Policy F4.11 (reported to the Chief Executive Officer via smartsheet)

Shire of Northam Corporate Business Plan 2021/2022



iii. Risk Management

Risks should be identified or categorised into one of the following general areas and analysed by determining how they might affect the success of the project. Generally, the impact of a risk will realise one or any combination of the following consequences:

- · Project outcomes (benefits) are delayed or reduced
- · Project output quality is reduced
- · Timeframes are extended
- Costs are increased
- Occupational Health & Safety protocols breached

Risk Management Definitions

Term	Definition				
Risk	The effect of uncertainty on objectives (may be positive, negative or a deviation from what is expected)				
Consequence	Outcome of an event or change in circumstances affecting the achievement of objectives				
Likelihood	The chance of something happening				
Event	An occurrence or existence of a particular set of circumstances				
Hazard	Object or activity which may cause a risk (now referred to as a 'risk source') - interaction with the risk source is required to create a risk				
Risk Management	Coordinated activities to direct and control an organisation in regard to risk				



Consequence

Level Description	Financial Impacts	Health & Safety	Reputation	Service Interruption	Compliance	Property	Environment
Insignificant (1)	<\$10,000	Medical type injuries	Unsubstantiated, low impact, low profile, or no news item	No material service interruption	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	\$10,001 - \$25,000	Lost Time Injury <30 days	Low impact, low newsitem	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Medium (3)	\$25,001 - \$250,000	Lost time Injury >30 Days	Substantiated, public embarrassment, moderate impact, moderate news profile	Medium term temporary interruption – backlog cleared by additional resources <1 week	Short term non- compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
High (4)	\$250,001 - \$650,000	Long term disability / multiple injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Extreme (5)	> \$650,000	Death or permanent disablement	Substantiated, public embarrassment, very high multiple impacts, high, widespread multiple news profile, third party actions	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact



Likelihood

Description	Examples	Frequency
Almost Certain (A)	The event is expected to occur	More than once per year
Likely (B)	The event will probably occur	At least once per year
Possible (C)	The event could occur	At least once in five years
Unlikely (D)	The event could occur but probably won't	At least once in ten years
Rare (E)	The event is not expected to occur	Less than once in 20 years

Level of Risk

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

E EXTREME RISK: Immediate action required by Executive Management

H HIGH RISK: Senior Management attention required

M MODERATE RISK: Management by specific monitoring or response procedures

LLOW RISK: Manage by routine procedures, unlikely to need specific application of resources

Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action). This strategy also involves identifying the stage of the project when the action should be undertaken, either prior to the start of or during the project.

Risk mitigation strategies to reduce the chance that a risk will be realised and/or reduce the seriousness of a risk if it is realised should be developed. Written mitigation strategies will usually only be prepared and/or deployed for projects classified as Major, however mitigation strategies may be prepared for projects and works at the discretion of the Executive Manager.



b. Asset Management Planning

The Shire of Northam has adopted asset management plans across the following areas;

- Transport Infrastructure
 - o Roads
 - Footpaths
 - Bridges
 - Culvert
- Drainage
- Buildings
- Land
- Buildings
- Plant and Equipment
- Parks, open spaces and streetscapes

Key elements of the plan and are:

- Levels of service specifies the services and levels of service to be provided by council.
- Future demand how this will impact on future service delivery and how this is to be met.
- Life cycle management how Council will manage its existing and future assets to provide the required services
- Financial summary what funds are required to provide the required services.
- Asset management practices
- Monitoring how the plan will be monitored to ensure it is meeting Council's objectives.
- Asset management improvement plan



Key Performance Indicator	Depreciated replacement cost of assets (written down value) divided by current Calculation Standards Standards Standard is not met if ratio data cannot be identified or ratio is less than 50%. Basic standard is met if ratio data can be identified and ratio is 50% or greater.		Predicted 2020/21	Basic Standard Achieved
Asset consumption ratio (ACR)			0.53%	Yes
Asset sustainability ratio (ASR)	Capital expenditure on replacement or renewal of assets divided by the depreciation expense	replacement or Basic standard is met if ratio data can be calculated and ratio is 90% or greater. Advanced standard is met if		Yes
Asset renewal funding ratio	Net present value of planned capital expenditure based on current Departmental guidance on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period	Standard is not met if ratio data cannot be identified or ratio is less than 75% Basic standard is met if ratio data can be identified and ratio is between 75% and 95%. Advanced standard is met if this ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%.	0.95%	Yes



c. Workforce Planning

The role of Local Government is to oversee the delivery of a diverse range of programs, services, facilities and projects for their community. Effective workforce planning is fundamental in meeting the community's needs now and into the future. Achieving the optimum combination of staffing, volunteers and contractors is vital.

Workforce Planning is a key component of the Integrated Planning and Reporting Framework which was introduced to Western Australian local governments in 2011. The Shire of Northam Workforce Plan 2019-2021 is an informing document to the Shire's Strategic Community Plan, Corporate Business Plan and long term Financial Plan as well as being an output of those plans. It provides a consolidation of workforce requirements and strategies for current and future operations.

The Workforce Plan identifies a significant review in 2021-2022 to consider efficiencies and innovation to improve the sustainability of the Shire's workforce. This review was intended to set the framework for future structure and recruitment with strategies and accompanying actions aligned with the major reviews of the Strategic Community Plan and Corporate Business Plan.

Currently the Workforce Plan will be implemented from 2020/21 and comprises of 10 key strategies. Throughout the life of the Plan the Shire will undertake annual reviews to ensure the Workforce Plan strategies are implemented, monitored and reported against.

Opportunities for improvement identified within the Plan focus around staff turnover, youth employment, disability employment and organisational training. Implementation of the Workforce Plan will support the Shire in delivering on its Attraction and Retention Strategy which demonstrates why people are attracted to work for the Shire, why they choose to remain employed by the Shire and why they make discretionary efforts in their roles. In doing so it will position the Shire as a sustainable local government authority that achieves excellence through a well-resourced, skilled and effective workforce.





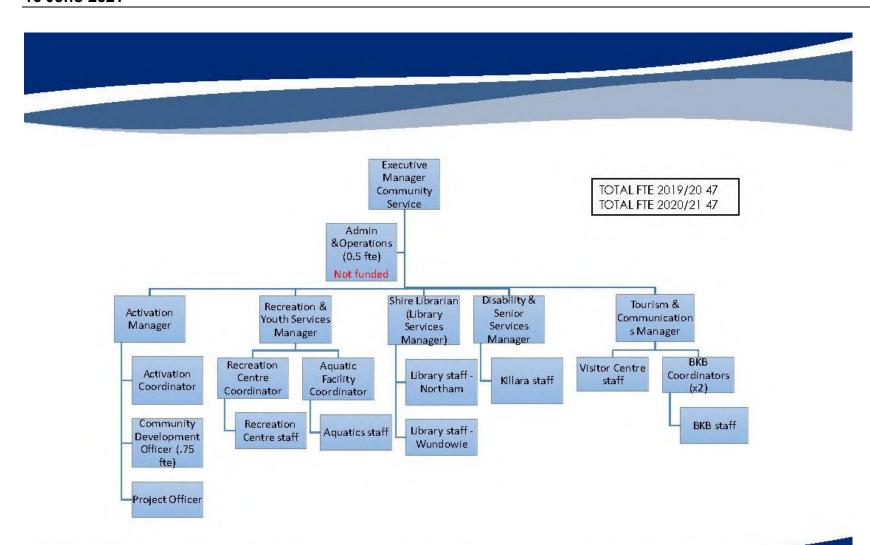
i. Organisational Structure



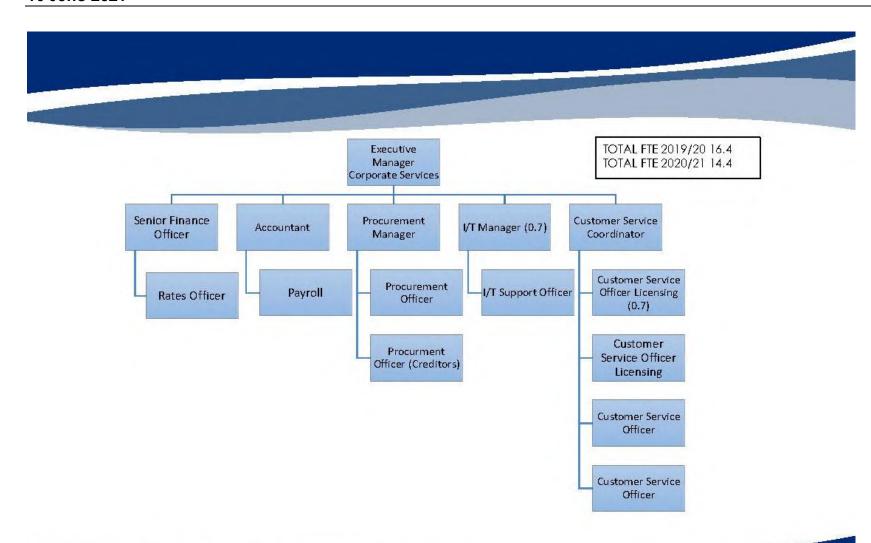
TOTAL FTE 2019/20 4.5 TOTAL FTE 2020/21 7.5

Shire of Northam Corporate Business Plan 2020-21

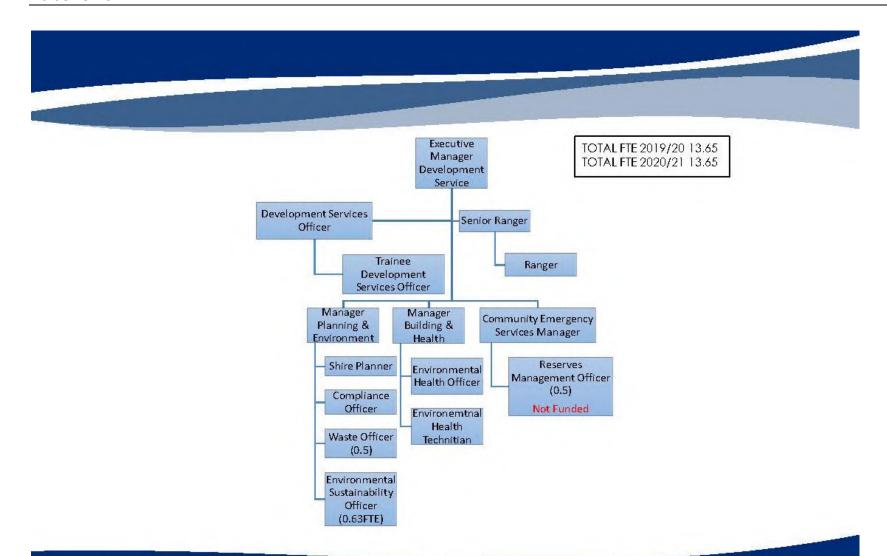




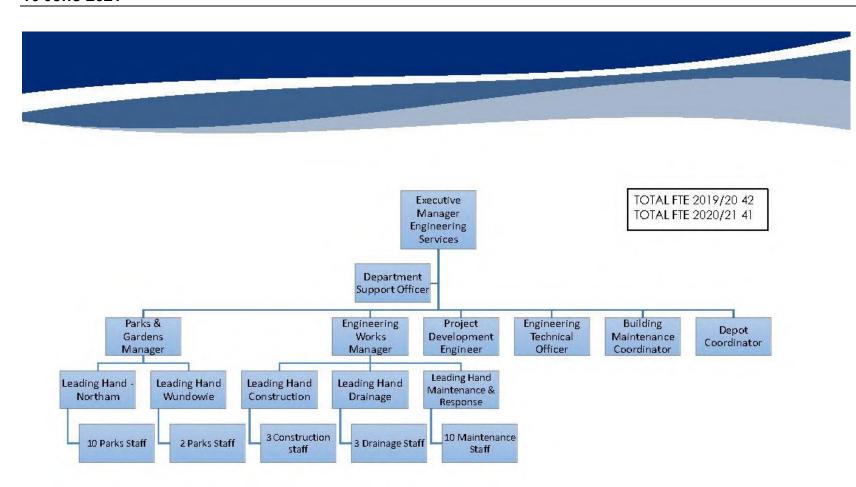










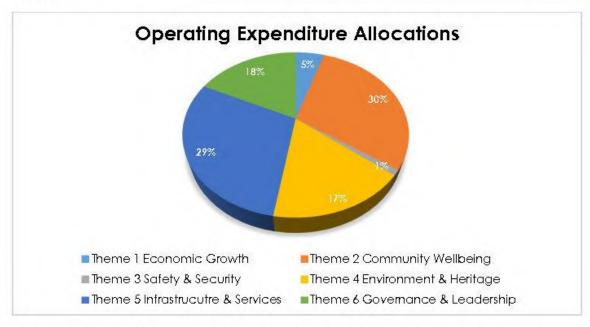




d. Financial Planning

The following provides an indication as to the financial resource allocations for the Shire of Northam in 2021/22 against each of the Strategic & Corporate Business Plan themes;

Theme	Operating Expenditure	Operating revenue	Capital Expenditure	Capital Revenue
Theme 1 - Economic Growth	\$1,100,216	\$ 159,100	\$ 21,300	_
Theme 2 - Community Wellbeing	\$6,736,329	\$ 3,908,959	\$10,179,806	\$5,851,357
Theme 3 - Safety & Security	\$ 237,786	\$ 317,092	\$ 287,486	(4)
Theme 4 – Environment & Heritage	\$3,800,108	\$ 2,730,676	\$ 1,008,500	\$ 345,493
Theme 5 – Infrastructure & Services	\$6,691,852	\$ 5,492,796	\$ 8,531,663	\$ 320,350
Theme 6 – Governance & Leadership	\$4,004,642	\$13,016,321	\$ 1,930,334	\$ 983,850



The Shire of Northam has a current long term financial plan which is adjusted annually.

This plan has been prepared to support the strategic planning process for the Shire. The plan addresses the operating and capital needs placed on the Shire over the next 10 years.

The plan is reviewed every 12 months to reflect the prevailing economic conditions and changing community needs placed on the Shire. In compiling this long term plan



consideration has been given to the economic drivers that will influence the future cost of providing facilities and services. The values disclosed in this plan therefore represent estimated future prices and costs.

This long-term strategic financial plan is set against economic uncertainty. The plan addresses operating and capital renewal of the period 21/22 and concluding in 24/25. The changing economic circumstances have meant that projections for growth and therefore community demand as facilities and services are subject to how the Australian and State economies recover from the current position.

This plan represents a financial solution to meeting the competing demands of services and facilities to the community. There are numerous ways that will enable the Shire to achieve its objectives. This plan balances the funding needs of renewal and new infrastructure assets, existing services against rating expectations, reasonable fees, debt\leverage and the use of accumulated funds held in reserve accounts.

The following financial projections have been taken from the Councils Long Term Financial Plan, Developed in the context of the Strategic Community Plan and Corporate Business Plan deliverables.



Shine of Northam. Forecast Statement of Funding For the spend 2021 - 2033

						Foe	the genod 2021.	2055								
		Actual 2018-19	Actual 2019-20	Budget 2020-21	1 2021-22	Z022-23	3 2023-24	4 2024-25	5 2025-26	6 202 6 -27	7 2027-28	8 2028-29	9 202 9 30	10 2030-31	11 2031-32	17 2032-33
OPERATING		3	5	S	5	5	5	5	2	5	5	5	.5	S	S	5
Revenues	Rates Operating grants	10,294,644	10,160,528	10,152,290	10,757,215	11,222,939	11,709,811	12215,965	12,745,251	15,297,637	1,5,974,14.0	14,475,821	15,103,794	15,759,186	16445,250	17,157,177
	subsidies and contributions	5,906,081	6,651,352	3,664,952	5,564,792	5,657,229	5,751,422	5,858,594	5,967,563	6,078,976	6,192,677	6,509,714	6,4 27,1 57	6,547,993	6,671,334	6,797,210
	Profit on Asset Disgosal	24 5, 35 1	6,220	545,039					-6			4		- 4		
	Rees and charges Service charges	5,721,822	4,024,570	5,675,118	4,090,466	4,235,082	4,528,935	4,426,999	4,527,525	4,629,965	4,734,973	4,84 2,404	4,952,512	5,064,799	5,179,800	5,297,496
	Incorest earnings - General	306,938	240,368	88,000	222,599	2.25,4.44	209,413	209,427	209,535	209,725	209,656	209,628	209,803	21 1, 052	209,441	209,656
	Incerest earnings - Reserves	116,165	\$7,114	45,000	21,925	22,299	59,792	2615	35,620	5,297	41,279	4,900	35,667	2,221	36,760	2,517
	Other revenue	755,097 21,334,096	1,140,330	955,571	21,485,045	22,207,179	864,985 24,902,248	25,997,512	903,338	925,232	25,996,268	964,301 26,805,768	985,516 27,714,219	1,007,197 28,592,588	1,029,355	1,052,001 30,515,957
Expenses	Drigloyeecosts	(8,67,2875)	(0013628)	(8.4 55, 597)	(8 644,242)	(8,837,336)	(9,177,774)	(9,405,661)	(9.662.603)	(9.950,612)	(10,247,261)	(10,810,010)	(11,132442)	(11,464,546)	(11,906,613)	(12159945)
	Materials and contracts	(5,269,554)	(6,154,172)	(8715E71)	(6,694,091)	(6,821,642)	(£95£074)	(7,132,026)	(7,510,527)	(7,495,085)	(7,680,412)	(7,97,2423)	(8088533)	(8,270,964)	(8,477,758)	(3 88 9 88 5)
	Bolony charges (electricity, gas, water etc.)	(979, 558)	(1,101,561)	(1,020,192)	(1,046,919)	(1,075,511)	(1,105,034)	(1,156,507)	(1,168,929)	(1, 202, 532)	(1,236,744)	(1,272,196)	(1,509,722)	(1,546,555)	(1,395,129)	(1,425,078)
	Degreciation on non-currencassets	(4,180,155)	(4,670,394)	(4,680,609)	(4,696,588)	(4,808,257)	(5,0.59,562)	(5,231,962)	(5,389,963)	(5,549,115)	(5,744,093)	(5,924,758)	(6.009/833)	(6,201,315)	(6.595,683)	(6,594,84.5)
	Loss on Asset Disgosal	(360,094)	(1,255,641)	(187,254)	(241994)		(227 005)			(192128)	(170 195)		(1.24.361)			(6663)
	Incerest Engense Insurance engense	(131,437) (S04,551)	(225,102)	(229,114) (516,245)	(\$23,989) (\$23,989)	(244,226) (555,999)	(561,565)	(221,994) (572,253)	(214,091) (983,105)	(594,184) (219,212)	(BDS,473)	(147,580) (616,977)	(6.29,700)	(100,842) (640,645)	(79,947) (652,917)	(665,221)
	Other engendature	(20462501)	(22 98 5 11 2)	(25 8 16 2 25)	(22 04 5 18 5)	(22,545,525)	(203,560)	(\$28 808 25)	(24 54 2 88 5)	(25 200 665)	(259,892)	(250,509)	(2.56,067)	(241,969)	(29.045844)	(254,218)
NETOPERATI	ONS	871.585	(704.850)	(4,896,253)	(558 1.58)	(5.5B.544)	(578,524)	(511,520)	(154.251)	(55.843)	87,410	(68465)	204.861	325,752	524,076	661,239
	ion Adjustments	2017/2017	112000	DE LOF CHICKORY	700710	THE CHESON	2000	70.00	2012/10/2014	20000000	77.0	1000		20100000		
runung run	Degreciation on non-runnencassets	4,180,155	4,670,394	4,690,609	4,696,588	4,809,257	5,039,562	5,231,962	146,6815	5,549,115	5,744,083	5,924,738	6,009,833	6,201,515	6,395,683	6,594,843
	Net grofit and losses on Disgosal	116,743	1, 2,29,4,21	(155,785)	04.	4	N.	-48			.4:	8		5,6		è
	Movement in Accruals	(129,560)	4 55,485	387, 6.51	-28	*	15	10	20	**		15		24	10	
	Change in Accounting Policies		(280,140)	3	3		4		-6	14		+	÷	36	1-	÷
	Movement in Employee Benefit	31 5, 17 3	(7, 994)	(201,012)	Ser.		4	9	- 29					- 29	-23	- 3
	Provisions White-off of assets	. 56	20	- 10	0.6	21	8	1.00	5.6	27	201	- 3		= 6.0		- 2
PUNDING PRO	M GENERAL	5,354,096	5,542,754	(194,910)	4,139,250	4,471,913	4,669,259	4,920,642	5,235,732	5,495,272	5,831,493	5,856,273	6,214,694	6,527,067	6919,759	7,256,082
CAPITAL					5											
Asset Acquisit	tions and															
	Purchase of land held for resale	34	18	- 4		- 9	4	-	34		- 9	4	4	34	No. of Control of Control	



		- 19-19													THE RESERVE	-
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	And the second			-	4 12							10 10 10 10				
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	rchase of		A State Control	of the land of the	Control of the Control											
	operty Plant and Ugment	(1,975,725)	(1,450,725)	(5,661,091)	(5 03 6 380)	(1,510,000)	(1,560,000)	(1,505,000)	(1,505,000)	(1,505,000)	(5,220,000)	(1,530,000)	(1,540,000)	(1,550,000)	(1,560,000)	(1,57)
Info	kastrurture	(10,894,955)	(12,500,913)	(9,006,602)	(4,54 0,019)	(4, 5 26, 595)	(7,538,002)	(6,880,453)	[4,538,175]	(4,554,073)	(4,778,337)	(5,811,588)	(5,565,697)	(7,240,931)	(6,599,698)	(6,839
	oreeds on agosal	290,174	1,562,572	992 500	500,000	500,000	1,000,000	300,000	500,000	500,000	300,000	500,000	300,000	500,000	500,000	50
Not	n Operating	المراوات المالية	27222742	a favorania		U-VALUE (UVA)			0.000			Compression of		4 202		
	incs, subsidies diconoribuolons	5,019,568	4,068,319	4,344,290	2496805	1,499,715	2967,455	2955,197	1,475,722	1,496,699	2,068,136	1,54 0,04 6	1,580,716	2,464,174	1,639,980	1,521
NET PUNDING BEPO	ORE PINANCING	(7,560,938)	[8,520,745]	(506 DSS 7)	(3,579,594)	(2,836,678)	[4,750,549]	(5,130,25b)	[4,257,453]	[4,252,374]	(5,630,201)	[5,501,542]	(5,224,971)	[6,026,757]	(6,220,919)	[6,598
Pinancing Inflows																
	ansfer from	1,786,922	5,935,287	1,449,643	1,059,245	4:	1,016,000	1.05	79,000		727,449	507,855	16,500	65,000	17,000	
	serves Ar Borrowings	500,000	4,500,000	5,4 64,0 20	(,05,,215	4		1,000,000			121,117	301,033	10,500	45,000	11,000	
Self	If Supporting	25,09 h	22811	20,203	20,850	25,095	22,208	22920	25,655	12,111						
Loa Dutflows	an	7,7,7,7		040.440	0.000		20700		0.745.000	38.17						
Tea	ansfer to	(678,099)	(4,305,973)	(1,4.54,500)	(1,117,170)	(74, 299)	(374,782)	(154,615)	(555,620)	(5 57, 287)	(207, 279)	(97,400)	(101,667)	(69, 221)	(102,760)	(8.5
	serves Ivances to			300 - 30 - 15	120 (20)	200 A		40000	100	17:22 47	30, 100, 30	1012 15	2 2 2	1917 1 10	30 1600	
	enemunicy Groups	24	130	7.5	- 100	4.	*	je.		100	4	- 5			**	
	gayeneed of Past er owings	(287,752)	(400,424)	(345,975)	(509,136)	(\$65,727)	(582,948)	(645,179)	(205,602)	(7 19, 1 67)	(728,795)	(751,408)	(718(494)	(742,002)	(\$8.5,14.0)	(996)
NET PINANCING	SCHOOL SET	1,406,537	5,751,701	5,155,391	(\$4,6,211)	(614,931)	80,478	225,126	[94 2 4 68]	(1,244,343)	(208,625)	(330,953)	(805,651)	(748,225)	[668]900]	(68.2
RCCOUNTING PERIC		and the second	and the same	- Commission				- Alleria de la compansión de la compans	-	Accessed to		- market	district to	1 Section 1	- Address	
	ening Balance	4,962,863	5.588.6.52	6,562,522		12445	52.749	51,916	45428	71.239	57.794	50461	74.239	26 0 311	12.598	42



Shine of Northam Forecast Statement of Comprehensive Income For the genod 2021 - 2033

				1	2	3	4	S	- 6	7	a	9	1-0	11	12
	2018-19	2019-20	Base	2021-22	2022-23	2023-24	2024-25	2023-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
INCOME STATEMENT Notes	5	5	5	5	5	5	5	5	5	5	- 5	5	5	S	2
Revenues	20 774 544	10100510	10161100	10.757.117	11 111000	11 700 011	1111/01/	22.745 352		20074.740	14 4 75 77 17	16100 004	15,759,186	27 447 370	17,157,177
Rates Operating grants	10,284,644	10,160,528	10,152,290	10,757,213	11,222,898	11,709,911	12215,965	12,745,251	13,297,637	15,874,14.0	14,475,821	15,103,784	19,759,186	16,445,250	17, 157, 177
subsidies and	5,906,081	6.651.352	3,664,952	5,564,792	5,657,229	5.751.422	5.858.594	5.967.565	6.078.976	6 192 677	6,509,714	6,427,157	6,547,993	6,671,554	6,797,210
contributions	3, 90 0, 001	0,031,332	3,004,732	3,304,772	3,037,663	2,131,422	2,030,374	3,707,303	d br d ar a	0,174,077	0,300,714	B451,131	0,347,773	0,071,334	0,797,210
Rees and charges	3,721,822	4,024,370	5,675,118	4,090,466	4,255,082	4,528,955	4,426,999	4,527,325	4,629,965	4,754,975	4,8424.04	4,952,512	5,064,759	5,179,800	5,297,496
Service charges	46.00	1000	75	2 3	19 19 1	1000	20, 123	4 4 .	10.0		1500	1 1103	301 19	9 9	2.0
Incoresc earnings -	506.958	24 0.368	39,000	222599	225,444	209.413	209.4.27	209.555	209.725	209.656	209.629	209.803	211.032	209,441	209.656
Conoral	300,730	24 0, 38 0	30,000	224,377	553,444	209,413	209,427	209,333	209,723	209,838	209,828	207,003	211,032	209,991	207,838
Incorest earnings -	116 165	57,114	45.000	21.925	22.299	39.792	2615	35.620	5.297	41.279	4,900	55.667	2,221	36.760	2,517
Reserves	1000000	100	2000	100000000000000000000000000000000000000	100000	1200		0955000	The state of the s		- A-2 (1)	1,385,000		1000	
Other revenue	755,087	1,140,550	955571	828,050	94 6, 267	864,885	885,912	903,338	925,252	943,543	964,501	985,516	1,007,197	1,029,355	1,052,001
Control of the contro	21,090,735	22,274,062	18 576 931	21,485,045	22,207,179	22,902,248	25,597,512	24, 588, 652	25,144,820	25,996,268	26,805,768	27,714,219	28,592,588	29,569,920	30,515,857
Expenses											·				
Drigi oyeer osts Materials and	(8,672,875)	(8,793,100)	(8.4.55, 597)	(8,644,242)	(9517,11BB)	(9,177,774)	(84 02 991)	(4 885 803)	(9,950,612)	(10,247,261)	(10/8/10/010)	(11,152442)	(11,464,546)	(11,806,613)	(12158943)
contracts	(5,289,554)	(6,154,172)	(8,715,671)	(6,694,091)	(5,821,642)	(6,958,074)	(7, 1.52, 0.26)	(7,510,527)	(7,493,085)	(7,680,412)	(7,872425)	(8,069,255)	(8, 27 0, 964)	(9,477,7.59)	(8,689,682)
Bolicy charges															
feleconouty gas,	(979, 338)	(1,101,561)	(1,020,192)	(1,046,819)	(1,075,511)	(1,105,034)	(1, 1.56, 5.07)	(1,168,929)	(1, 202, 332)	(1,236,744)	(1, 272, 196)	(1,308,722)	[1,54 6,35 5]	(1, 385, 1.28)	(1,425,078)
wateretr.)	1000000	The state of the s	A.C A.D	A CONTRACTOR OF	-	4.100000		2000	The same of the sa		140000		3.45	100000	
Degreculation on non-	(4.000.00)	(4 *** ***)	(4,630,609)	(4 **** *****	(4.808.257)	(()	(5.231,962)	(5,589,965)	(5,549,115)		(5,924,739)	(c. non mes)	(6, 201, 31 S)	(884,585,4)	(r. des es el
runnencassers	(4,180,155)	(4,670,594)	(a' pan' p na)	(4,696,188)	-2	(2023/285)			100000000000000000000000000000000000000	(5,744,083)		(6,009,833)	(6,201,315)		(6,594,343)
Incerest engense	(131,437)	(225,102)	(2.29, 1.14)	(241,994)	(244, 226)	(227,005)	(221,594)	(214,091)	(192,123)	(170,193)	(147,580)	(124, 561)	(100,942)	(79,847)	(66,655)
ksukance engense	(504,551)	(515,918)	(516,245)	(523,989)	(555,999)	(561,563)	(572,233)	(\$85,105)	(594,184)	(605,473)	(616,977)	(628,700)	(64 0, 64 5)	(652817)	(665, 221)
Other engendature	(384,477)	(289,224)	(15,751)	(195,660)	(200,552)	(203,560)	(209,649)	(215,865)	(219,212)	(224,692)	(230,309)	(236,067)	(24 1,969)	(249,019)	(254,218)
	(20,102,407)	(21,749,471)	(52,628,969)	(22,045,195)	(22,543,523)	(25,272,572)	(23,908,632)	(24,542,883)	(52,500,663)	(52,416,828)	(26,874,233)	(27,509,358)	(58,266,656)	(29,045,844)	(29,854,618)
OPERATING	988 528	524, 991	(5.052.038)	(558,159)	(538,344)	(57 0, 524)	(311, 320)	(154.251)	(55,94.5)	87,410	(68.4.65)	204,861	525,752	\$24,076	661,239
RESULT	900,320	324,391	(3,032,038)	(3.30(1.30)	(226244)	(370,324)	(311,320)	(134,231)	(33,04.3)	97,410	(80,483)	204,081	323,732	324,078	881,239
Revenue (Asset related)															
Non-Operating															
grants, subsidies and	17,819,568	4,068,519	4,544,290	2496805	1,499,715	2967,455	2,955,197	1,475,722	1,496,699	2,069,136	1,540,046	1,580,716	2,464,174	1,639,890	1,520,287
contributions															
Profit on disgosal of	24 5 551	6.220	545.059	10		4		1 181		1.0	39	45	17.2	102	
255005	,		,												
Loss on asset	(560,094)	(1,255,641)	(187, 254)												
disgosal	7,000				2777		2000000		10777243	223333		722000	-	7722222	100207410
NET RESULT	18,691,153	5,565,489	[551,963]	1,939,667	1,163,571	2,997,129	2,643,877	1,321,491	1,44 0,95 6	2155,546	1,471,581	1,785,577	2,789,926	2,162,956	2,181,526
Other															
Comprehensive							90					4.0	- 10		
Income															
Total Other Comprehensive	The state of the s	5 56 5 489	(\$\$1,965)	1.9.59 6 67	1 16 5 571	2 397 129	2,643,877	1.521.491	144 0 85 6	2 1 55 546	1471581	1785577	2789.926	2 162 956	2,181,526
	18 691 155														



e. Business Improvement

At the Shire of Northam we are committed to improving our internal business processes and interactions with our community and stakeholders. This being the case the Council has embarked on an extensive identification and review of its most critical processes with the view of eliminating wastage and providing value to our customers. This initiative has been underway for the last five years and has resulted in a range of beneficial outcomes and improvements. We have established and internal business improvement team who are our process champions. It is their responsibility to co-ordinate the identification, review and implementation of our most critical organisational business processes.

To date we have identified and mapped 113 of our critical processes and made 735 improvements to these processes and while our initial focus has been on our administration processes we will soon be moving into our more critical operational processes to identify and improve how we deliver our services. The following is a list of our currently identified, mapped and improved processes;

Administering the Election of a Safety Representative	Manage Leases	Manage As Built Data
Conduct Citizenship Ceremonies	Manage New Creditor Applications	Manage Bridge Maintenance
Develop Annual Report	Manage Payroll	Administering Injury Management
Executing Documents via Common Seal or Authorisation	Manage Rate Recovery	Develop Annual Budgets
Manage Fee Waivers / Debt Write Offs	Manage Working From Home Application	Handling & Disposing of Sharps
Manage Northam Industry Attraction Fund (IAF)	Prepare Contracts	Manage Complaints
Manage Requests to Consume Liquor on Council Property / Premises	Process Corporate Credit Card Payments	Manage Council's Media
Prepare Council Forum agendas & meetings	Process Creditors Invoices	Manage Customer Requests
Prepare Council meeting minutes	Process Creditors Payments	Manage Document Control



Prepare Elected Members Monthly Report	Process Superannuation Payment	Manage Employee Discipline / Misconduct
Prepare Ordinary Council agendas & meetings	Process Timesheet and Timecard entry	Manage Employee Termination
Undertake System Observations	Processing Cash for Remote Sites	Manage Hazard Reporting
Undertake Task Observations	Receipting Debtors Payments	Manage Higher Duties
Complete Stocktake at the Bilya Koort Boodja (BKB) Centre	Receipting Rates payments	Manage Incident / Near Miss Reporting
Controlling the Plant Room OIP (Touch Screen Failure)	Receipting Visitor Centre Money	Manage Inductions
Manage Bilya Koort Boodja (BKB) Centre Petty Cash	Updating a Creditor Record	Manage Infrastructure Bonds
Manage Bookings for the Bilya Koort Boodja (BKB) Centre	Use Corporate Credit Cards	Manage Internal Requests
Manage Facilities & Bookings	Create New Standpipe Keycard User	Manage Major Projects
Manage Grants	Declaring Dangerous Dogs	Manage Personal (Sick & Carer's) Leave
Manage Opening / Closing of Northam Aquatic Facility and Recreation Centre	DWER Landfill Levy Returns	Manage Public Interest Disclosures
Manage Technical Difficulties at the Bilya Koort Boodja (BKB) Centre	Issue Tree Subsidy Vouchers	Manage Records
Open and Close the Bilya Koort Boodja (BKB) Centre	Manage Animal Infringements & Enforcement	Manage Recruitment
Organise Shire Event	Manage Building Application	Manage Staff Internal Transfers
Process Event Applications	Manage Development Applications	Manage Staff Training
Process Payments at the Bilya Koort Boodja (BKB) Centre	Manage Development Compliance	Manage Website
Processing KidSport Applications	Manage Firebreaks	Managing Employee Grievance

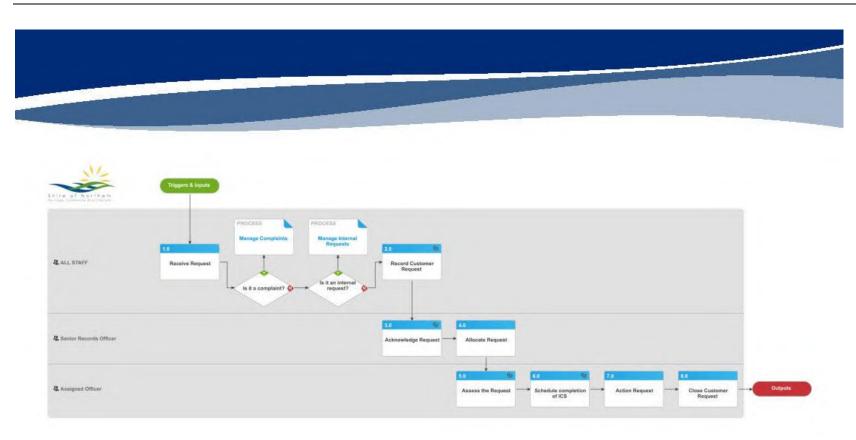
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Receive Phone Payments for the Bilya Koort Boodja (BKB) Centre	Manage Harvest Bans	Managing Poor Performance
Selling Seasonal Pool Passes	Manage Private Swimming Pool Inspections	Managing Return to Work Programs (RTWP)
Testing the Chlorshield Emergency Shut Down System	Manage Public Swimming Pool Water Sampling	Prepare Committee Meeting Agendas
Activate Synergy Online User Registrations	Manage Reclaimed Water Sampling	Prepare Committee Meeting Minutes
Arrange payment plans for Rates	Manage Rubbish & Recycling Collection Applications	Prepare Timesheet (Non-Depot)
Capture Coles Card Receipts	Manage Stallholder Application	Receipting Revenue at Remote Sites
Manage Burial Requests and Reservations	Process Septic Applications	Undertake Staff Development Review
Manage Debtors	Approving Traffic Management Plans	Undertake Workplace Safety Inspections
Manage Internal Insurance Claims	Develop Annual Works Program (Roads and Footpaths)	Manage Procurement
Manage public tenders (RFT) for purchases over \$250,000 Excl. GST	Procure goods and services up to \$2,000 Excl. GST	Follow Up Process Development
Procure goods and services over \$10,000 and up to \$50,000 Excl. GST	Raise a purchase order	Run a Process Development Workshop
Procure goods and services over \$2,000 and up to \$10,000 Excl. GST	Request for Quote (RFQ) to procure goods and services over \$50,000 and up to \$250,000 Excl. GST	Run a Process Validation Workshop

In order to be able to map, monitor and improve our processes we utilise an off the shelf system call Promapp. Promapp allow us to clearly identify our processes making them accessible across our organisation. Critically it also allows us to track our improvements and monitor our staff use of these processes. The following is an example of a process map which we utilise.

16 June 2021



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8. Monitoring and Reporting

The implementation of the Corporate Business Plan will be monitored monthly and reported corporately on an annual basis through progress of action and project delivery against targets and year to date expenditure against budget. In addition, performance will be monitored and reported against corporate or operational key performance indicators. The tables below outlines the Shire's corporate key performance indicators. Where necessary, additional performance measures will be progressively developed and implemented across the organisation during 2020/21.

As the Corporate Business Plan is integrated with and delivers on the Strategic Community Plan, monitoring and reporting of outcome performance through the strategic key performance indicators is also important in determining the effectiveness of the Shire's services and projects.

All elements of the Corporate Business Plan will be reviewed and amended as required each year prior to the annual budget process. This enables the corresponding year of the Corporate Business Plan and Long Term Financial Plan to accurately inform the annual budget.



a. Human Resources

Performance Area	Key Performance Indicator	Formula	Target	2020/21 Draft	2019/20 Actual
Safe Working Environ	ment				
Workplace Safety	Lost Time Injury Frequency Rate	Number of lost time injuries x 1,000,000 Total hours worked	<15	30.7	30.7
Occupational Health and Safety Management	Percentage compliance with AS/NZS 4801:2001 requirements	Average percentage compliance over 10 sections through an independent audit *formal assessment by LGIS to be undertaken	> 76%	90% (estima ted)	80% (estimat es)
Appropriately Skilled	Workforce				-
Professional Development	Percentage employee satisfaction with professional development apportunities	Average percentage satisfaction across all Departments determined through Tri- Annual Workforce Systems Processes People Audit	>60%	N/A	N/A
Retention of Valued S	itatf				
Staff Turnover	Staff turnover rate	Number of staff separations* Total number of staff (less casual and Council instigated)	<20%	31%	16%



b. Financial Management

Performance Indicator	Definition	Formula	Target	2020/21 Predicted	2019/20 Actual	
Budget Management	Percentage variance in actual year to date expenditure (operating) versus budgeted expenditure	Actual Expenditure - Budgeted Expenditure x 100 Budgeted Expenditure	<10%	-1.45	1.83%	
Current Ratio	This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions	(Current Assets MINUS Restricted Assets) (Current Liabilities MINUS Liabilities Associated with Restricted Assets)	1:1 (100% or greater)	281%	310%	
Debt Service Ratio	This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan	Annual Operating Surplus BEFORE Interest and Depreciation Principal and Interest	>4	7.10	6.90	



c. Governance

Performance Definition		Formula	Target	2020/21 Draft	2019/20 Actual
Corporate Plan Achievement	Percentage of identified Corporate Actions achieved	Corporate Actions undertake in current year Total Number of Corporate Actions	100%	TBA	89%
Project Delivery	Percentage of Major Projects delivered	Number of Major Projects Delivered in current year Total Number of Major Projects Identified in Corporate Plan	100%	TBA	71%



d. Compliance

Performance Indicator	Definition	Formula	Target	2020/21 Draft	2019/20 Actual
Statutory Planning					
Building Permit	Average Building Permit processing	Building Permit process times to be measured by the official	Uncertified ≤25 working days	TBA	3.74
Processing	Permit processing time	date received and official date Permit issued	Certified <10 working days	TBA	3.33
Development Application Processing	Average Development Application processing times	Total days to process development applications Total number of development applications Development application process times measured by the official date received and official date approval issued, less any official hold periods recorded	≤30 days (delegated decisions) ≤40 days (non- delegated decisions)	TBA	20 56
Local Government C	omplianc e				
Compliance Auditing	Percentage of elements identified within the annual Department of Local Government Audit Return identified as being complied with by the Shire of Northam	1st January to 31st December against the requirements of the	≥90%		99%



Cr J E G Williams declared an "Impartiality" interest in item 13.1.3 - Policy G 1.20 Organisational Structure Policy & F 4.11 Budget Variation Reporting Policy as one of Cr William's daughters, Daughter-In-Law and her mother are staff members at the Shire of Northam. None of the mentioned are dependent on Cr William's.

13.1.3 Policy G 1.20 Organisational Structure Policy & F 4.11 Budget Variation Reporting Policy

File Reference:	2.3.1.2
Reporting Officer:	Chief Executive Officer, Jason Whiteaker
Responsible Officer:	Chief Executive Officer, Jason Whiteaker
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	No
issued:	

BRIEF

Council has workshopped two policies, on organisational structure and budget variations. These two policies are provided for Council consideration.

ATTACHMENTS

Attachment 1: G 1.20 Organisational Structure Policy. Attachment 2: F 4.11 Budget Variation Reporting Policy.

A. BACKGROUND / DETAILS

Two new policies were presented to Council workshops in May 2021, focusing on the organisational structure of the Shire of Northam and the reporting of variations to Council. The policies presented are reflective of the workshop outcomes.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: 6. Governance

Outcome: 6.4 The elected members of the Shire of Northam provide

accountable, strong, and effective community leadership.

Objective: Develop clear policy settings to guide our organisation and

community

B.2 Financial / Resource Implications

N/A.



B.3 Legislative Compliance

Organisational Structure Policy – Section 5.2 of the Local Government Act 1995 requires that 'the council of a local government is to ensure that there is an appropriate structure for administering the local government'.

Variations Policy – Section 38 of the Local Government (Financial Management) Regulations 1996 requires that material variances between the comparable amounts of year to budget projections and actual expenditure, at statement of financial activity level, be reported to Council as part of the monthly statement of financial activity. Council sets the material variance each year as part of the budget adoption process. Council has set the material variation at 10% or \$20,000.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category		Rating (likelihood x consequence)	Mitigation Action
Financial	Council unaware of significant variations	Unlikely (2) x Major (4) = Moderate (8)	Policy in place to provide clarity to staff on Council expectation with variation reporting
Health & Safety	Nil		
Reputation	Nil		
Service Interruption	Lack of flexibility around organisational structure, causing delays in recruitment	Likely (4) x Major (4) = High (16)	Policy in place to guide structure, providing flexibility to adjust as required
Compliance	Nil		
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

Organisational Structure Policy – currently the Council adopts a detailed organisational structure as part of the Corporate Planning process, however if this is being relied on for compliance with Section 5.2 of the LG Act, it creates significant issues.



Forming part of good management practice, each time an employee leaves the organisation the position is reviewed and adjusted, if required, to ensure it is providing best value for the Shire. Similarly local government is operating in a complex and fast-moving environment with external forces influencing organisational structure. The Shire of Northam needs to be able to respond to this environment and make structural decision in an efficient and effective manner. This policy is considered to provide this ability, whilst ensure Council is aware of the broad structure of the organisation.

Variations Policy – the current Act requirements around variations focuses at a very high level. To this end there is some uncertainty around variations as they apply at the lower levels (general ledger). This policy, as presented, will provide a clear framework and direction for the management of the Shire of Northam Financial Budget.

RECOMMENDATION

That Council:

- 1. Adopt Governance Policy G 1.20, Organisational Structure, as presented.
- 2. Adopt Finance Policy F 4.11, Budget Variation Reporting, as presented.



Attachment 1 - G 1.20 Organisational Structure Policy



Shire of Northam Planning Policy Manual (Section I)
Policy
G 1.20 Organisational Structure Policy

GOVERNANCE

G 1.20 Organisational Structure

Responsible Department	CEO Office		
Resolution Number	TBC		
Resolution Date	TBC		
Next Scheduled Review	2021		
Related Shire Documents			
Related Legislation	Local Government Act 1995, section 5.2		

OBJECTIVE

To provide guidance to the Council and the Chief Executive Officer concerning the Organisational Structure for the Shire's administration, including the management of functional responsibilities and the allocation and management resources within the structure

SCOPE

The Policy applies across the organisation.

POLICY

1. Determination of Organisational Structure

In accordance with the Local Government Act 1995 Section 5.2, Council determines that the organisational structure of the Shire of Northam shall be:





Shire of Northam Planning Policy Manual (Section I)
Policy
G 1.20 Organisational Structure Policy



a) Determining Organisational Sub-Structure

To ensure the efficient, effective, and orderly administration of the Shire, the Chief Executive Officer shall, within established budget parameters, determine:

- the operational responsibilities of each of the Directorates and the subsequent substructure sections within the respective Directorates to fulfil these responsibilities; and
- the sub-structure of each Section including the number of full-time equivalent positions required to ensure the efficient and effective delivery of operational outcomes.

b) Council's Satisfaction with Organisational Structure

If the Council is not satisfied that an appropriate structure exists, the Council may, by resolution, request the CEO to review the structure.

c) Corporate Plan Reporting

The Annual Corporate Business Plan of the Shire of Northam will provide a detailed organisational structure. The Corporate Business Plan will clearly indicate any changes in staff numbers over previous years, by Directorate.

CEO-POLICY-23 G 1.20 Organisational Structure DRAFT



Attachment 2 - F 4.11 Budget Variation Reporting Policy



Shire of Northam Planning Policy Manual (Section I)
Policy
F 4.11 Budget Variation Reporting Policy

FINANCE

F 4.11 Budget Variation Reporting

Responsible Department	CEO Office		
Resolution Number	TBC		
Resolution Date	TBC		
Next Scheduled Review	2021		
Related Shire Documents			
Related Legislation	Local Government Act 1995, section 5.2		

OBJECTIVE

To provide guidance to the Council and the Chief Executive Officer (CEO) concerning the treatment of budget variations.

SCOPE

The Policy applies across the organisation.

POLICY

1. Definitions

Annual Budget - Adopted each year in the form and manner prescribed, a budget for all revenue, expenditure, capital works and other income for the municipal fund, for the financial year ending on the 30 June. (section 6.2 Local Government Act 1995)

Budget Review - A review of the Annual Financial Year Budget, endorsed by Council and incorporating all known adjustments since adoption or prior budget reviews. For the purposes of reporting 'variations' in accordance with this policy a budget review will occur once in each financial year quarter.

Emergency Expenditure - Expenditure required to mitigate any risk related to:

- 1.1. Injury to a person
- 1.2. A natural disaster
- 1.3. Restoring or maintaining normal services to the Community

LGA s6.8 (1)(c) is authorised in advance by the mayor in an emergency. LGA s6.8(2)(b) is to be reported to the next ordinary meeting of council.

COA – Chart of Account number, for example.

CS-POLICY-14 F 4.11 Budget Variation Reporting DRAFT





Shire of Northam Planning Policy Manual (Section I)
Policy
F 4.11 Budget Variation Reporting Policy

12382102 Streets, Carparks & Paths

Management Budget - The schedules that support the adopted annual budget forecasts.

Material Variance – for the purposes of Local Government (Financial Management) Regulations 1996 Section 34 (1) (d), are defined as being 10% or \$20,000 whichever is greater

Responsible Officer - Staff members responsible for budgetary control of any specific line item in the budget.

Service Area - A defined service delivery area in the Shire's organisational structure, for example.

1.4. Engineering Services Directorate

Statement of Financial Activity – as defined by Local Government (Financial Management) Regulations 1996 Section 34 (1).

Sub Program - A group of service areas within Shire's organisational structure, for example.

- 1.5. Construction of Streets, Roads, Bridges, Depots
- 1.6. Maintenance of Road, Bridges, Depots
- 1.7. Road Plant Purchases

Variation – any expenditure change of greater than \$10,000 per chart of account item, excluding internal allocation accounts (such as administration allocation, depreciation, public works overheads and plant operating costs)

2. Budget Variations

It is recognised the Annual Budget is an informed financial forecast and variations are to be expected as actual circumstances experienced may differ to initial estimates provided.

The intent of this Policy is to provide guidance towards amending the Shire's Annual Budget to accommodate variations which may arise in meeting administrative operations and the delivery of annual objectives. This includes the requirements for reporting budget amendments to Council.

Council recognises that the contents of this policy provides no limitation with reference to Section 6.8 of the Local Government Act 1995 – Expenditure from municipal fund not included in annual budget.

2.1. Variations in Expenditure (Operational) – Existing Line Item:

2.1.1. Accommodated within Sub Program

CS-POLICY-14 F 4.11 Budget Variation Reporting DRAFT





Shire of Northam Planning Policy Manual (Section I)
Policy
F 4.11 Budget Variation Reporting Policy

Where variations in expenditure may be accommodated within the overall budget for a sub program area, the responsible Executive Manager may authorise the redirection of budget funds within that sub program area.

For example: The total operating expenditure budget for Maintenance of Roads, Bridges, Depots is \$4.3 million for a given financial year and there are multiple management budget line items (COA) to deliver the service. If maintaining gravel roads, in line with service standards, exceeds initial forecasts and operational savings exist or are identified within the overall road maintenance are, provided that the overall budget for the Maintenance of Roads, Bridges, Depots remains consistent with the adopted annual budget, the Executive Manager may approve a management budget amendment

It is the relevant Executive Managers responsibility to ensure that the change in expenditure has a nil effect on the budget operating position and the administrative amendment is reflected in the next Budget Review for Council.

2.1.2. Not accommodated within a Sub Program Area

Where increases in expenditure are not accommodated within the sub-program area or the overall budget for a sub-program, and funds are required for that expenditure, those funds must be identified from other budget line either within the service area or from another service area. Any such re-direction of funds must maintain the budgeted operating position and requires the formal written approval of the Chief Executive Officer. It is the requesting Executive Managers responsibility to ensure that the change in expenditure is detailed within the next Budget Review for Council approval.

2.2. Variations in Expenditure (Capital) - Existing Line Item:

2.2.1. Accommodated within Program Area

Where variations in expenditure may be accommodated within the overall budget for a sub-program area, the responsible Executive Manager may authorise the redirection of budget funds within the program area.

For example: The total capital expenditure budget for construction of Streets, Roads, Bridges, Depots (sub program) is \$7.7 million for a given financial year and there are multiple management budget line items (COA) to deliver the service. If construction of an individual road, in line with budget parameters of length, width and treatment type, exceeds initial forecasts and savings exist or are identified within the overall program area, provided that the overall budget for the construction of Streets, Roads, Bridges, Depots (sub program) remains consistent with the adopted annual budget, the Executive Manager may approve a management budget amendment.

It is the relevant Executive Managers responsibility to ensure that the change in expenditure has a nil effect on the budget financial position and the management amendment is reflected in the next Budget Review for Council.

2.2.2. Not Accommodated within Program Area

CS-POLICY-14 F 4.11 Budget Variation Reporting DRAFT





Shire of Northam Planning Policy Manual (Section I)
Policy
F 4.11 Budget Variation Reporting Policy

No capital variations can be approved if they are not able to be accommodated within the program area. Any such proposed variations must gain the prior approval of the Council, by formal resolution.

2.3. Variations in Revenue Budget Lines

Variations in budget line items resulting from increases or decreases in budgeted revenue should be included in the following Budget Review for formal amendment as well as being reported in the monthly financial report presented to Full Council. The materiality of the amount is to be considered. Shortfalls in actual revenue amounts against budget forecasts are to be met by reductions in operating expenditure. Additional revenues are to offset unexpected expenses defined in this Policy, to be addressed as part of a Budget Review or treated as surplus at year end.

2.4. Material variances

In accordance with section 34 (1) of the Local Government (Financial Management) Regulations 1996. Material variances will be reported monthly against the statement of financial activity.



13.2 ENGINEERING SERVICES

13.2.1 Northam RV Day Site, Bernard Park Northam – Stage 2

To be provided to Council as a separate attachment to this agenda.



13.3 DEVELOPMENT SERVICES

Cr C R Antonio declared an "Impartiality" interest in item 13.3.1 – Request to Initiate Proposed Scheme Amendment No. 16 to Shire of Northam Local Planning Scheme No. 6 – Extension to Avon Industrial Park as Cr Antonio is a board member (non-financial) of ACDF, which is mentioned in the report.

13.3.1 Request to Initiate Proposed Scheme Amendment No. 16 to Shire of Northam Local Planning Scheme No. 6 – Extension to Avon Industrial Park.

Address:	Portion of Lot 9002 and Lot 17 Leeming Road, Grass			
	Valley - Avon Industrial Park.			
Owner:	Development WA, Shire of Northam			
Applicant:	Element WA			
File Reference:	SA16			
Reporting Officer:	Andrew Dover, Project Planning Officer			
Responsible Officer:	Chadd Hunt, Executive Manager Development			
	Services			
Officer Declaration	Nil			
of Interest:				
Voting Requirement	Simple Majority			
Press release to be	No			
issued:				

BRIEF

Council is requested to initiate Scheme Amendment No. 16 to the Shire of Northam Local Planning Scheme No. 6.

This amendment proposes to rezone land adjacent to the railway at Avon Industrial Park from Parks and Recreation Reserve to General Industry. The aim of the proposal is to encourage the uptake and development of land within the Avon Industrial Park by making accommodation for a railway siding to access the Park, allow the additional use of Renewable Energy Facility including solar farms to occur on the land and regulate any unsightly storage which may deter potential investors.

The amendment is a 'standard' amendment in accordance with Reg. 35(2(a) of the Planning and Development (Local Planning Schemes) Regulations 2015.

ATTACHMENTS

Attachment 1: Standard Scheme Amendment Flow Chart.

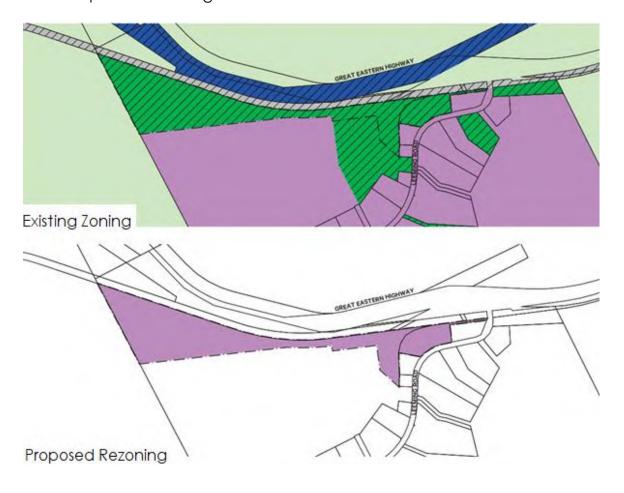
Attachment 2: Scheme Amendment 16 Document.
Attachment 3: Consent Letter (Initiate Amendment).



A. BACKGROUND / DETAILS

Development WA as the landowners of Lot 9002 Leeming Road, Grass Valley have requested Council to rezone a portion of their freehold property and Lot 17 Leeming Road, Grass Valley which is a reserve managed by the Shire of Northam. Element WA, a Perth based planning consultancy, is acting on behalf of Development WA.

Portion Lot 9002 – Retained General Industry 121.9ha Portion Lot 9002 – Retained Parks and Recreation 11.1ha Portion Lot 9002 – Proposed Rezoning 26.5ha Total Lot 17 – Proposed Rezoning 3.7ha Total Proposed Rezoning 30.2ha







The amendment proposes to:

- 1. Rezone land which is currently Parks and Recreation reserve to General Industry as per the Proposed Rezoning Map above;
- 2. Introduce a Renewable Energy Facility land use to the General Industry and Rural zones; and
- Aligning the 'warehouse/storage' land use with recent legislation changes and better regulating it in the General Industry zone by requiring development approval, except if it meets stringent conditions.

1. Rezoning

Rezoning the land will expand the General Industry area, providing for potential future development. In addition, it will accommodate the development of a new spur rail line to the industrial estate which may stimulate further uptake of the new and existing lots. This land was designated as a buffer to the Great Eastern Highway and rural lots beyond. As a result, there are remnant vegetation and native revegetation areas on the land.





It is desirable to retain as much of this vegetation as possible while balancing this desire with the construction of a railway spur which will require the removal of some of the revegetation. This balance can be achieved through the subdivision or development application process when the rail alignment is confirmed. The remaining vegetation should be retained. The removal of vegetation for the rail spur is considered not to impact the Great Eastern Highway or rural land beyond due to the height of the existing rail line and the established trees both of which lie between this industrial land and the Highway.

A portion of Lot 9002 is proposed to be retained for drainage purposes in the Parks and Recreation reserve and is shown in green in the centre of the below map. This portion is the lowest point on the site and currently collects the stormwater runoff from the remainder of the Park. It contains a dam and significant trees. There is infrastructure which releases overflow stormwater across the rail line and highway to the watercourse system. This is proposed to be retained.







Lot 17 is proposed to be rezoned also. It is a curved lot abutting Leeming Road. Rezoning this lot is essential for to the proposal as it contains the Indicative Potential Rail Reserve for the possible rail spur and an additional access road. Lot 17 is crown land, managed by the Shire of Northam. No contact has been made to the Shire with regard to the relinquishment of this reserve.

2. Renewable Energy Facility

Introducing a Renewable Energy Facility land use will allow solar farms and other renewable energy facilities to be considered following advertising instead of being classified as 'Power Generation' which includes all forms of energy facilities.

"renewable energy facility" means premises used to generate energy from a renewable source and includes any building or other structure



used in, or relating to the generation of energy by a renewable source. It does not include renewable energy electrical generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

There have been proposals for solar farms in the Avon Industrial Park in the past, however they have not been progressed by the applicant. Renewable Energy Facilities are appropriate in the industrial area, co-located with industry which uses large amount of power. They also are appropriate in the rural area as they generally do not have amenity impacts and require large amounts of land which is not available in other zones. This change is in line with the WAPC Position Statement on Renewable Energy Facilities.

3. Warehouse/Storage

This amendment will align the existing separate definitions 'Storage' and 'Warehouse' with the definition in the Model Scheme Provisions of 'Warehouse/Storage' due to their similarity. In the existing Shire of Northam Local Planning Scheme No. 6 the definitions of 'Storage' and 'Warehouse' are:

"**storage**" means premises used for the storage of goods, equipment, plant or materials;

"warehouse" means premises used to store or display goods and may include sale by wholesale;

In the Model Scheme Provisions the definition of 'warehouse/storage' is:

- "warehouse/storage" means premises including indoor or outdoor facilities used for —
- (a) the storage of goods, equipment, plant or materials; or
- (b) the display or sale by wholesale of goods;

In addition to aligning the definitions with the Model Scheme Provisions, this change will prevent the existing definition of 'warehouse' being used improperly instead of the 'storage' land use.

Better regulating 'warehouse/storage' uses will ensure that the Park does not become unsightly or impact the amenity of the area including through outdoor storage. The need for this change is evident from several unsightly storage uses currently within the Park. This is proposed to be achieved by making the new 'warehouse/storage' a 'D' use which will require development approval to be sought if not covered by the below exemption in Schedule A of the Local Planning Scheme.

Clause 61(2):



- (h) The use of the land in the General Industry zone for warehouse/storage including as an incidental use that
 - (i) if outdoor, is in a clearly defined area screened from public view by a building, bund, closed wall or fence no less than 1.8 metres in height or screen landscaping a minimum of 10 metres in width approved by the local government;
 - (ii) is not located within the setbacks for the zone;
 - (iii) does not detract from the amenity of the area; and
 - (iv) provides sufficient access for loading and unloading vehicles including an approved crossover.

This exemption will permit storage and warehouse which does not create negative amenity of visual impacts without an approval while the remainder will require a development assessment for consideration of the scale of these impacts and possible mitigation. It is anticipated that this change will improve the appearance of the Avon Industrial Park, making it more attractive to developers without placing additional burden on the Shire of Northam or business owners.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 1 Economic Growth.

Outcome 1.1 The Shire of Northam is an attractive investment

destination for a variety of economic sectors.

Objectives Ensure the Shire of Northam is a welcoming and easy

place for quality investment to occur.

Theme Area 6 Governance & Leadership.

Outcome 6.3 The Shire of Northam council is a sustainable, responsive,

innovative and transparent organisation.

Objectives Undertake our regulatory roles in a safe, open,

accountable and respectful manner.

B.2 Financial / Resource Implications

Element WA as the applicant for this proposal is responsible for preparing any technical reports that may be required. Element WA have paid the relevant fee to the Shire of Northam which has been calculated to cover any associated costs including the advertising of the application.

B.3 Legislative Compliance

<u>Planning and Development (Local Planning Schemes) Regulations 2015</u> Section 75 of the *Planning and Development Act 2005* (the Act) gives a local government the power to amend its local planning scheme. The procedure for preparing and adopting an amendment is provided for by



the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations). Please see the flow chart at Attachment 1.

Should Council resolve to initiate the amendment (Reg. 35(1)), it must specify whether, in its opinion, the amendment is a complex amendment, a standard amendment or a basic amendment (Reg. 35(2)(a)). Council's resolution must also include an explanation of the reason for Council forming that opinion (Reg. 35(2)(b)). This is further discussed in Officer's Comment below.

Once initiated, the Shire will be required by section 81 of the Act to refer the amendment to the Environmental Protection Authority (EPA) for its consideration under section 48A of the Environmental Protection Act 1986.

Once initiated, the Shire will be required by Reg. 47(1) to prepare a notice to the Commission regarding the amendment.

The amendment is then advertised in accordance with Reg. 47(3) and Reg. 76A as outlined in Consultation below. Following advertisement, proposed modifications or comments if any are considered by Council.

B.4 Policy Implications

There are no policy implications for the Shire in relation to the recommendations of this report.

B.5 Stakeholder Engagement / Consultation

The Shire will engage with relevant agencies and will advertise the amendment in accordance with Reg. 47(3) and Reg. 76A the Planning and Development (Local Planning Schemes) Regulations 2015 as a standard amendment.

Reg. 47(3) requires advertising to the public for a minimum of 42 days or longer period approved by the Commission.

Reg. 76A requires the amendment to be made available for viewing on the Shire's website, in the Shire offices and the notice to be published in a newspaper circulating in the area.

If significant modifications are made following advertising, this amendment including modifications made, are required to be advertised as above.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil



Health &	Nil	Nil	Nil
Safety			
Reputation	Nil	Nil	Nil
Service	Nil	Nil	Nil
Interruption			
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Removal of remnant	Unlikely (2) x	Require vegetation to
	vegetation and	Minor $(2) = Low$	be retained at
	native revegetation	(4)	subdivision and
			development
			approval stages.

C. OFFICER'S COMMENT

Based on the objectives of the Shire's Local Planning Strategy for 'Industry' and overall objectives of the 'General Industry' zone contained in LPS 6, it is considered that the proposed Scheme Amendment is consistent with the Shire's strategic direction. The Local Planning Strategy also contains Key Issue 3.2.2:

'Need to ensure the provision of appropriate infrastructure, adequate supplies of suitably zoned and serviced land in appropriate locations and flexibility in terms of the ability to attract and accommodate new commercial and industrial activities.'

The proposal to rezoning this land to 'General Industry' is considered consistent with the surrounding land uses, particularly the contiguous General Industry land and the transport networks.

As the amendment is generally consistent with the objectives of the Local Planning Strategy, is anticipated to have minimal impact on surrounding land and have no significant environmental, social, economic or governance impacts on land in the scheme area, the amendment is considered a standard amendment in accordance with Regulation 34 'Standard Amendment' of the Planning and Development (Local Planning Schemes) Regulations 2015.

RECOMMENDATION

That Council:

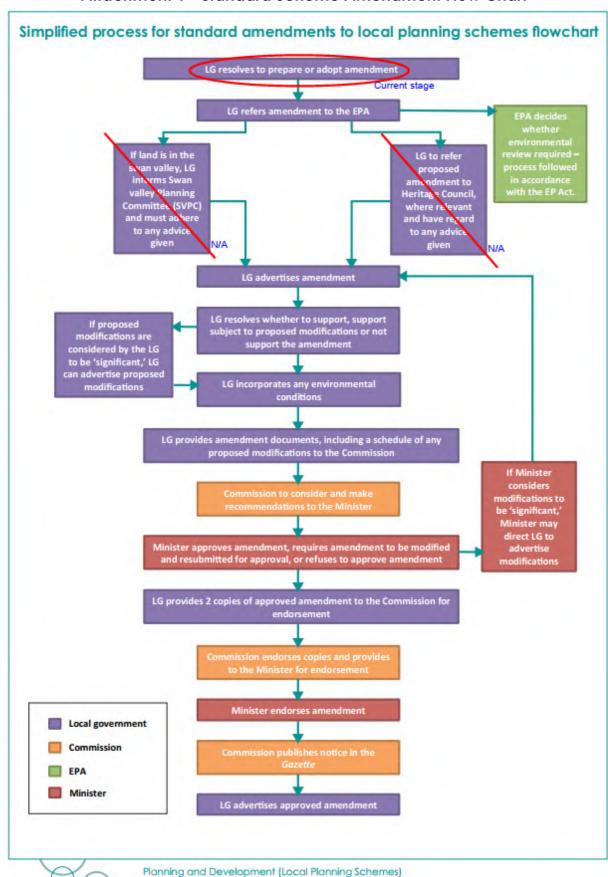
1. Resolves, in pursuance of Section 75 of the *Planning and Development Act 2005*, to initiate an amendment to the Shire of Northam Local Planning Scheme No.6 in accordance with the Consent Letter attached to this report.



- 2. Number the proposed local planning scheme amendment 'Amendment No. 16' to Shire of Northam Local Planning Scheme No. 6;
- 3. Resolves, pursuant to the Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), that proposed Scheme Amendment No. 16 is a <u>standard amendment</u> pursuant to Regulation 34 of the Regulations as it is:
 - (a) generally consistent with the objectives of the Local Planning Strategy;
 - (b) is anticipated to have minimal impact on surrounding land; and
 - (c) is anticipated to have no significant environmental, social, economic or governance impacts on land in the scheme area.
- 4. Pursuant to Section 81 of the *Planning and Development Act 2005*, refers proposed Amendment No. 16 to the Environmental Protection Authority prior to advertising in accordance with Regulation 47(2) (a) up to and including (e) of the Regulations;
- 5. Pursuant to Regulation 47(1) of the Regulations, provides Notice of Amendment No. 16 to the Western Australian Planning Commission;
- 6. Advertise Amendment No. 16 in accordance with Regulation 47(3) and Regulation 76A of the Regulations; and
- 7. Compile any resulting comments or modifications to be further considered by Council.



Attachment 1 - Standard Scheme Amendment Flow Chart



Regulations 2015

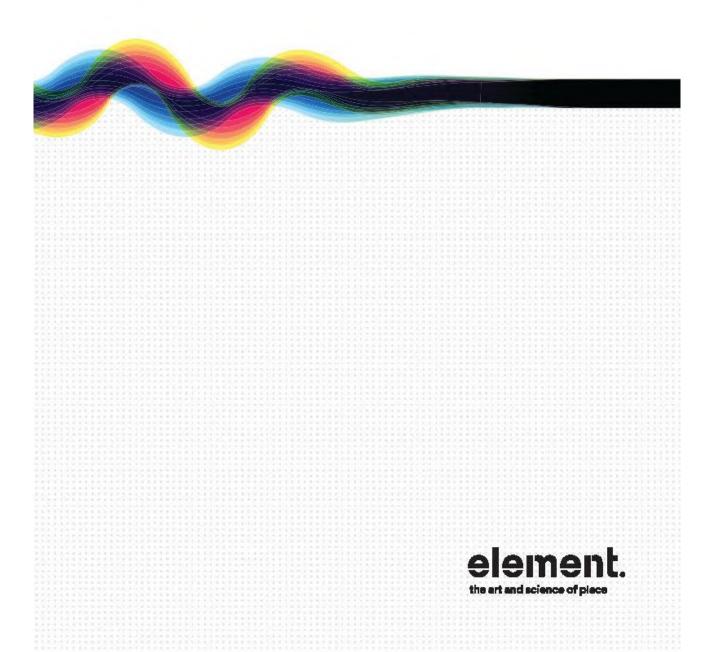


Attachment 2 - Scheme Amendment 16 Document

Avon Industrial Park

Request to Amend the Shire of Northam Local Planning Scheme No. 6

May 2021 | 20-294



Ordinary Council Meeting Agenda 16 June 2021



Avon Industrial Park	Danuagt to 8	Amend the Shire of Northam	Local Planning	Scheme No. 6

We acknowledge the custodians of this land, the Ballardong Nyoongar and their Elders past, present and emerging. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Issue	Date	Status	Prepared by	Approved by
1	05.05.21	Draft	George Ashton	Matt Raymond
2	97.95.21	Final	George Ashton	Matt Raymond

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11



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Ordinary Council Meeting Agenda 16 June 2021



Avon Industrial Pa	irk Request to	o Amend the Shire of N	ortham Local	Planning Scheme	No. 6			
lv								



Flanning and Development Act 2005

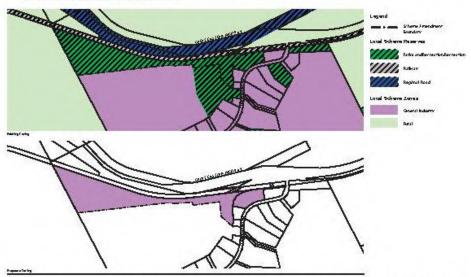
RESOLUTION TO PREPARE OR ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Shire of Northam Local Planning Scheme No. 6

Amendment No. ##

Resolved that the local government pursuant to section 75 of the Planning and Development Act 2005, amend the above Local Planning Scheme by.

 Rezoning a portion of land in the northwestern corner of the Avon Industrial Park from 'Parks and Recreation Reserve' to 'General Industry', being a portion of Lot 9002 on Plan 68686 and the entirety of Lot 17 on Plan 25370, as shown below.



- Including a new 'Renewable Energy Facility' land use definition in Schedule 1. Dictionary of Defined Words and Expressions, as follows.
 - "renewable energy facility" means premises used to generate energy from a renewable energy source and includes any building or other structure used in. or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.
- Amending the Table 1. Zoning Table to include the new 'Renewable Energy Facility' land use, as a
 discretionary ('A') use, subject to advertising, within the 'General Industry' zone and the 'Rural' zone, and a
 prohibited ('X') use in all other zones, as shown below.



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Proposed Table 1: Zoning Table

LAND USE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	ENVIRONMENTAL CONSERVATION
Renewable Energy Facility	×	949	х	Х	Х	Α	Х	Α	Х	×	х

^{*}The land may only be used for the purposes associated with the zones delineated in the structure plan adopted in accordance with Clause 22 of the Deemed Provisions

Amending the permissibility of 'Storage' land uses within the 'General Industry' zone under Table 1. Zoning
Table, from the current permitted (P') use designation to a discretionary ('D') use designation, as shown
below.

Existing Table 1: Zoning Table

5 Z Fo	LAND USE	RESIDENTIAL	DEVELOPMENT	OMMERCIAL	MIXED USE	OURIST	ENERAL	IGHT & SERVI	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	ENVIRONMENT CONSERVATIO
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[&]quot;The land may only be used for the purposes associated with the zones delineated in the structure plan adopted in accordance with Clause 22 of the Deemed Provisions

Proposed Table 1: Zoning Table

Storage	Х	(386)	Х	D	Х	D	Р	Α	X	Х	X
LAND USE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	ENVIRONMENTAL CONSERVATION

[&]quot;The land may only be used for the purposes associated with the zones delineated in the structure plan adopted in accordance with Clause 22 of the Deemed Provisions

The Amendment is standard under the provisions of the Flanning and Development (Local Planning Schemes) Regulations 2015 for the following reason(s).

- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
- The amendment would not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this	day of 20		
		Chief E	xecutive Officer



1. Introduction

This report has been prepared by **element** on behalf of DevelopmentWA, to request the initiation of an amendment to the Shire of Northam Local Planning Scheme No. 6 (LPS6) to facilitate improved land use and development outcomes within the existing Avon Industrial Park (the AIP) in Grass Valley.

Specifically, this report requests that the Shire of Northam (the Shire) initiates an amendment to LPS6 to.

- Rezone a portion of land in the northwestern corner of the AIP from 'Parks and Recreation Reserve' to 'General Industry' to enable future industrial development, including potential solar power generation opportunities and/or the development of additional rail facilities to service the AIP.
- Amend the zoning table and associated land use definitions contained within LPS6, to include a new 'Renewable Energy Facility' land use, permissible with the 'General Industry' zone and the 'Rural' zone, and
- Amend the permissibility of 'Storage' land uses within the 'General Industry' zone, from the current
 permitted ('P') use designation to a discretionary (D') use designation, to provide greater control over the
 establishment of such land uses.

The abovementioned amendments seek to enhance the functionality of the AIP and provide improved amenity and sustainability outcomes, consistent with DevelopmentWAs objectives for the area.

This report has been prepared to provide an overview of the subject site and the requested scheme amendment as well as an assessment of the planning merits of the proposal. The report is also accompanied by a detailed environmental survey report prepared by PGV Environmental and a preliminary bushfire management plan prepared by Eco Logical Australia, copies of which are enclosed.

1.1 About Avon Industrial Park

The AIP is a partnership project between DevelopmentWA and the Avon Community Development Foundation, and is located within the Grass Valley area of the Shire. The AIP comprises a 473 hectare industrial park, providing 203 hectares of developable industrial land, complemented by extensive public open space reserves.

The AIP is situated next to major road and rail freight routes and has been specifically designed to meet the needs of businesses servicing the rural, resources and mineral processing industries in surrounding areas.

1.2 Pre-Lodgement Consultation

In formulating this local planning scheme amendment request, element has undertaken preliminary consultation with the Shire's planning officers and refined the scope of the requested amendment accordingly. This includes.

- The suggested inclusion of the 'Renewal Energy Facility' land use definition.
- Extending the discretionary ('D') use classification for 'Storage' land uses to all 'General Industrial' zones under LPS6.
- Pursuing a rezoning to 'General Industry' for the portion of land referenced above to maximise flexibility
 in potential future land use and development outcomes, and
- Identifying remnant vegetation and environmental features that will be retained during the subsequent subdivision and development of the proposed rezoning area.

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2. Subject Site

2.1 Subject Site Description

The AIP is located 18 kilometres east of the Northam townsite, within the Shire of Northam. The AIP is located to the south of Great Eastern Highway, abutting the east-west rail corridor that connects through to the Trans-Australian Railway.

Refer to Figure 1 - Location Plan

The AIP comprises a mix of land zoned 'General Industry' and reserved for 'Parks and Recreation' under LPS6.

Refer to Figure 2 - Extract of LPS6

The land zoned 'General Industry' has been cleared of remnant vegetation and a number of lots having been created and sold as part of the Stage 1 and Stage 2 land releases, with existing uses including machinery hire and sales, home and commercial builders, and agriculture and construction related manufacturing uses.

Areas of remnant vegetation have also been retained within the 'Parks and Recreation' reserves, particularly those to the south of the AIP, to assist in providing a landscaped transition between the AIP and surrounding rural land uses.

The land subject to the proposed rezoning request encompasses a 19.4 hectare area of land to the northwest of the AIP, comprising a portion of Lot 9002 on Deposited Plan 68686 and the entirety of Lot 17 on Deposited Plan 25370, as shown in Figure 3. The land is primarily vacant, with stands of remnant vegetation around the perimeter of the rezoning area. There is also an existing pipeline and various electricity transmission corridor easements through both Lot 9002 and Lot 17, as shown in Figure 3. These encumbrances will be duly considered as part of any subsequent development of the rezoning area.

Refer to Figure 3 - Aerial Plan

The Certificate of Title details for the rezoning area are summarised in Table 1, below. Copies of the Certificates of Title and associated survey documents are enclosed at Appendix A.

Table 1 - Certificate of Title Details - Rezoning Area

Lot	Plan	Volume	Folio	Total Area	Registered Proprietor
9002	68686	2839	798	159.5905ha	Western Australian Land Authority
17	25370	LR3136	254	3.7611ha	State of Western Australia

Refer to Figure 4 - Site Plan

Whilst the relevant portion of Lot 9002 is currently reserved for 'Parks and Recreation' under LPS6, the land has not yet been ceded to the Crown, or included within a Crown Reserve, and remains under the ownership of the Western Australian Land Authority (DevelopmentWA).

However, it is acknowledged that Lot 17 has been dedicated as a State-owned reserve (Reserve 48189) for the purpose of 'Public Recreation', with the Department of Planning, Lands and Heritage (DPLH) as the Responsible Agency and a Management Order to the Shire. However, DevelopmentWA has initiated discussion with DPLH regarding the acquisition of this land parcel for future industrial development.



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Figure 1. Location Plan



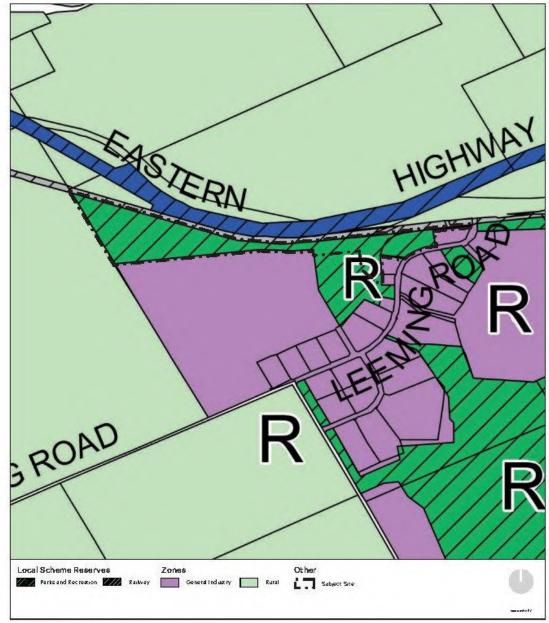


Figure 2 Extract of LPS6



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Figure 3. Aerial Plan



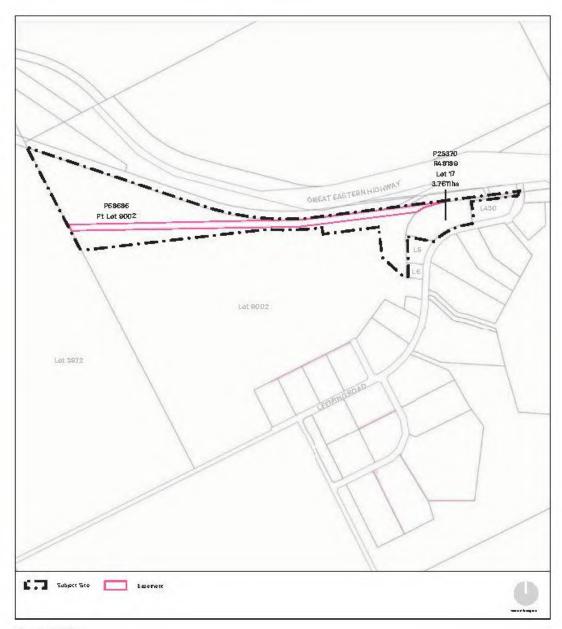


Figure 4. Site Plan



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2.2 Environmental and Heritage Considerations

2.2.1 Bushfire Risk

A desktop search of the Department of Fire and Emergency Services (DFES) State Map of Bushfire Prone Areas indicates that portions of the proposed rezoning area are designated as bushfire prone, as shown in Figure 5. This is discussed in detail in the Planning Context section of this report, in relation to State Planning Policy 3.7 – Planning in Bushfire Prone Areas.

Refer to Figure 5 - Extract of OFES State Map of Bushfire Prone Areas

2.2.2 Contaminated Sites

A desktop search of DWER's Contaminated Sites Database indicates that the AIP contains one registered contaminated site, which has been remediated for restricted for use. However, the registered contaminated site is located to the northeast of the AIP and is not located in close proximity to the area subject to the proposed rezoning request.

2.2.3 Heritage

A desktop search of the Australian Heritage Database, the DPLH's Aboriginal Heritage Inquiry System, the Heritage Council's State Register of Heritage Places and the City's Statutory Heritage List indicates that there are no listings of local, state, national or Aboriginal heritage significance within the AIP.



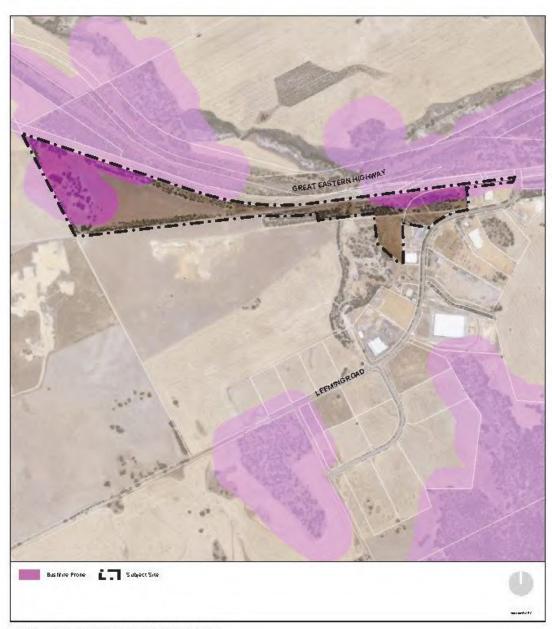


Figure S. Extract of DFBS State Map of Bushfire Prone Areas

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3. Proposed Scheme Amendment

As noted previously, this local planning scheme amendment request seeks to facilitate improved land use and development outcomes within the AIP by.

- Rezoning a portion of land in the northwestern corner of the AIP from 'Parks and Recreation Reserve' to 'General Industry' being a portion of Lot 9002 on Plan 68686 and the entirety of Lot 17 on Plan 25370, as described in the preceding section of this report.
- Including a new 'Renewable Energy Facility' land use definition in Schedule 1. Dictionary of Defined Words and Expressions as follows.

"renewable energy facility" means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.

- Amending Table 1. Zoning Table to include the new 'Renewable Energy Facility' land use, as a
 discretionary (A) use, subject to advertising, within the 'General Industry' zone and the 'Rural' zone, and a
 prohibited (X) use in all other zones.
- 4. Amending the permissibility of 'Storage' land uses within the 'General Industry' zone under Table 1. Zoning Table, from the current permitted ('P') use designation to a discretionary ('D') use designation, to provide greater control over the establishment of such land uses.

The purpose and intent of each of the aforementioned amendments is outlined below.

3.1 Rezoning Request

The proposed rezoning seeks to enhance future land use and development outcomes within the AIP, and contribute to the economic growth of the Shire. The proposed rezoning will enable DevelopmentWA to deliver a large, consolidated land parcel with direct access to the existing east-west rail corridor of the Trans-Australian Railway. This is one of the primary drivers behind the location and extent of the proposed rezoning area, which will enable a future proponent to develop a supplementary rail spur to service their operations at the AIP. This would enhance access to freight rail to support operations at the AIP, capitalising on the proximity of the AIP to the east-west rail corridor of the Trans-Australian Railway.

DevelopmentWA is already in negotiations with an interested party to develop the aforementioned rail spur. in conjunction with the majority of the rezoning area and the existing industrial zoned land to the south.



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3.2 Renewable Energy Facilities

The inclusion of the 'Renewable Energy Facility' land use definition, as a discretionary (A') land use within the 'General Industry' zone is intended to support the potential establishment of a solar farm to service the AIP.

Whilst renewable energy facilities could be considered under the existing Power Generation land use definition contained with LPS6, it is considered desirable to establish a separate use class for renewable energy facilities, which will enable the Shire to appropriately distinguish proposals that have the potential to support the sustainable development objectives of LPS6.

The proposed amendment will also bring LPS6 in line with the Western Australian Planning Commission (WAPC) Position Statement on Renewable Energy Facilities, as discussed in detail in the Planning Context section of this report. This includes adopting the recommended definition contained within the WAPC Position Statement and designating 'Renewable Energy Facility' as an 'A' use that will trigger the advertising procedures set out under Clause 64 of the Deemed Provisions contained within the Flanning and Development (Local Planning Schemes) Regulations 2015.

It is also proposed to designate 'Renewable Energy Facility' as a discretionary (A') use within the 'Rural' zone under LPS6, to further support the development of renewable energy facilities throughout the Shire.

3.3 Storage Land Use Permissibility

In seeking to amend the permissibility of 'Storage' land uses within the 'General Industry', the proposed scheme amendment will provide a greater level of control over the establishment of such uses, by ensuring that development approval is required for the establishment of storage land uses, as a result of the proposed discretionary ('D') use designation.

The provision of increased development control over storage land uses is considered desirable due to the potential for land uses of this nature, particularly outdoor storage land uses, to detract from the visual amenity of the AIP and other industrial areas within the Shire. By requiring development approval for such uses the Shire will be able to exercise greater control over where and how such uses are established, including the provision of appropriate screening to preserve visual amenity, as per the existing provisions under Clause 4.8 of LPS6.



4. Planning Context

4.1 State Planning Context

4.1.1 State Planning Strategy

The State Planning Strategy 2050 is the State's primary strategic planning document and provides the strategic context for planning and development decisions throughout the State.

Amongst a number of identified priorities, the Strategy seeks to promote a globally competitive economy, with strong and resilient regional areas. This includes a focus on.

- Promoting more economic diversity in regional areas, including industrial land uses.
- · Securing reliable, competitive and clean energy that meets the State's growing demand, and
- Promoting the development of Western Australia as a leader in clean and renewable energy.

The proposed local planning scheme amendment is consistent with the above objectives and will encourage the delivery of high quality industrial development within the Avon Industrial Park, with opportunities for renewable energy generation and improved freight facilities.

4.1.2 Wheatbelt Regional Planning and Infrastructure Framework

The Wheatbelt Regional Planning and Infrastructure Framework was prepared by the WAPC in 2015, and applies to 42 local government areas situated to the north and east of the Perth and Peel Metropolitan Region, including the Shire of Northam. The Framework provides an overview of regional planning issues, and a basis for ongoing planning and development of the Wheatbelt area.

The Framework identifies the Wheatbelt area has having great potential for innovation, including opportunities for.

- Attracting new industries due to the region's proximity to Perth, and access to industrial land and transport, and
- Supporting alternative forms of energy generation in recognition of the conducive conditions for wind, solar and geothermal energy production.

The proposed Scheme Amendment is consistent with the above objectives and will encourage the delivery of high quality industrial development within the Avon Industrial Park, supported by potential renewable energy generation facilities.

4.1.3 State Planning Policy 3.7 - Planning in Bushfire Prone Areas

As noted previously in this report, portions of the proposed rezoning area are identified as bushfire prone under the DFES State Map of Bushfire Prone Areas, as shown in Figure 5. As such, this application is accompanied by a preliminary bushfire management plan (BMP) prepared by Eco Logical Australia (ELA) and addressing the requirements under State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP3.7) and the associated WAPC Guidelines for Planning in Bushfire Prone Areas (the Guidelines).



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The BMP includes a Bushfire Hazard Level (BHL) assessment in both the pre and post-development scenarios to identify and classify the bushfire risk to the subject site. This assessment concludes that

- For the purposes of strategic level planning, ELA does not consider the current on-site vegetation extent
 to be a bushfire hazard issue post-development, since these hazards can be managed through a staged
 dearing process, adequate separation of future built assets from classified vegetation (both external
 and internal [e.g. retained vegetation] to the subject site), and ongoing fuel management that can be
 undertaken in and around individual development stages.
- On the basis of the above information, ELA considers that the bushfire hazards within and adjacent to
 the subject site and the associated bushfire risk is readily manageable through standard management
 responses and compliance with acceptable solutions outlined in the Guidelines. These management
 measures will need to be factored into the development design as early as possible to ensure a suitable,
 compliant and effective bushfire management outcome is achieved to ensure protection of future life and
 property assets.

The BMP also contains a preliminary assessment against the bushfire protection criteria contained with the Guidelines, which concludes that full compliance can be achieved, subject to appropriate detailed design at the future subdivision and development stages. This will include the preparation of updated BMPs to support subsequent planning applications, including more detail Bushfire Attack Level (BAL) assessments, as required under SPP3.7.

For the reasons outlined above, the bushfire risk to future habitable buildings within the scheme amendment area is considered to be manageable and the proposal is observed to be consistent with the guidance provided by SPP3.7 in relation to strategic level planning proposals.

For further details, please refer to the accompanying BMP at Appendix B.

4.1.4 Draft State Planning Policy 4.1 - Industrial Interface

Draft State Planning Policy 41 – Industrial Interface (SPP41) seeks to minimise land use conflicts associated with industrial zoned land and protect industry from encroachment of incompatible land uses.

In relation to the proposed rezoning, it is noted that the AIP is surrounded by broad-acre agricultural land uses that are zoned 'Rural' under LPS6. Accordingly, the area of the proposed rezoning does not abut any 'sensitive land uses' or 'sensitive zones' as defined under draft SPP41, and therefore there are no anticipated interface issues or land use conflicts associated with the proposed rezoning.

4.1.5 Position Statement: Renewable Energy Facilities

The WAPC's Position Statement on renewable energy facilities seeks to support the consistent consideration and provision of renewable energy facilities within Western Australia. The Position Statement recognises the significant benefits renewable energy facilities offer in reducing carbon emission and supporting economic growth, and seeks to.

- guide the establishment of renewable energy facilities to support the State Energy Transformation Strategy (March 2019).
- outline key planning and environmental considerations for the location, siting and design of renewable energy facilities.
- promote the consistent consideration and assessment of renewable energy facilities.
- facilitate appropriate development of renewable energy facilities while minimising any potential impact
 upon the environment, natural landscape, and urban areas.
- encourage informed public engagement early in the renewable energy facility planning process.

As recommended by the Shire, the proposed 'Renewable Energy Facility' definition to be included within Schedule 1 of LPS6 is taken directly from the definition contained within the Position Statement. 'Renewable Energy Facility' is also proposed to be designated as an 'A' use within the 'Rural' and 'General Industry' zones, to ensure that public advertising is required as part of any application for new renewable energy facilities, as recommended under the Position Statement.



The requirements under Section 5.3 of the Position Statement would also be duly considered as part of any subsequent development proposal for the establishment of a 'Renewable Energy Facility' land use with the zones identified above, to ensure compatibility with surrounding land uses, noting the proposed discretionary land use permissibility, which will necessitate development approval for the establishment of such uses.

In accordance with the above, the proposed local planning scheme amendment is consistent with the WAPC Position Statement in terms of supporting the desire to promote and appropriately control the establishment of renewable energy facilities throughout the State.

4.2 Local Planning Context

4.2.1 Shire of Northam Local Planning Strategy

The Shire's Local Planning Strategy (LST) sets out the long term planning direction for land use and development in the Shire, and informed the preparation of the Shire's LPS6.

Consistent with the State Planning Strategy and the Wheatbelt Regional Planning and Infrastructure Framework, the LST recognise the importance of economic diversification in the region, and the role of industrial development in the economic development of the Shire. This includes specific recognition of the role of the AIP in attracting and accommodating a wide range of manufacturing, processing and distribution industries to enhance the economic sustainability of the region and complement other existing light industrial activities within the Shire.

In addition, the LST seeks to encourage and support the development of renewable energy facilities in the Shire, which are identified as having potential for significant environmental benefits.

The proposed Scheme Amendment is therefore observed to be consistent with the broad intent of the LST, on the basis that it will provide for improved amenity and sustainability outcomes to support the ongoing delivery of the AIP.

Whilst the area subject to the proposed rezoning is identified as a 'Conservation' area under the LST, the accompanying environmental report prepared by PGV Environmental identifies that the subject site contains only small sections of environmentally significant vegetation which will be retained as part of any future subdivision and development of the proposed rezoning area. As such, the accompanying environmental report indicates that the subject site has limited environmental value and that development in accordance with the recommendations of the environmental report will result in an environmentally acceptable outcome. This is discussed in further detail in the following section of this report.

4.2.2 Shire of Northam Local Planning Scheme No. 6

The Shire's LPS6 is the primary statutory control governing land use and development outcomes throughout the Shire. The specified aims of LPS6 include a desire to ensure there is a sufficient supply of suitably serviced land for employment and commercial activities within the Shire, which is fundamentally the aim of this proposed scheme amendment request as it relates to the AIP.

The proposed scheme amendment as a whole seeks to enhance the functionality and attractiveness of the AIP as a business destination. In particular, the requested rezoning will provide for improved freight transport and development outcomes within the AIP, consistent with the objectives for the 'General Industry' zone under LPS6, which are as follows (underline emphasis added).

- Provide land for industrial, manufacturing, freight-related and storage activities which by reason of its
 emissions and bulk require adequate separation from residential and other sensitive land uses.
- Encourage and facilitate employment-generating development which will contribute to the economic and social well-being of the Shire.
- Discourage non-industry related uses within industrial areas that may constrain industrial activities.
- Encourage new industry to contain its emissions on-site and, if that is not possible, within the zone having due regard to nearby established premises.



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In addition, the proposed introduction of a new 'Renewable Energy Facility' land use definition will align with the WAPC's aforementioned Position Statement on renewable energy facilities and support the sustainable development objectives of LPS6. It is proposed to designate 'Renewable Energy Facility' land uses as an 'A' use within the General Industry Zone and the Rural Zone, meaning that it is a discretionary use subject to the advertising procedures set out under Clause 64 of the Deemed Provisions contained within the Flanning and Development (Local Planning Schemes) Regulations 2015. This is consistent with the WAPC position statement and it is noted that 'Renewable Energy Facility' will be a prohibited (X') use in all other zones, consistent with the land use permissibility for the existing 'Power Generation' land use under LPS6.

Whilst renewable energy facilities could be considered under the existing Power Generation land use definition, it is considered desirable to establish a separate use class for renewable energy facilities. This will enable the Shire to appropriately distinguish proposals that have the potential to support the sustainable development objectives of LPS6, and aligns with the aforementioned WAPC position statement.

The requested amendment to the permissibility of 'Storage' land uses within the General Industry Zone will also provide the Shire with a greater level of control over the establishment of such land uses which have the potential to adversely impact the visual amenity of coordinated industrial land estates. As a permitted ('P') use, there is currently potential for 'Storage' land uses to operate without the requirement to obtain development approval. By virtue of the development approval exemptions under the Deemed Provisions contained within the Flanning and Development (Local Planning Schemes) Regulations 2015. Amending the zoning table of LPS6 to make Storage land uses a discretionary ('D') use in the General Industry Zone will address this issue and ensure that development approval is required for the establishment of Storage land uses. This will assist in the effective implementation of Clause 4.8 of LPS6, which relates specifically to screening requirements for Storage land uses within the General Industry Zone, and the general amenity considerations under Clause 4.31.

In accordance with the above, the proposed amendments to LPS6 are considered appropriate, and consistent with the orderly and proper planning objectives that underpin LPS6.

4.2.3 Shire of Northam Local Planning Policy 17 - Avon Industrial Park Guidelines

The Avon Industrial Park Guidelines (the Guidelines) operate as an adopted local planning policy under LPS6 and provide a number of built form and design controls relating to new development within the AIP.

The primary objectives of the Guidelines are to.

- Achieve an attractive and unified development with an emphasis on quality landscaping and welldesigned buildings;
- Achieve a degree of consistency and compatibility in the built form and landscaping, whilst allowing for individuality and a well presented corporate or market image; and
- Avoid unsightly and poorly planned development and enhance and protect the investment of all owners within the estate.

The proposed scheme amendment will support the above objectives, by providing the Shire with greater control over the establishment of 'Storage' land uses within the AIP, which have the potential to adversely impact the visual amenity of the area.

The Guidelines will also continue to apply to new development within the AIP, with no change in the status of the Guidelines as a result of the proposed Scheme Amendment. This will ensure that appropriate built form controls are in place for any subsequent development in the portion of the AIP that is subject to the proposed rezoning request. This includes appropriate controls in relation to setbacks, building height, building orientation and shading, car parking and vehicle access, built form, fencing and signage.



5. Environmental Assessment

As noted previously, this application is supported by an Environmental Assessment prepared by PGV Environmental, which considers the area of the proposed rezoning from 'Parks and Recreation Reserve' to 'General Industry'.

The Environmental Assessment identifies that areas of 'Parks and Recreation' reserve within the AIP were originally intended to.

- Protect areas of remnant vegetation.
- Act as a buffer to contain emissions (noise, dust, sulphur dioxide) on-site.
- · Enhance visual amenity, and
- · Support drainage functions.

However, in its assessment of the original scheme amendment proposal for the establishment of the AIP in 1992, the Environmental Protection Authority (EPA) noted that it may be necessary or desirable to make minor and non-substantial changes to the design of the AIP from that which was assessed by the EPA, and that subsequent statutory approvals could make provision for such changes "where it can be shown that the changes are not likely to have a significant effect on the environment".

In accordance with the above, there have been previous reductions in the total amount of 'Parks and Recreation' reserve across the AIP, which were determined by the EPA to not have a significant environmental impact and a full assessment of the amendments was not required. Whilst the EPA did require flora and fauna surveys focussing on Carnaby's Black Cockatoo habitat in particular parts of the AIP, those surveys undertaken by Golders in 2007 were for five parcels of land in the southern portion of the AIP and did not include the portion of the AIP that is subject to this current rezoning request. As such. PGV Environmental undertook a site assessment of the proposed areas for rezoning on 12 September 2020, and determined as follows.

- Two stands of remnant native trees occur at the western and eastern ends of the Amendment Area and should be retained for their aesthetic value and local fauna habitat value in any future rezoning and development:
- The area contains wide rows of native trees (mainly York Gum and Wandoo) that were planted in the late 1990s in the Parks and Recreation buffer zone of the AIP;
- The revegetation areas were mostly likely planted to augment the native vegetation in the area rather
 than to provide a visual screen of future development from the Great Eastern Highway or landowners to
 the north;
- Most of the proposed Amendment Area is not visible from Great Eastern Highway;
- Any clearing of trees from the revegetation area should be offset by planting in other sections of the industrial Park:
- A portion of the Amendment Area contains a narrow drainage channel that takes surface water from a
 dam and catchment further south within the Industrial Area and beyond. The hydrological function of the
 drainage channel will need to be retained in any future development of the Amendment Area;
- Rezoning from P&R to Industrial will require a referral to the EPA under Section 48A of the Environmental
 Protection Act 1986. The EPA's report on the establishment of the Industrial Park contemplated future
 changes to the design of the park and indicated the changes might be found to be acceptable provide
 the changes are not likely to have a significant impact on the environment. Development in accordance
 with the recommendations of this report should result in an environmentally acceptable outcome.

In accordance with the above, the proposed local planning scheme amendment is considered appropriate from an environmental perspective, with the retention of significant vegetation and existing hydrological functions to be managed through subsequent subdivision and development application processes.

For further details, please refer to the accompanying Environmental Assessment at Appendix C.

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6. Conclusion

This report has been prepared by **element** on behalf of DevelopmentWA, to request that the Shire initiates an amendment to LPS6 to facilitate improved land use and development outcomes within the Avon Industrial Park by.

- Rezoning a portion of land in the northwestern corner of the AIP from 'Parks and Recreation Reserve' to 'General Industry'. to enable future industrial development, including potential solar power generation opportunities and/or additional freight rail facilities to service the AIP.
- Amending the zoning table and associated land use definitions contained within LPS6, to include a new 'Renewable Energy Facility' land use, permissible with the 'Rural' and 'General Industry' zones, and
- Amending the permissibility of 'Storage' land uses within the 'General Industry' zone, from the
 current permitted ('P') use designation to a discretionary ('D') use, to provide greater control over the
 establishment of such land uses.

This report has demonstrated that the proposed local planning scheme amendment is consistent with the principles of orderly and proper planning and will make a positive contribution to the ongoing development of the AIP in the areas of visual amenity, sustainability, logistics and productivity. In particular, it is noted that.

- The proposed local planning scheme amendment is consistent with the broad strategic planning direction
 established under the State Planning Strategy, the Wheatbelt Regional Planning and Infrastructure
 Framework, and the Shire's Local Planning Strategy.
- The inclusion of the 'Renewable Energy Facility' land use will support the sustainability objectives
 cutlined in the Shire's Local Planning Strategy and will align LPS6 with the WAPC's Position Statement on
 renewable energy facilities.
- The amendments to the permissibility of 'Storage' land uses will provide the Shire with a greater level of
 control over the establishment of such land uses, resulting in improved visual amenity outcomes within
 the 'General Industry' zone.
- The proposed rezoning will support the Shire's stated desire to promote the continued development of the AIP, to enhance the economic sustainability and economic diversity of the region, and
- The subsequent subdivision and development of the rezoning area will be managed in accordance with
 the recommendations of the accompanying environmental report prepared by PGV Environmental, to
 ensure an environmentally acceptable outcome.

In accordance with the above, it is respectfully requested that the Shire initiates the proposed Scheme. Amendment at its earliest convenience

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Avon Industrial Par	k Request to	Amend the Shire of North	am Local P	Planning Scheme No	6			
22								



Appendix A

Certificates of Title



WESTERN



AUSTRALIA

17/DP25370

DUPLICATE EDITION N/A N/A

RECORD OF CERTIFICATE

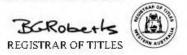
VOLUME 10110 LR3136 254

OF

CROWN LAND TITLE
UNDER THE TRANSFER OF LAND ACT 1893

AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATEOR WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, endumbrances and notifications shown in the second schedule.



LAND DESCRIPTION:

LOT 17 ON DEPOSITED PLAN 25370

STATUS ORDER AND PRIMARY INTEREST HOLDER: (FIRST SCHEDULE)

A STATE OF THE PARTY.

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: SHIRE OF NORTHAM OF PO BOX 613, NORTHAM

(XE J377736) REGISTERED 29/7/2005

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:

(SECOND SCHEDULE)

- EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR WATER, SEWERAGE OR DRAINAGE PURPOSES TO WATER CORPORATION SEE DEPOSITED PLAN 25370.
- EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR ABOVE GROUND ELECTRICITY PURPOSES TO WESTERN POWER CORPORATION SEE DEPOSITED PLAN 25370
- 3. J377735 RESERVE 48189 FOR THE PURPOSE OF PUBLIC RECREATION REGISTERED 29/7/2005.

 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED. REGISTERED 29/7/2005.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.

Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF CROWN LAND TITLE------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP25370 PREVIOUS TITLE: 2211-735

PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.

LOCAL GOVERNMENT AUTHORITY: SHIRE OF NORTHAM

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LANDGATE COPY OF ORIGINAL NOT TO SCALE 13/01/2021 11:16 AM Request number: 61490078





ORIGINAL CERTIFICATE OF CROWN LAND TITLE

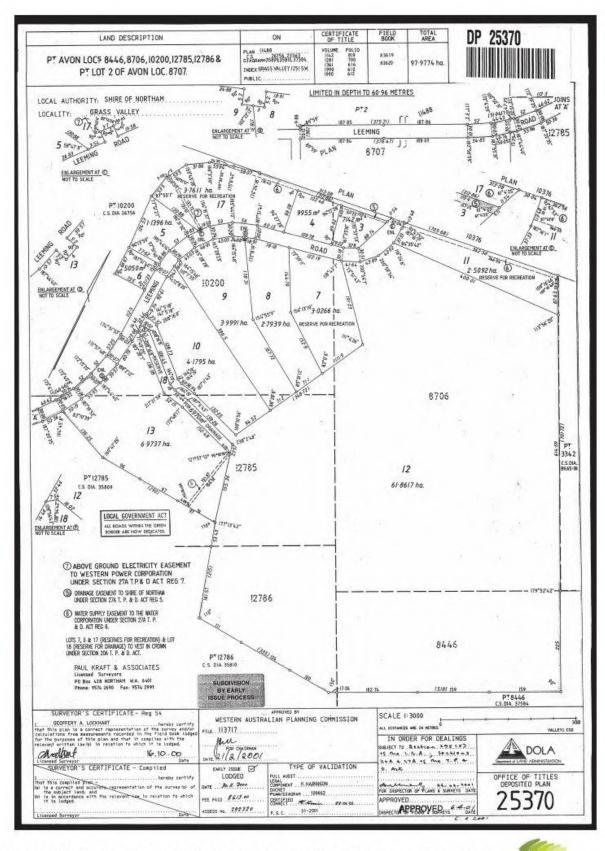
REGISTER NUMBER: 17/DP25370 VOLUME/FOLIO: LR3136-254 PAGE 2

RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: J377733 CORRESPONDENCE FILE 50392-2005-01RO







LANDGATE COPY OF ORIGINAL NOT TO SCALE 13/01/2021 11:17 AM Request number: 61490078





WESTERN



AUSTRALIA



RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893 2839 798

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



LAND DESCRIPTION:

LOT 9002 ON DEPOSITED PLAN 68686

REGISTERED PROPRIETOR:

(FIRST SCHEDULE)

WESTERN AUSTRALIAN LAND AUTHORITY OF LEVEL 6,40 THE ESPLANADE, PERTH (AF M695992) REGISTERED 4/7/2014

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:

(SECOND SCHEDULE)

1. K749415 EASEMENT TO ELECTRICITY NETWORKS CORPORATION FOR ELECTRICITY

TRANSMISSION WORKS PURPOSES - SEE DEPOSITED PLAN 68686 AS CREATED ON

DEPOSITED PLAN 61668 REGISTERED 22/10/2008.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.

* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.

Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP68686 PREVIOUS TITLE: 2703.41

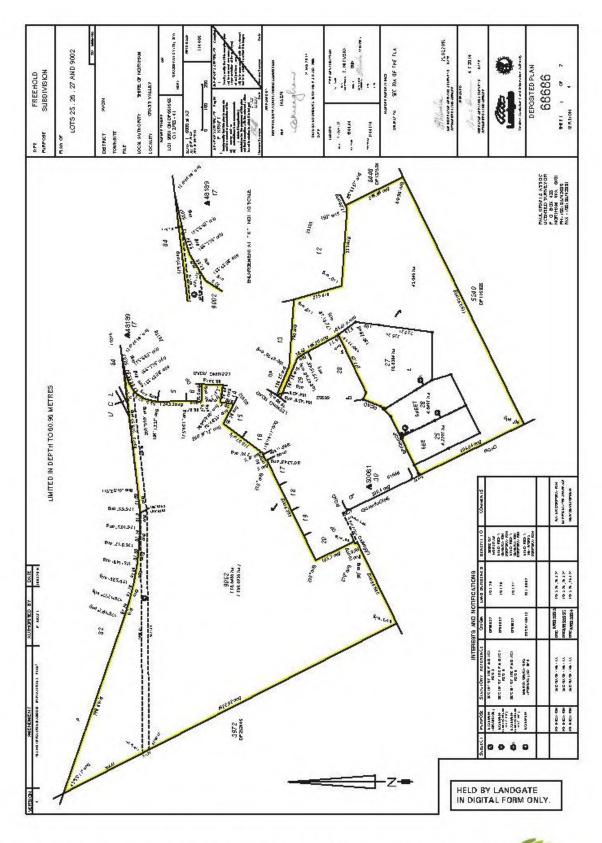
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.

LOCAL GOVERNMENT AUTHORITY: SHIRE OF NORTHAM

RESPONSIBLE AGENCY: WESTERN AUSTRALIAN LAND AUTHORITY

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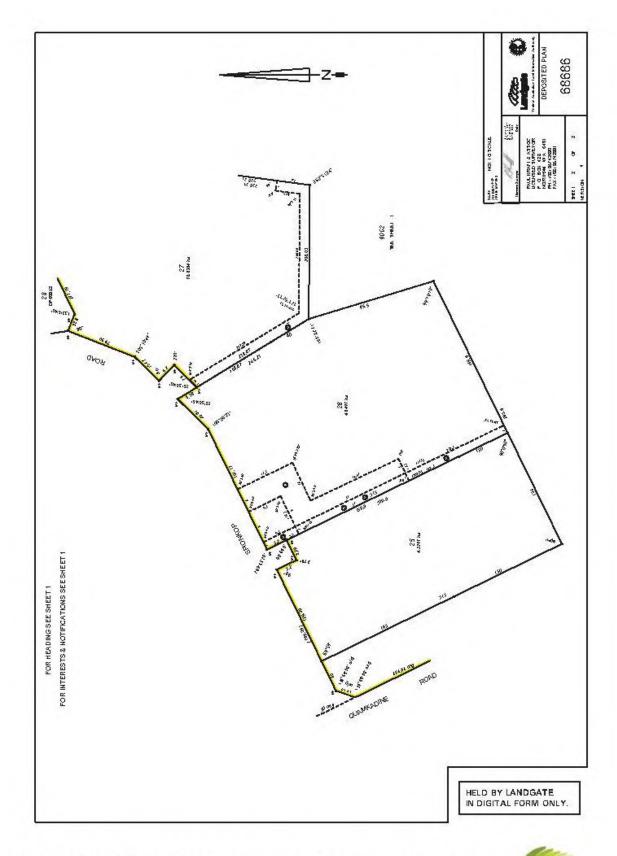




LANDGATE COPY OF ORIGINAL NOT TO SCALE 13/01/2021 11:16 AM Request number: 61490078







LANDGATE COPY OF ORIGINAL NOT TO SCALE 13/01/2021 11:16 AM Request number: 61490078



Ordinary Council Meeting Agenda 16 June 2021



Avon Industrial Pa	rk Request to	Amend the Shire	of Northam L	ocal Plannin	gScheme No. 6)			
30									



element

Appendix B

Bushfire Management Plan



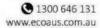


Development WA











DOCUMENT TRACKING

Project Name	Bushfire Management Plan: Scheme Amendment
	Avon Industrial Park, Northam
Project Number	21 PER-18451
Project Manager	James Leonard
Prepared by	James Leonard
Reviewed by	Daniel Panickar (BPAD Level 3 – 37802)
Approved by	Daniel Panickar (BPAD Level 3 – 37802)
Status	Final
Version Number	v2
last saved on	6 May 2021

This report should be cited as 'Eco Logical Australia 2021. Bushfire Management Plan: Scheme Amendment -Avon Industrial Area, Northam. Prepared for Development WA.'

ACKNOWLEDGEMENTS

This document has been prepared by Eco Logical Australia Pty Ltd with support from Development WA and Element.

Disclaime

This document may only be used for the purpose for which it was commissioned and in accordance with the contract between Eco Logical Australia Pty Ltd and Development WA and Element. The scape of services was defined in consultation with Development WA and Element by time and budgetary constraints imposed by the client, and the availability of reports and other data on the subject area. Changes to available information, legislation and schedules are made on an angoing basis and readers should abtain up to date information. Eco Logical Australia Pty Ltd accepts no liability or responsibility whatsoever for an in respect of any use of or reliance upon this report and its supporting material by any third party. Information provided is not intended to be a substitute for site specific assessment or legal advice in relation to any matter. Unauthorised use of this report in any form is prohibited.

Template 22

Version control		
Version	Purpose	
v1	Draft - Submission to Element and DevelopmentWA	
v2	Final - Submission to WAPC	

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1. Introduction

1.1 Proposal details

Eco Logical Australia (ELA) was commissioned by Development WA to prepare a Bushfire Management Plan (BMP) to support a Scheme Amendment being lodged over a portion of Lot 9002 and Lot 17, Avon Industrial Area, Northam (hereafter referred to as the subject site; Figure 1; Figure 2). The subject site is currently zoned as 'Parks and Recreation' and is proposed to be zoned as 'General Industrial'.

Large portions of the subject site are within a designated bushfire prone area as per the *Western Australia State Map of Bush Fire Prone Areas* (DFES 2019; Figure 3), which triggers bushfire planning requirements under *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7; WAPC 2015) and reporting to accompany submission of the Structure Plan in accordance with the associated *Guidelines for Planning in Bushfire Prone Areas* v 1.3 (the Guidelines; WAPC 2017).

The subject site is currently used for parks and recreation and some agricultural purposes, such as grazing, and is bound by:

- · Rail and road reserve, with remnant vegetation to the north;
- Development WA owned land and private industrial development to the south;
- Private industrial development to the east; and
- · Private agriculture to the west.

This assessment has been prepared by ELA Senior Bushfire Consultant James Leonard with quality assurance undertaken by ELA Principal Bushfire Consultant, Daniel Panickar (FPAABPAD Level 3 Certified Practitioner No. BPAD37802-L3).

1.2 Purpose and application of the plan

The primary purpose of this BMP is to act as a technical supporting document to inform planning assessment. This BMP is also designed to provide guidance on how to plan for and manage the bushfire risk to the subject site through implementation of a range of bushfire management measures in accordance with the Guidelines.

1.3 Environmental considerations

Some bushfire prone areas also have high biodiversity values. SPP 3.7 policy objective 5.4 recognises the need to consider bushfire risk management measures alongside environmental, biodiversity and conservation values.

An Environmental Assessment has been undertaken by PGV Environmental (PGV Environmental 2020) across the proposed areas for rezoning (i.e. the subject site). The assessment report determined:

- Two stands of remnant native trees occur at the western and eastern ends of the Amendment
 Area and should be retained for their aesthetic value and local fauna habitat value in any future
 rezoning and development;
- The area contains wide rows of native trees (mainly York Gum and Wandoo) that were planted
 in the late 1990s in the Parks and Recreation buffer zone of the AIP;



- The planted rows of trees were most likely planted to augment the native vegetation in the area
 rather than to provide a visual screen of future development from the Great Eastern Highway
 or landowners to the north;
- A portion of the subject site contains a narrow drainage channel that takes surface water from
 a dam and catchment further south within the Industrial Area and beyond. The hydrological
 function of the drainage channel will need to be retained in any future development of the
 subject site; and
- Any clearing of trees from the planted rows should be offset by planting in other sections of the Industrial Park.

Rezoning from Parks and Recreation to Industrial will require a referral to the EPA under Section 48A of the *Environmental Protection Act 1986*. The EPA's report on the establishment of the Industrial Park contemplated future changes to the design of the park and indicated the changes might be found to be acceptable provided the changes are not likely to have a significant impact on the environment. Development in accordance with the recommendations of the PGV site assessment report should result in an environmentally acceptable outcome.

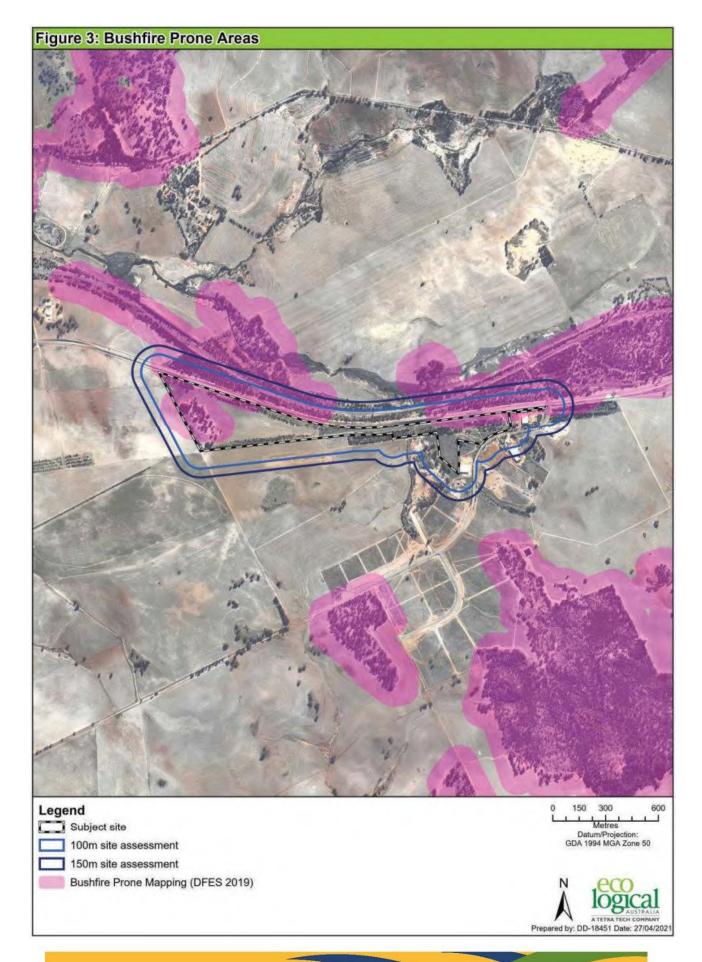














2. Bushfire assessment results

2.1 Bushfire assessment inputs

The following section is a consideration of spatial bushfire risk and has been used to inform the bushfire assessment in this report.

2.1.1 Vegetation classification and slope under vegetation

Vegetation within the subject site and surrounding 150 m (the assessment area) was assessed in accordance with the Guidelines and AS 3959: 2018 Construction of Buildings in Bushfire Prone Areas (SA 2018) with regard given to the Visual guide for bushfire risk assessment in Western Australia (DoP 2016). The site assessment was undertaken on 31 March 2021.

The following vegetation classes and exclusions were identified within the assessment area as depicted in Table 1 and Figure 4, below:

Table 1: Classified vegetation and slope as per AS 3959: 2018

Plot	Vegetation classification	Effective Slope
1	Class B woodland	Upslope/flat land
2	Class G grassland	Upslope/ flat land
3	Excluded as per clause 2.2.3.2 (e) and (f)	N/A

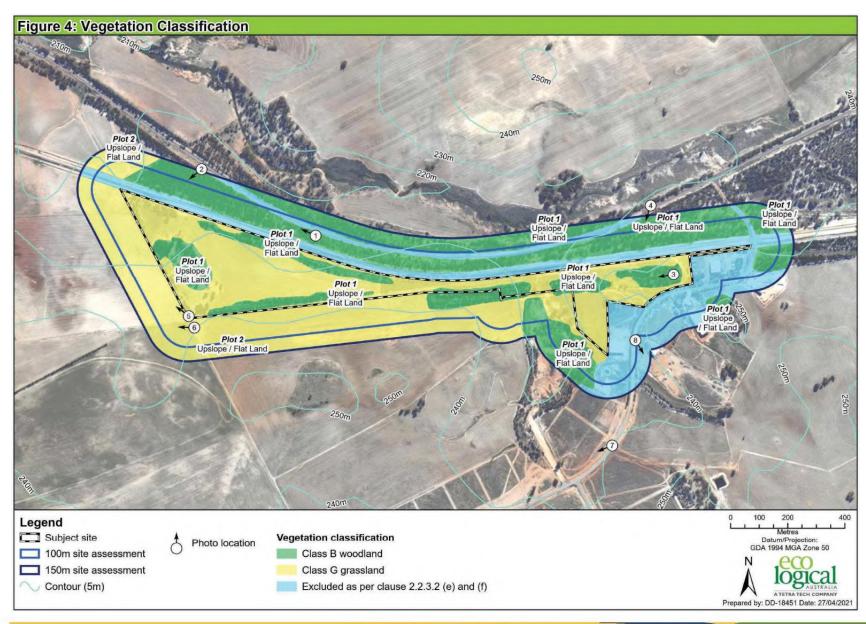
Photographs and justification relating to each vegetation type and plot are included in Appendix A.

2.1.2 Post-development bushfire assessment

A 'post-development' assessment of vegetation and slope was undertaken based on the proposed development concept in Figure 2.

The results of this post-development assessment are discussed in Section 2.2.







2.2 Assessment outputs

A Bushfire Hazard Level (BHL) assessment has been undertaken in accordance with SPP 3.7, the Guidelines and the bushfire assessment inputs in Section 2.1.

2.2.1 BHL assessment

All land located within 100 m of the classified vegetation depicted in Figure 4 is considered bushfire prone and is subject to a BHL assessment in accordance with the Guidelines.

Pre-development BHLs have been assessed for the subject site in accordance with the methodology contained within the Guidelines and incorporates the following factors:

- Vegetation class; and
- Slope under classified vegetation.

Table 2 contains a summary of the BHL assessment for each vegetation plot depicted in Figure 4. All land within 100 m of Extreme and Moderate BHLs has also been mapped as a Moderate hazard as per the Guidelines, and the final result is depicted in Figure 5.

Descriptions of each vegetation classification are with each of the plates in Appendix A.

Table 2: Bushfire Hazard Level assessment

Plot	Vegetation classification	Effective Slope	Bushfire Hazard Leve
1	Class B woodland	Upslope/ flat land	Extreme
2	Class G grassland	Upslope/ flat land	Moderate
3	Excluded as per clause 2.2.3.2 (e) and (f)	N/A	Low

2.3 Identification of issues arising from the BHL assessment

Clearing will be undertaken within the subject site for development purposes, and consequently the pre-development BHLs are subject to change. A post-development BHL assessment is provided in Figure 6 based on expected management and clearing of vegetation within the subject site.

The on-site vegetation extent is proposed to be cleared to enable development of a significant industrial built footprint amongst landscaped areas and various easements. Therefore, for the purposes of strategic level planning, ELA does not consider the current on-site vegetation extent to be a bushfire hazard issue post-development, since these hazards can be managed through a staged clearing process, adequate separation of future built assets from classified vegetation (both external and internal [e.g. retained vegetation] to the subject site), and ongoing fuel management that can be undertaken in and around individual development stages.

On the basis of the above information, ELA considers that the bushfire hazards within and adjacent to the subject site and the associated bushfire risk is readily manageable through standard management responses and compliance with acceptable solutions outlined in the Guidelines. These management measures will need to be factored into the development design as early as possible to ensure a suitable, compliant and effective bushfire management outcome is achieved to ensure protection of future life and property assets.



Demonstration of compliance with the relevant requirements of SPP 3.7, the Guidelines and AS 3959: 2018 at future planning stages will also depend on the developer's ability to coordinate the timing and staging of clearing and development works within the subject site with the aim of avoiding bushfire impacts from temporary, retained vegetation.

2.3.1 Bushfire risk and future setbacks

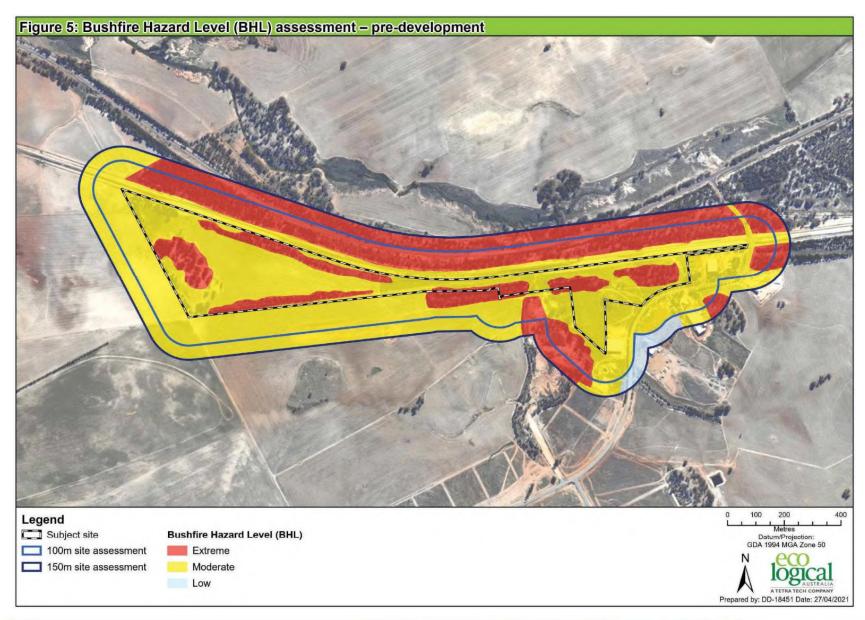
Whilst Figure 6 shows the entirety of the subject site being cleared for development, classified vegetation will still occur on land adjacent to the subject site. This vegetation will require consideration at forthcoming stages of planning with regards to setbacks to future buildings.

Vegetation to the east and west of the subject site is primarily comprised of Class G grassland which requires a minimum setback of 8 m to future buildings to ensure they will be subject to a Bushfire Attack Level (BAL) of ≤BAL-29. It is likely that these setbacks will need to be accommodated within the subject site. Class B woodland further east is unlikely to result in increased setbacks given the closer Class G grassland is the vegetation most affecting the BAL rating.

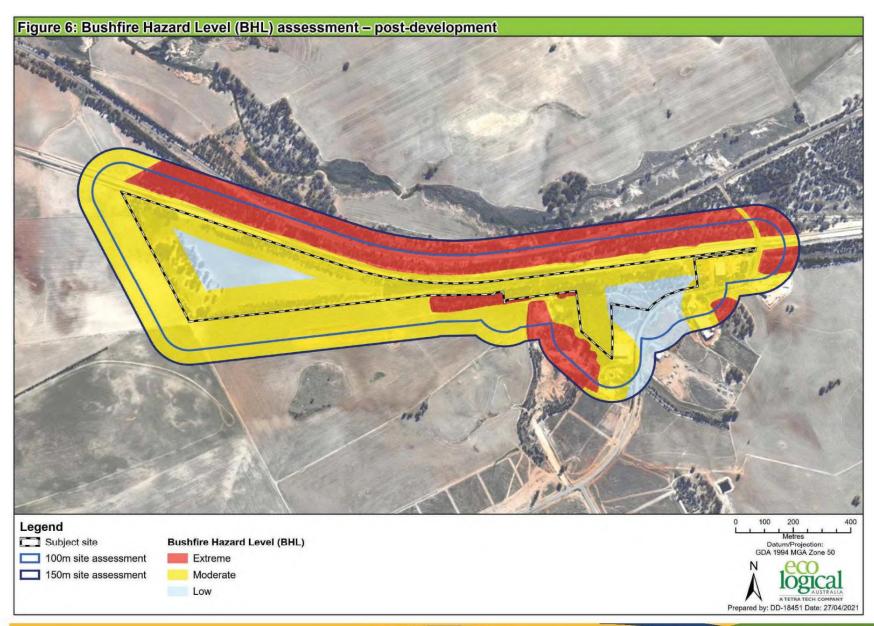
Vegetation to the north of the subject site is comprised of Class B woodland which requires a minimum setback of 14 m to future buildings to ensure they will be subject to a Bushfire Attack Level (BAL) of ≤BAL-29. The width of the rail reserve exceeds this setback, and therefore it is unlikely that setbacks related to bushfire risk will be required on this interface.

Vegetation to the south of the subject site is comprised of a mixture of Class B woodland and Class G grassland which require minimum setbacks of 14 m and 8 m to future buildings respectively, to ensure they will be subject to a Bushfire Attack Level (BAL) of ≤BAL-29. It is likely that these setbacks will need to be accommodated within the subject site.











3. Assessment against the Bushfire Protection Criteria

3.1 Compliance

The proposed Scheme Amendment is required to comply with policy measures 6.2 and 6.3 of SPP 3.7 and the Guidelines. Implementation of this BMP is expected to meet objectives 5.1 - 5.4 of SPP 3.7. Bushfire management measures have been devised for the proposed development in accordance with Guideline acceptable solutions to meet compliance with bushfire protection criteria.

The 'acceptable solutions assessment' is provided below to assess the proposed bushfire management measures against each bushfire protection criteria in accordance with the Guidelines. The assessment demonstrates that the proposed measures meet the intent of each element of the bushfire protection criteria. Figure 7 depicts bushfire management strategies where necessary.

Table 3: Summary of solutions used to achieve bushfire performance criteria

Bushfire Performance Criteria	AS	PS	N/A	Comment
Element 1: Location A1.1 Development location				Post-development, all buildings within the subject site will be situated in areas subject to BHLs of moderate or low (refer to figure 7).
	⊠			Future building setbacks to the east, west and south to achieve compliant BAL ratings will be considered in to forthcoming planning.
				The proposed development is considered to be compliant with A1.1.
Element 2: Siting and design of development A2.1 Asset Protection Zone (APZ)				As the lot layout is currently unconfirmed, APZs are unable to be prescribed at this level of planning. APZs will be defined in BMPs supporting future planning applications (subdivisions) to ensure that all future lots will be subject to a BAL rating of BAL-29 or lower.
	⊠	0		Figure 7 demonstrates that future lots within the subject site will be subject to BHLs of Moderate or Low and ELA expects that APZs will be able to be accommodated between classified vegetation and future buildings within road reserves, maintained Public Open Space areas etc. The proposed development is considered to be
				compliant with A2.1.
Element 3: Vehicular access A3.1 Two access routes				There are three proposed vehicular access points from the subject site that join onto the existing road network (refer to Figure 7).
	⊠			BMPs supporting future planning applications (subdivisions) will provide greater detail on road networks and ensure that all stages of development are provided with two forms of access at all times.
				The proposed development is considered to be compliant with A3.1.

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Bushfire Performance Criteria	AS	PS	N/A	Comment
Element 3: Vehicular access A3.2 Public road			⊠	The road network internal to the subject site is not known at this level of planning. BMPs supporting future planning applications (subdivisions) will address this element in greater detail if required.
Element 3: Vehicular access A3.3 Cul-de-sac				No tul-de-sats are proposed as part of this development. BMPs supporting future planning applications (e.g. subdivisions) will address this element in greater detail if required.
Element 3: Vehicular access A3.4 Battle-axe			⊠	No battle-axe lots are proposed as part of the development. BMPs supporting future planning applications (subdivisions) will address this element in greater detail if required.
Element 3: Vehicular access A3.5 Private Driveway longer than 50 m			⊠	No private driveways longer than 50 m are proposed as part of the development. BMPs supporting future planning applications (subdivisions) will address this element in greater detail if required.
Element 3: Vehicular access A3.6 Emergency Access way			⊠	No emergency access ways are proposed or required as part of the development. BMPs supporting future planning applications (subdivisions) will address this element in greater detail if required.
Element 3: Vehicular access A3.7 Fire-service access routes			⊠	No fire service access routes are required or proposed. BMPs supporting future planning applications (subdivisions) will address this element in greater detail if required.
Element 3: Vehicular access A3.8 Firebreak width	Ø			All lots within the subject site will be managed in accordance with the Shire of Northam Fire Hazard Reduction Notice (Shire of Northam 2020), if applicable. Any lot of 1 ha will require a 3 m wide boundary firebreak. BMPs supporting future planning applications (subdivisions) will address this element in greater detail. The proposed development is considered to be compliant with A3.8.

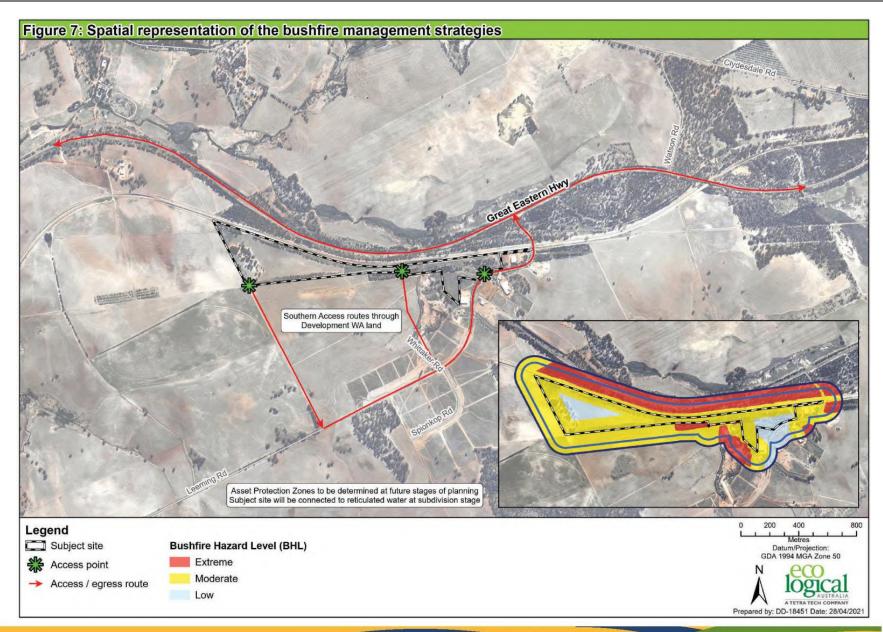


Bushfire Performance Criteria	AS	PS	N/A	Comment
Element 4: Water A4.1 Reticulated areas				The subject site will be connected to a reticulated water supply.
	⊠			BMPs supporting future planning applications (subdivisions) will address this element in greater detail.
				The proposed development is considered to be compliant with A4.1. A4.2 and A4.3 are not applicable to this proposed development.

3.2 Additional management strategies

Future demonstration of compliance with the relevant requirements of SPP 3.7, the Guidelines and AS 3959: 2018 will depend on the developer's ability to coordinate the timing of development works within the subject site. Updated BMPs will be prepared to support subsequent planning applications where relevant and will contain re-assessments of bushfire risk including Bushfire Attack Level assessments etc.







4. Implementation and enforcement

Implementation of the BMP applies to Development WA, the Shire of Northam, and future landowners to ensure bushfire management measures are adopted and implemented on an ongoing basis. This BMP has been prepared as a strategic guide to demonstrate how development compliance will be delivered at future planning stages in accordance with the Guidelines. In this respect, management measures documented in Section 3, where applicable, will be incorporated into development design as early as possible and confirmed through Structure Plan and subdivision design. Therefore, aside from the revision of this BMP or preparation of a BMP addendum to accompany future subdivision applications, there are no further items to implement, enforce or review at this stage of the planning process.

The revised BMPs or addendums to this BMP are required to meet the relevant commitments outlined in this strategic level BMP, address the relevant requirements of SPP 3.7 (i.e. Policy Measure 6.4) and demonstrate in detail how the proposed development will incorporate the relevant acceptable solutions to meet the performance requirements of the Guidelines.



5. Conclusion

In the author's professional opinion, the bushfire protection requirements listed in this assessment provide an adequate standard of bushfire protection for the proposed development. As such, the proposed development is consistent with the aim and objectives of SPP 3.7 and associated guidelines and is recommended for approval.



6. References

Department of Fire and Emergency Services (DFES). 2019. Map of Bush Fire Prone Areas, [Online], Government of Western Australia, available from:

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Department of Planning (DoP). 2016. Visual guide for bushfire risk assessment in Western Australia. DoP, Perth.

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Shire of Northam. 2020. Fire and Burning Information 202C/21. Available from: https://www.northam.wa.gov.au/Profiles/northam/Assets/ClientData/Document-Centre/Fire/2020-21 Information Booklet.pdf

Standards Australia. 2018. Construction of buildings in bushfire-prone areas, AS 3959: 2018. SAI Global, Sydney.

Western Australian Planning Commission (WAPC). 2015. State Planning Policy 3.7 Planning in Bushfire Prone Areas. WAPC, Perth.

Western Australian Planning Commission (WAPC). 2017. *Guidelines for Planning in Bushfire Prone Areas*Version 1.3 (including appendices). WAPC, Perth.



Appendix A - Plates

Plot 1 Classification or Exclusion Clause

Class B Woodland

Photo Point 1

The trees in this portion of vegetation are less than 30 m high with a foliage cover less than 30%. The area is dominated by Eucalypts and has a grassy understorey.

Slope under vegetation was assessed as upslope/flat land.



Plot 1 Classification or Exclusion Clause

Photo Point 2

The trees in this portion of vegetation are less than 30 m high with a foliage cover less than 30%. The area is dominated by Eucalypts and has a grassy understorey.

Slope under vegetation was assessed as upslope/flat land.

Class B Woodland





ot 1 Classification or Exclusion Clause Class B Woodland

Photo Point 3

The trees in this portion of vegetation are less than 30 m high with a foliage cover less than 30%. The area is dominated by Eucalypts and has a grassy understorey.

Slope under vegetation was assessed as upslope/flat land.



Plot 1 Classification or Exclusion Clause

Photo Point 4

The trees in this portion of vegetation are less than 30 m high with a foliage cover less than 30%. The area is dominated by Eucalypts and has a grassy understorey.

Slope under vegetation was assessed as upslope/flat land.



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Plot 2 Classification or Exclusion Clause

Photo Point 5

Classified vegetation is offsite unmanaged grassland areas used for agriculture. The grass is heavily grazed.

The vegetation is located on upslope/ flat land



Plot 2 Classification or Exclusion Clause

Photo Point 6

Classified vegetation is offsite unmanaged grassland areas used for agriculture. The grass is heavily grazed.

The vegetation is located on upslope/ flat land





Plot 3 Classification or Exclusion Clause

Excluded AS 3959; 2018 | 2.2.3.2 (e) and (f

Photo Point 7

This plot has been excluded under Clause 2.2.3.2 (e) & (f) of AS 3959-2018. This photo depicts the an already developed area and maintained vegetation.



lot 3 Classification or Exclusion Clause

Excluded AS 3959: 2018 2.2.3.2 (e) and (f)

Photo Point 8

This plot has been excluded under Clause 2.2.3.2 (e) & (f) of AS 3959-2018. This photo depicts roads and a managed nature strip adjacent to the subject site





Appendix B - Standards for Asset Protection Zones

The following standards have been extracted from the *Guidelines for Planning in Bushfire Prone Areas* v 1.3 (WAPC 2018).

Every habitable building is to be surrounded by, and every proposed lot can achieve, an APZ depicted on submitted plans, which meets the following requirements:

- a. Width: Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL 29) in all circumstances.
- b. Location: the APZ should be contained solely within the boundaries of the lot on which a building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity (see explanatory notes).
- c. Management: the APZ is managed in accordance with the requirements of 'Standards for Asset Protection Zones' (below):
 - Fences: within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used
 - Objects: within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors
 - Fine Fuel load: combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare
 - Trees (> 5 metres in height): trunks at maturity should be a minimum distance of 6 metres from
 all elevations of the building, branches at maturity should not touch or overhang the building,
 lower branches should be removed to a height of 2 metres above the ground and or surface
 vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to
 at least 5 metres apart as to not form a continuous canopy (Figure 8).

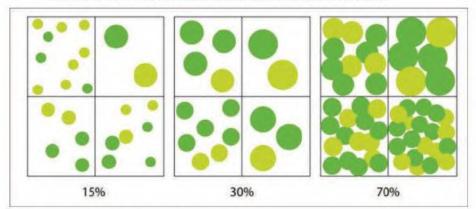


Figure 8: Illustrated tree canopy cover projection (WAPC 2017)

Shrubs (0.5 metres to 5 metres in height): should not be located under trees or within 3 metres
of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should

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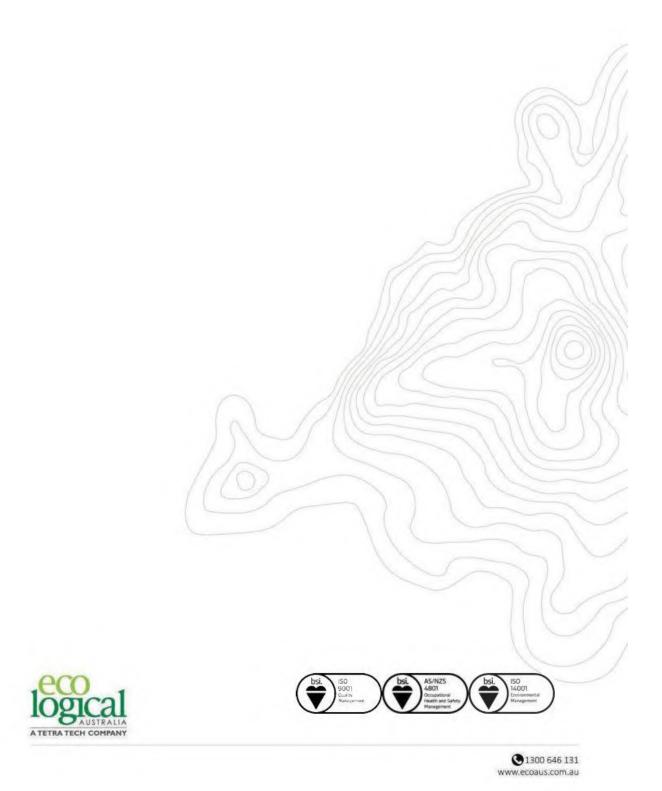
- be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees
- Ground covers (<0.5 metres in height): can be planted under trees but must be properly
 maintained to remove dead plant material and any parts within 2 metres of a structure, but 3
 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater
 than 0.5 metres in height are to be treated as shrubs
- Grass: should be managed to maintain a height of 100 millimetres or less.

Additional notes

The Asset Protection Zone (APZ) is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level. Hazard separation in the form of using subdivision design elements or excluded and low threat vegetation adjacent to the lot may be used to reduce the dimensions of the APZ within the lot.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity. The APZ may include public roads, waterways, footpaths, buildings, rocky outcrops, golf courses, maintained parkland as well as cultivated gardens in an urban context, but does not include grassland or vegetation on a neighbouring rural lot, farmland, wetland reserves and unmanaged public reserves.





Ordinary Council Meeting Agenda 16 June 2021



Aven Industrial Park Request to Amend the Shire of Northam Local Planning Scheme No. 6	
60	



element

Appendix C

Environmental Assessment



9 December 2020

PGV ENVIRONMENTAL

Matt Raymond

Element Level 18, 191 St Georges Tce Perth WA 6000 Phone = 61.8 9202 6819 Mob +61.0 427 005 226 Email pout@pgv.net.au Sufe 3, 67 Howe Street Osborna Park WA 6017 ABN 44 981 725 498 Knightside Naminees Pty Ltd

Dear Matt,

RE: Avon Industrial Park Proposed Scheme Amendment - Environmental Assessment

Following is our environmental assessment of a proposed Scheme Amendment for the Avon Industrial Park to transfer some areas of Parks and Recreation to Industrial.

1 Introduction

The Avon Industrial Park (AIP) is located to the east of Grass Valley in the Shire of Northam and to the south of the Great Eastern Highway and Perth-Kalgoorlie railway line.

The AIP is zoned Industrial and Parks and Recreation in the Shire of Northam Town Planning Scheme No. 6 (Figure 1). The establishment of the AIP as a heavy industry site was assessed by the EPA and approved by Ministerial Statement 293 in November 1992 (Ministerial). The proposal assessed by the EPA and approved by the Minister included areas designated for Industrial development and as Parks and Recreation (P&R).

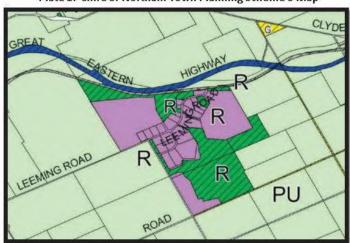


Plate 1: Shire of Northam Town Planning Scheme 6 Map

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The main environmental issue addressed by the EPA in its report was the provision of a buffer zone to manage issues such as noise, air emissions, odour, leachates, risk and hazard and groundwater contamination that could arise from the heavy industry that was proposed for the new Industrial Area.

Around 55% of the total AIP area was designated as P&R Reserve and called a 'buffer zone'. The term 'buffer zone' not a traditional perimeter buffer around the outside of development. Instead the buffer zone included a variety of areas distributed throughout the estate.

ENV (2007) considered that the original intent of the P&R reservation was to:

- protect areas of remnant vegetation;
- to act as a buffer to contain emissions (noise, dust, sulphur dioxide) on-site;
- enhancement of visual amenity; and
- partially for drainage purposes (ENV, 2007)

PGV Environmental could find no mention of the requirement of the P&R land to assist in the enhancement of visual amenity in the EPA's Bulletin or the Proponent Commitments.

In its assessment, the EPA noted that it might be necessary or desirable to make minor and nonsubstantial changes to the design of the AIP from that which was assessed by the EPA and that subsequent statutory approvals could make provision for such changes "where it can be shown that the changes are not likely to have a significant effect on the environment".

The land uses approved by the Minister in 1992 were reviewed in 2007 with particular attention to areas of P&R Reserve (ENV, 2007). The 2007 review recommended changes to the P&R Reservation with an overall reduction in P&R reserved land from 201ha to 154.7ha. The reduction was determined by the EPA to not have a significant environmental impact and a full assessment of the amendments was not required. The EPA did, however, require a flora and vegetation survey and fauna survey focussing on Carnaby's Black Cockatoo habitat of particular parts of the Industrial Site. Those surveys undertaken by Golders in 2007 were for five parcels of land in the southern portion of the Industrial Estate and did not include the part of the site subject of the current proposed Amendment.

The areas that are proposed to be rezoned from P&R to Industrial are outlined in red in Plate 2.



Plate 2: Areas proposed for rezoning (outlined in red)

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2 Environmental Description

PGV Environmental undertook a site assessment of the proposed areas for rezoning on 12 September 2020. A description of the areas follows. For ease of description the proposed Amendment area is separated into the western triangular portion and the eastern portion. The areas described are shown in Attachment 1.

2.1 Western Area

The western area contains a central area of cleared agricultural land that is used for cropping and grazing. A stand of remnant native trees is located at the western end (Plate 3). The trees are a mix of Salmon Gum (Eucalyptus salmonophloia), Wandoo (E. wandoo) and York Gum (E. loxophleba) over a cleared and grazed understorey. The stand of trees is not fenced off from the grazing area.

While the lack of any understorey means the stand of trees has little environmental value as an example of intact native vegetation, the trees are mature and have values for native fauna, particularly birds.



Plate 3: Remnant Salmon Gum and York Gum at the western end

The northern and southern perimeter of the western area have been rehabilitated with rows of native trees with the most common species being York Gum, Wandoo and Rock Sheoak (*Allocasuarina huegeliana*) (Plate 4). The revegetated areas are open to grazing and, accordingly, there is no native understorey.

10413_002_jc 3





Plate 4: Revegetation Western Area

Examination of historic aerial photography indicates that the revegetation areas appear to have been planted in the late 1990s (Plate 5). The planting was many years after the Ribbons of Green roadside planting evident in Plate 5 along the Great Eastern Highway. Given the age of the revegetation is after the establishment of the AIP, the works are likely to have been undertaken as part of the development of buffers in the AIP.

The trees in the rehabilitated area provide local habitat for birds, a wind-break and shelter around the cropping and grazing area and may provide a visual screen of the future industrial development in the northern portion of the AIP from traffic on the Great Eastern Highway.



Plate 5: Historic Aerial Photography from 1999 (LandGate Map Viewer Plus)

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2.2 Eastern Area

The eastern area contains a 50m wide strip of revegetation on the northern boundary extending almost all the way from the western end to the eastern end. The species used for revegetation were predominantly York Gum and Wandoo and were planted in the late 1990s (Plate 6).



Plate 6: Revegetation Eastern Area

A stand of remnant Wandoo occurs on a high point on lateritic rock at the eastern end of the area (Plate 7). Some native chenopod and sedge species occur in the understorey.



Plate 7: Remnant Wandoo Eastern End

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The P&R land in the eastern portion of the Amendment Area is at the northern end of a larger area of P&R that extends further south. The P&R area to the south is part of a drainage catchment that feeds into a medium-sized dam located immediately adjacent to the Amendment Area (Plate 8). The dam overflows via a culvert and narrow channel through the Amendment Area (Plate 8) and then flows further north under the rail line and highway.

Plate 8: Dam and Drainage Channel





A large number of native trees occur in the network of drainage channels south of the Amendment Area. However, some sections are cleared and used for cropping and do not appear to be part of the floodplain of the drainage catchment (Plate 9).



Plate 9: Cleared P&R Outside Floodplain

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2.3 Revegetation Areas

As stated previously, the revegetation areas appear to have been planted in the late 1990s as part of the development of the Industrial Area rather than as part of the Ribbons of Green revegetation programme along the Great Eastern Highway.

This is supported by the Proponent's Response to Submissions on the original assessed environmental report (Consultative Environmental Review) which states that "Buffer zones will be planted to augment the current vegetation on the site".

While there is no evidence that the revegetation was undertaken to provide a visual screen of the future industrial development, PGV Environmental undertook a preliminary assessment of the viewshed of the AIP to the Great Eastern Highway. The assessment showed that the eastern side of the Amendment Area was not visible from the highway, including the areas of revegetation, indicating the revegetation within the eastern part of the Amendment Area does not provide a visual screen to development in this area. The western portion of the Amendment Area is visible from some short sections of the highway, including the paddock and revegetation areas. The views would only be for a very short time given that most cars and trucks would be travelling at 100-110km/hr on that part of the highway.

3 Conclusion

The environmental assessment of a proposed Scheme Amendment to transfer parts of the northern areas of Parks and Recreation in the Avon Industrial Park (AIP) to Industrial concludes the following:

- Two stands of remnant native trees occur at the western and eastern ends of the Amendment
 Area and should be retained for their aesthetic value and local fauna habitat value in any
 future rezoning and development;
- The area contains wide rows of native trees (mainly York Gum and Wandoo) that were planted
 in the late 1990s in the Parks and Recreation buffer zone of the AIP;
- The revegetation areas were mostly likely planted to augment the native vegetation in the
 area rather than to provide a visual screen of future development from the Great Eastern
 Highway or landowners to the north;
- Most of the proposed Amendment Area is not visible from Great Eastern Highway;
- Any clearing of trees from the revegetation area should be offset by planting in other sections
 of the Industrial Park;
- A portion of the Amendment Area contains a narrow drainage channel that takes surface
 water from a dam and catchment further south within the Industrial Area and beyond. The
 hydrological function of the drainage channel will need to be retained in any future
 development of the Amendment Area;
- Rezoning from P&R to Industrial will require a referral to the EPA under Section 48A of the
 Environmental Protection Act 1986. The EPA's report on the establishment of the Industrial
 Park contemplated future changes to the design of the park and indicated the changes might
 be found to be acceptable provide the changes are not likely to have a significant impact on
 the environment. Development in accordance with the recommendations of this report
 should result in an environmentally acceptable outcome.

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Please contact me if you would like to discuss any aspect of this report.

Yours sincerely

Paul van der Moezel Managing Director

Attachments

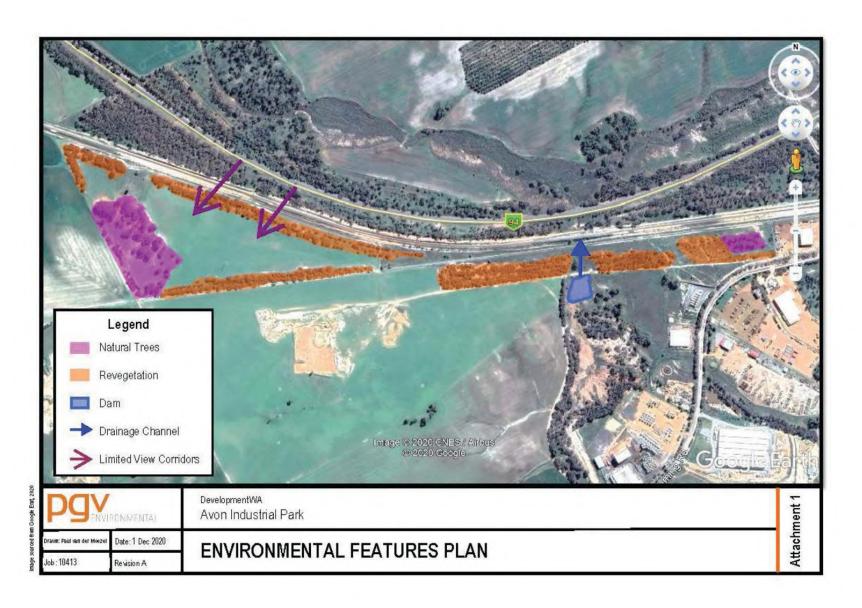
Attachment 1: Environmental Features Plan

References

ENV Australia (2007). A Review of Proposed Land Use Changes — Revised Avon Industrial Park. Prepared for LandCorp 13 August 2007.

Golder Associates (2007). Flora and Vegetation Survey Avon Industrial Park New Development and Rezoning. Prepared for LandCorp C/- Benchmark Projects Australasia, November 2007.



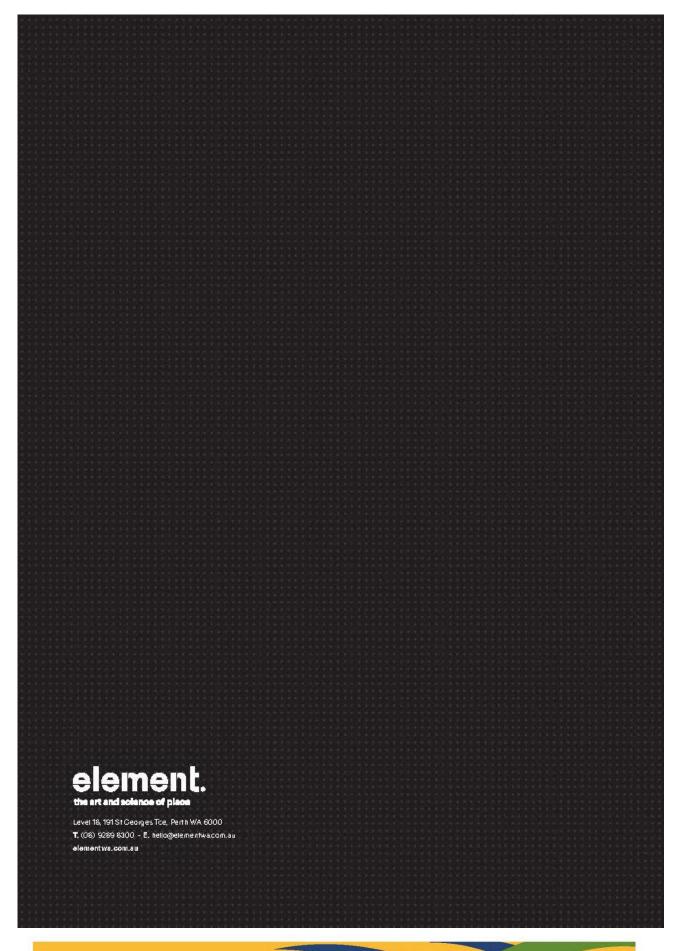




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Attachment 3 - Consent Letter (Initiate Amendment) RESOLUTION TO PREPARE OR ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Shire of Northam Local Planning Scheme No. 6

Amendment No. ##

Resolved that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

 Rezoning a portion of land in the northwestern corner of the Avon Industrial Park from 'Parks and Recreation Reserve' to 'General Industry', being a portion of Lot 9002 on Plan 68686 and the entirety of Lot 17 on Plan 25370, as shown below.

INSERT REZONING DIAGRAMS.

- Including a new 'Renewable Energy Facility' land use definition in Schedule 1: Dictionary of Defined Words and Expressions, as follows:
 - "renewable energy facility" means premises used to generate energy from a renewable energy source and includes any building or other structure used in, or relating to, the generation of energy by a renewable resource. It does not include renewable energy electricity generation where the energy produced principally supplies a domestic and/or business premises and any on selling to the grid is secondary.
- Amending the Table 1: Zoning Table to include the new 'Renewable Energy Facility' land use, as a discretionary ('A') use, subject to advertising, within the 'General Industry' zone and the 'Rural' zone, and a prohibited ('X') use in all other zones, as shown below.

Proposed Table 1: Zoning Table

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LAND USE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	ENVIRONMENTAL CONSERVATION
Renewable Energy Facility	Х	•	Х	X	Х	Α	Х	Α	Х	X	x

^{*} The land may only be used for the purposes associated with the zones delineated in the structure plan adopted in accordance with Clause 22 of the Deemed Provisions

4. Deleting the 'Storage' and 'Warehouse' land use definitions in Schedule 1: Dictionary of Defined Words and Expressions, and replacing these with a new 'Warehouse/Storage' land use definition in Schedule 1: Dictionary of Defined Words and Expressions, as follows:

"warehouse/storage" means premises including indoor or outdoor facilities used for:

- (a) the storage of goods, equipment, plant or materials; or
- (b) the display or the sale by wholesale of goods.
- 5. Amending the Table 1: Zoning Table to remove the existing 'Storage' and 'Warehouse' land uses, and include the new 'Warehouse/Storage' land use, as a discretionary ('D') use within the 'General Industry' and 'Light & Service Industry' zones, a discretionary ('A') use, subject to advertising, within the 'Mixed Use' and 'Rural' zones, and a prohibited ('X') use in all other zones, as shown below.



Existing Table 1: Zoning Table

1. LAND USE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	ENVIRONMENTAL CONSERVATION
Storage	Х		Х	D	Х	Р	Р	Α	Х	Х	X
Warehouse	Х	•	Х	Α	Х	Р	P	Х	Х	Х	Х

^{*} The land may only be used for the purposes associated with the zones delineated in the structure plan adopted in accordance with Clause 22 of the Deemed Provisions

Proposed Table 1: Zoning Table

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LAND USE	RESIDENTIAL	DEVELOPMENT	COMMERCIAL	MIXED USE	TOURIST	GENERAL INDUSTRY	LIGHT & SERVICE INDUSTRY	RURAL	RURAL RESIDENTIAL	RURAL SMALLHOLDING	ENVIRONMENTAL CONSERVATION
Warehouse/Storage	Х	•	X	Α	Х	D	D	Α	X	X	X

^{*} The land may only be used for the purposes associated with the zones delineated in the structure plan adopted in accordance with Clause 22 of the Deemed Provisions

 Inserting a new land use exemption in Schedule A – Supplemental Provisions to the Deemed Provisions, as follows.

Clause 61(2):

The use of the land in the General Industry and Light and Service Industry zones for "warehouse/storage" including as an incidental use that -

- if outdoor, is in a clearly defined area screened from public view by a building, bund, closed wall or fence no less than 1.8 metres in height, or by screen landscaping of a minimum of 10 metres in width approved by the local government;
- (ii) is not located within the setbacks for the zone;
- (iii) does not detract from the amenity of the area; and
- (iv) provides sufficient access for loading and unloading vehicles, including an approved crossover.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
- The amendment would not result in any significant environmental, social, economic or governance impacts on land in the scheme area;

Dated this	day of	20	
		Chief Execut	tive Officer



13.3.2 Northam Race Club – Recycled Water Supply Agreement

File Reference:	4.1.1.18
Reporting Officer:	Chadd Hunt, Executive Manager Development
	Services
Responsible Officer:	Chadd Hunt, Executive Manager Development
	Services
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Absolute Majority
Press release to be	No
issued:	

BRIEF

For Council to consider an agreement with the Northam Race Club for the recycled water supply.

ATTACHMENTS

Attachment 1: Recycled Water Supply Agreement.

A. BACKGROUND / DETAILS

The Shire of Northam has a Reuse Water Licence with the Department of Health and the Shire of Northam is responsible for the reuse water that is provided to its third party users. This licence requires that a Recycled Water Supply Agreement be entered into with third party users.

The Recycled Water Supply Agreement covers a range of areas including the Shire's obligations with respect to the quality of the water to be supplied and the volume to be delivered.

In addition to the Northam Race Club, agreements are required to be entered into with Northam Senior High School and Northam Trotting Club.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 4: Environment and Heritage.

Outcome 4.3: Residents and organisations within the Shire of Northam are

supported to reduce their environmental impact.

Objective: Promote water re-use and water efficiency.

B.2 Financial / Resource Implications



The Northam Race Club currently pay \$0.506 per kilolitre and Officers are proposing to maintain this charge for 2021/22. The agreement outlines that this amount will be in accordance with Council's endorsed fees and charges which are reviewed annually.

The Shire of Northam has received \$46,936.05 Ex GST to date in 2020/21 which equates to 92,759kL.

B.3 Legislative Compliance

A Reuse Water Scheme Agreement is a requirement of the Department of Health's Reuse Scheme licence.

B.4 Policy Implications

Council does not currently have a policy guideline for supply agreements. Council does however have a delegation in place which allows the Chief Executive Officer to sign documents on behalf of the Shire of Northam. There is also a delegation which establishes parameters for lease and licence agreements. This allows the Chief Executive Officer to enter into an agreement where the value does not exceed \$20,000. As the annual charges exceed this amount, the Northam Race Club agreement is presented to Council for consideration.

Officers are in the process of executing an agreement under delegated authority with Northam Senior High School and the Northam Trotting Club as this fits within the parameters of delegated authority.

B.5 Stakeholder Engagement / Consultation

The proposed draft agreement has been provided to the Northam Race Club for comment.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of revenue from water supply or liability associated with the supply arrangements.	Possible (3) x Medium (3) = Moderate (6)	Enter into an agreement which stipulates the methodology of how the fee is charged and indemnification for the Shire of Northam.
Health & Safety	Illness as a result of poor water quality.	Possible (3) x Minor (2) = Moderate (6)	Ensure systems and processes are in place to ensure the recycled water meets



Reputation	Nil.		the agreed quality standards. Enter into an an agreement which stipulates the water quality and use requirements.
Service	Provision of water to	Possible (3) x	Ensure third party
Interruption	third party users results in insufficient water being available for Council's purposes.	Possible (3) x Minor (2) = Moderate (6)	Ensure third party agreements reflect current volumes being used
Compliance	Non-compliance with the Shire of Northam's Reuse Water Licence.	Possible (3) x Minor (2) = Moderate (6)	Enter into a Recycled Water Supply Agreement.
Property	Damage to recycled water infrastructure.	Possible (3) x Minor (2) = Moderate (6)	Ensure infrastructure is maintained and upgraded as required. Enter into an agreement which identifies the maintenance responsibilities of the Shire and recycled water recipient.
Environment	Surplus recycled water for the Shire of Northam's needs which may result in overflow from the Wastewater Treatment Plant into the Avon River.	Possible (3) x Major (4) = High (12)	Enter into a supply agreement which stipulates the user's obligations with respect to the volume to be provided.

C. OFFICER'S COMMENT

The Recycled Water Supply Agreement is a requirement of the Shire of Northam's licence and therefore it is recommended that Council approve this accordingly.



RECOMMENDATION

That Council:

- 1. Approve the Recycled Water Supply Agreement with the Northam Race Club as provided in Attachment 1 and authorise the Chief Executive Officer and Shire President to affix the Common Seal to the agreement.
- 2. Include a Recycled Water Charge at \$0.506 per kilolitre in the 2021/22 Fees and Charges.

ABSOLUTE MAJORITY VOTE OF SIX (6) REQUIRED



Attachment 1 - Recycled Water Supply Agreement

Recycled Water Supply Agreement

Shire of Northam & Northam Race Club



395 Fitzgerald Street PO Box 613 Northam, Western Australia 6401

Tel: +61 08 9622 6100 records@northam.wa.gov.au www.northam.wa.gov.au

June 2021



THIS RECYCLED WATER SUPPLY AGREEMENT

Is made on

between the following parties:

1. The Shire of Northam of 395 Fitzgerald Street, Northam, WA 6401 (Shire)

2. Northam Race Club of 175 Yilgarn, Northam, WA 6401 (Recipient)

RECITALS

- a) The Shire has agreed to provide Recycled Water to the Recipient which the Shire receives from the Northam Wastewater Treatment Plant for use in the performance of its functions.
- b) This Agreement defines the roles and responsibilities of the Shire and the Recipient with respect to the efficient and effective supply of Recycled Water.

This Agreement witnesses:

That in consideration of, among other things, the mutual promises contained in this Agreement, the parties agree:

1.0 DEFINITIONS AND INTERPRETATIONS

1.1 Definitions

In this Agreement, unless the contrary intention appears:

Agreement means this Agreement of understanding as executed by the parties;

Approval includes:

- a) Any authorisation, consent, licence, approval, permit, authority or exemption from, by or with a Governmental Agency; and
- b) the Operating Licence;

Base Rate means the price of Recycled Water per kL set out in Schedule 4 as reviewed annually in accordance with clause 11.5;

Business Day means a day on which banks are open for business in Perth, Western Australia, excluding a Saturday, Sunday or public holiday;

Claim means any action, suit, claim, proceeding, demand, loss, damage, cost (including legal costs) and expense of any nature whatsoever, and howsoever arising, out of, relating to, or connected with this Agreement;

Commencement Date means the date on which the last party to sign this Agreement signs;

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



CPI means the Consumer Price Index Number (All Groups, Perth) published by the Australian Bureau of Statistics, or any substitute for it accepted by the Government of the Commonwealth of Australia from time to time provided that:

- a) If the CPI base adopted by the Australian Statistician for the CPI is at any time updated the CPI is to be appropriately adjusted from time to time;
- b) If at any time the CPI is discontinued, there is to be substituted for it the alternative method of computing changes in the cost of living which is mutually agreed between the parties during the period of 30 days after written notice given by either the Shire or the Recipient to the other, or failing agreement, which in the opinion of an expert appointed by the President for the time being of the Institute of Chartered Accountants (Western Australian Division) at the request of the Shire or the Recipient or both of them most closely reflects changes in the cost of living for the Perth Metropolitan Area (the costs of that expert being borne by the parties in equal shares); and
- If any alternative index is determined in accordance with paragraph (b) and that index is at any time thereafter discontinued, the reference to the CPI means from time to time the index determined subject to and in accordance with the provisions of paragraph (b);

CPI Review Dates means each successive 1 July during the Term;

Current CPI means for a CPI Review Date the CPI number published for the 31 March immediately prior to that CPI Review Date;

Delivery Point means the delivery point described in Schedule 1 and as marked on the Plan;

DWER means the Governmental Agency responsible for the administration of the Rights in Water and Irrigation Act 1914;

DOH means the Department of Health, Western Australia;

Entitlement means the volume entitlement of Recycled Water (in kL) to be provided to the Recipient by the Shire as stated in Schedule 1 which volume will be reviewed at the times specified in Schedule 1;

Government Agency means any government or any governmental, semigovernmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, government Minister, agency or entity in Australia;

Infrastructure means the infrastructure to be implemented with respect to the supply of Recycled Water in accordance with this Agreement as set out in Schedule 1;

kL means kilolitre or kilolitres as the case requires;

Loss means any loss, claim, action, liability, damage, cost, charge, expense, diminution in value or deficiency of any kind or character that any party pays, suffers or incurs or is liable for, including:

a) All interest and other amounts payable to third parties;

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



- All legal (on a full indemnity basis) and other expenses incurred in connection with investigating or defending any claim or action, whether or not resulting in any liability and all amounts paid in settlement of claim or action;
- c) All losses of profit, and special losses or damages; and
- d) All consequential losses or damages;

Metering Point means the point at which the Shire will measure the amount of Recycled Water delivered to the Recipient;

Month means a calendar month;

Operating Licence means the operating licence (or exemption) granted to the Shire under the Water Services Act 2012;

Plan means the sketch plan comprised in Annexure A;

Permitted Uses means the specified use of Recycled Water as identified in Schedule 1:

Quality Standards means the standards set out in Schedule 2;

Recipient's Address means the address or facsimile number of the Recipient set out in Schedule 1;

Recipient's Obligations means the obligations of the Recipient under this Agreement or imposed by law in relation to any of the matters referred to in it;

Recipient's Representative means the employee or position nominated by the Recipient set out in Schedule 1;

Recycled Water means the recycled water to be supplied by the Shire to the Recipient in accordance with the terms of this Agreement;

Recycled Water Charge means the charge for the supply of Recycled Water, that the Recipient must pay to the Shire on a monthly basis, in accordance with clause 11;

Recycled Water Quality Management Plan (RWQMP) means the RWQMP approved by the DOH;

Shire's Address means the address or facsimile number of the Shire set out in Schedule 1;

Shire's Powers means all or any rights, powers, remedies, authorities, discretions, privileges or protections exercisable by the Shire under this agreement, any Act of Parliament or otherwise at law or in equity;

Term means the term of this Agreement as is set out in Schedule 1, as varied and agreed to by both parties from time to time;

Wastewater Treatment Plant (WWTP) means the wastewater treatment plant from which the Recycled Water is supplied as identified in Schedule 1;

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



Water includes a reference to Recycled Water;

Year means, where the context permits or requires:

- a) For the first Year of the Term, the period on and from the Commencement Date to and including the 30 June next following;
- Thereafter, for each successive Year of the Term other than the last Year of the Term, the period from and including 1 July to and including 30 June next following; and
- c) For the last Year of the Term, the period on and from the 1 July immediately preceding the Termination Date to and including the Termination Date.

1.2 Interpretation

In this Agreement, headings and underlining are for convenience only and do not affect the interpretation of this Agreement and, unless the context otherwise requires:

- a) Words importing the singular include the plural and vice versa;
- b) Words importing a gender include any gender;
- An expression importing a natural person includes any company, partnership, joint venture, association, Shire or other body corporate and any Governmental Agency;
- d) A reference to a part, clause, or Party, is a reference to a part and clause of, and a Party, to, this Agreement.

2.0 CONDITIONS PRECEDENT TO SUPPLY OF RECYCLED WATER

2.1 Supply of Recycled Water

The Shire will not supply Recycled Water until the Recipient has:

- a) Obtained all required Approvals for the use of the Recycled Water; and
- Satisfied the Shire that it has prepared and submitted a RWQMP for the Permitted uses.

2.2 Consequence of Non-Satisfaction

If any of the conditions specified in clause 2.1 are not satisfied nor waived by notice in writing from the Shire then the Shire may terminate this Agreement after the expiry of six months after the Commencement Date.

3.0 SHIRE'S OBLIGATIONS AND RESPONSIBILITIES

3.1 Supply and Delivery

a) The Shire will use its best endeavours to supply to the Recipient the Recycled Water up to its Entitlement at the Delivery Point.

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



b) Once the Shire has delivered the Recycled Water to the Delivery Point the Shire has no further obligations with respect to that Recycled Water.

3.2 Recycled Water Quality

- a) The Shire agrees to use its best endeavours to provide Recycled Water at the Delivery Point that meets the Quality Standards.
- b) In the event that the quality of the Recycled Water has not met the agreed Quality Standards, the Shire will use its best endeavours to restore water quality of the Recycled Water to the Quality Standards.

3.3 Notification of changes to Quality Standards

The Recipient acknowledges that:

- a) The Shire may, if required by any Act of Parliament, Authorisation or to comply with a DoH requirement, vary the Quality Standards.
- b) The Shire will use its best endeavours to notify the Recipient of any changes in the characteristics of the Recycled Water from the Quality Standards that the Shire, acting reasonably, considers to be significant.

3.4 Variation to Supply

- a) In addition to any other of the Shire's powers, the Shire may vary volumes, times, and flow rates from time to time:
 - (1) Having regard to Recycled Water resource availability and those other factors as the Shire, acting reasonably, determines;
 - (2) Following:
 - A) A direction by DWER or DOH;
 - B) Any amendment to or suspension of:
 - i) the Operating Licence; or
 - ii) any other licence or any other Authorisation required by the Shire to supply Recycled Water that in the Shire's reasonable opinion, adversely affects the Shire's ability to supply volumes, times, and flow rates; or
 - Any reduction or suspension in any entitlement that the Shire may have to Recycled Water under any Authorisation; or
 - (3) By mutual agreement between the parties.
- b) The Shire may determine any variation under clause 3.4(a)(1) or 3.4(a)(2) in its reasonable discretion but will use its best endeavours to give to the Recipient at least 10 Business Days' notice of any material variation proposed.



4.0 RECIPIENT'S OBLIGATIONS AND RESPONSIBILITIES

4.1 Use and management of Recycled Water

- a) The Recipient may take at the Delivery Point Recycled Water up to its entitlement, on the provisions of this Agreement. Where there is additional Recycled Water available, the Recipient may request the Shire to supply Recycled Water in excess of the Entitlement.
- b) The Recipient will be solely responsible for the management and use of the Recycled Water from the Delivery Point.
- c) The Recipient will, at its own cost, operate and maintain all systems at the Recipient's side of the Delivery Point necessary to take, store, discharge and use the Recycled Water in accordance with this Agreement.
- d) The Recipient will be responsible for complying with DOH requirements and producing the Recycled Water Quality Management Plan (RWQMP) for use of recycled water from the delivery point. If requested by the Recipient, the Shire agrees to assist the Recipient in producing the RWQMP as well as obtaining all relevant approvals.
- e) The Recipient will be responsible for the management of Recycled Water in accordance with DoH requirements and the RWQMP.

4.2 Permitted Uses

- a) The Recipient must only use the Recycled Water for the Permitted Uses unless otherwise agreed between the parties.
- b) The Recipient must not supply or sell to a third party, any Recycled Water supplied to the Recipient.

5.0 RISK AND TITLE

Title and all risk in relation to the Recycled Water passes to the Recipient once the Shire has delivered the Recycled Water to the Delivery Point.

6.0 ALTERNATIVE USES OF RECYCLED WATER

If the Recipient cannot take its full entitlement the parties agree that they will work together to identify alternative uses for the Recycled Water.

7.0 MEASUREMENT, MONITORING AND TESTING

- a) The Shire will undertake any monitoring, testing, documentation or reporting necessary or associated with the supply and delivery of the Recycled Water up to the Delivery Point.
- b) The Recipient will undertake any monitoring, testing, documentation or reporting necessary or associated with the taking, storage, distribution and use of the Recycled Water from the Delivery Point.

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



- c) The parties will make available to the other party, upon request, all monitoring, testing and reporting documentation obtained pursuant to this clause.
- d) The volumes of Recycled Water supplied to the Recipient will be measured by the Shire at the Metering Point.

8.0 APPROVALS

- a) The parties agree that the supply of Recycled Water under this Agreement is subject to each of them holding, and continuing to hold, all of the relevant Approvals.
- b) The parties will, at their own cost, provide one another with reasonable assistance to obtain and continue to hold all of the relevant Approvals.
- c) If either party fails to hold any of the relevant Approvals, the Shire may, acting reasonably, suspend the supply of Recycled Water to the Recipient.
- d) In the event supply is suspended by the Shire in accordance with clause 8(c) the Shire may at any time determine, acting reasonably, to resume the supply of Recycled Water.

9.0 INFRASTRUCTURE

The parties:

- a) Acknowledge that new or modified Infrastructure after the point of delivery which may be required to supply the Recycled Water in accordance with this Agreement shall be at the Recipients cost.
- b) If the recipient intends to carry out a significant upgrade to the Recycled Water scheme after the Delivery Point, they shall use their best endeavours to notify the Shire at least 12 months prior to commencing any works.

10.0 BACKFLOW PREVENTION

The Recipient must from time to time:

- a) Take all measures as the Water Corporation requires and approves, in a manner that
 the Corporation requires, to prevent backflow of water from the Recipient's services
 into the Corporation's drinking water supply distribution system; and
- b) At the Corporation's request, install operate and maintain, in good working order, at the Recipient's cost, backflow prevention devices, pressure-sustaining valves, air breakers and other devices as the Corporation requires and approves.

11.0 RECYCLED WATER CHARGE

- 11.1 From the Commencement Date, the Shire will take meter readings at the conclusion of each Month to assess the volume of Water supplied to the Recipient at the Metering Points.
- 11.2 If the Measuring Equipment is found to be out of order or reading incorrectly, the Shire will determine the quantity of the Water supplied by taking a daily average of the quantity actually taken during a comparable period or (where a

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



meter test has shown that the meter is not registering the correct consumption) by adjusting the consumption for the period in accordance with the degree of error found. The quantity so determined by the Shire will be deemed to have been supplied to the Recipient as the case may be.

- 11.3 On the last day of each Month during the Term the Shire will calculate the Monthly Water Charge payable by the Recipient by reference to the meter readings taken pursuant to clause 11.1 and charged in accordance with the Rates and as set out in Schedule 4.
- 11.4 The Shire will invoice the Recipient for the Monthly Water Charge calculated under clause 11.3 within 14 days from the end of the Month to which the invoice relates. The invoices will set out the volume of Water supplied to the Recipient at the Metering Point in the relevant period.
- 11.5 The Shire must review the Rates (or those parts of it that are subject to review) annually in the manner specified in Schedule 4.
- **11.6** The Recipient must pay the Shire the Monthly Water Supplied Payments in accordance with Schedule 4 and in accordance with clause **11** and subclauses of this Agreement.

Without limiting any other rights, powers or privileges that the Shire may have, whether under this agreement, or at law or in equity, if the Shire terminates this agreement under the provisions of clause 14, the Recipient must continue to duly and punctually pay the Monthly Capacity Payments in accordance with the provisions of this agreement until the Recipient has paid all those payments in full. The Monthly Water Supplied Payments will be indexed in the manner contemplated by Schedule 4.

- **11.7** The Recipient must make payment of an invoice issued by the Shire by either electronic funds transfer or cheque.
- 11.8 If the recipient disputes any amount or amounts shown in an invoice to be due and payable, the Recipient must give notice to the Shire that it disputes the amount or amounts in dispute. Despite the Recipient disputing an amount to be paid under an invoice, the Recipient must nevertheless pay the invoice prior to giving notice to the Shire in accordance with this clause.
- **11.9** Any dispute notified pursuant to clause 11.8 will be resolved pursuant to clause 11.6.
- 11.10 Without prejudice to the Shire's rights under this agreement, if the Recipient fails to pay any amount due by it under this agreement on the due date for payment, the Shire may charge the Recipient an Interest Rate of 11% on that amount as per Councils Fees and Charges.
- **11.11** Any interest payable by the Recipient to the Shire under subclause **11.10** will accrue daily, and will be calculated from the due date of payment until the date of payment in full.



11.12 Except as expressly set out in this agreement, the Shire will not refund or reimburse (pro rata or otherwise) any payments paid to it by the Recipient under any circumstances.

12.0 INDEMNITY

12.1 Indemnity to Shire

The Recipient must indemnify and keep indemnified the Minister of Lands, Shire and the Shire's officers, employees, agents or contractors against any Loss or Claim that they, or any of them, may pay, suffer or incur, or that may be made against them, or any of them, of any nature whatsoever and howsoever, arising out of, related to or connected with this Agreement or any supply of or failure to supply water by the Shire, except to the extent that any such Loss or Claim is partially or wholly attributable to any negligence on the part of the Shire or the Shire's officers and employees.

12.2 Monetary limits

The total liability of the Shire, its servants and agents, to the Recipient for all Claims, including interest on any Claim accruing from the date on which the Claim first arose to the date of judgment, settlement, deduction or set off, is limited in the aggregate to:

- a) In respect of any event covered by any policy of insurance, and for which the relevant insurer accepts liability, will be limited to the amount actually paid to the Shire in respect of that event under the policy of insurance; and
- b) In respect of any other event will be limited to \$50,000

So that the Recipient will have no further Claim against the Shire for any amount of Loss in excess of those limits.

13.0 PUBLIC LIABILITY INSURANCE

- a) The parties must effect and maintain throughout the Term of the Agreement Public Liability Insurance covering all Claims and liabilities, howsoever caused:
 - (1) In respect of:
 - A) Any injury or illness to or death of any person;
 - B) Any physical loss, damage or destruction to any property; and
 - The loss of use of tangible property whether it has been physically lost, destroyed or damaged or not;
 - (2) Whether arising out of or connected with any act, matter or thing whatsoever, including but not limited to, any pollution.

Which Insurances shall each provide cover in respect of each and every occurrence to an amount not less that \$20 million in respect of all losses occurring during each period of insurance.

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



- b) A party will, upon request by the other party, provide the party with evidence that the insurances required under this clause have been effected and are in full force and effect.
- c) If a party fails to take out or maintain the insurances required under this clause then that failure to ensure, or failure to maintain insurance will be treated as a Default of this Agreement.

14.0 TERMINATION

- a) In addition to any other rights, powers or remedies provided by law, the Shire may by notice in writing served on the Recipient, terminate this Agreement at any time with immediate effect if in the Shire's opinion, acting reasonably, use of the Recycled Water by the Recipient or any other party, represents a threat to public health or is causing environmental damage.
- b) In addition to any other rights, powers or remedies provided by law, if the Recipient fails to:
 - (1) Duly and punctually comply with the Recipient's Obligations or defaults under the terms of this Agreement; and
 - (2) Fails to remedy that non-compliance or default to the Shire's satisfaction within 30 days of the Shire serving or being deemed to have served notice on the Recipient of that non-compliance requiring the Recipient to remedy it, the Shire may by further notice in writing served or being deemed to have served on the Recipient, terminate this Agreement at any time with immediate effect.
- c) The Shire will cease supplying Recycled Water to the Recipient upon that date which is the earlier of the date of termination of any Approval required by the parties under subclause (a) or (b).
- d) If this Agreement is terminated, the Shire will be under no obligation to supply and the Recipient will have no right or entitlement to receive any Recycled Water.
- e) The expiry or termination of this Agreement will not affect any rights of the parties against one another in respect of any act, omission, matter, or thing occurring, or under this Agreement prior to that expiry or termination.

15.0 RE-NEGOTIATION OF AGREEMENT

If this Agreement is terminated as a result of the expiry of the Term, the parties may re-negotiate the terms for the continued supply of Recycled Water to the Recipient. The terms of this Agreement do not in any way limit the substance of re-negotiation between the parties.

16.0 DISPUTE RESOLUTION

16.1 Election by Recipient

The Recipient may elect to have any dispute resolved:

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



- a) Under the dispute procedure contained in the Operating Licence; or
- b) Under the succeeding provisions of this clause 16, and
- If the Recipient gives to the Shire notice of any dispute, that notice must be in writing specifying whether the Recipient elects to have the dispute resolved in accordance with clause 16.1(a) or clause 16.1.(b); and
- d) If the Shire gives the Recipient a written notice of any dispute, the Recipient must, within 10 business days of receiving or being deemed to have received that notice, give to the Shire a written notice specifying whether the Recipient elects to have the dispute resolved in accordance with clause 16.1(a) or clause 16.1(b).

16.2 General

A dispute that arises during the performance of this agreement will be resolved, wherever possible, at the level where the dispute initially arises.

16.3 Referral to Representatives

If, within 15 business days of a dispute arising, it has not been resolved, the dispute will be referred to the Recipient's representative and to the Shire's representative.

16.4 Representatives to Meet

The representatives referred to in the preceding clause must meet within 5 business days after the dispute is referred to them, and attempt to resolve the dispute. If they resolve the dispute, the parties will adhere to their resolution.

16.5 Further steps - mediation

If the representatives cannot resolve the dispute within 10 business days of their first meeting, the dispute will be taken to a mediation process. If the parties agree, they will appoint, by agreement, an independent mediator, or, if they fail to agree on an independent mediator within 15 business days of their first meeting, the President of the Law Society of Western Australia (Inc) for the time being, or the President's nominee, may, at the request of either party, appoint an independent mediator, and the costs of that mediator will be borne equally by the Shire and the Recipient. Except to the extent inconsistent with this clause, the mediation will be conducted in accordance with the then current mediation rules of the Law Society of Western Australia.

16.6 Place of mediation

The parties will hold the mediation in Northam, Western Australia and, subject to clause 16.8, must comply with any resolution facilitated between them by the independent mediator.

16.7 Parties to continue to perform

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



Each party must continue to perform their obligations under this agreement, notwithstanding any dispute, or the commencement of any legal proceedings, under this clause 16.

16.8 Steps if party dissatisfied

If a party is dissatisfied with proceedings before the mediator, it may take that action as it considers appropriate, including commencing legal proceedings. For the avoidance of doubt, the right referred to in this clause 16.8 is not in any way dependent on or conditional upon the initiation or completion of the proceedings before the mediator.

17.0 WARRANTIES

17.1 No other representations or warranties by Shire

So far as permitted by law, except for:

- a) the express terms and warranties set out in this Agreement; and
- b) those implied terms or warranties that are imposed by law that are mandatory and cannot be excluded, the Shire gives no warranties regarding the Recycled Water, or any other goods or services supplied or to be supplied by it, whether relating to defects in quality or characteristics, or otherwise, and all other conditions, warranties, stipulations or other statements whatsoever, whether express or implied, by act of Parliament, at common law, or otherwise howsoever, are expressly excluded.

17.2 Recipient's skill and judgment

The Recipient warrants to and agrees with the Shire that, when entering into this Agreement it relied exclusively on the following matters independently of any statements, inducements or representations made by or on behalf of the Shire (including by the Shire's officers, employees, or agents or any other person acting on the Shire's behalf):

- a) the terms, warranties and representations expressly contained in this agreement;
- b) the skill and judgment of the Recipient, its consultants and representatives; and
- opinions and advice obtained by the Recipient independently of the Shire, or of the Shire's officers, employees, or agents or any other persons acting on the Shire's behalf.

17.3 Survival of representations and warranties

The representations and warranties in clause 12 survive the termination or completion of this Agreement.

Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



17.4 Independent warranties

Each warranty in this clause is independent and is not limited by reference to any other warranty in the relevant clause.

18.0 ASSIGNMENT

The Recipient will not, without the Shire's prior written consent, assign, mortgage, charge or encumber this Agreement or any part of it or any right, benefit, moneys or interest under it. The consent the Shire may not unreasonably withhold, but the Shire may give that consent on any terms and conditions the Shire reasonably requires.

19.0 SEVERANCE

If any term or part of this Agreement is or becomes for any reason invalid or unenforceable at law, then in that event that term or part of this Agreement will be deemed to be severed from this Agreement without thereby affecting the remainder of this Agreement and the remainder of this Agreement will continue to be valid and enforceable in all things.

20.0 ENTIRE AGREEMENT

This Agreement supersedes all previous agreements in respect of its subject matter and embodies the entire agreement between the parties.

21.0 LIMITATION OF LIABILITY

Neither party will be liable to the other for any loss of business, loss of opportunity, loss of profit, loss of any contract or for any indirect or consequential loss or damage whether arising out of the breach of this Agreement or otherwise, including without limitation, negligence.

22.0 SERVICE OF NOTICES

- a) Any notice or other communication including, but not limited to, any request, demand, consent or approval, to or by a party to this Agreement:
 - (1) Must be in legible writing and in English addressed as shown below:
 - A) If to the Shire, to the Shire's address; and
 - B) If to the Recipient, to the Recipient's representative at the Recipient's address, or as specified to the sender by any party by notice;
 - (2) Where the sender is a company, must be signed by an officer or under the common seal of the sender or by solicitors acting for that company;
 - (3) Is regarded as given by the sender and received by the addressee:
 - A) If by delivery in person, when delivered to the addressee;
 - B) If by post, 5 days from and including the date of postage; or



- C) If by facsimile transmission, whether or not legibly received, when transmitted to the addressee, but if the delivery or receipt is on a day which is not a business day or is after 4.00 p.m. (addressee's time) it is regarded as received at 9.00 am on the following business day; and
- (4) Can be relied upon by the addressee and the addressee is not liable to any other person for any consequences of that reliance if the addressee believes it to be genuine, correct and authorised by the sender.
- b) A facsimile transmission is regarded as legible unless the addressee telephones the sender within 2 hours after transmission is received or regarded as received under the preceding subclause and informs the sender that it is not legible.
- c) In this clause, a reference to an addressee includes a reference to an addressee's officers, agents or employees.

23.0 GOVERNING LAW

- This Agreement shall be governed by and construed in accordance with the laws of the State of Western Australia.
- b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Western Australia, and of any courts that have jurisdiction to hear appeals from any of those courts, and waives any right to object to any proceedings being brought in those courts.

24.0 MODIFICATIONS OR AMENDMENT

A purported modification, variation or amendment of this Agreement shall not have any force or effect unless it is in writing and executed by both parties.

25.0 WAIVER

Waiver of any breach, or provision of, or any default under, this Agreement must be in writing and signed by the Party granting the waiver.

26.0 FURTHER ASSURANCES

Each Party must do all things and execute all further documents necessary to give full effect to this Agreement.

27.0 COSTS

Each Party will bear their own costs in respect of the negotiation and preparation of this Agreement.



Schedule 1 - Particulars

Recipient Northam Race Club

Recipient's Address 175 Yilgarn, Northam, WA 6401

Recipient's Representative Nicole Bell – Club Manager

Shire's Address 395 Fitzgerald Street, Northam, WA 6401

Shire's Representative Jason Whiteaker – Chief Executive Officer

Entitlement 98,000kL - 1.2ML annually

Entitlement Review Annually from the date of execution of this

Times agreement

Shire's To maintain and operate all works up to the

Infrastructure delivery point

Obligations To install an accessible sampling point (Shire

of Northam sampling point) at the delivery

point as marked on the plan

Shire of Northam is required to comply with the current DOH Approval up until the delivery point and any conditions imposed from any

future Approvals.

Recipient'sTo maintain and operate all works from the

Infrastructure delivery point described

Obligations Northam Race Club is required to comply with

the current DOH Approval from the delivery point and any conditions imposed from any

future Approvals.

Term 10 years with effect from date of executive

of this agreement

Permitted Uses Irrigation of Northam Race Club turf areas

Delivery Point Shire sample point as per Annexure A

Wastewater Treatment Northam Waste Water Treatment Plant

Plant



Schedule 2 - Quality Standards of Recycled Water

Minimum standards of the treated water to be supplied by the Shire:

Parameter	Unit	Range
pH	Units	6-9
Suspended Solids	mg/l	<100
Escherichia coli	cfu/100ml	<1000
Total Chlorine Residual	mg/I	>0.5
Total Dissolved Solids	mg/l	<3000



Schedule 3 – Estimated Recycled Water Usage and Recycled Water Availability

Month	 Estimated volume available to Northam Race Course kL
July	30,380
August	30,380
September	0
October	0
November	0
December	0
January	0
February	0
March	0
April	0
May	7,840
June	29,400
TOTAL	98,000

Note: Estimates based on continuous gravity supply during weekends and pumped supply during weekdays over a 100 day period. Volume of recycled water availability to Northam Race Club may be reduced in times of increased demand by Shire of Northam and during times of maintenance to the Shire's supply network. This volume and irrigations months may vary depending on seasonal demand.



Schedule 4

General

Monthly Water Charge

Component

Base Rate will apply to each kilolitre of Water (or part thereof) consumed or deemed to be consumed during the day up to and including the Daily Water Entitlement.

Plus

Excess Surcharge Rate will apply to each kilolitre of Water (or part thereof) consumed or deemed to be consumed in excess of the Daily Water Entitlement.

Water Entitlement

Based on seasonal and weather conditions the annual water entitlement will range from 98,000KL to 1.2ML between March and October

Monthly Water Charge Schedule

a) Base Rate

As per the Shire of Northam Schedule of Fees and Charges adopted in its Annual Entitlement

b) Excess Surcharge Rate

Unless otherwise stipulated in the Shire of Northam Schedule of Fees & Charges, the excess surcharge rate is the same as the base rate above, which applies throughout the Term (subject to annual review as provided in this Schedule), and applies to each kL of Water (or pro-rata thereof) supplied to the Recipient on any Day in excess of the Daily Water Entitlement where that excess Water is consumed by the Recipient. Alternately the Shire may at its discretion cease or vary the supply of water as described in Clause 3.4.

Annual Rate Review

a) Review of Base Rate

The Shire must review the Base Rate annually by 30 June in each Year. If the Shire fails to exercise its right to review and determine the Base Rate for any Year of the Term by June 30 in each Year of the Term, the Shire may, at any time thereafter, exercise that right and:

- (i) For the period until the reviewed Base Rate is determined, the Recipient must pay the Base Rate for the immediately preceding Year; and
- (ii) Once determined, the Recipient must pay to the Shire any additional amount for the period calculated on the basis that the reviewed Base Rate applied to that period after deducting any amount paid by the Recipient and under sub-clause (i).

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The Shire may increase the Base Rate by the same percentage as the percentage by which the CPI has increased over CPI applicable for the 12 months ending on the 31st day of March immediately preceding the date of review.

b) Review of Excess Surcharge Rate

The Shire must review the Excess Surcharge Rate during the Term, annually by 30 June in each Year.

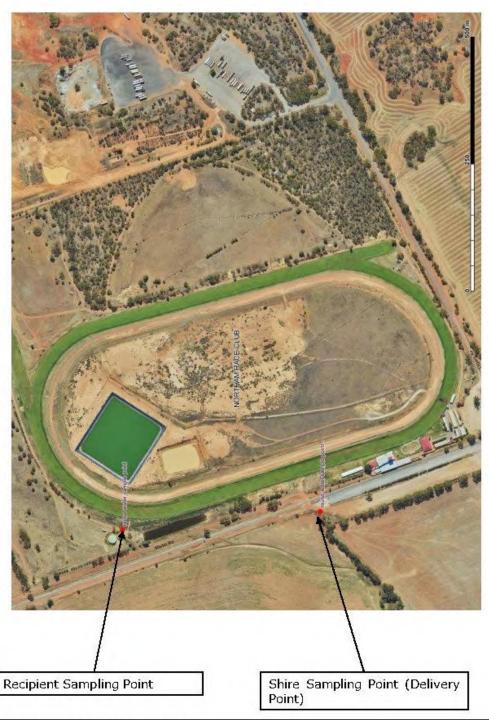
If the Shire fails to exercise its right to review and determine the Excess Surcharge Rate for any Year of the Term by June 30 in each Year of the Term, the Shire may, at any time thereafter, exercise that right and:

- (i) For the period until the reviewed Excess Surcharge Rate is determined, the Recipient must pay the Excess Surcharge Rate for the immediately preceding Year; and
- (ii) Once determined, the Recipient must pay to the Shire any additional amount for the period calculated on the basis that the reviewed Excess Surcharge Rate applied to that period after deducting any amount paid by the Recipient and under sub-clause (i).

The Shire may increase the Excess Surcharge Rate by the same percentage as the percentage by which the CPI has increased over the CPI applicable for the 12 months ending on the 31st day of March immediately preceding the date of review.



Annexure A - Plan



Shire of Northam and Northam Race Club Recycled Water Supply Agreement August 2019



Annexure B - Not Used



Annexure C - Not Used



Annexure D - Not Used



Executed by the parties as an agreement:

The common seal of **Shire of Northam** is affixed to this document:

Chief Executive Officer	Shire President
Name (Planes Drint)	Name (Planes Drint)
Name (Please Print)	Name (Please Print)
Date	Date
Date	Date
Signed for Northam Race Club by a	a duly authorised officer in the presence of:
orgined for Hortilain Face oldo by	and a presented of the presented of the
Witness	Authorised Officer
Name (Please Print)	Name (Please Print)
D-4-	Debe
Date	Date



13.4 CORPORATE SERVICES

13.4.1 Accounts & Statements of Accounts – May 2021

File Reference:	2.1.3.4
Reporting Officer:	Kathy Scholz, Creditors Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Service
Officer Declaration of	Nil
Interest:	
Voting Requirement:	Simple Majority
Press release to be	No
issued:	

BRIEF

For Council to receive the accounts for the period from 1 May 2021 to 31 May 2021.

ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – May 2021.

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 2020/21 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.

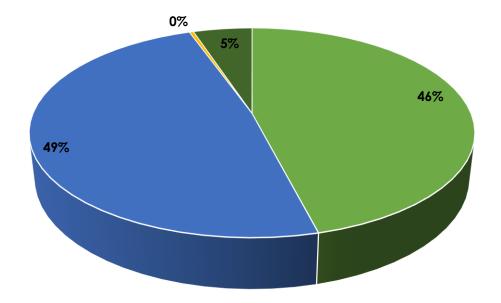
B.6 Risk Implications

b.o kisk implic	canons		
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

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 2021:





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

RECOMMENDATION

That Council receive the payments for the period 1 May 2021 to 31 May 2021, as listed:

- Municipal Fund payment cheque numbers 35393 to 35404 Total \$70,187.44.
- Municipal Fund EFT39864 to EFT40136 Total \$1,158,973.58.
- Direct Debits Total \$80,014.01.
- Payroll Total \$476,557.76

TOTAL: \$1,785,732.79

Which have been made in accordance with the delegated authority reference number (M/F/Regs LGA 1995 \$5.42).



Attachment 1

Date: 01/06/2021 Time: 9:47:51AM Shire of Northam

Cheque /El	FT			Bank	INV	
No	Date	Name	Invoice Description	Code	Amount	Amount
35393	05/05/2021	WATER CORPORATION	VACANT LAND (NON-RES) AT GT EASTERN HWY - COMMONAGE	1	100	291.59
INV 9011	154703/11/2020	WATER CORPORATION	VACANT LAND (NON-RES) AT GT EASTERN HWY - COMMONAGE	1	291.59	
35394	05/05/2021	WESTERN POWER	ARTIFICIAL HOCKEY LIGHTING PROJECT. DESIGN FEE FOR WESTERN POWER NEW POWER FEED.	1		3,300.00
INV COR	PB0304/05/2021	WESTERN POWER	ARTIFICIAL HOCKEY LIGHTING PROJECT, DESIGN FEE FOR WESTERN POWER NEW POWER FEED.	1	3,300.00	
35395	10/05/2021	WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 05/03/2021 TO 04/05/2021	1		2,527.09
INV 9007	868916/04/2021	WATER CORPORATION	9007868997 TOILETS AT 313L BANKSIA AV WUNDOWIE LOT 313 RES 27729 - 22/02/2021 to 14/04/2021		136.91	
INV 9007	945104/05/2021	WATER CORPORATION	9007945104 KATRINE TOILETS - 02/03/2021 TO 02/05/2021		130.44	
INV 9007	908006/05/2021	WATER CORPORATION	9007908063 OLD POST OFFICE BUILDING - 08/03/2021 TO 04/05/2021		567.42	
INV 9007	899906/05/2021	WATER CORPORATION	9007899961 GIRL GUIDES HALL - 05/03/2021 TO 04/05/2021		246.29	
INV 9007	906906/05/2021	WATER CORPORATION	9007906922 OLD INFANT HEALTH CLINIC - 08/03/2021 TO 04/05/2021		76.28	
INV 9007	908006/05/2021	WATER CORPORATION	9007908071 OLD GIRLS SCHOOL - 08/03/2021 TO 04/05/2021		70.34	
INV 9008	729706/05/2021	WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 05/03/2021 TO 04/05/2021		934.93	
INV 9007	901606/05/2021	WATER CORPORATION	9007901603 RAILWAY MUSEUM - 05/03/2021 TO 04/05/2021		158.38	
INV 9007	906706/05/2021	WATER CORPORATION	9007906746 OLD NORTHAM FIRE STATION - 08/03/2021 TO 04/05/2021		206.10	
35396	13/05/2021	DEPARTMENT OF DEFENCE	FEES FOR ACCESS TO PROPERTY - GREAT EASTERN HIGHWAY, NORTHAM	1		756.74
INV 1800	802741/11/2020	DEPARTMENT OF DEFENCE	FEES FOR ACCESS TO PROPERTY - GREAT EASTERN HIGHWAY, NORTHAM	1	756.74	
35397	13/05/2021	WATER CORPORATION	9007840214 STANDPIPE - KEANE ST - 09/02/2021 TO 05/04/2021	1		27,116.43
INV 9007	840208/04/2021	WATER CORPORATION	9007840214 STANDPIPE - KEANE ST - 09/02/2021 TO 05/04/2021		23,901.50	



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INV 900794	8404/05/2021	WATER CORPORATION	IRISHTOWN HALL 03/02/21 TO 03/05/2021	1	5.32	
INV 900790	7210/05/2021	WATER CORPORATION	WATER USE AND SERVICE CHARGES - 185 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 0211	1	430.03	
INV 900790	4010/05/2021	WATER CORPORATION	9007904062 OLD TOWN BUILDING - 09/03/2021 TO 06/05/2021		1,347.04	
INV 900790	4010/05/2021	WATER CORPORATION	9007904003 MEMORIAL HALL - 09/03/2021 TO 06/05/2021		273.04	
INV 9007904	4010/05/2021	WATER CORPORATION	9007904089 LIBRARY - 09/03/2021 TO 06/05/2021		778.43	
INV 900790	7410/05/2021	WATER CORPORATION	9007907458 BERNARD PARK/PLAYGROUP - 09/03/2021 TO 06/05/2021		232.11	
INV 900790	3910/05/2021	WATER CORPORATION	9007903991 ST JOHNS HALL - 09/03/2021 TO 06/05/2021		148.96	
35398	20/05/2021	PETTY CASH	PETTY CASH FOR TREE SUBSIDY & NATIVE PLANT GIVEAWAY -	1		300.00
INV TREE S	UII9/05/2021	PETTY CASH	PETTY CASH FOR TREE SUBSIDY & NATIVE PLANT GIVEAWAY -	1	300.00	
35399	20/05/2021	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2021	1		139.75
INV T1079	20/05/2021	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE	1	24.75	
INV T1080	20/05/2021	SHIRE OF NORTHAM	MONTH OF APRIL 2021 MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2021	1	115.00	
35400	20/05/2021	WATER CORPORATION	9007909760 RECREATION CENTRE - 09/03/2021 TO 09/05/2021	1		29,763.39
INV 900794	8406/01/2021	WATER CORPORATION	9007948401 IRISHTOWN HALL - 03/11/2020 TO 04/01/2021		2.66	
INV 900786	8523/02/2021	WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 15/12/2020 TO 21/02/2021		2,013.19	
	9 15/03/2021	WATER CORPORATION	TRADE WASTE PERMIT RV WUNDOWIE (23/02/2021 - 11/03/2021)	1	373.45	
CAN SERVING	8516/04/2021	WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 22/02/2021 TO 14/04/2021		6,435.37	
INV 900794	8404/05/2021	WATER CORPORATION	9007948401 IRISHTOWN HALL - 02/03/2021 TO 02/05/2021		2.66	



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INV 900790	01105/05/2021	WATER CORPORATION	9007901179 MORRELL PARK RETIC - 02/03/2021 TO 03/05/2021		1,125.09	33
INV 900790	01705/05/2021	WATER CORPORATION	9007901750 PURSLOWE PARK - 05/03/2021 TO 03/05/2021		1,130.14	
INV 900790	08106/05/2021	WATER CORPORATION	9007908143 TRAFFIC ISLANDS - 08/03/2021 TO 04/05/2021		87.85	
INV 900790	08606/05/2021	WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 08/03/2021 TO 04/05/2021		2,137.12	
INV 900790	09706/05/2021	WATER CORPORATION	9007909752 YOUTH PRECINCT / SES BUILDING - 08/03/2021 TO 04/05/2021		601.36	
INV 900790	07410/05/2021	WATER CORPORATION	9007907431 BERNARD PARK/PLAYGROUP - 09/03/2021 TO 06/05/2021		3,034.64	
INV 900792	29410/05/2021	WATER CORPORATION	9007929497 AVON MALL - 09/03/2021 TO 06/05/2021		894.74	
INV 901264	42710/05/2021	WATER CORPORATION	9012642722 GARDEN - NIND ST - 08/03/2021 TO 06/05/2021		181.02	
INV 900790	09711/05/2021	WATER CORPORATION	9007909760 RECREATION CENTRE - 09/03/2021 TO 09/05/2021		6,652.68	
INV 900791	13141/05/2021	WATER CORPORATION	9007913102 DEPOT - BYFIELD - 08/03/2021 TO 09/05/2021		157.06	
INV 900791	13511/05/2021	WATER CORPORATION	9007913567 DEPOT - PEEL - 08/03/2021 TO 09/05/2021		1,138.32	
INV 900791	17011/05/2021	WATER CORPORATION	9007917058 CEMETERY - 11/03/2021 TO 09/05/2021		21.30	
INV 900791	13511/05/2021	WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 08/03/2021 TO 09/05/2021		207.33	
INV 900791	16612/05/2021	WATER CORPORATION	9007916629 MORBY COTTAGE - 11/03/2021 TO 10/05/2021		44.18	
INV 900791	17213/05/2021	WATER CORPORATION	9007917293 BERT HAWKE OVAL - 16/03/2021 TO 11/05/2021		734.71	
INV 900792	23413/05/2021	WATER CORPORATION	9007923407 APEX PARK TOILETS - 12/03/2021 TO 11/05/2021		106.99	
INV 902205	53213/05/2021	WATER CORPORATION	9022053227 STANDPIPE - OPP 53 CLARKE ST - 16/03/2021 TO 11/05/2021		298.68	
INV 900791	18414/05/2021	WATER CORPORATION	9007918464 PERINA PARK - 17/03/2021 TO 12/05/2021		990.26	
INV 901256	529:14/05/2021	WATER CORPORATION	9012562933 ROAD VERGE - MITCHELL AV NORTHAM LOT OPP LOT 527 - 17/03/2021 TO 12/05/2021		2.66	
INV 900792	23514/05/2021	WATER CORPORATION	9007923503 TRAFFIC ISLANDS - 17/03/2021 TO 12/05/2021		55.90	
INV 900792	25914/05/2021	WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 17/03/2021 TO 12/05/2021		676.87	



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INV 900792	23614/05/2021	WATER CORPORATION	9007923634 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 17/03/2021 TO 12/05/2021		310.24	
INV 902149	99414/05/2021	WATER CORPORATION	9021499489 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 17/03/2021 TO 12/05/2021		191.75	
INV 900792	26017/05/2021	WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 18/03/2021 TO 13/05/2021		58.56	
INV 900792	23419/05/2021	WATER CORPORATION	WATER USE & SERVICES CHARGES FOR PARK AT BROOME TCE NORTHAM LOT 3,6 (APEX PARK TOILET) FOR THE PERIOD 01/07/2020 TO 31/08/2020.	1	96.61	
35404	31/05/2021	WATER CORPORATION	9008729809 VISITORS CENTRE - 09/03/2021 TO 06/05/2021	1		5,992.45
INV 900872	29810/03/2021	WATER CORPORATION	NORTHAM VISITORS CENTRE 08/01/2021 TO 09/03/2021	1	863.54	
INV 902413	39515/03/2021	WATER CORPORATION	TRADE WASTE CHARGES- ESTABLISHMENT & ANNUAL FEE	1	373.45	
INV 900790	03706/05/2021	WATER CORPORATION	9007903799 TOWN & LESSER HALL - 05/03/2021 TO 04/05/2021		1,416.27	
INV 900790	03910/05/2021	WATER CORPORATION	9007903908 BILYA KOORT BOODJA - 09/03/2021 TO 06/05/2021		922.71	
INV 900872	29810/05/2021	WATER CORPORATION	9008729809 VISITORS CENTRE - 09/03/2021 TO 06/05/2021		1,547.84	
INV 900791	15542/05/2021	WATER CORPORATION	9007915503 AIRPORT - 11/03/2021 TO 10/05/2021		868.64	
EFT39864	03/05/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 227 Interest payment - NORTHAM YOUTH SPACE	1	2-257	28,071.71
INV 227	03/05/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 227 Interest payment - NORTHAM YOUTH SPACE		28,071.71	
EFT3986 5	06/05/2021	ABBOTTS FOR GE	LYON STREET - LIFT ROAD GRATES BY 40 / 45 MM -REPLACE ANGLE FRAMES WITH 40 X 40 X 5 ANGLE - BY WELDING NEW FRAME ON TOP OF EXISTING FRAME USING 40 X 10 PACKER PLATES, ALTER STANDARD 40 MM GRIDS AS NEEDED 9 X ROAD GRATES AS PER QUOTE 00004526	1		3,195.00



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INV 0000452	2608/04/2021	ABBOTTSFORGE	LYON STREET - LIFT ROAD GRATES BY 40 / 45 MM -REPLACE ANGLE FRAMES WITH 40 X 40 X 5 ANGLE - BY WELDING NEW FRAME ON TOP OF EXISTING FRAME USING 40 X 10 PACKER PLATES, ALTER STANDARD 40 MM GRIDS AS NEEDED 9 X ROAD GRATES AS PER QUOTE 00004526	1	3,195.00	
EFT39866	06/05/2021	AG IMPLEMENTS	PACK OF 10 SPRAY NOZZELS	1		63.99
INV 424890	14/04/2021	AGIMPLEMENTS	PACK OF 10 SPRAY NOZZELS	1	63.99	
E FT39867	06/05/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR APRIL 2021	1		346.50
INV 75269	30/04/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR APRIL 2021	1	346.50	
E FT39868	06/05/2021	ANDREW DOVER	POLICE CLEARANCE	1	7,	55.80
INV 627673	30/03/2021	ANDREW DOVER	POLICE CLEARANCE	1	55.80	
EFT39869	06/05/2021	AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	INVOICE # M141-21 PAYMENT OF BRONZE MEMBERSHIP FOR SHIRE OF NORTHAM	1		550.00
INV M141-2	1 24/03/2021	AUSTRALIAN INSTITUTE OF MANAGEMENT WESTERN AUSTRALIA	INVOICE # M141-21 PAYMENT OF BRONZE MEMBERSHIP FOR SHIRE OF NORTHAM	1	550.00	
EFT39870	06/05/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	1		25.90
INVDEDUC	T30/04/2021	AUSTRALIAN SERVICES UNION	Payroll deductions		25.90	
EFT39871	06/05/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 20/04/2021 TO 02/05/2021	1		2,296.00
INV 0008	02/05/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 20/04/2021 TO 02/05/2021	1	2,296.00	
EFT39872	06/05/2021	AVON SKIP BINS	LOADING AND COLLECTION OF 2 PILES OF WASTE ON EDGE OF GRAVEL PIT + COUCH ON ROAD IN BUSHLAND/GRAVEL PIT AREA NEAR SHINGLE HILL ROAD, BAKERS HILL AND DELIVERY TO INKPEN ROAD TIP.	1		1,650.00



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INV 4967	27/04/2021	AVON SKIP BINS	LOADING AND COLLECTION OF 2 PILES OF WASTE ON EDGE OF GRAVEL PIT + COUCH ON ROAD IN BUSHLAND/GRAVEL PIT AREA NEAR SHINGLE HILL ROAD, BAKERS HILL AND DELIVERY TO INKPEN ROAD TIP.	1	1,650.00	
E FT39873	06/05/2021	AVON VALLEY CONTRACTORS	PICK UP MULTI ROLLER FROM CHRISTMAS RD, MULOKINE END.	1		704.00
INV 3745	22/04/2021	AVON VALLEY CONTRACTORS	DROP OFF AT SNOOK RD PICK UP MULTI ROLLER FROM CHRISTMAS RD, MULOKINE END.	1	352.00	
INV 3759	30/04/2021	AVON VALLEY CONTRACTORS	DROP OFF AT SNOOK RD PICK UP MULTI ROLLER FROM SNOOK ROAD AND DROP OFF AT GENTLE ROAD AT GRASS VALLEY SOUTH END	1	352.00	
EFT39874	06/05/2021	AVON WASTE	C.202021-15 MANAGEMENT OF OLD QUARRY WASTE	1		48,265.80
INV 0004378	323/04/2021	AVON WASTE	FACILITY - APRIL 2021 C.202021-15 MANAGEMENT OF OLD QUARRY WASTE FACILITY - APRIL 2021	1	48,265.80	
EFT39875	06/05/2021	BANDIT SALES & SERVICE	PN1802 - WINCHLINE 8MM X 40M FOR WOODCHIPPER AS PER QUOTE 00112649	1		439.00
INV 0011264	908/03/2021	BANDIT SALES & SERVICE	PN1802 - WINCHLINE SMM X 40M FOR WOODCHIPPER AS PER QUOTE 00112649	1	439.00	
EFT39876	06/05/2021	BOC LIMITED	RENTAL OF VARIOUS GASES.	1		84.58
INV 4028257	728/04/2021	BOC LIMITED	RENTAL OF VARIOUS GASES.	1	84.58	
EFT39877	06/05/2021	BOULEVARD FINE JEWELLERS	WENDY SOFOULIS RETIREMENT GIFT 14 YEARS SERVICE	1		500.00
INV 61699	23/04/2021	BOULEVARD FINE JEWELLERS	WENDY SOFOULIS RETIREMENT GIFT 14 YEARS SERVICE	1	500.00	
E FT39878	06/05/2021	BUNNINGS BUILDING SUPPLIES P/L	2 PALLETS (56 x 20KG BAGS PER PALLET) GREY CEMENT	1		583.88
INV 2182/004	1219/04/2021	BUNNINGS BUILDING SUPPLIES P/L	POOL STONE AND AQUA PUTTY	1	31.88	
INV 2182/005	529/04/2021	BUNNINGS BUILDING SUPPLIES P/L	2 PALLETS (56 x 20KG BAGS PER PALLET) GREY CEMENT	1	498.96	
INV 2182/003	3/30/04/2021	BUNNINGS BUILDING SUPPLIES PAL	19MM PVC FITTINGS	1	53.04	



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EFT39879	06/05/2021	CADDSFASHIONS	CARDIGANS FOR CR WILLIAMS	1		202.05
INV 21-0000	2f13/03/2021	CADDSFASHIONS	CARDIGANS FOR CR WILLIAMS	1	202.05	
EFT39880	06/05/2021	CATALYSE PTY LTD	50% PAYMENT FOR COMMUNITY SURVEY - ON COMMISSION	1		12,100.00
INV INV-117	7027/04/2021	CATALY SE PTY LTD	50% PAYMENT FOR COMMUNITY SURVEY - ON COMMISSION	1	12,100.00	
EFT39881	06/05/2021	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS, SHARPS DISPOSAL SERVICING 12/04/2021-27/04/2021	1	- 200	756.07
INV 1962501	30/04/2021	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS, SHARPS DISPOSAL SERVICING 27/04/2021	1	98.58	
INV 1962502	30/04/2021	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS, SHARPS DISPOSAL SERVICING 12/04/2021-27/04/2021	1	460.33	
INV 1962500	30/04/2021	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS, SHARPS DISPOSAL SERVICING 12/4/2021-27/04/2021	1	98.58	
INV 1962503	30/04/2021	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS, SHARPS DISPOSAL SERVICING 12/04/2021	1	98.58	
EFT39882	06/05/2021	COUNTRY COMFORTSTYLE NORTHAM	2 SEATER SOFA FOR NORTHAM LIBRARY	1		1,351.00
INV 13208	19/02/2021	COUNTRY COMFORTSTYLE NORTHAM	ENTERPRISE OFFICE CHAIR	1	400.00	
INV 13521	29/03/2021	COUNTRY COMFORTSTYLE NORTHAM	$1\mathrm{x}$ enterprise office chair for colin young	1	400.00	
INV 13804	03/05/2021	COUNTRY COMFORTSTYLE NORTHAM	2 SEATER SOFA FOR NORTHAM LIBRARY	1	551.00	
EFT39883	06/05/2021	COUNTRY WIDE GROUP	PN1903 - REPAIRS TO HUSQVANA RIDE ON MOWER	1	0.10.20	119.94
INV ACCOO	0605/05/2021	COUNTRY WIDE GROUP	PN1903 - REPAIRS TO HUSQVANA RIDE ON MOWER	1	119.94	
E FT39884	06/05/2021	CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY MAY 2021 ALARM MONITORING.	1		886.09
INV CINS310	0:20/04/2021	CTI SECURITY SERVICES PTY LTD	NORTHAM TIP. MAY 2021 ALARM MONITORING.	1	61.96	
INV CINS310	020/04/2021	CTI SECURITY SERVICES PTY LTD	SES SHED MAY 2021 SECURITY ALARM MONITORING	1	87.96	
INV CINS31	0:20/04/2021	CTI SECURITY SERVICES PTY LTD	RECREATION CENTRE MAY 2021 SECURITY ALARM MONITORING	1	61.97	
INV CINS31	0:20/04/2021	CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE MAY 2021 SECURITY ALARM MONITORING	1	61.96	



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INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	BILYA KOORT BOODJA MAY 2021 SECURITY ALARM MONITORING	1	61.96	
INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY MAY 2021 ALARM MONITORING.	1	90.56	
INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	RAILWAY MUSEUM MAY 2021 ALARM MONITORING.	1	61.96	
INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY MAY 2021 ALARM MONTTORING.	1	61.96	
INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL MAY 2021 ALARM MONITORING.	1	61.96	
INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY MAY 2021 ALARM MONTTORING.	1	61.96	
INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE MAY 2021 SECURITY ALARM MONITORING	1	61.96	
INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION MAY 2021 SECURITY ALARM MONITORING	1	61.96	
INV CINS31	10:20/04/2021	CTI SECURITY SERVICES PTY LTD	SES ADMIN MAY 2021 SECURITY ALARM MONITORING	1	87.96	
E FT39885	06/05/2021	DAMIAN'S PLUMBING	AERODROME, 1 WITHERS STREET. ANNUAL BACKFLOW TESTING.	1		396.00
INV 6490	03/05/2021	DAMIAN'S PLUMBING	AERODROME, 1 WITHERS STREET, ANNUAL BACKFLOW TESTING.	1	396.00	
EFT39886	06/05/2021	DINO MERCADANTE	REIMBURSEMENT FOR NATIONAL POLICE CLEARANCE	1		44.90
INV 110412	2812/04/2021	DINO MERCADANTE	REIMBURSEMENT FOR NATIONAL POLICE CLEARANCE	1	44.90	
EFT39887	06/05/2021	DMC CLEANING	WEEKLY CLEAN AS PART OF CONTRACT C.202021-05	1		8,694.41
INV SON20	3530/04/2021	DMC CLEANING	WEEKLY CLEAN AS PART OF CONTRACT C.202021-05	1	8,694.41	
EFT39888	06/05/2021	DOWNER EDI WORKS PTY LTD	SLK 9.45 - 9.46 PRIMER SEAL OVER RECONSTRUCTED SECTION 4.0M WIDE AS PER CONTRACT C.202021-07 - BITUMINOUS SPARY	1		44,694.83
INV 600995	5 20/11/2020	DOWNER EDI WORKS PTY LTD	SEAL JENNAPULLIN ROAD. ENTERED INCORRECTLY REVERSAL OF 6009955 AGAINST INCORRECT PURCHASE ORDER	1	-85,352.40	
INV 600995	5 20/11/2020	DOWNER EDI WORKS PTY LTD	C.202021-07. VARIATION V01. SLK9.33-11.5 PRIMER SEAL ONLY OVER CONSTRUCTION SHOULDER WIDENING.	1	27,206.79	



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INV 6009955	20/11/2020	DOWNER EDI WORKS PTY LTD	SLK 9.45 - 9.46 PRIMER SEAL OVER RECONSTRUCTED SECTION 4.0M WIDE AS PER CONTRACT C.202021-07 - BITUMINOUS SPARY SEAL JENNAPULLIN ROAD.	1	58,145.61	
INV 6010672	24/03/2021	DOWNER EDI WORKS PTY LTD	SUPPLY AND SPRAY BITUMEN JENNAPULLIN RD	1	44,694.83	
E FT39889	06/05/2021	EFIRE & SAFETY	REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM APRIL 2021	1		399.30
INV 541967	30/04/2021	EFIRE & SAFETY	REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM APRIL 2021	1	236.50	
INV 541960	30/04/2021	EFIRE & SAFETY	TOWN HALL, FIRE DETECTION SYSTEM MONTHLY SERVICING APRIL 2021.	1	162.80	
EFT39890	06/05/2021	ENVIRONMENTAL HEALTH AUSTRALIA (NEW SOUTH WALES) INCORPORATED	ANNUAL SUBSCRIPTION 2020-21, "TM ALERT" FOOD SAFETY PROGRAM	1	1.00	330.00
INV 3434	29/05/2020	ENVIRONMENTAL HEALTH AUSTRALIA (NEW SOUTH WALES) INCORPORATED	ANNUAL SUBSCRIPTION 2020-21, "I'M ALERT" FOOD SAFETY PROGRAM	1	330.00	
EFT39891	06/05/2021	FORM BUILDING A STATE OF CREATIVITY INC	PROJECT MANAGEMENT FOR GORDON PLACE MURAL ART PROJECT	1		4,510.00
INV 0000232	804/05/2021	FORM BUILDING A STATE OF CREATIVITY INC	PROJECT MANAGEMENT FOR GORDON PLACE MURAL ART PROJECT	1	4,510.00	
E FT39892	06/05/2021	FREESTYLE NOW	2 SESSIONS RUN BY FREESTYLE NOW 7TH APRIL 2021.	1		1,320.00
INV 2056	28/04/2021	FREESTYLE NOW	2 SESSIONS RUN BY FREESTYLE NOW 7TH APRIL 2021.	1	660.00	
INV 2057	28/04/2021	FREESTYLE NOW	GRANT FUNDING - PORTION OF PAYMENT FOR 2 SESSIONS RUN BY FREESTYLE NOW FOR APRIL SCHOOL HOLIDAYS	1	240.00	
INV 2057	28/04/2021	FREESTYLE NOW	REMAINDER OF PAYMENT FOR SESSION HELD ON 13TH APRIL 2021	1	420.00	
E FT39893	06/05/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	REPLACE STANDPIPE AND HYDRANT KEY PAC BRACKETS REPLACE DELIVERY BIC PLUG	1		531.25
INV 70778	27/04/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	REPLACE STANDPIPE AND HYDRANT KEY PAC BRACKETS REPLACE DELIVERY BIC PLUG	1	531.25	



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EFT39894	06/05/2021	GLENN STUART BEVERIDGE	TILE REPAIRS AND MOUNT CLOCK	1		440.00
I NV 99	29/03/2021	GLENN STUART BEVERIDGE	TILE REPAIRS AND MOUNT CLOCK	1	440.00	
E FT39895	06/05/2021	GRAFTON ELECTRICS	REPAIR AIRPORT LIGHTS	1		202.51
INV 7726	13/04/2021	GRAFTON ELECTRICS	REPAIR AIRPORT LIGHTS	1	103.51	
INV 7769	30/04/2021	GRAFTON ELECTRICS	MEMORIAL HALL. REPAIR FAULTY LIGHT SWITCH IN MAIN CABINET.	1	99.00	
EFT39896	06/05/2021	GROVE WESLEY DESIGN ART	NAME BADGES	1		83.82
INV 6506	30/04/2021	GROVE WESLEY DESIGN ART	NAME BADGES	1	55.88	
INV 6505	30/04/2021	GROVE WESLEY DESIGN ART	PIN NAME BADGE FOR GLEN ROWLING AND KIM MURCUTT - KILLARA STAFF	1	27.94	
E FT39897	06/05/2021	HAYS SPECIALIST RECRUTIMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER WEEKE ENDING 25/04/2021	1		7,703.70
INV 1024958	914/04/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 11/04/2021	1	2,370.37	
INV 1025963	416/04/2021	HAYS SPECIALIST RECRUTTMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 18/04/2021	1	2,370.37	
INV 1027589	623/04/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER WEEKE ENDING 25/04/2021	1	2,962.96	
EFT39898	06/05/2021	HUMES WEMBLEY CEMENT	HEADWALLS & BOX CULVERTS FOR VARIOUS ROADS	1		19,470.00
INV 9407486	427/04/2021	HUMES WEMBLEY CEMENT	HEADWALLS & BOX CULVERTS FOR VARIOUS ROADS	1	19,470.00	
E FT39899	06/05/2021	INTERACTIVE MINING SERVICES	2020/21 ANNUAL LEVEL 1 BRIDGE INSPECTIONS BRIDGE #4108.	1		3,588.26
INV 401B	25/02/2021	INTERACTIVE MINING SERVICES	2020/21 ANNUAL LEVEL 1 BRIDGE INSPECTIONS BRIDGE #0608.	1	1,304.82	
INV 410B	27/04/2021	INTERACTIVE MINING SERVICES	7000g.	1	2,283.44	
EFT39900	06/05/2021	1 & A BUILDING PTY LTD	MACHINERY SHED 20M X 64M X 48M WALL HEIGHT AS	1		36,554.27
INV 0000308	3122/04/2021	1 & A BUILDING PTY LTD	PER CONTRACT C.202021-08. MACHINERY SHED 20M X 64M X 4.8M WALL HEIGHT AS PER CONTRACT C.202021-08.	1	36,554.27	



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EFT39901	06/05/2021	JANE PATRICIA WHITTING	REIMBUR SEMENT FOR PRE-EMPLOYMENT MEDICAL AND NATIONAL POLICE CLEARANCE - JANE WHITTING	1		319.00
INV 0265321	L01/04/2021	JANE PATRICIA WHITTING	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL AND NATIONAL POLICE CLEARANCE - JANE WHITTING	1	319.00	
EFT39902	06/05/2021	JASON SIGNMAKERS	CONVEX MIRROR STAINLESS STEEL 600MM W/ BRACKET (JSM20-MIR-004)	1		1,889.25
INV 218361	22/04/2021	JASON SIGNMAKERS	VARIOUS SIGNS.	1	552.71	
INV 218360	22/04/2021	JASON SIGNMAKERS	CONVEX MIRROR STAINLESS STEEL 600MM W/ BRACKET (JSM20-MIR-004)	1	1,277.12	
INV 218386	23/04/2021	JASON SIGNMAKERS	100MM X 600MM HIGH STREET BLADE DOUBLE SIDED -NO THROUGH ROAD' BRACKETS TO SUIT - AS PER QUOTE 13726	1	59.42	
EFT39903	06/05/2021	JH COMPUTER SERVICES PTY LTD	MS SURFACE PRO + ACCESSORIES	1		2,904.00
INV 0000198:	5:14/04/2021	JH COMPUTER SERVICES PTY LTD	MS SURFACE PRO + ACCESSORIES	1	2,596.00	
INV 0000198	728/04/2021	JH COMPUTER SERVICES PTY LTD	NEW MODEM FOR THE OLD QUARRY TIP TO PREVENT CONNECTION CONSTANTLY FAILING - DRAYTEK VIGOR 2765AC VDSL2 35B & ADSL2/2+ ROUTER.	1	308.00	
EFT39904	06/05/2021	JOHN DEN HOLLANDER	SOUTHERN BROOK BFB FIRE STATION - REPAIRS TO WALLS AND TILING AROUND VANITY (OPTION 1)	1		1,000.00
INV 41	14/03/2021	JOHN DEN HOLLANDER	SOUTHERN BROOK BFB FIRE STATION - REPAIRS TO WALLS AND TILING AROUND VANITY (OPTION 1)	1	1,000.00	
EFT39905	06/05/2021	JUNE MARGARET GARLETT	RATES CREDIT REFUND FOR ASSESSMENT A11891	1		1,200.00
INV A11891	04/05/2021	JUNE MARGARET GARLETT	RATES CREDIT REFUND FOR ASSESSMENT A11891		1,200.00	
EFT39906	06/05/2021	KOTT GUNNING LAWYERS	WEBINAR - LOCAL GOVERNMENT AND GIFTS - CR STEVEN POLLARD	1		33.00
INV 050521	26/11/2020	KOTT GUNNING LAWYERS	WEBINAR - LOCAL GOVERNMENT AND GIFTS - CR STEVEN POLLARD	1	33.00	
EFT39907	06/05/2021	LANDGATE	OTHER DLI INVOICES	1		53.40
INV 1094231	03/05/2021	LANDGATE	OTHER DLI INVOICES	1	53.40	



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EFT39908	06/05/2021	LUME BRASSERIE	CATERING - COUNCIL FORUM MEETING 10 MARCH 2021& COUNCIL MEETING 17/03/2021	1		1,920.00
INV SHIREF	E01/03/2021	LUME BRASSERIE	CATERING - ORDINARY COUNCIL MEETING 17/02/2021	1	450.00	
INV SHIRE I	M17/03/2021	LUME BRASSERIE	CATERING - COUNCIL FORUM MEETING 10 MARCH 2021& COUNCIL MEETING 17/03/2021.	1	790.00	
INV SHIRE A	AI22/04/2021	LUME BRASSERIE	CATERING COUNCIL FORUM MEETING 14/04/2021 & COUNCIL MEETING 21/04/2021	1	680.00	
EFT39909	06/05/2021	MARKETFORCE	SEEK EMPLOYMENT AD PACKAGE	1		8,139.77
INV 37908	24/03/2021	MARKETFORCE	AD ON SEEK - SUPPORT WORKER KILLARA MARCH 2021 1.1.2.119	1	247.50	
INV 37907	24/03/2021	MARKETFORCE	AD ON SEEK FOR ENGINEERING ADMINISTRATION COORDINATOR	1	247.50	
INV 37906	24/03/2021	MARKETFORCE	AD ON SEEK FOR RURAL DRAINAGE LEADING HAND 1.1.2.116	1	247.50	
INV 37905	24/03/2021	MARKETFORCE	AD ON SEEK FOR HEAVY PLANT OPERATOR/GENERAL LABOURER 1.1.2.117	1	247.50	
INV 38407	27/04/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN 14/04/2021 FOR RFT 04 OF 2021 BEAVIS PLACE POS DEVELOPMENT	1	509.94	
INV 38406	27/04/2021	MARKETFORCE	PUBLIC NOTICE FOR THE COMMUNITY GRANT ASSESSMENT COMMITTEE 14/04/2021	1	408.13	
INV 38401	27/04/2021	MARKETFORCE	ADVERT ON SEEK FOR KILLARA COORDINATORADVERT ON SEEK FOR KILLARA COORDINATOR	1	247.50	
INV 38398	27/04/2021	MARKETFORCE	SEEK ADVERTISEMENT - PLANNING OFFICER	1	247.50	
INV 38405	27/04/2021	MARKETFORCE	SEEK EMPLOYMENT AD PACKAGE	1	3,734.50	
INV 38404	27/04/2021	MARKETFORCE	SEEK ADVERT FOR TRAFFIC MANAGEMENT OPERATOR	1	247.50	
INV 38403	27/04/2021	MARKETFORCE	PLANT OPERATOR AD ON SEEK	1	247.50	
INV 38408	27/04/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN 14/04/2021 FOR RFT 04 OF 2021 BAVIS PLACE POS DVELOPMENT	1	517.20	
INV 38402	27/04/2021	MARKETFORCE	ADVERT ON SEEK FOR ADMINISTRATION OFFICER. RECREATION SERVICES	1	247.50	
INV 38399	27/04/2021	MARKETFORCE	AD FOR EHO/EH TECHNICIAN	1	247.50	
INV 38397	27/04/2021	MARKETFORCE	AD ON SEEK FOR PLANT OPERATOR/GENERAL LABOURER 1.1.2.122	1	247.50	



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INV 38400	27/04/2021	MARKETFORCE	AD FOR HORTICULTURAL TRAINEE APRIL 2021	1	247.50	
EFT39910	06/05/2021	MCLEODS BARRISTERS & SOLICITORS	ADVISE RE ILLEGAL STRUCTURE AT 4 HOVEA CRESCENT, F. CAREY	1	- 0,1,7	1,328.74
INV 117852	26/02/2021	MCLEODS BARRISTERS & SOLICITORS	CONSIDERING EMAIL, TELEPHONE, REVIEWING COST RECOVERY OPTIONS, EMAIL - G TESTER	1	275.22	
INV 118400	31/03/2021	MCLEODS BARRISTERS & SOLICITORS	ADVISE RE ILLEGAL STRUCTURE AT 4 HOVEA CRESCENT, F. CAREY	1	1,053.52	
EFT39911	06/05/2021	MERLE GOODWIN	MERLE GOODWIN SALE OF ARTWORK HELD AT BKB	1		240.00
INV 2	19/10/2020	MERLE GOODWIN	MERLE GOODWIN SALE OF ARTWORK HELD AT BKB	1	240.00	
E FT39912	06/05/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2020 TO 19/05/2021 ON CONTRACT C.201819-12 29/3/2021 TO 4/4/2021	1		15,358.20
INV N2758	05/04/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GUILLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2020 TO 19/05/2021 ON CONTRACT C 201819-12 29/3/2021 TO 4/4/2021	1	3,839.55	
INV N2749	05/04/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GUILLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2020 TO 19/05/2021 ON CONTRACT C. 201819-12 22/2/2021 TO 28/2/2021.	1	3,839.55	
INV N2761	19/04/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING, FOOTPATH SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2020 TO 19/05/2021 ON CONTRACT C.201819-12 PERIOD 12/4/2021 TO 18/4/2021	1	3,839.55	
INV N2760	19/04/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GUILLY EDUCTION SERVICES (CLEANING TOWN ROADS) FROM 01/07/2020 TO 19/05/2021 ON CONTRACT C.201819-12 5/4/2021 TO 11/4/2021	1	3,839.55	
EFT39913	06/05/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1		569.00
INV 0000343	015/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	34.50	
INV 0000343	116/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	151.50	
INV 0000343	219/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	36.00	
INV 0000343	921/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	34.50	
INV 0000343	821/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	18.00	



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INV 0000344	4022/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	34.50	
INV 0000344	4823/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	56.00	
INV 0000345	5628/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	51.00	
INV 0000345	5729/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	67.50	
INV 0000345	5830/04/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - APRIL	1	34.50	
INV 0000346	5804/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	51.00	
EFT39914	06/05/2021	NORTHAM FLORIST	WREATHS FOR ANZAC DAY SERVICES	1		427.00
INV 24295	18/09/2020	NORTHAM FLORIST	FLOWERS FOR KURT DU BOULAY & CHARLEE GRACE	1	77.00	
INV 5801	20/01/2021	NORTHAM FLORIST	WREATH FOR RSL AIRMEN AVRO ANSON ROAD	1	70.00	
INV 24280	03/05/2021	NORTHAM FLORIST	MEMORIAL SERVICE 4 OCTOBER 2020 WREATHS FOR ANZAC DAY SERVICES	1	280.00	
E FT39915	06/05/2021	NORTHAM VETERINARY CENTRE	TREATMENT FOR INJURED INPOUNDED DOG, COCOA	1		253.55
INV 85230	22/03/2021	NORTHAM VETERINARY CENTRE	TREATMENT FOR INJURED INPOUNDED DOG, COCOA	1	253.55	
EFT39916	06/05/2021	NUTRIEN AG SOULTIONS LIMITED	T130 3 SERIES 100 FILTER 120 MICRON SCREEN	1		1,755.60
INV 9043041	1709/03/2021	NUTRIEN AG SOULTIONS LIMITED	T130 3 SERIES 100 FILTER 120 MICRON SCREEN	1	1,122.00	
INV 9043786	5223/03/2021	NUTRIEN AG SOULTIONS LIMITED	GREY CEMENT PER BAG	1	633.60	
E FT39917	06/05/2021	OASIS OUTDOOR STRUCTURES	BAKERS HILL PIE SHOP HARD STAND - LIMESTONE REPAIR AS PER QUOTE QU-0669	1		4,059.00
INV INV-059	9515/04/2021	OASIS OUTDOOR STRUCTURES	BAKERS HILL PIE SHOP HARD STAND - LIMESTONE REPAIR AS PER QUOTE QU-0669	1	4,059.00	
EFT39918	06/05/2021	OXTER SERVICES	BURIAL OF VARIOUS ON 21/4/2021 & 27/04/2021.	1	-,541	2,355.57
INV 24198	16/04/2021	OXTER SERVICES	TOILET ROLLS FOR AIRPORT PUBLIC TOILETS	1	221.57	
INV 24240	23/04/2021	OXTER SERVICES	BURIAL OF VARIOUS ON 21/4/2021 & 27/04/2021.	1	2,134.00	
E FT39919	06/05/2021	PERTH MATERIALS BLOWING	REPLACEMENT OF SOFTFALL MULCH FOR THE YOUTH PRECINCT DUE TO STORM DAMAGE AS PER ESTIMATE 1189 - EXCESS FOR INSURANCE CLAIM.	1		23,324.40

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INV 658	13/04/2021	PERTH MATERIALS BLOWING	REPLACEMENT OF SOFTFALL MULCH FOR THE YOUTH PRECINCT DUE TO STORM DAMAGE AS PER ESTIMATE 1189 - EXCESS FOR INSURANCE CLAIM.	1	23,324.40	
E FT39920	06/05/2021	RED DOT STORES	BIRTHDAY PARTY SUPPLIES.	1		166.00
INV 5071518	728/04/2021	RED DOT STORES	BIRTHDAY PARTY SUPPLIES.	1	166.00	
E FT39921	06/05/2021	RETAIL DECISIONS (COLES)	COLES EXPENCES FOR MARCH 2021 - AR	1		2,646.94
INV 165	31/03/2021	RETAIL DECISIONS (COLES)	COLES EXPENCES FOR MARCH 2021 - AR		2,646.94	
E FT39922	06/05/2021	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB	1		539.10
INV WS-000	029/04/2021	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB	1	539.10	
E FT39923	06/05/2021	ROSEMARY POWER	RECEIPT FOR PROMOTING AVON LOCALS DRIVING	1		84.00
INV DYPLZ	W03/04/2021	ROSEMARY POWER	CHANGE RECEIPT FOR PROMOTING AVON LOCALS DRIVING CHANGE	1	84.00	
E FT39924	06/05/2021	SHRED-X PTY LTD	DESTRUCTION OF 240L PERMANANT SECURITY BIN AT	1		140.00
INV 0159630	731/03/2021	SHRED-X PTY LTD	KILLARA DESTRUCTION OF 240L PERMANANT SECURITY BIN AT KILLARA	1	70.00	
INV 0161051	930/04/2021	SHRED-X PTY LTD	DESTRUCTION OF 240L PERMANANT SECURITY BIN AT KILLARA	1	70.00	
E FT39925	06/05/2021	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR ROADWISE COMMITTEE 15/03/2021 TO 31/12/2021	1		2,442.00
INV 7117627	730/04/2021	SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIREPRESIDENT - APRIL 2021	1	176.00	
INV 7117649	330/04/2021	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR ROADWISE COMMITTEE 15/03/2021 TO 31/12/2021	1	2,266.00	
EFT39926	06/05/2021	SPECIALISED TREE SERVICE	TREE REMOVAL FOR NORTHAM SHIRE DEPOT REDEVELOPMENT	1		1,960.00
INV 3551	23/04/2021	SPECIALISED TREE SERVICE	VERGE TREE PRUNING AT 119 SUBURBAN ROAD	1	490.00	
INV 3556	29/04/2021	SPECIALISED TREE SERVICE	TREE REMOVAL FOR NORTHAM SHIRE DEPOT REDEVELOPMENT	1	1,470.00	



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E FT39927	06/05/2021	SPORT AND RECREATION SURFACES	MAINTENANCE SWEEPING FOR BERT HAWKE HOCKEY	1		880.00
INV INV-01	1003/05/2021	SPORT AND RECREATION SURFACES	TURF MAINTENANCE SWEEPING FOR BERT HAWKE HOCKEY TURF	1	880.00	
E FT39928	06/05/2021	SPORTSPOWER NORTHAM H & H JOUBERT	WHISTLES	1		164.00
INV 21-0000	0528/04/2021	SPORTSPOWER NORTHAM H & H JOUBERT	NETBALL CHAINS FOR OUTSIDE COURTS	1	44.00	
INV 21-0000	529/04/2021	SPORTSPOWER NORTHAM H & H JOUBERT	WHISTLES	1	120.00	
EFT39929	06/05/2021	SPYKER TECHNOLOGIES PTY LTD	SUPPLY AND INSTALLATION OF WUNDOWIE CCTV NETWORK AS PER C. 202021-02	1	70.5	61,589.18
INV 2021306	6 10/03/2021	SPYKER TECHNOLOGIES PTY LTD	SUPPLY AND INSTALLATION OF WUNDOWIE CCTV NETWORK AS PER C.202021-02	1	57,250.44	
INV 2021306	6 10/03/2021	SPYKER TECHNOLOGIES PTY LTD	AS PER CONTRACT C.202021-02. VARIATION V02. WUNDOWIE & DISTRICT MEN'S SHED ADDITIONAL CAMERA ALLOWANCE. INCLUDES CABLING, LICENSING AND LABOUR.	1	929.68	
INV 2021300	5 10/03/2021	SPYKER TECHNOLOGIES PTY LTD	CONTRACT C.202021-02 - VARIATION #V0-03 UPGRADE EXISTING 6M STATIC POLES TO 6M HINGED CCTV POLES.	1	3,409.06	
EFT39930	06/05/2021	STALLION BUILDING CO PTY LTD	SUPPLY AND INSTALL BAKERS HILL FIRE SHED AS PER CONTRACT C.202021-03	1	Acces	31,995.93
INV 1718	04/05/2021	STALLION BUILDING CO PTY LTD	SUPPLY AND INSTALL BAKERS HILL FIRE SHED AS PER CONTRACT C.202021-03	1	31,995.93	
EFT39931	06/05/2021	SUSETTE AUMORD	WORK BOOTS REIMBURSMENT -	1		199.90
INV 1104728	8707/04/2021	SUSETTE AUMORD	REIMBURSMENT FOR POLICE CLEARANCE.	1	49.90	
INV WG449	7110/04/2021	SUSETTE AUMORD	WORK BOOTS REIMBURSMENT -	1	150.00	
E FT39932	06/05/2021	SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 23/02/2021 TO 27/04/2021	1		5,787.61
INV 136537	7415/04/2021	SYNERGY	136537740 AIRPORT - 18/03/2021 TO 14/04/2021		1,030.60	
INV 3358209	9421/04/2021	SYNERGY	335820940 CREATE 298 - 17/03/2021 TO 20/04/2021		768.31	
INV 8110294	4729/04/2021	SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 23/02/2021 TO 27/04/2021		2,936.84	



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INV 9812925	5730/04/2021	SYNERGY	981292570 BAKERS HILL REC CENTRE - 24/02/2021 TO 28/04/2021		360.37	
INV 9626429	9930/04/2021	SYNERGY	962642990 MEDICAL CENTRE - 25/02/2021 TO 29/04/2021		118.06	
INV 3706392	2330/04/2021	SYNERGY	370639230 WUNDOWIE TOWN HALL - 25/02/2021 TO 29/04/2021		344.85	
INV 3006770	0730/04/2021	SYNERGY	300677070 WUNDOWIE FOOTBALL PAVILLION - 25/02/2021 TO 29/04/2021		228.58	
EFT39933	06/05/2021	T-QUIP	PN2003 - HAKO CITYMASTER SWEEPER SIDE BROOM (POLY-WIRE) 600 WEP251382-468565G AS OUTTED	1		600.00
INV 99606#:	5 16/03/2021	T-QUIP	PN2003 - HAKO CITYMASTER SWEEPER SIDE BROOM (POLY-WIRE) 600 WEP251382-468565G AS QUOTED	1	600.00	
EFT39934	06/05/2021	TELSTRA CORPORATION	MAINLINE TELSTRA ACCOUNT FOR APR - MAY 2021.	1		996.54
INV 3864754	18/12/04/2021	TELSTRA CORPORATION	HENRY ST OVAL APRIL - MAY 2021.	1	40.00	
INV 9026075	5012/04/2021	TELSTRA CORPORATION	MAINLINE TELSTRA ACCOUNT FOR APR - MAY 2021.	1	926.54	
INV 6305302	2927/04/2021	TELSTRA CORPORATION	BAKERS HILL BFB 23/03/2021 TO 27/04/2021	1	30.00	
E FT39935	06/05/2021	THE WORKWEAR GROUP	UNIFORM FOR SUE CONNELL.	1		99.95
INV 1305858	8602/04/2021	THE WORKWEAR GROUP	UNIFORM FOR SUE CONNELL.	1	99.95	
EFT39936	06/05/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR W/E 14/03/2021	1		519.36
INV 0485-S3	014/03/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR W/E 14/03/2021	1	274.61	
INV 0486-S3	021/03/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR W/E 21/03/21.	1	244.75	
E FT39937	06/05/2021	TOTAL GREEN RECYCLING PTY LTD	COLLECTION OF E-WASTE SEA CONTAINER FROM THE OLD QUARRY ROAD TIP IN NORTHAM AND RETURN OF EMPTY SEA CONTAINER SAME DAY	1		2,368.83
INV INV974	9 30/04/2021	TOTAL GREEN RECYCLING PTY LTD	COLLECTION OF E-WASTE SEA CONTAINER FROM THE OLD QUARRY ROAD TIP IN NORTHAM AND RETURN OF EMPTY SEA CONTAINER SAME DAY	1	2,368.83	
E FT39938	06/05/2021	VERLINDENS ELECTRICAL SERVICE (WA)	VISITORS CENTRE. REPLACE SWITCHBOARD AND BALANCE PHASES AS PER QUOTE NQ4379.	1		5,947.70



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INV 93031	30/04/2021	VERLINDENS ELECTRICAL SERVICE (WA)	VISITORS CENTRE. REPLACE SWITCHBOARD AND BALANCE PHASES AS PER QUOTE NQ4379.	1	3,841.20	
INV 93032	30/04/2021	VERLINDENS ELECTRICAL SERVICE (WA)	VISITORS CENTRE. EXTRA WORKS TO REPLACE 10 X 10AMP AND 23 16 AMP RCDS TO NEW SWITCHBOARD.	1	2,106.50	
EFT39939	06/05/2021	WA CONTRACT RANGER SERVICES	ANIMAL POUND DUTIES 05/04/2021 TO 18/04/2021.	1		1,320.00
INV 03258	19/04/2021	WA CONTRACT RANGER SERVICES	ANIMAL POUND DUTIES 05/04/2021 TO 18/04/2021.	1	1,320.00	
EFT39940	06/05/2021	WARRICKS NEWSAGENCY	NEWSPAPERS & MAGAZINES APRIL 2021.	1		244.37
INV SN0000	6B0/04/2021	WARRICKS NEWSAGENCY		1	47.30	
INV SN0001	7230/04/2021	WARRICKS NEWSAGENCY	NEWSPAPERS & MAGAZINES APRIL 2021.	1	197.07	
E FT39941	06/05/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1512 - REPLACE CHEM PUMP	1		1,823.50
INV INV-116	5522/02/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1414 - REMOVE AND REPLACE LIGHT SYSTEM ON TRAILER WITH LED AS PER VERBAL QUOTE 12/02/21	1	446.50	
INV INV-117	7202/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2014 - REPLACE NEW TWIN DRUM BEACON	1	290.50	
INV INV-117	7826/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1512 - REPLACE CHEM PUMP	1	701.50	
INV INV-117	7826/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT TO INVESTIGATE VEHICLE NOT STARTING. REPLACE BATTERY - N1407 - N10996	1	385.00	
EFT39942	06/05/2021	WHEATBELT HEALTH CENTRE PHARMACY	BODY SURE WEIGHT SCALES FOR KILLARA	1		26.99
INV 150411	20/04/2021	WHEATBELT HEALTH CENTRE PHARMACY	BODY SURE WEIGHT SCALES FOR KILLARA	1	26.99	
E FT39943	06/05/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 MONTH OF 16/03/2021 TO 26/03/2021.	1		3,519.45
INV 0030121	829/03/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 MONTH OF 16/03/2021 TO 26/03/2021.	1	3,519.45	
EFT39944	06/05/2021	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	VARIOUS TONERS FOR PRINTERS	1		482.00
INV 27564	04/05/2021	WHEATBELT OFFICE & BUSINESS MACHINES (WOBM)	VARIOUS TONERS FOR PRINTERS	1	482.00	



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E FT39945	06/05/2021	ZENIEN	ADMIN BUILDING. REPLACE EXISTING SYSTEM WITH NEW SYSTEM AS PER QUOTE Q4181.	1		11,462.32
INV I8292	29/01/2021	ZENIEN	CCTV - REPLACE SOUNDSHELL CAMERA	1	1,134.32	
INV I8359	22/02/2021	ZENIEN	ADMIN BUILDING. REPLACE EXISTING SYSTEM WITH NEW SYSTEM AS PER QUOTE Q4181.	1	10,328.00	
EFT39946	07/05/2021	ATTILA JOHN MENCSHELYI	COUNCILLOR PAYMENTS FOR APRIL 2021	1		1,905.73
INV APRIL	2030/04/2021	ATTILA JOHN MENCSHELYI	COUNCILLOR PAYMENTS FOR APRIL 2021	1	1,905.73	
EFT39947	07/05/2021	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR APRIL 2021	1		1,100.00
INV APRIL	2030/04/2021	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR APRIL 2021	1	1,100.00	
EFT39948	07/05/2021	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR	1	4.31.4	1,905.73
INV APRIL	2030/04/2021	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR	1	1,905.73	
E FT39949	07/05/2021	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR APRIL 2021	1	- 1-11-	5,498.16
INV APRIL	2030/04/2021	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR APRIL 2021	1	5,498.16	
EFT39950	07/05/2021	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR APRIL 2021	1		2,009.33
INV APRIL	2030/04/2021	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR APRIL 2021	1	2,009.33	
EFT39951	07/05/2021	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR APRIL	1		3,043.03
INV APRIL	2030/04/2021	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR APRIL	1	3,043.03	
E FT39952	07/05/2021	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR APRIL 2021	1		1,905.73
INV APRIL	2030/04/2021	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR APRIL 2021	1	1,905.73	
E FT39953	07/05/2021	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR APRIL 2021	1		1,905.73
INV APRIL	2030/04/2021	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR APRIL 2021	1	1,905.73	
E FT39954	07/05/2021	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR APRIL 2021	1		1,905.73
INV APRIL	2660/04/2021	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR APRIL 2021	1	1,905.73	



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E FT39955	07/05/2021	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FOR APRIL 2021	1		1,905.73
INV APRIL 2	2030/04/2021	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FOR APRIL 2021	1	1,905.73	
EFT39956	07/05/2021	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR APRIL 2021	1		2,065.57
INV APRIL 2	2030/04/2021	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR APRIL 2021	1	2,065.57	
E FT39958	13/05/2021	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR EVENT NORTHAM RSL ANZAC DAY SERVICES HELD ON SATURDAY 25TH APRIL 2021 - EVENT CANCELLED DUE TO COVID ADMIN FEE ONLY.	1		90.20
INV 0014561	928/04/2021	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR EVENT NORTHAM RSL ANZAC DAY SERVICES HELD ON SATURDAY 25TH APRIL 2021 - EVENT CANCELLED DUE TO COVID ADMIN FEE ONLY.	1	90.20	
EFT39959	13/05/2021	AGIMPLEMENTS	BLADES FIELDQUIP MOWER.	1		706.73
INV 423455	29/03/2021	AG IMPLEMENTS	BLADES FIELDQUIP MOWER.	1	706.73	
EFT39960	13/05/2021	AUSTRALIA POST	ADMIN POSTAGE CHARGES APRIL 2021	1		501.84
INV 1010553	803/05/2021	AUSTRALIA POST	ADMIN POSTAGE CHARGES APRIL 2021	1	501.84	
EFT39961	13/05/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	1		129.50
INVDEDUC	T11/05/2021	AUSTRALIAN SERVICES UNION	Payroll deductions		129.50	
EFT39963	13/05/2021	AUTOPRO NORTHAM	UH820-2 W/TRADIES ACC PACK	1		271.91
INV 917288	06/05/2021	AUTOPRO NORTHAM	UH820-2 W/TRADIES ACC PACK	1	271.91	
EFT39964	13/05/2021	AVON CONCRETE	DRAIN CLEANING CNR BURNSIDE & CHARLES ST NORTHAM	1		1,380.50
INV 2001	06/05/2021	AVON CONCRETE	DRAIN CLEANING CNR BURNSIDE & CHARLES ST NORTHAM	1	1,380.50	
EFT39965	13/05/2021	AVON VALLEY ARTS SOCIETY (INC)	VARIOUS ARTWORKS SOLD ON COMMISSION.	1	100	99.20
INV 48861	15/03/2021	AVON VALLEY ARTS SOCIETY (INC)	VARIOUS ARTWORKS SOLD ON COMMISSION.	1	99.20	



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EFT39966	13/05/2021	AVON VALLEY PLANT & EQUIPMENT PTY LTD	WUNDOWIE TOWNSITE STORM DAMAGE CLEANUP DAY RATE	1	70.0	8,217.00
INV IV10659	11/03/2021	AVON VALLEY PLANT & EQUIPMENT PTY LTD	CLEAN PEEL TOE CARPARK REMEDIAL WORKS TO STORM DAMAGE	1	2,035.00	
INV IV10657	11/03/2021	AVON VALLEY PLANT & EQUIPMENT PTY LTD	WUNDOWIE TOWNSITE STORM DAMAGE CLEANUP DAY RATE	1	3,960.00	
INV IV10658	8 02/04/2021	AVON VALLEY PLANT & EQUIPMENT PTY LTD	NORTHAM BASKETBALL COURT STORM DAMAGE CLEAN UP	1	1,760.00	
INV IV10675	5 05/05/2021	AVON VALLEY PLANT & EQUIPMENT PTY LTD	15 TON 200/400 ROCK TO BE DELIVERED TO ENRIGHT PARK.	1	462.00	
EFT39967	13/05/2021	BOOKTOPIA PTY LTD	VARIOUS BOOKS FOR LIBRARY	1		428.52
INV 1394074	705/05/2021	BOOKTOPIA PTY LTD	VARIOUS BOOKS FOR LIBRARY	1	428.52	
EFT39968	13/05/2021	BUNNINGS BUILDING SUPPLIES P/L	LIQUID NAILS & FILES.	1		41.32
INV 2182/003	3406/05/2021	BUNNINGS BUILDING SUPPLIES P/L	LIQUID NAILS & FILES.	1	41.32	
E FT39969	13/05/2021	CADDSFASHIONS	PPE UNIFORM ITEMS FOR OUTDOOR WORKERS	1		819.90
INV 21-00004	405/05/2021	CADDSFASHIONS	RED BUCKET HATS	1	150.00	
INV 21-00004	405/05/2021	CADDSFASHIONS	BLACK AND WHITE LADIES POLO SHIRT - SIZE 14 - BOBBL-JO WISE.	1	22.00	
INV 21-00004	4305/05/2021	CADDSFASHIONS	PPE UNIFORM ITEMS FOR OUTDOOR WORKERS	1	625.90	
INV 21-00004	405/05/2021	CADDSFASHIONS	BLACK AND WHITE SHIRE OF NORTHAM EMBROIDED LOGO POLO SHIRT - XL - CLINTON KLEYNHANS	1	22.00	
EFT39970	13/05/2021	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIOM PAYMENT FOR IANUARY, FEBRUARY, MARCH & APRIL 2021.	1		3,333.32
INV 1205202	112/05/2021	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIOM PAYMENT FOR JANUARY, FEBRUARY, MARCH & APRIL 2021.	1	3,333.32	
EFT39971	13/05/2021	CLINTON DARRYL KLEYNHAMS	REIMBUREMMENT OF FUEL PURCHASE FOR PN1901 - EMES VEHCILE	1		99.09
INV 0605202	106/05/2021	CLINTON DARRYL KLEYNHAMS	REIMBUREMMENT OF FUEL PURCHASE FOR PN1901 - EMES VEHCILE	1	99.09	
E FT39972	13/05/2021	COUNTRY COPIERS NORTHAM	100 SHEETS A4 WHITE CARD 210GSM	1		24.65



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INV 44010	28/02/2021	COUNTRY COPIERS NORTHAM	100 SHEETS A4 WHITE CARD 210GSM	1	24.65	
EFT39973	13/05/2021	COUNTRY WIDE GROUP	SINGLE BLADED EDGER BLADES	1		369.26
INV ACCOOR	0606/05/2021	COUNTRYWIDE GROUP	PART NO BNC5696 ROVER 18" & 20"CUT	1	49.94	
INV ACCOOR	0607/05/2021	COUNTRY WIDE GROUP	SINGLE BLADED EDGER BLADES	1	203.50	
INV ACCOOO	0011/05/2021	COUNTRYWIDE GROUP	REPAIR BRUSHCUTTER	1	115.82	
E FT39974	13/05/2021	CRACK SEAL WA PTY LTD	CRACKSEAL & POTHOLE REPAIR VARIOUS ROADS.	1		7,492.21
INV INV-009	9022/04/2021	CRACK SEAL WA PTY LTD	CRACKSEAL & POTHOLE REPAIR VARIOUS ROADS.	1	7,492.21	
E FT39975	13/05/2021	DRACO AIR PTY LTD	REPAIRS TO FRIDGE IN MAIN KITCHEN AT NORTHAM	1		264.00
INV 13754	09/04/2021	DRACO AIR PTY LTD	TOWN HALL. REPAIRS TO FRIDGE IN MAIN KITCHEN AT NORTHAM TOWN HALL.	1	264.00	
EFT39976	13/05/2021	DUN DIRECT PTY LTD	FUEL CHARGES FOR APRIL 2021	1	1,171	18,060.40
INV APRIL 2	2030/04/2021	DUN DIRECT PTY LTD	FUEL CHARGES FOR APRIL 2021	1	18,060.40	
EFT39977	13/05/2021	EASIFLEET	Payroll deductions	1		1,601.63
INV DEDUC	T11/05/2021	EASIFLEET	Payroll deductions		1,005.40	
INV DEDUC	T.11/05/2021	EASIFLEET	Payroll deductions		596.23	
E FT39978	13/05/2021	ELDERS LIMITED	20LTR DRUMS GLYPHOSATE & WETTING AGENT	1		943.84
INV C508031	1 10/05/2021	ELDERS LIMITED	GLYPHOSATE & MEASURING EQUIPMENT FOR CHEMICALS.	1	344.85	
INV C508035	5 10/05/2021	ELDERS LIMITED	20LTR DRUMS GLYPHOSATE & WETTING AGENT	1	598.99	
E FT39979	13/05/2021	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	INDIVIDUAL REPORTS FOR NEW VOLUNTEER FIREFIGHTING MEMBERS APRIL 2021.	1	3.50	41.69
INV 1486454	1330/04/2021	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	INDIVIDUAL REPORTS FOR NEW VOLUNTEER FIREFIGHTING MEMBERS APRIL 2021.	1	41.69	
EFT39980	13/05/2021	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY BORROWER CARDS	1		1,798.50



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INV INV-035	5420/04/2021	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY BORROWER CARDS	1	1,798.50	
EFT39981	13/05/2021	GRAFTON ELECTRICS	SUPPLY LTP 1100 PUMP	1		1,133.00
INV 7687	25/03/2021	GRAFTON ELECTRICS	SUPPLY LTP 1100 PUMP	1	1,133.00	
E FT39982	13/05/2021	GROVE WESLEY DESIGN ART	NAME BADGES X 4	1		64.48
INV 6507	30/04/2021	GROVE WESLEY DESIGN ART	NAME BADGES X 4	1	64.48	
E FT39983	13/05/2021	INDEPENDENT VALUERS OF WESTERN AUSTRALIA	VALUATION SERVICES FOR 181 WELLINGTON STREET	1	Table	1,089.00
INV 0000341	1104/03/2021	INDEPENDENT VALUERS OF WESTERN AUSTRALIA	VALUATION SERVICES FOR 181 WELLINGTON STREET	1	1,089.00	
EFT39984	13/05/2021	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/04/2020 TO 30/04/2021 X 1 BOTTLE	1		511.51
INV 6380011	30/04/2021	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/04/2020 TO 30/04/2021 X 1 BOTTLE	1	383.63	
INV 6380011	30/04/2021	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY FOR THE PERIOD APRIL 2021 X 1 BOTTLE	1	127.88	
E FT39985	13/05/2021	JR & A HERSEY PTY LTD	VARIOUS SUPPLIES FOR DEPOT	1		794.35
INV S46696	28/04/2021	JR & A HERSEY PTY LTD	VARIOUS SUPPLIES FOR DEPOT	1	794.35	
EFT39986	13/05/2021	KLEENHEAT GAS	DELIVERY OF LPG GAS ON THE 28TH APRIL 2021.	1		5,170.11
INV 2176066	5328/04/2021	KLEENHEAT GAS	DELIVERY OF LPG GAS ON THE 28TH APRIL 2021.	1	3,052.51	
INV 2176078	3904/05/2021	KLEENHEAT GAS	DELIVERY OF LPG GAS ON THE 4TH OF MAY 2021.	1	2,117.60	
E FT39987	13/05/2021	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM MAY 2021	1		916.66
INV 0000043	3926/04/2021	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM MAY 2021	1	916.66	
E FT39988	13/05/2021	MARSH PTY LTD	FRAUD AWARENESS WORKSHOP (ALYSHA McCALL & CHERYL GREENOUGH)	1		253.00



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INV 060-132	2706/05/2021	MARSH PTY LTD	FRAUD AWARENESS WORKSHOP (ALYSHA McCALL & CHERYL GREENOUGH)	1	253.00	
E FT39989	13/05/2021	MOORE AUSTRALIA (WA) PTY LTD	INDEPENDENT ASSURANCE REPORT PROVIDED IN RELATION TO BBRF FUNDING APPLICATION	1		2,475.00
INV 321133	05/05/2021	MOORE AUSTRALIA (WA) PTY LTD	INDEPENDENT ASSURANCE REPORT PROVIDED IN RELATION TO BBRF FUNDING APPLICATION	1	2,475.00	
EFT39990	13/05/2021	MOUAYAD ABDULAZIZ ALMAHAMID	RATES CREDIT REFUND FOR ASSESSMENT A12879	1		278.00
INV A12879	07/05/2021	MOUAYAD ABDULAZIZ ALMAHAMID	RATES CREDIT REFUND FOR ASSESSMENT A12879		278.00	
E FT39991	13/05/2021	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS 05.05.2021 to 04.06.2021.	1	7.10	417.67
INV 9224819	905/05/2021	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS 05.05.2021 to 04.06.2021.	1	417.67	
EFT39992	13/05/2021	NORTH METROPOLITAN TAFE	LACHLAN KICKET INVOICE 10021993 CERT III HORTICULTURE SEMESTER 1 AHC30716	1	-	555.00
INV A000453	3704/05/2021	NORTH METROPOLITAN TAFE	LACHLAN KICKET CREDIT NOTE A0004537 CERT III HORTICULTURE SEMESTER 1 AHC30716	1	-213.70	
INV 10021993	3 04/05/2021	NORTH METROPOLITAN TAFE	LACHLAN KICKET INVOICE 10021993 CERT III HORTICULTURE SEMESTER 1 AHC30716	1	768.70	
E FT39993	13/05/2021	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	NEW SUZUKI VITARA WAGON AUTO PETROL WHITE AS PER QUOTE DATED 26/3/2021 C/W WINDOW TINT, FIRE EXTINGUISHER, FIRST AID KIT, RUBBER FLOOR MATS	1		28,973.56
INV 132856	29/04/2021	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	NEW SUZUKI VITARA WAGON AUTO PETROL WHITE AS PER QUOTE DATED 26/3/2021 C/W WINDOW TINT, FIRE EXTINGUISHER, FIRST AID KIT, RUBBER FLOOR MATS	1	28,544.00	
INV 132834	05/05/2021	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	PN1901 N10721 VIN MMU148MK0LH607023, 60,000KM SERVICE PLUS COOLANT FLUSH	1	429.56	
E FT39994	13/05/2021	NORTHAM BETTA ELECTRICAL	REPLACEMENT OF 10 LITRE STAINLESS STEEL BIRKO URN FOR KILLARA	1		299.00
INV 2001002	627/04/2021	NORTHAM BETTA ELECTRICAL	REPLACEMENT OF 10 LITRE STAINLESS STEEL BIRKO URN FOR KILLARA	1	299.00	



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E FT39995	13/05/2021	NORTHAM COMMUNITY MEN'S SHED	MINUTE NO: CCAG.10	1		2,200.00
INV 01	29/04/2021	NORTHAM COMMUNITY MEN'S SHED	THAT THE COMMUNITY GRANTS ASSESSMENT COMMITTEE APPROVE A GRANT TO NORTHAM MEN'S SHED OF UP TO \$2,000 FOR MEN'S HEALTH AND WELLBEING ACTIVITIES MINUTE NO: CCAG.10	1	2,200.00	
			THAT THE COMMUNITY GRANTS ASSESSMENT COMMITTEE APPROVE A GRANT TO NORTHAM MEN'S SHED OF UP TO \$2,000 FOR MEN'S HEALTH AND WELLBEING ACTIVITIES			
E FT39996	13/05/2021	NORTHAM POLICE & CITIZENS YOUTH	MINUTE NO: CCAG.21-COMMUNITY GRANT TO	1		8,250.00
INV SINV210	004/05/2021	CLUB (INC) NORTHAM POLICE & CITIZENS YOUTH CLUB (INC)	NORTHAM PCYC (NIGHT HOOPS NORTHAM) MINUTE NO: CCAG.21-COMMUNITY GRANT TO NORTHAM PCYC (NIGHT HOOPS NORTHAM)	1	8,250.00	
E FT39997	13/05/2021	NORTHAM RAILWAYS FOOTBALL CLUB INC	MINUTE NO: CCAG.25-RAILWAYS FOOTBALL CLUB FOR	1		3,200.00
INV 2021-11	12/05/2021	NORTHAM RAILWAYS FOOTBALL CLUB INC	THE NAIDOC FOOTBALL GAME MINUTE NO: CCAG.25-RAILWAYS FOOTBALL CLUB FOR THE NAIDOC FOOTBALL GAME	1	3,200.00	
E FT39998	13/05/2021	NUTRIEN AG SOULTIONS LIMITED	20LTR SEASOL CONCENTRATE	1		217.60
INV 9044667	807/04/2021	NUTRIEN AG SOULTIONS LIMITED	WHIT POST LIFTER STEEL	1	155.43	
INV 9044711	008/04/2021	NUTRIEN AG SOULTIONS LIMITED	POST REMOVER	1	-157.30	
INV 9045550	921/04/2021	NUTRIEN AG SOULTIONS LIMITED	AGFITTINGS TO NEW FILTER	1	36.87	
INV 9045886	327/04/2021	NUTRIEN AG SOULTIONS LIMITED	20LTR SEASOL CONCENTRATE	1	182.60	
E FT39999	13/05/2021	PIERCE LLOYD	STAFF COSTS FROM LICENSING TRAINING	1		190.51
INV 06/05/20	206/05/2021	PIERCE LLOYD	STAFF COSTS FROM LICENSING TRAINING	1	190.51	
EFT40000	13/05/2021	PROFESSIONAL LOCKSERVICE	KEYS FOR JUNIOR FOOTBALL CLUB	1		344.69
INV 0010601	021/04/2021	PROFESSIONAL LOCKSERVICE	KEYS FOR JUNIOR FOOTBALL CLUB	1	344.69	



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EFT40001	13/05/2021	REBECKA DANI EVANS JACKSON	STAFF COST FROM LICENSING TRAINING	1		188.70
INV 30/04/20	0230/04/2021	REBECKA DANI EVANS JACKSON	STAFF COST FROM LICENSING TRAINING	1	188.70	
EFT40002	13/05/2021	STATE LIBRARY OF WESTERN AUSTRALIA	INTERLIBRARY LOANS FREIGHT CHARGE SLWA.	1		1,858.03
INV RI02802	3019/04/2021	STATE LIBRARY OF WESTERN AUSTRALIA	INTERLIBRARY LOANS FREIGHT CHARGE SLWA.	1	1,858.03	
EFT40003	13/05/2021	STEWART & HEATON CLOTHING CO.PTY	UNIFORM'S FOR BUSHFIRES	1	70.97	178.51
INV SIN-336	5004/05/2021	STEWART & HEATON CLOTHING CO.PTY LTD	B058X-BELT BLACK B/WEAVE NICKEL KEEP	1	47.28	
INV SIN-336	5004/05/2021	STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORMS FOR BUSHFIRES	1	131.23	
EFT40004	13/05/2021	SWANTOWING SERVICE PTY LTD	RETURN CENTRAL 3.4 FROM FRONTLINE FIRE & RESCUE, BERINGA WAY MALAGA AND DELIVER TO NORTHAM SHIRE, 395 FITZGERALD STREET, NORTHAM	1		1,540.00
INV 0025650	0108/03/2021	SWAN TOWING SERVICE PTY LTD	RETURN CENTRAL 3.4 FROM FRONTLINE FIRE & RESCUE, BERINGA WAY MALAGA AND DELIVER TO NORTHAM SHIRE, 395 FITZGERALD STREET, NORTHAM	1	770.00	
INV 0025650	0108/03/2021	SWANTOWING SERVICE PTY LTD	FICKUP CENTRAL 3.4 FROM NORTHAM REGIONAL OFFICE, 79 NEWCASTLE RD 08/03/2021 - AM, DELIVER TO FRONTLINE FIRE & RESCUE, BERINGA WAY MALAGA	1	770.00	
EFT40005	13/05/2021	SYNERGY	158509760 BAKERS HILL FIRE STATION - 23/02/2021 TO 27/04/2021	1	1. 2. 6	787.25
INV 1585097	7628/04/2021	SYNERGY	158509760 BAKERS HILL FIRE STATION - 23/02/2021 TO 27/04/2021		269.63	
INV 2886267	7428/04/2021	SYNERGY	288626740 CLACKLINE HALL - 23/02/2021 TO 27/04/2021		129.35	
INV 3322736	5328/04/2021	SYNERGY	332273630 CLACKLINE POST OFFICE - 24/02/2021 TO 27/04/2021		148.08	
INV 4879640	0430/04/2021	SYNERGY	487964040 YAK SHACK - 25/02/2021 TO 29/04/2021		125.82	
INV 9168227	7505/05/2021	SYNERGY	916822750 WUNDOWIE TENNIS CLUB - 12/03/2021 TO 27/04/2021		114.37	
EFT40006	13/05/2021	THE BOOK SHED	BKB DESIGN WORK FOR MARKETING	1		4,950.00
INV INV-210	0101/05/2021	THE BOOK SHED		1	4,950.00	



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EFT40007	13/05/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGE 28.03.2021 FOR HEALTH & CESM	1		37.29
INV 0487-S3	3028/03/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGE 28.03.2021 FOR HEALTH & CESM	1	37.29	
EFT40008	13/05/2021	TPG TELECOM	MULTI LANDLINES FOR MARCH 2021.	1		6,947.68
INV 1628409	9701/04/2021	TPG TELECOM	MULTI LANDLINES FOR MARCH 2021.	1	6,947.68	
EFT40009	13/05/2021	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 29/4/21	1		100.00
INV 68	07/05/2021	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 29/4/21	1	100.00	
EFT40010	13/05/2021	VERNICE PTY LTD	MOVEMENT OF FILL WITHIN THE INKPEN ROAD TIP SITE -25-30 TONNE DUMP TRUCK -3 DAYS WORK (9.5 HOUR DAY) TO MAXIMISE AMOUNT OF FILL MOVED CLOSE TO TIP FACE.	1		5,783.25
INV 8743	07/05/2021	VERNICE PTY LTD	MOVEMENT OF FILL WITHIN THE INKPEN ROAD TIP SITE -25-30 TONNE DUMP TRUCK -3 DAYS WORK (9.5 HOUR DAY) TO MAXIMISE AMOUNT OF FILL MOVED CLOSE TO TIP FACE.	1	5,783.25	
EFT40011	13/05/2021	WA RANGERS ASSOCIATION INC	4X VEHICLE DOOR DECALS REFLECTIVE	1		64.50
INV 16	10/02/2021	WA RANGERS ASSOCIATION INC	4X VEHICLE DOOR DECALS REFLECTIVE	1	64.50	
EFT40012	13/05/2021	WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA MARCH 2021	1		73.10
INV SN0001	731/03/2021	WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA MARCH 2021	1	37.40	
INV SN0001	730/04/2021	WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FOR APRIL 2021.	1	35.70	
EFT40013	13/05/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FIT UHF, FUEL POD POWER AND SECONDARY BEACONS TO TRAFFIC RACK ON PN2011 REGO N.4259 VIN MNAUMAE80LW109759	1		5,192.40
INV INV-116	6901/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PO \$8624 - CLACKLINE 2.4 ATTEND SITE, FIT HAND HELD DOCK INTO CAB ON CONSTANT POWER.	1	634.00	
INV INV-116	6801/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PO 58624 - INKPEN 1.4 ATTEND SITE, FIT HAND HELD DOCK INTO CAB ON CONSTANT POWER.	1	661.50	



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No	Date	Name	Invoice Description	Code	Amount	Amount
INV INV-1	16801/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PO 58624 - WUNDOWIE LT ATTEND SITE, FIT HAND HELD DOCK INTO CAB ON CONSTANT POWER.	1	319.00	
INV INV-1	16801/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PO 58624 - SES VEHICLES ATTEND SITE, FIT SUPPLIED CHARGING DOCKS FOR BOTH SES APPLIANCES AS REQUIRED. TEST, ALL OK.	1	508.00	
INV INV-1	16902/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PO 58624 - SOUTHERN BROOK 1.4 ATTEND SITE, FIT HAND HELD DOCK INTO CAB ON CONSTANT POWER.	1	524.00	
INV INV-1	16902/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PO 58624 - GRASSVALLEY 1.4 ATTEND SITE, FIT HAND HELD DOCK INTO CAB ON CONSTANT POWER.	1	524.00	
INV INV-1	17823/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1413 - REPAIR TAIL LIGHTS	1	446.40	
INV INV-1	17631/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1604 - TEST AND REPAIR EWP FAULT.	1	316.50	
INV INV-1	18304/05/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FIT UHF, FUEL POD POWER AND SECONDARY BEACONS TO TRAFFIC RACK ON PN2011 REGO N 4259 VIN MNAUMAE80LW109759	1	874.00	
INV INV-1	14530/09/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1310 - REGO NUMBER KILLARA - CALL OUT TO NORTHAM LIBRARY TO REPLACE BATTERY IN HYUNDAI 2014 VF 2 I40 2.0 AUTO WAGON SILVER.	1	385.00	
EFT40014	13/05/2021	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	APRIL 2021 FUEL	1		865.87
INV 77	30/04/2021	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	APRIL 2021 FUEL	1	865.87	
EFT40015	18/05/2021	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR APRIL 2021	1		50.01
INV 37041	51830/04/2021	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR APRIL 2021	1	50.01	
EFT40016	20/05/2021	ABBOTTSFORGE	REPAIR AND RE FIT BRONZE STATUE ON FITZGERALD STREET	1		2,255.00
INV 00004	40516/02/2021	ABBOTTSFORGE	SUPPLY SUMP GRATE (700 X 670)	1	220.00	
INV 00004	48830/03/2021	ABBOTTSFORGE	REMOVAL AND REPLACEMENT OF ROUNDABOUT AND TRAFFIC ISLANDS FOR FLYING FIFTYS WEEKEND	1	490.00	
INV 00004	53706/04/2021	ABBOTTSFORGE	REMOVAL AND REPLACEMENT OF ROUNDABOUT AND TRAFFIC ISLANDS FOR FLYING FIFTYS WEEKEND	1	490.00	



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INV 000043	7218/04/2021	ABBOTTSFORGE	REPAIR AND RE FIT BRONZE STATUE ON FITZGERALD STREET	1	560.00	
INV 000045	2828/04/2021	ABBOTTSFORGE	REPLACE JOCKY WHEEL ON LAWN MOWER TRAILER	1	275.00	
INV 0000453	3007/05/2021	ABBOTTSFORGE	SUPPLY CUT AND FOLD FLASHINGS AS PER DRAWING AND NEW LID FOR TANK	1	220.00	
EFT40017	20/05/2021	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	NMSF21: 2X TRAFFIC CONTROLLERS ON SATURDAY 10 APRIL (1X PEEL TCE AND 1X THIRSTY CAMEL)	1		859.10
INV 001451:	5412/04/2021	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	NMSF21: 2X TRAFFIC CONTROLLERS ON SATURDAY 10 APRIL (1X PEEL TCE AND 1X THIRSTY CAMEL)	1	859.10	
EFT40018	20/05/2021	ANDANTINO PTY LTD	REFUND OF INFRASTRUCTURE BOND FOR LOT 4 MCMULLEN ROAD	1		1,000.00
INV T1357	20/05/2021	ANDANTINO PTY LTD	REFUND OF INFRASTRUCTURE BOND FOR LOT 4 MCMULLEN ROAD	1	1,000.00	
EFT40019	20/05/2021	ANDY'S PLUMBING SERVICE	REC CENTRE. 6 MONTHLY PUMP OUT AND REPORT TO WATER CORP.	1		1,711.60
INV A18991	27/04/2021	AND Y'S PLUMBING SERVICE	WUNDOWIE TOILETS. ATTEND SITE TO DETERMINE SEWER LEAKING NEAR OVAL.	1	413.60	
INV A19000	07/05/2021	ANDY'S PLUMBING SERVICE	REC CENTRE. 6 MONTHLY PUMP OUT AND REPORT TO WATER CORP.	1	759.00	
INV A18999	07/05/2021	ANDY'S PLUMBING SERVICE	KILLARA RESPITE CARE. 6 MONTHLY PUMP OUT AND REPORT TO WATER CORP.	1	539.00	
EFT40020	20/05/2021	AVON VALLEY CONTRACTORS	SMM & 7MM BLUE METAL	1		1,452.00
INV 3766	06/05/2021	AVON VALLEY CONTRACTORS	SMM & 7MM BLUE METAL	1	1,452.00	
EFT40021	20/05/2021	AVON VALLEY DESIGN AND DRAFTING SERVICE	SES SHED EXTENSION, SUPPLY PLANS FOR SHED EXTENSION AS PER INFORMATION PROVIDED.	1		1,782.00
INV 0000133	3423/03/2021	AVON VALLEY DESIGN AND DRAFTING SERVICE	CLACKLINE FIRE SHED. ADJUST DRAWINGS FOR FIRE SHED UPGRADE.	1	132.00	
INV 0000134	4911/05/2021	AVON VALLEY DESIGN AND DRAFTING SERVICE	SES SHED EXTENSION, SUPPLY PLANS FOR SHED EXTENSION AS PER INFORMATION PROVIDED.	1	1,650.00	
EFT40022	20/05/2021	BAKERS HILL RURAL SUPPLIES & HARDWARE	2LT OF 2 STROKE OIL	1		13.00
INV 153550	13/05/2021	BAKERS HILL RURAL SUPPLIES & HARDWARE	2LT OF 2 STROKE OIL	1	13.00	



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EFT40023	20/05/2021	BLACKWELL PLUMBING & GAS PTY LTD	KATRINE TOILETS: 3 X TOILETS ARE BLOCKED UP WITH PAPER AND WILL NOT FLUSH:	1		161.40
INV INV-237	7519/05/2021	BLACKWELL PLUMBING & GAS PTY LTD	KATRINE TOILETS. 3 X TOILETS ARE BLOCKED UP WITH PAPER AND WILL NOT FLUSH.	1	161.40	
EFT40024	20/05/2021	BRENDAN FRANCIS EATON	REIMBURSEMENT FOR RENEWAL OF HIGH RISK WORK LICENCE	1		53.00
INV 12/05/20	212/05/2021	BRENDAN FRANCIS EATON	REIMBURSEMENT FOR RENEWAL OF HIGH RISK WORK LICENCE	1	53.00	
EFT40025	20/05/2021	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2021	1	1500	6,438.96
INV T1080	20/05/2021	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2021	1	6,438.96	
EFT40026	20/05/2021	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BOITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF APRIL 2021	1		814.41
INV T1079	20/05/2021	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BOTTF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF APRIL 2021	1	814.41	
EFT40027	20/05/2021	BUNNINGS BUILDING SUPPLIES P/L	DRINK BOTTLES & CHAIN GALVANISED.	1		543.81
INV 2182/00:	5108/04/2021	BUNNINGS BUILDING SUPPLIES P/L	YELLOW SPRAY PAINT - BOLLARDS	1	23.56	
INV 2182/00	4214/04/2021	BUNNINGS BUILDING SUPPLIES P/L	6M LENGTHS TIMBER RETAINER	1	207.50	
INV 2182/00:	5116/04/2021	BUNNINGS BUILDING SUPPLIES P/L	50MM FITTINGS FOR PUMP	1	58.42	
INV 2182/00:	2/21/04/2021	BUNNINGS BUILDING SUPPLIES P/L	DRINK BOTTLES & CHAIN GALVANISED.	1	208.73	
INV 2182/00:	3223/04/2021	BUNNINGS BUILDING SUPPLIES P/L	CLEANING PRODUCTS BBQ AND GRAFFITI	1	45.60	
EFT40028	20/05/2021	BUZZINROUND PTY LTD T/A BR COMMS	MODIFY PABX FICUP GROUPS AND TAKE BACKUP OF CONFIG	1		121.00
INV 0000288	802/02/2021	BUZZINROUND PTY LTD T/A BR COMMS	MODIFY PABX PICUP GROUPS AND TAKE BACKUP OF CONFIG	1	60.50	
INV 0000288	916/03/2021	BUZZINROUND PTY LTD T/A BR COMMS	MODIFY PABX PICKUP GROUPS FOR X153, UPDATE DETAILS FOR 171, BACKUP CONFIG	1	60.50	



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EFT40029	20/05/2021	CADDSFASHIONS	UNIFORM FOR DEPOT STAFF	1		364.60
INV 21-00004	405/05/2021	CADDSFASHIONS	UNIFORM FOR DEPOT STAFF	1	214.60	
INV 21-0000	5113/05/2021	CADDS FASHIONS	WORK BOOTS - CHARLES CARR	1	150.00	
EFT40030	20/05/2021	CID EQUIPMENT PTY LTD	PN1314 - VOLVO HYDRAULIC BRAKE SYSTEM REPAIRS	1		3,865.59
INV 0063621	511/05/2021	CID EQUIPMENT PTY LTD	INCLUDING TRAVEL AS PER ESTIMATE 070200399 PN1314 - VOLVO HYDRAULIC BRAKE SYSTEM REPAIRS INCLUDING TRAVEL AS PER ESTIMATE 070200399	1	3,865.59	
EFT40031	20/05/2021	CLARK EQUIPMENT	PN0916 - WIPER ARM AND BLADE FOR BOBCAT LOADER	1		149.71
INV 0822523	204/03/2021	CLARK EQUIPMENT	S205SICH AS QUOTED PN0916 - WIPER ARM AND BLADE FOR BOBCAT LOADER S205SICH AS QUOTED	1	149.71	
EFT40032	20/05/2021	COUNTRY COMFORTSTYLE NORTHAM	OFFICE CHAIR AND ENTERPRISE OFFICE CHAIR	1	- 1,1,41	1,804.00
INV 10986	21/07/2020	COUNTRY COMFORTSTYLE NORTHAM	EC070BM DRAFTING CHAIR - FOR OLD QUARRY ROAD GATEHOUSE	1	255.00	
INV 11150	03/08/2020	COUNTRY COMFORTSTYLE NORTHAM	1x ENTERPRISE CHAIR BLACK FOR ENGINEERING ADMIN	1	400.00	
INV 13154	12/02/2021	COUNTRY COMFORTSTYLE NORTHAM	OFFICE CHAIR AND ENTERPRISE OFFICE CHAIR	1	1,149.00	
EFT40033	20/05/2021	COUNTRY COPIERS NORTHAM	OFFICE PHOTCOPIER SERVICE	1		1,363.95
INV \$8879	18/01/2021	COUNTRY COPIERS NORTHAM	OFFICE PHOTCOPIER SERVICE	1	1,363.95	
EFT40034	20/05/2021	COUNTRYWIDE GROUP	REFUND OF INFRASTRUCTURE BOND FOR 41 BYFIELD ST BP 20006	1		1,692.93
INV ACCOOO	606/05/2021	COUNTRY WIDE GROUP	PN1904 - KABOTA RIDE ON MOWER -PART NUMBER BLR6893. 3 SETS OF 3 BLADES FOR 72" CUT	1	287.10	
INV ACCOOR	612/05/2021	COUNTRYWIDE GROUP	REPAIRS TO HUSQVANA RIDE ON MOWER	1	405.83	
INV T1259	20/05/2021	COUNTRYWIDE GROUP	REFUND OF INFRASTRUCTURE BOND FOR 41 BYFIELD ST BP 20006	1	1,000.00	
EFT40035	20/05/2021	EFIRE & SAFETY	1 X 1.0 KG ABE EXTINGUISHER AND EXTRA NOZZLE	1		33.00
INV 542070	05/05/2021	EFIRE & SAFETY	1 X 1.0 KG ABE EXTINGUISHER AND EXTRA NOZZLE	1	33.00	



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EFT40036	20/05/2021	ELDERS LIMITED	CHEMMICALS	1		809.60
INV C50869	0 06/05/2021	ELDERS LIMITED	CHEMMICALS	1	809.60	
EFT40037	20/05/2021	FRAMESWEST	HEXAGON HEAD BOLTS (LARGE)	1		6.30
INV 000229	9512/05/2021	FRAMESWEST	HEXAGON HEAD BOLTS (LARGE)	1	6.30	
EFT40038	20/05/2021	GLENN STUART BEVERIDGE	INKPEN TIP BUILDING, REPLACE FLOORING AS PER. OUOTE.	1	- 7.7.7	9,174.00
INV 126	11/05/2021	GLENN STUART BEVERIDGE	EMERGENCY REPAIRS TO INTERNAL ROLLER SHUTTER IN BERT HAWKE PAVILLION	1	132.00	
INV 122	11/05/2021	GLENN STUART BEVERIDGE	REPLACE FENCING THAT WAS PULLED BACK WHILE POOL WAS BEING BUILT FOR EMERGENCY EXIT. NEEDS TO BE PUT BACK NOW AS THERE IS SUFFICIENT EMERGENCY EXITS	1	484.00	
INV 125	11/05/2021	GLENN STUART BEVERIDGE	NORTHAM LIBRARY, MOVE TV BRACKET AND INSTALL NEW TV.	1	330.00	
INV 124	11/05/2021	GLENN STUART BEVERIDGE	REC CENTRE. REFIX VENT TO UMPIRE CHANGEROOMS	1	99.00	
INV 123	11/05/2021	GLENN STUART BEVERIDGE	SOUND SHELL, REPAIR FLAG POLES TO WORKING ORDER.	1	99.00	
INV 121	11/05/2021	GLENN STUART BEVERIDGE	INKPEN TIP BUILDING, REPLACE FLOORING AS PER QUOTE.	1	6,160.00	
INV 127	12/05/2021	GLENN STUART BEVERIDGE	5X HOOK OVER MESH BARRIERS TO PREVENT ACCESS TO PONDS NOT IN USE (\$600) + PONDS 2, 4 & 5 RECTIFY GREEN SPILLWAYS RELOCATED BY STRONG EASTERLY WINDS AND WEIGH DOWN WITH TYRES AND RIMS (\$1100).	1	1,870.00	
EFT40039	20/05/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1509 - REPAIR TYRE	1	- 37.	54.93
INV 641200	7712/05/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PM1509 - REPAIR TYRE	1	54.93	
EFT40040	20/05/2021	GRAFTON ELECTRICS	REPAIR WATER PARK	1		254.10
INV 7606	19/02/2021	GRAFTON ELECTRICS	REPAIR WATER PARK	1	254.10	
EFT40041	20/05/2021	GREENWAY TURE SOLUTIONS PTY LTD	LINE MARKING PAINT 2 X 10LTR BLACK & GYPSUM.	1		3,055.80



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INV SI-00020	007/05/2021	GREENWAY TURE SOLUTIONS PTY LTD	LINE MARKING PAINT 2 X 10LTR BLACK & GYPSUM.	1	3,055.80	
EFT40042	20/05/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER. WEEKE ENDING 09/05/2021	1		5,333.33
INV 5000591	705/05/2021	HAYS SPECIALIST RECRUTTMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER WEEKE ENDING 02/05/2021	1	2,370.37	
INV 5001692	307/05/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER WEEKE ENDING 09/05/2021	1	2,962.96	
EFT40043	20/05/2021	JARROD STREET	REFUND OF INFRASTRUCTURE BOND FOR 718 KATRINE ROAD	1		1,000.00
INV T1375	20/05/2021	JARROD STREET	REFUND OF INFRASTRUCTURE BOND FOR 718 KATRINE ROAD	1	1,000.00	
EFT40044	20/05/2021	JH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1	0.3377	5,280.00
INV 0000198:	5:14/04/2021	JH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1	5,280.00	
EFT40045	20/05/2021	KLEENWEST DISTRIBUTORS	CLEANING PROUCTS FOR REC CENTRE.	1		343.20
INV 0005726	112/05/2021	KLEENWEST DISTRIBUTORS	CLEANING PROUCTS FOR REC CENTRE.	1	343.20	
EFT40046	20/05/2021	LUPTONS LIQUID WASTE	NMSF21: SAT 10 APRIL (4 PORTALOOS) AND SUN 11	1		1,100.00
INV 42019	14/04/2021	LUPTONS LIQUID WASTE	APRIL (3 PORTALOOS) NMSF21: SAT 10 APRIL (4 PORTALOOS) AND SUN 11 APRIL (3 PORTALOOS)	1	1,100.00	
EFT40047	20/05/2021	MIDALIA STEEL	NEETA SCREEN INFILL SHEET /TEK SCREW 1016	1	A 1 = 15	53.41
INV 6321607	314/05/2021	MIDALIA STEEL	NEETA SCREEN INFILL SHEET /TEK SCREW 1016	1	53.41	
EFT40048	20/05/2021	MONSTER TRUCK MASTERS PTY LTD	NMSF21: MONSTER TRUCKS ON 10 & 11 APRIL 2021	1		1,320.00
1000-VIII VIII	520/04/2021	MONSTER TRUCK MASTERS PTY LTD	NMSF21: MONSTER TRUCKS ON 10 & 11 APRIL 2021	1	1,320.00	
EFT40049	20/05/2021	MORRIS PEST AND WEED CONTROL	TERMITE INSPECTIONS FOR VARIOUS SITES.	1		8,219.00
INV INV-120	618/05/2021	MORRIS PEST AND WEED CONTROL	TERMITE INSPECTIONS FOR VARIOUS SITES.	1	7,290.00	
INV INV-120	518/05/2021	MORRIS PEST AND WEED CONTROL	RODENT BAITING AT VARIOUS BUILDINGS	1	429.00	



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INV INV-120	0718/05/2021	MORRIS PEST AND WEED CONTROL	ADMIN BUILDING. SPRAY ANTS IN REAR UNDERCOVER AREA. & APEX PARK TOILETS. SPRAY ANTS AROUND PAVING AREA.	1	280.00	
INV INV-120	0818/05/2021	MORRIS PEST AND WEED CONTROL	BILYA KOORT BOODIA. PLEASE SPRAY FOR ANTS, THEY ARE APPEARING IN THE SINKS ETC.	1	220.00	
EFT40050	20/05/2021	NORTHAM & DISTRICTS GLASS SERVICE	TOWN HALL. REPAIR BROKEN WINDOW IN MAIN HALL RIGHT HAND SIDE.	1		404.80
INV 7485	06/05/2021	NORTHAM & DISTRICTS GLASS SERVICE	TOWN HALL. REPAIR BROKEN WINDOW IN MAIN HALL RIGHT HAND SIDE.	1	204.60	
INV 7566	19/05/2021	NORTHAM & DISTRICTS GLASS SERVICE	BILYA KOORT BOODIA. INSTALL 400MM HIGH DARK. WINDOW TINT OR OPAQE FILM TO STOP PEOPLE BEING ABLE TO SEE IN MALE TOILETS.	1	200.20	
EFT40051	20/05/2021	NORTHAM BETTA ELECTRICAL	AUDIO LEAD & PLUGS AUDIO CABLE.	1		22.95
INV 2001002	2712/05/2021	NORTHAM BETTA ELECTRICAL	AUDIO LEAD & PLUGS AUDIO CABLE.	1	22.95	
EFT40052	20/05/2021	NORTHAM COUNTRY CLUB INC	SENIORS SPORT FUNDING FOR JAN RAK.	1		800.00
INV 3351	20/04/2021	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 3350	20/04/2021	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 3352	20/04/2021	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
INV 3404	14/05/2021	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR STEPHEN DINKA	1	100.00	
INV 3403	14/05/2021	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR ROSS HUNTER	1	100.00	
INV 3402	14/05/2021	NORTHAM COUNTRY CLUB INC	SENIORS SPORT FUNDING FOR JAN RAK	1	200.00	
INV 3401	14/05/2021	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT40053	20/05/2021	NORTHAM FEED & HIRE	CAT TRAPS, BAINBRIDGE 60 X 300 X 300	1		1,770.00
INV 0000347	7403/05/2021	NORTHAM FEED & HIRE	CAT TRAPS, BAINBRIDGE 60 X 300 X 300	1	1,520.00	
INV 0000346	5703/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	61.00	
INV 0000348	3105/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	69.00	
INV 0000348	3206/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	51.00	



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INV 000034	8307/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	51.00	
INV 000034	9111/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
EFT40054	20/05/2021	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2231133	-1		267.00
INV 601148	17/05/2021	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2231133	1	267.00	
EFT40055	20/05/2021	PERTH SAFETY PRODUCTS PTY LTD	QUAD SIGN 900 X 600MM SYMBOLIC WORKMAN	1		731.50
INV 000105	0330/03/2021	PERTH SAFETY PRODUCTS PTY LTD	QUAD SIGN 900 X 600MM SYMBOLIC WORKMAN	1	731.50	
EFT40056	20/05/2021	PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY MONITORING FOR	1		172.00
INV 000174	2711/05/2021	PRESTIGE ALARMS	ALARM SYSTEM. ADMIN BUILDING. QUARTERLY MONITORING FOR ALARM SYSTEM.	1	172.00	
EFT40057	20/05/2021	PROFESSIONAL LOCKSERVICE	MEMORIAL HALL, SUPPLY AND SEND TO SITE 3 X HK1 KEYS FOR RSL ROOM.	1	1000	137.50
INV 001060	6706/05/2021	PROFESSIONAL LOCKSERVICE		1	137.50	
EFT40058	20/05/2021	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES APRIL 2021.	1		189.75
INV APRIL	2003/05/2021	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES APRIL 2021.	1	189.75	
EFT40059	20/05/2021	RAYMOND PORTERS	REIMBURSMENT FOR CARD #0009482517 - STANDPIPE CARD.	1		50.00
INV 105063	0419/05/2021	RAYMOND PORTERS	REIMBURSMENT FOR CARD #0009482517 - STANDPIPE CARD.	1	50.00	
EFT40060	20/05/2021	RETAIL DECISIONS (COLES)	COLES EXPENCES FOR APRIL 2021	1	-77 oc. :	3,267.55
INV 166	30/04/2021	RETAIL DECISIONS (COLES)	COLES EXPENCES FOR APRIL 2021	1	3,267.55	
EFT40061	20/05/2021	SCENE SIGNS PTY LTD	SIGNS FOR THE LIBRARY.	1		37.62
INV 000161	7324/03/2021	SCENE SIGNS PTY LTD	SIGNS FOR THE LIBRARY.	1	37.62	



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EFT40062	20/05/2021	SHIRE OF TOODYAY	1/5 PORTION OF REPRINT FEES FOR THE AVON VALLEY BROCHURES.	1		177.10
INV 19106	29/03/2021	SHIRE OF TOODYAY	1/5 PORTION OF REPRINT FEES FOR THE AVON VALLEY BROCHURES.	1	177.10	
EFT40063	20/05/2021	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB	1		374.00
INV 774680	30/04/2021	SHOP FOR SHOPS	STOCK PURCHASES FOR BKB	1	374.00	
EFT40064	20/05/2021	SOUTHERN CROSS AUSTEREO PTY LTD	NMSF21: TRIPLE M / HIT FM 74X SPOTS (15 MARCH-11 APRIL 2021)	1		1,153.90
INV 7116432	2531/03/2021	SOUTHERN CROSS AUSTEREO PTY LTD	NMSF 21: TRIPLE M / HIT FM 74X SPOTS (15 MARCH-11 APRIL 2021)	1	708.40	
INV 7117627	7830/04/2021	SOUTHERN CROSS AUSTEREO PTY LTD	NMSF 21: TRIPLE M / HIT FM 74X SPOTS (15 MARCH-11 APRIL 2021)	1	445.50	
EFT40065	20/05/2021	SPECIALISED TREE SERVICE	PRUNING 3 TREES OVERHANGING YILGARN AVE DRAIN, REAR OF OXTER SERVICES AS PER ESTIMATE NUMBER	1		1,960.00
INV 3572	17/05/2021	SPECIALISED TREE SERVICE	898 PRUNING 3 TREES OVERHANGING YILGARN AVE DRAIN, REAR OF OXTER SERVICES AS PER ESTIMATE NUMBER 898	1	1,960.00	
EFT40066	20/05/2021	STEPHEN LAWRENCE TORMEY	RATES CREDIT REFUND FOR ASSESSMENT A1798	1		300.00
INV A1798	17/05/2021	STEPHEN LAWRENCE TORMEY	RATES CREDIT REFUND FOR ASSESSMENT A1798		300.00	
EFT40067	20/05/2021	SYNERGY	361669310 RECREATION PRECINCT - 10/03/2021 TO 13/04/2021	1		69,784.35
INV 3575477	7145/03/2021	SYNERGY	357547710 MOUNT OMMANNEY - CCTV - 07/01/2021 TO 10/03/2021		139.76	
INV 3616693	3129/04/2021	SYNERGY	361669310 RECREATION PRECINCT - 10/03/2021 TO		41,470.69	
INV 3614739	9629/04/2021	SYNERGY	361473960 OLD POOL - MITCHELL AVE - 19/12/2020 TO		1,579.83	
INV 3616702	2529/04/2021	SYNERGY	361670250 LIBRARY - 18/03/2021 TO 14/04/2021		1,416.89	
INV 3616695	5029/04/2021	SYNERGY	361669500 OXIDATION PONDS - 17/12/2020 TO 18/01/2021		7,930.24	
INV 1640077	7130/04/2021	SYNERGY	164007710 WUNDOWIE DEPOT - 25/02/2021 TO 29/04/2021		328.20	
INV 3614739 INV 3616702 INV 3616695	9629/04/2021 2529/04/2021 5029/04/2021	SYNERGY SYNERGY SYNERGY	13/04/2021 361473960 OLD POOL - MITCHELL AVE - 19/12/2020 TO 20/01/2021 361670250 LIBRARY - 18/03/2021 TO 14/04/2021 361669500 OXIDATION PONDS - 17/12/2020 TO 18/01/2021			1,579.83 1,416.89 7,930.24



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INV 1422759	9530/04/2021	SYNERGY	142275950 WUNDOWIE OVAL - 25/02/2021 TO 29/04/2021		345.71	
INV 3619900	0330/04/2021	SYNERGY	361990030 WUNDOWIE OVAL PUMP - 25/02/2021 TO 29/04/2021		245.56	
INV 3534641	1003/05/2021	SYNERGY	035346410 HOOPER PARK - 26/02/2021 TO 29/04/2021		187.65	
INV 7921766	5205/05/2021	SYNERGY	GROUPED ELECTRICITY CHARGES	1	815.42	
INV 3616693	3143/05/2021	SYNERGY	361669310 RECREATION PRECINCT - 14/04/2021 TO 11/05/2021		13,122.34	
INV 3616695	5018/05/2021	SYNERGY	361669500 OXIDATION PONDS - 20/04/2021 TO 17/05/2021		2,202.06	
EFT40068	20/05/2021	TELSTRA CORPORATION	HARVEST BAN LINE CHARGES TIL 15/05/2021	1	- 44, 74	677.84
INV 272 600	9 28/03/2021	TELSTRA CORPORATION	VFMS TRAILER & SPRINKLER SYSTEMS 28/03/2021-27/04/2021	1	50.00	
INV 272 600	9 28/04/2021	TELSTRA CORPORATION	VFMS TRAILERS AND SPRINKLER SYSTEMS APRIL 2021	1	50.00	
INV 2726008	3910/05/2021	TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/05/2021-09/06/2021	1	249.98	
INV 2726009	9016/05/2021	TELSTRA CORPORATION	HARVEST BAN LINE CHARGES TIL 15/05/2021	1	327.86	
EFT40069	20/05/2021	TESSA MAY GARLETT	BOND REFUND FOR FUNERAL FUNDRAISER	1		500.00
INV 18/05/20	0218/05/2021	TESSA MAY GARLETT	BOND REFUND FOR FUNERAL FUNDRAISER	1	500.00	
EFT40070	20/05/2021	THE PRINT SHOP BUNBURY	SEAS PRINTED 2021 EVENTS CALENDAR FLYERS	1		382.80
INV 1367691	1 12/03/2021	THE PRINT SHOP BUNBURY	3k AS PRINTED 2021 EVENTS CALENDAR FLYERS	1	382.80	
EFT40071	20/05/2021	TOLL TRANSPORT PTY LTD	POSTAGE & FREIGHT CHARGES 27/04/2021-29/04/2021	1		101.20
INV 0492-S3	002/05/2021	TOLL TRANSPORT PTY LTD	POSTAGE & FREIGHT CHARGES 27/04/2021-29/04/2021	1	101.20	
EFT40072	20/05/2021	TPG TELECOM	LIBRARY, SES & REC CENTRE APRIL 2021	1		293.70
INV 1638509	9801/05/2021	TPG TELECOM	LIBRARY, SES & REC CENTRE APRIL 2021	1	293.70	
EFT40073	20/05/2021	VANESSA AUSTRALIA PTY LTD	LARGE GOLD BOTTLES	1		39.91
INV SC0120	1802/03/2021	VANESSA AUSTRALIA PTY LTD	LARGE GOLD BOTTLES	1	39.91	



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EFT40074	20/05/2021	VINCELEC	BERT HAWKE PAVILION. REPAIR FLOOD LIGHT WITH BROKEN LENS FACING PLAYGROUND.	1	7-3-	608.24
INV IV778	28/04/2021	VINCELEC	BERT HAWKE PAVILION. REPAIR FLOOD LIGHT WITH BROKEN LENS FACING PLAYGROUND.	1	608.24	
EFT40075	20/05/2021	WA CONTRACT RANGER SERVICES	POUND DUTIES AND ON CALL RANGER SERVICES AS PER TIMESHEET FROM 19/04/21 - 02/05/21	1		1,595.00
INV 03273	07/05/2021	WA CONTRACT RANGER SERVICES	POUND DUTIES AND ON CALL RANGER SERVICES AS PER TIMESHEET FROM 19/04/21 - 02/05/21	1	1,320.00	
INV 03281	08/05/2021	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - APRIL	1	275.00	
EFT40076	20/05/2021	WA RANGERS ASSOCIATION INC	WA RANGERS ASSOC, MEMBERSHIP 2021-2023, JASON CACIO/K WALTERS	1		274.40
INV 38	03/05/2021	WA RANGERS ASSOCIATION INC	WA RANGERS ASSOC, MEMBERSHIP 2021-2023, JASON CACIC/K, WALTERS	1	274.40	
EFT40077	20/05/2021	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE.	1		117.65
INV 5144	13/01/2021	WALKABOUT FASHION ACCESSORIES	STOCK PURCHASES FOR VISITORS CENTRE.	1	117.65	
EFT40078	20/05/2021	WARRICKS NEWSAGENCY	OFFICE STATIONERY SUPPLIES	1	13.5	320.81
INV 16483	11/05/2021	WARRICKS NEWSAGENCY	OFFICE STATIONERY SUPPLIES	1	320.81	
EFT40079	20/05/2021	WOODLANDS DISTRIBUTORS PTY LTD	2 CARTONS - EPI-OXO300 - DEGRADABLE DOG WASTE BAGS	1	win (till	297.00
INV NTH1-0	102/05/2021	WOODLANDS DISTRIBUTORS PTY LTD	2 CARTONS - EPI-OXO300 - DEGRADABLE DOG WASTE BAGS	1	297.00	
EFT40080	21/05/2021	ABBOTTSFORGE	LIFT ROAD GRATE BY 40/45 MM SPRINGFILED ROAD OPPOSITE DOCTORS DRIVE, WILL NEED NEW BASE ANGLE AND FIXING DOWN AS	1		400.00
INV 0000 455	107/05/2021	ABBOTTSFORGE	EXISTING RUSTED OUT (AS PER QUOTE 00004551) LIFT ROAD GRATE BY 40/45 MM SPRINGFILED ROAD OPPOSITE DOCTORS DRIVE, WILL NEED NEW BASE ANGLE AND FIXING DOWN AS EXISTING RUSTED OUT (AS PER QUOTE 00004551)	1	400.00	
EFT40081	21/05/2021	COLIN YOUNG	REIMBURSEMENT TO COLIN YOUNG FOR PURCHASE ON PERSONAL BANK CARD IN ERROR	1		1,883.89



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INV 21/05/20	221/05/2021	COLIN YOUNG	REIMBURSEMENT TO COLIN YOUNG FOR PURCHASE ON PERSONAL BANK CARD IN ERROR	1	1,883.89	
EFT40082	21/05/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1509 - ROTATE TYRES TUESDAY 18/05/21 @ 1.30PM	1		126.37
INV 6412017	218/05/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1509 - ROTATE TYRES TUESDAY 18/05/21 @ 1.30PM	1	126.37	
EFT40083	21/05/2021	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS 15/05/2021-14/06/2021	1		893.92
INV 9225150	415/05/2021	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS 15/05/2021-14/06/2021	1	893.92	
EFT40084	21/05/2021	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	PN1707 REG N11120 VIN KL3CD2669JB002070 - 165,000KM SERVICE. REPLACEMENT AIR FILTER AND WIPER BLADES.	1		625.47
INV 132814	04/05/2021	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	PN1707 REG N11120 VIN KL3CD2669JB002070 - 165,000KM SERVICE. REPLACEMENT AIR FILTER AND WIPER BLADES.	1	625.47	
EFT40085	21/05/2021	SPECIALISED TREE SERVICE	DUDLEY ROAD SOUTHERN BROOK ROADSIDE VEGETATION MANAGEMENT	1		11,540.87
INV 3569	13/05/2021	SPECIALISED TREE SERVICE	DUDLEY ROAD SOUTHERN BROOK ROADSIDE VEGETATION MANAGEMENT	1	11,050.87	
INV 3573	17/05/2021	SPECIALISED TREE SERVICE	TREE PRUNING AT 1830/1832 SPENCERS BROOK RD	1	490.00	
EFT40086	21/05/2021	TELSTRA CORPORATION	SERVICE & USAGE CHARGES 28/04/2021-27/05/2021	1		209.83
INV 2726009	028/04/2021	TELSTRA CORPORATION	SERVICE & USAGE CHARGES 28/04/2021-27/05/2021	1	209.83	
EFT40087	21/05/2021	TOLL TRANSPORT PTY LTD	POSTAGE & FREIGHT CHARGES CESM, HEALTH, DEPOT 20/04/21-23/04/2021	1		78.16
INV 0491-S36	025/04/2021	TOLL TRANSPORT PTY LTD	POSTAGE & FREIGHT CHARGES CESM, HEALTH, DEPOT 20/04/21-23/04/2021	1	78.16	
EFT40088	21/05/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR TWO LIGHTS TO FRONT OF SWEEPER, ON SITE AT DEPOT	1		75.00
INV INV-118	006/04/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR TWO LIGHTS TO FRONT OF SWEEPER, ON SITE AT DEPOT	1	75. 00	



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EFT40089	27/05/2021	AG IMPLEMENTS	PN1912 - SERVICE TO GATOR INCLUDING TRAVEL TO SITE	1		511.36
INV 429218	20/05/2021	AGIMPLEMENTS	PN1912 - SERVICE TO GATOR INCLUDING TRAVEL TO SITE	1	511.36	
EFT40090	27/05/2021	ALLMAKES AG	EQUIPMENT REPAIRS	1		1,542.11
INV 23916	25/05/2021	ALLMAKES AG	EQUIPMENT REPAIRS	1	1,542.11	
EFT40091	27/05/2021	AUS RECORD	2D EXTRA FILES	1		253.00
INV 0009301	618/05/2021	AUS RECORD	2D EXTRA FILES	1	253.00	
EFT40092	27/05/2021	AUSTRALIAN TAXATION OFFICE - PAYG	PAYGFOR PAY RUN WEEK ENDING 11/5/21	1		64,401.66
INV CY 13/5	/213/05/2021	AUSTRALIAN TAXATION OFFICE - PAYG	PAYGFOR PAY RUN WEEK ENDING 11/5/21	1	64,401.66	
EFT40093	27/05/2021	AVON DEMOLITION & EARTHMOVING	INKPEN WASTE MANAGEMENT 29/12 - 10/01/2021	1		3,136.00
INV 0050	10/01/2021	AVON DEMOLITION & EARTHMOVING	INKPEN WASTE MANAGEMENT 29/12 - 10/01/2021	1	1,568.00	
INV 0007	18/04/2021	AVON DEMOLITION & EARTHMOVING	INKPEN WASTE MANAGEMENT 6/4 - 18/4	1	1,568.00	
EFT40094	27/05/2021	AVON WASTE	NMSF 21: 40X EVENT BINS & 1X SKIP BIN	1		497.50
INV 0004365	513/04/2021	AVON WASTE	NMSF21: 40X EVENT BINS & 1X SKIP BIN	1	497.50	
EFT40095	27/05/2021	BLACKWELL PLUMBING & GAS PTY LTD	REPAIRSTO FEDERALS CHANGE ROOM AND MALE	1		680.87
INV INV-237	619/05/2021	BLACKWELL PLUMBING & GAS PTY LTD	TOILETS REPAIRSTO FEDERALS CHANGE ROOM AND MALE TOILETS	1	680.87	
EFT40096	27/05/2021	BOEKEMAN MACHINERY	PN1914 - PART NUMBER 843196 GUN MODEL 60S AS PER	1		229.90
INV 318350	25/05/2021	BOEKEMAN MACHINERY	QUOTE NO 129602 PN1914 - PART NUMBER 843196 GUN MODEL 60S AS PER QUOTE NO 129602	1	229.90	
EFT40097	27/05/2021	BOQ ASSET FINANCE & LEASING PTY LTD	APRIL 2021 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1		145.56
INV 860976	08/04/2021	BOQ ASSET FINANCE & LEASING PTY LTD	APRIL 2021 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	



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EFT40098	27/05/2021	BOYD KICKETT	PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1		100.00
INV RD2505	5225/05/2021	BOYD KICKETT	PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1	100.00	
EFT40099	27/05/2021	BUNNINGS BUILDING SUPPLIES P/L	EQUIPMENT FOR DEPOT	1		553.50
INV 2182/99	8025/03/2021	BUNNINGS BUILDING SUPPLIES P/L	WHITE ICEBERG ROSES	1	68.90	
INV 2182/99	8022/04/2021	BUNNINGS BUILDING SUPPLIES P/L	BIT SECURITY SET KINCROME 33PC BIT, HOLD 13648	1	84.49	
INV 2182/00	2304/05/2021	BUNNINGS BUILDING SUPPLIES P/L	HOOKS AND EYEBOLTS TO SUIT CHAIN	1	18.32	
INV 2182/00:	3511/05/2021	BUNNINGS BUILDING SUPPLIES P/L	FERTILISER SPREADER & LIGHT GLOBES	1	29.36	
INV 2182/00:	3511/05/2021	BUNNINGS BUILDING SUPPLIES P/L	RATCHET STRAPS AND 5 PACKS 4MM MICROJET SPRAYS	1	50.58	
INV 2182/00	2212/05/2021	BUNNINGS BUILDING SUPPLIES P/L	POLY RETIC PIPE FOR FITZGERALD ST GARDEN BED	1	30.26	
INV 2182/00	5217/05/2021	BUNNINGS BUILDING SUPPLIES P/L	SAWS AND CHEMICAL MASKS	1	85.39	
INV 2182/00	3:19/05/2021	BUNNINGS BUILDING SUPPLIES P/L	EQUIPMENT FOR DEPOT	1	186.20	
EFT40100	27/05/2021	CADDS FASHIONS	HR MANAGER UNIFORM - TROUSERS WITH LOGO X 4 LADIES SHIRT X 1	1		373.95
INV 21-0000	0021/01/2021	CADDS FASHIONS	HR MANAGER UNIFORM - TROUSERS WITH LOGO X 4 LADIES SHIRT X 1	1	329.95	
INV 21-0000	495/05/2021	CADDSFASHIONS	X 2 BLACK AND WHITE POLO SHIRTS - JACKY	1	44.00	
EFT40101	27/05/2021	CHARLES SERVICE COMPANY	WEEKLY CLEANS FOR CONTRACT	1		10,214.91
INV 0003388	8020/05/2021	CHARLES SERVICE COMPANY	WUNDOWIE POOL TOILETS. MONTHLY PAPER PRODUCTS FOR CLEANING CONTRACT C. 202021-04 FOR MAY 2021.	1	391.80	
INV 0033874	4 23/05/2021	CHARLES SERVICE COMPANY	WEEKLY CLEANS FOR CONTRACT	1	9,823.11	
EFT40102	27/05/2021	CLAW ENVIRONMENTAL	REMOVAL OF DRUMS FOR MAY 2021 DRUMMUSTER COLLECTIONS	1		1,930.83
INV 0001757	7224/05/2021	CLAW ENVIRONMENTAL	REMOVAL OF DRUMS FOR MAY 2021 DRUMMUSTER COLLECTIONS	1	1,930.83	
EFT40103	27/05/2021	COUNTRY COMFORTSTYLE NORTHAM	PEDESTAL FILING CABINET	1		99.00



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INV 10856	14/07/2020	COUNTRY COMFORTSTYLE NORTHAM	PEDESTAL FILING CABINET	1	99.00	
EFT40104	27/05/2021	COUNTRYWIDE GROUP	10LTRS TWO STROKE OIL	1		443.51
INV ACCOOR	519/04/2021	COUNTRY WIDE GROUP	REPAIRS TO EDGER	1	123.79	
INV ACCOOR	0614/05/2021	COUNTRY WIDE GROUP	10LTRS TWO STROKE OIL	1	135.00	
INV ACCOOR	0617/05/2021	COUNTRY WIDE GROUP	CHAINSAW BAR	1	61.60	
INV ACCOOO	0619/05/2021	COUNTRY WIDE GROUP	REPAIR ON/OFF SWITCH TO POLESAW	1	123.12	
EFT40105	27/05/2021	DEBORAH MOODY	PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1		100.00
INV RD2505	225/05/2021	DEBORAH MOODY	PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1	100.00	
EFT40106	27/05/2021	ELGAS PTY LTD	INKPEN FIRESHED - SERVICE CHARGE, 45.0 KG LPG GAS	1		94.60
INV 0364425	903/05/2021	ELGAS PTY LTD	CYLINDER INKPEN FIRESHED - SERVICE CHARGE, 45.0 KG LPG GAS CYLINDER	1	94.60	
EFT40107	27/05/2021	ELIZABETH STACK	PAYMENT FOR NYOONGAR CULTURAL ADVISORY	1		100.00
INV RD2505	225/05/2021	ELIZABETH STACK	GROUP COMMITTEE ATTENDANCE PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1	100.00	
EFT40108	27/05/2021	EQUIFAX AUSTRALASIA WORKFORCE	INDIVIDUAL REPORTS FOR NEW VOLUNTEER	1		250.14
INV 1481986	028/02/2021	SOLUTIONS PTY LTD EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	FIREFIGHTING MEMBERS 2020/2021 INDIVIDUAL REPORTS FOR NEW VOLUNTEER FIREFIGHTING MEMBERS 2020/2021	1	250.14	
EFT40109	27/05/2021	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL, REPAIRS TO TIMBER DECKING AS	1		9,800.00
INV 128	18/05/2021	GLENN STUART BEVERIDGE	PER QUOTE. OLD GIRLS SCHOOL. REPAIRS TO TIMBER DECKING AS PER QUOTE.	1	9,800.00	
EFT40110	27/05/2021	ID CONSULTING PTY LTD	NORTHAM .ID SUBSCRIPTION - ECONOMY .ID AND PROFILE ID	1		4,537.50
INV 0013519	415/04/2021	ID CONSULTING PTY LTD	NORTHAM ID SUBSCRIPTION - ECONOMY ID AND PROFILE ID	1	4,537.50	



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EFT40111	27/05/2021	JH COMPUTER SERVICES PTY LTD	OKI TONER CARTRIDGES	1		528.00
INV 0000198	9:13/05/2021	JH COMPUTER SERVICES PTY LTD	OKI TONER CARTRIDGES	1	528.00	
EFT40112	27/05/2021	JOAN PARFITT	PAYMENT FOR NYOONGAR CULTURAL ADVISORY	1		100.00
INV RD2505	225/05/2021	JOAN PARFITT	GROUP COMMITTEE ATTENDANCE PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1	100.00	
EFT40113	27/05/2021	KATHY DAVIS	PAYMENT FOR NYOONGAR CULTURAL ADVISORY	1		100.00
INV RD2505	225/05/2021	KATHY DAVIS	GROUP COMMITTEE ATTENDANCE PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1	100.00	
EFT40114	27/05/2021	KRISTY HOPKINS	PARKING AND MEALS FOR PROCUREMENT COURSE	1		138.33
INV SC25052	2/25/05/2021	KRISTY HOPKINS	19-21 MAY 2021. PARKING AND MEALS FOR PROCUREMENT COURSE 19-21 MAY 2021.	1	138.33	
EFT40115	27/05/2021	LUCY'S TEAROOMS	CATERING - CITIZENSHIP CEREMONY 9 APRIL 2021	1		330.00
INV 2431	03/05/2021	LUCY'S TEAROOMS	CATERING - CITIZENSHIP CEREMONY 9 APRIL 2021	1	330.00	
EFT40116	27/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1		193.50
INV 0000349	312/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	33.00	
INV 0000349	412/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	34.50	
INV 0000350	514/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	24.00	
INV 0000350	718/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	51.00	
INV 0000350	626/05/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - MAY	1	51.00	
EFT40117	27/05/2021	NUTRIEN AG SOULTIONS LIMITED	POST REMOVER	1	0.000	157.30
INV 9044443	401/04/2021	NUTRIEN AG SOULTIONS LIMITED	POST REMOVER	1	157.30	
EFT40118	27/05/2021	PRESTIGE ALARMS	INSTAL ACCESS CARED READER, INSTALL ELECTRONIC DOOR STRIKE	1		8,382.00
INV S14332	21/05/2021	PRESTIGE ALARMS	SITE ACCESS CONTROL SYSTEM REAR GATE NEAR DONGA	1	3,575.00	



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INV \$14343	21/05/2021	PRESTIGE ALARMS	INSTAL ACCESS CARED READER, INSTALL ELECTRONIC DOOR STRIKE	1	4,592.50	
INV \$16215	21/05/2021	PRESTIGE ALARMS	ADMIN BUILDING. REPLACE 12 V BATTERY TO ALARM SYSTEM.	1	49.50	
INV S15856	21/05/2021	PRESTIGE ALARMS	SUPPLY AND POST TO SITE 10 X ACCESS FOBS	1	165.00	
EFT40119	27/05/2021	REBECKA DANI EVANS JACKSON	POLICE CLEARNANCE	1		99.00
INV INV-170	816/04/2021	REBECKA DANI EVANS JACKSON	POLICE CLEARNANCE	1	99.00	
EFT40120	27/05/2021	STEWART & HEATON CLOTHING CO.PTY	BFB CLOTHING	1		1,231.56
INV SIN-336	714/05/2021	STEWART & HEATON CLOTHING CO.PTY LTD	BEB CLOTHING	1	1,231.56	
EFT40121	27/05/2021	SYNERGY	136537740 AIRPORT - 15/04/2021 TO 19/05/2021	1		2,425.99
INV 2931107	312/05/2021	SYNERGY	293110730 BILYA KOORT BOODJA - 14/04/2021 TO 11/05/2021		717.84	
INV 3616702	520/05/2021	SYNERGY	361670250 LIBRARY - 15/04/2021 TO 19/05/2021		379.49	
INV 1365377	420/05/2021	SYNERGY	136537740 AIRPORT - 15/04/2021 TO 19/05/2021		1,328.66	
EFT40122	27/05/2021	TELSTRA CORPORATION	OFFICE 365 LICENCES - MAY 2021.	1		6,945.35
INV 2726008	928/04/2021	TELSTRA CORPORATION	VARIOUS MOBILE BILLS APRIL	1	3,222.03	
INV 2726008	912/05/2021	TELSTRA CORPORATION	BUSHFIRE BRIGADES APRIL	1	249.98	
INV 3864754	812/05/2021	TELSTRA CORPORATION	HENRY ST OVAL MAY 2021	1	40.00	
INV 2258398	814/05/2021	TELSTRA CORPORATION	OFFICE 365 LICENCES - MAY 2021.	1	3,433.34	
EFT40123	27/05/2021	THE PAPER COMPANY OF AUSTRALIA	PHOTOCOPY PAPER - ADMIN	1		576.40
INV 0004823	605/05/2021	THE PAPER COMPANY OF AUSTRALIA	PHOTOCOPY PAPER - ADMIN	1	576.40	
EFT40124	27/05/2021	TPG TELECOM	01/04/21 - 30/04/21	1		6,810.99
INV 1638761	601/05/2021	TPG TELECOM	01/04/21 - 30/04/21	1	6,810.99	



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EFT40125	27/05/2021	VALLEY FORD	15000KM SERVICE TO FORD RANGER UTE PN2012 - N11254. RANGER SERVICES.	1		385.00
INV 1415951	18/05/2021	VALLEY FORD	15000KM SERVICE TO FORD RANGER UTE PN2012 - N11254. RANGER SERVICES.	1	385.00	
EFT40126	27/05/2021	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - 3/5/21 - 16/5/21	1		1,320.00
INV 03296	19/05/2021	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - 3/5/21 - 16/5/21	1	1,320.00	
EFT40127	27/05/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACEMENT OF SIREN AND CONTROLLER INCLUDING LABOUR	1		2,898.00
INV INV-112	503/12/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACEMENT OF SIREN AND CONTROLLER INCLUDING LABOUR	1	2,045.00	
INV INV-118	221/04/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR UHF ANTENNA ON SITE	1	356.50	
INV INV-119	020/05/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	HEAVY DUTY BATTERY, JUMPSTART TRACTOR, CHECK BEACON	1	496.50	
EFT40128	27/05/2021	WINDSOCKS AUSTRALIA PTY LTD	3650X900X250MM WEATHERMAXLT C/W SS EYELETS + REFLECTIVE ON TAIL FOR NIGHT	1		2,035.00
INV INVWS-	203/05/2021	WINDSOCKS AUSTRALIA PTY LTD	3650X900X250MM WEATHERMAXLT C/W SS EYELETS + REFLECTIVE ON TAIL FOR NIGHT	1	2,035.00	
EFT40129	27/05/2021	YVONNE KICKETT	PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1		100.00
INV RD2505	225/05/2021	YVONNE KICKETT	PAYMENT FOR NYOONGAR CULTURAL ADVISORY GROUP COMMITTEE ATTENDANCE	1	100.00	
EFT40130	27/05/2021	BUNNINGS BUILDING SUPPLIES P/L	2 X PALLETS GREY GP CEMENT	1		1,496.88
INV 2182/998	8004/05/2021	BUNNINGS BUILDING SUPPLIES P/L	2 PALLETS (64 x 20KG BAGS PER PALLET) GREY CEMENT	1	498.96	
INV 2182/998	8013/05/2021	BUNNINGS BUILDING SUPPLIES P/L	2 X PALLETS GREY GP CEMENT	1	997.92	
EFT40131	27/05/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES & FOOTPATHS 19/04/2021 TO 25/04/2021	1		15,358.20
INV N2773	03/05/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES & FOOTPATHS 19/04/2021 TO 25/04/2021	1	3,839.55	



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INV N2774	03/05/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES 26/04/2021 TO 02/05/2021	1	3,839.55	
INV N2780	17/05/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES 10/05/21 TO 16/05/21.	1	3,839.55	
INV N2779	17/05/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES03/05/2021 TO 09/05/2021	1	3,839.55	
EFT40132	27/05/2021	OASIS OUTDOOR STRUCTURES	C.202021-12 INLCUDING OPTIONS 1, 2 AND 3.	1		198,575.35
INV INV-059	217/03/2021	OASIS OUTDOOR STRUCTURES	5 YEAR PREVENTATIVE MAINENANCE TO BRIDGE 0608	1	74,250.00	
INV INV-059	724/05/2021	OASIS OUTDOOR STRUCTURES	VARIATION 1 TO C.202021-12. 50MM OF GRASS LAYER TO BE REMOVED AND DISPOSED OFF SITE. (QTY 3000SQM)	1	4,125.00	
INV INV-059	624/05/2021	OASIS OUTDOOR STRUCTURES	C.202021-12 INLCUDING OPTIONS 1, 2 AND 3.	1	120,200.35	
EFT40133	27/05/2021	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF ERNEST JAMES GLASS, JEAN CLARKE AND GERTRUDE WALLEY.	1		3,201.00
INV 24306	06/05/2021	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF ERNEST JAMES GLASS, JEAN CLARKE AND GERTRUDE WALLEY.	1	3,201.00	
EFT40134	27/05/2021	RAPID METAL DEVELOPMENTS (AUST) PTY LTD T/AS RMD AUSTRALIA	PER QUOTE 51/15042021-01 & 4044-4639 AS PER QUOTE 51/15042021-01	1	Jan 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	13,696.87
INV IN51037	811/05/2021	RAPID METAL DEVELOPMENTS (AUST) PTY LTD T/AS RMD AUSTRALIA	PER QUOTE 51/15042021-01 & 4044-4639 AS PER QUOTE 51/15042021-01	1	13,696.87	
EFT40135	27/05/2021	TALIS CONSULTANTS PTY LTD	DAMAGE PICKUP OF ENTIRE NETWORK AS PER CONTRACT C.202021-24. 1 VEHICLE, 2 PERSONS FOR UP TO 10 DAYS INCL MEALS AND ACCOMODATION.	1		23,897.50
INV 22776	30/04/2021	TALIS CONSULTANTS PTY LTD	STORM EVEN 2-4 MARCH 2021. DAMAGE PICKUP OF ENTIRE NETWORK AS PER CONTRACT C. 202021-24. 1 VEHICLE, 2 PERSONS FOR UP TO 10 DAYS INCL MEALS AND ACCOMODATION.	1	23,897.50	
			STORM EVEN 2-4 MARCH 2021.			



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EFT40136	27/05/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C. 201920-17 13/04/2021 TO 23/04/2021.	1		8,709.53
INV 0030119	9901/02/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 06/01/2021 TO 15/01/2021.	1	1,782.00	
INV 0030121	1515/03/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17	1	2,695.28	
INV 0030122	2926/04/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 13/04/2021 TO 23/04/2021.	1	4,232.25	
DD16295.1	05/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 9 UNPAID INFRINGEMENTS	1		693.00
INV FER050	5305/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 9 UNPAID INFRINGEMENTS	1	693.00	
DD16311.1	06/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 21 UNPAID INFRINGEMENTS	1		1,617.00
INV FER060	5306/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 21 UNPAID INFRNGEMENTS	1	1,617.00	
DD16313.1	07/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 6 UNPAID INFRINGEMENTS	1		462.00
INV FER070	5307/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 6 UNPAID INFRINGEMENTS	1	462.00	
DD16321.1	10/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 8 UNPAID INFRINGEMENTS	1		616.00
INV FER 100	5710/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 8 UNPAID INFRINGEMENTS	1	616.00	
DD16336.1	11/05/2021	AWARE SUPER	Payroll deductions	1	T 7 7 7.	25,943.20
INV SUPER	11/05/2021	AWARE SUPER	Superannuation contributions	1	21,716.40	
INV DEDUC	T11/05/2021	AWARE SUPER	Payroll deductions	1	2,652.72	
INV DEDUC	T11/05/2021	AWARE SUPER	Payroll deductions	1	86.32	
INVDEDUC	T.11/05/2021	AWARE SUPER	Payroll deductions	1	38.24	
INVDEDUC	T.11/05/2021	AWARE SUPER	Payroll deductions	1	230.76	
INV DEDUC	T11/05/2021	AWARE SUPER	Payroll deductions	1	25.00	



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INV DEDUC	T.11/05/2021	AWARE SUPER	Payroll deductions	1	920.00	
INV DEDUC	T11/05/2021	AWARE SUPER	Payroll deductions	1	85.12	
INV DEDUC	T11/05/2021	AWARE SUPER	Payroll deductions	1	88.27	
INV DEDUC	T11/05/2021	AWARE SUPER	Payroll deductions	-1	100.37	
DD16336.2	11/05/2021	PRIME SUPER	Payroll deductions	1	- 3.5	454.44
INV SUPER	11/05/2021	PRIME SUPER	Superannuation contributions	1	327.62	
INV DEDUC	T.11/05/2021	PRIME SUPER	Payroll deductions	1	126.82	
DD 16336.3	11/05/2021	ONEPATH	Superannuation contributions	1		130.15
INV SUPER	11/05/2021	ONEPATH	Superannuation contributions	1	130.15	
DD16336.4	11/05/2021	MEDIA SUPER	Payroll deductions	1		1,048.56
INV SUPER	11/05/2021	MEDIA SUPER	Superannuation contributions	1	729.92	
INV DEDUC	T11/05/2021	MEDIA SUPER	Payroll deductions	1	318.64	
DD16336.5	11/05/2021	UNISUPER	Payroll deductions	1		575.52
INV SUPER	11/05/2021	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUC	T.11/05/2021	UNISUPER	Payroll deductions	1	160.61	
DD16336.6	11/05/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		84.32
INV SUPER	11/05/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	84.32	
DD16336.7	11/05/2021	PLUM SUPERANNUATION FUND	Payroll deductions	1		474.68
INV SUPER	11/05/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1	352.97	
INV DEDUC	T.11/05/2021	PLUM SUPERANNUATION FUND	Payroll deductions	1	121.71	
DD16336.8	11/05/2021	HESTA SUPER FUND	Superannuation contributions	1		569.62
INV SUPER	11/05/2021	HESTA SUPER FUND	Superannuation contributions	1	569.62	



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DD16336.9	11/05/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		430.13
INV SUPER	11/05/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	430.13	
DD16340.1	11/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 15 UNPAID INFRINGEMENTS	1		1,155.00
INV FER110	571/05/2021	FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING 15 UNPAID INFRINGEMENTS	1	1,155.00	
DD16342.1	12/05/2021	BANKWEST	JASON WHITEAKER MASTERCARD 24/03/2021 TO 22/04/2021	1		1,793.27
INV B RUTT	E12/05/2021	BANKWEST	BRENDON RUTTER MASTERCARD 24/03/2021 TO 22/04/2021	1	133.45	
INV J METC.	A12/05/2021	BANKWEST	JOANNE METCALF MASTERCARD 24/03/2021 TO 22/04/2021	1	347.77	
INV C YOUN	VC12/05/2021	BANKWEST	COLIN YOUNG MASTERCARD 24/03/2021 TO 22/04/2021	1	1,237.55	
INV C KLEY	N12/05/2021	BANKWEST	CLINTON KLEYNHANS MASTERCARD 24/03/2021 TO 22/04/2021	1	64.90	
INA 1 MHILL	E/12/05/2021	BANKWEST	JASON WHITEAKER MASTERCARD 24/03/2021 TO 22/04/2021	1	9.60	
DD16402.1	25/05/2021	AWARE SUPER	Payroll deductions	1	70 0 0 0 0	25,669.79
INV SUPER.	25/05/2021	AWARE SUPER	Superannuation contributions	1	21,733.42	
INVDEDUC	T25/05/2021	AWARE SUPER	Payroll deductions	1	2,575.37	
INVDEDUC	T25/05/2021	AWARE SUPER	Payroll deductions	1	99.49	
INVDEDUC	T25/05/2021	AWARE SUPER	Payroll deductions	1	49.59	
INVDEDUC	T25/05/2021	AWARE SUPER	Payroll deductions	1	25.00	
INVDEDUC	T25/05/2021	AWARE SUPER	Payroll deductions	1	870.00	
INVDEDUC	T25/05/2021	AWARE SUPER	Payroll deductions	1	85.39	
INVDEDUC	T25/05/2021	AWARE SUPER	Payroll deductions	1	91.61	
INVDEDUC	T25/05/2021	AWARE SUPER	Payroll deductions	1	139.92	
DD16402.2	25/05/2021	PRIME SUPER	Payroll deductions	1		450.89



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Cheque /EFT No	Date	Name	Invoke Description	Bank Code	INV Amount	Amount
INV SUPER	25/05/2021	PRIME SUPER	Superannuation contributions	1	325.06	
INV DEDUC	T25/05/2021	PRIME SUPER	Payroll deductions	1	125.83	
DD16402.3	25/05/2021	ONEPATH	Superannuation contributions	1		195.36
INV SUPER	25/05/2021	ONEPATH	Superannuation contributions	1	195.36	
DD16402.4	25/05/2021	MEDIA SUPER	Payroll deductions	1		1,048.56
INV SUPER	25/05/2021	MEDIA SUPER	Superannuation contributions	1	729.92	
INV DEDUC	T25/05/2021	MEDIA SUPER	Payroll deductions	1	318.64	
DD16402.5	25/05/2021	UNISUPER	Payroll deductions	1		575.52
INV SUPER	25/05/2021	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUC	T25/05/2021	UNISUPER	Payroll deductions	1	160.61	
DD16402.6	25/05/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		98.21
INV SUPER	25/05/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	98.21	
DD16402.7	25/05/2021	PLUM SUPERANNUATION FUND	Payroll deductions	1		474.76
INV SUPER	25/05/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1	353.03	
INV DEDUC	T25/05/2021	PLUM SUPERANNUATION FUND	Payroll deductions	1	121.73	
DD16402.8	25/05/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		430.71
INV SUPER.	25/05/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	430.71	
DD16402.9	25/05/2021	HESTA SUPER FUND	Superannuation contributions	1		554.57
INV SUPER.	25/05/2021	HESTA SUPER FUND	Superannuation contributions	1	554.57	
DD16418.1	31/05/2021	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING	1		1,046.85
INVMAY 20	0231/05/2021	TENNANT AUSTRALIA	EQUIPMENT MAY 2021 RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MAY 2021	1	1,046.85	



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD16336.10	11/05/2021	CATHOLIC SUPER	Superannuation contributions	1		115.31
INV SUPER	11/05/2021	CATHOLIC SUPER	Superannuation contributions	1	115.31	
DD16336.11	11/05/2021	AUSTRALIAN CATHOLIC	Superannuation contributions	1		55.03
INV SUPER	11/05/2021	SUPPERANNUATION RETIREMENT FUND AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	Superannuation contributions	1	55.03	
DD16336.12	11/05/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	9,000	2,771.14
INV SUPER	11/05/2021	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,656.13	
INV DEDUC	T11/05/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	115.01	
DD16336.13	11/05/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1		79.76
INV SUPER.	11/05/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1	79.76	
DD16336.14	11/05/2021	QSUPER	Superannuation contributions	1	12.59	212.68
INV SUPER.	11/05/2021	QSUPER	Superannuation contributions	1	212.68	
DD16336.15	11/05/2021	SUNCORP MASTER TRUST	Superannuation contributions	1		211.12
INV SUPER	11/05/2021	SUNCORP MASTER TRUST	Superannuation contributions	1	211.12	
DD16336.16	11/05/2021	ANZ SMART CHOICE SUPER (ONEPATH	Superannuation contributions	1		222.36
INV SUPER	11/05/2021	MASTERFUND) ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	222.36	
DD16336.17	11/05/2021	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		531.80
INV SUPER	11/05/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	383.39	
INV DEDUC	T11/05/2021	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	148.41	
DD16336.18	11/05/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		140.88
INV SUPER	11/05/2021	NOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	140.88	



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD16336.19	11/05/2021	REST INDUSTRY SUPER	Superannuation contributions	1		1,067.16
INVDEDUC	T.11/05/2021	REST INDUSTRY SUPER	Payroll deductions	1	142.36	
INV SUPER	11/05/2021	REST INDUSTRY SUPER	Superannuation contributions	-1	924.80	
DD16336.20	11/05/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1		277.98
INV SUPER	11/05/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	-1)	277.98	
DD16336.21	11/05/2021	HOSTPLUS SUPER	Superannuation contributions	1		219.44
INV SUPER	11/05/2021	HOSTPLUS SUPER	Superannuation contributions	1	219.44	
DD16336.22	11/05/2021	SUNSUPER	Superannuation contributions	1		493.10
INV SUPER	11/05/2021	SUNSUPER	Superannuation contributions	1	493.10	
DD16336.23	11/05/2021	AMP LIFE LIMITED	Superannuation contributions	1	,	287.89
INV SUPER	11/05/2021	AMP LIFE LIMITED	Superannuation contributions	1	287.89	
DD16402.10	25/05/2021	CATHOLIC SUPER	Superannuation contributions	1		160.47
INV SUPER	25/05/2021	CATHOLIC SUPER	Superannuation contributions	1	160.47	
DD16402.11	25/05/2021	AUSTRALIAN CATHOLIC	Superannuation contributions	1		55.03
INV SUPER	25/05/2021	SUPPERANNUATION RETIREMENT FUND AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	Superannuation contributions	1	55.03	
DD16402.12	25/05/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,875.24
INV SUPER	25/05/2021	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,761.40	
INV DEDUC	T25/05/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	113.84	
DD16402.13	25/05/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1		6 9.75
INV SUPER	25/05/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1	69.75	
DD16402.14	25/05/2021	QSUPER	Superannuation contributions	1		187.66



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	25/05/2021	QSUPER	Superannuation contributions	1	187.66	
DD16402.15	25/05/2021	SUNCORP MASTER TRUST	Superannuation contributions	1		237.70
INV SUPER	25/05/2021	SUNCORP MASTER TRUST	Superannuation contributions	1	237.70	
DD16402.16	25/05/2021	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		221.71
INV SUPER	25/05/2021	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	221.71	
DD16402.17	25/05/2021	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		531.80
INV SUPER	25/05/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	383.39	
INV DEDUC	T25/05/2021	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	148.41	
DD16402.18	25/05/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		149.94
INV SUPER	25/05/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	149.94	
DD16402.19	25/05/2021	REST INDUSTRY SUPER	Superannuation contributions	1		1,069.85
INVDEDUC	T25/05/2021	REST INDUSTRY SUPER	Payroll deductions	1	142.36	
INV SUPER.	25/05/2021	REST INDUSTRY SUPER	Superannuation contributions	1	927.49	
DD16402.20	25/05/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1		277.98
INV SUPER.	25/05/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1	277.98	
DD16402.21	25/05/2021	HOSTPLUS SUPER	Superannuation contributions	1		219.44
INV SUPER	25/05/2021	HOSTPLUS SUPER	Superannuation contributions	1	219.44	
DD16402.22	25/05/2021	SUNSUPER	Superannuation contributions	1		486.79
INV SUPER	25/05/2021	SUNSUPER	Superannuation contributions	1	486.79	
DD16402.23	25/05/2021	AMP LIFE LIMITED	Superannuation contributions	1		192.89



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Cheque /EFT			Bank	INV		
No	Date	Name	Invoice Description	Code	Amount	Amount
INV SUP	ER 25/05/2021	AMP LIFE LIMITED	Superannuation contributions	1	192.89	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,309,175.03
TOTAL		1,309,175.03



Attachment 2 - Declaration

Payment dates 1st May 2021 to 31st May 2021

 Municipal Fund payment cheque numbers 35393 to 35404 Total \$70,187.44

Electronic Funds Transfer

Municipal Fund EFT39864 to EFT40136 Total \$1,158,973.58.

Direct Debits Total \$80,014.01.

All have been made in accordance with delegated authority reference

number (M/F/F/Regs LGA 1995 \$5.42).

Month	Cheques	EFT Payments			Total Payments
	2020/2021	2020/2021	2020/2021	2020/2021	2020/2021
July	\$ 74,584.82	\$ 2,564,263.02	\$ 74,501.09	\$ 444,478.87	\$ 3,157,827.80
August	\$ 28,387.37	\$ 1,046,444.89	\$ 75,143.86	\$ 427,591.82	\$ 1,577,567.94
September	\$ 28,229.91	\$ 1,312,861.27	\$ 76,478.93	\$ 447,162.80	\$ 1,864,732.91
October	\$ -	\$ 1,551,151.58	\$121,930.01	\$ 723,493.00	\$ 2,396,574.59
November	\$ 63,720.63	\$ 1,115,260.07	\$ 76,280.26	\$ 443,103.09	\$ 1,698,364.05
December	\$ 109,663.86	\$ 1,654,812.16	\$ 78,754.09	\$ 481,131.58	\$ 2,324,361.69
January	\$ 52,776.66	\$ 1,178,712.84	\$ 74,317.20	\$ 502,689.75	\$ 1,808,496.45
February	\$ 59,686.73	\$ 1,718,571.20	\$ 72,469.99	\$ 459,960.12	\$ 2,310,688.04
March	\$ 79,724.66	\$ 1,061,421.50	\$108,667.93	\$ 680,526.98	\$ 1,930,341.07
April	\$ 33,082.48	\$ 1,192,771.56	\$ 78,679.70	\$ 478,038.95	\$ 1,782,572.69
May	\$ 70,187.44	\$ 1,158,973.58	\$ 80,014.01	\$ 476,557.76	\$ 1,785,732.79
June					\$ -
Total	\$600,044.56	\$15,555,243.67	\$917,237.07	\$5,564,734.72	\$22,637,260.02

The following table presents all payments made for the month from Council credit cards paid by direct debit DD16342.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services EVERLASTINGS ON FITZGERALD - STAFF GIFT KAYLA BURGES	64.90	64.90
CESM KFC MIDLAND - VOLUNTEER WELFARE - CADETS TECH REVO GROUP PTY - REPLACEMENT PHONE CASE AND BELT CLIP FOR CESM PHONE	54.45 79.00	133.45



9.60	9.60
100.02	347.77
162 75	
	1237.33
937.77	1237.55
20.00	
10.00	
	10.00 47.19 213.99 28.60 937.77

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,785,732.79 was submitted to the Ordinary Meeting of Council on Wednesday,16 June 2021

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,785,732.79 was submitted to each member of the Council on Wednesday, 16 June 2021, 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 2021

File Reference:	2.1.3.4		
Reporting Officer:	Zoe Macdonald, Accountant		
Responsible Officer:	Colin Young, Executive Manager Corporate Services		
Officer Declaration of	Nil		
Interest:			
Voting Requirement:	Simple Majority		
Press release to be	No		
issued:			

BRIEF

For Council to receive the Financial Statement for the period ending 31 May 2021.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 May 2021.

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 2021 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 Income

- 1. Health revenue is under budget by \$44,957 due to health licences of \$30,080 and reimbursements of \$21,799.
- 2. Other Economic Services \$63,263 in additional revenue has been received to May 2021. This is building permits & licences are over budget by \$52,600. Income retic system is \$15,671 is over budget.

Operating Expenditure

- 3. Governance is under budget by \$1,538,527. This is the Covid 19 amount of \$1,358,851 under budget, together with a higher administration recovery of \$200,954(non-cash).
- 4. General Purpose Funding is under budget by \$88,243 due to valuations and title searches being under projected costs of \$85,339. This appears to be more an error in the budget projections as an assessment of previous year trends indicates that valuation and title search costs are incurred toward the end of the financial year (last quarter)
- 5. Law Order and Public Safety is under budget projections for \$399,033 this predominantly relates to fire mitigation expenditure, \$433,733, which was projected to be incurred however has been deferred until after the current fire season. In addition, the timing of Bush Fire Brigade general expenditure resulted in the expense being over budget by \$45,719. This amount has been approved for reimbursement by DFES this financial year.
- 6. Health is \$64,053 under budget due to salaries and superannuation of \$37,516 due to the staff vacancy that has now been filled, and legal fees of \$22,913.
- 7. Other property and services is over budget by \$581,838 predominantly due to the timing of internal allocations public works overheads allocations \$176,351 (non-cash) and workers compensation expense of \$179,627. Insurance Claims are over budget by \$31,080 (reimbursable) Staff meetings are over budget by \$57,986. Supervision salaries are over by \$37,311 due to the payout of termination pays and maternity pay (reimbursed). Admin allocation is over budget by \$28,139(non-cash) and parts and repairs for plant are over budget by 26,105.

Operating Income by Nature and Type

8. Interest Earnings are under budget by \$29,873 due to late payment interest of \$28,297 and interest on reserves of \$25,074. This is due to a lower than anticipated interest rate on investments.

Operating Expenditure by Nature and Type

9. Materials and Contracts are under year to date budget projections by 34%, predominantly due to the items disclosed at notes 3 and 5 above as well as lower spending in the following items:



- \$38,262 Street bin collection
- \$21,610 Green waste management
- \$27,500 Governance consultants
- \$22,913 Health Legal Costs
- \$28,586 Festivals and events
- \$17,337 Australia Day celebrations
- \$19,168 Engineering consultants
- \$21,561 Environmental works
- \$35,705 Town Planning Consultants
- \$116,812 Bridge Maintenance
- \$12,808 Streets Paths and carparks
- \$18,935 Mainstreet heritage investment strategy
- \$19,798 BKB Marketing

Projections are that there have been no significant material cost savings to date and as such the end of year position will be unchanged (outside of any incomplete projects)

10. Utility charges are over budget by \$157,962 due to

- \$33,485 public parks and gardens water
- \$36,530 water standpipes (this is allocated to jobs or charged to card holders)
- \$64,287 gas and electricity Northam Aquatic Centre. There have been gas leaks since January adding additional expense.
- \$7,712 Reticulation water
- 11. Other Expenditure is over budget by \$296,925. This is due to the internal allocations being over budget \$276,419 (non-cash).

The declaration of AGRN962 Storm Damage and associated flooding in the Mid West and South West Land Division (1-5 March 2021) was made by the DFES on 30 March 2021. DRFAWA is jointly funded by the State and Commonwealth Governments and is providing financial assistance grants for affected Shires. The Shire has incurred a cost of \$188,785 to May 2021. The Shire funding cap has been reached and all subsequent costs incurred will be reimbursed under the Grant funding arrangement.

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 2020/21 Budget.

B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act. Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

B.6 KISK IMP	ilculions		
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

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 May 2021.



Attachment 1



SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2021

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Notes to and forming part of the statement	
Acquisition of Assets Disposal of Assets Information on Borrowings Reserves Net Current Assets	5 to 8 9 to 10 11 12 13
Rating Information	14

Cash Flow Information





SHIRE OF NORTHAM STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2021

Shire of Northam	NOTE				Variances	Variances
		20/21 Revised	Ytd	20/21	Actuals to	Actuals to
Operating		Budget	Budget	Ytd Actual	Budget	Budget
		\$	\$	\$	\$	%
Revenues						
Governance		83,126	80,327	98,668	18,341	22.83%
General Purpose Funding Other		1,854,511	1,836,921	1,818,690	(18,231)	(0.99%)
General Purpose Funding Rates		10,150,090	10,148,008	10,105,362	(42,646)	(0.42%)
Law, Order, Public Safety		2,997,898	881,703	967,381	85,678	9.72%
Health	1	61,000	57,953	12,996	(44,957)	(77.57%)
Education and Welfare		1,173,342	1,193,120	1,261,410	68,290	5.72%
Housing		62,277	57,079	55,232	(1,847)	(3.24%)
Community Amenities		2,983,576	2,822,650	2,710,909	(111,741)	(3.96%)
Recreation and Culture		1,154,294	453,113	446,860	(6,253)	(1.38%)
Transport		2,306,961	1,751,247	1,768,815	17,568	1.00%
Economic Services	2	624,464	387,606	450,869	63,263	16.32%
Other Property and Services		350,200	352,982	312,718	(40,264)	(11.41%)
Total Operating Revenue		23,801,739	20,022,709	20,009,910	(12,799)	(0.06%)
Expenses		(0.444.504)	(0.070.440)	(4.004.500)	4 500 507	50.040
Governance	3 4	(3,144,591)	(2,870,113)	(1,331,586)	1,538,527	53.61%
General Purpose Funding	5	(358,499)	(331,697)	(243,453)	88,243	26.60%
Law, Order, Public Safety Health	6	(2,019,979)	(1,850,129)	(1,451,096)	399,033	21.57% 20.88%
Education and Welfare	0	(323,504)	(306,812)	(242,759)	64,053	8.31%
Housing		(1,547,325)	(1,311,548)	(- i)	108,933 11,423	16.76%
Community Amenities		(75,215) (3,558,140)	(68,175) (2,852,290)	(56,752) (2,752,554)	99,736	3.50%
Recreation & Culture		(4,779,123)	(4.459.545)	(4,469,345)	(9,799)	(0.22%)
Transport		(5,994,875)	(5,512,357)	(5,515,665)	(3,308)	(0.06%)
Economic Services		(2,433,722)	(2,319,105)	(2,194,814)	124,291	5.36%
Other Property and Services	7	(82,057)	(82,111)	(663,949)	(581,838)	(708.60%)
Total Operating Expenses		(24,317,030)	(21,963,881)	(20,124,589)	1,839,293	8.37%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(61,438)	255,597	197,477	(58,120)	
Movement in Employee Benefit Pro	visions	300,000	50,000	(1,821)	(51,821)	
Depreciation on Assets Non Operating Items		4,680,609	4,290,407	4,554,440	264,033	
Purchase Land and Buildings		(3,396,445)	(4,244,412)	(605,205)	3,639,207	
Purchase Plant and Equipment		(1,907,499)	(208,716)	(491,256)	(282,540)	
Purchase Furniture and Equipment		(32,000)	(32,000)	0	32,000	
Purchase Infrastructure Assets - Ro	ads	(3,785,875)	(3,720,707)	(1,616,895)	2,103,812	
Purchase Infrastructure Assets - Bri	dges	(100,000)	0	0	0	
Purchase Infrastructure Assets - Fo	otpaths	(268,650)	(268,650)	0	268,650	
Purchase Infrastructure Assets - Dr.	_	(622,117)	(551,199)	(160,806)	390,393	
Purchase Infrastructure Assets - Pa		(3,244,902)	(840,827)	(457,087)	383,740	
Purchase Infrastructure Assets - Air		(261,031)	0	(2,799)	(2,799)	
Purchase Infrastructure Assets - Str		(99,225)	(99,225)	(96,917)	2,308	
Purchase Infrastructure Assets - Ot	her	(1,207,962)	(1,233,365)	(463,139)	770,226	
Proceeds from Disposal of Assets		1,074,475	254,001	254,001	(0)	
Repayment of Debentures		(345,975)	(335,794)	(335,794)	0	
Proceeds from New Debentures	ma	3,464,020	10.022	10.022	0	
Self-Supporting Loan Principal Inco Transfers to Restricted Assets (Res		20,203 (1,434,500)	10,022 (701,781)	10,022 (701,781)	0	
Transfers from Restricted Assets (Res		1,550,368	798,527	289,643	(508,884)	
Net Current Assets July 1 B/Fwd	serves)	6,309,757	6,309,757	5,741,475	(568,282)	
S Net Current Assets July 1 B/Fwd		(46,784)	(2,209,536)	8,156,565	10,366,101	
Surplus/Deficit		(6,494)	(0)	(2,160,058)	(2,160,058)	

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



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

1. OPERATING STATEMENT

OPERATING REVENUES	Note	Revised 20/21 Budget \$	Ytd Budget	20/21 Ytd Actual	Variances Actuals to Budget \$	Variances Actual to Budget %
Rates		10,145,090	10,148,008	10,105,476	(42,532)	0%
Operating Grants Subsidies and Contributions		3,814,793	3,567,000			
Fees and Charges		3,706,313	3,492,004	-,,		
Interest Earnings	8	128,000	112,250		(29,873)	
Other Revenue		969,212	1,004,563			
TOTAL OPERATING REVENUE		18,763,408	18,323,825		V17	
OPERATING EXPENSES						
Employee Costs		(8,599,923)	(8,201,424)	(8,299,871)	(98.447)	-1%
Materials and Contracts	9	(8,867,657)	(7,548,417)			34%
Utility Charges	10	(1,040,182)	(881,717)	(1,039,679)	(157,962)	-18%
Depreciation of Non Current Assets		(4,680,609)	(4,290,407)	(4,554,440)	(264,033)	-6%
Interest Expenses		(229,114)	(226,429)	(225,973)	456	0%
Insurance Expenses		(516,245)	(515,336)	(470,168)	45,168	9%
Other Expenditure	11	(13,751)	(19,515)	(316,440)	(296,925)	-1522%
TOTAL OPERATING EXPENSE		(23,947,481)	(21,683,245)	(19,908,879)	1,774,366	-8%
Non Operating Grants Subsidies and						
Contributions		4,607,344	1,673,845	1,879,482	205,637	-12%
Profit on Asset Disposals		343,038	25,039			33%
Loss on Asset Disposals		(281,600)	(280,636)	(215,710)	64,926	23%
RESULTING FROM OPERATIONS		(515,291)	(1,941,172)	(114,679)	1,826,493	-94%



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

2. BALANCE SHEET

	20/21	19/20
	YTD Actual	Actual
	\$	\$
CURRENT ASSETS	0.400.770	0.000.470
Cash Assets	9,466,773	9,868,173
Receivables	3,856,600	3,397,556
Inventories & Other Assets TOTAL CURRENT ASSETS	13,323,373	22,731 13,288,460
TOTAL CURRENT ASSETS	13,323,373	13,200,400
NON-CURRENT ASSETS		
Receivables	589,384	466,121
Land and Buildings	48,188,996	48,518,041
Property, Plant and Equipment	6,709,958	6,961,897
Infrastructure	169,349,903	
Financial & Other Assets	213,663	362,526
TOTAL NON-CURRENT ASSETS	225,051,904	226,200,261
TOTAL ASSETS	238,375,277	239,488,721
CURRENT LIABILITIES		
Payables	2,158,559	3,566,236
Interest-bearing Liabilities	35,206	345,975
Provisions	1,251,017	1,252,838
TOTAL CURRENT LIABILITIES	3,444,782	5,165,049
	-,,	2,122,232
NON CURRENT LIABILITIES		
NON-CURRENT LIABILITIES	6.050.540	6.050.540
Interest-bearing Liabilities Provisions	6,059,540 230,292	6,059,540 230,292
Payables	156,546	159,546
TOTAL NON-CURRENT LIABILITIES	6,446,378	6,449,378
TOTAL NON-CORRENT LIABILITIES	0,440,370	0,449,570
TOTAL LIABILITIES	9,891,160	11,614,427
NET ASSETS	228,484,117	227,874,294
NET 700E10	220,101,111	227,077,207
EQUITY		
Retained Surplus	112,644,067	112,446,383
Reserves - Cash Backed	3,798,712	3,386,574
Reserves - Asset Revaluation	112,041,338	112,041,337
TOTAL EQUITY	228,484,117	227,874,294





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

		20/21	20/21
3. ACQUISITION OF ASSETS		Revised Budget	Ytd Actual
		\$	\$
The following assets have been acquired during			
the period under review:			
By Program			
Governance	Note		
CCTV Upgrade	11010	9,000	9,389
Admin Building Solar		11,832	7,975
EMCS Vehicle		45,000	40,482
New Telephone System		32,000	0
Law, Order & Public Safety			
Rangers Ute		57,139	53,209
3.4 Urban Fire Appliance N/central		470,000	0
3.4 Urban Fire Appliance Bakers Hill		470,000	o
Irish Town Light Tanker		169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room		112,055	0
Bakers Hill Fire Shed		439,526	240,056
SES Building		100,000	1,500
LED Fire Danger Rating Signs		19,725	0
Automated Weather Station		4.075	5.186
Water Tank Smith Road		9.800	12.486
CCTV Wundowie		227,666	187,601
BFB Tanks		84.714	107,001
SI S Talling		01,711	
Education & Welfare			
Bernard Park Playgroup		-	0
Killara's Manager vehicle		35,000	31,459
Solar, Killara		6,305	5,550
Upgrade Kitchen Memorial Hall		30,000	0
Structural Repairs Memorial Hall		20,000	0
Health			
Replacement Health ool vehicle PN1621 Written			
Off		25,949	
Housing			
Kurringal Units Upgrade		20,000	0
Community Amenities			
Old Quarry Drainage		35,000	0
Rehab Investagation Old Tip Site		35,000	0
Wind Blown Waste Fence Old Quarry		40,000	7,250
Transfer Station Tip Shop		576,850	23,289
Area Drainage		128,669	70,203
Signage streetscape		50,000	30,137
CBD Streetscape		49,225	66,780
Recoat Floor Bernard Park		16,385	0



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

	20/21	20/21
3. ACQUISITION OF ASSETS (Continued) Note	Revised Budget	Ytd Actual \$
By Program (Continued)	\$	•
By Program (Continued)		
Recreation & Culture		
Wundowie Hall Solar	1,738	3,125
Quellington Hall, Sub Floor repairs	7,585	0
Bakers Hill Pavillion, Structural Floor Cracking Repairs	20,000	0
Northam Hall, Replace Gutters	12,885	0
Wundowie Pool Solar	30,360	26,651
Wundowie Pool Bowl Repainting	10,000	0
Northam Aquatic Facility, Power & Taps to Concourse	13,860	0
Northam Aquatic Facility, Retention	245,986	227,327
Bert Hawke Pavilion - Upgrade, Including Kitchen		
& Ceiling	116,000	7,311
Rec Centre, Sand Floors & Install Aircon Office	81,855	62,523
Solar Recreation Centre	114,977	53,550
Netting Rec Centre Roof	55,000	0
Gas Leak Detection System	6,100	
Spitwater Pool Cleaner	9,304	
EMCOMS Vehicle	45,000	39,030
Hockey Pitch Lighting	248,000	3,453
Jubilee Oval Upgrade Electric Boards	15,000	0
Community Plan Implemetation	90,000	80,818
Bert Hawke Development	56,000	0
POS Playground Improvements	107,220	47,791
Landscaping/demolition Old Pool site	519,500	9,791
Improvements Dr Dunlop Park	27000	380
Northam Youth Space	134,008	108,830
Northam Youth Space, Toilets & Parking	170,000	0
Beavis Place Realignment & Landscaping	500,000	12,880
Bridge Crossing Fixings C/fwd	10,000	0
Northam Suspension Bridge Precinct Activation	100,000	
St Johns Ambulance Site Improvements	250,000	0
Wundowie Family Space	50,000	0
Southern Brook Hall Nature Playground	61,544	61,544
RV Friendly Overnight Site Northam	250,000	8,120
RV Friendly Bakers Hill	100,000	5,000
RV Friendly Wundowie	150,000	118,481
Overnight Caravan Stay Dump point	20,000	0
Train Station (Peel/Minson/Duke)	80,000	0
Shade Structures Bernard Park Shade Structures Bakers Hill	75,000	0
	50,000	0
Upgrade Existing Playground Bakers Hill Recreation Centre	25 000	0
Local Sporting Projects	25,000	0
General Library Upgrades, Replace Aircon, Paint	140,000	U
Interior & Solar Windowie	21,138	11,670
Old Girls School, Replace & Oil Decking	10,000	8,909
ora orno ocnoor, replace & oil becking	10,000	0,303



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

			20/21	20/21
3	ACQUISITION OF ASSETS (Continued)	Note	Revised Budget	Ytd Actual
	Transport			
	Northam Depot Redesign		2,000,000	150,715
	Solar Northam Depot		11,300	0
	Boronia Avenue SIk 0-90		16,050	o
	Esperance Street Slk 0-220		39,000	0
	Fitzgerald Street Slk 1850-2020		25,500	0
	Fraser Street Slk 0-100		15,000	o
	Henry Street Slk 0 - 190		40,850	0
	Hovea Crescent Slk 0-60		7,650	0
	Kuringal Road Slk180-240		7,500	0
	Kuringal Road Slk 480-550		15,000	0
	Ord Street Slk 0-180		30,000	0
	Wellington Street Slk 560-800		57,100	0
	Duke Street, Gorden To Grey		15,000	0
	Drainage - Rural Upgrade & Renewal		468,448	90,603
	Jenapullin Road 9330-11500		672,172	721,386
	Wellington Street 520-850		370,074	317,054
	Oliver Street 0-410		262,000	3,161
	Harvey Road 0-470		59,307	0
	Irishtown Road 0 - 1000		115,459	110,254
	Maintenance Capitalised		644,451	15,902
	Leschenaultia Road 0-350		15,850	0
	Marky Street		51,939	0
	Charles Street 510 - 1070		83,054	0
	Leeder Road 1510-2360		28,950	27,219
	Kurringal Road 0-550		92,496	0
	Duke Street 2470-2940		20,940	24,092
	Springfiled Road 0-120		42,841	364
	Southern Brook Road 16330-17300		202,254	0
	Southern Brook Road 0-3070		387,000	233,739
	Werribee Road 0-1410		233,984	120,729
	Lyon Street 0-600		185,100	9,904
	Gairdner & Wellington Street 40-160		124,528	2,576
	Kerb Renewal		109,238	12,668
	Culvert Renewal		84,238	17,849
	Bridge Construction		100,000	9,053
	PN1201 N008 Isuzu Flocon		160,000	0 45.450
	P5017 Dynapac Vibro Roller		50,500	45,450
	PN1007 Hako Footpath Sweeper		97,000	95,000
	PN1412 Nissan Navara Dual Cab PN2007		31,993	38,995
	PN1308 Toyota Hilux Workmate		27,602	21 164
	PN1309 Toyota Hilux Workmate		28,000	31,164
	PN1401Mazda BT50 Tray Top		28,000	27.055
	PN1605 Isuzu Dmax Ute		27,985	27,955
	PN1516 Mazda BT50		29,888	27,950
	Line Marking Machine		8,814	0
	Bobcat Trailer C/fwd		25,000	42.275
	Tandem Trailer C/fwd		15,250	13,275
	Pegasus 200 Verge Mower C/fwd		13,848	0



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

3. ACQUISITION OF ASSETS (Continued) By Program (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
Transport Upgrade Runway		261,031	2,799
Economic Services			
Solar Visitor Centre		6,800	6,800
Manager Building Vehicle		30,327	21,339
Water Pump Station Upgrade		131,630	0
Bakers Drainage		25,000	0
BKB Building		31,990	9,481
		14,925,706	3,903,158

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
By Class			
Land Held for Resale		0	0
Land and Buildings		3,396,445	605,205
Plant and Equipment		1,737,699	491,256
Furniture and Equipment		32,000	0
Bush Fire Equipment		169,800	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,785,875	1,616,895
Infrastructure Assets - Footpaths		268,650	0
Infrastructure Assets - Bridges & Culverts		100,000	9,053
Infrastructure Assets - Drainage		622,117	160,806
Infrastructure Assets - Parks & Ovals		3,244,902	457,087
Infrastructure Assets - Airfields		261,031	2,799
Infrastructure Assets - Streetscape		99,225	96,917
Infrastructure Assets - Other		1,207,962	463,139
		14,925,706	3,903,158





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2021

4. DISPOSALS OF ASSETS

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

	Written Do	own Value	Sale Pr	oceeds	Profit(Loss)		
By Program	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	
Governance							
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38	
Health							
PN1621 Written Off ASX	13,532	13,532	19,455	19,455	5,923	5,923	
Law Order & Public Safety							
Rangers Triton Ute	6,658	10,000	14,000	14,545	7,342	4,545	
Welfare							
Manager Killara Vehicle	16,600	16,857	15,500	14,091	(1,100)	(2,766)	
Manager Milara Verneie	10,000	10,057	13,300	14,031	(1,100)	(2,700)	
Recreation & Culture					0		
EMCOMS Vehicle	29.025	27,808	23,500	24,545	(5.525)	(3,263)	
Sale of Land, Yilgarn Ave	406.500	0	724,500	0	318,000	(-,,	
					,	0	
Transport						0	
PN1201 N008 Isuzu Flocon	96,015	0	25,000	0	(71,015)	0	
P5017 Dynapac Vibro Roller	2,926	0	5,500	0	2,574	0	
PN1007 Hako Footpath Sweeper	54,445	54,531	15,000	4,500	(39,445)	(50,031)	
PN1412 Nissan Navara Dual Cab	13,772	15,000	14,500	13,182	728	(1,818)	
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0	
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0	
PN1401Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)		
PN1605 Isuzu Dmax Ute	5,984	5,000	11,000	11,363	5,016	6,363	
PN1516 Mazda BT50	8,622	0	9,000	0	378	0	
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0	
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0	
PN3555 2007 Volvo Backhoe Loader C/fwd 13		69,866	31,550	31,550	(38,316)		
Fuso Canter 4 Tonne C/fwd	26,000	27,328	22,000	21,436	(4,000)	(5,892)	
Economic Services					0	0	
Manager Building Vehicle	16,464	16,485	11,000	10,455	(5,464)	(6,030)	
Sale 146 Chidlow Street	87.000	87,000	36,236	36,236	(50,764)		
Sale 144 Chidlow Street	87,200	87,200	31,734	31,734	(55,466)	(55,466)	
	1,007,114	451,478	1,074,475	254,001	67,361	(197,477)	





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2021

4. DISPOSALS OF ASSETS

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

	Written Do	own Value	Sale Pr	oceeds	Profit(Loss)		
By Class							
	20/21	Ytd	20/21	Ytd	20/21	Ytd	
	Budget	Actual	Budget	Actual	Budget	Actual	
	\$	\$	\$	\$	\$	\$	
Plant & Equipment							
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38	
PN1621 Written Off ASX	13,532	13,532	19,455	19,455	5,923	5,923	
Rangers Triton Ute	6,658	10,000	14,000	14,545	7,342	4,545	
Manager Killara Vehicle	16,600	16,857	15,500	14,091	(1,100)	(2,766)	
EMCOMS Vehicle	29,025	27,808	23,500	24,545	(5,525)	(3,263)	
PN1201 N008 Isuzu Flocon	96.015	0	25,000	0	(71,015)	0	
P5017 Dynapac Vibro Roller	2,926	0	5,500		2,574	0	
PN1007 Hako Footpath Sweeper	54,445	54.531	15,000	4.500	(39,445)	(50,031)	
PN1412 Nissan Navara Dual Cab	13,772		14,500	13,182	728	(1,818)	
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0	
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0	
PN1401Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0	
PN1605 Isuzu Dmax Ute	5,984	5,000	11,000	11,363	5,016	6,363	
PN1516 Mazda BT50	8,622	0	9,000	0	378	0	
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0	
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0	
Fuso Canter 4 Tonne C/fwd	26,000	27,328	22,000	21,436	(4,000)	(5,892)	
PN3555 2007 Volvo Backhoe Loader C/fwd	69,866	69,866	31,550	31550	(38,316)	(38,316)	
Manager Building Vehicle	16,464	16,485	11,000	10,455	(5,464)	(6,030)	
Land							
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0	
Sale 146 Chidlow Street	87,000	87,000	36,236	36,236	(50,764)	(50,764)	
Sale 144 Chidlow Street	87,200	87,200	31,734	31,734	(55,466)	(55,466)	
	1,007,114	451,478	1,074,475	254,001	67,361	(197,477)	
	-				20/21	Ytd	

Summary

Profit on Asset Disposals Loss on Asset Disposals

20/21	Ytd
Budget	Actual
\$	\$
343,038	16,869
(281,600)	(214,346)
61 438	(197 477)





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

		Principal New			Principal		Principal		Interest	
		1-Jul-19	Loa	ans	Repayments		Outstanding		Repayments	
			20/21	20/21	20/21	20/21	20/21	20/21	20/21	20/21
Particulars			Budget	Ytd Actual	Budget	Ytd Actual	Budget	Ytd Actual	Budget	Ytd Actual
			\$	\$	\$	\$	\$	\$	\$	\$
Recreation & Culture										
Loan 219A - Northam Bowling Club **	3.18%	143,466	0	0	20,203	10,022	123,263	133,444	5,363	4,496
Loan 224 - Recreation Facilities	6.48%	769,630	0	0	49,844	49,844	719,786	719,786	54,248	51,849
Loan 227 - Youth Space	2.26%	454,903	0	0	46,122	46,122	408,781	408,781	13,075	16,482
Loan 228 - Swimming Pool	1.88%	4,406,806	0	0	189,024	189,024	4,217,782	4,217,782	112,043	110,725
COVID-19 Response	1.80%	0	3,464,020	0	0	0	3,464,020	0		0
Economic Services										
Loan 225 - Victoria Oval Purchase	6.48%	629,698	0	0	40,782	40,782	588,916	588,916	44,385	42,422
		6,404,503	3,464,020	0	345,975	335,794	9,522,548	6,068,709	229,114	225,974

Note: ** indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

	20/21 Budget	20/21 Ytd Actual	19/20 Financial Report
7. NET CURRENT ASSETS	\$	\$	\$
Composition of Estimated Net Current Asset Posi	ition		
CURRENT ASSETS			
Cash - Unrestricted Cash - Restricted Reserves Self Supporting Loan Receivables Rates - Current Pensioners Rates Rebate Provision for Doubtful Debts Other financial Assets Accrued Income/Prepayments Inventories	898,000 3,272,132 20,203 3,193,934 0 0 0 0 0 1,000 7,385,269	5,668,061 3,798,712 10,181 1,290,687 2,631,775 21,959 (194,807) 94,278 2,528 0	5,769,031 4,099,141 20,203 1,164,590 2,407,570 0 (194,807) 20,203 2,528 0
LESS: CURRENT LIABILITIES			
NET CURRENT ASSET POSITION	(5,715,427) 1,669,842	(2,641,634) 10,681,740	(5,165,049) 8,123,409
Less: Cash - Reserves - Restricted Less: Loans receivable - clubs/institutions Add: Current Loan Liability Add: Leave Liability Reserve Add: Budgeted Leave ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	(3,272,132) 0 361,212 984,584 250,000 (6,494)	(3,798,712) 0 35,206 988,331 250,000 8,156,565	(4,099,141) (20,203) 279,985 1,207,425 250,000
LSTIMATED SURFLUS/(DEFICIENCY) C/FWD	(0,434)	0,150,505	5,741,475





NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2021

	20/21 Budget					20/21 Ytd Act	ual			
	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	972,123	12,461		(100,725)	883,859	972,123	3,747	12,461		988,331
Aged Accomodation Reserve					-					-
Housing Reserve					_	-				-
Office Equipment Reserve					-	-				-
Plant & Equipment Reserve	119,872	1,242	230,000	(230,000)	121,114	119,872	456	231,242	(230,000)	121,570
Road & Bridgeworks Reserve					-	-				-
Refuse Site Reserve	199,246	2,064	150,000		351,310	199,246	1,062	152,064		352,372
Regional Development Reserve					-	-				-
Speedway Reserve	149,610	1,550			151,160	149,610	576	1,550		151,736
Community Bus Replacement Reserve										
Septage Pond Reserve	232,077	2,405	35,000		269,482	232,077	962	37,405		270,444
Killara Reserve	246,953	2,559	250,000	(59,643)	439,869	246,953	1,326	252,559	(59,643)	441,195
Stormwater Drainage Projects Reserve					-	-				-
Recreation and Community Facilities Reserve					-					-
Administration Office Reserve					-					-
Council Buildings & Amenities Reserve					-	-				-
River Management Reserve Parking Facilities Construction Reserve					-	-				-
Art Collection Reserve					-	-				-
Reticulation Scheme Reserve					-	-				-
Revaluation Reserve	72,186	748		(70,000)	2,934	72,186	278	748		73,212
COVID-19 Reserve	1.395.933	21,971	724,500	(1,090,000)	1,052,404	1,395,933	5,345	,40		1,401,278
Total Cash Backed Reserves	3,388,000	45,000	1,389,500	(1,550,368)	3,272,132	3,388,000	13,752	688,029	(289,643)	3,800,138

Total Interest & Transfers

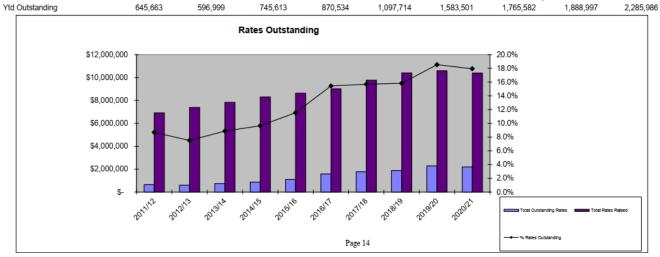
1,434,500

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



SHIRE OF NORTHAM RATING REPORT FOR THE PERIOD ENDED 31 MAY 2021

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Kev Rating Dates RATES ISSUED	08/08/2011	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
RATES DUE	22/09/2011	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
2nd INSTALMENT DUE	22/11/2011	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
3rd INSTALMENT DUE	23/01/2012 22/03/2012	29/01/2013 29/03/2013	24/02/2014 24/04/2014	9/02/2015 9/04/2015	25/01/2016 28/03/2016	30/01/2017 30/03/2017	15/01/2018 15/03/2018	21/01/2018 21/03/2018	10/02/2020 14/04/2020	11/01/2021 11/03/2021
4th INSTALMENT DUE	22/03/2012	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
Outstanding1st July	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862
Rates Levied	\$6,851,706	\$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
Interest, Ex gratia, interim and back rates less writeoff's	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$251,025	\$12,540
Rates paid by month 1 July	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979
2 August	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849
3 September	3,251,815	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
4 October	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486
5 November	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253
6 December	172,178	160,665	685,338	654,900	214,507	336,154	189,794	239,893	724,440	437,028
7 January	441,740	469,219	194,157	295,629	441,681	464,526	637,664	861,146	427,789	643,946
8 February	112,296	166,351	502,176	508,828	148,327	260,963	258,355	174,143	576,493	323,242
9 March	438,277	448,126	176,270	256,379	601,416	589,684	670,462	821,970	476,994	558,147
10 April	105,463	261,010	517,451	484,165	166,567	182,282	164,940	230,157	680,168	127,599
11 May	87,525	30,530	120,455	59,527	115,947	109,069	165,995	209,350	199,792	184,893
12 June										
Total YTD	6,790,316	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
% Ytd Rates Outstanding	8.7%	7.5%	8.9%	9.7%	11.5%	15.4%	15.7%	15.8%	18.5%	17.9%
Ytd Outstanding	645,663	596,999	745,613	870,534	1,097,714	1,583,501	1,765,582	1,888,997	2,285,986	2,194,693





SHIRE OF NORTHAM CASH FLOW REPORT FOR THE PERIOD ENDED 31 MAY 2021





13.4.3 Public Interest Disclosure (PID) Policy Review

File Reference:	2.3.1.2			
Reporting Officer:	Cheryl Greenough, Governance/Administration			
	Coordinator			
Responsible Officer:	Colin Young Executive Manager Corporate Services			
Officer Declaration of	Nil			
Interest:				
Voting Requirement:	Simple Majority			
Press release to be	No			
issued:				

BRIEF

This report is provided for Council to review its Public Interest Disclosure Policy (PID).

ATTACHMENTS

Attachment 1: PID Policy.

A. BACKGROUND / DETAILS

On 17 April 2019 Council adopted the current G1.19 Public Interest Disclosure policy which is now due for review. To ensure policies remain current and viable for the growing needs of the Shire of Northam, policies should be reviewed every two years.

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.

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

Nil.

B.3 Legislative Compliance

Local Government Act 1995 section 2.7. Role of council

(1) The council —



- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

B.4 Policy Implications

Shire of Northam Policies.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Potential exists for corruption and misuse of property/position	Rare (1) x Low (3) = Medium (3)	Adopt the officers recommendation.
Service Interruption	Nil		
Compliance	Potential exists for corruption and misuse of property/position	Rare (1) x Low (3) = Medium (3)	Adopt the officers recommendation.
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

The requirement for the Public Interest Disclosure policy was implemented as a result of the Regulation 17 review which identified the need to have a mechanism for staff and elected members to report disclosures of corrupt or improper conduct without fear of reprisal.

The policy has been reviewed by some staff and appears to fulfill the requirements of the legislation and the needs of the Shire. It is the officer's recommendation to approve the PID policy as it currently stands.

RECOMMENDATION

That Council adopts the Public Interest Disclosure Policy as reviewed with the next review being due February 2023.







Shire of Northam Policy Manual (Section I) Policy G 1.19 Public Interest Disclosure

GOVERNANCE

G 1.19 Public Interest Disclosure

Responsible Department

Resolution Number

Resolution Date

Next Scheduled Review

Related Shire Documents

Related Legislation

Governance

C.3638

17/04/2019

February 2021

Local Government Act 1995
Public Interest Disclosure Act 2003
Corruption Crime and Misconduct Act 2003
Standing Orders Local Law 2018
Public Sector Commission Code of Conduct
Australian Standard for Whistle Blower
Protection (AS8004:2003)

OBJECTIVE

The Shire of Northam will receive disclosures of public interest information in accordance with the provisions of the Public Interest Disclosure Act 2003.

SCOPE

This policy applies to:

- 1. all staff; and
- elected members, who may need to lodge a Public Interest Disclosure (PID).

POLICY

The Shire of Northam does not tolerate corrupt or other improper conduct including mismanagement of public resources in the exercise of the public functions of the Shire of Northam and its elected members, officers, employees and contractors.

The Shire of Northam is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The Shire recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

As a proper authority, the Shire of Northam is responsible for:

- receiving disclosures;
- investigating disclosures;





Shire of Northam Policy Manual (Section I) Policy G 1.19 Public Interest Disclosure

- taking appropriate action; and
- reporting.

The Shire of Northam will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire of Northam does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

The persons responsible for receiving disclosures of public interest information designated under s. 23(1)(a) of the PID Act will abide by the <u>PID Code of conduct and integrity</u> in performing their duties.

The Shire of Northam is also committed to responding to the disclosure thoroughly and impartially and will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.

These internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as Public Interest Disclosure (PID) Officer and will be kept on Promapp.

https://au.promapp.com/shireofnortham/Process/Minimode/Permalink/E2JXaSCOV5POvhrJ7hAJfS



Cr C R Antonio declared an "Impartiality" interest in item 13.4.4 – Lease of 87 Duke Street, Northam to Northam Community Men's Shed as Cr Antonio is a Co-Patron (non-financial) of the Northam Men's Shed.

13.4.4 Lease of 87 Duke Street, Northam to Northam Community Men's Shed

File Reference:	A10590			
Reporting Officer:	Cheryl Greenough, Governance/Administration			
	Coordinator			
Responsible Officer:	Colin Young, Executive Manager Corporate Services			
Officer Declaration of	Nil			
Interest:				
Voting Requirement:	Simple Majority			
Press release to be	No			
issued:				

BRIEF

This report is for Council to consider commencing a new lease agreement with the Northam Community Men's Shed Inc at 87 Duke Street Northam.

ATTACHMENTS

Attachment 1: Map of lease area.

A. BACKGROUND / DETAILS

At the 18 August 2010 Ordinary Council meeting, the motion was passed for Council to lease a portion of the Old Fire Station and reserve land to the Northam Men's Shed. The larger portion of the property at 87 Duke Street, Northam (known as the old Fire Station) on Reserve 4951has been occupied by the Men's Shed since August 2010. The smaller portion of the reserve is occupied by the Northam Toy Library. The building is listed on the State Heritage Register.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme 2: Community Wellbeing.

Outcome People in the Shire feel that their community is caring and

inclusive.

Objective: Support is provided to encourage a strong culture of

volunteering.

B.2 Financial / Resource Implications



Lease fee of \$580.00

B.3 Legislative Compliance

Local Government Act 1995 3.58. Disposing of property Local Government (Functions and General) Regulations 1996

- 30. Dispositions of property excluded from Act s. 3.58
 - (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
 - (2) A disposition of land is an exempt disposition if
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and
 - (i) its market value is less than \$5 000; and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or
 - (b) the land is disposed of to a body, whether incorporated or not (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

B.4 Policy Implications

A8.5 Management of Council Property Leases.

The proposed lease agreement cannot be approved under delegated authority as the leased area exceeds 1,000m2.

B.5 Stakeholder Engagement / Consultation Nil.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A		
Health Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Non-compliance with \$3.58 of the Local Government Act 1995.	Possible (3) x Insignificant (1) = Low (3)	Endorse the Officers recommendation.
Property	If the property is not leased it may deteriorate	Possible (3) x Insignificant (1) = Low (3)	Endorse the Officers recommendation.



Environment	N/A	

C. OFFICER'S COMMENT

The Men's Shed have increasingly grown and progressed over the years and serve a vital role in the community. Men from all walks of life, interests and abilities are able to use their talents to provide a positive service to the community.

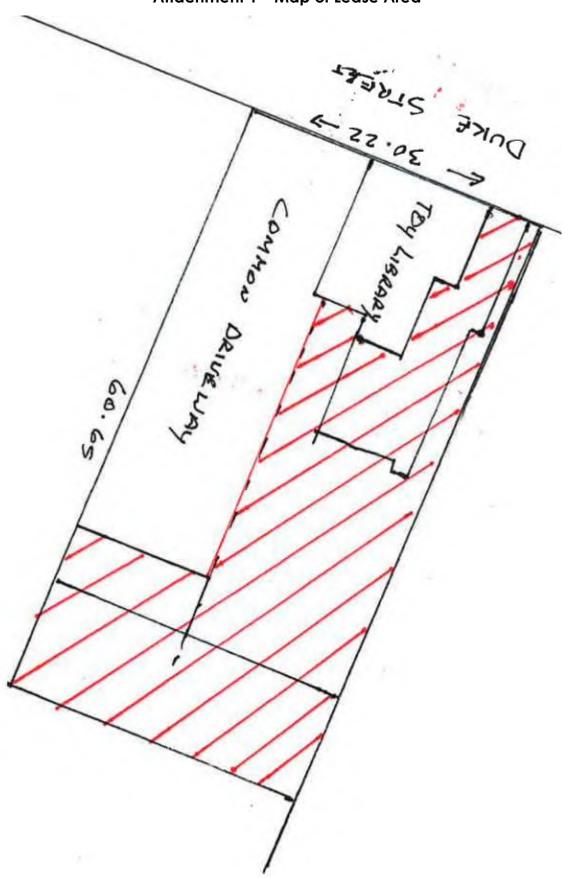
The officer recommends that Council leases a portion of Reserve 4951, consisting of a small portion of the former Fire Station Quarters and the entire rear yard, to the Northam Community Men's Shed Inc for a period of 5 years, with a 5 year renewal option, with the driveway being common area as shown in the attached plan. The agreement is subject to the approval of the Minister for Lands.

RECOMMENDATION

That Council, in accordance with Policy A8.5 Management of Council Property Leases (Section 2), lease a portion of Reserve 4951, 87 Duke Street Northam, consisting of a part of the former Fire Station Quarters and rear yard with the driveway as common area, to the Northam Community Men's Shed Inc for a period of 5 years with a 5-year renewal option, subject to the approval of the Minister for Lands.









13.5 COMMUNITY SERVICES

13.5.1 Support for Community Sporting and Recreation Facilities Fund Application for BMX track upgrade.

File Reference:	8.2.5.21	
Reporting Officer:	Glenn Paddick, Manager Recreation Services	
Responsible Officer:	Jo Metcalf, Executive Manager Community services	
Officer Declaration of	Nil	
Interest:		
Voting Requirement:	Simple Majority	
Press release to be	No	
issued:		

BRIEF

Provide funding to assist with resurfacing the Northam BMX club track.

ATTACHMENTS

Attachment 1: Track layout.

A. BACKGROUND / DETAILS

As part of Councils response to the Covid-19 pandemic, \$300,000 was set aside to support local sporting groups wishing to make application to the Department of Local Government Sport and Recreation (DLGSC), Community Sporting and Recreation Facilities Fund (CSRFF) Small Grant round.

All local sporting groups / associations were advised of the initiative and Council has received an application from the Northam BMX Club (The Club).

The Council has previously invested in the BMX facility through the provision of lighting at a total cost to the Shire of Northam at \$90,000 in 2018/19 (no contribution from the BMX club).

To capitalise on the investments made to date, the next step is to upgrade the track. This stage involves the installation of National Standard track surface to allow full use of the facilities both for training and racing. Without this upgrade the track, in its present condition, will deteriorate to a point where it is unusable. As this track is open to the public, the resurfacing benefits the wider community, in particular youth involved in cycling. This will provide the community, particularly youth, with a facility that can be used

16 June 2021



by scooters, all types of bicycles and potentially wheelchairs. This stage will also be the subject of an application to DLGSC based on a contribution of two thirds from the Shire and one third from the CSRFF grant.

The Shire of Northam has put considerable capital into the creation of a recreational Hub on Peel Terrace. The current state of the BMX track and associated amenities detracts from the overall quality of the Hub. The proposed works provides an opportunity to create an entry statement that welcomes the public to use the Hub facilities in comfort and safety and represents the Shire's support and commitment to regional sport and recreation.

The Club has self-funded a significant amount of work at the track also – including a new start ramp and cover, canteen and earthworks which would amount to approximately \$100,000.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Outcome: 2.2 There are a variety of recreation and leisure activities

available for all ages, across the Shire of Northam.

Objective: Maintain a range of sporting facilities in Northam, as

expected of a Regional Centre

B.2 Financial / Resource Implications

Council has set aside \$300,000 for grant application support.

Of this amount the Northam Hockey Association received \$160,000 for the installation of lighting, therefore \$140,000 remains.

The Club is seeking \$133,000 (which is two thirds of the total project cost, with the final third being subject of the CSRFF grant application).

Total amount of funding required for the project is \$200,000 and it is recommended that the Shire of Northam Council approve the provision of \$133,000 to meet the total.

The Club has access to professional machinery to provide in-kind support for basic groundworks and freight of materials. It may also be able to make a small cash contribution.

In the event the grant application is successful, Council will manage the project as the asset will be retained by the Shire of Northam.



Unlike many other sporting clubs, the Northam BMX Club currently pay no annual fee to the Shire of Northam for use of the facility. Council may wish to consider charging the Club in future.

B.3 Legislative Compliance

Local Government Act & Regulation procurement requirements will be complied with should the grant application be successful.

B.4 Policy Implications

Councils purchasing Policy 4.2 will be complied with should the grant application be successful.

B.5 Stakeholder Engagement / Consultation

The Manager Recreation & Youth Services invited all clubs on Council's data base to apply for the funding in June and again in July 2020 and subsequently in February 2021. In addition, the financial support opportunity was promoted on various Council social media platforms.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Northam BMX Club project exceeds \$200,000 limit	Possible (3) X Medium (3) = 9 (Moderate)	Secured 2 quotes
Health & Safety	N/A		
Reputation	Sporting groups do not feel they have had opportunity to apply	Possible (3) X Medium (3) = 9 (Moderate)	Staff to continue to promote funding opportunities to the community.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

This funding allocation will ensure that the project is commenced, and that the facility meets the targets outlined in the Northam Recreation Plan of 2017 and the Avon Regional Organisation of Councils Recreation Audit Plan.



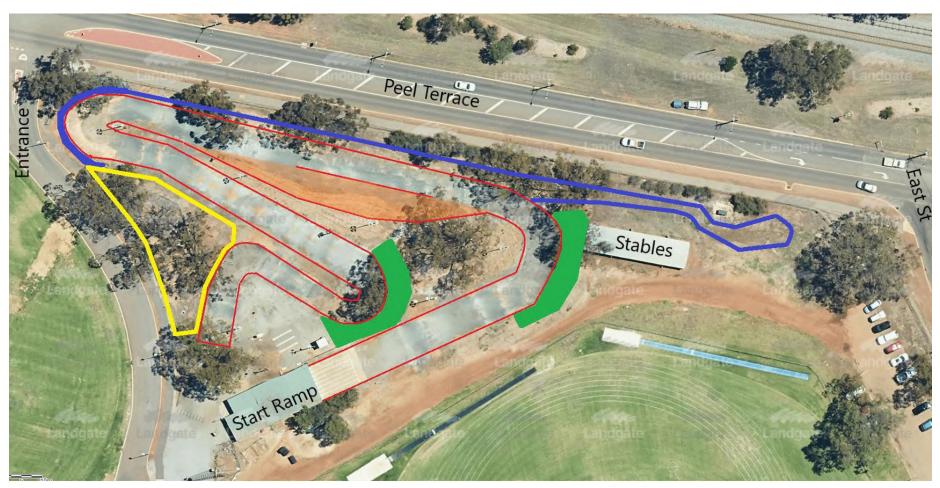
RECOMMENDATION

That Council approves the application made by the Northam BMX Club by:

- 1. Supporting the Northam BMX club to make the Department of Local Government, Sport and Cultural Industries application for \$67,000.
- 2. Providing two thirds (\$133,000) of the total project costs.
- 3. If the application is successful, authorise for the works to commence.



Attachment 1 – Track Layout





14. MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (a) of the Local Government Act 1995, meet behind closed doors to consider agenda item 14.1 – Chief Executive Officer Review Committee Meeting held on 27 May 2021 as it relates to a matter affecting an employee.

Mr J B Whiteaker declared a "Financial" interest in item 14.1 - Chief Executive Officer Review Committee Meeting held on 27 May 2021 as this matter relates to Mr Whiteaker's employment.

14.1 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 27 MAY 2021

RECOMMENDATION

That Council move out from behind closed doors.

15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16. URGENT BUSINESS APPROVED BY DECISION

Nil.

17. DECLARATION OF CLOSURE