

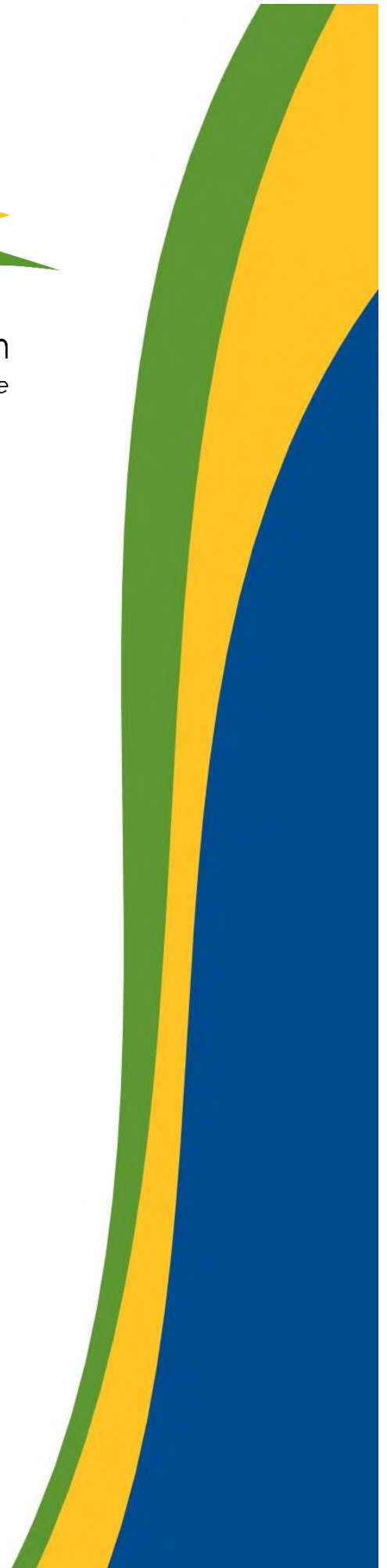


# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**17 March 2021**



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

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

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

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## 1. DECLARATION OF OPENING

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

## 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

### Council:

Shire President  
Deputy Shire President  
Councillors

C R Antonio  
J E G Williams  
M I Girak  
A J Mencshelyi  
D Galloway  
C P Della  
T M Little  
R W Tinetti  
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  
A C McCall

### Gallery:

Public

Sally Hart

### 3.1 APOLOGIES

Nil.

### 3.2 APPROVED LEAVE OF ABSENCE

Cr M P Ryan has been granted leave of absence from 15 March 2021 to 19 March 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.

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
Proposed Farm Shed – 39 Cook Road, Bakers Hill	13.3.2	Cr J E G Williams	Impartiality	One of Cr Williams sons works for Wheatbelt Steel who are the applicants. Cr Williams son is not a dependent and does not live with Cr Williams.
Waste Management Fee Waiver Request	14.1	Cr R W Tinetti	Impartiality	The current spouse of the applicant is casually employed by Cr Tinetti's business.
		Cr C P Della	Impartiality	The current spouse of the applicant is known to Cr Della.

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

<b>Visitations and Consultations</b>	
18/02/2021	RCAWA Meeting – Day 1- Perth
19/02/2021	Avon-Midland Zone Meeting - Moora
19/02/2021	Radio Interview - ABC Midwest & Wheatbelt on Bakers Hill Post Office Closing
21/02/2021	Northam Vintage Swap Meet & Show and Shine
21/02/2021	Book launch “Where Wild Emus Roam” – Bilya Koort Boodja
22/02/2021	Triple M Weekly Radio Interview
22/02/2021	Minister Templeman Visit – Old Railway Station Northam
22/02/2021	Radio Interview – ABC Midwest & Wheatbelt on Council Meeting last week
23/02/2021	Wheatbelt OASG Monthly Meeting
26/02/2021	K Hub Official Opening - Northam
27/02/2021	Radio Interview – 6PR on “Northam Monster” from 1929
02/03/2021	Triple M Weekly Radio Interview
02/03/2021	6PR Radio Interview on Flooding in Northam Townsite
03/03/2021	ABC Midwest & Wheatbelt Radio News Interview – Flooding in Northam Townsite
03/03/2021	ABC Midwest & Wheatbelt Morning Show interview on flooding in Northam
03/03/2021	Triple M Radio interview on flooding in Northam Townsite
03/03/2021	Triple M News radio interview on flooding in Northam Townsite
03/03/2021	GWN7 TV Interview on flooding in Northam townsite
03/03/2021	Channel 7 Peth TV Interview on flooding in Northam
03/03/2021	ABC TV Interview on Flooding in Northam
03/03/2021	Radio Interview – ABC Midwest & Wheatbelt on “Humans of the Wheatbelt” p
04/03/2021	National Ballooning Championships in Northam Press announcement
05/03/2021	Video Meeting – Welcome to Northam for Medical Students
06/03/2021	Lions Community Markets - Northam
07/03/2021	ABC National Radio Nightlife – Radio Interview on Shire of Northam
08/03/2021	AROC Meeting - Toodyay
09/03/2021	Triple M Weekly Radio Interview
10/03/2021	Wheatbelt DEMC Meeting - Northam
11/03/2021	Local Emergency Management Committee Meeting - Northam
11/03/2021	Central Regional TAFE Awards Night - Northam
13/03/2021	A Fortunate Life Screening – Northam

16/03/2021	Triple M Weekly Radio Interview
<b>Upcoming Events</b>	
23/03/2021	Triple M Weekly Radio Interview
01/04/2021	Good Friday
03/04/2021	Lions Community Markets - Northam
04/04/2021	Easter Sunday
06/04/2021	Triple M Weekly Radio Interview
09/04/2021	Citizenship Ceremony – Bilya Koort Boodja, Northam
10/04/2021	Northam Motorsport Festival – Day 1
10/04/2021	Northam Twilight Markets
11/04/2021	Northam Motorsport Festival – Day 2
13/04/2021	Triple M Weekly Radio Interview
20/04/2021	Triple M Weekly Radio Interview

### **Operational Matters:**

With the recent unusual flooding events within the Shire of Northam, mainly centred around the townsite of Northam and localised areas in the East of the Shire, it has been heartening to see the quick mobilisation of the Shire of Northam staff. The interaction with other relevant agencies in both remediation and recovery was great to see. With every major 'emergency' event, such as flooding or fire, it is important, as we do, to learn off what we can do differently or better next time. The Shire of Northam's debriefs ensure a robust a detailed analysis is undertaken after each event.

During the recent flooding events, it was fantastic to see the community assisting each other, particularly the SES, as an example.

### Events Calendar

With the upcoming Northam Motorsport Festival, and the announcement of hosting the 2021 National Ballooning Championships in Northam, our Shire continues to shine and show capacity to host major events.

### **Strategic Matters:**

Residents and Ratepayers within the Shire of Northam will continue to notice positive changes, many of which form part of our Strategic Plans. Presently, the RV friendly site at Wundowie is nearing completion, and the RV parking at Bernard Park has recently started construction. Wellington Street road rework has recently been completed, and redevelopment of the Old St John Ambulance Site, also located in Wellington street, continues nearing toward completion.

**6. PUBLIC QUESTION TIME**

**6.1 PUBLIC QUESTIONS**

Nil.

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

Nil.

**8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**8.1 PETITIONS**

Nil.

**8.2 PRESENTATIONS**

Nil.

**8.3 DEPUTATIONS**

Nil.

**9. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**10. CONFIRMATION OF MINUTES**

**10.1 ORDINARY COUNCIL MEETING HELD 17 FEBRUARY 2021**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4162**

**Moved: Cr Little**

**Seconded: Cr Mencshelyi**

**That the minutes of the Ordinary Council meeting held on Wednesday, 17 February 2021 be confirmed as a true and correct record of that meeting.**

**CARRIED 9/0**

## **10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 MARCH 2021**

### **RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4163**

**Moved: Cr Mencshelyi**

**Seconded: Cr Girak**

**That Council receive the notes from the Council Forum meeting held Wednesday, 10 March 2021.**

**CARRIED 9/0**

**Attachment 1**



**Shire of Northam**

**Notes**

**Council Forum Meeting**

**10 March 2021**



Council Forum Meeting Notes  
10 March 2021



**DISCLAIMER**

These notes are yet to be dealt with by the Council. 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 12 March 2021.



**JASON WHITEAKER**  
**CHIEF EXECUTIVE OFFICER**

### Received Notes

These notes were received at an Ordinary Meeting of Council held on 17 March 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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10 March 2021



## 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 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

C R Antonio  
J E G Williams  
M I Girak  
A J Mencshelyi  
D Galloway  
C P Della  
T M Little  
R W Tinetti  
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  
A C McCall

### 3.1 APOLOGIES

Nil.

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Nil.

## 4. DISCLOSURE OF INTERESTS

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



Council Forum Meeting Notes  
10 March 2021



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
RFT 01 of 2021 – Fire Mitigation Services – MAF 2020/21	13.3.1	Cr M P Ryan	Financial	The applicant is an existing client of Cr Ryan's legal practice. Cr Ryan's legal practice does legal work for the applicant.
Proposed Farm Shed – 39 Cook Road, Bakers Hill	13.3.2	Cr J E G Williams	Impartiality	One of Cr Williams sons works for Wheatbelt Steel who are the applicants. Cr Williams son is not a dependent and does not live with Cr Williams.
Waste Management Fee Waiver Request	14.1	Cr R W Tinetti	Impartiality	The current spouse of the applicant is casually employed by Cr Tinetti's business.
		Cr M P Ryan	Impartiality	The applicants are known to Cr Ryan.

Council Forum Meeting Notes  
10 March 2021



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

No queries were raised in relation to this item.

**6. PUBLIC QUESTION TIME**

**6.1 PUBLIC QUESTIONS**

Nil.

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

Nil.

**8. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**8.1 PETITIONS**

Nil.

**8.2 PRESENTATIONS**

Nil.

**8.3 DEPUTATIONS**

Nil.

**9. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**10. CONFIRMATION OF MINUTES**

**10.1 ORDINARY COUNCIL MEETING HELD 17 FEBRUARY 2021**

No queries were raised in relation to this item.

**10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 MARCH 2021**

No queries were raised in relation to this item as the notes have not yet been finalised.

**10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 24 FEBRUARY 2021**

No queries were raised in relation to this item. Cr Antonio noted that Cr Tinetti provided a comment by email in relation to the shade sails.

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

Nil.

Council Forum Meeting Notes  
10 March 2021



## 12. REPORTS OF COMMITTEE MEETINGS

### 12.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 4 MARCH 2021

No queries were raised in relation to this item.

## 13. OFFICER REPORTS

### 13.1 CEO'S Office

#### 13.1.1 Complaints Officer

Clarification was sought in relation to:

- Whether this recommendation changes anything given the Executive Manager Corporate Services is already the Complaints Officer. The Chief Executive Officer advised that this does not change anything and is reaffirming that this position is the complaints officer.

#### 13.2 ENGINEERING SERVICES

Nil.

#### 13.3 DEVELOPMENT SERVICES

*Cr M P Ryan declared a "Financial" interest in item 13.3.1 - RFT 01 of 2021 – Fire Mitigation Services – MAF 2020/21 as the applicant is an existing client of Cr Ryan's legal practice. Cr Ryan's legal practice does legal work for the applicant.*

Cr M P Ryan left the meeting at 5:35pm.

##### 13.3.1 RFT 01 of 2021 – Fire Mitigation Services – MAF 2020/21

Clarification was sought in relation to:

- Whether it can be clarified if Cr Ryan's interest is financial in nature.

#### Additional Comment

It is the responsibility of the individual Elected Member to determine their type of interest.

- Why do staff expect there to be variations? The Chief Executive Officer advised that staff are not expecting there to be variations. This is included in the recommendation from a risk management perspective. If this was not included and a variation arises there may be implications



Council Forum Meeting Notes  
10 March 2021



due to needing to bring the item back to Council. This could result in costs due to works stopping and the contractor being required to demobilise.

- Whether the contractor is local. The Executive Manager Development Services advised that they are local.
- Can the contractor get the local brigades to complete some of the works as a fundraiser? The Executive Manager Development Services advised that the items included in this tender are for large parcels of land which require insurance. There are works that are not included in this contract which will be offered to the brigades.

Cr M P Ryan returned to the meeting at 5:35pm.

*Cr J E G Williams declared an "impartiality" interest in Item 13.3.2 - Proposed Farm Shed – 39 Cook Road, Bakers Hill as one of Cr Williams sons works for Wheatbelt Steel who are the applicants. Cr Williams son is not a dependent and does not live with Cr Williams.*

### 13.3.2 Proposed Farm Shed – 39 Cook Road, Bakers Hill

Clarification was sought in relation to:

- The size of the property. The Executive Manager Development Services advised that this will be clarified.

#### Additional Comment

40.4688 hectares. The existing dwelling is approximately 300m from the western neighbouring dwelling, approximately 470m from the northern neighbouring dwelling, 450m from Cook Road and 200m to the eastern boundary that does not contain any dwellings.

- Why is the property zoned rural-residential if it is larger than the standard rural-residential property. The Executive Manager Development Services advised that this zoning was changed a number of years ago as it was identified as an area for development. That is not currently the intent of the current owners who are using the property for rural/agricultural purposes.
- Whether the subdivision is still going ahead given the structure plan expires in May. The Executive Manager Development Services advised that this is unlikely however there will still be a structure plan over property if this is to be subdivided in the future.
- Why is approval recommended with non-complying material? The Executive Manager Development Services advised that colourbond is not required in rural zoned properties. Given the property is being used for rural/agricultural purposes officers are recommending approval.
- The advertising to three plus councillors. The Executive Manager Development Services advised that this requirement will be clarified.



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Additional Comment

This refers to the advertising level specified in LPP20 for extensions and changes to a non-conforming use, which is Level 3 plus Councillors.

- Whether the advertising requirement should not be waived given one of the property owners is a staff member, should Council be undertaking this as a precaution? The Executive Manager Development Services advised that staff believe it is not required given it is a minor variation and the structure is 120 metres from the nearest property, however this will be clarified.

Additional Comment

Applications for staff members should be assessed no differently to other similar development applications. As discussed in the report, although the proposal is for an extension to the non-conforming use, there is no increase in intensity or impacts, and therefore it is appropriate to waive the advertising requirement.

- Whether there should be a condition for a rainwater tank. The Executive Manager Development Services advised that this is addressed in condition 3.

**13.3.3 Update on COVID-19 Pandemic Response Strategy/Framework**

Clarification was sought in relation to:

- Whether there is an end date for the state of emergency. The Executive Manager Development Services advised that this is unknown, and the date continues to be extended.
- Whether there is any interest in the COVID incentive. The Chief Executive Officer advised that an applicant in the waste management sector has gone through the initial assessment process and is now putting in a more detailed application. It was further queried if it they are likely to qualify. It was advised that they have been approved to go to the next stage and on the face of it they qualify. However, this is unknown until staff receive the detailed business case.
- The reason for the allocation to CV02 when there is no funds allocated to the account. The Chief Executive Officer advised that this will be clarified.

Additional Comment

The expenditure was predominantly carried forward from the 2019/20 financial year, i.e. purchase orders were in place that were expected to be settled in the 2019/20 financial year however didn't settle till the 2020/21 year.

Council Forum Meeting Notes  
10 March 2021



- What are the policy adjustments referred to in B.4 of the report? The Executive Manager Development Services advised that this is referring to when strategy was adopted.
- What changes have been made to the framework. The Executive Manager Development Services advised that the changes are fairly minor in nature and are highlighted in yellow. It was advised that all changes to the framework and action plan will be highlighted in yellow for the future reports to Council.

### 13.4 CORPORATE SERVICES

#### 13.4.1 Accounts & Statements of Accounts – February 2021

No queries raised in relation to this item. It was noted that Cr Pollard has submitted queries by email which will be included in the Forum Notes.

Queries raised prior to the Council Forum:

Reference	Page #	\$	Details Reference	Question	Query By	Answer
35370	196	14371.98	Water Corporation - Rec Centre	Under budget? Includes Henry St Oval?	Cr Pollard	Yes it does, there are three meters on the one bill, the rec centre the pool and the oval waste water reuse
39015	199	1564.80	Andy's - Clackline toilets x 2	Tested against other plumbers or one/no quote?	Cr Pollard	As per purchasing policy only one quote is required, however the market is tested on random occasions
39016	199	1095.00	Angie Roe - 3 hours photography (so \$365/hr)	Was this necessary?	Cr Pollard	This was for the Australia Day event. The images captured will be used marketing to increase activation on Australia Day at future events. The charges also included editing of the images captured.
39041	203	2420.00	JLO Designs Wallpaper print - Visitors Centre? See also EFT 39287 \$1298.00 P244	Mural moved to Rec Centre so this required? What was done please?	Cr Pollard	The VC has been modernised with a focus on experiences offered in the community. Ballooning was not marketed prominently in the VC and yet it is one of the main attractions in the region. A full feature

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Reference	Page #	\$	Details Reference	Question	Query By	Answer
						wall has been created to draw attention to ballooning. The old mural has been relocated to the rec centre for Storage and possible re-use at another facility in the future.
39107	213	2830.31	Draco Air - relocate 2 air conditioners	So labour only? This is about the normal cost of 2 A/Cs?	Cr Pollard	\$1936 labour (8 hours x 2 workmen), \$894.31 parts including electricity supply
39127	217	2.13	Midalia Steel - Patio Pregal RHS as quoted	Supercheap!! My kind of price	Cr Pollard	Noted
39155	222	14708.97	Hayes Recruiting	Just cost of recruiting a staff member?	Cr Pollard	Yes, it is for his recruitment to a permanent Shire employee
		2942.50	Hayes - Fire Detection System monthly service	I thought Hayes was just recruiting?	Cr Pollard	This was a data entry error, it was a payment for the acting Executive Manager Corporate Services, it has been corrected.
39203	230	8848.93	Synergy - Bernard Pk BBQ/Pump/Lights	5 days only - 26/11/20 to 2/12/20		
				Seems high. On Budget?	Cr Pollard	This account had been estimated due to the meter reader not being able to access the meter, this bill was an adjustment due to staff supplying Synergy with the actual meter reading, procedures have changed, staff will now supply Synergy with the readings
		12099.09	Synergy - Henry St Oval 12/11 to 2/12	Seems high. On Budget?	Cr Pollard	Date should be 10/11 to 09/12. Description entered wrong should include Rec, Pool, Jubilee, SES and Henry St oval. Budget on track.



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Reference	Page #	\$	Details Reference	Question	Query By	Answer
		14564.07	Synergy - Henry St Oval 10/11 to 12/1	Dates Overlap. Seems high. On Budget?	Cr Pollard	Date should be 10/12 to 12/01. Description entered wrong should include Rec, Pool, Jubilee, SES and Henry St oval. Budget on track.
		2100.43	Synergy - Grey St Avon Descent	What does this meter cover please?	Cr Pollard	Town pool aerators
		743.47	Synergy - Sound Shell	Hardly used. Seems high? On Budget?	Cr Pollard	Also supplies the water park
39225	236	3900.00	WA Skills - Fork Lift training - 1 person listed	Is this a one day course? More staff?	Cr Pollard	2 Day course onsite in Northam, 6 staff attended
39240	237	4605.15	Commercial Aquatics - Repair chlorination leak	Insurance claim? Other cost last month I thought? Warranty?	Cr Pollard	This is not covered under warranty. No cost last month
39287	244	2112.00	Beveridge - Pressure wash outside creche	How dirty was it? How many hours?	Cr Pollard	This is for cleaning before painting walls, and pressure washing for new lessee.

### 13.4.2 Financial Statement for the period ending 28 February 2021

Clarification was sought in relation to:

- Whether it is worth refinancing the Recreation Facilities loan. The Chief Executive Officer advised that this is currently fixed.

Queries raised prior to the Council Forum:

Details Reference	Question	Query By	Answer
Staff meetings over budget by this	Seems excessively over budget with "no cost savings to come" P258 Note 7	Cr Pollard	This is over budget due to the new initiative of prestart meetings every morning running for about 1/2 hour, it is used to organise the crew and to raise any safety issues that staff have, early indications suggest overall efficiencies are being achieved as an outcome of the meetings.
Three major gas leaks at Aquatic Centre since January.	Note: Gas Detection System budget \$6100 vs. \$0 actual. Builder/supplier	Cr Pollard	This is not covered by warranty; system has been ordered.

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Details Reference	Question	Query By	Answer
	warranty? Is system ordered?		
Solar Northam Aquatic Centre \$0 vs \$0 budget	See EFT 39060 \$32868. Is this charged to Rec Centre Solar?	Cr Pollard	Yes, the budget was moved at budget review, the additional pool solar system will be located on the recreation centre building.

### 13.5 COMMUNITY SERVICES

#### 13.5.1 Financial support for the 2021 National Ballooning Championships

Clarification was sought in relation to:

- The reason for this being unbudgeted and why this cannot be taken out of the COVID funding. The Chief Executive Officer advised that although it fits within the COVID funding, staff were of the view it is essentially an unbudgeted request, which requires an absolute majority resolution of Council. Staff were of the view that requiring the absolute majority added an additional requirement which was prudent in this instance.
- The rationale for \$40,000 funding instead of the normal \$20,000. The Executive Manager Community Services advised that there is a higher expectation to deliver a quality event and this funding will help ensure that the event can be delivered. The \$40,000 funding is what the committee need to deliver the event and will mean that they will not need to seek as much sponsorship in only a short time. The Chief Executive Officer advised that Council could approve up to \$40,000 and go back to the committee to encourage them to seek more sponsorship.
- Whether there is event insurance should this be cancelled due to COVID. The Executive Manager Community Services advised that the committee has all its insurances in place however this does not cover the event should it be cancelled. With respect to the return of sponsorship money, this would depend on what was spent up until the point of cancellation however is doubtful.

#### Additional Comment

As event cancellation insurance is impossible to obtain (globally) due to Covid 19. In the event of cancellation, event sponsorship monies would be returned if possible i.e. depending at what point (how close to the event) a cancellation took place. There would varying degrees of sunk costs. Any monies that remained unspent and available to be returned could be refunded if that is what is agreed in individual sponsorship agreements.

- Whether the wording is accurate in the Officers Comment with respect to ensuring the 'successful' delivery of the event. The Executive Manager



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Community Services advised that the funding would ensure the delivery of the event and will provide them with security and help them plan in the short timeframe available.

Additional Comment

The word 'successful' has been removed from the report.

- Whether quarantine will be required. The Shire President advised that this is the National event. If it is required at the time for interstate travellers, then this will need to be undertaken in accordance with the state governments direction.

**14. MATTERS BEHIND CLOSED DOORS**

*Cr R W Tinetti declared an "Impartiality" interest in item 14.1 – Waste Management Fee Waiver Request as the current spouse of the applicant is casually employed by Cr Tinetti's business.*

*Cr M P Ryan declared an "Impartiality" interest in item 14.1 – Waste Management Fee Waiver Request as the applicants are known to Cr Ryan.*

**14.1 WASTE MANAGEMENT FEE WAIVER REQUEST**

Refer to the Forum Notes Confidential Addendum.

**14.2 PROCON DEVELOPMENTS – CONTRACT EXTENSION**

Refer to the Forum Notes Confidential Addendum.

**14.3 CEO REVIEW COMMITTEE MEETING HELD ON 4 MARCH 2021**

No queries were raised in relation to this item as the minutes have not yet been provided to Councillors.

**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 6:08pm.

### 10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 24 FEBRUARY 2021

#### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4164

Moved: Cr Della

Seconded: Cr Little

That Council receive the notes from the Strategic Council meeting held Wednesday, 24 February 2021.

CARRIED 9/0

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

Nil.

### 12. REPORTS OF COMMITTEE MEETINGS

#### 12.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 4 MARCH 2021

Receipt of Minutes:

#### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4165

Moved: Cr Antonio

That Council receive the minutes from the Audit and Risk Management Committee meeting held on 4 March 2021.

CARRIED 9/0

**Adoption of Recommendations:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4166**

**Moved: Cr Antonio**

**That Council:**

- 1. Receive the update as provided in the monthly Compliance Calendar Report.**
- 2. Receives the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review.**
- 3. Receives the update as provided in Attachment 1 in relation to the progress made towards the Parks and Gardens Service Review Recommended Actions.**
- 4. Receives the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.**
- 5. Receives the update as provided in Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.**
- 6. Receives the update as provided in Attachment 1 in relation to the progress made towards the OSH Action Plan.**
- 7. Receives the February 2021 Shire of Northam Risk Register update.**
- 8. Accept the report as submitted by Butler Settineri and adopt the attached 2020 Audit Compliance Return as required, prior to submission to the Department of Local Government, Sport and Cultural Industries.**
- 9. Receive the update on workers compensation claims.**

**CARRIED 9/0**



**Attachment 1**



**Shire of Northam**

**Minutes**

**Audit & Risk Management**

**Committee Meeting**

**4 March 2021**

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4 March 2021



**DISCLAIMER**

These minutes are 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.

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

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## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 5:28pm.

## 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

Cr C R Antonio  
Cr S B Pollard  
Cr M P Ryan

### Staff:

Chief Executive Officer  
Executive Manager Corporate Services  
Executive Assistant – CEO

J B Whiteaker  
C Young  
A McCall

### 3.1 APOLOGIES

Councillor

Cr A J Mencshelyi

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Nil.

## 4. DISCLOSURE OF INTERESTS

Nil.

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

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

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

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

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

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 17 DECEMBER 2020

#### RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.173

Moved: Cr Ryan

Seconded: Cr Pollard

That the minutes of the Audit & Risk Management Committee meeting held on 17 December 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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## 6. COMMITTEE REPORTS

### 6.1 MONTHLY COMPLIANCE REPORT FOR 2020

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

#### BRIEF

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

#### ATTACHMENTS

- Attachment 1: December 2020 Compliance Calendar.  
Attachment 2: December 2020 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



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

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

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

The past year has at times been difficult with staff working from home due to COVID-19 restrictions and new processes being instigated such as moving from paper to digital. One of the new processes requires staff to attach the invoice to the purchase order in G drive. This process requires further modification.

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Month	Item	% compliance	Non Compliance
March	Monthly Check	100%	Compliant
	Random Creditor check	100%	Compliant
April	Monthly Check	94%	The paper registers were not up to date due to staff working from home
	Random Creditor check	31%	There were eleven instances of non compliance due to COVID-19 and staff working from home.
May	Monthly Checks	94%	Financial register had not been updated. Water sampling had not been recorded.
	Random Creditor check	80%	Three checklists not attached to P/O, one purchase order written after the invoice.
June	Monthly Checks	100%	Compliant
	Random Creditor checks	81%	Five instances of no checklist being attached
July	Monthly Checks	100%	Compliant
	Random Creditor checks	81%	One checklist not completed correctly and three P/O's written after invoice
August	Monthly Checks	100%	Compliant
	Random Creditor check	85%	Two P/O's were written after date of Receipt, only one quote provided where it should have been three.
Sept	Monthly Checks	71%	On line tender register not updated, one E-tender not opened by two people, delegated authority register not updated for one item.
	Random Creditor Check	76%	One P/O not before receipt, six receipts not attached to PO (new system)
Oct	Monthly Checks	95%	The new on line tender register does not cover all of the requirements. This needs improving



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	Random Creditor Check	73%	New system of attaching receipts to P/O's has not been fully utilised by staff
Nov	Monthly Checks	79%	Still some issues with the new on line tender register, Delegation F06 missed one delegation.
	Random Creditor Check	87%	Attaching supporting receipts to PO still appears to be an issue
Dec	Monthly Checks	100%	Compliant
	Random Creditor Check	77%	5/10 Invoices not attached to P/O, one checklist not attached, one P/O written after invoice date.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.174**

**Moved: Cr Pollard**

**Seconded: Cr Ryan**

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

**CARRIED 3/0**

Discussion was held around:

- The non-compliance associated with attaching invoices. It was advised that this is a non-compliance with the process, not policy. The process is currently being reviewed with this requirement being removed. This is due to the attachment to the purchase order duplicating the record keeping of the invoice as these are stored within the creditors batch. It was advised that the purchasing audit was going to be amended to capture the policy requirements.
- The checks in place prior to paying an invoice. It was advised that there are various checks in place prior to an invoice being paid. This includes a staff members signing off that the purchase order is compliant and that the goods have been received. This needs to occur prior to the invoice being authorised for payment.
- The current software system for procurement. It was advised that this is a bit clunky and requires improvement. Due to the system not meeting Council's requirements, staff have developed a process using the folders on our network. Staff are currently reviewing the current software and

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Council can expect to receive information on this matter in the coming months.

- The non-compliance with the RFT process which requires tenders to be opened by two staff members. It was advised that there was previously some confusion around this process as tenders were ran when they were not required to be ran as a tender as it was under \$250,000. It was advised that the process has now been amended to clearly reflect when a tender is to be ran. In addition, a restructure has occurred which includes the establishment of a procurement team which runs RFT's and RFQ's for purchases over \$50,000.
- The non-compliance with the purchase order being written after the invoice was received. It was advised that this related to a purchase where a contract was in place, the staff member involved assumed that the contract served as the purchase order however technically this is not the case as a purchase order is still required.

The Executive Assistant – CEO left the meeting at 5:35pm and returned at 5:35pm.

- The purchases for Avon Demolition and Earthmoving and why there are several invoices for the purchase order. It was advised that this purchase order is for the management of Inkpen Waste Management Facility. The total order is for the cost over the total period and the invoices are the charges over a specific period which contribute to the total.



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












Attachment 1 - December 2020 Compliance Calendar

DECEMBER COMPLIANCE CALENDAR						
SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS
Local Government Act 1995	S3.59 - Commercial Enterprises	CEO	Have SoN entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	N/A
Local Government Act 1995	S5.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	Yes
Local Government Act 1995	S5.67	CEO	Where an elected member disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	No disclosures of financial interest were made
Local Government Act 1995	S5.65 & s5.73	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes eight disclosures were made
Local Government Act 1995	S5.73 & S103	CEO	Were ALL disclosures recorded in the minutes		Monthly	Yes all eight disclosures were recorded in the Minutes
Local Government Act 1995	S5.75	CEO	Have primary returns been lodged within 3 months of elected member 'start dates'		Annually - January	N/A
Local Government Act 1995	S5.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	Only one new designated starter who will not be here for the full 3 months
Local Government Act 1995	S5.88	CEO	Is the register of financial interests up to date		Monthly	Yes
Local Government Act 1995	S5.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	Yes
Local Government Act 1995	S103	CEO	Is the gift register up to date and on the Council website		Monthly	Yes

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Local Government Act 1995	S3.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was s3.58 complied with	Monthly	One RFQ was conducted for the Old Quarry Waste Facility in accordance with the Act	
Local Government Act 1995	S5.121	EMCS	Has the complaints officer maintained the complaints register and is the online register up to date	Monthly	No complaints under s5.121 of the Act for Minor Breaches	
Local Government Act 1995	S3.57 & F/G Reg 11	EMCS	Have tenders been called for all good or services in excess of \$150k	Monthly	No new tenders have been registered for December	
Local Government Act 1995	S3.57 & F/G Reg 14	EMCS	Was state wide public notice given for all tenders	Monthly	N/A	
Local Government Act 1995	F/G Reg 16	EMCS	Receiving and opening Tenders completed by two persons, details of tenders to be immediately recorded	Monthly	16 of 2020 was opened by two officers	
Local Government Act 1995	F/G Reg 18	EMCS	Rejecting and accepting Tenders	Monthly	15 of 2020 was awarded by Council to Oasis Corporation on 16/12/20 at the OCM	
Local Government Act 1995	F/G Reg 18 (1)	EMCS	Tender to be submitted before close of Tender and submitted to the Shire office	Monthly	N/A	
Local Government Act 1995	F/G Reg 18 (4)	EMCS	Written evaluation of each Tenderer's criteria	Monthly	N/A	
Local Government Act 1995	F/G Reg 17	EMCS	Tender Register to be maintained and available for inspection	Monthly	Available on website	
Local Government Act 1995	F/G Reg 19	EMCS	Tenderers to be notified of outcome	Monthly	Yes all 3 applicants of 15 of 2020 were advised.	
Local Government Act 1995	F/G Reg 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel	Monthly	N/A for December	
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	



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Local Government Act 1995		EMCS	Annual report accepted	31-Dec	Was accepted on 17/12/20	
Local Government Act 1995		Governance	Review meeting attendance	Monthly	Two applications for absence were made - all other Councillors were in attendance Cr Mencshelyi & Cr Ryan	
Local Government Act 1995	s.5.103, s.5.104 Admin.Reg. Part 9 Rules of Conduct Regs.	Governance	<b>Policy Review- Code of Conduct</b> - provide Council report to enable the new council to review and adopt the Code of Conduct	Bi Annually	Minor review of the Policy was undertaken at the OCM 18/11/20 as the Local Government Legislation Amendment Bill 2019 will introduce a mandatory Code of Conduct, a more intense review should be conducted then.	
	Delegation - B02	EMDS	Buildings - Grant or Refuse Demolition Permit - register completed?	Monthly	None recorded for December	
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles	Monthly	One recorded for Clarke St - Emergency Repairs	
	Delegation - E04	EMES	Crossover Approvals	Monthly	No crossovers registered for December	
	Delegation - F02	EMCS	Disposal of Council property	Monthly	None registered for December	
	Delegation - F04	EMCS	Inviting Tenders	Monthly	An extension of 16 of 2020 was given, replacement of truck, procurement of Vibratory Roller.	
	Delegation - F05	CEO	Waving of fees	Monthly	Seniors Recreation Council fee waived \$420, Clackline BFB fee waived, Irishtown Ag Hall (donation)	
	Delegation - F06	CEO	Disposing of Property by Lease or Licence	Monthly	One lease was signed for Girl Guides	
	Delegation - R01	EMDS	Approval to keep more than one cat or dog	Monthly	Nil	
		EMCS	Interim Audit	Annually		
		EMCS	Accounts presented to Council	Monthly	Completed at OCM item 12.4.1 on 16/12/20	
		EMCS	Financial Report to Council	Monthly	Completed at OCM item 12.4.2 on 16/12/20	
			Annual Report to DLGSC	by 30 Dec	Completed 23/12/20	



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Reporting	Building Services (Complaint Resolution and Administration) Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month	Monthly	Completed and sent to Creditors 5/1/20	
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 and sent to Creditors 5/1/20	

UNCONFIRMED

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Attachment 2 - December 2020 Creditors Checklist

December 2020 Creditor Checks

EFT #	Creditor	Order #	Invoice Amount	Invoice Date	Order Amount	Purchase Order Written	Signing Officer Name	Supporting Invoice Attached	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
38489	Avon Demolition & Earthmoving	59219	1,568 1,568	18/10/2020 01/11/2020	47,760	21/08/2020	EMDS	No	Yes	Yes
38496	The Print Shop Bunbury	60153	1,694	18/11/2020	1,694	16/11/2020	EMES	Yes	N/A	Yes
38518	Autopro Northam	60266	90	26/11/2020	90	26/11/2020	Engineering Admin	Yes	N/A	same day
38593	WestWater Enterprises	59627	3,410	30/11/2020	3,410	29/09/2020	Parks & Gardens	Yes	N/A	Yes
38538	Ag Implements	60009 60187	223.87 830.72	05/11/2020 27/11/2020	200	4/11/2020	Parks & gardens	Yes	N/A	yes
38541	Avon Demolition & Earthmoving	59219	1,568	29/11/2020	47,760	21/08/2020	EMDS	No	Yes	Yes
38543	Avon Waste	59156	6,641	21/10/2020	976,288	14/08/2020	CEO	No	Yes	Yes
38556	Erutan Pty Ltd T/A Nature Playground	60057	35,345	27/10/2020	35,345	9/11/2020	EMES	No	No	No
38562	Industrial Automation Group	59947	1801.25 192.5	3/11/2020 4/11/2020	1,993	29/10/2020	CESM	No	N/A	Yes
38645	Andy's Plumbing Service	60010	5,167.80	19/11/2020	5,167.80	4/11/2020	Building Super	Yes	Yes	Yes

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**6.2 PROGRESS TOWARDS THE IT AUDIT SERVICE REPORT**

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

**BRIEF**

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 Council's 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



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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) Medium(3) High(12)	x = Put processes in place to mitigate attack
Health & Safety	N/A	N/A	N/A



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Reputation	Any disruption to Council's IT infrastructure impacts members of the community and may give them a poor reflection of dealing with Council.	Unlikely(2) x Minor(2) = Low(4)	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.

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Table Legend

Completed

No Action

Underway

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.175

Moved: Cr Ryan

Seconded: Cr Pollard

That Council receives the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review.

CARRIED 3/0

Discussion was held around:

- Strategic IT Plan. It was advised that this has been ongoing however there have been operational focusses which have taken priority.

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Attachment 1 – IT Audit Action Plan

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
1	Backups	HIGH Score 1.5	<p>Two backup technologies are used</p> <p>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.</p> <p>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.</p> <p>Focus Networks could not confirm failures for the past month.</p>	<p>An onsite and offsite backup and recovery solution should be kept as simple as possible and include the following.</p> <ul style="list-style-type: none"> <li>Onsite and offsite retention of backups</li> <li>Minimum hourly snapshots</li> <li>Hourly daily, weekly, monthly and annual retention periods</li> <li>Regular recovery testing</li> <li>Daily backup notifications</li> </ul> <p>It is important to do regular scheduled disaster recovery testing to ensure all is working as intended.</p>	Executive Manager Corporate Services	<p>Taking multiple daily snapshots as well as offsite backups.</p> <p>February 2021 Update: Now using Shadow Protect.</p>
2	Internet Gateway	HIGH Score 1.5	<p>Current firewall offers protection for less than 1% of these vulnerabilities.</p> <p>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.</p>	<p>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.</p>	Executive Manager Corporate Services	<p>Hardware based deep packet scanning corporate firewall has been implemented via a Fortigate router.</p> <p>February 2021 Update: The Depot, Killara, Library, Rec Centre and Visitors Centre all use TPG NBN</p>



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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 <a href="mailto:ithelp@northam.wa.gov.au">ithelp@northam.wa.gov.au</a>	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 anti-spam solution for emails.
4	IT 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 ticketing 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.



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No.	Priority Areas	Finding Rating	Current	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	<u>MEDIUM</u> Score 1.5	<p>The Telstra MPLS NBN link uses FTN. This services uploads and downloads speeds are different. The Telstra MPLS NBN link was running at a speed of 43Mbps down and 2Mbps up.</p> <p>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.</p> <p>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.</p>	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

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No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
6	IT DR Plan	<u>MEDIUM</u> Score 0	<p>There is no current IT DR plan. A very basic document called "Information &amp; 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 &amp; Business Continuity response Plan" did exist and referenced the IT DR Plan on page 25 but no current IT DR plan exists.</p> <p>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.</p>	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	<u>MEDIUM</u> Score 0	<p>There is no current Strategic IT Plan. The "Information &amp; Communication Technology Strategy 2018-2022" did contain four pages on strategy but the content was extremely poor.</p> <p>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.</p>	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

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No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
						needs to be achieved, ongoing 24/02/2020  February 2021 Update: Ongoing
8	Windows Updates	<u>MEDIUM</u> Score 1	The two physical servers were last updated on the 19 <sup>th</sup> of August. As this is a Sunday we assume IT completed the updates. The single virtual server NSC-FILE was last updated on the 21 <sup>st</sup> 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 3 <sup>rd</sup> 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 out updates on a regular basis, 26/02/2020.
9	Printing	<u>MEDIUM</u> Score 1	Centralised printing is via at least ten printers setup as direct IP printing on Server 2008 R2. The IP addresses used for the network were not all in sequential order.	Centralised printing should be implemented to reduce ongoing consumable costs. Highly sensitive printing for the payroll or HR department should be implemented with a private/local printer. Network sharing should always be chosen over	Executive Manager Corporate Services	A review of printers has been carried out across all operation centres and stand along printers decommissioned where possible being replaced



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No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			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.	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.		by network printers. 25/02/2020
10	Servers	<u>LOW</u> 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 1Gb via a single CAT5 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, on-board 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	<u>LOW</u> Score 1	Three switches are rack 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.  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.	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 managed switches can decrease intelligence and performance. Wi-Fi access points can be configured on different frequency	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 of network connectivity, deep packet scanning, VPNs, VLANs, and Wifi hotspots, etc.



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No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			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).	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.		February 2021 Update: Further options are being discussed
12	Uninterrupted Power Supply (UPS)	LOW 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 older 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 it has since been decommissioned.

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**6.3 PROGRESS TOWARDS THE PARKS AND GARDENS AUDIT**

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

**BRIEF**

This report is 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;



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- 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 (consequence 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	Rare(1) x Minor(2) =	Ensure fit for purpose programs



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	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

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.176**

**Moved: Cr Ryan**

**Seconded: Cr Pollard**

**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 3/0**

Discussion was held around:

- The programming of works being ongoing. It was advised that this is something that is regularly reviewed, hence may not be closed.

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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 audit 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.



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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	<p>A formal traineeship structure is currently being developed within the Promapp system.</p> <p>February 2021 Update: 2 x horticultural trainees currently assigned to Parks &amp; Gardens team.</p> <p>Current vacancy for Development Services trainee through successful grant application for \$30,000.00.</p> <p>Current vacancy for Environmental Health Trainee.</p>
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	<p>Training Register completed.</p> <p>Skills Register currently being created to identify skills gaps within the department.</p> <p>Currently developing a professional development framework for middle management</p>

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No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
							throughout the organisation
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	<p>Programming of works is being reviewed and will be assessed for any change in productivity or service standard.</p> <p>To date where opportunities have been presented this has occurred.</p> <p>February 2021 Update: No further progress.</p>

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**6.4 PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN**

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

**BRIEF**

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

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

**ATTACHMENTS**

Attachment 1: Regulation 17 Review Action Plan. Appendix 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**



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

Theme 6: Governance and Leadership.

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

Objective: Ensure robust financial management;  
Maintain a high standard of corporate governance;

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

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

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

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

**Table Legend**

Completed
No Action
Underway

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.177

Moved: Cr Ryan  
Seconded: Cr Pollard

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

**CARRIED 3/0**

Discussion was held around:

- Progress towards the Fraud & Corruption Framework. It was advised that this is currently subject to a final review. This will be presented to the next Audit and Risk Management Committee Meeting.
- The progress towards a contract being established for external security providers. It was advised that there is a contract in place to monitor the alarms. If an alarm goes off, they call Shire staff who attend the facility. Concern was expressed by the committee with staff attending call outs.

The Chief Executive Officer left the meeting at 6:15pm and returned at 6:15pm.



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 separate from our live 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



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No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			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	<p>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.</p> <p>Policies and procedures relating to access and use of Shire CCTV systems also needs to be developed, documented, approved, implemented and monitored.</p>	<p>1. ICT Policy to be put in place for personally owned devices.</p> <p>2. Policy and procedures to be put in place for the Shire's CCTV network.</p> <p>3. Create a user access agreement.</p> <p>4. Create a simplified wireless network.</p> <p>5. Enter a risk in PROMAPPS to document internal fraud.</p>	EMCS	<p>Limited, these issues are planned to be addressed during the 2020/21 financial year.</p> <p>February 2021 Update: Ongoing</p>

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No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			<p>Related ongoing and/or planned projects include (but not limited to):</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Simplified wireless network access in all offices, segregated into Staff, Councillors, Services (such as retic and security), and Guest layers</li> <li>• that can be utilised by Shire resources as well as</li> </ul>			

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No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			<p>Bring Your Own Device (BYOD).</p> <ul style="list-style-type: none"> <li>Data encryption of all mobile Shire resources such as laptops, tablets, mobiles, and USB drives.</li> <li>"Follow me" printing and simplified user workstation access that allows all staff to access print resources, scanned data, usual/favourite browser links and shortcuts (etc.) from any workstation within the organisation.</li> </ul> <p>It is recommended that a risk be identified within Promapp to document the internal fraud risk along with any associated treatments to manage this.</p>			



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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.	Potential inadequate processes for signing variations off to projects	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, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.	<p>Potential Internal Risks</p> <ul style="list-style-type: none"> <li>• Corporate card misuse, such as payment for personal expenses</li> <li>• Fictitious names on the payroll system.</li> <li>• Delayed terminations.</li> <li>• Abuse of position and power, including accepting or offering bribes or gifts.</li> <li>• Nepotism.</li> <li>• Submitting false travel claims.</li> </ul>	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	February 2021 Update: The Fraud and Misconduct Framework is almost completed, however requires checking by EMCS & CEO.

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No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
		<ul style="list-style-type: none"> <li>Consistently recording incorrect hours of work on timesheets.</li> <li>Unauthorised use of Shire vehicles.</li> <li>Fuel card misuse</li> <li>Theft or unauthorised use of public funds or physical resources, such as office supplies and stationery.</li> </ul> <p>Potential External Risks</p> <ul style="list-style-type: none"> <li>Customers deliberately claiming benefits for which they are ineligible.</li> <li>External providers making claims for services that were not provided.</li> <li>The provision of false or misleading information. Failure to provide</li> </ul>				

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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 call-outs. <b>Finding Regulation 17 2016 Audit</b>	Risk of the Shire of Northam locations not being protected from break-ins, vandalism etc.	We recommend that contracts are in place with all third parties engaged to provide said security services.	Staff will develop an agreement.	EMES	As at 24/2/20 an overarching contract has been developed to monitor all buildings but does not include remote access for callouts as yet.  February 2021 Update: No further progress.
2	An audit of several registered documents found that some documents which were considered to be sensitive, were not appropriately registered, with limited viewing.	All staff would have access to sensitive documents which would be a breach of privacy.	Process suggestion has been made to make provision for registering sensitive documents. Staff to be provided with training/reminder of the need to register certain documents whilst limiting access.	Staff to investigate	EMCS	February 2021 Update: Complete  Staff have reviewed the access process and posted a reminder by email for staff to forward any sensitive documents to Records for the appropriate registration.
3	Some processes being used by external offices do not comply with correct accounting procedures	Cash may be incorrectly recorded, there is also the potential	Develop a process for receipt of all 'offsite' money, inclusive of a mechanism to ensure accuracy of takings to	1. Staff to develop a process to receipt all off site money	Accountant	1. Process developed and implemented across all departments.

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No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
		for money to go missing	banking and develop a process for offsite stock management.	2. Develop a process and procedure for offsite stock management.		2. Point of sale software has been installed.  February 2021 Update: Stocktake processes to be further developed before 30/06/2021.

UNCONFIRMED

**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.	It is planned to allocate funds to have the CAR carried out independently for the 2020 return	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		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).



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**6.5 PROGRESS TOWARDS BETTER PRACTICE REVIEW**

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

**BRIEF**

To provide Council with an update of the progress made towards the 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

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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 6.3 The 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.



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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 Attachment 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 / COMMITTEE DECISION**

Minute No: AU.178

Moved: Cr Ryan

Seconded: Cr Pollard

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

**CARRIED 3/0**

Discussion was held around:

- The progress towards the Infrastructure Asset Plan. It was advised that Council recently provided a budget for labour hire to complete this.



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Attachment 1 – BPR Action Plan

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<b>Governance</b>				
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 <i>Local Government Act 1995</i>	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 council.	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 statement ethics	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.

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Information Technology (IT) and Information and Communications Technology Framework (ICT)	8. 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 IT provider appointed November 2018. Updated 28/02/2019.
	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 external 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.
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 2017	CEO	Complete. Policy adopted.
Emergency management	11. 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.
Planning and Regulatory				



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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Documentation on Development Application Process	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.
	13. 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	14. 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.
<b>Plan for the Future</b>				
Corporate Business Plan	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.
	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.
<b>Asset and Finance</b>				



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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.
	18. 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
Long Term Financial Plan	20. Continue the process of revising the Long Term Financial Plan.	June 2016	EMCS	Completed.
	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

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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	<p>Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP.</p> <p>Recent and future projected ratios all meet minimum requirements established by the DLGC.</p> <p>February 2021 Update: Ongoing – no concerns to be reported.</p>
	23. 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
	24. 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.
<b>Workforce Planning and HR Management</b>				
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.
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.

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Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<i>Community and Consultation</i>				
Tourism Plan	27. Continue the development of a local tourism plan/marketing strategy.	November 2016	EMCMS	The focus of the marketing plan has 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 a Reconciliation Action Plan Working Group to develop the RAP along Reconciliation Guidelines.  The First stage "REFLECT" RAP has been endorsed by Reconciliation Australia.



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**6.6 PROGRESS TOWARDS THE OSH ACTION PLAN 2019**

<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Officer Declaration of Interest:</b>	NIL
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

**BRIEF**

To provide Council with an update of the progress made towards the 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

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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

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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.179

Moved: Cr Pollard

Seconded: Cr Ryan

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

**CARRIED 3/0**

Discussion was held around:

- The register that lists relevant legislation, codes of practice, guidance notes and Australian standards etc. It was advised that it was a requirement of the audit for Council to establish its own register as opposed to referring to a website. This awaiting action from each of the department managers.
- Risk assessments being conducted for changes to the workplace, purchase / hire of new / used items and contracted services. It was advised that this generally occurs for major purchases however not all items. Staff are aiming for completion in June 2021.



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Attachment 1 – Update on OSH Action Plan

Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
<b>Management Commitment</b>						
<b>1</b>	1.1		<i>There is a documented safety and health policy that is reviewed on a regular basis</i>	Ensure that all OSH Policies are identified (Policy Manual and Employee Induction Manual) and ensure that they align. Once this has been done ensure that the Policy is reviewed <b>annually</b> internally and this review is documented.	HR Manager	June 2020  Completed 29/4/20

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2	1.3	<i>The Shire identifies and monitors safety and health legislation, codes of practice, guidance notes, agreements and guidelines relevant to its operations</i>	Develop a register that lists relevant legislation, codes of practice, guidance notes and Australian standards etc.	HR Manager	June 2020  Register created, awaiting responses from some Managers.  February 2021 Update: Central list of legislation created, awaiting registration of documents by department managers.
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Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
<b>Planning</b>						
3	2.1		<i>The Shire's approach to safety and health management is planned and reviewed</i>	Review the Safety Management Plan annually and ensure it is updated appropriately.	HR Manager	June 2020 Completed 29/4/20
4	2.2		<i>Specific safety and health objectives and measurable targets have been established for relevant functions</i>	Review objectives and targets set within the Safety Management Plan and ensure that they are relevant to the overall goal within the OSH Policy.	Executive Team HR Manager	February 2021 Update: Details of incidents, hazards, near misses together with number of Take 5's completed provided to Executive team monthly so that the effectiveness of processes can be measured.
5	2.3		<i>Arrangements are in place for people with special needs</i>	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 - Manage Return to Work Program Process created Sep 2019
6	2.5		<i>Policies and procedures for engaging and managing contractors are in place</i>	Develop a policy / procedure regarding the management of contractors.	HR Manager	June 2020 Completed May 2020



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Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
<b>Consultation and Reporting</b>						
7	3.6		<i>There are arrangements in place for the acquisition, provision and exchange of safety and health information with external parties, including customers, suppliers, contractors and relevant public authorities</i>	Ensure that records are kept when exchanging safety information with external parties. E.g. letters / notices to / from WorkSafe, DMIRS, Department of Health; correspondence with contractors (emails) etc.	HR Manager	Ongoing (Existing Records system)
8	3.7		<i>Consultative and reporting arrangements are regularly evaluated and modified where required</i>	Ensure that the consultation arrangements (e.g. number of Safety Representatives, how workers are consulted about safety) is evaluated annually and this evaluation is documented.	HR Manager	Ongoing – Regular item at OSH Committee meeting

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Action item	Element (taken from checklist)	No. from (score)	Finding (score)	Requirements from criteria)	(taken	Actions to be taken	Responsibility	Due date
<b>Hazard Management</b>								
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 at OSH Committee Meeting
10	4.2			Work activities are analysed and hazards identified		Review current development of SWMS.	OSH Committee	Ongoing – Regular item at 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 June 2021. February 2021 Update: No progress.
12	4.6			The effectiveness of the hazard identification, risk assessment and risk control process is periodically reviewed and documented		Ensure that a review of the hazard management process is conducted to establish its effectiveness.	HR Manager	June 2020 Completed May 2020

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Action item	Element (taken from checklist)	No. (score)	Finding (taken from criteria)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
<b>Training and Supervision</b>							
13	5.6		The training program is evaluated and reviewed	Ensure that feedback (evaluations) regarding training courses is obtained and recorded. Ensure that the overall training program is reviewed annually.	Safety Officer	Ongoing	Training records currently being entered into Microsoft Access. Feedback form to be reviewed.  February 2021 Update: Since COVID only essential training is being undertaken.
14	5.7		Supervision is undertaken by people with appropriate safety and health knowledge, skills and experience	Ensure that safety and health performance criteria is developed and implemented for supervisors and managers etc.	HR Manager	Completed May 2020	OSH Performance Criteria entered into Workplace Guidelines



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**6.7 RISK REGISTER**

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

**BRIEF**

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

**ATTACHMENTS**

Attachment 1: Overdue/Non-compliant Risks.

**A. BACKGROUND / DETAILS**

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

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

**B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership.

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

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

**B.2 Financial / Resource Implications**

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Council allocates \$27,150 per annum for the Promapp system. Promapp is used for process mapping, risk management and OHS management.

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

**B.4 Policy Implications**

Council has recently endorsed policy G1.11 – Risk Management

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

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

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Currently all high or extreme risks have mitigation/treatment strategies

2. % of risk mitigation / treatment strategies over due  
Currently have 126 risk mitigation/treatment strategies, of which 6 are overdue (which equates to 4.77%)

**2.1 TREATMENT MC00049**

100% of annual performance reviews undertaken.

**2.2 TREATMENT MC00043**

OHS Committee Meeting Regularly.

**2.3 TREATMENT MC00042**

Implement recommendations from OHS Audit & Report to Audit & Risk Committee.

**2.4 TREATMENT MC00107**

Ensure asset management plan financial requirements are included in long term financial plan.

**2.5 TREATMENT MC00095**

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

**2.6 TREATMENT MC00102**

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

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.180

Moved: Cr Pollard

Seconded: Cr Ryan

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

**CARRIED 3/0**

Discussion was held around:

- The overdue action for reporting the OSH Plan to the Audit and Risk Management Committee. It was advised that this was due to the meeting not being held until the 4 March which is after the risk signoff due date.



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Cr Ryan left the meeting at 6:31pm. As there was no quorum, the meeting was adjourned.

Cr Ryan returned to the meeting at 6:44pm. The meeting recommenced at 6:44pm.

- The frequency of the OSH meetings. It was advised that the meetings have been postponed for various reasons which has delayed the risk signoff.
- General discussion around risks being signed off late. It was advised that this sometimes occurs due to the timing of when these are signed off. Some staff sign off when the task is completed whereas others may not sign off until the end of the week which could extend past the due date. It was advised that Council needs to ask the questions and be comfortable with response they receive and that there are systems and processes in place to manage risk.

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Attachment 1 - Overdue/Non-compliant Risks

Overdue / Non-Compliant Risks



Filter: Overdue / Non-compliant

<p><b>PRELIMINARY</b> <b>4.8</b> <b>MODERATE</b></p> <p><b>INHERENT</b> <b>16.0</b></p> <p>R00022</p>	<p>CHIEF EXECUTIVES OFFICE, HEALTH &amp; SAFETY - OCCUPATIONAL</p> <p><b>Inadequate safety and security practices</b> Non-compliance with the Occupation Safety &amp; 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:</p> <ul style="list-style-type: none"> <li>Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.</li> <li>Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).</li> <li>Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).</li> <li>Public Liability Claims, due to negligence or personal injury.</li> <li>Employee Liability Claims due to negligence or personal injury.</li> <li>Inadequate or unsafe modifications to plant &amp; equipment</li> </ul> <p>OWNER Jason Whiteaker CREATED 01/07/2019 14:46:30 LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00041 Undertake OHS Audit</p> <p>TREATMENT MC00042 Implement recommendations from OHS Audit &amp; Report to Audit &amp; Risk Committee</p> <p>TREATMENT MC00043 OHS Committee Meeting Regularly</p> <p>TREATMENT MC00044 Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)</p> <p>TREATMENT MC00045 Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item)</p> <p>TREATMENT MC00046 OHS Policy Framework in place and reviewed</p> <p>TREATMENT MC00095 Undertake Workplace Safety Inspections - Undertake Inspection OSH inspections undertaken for each site.</p>	<p>SIGNOFF(S): Beverley Jones DUE DATE: 01 Sep 2021 FREQUENCY: The first Day of every 24 months</p> <p><b>OVERDUE</b> SIGNOFF(S): Beverley Jones DUE DATE: 31 Jan 2021 FREQUENCY: The last Day of every 4 months</p> <p><b>OVERDUE</b> SIGNOFF(S): Beverley Jones DUE DATE: 31 Dec 2020 FREQUENCY: The last Day of every 3 months</p> <p>SIGNOFF(S): Clinton Kleynhans DUE DATE: 28 Feb 2021 FREQUENCY: The last Day of every month</p> <p>SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Mar 2021 FREQUENCY: The last Day of every 6 months</p> <p>SIGNOFF(S): Beverley Jones DUE DATE: 31 Aug 2021 FREQUENCY: The last Day of every 12 months</p> <p><b>OVERDUE, CHANGE(S) PENDING</b> SIGNOFF(S): Reshma Jahmeerbacus Clinton Kleynhans Jason Whiteaker DUE DATE: 31 Jan 2021 FREQUENCY: The last Day of every month</p>
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Printed: 24 Feb 2021 11:44:09 by Alysha McCall for Shire of Northam

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RESIDUAL  
3.6  
LOW  
INHERENT  
12.0  
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 to do so.
  - 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 Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

TREATMENT MC00059

Induction & Training provided to elected members

TREATMENT MC00086

Manage Inductions - Conduct New Employee Induction  
Induction of new employees into the organisation assists in creating an expectation in terms of what is required

TREATMENT MC00087

Manage Purchasing - Request approval  
Process minimises opportunity for misconduct

TREATMENT MC00102

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

CHANGE(S) PENDING

SIGNOFF(S): Nadege Vinicombe  
DUE DATE: 26 Feb 2021  
FREQUENCY: Fri every week

SIGNOFF(S): Cheryl Greenough  
DUE DATE: 30 Nov 2021  
FREQUENCY: The last Day of every 24 months

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones  
DUE DATE: 01 Sep 2021  
FREQUENCY: The first Day of every 12 months

CHANGE(S) PENDING

SIGNOFF(S): Reshma Jahmeerbacus  
Kristy Hopkins  
DUE DATE: 01 Oct 2021  
FREQUENCY: The first Day of every 12 months

NON-COMPLIANT

SIGNOFF(S): Cheryl Greenough  
Reshma Jahmeerbacus  
DUE DATE: 18 Feb 2021  
FREQUENCY: The last Day of every 24 months



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<b>RESIDUAL</b> 3.0 LOW  <b>INHERENT</b> 10.0  R00054	ENGINEERING SERVICES, SERVICE INTERRUPTION		TREATMENT MC00106	SIGNOFF(S):	John Rutherford
	<b>PPOSAMP Service Levels Interruption</b>		Review Asset Management plan every two years.	DUE DATE:	01 Oct 2022
	Identify and budget for assets reaching end of life there will likely be service interruptions with delayed replacement timeframes.			FREQUENCY:	The first Day of every 24 months
	OWNER	John Rutherford			
	CREATED	02/12/2020 09:37:11	TREATMENT MC00107	<b>OVERDUE</b> SIGNOFF(S):	John Rutherford
	LIKELIHOOD	Almost Certain	Ensure asset management plan financial requirements are included in long term financial plan	DUE DATE:	31 Jan 2021
	SEVERITY	Minor		FREQUENCY:	The last Day of every 12 months
	CONTROL EFFECTIVENESS	Strong	TREATMENT MC00108	SIGNOFF(S):	John Rutherford
			Ensure asset management plan financial requirements are included in annual budget	DUE DATE:	01 Jun 2021
				FREQUENCY:	The first Day of every 12 months

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RESIDUAL  
2.7  
LOW  
  
INHERENT  
9.0  
  
R00003

CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL

**Ineffective People Management / Employment Practices**

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

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

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

OWNER Jason Whiteaker

CREATED 06/05/2019 13:23:01

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

TREATMENT MC00049

100% of annual performance reviews undertaken

TREATMENT MC00050

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

TREATMENT MC00051

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

TREATMENT MC00052

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

CHANGE(S) PENDING

SIGNOFF(S): Nadege Vinicombe

DUE DATE: 26 Feb 2021

FREQUENCY: Fri every week

OVERDUE

SIGNOFF(S): Beverley Jones

DUE DATE: 31 Dec 2020

FREQUENCY: The last Day of every 12 months

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones

DUE DATE: 01 Apr 2021

FREQUENCY: The first Day of every 3 months

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones

DUE DATE: 31 Oct 2021

FREQUENCY: The last Day of every 12 months

CHANGE(S) PENDING

SIGNOFF(S): Beverley Jones

DUE DATE: 01 Apr 2021

FREQUENCY: The first Day of every 3 months

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## 6.8 COMPLIANCE AUDIT RETURN 2020

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

### BRIEF

This report provides an overview of the external audit conducted on the 2020 Compliance Audit Return (CAR) as required by Regulation 17 of the *Local Government Audit Regulations 1996*.

### ATTACHMENTS

Attachment 1: Report from Butler Settineri.

### A. BACKGROUND / DETAILS

A Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December each year. The compliance review process provides the CEO and Council with an additional element of accountability through a rigorous check on internal management systems, procedures and record keeping.

The Compliance Audit Return is to be completed with a certified copy signed by the CEO and President and submitted to the Director General, Department of Local Government and Regional Development by 31 March.

The Compliance Audit Return must:

1. initially be presented to the Audit Committee,
2. be presented to Council at the Ordinary Council meeting,
3. be adopted by the Council; and
4. be recorded in the minutes of the meeting at which it is adopted.

### B. CONSIDERATIONS

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

Theme 6: Governance and Leadership



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Outcome 6.3 The Shire of Northam council is a sustainable, responsive, innovative and transparent organisation.  
Objective: Maintain a high standard of corporate governance

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Local Government Act 1995;  
Local Government (Functions and General) Regulations 1996;  
Local Government (Administration) Regulations 1996;  
Local Government (Elections) Regulations 1997;  
Local Government (Audit) Regulations 1996;  
Local Government (Rules of Conduct) Regulations 2007.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

All senior staff took part in the review conducted by Butler Settineri.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Any non-compliance could impact staff and members of the community and may give them a poor reflection of dealing with Council.	Unlikely (2) x Minor (2) = Low (4)	Put processes in place to mitigate non-compliance
Service Interruption	Nil		
Compliance	It is a Legislative requirement which Council must adhered to.	Likely (4) x Medium (3) = High (12)	A monthly Compliance Calendar assists the Shire to ensure Legislation is adhered to
Property	Nil		
Environment	Nil		

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**C. OFFICER'S COMMENT**

The standard of compliance in 2020 was not quite as high as previous years. Although each year the Shire strives to improve the services provided to internal and external stakeholders, 2020 was a very difficult year for everyone.

The difficulties faced by staff included managing COVID-19, staff working from home and moving from a paper driven office to a paperless office aiming to provide more flexibility.

This year there were eleven (11) categories with a total of one hundred and two (102) questions.

1. Commercial Enterprises (5 questions)– As there were none for 2020 there is 100% compliance.
2. Delegation of Power/Duty (13 questions)– 100% compliance
3. Disclosure of Interests (21 questions) – 100% compliance
4. Disposal of Property – (2 questions) 50% compliance as some of the advertisements for the sale of property were not completed in line with s3.58 of the Act.
5. Elections – (3 questions) 66.66% compliance. The Electoral Gift Register should have been a separate register with disclosures of gifts retained until the elected member completes their term of office.
6. Finance – (11 questions) 100% compliance
7. Integrated Planning and Reporting – (3 questions) 100% compliance
8. Local Government Employees – (6 questions) 100% compliance
9. Official Conduct – (4 questions) 100% compliance
10. Optional Questions – (10 questions) 100% compliance
11. Tenders and Providing Goods and Services – (24 questions) 91.6% compliance. Two tenders were not opened correctly, only using one officer instead of two officers.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.181

**Moved:** Cr Pollard

**Seconded:** Cr Ryan

**That Council**

1. Accept the report as submitted by Butler Settineri; and
2. Adopt the attached 2020 Audit Compliance Return as required, prior to submission to the Department of Local Government, Sport and Cultural Industries.

**CARRIED 3/0**

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Discussion was held around:

- The non-compliance associated with the disposal of property. It was advised that this was different to normal disposal as it was advertised and then put back to Council and then readvertised with a real estate agent. Advertising occurred when it was initially listed however not when it was relisted.
- Elections gift register. It was advised that this is now compliant however was noted that there was no election in 2020.



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Attachment 1

**BUTLER SETTINERI**  
*Real People. Better Business*

25 February 2021

Mr J Whiteaker  
Chief Executive Officer  
Shire of Northam  
395 Fitzgerald Street  
NORTHAM WA 6401

Dear Jason

**SHIRE OF NORTHAM  
COMPLIANCE AUDIT RETURN 2020**

We have completed the compliance return audit and attach the Return for approval.

We have conducted our engagement in accordance with the Standards on Related Services ASRS 4400 *Agreed-Upon Procedures Engagements to Report Factual Findings*.

We have performed the following procedures and report to you the factual findings resulting from our work:

- a) Through enquiry and inspection of supporting documentation we have confirmed whether the Shire has complied with the Local Government Act 1995 and Regulations relevant to the requirements of the Compliance Audit Return issued by the Department of Local Government, Sport and Cultural Industries for the year ended 31 December 2020; and
- b) Prepared the Compliance Return in accordance with Regulation 14 of the Local Government (Audit) Regulations 1996.

**Factual Findings:**

The Shire has complied with most of the compliance requirements, however the following non-compliance issues have been noted in the return:

1. Disposal of Property – question 2 - The advertisements for three lots for sale did not contain the names of all the parties, the consideration and the market value as required by Section 3.58 (3) and (4) of the Local Government Act 1995.
2. Elections – question 3 - A separate electoral gift register is not published on the Shire's official website as required by Elect Reg 30G(6).

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3. Tenders for providing goods and services – question 7 and 19 – One tender document was opened by one official, the regulations require two.

We would like to thank Cheryl Greenough and the other Shire officials that provided information for their assistance during the audit.

Yours sincerely  
BUTLER SETTINERI (AUDIT) PTY LTD



MARCIA JOHNSON CA  
Director

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Department of  
Local Government, Sport  
and Cultural Industries

**Northam - Compliance Audit Return 2020**

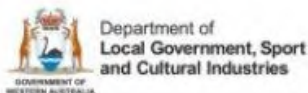
**Certified Copy of Return**

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A	No major trading undertakings in 2020	BUTLER SETTINERI
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A	No major land undertakings in 2020	BUTLER SETTINERI
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A	None undertaken	BUTLER SETTINERI
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A	No major trading or land transactions for 2020	BUTLER SETTINERI
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	As above	BUTLER SETTINERI

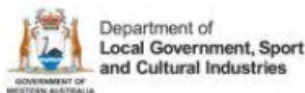


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Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Delegation to Local Business Support Committee (LBSC) was approved through resolution C.3932 at a special meeting 13/5/20	BUTLER SETTINERI
2	s5.16	Were all delegations to committees in writing?	Yes	As above	BUTLER SETTINERI
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	Originally the LBSC was appointed in April 2020 but contained employees and therefore could not have delegated authority, that decision was revoked 13/5/20 to allow for delegation of Council powers	BUTLER SETTINERI
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	Recorded in the delegations register C01	BUTLER SETTINERI
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Delegations were reviewed in the Ordinary Council Minutes dated 17/6/20	BUTLER SETTINERI
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	This was clarified in the report for the Ordinary Council Minutes dated 17/6/20	BUTLER SETTINERI
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		BUTLER SETTINERI
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	These were included in the Minutes and the delegations register	BUTLER SETTINERI
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		BUTLER SETTINERI
10	s5.16(3)(b) & s5.43(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		BUTLER SETTINERI
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		BUTLER SETTINERI
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	The delegations register was reviewed at the Ordinary Council meeting 17/6/20 and approved in resolution C.3955	BUTLER SETTINERI
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		BUTLER SETTINERI

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Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		BUTLER SETTINERI
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		BUTLER SETTINERI
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		BUTLER SETTINERI
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		BUTLER SETTINERI
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		BUTLER SETTINERI
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	The CEO gave written acknowledgement to all staff and Councillors who were required to lodge an annual return. The President gave written acknowledgement to the CEO	BUTLER SETTINERI
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		BUTLER SETTINERI
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		BUTLER SETTINERI
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		BUTLER SETTINERI
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		BUTLER SETTINERI
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		BUTLER SETTINERI
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		BUTLER SETTINERI



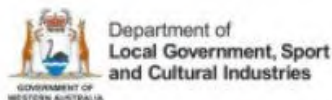
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13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		BUTLER SETTINERI
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		BUTLER SETTINERI
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		BUTLER SETTINERI
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?	Yes		CHERYL GREENOUGH
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	The disclosures were noted in the Council Meeting Minutes.	BUTLER SETTINERI
18	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	No matters arose during 2020	BUTLER SETTINERI
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A	As above	BUTLER SETTINERI
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes	A Code of Conduct for both employees and Councillors as two separate documents at the Council meeting held 21/10/20 resolution C.4052	BUTLER SETTINERI
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		BUTLER SETTINERI



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Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		BUTLER SETTINERI
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	No	The advertisements for three lots for sale did not contain the names of all parties, the consideration or the market value	BUTLER SETTINERI

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A	No election in 2020	BUTLER SETTINERI
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		BUTLER SETTINERI
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	No	A separate electoral gift register is not placed on the website but is amalgamated with the staff gift register.	BUTLER SETTINERI

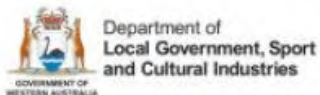
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Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	The Audit Committee was elected 20/11/19	BUTLER SETTINERI
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	The Audit Committee does not have delegated authority	BUTLER SETTINERI
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	The Auditor General has been appointed by legislation	BUTLER SETTINERI
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A	As above	BUTLER SETTINERI
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes	The audit report has been received and signed at the Council meeting 22/12/20	BUTLER SETTINERI
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	No actions were required	BUTLER SETTINERI
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	N/A	No issues noted in the audit report	BUTLER SETTINERI
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A		BUTLER SETTINERI
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	The annual report was uploaded to the Shire's website 24/12/20	BUTLER SETTINERI
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		BUTLER SETTINERI
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		BUTLER SETTINERI



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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The strategic community plan was adopted 16/8/17 Item 12.1.1 Motion C.3105	BUTLER SETTINERI
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The corporate business plan was adopted 17/6/20	BUTLER SETTINERI
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		BUTLER SETTINERI
Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	Jason Whiteaker has been CEO since 2013, no new CEO has been appointed during the year	BUTLER SETTINERI
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes	Vacancy for a senior employee was advertised.	BUTLER SETTINERI
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		BUTLER SETTINERI
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		BUTLER SETTINERI
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes		BUTLER SETTINERI
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		BUTLER SETTINERI

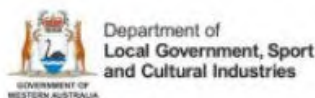


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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	The Executive Manager Corporate Services has been appointed as complaints officer. As of 21/10/20 he is no longer a senior employee, however s5.120 doesn't require the complaints officer to be a senior employee	BUTLER SETTINERI
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		BUTLER SETTINERI
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		BUTLER SETTINERI
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		BUTLER SETTINERI

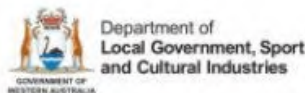
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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	The financial management review was presented to the Audit Committee 9/10/19 and adopted at the Ordinary Council meeting 16/10/19 C.3779	BUTLER SETTINERI
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	18/12/2019 C.3838	BUTLER SETTINERI
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A	No disclosures made	BUTLER SETTINERI
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	N/A	As above	BUTLER SETTINERI
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	At the Ordinary Council meeting 18/11/20 resolution C.4081	BUTLER SETTINERI
6	s5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		BUTLER SETTINERI
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		BUTLER SETTINERI
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	At the Ordinary Council meeting 18/11/20 C.4081	BUTLER SETTINERI
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		BUTLER SETTINERI
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		BUTLER SETTINERI



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Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		BUTLER SETTINERI
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		BUTLER SETTINERI
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		BUTLER SETTINERI
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		BUTLER SETTINERI
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	The Shire did not enter into multiple contracts	BUTLER SETTINERI
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A	As above	BUTLER SETTINERI
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	No	It was noted that one tender was opened by only one person	BUTLER SETTINERI
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		BUTLER SETTINERI
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	All tenders were received through correct channels in a timely manner	BUTLER SETTINERI
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		BUTLER SETTINERI
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the	Yes		BUTLER SETTINERI



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		successful tender or advising that no tender was accepted?			
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	None were called under these regulations	BUTLER SETTINERI
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	As above	BUTLER SETTINERI
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	N/A	As above	BUTLER SETTINERI
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	N/A	As above	BUTLER SETTINERI
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	As above	BUTLER SETTINERI
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes		BUTLER SETTINERI
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes		BUTLER SETTINERI
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	No	Tender 12of2020 requesting a panel for fire mitigation was opened only by one person.	BUTLER SETTINERI
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Yes		BUTLER SETTINERI
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		BUTLER SETTINERI
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		BUTLER SETTINERI
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		BUTLER SETTINERI

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24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes	The Shire established a local price preference policy 30/3/20 C.3911. The policy defines who qualifies and is on the website for public access.	BUTLER SETTINERI
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I certify this Compliance Audit Return has been adopted by council at its meeting on \_\_\_\_\_

Signed: CHRISTOPHER ANTONIO  
President, Shire of Northam

Signed: JASON WHITEAKER  
CEO, Shire of Northam

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**6.9 SIGNIFICANT WORKERS COMPENSATION CLAIMS**

<b>File Reference:</b>	8.2.4.4
<b>Reporting Officer:</b>	Bev Jones, HR Manager
<b>Responsible Officer:</b>	Jason Whiteaker, CEO
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For Council to receive a report on significant workers compensation claims over the past three years.

**ATTACHMENTS**

Nil.

**A. BACKGROUND / DETAILS**

Council has identified a target of less than 15 for the organisations Lost Time Injury Frequency Rate (LTIFR). Over the past two financial years, the organisations LTIFR has significantly exceeded Council's target. See below table which identifies the previous LTI's:

	2017/2018	2018/2019	2019/2020
<b>Lost Time Injury Rate</b>	5.1	25.6	30.7
<b>Number of Lost Time Injuries</b>	1	5	6
<b>Most costly injuries</b>	Right Knee Injury	Right shoulder injury  Rotator cuff tear, right shoulder  Rotator cuff tear, left shoulder	Injury to lower back  Right shoulder muscular stress  Right hand and knee strain
<b>Investigation findings</b>	Lost footing when climbing out of vehicle, processes followed	1. Manual handling related injury. Requested manual handling assessment by	1. Claimant ignored instruction resulting in injury. Employed for 4 only weeks before incident,



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		<p>insurers LGIS on Rangers loading animals into vehicle, new vehicle purchased with built in ramp.</p> <p>2. Incorrect use of crowbar and failure to wet the ground. Claimant instructed to use crowbar correctly as this is the correct tool for the task of breaking the ground.</p> <p>3. Incorrect use of crowbar and failure to wet the ground. Claimant advised not to use crowbar for breaking ground.</p>	<p>subsequently terminated in line with WorkCover requirements.</p> <p>2. Claimant was unaware of decompression process for starting pressure washer. Training will be provided upon recommencement of duties.</p> <p>3. Dismounted vehicle without using correct 3 points of contact, guidance to claimant in relation to the correct procedure provided by Manager and Safety Officer.</p>
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This financial year to date the LTIFR at the Shire of Northam is 15.3 with 3 lost time injuries. These consist of:

- Right Shoulder Injury
- Cut to Left Arm
- Hamstring Strain

## 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.  
Encourage active community participation in our local government.

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## B.2 Financial / Resource Implications

Council has budgeted for workers compensation premiums within each of the service areas.

Council has budgeted \$250,000 revenue in 2021/21 for workers compensation claims.

## B.3 Legislative Compliance

Occupation Safety & Health Act, associated regulations and standards.

## 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	<ul style="list-style-type: none"> <li>Public Liability Claims, due to negligence or personal injury.</li> <li>Employee Liability Claims due to negligence or personal injury.</li> <li>Organisation is exposed to financial loss due to failure to renew insurance or renew it with adequate cover.</li> </ul>	Extreme (5) x Almost Certain (5) = Extreme (25)	<ul style="list-style-type: none"> <li>Ensure regular workplace inspections are undertaken.</li> <li>Ensure the OSH Committee meets regularly.</li> <li>Undertake an OSH Audit.</li> <li>Implement recommendations from OSH Audit.</li> <li>Ensure safety meetings are held with staff.</li> <li>Ensure staff are appropriately trained when operating/using Shire property.</li> <li>Ensure plant and equipment is maintained.</li> <li>Ensure Take 5 assessments are undertaken as required.</li> <li>Ensure hazard reporting processes are in place.</li> <li>Ensure insurance coverage is reviewed internally and externally.</li> </ul>

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Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Health & Safety	<ul style="list-style-type: none"> <li>Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants.</li> <li>Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc).</li> <li>Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).</li> <li>High volume of LTI's.</li> </ul>	Major (4) x Likely (4) = High (16)	<ul style="list-style-type: none"> <li>Ensure regular workplace inspections are undertaken.</li> <li>Ensure the OSH Committee meets regularly.</li> <li>Undertake an OSH Audit.</li> <li>Implement recommendations from OSH Audit.</li> <li>Ensure safety meetings are held with staff.</li> <li>Ensure staff are appropriately trained when operating/using Shire property.</li> <li>Ensure plant and equipment is maintained.</li> <li>Ensure Take 5 assessments are undertaken as required.</li> <li>Ensure hazard reporting processes are in place.</li> <li>Ensure Safe Work method Statements (SWMS) are developed and acknowledged by staff.</li> <li>Senior Management Meeting (where the OSH system is reviewed and KPI's are measured).</li> <li>OSH Policy Framework in place and reviewed.</li> </ul>
Reputation	Nil.		
Service Interruption	Delays associated with loss of staff due to LTI's.	Major (4) x Likely (4) = High (16)	<ul style="list-style-type: none"> <li>Ensure regular workplace inspections are undertaken.</li> <li>Ensure the OSH Committee meets regularly.</li> <li>Undertake an OSH Audit.</li> </ul>



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Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
			<ul style="list-style-type: none"> <li>Implement recommendations from OSH Audit.</li> <li>Ensure safety meetings are held with staff.</li> <li>Ensure staff are appropriately trained when operating/using Shire property.</li> <li>Ensure plant and equipment is maintained.</li> <li>Ensure Take 5 assessments are undertaken as required.</li> <li>Ensure hazard reporting processes are in place.</li> <li>Ensure Safe Work method Statements (SWMS) are developed and acknowledged by staff.</li> </ul>
Compliance	Non-compliance with the Occupation Safety & Health Act, associated regulations and standards.	Major (4) x Likely (4) = High (16)	<ul style="list-style-type: none"> <li>Ensure regular workplace inspections are undertaken.</li> <li>Ensure the OSH Committee meets regularly.</li> <li>Undertake an OSH Audit.</li> <li>Implement recommendations from OSH Audit.</li> <li>Ensure safety meetings are held with staff.</li> <li>Ensure staff are appropriately trained when operating/using Shire property.</li> <li>Ensure plant and equipment is maintained.</li> <li>Ensure Take 5 assessments are undertaken as required.</li> </ul>

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Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
			<ul style="list-style-type: none"> <li>Ensure hazard reporting processes are in place.</li> <li>Ensure Safe Work method Statements (SWMS) are developed and acknowledged by staff.</li> </ul>
Property	<ul style="list-style-type: none"> <li>Damage to property as a result of an OSH incident.</li> <li>Inadequate or unsafe modifications to plant &amp; equipment.</li> </ul>	Major (4) x Likely (4) = High (16)	<ul style="list-style-type: none"> <li>Ensure safety meetings are held with staff.</li> <li>Ensure staff are appropriately trained when operating/using Shire property.</li> <li>Ensure regular workplace inspections are undertaken.</li> <li>Ensure plant and equipment is appropriately maintained.</li> <li>Ensure Take 5 assessments are undertaken as required.</li> <li>Ensure hazard reporting processes are in place.</li> </ul>
Environment	Nil.		

### C. OFFICER'S COMMENT

Officers have implemented a range of risk management actions which have been detailed within B.6 of this report.

On the most recent OSH Audit, Council scored 72% which is higher than the previous audit result of 67% which was achieved in 2016.

As is evident from the information provided, the claims are primarily around sprains & strains. The Shire of Northam Executive Group, and the Occupational Health & Safety Committee have been aware of this for a long period of time. This being the case a range of initiatives are in place, unfortunately this has not resulted in a reduction in LTI's.

- Risk assessments (SWMS) have been implemented for all manual tasks throughout the organisation. All staff are required to acknowledge and

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- sign all SWMS relevant to their duties and to review all those SWMS on a regular basis (completion of SWMS is audited randomly by Safety Officer).
- Take 5's are completed by all staff for all manual tasks before commencement of work in each area. This reminds staff to consider the hazards in each location. The Safety Officer reports the number of Take 5's completed each month to the Executive team to enable them to identify non-compliant areas of the organisation.
  - The Safety Officer conducts regular task observations to ensure that staff are carrying out tasks in a safe manner. A report for each observation is provided to the relevant Manager and Executive Manager.
  - The Safety Officer conducts systems observations to ensure that safety related processes are being followed, the results of these observations are also provided to the relevant Manager and Executive Manager.
  - Manual handling training is provided to all staff by insurers LGIS.
  - The Safety Officer addresses the results of observations at toolbox meetings to raise awareness of the importance of following safety procedures.
  - Both the Executive team and the OSH Committee review injuries, incidents, hazards and near misses on a regular basis to identify trends.
  - All staff undertake a safety induction before commencing employment to make them aware of the Shire processes and requirements.
  - LGIS Health and wellbeing funding was recently used to carry out occupational fitness assessments on all Depot outdoor staff. The results of these assessments was used to tailor a fitness program designed to improve the level of fitness throughout the crew. This will hopefully improve fitness which should in turn improve productivity, reduce injuries, and reduce absenteeism.

In addition to the proactive initiatives put in place, the Executive Manager Group instigated a process whereby ALL lost time injuries are investigated prior to approval. Unfortunately, due to the no fault system in place for workers compensation in Western Australia, while the risk can be managed, they cannot be eliminated as the employee has to take responsibility for their actions.

In each of the lost time injuries over the past three years, investigations have shown that the proactive initiatives have been actioned, yet the injuries have still occurred – which is a source of frustration.

There have been no injuries that have resulted in the involvement of Worksafe, however Worksafe have been notified of all injury related absences of 10 days or more in line with legislative requirements.

**RECOMMENDATION / COMMITTEE DECISION**



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**Minute No: AU.182**

**Moved: Cr Pollard**

**Seconded: Cr Ryan**

**That Council receive the update on workers compensation claims.**

**CARRIED 3/0**

The committee was comfortable with the report and the systems and processes in place.

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**7. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**8. DATE OF NEXT MEETING**

The next Audit and Risk Management Committee meeting is proposed to be held on 27 May 2021 at 5:00pm.

**9. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr Chris Antonio declared the meeting closed at 6:47pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 4 March 2021 have been confirmed as a true and correct record."

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## 13. OFFICER REPORTS

### 13.1 CEO'S Office

#### 13.1.1 Complaints Officer

<b>File Reference:</b>	1.2.4.1
<b>Reporting Officer:</b>	Alysha McCall, Executive Assistant – CEO
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to begin implementing actions associated with the recent regulation changes for the Local Government Legislation Amendment Act 2019. This item deals with the actions relating to the complaints officer, form and process for an alleged breach against the code of conduct.

#### ATTACHMENTS

Attachment 1: Complaint About Alleged Breach Form.

#### A. BACKGROUND / DETAILS

On 27 June 2019 the Local Government Legislation Amendment Act 2019 was passed by Parliament. The following regulations took effect on 3 February 2021, implementing the remaining parts of the Amendment Act:

- Local Government (Administration) Amendment Regulations 2021.
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021.

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 2 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.



Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

## 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

Nil.

### B.3 Legislative Compliance

If action is not taken to affirm or appoint a complaints officer (by 24 February 2021) under the provisions of the regulations, a complaint made on or soon after the date of effect (3 February 2021) may lapse before it can be formally lodged. This would be considered inconsistent with the principles of procedural fairness and community expectations of local government.

### B.4 Policy Implications

Each local government was previously required to develop their own code of conduct and manage behaviour in accordance with that code. These regulations replace these individual codes by introducing a Model Code. Officers are proposing to present the model code of conduct to the April Ordinary Council Meeting for endorsement.

### 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	Nil.		
Service Interruption	Nil.		
Compliance	Non-compliance with regulation amendments.	Minor (2) x Possible (3) = Moderate (6)	Undertake required actions to ensure compliance.

Property	Nil.		
Environment	Nil.		

### C. OFFICER'S COMMENT

Local governments will be required to prepare and adopt the Model Code within three months of these regulations coming into effect (by 3 May 2021). In adopting the Model Code, local governments can include additional behaviours under Division 3 provided these are consistent with the Model Code.

Until such time as a local government adopts the Code, the Model Code applies. To begin implementation of the Model Code, as soon as practical (by 24 February 2021), local governments must:

- appoint a person to receive complaints by either affirming the current complaint officers or appoint a new or additional officer(s), and
- approve a form for complaints to be lodged.

### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4167

Moved: Cr Little

Seconded: Cr Mencshelyi

That Council:

1. Affirm the Executive Manager Corporate Services as the Complaints Officer for the Shire of Northam.
2. Approve the form for complaints as provided in Attachment 1.
3. Request the Chief Executive Officer to implement a process for handling complaints for an alleged breach against the model code of conduct.

**CARRIED 9/0**

## Attachment 1 – Complaints Form



### Complaint About Alleged Breach Form - Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

**NOTE:** A complaint about an alleged breach must be made —  
(a) in writing in the form approved by the local government  
(b) to an authorised person  
(c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
Name: _____ <div style="display: flex; justify-content: space-around;"><span><u>Given Name(s)</u></span><span><u>Family Name</u></span></div>

Contact details of person making the complaint:
Address: _____
Email: _____
Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:



**State the full details of the alleged breach. Attach any supporting evidence to your complaint form.**

**Date of alleged breach:**

\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**SIGNED:**

**Complainant's signature:** .....

**Date of signing:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**Received by Authorised Officer**

**Authorised Officer's Name:** .....

**Authorised Officer's Signature:** .....

**Date received:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

**Signed complaint form is to be forwarded to:**

Mr Colin Young  
Complaints Officer  
PO Box 613  
NORTHAM WA 6401  
[records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

## **13.2 ENGINEERING SERVICES**

Nil.

### 13.3 DEVELOPMENT SERVICES

#### 13.3.1 RFT 01 of 2021 – Fire Mitigation Services – MAF 2020/21

<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Sue Connell, Procurement Coordinator
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	None
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider tenders received in response to Request for Tender 01 of 2021 – Fire Mitigation Services MAF 2020/21. This report provides details of the tenders received and identifies a recommended tenderer to complete the works.

#### ATTACHMENTS

- Attachment 1: Tender Evaluation Report (Provided as a separate confidential attachment).  
Attachment 2: MAF Treatment List.

#### A. BACKGROUND / DETAILS

Under the *State Hazard Plan for Fire (Westplan Fire)* an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for The *Shire of Northam* in accordance with the requirements of *Westplan Fire* and the *Guidelines for Preparing a Bushfire Risk Management Plan (Guidelines)*.

The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines (AS/NZS ISO 31000:2009)*, as described in the Second Edition of the *National Emergency Risk Assessment Guidelines (NERAG 2015)*. This approach is consistent with the policies of the State Emergency Management Committee, specifically the *State Emergency Management Policy 3.2* and *State Emergency Management Prevention and Mitigation Procedure 1*.

The BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment.



The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

As a result of the completion and endorsement of the BRMP The Shire of Northam became eligible to apply for and was successful in its application for Mitigation Activity Fund Grants Program 2020/21 Round 1 (MAFGP2021R1) which is a scheme designed to assist local governments with reducing their bushfire risk on reserves vested by management order to the Shire of Northam.

## B. CONSIDERATIONS

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

Theme Area: 5: Infrastructure and Service Delivery

Outcome: 5.2: Environmental risks are proactively managed to minimise impact on residents.

Objective: Continued bushfire management planning and mitigation works.

### B.2 Financial / Resource Implications

Fire Mitigation Works MAF package for 2020/21 was included in the 2020/21 annual budget with an allocation of \$495,550.00.

### B.3 Legislative Compliance

Section 3.57 of the Local Government Act 1995 requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods and services.

### B.4 Policy Implications

Policy F4.2 – Procurement Policy

### B.5 Stakeholder Engagement / Consultation

These are planned works. The stakeholders will be notified of the proposed work under contract via works notification.

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Cost overrun of the project	Moderate (9) Medium (3) x Possible (3) = Moderate (9)	Costs of the project are funded through the MAF project. Any additional cost or variation will need to

			be authorised through DFES
Health & Safety	Works does not comply with current requirements	Minor (2) Unlikely (2) Low (4)	x = All contractors will be required to provide OHS compliance as part of the tender evaluation
Reputation	Having property and our care and control that poses additional risks to the community reflects negatively on Council	Minor (2) Unlikely (2) Low (4)	x = Works will be undertaken to reduce the potential impacts on the community
Service Interruption	Property not being able to be used whilst work being undertaken	Medium (3) Unlikely (2) Moderate (6)	x = Majority of property is not under management arrangements
Compliance	Procurement is not undertaken in accordance with eth relevant legislation	Medium (3) Possible (3) Moderate (9)	x = Procurement process is to be undertaken in accordance with Council policy
Property	Property does not comply with relevant standards	Minor (2) Unlikely (2) Low (4)	x = Works being undertaken will ensure compliance with minimum firebreak requirements
Environment	Works will impact negatively on the local environment	Medium (3) Possible (3) Moderate (9)	x = Vegetation removal for firebreaks and fuel load reduction are generally exempt from clearing requirements. Any prescribed burning will include advice/guidance from DWER and Council staff

### C. OFFICER'S COMMENT

In response to the advertised request, 2 submissions were received, of which all were compliant:

1. Fire Mitigation Services;
2. Natural Area Consulting Management Services

A full report on the procurement process and outcomes have been provided as a separate confidential attachment.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4168**

**Moved: Cr Mencshelyi**

**Seconded: Cr Della**

**That Council:**

- 1. Award RFT 01 of 2021 for Fire Mitigation Services MAF 2020/21 to the preferred supplier, being Fire Mitigation Services.**
- 2. Authorise the CEO to execute the contract with Fire Mitigation Services for the sum of \$422,658.42 plus GST and approve any variations up to a maximum of 10% of the contract sum.**

**CARRIED 9/0**



Cr J E G Williams declared an "Impartiality" interest in item 13.3.2 - Proposed Farm Shed – 39 Cook Road, Bakers Hill as one of Cr Williams sons works for Wheatbelt Steel who are the applicants. Cr Williams son is not a dependent and does not live with Cr Williams.

### 13.3.2 Proposed Farm Shed – 39 Cook Road, Bakers Hill

<b>Address:</b>	Lot 1 (39) Cook Road, Bakers Hill
<b>Owner:</b>	Annemaree Jensen & Stephen Daddow
<b>Applicant:</b>	Wheatbelt Steel Pty Ltd
<b>File Reference:</b>	A1393 / P21012
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning & Environment
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Annemaree Jensen is a staff member who directly reports to the Reporting and Authorising Officers.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The application proposes the construction of a new farm shed for the purposes of storing fodder and machinery on a Rural Residential zoned lot that has a non-conforming use right under the Shire of Northam Local Planning Scheme No. 6 for extensive agricultural purposes (i.e. cropping & grazing).

#### ATTACHMENTS

- Attachment 1: Site Plan  
Attachment 2: Elevations  
Attachment 3: Statutory Assessment

#### A. BACKGROUND / DETAILS

##### Background

Timeline	Activity
14/10/1977	Shire of Northam Town Planning Scheme No.2 gazetted. Land use map indicates land is cleared, pasture or crop.
30/08/1981 – 12/12/2004	Landgate aerial photograph indicates land was used for agricultural purposes.

Timeline	Activity
20/05/2005	Shire of Northam Town Planning Scheme No.3 gazetted. Property zoned Rural Smallholdings (RSH4). Single house (P) and Rural Pursuit (D) permitted uses.
14/06/2005	Building permit for dwelling approved.
18/03/2006	Landgate aerial photograph indicates dwelling has been (or is being) constructed.
08/12/2012	Landgate aerial photograph indicates land was used for agricultural purposes.
21/08/2013	Shire of Northam Local Planning Scheme No.6 gazetted. Property zoned Rural Residential (RR4). Single house (P) and Rural Pursuit (D) permitted uses.
12/01/2015 – 06/01/2017	Landgate aerial photograph indicates land was used for agricultural purposes.
12/05/2017	Structure Plan and subdivision approval (ref: S147482) granted by SAT. Valid for 4 years. Proposal to subdivide property into 29 lots.
24/07/2020	Property sold to current owners and continues to be used for grazing and cropping activities.

### Details

The proposed new shed is 40m long x 15m wide x 6.7m in height and will be located centrally on the subject land approximately 120 metres from its eastern boundary and approximately 60 metres east of an existing centrally located dwelling. Another farm shed is located in the western portion of the property approximately 260 metres south-west of the proposed new shed.

## **B. CONSIDERATIONS**

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

Theme Area: Governance and Leadership

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

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

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

The Scheduled Fee for this development has been paid upon lodgement.

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

A statutory assessment has been carried out in accordance with the provisions of the Shire of Northam Local Planning Scheme No.6, the Planning and Development (Local Planning Schemes) Regulations 2015 (as amended) and all relevant Local planning Policies (refer to Attachment 3 of this Report for a full copy of the assessment).

#### B.4 Policy Implications

##### Local Planning Policy No.24 (LPP24) – Outbuildings in the Rural Residential and Rural Smallholdings Zones

Variations to LPP24 with regards to maximum permitted outbuilding wall and ridge heights as well as materials and colours required on all external surfaces are proposed. These variations are discussed further in the Officer's comments below and confirms there are no major implications of concern.

##### Shire of Northam Delegations

Delegation P04(6) is applicable to this proposal, which enables minor changes or extensions to non-confirming uses to be considered under delegated authority. The delegation specifies that an application cannot be considered and determined under delegated authority if it affects more than 20% of the existing floor or land area or 250m<sup>2</sup>, whichever is the lesser. Given the proposed new shed will comprise an area of 600m<sup>2</sup>, the application cannot be determined under delegated authority.

#### B.5 Stakeholder Engagement / Consultation

There were no stakeholder engagement / consultation requirements relating to this application. Refer to Attachment 3 – Statutory Assessment for further discussion.

#### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Conditions not complied with.	Insignificant (1) x Low (2) = Unlikely (2)	Ensure conditions are satisfied.
Property	Nil	Nil	Nil
Environment	Stormwater contained as required by conditions.	Insignificant (1) x Low (2) = Unlikely (2)	Ensure conditions are satisfied.

#### C. OFFICER'S COMMENT

Assessment of this application has identified two (2) main issues for consideration when determining this application:



1. Non-conforming use – change or extension: and
2. Variations to LPP24 – wall and ridge heights and external colours and materials.

#### Non-conforming use

As described previously in this report, the use of the property for 'agriculture – extensive' purposes (i.e. cropping and grazing) is classified as a non-conforming use. The non-conforming use right applicable to the land has been confirmed through a review of aerial photography obtained from Landgate.

Although technically the application is extending the non-conforming use of the subject land through the addition of a new shed, it will not increase the intensity of usage and is therefore unlikely to give rise to any potential negative impacts on the immediate locality. As such, the proposal is considered acceptable in the context of the land's current non-conforming use status, its local setting and other nearby and immediately adjoining land uses.

#### Variations to LPP24

The application proposes to vary the LPP provisions for the Rural Residential zone as they apply specifically to maximum permitted wall and ridge heights as well as permitted colours and materials for external cladding associated with any proposed new outbuildings/ sheds.

With respect to wall and ridge heights, the proposed new shed will have a wall height of 6 metres and a ridge height of approximately 6.7 metres in lieu of a maximum permitted wall height of 4 metres and a maximum permitted ridge height of 5 metres as prescribed in clause 5.2 of LPP24.

Due to the large size of the property and the proposed new shed's substantial setback distances to the land's designated boundaries, the proposed variations outlined above are considered unlikely to have any negative impacts upon the visual amenity of the immediate locality in terms of building size, bulk and scale.

Similarly, the use of hot dip galvanised steel on all wall and roof cladding as proposed by the applicant's in lieu of pre-painted (e.g. Colourbond) wall and roof cladding as required by clauses 5.5 and 5.6 of LPP24, is considered acceptable given the proposed new shed's location on the land and the fact it will not be visually prominent when viewed from immediately adjoining and other nearby properties or the public realm.

Given all the above, the proposed variations to LPP24 are considered acceptable and unlikely to give rise to any adverse policy implications by creating an undesirable precedent for any future development of this type.

#### Conclusion

In light of the above findings and conclusions, it is recommended that Council conditionally approve the application in accordance with the Reporting Officer's recommendation below.

#### **RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4169**

**Moved: Cr Pollard**

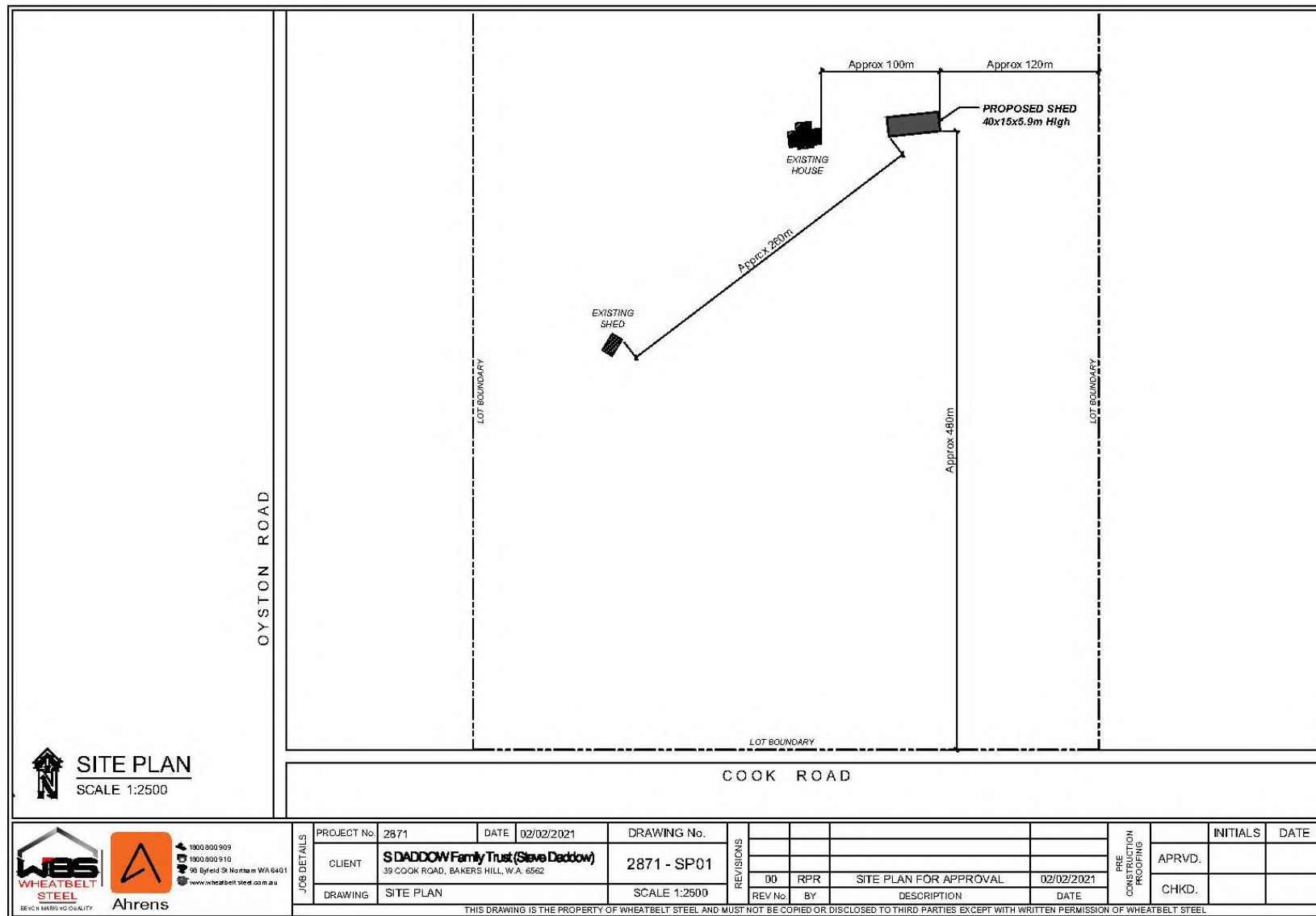
**Seconded: Cr Little**

**That Council APPROVE the development application (Ref: P21012) and accompanying plans for the construction of a farm shed on Lot 1 (No.39) Cook Road, Bakers Hill in accordance with the provisions of the Shire of Northam Local Planning Scheme No. 6, subject to the following conditions:**

- 1. The development hereby approved shall be substantially commenced within two (2) years from the date of this determination. If the development is not substantially commenced within this period this approval shall lapse and have no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.**
- 2. The development hereby permitted shall be carried out in accordance with the stamped approved plans.**
- 3. All stormwater drainage generated by the proposed farm shed shall be managed and disposed of on-site to the satisfaction of the local government (i.e. no stormwater is permitted to be directed and disposed of via any immediately adjoining property).**
- 4. The farm shed shall only be used in conjunction with the approved non-conforming land use (i.e. agriculture – extensive). Should the non-conforming land use cease for a period of six (6) months or longer, the new shed the subject of this approval may only be used for domestic storage purposes unless otherwise approved by the local government.**

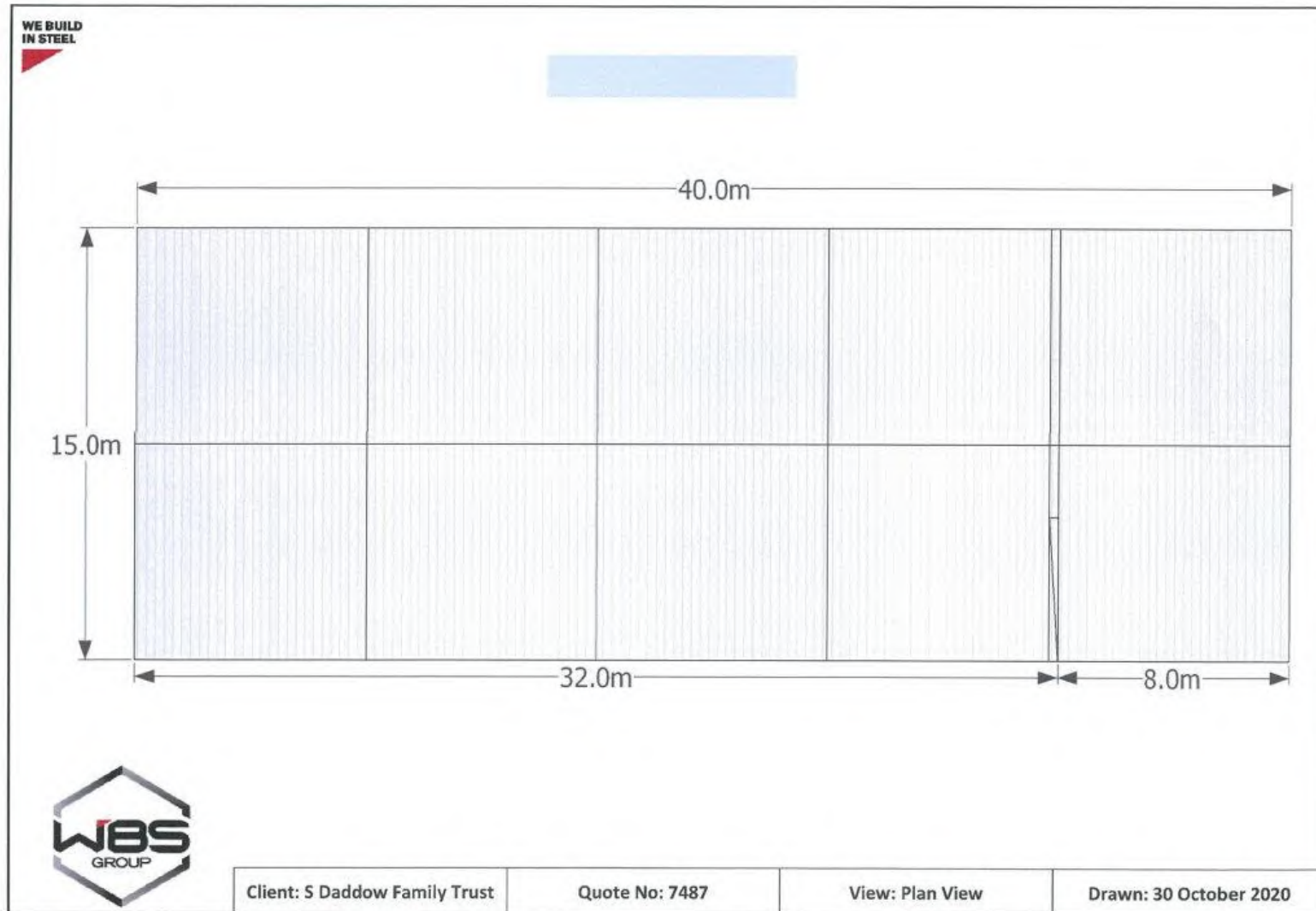
**CARRIED 9/0**

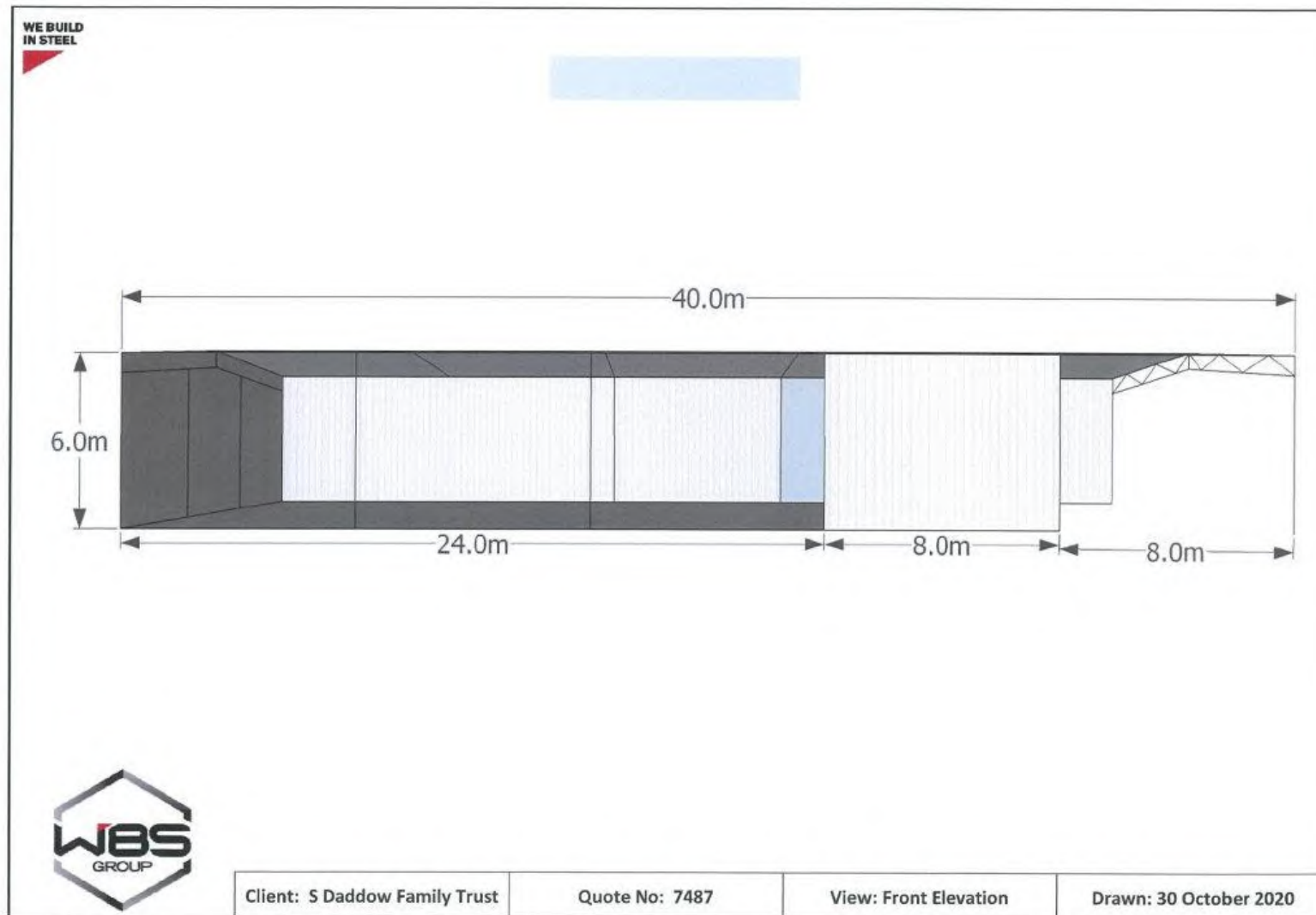
## Attachment 1 – Site plan

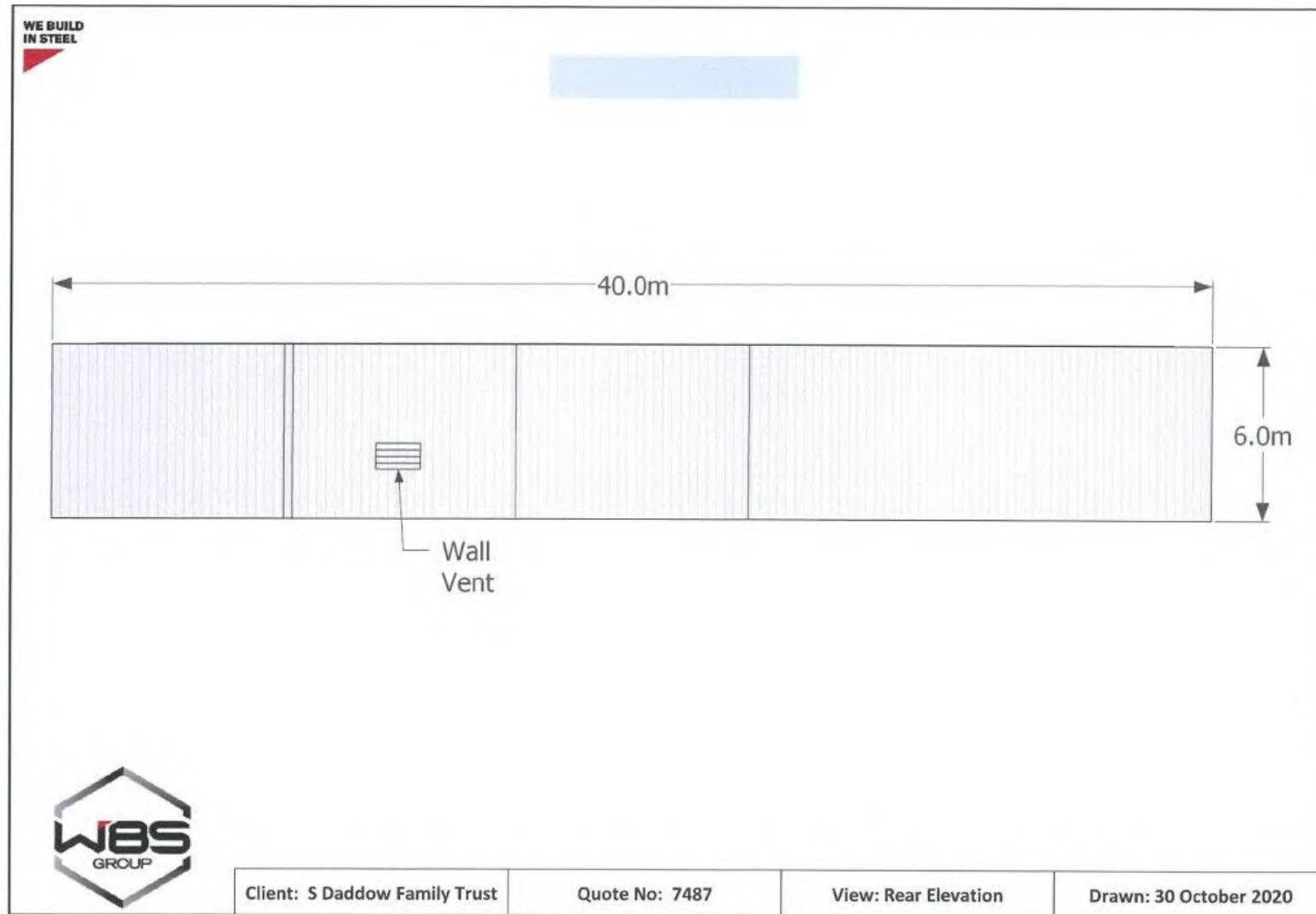




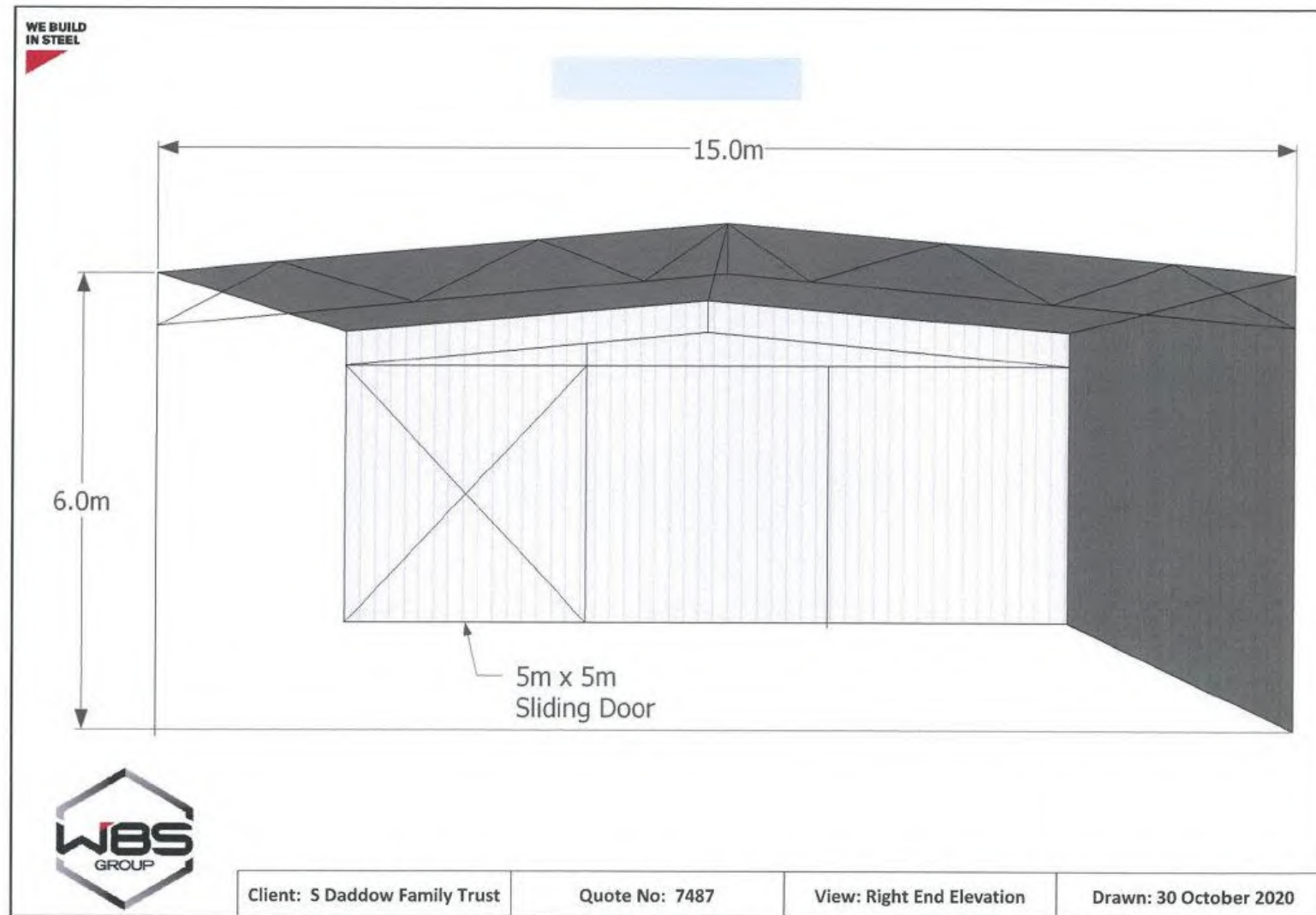
## Attachment 2 – Elevations

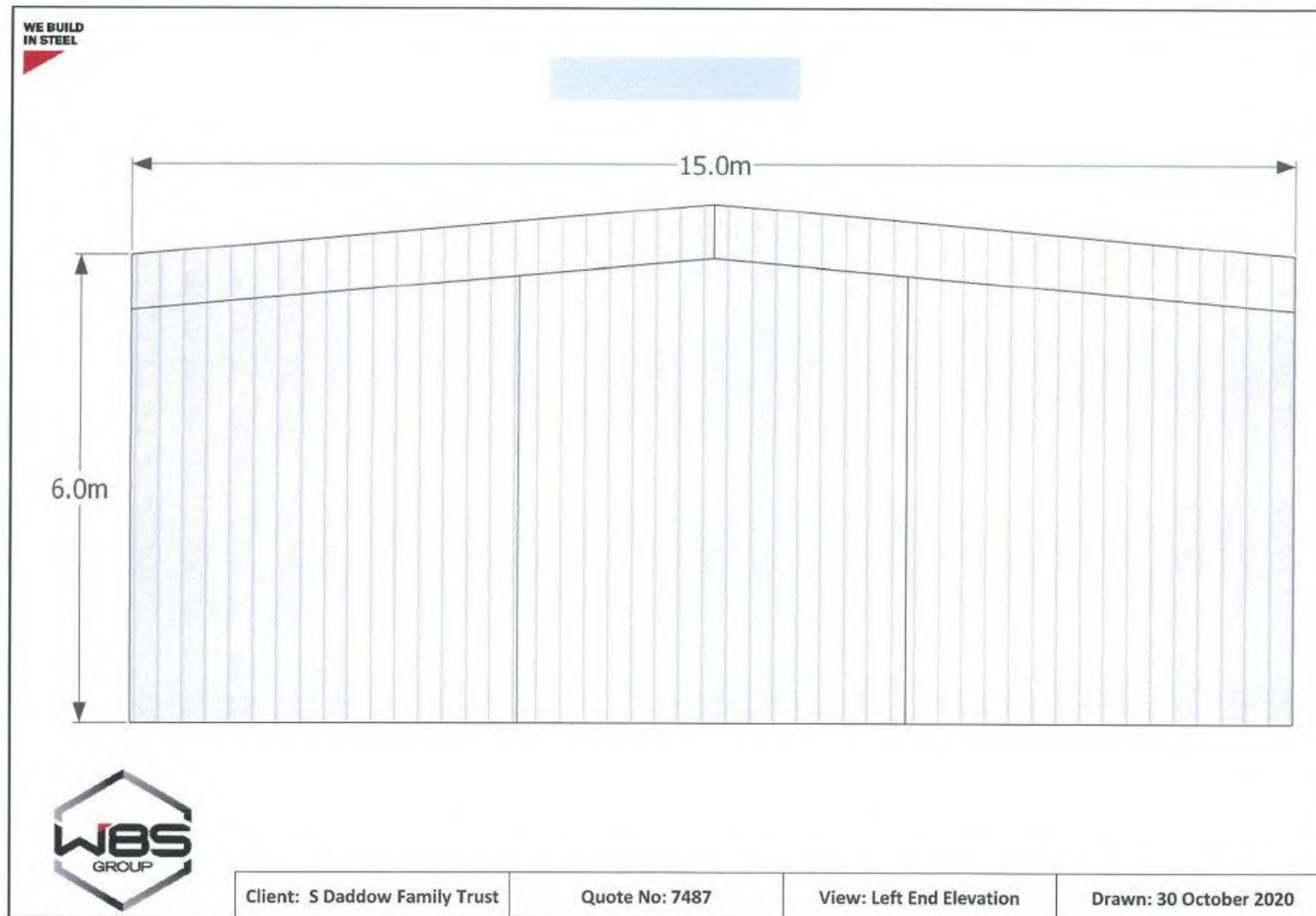












### Attachment 3 – Statutory Assessment (P21012)

An assessment of the applicable provisions of LPS6, including the Deemed Provisions and LPPs have been carried out as follows:

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No.6			
3.3	Zoning Table – Rural Residential	Farm Shed – fodder and machinery storage.	Extension of non-conforming use for 'agriculture – extensive' purposes.
3.8	Non-conforming uses – continued use of land for which it was lawfully used immediately prior to the gazettal date.	Agriculture – Extensive (i.e. cropping and grazing)	Agriculture – Extensive was a permitted use under the subject land's previous Rural Smallholdings zoning classification in TPS3. Landgate aerial photography confirms that the property has been continuously use for cropping and grazing purposes (i.e. Agriculture – Extensive) since LPS6 was gazetted and came into legal effect on 21 August 2013. The land's current non-conforming use right for this purpose has therefore been confirmed.
3.9	Extension of non-conforming use – DA required; advertised under clause 64 of the Deemed Provisions.	Construction of a new farm shed for storage of fodder and machinery.	The application submitted proposes the construction of a new farm shed to support the continued use of the property for cropping and grazing. The proposed farm shed will not result in any expansion or intensification of the existing non-conforming use of the land and is considered unlikely give rise to any negative impacts on nearby rural-residential properties or the public realm.



Clause	Provision	Proposal	Assessment
			The advertising requirement has therefore been waived in accordance with cl. 64(2) of the Deemed Provisions for the above reasons.
4.5	Site and development standards – RR Setbacks – 15m front; 10m side and rear; RSH Setbacks – 25m front; 20m side and rear.	Shed to be located approximately 120m from the land's eastern boundary and approximately 60m east of the existing centrally located dwelling.	Location of the shed complies with all setback requirements.
4.10	Maximum building height – 2 storeys or 9m	Overall shed height to roof ridge is 6.7m.	Complies.
4.16	Access for loading and unloading vehicles to be provided to LG.	Internal access to be used to access shed.	There is sufficient area around the shed for loading and unloading of fodder and machinery.
4.22	Outbuildings – siting and design to be in accordance with Table 2 or any LPP.	Shed to be located approximately 120m from the land's eastern boundary and approximately 60m east of the existing centrally located dwelling.	Location of the shed complies with all setback requirements. Design also assessed under LPP24 later in this Report.
4.30	Development in the RR and RSH zones –		
	4.30.1 – schedule 7 applies. RR4 lists permitted and discretionary uses.	Construction of a farm shed.	Not applicable. Proposal is an extension of an existing non-conforming use as described earlier in this Report.

Clause	Provision	Proposal	Assessment
	4.30.3 – permissibility of uses in accordance with zoning table or Schedule 7.	Construction of a farm shed.	Not applicable. Proposal is an extension of an existing non-conforming use as described earlier in this Report.
	4.30.11 – no native trees or shrubs to be felled or removed.	Construction of a farm shed within an existing cleared area.	Complies.
	4.30.15 – areas identified in EMP to be maintained.	Construction of a farm shed within an existing cleared area.	EMP preparation was a condition of subdivision approval. No EMP has been approved. Notwithstanding this, no trees are proposed to be removed.
	4.30.18 – if in the opinion of the LG over-grazing by livestock is causing degradation, LG may order a reduction or removal of livestock.	Property is used for the grazing of sheep.	There is no evidence that the property is being detrimentally affected by the grazing of sheep.
4.31	Amenity of non-residential development		
	4.31.1 – amenity to be determined in context of each development and site conditions: form and scale to be compatible; buildings to complement character of locality; visual impacts minimised by vegetation screening and tree retention.	Construction of a farm shed within an existing cleared area.	Although the shed could be considered large for a rural residential area, the size of the shed complies with LPP24 and the design is in context with the use of the property for farming purposes. The shed is well setback from the land's eastern boundary and is located approximately 500m east of Oyston Road. As such, the visual amenity impacts on the immediate locality are considered to be negligible.

Clause	Provision	Proposal	Assessment
	4.31.2 – LG to have regard to: external appearance; dimensions and proportions; materials; effect on nearby properties; effect on landscape; any other matter.	Applicant describes shed as a structural steel shed constructed using hot dip galvanised steel on all external surfaces.	<p>The shed has a typical appearance of a farm shed and is of a size typically expected on a farming property for the purpose of storing fodder and machinery.</p> <p>The setback distances proposed will help to ensure the appearance and size of the shed will not affect any neighbouring properties or the public realm.</p> <p>Notwithstanding this conclusion, the materials do not comply with the provisions of LPP24 for outbuildings on rural-residential properties that are required to have walls constructed of pre-painted metal that complements the existing development.</p>
Deemed Provisions – Clause 67 of Regulations			
A	Aims and provisions of LPS6	Farm shed – extension of non-conforming use	The continued use of the property for extensive agricultural purposes until such time it is subdivided for rural residential purposes does not affect the aims of the zone or the long-term strategic direction for the locality. Furthermore, construction of a new shed as proposed will not intensify the non-conforming use and is therefore considered unlikely to have any negative impacts on any neighbouring properties or the public realm.
C	Any approved State Planning Policy: SPP2.5 – Rural Planning	Farm shed – extension of non-conforming use	The extension of the existing non-conforming use of the subject land will not result in any land-use conflicts or affect the future use of the land or



Clause	Provision	Proposal	Assessment
			any neighbouring properties for rural residential purposes.
	SPP3.7 – Planning in Bushfire Prone Areas	Farm shed	The proposed new shed is non-habitable, will not result in the intensification of development and usage of the land, will not lead to an increase in the number of residents or employees, will not result in an increase to the bushfire threat and is located greater than 6m from the existing centrally located dwelling. As such, a BAL assessment and bushfire management plan are not required to be provided in support of the application. Bushfire construction requirements under the BCA or AS 3959 may still apply and will be considered during the required building permit application process.
FA	Any local planning strategy	Construction of a farm shed (extension of non-conforming use).	The subject property is identified as a future rural living area in the Shire's LPS and has been zoned accordingly in LPS6. The construction of a farm shed as proposed which is an extension to the land's current non-conforming use will not affect the future strategic direction for the property or immediate locality.
G	Any local planning policy – LPP2, LPP20, LPP24.		
	LPP2 – General Development Guidelines <ul style="list-style-type: none"> <li>Appearance of buildings not to detract from amenity of locality.</li> </ul>	Shed to be constructed of hot dip galvanised steel. No earthworks, sand pad or concrete flooring are proposed as part of the shed construction.	Appearance of building considered in the context of LPP2 and is considered appropriate for purpose and location.

Clause	Provision	Proposal	Assessment
	<ul style="list-style-type: none"> <li>Max. 1m earthworks or retaining without approval.</li> </ul>		
	<p>LPP20 – Advertising of Planning Proposals</p> <ul style="list-style-type: none"> <li>Extensions and changes to a Non-Conforming Use. 3 plus Councillors</li> </ul>	Construction of a farm shed to be used in conjunction with a non-conforming use (agriculture – extensive).	<p>The proposed new shed will not result in the intensification of the land's current non-conforming use and is unlikely to have any negative impacts on nearby rural residential properties or the public realm.</p> <p>The advertising requirement has been waived in accordance with cl. 64(2) of the Deemed Provisions and Delegation P02 for the above reasons.</p>
	<p>LPP24 – Outbuildings in RR &amp; RSH zones</p> <ul style="list-style-type: none"> <li>Max. size 1,000m<sup>2</sup>; combined area assessed on merits.</li> <li>Max. wall height 4m; max. ridge height 5m.</li> <li>Setbacks as per LPS6 Table 2.</li> <li>Walls to be pre-painted steel in RR &amp; RSH zones.</li> <li>Unpainted roof cladding can be used where there is no impacts.</li> <li>Outbuildings in bushfire prone areas to be located in cleared areas</li> </ul>	<p>New shed 40m long x 15m wide = 600m<sup>2</sup> + existing sheds of 60m<sup>2</sup> + 200m<sup>2</sup> = 860m<sup>2</sup> in total.</p> <p>6m wall height 6.7m roof ridge height 10° roof pitch</p> <p>Shed to be located approximately 120m from the eastern boundary.</p> <p>Walls and roof to be hot dip galvanised steel.</p> <p>New shed to be located in cleared area and greater than 6m from existing centrally located dwelling.</p>	<p>Complies with the maximum allowable combined floor area provisions of LPP24 as it applies to all outbuildings on a lot comprising an area greater than 40 hectares.</p> <p>Wall and ridge heights do not comply with RR zone provisions but for comparison do comply with Rural zone provisions.</p> <p>Complies with setback provisions.</p> <p>Wall colour does not comply for RR zone but does comply with Rural zone.</p> <p>Roof material is acceptable for location.</p> <p>Complies with location for bushfire mitigation and protection purposes.</p>

Clause	Provision	Proposal	Assessment
H	Any structure plans that relate to the development	Construction of a farm shed in conjunction with farming activities.	12/05/2017 – Structure Plan and subdivision approval (ref: S147482) granted by SAT. Valid for 4 years. Proposal to subdivide property into 29 lots. The proposed shed will be located on proposed Lots 517 and 518.  Construction of the new shed as proposed will not affect the future potential subdivision development of the property for RR purposes in accordance with the approved Structure Plan. The proposed shed can be demolished if required at a future stage.
I	Any report of review of LPS6	Construction of a farm shed for storage of fodder and machinery.	The report of review does not affect this proposal. As part of a future scheme review, this property will be added to the register of non-conforming uses.
M	Compatibility of development	Construction of a farm shed for storage of fodder and machinery.	The development is compatible with the existing use and size of the property and is unlikely to have any negative impacts on the immediate locality.
N	Amenity of locality – character, environment & social impacts.	Construction of a farm shed.	The proposal is considered unlikely to have any negative impact on the character of the immediate locality or the natural environment. There are no social impacts associated with the proposal.
O	Likely effect on the environment or water resources.	Construction of a farm shed with the stormwater collected in large rainwater tanks.	No effects have been identified subject to the proposed rainwater tanks having sufficient storage capacity to cater for the roof catchment area of the proposed new shed. Condition recommended.



Clause	Provision	Proposal	Assessment
P	Provision of landscaping and whether any trees or vegetation should be preserved.	Construction of a farm shed in a cleared area.	The provision of additional landscaping is considered unnecessary due to the location of the new shed which is proposed to be constructed in a previously cleared portion of the subject land.
Q	Suitability of land taking into considerations any risks, e.g. bushfire.	Construction of farm shed in cleared area located more than 6m from the dwelling.	The bushfire risk of the property is not increased as a result of the construction and use of the proposed new shed.
S	Adequacy of access, egress, manoeuvring	Use of existing access to the property. Shed is accessible for loading of fodder and machinery.	The access and loading areas are considered adequate for the proposed new shed.
T	Amount of traffic generated and adequacy of road system	Construction of a shed for storage of fodder and machinery.	Construction of the proposed new shed is considered unlikely to increase the intensity of existing farming activities on the subject land. As such, the potential traffic impacts in the immediate locality are considered to be negligible.
W	History of the site	Property is used for cropping and grazing activities.	The use of the property for farming activities is a non-conforming use as described previously in the Officer's Report.
X	Impact on the community (not on individuals)	Construction of a farm shed.	There are no impacts on the community as a result of this proposal. The current owners have advised they do not intend to pursue any further subdivision of the land at this stage.
Y	Any submissions received on the proposal	Construction of a farm shed.	The advertising requirements have been waived for the reasons cited previously above.

### 13.3.3 Update on COVID-19 Pandemic Response Strategy/Framework

<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Executive Manager Development Services - Chadd Hunt
<b>Responsible Officer:</b>	Executive Manager Development Services - Chadd Hunt
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

For Council to endorse the updated COVID-19 Virus Response Strategy/Framework.

#### ATTACHMENTS

Attachment 1: COVID-19 Response Strategy/Framework.  
Attachment 2: Action Summary.

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#### A. BACKGROUND / DETAILS

Council adopted at its meeting held on 15<sup>th</sup> April 2020 the Shire of Northam COVID-19 Virus Response Strategy/Framework.

At this meeting Council resolved the following –

##### That Council;

- 1. Endorse the COVID-19 Virus Response Strategy/Framework as presented;**
- 2. Requires the COVID-19 Virus Response Strategy/Framework to be presented monthly for Council consideration and update as required.**

The strategy was prepared in order to document and provide a clear picture for Council and the Community the response actions being undertaken in relation to the local impacts of the global pandemic.

The framework has been developed in order for tracking of the actions and works being undertaken for as documented within the strategy.

The purpose of this report is to provide an updated strategy for Council endorsement and for Council to note the progress made within the framework documentation.

Council further resolved in August 2020 to receive the updates on the COVID-19 Virus Response Strategy/Framework on a quarterly basis.

## B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

Outcome: The elected members of the Shire of Northam provide accountable, strong and effective community leadership.

Objective:

- 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.

### B.2 Financial / Resource Implications

There are significant financial implications resulting from the strategy, which Council has been briefed on previously.

Currently expenditure is as follows –

COVID-19 Expenditure for the 2019/20 financial year							
Job No	Description	GL Account	Description	Budget	Actual	Outstanding Orders	Total Actual
CV01	COVID 19 COMMUNITY INITIATIVES	04042182	Covid 19	20,000	6,844	-	6,844
CV02	COVID19 WORKS - MATERIALS	04042182	Covid 19	10,000	9,341	-	9,341
CV03	COVID 19 PPE and Cleaning Supplies	04042182	Covid 19	25,000	19,777	-	19,777
CV04	COVID 19 ICT Equipment	04042182	Covid 19	20,000	22,231	-	22,231
CV05	COVID 19 Holding Account	04042182	Covid 19	944,394	-	-	-
CV06	COVID 19 Economic Initiatives	04042182	Covid 19	30,000	21,548	-	21,548
CV07	COVID 19 Business Support Grant scheme	04042182	Covid 19	100,000	19,269	-	19,269



CV08	COVID 19 Personal/Quarantine Expenses	04042182	Covid 19	-	
	COVID 19 Development	04042182	Covid 19	-	
CV09	Incentive COVID 19 Future Requirements	04042182	Covid 19	-	
CV10	Contingency				
<b>Total</b>				<b>1,149,394</b>	<b>99,010</b>

COVID-19 Expenditure for the 2020/21 financial year as of 28 February 2021							
Job No	Description	GL Account	Description	Budget	Actual	Outstanding Orders	Total Actual
CV01	COVID 19 COMMUNITY INITIATIVES	04042182	Covid 19	120,000	29,642	-	29,642
CV02	COVID19 WORKS - MATERIALS	04042182	Covid 19	-	20,684	582	21,266
CV03	COVID 19 PPE and Cleaning Supplies	04042182	Covid 19	5,000	870	44	914
CV06	COVID 19 Economic Initiatives	04042182	Covid 19	12,000	5,641	-	5,641
CV07	COVID 19 Business Support Grant scheme	04042182	Covid 19	240,000	130,355	-	130,355
CV08	COVID 19 Personal/Quarantine Expenses	04042182	Covid 19	-	1,975		1,975
	COVID 19 Development	04042182	Covid 19	1,000,000	-	-	-
CV09	Incentive COVID 19 Future Requirements	04042182	Covid 19	394,535	-		-
CV10	Contingency						
<b>Total</b>				<b>1,771,535</b>			<b>189,793</b>

The above table shows expenditure relating to COVID-19, all budget allocations are approved by the Executive Manager Corporate Services, job number CV05 is a holding account and is locked, as new initiatives are recognised new jobs are created and a budget allocated, which is transferred from the locked holding account.

### B.3 Legislative Compliance

N/A

### B.4 Policy Implications

There are a range of policy adjustments which have been undertaken and are being recommended for consideration in the strategy. All policy matters will require specific Council resolution in the future, in the event of identified required / suggested changes.

### B.5 Stakeholder Engagement / Consultation

Recent consultations has involved information being supplied from various state government departments and agencies particularly relating to the requirement for contact tracing registers. Staff have forwarded that information on to as many food businesses within the Shire

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

The strategy has taken a risk based approach. Consequently extensive risk assessments have been undertaken and are contained within the strategy itself.

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

The Shire of Northam continues to respond and adapt to the changing circumstances regarding the pandemic. The aim of this report is to document those changes and responses for the information of Council, staff and the community.

The most recent change since the last report was the introduction of the Perth, Peel and South West "lock down" period. In addition the mandatory COVID register has been applied to all Council facilities ,included Bush Fire Brigade facilities.

#### **RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4170**

**Moved: Cr Mencshelyi**

**Seconded: Cr Girak**

**That Council endorse the updated COVID-19 Virus Response Strategy/Framework as presented.**

**CARRIED 9/0**

## Attachment 1



Shire of Northam  
Heritage, Commerce and Lifestyle

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# COVID-19 Virus Response Strategy / Framework

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*The 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.*



Document Control			
Version No.	Date	Author	Council Endorsement
DRAFT	6 April 2020	Jason Whiteaker	
V1	15 April 2020	Jason Whiteaker	15 April 2020
V2	15 May 2020	Chadd Hunt	20 May 2020
V3	29 May 2020	Chadd Hunt	17 June 2020
V4	2 July 2020	Chadd Hunt	19 August 2020
V5	1 December 2020	Chadd Hunt	16 December 2020
V6	3 March 2021	Chadd Hunt	17 March 2021

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## 1) Background / Context

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 subsequent economic crisis.

Western Australians are facing 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 are facing challenges the like we have never experienced. The Premier of Western Australia has called upon local governments to play their role, not only in the management of this health crisis, but also in the management of the economic crisis facing our communities.

This strategy has been developed by the Shire of Northam to provide a framework for moving through this state of emergency. It is acknowledged that the rate of change from a health, community and economic perspective is rapid. Consequently this plan will be reviewed, and endorsed by Council, not less than monthly to ensure it is providing the most accurate picture of what our response and recovery look like.

The following is a brief timeline of events to date which have shaped the context of this strategy;

- 27 February 2020 - Prime Minister Scott Morrison announced the Federal Government was activating the Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19).
- 1 March 2020 - Australia reported the first death from COVID-19.
- 12 March 2020 - a \$17.6 billion stimulus package announced by Prime Minister to "protect Australians' health, secure jobs and set the economy to bounce back" from the crisis.
- 15 March 2020 - Premier Mark McGowan declared a state of emergency in Western Australia, along with a formal public health emergency.
- 16<sup>th</sup> March 2020- Declaration of Public Health State of Emergency(WA)
- 18 March 2020 - a human biosecurity emergency was declared by the Governor-General, David Hurley, under Section 475 of the Biosecurity Act 2015.
- 18<sup>th</sup> March 2020- Public Health Act (WA)- Mass Gatherings Directions (No 1) issued
- 20<sup>th</sup> March 2020- Public Health Act(WA)- Mass Gatherings Directions (No 2) issued
- 23<sup>rd</sup> March 2020- Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 1){places closed include pubs, bars, clubs, gyms, recreation centre, restaurant (dine in), place of worship}
- 25<sup>th</sup> March 2020 - Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 2){places now include community centres, libraries, swimming pools}
- 25<sup>th</sup> March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 1)
- 30<sup>th</sup> March 2020- Public Health Act(WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 3){playgrounds, skate parks and outdoor gyms now included}
- 30<sup>th</sup> March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 2)



- 31<sup>st</sup> March 2020- Public Health Act (WA) – Prohibited Gathering Directions
- 7<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No1)
- 26<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No2)
- 10<sup>th</sup> May 2020 - The WA Government released a COVID-19 roadmap, which will see some restrictions relaxed further from 18 May.  
<https://www.wa.gov.au/sites/default/files/2020-05/COVID19-WA-roadmap.pdf>
- 17<sup>th</sup> May 2020-Emergency Management Act (WA)- Closure and Restriction (Limit the Spread) Directions (No 3)
- 29<sup>th</sup> May 2020- WA Government announced Phase 3 of Roadmap will be in place from 6<sup>th</sup> June 2020
- 5<sup>th</sup> June 2020 – Emergency Management Act (WA)- Closure and Restriction (limit the Spread) Directions (No 4)
- 17<sup>th</sup> June 2020- Council endorses 2020-21 Draft Budget which includes \$7.1 million provision for COVID-19 related response
- 22<sup>nd</sup> June 2020 – WA Government announces Phase 4 of Roadmap will be in place from 26<sup>th</sup> June 2020 <https://www.wa.gov.au/sites/default/files/2020-06/Phase-4-roadmap.pdf>
- 26<sup>th</sup> June 2020 – Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 5)
- 16 September 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 6)
- 22 October 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 7)
- 30 November 2020 - Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 8)
- 2<sup>nd</sup> December 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 9)
- 24<sup>th</sup> December 2020 - Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No10)
- 15<sup>th</sup> January 2021- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No11)
- 1<sup>st</sup> February 2021- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No12)
- 5<sup>th</sup> February 2021- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No13)
- 10<sup>th</sup> February 2021- Extension of State of Emergency Declaration
- 3<sup>rd</sup> March 2021- Extension of State of Emergency Declaration

## 2) Our 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 Council's finances on behalf of the community as effectively as possible;
- To be a supportive and understanding employer.

### 3) Strategy / Response

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 - 27 February 2020 to 30 June 2020**
- **Medium term - 1 July 2020 to 30 June 2021.**
- **Long term - 1 July 2021 and beyond.**

Because of the WA Government declaring a State of Emergency, on approximately Friday, 20 March 2020 the Chief Executive Officer and Executive Management Team of the Shire of Northam made a decision to activate the Councils Business Continuity Plan. The activation of the plan resulted in a realignment of the organisation to position the Shire of Northam to respond to the crisis. The following response/management structure was put in place;

- Organisation & Economy - Chief Executive Officer
- Response & Recovery - Executive Manager Development Services
- Financial - Executive Manager Corporate Services
- Community Resilience - Executive Manager Community Services
- Project Delivery - Executive Manager Engineering Services

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.

The framework identifies a range of economic stimulus initiatives, including \$1,000,000 set aside as a short term response in 2019/20, and a further \$2,000,000 set aside for 2020/21. While this is the case over the April – June 2020 period Council will be exploring the opportunity to commit to a more substantial range initiatives and additional funding to assist the community navigate this challenging time.



## a) Response / Recovery

### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council unable to undertake response activities due to inadequate finance	Possible(3) x Extreme(5) = High(15)	Refer to section F (finance) - Section ii, iii, iv
Health & Safety	Food businesses not aware of responsibilities / implications of COVID19-measure	Likely (4) x High(4) = High(16)	Section ii 1a
	Community not aware of local issues surrounding the COVID-19 pandemic	Possible(3) x Extreme(5) = High(15)	Section ii 1b
	Refuse collection not being operation resulting in public health issues	Likely(4) x Extreme(5) = Extreme(20)	Section ii 2a
	Not understanding the medium to long term effect on the community	Possible(3) x High(4) = High(12)	Section iv 1c
	Exposure of staff to high traffic community services (such as licensing)	Possible(3) x High(4) = High(12)	Section (4) (e)
Reputation	Social distancing measures not being adhered to in council facilities resulting in complaints	Likely(4) x Medium(4) = High(16)	Section ii 4a
	Council fails to support community in recovery actions	Likely(4) x Medium(4) = High(16)	Section 3 of this report
	Shire response & messaging is reactive, unclear and unorganised	Possible(3) x High(4) = High(12)	Section ii (6)
	Community unable to access key Council services	Possible(3) x High(4) = High(12)	Section ii (6)
Service Interruption	Staff unable to work / fall ill due to insufficient PPE	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
	Public not being able to access services of Council	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
Compliance	OSH procedures and protocols not being followed in workplace	Likely (4) x High(4) = High(16)	Section ii 4c
Property	Council facilities (including closures) not being able to be operated in accordance with social distancing requirements	Likely (4) x High(4) = High(16)	Section ii 4c
Environment	Non operation of waste pickup and facilities resulting in increased illegal dumping in reserve areas	Possible(3) x High(4) = High(12)	Section ii 2a & 2b

**ii) Short term actions**

- (1) Health services:
  - (a) Education – local business communicated with regarding specific COVID-19 measures / opportunities such as take-away food options
  - (b) Education – website development with links to relevant Dept. of Health and other, sites. Develop information sheet for businesses
  - (c) Compliance – business (soft approach), in particular ensuring food standards are met
  - (d) Education – engagement with local businesses and community groups to outline requirements of phase three of WA Government roadmap to recovery. To be undertaken by established Covid-19 Education Team
- (2) Waste and recycling management:
  - (a) Secure continuity of both kerbside collection and waste disposal service with contractors
  - (b) Ensure waste disposal sites can continue to operate through contractors
  - (c) Ensure sufficient cover material to enable waste disposal site to operate (and comply)
- (3) Ranger Services:
  - (a) Secure continuity of service
- (4) Organisational:
  - (a) Provide advice to staff on correct cleaning and sanitising protocols, development of COVID-19 specific Safe Work Method Statements
  - (b) Ensure sufficient supplies of cleaning materials, PPE (hand sanitisers) are available to all staff
  - (c) Physical modification to all operational centres to ensure social distancing
  - (d) Reduction in site inspections (e.g. swimming pools), site visits and non-essential meetings, to allow redeployment of officer time to COVID-19 related focuses
  - (e) Keep key administration services open, limiting access to areas such as licencing, promote service by appointment
  - (f) Commence reopening Shire of Northam facilities (at 6 June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased bring back of staff into office environments
- (5) Bush Fire Brigades:
  - (a) Provide guidelines for operational purposes, cleaning and disinfecting vehicles and facilities
- (6) Develop Covid-19 Virus Response Strategy / Framework & report progress to Council, and community;
- (7) Emergency Response:
  - (a) Call Local Emergency Management Committee meeting
  - (b) Provide opportunity for regular (initially weekly) LEMC briefings



- (8) Council
  - (a) Introduce online meeting protocols for all Full Council Meetings
  - (b) Suspend all non-essential Committee meetings of Council
  - (c) As at 18 May 2020, revert to meeting in person protocols for Full Council Meetings

**ii) Medium term actions**

- (1) Health services;
  - (a) Ongoing community education programs
  - (b) Ongoing business consultation/compliance
  - (c) Assist Department of Health, where requested, following up notifiable cases and tracing contacts
- (2) Waste and recycling management;
  - (a) Review need to increase service levels (two weekly pickups?)
  - (b) Review need for green waste verge side collection service, in the case of total lockdown
  - (c) If operating develop strict protocols and guidelines for operation of tip shop in regards to COVID-19 issues
- (3) Ranger Services;
  - (a) Soft approach to compliance due to financial stress (dog/cat registration fees etc.)
  - (b) Investigate 1 year free dog/cat registration rollover
- (4) Organisational;
  - (a) Continuity of supply of PPE (including sanitisers), cleaning equipment
  - (b) Development of protocols for cleaning regime following notification of COVID-19 infection in the workplace/Council facility
- (5) Bush Fire Brigades;
  - (a) Development of protocols for cleaning regime following notification of COVID-19 infection in a Brigade/appliance
  - (b) Review impact on volunteer's base.
- (6) Emergency Recovery;
  - (a) Monthly LEMC meetings

**iv) Long term actions**

- (1) Health services;
  - (a) Undertake audit of food business premises to understand who/what is still operating
  - (b) Develop guidelines for free food business registration for new enterprises
  - (c) Undertake a baseline community survey following the finalisation of the pandemic and a follow up survey 12 months later to gauge any major changes
- (2) Waste and recycling management;
  - (a) Monitor/review protocols and guidelines for operation of tip shop in regards to COVID19 issues



- (3) Ranger Services;
  - (a) Develop procedure/policy for free reduced dog/cat registration/microchipping
- (4) Organisational;
  - (a) Increased inspection regime on those previously postponed (e.g. swimming pool fences)
- (5) Bush Fire Brigades;
  - (a) Assess impacts of COVID-19 on volunteer base

## b) Organisational

As at 1 March 2020 the Northam Shire Council had 150 employees, made up of 6 on contract, 73 full time, 34 part time, 10 fixed term and 25 casual. Of this number 3 fixed term and 14 casual employees were due to complete their tenures because of the Northam Aquatic facility season ending. In addition there were 2 casuals working on an as needs basis at the Bilya Koort Boodja Centre for Aboriginal Cultural & Environmental Knowledge.

At 1 April 2020 the Council employed 128 employees.

### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
<b>Financial</b>	Council unable to financially sustain workforce	Almost Certain (5) x Extreme (5) = High (25)	Section f (financial) & Section iii (7)
<b>Health &amp; Safety</b>	Unable to provide safe work environment	Possible (3) x Extreme (5) = High (15)	Section iii (2)
	Staff become disengaged as result of working remotely / individually	Possible (3) x Extreme (5) = High (15)	Section iii (1)
<b>Reputation</b>	Unable to deliver appropriate services	Possible (3) x Extreme (5) = High (15)	Section ii (1)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Extreme (5) = High (15)	Section iii (3) (5) Section ii (3) Section I (3)
	Service outputs are not maintained as result of crisis	Possible (3) x Extreme (5) = High (15)	Section iii (4) (5) Section iv (1) (2)
<b>Service Interruption</b>	Services unable to continue as a result of being closed down by State government	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
	Staff fall ill as result of virus and unable to attend work, impacting service deliverables	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
	Employees stood down or terminated do not return when	Almost Certain (5) x Extreme (5) = High (25)	Section iii

	activities relaunch resulting in loss of corporate knowledge		
<b>Compliance</b>	As result of pandemic focus and staff working offsite compliance with policy & legislation 'slips'	Possible (3) x Major (4) = High (12)	Section iii (6)
<b>Property</b>	NIL		
<b>Environment</b>	NIL		



## ii) Short term actions

- (1) Activate business continuity plan;
  - (a) Ensure the occupational health & safety of employees
  - (b) Closure of facilities (redeployment of staff)
  - (c) Move staff offsite
  - (d) Move to working from home model
  - (e) Provide security of tenure for employees
  - (f) Monitor staff levels to ensure service delivery can be maintained.
  - (g) Recruit additional staff if service levels are unable to be maintained due to leave being taken as a result of COVID-19
  - (h) Extend invitation to redeploy staff externally to health and WAPOL
  - (i) Continue services online, where possible;
    - Development services
      - Health
      - Building
      - Planning
      - Regulatory
      - Emergency
    - Administrative & financial
    - Governance
    - Community services
      - Libraries (online / click & collect)
      - Youth
  - (j) Commence reopening Shire of Northam facilities (at 6<sup>th</sup> June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased bringing back of staff into office environments
  - (k) Finalise reverting redeployed staff back to their primary workplaces from 18 May 2020.

## ii) Medium term actions

- (1) Monitor health & wellbeing of employees;
  - (a) Online survey
- (2) Provide training & retraining opportunities where required/possible;
- (3) Review organisational structure (based on learning of new business model implemented as result of COVID-19);
- (4) Review Human Resource Plan;
  - (a) Position organisation for back to full operations (staff levels)
  - (b) Assess employee numbers – retain/reduce/increase – in context of the new environment which exists;
- (5) Strong focus on compliance & internal audit;
- (6) Review effectiveness of working from home arrangements;
  - (a) Output assessment
  - (b) Staff survey



- (7) Develop taking of leave strategy to utilised current 100% backed leave reserve, to offset / lesson wages required for 20/21 budget (i.e. requirement for staff to take 10% of outstanding leave, potentially saving Council \$150k in 2020/21 operating expenses).

**iv) Long term actions**

- (1) Implement new business / service delivery models (if appropriate), based on learnings of COVID-19 response;
- (2) Implement new or retain current structure.

### c) Community

Total Population 11,112

643 aboriginal population (5.8%) – classified as high risk to impacts of COVID-19  
2,762 residents aged over 60 (24.8%) – classified as high risk to impacts of COVID-19

#### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of income from council facility hire and patron entry fees	Almost Certain (5) x High (4) = High (16)	Section f (finance)
Health & Safety	Insufficient controls in place for service delivery areas still operating	Likely (4) x Medium (3) = High (12)	Section ii (1)
Reputation	Unable to provide appropriate services	Likely (4) x Medium (3) = High (12)	Section ii (1)
	Failure to support sporting/community groups during pandemic and recovery	Likely (4) x Medium (3) = High (12)	Section iii (3)
	Council seen as not providing sufficient support to the community	Likely (4) x Medium (3) = High (12)	Section ii (3) (4) (5) (6)
	Council seen as being non communicative	Likely (4) x Medium (3) = High (12)	Section ii (2)
Service Interruption	Services unable to run due to compulsory closedown	Likely (4) x Medium (3) = High (12)	Section ii (2) (3) (4) (5) (6)
	Sporting postponed/cancelled seasons	Possible (3) x Major (4) = High (12)	Section ii (2) (3) (4) (5) (6)
	Major events postponed/cancelled and coordinators do not have resources to conduct event	Possible (4) x Major (4) = High (16)	Section iii (1) Section iv (1)
Compliance	Due to change in scope of works, and staff redeployments, Council established policies and procedures are not followed.	Likely (4) x Medium (3) = High (12)	Section ii (1)
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Activate organisational business continuity plan;
- (2) Develop community communication strategy and weekly implementation plan;
- (3) Coordinate human / social services response;
  - (a) Focus on 'at risk';
    - (i) Establish community support hot line
    - (ii) Develop neighbour assistance program
    - (iii) Personal contact to be made with registered pensioners
    - (iv) Personal contact to be made with noongar community (by Bilya Koort Boodja staff)
- (4) Coordinate youth services response;
  - (a) Develop programs with youth (online, at home / private activities)
- (5) Noongar Community;
  - (a) Elders to deliver message to noongar community
  - (b) Look at potential of noongar patrol (only with WAPOL identify need)
  - (c) Link with Aboriginal Health Services (ACOSH / WGP)
- (6) Volunteers;
  - (a) Engage with volunteers (focus bush fire brigades & SES)
- (7) Monitor community social media platforms daily to gauge community perceptions/concerns/issues/ideas.
- (8) Facilitate care for the homeless in Northam, including provision of food, shelter & shower facilities

**iii) Medium term actions**

- (1) Support & plan community events for recovery phase;
  - (a) Northam Weekend Markets (monthly)
  - (b) Local events to support local suppliers, businesses etc. where possible
  - (c) Northam Agricultural Show (September 2020)
  - (d) Wundowie Iron Festival (October 2020)
  - (e) Christmas on Fitzgerald (December 2020)
  - (f) Bakers Hill Community Fair (December 2020)
  - (g) Northam Motor Sport Festival (April 2021)
  - (h) Avon Descent (August 2021)
  - (i) Confirm 2021 World Women's Ballooning Championships (September 2021)
- (2) Deliver Council projects which will support long term recovery activities;
- (3) Continue to work closely with community support and youth agencies to coordinate service delivery;
- (4) Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;



- (a) Explore opportunities and support for potential of winter sports to be commenced and run through summer in conjunction with summer sports;
  - (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
- (c) Ensure sporting facilities are maintained to high level whilst not being utilised
- (5) Continue to maintain parks, gardens and reserves to a high standard;
- (6) Monitor, and respond where appropriate, community social media platforms regularly to gauge community perceptions/concerns/issues/ideas;
- (7) Develop local tourism activation plan, aimed at attracting visitors to the Shire, once they can;
  - (a) Promote local tourism experiences
  - (b) Promote local tourism ancillary businesses.
- (8) Community Support Initiatives adopted by Council include –
  - (a) No interest on rates 2020-21
  - (b) No rates instalment charges
  - (c) No charging of interest on outstanding rates until February 2021
  - (d) Waiving all sporting club fees for 2020-21 (Council owned facilities)
  - (e) \$300,000 funding for CSRFF Small Grants for local sporting groups
  - (f) \$80,000 for implementation of Community Plans for Bakers Hill, Wundowie and Grass Valley
  - (g) \$25,000 for developing playground in Southern Brook
  - (h) \$50,000 for upgrading playground at Bakers Hill Recreation Centre
  - (i) \$50,000 for supporting local community events

**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

- (2) Focus on activation of Northam Central Business District;
- (3) Support sporting associations;
  - (a) Provide human resource support for sporting associations looking to reactivate
  - (b) Undertake opportunities identified in section iii
- (4) Survey Community to gauge community wellness and identify areas of focus.

#### d) Economic

The total GRP for the Shire of Northam is unknown, with these statistics only collected on a regional basis. The most recent information available for the Shire of Northam as it relates to the profile of locally registered businesses indicates:

Professional Services – 155; Health, Social Welfare and Education – 37; Retail, Tourism and Hospitality – 87; Construction – 165; Manufacturing – 37; Transport and Logistics – 62; Agriculture – 169; Other – 96

According to the Avon Sub Regional Economic Strategy the major drivers of the economy are industrial uses, professional services, agriculture and construction.

Economic Stratification (prioritized based on Economic Input to Community), Priority 1 – Construction, Manufacturing, Agriculture, Transport and Logistics, Priority 2 – Retail Tourism and Hospitality, Professional Services, Priority 3 – Health, Social Welfare and Education, Other

According to the Small Area Labour Markets – December quarter 2019, which is being used as the baseline for future comparative purposes, the Shire of Northam had a total labour force of 5,757 and an unemployment rate of 6.0%.

#### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial/ Economic	Council uses fund ineffectively	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Local economy sustains significant medium/long term damage	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
Health & Safety	NIL		
Reputation	Council not communicating effectively	Possible (3) x Medium (3) = Moderate (9)	Section ii (1) (2)
	Council fails to respond to economic crisis and provides no support	Likely (4) x Medium (3) = High (12)	Sections ii, iii, iv Section ii (a), (b)
	Council uses funds ineffectively	Likely (4) x Medium (3) = High (12)	Section ii (3) (f) Section ii (c)
	Council not supportive of business	Likely (4) x Medium (3) = High (12)	Section ii (3), (4) (f), iii (2)
	Council is seen to be not supportive / inclusive of NCCI	Likely (4) x Medium (3) = High (12)	Section ii (5), iii (1), iv
	Planned and new developments do not occur in Shire of Northam over the coming two years	Likely (4) x Medium (3) = High (12)	Section iii, iv
	Council owned land not available for development	Possible (3) x Medium (3) = Moderate (9)	Section iii (6)
Service Interruption	NIL		
Compliance	NIL		
Property	NIL		
Environment	NIL		



**ii) Short term actions**

- (1) Communicate Councils economic support and stimulus packages and decision;
- (2) Connect with business community;
  - (a) Direct email to businesses
  - (b) Private Facebook page
  - (c) Support business owners by writing to all 'shop' owners (lessors), encouraging rent relief
- (3) Provide initial small scale initial economic stimulus package;
  - (a) As part of our economic support package for Northam businesses, we're offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works.

Grants could include:

    - Up to \$2,000 for investing in online and e-commerce activities.
    - Up to \$2,000 for training and professional development.
    - Up to \$1,000 for financial planning advice
    - Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.

COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.

    - Develop online application form and assessment criteria
    - Establish Committee of Council with delegated authority to make determinations on grants;
      - Shire President – Cr Antonio
      - Deputy Shire President – Cr Williams
      - Cr M Ryan
      - Cr A Mencshelyi
- (4) Review policies and delegations to ensure fast / efficient development & building assessments and approvals;
- (5) Engage 'forecast. ID' to build a community and economic profile for Shire of Northam;
- (6) Consider reduction or deferral of planning, building and health fees and charges.
- (7) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives)
- (8) As part of recovery phase, commence buy local campaign in partnership with Northam Chamber of Commerce

**iii) Medium term actions**

- (1) Facilitate future development opportunities to position for recovery;
  - (a) [REDACTED] (est. 40 jobs)
  - (b) [REDACTED] (est. 40 jobs)
  - (c) [REDACTED] (est. 30 jobs)
  - (d) [REDACTED] (est. 200 jobs)
  - (e) [REDACTED] (Aged Care facility) (est. 40 jobs)
- (2) Intelligence;
  - (a) Monitor number of businesses going into hibernation / closing
    - (i) Request Chamber of Commerce to continue tracking
  - (b) Monitor unemployment / job seekers
  - (c) Liaise with local accountants group
- (3) Rate relief;
  - (a) Nil increase in Rates levied
  - (b) 5% discount on rates paid within 35 days of notice being issued
  - (c) Reduction in interest on outstanding rates, from 11% p.a (currently), to 0% - effective 1 April 2020 to 1 February 2021
  - (d) No charge for ratepayers who choose pay by instalment in 2020/21
- (4) Identify future development opportunities;
  - (a) Identify / secure land for future development (services)
  - (b) Ensure zoning appropriate for development
  - (c) Develop incentives for development
- (5) Assess need for development of longer term economic stimulus package;
- (6) Review Councils land rationalisation strategy to identifying property potential for development (look at innovative ways to develop).
- (7) Council adopts 2020-21 Budget with the following COVID-19 related economic stimulus packages-
  - (a) Economic Support (\$5.5 million)
  - (b) Community Support (\$0.6 million) refer to section c above for further details
  - (c) Economic Stimulus Initiative (\$1 million\*\*) - subject to final Council endorsement
- (8) Economic Support Package includes -
  - (a) \$930,000 for Northam CBD Connectivity Strategy implementation
  - (b) \$600,000 for demolition of Old Pool Site Northam and development of RV Friendly overnight stay
  - (c) \$250,000 to develop RV friendly parking area in Bakers Hill and Wundowie
  - (d) \$50,00 to continue development of Bakers Hill Community Precinct
  - (e) \$2,000,000 to redevelop Shire Northam Depot
  - (f) Focus on light plant replacement from local dealerships
  - (g) Refocus of delivery model to ensure local business involvement for projects

**iv) Long term actions**

- (1) Resume / progress existing long term economic development strategies;
- (2) Intelligence;
  - (a) Monitor number of businesses not reopening;
    - (i) Request Chamber of Commerce continue tracking
  - (b) Monitor unemployment / job seekers levels
- (3) Market development opportunities within the Shire of Northam, assessing opportunities for incentives to development;
  - (a) Rate holidays
  - (b) Peppercom leases
  - (c) Land provision.



## e) Project Delivery

### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
<b>Financial / Economic</b>	Projects are delivered by contractors outside of the Shire of Northam, reducing local economic benefit	Likely (4) x Extreme (5) = Extreme (20)	Section ii (3), iii(1) Section d (economic) ii (3) a
<b>Health &amp; Safety</b>	NIL		
<b>Reputation</b>	Unable to deliver appropriate services	Possible (3) x Medium (3) = Moderate (9)	Section ii (5 a-d)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Medium (3) = Moderate (9)	Section ii (5b)
	Service level outputs are unable to be maintained as result of crisis	Possible (3) x Medium (3) = Moderate (9)	Section ii, (5d)
<b>Service Interruption</b>	Services unable to continue as a result of being closed down by State government	Likely (4) x Medium (3) = High (12)	Section ii (4)
	Staff fall ill as result of virus and unable to attend work	Likely (4) x Medium (3) = High (12)	Section ii, (5b) (5d)
	Employees stood down or terminated do not return when activities relaunch resulting in loss of corporate knowledge	Likely (4) x Medium (3) = High (12)	Section ii, (5d)
	Unable to deliver projects as the service cannot be obtained locally	Likely (4) x Medium (3) = High (12)	Section ii (5a)
	Insufficient internal staff effectively plan and deliver projects	Likely (4) x Medium (3) = High (12)	Section i (2)
<b>Compliance</b>	NIL		
<b>Property</b>	NIL		
<b>Environment</b>	NIL		

**ii) Short term actions**

- (1) Consolidate all Council projects into Engineering Services (this 'project' area);
- (2) Review human resource capacity assessing requirement to increase, to allow projects to be brought forward and delivered if required;
- (3) Review 2019/20 budget projects for local content and prioritise for input into short term budget review;
  - (a) Set aside \$1,000,000 for immediate response purposes in 2019/20
  - (b) Reallocate refocus reserve funds, setting aside \$2,000,000 for response purposes in 2020/2021
- (4) Deliver currently budgeted projects;
- (5) Identify future potential projects which can be brought forward into 2019/20 & 2020/21 financial years that focus on;
  - (a) Positioning community for recovery, focusing on Council established strategies (CBD enhancement/activation, tourism, community infrastructure enhancement, regional centre of sport & recreational activities, events)
  - (b) Demonstrating a significant local content
  - (c) Maintaining and potentially increase Council works & services staffing levels.

**iii) Medium term actions**

- (1) Develop budget, with Council to determine suite of projects to be delivered as part of economic stimulus;
- (2) Deliver budgeted works;
- (3) Review asset plans to position for ongoing future sustainability;
- (4) Work with local business to ensure they are aware of upcoming projects focuses (tie in with economic grants – providing local businesses sufficient time and support to prepare for upcoming projects.

**iv) Long term actions**

- (1) Resume normal capital projects, with a specific focus on future asset sustainability.

## f) Financial

As at 1 February 2020 the Shire of Northam had:

- A current ratio of 1:8.071, however this will continue to diminishing naturally as the financial year progresses. It is projected to be 1-2 by year end.
- \$4,477,268 in cash backed reserve funds.
- \$6,595,849 in long term debt
- A debt service ratio of 1:10.825
- 33% in outstanding rates, with the final instalment due in April 2020
- A capacity to borrow an additional \$8m-10m, based on the projections made in the most recent Long Term Financial Plan.

## i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council experiences Liquidity Issues	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Council makes decisions which are not financially sustainable	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
	Council borrowings exceeds capacity	Possible (3) x Extreme (5) = Extreme (15)	Section iii (5)
	Council unable to deliver future projects due to inadequate finance	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
Health & Safety	NIL		
Reputation	Council fails to meet its financial obligations	Possible (3) x Extreme (9) = Moderate (9)	Section ii, iii, iv
	Community dissatisfied with how Council applies funding	Possible (3) x Extreme (3) = Moderate (9)	Section ii, iii, iv
Service Interruption	NIL		
Compliance	Statutory requirements are not met	Likely (4) x Medium (3) = High (12)	Section iii (3) (4)
Property	NIL		
Environment	NIL		



**ii) Short term actions**

- (1) Review current financial position;
  - (a) Assess Council's capacity to take on additional debt if required
  - (b) Focus on short term liquidity
- (2) Monitor cash flow monthly;
- (3) Review policies to facilitate local purchasing;
- (4) Provide 7 day payment terms for small and medium sized business;
- (5) Rationalise current (2019/20 budgeted) projects with focus on local content;
- (6) Establish COVID-19 immediate response funds;
- (7) Review current reserves to position for medium & long term response to COVID-19 pandemic;
- (8) Develop financial hardship policy;
- (9) Review Council provided leases (discounting/waiving?);
- (10) Council will review complete list of projects to shortlist for immediate delivery or budget consideration (May 2020).
- (11) Council to make decision on short term community support / stimulus package (currently \$1,000,000)
- (12) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives).

**iii) Medium term actions**

- (1) Develop 2020/21 annual budget with the following parameters:
  - (a) Refer section 3 (d – economic) (iii) and section 3 (c – community) (iii) for rate parameters
  - (b) Focus on labour intensive programs
  - (c) Focus Council projects with significant local content
  - (d) Maintain and potentially increase Council works & services staffing levels to deliver high labour content projects
  - (e) Ensure whole of life cost of projects is considered when making decisions around projects
  - (f) Aiming to maintain Council within acceptable key financial indicator parameters
  - (g) No increase in individual wages or salaries in 2020/21
- (2) Review long term financial plan - establish 3 to 5 year financial recovery plan;
- (3) Focus on regulatory compliance and internal audit processes;
- (4) Continue quarterly Audit Committee meetings;
- (5) Council ensures its future borrowing (debt) decisions are in the context of its financial health indicators, including our debt service ratio.

**iv) Long term actions**

- (1) Implement 3 to 5 year financial recovery plan.

## Attachment 2

### COVID-19 STRATEGY FRAMEWORK ACTIONS

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
1	\$0	Response/Recovery	(1) Health Services;(a) Education – local business communicated with regarding specific COVID-19 measures / opportunities such as take-away food options	Short	Chadd Hunt	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Contacted via phone some other affected businesses such as beauty, nail salon spas, hair dressers, fitness and gyms, real-estate agents, function centres (Bridgely and Buckland Estate) Site visit to Rumble in the Jungle for social distancing complaint.Regular visits and updates for each phase undertaken see Gdrive/ COVID Register. Info sheet, emails, website and FB page updates constant through pandemic. Most business back to normal operations. New Public Building certificates issued were necessary. No Chnages presntly in Phase 4. Still assisting with reviewing and helping businesses, groups formulate COVID Safety Plans. New requirements for contact registers emailed to food businesses within the Shire on 27-11-2020
2	\$2,387	Response/Recovery	(1) Health Services;(b) Education –website development with links to relevant Dept. of Health and other, sites. Develop information sheet for businesses	Short	Chadd Hunt	In Progress		Information sheet published in the Avon Valley Advocate on 01/04/2020 and circulated through electronic channels. Website implemented with alerts banner being inserted on home page. Website and FB page updated as each phase or directions notice has changed. Currently up to date which Phase 4.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
3	\$0	Response/Recovery	(1) Health Services;(c) Compliance – business (soft approach), in particular ensuring food standards are met	Short	Chadd Hunt	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Regular visits and updates for each phase undertaken, see Gdrive/ COVID Register. New Public Building certificates issued where necessary. Still undertaking inspections and assistance with businesses and groups. Ongoing
4	\$0	Response/Recovery	(2) Waste and recycling management;(a) Secure continuity of both kerbside collection and waste disposal service with contractors	Short	Chadd Hunt	Completed	31/03/20	Verified Waste Services continuity with contractors collection services and landfill management. Avon Waste have COVID response plan and resources to continue operations. See I95198.
5	\$0	Response/Recovery	(2) Waste and recycling management;(b) Ensure waste disposal sites can continue to operate through contractors	Short	Chadd Hunt	Completed	31/03/20	Verified Waste Services continuity with contractors for collection services and landfill management. Should some Old Quarry Road Landfill staff be affected Avon Waste will still have resources to operate. If Inkpen Landfill site contractor Steve Murcutt became unwell, site would then be closed to the public and municipal waste from collection and local businesses will be transported directly to Old Quarry Landfill.
6	\$0	Response/Recovery	(2) Waste and recycling management;(c) Ensure sufficient cover material to enable waste disposal site to operate (and comply)	Short	Chadd Hunt	Completed	22/04/20	Currently adequate and managed through day to day management of site. Additional material is available at racecourse (subject to access) as well as material near new round about on Mitchell Ave and Holfreter Ave if necessary.
7		Response/Recovery	(3) Ranger Services;(a) Secure continuity of service	Short	Chadd Hunt	Completed	25/03/20	WA Contract Rangers and adjoining Shires contacted to arrange cover for emergency situations should staff be affected by COVID-19. General reciprocal arrangements agreed to.



Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
8		Response/Recovery	(4) Organisational;(a) Provide advice to staff on correct cleaning and sanitising protocols, development of COVID-19 specific Safe Work Method Statements	Short	Patsy Repec	Completed	01/04/20	Health officer and Safety officers have provided significant advice to staff and management. SWMS have been developed for library, handling parcels, cleaning staff. Process implemented for social distancing in work places, front counters, Take-5, vehicle cleaning and equipment. SWMS developed for entire Organisation in regards to COVID19 Protocol and registered into Promapp.
9		Response/Recovery	(4) Organisational;(b) Ensure sufficient supplies of cleaning materials, PPE (hand sanitisers) are available to all staff	Short	Patsy Repec	Completed	01/04/20	All Departments have been covered for PPE and cleaning materials and information provided with supplies such as SDS's
10		Response/Recovery	(c) Physical modification to all operational centres to ensure social distancing	Short	Shane Moorhead	Completed	30/03/20	Tables were added to the front counters of all point of contact areas. Sneeze guards were installed at the Rec Centre and Library POS.
11		Response/Recovery	(d) Reduction in site inspections(e.g. swimming pools), site visits and non-essential meetings, to allow redeployment of officer time to COVID-19 related focuses	Short	Chadd Hunt	Completed	07/08/20	Compliance officer has been partially redeployed to Engineering services - only dealing with urgent compliance and swimming pool matters
12	\$0	Response/Recovery	(e) Keep key administration services open, limiting access to areas such as licencing, promote service by appointment	Short	Cheryl Greenough	Completed	01/08/20	As of 15 July no more than 5 customers are allowed in the office at any one time. Appointments are no longer necessary
13		Response/Recovery	(5) Bush Fire Brigades;(a) Provide guidelines for operational purposes, cleaning and disinfecting vehicles and facilities	Short	Brendon Rutter	Completed	06/04/20	
14		Response/Recovery	(6) Develop COVID-19 Virus Response Strategy / Framework & report progress to Council, and community	Short	Jason Whiteaker	In Progress		Adopted by Council at Ordinary Council Meeting held on 15/04/2020. Reporting progress is ongoing.
15	\$0	Response/Recovery	(7) Emergency Response;(a) Call Local Emergency Management Committee meeting	Short	Brendon Rutter	Completed	20/03/20	Meeting held on 20/03/2020.
16		Response/Recovery	(7) Emergency Response;(b) Provide opportunity for regular (initially weekly) LEMC briefings	Short	Brendon Rutter	Completed	25/06/20	Meetings have been scheduled fortnightly up until 25/06/2020. At this time the frequency will be reviewed.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
17		Response/Recovery	(1) Health services;(a) Ongoing community education programs	Medium	Chadd Hunt	In Progress		Constant advice disseminated to staff, execs, community through website and Facebook. Further email to all food businesses sent 27-11-2020 advising of requirements to keep contact registers
18		Response/Recovery	(1) Health services;(b) Ongoing business consultation/compliance	Medium	Chadd Hunt	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Contacted via phone some other affected businesses such as beauty, nail salon spas, hair dressers, fitness and gyms, real-estate agents, function centres (Bridgely and Buckland Estate). Site visit to Rumble in the Jungle for social distancing complaint. Continuous site visits, phone calls, FB page and email up dates with businesses with regards to social distancing and hygiene measures. See register in G Drive/ COVID. Further email to all food businesses sent 27-11-2020 advising of requirements to keep contact registers
19		Response/Recovery	(1) Health services;(c) Assist Department of Health, where requested, following up notifiable cases and tracing contacts	Medium	Chadd Hunt	No Action		Spoken with Anne Foyer (Wheatbelt Public Health Unit) who is heading up COVID-19 in wheatbelt. No current assistance required.
20		Response/Recovery	(2) Waste and recycling management;(a) Review need to increase service levels (two weekly pickups?)	Medium	Chadd Hunt	No Action		Not required.
21		Response/Recovery	(2) Waste and recycling management;(b) Review need for green waste verge side collection service, in the case of total lockdown	Medium	Chadd Hunt	No Action		Not required.
22		Response/Recovery	(2) Waste and recycling management;(c) If operating develop strict protocols and guidelines for operation of tip shop in regards to COVID-19 issues	Medium	Chadd Hunt	No Action		Not in operation yet. Avon Waste have implemented hygiene measures at gatehouse, hand washing, sanitising of equipment and limited contact with customers.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
23		Response/Recovery	(3) Ranger Services;(a) Soft approach to compliance due to financial stress (dog/cat registration fees etc.)	Medium	Chadd Hunt	Completed	30/09/20	Based on a case by case assessment
24		Response/Recovery	(3) Ranger Services;(b) Investigate 1 year free dog/cat registration rollover	Medium	Chadd Hunt	Completed	30/11/20	Not required
25		Response/Recovery	(4) Organisational;(a) Continuity of supply of PPE (including sanitisers), cleaning equipment	Medium	Patsy Repec	Completed	10/08/20	Supplies to all Departments continually being distributed and topped up on a minimum of twice weekly and whenever notified that resupply is required. Ongoing
26		Response/Recovery	(4) Organisational;(b) Development of protocols for cleaning regime following notification of COVID-19 infection in the workplace/Council facility	Medium	Patsy Repec	No Action		Contract cleaners would be called in and would be following the Dept of Health Guidelines for De-contamination cleaning. SWMS can be developed by myself if and when the need arises.
27		Response/Recovery	(6) Emergency Recovery;(a) Monthly LEMC meetings	Medium	Brendon Rutter	Completed	25/06/20	Meetings have been scheduled fortnightly up until 25/06/2020. At this time the frequency will be reviewed.
28		Response/Recovery	(1) Health services;(a) Undertake audit of food business premises to understand who/what is still operating	Long	Chadd Hunt	No Action		Inspections and communication constant through pandemic. Register of inspections and communication kept in the COVID-19 G Drive system. Updated businesses through each phase change.
29		Response/Recovery	(1) Health services;(b) Develop guidelines for free food business registration for new enterprises	Long	Chadd Hunt	No Action		Not really required, existing businesses adapted to new/ alternative businesses where possible. Communicated with all Food Businesses to ensure they knew what options they had.
30		Response/Recovery	(1) Health services;(c) Undertake a baseline community survey following the finalisation of the pandemic and a follow up survey 12 months later to gauge any major changes	Long	Chadd Hunt	No Action		
31		Response/Recovery	(2) Waste and recycling management;(a) Monitor/review protocols and guidelines for operation of tip shop in regards to COVID-19 issues	Long	Chadd Hunt	No Action		
32		Response/Recovery	(3) Ranger Services;(a) Develop procedure/policy for free reduced dog/cat registration/microchipping	Long	Chadd Hunt	Completed	30/11/20	Not required



Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
33		Response/Recovery	(4) Organisational;(a) Increased inspection regime on those previously postponed (e.g. swimming pool fences)	Long	Chadd Hunt	No Action		
34		Response/Recovery	(5) Bush Fire Brigades;(a) Assess impacts of COVID-19 on volunteer base	Long	Brendon Rutter	In Progress		Nil change to date, some initial pushback against station/appliance hygiene requirements, however most have now started following correct protocols.
35		Organisational	(1) Activate business continuity plan;(a) Ensure the occupational health & safety of employees	Short	Patsy Repec	Completed	30/06/20	Ongoing Daily, site visits at least twice per week to ensure that all employees are informed of any Safety issues, assisting with any queries (i.e. roll-out of Take 5). Ensuring that all Safety process are being utilised and practised at all times.
36		Organisational	(1) Activate business continuity plan;(b) Closure of facilities (redeployment of staff)	Short	Bev Jones	Completed	07/08/20	All staff available for redeployment have been assessed in relation to skills and experience & redeployed in areas most suited to their abilities. Regular contact is maintained with redeployed staff to ensure health and wellbeing is maintained. All staff back in the workplace.
37		Organisational	(1) Activate business continuity plan;(c) Move staff offsite	Short	Jason Whiteaker	Completed	11/06/20	This process has highlighted the need to review the BCP, was largely ineffective and not a workable document
38		Organisational	(1) Activate business continuity plan;(d) Move to working from home model	Short	Jason Whiteaker	Completed	18/06/20	Staff have now largely returned to the office. Reviewing systems and processes to ascertain whether working from home will be offered as a long term option
39		Organisational	(1) Activate business continuity plan;(e) Provide security of tenure for employees	Short	Bev Jones	Completed	07/08/20	Weekly updates to staff ensure that developments in relation to tenure are communicated.
40		Organisational	(1) Activate business continuity plan;(f) Monitor staff levels to ensure service delivery can be maintained.	Short	Bev Jones	Completed	07/08/20	Regular contact between Executive team and HR to ensure that service levels are maintained as required, in some cases redeployed staff have been transferred to alternative areas with a greater need for support.
41		Organisational	(1) Activate business continuity plan;(g) Recruit additional staff if service levels are unable to be maintained due to leave being taken as a result of COVID-19	Short	Bev Jones	Completed	07/08/20	Recruitment has continued in essential areas to ensure service delivery.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
42		Organisational	(1) Activate business continuity plan;(h) Extend invitation to redeploy staff externally to health and WAPOL	Short	Jason Whiteaker	Completed	29/05/20	BCP activated, have offered to WAPOL & DoH. Currently working with DoH who are interested in taking on staff. No take up required
43		Organisational	(1) Activate business continuity plan; (i)Continue services online, where possible; •Development services •Health •Building •Planning •Regulatory •Emergency •Administrative & financial •Governance •Community services •Libraries (online / click & collect) •Youth (j)Commence reopening Shire of Northam facilities (at 6th June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased brining back of staff into office environments (k)Finalise reverting redeployed staff back to their primary workplaces from 18 May 2020.	Short	Jason Whiteaker	Completed	26/06/20	With restrictions now largely being removed, all services are functional
44		Organisational	(1) Monitor health & wellbeing of employees;(a) Online survey	Medium	Bev Jones	Completed	07/08/20	Contacted CEO for approval to commence survey to all staff. Survey launched and results provided to Executive team.
45		Organisational	(2) Provide training & retraining opportunities where required/possible	Medium	Bev Jones	Completed	30/05/20	Staff have been upskilled to enable them to perform in alternative areas , White cards have been acquired by staff redeployed to Engineering Services, potential traffic management training if emergency situation continues, all staff learning new skills in alternative areas
46		Organisational	(3) Review organisational structure (based on learning of new business model implemented as result of COVID-19)	Medium	Jason Whiteaker	In Progress		CEO is currently working through a review of the organisational structure. Looking to have completed in March 2021.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
47		Organisational	(4) Review Human Resource Plan;(a) Position organisation for back to full operations (staff levels)	Medium	Bev Jones	No Action		On hold until further notice
48		Organisational	(4) Review Human Resource Plan;(b) Assess employee numbers – retain/reduce/increase – in context of the new environment which exists	Medium	Bev Jones	No Action		On hold until further notice
49		Organisational	(5) Strong focus on compliance & internal	Medium	Cheryl Greenough	Completed	31/12/20	This matter is ongoing. Monthly compliance checks are conducted. Have reverted back to normal regime
50		Organisational	(6) Review effectiveness of working from home arrangements;(a) Output assessment	Medium	Bev Jones	In Progress		Survey completed, timesheets completed by redeployed staff
51		Organisational	(6) Review effectiveness of working from home arrangements;(b) Staff survey	Medium	Bev Jones	Completed	07/08/20	Contacted CEO for approval to commence survey to all staff. Survey launched and results provided to Executive team.
52		Organisational	(7) Develop taking of leave strategy to utilise current 100% backed leave reserve, to offset / lesson wages required for 20/21 budget (i.e. requirement for staff to take 10% of outstanding leave, potentially saving Council \$150k in 2020/21 operating expenses	Medium	Colin Young	Completed	01/05/20	Strategy in place for staff to have 30% less annual leave than they held as of 31/3/2020 by the end of the 2020/21 financial year, 30/06/2021, staff have been informed and executive managers to monitor leave movements.
53		Organisational	(1) Implement new business / service delivery models (if appropriate), based on learnings of COVID-19 response	Long	Jason Whiteaker	No Action		
54		Organisational	(2) Implement new or retain current structure	Long	Jason Whiteaker	No Action		
55		Community	(1) Activate organisational business continuity plan	Short	Jason Whiteaker	Completed	02/03/20	Activated
56		Community	(2) Develop community communication strategy and weekly implementation plan	Short	Vic Williams	Completed	30/09/20	No longer necessary



Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
57		Community	(3) Coordinate human / social services response; (a) Focus on 'at risk'; (i) Establish community support hot line (ii) Develop neighbour assistance program (iii) Personal contact to be made with registered pensioners (iv) Personal contact to be made with Noongar community	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
58		Community	(4) Coordinate youth services response;(a) Develop programs with youth (online, at home / private activities)	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
59		Community	(5) Noongar Community; (a) Elders to deliver message to Noongar community	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
60		Community	(5) Noongar Community; (b) Look at potential of Noongar patrol (only with WAPOL identify need)	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
61		Community	(5) Noongar Community;(c) Link with Aboriginal Health Services (ACOSH / WGP)	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
62		Community	(6) Volunteers;(a) Engage with volunteers (focus bush fire brigades & SES)	Short	Brendon Rutter	Completed	14/07/20	
63		Community	(7) Monitor community social media platforms daily to gauge community perceptions/concerns/issues/ideas	Short	Vic Williams	In Progress		Ongoing- very little comment from community on COVID issues now

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
64		Community	(1) Support & plan community events for recovery phase; (a) Northam Weekend Markets (monthly) (b) Local events to support local suppliers, businesses etc. where possible (c) Northam Agricultural Show (September 2020) (d) Wundowie Iron Festival (October 2020) (e) Christmas on Fitzgerald (December 2020) (f) Bakers Hill Community Fair (December 2020) (g) Northam Motor Sport Festival (April 2021) (h) Avon Descent (August 2021) (i) Confirm 2021 World Women's Ballooning Championships (September 2021)	Medium	Vic Williams	In Progress		External events have restarted and being strongly supported by the Shire
65		Community	(2) Deliver Council projects which will support long term recovery activities	Medium	Clinton Kleynhans	In Progress		Projects currently being prepared and tendered for award. This will continue over the annual budget period
66		Community	(3) Continue to work closely with community support and youth agencies to coordinate service delivery	Medium	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
67		Community	(4) Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions; (a) Explore opportunities and support for potential of winter sports to be commenced and run through summer in conjunction with summer sports;  (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	Medium	Glenn Paddick	Completed	31/07/20	Grants out, meeting with sporting groups on an ongoing basis

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
68		Community	(4)Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;(b)Provide ongoing support for sporting groups; (i)Make contact with each sporting club to ascertain their planning around future seasons	Medium	Glenn Paddick	Completed	31/07/20	As above
69		Community	(4) Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;(c) Ensure sporting facilities are maintained to high level whilst not being utilised	Medium	Glenn Paddick	Completed	31/07/20	
70		Community	(5) Continue to maintain parks, gardens and reserves to a high standard	Medium	Clinton Kleyrhans	Completed	30/09/20	Have reverted back to normal operations
71		Community	(6) Monitor, and respond where appropriate, community social media platforms regularly to gauge community perceptions/concerns/issues/ideas	Medium	Vic Williams	Completed		Have reverted back to normal operations
72		Community	(7) Develop local tourism activation plan, aimed at attracting visitors to the Shire, once they can;(a) Promote local tourism experiences(b) Promote local tourism ancillary businesses.	Medium	Vic Williams	No Action		
73		Community	(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	Long	Vic Williams	In Progress		
74		Community	(2) Focus on activation of Northam Central Business District	Long	Michelle Blackhurst	In Progress		Ongoing, working with pop up opportunities, held markets recently, working with BKB to activate and am in the process of finalising 7 day trading



Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
75		Community	(3) Support sporting associations;(a) Provide human resource support for sporting associations looking to reactivate(b) Undertake opportunities identified in section iii	Long	Glenn Paddick	Completed	31/07/20	Impacted winter sporting groups have either recommenced or made decisions to cancel the season
76		Community	(4) Survey Community to gauge community wellness and identify areas of focus	Long	Ross Rayson	In Progress		Will look at community survey in early 2021, subject to Council funding. LG Pro & WALGA have coordinated a State wide community survey, results are now available
77		Economic	(1) Communicate Council's economic support and stimulus packages and decision	Short	Vic Williams	Completed	07/08/20	Communicated all assistance programs, and continue to do so where appropriate. Others to be marketed as they arise
78		Economic	(2) Connect with business community;(a) Direct email to businesses(b) Private Facebook page(c) Support business owners by writing to all 'shop' owners (lessors), encouraging rent relief	Short	Michelle Blackhurst	Completed	30/06/20	

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
79		Economic	<p>(3) Provide initial small scale initial economic stimulus package;</p> <p>(a) As part of our economic support package for Northam businesses, we're offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works.</p> <p>Grants could include:</p> <ul style="list-style-type: none"> <li>• Up to \$2,000 for investing in online and e-commerce activities.</li> <li>• Up to \$2,000 for training and professional development.</li> <li>• Up to \$1,000 for financial planning advice</li> <li>• Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.</li> </ul> <p>COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.</p> <ul style="list-style-type: none"> <li>• Develop online application form and assessment criteria</li> <li>• Establish Committee of Council with delegated authority to make determinations on grants;</li> <li>• Shire President – Cr Antonio</li> <li>• Deputy Shire President – Cr Williams</li> <li>• Cr M Ryan</li> <li>• Cr A Mencshelyi</li> </ul>	Short	Michelle Blackhurst	Completed	16/12/20	
80		Economic	<p>(4) Review policies and delegations to ensure fast / efficient development &amp; building assessment &amp; approvals</p>	Short	Chadd Hunt	Completed	15/04/20	Revised Planning delegations and fees adopted by Council on 15/04/2020.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
81		Economic	(5) Engage a suitable economics firm (such as 'forecast. ID') to build a community and economic profile for Shire of Northam	Short	Jason Whiteaker	Completed	13/05/20	forecast.ID have been employed. Community and economic profile received and available on Council website
82		Economic	(6) Consider reduction or deferral of planning, building and health fees and charges	Short	Chadd Hunt	Completed	17/06/20	Planning fees adopted by Council 15-04-2020. Council has adopted fees and charges for 2020-21



Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
83		Economic	(7) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives)	Short	Jason Whiteaker	Completed	18/06/20	<p>Formed part of 2020 budget deliberations</p> <p>ECONOMIC SUPPORT</p> <p>a.Oliver Street road works 262,000</p> <p>b.ICBD &amp; Bernard Park master plans (estimates)@</p> <p>a.St John Ambulance@ 250,000</p> <p>b.Signage / alfresco / parklets@ 50,000</p> <p>c.Depot@ 2,000,000</p> <p>d.Old Northam Pool demolition@ 400,000</p> <p>e.RV Friendly - Northam (including overnight site development at former pool)@ 250,000</p> <p>f.RV Friendly Bakers Hill@ 100,000</p> <p>g.Bernard Park Play Centre Render@ 15,000</p> <p>h.Replace Burt Hawke ceiling@ 50,000</p> <p>i.Kitchen Memorial Hall@ 30,000</p> <p>j.Overnight caravan stay dump point@ 20,000</p> <p>k.Train Station (Peel/Minson/Duke)@ 80,000</p> <p>l.New Toilets &amp; Parking (Skate Park)@ 170,000</p> <p>m.Shade Structures Bernard Park@ 75,000</p> <p>n.Install outdoor shade structures around Bakers Hill Oval@ 50,000</p> <p>o.New Kitchen Bert Hawke@</p>

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
83				Short	Jason Whiteaker	Completed	18/06/20	<p>30,000</p> <p>p.RV Friendly Wundowie 150,000</p> <p>COMMUNITY SUPPORT</p> <p>q.Waiving all sporting club fees 2020/21 for Council owned facilities &amp; looking at incentives / support for sporting groups 150,000</p> <p>r.Local Sporting projects (2/3 support for applications to CSRFF) 300,000</p> <p>s.Community Plans 50,000</p> <p>t.Southern Brook Playground 25,000</p> <p>u.Upgrade existing playground at Rec. Centre Bakers Hill 25,000</p> <p>v.Community events 50,000</p> <p>ECONOMIC STIMULUS</p> <p>w.Development incentive 1,000,000</p>
84		Economic	(1)Facilitate future development opportunities to position for recovery; (a)Bunnings Development (est. 40 jobs) (b)George Weston Foods Development (est. 40 jobs) (c)KFC Development (est. 30 jobs) (d)Procon Logistics Hub Development (est. 200 jobs) (e)Uniting Church Homes (Aged Care facility) (est. 40 jobs)	Medium	Jason Whiteaker	In Progress		<p>GWF is no longer an opportunity. Staff working through issues between Procon and Main Roads. No update on Uniting Church Homes. Others delivered</p>

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
85		Economic	(2) Intelligence;(a) Monitor number of businesses going into hibernation / closing(i) Request Chamber of Commerce to continue tracking (b) Monitor unemployment / job seekers (c) Liaise with local accountants group	Medium	Michelle Blackhurst	Completed	30/06/20	Businesses have been surveyed by the Northam Chamber of Commerce
86		Economic	(3)Rate relief; (a)Nil increase in Rates levied (b)5% discount on rates paid within 35 days of notice being issued (c)Reduction in interest on outstanding rates, from 11% p.a (currently), to 0% - effective 1 April 2020 to 1 February 2020 (d)No charge for ratepayers who choose pay by instalment in 2020/21	Medium	Colin Young	Completed	02/07/20	Completed for 19/20 financial year, adopted July
87		Economic	(4) Identify future development opportunities;(a) Identify / secure land for future development (services)(b) Ensure zoning appropriate for development(c) Develop incentives for development	Medium	Chadd Hunt	No Action		
88		Economic	(5) Assess need for development of longer term economic stimulus package	Medium	Jason Whiteaker	In Progress		On Hold
89		Economic	(1) Resume / progress existing long term economic development strategies	Long	Jason Whiteaker	No Action		
90		Economic	(2) Intelligence;(a) Monitor number of businesses not reopening;(i) Request Chamber of Commerce continue tracking(b) Monitor unemployment / job seekers levels	Long	Michelle Blackhurst	In Progress		.ID forecastng are monitoring and reporting on this. Our information suggests that the majority of shops have reopened along with a number of new businesses
91		Economic	(3) Market development opportunities within the Shire of Northam, assessing opportunities for incentives to development;(a) Rate holidays(b) Peppercorn leases(c) Land provision.	Long	Chadd Hunt	No Action		
92		Project Delivery	(1) Consolidate all Council projects into Engineering Services (this 'project' area)	Short	Clinton Kleynhans	Completed	01/07/20	Completed and delivery commenced
93		Project Delivery	(2) Review human resource capacity assessing requirement to increase, to allow projects to be brought forward and delivered if required	Short	Clinton Kleynhans	Completed	30/11/20	Projects have been assigned and additional short term administration assisted engaged.



Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
94		Project Delivery	(3) Review 2019/20 budget projects for local content and prioritise for input into short term budget review;  (a) Set aside \$1,000,000 for immediate response purposes in 2019/20 (b) Reallocate refocus reserve funds, setting aside \$2,000,000 for response purposes in 2020/21	Short	Clinton Kleynhans	Completed	30/06/20	A project package was developed and presented to Council for adoption and inclusion in the 2020/21 Annual Budget
95		Project Delivery	(4) Deliver currently budgeted projects	Short	Clinton Kleynha	In Progress		Ongoing
96		Project Delivery	(5) Identify future potential projects which can be brought forward into 2019/20 & 2020/21 financial years that focus on; (a) Positioning community for recovery, focusing on Council established strategies (CBD enhancement/activation, tourism, community infrastructure enhancement, regional centre of sport & recreational activities, events) (b) Demonstrating a significant local content (c) Maintaining and potentially increase Council works & services staffing levels.	Short	Clinton Kleynhans	Completed	01/07/20	Projects adopted for the 20.21 Annual Budget
97		Project Delivery	(1) Develop budget, with Council to determine suite of projects to be delivered as part of economic stimulus	Medium	Clinton Kleynhans	Completed	01/07/20	Projects adopted for the 20.21 Annual Budget
98		Project Delivery	(2) Deliver budgeted works	Medium	Clinton Kleynha	In Progress		Ongoing
99		Project Delivery	(3) Review asset plans to position for ongoing future sustainability	Medium	Clinton Kleynhans	In Progress		Ongoing
100		Project Delivery	(4) Work with local business to ensure they are aware of upcoming projects focuses (tie in with economic grants – providing local businesses sufficient time and support to prepare for upcoming projects	Medium	Clinton Kleynhans	In Progress		Ongoing – Registration of interest has been advertised with projects packages communicated to those registered.
101		Project Delivery	(1) Resume normal capital projects, with a specific focus on future asset sustainability	Long	Clinton Kleynhans	In Progress		Ongoing

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Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
102		Financial	(1) Review current financial position;(a) Assess Councils capacity to take on additional debt if required(b) Focus on short term liquidity	Short	Colin Young	Completed	27/05/20	Assessed and presented to council at the Strategic Meeting held on the 27/5/2020
103		Financial	(2) Monitor cash flow monthly	Short	Colin Young	Completed	21/05/20	Being monitored monthly and presented to Council as part of the monthly financial report
104		Financial	(3) Review policies to facilitate local purchasing	Short	Colin Young	Completed	30/03/20	Council endorsed policies at the Special Council meeting held on 30/03/2020.
105		Financial	(4) Provide 7 day payment terms for small and medium sized business	Short	Colin Young	In Progress		All efforts are being made for payments to be made within 7 days
106		Financial	(5) Rationalise current (2019/20 budgeted) projects with focus on local content	Short	Colin Young	Completed	24/04/20	Review completed
107		Financial	(6) Establish COVID-19 immediate response funds	Short	Colin Young	Completed	30/03/20	Established and adopted by Council on the 30/3/2020
108		Financial	(7) Review current reserves to position for medium & long term response to COVID-19 pandemic	Short	Colin Young	Completed	30/03/20	Established and adopted by Council on the 30/3/2020
109		Financial	(8) Develop financial hardship policy	Short	Colin Young	Completed	15/04/20	Council endorsed policy at the Ordinary Council meeting held on 15/04/2020.
110		Financial	(9) Review Council provided leases (discounting/waiving?)	Short	Cheryl Greenough	Completed	20/05/20	Leases have been reviewed and two lease related fees have been written off by delegated authority and in May one lease fee was presented to Council to be written off for the year and one presented to Council to be written off for three months.
111		Financial	(10) Council will review complete list of projects to shortlist for immediate delivery or budget consideration (May 2020)	Short	Clinton Kleynhans	Completed	01/07/20	Presented to Council and adopted for 20.21 delivery
112		Financial	(11) Council to make decision on short term community support / stimulus package (currently \$1,000,000)	Short	Colin Young	Completed	20/07/20	Adopted Special meeting for Draft Budget

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
113		Financial	(12) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives).	Short	Colin Young	Completed	20/07/20	Adopted Special meeting for Draft Budget
114		Financial	(1) Develop 2020/21 annual budget with the following parameters; (a) Refer section 3 (d – economic) (iii) and section 3 (c – community) (iii) for rate parameters (b) Focus on labour intensive programs (c) Focus Council projects with significant local content (d) Maintain and potentially increase Council works & services staffing levels to deliver high labour content projects (e) Ensure whole of life cost of projects is considered when making decisions around projects (f) Aiming to maintain Council within acceptable key financial indicator parameters (g) No increase in individual wages or salaries in 2020/21	Medium	Colin Young	Completed	20/07/20	Adopted Special meeting for Draft Budget
115		Financial	(2) Review long term financial plan - establish 3 to 5 year financial recovery plan	Medium	Colin Young	Completed	27/01/21	Adopted by Council January 2021
116		Financial	(3) Focus on regulatory compliance and internal audit processes	Medium	Cheryl Greenough	Completed	31/12/20	Have reverted back to normal processes
117		Financial	(4) Continue quarterly Audit Committee meetings	Medium	Colin Young	Completed	31/12/20	
118		Financial	(5) Council ensures its future borrowing (debt) decisions are in the context of its financial health indicators, including our debt service ratio.	Medium	Colin Young	Completed	27/05/20	Presented to Council at Strategic meeting held on 27/5/2020
119		Financial	(1) Implement 3 to 5 year financial recovery plan.	Long	Colin Young	Completed	27/01/21	Will be based around LTFF which will be updated during September and October



## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statements of Accounts – February 2021

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Kathy Scholz, Creditors Officer
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Service
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1 February 2021 to 28 February 2021.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – February 2021.  
Attachment 2: Declaration.

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#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

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

Payments of accounts are in accordance with Council's 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

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 February 2021:

## RECOMMENDATION / COUNCIL DECISION

Minute No. C.4171

Moved: Cr Della

Seconded: Cr Mencshelyi

That Council receive the payments for the period 1 February 2021 to 28 February 2021, as listed:

- Municipal Fund payment cheque numbers 35370 to 35376 Total \$59,686.73.
- Municipal Fund EFT39003 to EFT39295 Total \$1,718,571.20
- Direct Debits Total \$72,469.99
- Payroll Total \$459,960.12

**TOTAL: \$2,310,688.04**

Which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

**CARRIED 9/0**



## Attachment 1

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35370	03/02/2021	WATER CORPORATION	9007909760 Recreation Centre - 10/11/2020 to 07/01/2021	1		57,792.17
INV 9007840214/08/2020		WATER CORPORATION	9007840214 Standpipe - Keane St - 15/06/2020 to 12/08/2020		1,601.69	
INV 9007909711/09/2020		WATER CORPORATION	9007909752 Youth Precinct / SES Building - 09/07/2020 to 09/09/2020		783.74	
INV 9007909709/11/2020		WATER CORPORATION	9007909752 Youth Precinct / SES Building - 10/09/2020 to 05/11/2020	1	1,198.87	
INV 9007891804/01/2021		WATER CORPORATION	9007891839 Standpipe - Keane St - 06/10/2020 to 30/11/2020		5,774.38	
INV 9007901707/01/2021		WATER CORPORATION	9007901750 Purslowe Park - 04/11/2020 to 05/01/2021		1,623.82	
INV 9007899907/01/2021		WATER CORPORATION	9007899961 Girl Guides Hall - 04/11/2020 to 05/01/2021		139.99	
INV 9011154707/01/2021		WATER CORPORATION	9011154743 RESERVE - GREAT EASTERN HWY AVON HILLS LOT 495 RES 420 - 02/11/2020 to 05/01/2021		310.40	
INV 9007909708/01/2021		WATER CORPORATION	9007909752 Youth Precinct / SES Building - 06/11/2020 to 06/01/2021		2,695.83	
INV 9007908108/01/2021		WATER CORPORATION	9007908143 Traffic Islands - 06/11/2020 to 06/01/2021		79.86	
INV 9007908008/01/2021		WATER CORPORATION	9007908063 Old Post Office Building - 06/11/2020 to 06/01/2021		285.06	
INV 9007906708/01/2021		WATER CORPORATION	9007906746 Old Northam Fire Station - 05/11/2020 to 06/01/2021		181.82	
INV 9007909708/01/2021		WATER CORPORATION	9007909787 Jubilee Oval - 06/11/2020 to 06/01/2021		577.77	
INV 9007929411/01/2021		WATER CORPORATION	9007929497 Avon Mall - 06/11/2020 to 06/01/2021		1,913.98	
INV 9007903911/01/2021		WATER CORPORATION	9007903991 St Johns Hall - 06/11/2020 to 06/01/2021		156.04	
INV 9007904011/01/2021		WATER CORPORATION	9007904003 Memorial Hall - 06/11/2020 to 06/01/2021		270.71	
INV 9007904011/01/2021		WATER CORPORATION	9007904089 Library - 06/11/2020 to 06/01/2021		1,300.63	
INV 9007907411/01/2021		WATER CORPORATION	9007907431 Bernard Park/Playgroup - 06/11/2020 to 06/01/2021		4,587.32	
INV 9007913111/01/2021		WATER CORPORATION	9007913102 Depot - Byfield - 10/11/2020 to 07/01/2021		271.52	
INV 9007913511/01/2021		WATER CORPORATION	9007913575 Standpipe - Peel Toe - 10/11/2020 to 07/01/2021		2,581.80	
INV 9007917011/01/2021		WATER CORPORATION	9007917058 Cemetery - 11/11/2020 to 07/01/2021		133.10	
INV 9011070411/01/2021		WATER CORPORATION	9011070427 RIVERSEDGE CAFE (SNACKBAR) - WASTE - 01/01/2021 to 28/02/2021		216.59	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007904011/01/2021		WATER CORPORATION	9007904062 Old Town Building - 06/11/2020 to 06/01/2021		1,381.77	
INV 9007907311/01/2021		WATER CORPORATION	9007907319 Riverbank to Broome Tce - 06/11/2020 to 06/01/2021		2,262.70	
INV 9007907411/01/2021		WATER CORPORATION	9007907458 Bernard Park/Playgroup - 06/11/2020 to 06/01/2021		215.90	
INV 9007909711/01/2021		WATER CORPORATION	9007909760 Recreation Centre - 10/11/2020 to 07/01/2021	1	14,371.98	
INV 9007913511/01/2021		WATER CORPORATION	9007913567 Depot - Peel - 10/11/2020 to 07/01/2021		899.76	
INV 9007903911/01/2021		WATER CORPORATION	9007903908 Bilya Koort Boodja - 06/11/2020 to 06/01/2021		1,089.68	
INV 9008729811/01/2021		WATER CORPORATION	9008729809 Visitors Centre - 06/11/2020 to 06/01/2021		1,872.98	
INV 9007923412/01/2021		WATER CORPORATION	9007923407 Apex Park Toilets - 12/11/2020 to 10/01/2021	1	105.70	
INV 9007915512/01/2021		WATER CORPORATION	9007915503 Airport - 12/11/2020 to 10/01/2021		2,227.56	
INV 9007918415/01/2021		WATER CORPORATION	9007918464 Perina Park - 13/11/2020 to 13/01/2021		827.88	
INV 9022053215/01/2021		WATER CORPORATION	9022053227 Standpipe - Opp 53 Clarke St - 12/11/2020 to 13/01/2021		281.73	
INV 9007917215/01/2021		WATER CORPORATION	9007917293 Bert Hawke Oval - 12/11/2020 to 13/01/2021		2,930.86	
INV 9007925915/01/2021		WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 13/11/2020 to 13/01/2021		1,663.75	
INV 9007923620/01/2021		WATER CORPORATION	9007923634 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 18/11/2020 to 18/01/2021		337.00	
INV 9007923520/01/2021		WATER CORPORATION	9007923503 Traffic Islands - 18/11/2020 to 18/01/2021		53.24	
INV 9012562920/01/2021		WATER CORPORATION	9012562933 ROAD VERGE - MITCHELL AV NORTHAM LOT OPP LOT 527 - 23/11/2020 to 18/01/2021		45.26	
INV 9021499420/01/2021		WATER CORPORATION	9021499489 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 18/11/2020 to 18/01/2021		185.46	
INV 9007925922/01/2021		WATER CORPORATION	9007925971 OLD QUARRY ROAD POUND - ANIMAL POUND AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 18/11/2020 to 20/01/2021		175.69	
INV 9007927522/01/2021		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 18/11/2020 to 20/01/2021		178.35	
35371	09/02/2021	GREY STREET SURGERY	PRE-EMPLOYMENT MEDICAL FOR GLEN ROWLING	1		242.00
INV 285276	18/11/2020	GREY STREET SURGERY	PRE-EMPLOYMENT MEDICAL FOR GLEN ROWLING	1	165.00	

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INV 285950	30/11/2020	GREY STREET SURGERY	PRE-EMPLOYMENT MEDICAL FOR GLEN ROWLING	1	77.00	
35372	09/02/2021	WATER CORPORATION	9010596320 George Nuich Park - 19/11/2020 to 20/01/2021	1		1,011.56
INV 9007926022/01/2021		WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST		15.97	
INV 9010596322/01/2021		WATER CORPORATION	NORTHAM LOT 29 RES 5503 - 18/11/2020 to 20/01/2021			
			9010596320 George Nuich Park - 19/11/2020 to 20/01/2021		995.59	
35373	18/02/2021	PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE - 28/01/2021	1		154.40
INV P/C REC 06/01/2021		PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE - 28/01/2021	1	154.40	
35374	18/02/2021	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2021	1		124.75
INV T1080	17/02/2021	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2021	1	100.00	
INV T1079	17/02/2021	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2021	1	24.75	
35375	18/02/2021	WATER CORPORATION	9007938967 Standpipe - Bodeguero Way - 26/11/2020 to 02/02/2021	1		284.39
INV 9007938904/02/2021		WATER CORPORATION	9007938967 Standpipe - Bodeguero Way - 26/11/2020 to 02/02/2021		281.73	
INV 9007938508/02/2021		WATER CORPORATION	9007938502 Clackline Hall - 27/11/2020 to 04/02/2021		2.66	
35376	25/02/2021	ALISON JEAN POWELL	REFUND OF OVERPAYMENT OF KILLARA ACCOUNT DEBTOR P73	1		77.46
INV 23878	11/02/2021	ALISON JEAN POWELL	REFUND OF OVERPAYMENT OF KILLARA ACCOUNT DEBTOR P73	1	77.46	
EFT39003	04/02/2021	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JANUARY 2021	1		1,905.73
INV JANUAR31/01/2021		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR JANUARY 2021	1	1,905.73	
EFT39004	04/02/2021	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2021	1		1,100.00
INV JANUAR31/01/2021		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2021	1	1,100.00	



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EFT39005	04/02/2021	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JANUARY 2021	1		1,905.73
INV JANUAR31/01/2021		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JANUARY 2021	1	1,905.73	
EFT39006	04/02/2021	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JANUARY 2021	1		5,113.36
INV JANUAR31/01/2021		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JANUARY 2021	1	5,113.36	
EFT39007	04/02/2021	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF JANUARY 2021	1		1,905.73
INV JANUAR31/01/2021		DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF JANUARY 2021	1	1,905.73	
EFT39008	04/02/2021	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JANUARY 2021	1		2,843.23
INV JANUAR31/01/2021		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JANUARY 2021	1	2,843.23	
EFT39009	04/02/2021	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE JANUARY 2021	1		1,905.73
INV JANUAR31/01/2021		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE JANUARY 2021	1	1,905.73	
EFT39010	04/02/2021	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2021	1		1,905.73
INV JANUAR31/01/2021		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2021	1	1,905.73	
EFT39011	04/02/2021	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JANUARY 2021	1		1,905.73
INV JANUAR31/01/2021		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JANUARY 2021	1	1,905.73	
EFT39012	04/02/2021	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JANUARY 2021	1		1,905.73
INV JANUAR31/01/2021		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JANUARY 2021	1	1,905.73	
EFT39013	04/02/2021	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JANUARY 2021	1		2,012.29
INV JANUAR31/01/2021		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JANUARY 2021	1	2,012.29	
EFT39014	04/02/2021	ALL FLAGS SIGNS AND BANNERS	HEAVY DUTY VARIOUS FLAGS	1		2,026.75
INV 67269	02/02/2021	ALL FLAGS SIGNS AND BANNERS	HEAVY DUTY VARIOUS FLAGS	1	2,026.75	
EFT39015	04/02/2021	ANDY'S PLUMBING SERVICE	CLACKLINE TOILETS	1		3,347.30



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INV A18900	01/02/2021	ANDY'S PLUMBING SERVICE	CLACKLINE TOILETS.	1	701.80	
INV A18904	01/02/2021	ANDY'S PLUMBING SERVICE	CLACKLINE TOILETS	1	863.50	
INV A18905	01/02/2021	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT.	1	517.00	
INV A18902	01/02/2021	ANDY'S PLUMBING SERVICE	OLD TOWN BUILDING(DSR)	1	423.50	
INV A18901	01/02/2021	ANDY'S PLUMBING SERVICE	BILYA KOORT BOODJA. REPAIR LADIES TOILETS.	1	368.50	
INV A18903	01/02/2021	ANDY'S PLUMBING SERVICE	ADMIN BUILDING. REPAIR LEAK TO SHIRE SIDE OF NEW WATER METER.	1	473.00	
EFT39016	04/02/2021	ANGIE ROE PHOTOGRAPHY	EVENT PHOTOGRAPHY- AUSTRALIA DAY MORNING BREAKFAST 2021 (3 HOURS)	1		1,095.00
INV 60323	27/01/2021	ANGIE ROE PHOTOGRAPHY	EVENT PHOTOGRAPHY- AUSTRALIA DAY MORNING BREAKFAST 2021 (3 HOURS)	1	1,095.00	
EFT39017	04/02/2021	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	200 X CARABEANAS	1		464.37
INV 6652639	20/01/2021	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	200 X CARABEANAS	1	464.37	
EFT39018	04/02/2021	AVON SERVICE SPECIALISTS	PN1609 - REGO N11363 - DPF REGENERATION FOR MITSUBISHI PAJERO SPORT GLS DIESEL 7 SEAT AUTO	1		341.00
INV 19549	02/09/2020	AVON SERVICE SPECIALISTS	PN1609 - REGO N11363 - DPF REGENERATION FOR MITSUBISHI PAJERO SPORT GLS DIESEL 7 SEAT AUTO	1	220.00	
INV 20384	25/01/2021	AVON SERVICE SPECIALISTS	2 X AIRFILTERS FOR GV14 FIRE APPLIANCE	1	121.00	
EFT39019	04/02/2021	AVON SPICE CAFE	2021 AUSTRALIA DAY: COMMUNITY BREAKFAST (100 PAX @\$5PP)	1		550.00
INV 002	28/01/2021	AVON SPICE CAFE	2021 AUSTRALIA DAY: COMMUNITY BREAKFAST (100 PAX @\$5PP)	1	550.00	
EFT39020	04/02/2021	AVON VALLEY DESIGN AND DRAFTING SERVICE	NORTHAM DEPOT REDEVELOPMENT. DRAFTING SERVICES FOR ADMIN BUILDING AND SITE PLAN.	1		4,510.00
INV 0000132125/01/2021		AVON VALLEY DESIGN AND DRAFTING SERVICE	NORTHAM DEPOT REDEVELOPMENT. DRAFTING SERVICES FOR ADMIN BUILDING AND SITE PLAN.	1	4,510.00	
EFT39021	04/02/2021	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - 9 ARNOLD STREET, A10030	1		275.00
INV IV0914	25/01/2021	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - 9 ARNOLD STREET, A10030	1	275.00	

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EFT39022	04/02/2021	AVON VALLEY TOYOTA	PN1308 N4099 100K SERVICE FOR THURSDAY 14/01/2021	1		874.37
INV JC14000016/12/2020		AVON VALLEY TOYOTA	20,000KM SERVICE FOR KILLARA 4 - TOYOTA HIACE 12 SEATER COMMUTER BUS - VIN: JTFST22P800037357	1	375.87	
INV JC14000314/01/2021		AVON VALLEY TOYOTA	PN1308 N4099 100K SERVICE FOR THURSDAY 14/01/2021	1	498.50	
EFT39023	04/02/2021	AVON WASTE	DOMESTIC RUBBISH COLLECTION FOR F/E 15/01/21	1		35,755.20
INV 42413	15/01/2021	AVON WASTE	DOMESTIC RUBBISH COLLECTION FOR F/E 15/01/21	1	35,755.20	
EFT39024	04/02/2021	BUNNINGS BUILDING SUPPLIES P/L	GARDEN STAKES	1		328.74
INV 2182/003418/01/2021		BUNNINGS BUILDING SUPPLIES P/L	GARDEN STAKES	1	121.56	
INV 2182/003421/01/2021		BUNNINGS BUILDING SUPPLIES P/L	NON SLIP TAPE	1	18.44	
INV 2182/00522/01/2021		BUNNINGS BUILDING SUPPLIES P/L	PVC FITTINGS	1	71.83	
INV 2182/00222/01/2021		BUNNINGS BUILDING SUPPLIES P/L	3 X 10KG GRANULAR CHLORINE	1	116.91	
EFT39025	04/02/2021	CADD'S FASHIONS	UNIFORMS FOR STAFF	1		252.66
INV 21-00000314/01/2021		CADD'S FASHIONS	UNIFORMS FOR STAFF	1	252.66	
EFT39026	04/02/2021	CANNON HYGIENE AUSTRALIA PTY LTD	MONTHLY SERVICING OF SANITARY AND NAPPY BINS.	1		1,817.99
INV 9692986014/12/2020		CANNON HYGIENE AUSTRALIA PTY LTD	MONTHLY SERVICING OF SANITARY AND NAPPY BINS.	1	1,205.96	
INV 9693574614/12/2020		CANNON HYGIENE AUSTRALIA PTY LTD	MONTHLY SANITARY UNIT SERVICE FROM 01/01/2021 TO 31/03/2021.	1	612.03	
EFT39027	04/02/2021	CHARLES SERVICE COMPANY	CLEANING OF BAKERS HILL PAVILLION AND SES BUILDING AFTER FIRE EVENT WAS USED AS COMMAND CENTRE	1		352.00
INV 0003356928/01/2021		CHARLES SERVICE COMPANY	CLEANING OF BAKERS HILL PAVILLION AND SES BUILDING AFTER FIRE EVENT WAS USED AS COMMAND CENTRE	1	352.00	
EFT39028	04/02/2021	COMBINED TYRES PTY LTD	2 X LT265/60R18 BRIDGESTONE D697 114S	1		1,856.80
INV INV-912821/01/2021		COMBINED TYRES PTY LTD	2 X LT265/60R18 BRIDGESTONE D697 114S	1	1,856.80	

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EFT39029	04/02/2021	CORPORATE SECURITY AUSTRALIA PTY LTD	AUSTRALIA DAY SECURITY 2021MOVIE NIGHT IN BERNARD PARK	1		1,916.20
INV 0000466126/01/2021		CORPORATE SECURITY AUSTRALIA PTY LTD	AUSTRALIA DAY SECURITY 2021MOVIE NIGHT IN BERNARD PARK	1	1,916.20	
EFT39030	04/02/2021	COUNTRYWIDE GROUP	SERVICE KUBOTA - 1250HR (1281HR) SERVICE	1		595.67
INV ACC000020/08/2020		COUNTRYWIDE GROUP	POLE SAW CHAIN	1	139.20	
INV ACC000011/09/2020		COUNTRYWIDE GROUP	SERVICE KUBOTA - 1250HR (1281HR) SERVICE	1	356.47	
INV ACC000418/01/2021		COUNTRYWIDE GROUP	5 X EDGER BLADES	1	100.00	
EFT39031	04/02/2021	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL SECURITY ALARM MONITORING FROM FEB 2021	1		877.13
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	VISITOR CENTRE SECURITY ALARM MONITORING FROM FEB 2021	1	61.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	WELLINGTON STREET SECURITY ALARM MONITORING FROM FEB 2021	1	61.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY SECURITY ALARM MONITORING FROM FEB 2021	1	61.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL SECURITY ALARM MONITORING FROM FEB 2021	1	90.56	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	RAILWAY STATION SECURITY ALARM MONITORING FROM FEB 2021	1	61.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY SECURITY ALARM MONITORING FEB 2021	1	61.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	BKB SECURITY ALARM MONITORING FROM FEB 2021	1	61.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	SES ADMIN SECURITY ALARM MONITORING FROM FEB 2021	1	87.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	SES BUILDING SECURITY ALARM MONITORING FROM FEB 2021	1	87.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE SECURITY ALARM MONITORING FROM FEB 2021	1	61.97	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	BERT HAWKE OVAL SECURITY ALARM MONITORING FROM FEB 2021	1	61.96	
INV CINS310200/01/2021		CTI SECURITY SERVICES PTY LTD	NORTHAM TIF. MONTHLY ALARM MONITORING FEB 2021	1	61.96	



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INV CINS31020/01/2021		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY. SECURITY ALARM MONITORING	1	53.00	
EFT39032	04/02/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2020/21 ESL QUARTER 2 EMERGENCY SERVICES LEVY	1		179,430.78
INV 151538	20/11/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2020/21 ESL QUARTER 2 EMERGENCY SERVICES LEVY	1	179,430.78	
EFT39033	04/02/2021	DMC CLEANING	ADMIN BUILDING. MONTHLY SUPPLY OF PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05.	1		377.17
INV SON202230/01/2021		DMC CLEANING	CLEANING PRODUCTS FOR THE VARIOUS BUILDINGS	1	68.43	
INV SON202330/01/2021		DMC CLEANING	ADMIN BUILDING. MONTHLY SUPPLY OF PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05.	1	308.74	
EFT39034	04/02/2021	EFIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY 01/01/21 TO 31/01/21	1		532.40
INV 536252	31/01/2021	EFIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY 01/01/21 TO 31/01/21	1	532.40	
EFT39035	04/02/2021	FM SURVEYS	NORTHAM DEPOT REDEVELOPMENT. INSTALL SURVEY CONTROL WITHIN SITE, PROVIDE DATUMS FOR EACH PAD, MARK THE PROPOSED PAD LEVEL, MARK PADS WITH THREE METRE OFF SETS AS PROVIDED BY DRAWINGS. PROVIDE SET OUT PLANS.	1		1,650.00
INV 0002114523/01/2021		FM SURVEYS	NORTHAM DEPOT REDEVELOPMENT. INSTALL SURVEY CONTROL WITHIN SITE, PROVIDE DATUMS FOR EACH PAD, MARK THE PROPOSED PAD LEVEL, MARK PADS WITH THREE METRE OFF SETS AS PROVIDED BY DRAWINGS. PROVIDE SET OUT PLANS.	1	1,650.00	
EFT39036	04/02/2021	FRESH START RECOVERY PROGRAMME	AUSTRALIA DAY 2021 200 X BURGER & 200 x SAUSAGE SIZZLE - MOVIE IN BERNARD	1		1,430.00
INV 0029198322/01/2021		FRESH START RECOVERY PROGRAMME	AUSTRALIA DAY 2021 200 X BURGER & 200 x SAUSAGE SIZZLE - MOVIE IN BERNARD	1	1,430.00	
EFT39037	04/02/2021	GRAFTON ELECTRICS	CHECK REPORT AND REPAIR ELECTRICAL SWITCHBOARD FAULT WWTP	1		990.00

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INV 7524	15/01/2021	GRAFTON ELECTRICS	CHECK REPORT AND REPAIR ELECTRICAL SWITCHBOARD FAULT WWTP	1	990.00	
EFT39038	04/02/2021	GREENWAY TURF SOLUTIONS PTY LTD	20 X 20KG BAGS PERMAWET WETTING AGENT GRANULES	1		1,320.00
INV SI-00016-28/02/2021		GREENWAY TURF SOLUTIONS PTY LTD	20 X 20KG BAGS PERMAWET WETTING AGENT GRANULES	1	1,320.00	
EFT39039	04/02/2021	GROVE WESLEY DESIGN ART	BUSINESS CARDS FOR MICHAEL NEWTON, CHAN VYAS, CLINTON KLEYNHANS	1		489.50
INV 6322	30/12/2020	GROVE WESLEY DESIGN ART	BUSINESS CARDS FOR MICHAEL NEWTON, CHAN VYAS, CLINTON KLEYNHANS	1	489.50	
EFT39040	04/02/2021	HAPPY DAYS COFFEE POT	2021 AUSTRALIA DAY: COMMUNITY BREAKFAST (100 PAX @ \$5PP)	1		550.00
INV 00012	31/01/2021	HAPPY DAYS COFFEE POT	2021 AUSTRALIA DAY: COMMUNITY BREAKFAST (100 PAX @ \$5PP)	1	550.00	
EFT39041	04/02/2021	JLO DESIGNS	INSTALLATION AND SUPPLY OF WALLPAPER PRINT	1		2,420.00
INV 373	25/01/2021	JLO DESIGNS	INSTALLATION AND SUPPLY OF WALLPAPER PRINT	1	2,420.00	
EFT39042	04/02/2021	KLEENHEAT GAS	GAS FOR NORTHAM POOL - INVOICE NUMBER 21715216	1		5,714.11
INV 2170537615/12/2020		KLEENHEAT GAS	GAS FOR NORTHAM POOL - INVOICE #21705376	1	896.27	
INV 2170782121/12/2020		KLEENHEAT GAS	GAS FOR NORTHAM POOL - INVOICE #21707821	1	1,132.60	
INV 2171198104/01/2021		KLEENHEAT GAS	GAS FOR HEATING NORTHAM POOL - INVOICE #21711981	1	1,036.49	
INV 2171521611/01/2021		KLEENHEAT GAS	GAS FOR NORTHAM POOL - INVOICE NUMBER 21715216	1	1,613.77	
INV 2171757518/01/2021		KLEENHEAT GAS	GAS FOR HEATING NORTHAM POOL - INVOICE #21717575	1	1,034.98	
EFT39043	04/02/2021	IGIS - RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEE 2020-21 1ST INSTALEMENT	1		8,110.18
INV 156-021015/12/2020		IGIS - RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEE 2020-21 1ST INSTALEMENT	1	8,110.18	
EFT39044	04/02/2021	LLOYDS EARTHMOVING	BAKERS HILL FORE SHED. SUPPLY SAND FOR WESTERN POWER KIOSK INSTALL.	1		710.00
INV INV-226728/01/2021		LLOYDS EARTHMOVING	BAKERS HILL FORE SHED. SUPPLY SAND FOR WESTERN POWER KIOSK INSTALL.	1	710.00	

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EFT39045	04/02/2021	LUME BRASSERIE	CATERING - COUNCIL FORUM MEETING 9 DECEMBER 2020	1		800.00
INV SHIRE1919/12/2020		LUME BRASSERIE	CATERING - COUNCIL FORUM MEETING 9 DECEMBER 2020	1	400.00	
INV SHIRE2707/01/2021		LUME BRASSERIE	CATERING - ORDINARY COUNCIL MEETING HELD ON 27 JANUARY 2021	1	400.00	
EFT39046	04/02/2021	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM FEBRUARY 2021	1		916.66
INV 0000041229/01/2021		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM FEBRUARY 2021	1	916.66	
EFT39047	04/02/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 16 JANUARY 2021 - DUKE STREET ROAD CLOSURE & ADVERT IN THE WEST AUSTRALIAN ON 16 JANUARY 2021 - LEEDER ROAD ROAD CLOSURE	1		1,519.46
INV 37015	27/01/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 16 JANUARY 2021 - DUKE STREET ROAD CLOSURE & ADVERT IN THE WEST AUSTRALIAN ON 16 JANUARY 2021 - LEEDER ROAD ROAD CLOSURE	1	1,069.57	
INV 37014	27/01/2021	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 08/01/2021 FOR PROPOSED SALE OF LAND, LOT 200 MINSON AVENUE NORTHAM	1	449.89	
EFT39048	04/02/2021	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		287.75
INV 894084	25/01/2021	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	287.75	
EFT39049	04/02/2021	NARRJUK CULTURAL EXPERIENCE TOURS	AUSTRALIA DAY WELCOME TO COUNTRY 2021	1		500.00
INV 0009	13/01/2021	NARRJUK CULTURAL EXPERIENCE TOURS	AUSTRALIA DAY WELCOME TO COUNTRY 2021	1	500.00	
EFT39050	04/02/2021	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES 15/1/2021 - 14/2/2021	1		846.62
INV 9215790515/01/2022		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES 15/1/2021 - 14/2/2021	1	846.62	
EFT39051	04/02/2021	NORTHAM & DISTRICTS GLASS SERVICE	TOWN HALL REPAIR BROKEN WINDOWS AS PER QUOTE.	1		1,049.40
INV 6835	14/01/2021	NORTHAM & DISTRICTS GLASS SERVICE	TOWN HALL REPAIR BROKEN WINDOWS AS PER QUOTE.	1	1,049.40	



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EFT39052	04/02/2021	NORTHAM AUTOS PTY LTD T/A/S NORTHAM MAZDA & NORTHAM HOLDEN	SUPPLY OF ONE (1) NEW CX5 GT AWD WAGON AUTO PETROL IN TITANIUM FLASH WITH FULL FUEL TANK. EXTRAS INCLUDE DEALER DELIVERY FEE, WINDOW TINT, FIRE EXTINGUISHER, FIRST AID KIT, GENUINE FLOOR MATS.	1		15,933.30
INV 131714	28/01/2021	NORTHAM AUTOS PTY LTD T/A/S NORTHAM MAZDA & NORTHAM HOLDEN	SUPPLY OF ONE (1) NEW CX5 GT AWD WAGON AUTO PETROL IN TITANIUM FLASH WITH FULL FUEL TANK. EXTRAS INCLUDE DEALER DELIVERY FEE, WINDOW TINT, FIRE EXTINGUISHER, FIRST AID KIT, GENUINE FLOOR MATS.	1	15,933.30	
EFT39053	04/02/2021	NORTHAM BETTA ELECTRICAL	NILFSK VACCUUM BAGS (5 PACK)	1		105.00
INV 2001002401	02/2021	NORTHAM BETTA ELECTRICAL	NILFSK VACCUUM BAGS (5 PACK)	1	105.00	
EFT39054	04/02/2021	NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1		342.00
INV 0000323820	01/2021	NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	36.00	
INV 0000323922	01/2021	NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	54.00	
INV 0000324325	01/2021	NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	36.00	
INV 0000324427	01/2021	NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	48.00	
INV 0000324629	01/2021	NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	168.00	
EFT39055	04/02/2021	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1		339.92
INV 1202-2249	4/01/2021	NORTHAM LIQUOR BARONS	FAREWELL CELEBRATION JOHN RUTHERFORD	1	113.97	
INV 300388	27/01/2021	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL CHAMBERS	1	225.95	
EFT39056	04/02/2021	NORTHAM TOWING SERVICE	REMOVAL OF VEHICLES	1		600.60
INV 210068	22/01/2021	NORTHAM TOWING SERVICE	REMOVAL OF VEHICLES	1	600.60	
EFT39057	04/02/2021	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF DAVID HULL, MICHELLE ROBERTS & GRAVE CERTIFICATION	1		5,484.24
INV 23793	16/12/2020	OXTER SERVICES	MEMORIAL 300MMX150MM STAINLESS STEEL PLAQUE WITH GRAPHICS AND ENGRAVED WORDING AS SUPPLIED. AS PER QUOTE DATED 26.11.2020	1	651.53	

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INV 23887	21/01/2021	OXTER SERVICES	19.01.2021. NEW GRAVE FOR THE BURIAL OF PAUL BLANC.	1	1,067.00	
INV 23917	29/01/2021	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 10 LITRES OF WATERLESS URINAL CHEMICAL.	1	564.71	
INV 23911	29/01/2021	OXTER SERVICES	BURIAL DATE 29.01.2021. NEW GRAVE FOR THE BURIAL OF PAM PETERS.	1	1,067.00	
INV 23802	17/12/2021	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF DAVID HULL, MICHELLE ROBERTS & GRAVE CERTIFICATION	1	2,134.00	
EFT39058	04/02/2021	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		221.75
INV KW97152	29/01/2021	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	221.75	
EFT39059	04/02/2021	SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1		70.00
INV 0155085114	01/2021	SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1	70.00	
EFT39060	04/02/2021	SOLARGAIN PV PTY LTD	VARIATION V-01 TO CONTRACT C.201920-08 UPGRADE SOLAR SYSTEM TO NORTHAM RECREATION CENTRE TO ALLOW FOR NEW AQUATIC CENTRE AS PER PRICING SCHEDULE PROVIDED.	1		32,868.00
INV 189182	20/01/2021	SOLARGAIN PV PTY LTD	VARIATION V-01 TO CONTRACT C.201920-08 UPGRADE SOLAR SYSTEM TO NORTHAM RECREATION CENTRE TO ALLOW FOR NEW AQUATIC CENTRE AS PER PRICING SCHEDULE PROVIDED.	1	32,868.00	
EFT39061	04/02/2021	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISMENT FOR ROAD SAFETY WEEK	1		1,956.90
INV 7111956930	11/2020	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISMENT FOR ROAD SAFETY WEEK	1	1,541.10	
INV 7113224731	12/2020	SOUTHERN CROSS AUSTEREO PTY LTD	HARVEST ROAD SAFETY CAMPAIGN ADVERTISEMENT - RADIO	1	415.80	
EFT39062	04/02/2021	SPECIALISED TREE SERVICE	CHANGE OVER STREET BANNERS	1		594.00
INV 3455	19/01/2021	SPECIALISED TREE SERVICE	CHANGE OVER STREET BANNERS	1	594.00	
EFT39063	04/02/2021	SPORTSPOWER NORTHAM	PPE FOR REC CENTRE STAFF	1		39.99
INV 21-0000027	01/2021	SPORTSPOWER NORTHAM	PPE FOR REC CENTRE STAFF	1	39.99	

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EFT39064	04/02/2021	STALLION BUILDING CO PTY LTD	SUPPLY AND INSTALL BAKERS HILL FIRE SHED AS PER CONTRACT C.202021-03	1		34,967.96
INV 1615	13/01/2021	STALLION BUILDING CO PTY LTD	SUPPLY AND INSTALL BAKERS HILL FIRE SHED AS PER CONTRACT C.202021-03	1	34,967.96	
EFT39065	04/02/2021	SWAN EVENT HIRE	SUPPLY AND PICK UP OF MANOR FENCING FOR 2020 CHRISTMAS DECORATIONS	1		2,465.00
INV 15206	12/12/2020	SWAN EVENT HIRE	SUPPLY AND PICK UP OF MANOR FENCING FOR 2020 CHRISTMAS DECORATIONS	1	2,465.00	
EFT39066	04/02/2021	SYNERGY	293110730 Bilya Koort Boodja - 10/12/2020 to 12/01/2021	1		5,219.63
INV 3575477112/01/2021		SYNERGY	357547710 Mount Ommanney - CCTV - 03/12/2020 to 06/01/2021		121.14	
INV 3577046013/01/2021		SYNERGY	357704600 Perina Park - 03/12/2020 to 11/01/2021		117.73	
INV 3575476613/01/2021		SYNERGY	357547660 Rushton Park - 03/12/2020 to 07/01/2021		113.22	
INV 9414532314/01/2021		SYNERGY	941453230 Grass Valley BFB Shed - 11/11/2020 to 08/01/2021	1	292.27	
INV 9291252014/01/2021		SYNERGY	092912520 Grass Valley Oval - 11/11/2020 to 08/01/2021		107.58	
INV 5140678115/01/2021		SYNERGY	514067810 Bert Hawke Oval Reticulation - 11/11/2020 to 11/01/2021		990.78	
INV 7471705315/01/2021		SYNERGY	747170530 Skate Park - Clarke St - 11/11/2020 to 11/01/2021		142.43	
INV 3577048415/01/2021		SYNERGY	357704840 Rotary Park - 03/12/2020 to 11/01/2021		117.73	
INV 3358209420/01/2021		SYNERGY	335820940 Create 298 - 17/12/2020 to 19/01/2021		896.84	
INV 2931107320/01/2021		SYNERGY	293110730 Bilya Koort Boodja - 10/12/2020 to 12/01/2021		1,378.98	
INV 7968413421/01/2021		SYNERGY	796841340 Shire Administration Building - 18/12/2020 to 20/01/2021		940.93	
EFT39067	04/02/2021	TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/01/21 TO 09/02/2021	1		189.98
INV 2726008910/01/2021		TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/01/21 TO 09/02/2021	1	189.98	
EFT39068	04/02/2021	THE PAPER COMPANY OF AUSTRALIA	150 REAMS A4 PHOTOCOPY PAPER	1		750.75
INV 0004743118/11/2021		THE PAPER COMPANY OF AUSTRALIA	150 REAMS A4 PHOTOCOPY PAPER	1	750.75	
EFT39069	04/02/2021	THE WORKWEAR GROUP	UNIFORM FOR MICHAEL NEWTON	1		302.15



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INV 1281962531/12/2020		THE WORKWEAR GROUP	UNIFORM FOR MICHAEL NEWTON	1	302.15	
EFT39070	04/02/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR BUSHFIRE	1		25.41
INV 0476-S3010/01/2021		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR BUSHFIRE	1	25.41	
EFT39071	04/02/2021	TUTT BRYANT EQUIPMENT PTY LTD	SUPPLY OF ONE (1) NEW BW120AD-5 TANDEM VIBRATORY BOMAG ROLLER AS PER VP208522. NO TRADE IN.	1		49,995.00
INV 0080223620/01/2021		TUTT BRYANT EQUIPMENT PTY LTD	SUPPLY OF ONE (1) NEW BW120AD-5 TANDEM VIBRATORY BOMAG ROLLER AS PER VP208522. NO TRADE IN.	1	49,995.00	
EFT39072	04/02/2021	UNISITE GROUP PTY LTD AFT THE TR FAMILY TRUST T/AS GRILLEX	1X INTEGRA 2M PARK SEAT SURFACE MOUNT - DELUXE FINISH - FRAME TO BE POWDER COATED IN DULUX TWO PACK "SCAMPI" TO MATCH EXISTING FURNITURE. FREIGHT INCLUDED. AS PER QUOTE U1015337	1		1,063.70
INV 112516	19/01/2021	UNISITE GROUP PTY LTD AFT THE TR FAMILY TRUST T/AS GRILLEX	1X INTEGRA 2M PARK SEAT SURFACE MOUNT - DELUXE FINISH - FRAME TO BE POWDER COATED IN DULUX TWO PACK "SCAMPI" TO MATCH EXISTING FURNITURE. FREIGHT INCLUDED. AS PER QUOTE U1015337	1	1,063.70	
EFT39073	04/02/2021	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK	1		1,595.00
INV 03137	31/01/2021	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK	1	1,320.00	
INV 03157	01/02/2021	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - JANUARY	1	55.00	
INV 03156	01/02/2021	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - DECEMBER	1	220.00	
EFT39074	04/02/2021	WARRICKS NEWSAGENCY	STATIONERY FOR KILLARA	1		47.88
INV 112178	26/11/2020	WARRICKS NEWSAGENCY	STATIONERY FOR KILLARA	1	27.70	
INV 13085	14/12/2020	WARRICKS NEWSAGENCY	2x BOX OF 100 A4 SHEET PROTECTORS & 2x CLIPBOARDS	1	20.18	
EFT39075	04/02/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 1.4 - ATTEND STATION, REPAIR DAMAGED TAIL LIGHTS AND DIAGNOSE AND REPAIR FAULT WITH 4WD SWITCH	1		1,354.00

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INV INV-111221/09/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 1.4 - ATTEND STATION, REPAIR DAMAGED TAIL LIGHTS AND DIAGNOSE AND REPAIR FAULT WITH 4WD SWITCH	1	756.50	
INV INV-112816/11/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIR LIGHTING TOWERS	1	597.50	
EFT39076	04/02/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 21/12/2020 - 24/12/2020.	1		1,470.15
INV 0030119406/01/2021		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 21/12/2020 - 24/12/2020.	1	1,470.15	
EFT39077	09/02/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT02/02/2021		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT39078	09/02/2021	DUN DIRECT PTY LTD	FUEL CHARGES FOR JANUARY 2021	1		15,976.36
INV JANUARY31/01/2021		DUN DIRECT PTY LTD	FUEL CHARGES FOR JANUARY 2021	1	15,976.36	
EFT39079	09/02/2021	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT02/02/2021		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT02/02/2021		EASIFLEET	Payroll deductions		1,102.65	
EFT39080	09/02/2021	SYNERGY	357549120 Depot - Peel - 03/12/2020 to 28/01/2021	1		2,970.87
INV 1365377421/01/2021		SYNERGY	136537740 Airport - 18/12/2020 to 20/01/2021		1,215.78	
INV 3575491229/01/2021		SYNERGY	357549120 Depot - Peel - 03/12/2020 to 28/01/2021		1,476.72	
INV 1539025129/01/2021		SYNERGY	153902510 Old Shire Depot Building - 25/11/2020 to 28/01/2021		278.37	
EFT39081	09/02/2021	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - JANUARY 2021.	1		3,311.42
INV 74	31/01/2021	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - JANUARY 2021.	1	3,311.42	
EFT39082	11/02/2021	ABBOTTS FORGE	PN1414 - MOWER TRAILER - REPAIR TRAILER MESH	1		360.00
INV 0000443404/02/2021		ABBOTTS FORGE	MAKE BASE PLATE FOR JUBILEE OVAL	1	120.00	
INV 0000443304/02/2021		ABBOTTS FORGE	PN1414 - MOWER TRAILER - REPAIR TRAILER MESH	1	240.00	

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EFT39083	11/02/2021	AG IMPLEMENTS	BLADES TCU15881 PN1705	1		434.60
INV 418393	08/01/2021	AG IMPLEMENTS	BLADES TCU15881 PN1705	1	434.60	
EFT39084	11/02/2021	ALLMARK & ASSOCIATES PTY LTD	DESK NAMEPLATE - COUNCIL MEETINGS - JO METCALF	1		132.00
INV INV00302004/02/2021		ALLMARK & ASSOCIATES PTY LTD	DESK NAMEPLATE - COUNCIL MEETINGS - JO METCALF	1	132.00	
EFT39085	11/02/2021	AUTOPRO NORTHAM	HIGH PRESSURE CLEANER 3000PSI	1		564.99
INV 898156	29/01/2021	AUTOPRO NORTHAM	HIGH PRESSURE CLEANER 3000PSI	1	564.99	
EFT39086	11/02/2021	AZILITY	ANNUAL SUBSCRIPTION FOR AZILITY PACKAGE INCLUDING THE MODULES CORE SCOREKEEPING SERVICE, EMISSIONS & PROJECTS AND UTILITY CONTROL.	1		16,225.00
INV INV-074004/02/2021		AZILITY	ANNUAL SUBSCRIPTION FOR AZILITY PACKAGE INCLUDING THE MODULES CORE SCOREKEEPING SERVICE, EMISSIONS & PROJECTS AND UTILITY CONTROL.	1	16,225.00	
EFT39087	11/02/2021	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	MINUTE NO: C.4091 \$1,200 (EXCLUDING GST) TO THE BAKERS HILL PROGRESS & COMMUNITY ASSOCIATION FOR THE PURPOSE OF THE BAKERS HILL AUSTRALIA DAY BREAKFAST	1		1,200.00
INV 3	13/01/2021	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	MINUTE NO: C.4091 \$1,200 (EXCLUDING GST) TO THE BAKERS HILL PROGRESS & COMMUNITY ASSOCIATION FOR THE PURPOSE OF THE BAKERS HILL AUSTRALIA DAY BREAKFAST	1	1,200.00	
EFT39088	11/02/2021	BLACKWELL PLUMBING & GAS PTY LTD	BAKERS HILL STANDPIPE REPAIRS - REMOVAL AND REPLACEMENT OF STANDPIPE AND PIPEWORK	1		8,686.70
INV INV-230730/01/2021		BLACKWELL PLUMBING & GAS PTY LTD	AQUATIC CENTRE REPAIR WATER FOUNTAIN.	1	102.70	
INV INV-231306/02/2021		BLACKWELL PLUMBING & GAS PTY LTD	BAKERS HILL STANDPIPE REPAIRS - REMOVAL AND REPLACEMENT OF STANDPIPE AND PIPEWORK	1	8,584.00	
EFT39089	11/02/2021	BOC LIMITED	GAS BOTTLE HIRE FOR VARIOUS SITES	1		4,208.12



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INV NORTH109	02/2021	BOC LIMITED	GAS BOTTLE HIRE FOR VARIOUS SITES	1	4,208.12	
EFT39090	11/02/2021	BOOKTOPIA PTY LTD	BOOKS AND DVDs	1		750.52
INV 1306702518	01/2021	BOOKTOPIA PTY LTD	BOOKS AND DVDs	1	750.52	
EFT39091	11/02/2021	BOULEVARD FINE JEWELLERS	MINUTE NO: LBSC.62 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$5,000 (EXCLUDING GST) TO THE BUSINESS 'BOULEVARD FINE JEWELLERY' FOR THE PURCHASE OF A JEWELLERY WELDER	1		5,500.00
INV 0000003531	12/2020	BOULEVARD FINE JEWELLERS	MINUTE NO: LBSC.62 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$5,000 (EXCLUDING GST) TO THE BUSINESS 'BOULEVARD FINE JEWELLERY' FOR THE PURCHASE OF A JEWELLERY WELDER	1	5,500.00	
EFT39092	11/02/2021	BUNNINGS BUILDING SUPPLIES P/L	80 X POTTED COLOUR VINCA PLANTS	1		575.14
INV 2182/006114	01/2021	BUNNINGS BUILDING SUPPLIES P/L	DEPARTING GIFT FOR JOHN RUTHERFORD	1	50.00	
INV 2182/00327	01/2021	BUNNINGS BUILDING SUPPLIES P/L	2 X GATE LATCH	1	10.27	
INV 2182/00127	01/2021	BUNNINGS BUILDING SUPPLIES P/L	GATE LATCHES	1	104.03	
INV 2182/00203	02/2021	BUNNINGS BUILDING SUPPLIES P/L	GARDENING TOOLS	1	163.84	
INV 2182/00303	02/2021	BUNNINGS BUILDING SUPPLIES P/L	4MM SNAKE HOSE AND SPRINKLERS	1	54.63	
INV 2182/00303	02/2021	BUNNINGS BUILDING SUPPLIES P/L	BAG OF RAGS	1	15.57	
INV 2182/00304	02/2021	BUNNINGS BUILDING SUPPLIES P/L	80 X POTTED COLOUR VINCA PLANTS	1	176.80	
EFT39093	11/02/2021	CADD'S FASHIONS	BRENDON EATON - WORK BOOT ALLOWANCE	1		149.99
INV 20-0001107	12/2020	CADD'S FASHIONS	BRENDON EATON - WORK BOOT ALLOWANCE	1	149.99	
EFT39094	11/02/2021	CARROLL & RICHARDSON-FLAGWORLD PTY LTD	WOODEN FLAG POLE AND METAL BASE FOR COUNCIL CHAMBERS - ABORIGINAL FLAG	1		349.00

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INV 95126	15/01/2021	CARROLL & RICHARDSON-FLAGWORLD PTY LTD	WOODEN FLAG POLE AND METAL BASE FOR COUNCIL CHAMBERS - ABORIGINAL FLAG	1	349.00	
EFT39095	11/02/2021	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIOM PAYMENT FOR CHRIS MARRIS FOR THE MONTHS OF OCT, NOV, & DEC 2020 JAN & FEB 2021.	1		2,499.99
INV BR0902209/02/2021		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIOM PAYMENT FOR CHRIS MARRIS FOR THE MONTHS OF OCT, NOV, & DEC 2020 JAN & FEB 2021.	1	2,499.99	
EFT39096	11/02/2021	CIVIC LEGAL	DEFENDING CLAIM - SHIRE OF NORTHAM & DONOVAN PAYNE	1		1,416.80
INV 507758	31/01/2021	CIVIC LEGAL	DEFENDING CLAIM - SHIRE OF NORTHAM & DONOVAN PAYNE	1	1,416.80	
EFT39097	11/02/2021	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1		197.16
INV 1933964	31/01/2021	CLEANAWAY DANIELS SERVICES PTY LTD		1	147.87	
INV 1933963	31/01/2021	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1	49.29	
EFT39098	11/02/2021	COMBINED TYRES PTY LTD	TRAVEL TO SITE JENNA PULLIN RD AND REPAIR TYRE TO STEEL DRUM ROLLER	1		820.60
INV INV-918427/01/2021		COMBINED TYRES PTY LTD	TRAVEL TO SITE JENNA PULLIN RD AND REPAIR TYRE TO STEEL DRUM ROLLER	1	820.60	
EFT39100	11/02/2021	COUNTRY COPIERS NORTHAM	CANON IRA-DX C3730 PRINTER SCANNER FOR WUNDOWIE LIBRARY	1		4,823.73
INV S8878	18/01/2021	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - SERVICE NUMBER QZN00879	1	1,090.58	
INV S8893	27/01/2021	COUNTRY COPIERS NORTHAM	CANON IRA-DX C3730 PRINTER SCANNER FOR WUNDOWIE LIBRARY	1	3,415.50	
INV 43970	31/01/2021	COUNTRY COPIERS NORTHAM	SUPPLY INK CARTRIDGE TN-2350	1	177.85	
INV 43970	31/01/2021	COUNTRY COPIERS NORTHAM	MONTH TO VIEW PLANNER DIARY	1	26.65	
INV 43970	31/01/2021	COUNTRY COPIERS NORTHAM	THERMAL TILL ROLLS (REC CENTRE) (CARTON)	1	113.15	
EFT39101	11/02/2021	COUNTRYWIDE GROUP	REPAIRS TO RIDE ON HUSQUVARNA	1		324.43

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INV ACC000428/01/2021		COUNTRYWIDE GROUP	SLTR BAR OIL FOR CHAIN SAW	1	49.50	
INV ACC000428/01/2021		COUNTRYWIDE GROUP	SERVICE TO BLOWER AND LINE TRIMMER	1	74.00	
INV ACC000428/01/2021		COUNTRYWIDE GROUP	SERVICE TO BLOWER AND LINE TRIMMER	1	70.94	
INV ACC000002/02/2021		COUNTRYWIDE GROUP	REPAIRS TO RIDE ON HUSQUVARNA	1	129.99	
EFT39102	11/02/2021	DAMIAN'S PLUMBING	EMERGANCY REPAIRS TO WASTE WATER TREATMENT PLANT.	1		1,401.40
INV 6161	01/02/2021	DAMIAN'S PLUMBING	EMERGANCY REPAIRS TO WASTE WATER TREATMENT PLANT.	1	1,401.40	
EFT39103	11/02/2021	DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	ADDITIONAL COSTS FOR PROJECT MANAGEMENT	1		880.00
INV 9673	13/08/2020	DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	ADDITIONAL COSTS FOR PROJECT MANAGEMENT	1	880.00	
EFT39104	11/02/2021	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	MEERILINGA GRANT - FACEPAINTER 1 HOUR	1		132.00
INV 3286	27/10/2020	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	MEERILINGA GRANT - FACEPAINTER 1 HOUR	1	132.00	
EFT39105	11/02/2021	DEBORAH MOODY	WELCOME TO COUNTRY AT BEB FOR EASTERN HILLS SCHOOL	1		450.00
INV 74	28/01/2021	DEBORAH MOODY	WELCOME TO COUNTRY AT BEB FOR EASTERN HILLS SCHOOL	1	450.00	
EFT39106	11/02/2021	DMC CLEANING	CLEANING PRODUCTS FOR VARIOUS SHIRE BUILDINGS	1		286.10
INV SON202406/02/2021		DMC CLEANING		1	75.02	
INV SON202506/02/2021		DMC CLEANING	CLEANING PRODUCTS FOR VARIOUS SHIRE BUILDINGS	1	211.08	
EFT39107	11/02/2021	DRACO AIR PTY LTD	MEMORIAL HALL. RELOCATE 2 X SPLIT SYSTEMS TO ALLOW FOR BETTER AIRFLOW.	1		2,830.31
INV 13545	29/01/2021	DRACO AIR PTY LTD	MEMORIAL HALL. RELOCATE 2 X SPLIT SYSTEMS TO ALLOW FOR BETTER AIRFLOW.	1	2,830.31	



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EFT39108	11/02/2021	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PLEASE PICK UP FROM FULTON & HOGAN HAZELMERE AND DELIVER TO SHIRE OF NORTHAM - DEPOT 116 PEEL TERRACE NORTHAM WA 6401	1		74.50
INV 0000257331/01/2021		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PLEASE PICK UP FROM FULTON & HOGAN HAZELMERE AND DELIVER TO SHIRE OF NORTHAM - DEPOT 116 PEEL TERRACE NORTHAM WA 6401	1	74.50	
EFT39109	11/02/2021	E FIRE & SAFETY	REC CENTRE FIRE DETECTION SYSTEM MONTHLY SERVICING FROM JANUARY 2021	1		236.50
INV 536358	29/01/2021	E FIRE & SAFETY	REC CENTRE FIRE DETECTION SYSTEM MONTHLY SERVICING FROM JANUARY 2021	1	236.50	
EFT39110	11/02/2021	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	INDIVIDUAL REPORTS FOR NEW VOLUNTEER FIREFIGHTING MEMBERS 2020/2021	1		185.57
INV 1477749431/12/2020		EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	INDIVIDUAL REPORTS FOR NEW VOLUNTEER FIREFIGHTING MEMBERS 2020/2021	1	41.69	
INV 1479896631/01/2021		EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	INDIVIDUAL REPORTS FOR NEW VOLUNTEER FIREFIGHTING MEMBERS 2020/2021	1	143.88	
EFT39111	11/02/2021	FM SURVEYS	BAKERS HILL BUS FIRE SHED. SURVEY AREA FOR WESTERN POWER KIOSK.	1		1,540.00
INV 0002115007/02/2021		FM SURVEYS	BAKERS HILL BUS FIRE SHED. SURVEY AREA FOR WESTERN POWER KIOSK.	1	1,540.00	
EFT39112	11/02/2021	FRANK DAVIS	WELCOME TO COUNTRY AT BEB FOR EASTERN HILLS SCHOOL	1		1,000.00
INV 14	29/01/2021	FRANK DAVIS	WELCOME TO COUNTRY AT BEB FOR EASTERN HILLS SCHOOL	1	1,000.00	
EFT39113	11/02/2021	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-22 - VARIATION 05 DRY RACKING OF INTERSECTION AND 2 HEAVY VEHICLE DRIVEWAY CROSSOVERS	1		1,980.00
INV 1793	22/12/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-22 - VARIATION 05 DRY RACKING OF INTERSECTION AND 2 HEAVY VEHICLE DRIVEWAY CROSSOVERS	1	1,980.00	

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EFT39114	11/02/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1207 - REPLACE TUBE TO REAR TYRE	1		149.00
INV 6411842004/02/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1207 - REPLACE TUBE TO REAR TYRE	1	149.00	
EFT39115	11/02/2021	GRAFTON ELECTRICS	DISCONNECT AND RECONNECT OF REUSED WATER PUMP	1		280.12
INV 7552	29/01/2021	GRAFTON ELECTRICS	DISCONNECT AND RECONNECT OF REUSED WATER PUMP	1	280.12	
EFT39116	11/02/2021	J & A BUILDING PTY LTD	MINUTE NO: LBSC.26	1		2,893.00
INV 0000289523/09/2020		J & A BUILDING PTY LTD	THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF 50% OF \$5,260 (APPROXIMATELY \$2630) (EXCLUDING GST) TO THE BUSINESS 'J & A BUILDING' TO SUPPORT THE PURCHASE OF SIGNAGE. MINUTE NO: LBSC.26	1	2,893.00	
EFT39117	11/02/2021	JOHN YOUNG	CROSSOVER REBATE PAYMENT FOR 1B GOLF CRESCENT.	1		800.00
INV CK05.02.05/02/2021		JOHN YOUNG	CROSSOVER REBATE PAYMENT FOR 1B GOLF CRESCENT.	1	800.00	
EFT39118	11/02/2021	JS TECHNOLOGY & DIGITAL PTY LTD	IPAD PRO SCREEN REPLACEMENT	1		278.00
INV 8169	10/12/2020	JS TECHNOLOGY & DIGITAL PTY LTD	SAMSUNG MOBILE PHONE BATTERY REPLACEMENT	1	38.00	
INV 8168	10/12/2020	JS TECHNOLOGY & DIGITAL PTY LTD	IPAD PRO SCREEN REPLACEMENT	1	180.00	
INV 8289	19/01/2021	JS TECHNOLOGY & DIGITAL PTY LTD	PHONE COVER + SCREEN PROTECTOR	1	60.00	
EFT39119	11/02/2021	KLEENHEAT GAS	GAS TO HEAT NORTHAM POOL SEASON 2020-2021 INVOICE #	1		801.75
INV 2172278901/02/2021		KLEENHEAT GAS	GAS TO HEAT NORTHAM POOL SEASON 2020-2021 INVOICE #	1	801.75	

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EFT39120	11/02/2021	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE.	1		693.33
INV 0005451102/02/2021		KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE.	1	693.33	
EFT39121	11/02/2021	KOMATSU AUSTRALIA PTY LTD	PART NO. AN51700-A0380 AND PART NO. ND447500-3540 FOR REPAIRS TO THE KOMATSU 380H LOADER AT THE INKPEN ROAD TIP PLUS PART NO. 600-185-5110, 600-185-5120 AND 3345030.	1		845.90
INV 0021906427/01/2021		KOMATSU AUSTRALIA PTY LTD	PART NO. AN51700-A0380 AND PART NO. ND447500-3540 FOR REPAIRS TO THE KOMATSU 380H LOADER AT THE INKPEN ROAD TIP PLUS PART NO. 600-185-5110, 600-185-5120 AND 3345030.	1	845.90	
EFT39122	11/02/2021	LANDGATE	SLIP SUBSCRIPTION SERVICES SMALL	1		2,505.90
INV 6748450719/11/2020		LANDGATE	SLIP SUBSCRIPTION SERVICES SMALL	1	2,505.90	
EFT39123	11/02/2021	IFA FIRST RESPONSE	MASKS AND SNAKE BIT KITS.	1		735.90
INV IN15379	29/01/2021	IFA FIRST RESPONSE	MASKS AND SNAKE BIT KITS.	1	512.42	
INV IN15539	04/02/2021	IFA FIRST RESPONSE	AFAKSB, REGULATOR SNAKE BITE KIT	1	223.48	
EFT39124	11/02/2021	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 24/12/2020 FOR THE ANNUAL ELECTORS MEETING AND ANNUAL REPORT FOR 2019/20	1		1,245.17
INV 37010	27/01/2021	MARKETFORCE	AD ON SEEK - ENGINEERING ADMINISTRATION SUPPORT OFFICER	1	247.50	
INV 37012	27/01/2021	MARKETFORCE	AD ON SEEK - SUPPORT WORKER JAN 2021	1	247.50	
INV 37011	27/01/2021	MARKETFORCE	AD ON SEEK - LIFEGUARD AND POOL ATTENDANT	1	247.50	
INV 37013	27/01/2021	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 24/12/2020 FOR THE ANNUAL ELECTORS MEETING AND ANNUAL REPORT FOR 2019/20	1	502.67	
EFT39125	11/02/2021	MENTAL MEDIA PTY LTD	GUIDE ID SUBSCRIPTION SERVICES - JANUARY, FEBRUARY, MARCH 2021	1		1,938.42
INV 1243	08/01/2021	MENTAL MEDIA PTY LTD	GUIDE ID SUBSCRIPTION SERVICES - JANUARY, FEBRUARY, MARCH 2021	1	1,938.42	



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EFT39126	11/02/2021	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		1,370.77
INV 865306	18/11/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	633.72	
INV 894069	25/01/2021	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	737.05	
EFT39127	11/02/2021	MIDALLIA STEEL	SUPPLY PATIO PREGAL RHS AND BRACKETS TO SUIT AS PER QUOTE 25697337	1		2.13
INV 6308976805/02/2021		MIDALLIA STEEL	SUPPLY PATIO PREGAL RHS AND BRACKETS TO SUIT AS PER QUOTE 25697337	1	2.13	
EFT39128	11/02/2021	NORTHAM & DISTRICTS GLASS SERVICE	OLD GIRLS SCHOOL. REPLACE BROKEN WINDOW.	1		476.30
INV 6915	03/02/2021	NORTHAM & DISTRICTS GLASS SERVICE	NORTHAM TOWN HALL. REPLACE REAR WINDOW IN KITCHEN AREA THAT HAS HAD A ROCK THROWN THROUGH IT.	1	173.80	
INV 6927	03/02/2021	NORTHAM & DISTRICTS GLASS SERVICE	OLD GIRLS SCHOOL. REPLACE BROKEN WINDOW.	1	302.50	
EFT39129	11/02/2021	NORTHAM CRAFT CENTRE	MEERILINGA GRANT - CRAFT MATERIALS FOR CHILDREN'S WEEK EVENT	1		236.55
INV 2214	30/10/2020	NORTHAM CRAFT CENTRE	MEERILINGA GRANT - CRAFT MATERIALS FOR CHILDREN'S WEEK EVENT	1	236.55	
EFT39130	11/02/2021	NORTHAM FLORIST	MINUTE NO: LBSC.70	1		2,080.00
			THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$2,129.75 TO THE BUSINESS 'NORTHAM FLORIST' FOR THE REBRANDING AND UPDATING OF CURRENT WEBSITE.			
INV 23946	04/02/2021	NORTHAM FLORIST	MINUTE NO: LBSC.70	1	2,080.00	
			THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$2,129.75 TO THE BUSINESS 'NORTHAM FLORIST' FOR THE REBRANDING AND UPDATING OF CURRENT WEBSITE.			

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EFT39131	11/02/2021	NORTHAM TOWING SERVICE	REMOVE ABANDONED COMMODORE SW, AND TOW FROM INKPEN RD WOOTATING TO THE SHIRE IMPOUND YARD.	1		264.00
INV 210110	03/02/2021	NORTHAM TOWING SERVICE	REMOVE ABANDONED COMMODORE SW, AND TOW FROM INKPEN RD WOOTATING TO THE SHIRE IMPOUND YARD.	1	264.00	
EFT39132	11/02/2021	NORTHAM VETERINARY CENTRE	EUTHANASIA OF SICK JACK RUSSELL	1		839.61
INV 80427	29/07/2020	NORTHAM VETERINARY CENTRE	EUTHANISATION OF SMALL IMPOUNDED DOG WITH PROTRACTED PROSTRATE	1	344.81	
INV 82059	16/10/2020	NORTHAM VETERINARY CENTRE	EUTHANASIA OF SICK JACK RUSSELL	1	404.06	
INV 82392	29/10/2020	NORTHAM VETERINARY CENTRE	EUTHANISATION OF DOG AFFECTED BY PARVO VIRUS	1	90.74	
EFT39133	11/02/2021	OASIS OUTDOOR STRUCTURES	AQUATIC CENTRE. SUPPLY GATE TO BOTTOM OF SLIDE TOWER AS PER QUOTE.	1		792.00
INV INV-058403	03/02/2021	OASIS OUTDOOR STRUCTURES	AQUATIC CENTRE. SUPPLY GATE TO BOTTOM OF SLIDE TOWER AS PER QUOTE.	1	792.00	
EFT39134	11/02/2021	PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		165.00
INV KX2384905	02/2021	PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	165.00	
EFT39135	11/02/2021	PLANT FORCE INVESTMENTS P/L T/A PLANTRITE	NATIVE PLANTS FOR FORESHORE PLANTING BEDS ALONG BROOME TCE AS PER QUOTE 31462. INCLUDES DELIVERY TO NORTHAM.	1		1,976.44
INV 00035177	12/01/2021	PLANT FORCE INVESTMENTS P/L T/A PLANTRITE	NATIVE PLANTS FOR FORESHORE PLANTING BEDS ALONG BROOME TCE AS PER QUOTE 31462. INCLUDES DELIVERY TO NORTHAM.	1	1,976.44	
EFT39136	11/02/2021	PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY MONITORING FOR ALARM SYSTEM.	1		172.00
INV 0001638305	02/2021	PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY MONITORING FOR ALARM SYSTEM.	1	172.00	
EFT39137	11/02/2021	REPCO NORTHAM	RATCHET STRAPS AND EYEBOLTS TO SUIT NEW FUEL TANKER	1		196.90
INV 4980006306	08/2020	REPCO NORTHAM	RATCHET STRAPS AND EYEBOLTS TO SUIT NEW FUEL TANKER	1	148.50	

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INV 4980007320/08/2020		REPCO NORTHAM	SUPPLY SERVICE STICKERS AS PER VERBAL QUOTATION	1	48.40	
EFT39138	11/02/2021	SAFE T CARD AUSTRALIA PTY LTD	SAFETCARD DEVICE 2 X DEVELOPMENTS \$120EA + GST QUARTERLY	1		924.00
INV INV-241101/01/2021		SAFE T CARD AUSTRALIA PTY LTD	SAFETCARD DEVICE 2 X DEVELOPMENTS \$120EA + GST QUARTERLY	1	924.00	
EFT39139	11/02/2021	SHRED-X PTY LTD	DESTRUCTION OF 240 L PERMANENT SECURITY BIN AT KILLARA	1		140.00
INV 0144901714/06/2020		SHRED-X PTY LTD	DESTRUCTION OF 240 L PERMANENT SECURITY BIN AT KILLARA	1	70.00	
INV 0156448831/01/2021		SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1	70.00	
EFT39140	11/02/2021	SOUTHERN CROSS AUSTEREO PTY LTD	MARKETING ON RADIO (TRIPLE M & HIT FM)	1		1,664.30
INV 7114362331/01/2021		SOUTHERN CROSS AUSTEREO PTY LTD	MARKETING ON RADIO (TRIPLE M & HIT FM)	1	1,488.30	
INV 7114362231/01/2021		SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21	1	176.00	
EFT39141	11/02/2021	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	JAIME HAWKINS USI# 777Z9SX99L FIRST AID COURSE EMAIL	1		266.00
INV FA INV0014/01/2021		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	JAIME HAWKINS USI# 777Z9SX99L FIRST AID COURSE EMAIL	1	133.00	
INV FA INV0014/01/2021		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	JORDYN BUDAS USI# TZQB2LQYC9 FIRST AID COURSE EMAIL cse2@northam.wa.gov.au	1	133.00	
INV FA INV0027/01/2021		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	JAIME HAWKINS USI# 777Z9SX99L FIRST AID COURSE EMAIL odo1@northam.wa.gov.au	1	133.00	
INV FA CBN0027/01/2021		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	JAIME HAWKINS USI# 777Z9SX99L FIRST AID COURSE EMAIL odo1@northam.wa.gov.au	1	-133.00	
EFT39142	11/02/2021	STEWART & HEATON CLOTHING CO PTY LTD	BADGE FR NVY GRN SHIRE NORTHAM	1		366.85
INV SIN-330602/12/2020		STEWART & HEATON CLOTHING CO PTY LTD	BADGE FR NVY GRN SHIRE NORTHAM	1	366.85	
EFT39143	11/02/2021	TECHNOLOGY ONE LIMITED	INTRAMAPS ANNUAL SUBSCRIPTION - JANUARY 2021 TO JANUARY 2022	1		14,314.31
INV 196625	22/01/2021	TECHNOLOGY ONE LIMITED	INTRAMAPS ANNUAL SUBSCRIPTION - JANUARY 2021 TO JANUARY 2022	1	14,314.31	



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EFT39144	11/02/2021	TELSTRA CORPORATION	TELSTRA VARIOUS MOBILE JAN - FEB 2021	1		6,975.07
INV 2726008910/01/2021		TELSTRA CORPORATION	BUSHFIRE BRIGADES 10/01/21 TO 09/02/21	1	189.98	
INV 2258398814/01/2021		TELSTRA CORPORATION	OFFICE 365 LICENCES JANUARY 2021	1	2,138.59	
INV 6305302927/01/2021		TELSTRA CORPORATION	BAKERS HILL 23/01/21 TO 23/02/2022	1	30.00	
INV 2726008928/01/2021		TELSTRA CORPORATION	TELSTRA VARIOUS MOBILE JAN - FEB 2021	1	3,074.83	
INV 2726009028/01/2021		TELSTRA CORPORATION	VFMS TRAILERS AND SPRINKLER SYSTEMS	1	50.00	
INV 2726009028/01/2021		TELSTRA CORPORATION	VARIOUS MOBILES FEBRUARY - MARCH 2021	1	1,491.67	
EFT39145	11/02/2021	UTF AUSTRALIA PTY LTD	SUPPLY OF NEW 6000 MM X 2250 MM FLAT TOP TRI AXLE TRAILER. 235/75 10 PLY TYRES. MANUTEC ROCKER ROLLER SUSPENSION. ELECTRIC BREAKES ON ALL HUBS. 4490KG RATED UPGRADE. SPARE TYRE 235/75 R15 10 PLY PLUS MOUNTING BRAKETS. INCLUDES LICENSING COSTS. TRAILER PARTS (TOOL BOX 600MM WIDE X 600MM DEEP X 2200 MM LENGHT. AS PER QUOTE QU-4738.	1		14,602.50
INV INV-976129/10/2020		UTF AUSTRALIA PTY LTD	SUPPLY OF NEW 6000 MM X 2250 MM FLAT TOP TRI AXLE TRAILER. 235/75 10 PLY TYRES. MANUTEC ROCKER ROLLER SUSPENSION. ELECTRIC BREAKES ON ALL HUBS. 4490KG RATED UPGRADE. SPARE TYRE 235/75 R15 10 PLY PLUS MOUNTING BRAKETS. INCLUDES LICENSING COSTS. TRAILER PARTS (TOOL BOX 600MM WIDE X 600MM DEEP X 2200 MM LENGHT. AS PER QUOTE QU-4738.	1	14,602.50	
EFT39146	11/02/2021	VERNICE PTY LTD	30 TONNE EXCAVATOR FOR OLD QUARRY ROAD TIP EXCAVATION OF FILL FRIDAY 22/01/2021	1		20,812.00
INV 8672	01/02/2021	VERNICE PTY LTD	30 TONNE EXCAVATOR FOR OLD QUARRY ROAD TIP EXCAVATION OF FILL FRIDAY 22/01/2021	1	10,829.50	
INV 8673	01/02/2021	VERNICE PTY LTD	2ND 30 TONNE DUMP TRUCK FOR OLD QUARRY ROAD TIP JOB MOVING FILL.	1	9,982.50	
EFT39147	11/02/2021	VINCELEC	RAILWAY MUSEUM. REPAIR 2 X SECURITY LIGHTS ON PLATFORM.	1		476.36

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INV IV624	02/02/2021	VINCELEC	RAILWAY MUSEUM REPAIR 2 X SECURITY LIGHTS ON PLATFORM.	1	476.36	
EFT39148	11/02/2021	WA CONTRACT RANGER SERVICES	AFTER HOURS CALL MONITORING SERVICE - WEEKLY	1		1,738.00
INV 03163	08/02/2021	WA CONTRACT RANGER SERVICES		1	1,738.00	
EFT39149	11/02/2021	WA LIBRARY SUPPLIES	LIBRARY EQUIPMENT	1		1,003.50
INV 0012369608/02/2021		WA LIBRARY SUPPLIES	LIBRARY EQUIPMENT	1	1,003.50	
EFT39150	11/02/2021	WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE SUBSCRIPTIONS FOR 1ST OCTOBER DECEMBER 2020.	1		207.79
INV SN0001731/12/2020		WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE SUBSCRIPTIONS FOR 1ST OCTOBER DECEMBER 2020.	1	207.79	
EFT39151	11/02/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE 2.4, TRAVEL TO STATION, DIAGNOSE AND REPAIR FAULT WITH AC UNIT ON APPLIANCE	1		1,784.35
INV INV-106630/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1802 - WOODCHIPPER - REPAIR ELECTRIC BRAKES	1	484.35	
INV INV-112501/10/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	NORTHAM CENTRAL 2.4 - REPLACE FAULTY BATTERY ISOLATOR, TEST SYSTEMS TO ENSURE ALL WORKING CORRECTLY	1	626.50	
INV INV-112330/10/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE 2.4, TRAVEL TO STATION, DIAGNOSE AND REPAIR FAULT WITH AC UNIT ON APPLIANCE	1	673.50	
EFT39152	11/02/2021	WHEATBELT HEALTH CENTRE PHARMACY	2 EPIPENS (ADULT AND JUNIOR)NORTHAM POOL	1		440.00
INV 1012511025/01/2021		WHEATBELT HEALTH CENTRE PHARMACY	2 EPIPENS (ADULT AND JUNIOR)NORTHAM POOL	1	440.00	
EFT39153	11/02/2021	WHEATBELT OFFICE & BUSINESS MACHINES	CREATE298 MONTHLY PHOTOCOPIER READING - 17.11.2020 - 4.12.2020	1		6.86
INV 210819	04/12/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CREATE298 MONTHLY PHOTOCOPIER READING - 17.11.2020 - 4.12.2020	1	6.86	
EFT39154	11/02/2021	YORK CDA AIR & SOLAR	NORTHAM DEPOT. REPAIR AIR CONDITIONER NOT WORKING PROPERLY.	1		250.00
INV 0001134121/12/2020		YORK CDA AIR & SOLAR	NORTHAM DEPOT. REPAIR AIR CONDITIONER NOT WORKING PROPERLY.	1	250.00	

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EFT39155	11/02/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	RECRUITMENT OF CHANDRESH VYAS BY HAYS SPECIALIST RECRUITMENT	1		20,555.47
INV 9756197	01/12/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	RECRUITMENT OF CHANDRESH VYAS BY HAYS SPECIALIST RECRUITMENT	1	14,708.97	
INV 1006987127	01/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR RESHMA ACTING EXECUTIVE MANAGER CORPORATE SERVICES 7 WEEKS	1	2,942.50	
INV 1008550203	02/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR RESHMA ACTING EXECUTIVE MANAGER CORPORATE SERVICES FOR 7 WEEKS INCLUDING GST.	1	2,904.00	
EFT39156	18/02/2021	ABBOTTS FORGE	RE FIT ROUNDABOUT IN FITZGERALD STREET	1		435.00
INV 0000439613	01/2021	ABBOTTS FORGE	RE FIT ROUNDABOUT IN FITZGERALD STREET	1	435.00	
EFT39157	18/02/2021	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	CITRONELLA SPRAY	1		368.60
INV 0003355604	02/2021	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	CITRONELLA SPRAY	1	368.60	
EFT39158	18/02/2021	ANDY'S PLUMBING SERVICE	ADMIN BUILDING. REPLACE EXTERNAL TAP TO BE ANTI-VANDAL TYPE.	1		1,956.90
INV A18909	03/02/2021	ANDY'S PLUMBING SERVICE	BKB CENTRE. REPAIR LEAKING FIRE HYDRANT TO FRONT OF BUILDING.	1	244.20	
INV A18908	03/02/2021	ANDY'S PLUMBING SERVICE	KATRINE TOILETS. REPAIR LEAKING CISTERN.	1	447.70	
INV A18910	03/02/2021	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING DECEMBER 2020	1	209.00	
INV A18912	05/02/2021	ANDY'S PLUMBING SERVICE	ADMIN BUILDING. REPLACE EXTERNAL TAP TO BE ANTI-VANDAL TYPE.	1	467.50	
INV A18911	05/02/2021	ANDY'S PLUMBING SERVICE	VISITORS CENTRE. PLEASE UNBLOCK MALE TOILET.	1	379.50	
INV A18915	11/02/2021	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING JANUARY	1	209.00	
EFT39159	18/02/2021	AUSTRALIA POST	VISITORS CENTRE & ADMIN OFFICE POSTAGE DECEMBER 2021	1		3,072.73
INV 1010221303	01/2021	AUSTRALIA POST	VISITORS CENTRE & ADMIN OFFICE POSTAGE DECEMBER 2021	1	2,651.22	
INV 1010296403	02/2021	AUSTRALIA POST	AUSTRALIA POST FOR JANUARY 2021.	1	421.51	



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EFT39160	18/02/2021	AUSTRALIAN SAFETY ENGINEERS	SERVICE OF SCBA UNIT	1		254.72
INV 0150153W01/12/2020		AUSTRALIAN SAFETY ENGINEERS	SERVICE OF SCBA UNIT	1	254.72	
EFT39161	18/02/2021	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 02/02/21	1		60,510.04
INV PAYG 0202/02/2021		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 02/02/21	1	60,510.04	
EFT39162	18/02/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 24/1/2021	1		3,136.00
INV 0001	24/01/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT 24/1/2021	1	1,568.00	
INV 0002	07/02/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT F/E 07/02/2021	1	1,568.00	
EFT39163	18/02/2021	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF TOYOTA LANDCRUISER BAKERS HILL LT 1EFI-949 VIN# JTEL V7900029393	1		403.40
INV 19416A	12/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF TOYOTA LANDCRUISER BAKERS HILL LT 1EFI-949 VIN# JTEL V7900029393	1	403.40	
EFT39164	18/02/2021	AVON VALLEY CONTRACTORS	PICK UP SMOOTH DRUM ROLLER FROM YILGARN TRUCK ASSEMBLY AREA. DROP OFF AT NORTHAM SHIRE DEPOT	1		833.99
INV 36099	09/02/2021	AVON VALLEY CONTRACTORS	CORELLA FEED	1	70.00	
INV 3665	12/02/2021	AVON VALLEY CONTRACTORS	PICK UP SMOOTH DRUM ROLLER FROM YILGARN TRUCK ASSEMBLY AREA. DROP OFF AT NORTHAM SHIRE DEPOT	1	616.00	
INV 36103	12/02/2021	AVON VALLEY CONTRACTORS	STOCK FEED FOR RANGERS	1	147.99	
EFT39165	18/02/2021	AVON VALLEY TOYOTA	TOYOTA HILUX N4490 10,000KM SERVICE 08/02/2021	1		310.70
INV JC14000608/02/2021		AVON VALLEY TOYOTA	TOYOTA HILUX N4490 10,000KM SERVICE 08/02/2021	1	310.70	

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EFT39166	18/02/2021	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	MINUTE NO: CGAC.3 THAT THE COMMUNITY GRANTS ASSESSMENT COMMITTEE AWARD \$3,000 (EXCLUDING GST) TO THE AVON VALLEY VINTAGE VEHICLE ASSOCIATION FOR THE PURPOSE OF CONDUCTING THE NORTHAM VINTAGE SWAPMEET, SUBJECT TO ALL REQUIRED APPROVALS BEING RECEIVED.	1		3,000.00
INV 0000225021/01/2021		AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	MINUTE NO: CGAC.3 THAT THE COMMUNITY GRANTS ASSESSMENT COMMITTEE AWARD \$3,000 (EXCLUDING GST) TO THE AVON VALLEY VINTAGE VEHICLE ASSOCIATION FOR THE PURPOSE OF CONDUCTING THE NORTHAM VINTAGE SWAPMEET, SUBJECT TO ALL REQUIRED APPROVALS BEING RECEIVED.	1	3,000.00	
EFT39167	18/02/2021	BLACKWELL PLUMBING & GAS PTY LTD	BILYA KOORT BOODJA. REPAIR SINK IN LADIES TOILET, PLUG IS STUCK DOWN.	1		125.20
INV INV-231515/02/2021		BLACKWELL PLUMBING & GAS PTY LTD	BILYA KOORT BOODJA. REPAIR SINK IN LADIES TOILET, PLUG IS STUCK DOWN.	1	125.20	
EFT39168	18/02/2021	BOQ ASSET FINANCE & LEASING PTY LTD	FEBRUARY 2021 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1		145.56
INV 860331	03/02/2021	BOQ ASSET FINANCE & LEASING PTY LTD	FEBRUARY 2021 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT39169	18/02/2021	BUDGET CASH REGISTER CO	INDOOR HOCKEY CASH REGISTER	1		804.00
INV 19928	15/02/2021	BUDGET CASH REGISTER CO	CASH DRAW TO REPLACE DAMAGED DRAW DUE TO VANDALISM FOR NORTHAM POOL KIOSK.	1	165.00	
INV 19927	15/02/2021	BUDGET CASH REGISTER CO	INDOOR HOCKEY CASH REGISTER	1	639.00	
EFT39170	18/02/2021	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2021.	1		2,787.96
INV T1080	17/02/2021	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2021.	1	2,787.96	

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EFT39171	18/02/2021	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2021.	1		1,320.60
INV T1079	17/02/2021	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JANUARY 2021.	1	1,320.60	
EFT39172	18/02/2021	BUNNINGS BUILDING SUPPLIES P/L	RETICULATION PARTS FOR DEPOT	1		495.20
INV 2182/001210/02/2021		BUNNINGS BUILDING SUPPLIES P/L	CHLORINE GRANULES 10KG	1	116.91	
INV 2182/001210/02/2021		BUNNINGS BUILDING SUPPLIES P/L	TOOLS FOR DEPOT	1	42.85	
INV 2182/001211/02/2021		BUNNINGS BUILDING SUPPLIES P/L	PRESSURE JOINERS	1	30.81	
INV 2182/003111/02/2021		BUNNINGS BUILDING SUPPLIES P/L	RETICULATION PARTS FOR DEPOT	1	222.88	
INV 2182-003112/02/2021		BUNNINGS BUILDING SUPPLIES P/L	GAFFA TAPE & CABLE TIES	1	81.75	
EFT39173	18/02/2021	CADD'S FASHIONS	UNIFORM FOR GLENN PADDICK	1		272.80
INV 20-00006918/02/2020		CADD'S FASHIONS	UNIFORM FOR GLENN PADDICK	1	272.80	
EFT39174	18/02/2021	CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM REC CENTRE. MONTHLY SANITARY UNIT SERVICE FROM 13/03/21 TO 12/09/21.	1		932.07
INV 9698265115/02/2021		CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM REC CENTRE. MONTHLY SANITARY UNIT SERVICE FROM 13/03/21 TO 12/09/21.	1	932.07	
EFT39175	18/02/2021	COMBINED TYRES PTY LTD	4X NEW TYRES FOR KILLARA3	1		742.37
INV INV-893714/01/2021		COMBINED TYRES PTY LTD	4X NEW TYRES FOR KILLARA3	1	742.37	
EFT39176	18/02/2021	COUNTRY COPIERS NORTHAM	LAMINATING SHEETS FOR BKB	1		119.20
INV 43897	31/12/2020	COUNTRY COPIERS NORTHAM	CARD SIZE LAMINATING SHEETS	1	28.50	
INV 43897	31/12/2020	COUNTRY COPIERS NORTHAM	LAMINATING SHEETS FOR BKB	1	62.50	
INV 43897	31/12/2020	COUNTRY COPIERS NORTHAM	1 PACKET OF CLEAR BINDING COVERS	1	28.20	
EFT39177	18/02/2021	COUNTRYWIDE GROUP	SODA ASH X 15 AND HYDROCHLORIC ACID 15L X 3	1		1,882.49
INV ACC000428/01/2021		COUNTRYWIDE GROUP	10 X 10KG CALCIUM HYPOCHLORITE	1	871.20	



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INV ACC000402/02/2021		COUNTRYWIDE GROUP	SODA ASH X 15 AND HYDROCHLORIC ACID 15L X 3	1	916.80	
INV ACC000405/02/2021		COUNTRYWIDE GROUP	SERVICE LEAF BLOWER	1	94.49	
EFT39178	18/02/2021	CROSSLAND & HARDY PTY LTD	COMPLETION OF DRONE SURVEY, PRODUCTION OF 3D SURVEY PLAN AND SUPPLY AND INSTALL OF 10 BATTER BOARDS AT BOTH OLD QUARRY AND INKPEN ROAD LANDFILLS WITHIN SINGLE VISIT.	1		7,111.50
INV 0001468310/02/2021		CROSSLAND & HARDY PTY LTD	COMPLETION OF DRONE SURVEY, PRODUCTION OF 3D SURVEY PLAN AND SUPPLY AND INSTALL OF 10 BATTER BOARDS AT BOTH OLD QUARRY AND INKPEN ROAD LANDFILLS WITHIN SINGLE VISIT.	1	7,111.50	
EFT39179	18/02/2021	CTI SECURITY SYSTEMS PTY LTD T/A/S SECURUS	NORTHAM LIBRARY. REPLACE ALL BATTERIES IN ALARM SYSTEM.	1		512.13
INV 122055	27/01/2021	CTI SECURITY SYSTEMS PTY LTD T/A/S SECURUS	NORTHAM LIBRARY. REPLACE ALL BATTERIES IN ALARM SYSTEM.	1	512.13	
EFT39180	18/02/2021	E FIRE & SAFETY	REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/12/2020 TO 03/12/2020	1		236.50
INV 534998	31/12/2020	E FIRE & SAFETY	REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/12/2020 TO 03/12/2020	1	236.50	
EFT39181	18/02/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL LT - 1 X REPLACEMENT HOSE WITH DOUBLE END STORTZ FITTINGS FOR FRONT - REBUILD 3 X VIPER BRANCHES	1		933.85
INV 69998	20/01/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - ATTEND STATION, REPLACE AND RE AND STORTZ COUPLING TO 19MM HOSE REEL.	1	365.62	
INV 70130	09/02/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL LT - 1 X REPLACEMENT HOSE WITH DOUBLE END STORTZ FITTINGS FOR FRONT - REBUILD 3 X VIPER BRANCHES	1	568.23	
EFT39182	18/02/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1314 - SUPPLY & FIT TYRES TO GRADER ON SITE NORTHAM SHIRE DEPOT AS PER QUOTE U524107112, MONDAY 08/02/2021	1		6,548.00
INV 6411852411/02/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1314 - SUPPLY & FIT TYRES TO GRADER ON SITE NORTHAM SHIRE DEPOT AS PER QUOTE U524107112, MONDAY 08/02/2021	1	6,548.00	

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EFT39183	18/02/2021	GRAFTON ELECTRICS	VISITORS CENTRE. REPLACE 2 X BUNKER LIGHTS IN HALLWAY.	1		364.98
INV 7597	12/02/2021	GRAFTON ELECTRICS		1	364.98	
EFT39184	18/02/2021	IW PROJECTS	USE BASIC GEOTECHNICAL PARAMETERS THAT TALIS HAS USED TO MAXIMISE THE AVAILABLE LANDFILL AIRSPACE IN PIT 1. INCLUSIVE OF APPLYING FOR A WORKS APPROVAL AMENDMENT, LIASING WITH THE DWER AND DEVELOP A DETAILED ITEMISED COST ESTIMATE	1		21,265.75
INV 1269	31/01/2021	IW PROJECTS	CONSULTING WORK (INCLUDING SITE VISITS) OVER THE 20/21 FINANCIAL YEAR - TOTAL OF 30 HOURS	1	5,040.75	
INV 1268	31/01/2021	IW PROJECTS	USE BASIC GEOTECHNICAL PARAMETERS THAT TALIS HAS USED TO MAXIMISE THE AVAILABLE LANDFILL AIRSPACE IN PIT 1. INCLUSIVE OF APPLYING FOR A WORKS APPROVAL AMENDMENT, LIASING WITH THE DWER AND DEVELOP A DETAILED ITEMISED COST ESTIMATE	1	16,225.00	
EFT39185	18/02/2021	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE	1		539.62
INV 6344256	31/01/2021	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE	1	269.81	
INV 6344256	31/01/2021	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE	1	269.81	
EFT39186	18/02/2021	JH COMPUTER SERVICES PTY LTD	IRISHTOWN FIRE SHED - POWER ADAPTER FOR LEADER NUC	1		231.00
INV 0000197801	10/2/2021	JH COMPUTER SERVICES PTY LTD	IRISHTOWN FIRE SHED - POWER ADAPTER FOR LEADER NUC	1	231.00	
EFT39187	18/02/2021	JOANNE METCALF	REIMBURSEMENT OF NATIONAL POLICE CERTIFICATE FOR JOANNE METCALF	1		55.80
INV 752871	17/01/2021	JOANNE METCALF	REIMBURSEMENT OF NATIONAL POLICE CERTIFICATE FOR JOANNE METCALF	1	55.80	

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EFT39188	18/02/2021	KLEENHEAT GAS	GAS TO HEAT NORTHAM POOL SEASON 2020-2021	1		4,249.50
INV 2172838515	02/2021	KLEENHEAT GAS	INVOICE# GAS TO HEAT NORTHAM POOL SEASON 2020-2021	1	4,249.50	
EFT39189	18/02/2021	KLEENWEST DISTRIBUTORS	5X CARTONS OF NITRILE BLUE MEDIUM GLOVES	1		4,111.36
INV 0005406920	01/2021	KLEENWEST DISTRIBUTORS	5X CARTONS OF NITRILE BLUE LARGE GLOVES	1	114.51	
INV 0005406820	01/2021	KLEENWEST DISTRIBUTORS	1X CARTON OF ZIPLOC BAGS 335X405 FOR KILLARA	1	339.35	
INV 0005451803	02/2021	KLEENWEST DISTRIBUTORS	ASSORTED CLEANING SUPPLIES AND KITCHEN SUPPLIES FOR KILLARA	1	3,657.50	
EFT39190	18/02/2021	IFA FIRST RESPONSE	5X CARTONS OF NITRILE BLUE MEDIUM GLOVES	1		1,708.75
INV IN15352	28/01/2021	IFA FIRST RESPONSE	5X CARTONS OF NITRILE BLUE LARGE GLOVES	1	553.75	
INV IN5607	08/02/2021	IFA FIRST RESPONSE	Box of 50 x KN95 masks	1	1,155.00	
EFT39191	18/02/2021	LLOYDS EARTHMOVING	Box of 50 x KN95 masks	1		770.00
INV INV-228725	01/2021	LLOYDS EARTHMOVING	BAKERS HILL FIRE SHED. SUPPLY AND DELIVER 16M2 CLEAN FILL FOR WESTERN POWER.	1	60.00	
INV INV-228808	02/2021	LLOYDS EARTHMOVING	5 X PLANTS FOR CITIZENSHIP CEREMONY JAN 26 2021	1	710.00	
EFT39192	18/02/2021	NORTHAM COUNTRY CLUB INC	BAKERS HILL FIRE SHED. SUPPLY AND DELIVER 16M2 CLEAN FILL FOR WESTERN POWER.	1		200.00
INV 3321	04/02/2021	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR ROBERT ALLERT	1	100.00	
INV 3322	04/02/2021	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING FOR ROBERT ALLERT	1	100.00	
EFT39193	18/02/2021	NORTHAM FEED & HIRE	SENIOR SPORT FUNDING FOR DAVID JEZIERSKI	1		392.80
INV 0000283926	05/2020	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	36.00	
INV 0000289930	06/2020	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	78.00	
INV 0000311530	10/2020	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	18.00	
INV 0000311630	10/2020	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	48.00	
INV 0000318215	12/2020	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	47.80	



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INV 0000318316/12/2020		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	18.00	
INV 0000318417/12/2020		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	147.00	
EFT39194	18/02/2021	NUTRIEN WATER	140 SPRINKLERS	1		2,705.24
INV 4113322010/02/2021		NUTRIEN WATER	140 SPRINKLERS	1	2,705.24	
EFT39195	18/02/2021	OXTER SERVICES	CLEANING OF VARIOUS TOILETS FOR PERIOD OF 28/09/2020 TO 11/10/020.	1		2,296.80
INV 23487	09/10/2020	OXTER SERVICES	CLEANING OF VARIOUS TOILETS FOR PERIOD OF 28/09/2020 TO 11/10/020.	1	2,296.80	
EFT39196	18/02/2021	PAUL ROBERT MCPHERSON	CROSSOVER REBATE PAYMENT FOR 2 GOLF CRESCENT	1		800.00
INV CK0502205/02/2021		PAUL ROBERT MCPHERSON	CROSSOVER REBATE PAYMENT FOR 2 GOLF CRESCENT	1	800.00	
EFT39197	18/02/2021	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2220371	1		110.26
INV 2220371	15/02/2021	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2220371	1	110.26	
EFT39198	18/02/2021	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1		1,281.05
INV KX3053312/02/2021		PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	1,153.35	
INV KX3053312/02/2021		PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	127.70	
EFT39199	18/02/2021	POOL AND PUMP SERVICE AND REPAIRS	STRIP AND CLEAN PROCAL SYSTEM, WUNDOWIE POOL	1		225.00
INV 100136	23/01/2021	POOL AND PUMP SERVICE AND REPAIRS	STRIP AND CLEAN PROCAL SYSTEM, WUNDOWIE POOL	1	225.00	
EFT39200	18/02/2021	RED DOT STORES	CLIENT PRESENTS FOR END OF YEAR PARTY AT KILLARA	1		168.00
INV 4897751017/12/2020		RED DOT STORES	CLIENT PRESENTS FOR END OF YEAR PARTY AT KILLARA	1	133.00	
INV 4984169715/02/2021		RED DOT STORES	PHOTO FRAMES & HOOKS	1	35.00	

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EFT39201	18/02/2021	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR RAELENE LINTO	1		99.00
INV 0056922	03/02/2021	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING FOR RAELENE LINTO	1	99.00	
EFT39202	18/02/2021	REPCO NORTHAM	SUPPLY EXTENSION CORD TO SUIT TRICKLE CHARGES FOR SHED AT DEPOT	1		82.50
INV 4980007017/08/2020		REPCO NORTHAM	SUPPLY EXTENSION CORD TO SUIT TRICKLE CHARGES FOR SHED AT DEPOT	1	82.50	
EFT39203	18/02/2021	SYNERGY	168614990 Streetlighting - 04/01/2021 to 31/01/2021	1		80,133.69
INV 4514745105/01/2021		SYNERGY	451474510 Depot - Peel 25/11/2020 to 02/12/2020		202.50	
INV 1941658705/01/2021		SYNERGY	194165870 Bernard Pk BBQ Pump Lights 26/11/2020 to 02/12/2020		8,848.93	
INV 9448053105/01/2021		SYNERGY	944805310 Library 20/11/2020 to 17/12/2020		335.99	
INV 5148093905/01/2021		SYNERGY	514809390 Killara Daycare Centre 25/11/2020 to 02/12/2020		124.42	
INV 7096300305/01/2021		SYNERGY	709630030 Broome Tce Pump 08/11/2019 to 14/01/2020		217.02	
INV 1358465905/01/2021		SYNERGY	135846590 Apex Park Toilets 11/11/2020 to 02/12/2020		66.70	
INV 4071326705/01/2021		SYNERGY	407132670 Town Hall & Lesser Hall 30/09/2020 to 02/12/2020		1,200.06	
INV 5294621105/01/2021		SYNERGY	529462110 Broome Tce Pump 11/12/2020 to 02/12/2020		65.85	
INV 4200922705/01/2021		SYNERGY	420092270 Henry Oval 12/11/2020 to 02/12/2020		12,099.09	
INV 8815489105/01/2021		SYNERGY	881548910 Grey St Avon Descent 26/11/2020 to 02/12/2020		790.57	
INV 3466312305/01/2021		SYNERGY	346631230 Memorial Hall 25/11/2020 to 02/12/2020		145.95	
INV 1775461105/01/2021		SYNERGY	177546110 Morby Cottage 13/11/2020 to 02/12/2020		38.91	
INV 8280776305/01/2021		SYNERGY	828077630 Clarke St Pump 11/12/2020 to 02/12/2020		560.16	
INV 7965424005/01/2021		SYNERGY	796542400 Stage Lights - Soundshell 25/09/2020 to 02/12/2020		844.94	
INV 5654311505/01/2021		SYNERGY	565431150 Stormwater Dam Pump 11/11/2020 to 02/12/2020		40.58	
INV 7606035505/01/2021		SYNERGY	760603550 Perina Park 10/11/2020 to 02/12/2020		42.43	
INV 6934433105/01/2021		SYNERGY	693443310 Oxidation Ponds 18/11/2020 to 15/12/2020		1,560.62	

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INV 6904410705/01/2021		SYNERGY	690441070 Bert Hawke Pavilion & Lights 11/11/2020 to 02/12/2020		205.65	
INV 3414881105/01/2021		SYNERGY	341488110 Pool - Great Eastern Highway 20/11/2020 17/12/2020		380.69	
INV 6727980305/01/2021		SYNERGY	672798030 Flood Pump 26/12/2020 to 02/12/2020		12.91	
INV 8021909105/01/2021		SYNERGY	802190910 Rotary Wheel 11/11/2020 to 02/12/2020		40.58	
INV 5516435505/01/2021		SYNERGY	551643550 Broome Toe BBQ Lights 11/11/2020 to 02/12/2020		530.88	
INV 3543493105/01/2021		SYNERGY	354349310 Bernard Park/Playgroup 25/09/2020 to 02/12/2020		202.73	
INV 2818278405/01/2021		SYNERGY	281827840 Mount Ounmanney - CCTV 07/11/2020 to 02/12/2020		58.00	
INV 2523076305/01/2021		SYNERGY	252307630 Rushton Park 10/11/2020 to 02/12/2020		44.73	
INV 3021047505/01/2021		SYNERGY	302104750 Dog Pound Colebatch Rd 17/09/2020 to 02/12/2020		544.79	
INV 9479160305/01/2021		SYNERGY	947916030 Railway Museum 03/10/2020 to 02/12/2020		469.63	
INV 9884025105/01/2021		SYNERGY	988402510 Morrell Park Retic 01/12/2020 to 02/12/2020		6.56	
INV 6483484305/01/2021		SYNERGY	648348430 Purslowe Park 27/11/2020 to 02/12/2020		11.35	
INV 9152416401/02/2021		SYNERGY	915241640 Auxillary Lighting - 04/01/2021 to 31/01/2021		140.19	
INV 1686149901/02/2021		SYNERGY	168614990 Streetlighting - 04/01/2021 to 31/01/2021		24,662.87	
INV 1127695002/02/2021		SYNERGY	112769500 Old Northam Fire Station - 26/11/2020 to 01/02/2021		281.49	
INV 3577034203/02/2021		SYNERGY	357703420 Purslowe Park - 03/12/2020 to 01/02/2021		156.42	
INV 2361098004/02/2021		SYNERGY	236109800 Rap Park - 28/11/2020 to 02/02/2021		123.60	
INV 3355969204/02/2021		SYNERGY	335596920 Visitors Centre - 26/11/2020 to 01/02/2021		839.66	
INV 9356001404/02/2021		SYNERGY	935600140 Visitors Centre - 26/11/2020 to 01/02/2021		430.31	
INV 3575487004/02/2021		SYNERGY	357548700 Town Hall - 03/12/2020 to 02/02/2021		1,052.50	
INV 3577000204/02/2021		SYNERGY	357700020 killara Daycare Centre - 03/12/2020 to 01/02/2021		881.84	
INV 3577038004/02/2021		SYNERGY	357703800 Flood Pump - 03/12/2020 to 01/02/2021		155.28	
INV 3577050604/02/2021		SYNERGY	357705060 Grey St Avon Descent - 03/12/2020 to 01/02/2021		2,100.43	
INV 3577047904/02/2021		SYNERGY	357704790 Stage Lights - Soundshell - Minson Ave - 03/12/2020 to 01/02/2021		743.47	



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INV 3577053004/02/2021		SYNERGY	357705300 Morrell Park Retic - 03/12/2020 to 02/02/2021		187.54	
INV 9448053105/02/2021		SYNERGY	944805310 Northam Library 18/12/2020 to 20/01/2021		387.29	
INV 4200922705/02/2021		SYNERGY	420092270 Henry Oval 10/12/2020 to 12/01/2021	1	14,564.07	
INV 8227106705/02/2021		SYNERGY	822710670 Avon Mall 27/11/2020 to 01/02/2021		571.30	
INV 6934433105/02/2021		SYNERGY	693443310 Oxidation Ponds 16/12/2020 to 18/01/2021		1,859.14	
INV 3414881105/02/2021		SYNERGY	341488110 Pool - Great Eastern Highway 18/-12/2020 to 20/01/2021		508.20	
INV 5864311505/02/2021		SYNERGY	586431150 Suspension Bridge Lighting 11/11/2020 to 11/01/2021		303.83	
INV 5516435505/02/2021		SYNERGY	551643550 Broome Tee BBQ Lights 11/11/2020 to 02/12/2020		113.78	
INV 3577051108/02/2021		SYNERGY	357705110 Railway Museum - 03/12/2020 to 04/02/2021		377.26	
EFT39204	18/02/2021	TELSTRA CORPORATION	TELSTRA MAINLINE ACCOUNTS FOR FEBRUARY - MARCH 2021.	1		1,687.67
INV 2726008910/02/2021		TELSTRA CORPORATION	BUSHFIRE BRIGADES FEB - MARCH 2021	1	269.98	
INV 9026075012/02/2021		TELSTRA CORPORATION	TELSTRA MAINLINE ACCOUNTS FOR FEBRUARY - MARCH 2021.	1	1,417.69	
EFT39205	18/02/2021	THE WORKWEAR GROUP	CATKB8 - 60 PACKS OF RE-USABLE FACE MASKS	1		897.00
INV 1291764802/02/2021		THE WORKWEAR GROUP	CATKB8 - 60 PACKS OF RE-USABLE FACE MASKS	1	897.00	
EFT39206	18/02/2021	TPG TELECOM	TPG CONNECTION FOR SES, REC CENTRE & LIBRARY DECEMBER 2020.	1		730.83
INV 1596287501/01/2021		TPG TELECOM	TPG CONNECTION FOR SES, REC CENTRE & LIBRARY DECEMBER 2020.	1	437.13	
INV 1607353631/01/2021		TPG TELECOM	TPG FOR SES, REC CENTRE & LIBRARY JANUARY 2021.	1	293.70	
EFT39207	18/02/2021	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 4/2/21 & 11/2/21	1		100.00
INV 65	11/02/2021	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY BUS 4/2/21 & 11/2/21	1	100.00	
EFT39208	18/02/2021	WARRICKS NEWSAGENCY	ASSORTED STATIONARY ITEMS FOR KILLARA.	1		346.82
INV SN000173/5/12/2020		WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FROM NOVEMBER 2020.	1	35.70	

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INV SN0001731/12/2020		WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FROM DECEMBER 2020.	1	27.20	
INV 15874	27/01/2021	WARRICKS NEWSAGENCY	ASSORTED STATIONARY ITEMS FOR KILLARA.	1	237.12	
INV SN0000631/01/2021		WARRICKS NEWSAGENCY	COPIES OF WEST AUSTRALIAN NEWSPAPER (MON-FRI) ADMIN - JANUARY 2021	1	46.80	
EFT39209	18/02/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	UPGRADE TO SAME EXTRA BEACON AS OTHER TRAFFIC UTE	1		738.50
INV INV-113616/11/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	UPGRADE TO SAME EXTRA BEACON AS OTHER TRAFFIC UTE	1	738.50	
EFT39210	18/02/2021	AVON VALLEY CONTRACTORS	FLOAT STEEL DRUM ROLLER FROM THE SHIRE OF NORTHAM DEPOT TO SITE ON JENNAPULLIN ROAD.	1		400.00
INV 3672	17/02/2021	AVON VALLEY CONTRACTORS	FLOAT STEEL DRUM ROLLER FROM THE SHIRE OF NORTHAM DEPOT TO SITE ON JENNAPULLIN ROAD.	1	400.00	
EFT39211	18/02/2021	BITUMEN SURFACING	RESURFACING WORKS LEEDER ROAD SLK1.52 - 2.32 AS PER CONTRACT C.202021-11	1		50,797.34
INV 0000598527/01/2021		BITUMEN SURFACING	RESURFACING WORKS LEEDER ROAD SLK1.52 - 2.32 AS PER CONTRACT C.202021-11	1	27,118.62	
INV 0000598628/01/2021		BITUMEN SURFACING	RESURFACING WORKS DUKE STREET SLK2.47 - 2.94 AS PER CONTRACT C.202021-11	1	23,678.72	
EFT39212	18/02/2021	DAMIAN'S PLUMBING	MAKE UP AND FIT FLANGE BETWEEN MAINLINE AND PUMP	1		990.00
INV 6177	03/02/2021	DAMIAN'S PLUMBING	MAKE UP AND FIT FLANGE BETWEEN MAINLINE AND PUMP	1	990.00	
EFT39213	18/02/2021	GREENWAY TURF SOLUTIONS PTY LTD	GYPSON SOIL CONDITIONER 25KG BAG	1		3,228.50
INV SI-00017218/03/2021		GREENWAY TURF SOLUTIONS PTY LTD	GYPSON SOIL CONDITIONER 25KG BAG	1	3,228.50	
EFT39214	18/02/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR RESHMA ACTING EXECUTIVE MANAGER CORPORATE SERVICES FOR 7 WEEKS INCLUDING GST.	1		2,981.00
INV 1006373722/01/2021		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR RESHMA ACTING EXECUTIVE MANAGER CORPORATE SERVICES FOR 7 WEEKS INCLUDING GST.	1	2,882.00	
INV 1010201110/02/2021		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	FUEL ALLOWANCE	1	99.00	

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EFT39215	18/02/2021	HIQA WA SOUTH PTY LTD T/AS HIQA KANGA & ASS	SAMPLING AND TESTING AT WELLINGTON ST & GAIRDNER ST ROUNDABOUT INCLUDING TRAVEL	1		1,100.00
INV 0000002415	02/2021	HIQA WA SOUTH PTY LTD T/AS HIQA KANGA & ASS	SAMPLING AND TESTING AT WELLINGTON ST & GAIRDNER ST ROUNDABOUT INCLUDING TRAVEL	1	1,100.00	
EFT39216	18/02/2021	JIM MCKENZIE PTY LTD	REPLACEMENT OF FIRE DAMAGED CULVERT - COVERED BY INSURANCE CLAIM PR0028225 SCOPE OF WORK REMOVE AND DISPOSE OF THE FIRE DAMAGED CULVERT SUPPLY AND INSTALL THE REPLACEMENT CULVERT PIPE INSTALL THE EXISTING CULVERT HEADWALLS BACKFILL/COMPACT AND TRIM THE SITE AS PER QUOTE DATED 01/07/2020	1		7,821.00
INV L167	25/01/2021	JIM MCKENZIE PTY LTD	REPLACEMENT OF FIRE DAMAGED CULVERT - COVERED BY INSURANCE CLAIM PR0028225 SCOPE OF WORK REMOVE AND DISPOSE OF THE FIRE DAMAGED CULVERT SUPPLY AND INSTALL THE REPLACEMENT CULVERT PIPE INSTALL THE EXISTING CULVERT HEADWALLS BACKFILL/COMPACT AND TRIM THE SITE AS PER QUOTE DATED 01/07/2020	1	7,821.00	
EFT39217	18/02/2021	JOMAR WA PTY LTD	Corbel Replacement as per 2019/20 Level 1 Inspection - 4124 Frenches Road - Pier 2, Corbel 4	1		13,904.00
INV INV0084	25/01/2021	JOMAR WA PTY LTD	Corbel Replacement as per 2019/20 Level 1 Inspection - 4124 Frenches Road - Pier 2, Corbel 4	1	13,904.00	
EFT39218	18/02/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS ) FROM 01/07/2020 TO 19/05/2021 ON CONTRACT C.201819-	1		11,518.65
INV N2700	25/01/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS ) FROM 01/07/2020 TO 19/05/2021 ON CONTRACT C.201819-	1	3,839.55	



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INV N2717	08/02/2021	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 01/02/21 to 07/02/21.	1	3,839.55	
INV N2715	08/02/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES ( CLEANING TOWN ROADS ) FROM 25/01/21 to 31/01/2021	1	3,839.55	
EFT39219	18/02/2021	OASIS OUTDOOR STRUCTURES	INSTALL ONLY OF 2 X BOLLARDS ON FITZGERALD ST OPPOSITE LUME CAFE. CUT OUT ASPHALT, DIG 400 X 400 X 500 HOLE AND CONCRETE IN BOLLARDS. AS PER QU-0657.	1		836.00
INV INV-058303/02/2021		OASIS OUTDOOR STRUCTURES	INSTALL ONLY OF 2 X BOLLARDS ON FITZGERALD ST OPPOSITE LUME CAFE. CUT OUT ASPHALT, DIG 400 X 400 X 500 HOLE AND CONCRETE IN BOLLARDS. AS PER QU-0657.	1	836.00	
EFT39220	18/02/2021	OXTER SERVICES	BURIAL OF VARIOUS & GRAVE CERTIFICATION.	1		5,214.00
INV 23653	13/11/2020	OXTER SERVICES	ASHES INTERMENT AND PLAQUE ATTACHMENT FOR SPARROWHAWK	1	143.00	
INV 23838	12/01/2021	OXTER SERVICES	BURIAL OF VARIOUS & GRAVE CERTIFICATION.	1	5,071.00	
EFT39221	18/02/2021	PERTH SAFETY PRODUCTS PTY LTD	VARIOUS SIGNS	1		466.40
INV 0001029309/12/2020		PERTH SAFETY PRODUCTS PTY LTD	VARIOUS SIGNS	1	466.40	
EFT39222	18/02/2021	PORTER CONSULTING ENGINEERS	WELLINGTON STREET / GAIRDNER STREET, NORTHAM REHABILITATION DRAWINGS FOR EXISTING ROUNDABOUT AS PER QUOTE ELW/SA/S004.21	1		1,320.00
INV 0002101828/01/2021		PORTER CONSULTING ENGINEERS	WELLINGTON STREET / GAIRDNER STREET, NORTHAM REHABILITATION DRAWINGS FOR EXISTING ROUNDABOUT AS PER QUOTE ELW/SA/S004.21	1	1,320.00	
EFT39223	18/02/2021	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	19MM MRWA SPEC GRAVEL DELIVERED	1		6,053.31
INV INV-133631/01/2021		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	19MM MRWA SPEC GRAVEL DELIVERED	1	6,053.31	
EFT39224	18/02/2021	VALLEY FORD	SERVICE OF KILLARA 3 VIN:KMHLB81DMEU083449	1		450.00
INV 1413960	28/01/2021	VALLEY FORD	SERVICE OF KILLARA 3 VIN:KMHLB81DMEU083449	1	450.00	

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EFT39225	18/02/2021	WA. SKILLS TRAINING PTY LTD	HR FORKLIFT TRAINING-RUSSELL PUTRINO - USI# XJGQTWLPD6	1		3,900.00
INV INV-551027/01/2021		WA. SKILLS TRAINING PTY LTD	HR FORKLIFT TRAINING-RUSSELL PUTRINO - USI# XJGQTWLPD6	1	3,900.00	
EFT39226	24/02/2021	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	LARGE CADAVER BAGS	1		177.70
INV 0003361012/02/2021		ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	LARGE CADAVER BAGS	1	177.70	
EFT39227	24/02/2021	ALLMAKES AG	M8 HEX NUT ZP	1		48.40
INV 21787	16/02/2021	ALLMAKES AG	M8 HEX NUT ZP	1	48.40	
EFT39228	24/02/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR JANUARY 2021	1		1,830.79
INV 72825	22/01/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR JANUARY 2021	1	275.00	
INV 73072	31/01/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR JANUARY 2021	1	1,358.50	
INV 73503	12/02/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR FEBRUARY 2021	1	197.29	
EFT39229	24/02/2021	ANNE LYNCH CONVEYANCING WA SA	RATES CREDIT REFUND FOR ASSESSMENT A1886	1		680.28
INV A1886	18/02/2021	ANNE LYNCH CONVEYANCING WA SA	RATES CREDIT REFUND FOR ASSESSMENT A1886		680.28	
EFT39230	24/02/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT16/02/2021		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT39231	24/02/2021	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 16/02/2021	1		55,937.20
INV PAYG 1616/02/2021		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 16/02/2021	1	55,937.20	
EFT39232	24/02/2021	AUTOPRO NORTHAM	TRAILER PLUGS	1		92.64
INV 901720	16/02/2021	AUTOPRO NORTHAM	TRAILER PLUGS	1	92.64	
EFT39233	24/02/2021	AVON SERVICE SPECIALISTS	PN1307 - SERVICE TO FORD RANGER UTE, WEDNESDAY	1		288.70
INV 20499	11/02/2021	AVON SERVICE SPECIALISTS	PN1307 - SERVICE TO FORD RANGER UTE, WEDNESDAY	1	288.70	

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EFT39234	24/02/2021	AVON VALLEY CONTRACTORS	WHEAT FOR CORRELLAS & SWANFOOD	1		101.50
INV 36105	16/02/2021	AVON VALLEY CONTRACTORS	WHEAT FOR CORRELLAS & SWANFOOD	1	101.50	
EFT39235	24/02/2021	AVON WASTE	C.202021-15 Management of Old Quarry Waste Facility - \$48,265.80 including GST per month - JANUARY 2021	1		50,460.30
INV 0004280231/01/2021		AVON WASTE	C.202021-15 Management of Old Quarry Waste Facility - \$48,265.80 including GST per month - JANUARY 2021	1	48,265.80	
INV 0004280231/01/2021		AVON WASTE	Loader hire (additional) 21 hrs @ \$95/hr + GST as per contract - movement fill Old Quarry Tip.Loader hire (additional) 21 hrs @ \$95/hr + GST as per contract - movement fill Old Quarry Tip.	1	2,194.50	
EFT39236	24/02/2021	BOULEVARD FINE JEWELLERS	LEAVING GIFT FOR SHARLENE MOORE (PURCHASING OFFICER)	1		150.00
INV 001-530327/07/2020		BOULEVARD FINE JEWELLERS	LEAVING GIFT FOR SHARLENE MOORE (PURCHASING OFFICER)	1	150.00	
EFT39237	24/02/2021	CADD'S FASHIONS	WORK BOOTS FOR WASTE MANAGEMENT OFFICER UP TO \$150 IN VALUE WITH A COMPOSITE/STEEL CAP.	1		59.99
INV 21-0000101/02/2021		CADD'S FASHIONS	WORK BOOTS FOR WASTE MANAGEMENT OFFICER UP TO \$150 IN VALUE WITH A COMPOSITE/STEEL CAP.	1	59.99	
EFT39238	24/02/2021	CARERS WA AUSTRALIA	REFUND OF INCORRECTLY PAYING 1 INVOICE TWICE. EMAIL REQUESTING MONEY TO BE PAID BACK	1		731.50
INV C45 - 24515/02/2021		CARERS WA AUSTRALIA	REFUND OF INCORRECTLY PAYING 1 INVOICE TWICE. EMAIL REQUESTING MONEY TO BE PAID BACK	1	731.50	
EFT39239	24/02/2021	CENTRAL REGIONAL TAFE	RATES CREDIT REFUND FOR ASSESSMENT A11556	1		577.53
INV A11556	18/02/2021	CENTRAL REGIONAL TAFE	RATES CREDIT REFUND FOR ASSESSMENT A11556		577.53	
EFT39240	24/02/2021	COMMERCIAL AQUATICS AUSTRALIA	REPAIRS TO CHLORINATION SYSTEM FOLLOWING LEAK	1		5,794.47
INV 23158	21/01/2021	COMMERCIAL AQUATICS AUSTRALIA	REPAIRS TO CHLORINATION SYSTEM FOLLOWING LEAK	1	4,605.15	
INV 23157	21/01/2021	COMMERCIAL AQUATICS AUSTRALIA	CALIBRATIONS - MEMBRANE CAPS FOR NORTHAM 50M POOL AND LEISURE POOL	1	1,189.32	
EFT39241	24/02/2021	COUNTRYWIDE GROUP	REPAIR POLE SAW DAMAGE	1		564.97
INV ACC0000405/02/2021		COUNTRYWIDE GROUP	REPAIRS TO RIDE ON HUSQUVARNA	1	117.89	



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INV ACC000412/02/2021		COUNTRYWIDE GROUP		1	447.08	
EFT39242	24/02/2021	DEBORAH MOODY	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1		100.00
INV JM12022112/02/2021		DEBORAH MOODY	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1	100.00	
EFT39243	24/02/2021	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT16/02/2021		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT16/02/2021		EASIFLEET	Payroll deductions		1,102.65	
EFT39244	24/02/2021	ELIZABETH STACK	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1		100.00
INV JM12022112/02/2021		ELIZABETH STACK	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1	100.00	
EFT39245	24/02/2021	FINISHING WA	BOOK BINDING - COUNCIL MINUTES FOR JULY 2020, AUGUST 2020 AND NOVEMBER 2019	1		330.00
INV INV-115508/02/2021		FINISHING WA	BOOK BINDING - COUNCIL MINUTES FOR JULY 2020, AUGUST 2020 AND NOVEMBER 2019	1	330.00	
EFT39246	24/02/2021	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1		566.50
INV INV-035217/02/2021		FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1	566.50	
EFT39247	24/02/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	REPLACE FRONT TYRES & DO WHEEL ALIGNMENT ON FORD EXPLORER N.4030 - PN1704 EXECUTIVE MANAGER DEVELOPMENT SERVICES VEHICLE	1		684.29
INV 6411848409/02/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	REPLACE FRONT TYRES & DO WHEEL ALIGNMENT ON FORD EXPLORER N.4030 - PN1704 EXECUTIVE MANAGER DEVELOPMENT SERVICES VEHICLE	1	536.08	
INV 6411861016/02/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PUNCTURE 4WD - TUBELESS REPAIR	1	42.65	
INV 6411861016/02/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1602 - PUNCTURE 4WD - TUBELESS REPAIR	1	42.65	

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INV 6411861016/02/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1705 - PUNCTURE MOWER TROLLEY W/BARROW	1	26.60	
INV 6411861016/02/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1914 - PUNCTURE LIGHT TRUCK/SPLIT RIM	1	36.31	
EFT39249	24/02/2021	GROVE WESLEY DESIGN ART	NAME BADGE - JO METCALF - EXECUTIVE MANAGER COMMUNITY SERVICES	1		55.88
INV 6358	26/01/2021	GROVE WESLEY DESIGN ART	NAME BADGE - JO METCALF - EXECUTIVE MANAGER COMMUNITY SERVICES	1	55.88	
EFT39250	24/02/2021	JASON SIGNMAKERS	VARIOUS SIGNS	1		449.79
INV 216351	11/02/2021	JASON SIGNMAKERS	VARIOUS SIGNS	1	449.79	
EFT39251	24/02/2021	JAYLON INDUSTRIES PTY LTD	TAKE 5 BOOK COVERS	1		1,749.00
INV 91959	28/01/2021	JAYLON INDUSTRIES PTY LTD	TAKE 5 BOOK COVERS	1	1,749.00	
EFT39252	24/02/2021	JERMAINE DAVIS SNR	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1		100.00
INV JM12022112/02/2021		JERMAINE DAVIS SNR	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1	100.00	
EFT39253	24/02/2021	JOAN PARFITT	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1		100.00
INV JM12022112/02/2021		JOAN PARFITT	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1	100.00	
EFT39254	24/02/2021	JR & A HERSEY PTY LTD	VARIOUS ITEMS TOOLS & RAGS FOR DEPOT	1		1,181.40
INV S45406	10/02/2021	JR & A HERSEY PTY LTD	VARIOUS ITEMS TOOLS & RAGS FOR DEPOT	1	1,181.40	
EFT39255	24/02/2021	KATHY DAVIS	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1		100.00
INV JM12022112/02/2021		KATHY DAVIS	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1	100.00	
EFT39256	24/02/2021	KIRK GARLETT	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1		100.00
INV JM12022112/02/2021		KIRK GARLETT	NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 9 FEBRUARY 2021:	1	100.00	

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EFT39257	24/02/2021	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2020/8 DATED 27/06/2020 TO 24/07/2020	1		849.75
INV 358802-1025/08/2020		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2020/8 DATED 27/06/2020 TO 24/07/2020	1	652.13	
INV 362095-1022/01/2021		LANDGATE	RURAL UV'S CHARGEABLE R2020/1 DATE 12/12/2020 TO 08/01/2021	1	170.92	
INV 1072862	02/02/2021	LANDGATE	OTHER DLJ INVOICES	1	26.70	
EFT39258	24/02/2021	MAYBERRY HAMMOND & CO	LEASE PREPARATION FOR CRECHE	1		608.08
INV 43312	23/12/2020	MAYBERRY HAMMOND & CO	LEASE PREPARATION FOR CRECHE	1	608.08	
EFT39259	24/02/2021	MICHAEL JOHN WOOD	RATES CREDIT REFUND FOR ASSESSMENT A16301	1		735.00
INV A16301	18/02/2021	MICHAEL JOHN WOOD	RATES CREDIT REFUND FOR ASSESSMENT A16301		735.00	
EFT39260	24/02/2021	MIDALLIA STEEL	SUPPLY PATIO PREGAL RHS AND BRACKETS TO SUIT AS PER QUOTE 25697337	1		48.98
INV 6310311416/02/2021		MIDALLIA STEEL	SUPPLY PATIO PREGAL RHS AND BRACKETS TO SUIT AS PER QUOTE 25697337	1	48.98	
EFT39261	24/02/2021	NORTHAM BETTA ELECTRICAL	HISENSE 75 INCH 4K SMART LED TELEVISION FOR LIBRARY	1		1,995.00
INV 2001002410/02/2021		NORTHAM BETTA ELECTRICAL	HISENSE 75 INCH 4K SMART LED TELEVISION FOR LIBRARY	1	1,995.00	
EFT39262	24/02/2021	NORTHAM FAMILY PRACTICE	JO METCALF PRE-EMPLOYMENT MEDICAL FOR SHIRE OF NORTHAM PLUS FLU VACCINATION IF AVAILABLE IF FLU VACC UNAVAILABLE PLEASE PROVIDE WRITTEN CONFIRMATION OF SUCH.	1		236.50
INV 142497	21/01/2021	NORTHAM FAMILY PRACTICE	JO METCALF PRE-EMPLOYMENT MEDICAL FOR SHIRE OF NORTHAM PLUS FLU VACCINATION IF AVAILABLE IF FLU VACC UNAVAILABLE PLEASE PROVIDE WRITTEN CONFIRMATION OF SUCH.	1	236.50	
EFT39263	24/02/2021	OFFICEWORKS SUPERSTORES PTY LTD	LOCKS FOR STAFF LOCKERS	1		129.50
INV 1555889809/02/2021		OFFICEWORKS SUPERSTORES PTY LTD	LOCKS FOR STAFF LOCKERS	1	129.50	



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EFT39264	24/02/2021	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PLWA MEMBERSHIP 2020-2021	1		170.00
INV 00206	09/02/2021	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PLWA MEMBERSHIP 2020-2021	1	170.00	
EFT39265	24/02/2021	QUADRIO RESOURCES PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A16062	1		293.11
INV A16062	18/02/2021	QUADRIO RESOURCES PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A16062		293.11	
EFT39266	24/02/2021	QUELLINGTON PROGRESS AND SPORTING ASSOCIATION INC	MINUTE NO: C.4091 \$971 (EXCLUDING GST) IMPROVEMENTS AND MAINTENANCE AT THE QUELLINGTON HALL, SUBJECT TO FINAL DESIGN AND LOCATION BEING APPROVED BY THE EXECUTIVE MANAGER ENGINEERING SERVICES. \$500 (EXCLUDING GST) QUELLINGTON PROGRESS & SPORTING ASSOCIATION FOR THE PURPOSE OF THEIR COMMUNITY CHRISTMAS FUNCTION	1		1,471.00
INV 068506	18/12/2020	QUELLINGTON PROGRESS AND SPORTING ASSOCIATION INC	MINUTE NO: C.4091 \$971 (EXCLUDING GST) IMPROVEMENTS AND MAINTENANCE AT THE QUELLINGTON HALL, SUBJECT TO FINAL DESIGN AND LOCATION BEING APPROVED BY THE EXECUTIVE MANAGER ENGINEERING SERVICES. \$500 (EXCLUDING GST) QUELLINGTON PROGRESS & SPORTING ASSOCIATION FOR THE PURPOSE OF THEIR COMMUNITY CHRISTMAS FUNCTION	1	1,471.00	
EFT39267	24/02/2021	RACHEL LINDA PITTAWAY	RATES CREDIT REFUND FOR ASSESSMENT A11791	1		100.00
INV A11791	18/02/2021	RACHEL LINDA PITTAWAY	RATES CREDIT REFUND FOR ASSESSMENT A11791		100.00	
EFT39268	24/02/2021	RETAIL DECISIONS (COLES)	COLES PURCHASES FOR JANUARY 2021.	1		3,106.56
INV 163	31/01/2021	RETAIL DECISIONS (COLES)	COLES PURCHASES FOR JANUARY 2021.	1	3,106.56	
EFT39269	24/02/2021	STEWART & HEATON CLOTHING CO PTY LTD	PPE FOR FIRE BRIGADES	1		1,884.81

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INV SIN-331901/02/2021		STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR FIRE BRIGADES	1	1,884.81	
EFT39270	24/02/2021	TELSTRA CORPORATION	HARVEST BAN LINE 16/02/2021 TO 15/03/2021	1		3,790.39
INV 2726009016/02/2021		TELSTRA CORPORATION	HARVEST BAN LINE 16/02/2021 TO 15/03/2021	1	3,790.39	
EFT39271	24/02/2021	TIM DAVIES LANDSCAPING PTY LTD	3028Provision of landscaping design for old pool site and incorporating teh overnight RV site as per quotation received	1		2,083.40
INV SI-1049031/01/2021		TIM DAVIES LANDSCAPING PTY LTD	3028Provision of landscaping design for old pool site and incorporating teh overnight RV site as per quotation received	1	2,083.40	
EFT39272	24/02/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR CESM W/E 07/02/21	1		54.29
INV 0480-S3007/02/2021		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR CESM W/E 07/02/21	1	54.29	
EFT39273	24/02/2021	TPG TELECOM	VARIOUS MAINLINE PHONES 01/01/2021 TO 31/01/2021	1		6,696.88
INV 1607449201/02/2021		TPG TELECOM	VARIOUS MAINLINE PHONES 01/01/2021 TO 31/01/2021	1	6,696.88	
EFT39274	24/02/2021	WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE SUBSCRIPTIONS FOR JANUARY 2021.	1		225.38
INV I000000221/12/2020		WARRICKS NEWSAGENCY		1	49.00	
INV SN0001731/01/2021		WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE SUBSCRIPTIONS FOR JANUARY 2021.	1	176.38	
EFT39275	24/02/2021	WHEATBELT OFFICE & BUSINESS MACHINES	ALOGIC SMARTBOX 42 BAY CHARGING TROLLEY	1		2,418.19
INV 211030	03/02/2021	WHEATBELT OFFICE & BUSINESS MACHINES	MONTHLY PHOTOCOPIER READING 4.12.2020-03.02.2021	1	19.19	
INV 27323	18/02/2021	WHEATBELT OFFICE & BUSINESS MACHINES	ALOGIC SMARTBOX 42 BAY CHARGING TROLLEY	1	2,399.00	
EFT39276	25/02/2021	ALLMAKES AG	NYLON LINE HEAD - 4002 710 2184	1		34.80
INV 21819	18/02/2021	ALLMAKES AG	NYLON LINE HEAD - 4002 710 2184	1	34.80	
EFT39277	25/02/2021	ANDY'S PLUMBING SERVICE	WUNDOWIE PUBLIC TOILETS. REPLACE 2 X CISTERNS & BAKERS HILL PAVILION. REPAIR LEAKING CISTERN.	1		2,729.10
INV A18916	11/02/2021	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING FEBRUARY 2021	1	209.00	

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INV A.18925	23/02/2021	ANDY'S PLUMBING SERVICE	FLUFFY DUCKS. INSTALL SINK TO BABY CHANGE AREA, FLUFFY DUCKS HAVE THE SINK TO INSTALL.	1	696.30	
INV A.18924	23/02/2021	ANDY'S PLUMBING SERVICE	WUNDOWIE PUBLIC TOILETS. REPLACE 2 X CISTERN'S & BAKERS HILL PAVILION. REPAIR LEAKING CISTERN.	1	1,281.50	
INV A.18927	23/02/2021	ANDY'S PLUMBING SERVICE	WUNDOWIE PUBLIC TOILETS. REPAIR MALE URINAL PUSH BUTTON, KEEPS GETTING STUCK IN.	1	327.80	
INV A.18928	23/02/2021	ANDY'S PLUMBING SERVICE	APEX PARK TOILETS. REPAIR MALE URINAL AND REPLACE TOILET ROLL HOLDER IN FEMALE TOILETS.	1	214.50	
EFT39278	25/02/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY F/E 21/02/2021	1		1,568.00
INV 0003	21/02/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY F/E 21/02/2021	1	1,568.00	
EFT39279	25/02/2021	AVON WASTE	RUBBISH COLLECTION FOR F/E 12/02/2021	1		36,022.47
INV 42873	12/02/2021	AVON WASTE	RUBBISH COLLECTION FOR F/E 12/02/2021	1	36,022.47	
EFT39280	25/02/2021	BLACKWELL PLUMBING & GAS PTY LTD	REC CENTRE. REPAIR AUTO FLUSHING URINAL IN HOSPITALLY AREA.	1		1,565.30
INV INV-232519/02/2021		BLACKWELL PLUMBING & GAS PTY LTD	REC CENTRE. REPAIR AUTO FLUSHING URINAL IN HOSPITALLY AREA.	1	1,565.30	
EFT39281	25/02/2021	BUNNINGS BUILDING SUPPLIES P/L	TOOLS FOR DEPOT	1		336.28
INV 2182/002818/02/2021		BUNNINGS BUILDING SUPPLIES P/L	TOOLS FOR DEPOT	1	254.86	
INV 2182/002819/02/2021		BUNNINGS BUILDING SUPPLIES P/L	CABLE TIES	1	12.98	
INV 2182/003719/02/2021		BUNNINGS BUILDING SUPPLIES P/L	CHLORINE DISPENSERS AND TABLETS	1	68.44	
EFT39282	25/02/2021	CADD'S FASHIONS	WORK BOOT ALLOWANCE - ROBERT WILSON - REPLACEMENT REQUIRED FOR SAFETY REASONS	1		149.99
INV 21-0000108/02/2021		CADD'S FASHIONS	WORK BOOT ALLOWANCE - ROBERT WILSON - REPLACEMENT REQUIRED FOR SAFETY REASONS	1	149.99	
EFT39283	25/02/2021	CHARLES SERVICE COMPANY	CLEANING VARIOUS PUBLIC TOILETS 25/01/21 TO 21/02/21	1		7,858.49
INV 0003361520/02/2021		CHARLES SERVICE COMPANY	CLEANING VARIOUS PUBLIC TOILETS 25/01/21 TO 21/02/21	1	7,858.49	



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EFT39284	25/02/2021	COUNTRYWIDE GROUP	REPAIR PUSH MOWER	1		96.99
INV ACC000418	02/2021	COUNTRYWIDE GROUP	REPAIR PUSH MOWER	1	96.99	
EFT39285	25/02/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2020/21 ESL QUARTER 3 EMERGENCY SERVICES LEVY	1		179,515.70
INV 151856	19/02/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2020/21 ESL QUARTER 3 EMERGENCY SERVICES LEVY	1	179,515.70	
EFT39286	25/02/2021	DRACO AIR PTY LTD	NORTHAM DEPOT. REPAIR/REPLACE LID TO ICE MACHINE.	1		132.00
INV 13597	18/02/2021	DRACO AIR PTY LTD	NORTHAM DEPOT. REPAIR/REPLACE LID TO ICE MACHINE.	1	132.00	
EFT39287	25/02/2021	GLENN STUART BEVERIDGE	REC CENTRE. PRESSURE WASH OUTSIDE OF CRECHE AREA.	1		9,108.00
INV 69	27/12/2020	GLENN STUART BEVERIDGE	KURINGAL VILLAGE UNIT 8. PLEASE REPAIR DOOR TO PANTRY.	1	253.00	
INV 68	13/01/2021	GLENN STUART BEVERIDGE	VISITORS CENTRE. YEARLY DECKING OIL ON DECKING.	1	1,914.00	
INV 71	20/01/2021	GLENN STUART BEVERIDGE	CREATE 298. REFIX VENT IN CEILING.	1	99.00	
INV 72	20/01/2021	GLENN STUART BEVERIDGE	VISITORS CENTRE. REMOVE LARGE WALL MURAL AND DELIVER TO REC CENTRE, PATCH SAND AND CLEAN WALL READY FOR WALL PAPER.	1	1,298.00	
INV 75	02/02/2021	GLENN STUART BEVERIDGE	REC CENTRE. PRESSURE WASH OUTSIDE OF CRECHE AREA.	1	2,112.00	
INV 76	02/02/2021	GLENN STUART BEVERIDGE	TOWN AND LESSER HALL. REPAIR SIDE DOOR TO LESSER HALL TO LOCK CORRECTLY. CHECK ALL OTHER DOORS LOCK PROPERLY.	1	198.00	
INV 77	02/02/2021	GLENN STUART BEVERIDGE	WUNDOWIE POOL. REPAIR PICNIC TABLE.	1	319.00	
INV 78	02/02/2021	GLENN STUART BEVERIDGE	WUNDOWIE FOOTY PAVILION. REFIX CAGE DOOR TO SUB FLOOR WITH STRONGER FIXINGS.	1	704.00	
INV 74	22/02/2021	GLENN STUART BEVERIDGE	WUNDOWIE DEPOT. SUPPLY AND INSTALL 2 X SOAP DISPENSERS.	1	484.00	
INV 82	22/02/2021	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE. URGENT REPLACE 3 X BOARDS AND GET MOR READY AS SPARES.	1	418.00	
INV 79	22/02/2021	GLENN STUART BEVERIDGE	REPAIR FOOT BRIDGE SLATTS	1	330.00	

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INV 80	22/02/2021	GLENN STUART BEVERIDGE	REPAIR ASTROTURF	1	385.00	
INV 85	23/02/2021	GLENN STUART BEVERIDGE	NORTHAM AQUATIC CENTRE. INSTALL BRACKETS FOR BA GEAR IN PLANT ROOM AND DOOR ADJUSTMENT.	1	264.00	
INV 83	23/02/2021	GLENN STUART BEVERIDGE	VISITORS CENTRE. REPAIR DOOR CLOSER.	1	66.00	
INV 84	23/02/2021	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. REMOVE TIMBER DECKING PLANKS TO ASSESS SUB FLOOR FOR QUOTING.	1	264.00	
EFT39288	25/02/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR RESHMA ACTING EXECUTIVE MANAGER CORPORATE SERVICES FOR 7 WEEKS INCLUDING GST.	1		8,947.80
INV 1004164113/01/2021		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR RESHMA ACTING EXECUTIVE MANAGER CORPORATE SERVICES FOR W/E 10/01/21.	1	2,904.00	
INV 1004926015/01/2021		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	FUEL ALLOWANCE OF \$30 PER DAY FOR ACTING EXECUTIVE MANAGER CORPORATE	1	99.00	
INV 1010201010/02/2021		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR RESHMA ACTING EXECUTIVE MANAGER CORPORATE SERVICES FOR W/E 7/02/2021.	1	2,942.50	
INV 1011761917/02/2021		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR RESHMA ACTING EXECUTIVE MANAGER CORPORATE SERVICES FOR 7 WEEKS INCLUDING GST.	1	3,002.30	
EFT39289	25/02/2021	J & A BUILDING PTY LTD	MACHINERY SHED 20M X 64M X 4.8M WALL HEIGHT AS PER CONTRACT C.202021-08.	1		18,277.14
INV 0000297808/12/2020		J & A BUILDING PTY LTD	MACHINERY SHED 20M X 64M X 4.8M WALL HEIGHT AS PER CONTRACT C.202021-08.	1	18,277.14	
EFT39290	25/02/2021	MATHEW MACQUEEN	BAKERS HILL FIRE SHED. EXCAVATE AREA FOR WESTERN POWER KIOSK.	1		385.00
INV 791	20/02/2021	MATHEW MACQUEEN	BAKERS HILL FIRE SHED. EXCAVATE AREA FOR WESTERN POWER KIOSK.	1	385.00	
EFT39291	25/02/2021	SPECIALISED TREE SERVICE	PRUNING OF PRIORITY 2 & 3 OF LARGE SHIRE TREES AS QUOTED	1		16,591.90
INV 3477	18/02/2021	SPECIALISED TREE SERVICE	PRUNING TO A.S 4373, REMOVAL OF ALL MATERIAL FROM SITE OF 31 FERMOY AVE	1	980.00	
INV 3485	22/02/2021	SPECIALISED TREE SERVICE	PRUNING OF PRIORITY 2 & 3 OF LARGE SHIRE TREES AS QUOTED	1	14,593.90	
INV 3484	22/02/2021	SPECIALISED TREE SERVICE	REMOVE GENERIC BANNERS AND REPLACE WITH FLYING 50'S BANNERS	1	528.00	

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INV 3483	22/02/2021	SPECIALISED TREE SERVICE	CHIDLOW STREET - NEAR 77 CHIDLOW STREET AS PER ICS101242 - TO BE COMPLETED BY 22 FEB	1	490.00	
EFT39292	25/02/2021	STALLION BUILDING CO PTY LTD	SUPPLY AND INSTALL BAKERS HILL FIRE SHED AS PER CONTRACT C.202021-03	1		109,014.11
INV 1660	23/02/2021	STALLION BUILDING CO PTY LTD	SUPPLY AND INSTALL BAKERS HILL FIRE SHED AS PER CONTRACT C.202021-03	1	109,014.11	
EFT39293	25/02/2021	VINCELEC	RIVERS EDGE CAFE. REPAIR EXPOSED WIRING DUE TO VANDALISM.	1		121.00
INV IV658	24/02/2021	VINCELEC	RIVERS EDGE CAFE. REPAIR EXPOSED WIRING DUE TO VANDALISM.	1	121.00	
EFT39294	25/02/2021	WCP CIVIL PTY LTD	RECONSTRUCTION WORKS WELLINGTON AND OLIVER STREETS.	1		194,451.77
INV 24288	28/01/2021	WCP CIVIL PTY LTD	RECONSTRUCTION WORKS WELLINGTON AND OLIVER STREETS.	1	170,919.64	
INV 24288	28/01/2021	WCP CIVIL PTY LTD	VARIATION 1 TO CONTRACT C.2021212-09 SUBGRADE STRENGTHENING REQUIRED DUE TO GROUND WATER AND CLAY SUBGRADE.	1	23,532.13	
EFT39295	25/02/2021	YORK CDA AIR & SOLAR	RSL MEMORIAL HALL. ANNUAL SERVICE OF AIRCONDITIONERS.	1		90.00
INV 0001196017/02/2021		YORK CDA AIR & SOLAR	RSL MEMORIAL HALL. ANNUAL SERVICE OF AIRCONDITIONERS.	1	90.00	
DD15995.1	02/02/2021	AWARE SUPER	Payroll deductions	1		25,579.61
INV SUPER	02/02/2021	AWARE SUPER	Superannuation contributions	1	21,857.51	
INV DEDUCT02/02/2021		AWARE SUPER	Payroll deductions	1	2,463.34	
INV DEDUCT02/02/2021		AWARE SUPER	Payroll deductions	1	88.78	
INV DEDUCT02/02/2021		AWARE SUPER	Payroll deductions	1	31.10	
INV DEDUCT02/02/2021		AWARE SUPER	Payroll deductions	1	343.88	
INV DEDUCT02/02/2021		AWARE SUPER	Payroll deductions	1	25.00	
INV DEDUCT02/02/2021		AWARE SUPER	Payroll deductions	1	770.00	
DD15995.2	02/02/2021	REST INDUSTRY SUPER	Payroll deductions	1		1,196.57



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INV SUPER	02/02/2021	REST INDUSTRY SUPER	Superannuation contributions	1	1,076.47	
INV DEDUCT	02/02/2021	REST INDUSTRY SUPER	Payroll deductions	1	120.10	
DD15995.3	02/02/2021	PRIME SUPER	Payroll deductions	1		521.73
INV SUPER	02/02/2021	PRIME SUPER	Superannuation contributions	1	376.13	
INV DEDUCT	02/02/2021	PRIME SUPER	Payroll deductions	1	145.60	
DD15995.4	02/02/2021	MEDIA SUPER	Superannuation contributions	1		1,048.56
INV SUPER	02/02/2021	MEDIA SUPER	Superannuation contributions	1	1,048.56	
DD15995.5	02/02/2021	UNISUPER	Payroll deductions	1		575.52
INV SUPER	02/02/2021	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	02/02/2021	UNISUPER	Payroll deductions	1	160.61	
DD15995.6	02/02/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	02/02/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD15995.7	02/02/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	1		73.85
INV SUPER	02/02/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	1	73.85	
DD15995.8	02/02/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1		184.05
INV SUPER	02/02/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1	184.05	
DD15995.9	02/02/2021	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		497.45
INV SUPER	02/02/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	388.74	
INV DEDUCT	02/02/2021	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	108.71	
DD16003.1	08/02/2021	BANKWEST	MASTERCARD CHADD HUNT 22/12/20 TO 21/1/2021	1		3,049.72
INV B RUTTER	08/02/2021	BANKWEST	MASTERCARD BRENDON RUTTER 22nd DECEMBER 2020 TO 21st JANUARY 2021	1	1,301.29	

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INV C YOUNG08/02/2021		BANKWEST	MASTERCARD COLIN YOUNG 22nd DECEMBER TO 21st JANUARY 2021	1	380.03	
INV C KLEYN08/02/2021		BANKWEST	MASTERCARD CLINTON KLEYNHAN'S 22/12/20 TO 21/1/2021	1	512.80	
INV C HUNT 08/02/2021		BANKWEST	MASTERCARD CHADD HUNT 22/12/20 TO 21/1/2021	1	855.60	
DD16045.1	16/02/2021	AWARE SUPER	Payroll deductions	1		25,093.95
INV SUPER	16/02/2021	AWARE SUPER	Superannuation contributions	1	21,372.20	
INV DEDUCT16/02/2021		AWARE SUPER	Payroll deductions	1	2,318.24	
INV DEDUCT16/02/2021		AWARE SUPER	Payroll deductions	1	95.28	
INV DEDUCT16/02/2021		AWARE SUPER	Payroll deductions	1	39.51	
INV DEDUCT16/02/2021		AWARE SUPER	Payroll deductions	1	350.21	
INV DEDUCT16/02/2021		AWARE SUPER	Payroll deductions	1	25.00	
INV DEDUCT16/02/2021		AWARE SUPER	Payroll deductions	1	770.00	
INV DEDUCT16/02/2021		AWARE SUPER	Payroll deductions	1	123.51	
DD16045.2	16/02/2021	ESSENTIAL SUPER	Superannuation contributions	1		176.25
INV SUPER	16/02/2021	ESSENTIAL SUPER	Superannuation contributions	1	176.25	
DD16045.3	16/02/2021	REST INDUSTRY SUPER	Payroll deductions	1		1,139.85
INV SUPER	16/02/2021	REST INDUSTRY SUPER	Superannuation contributions	1	1,044.24	
INV DEDUCT16/02/2021		REST INDUSTRY SUPER	Payroll deductions	1	95.61	
DD16045.4	16/02/2021	PRIME SUPER	Payroll deductions	1		524.24
INV SUPER	16/02/2021	PRIME SUPER	Superannuation contributions	1	377.94	
INV DEDUCT16/02/2021		PRIME SUPER	Payroll deductions	1	146.30	
DD16045.5	16/02/2021	MEDIA SUPER	Superannuation contributions	1		1,048.56
INV SUPER	16/02/2021	MEDIA SUPER	Superannuation contributions	1	1,048.56	

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DD16045.6	16/02/2021	UNISUPER	Payroll deductions	1		575.52
INV SUPER	16/02/2021	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT16/02/2021		UNISUPER	Payroll deductions	1	160.61	
DD16045.7	16/02/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	16/02/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD16045.8	16/02/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	1		29.54
INV SUPER	16/02/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	1	29.54	
DD16045.9	16/02/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1		202.77
INV SUPER	16/02/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1	202.77	
DD16056.1	11/02/2021	ALISON JEAN POWELL	REFUND OF OVERPAYMENT OF KILLARA ACCOUNT DEBTOR P73	1		77.46
INV 24638	11/02/2021	ALISON JEAN POWELL	REFUND OF OVERPAYMENT OF KILLARA ACCOUNT DEBTOR P73	1	77.46	
DD16065.1	11/02/2021	ALISON JEAN POWELL	ERROR IN PROCESSING	1		-77.46
INV 24638	11/02/2021	ALISON JEAN POWELL	ERROR IN PROCESSING	1	-77.46	
DD15995.10	02/02/2021	HESTA SUPER FUND	Superannuation contributions	1		324.77
INV SUPER	02/02/2021	HESTA SUPER FUND	Superannuation contributions	1	324.77	
DD15995.11	02/02/2021	CATHOLIC SUPER	Superannuation contributions	1		111.05
INV SUPER	02/02/2021	CATHOLIC SUPER	Superannuation contributions	1	111.05	
DD15995.12	02/02/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,449.77
INV SUPER	02/02/2021	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,331.23	
INV DEDUCT02/02/2021		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	118.54	



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15995.13	02/02/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1		107.90
INV SUPER	02/02/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1	107.90	
DD15995.14	02/02/2021	QSUPER	Superannuation contributions	1		114.16
INV SUPER	02/02/2021	QSUPER	Superannuation contributions	1	114.16	
DD15995.15	02/02/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		598.66
INV DEDUCT	02/02/2021	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.07	
INV SUPER	02/02/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.59	
DD15995.16	02/02/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		159.01
INV SUPER	02/02/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	159.01	
DD15995.17	02/02/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1		288.20
INV SUPER	02/02/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1	288.20	
DD15995.18	02/02/2021	HOSTPLUS SUPER	Superannuation contributions	1		268.72
INV SUPER	02/02/2021	HOSTPLUS SUPER	Superannuation contributions	1	268.72	
DD15995.19	02/02/2021	SUNSUPER	Superannuation contributions	1		491.32
INV SUPER	02/02/2021	SUNSUPER	Superannuation contributions	1	491.32	
DD15995.20	02/02/2021	AMP LIFE LIMITED	Superannuation contributions	1		201.69
INV SUPER	02/02/2021	AMP LIFE LIMITED	Superannuation contributions	1	201.69	
DD15995.21	02/02/2021	ESSENTIAL SUPER	Superannuation contributions	1		179.45
INV SUPER	02/02/2021	ESSENTIAL SUPER	Superannuation contributions	1	179.45	
DD16045.10	16/02/2021	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		351.90
INV SUPER	16/02/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	286.43	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT16/02/2021		COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	65.47	
DD16045.11	16/02/2021	CATHOLIC SUPER	Superannuation contributions	1		128.66
INV SUPER	16/02/2021	CATHOLIC SUPER	Superannuation contributions	1	128.66	
DD16045.12	16/02/2021	HESTA SUPER FUND	Superannuation contributions	1		507.21
INV SUPER	16/02/2021	HESTA SUPER FUND	Superannuation contributions	1	507.21	
DD16045.13	16/02/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1		84.45
INV SUPER	16/02/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1	84.45	
DD16045.14	16/02/2021	QSUPER	Superannuation contributions	1		176.71
INV SUPER	16/02/2021	QSUPER	Superannuation contributions	1	176.71	
DD16045.15	16/02/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		583.00
INV DEDUCT16/02/2021		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	162.70	
INV SUPER	16/02/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	420.30	
DD16045.16	16/02/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,328.87
INV SUPER	16/02/2021	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,210.33	
INV DEDUCT16/02/2021		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	118.54	
DD16045.17	16/02/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		169.37
INV SUPER	16/02/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	169.37	
DD16045.18	16/02/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1		282.93
INV SUPER	16/02/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1	282.93	
DD16045.19	16/02/2021	HSTPLUS SUPER	Superannuation contributions	1		219.44
INV SUPER	16/02/2021	HSTPLUS SUPER	Superannuation contributions	1	219.44	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD16045.20	16/02/2021	SUNSUPER	Superannuation contributions	1		462.76
INV SUPER	16/02/2021	SUNSUPER	Superannuation contributions	1	462.76	
DD16045.21	16/02/2021	AMP LIFE LIMITED	Superannuation contributions	1		197.11
INV SUPER	16/02/2021	AMP LIFE LIMITED	Superannuation contributions	1	197.11	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,850,727.92
TOTAL		1,850,727.92



## Attachment 2

### Payment dates 1 February 2021 to 28 February 2021

- Municipal Fund payment cheque numbers 35370 to 35376 Total \$59,686.73.

#### Electronic Funds Transfer

- Municipal Fund EFT39003 to EFT39295 Total \$1,718,571.20.

Direct Debits Total \$72469.99.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2020/2021	EFT Payments 2020/2021	Direct Debits 2020/2021	Payroll 2020/2021	Total Payments 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					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$417,049.98</b>	<b>\$12,142,077.03</b>	<b>\$649,875.43</b>	<b>\$3,929,611.03</b>	<b>\$17,138,613.47</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit DD16003.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
AMPOL - DIESEL	71.75	
DEPT OF TRANSPORT COMMUNITY SERVICES LICENCE NEW VEHICLE	232.75	
DEPT OF TRANSPORT COMMUNITY SERVICES LICENCE NEW VEHICLE	69.30	
DMIRS - HIGH RISK LICENCE - COLIN MCPHERSON	42.50	
SHIRE OF NORTHAM -PLATE SWAP AND REMAKE	67.90	
SHIRE OF NORTHAM -PLATE SWAP	28.60	<b>512.80</b>

<b>CESM</b>		
WOOLWORTHS- WATER FOR NORTHAM CENTRAL	45.00	
COLES- FIREGROUND L1 WELFARE FOR VOLUNTEERS	58.15	
COLES -FIREGROUND L1 WELFARE FOR VOLUNTEERS	18.00	
EMERGE PTY LTD - BART LICENCES FOR VOLUNTEERS	225.00	
BAKERS HILL TAVERN - FIREGROUND CATERING FOR WUNDOWIE INCIDENT	209.09	
HOME BAKE SHOP - FIREGROUND CATERING FOR WUNDOWIE INCIDENT	97.10	
PUMA - FIREGROUND CATERING FOR WUNDOWIE INCIDENT	47.10	
PUMA - FIREGROUND CATERING FOR WUNDOWIE INCIDENT	72.80	
PUMA -CATERING FOR WUNDOWIE INC	9.60	
PUMA -CATERING FOR WUNDOWIE INC	19.90	
PUMA -CATERING FOR WUNDOWIE INC	23.65	
PUMA -CATERING FOR WUNDOWIE INC	34.10	
BATTERY WORLD - BATTERIES FOR BRIGADES PPE	328.60	
WOOLWORTHS - WATER FOR INKPEN STATIN	45.00	
PUMA - CATERING FOR WUNDOWIE INC	20.00	
PUMA - CATERING FOR WUNDOWIE INC -FUEL FOR WUNDOWIE LT	48.20	<b>1301.29</b>
<b>Executive Manager Corporate Services</b>		
ADOBE CREATIVE CLOUD MONTHLY FEES	76.99	
WANEWSDTI MONTHLY ONLINE NEWSPAPER	28.00	
MICROSOFT MONTHLY FEES	42.47	
ADOBE CREATVIE CLOUD MONTHLY FEES	213.99	
AMYASIM AUSTRALIA LIBRARY LIFT PHONE DATA	10.00	
FOREIGN TRANSACTION FEE	8.58	<b>380.03</b>
<b>Executive Manager Development Services</b>		
SHIRE OF NORTHAM REGISTRATION OF NEW TRAFFICE UTE	234.45	
SHIRE OF NORTHAM REGISTRATION OF NEW TRAFFICE UTE- PLATE AND RECORDING FEE	27.60	
SHIRE OF NORTHAM REGISTRATION OF NEW TRAFFICE UTE	234.45	
SHIRE OF NORTHAM REGISTRATION OF NEW TRAFFICE UTE - PLATE & RECORDING FEE	27.60	
SHIRE OF NORTHAM REGISTRATION OF NEW TRAFFICE UTE - PLATE & RECORDING FEE-ERROR IN LICENCING	18.00	
SEEK AD FOR PARKS AND GARDENS MANAGER POSITION	313.50	<b>855.60</b>
<b>Total Credit Card Expenditure</b>		<b>\$3,049.72</b>

CERTIFICATION OF THE PRESIDENT

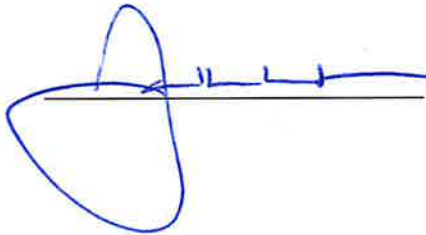
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,310,688.04 was submitted to the Ordinary Meeting of Council on Wednesday, 17 March 2021



CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,310,688.04 was submitted to each member of the Council on Wednesday, 17 March 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 28 February 2021

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald, Accountant
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the Financial Statement for the period ending 28 February 2021.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 28 February 2021.

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#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 28 February 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 \$41,836 due to health licences of \$29,286 and reimbursements of \$15,550.
2. Other Economic Services \$80,094 in additional revenue has been received to February 2021. This is the result of additional lease fees on Council buildings \$12,382 and additional revenue through the BKB of \$14,599, Projections are that additional revenues will continue to be generated through the BKB and Visitor Centre, however the lease revenue is mainly a result of timing. Building permits & licences are over budget by \$34,371. Income retic system is \$15,671 is over budget.

### Operating Expenditure

3. General Purpose Funding is under budget by \$61,264 due to valuations and title searches being under projected costs of \$61,503. 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)
4. Law Order and Public Safety is under budget projections for \$322,416 this predominantly relates to fire mitigation expenditure, \$300,098 and **fire prevention costs of \$6,870**, 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 \$5,620. Animal Control salaries and wages are also under \$45,076 As a result of a staff worker's compensation claim which results in their salaries being allocated to 'other property & services – workers compensation'.
5. Health is \$45,874 under budget due to salaries and wages of \$32,881 due to the staff vacancy that has now been filled, and legal fees of \$16,664.
6. Other property and services is over budget by \$399,452 predominantly due to the timing of internal allocations public works overheads, plant and admin allocations \$192,375 (non-cash) and workers compensation expense of \$139,201. Staff meetings are over budget by \$45,611.

### Operating Expenditure by Nature and Type

7. Materials and Contracts are under year to date budget projections by 20%, predominantly due to the items disclosed at notes 3 and 4 above as well as lower spending in the following items:
  - \$162,882 rubbish site maintenance (timing of receipt of monthly invoice)
  - **\$12,682 Green waste management**
  - **\$25,863 Audit fees**
  - \$26,114 Street bin collection

- \$26,178 Building consultants
- **\$20,000 Governance consultants**
- \$50,315 Public parks and gardens
- **\$16,664 Health Legal Costs**
- \$23,919 Festivals and events
- **\$18,689 Australia Day celebrations**
- \$14,000 Engineering consultants
- \$12,660 Environmental works
- **\$14,113 Roadworks maintenance**
- **\$12,819 Mainstreet heritage investment strategy**

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)

8. Utility charges are over budget by \$82,162 due to
  - \$9,973 electricity \$7,680 street lighting (timing)
  - \$7,946 telephone charges. It is anticipated that once the new telephone system is installed the savings made will ensure the year to date budget will not be exceeded.
  - \$19,995 water for Northam Aquatic Centre
  - \$44,246 gas, of which \$43,110 Northam Aquatic Centre. There have been three major gas leaks since January adding additional expense.
9. Interest expenses is \$55,661 under budget (timing)
10. Other Expenditure is over budget by \$153,042. This is due to the internal allocations being over budget \$173,605(non-cash).

## **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

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 / COUNCIL DECISION

Minute No. C.4172

Moved: Cr Little

Seconded: Cr Williams

That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 28 February 2021.

**CARRIED 9/0**

## Attachment 1



### **SHIRE OF NORTHAM**

#### **MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

#### **FOR THE PERIOD ENDING 28 FEBRUARY 2021**

#### **TABLE OF CONTENTS**

	Page
Statement of Financial Activity	2 to 4
Notes to and forming part of the statement	
Acquisition of Assets	5 to 8
Disposal of Assets	9 to 10
Information on Borrowings	11
Reserves	12
Net Current Assets	13
Rating Information	14
Cash Flow Information	15



**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2021**

	NOTE	20/21 Revised Budget \$	Ytd Budget \$	20/21 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		83,126	72,056	87,764	15,708	21.80%
General Purpose Funding Other		1,854,511	1,323,898	1,338,797	14,899	1.13%
General Purpose Funding Rates		10,150,090	10,153,438	10,099,112	(54,326)	(0.54%)
Law, Order, Public Safety		2,975,063	628,711	622,124	(6,587)	(1.05%)
Health	1	61,000	48,764	6,928	(41,836)	(85.79%)
Education and Welfare		1,173,342	877,355	909,643	32,288	3.68%
Housing		62,277	41,512	41,291	(221)	(0.53%)
Community Amenities		2,983,576	2,239,220	2,350,916	111,696	4.99%
Recreation and Culture		1,138,653	276,713	291,964	15,251	5.51%
Transport		2,466,961	1,198,002	1,140,793	(57,209)	(4.78%)
Economic Services	2	624,464	276,735	356,829	80,094	28.94%
Other Property and Services		350,200	209,616	204,359	(5,257)	(2.51%)
<b>Total Operating Revenue</b>		<b>23,923,263</b>	<b>17,346,020</b>	<b>17,450,519</b>	<b>104,499</b>	<b>0.60%</b>
<b>Expenses</b>						
Governance		(3,144,591)	(1,059,670)	(965,133)	94,537	8.92%
General Purpose Funding	3	(358,499)	(238,104)	(176,840)	61,264	25.73%
Law, Order, Public Safety	4	(2,019,979)	(1,356,425)	(1,034,009)	322,416	23.77%
Health	5	(323,504)	(213,307)	(167,433)	45,874	21.51%
Education and Welfare		(1,547,325)	(945,300)	(877,537)	67,763	7.17%
Housing		(75,215)	(50,073)	(37,074)	12,999	25.96%
Community Amenities		(3,558,140)	(2,130,696)	(2,005,899)	124,797	5.86%
Recreation & Culture		(4,779,123)	(3,217,552)	(3,161,624)	55,928	1.74%
Transport		(5,994,875)	(3,879,436)	(3,904,654)	(25,218)	(0.65%)
Economic Services		(2,433,722)	(1,625,439)	(1,615,707)	9,732	0.60%
Other Property and Services	6	(82,057)	(141,568)	(541,020)	(399,452)	(282.16%)
<b>Total Operating Expenses</b>		<b>(24,317,030)</b>	<b>(14,857,570)</b>	<b>(14,486,931)</b>	<b>370,639</b>	<b>2.49%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(61,438)	158,407	203,399	44,992	
Movement in Employee Benefit Provisions		300,000	50,000	(1,821)	(51,821)	
Depreciation on Assets		4,680,809	3,120,296	3,300,701	180,405	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(3,373,610)	(1,130,977)	(379,043)	751,934	
Purchase Plant and Equipment		(1,881,550)	(732,532)	(465,110)	267,422	
Purchase Furniture and Equipment		(32,000)	(32,000)	0	32,000	
Purchase Infrastructure Assets - Roads		(3,541,637)	(3,434,833)	(1,223,546)	2,211,287	
Purchase Infrastructure Assets - Bridges		(100,000)	0	0	0	
Purchase Infrastructure Assets - Footpaths		(268,650)	(166,550)	0	166,550	
Purchase Infrastructure Assets - Drainage		(706,355)	(458,393)	(156,446)	301,947	
Purchase Infrastructure Assets - Parks & Ovals		(3,389,261)	(971,488)	(315,680)	655,808	
Purchase Infrastructure Assets - Airfields		(261,031)	(66,384)	(2,799)	63,585	
Purchase Infrastructure Assets - Streetscape		(99,225)	(99,225)	(76,218)	23,007	
Purchase Infrastructure Assets - Other		(1,207,962)	(1,313,961)	(400,835)	913,126	
Proceeds from Disposal of Assets		1,055,020	234,547	234,547	0	
Repayment of Debentures		(345,975)	(171,614)	(171,614)	0	
Proceeds from New Debentures		3,464,020	0	0	0	
Self-Supporting Loan Principal Income		20,203	10,022	10,022	0	
Transfers to Restricted Assets (Reserves)		(1,434,500)	(699,769)	(699,769)	0	
Transfers from Restricted Asset (Reserves)		1,550,368	798,527	289,643	(508,884)	
Net Current Assets July 1 B/Fwd		6,309,757	6,309,757	5,741,475	(568,282)	
Net Current Assets Year to Date		113,216	3,892,280	10,268,241	6,375,961	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>(1,380,023)</b>	<b>(1,380,023)</b>	

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

1. OPERATING STATEMENT

	Note	Revised 20/21 Budget \$	Ytd Budget	20/21 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,145,090	10,153,438	10,099,112	(54,326)	-1%
Operating Grants Subsidies and Contributions		3,974,793	2,602,047	2,656,078	54,031	2%
Fees and Charges		3,706,313	2,937,322	3,187,169	249,847	9%
Interest Earnings		128,000	41,314	30,219	(11,095)	-27%
Other Revenue		953,571	690,114	629,044	(61,070)	-9%
<b>TOTAL OPERATING REVENUE</b>		<b>18,907,767</b>	<b>16,424,235</b>	<b>16,601,622</b>	<b>177,387</b>	<b>1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(8,599,923)	(5,836,904)	(5,902,845)	(65,941)	-1%
Materials and Contracts	7	(8,867,657)	(4,392,702)	(3,500,481)	892,221	20%
Utility Charges	8	(1,040,182)	(616,975)	(699,137)	(82,162)	-13%
Depreciation of Non Current Assets		(4,680,609)	(3,120,296)	(3,300,701)	(180,405)	-6%
Interest Expenses	9	(229,114)	(121,092)	(176,753)	(55,661)	-46%
Insurance Expenses		(516,245)	(512,900)	(466,370)	46,530	9%
Other Expenditure	10	(13,751)	(73,255)	(226,297)	(153,042)	-209%
<b>TOTAL OPERATING EXPENSE</b>		<b>(23,947,481)</b>	<b>(14,674,124)</b>	<b>(14,272,585)</b>	<b>401,539</b>	<b>-3%</b>
Non Operating Grants Subsidies and Contributions		4,584,509	896,746	837,950	(58,796)	7%
Profit on Asset Disposals		343,038	25,039	10,946	(14,093)	56%
Loss on Asset Disposals		(281,600)	(183,446)	(214,346)	(30,900)	-17%
<b>RESULTING FROM OPERATIONS</b>		<b>(393,767)</b>	<b>2,488,450</b>	<b>2,963,588</b>	<b>475,138</b>	<b>19%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

2. BALANCE SHEET

	20/21 YTD Actual \$	19/20 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	11,414,838	9,868,173
Receivables	3,863,515	3,397,556
Inventories & Other Assets	0	22,731
<b>TOTAL CURRENT ASSETS</b>	<b>15,278,353</b>	<b>13,288,460</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	589,384	466,121
Land and Buildings	48,171,564	48,518,041
Property, Plant and Equipment	6,936,008	6,961,897
Infrastructure	169,554,127	169,891,676
Financial & Other Assets	213,663	362,526
<b>TOTAL NON-CURRENT ASSETS</b>	<b>225,464,746</b>	<b>226,200,261</b>
<b>TOTAL ASSETS</b>	<b>240,743,099</b>	<b>239,488,721</b>
<b>CURRENT LIABILITIES</b>		
Payables	1,989,797	3,566,236
Interest-bearing Liabilities	199,386	345,975
Provisions	1,251,017	1,252,838
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,440,200</b>	<b>5,165,049</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,059,540	6,059,540
Provisions	230,292	230,292
Payables	156,546	159,546
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,446,378</b>	<b>6,449,378</b>
<b>TOTAL LIABILITIES</b>	<b>9,886,578</b>	<b>11,614,427</b>
<b>NET ASSETS</b>	<b>230,856,521</b>	<b>227,874,294</b>
<b>EQUITY</b>		
Retained Surplus	115,018,483	112,446,383
Reserves - Cash Backed	3,796,700	3,386,574
Reserves - Asset Revaluation	112,041,338	112,041,337
<b>TOTAL EQUITY</b>	<b>230,856,521</b>	<b>227,874,294</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b>3. ACQUISITION OF ASSETS</b>		
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>	<b>Note</b>	
CCTV Upgrade	9,000	0
Admin Building Solar	11,832	7,975
EMCS Vehicle	45,000	40,482
New Telephone System	32,000	0
<b>Law, Order &amp; Public Safety</b>		
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	0
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	112,055	0
Bakers Hill Fire Shed	501,405	140,206
SES Building	100,000	
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	129,797
<b>Education &amp; Welfare</b>		
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
<b>Housing</b>		
Kurringal Units Upgrade	20,000	0
<b>Community Amenities</b>		
Old Quarry Drainage	35,000	0
Rehab Investigation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	40,000	7,250
Transfer Station Tip Shop	576,850	18,789
Area Drainage	128,669	69,379
Signage streetscape	50,000	30,074
CBD Streetscape	49,225	46,144
Recoat Floor Bernard Park	16,385	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
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
Solar Northam Aquatic Facility		-	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	7,248
Rec Centre, Sand Floors & Install Aircon Office		81,855	0
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	0
Jubilee Oval Upgrade Electric Boards		15,000	0
Community Plan Implementation		90,000	80,818
Bert Hawke Development		56,000	0
POS Playground Improvements		107,220	42,596
Landscaping/demolition Old Pool site		519,500	9,470
Improvements Dr Dunlop Park		27,000	0
Northam Youth Space		134,008	105,577
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		45,903	47,248
RV Friendly Overnight Site Northam		250,000	7,890
RV Friendly Bakers Hill		100,000	5,000
RV Friendly Wundowie		150,000	4,200
Overnight Caravan Stay Dump point		20,000	0
Train Station (Peel/Minson/Duke)		80,000	0
Shade Structures Bernard Park		75,000	0
Shade Structures Bakers Hill		50,000	0
Upgrade Existing Playground Bakers Hill Recreation Centre		25,000	0
Local Sporting Projects		300,000	0
General Library Upgrades, Replace Aircon, Paint Interior & Solar Windowie		21,138	11,670
Old Girls School, Replace & Oil Decking		10,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

3 ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget	20/21 Ytd Actual
<b>Transport</b>			
Northam Depot Redesign		2,000,000	106,788
Solar Northam Depot		11,300	0
Boronia Avenue SIK 0-90		16,050	0
Esperance Street SIK 0-220		39,000	0
Fitzgerald Street SIK 1850-2020		25,500	0
Fraser Street SIK 0-100		15,000	0
Henry Street SIK 0 - 190		40,850	0
Hovea Crescent SIK 0-60		7,650	0
Kuringal Road SIK180-240		7,500	0
Kuringal Road SIK 480-550		15,000	0
Ord Street SIK 0-180		30,000	0
Wellington Street SIK 560-800		57,100	0
Duke Street, Gordon To Grey		15,000	0
Drainage - Rural Upgrade & Renewal		468,448	87,068
Jenapullin Road 9330-11500		672,172	634,199
Wellington Street 520-850		370,074	176,255
Oliver Street 0-410		262,000	1,919
Harvey Road 0-470		59,307	0
Irishtown Road 0 - 1000		115,459	110,254
Maintenance Capitalised		484,451	8,532
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	24,653
Kurringal Road 0-550		92,496	0
Duke Street 2470-2940		20,940	21,526
Springfield Road 0-120		42,841	0
Southern Brook Road 16330-17300		202,254	0
Southern Brook Road 0-3070		387,000	237,424
Werribee Road 0-1410		233,984	612
Lyon Street 0-600		185,100	188
Gairdner & Wellington Street 40-160		124,528	2,576
Kerb Renewal		109,238	5,407
Culvert Renewal		84,238	0
Bridge Construction		0	9,053
PN1201 N008 Isuzu Flocon		160,000	0
P5017 Dynapac Vibro Roller		50,500	45,450
PN1007 Hako Footpath Sweeper		97,000	95,000
PN1412 Nissan Navara Dual Cab		31,993	38,798
PN1308 Toyota Hilux Workmate		27,602	0
PN1309 Toyota Hilux Workmate		28,000	31,164
PN1401Mazda BT50 Tray Top		28,000	0
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	0
Tandem Trailer C/fwd		15,250	13,275
Pegasus 200 Verge Mower C/fwd		13,848	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Upgrade Runway		261,031	2,799
<b>Economic Services</b>			
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
		<u>14,861,281</u>	<u>3,028,730</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		3,373,610	379,043
Plant and Equipment		1,711,750	465,110
Furniture and Equipment		32,000	0
Bush Fire Equipment		169,800	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,541,637	1,223,546
Infrastructure Assets - Footpaths		268,650	0
Infrastructure Assets - Bridges & Culverts		100,000	9,053
Infrastructure Assets - Drainage		706,355	156,446
Infrastructure Assets - Parks & Ovals		3,389,261	315,680
Infrastructure Assets - Airfields		261,031	2,799
Infrastructure Assets - Streetscape		99,225	76,218
Infrastructure Assets - Other		1,207,962	400,835
		<u>14,861,281</u>	<u>3,028,730</u>





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2021

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
<b>Governance</b>						
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38
<b>Law Order &amp; Public Safety</b>						
Rangers Triton Ute	6,658	10,000	14,000	14,545	7,342	4,545
<b>Welfare</b>						
Manager Killara Vehicle	16,600	16,857	15,500	14,091	(1,100)	(2,766)
<b>Recreation &amp; Culture</b>						
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
<b>Transport</b>						
PN1201 N008 Isuzu Flocon	96,015	0	25,000	0	(71,015)	0
P5017 Dynapac Vibro Roller	2,928	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)	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
PN3555 2007 Volvo Backhoe Loader C/fwd	69,866	69,866	31,550	31,550	(38,316)	(38,316)
Fuso Canter 4 Tonne C/fwd	26,000	27,328	22,000	21,436	(4,000)	(5,892)
<b>Economic Services</b>						
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)	(50,764)
Sale 144 Chidlow Street	87,200	87,200	31,734	31,734	(55,466)	(55,466)
	993,582	437,946	1,055,020	234,547	61,438	(203,399)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 28 FEBRUARY 2021

4. DISPOSALS OF ASSETS

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

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38
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	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)	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	31,550	(38,316)	(38,316)
Manager Building Vehicle	16,464	16,485	11,000	10,455	(5,464)	(6,030)
<b>Land</b>						
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)
	993,582	437,946	1,055,020	234,547	61,438	(203,399)
<b>Summary</b>					<b>20/21 Budget \$</b>	<b>Ytd Actual \$</b>
Profit on Asset Disposals					343,038	10,946
Loss on Asset Disposals					(281,600)	(214,346)
					61,438	(203,399)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars		Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$
<b>Recreation &amp; Culture</b>										
Loan 219A - Northam Bowling Club **	3.18%	143,466	0	0	20,203	10,022	123,263	133,444	5,363	3,459
Loan 224 - Recreation Facilities	6.48%	769,630	0	0	49,844	24,525	719,786	745,105	54,248	40,049
Loan 227 - Youth Space	2.26%	454,903	0	0	46,122	22,931	408,781	431,972	13,075	9,200
Loan 228 - Swimming Pool	1.88%	4,406,806	0	0	189,024	94,070	4,217,782	4,312,736	112,043	91,278
COVID-19 Response	1.80%	0	3,464,020	0	0	0	3,464,020	0		0
<b>Economic Services</b>										
Loan 225 - Victoria Oval Purchase	6.48%	629,698	0	0	40,782	20,066	588,916	609,632	44,385	32,767
		6,404,503	3,464,020	0	345,975	171,614	9,522,548	6,232,889	229,114	176,753

**Note:** \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

	20/21 Budget					20/21 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED										
Employee Liability Reserve	972,123	12,461		(100,725)	883,859	972,123	3,224	12,461		987,808
Aged Accomodation Reserve					-	-				-
Housing Reserve					-	-				-
Office Equipment Reserve					-	-				-
Plant & Equipment Reserve	119,872	1,242	230,000	(230,000)	121,114	119,872	392	231,242	(230,000)	121,506
Road & Bridgeworks Reserve					-	-				-
Refuse Site Reserve	199,246	2,064	150,000		351,310	199,246	876	152,064		352,186
Regional Development Reserve					-	-				-
Speedway Reserve	149,610	1,550			151,160	149,610	495	1,550		151,655
Community Bus Replacement Reserve					-	-				-
Septage Pond Reserve	232,077	2,405	35,000		269,482	232,077	819	37,405		270,301
Killara Reserve	246,953	2,559	250,000	(59,643)	439,869	246,953	1,092	252,559	(59,643)	440,961
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	239	748		73,173
COVID-19 Reserve	1,395,933	21,971	724,500	(1,090,000)	1,052,404	1,395,933	4,603			1,400,536
Total Cash Backed Reserves	3,388,000	45,000	1,389,500	(1,550,368)	3,272,132	3,388,000	11,740	688,029	(289,643)	3,798,126
Total Interest & Transfers			1,434,500							

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



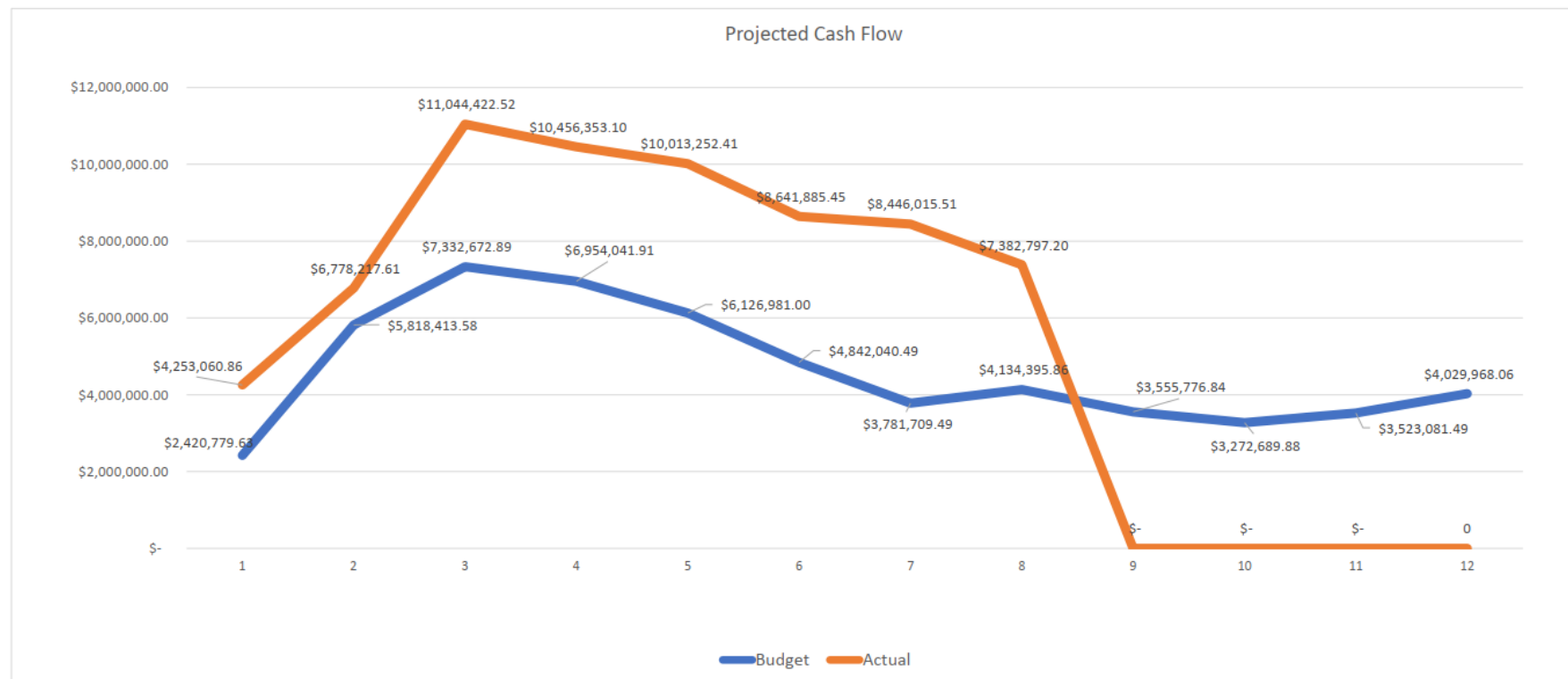
SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 28 FEBRUARY 2021

	20/21 Budget	20/21 Ytd Actual	19/20 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	898,000	7,618,138	5,769,031
Cash - Restricted Reserves	3,272,132	3,796,700	4,099,141
Self Supporting Loan	20,203	10,181	20,203
Receivables	3,200,428	310,811	1,164,590
Rates - Current	0	3,585,636	2,407,570
Pensioners Rates Rebate	0	39,772	0
Provision for Doubtful Debts	0	(194,807)	(194,807)
Other financial Assets	0	109,394	20,203
Accrued Income/Prepayments	0	2,528	2,528
Inventories	1,000	0	0
	<u>7,391,763</u>	<u>15,278,353</u>	<u>13,288,458</u>
<b>LESS: CURRENT LIABILITIES</b>			
	<u>(5,715,427)</u>	<u>(2,650,606)</u>	<u>(5,165,049)</u>
<b>NET CURRENT ASSET POSITION</b>	<u>1,676,336</u>	<u>12,627,747</u>	<u>8,123,409</u>
 Less: Cash - Reserves - Restricted	 (3,272,132)	 (3,796,700)	 (4,099,141)
Less: Loans receivable - clubs/institutions	0	0	(20,203)
Add: Current Loan Liability	361,212	199,386	279,985
Add: Leave Liability Reserve	984,584	987,808	1,207,425
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><u>0</u></u>	<u><u>10,268,241</u></u>	<u><u>5,741,475</u></u>

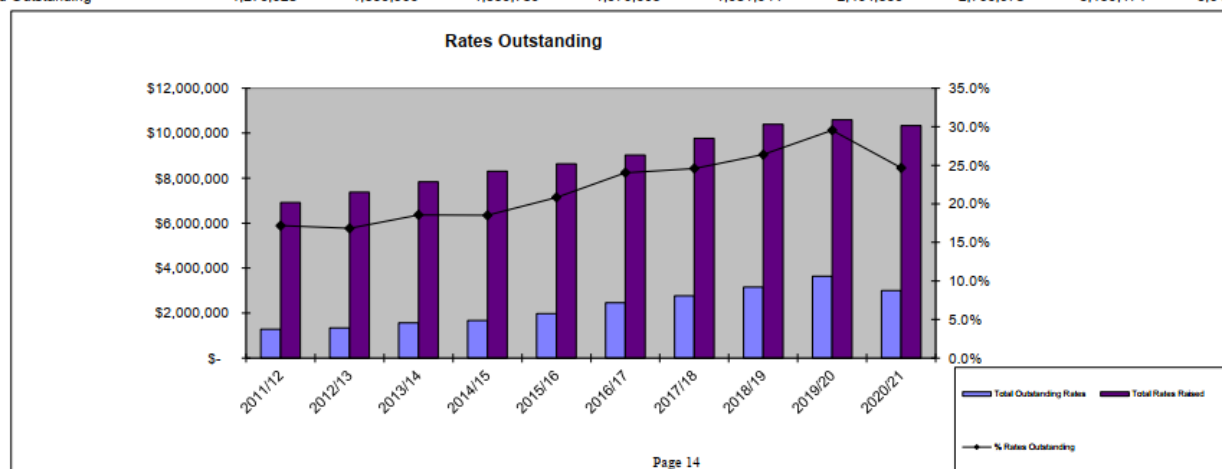
**SHIRE OF NORTHAM  
CASH FLOW REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**



SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
<b>Key Rating Dates</b>										
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	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021
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
Outstanding 1st 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 writeoffs	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$251,025	-\$48,552
<b>Rates paid by month</b>										
July	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979
August	1,120,912	1,043,163	23,981	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849
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
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
November	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253
December	172,178	160,665	685,338	654,900	214,507	336,154	189,794	239,893	724,440	437,028
January	441,740	469,219	194,157	295,629	441,681	464,526	637,664	861,146	427,789	643,946
February	112,296	166,351	502,176	508,828	148,327	260,963	258,355	174,143	576,493	323,242
March										
April										
May										
June										
Total YTD	6,159,051	6,606,752	6,840,634	7,348,285	7,527,403	7,791,018	8,486,476	8,785,150	8,687,856	9,171,321
% Ytd Rates Outstanding	17.2%	16.8%	18.6%	18.5%	20.8%	24.0%	24.6%	26.4%	29.5%	24.7%

Ytd Outstanding 1,276,928 1,336,666 1,559,789 1,670,605 1,981,644 2,464,536 2,766,978 3,150,474 3,642,940 3,004,240





## 13.5 COMMUNITY SERVICES

### 13.5.1 Financial support for the 2021 National Ballooning Championships

<b>File Reference:</b>	1.3.2.16
<b>Reporting Officer:</b>	Jordyn Budas, Administration and Projects Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

For Council to consider providing financial support for the 2021 National Ballooning Championships.

#### ATTACHMENTS

Attachment 1: Letter from Northam Ballooning Events for Sponsorship.

#### A. BACKGROUND / DETAILS

The Northam Ballooning Events Inc are requesting \$40,000 in sponsorship from the Shire. The Shire has contributed \$20,000 sponsorship in previous years.

The Northam Ballooning Events Inc have sought funding from Tourism WA and are also seeking funding from Council to deliver the event.

#### B. CONSIDERATIONS

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

Theme Area 1: Economic Growth.

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.

Objective: Position Northam as an ideal destination to attract regional, state and second-tier national events.

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

Council does not currently have a budgeted expenditure for the 2021 National Ballooning Championships. Officers are proposing to fund the requested amount from the COVID-19 account which has \$1,581,742 remaining. The community grants and economic development grants are

undersubscribed, and this funding would fit into either grant category. The below table details the expenditure to date and surplus remaining.

Job No	Description	Budget	Actual	Outstanding Orders	Total Actual	Surplus
CV01	COVID 19 COMMUNITY INITIATIVES	120,000	29,642	-	29,642	90,358
CV02	COVID19 WORKS - MATERIALS		20,684	582	21,266	-21,266
CV03	COVID 19 PPE and Cleaning Supplies	5,000	870	44	914	4,086
CV06	COVID 19 Economic Initiatives	12,000	5,641	-	5,641	6,359
CV07	COVID 19 Business Support Grant scheme	240,000	130,355	-	130,355	109,645
CV08	COVID 19 Personal/Quarantine Expenses	-	1,975		1,975	-1,975
CV09	COVID 19 Development Incentive	1,000,000	-	-	-	1,000,000
CV10	COVID 19 Future Requirements Contingency	394,535	-		-	394,535
	<b>Total</b>	<b>1,771,535</b>			<b>189,793</b>	

### B.3 Legislative Compliance

Local Government Act 1995, section 6.8 - Expenditure from municipal fund not included in annual budget.

### 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	Potential loss of funds should the event be cancelled.	Medium (3) x Possible (3) = Moderate (9)	Ensure staff are involved with the planning of the event. Monitor ongoing situation of COVID-19 and ensure prompt actions are taken.
Health & Safety	Nil.		

Reputation	Council is seen as being unsupportive of National events.	Medium (3) x Possible (3) = Moderate (9)	Council provide financial support to the Northam National Ballooning Championships as the key delivery partner for the event.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

### C. OFFICER'S COMMENT

This financial support will ensure the delivery of the championships and allow Northam Ballooning Events to undertake the necessary planning and logistical activities.

The Northam Ballooning Events Inc have secured funding from Tourism WA and will also be seeking additional corporate sponsorship.

### RECOMMENDATION

**That Council approve an unbudgeted expenditure of \$40,000 for the 2021 National Ballooning Championships.**

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

Clarification was sought in relation to:

- Whether there should be a financial risk listed in the risk section of the report given the funds could be lost should the event be cancelled. The Chief Executive Officer advised that while this was not initially assessed by staff it is certainly a risk which is associated with the decision. .
- Are staff across the budget for the event. The Executive Manager Community Services that staff are aware of and have seen the budget.
- Whether there is a need for this item to be unbudgeted given there is sufficient budget in account 04042182, Job No. CV01 which is unlikely to be spent prior to the end of the financial year. If this were to occur it would remove the need for this decision to be by absolute majority. The Chief Executive Officer advised that it is possible that this item can be expensed from this account.

**MOTION / COUNCIL DECISION**

**Minute No. C.4173**

**Moved: Cr Tinetti**

**Seconded: Cr Pollard**

**That Council approve a budgeted expenditure of \$40,000 for the 2021 National Ballooning Championships from account 04042182, Job No. CV01.**

**CARRIED 9/0**

Reason for Change to Officer Recommendation

Council formed the view that there was adequate budget expenditure in account 04042182, Job No. CV01.



Attachment 1



15 February 2021

Mr Jason Whiteaker  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

To Jason

Dear Jason

The Northam Ballooning Events team is excited to be delivering another event in Northam in 2021 - the Australian National Ballooning Championships. The dates are set for 30 August to 4 September with practice flights on 28 and 29 August.

Work is well underway and our dedicated team is busy ensuring that we can deliver a successful event and to again showcase our beautiful flying area. This is also a great way to build momentum and excitement for ballooning prior to the Women's World Ballooning Championships which will now be held in 2023.

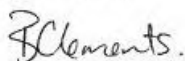
We expect that our event will generate considerable interest from Australian balloonists as well as the general public. We hope that it creates activity in our region and is especially helpful to local businesses and the community.

NBE Inc has always had great support from our Shire and we are now asking for some assistance to help us deliver an event that will maximise economic impact. We have been lucky to secure some funding from Tourism WA and will also be seeking local sponsorship, however to ensure that it is viable for us to deliver this event we will require additional funding to cover all overheads. We are asking for sponsorship from the Shire for \$40,000.

Delivering a great event will have huge benefits to the Shire, and we hope you will consider our sponsorship request favourably.

If you have any questions please contact me on 0421 047 474 or email [northamballooningevents@gmail.com](mailto:northamballooningevents@gmail.com)

Kind regards



Belinda Clements  
Secretary  
Northam Ballooning Events Inc

PO Box 128, Northam WA 6401  
[northamballooningevents@gmail.com](mailto:northamballooningevents@gmail.com)

## 14. MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4174

Moved: Cr Little

Seconded: Cr Mencshelyi

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), (b) and (c) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 14.1 - Waste Management Fee Waiver Request as it relates to the personal affairs of a person;
- 14.2 – Procon Development – Contract Extension as the matter relates a contract; and
- 14.3 - CEO Review Committee Meeting held on 4 March 2021 as it relates to an employee.

**CARRIED 9/0**

The gallery left the meeting at 5:49pm.

*Cr R W Tinetti declared an "Impartiality" interest in item 14.1 – Waste Management Fee Waiver Request as the current spouse of the applicant is casually employed by Cr Tinetti's business.*

*Cr C P Della declared an "Impartiality" interest in item 14.1 – Waste Management Fee Waiver Request as the current spouse of the applicant is known to Cr Della.*

### 14.1 WASTE MANAGEMENT FEE WAIVER REQUEST

#### RECOMMENDATION

That Council:

1. Approve the Applicant's request for an exemption of the following waste management fees for the 20/21 year as follows:
  - Existing second general waste bin of \$170 per annum;
  - New additional recycling bin of \$90 per annum charge (pro-rata).
2. Approve an annual exemption in perpetuity, unless otherwise determined by resolution of Council, as long as the family continues to reside in the Shire of Northam in an area serviced by a kerbside collection and for the duration of Charlotte Patterson's lifetime.

Clarification was sought in relation to:

- Whether it is rates or charges being waived as the report in section B.2, B.3 and B.4 mentions both. The Executive Manager Corporate Services advised that it is charges being waived and the report will be adjusted accordingly.
- Whether the decision must be made by absolute majority. The Executive Manager Corporate Services confirmed that the decision must be made by absolute majority.
- Whether the reference to in perpetuity was required. The Chief Executive Officer advised that this is not required as a decision is valid until revoked.

#### **MOTION / COUNCIL DECISION**

**Minute No. C.4175**

**Moved: Cr Pollard**

**Seconded: Cr Mencshelyi**

**That Council:**

1. **Approve the Applicant's request for an exemption of the following waste management fees for the 20/21 year as follows:**
  - Existing second general waste bin of \$170 per annum;
  - New additional recycling bin of \$90 per annum charge (pro-rata).
2. **Approve an annual exemption, unless otherwise determined by resolution of Council, as long as the family continues to reside in the Shire of Northam in an area serviced by a kerbside collection and for the duration of Charlotte Patterson's lifetime.**

**CARRIED 9/0  
BY ABSOLUTE MAJORITY**

Reason for Change to Officer Recommendation

Council formed the view that the decision was not required in perpetuity.

## 14.2 PROCON DEVELOPMENTS – CONTRACT EXTENSION

### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4176

Moved: Cr Pollard

Seconded: Cr Tinetti

That Council:

1. Amend the Contract of Sale for Lot 881 Yilgarn Avenue, between the Shire of Northam (seller) and Procon Developments (Australia) Pty Ltd as trustee for LEMA Unit Trust, 820 Mountain highway, Bayswater, Victoria 3153 (buyer), by amending Annexure A, Clause 5 'Settlement' to now read;

Settlement is to occur:

- (a) On the earlier of 31 May 2021 or 21 days after notification from the seller that the caveat attached to the lot has been lifted.
2. Requires Councils Risk Register - Treatment MC00094 sign off date – to be amended in accordance with the above.

CARRIED 9/0



### 14.3 CEO REVIEW COMMITTEE MEETING HELD ON 4 MARCH 2021

The staff left the meeting at 5:54pm.

#### Receipt of Minutes:

##### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4177

Moved: Cr Antonio

That Council receive the minutes from the CEO Review Committee meeting held on 4 March 2021.

CARRIED 9/0

#### Adoption of Recommendations:

##### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4178

Moved: Cr Antonio

That Council:

1. Adopt the Model Standards (CEO Standards Regulations).
2. Request the CEO to arrange for quotes to be obtained for the provision of a 360 Degree Review for the CEO's 2020/21 Review.
3. Request the CEO to provide the CEO Review Committee with an in-depth report on recent staff turnover, including the reasons provided by staff.
4. Accept the KPI Report as provided.

CARRIED 9/0

**RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4179**

**Moved: Cr Little**

**Seconded: Cr Mencshelyi**

**That Council move out from behind closed doors.**

**CARRIED 9/0**

The staff and gallery returned to the meeting at 5:56pm.

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

Nil.

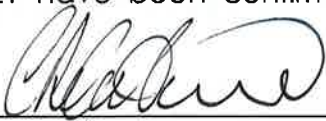
**16. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**17. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 5:56pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 17 March 2021 have been confirmed as a true and correct record."

  
\_\_\_\_\_  
21/4/2021  
\_\_\_\_\_  
President  
Date