



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**17 May 2023**



## DISCLAIMER

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

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

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

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

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

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## 1 DECLARATION OF OPENING

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

## 2 ACKNOWLEDGEMENT OF COUNTRY

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

## 3 ATTENDANCE

### 3.1 ATTENDEES

#### Council:

Shire President

C R Antonio

Deputy Shire President

M P Ryan

Councillors

D J Galloway

R W Tinetti

A J Mencshelyi

M I Girak

J E G Williams

D A Hughes

H J Appleton

L C Biglin

#### Staff:

Chief Executive Officer

J B Whiteaker

Executive Manager Engineering Services

P Devcic

Executive Manager Development Services

C B Hunt

Executive Manager Corporate Services

C J Young

Governance Coordinator

A C McCall

Governance Officer

T P Van Beek

#### Gallery:

Public

S Hart

T Frost (entered the meeting at  
5:34pm)

### 3.2 APOLOGIES

Nil.

### 3.3 APPROVED LEAVE OF ABSENCE

Nil.

### 3.4 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
Application for Leave of Absents	9	Cr D A Hughes	Impartiality	Cr Hughes is requesting to be granted Leave of Absents.
Lease of a Portion of Reserve 19542, 83	13.1.1	Cr J E G Williams	Impartiality	Cr Williams attends the Clackline Progress

Kimberly Road, Clackline				Association & has been involved in discussions regarding the post office.
Request to Lower Reserved Price for Sale of Land - A12354	13.4.2	Cr H J Appleton	Impartiality	The reporting officer is known to Cr Appleton.
		Cr J E G Williams	Impartiality	Cr Williams daughter is employed by the Shire and is the reporting officer. Cr Williams daughter is non-dependent, lives apart from Cr Williams and has not discussed the matter with Cr Williams in any way.
Progress & Community Associations 2023/24 Budget Allocation	13.5.1	Cr L C Biglin	Impartiality	Cr Biglin is the secretary of the Wundowie Progress Association which is mentioned in this item.
		Cr D J Galloway	Impartiality	Cr Galloway is the President of the Wundowie Progress Association which is mentioned in this item for budget allocation.
		Cr M I Girak	Impartiality	Some members of the Progress and Community Associations are known to Cr Girak.
		Cr J E G Williams	Impartiality	Cr Williams is an executive member of the Bakers Hill Progress Association. Cr Williams has discussed improvements to the station masters house with the Spencers Brook Progress Association President but was not involved in any of the submissions to council.
Rates Write-off Request – A16091	14.1	Cr H J Appleton	Impartiality	The reporting officer is known to Cr Appleton.
		Cr J E G Williams	Impartiality	Cr Williams daughter is employed by the Shire and is the reporting officer. Cr Williams daughter is non-dependent, lives apart from Cr Williams and

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				has not discussed the matter with Cr Williams in any way.
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## 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

<b>Visitations and Consultations</b>	
20/04/2023	Northam PCYC Screening of "On-Country Cultural Youth Bush Camp"
20/04/2023	Regional Capitals Alliance Meeting – Video Conference
21/04/2023	Wundowie Community Markets and Official Opening
24/04/2023	Northam Primary School ANZAC Day Ceremony
25/04/2023	ANZAC Day Dawn Service - Northam
25/04/2023	ANZAC Day Service – Grass Valley
25/04/2023	ANZAC Day March and Ceremony - Northam
25/04/2023	Triple M Radio Interview on ANZAC Day
26/04/2023	Northam Senior High School ANZAC Day Ceremony
27/04/2023	Telephone Interview with Farm Weekly Regarding National Ballooning Events
28/04/2023	Bakers Hill Community Markets
28/04/2023	Northam Swimming Club end of season windup and presentations
29/04/2023	Official Opening of the 2023 Northam Netball Association Season
02/05/2023	Triple M Weekly Radio Interview
03/05/2023	Wheatbelt Futures Forum - Muresk
04/05/2023	Water Wise Awards - Perth
05/05/2023	Northam Community Markets
05/05/2023	Avon Valley Arts Society Fred Killick Art Award Opening Night
06/05/2023	Lions Community Markets - Northam
06/05/2023	Elevate Festival – National Hot Air Ballooning Championships
06/05/2023	Elevate Festival and Ballooning Official Opening
08/05/2023	AROC Governance Group Meeting - Toodyay
08/05/2023	National Hot Air Ballooning Championships Day 1
09/05/2023	Triple M Weekly Radio Interview
12/05/2023	Wheatbelt State Budget Breakfast at BKB
12/05/2023	Northam Community Markets
13/05/2023	National Hot Air Ballooning Championships Final Day
13/05/2023	International Firefighters Day Memorial Service
13/05/2023	23 <sup>rd</sup> Australian National Ballooning Championships – Awards Banquet
16/05/2023	Triple M Weekly Radio Interview
16/05/2023	Northam Chamber of Commerce and Shire of Northam Catch Up

16/05/2023	Welcome to DLGSC Regional Managers Forum
17/05/2023	Wheatbelt District Emergency Management Meeting - Northam
<b>Upcoming Events</b>	
23/05/2023	Triple M Weekly Radio Interview
30/05/2023	Triple M Weekly Radio Interview
01/06/2023	WALGA Head of Agencies Breakfast - Perth
01/06/2023	Mayor's and President's Forum - Perth
03/06/2023	Lions Community Markets
05/06/2023	Western Australia Day Public Holiday
06/06/2023	Triple M Weekly Radio Interview
11/06/2023	Philippine Independence Day Celebrations - Northam
13/06/2023	Triple M Weekly Radio Interview
15/06/2023	Avon Industrial Park Advisory Committee Meeting - Northam
20/06/2023	Triple M Weekly Radio Interview

### Operational Matters:

Whilst we are now in an open burning season, I urge all residents and ratepayers to remain informed of current conditions and aware of any emergency warnings that may arise. If lighting fires, be aware of current conditions and potential impacts these may have on your neighbors.

Thank you to all our volunteers, who consistently answer the call to assist and protect members of the community. We recently witnessed that during our recent ANZAC Day memorials and our upcoming International Firefighters Memorial Day.

### Events Calendar:

The National Hot Air Ballooning Championships are being run during May. This is Northam's 5<sup>th</sup> time of hosting the event, being the 23<sup>rd</sup> time of being held. With many exciting events, including the Elevate Festival, or Balloon Glow, I know that all these successful events will cement the Shire of Northam as Australia's Not Air Ballooning Capital.

Thanks to all volunteers involved with the running of this successful event.

### Strategic Matters:

The Shire of Northam has a Capital Works Programme Tracker. This example of a map -linked by the following QR code, shows planned road improvement and rehabilitation works across the Shire of Northam.



## 6 PUBLIC QUESTIONS

See item 8.3 - Deputations for Public Question taken by Council.

## 7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

## 8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 8.1 PETITIONS

Nil.

### 8.2 PRESENTATIONS

*One member of the Public Gallery entered the meeting at 5:34pm.*

#### **Northam Swimming Club:**

The Shire President, Cr C R Antonio, presented to Council a Certificate of Appreciation for support provided during the Country Pennants 2023, gifted to the Shire by the Northam Swimming Club.

Cr C R Antonio acknowledged that the Country Pennants 2023 was a very successful event. No complaints were raised by participants or guests regarding the competition.

#### **Water Corporation:**

The Shire President, Cr C R Antonio, presented to Council a Gold Waterwise Aquatic Centre award for the Northam Aquatic Centre for demonstrating best practice water management in an Aquatic Centre, awarded to the Shire by Water Corporation.

#### **Northam Ballooning Events:**

The Shire President, Cr C R Antonio, presented to Council a blown glass trophy gifted to council by Northam Ballooning Events in appreciation for support provided during the 2023 Ballooning Championships.

#### **Eric Lawrence:**

The Shire President, Cr C R Antonio, presented to Council a historical map of the Shire and a group photo from what is believed to be the opening of the Northam Town Hall, gifted to the Shire by Mr Eric Lawrence. It was noted that the Shire may reach out to the Northam and Districts Historical Society for assistance in identifying those present in the photo.

### 8.3 DEPUTATIONS

Nil.

Due to a member of the Public Gallery arriving late, the Shire President, Cr C R Antonio, provided a second opportunity to ask Public Questions.

#### Public Questions:

<b>Name:</b>	Mr Trent Frost - Northam Chamber of Commerce.
<b>Summary of Question 1:</b>	In regards to differential rates funding for the Northam Chamber of Commerce, Rates have increased in the past 3 financial years, but the Chambers fees have stayed the same, can Council provide reasoning for this?
<b>Summary of Response 1:</b>	The Executive Manager Corporate Services advised that Council has previously set a fixed amount for the differential rate. Any increase to this amount would be a decision for Council.
<b>Summary of Question 2:</b>	Does the Shire have any new ideas in relation to increasing housing in the Northam Shire? Chamber of Commerce members have raised concerns with them in relation to being unable to secure employees due to insufficient housing.
<b>Summary of Response 2:</b>	The Chief Executive Officer advised that there is no single solution to the housing challenge as this is a regional, state, federal and world wide issue. Council are relying on the private sector to play a role in the provision of securing housing. Council is of the view that there is a sufficient amount of residential zoned land and vacant land available for development. Council are working on attracting investors to build homes as the Shire of Northam does not have capacity to

construct the volume of housing required.

## 9 APPLICATIONS FOR LEAVE OF ABSENCE

*Cr D A Hughes declared an "Impartiality" interest in item 9 – Applications for Leave of Absence, as Cr Hughes is requesting to be granted Leave of Absence.*

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4736

Moved: Cr A J Mencshelyi  
Seconded: Cr D J Galloway

That Council grant Cr D A Hughes leave of absence from 23 May 2023 to 07 June 2023 (inclusive).

**CARRIED 10/0**

An additional request for leave of absence was received from Cr L C Biglin.

### MOTION / COUNCIL DECISION

Minute No: C.4737

Moved: Cr D A Hughes  
Seconded: Cr M P Ryan

That Council grant Cr L C Biglin leave of absence from 1 June 2023 to 09 June 2023 (inclusive).

**CARRIED 10/0**

## 10 CONFIRMATION OF MINUTES

### 10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD ON 19 APRIL 2023

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4738**

**Moved: Cr J E G Williams**

**Seconded: Cr H J Appleton**

**That the minutes of the Ordinary Council meeting held on Wednesday, 19 April 2023 be confirmed as a true and correct record of that meeting.**

**CARRIED 10/0**

**10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD ON 10 MAY 2023**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4739**

**Moved: Cr A J Mencshelyi**

**Seconded: Cr M I Girak**

**That Council receive the notes from the Council Forum meeting held on Wednesday, 10 May 2023.**

**CARRIED 10/0**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### NOTES

### Council Forum Meeting

10 May 2023

Council Forum Meeting Notes  
10 May 2023



### DISCLAIMER

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

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Council Forum Meeting Notes  
10 May 2023



**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 May 2023.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 17 May 2023.

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 May 2023**



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Council Forum Meeting Notes  
10 May 2023



## 1 DECLARATION OF OPENING

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

## 2 ACKNOWLEDGEMENT OF COUNTRY

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

## 3 ATTENDANCE

### 3.1 ATTENDEES

**Council:**

Shire President  
Deputy Shire President  
Councillors

C R Antonio  
M P Ryan  
D J Galloway  
R W Tinetti  
A J Mencshelyi  
M I Girak  
J E G Williams  
D A Hughes  
H J Appleton  
L C Biglin

**Staff:**

Chief Executive Officer  
Executive Manager Engineering Services  
Executive Manager Development Services  
Executive Manager Corporate Services  
Executive Manager Community Services  
Governance Officer

J Whiteaker  
P Devcic  
C B Hunt  
C J Young  
J Metcalf  
T P Van Beek

### 3.2 APOLOGIES

**Staff:**

Governance Coordinator

A C McCall

### 3.3 APPROVED LEAVE OF ABSENCE

Nil.

Council Forum Meeting Notes  
10 May 2023



### 3.4 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
Application for Leave of Absents	9	Cr D A Hughes	Impartiality	Cr Hughes is requesting to be granted Leave of Absents.
Lease of a Portion of Reserve 19542, 83 Kimberly Road, Clackline	13.1.1	Cr J E G Williams	Impartiality	Cr Williams attends the Clackline Progress Association & has been involved in discussions regarding the post office.



Council Forum Meeting Notes  
10 May 2023

Progress & Community Associations 2023/24 Budget Allocation	13.5.1	Cr L C Biglin	Impartiality	Cr Biglin is the secretary of the Wundowie Progress Association which is mentioned in this item.
		Cr D J Galloway	Impartiality	Cr Galloway is the President of the Wundowie Progress Association which is mentioned in this item for budget allocation.
		Cr M I Girak	Impartiality	Some members of the Progress and Community Associations are known to Cr Girak.
		Cr J E G Williams	Impartiality	Cr Williams is an executive member of the Bakers Hill Progress Association. Cr Williams has discussed improvements to the station masters house with the Spencers Brook Progress Association President but was not involved in any of the submissions to council.
Rates Write-off Request – A16091	14.1	Cr H J Appleton	Impartiality	The reporting officer is known to Cr Appleton.
		Cr J E G Williams	Impartiality	Cr Williams daughter is employed by the Shire and is the reporting officer. Cr Williams daughter is non-dependent, lives apart from Cr Williams and has not discussed the matter with Cr Williams in any way.

Council Forum Meeting Notes  
10 May 2023



**5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**6 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.

*Cr D A Hughes declared an "Impartiality" interest in item 9 – Applications for Leave of Absence, as Cr Hughes is requesting to be granted Leave of Absence.*

**9 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**10 CONFIRMATION OF MINUTES**

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING  
HELD ON 19 APRIL 2023**

Clarification sought in relation to:

- A question/request for further information was made during the Ordinary Council Meeting regarding item 14.1 – Northam Depot Redevelopment – Proposed Variation to Contract, should this have been reflected in the Minutes?

Council Forum Meeting Notes  
10 May 2023



*The Chief Executive Officer advise that this would be followed up. It was found that as the question had been asked during an Ordinary Council Meeting the question was not included in the Minutes document, it was captured in a separate Notes document, as is process.*

- The information on the cost break down that was requested has not been provided, will Council receive this?

*Executive Manager Development Services advised that this is still being correlated and will be provided to Council by the end of the week.*

**10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD ON 10 MAY 2023**

Nil.

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

Nil.

**12 REPORTS OF COMMITTEE MEETINGS**

**12.1 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 19 APRIL 2023**

Nil.

**13 OFFICER REPORTS**

**13.1 CEO'S OFFICE**

*Cr J E G Williams declared an "Impartiality" interest in item 13.1.1 – Lease of a portion of Reserve 19542, 83 Kimberley Road, Clackline, as Cr Williams attends the Clackline Progress Association & has been involved in discussions regarding the post office.*

**13.1.1 Lease of a portion of Reserve 19542, 83 Kimberley Road, Clackline**

Clarification was sought in relation to:

- In the Background it refers to the Ordinary Council Meeting held on 18 April 2023, Is this correct or is the date incorrect?



Council Forum Meeting Notes  
10 May 2023



*The Chief Executive Officer confirmed that this is a typo and should read as 2018. This will be corrected.*

- Will this lease have a 5-year extension option on it?

*The Chief Executive Officer confirmed that this was correct.*

- In the map provided as an attachment, are we just referring to the area in Blue?

*The Chief Executive Officer confirmed this is correct.*

- In the map provided, what is the area in red?

*The Chief Executive Officer advised that the red indicated the entire reserve area.*

## 13.2 ENGINEERING SERVICES

Nil.

## 13.3 DEVELOPMENT SERVICES

### 13.3.1 Multiple Dog Application

Clarification was sought in relation to:

- Are there any other dogs in the surrounding properties?

*Executive Manager Development Services advised that staff are unaware if there are any, but can check the registrations to find out.*

- In the Submissions it states that a neighbor has spoken to the owner directly a number of times with complaints regarding the dogs, have they been told to report these issues to the Shire?

*Executive Manager Development Services advised that the report referenced that the complaint lodged was for barking, and that the owners have since purchased barking collars. When the Shire receives a complaint, we send an acknowledgement and further documents/information.*

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*The Chief Executive Officer also noted that it is preferred such matters get resolved amongst neighbors rather than escalate to the Shire, which is the advice provided to any complainants.*

- In regards to the objections received, the staff have indicated that the claim that the dogs are locked in the house all day is not applicable, why is that?

*Executive Manager Development Services advised that the Shire has no evidence that the dogs are locked up all day. The Rangers have conducted a site inspection, but nothing was found to support this. It was also noted that there is no legislation prohibiting dogs from being kept in the house outside of any potentially health regulation breaches.*

- Where exactly is the house situated on the property?

*Executive Manager Development Services will provide an updated map for the Ordinary Council Meeting showing this.*

- When these owners previously had a multiple dog request put to Council the approval was for 4 dogs, but it was only listed as 3, can you confirm which is correct?

*Executive Manager Development Services advised that there was an anomaly in what was applied for and what was approved. The request and Council approval was for 3 dogs, but the approval letter sent to the applicant was for 4.*

- If Council does not approve 4 dogs what will happen?

*Executive Manager Development Services advised that 2 dogs would need to be removed from the property.*

### 13.3.2 Proposed Easement - 23 Taylor Street, Northam

Clarification was sought in relation to:

- As the conditional development was granted back in 2019, would this have lapsed?

*Executive Manager Development Services advised that this would not have lapsed, and they would still be required to comply with the ongoing conditions.*

- Is the dwelling in a flood prone area?

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*Executive Manager Development Services confirmed that the dwelling is in a flood prone area but is on stilts.*

- So even through Main Roads may not commence upgrades for another 10/15 years this is still necessary?

*Executive Manager Development Services confirmed that this is correct. There are plans in place for major works at that location.*

### 13.4 CORPORATE SERVICES

#### 13.4.1 Fees and Charges 2023/24 Adoption

Clarification was sought in relation to:

- In regards to Wundowie Hall, now that it is under the Progress Association is the fee still the same or do they set their own?

*Executive Manager Corporate Services advised that the lease agreement between the Shire of Northam and the Wundowie Progress Association in The Schedule Item 9 States, Fees are set in accordance with the Shire of Northam adopted Fees and Charges or by Council resolution.*

- In regards to the fees for standpipes, why is one so much lower than the others?

*Executive Manager Corporate Services advised that Water Corporation issue a list of set fees for the different standpipes, which is published to their website each year. We currently do not have the list for the next financial year, that is why we have listed it in the attachment as cost + 10%.*

- In regards to the swimming pool, it lists a staff discount of 50%, has that always been available?

*Executive Manager Corporate Services confirmed that this has been available for roughly as long as the pool has been open.*

- In regards to the Cemetery fees, it notes that the charge includes any unforeseen expenses associated with providing the service, how is this figure reached?

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*Executive Manager Corporate Services advised that this figure is a prediction based on fees that have been incurred in previous years.*

- In regards to the Equipment Hire of the AROC Mobile toilets, one of the charges decreases in 2023/2024, why is that?

*Executive Manager Corporate Services advised that he would review this figure.*

*\* This figure was found to be a typo and has since been corrected to \$328.*

- In regards to the cost increase from Western Power for street lighting, how much will this cost the Shire?

*The Chief Executive Officer advised that be an increase of roughly \$124,000. It was noted that this is a tariff based charge, not a consumption based charge.*

- How will the increase in the cost for street lights affect rate payers, how is it equitable when some properties do not have street lights?

*The Chief Executive Officer clarified that this is not a user pay system and the cost would be borne by the whole community, the same as the costs to run services such as community library and pool.*

- What is the rural waste charge?

*Executive Manager Corporate Services advised that this item will not be adopted at this meeting and a separate report will come to council and be discussed during the upcoming strategic council meeting. Staff are potentially looking to adopt a charge in this space as it was identified that rate payers in rural areas who do not pay for rubbish collection are receiving free access to the waste transfer station and skip bin service (a facility that is being run as a cost neutral service).*

- Is the Shire still investigating the possibility of road side waste collection being extended to the south east of the Shire?

*The Chief Executive Officer and Executive Manager Development Services advised that this matter had been resolved as the costs associated with such a service were not feasible.*

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- Did the Shire previously offer more than 10 tip passes?

*Executive Manager Development Services advised that the Shire offered 12 tip passes previously as he recalled. It was noted that the number of passes was reduced when free green waste collection was introduced.*

- Will council be discussing the skip bins being delivered to houses and not the road verges at the upcoming strategic meeting?

*The Chief Executive Officer advised that it is not the intent of staff to raise this with Council, noting this was an outcome of potential risks with the previous service identified by the contractor.*

- In regard to community amenities, the charge to dispose of tyres has increased substantially. Aren't the tyres being recycled for rubber matting, why is the cost so much?

*Executive Manager Corporate Services advised that while the tyres are being recycled, there is still a cost to the Shire for someone to collect them from the Shire facility. The proposed fee is for cost recovery purposes.*

- Why has the fee to dispose of mattresses been scraped?

*Executive Manager Corporate Services advised that the fee was originally introduced to try to reduce the number of mattresses being dumped at the waste facility. However, since adopting the fee the number of mattresses has not decreased, they are still coming in with the skip bins. Staff are recommending to absorb the cost in to the waste fees, which may remove a barrier for placing the mattresses in the appropriate place at the transfer station, rather than incorporate them into general rubbish to 'save' the charge.*

- In relation to vehicle impounding, what happens if the vehicle remains at the facility longer than indicated?

*Executive Manager Corporate services advised that if that was the case, the Shire would likely look at writing off the fees and selling the vehicle.*

**13.4.2 Accounts & Statements of Accounts - 01 April 2023 to 30 April 2023**

Nil.

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**13.4.3 Financial Statement for the period ending 30 April 2023**

Nil.

**13.5 COMMUNITY SERVICES**

*Cr L C Biglin declared an "Impartiality" interest in item 13.5.1 – Progress & Community Associations 2023/2024 Budget Allocation, as Cr Biglin is the secretary of the Wundowie Progress Association, which is mentioned in this item.*

*Cr D J Galloway declared an "Impartiality" interest in item 13.5.1 – Progress & Community Associations 2023/2024 Budget Allocation, as Cr Galloway is the President of the Wundowie Progress Association which is mentioned in this item for budget allocation.*

*Cr M I Girak declared an "Impartiality" interest in item 13.5.1 – Progress & Community Associations 2023/2024 Budget Allocation, as some of the members of the Progress & Community Associations are known to Cr Girak.*

*Cr J E G Williams declared an "Impartiality" interest in item 13.5.1 – Progress & Community Associations 2023/2024 Budget Allocation, as Cr Williams is an executive member of Bakers Hill Progress Association. Cr Williams has discussed improvements to the Station master's house with the Spencers Brook Progress Association President, but has not bene involved in any of the submissions to Council.*

**13.5.1 Progress & Community Associations 2023/2024 Budget Allocation**

Clarification was sought in relation to:

- Were there no applications from the associations to the East of the Shire?

*Executive Manager Community Services confirmed that this is correct, no applications were received despite staff encouragement.*

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10 May 2023



14 MATTERS BEHIND CLOSED DOORS

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C. 4734**

**Moved: Cr Ryan**  
**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) (B) of the Local Government Act 1995, meet behind closed doors to consider agenda items:**

- 14.1 – Rates Write-off Request – A16091 as it relates to the personal affairs of a person.**

**CARRIED 10/0**

*Cr H J Appleton declared an "Impartiality" interest in item 14.1 – Rates Write-off Request – A16091, as the reporting officer is known to Cr Appleton.*

*Cr J E G Williams declared an "Impartiality" interest in item 14.1 – Rates Write-off Request – A16091, as Cr Williams daughter is employed by the Shire and is the reporting officer. Cr Williams daughter is non-dependent, lives apart from Cr Williams and has not discussed the matter with Cr Williams in any way.*

**14.1 RATES WRITE-OFF REQUEST - A16091**

Refer to Confidential Addendum.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C. 4735**

**Moved: Cr Appleton**  
**Seconded: Cr Hughes**

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

**CARRIED 10/0**

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

**Council Forum Meeting Notes  
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**16 URGENT BUSINESS APPROVED BY DECISION**

**16.1 EXECUTIVE MANAGER COMMUNITY SERVICES – LAST MEETING**

The Chief Executive Officer acknowledged to Council that it is the Executive Manager Community Services, Jo Metcalf's, last meeting before she leaves the Shire of Northam. The Chief Executive Officer thanked Jo for all her efforts and the contributions that she has made during her time with the Shire and acknowledged the commitment that she has shown throughout her projects. Jo is leaving the Shire with an extremely strong Community Services team that she has built and mentored over the last few years.

The Shire of Northam wishes Jo all the best in her future endeavors and commends her for going out on a massive high after her successful Ballooning Championships project.

**17 DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr C R Antonio, declared the meeting closed at 6:17pm.



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

Nil.

**12 REPORTS OF COMMITTEE MEETINGS**

**12.1 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 19 APRIL 2023**

**Receipt of Minutes:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4740**

**Moved: Cr C R Antonio**

**That Council receive the minutes from the Audit & Risk Management Committee meeting held on 19 April 2023.**

**CARRIED 10/0**

**Adoption of Recommendations:**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4741**

**Moved: Cr C R Antonio**

**That Council:**

- 1. Accept that the minutes of the Audit & Risk Management Committee meeting held on 23 February 2023 be confirmed as a true and correct record of that meeting.**
- 2. Receive the update as provided in the monthly Compliance Calendar Report.**
- 3. Received the April 2023 Shire of Northam Risk Register update.**
- 4. Confirms the 'Natural Environment' risk register as presented with the following amendments.**
  - a) Adjust 'Shire of Northam activities result in increasing carbon emissions' by**
    - i. Decreasing residual risk rating from 20 (Extreme) to 6 (Moderate)**
    - ii. Remove treatment 'Manage Procurement'**
    - iii. Add treatment 'Develop & implement a climate mitigation and adoption plan' (June 2023, to review annually)**

- b) Add risk – ‘Contaminated property being used inappropriately’, inherent risk 9 (Moderate), residual risk 6 (Moderate)
    - i. Add treatment ‘Ensure contaminated sites register is maintained and up to date’ (June annually)
  - c) Add risk – ‘Inadequate control of invasive flora species on Shire of Northam controlled land’ inherent risk 12 (High), residual risk 9 (Moderate).
    - ii. Add treatment – ‘Develop annual spraying program for Shire of Northam land’ (August annually)
    - iii. Add treatment – ‘Engage contractors to undertake spraying in identified areas’ (September annually)
  - d) Add risk – ‘Inefficient use of water in/on Shire of Northam assets’ inherent risk 8 (Moderate), residual risk 6 (Moderate)
    - i. Add treatment – ‘Establish internal waterwise group to identify water saving opportunities’ (meet quarterly)
    - ii. Add treatment – ‘Review water usage to identify high use facilities and identify saving opportunities’ (March annually)
    - iii. Add treatment – ‘Undertake water balance study to identify opportunities for greater utilisation of treated wastewater on Shire of Northam assets’ (June 2023)
  - e) Remove risk – ‘Inadequate environmental management’
5. Confirms the Built Environment risk register as presented with the following amendments.
- a) Remove risk – ‘Lack of capital project evaluation procedure’
6. Received the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.
7. Receives the update as provided in Attachment 1 in relation to the progress made towards the Financial Management Systems Review Action Plan.
8. Received the update as provided in Attachment 1 in relation to the progress made towards the ICT Strategic Plan.

**CARRIED 10/0**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

Minutes

Audit & Risk Management  
Committee

19 April 2023

**Audit & Risk Management Committee Minutes  
19 April 2023**



**DISCLAIMER**

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

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

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

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

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**1 DECLARATION OF OPENING**

The Presiding Member, Cr C R Antonio, declared the meeting open at 4:06pm.

**2 ACKNOWLEDGEMENT OF COUNTRY**

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

**3 ATTENDANCE**

**3.1 ATTENDEES**

**Committee**

Presiding Member / Shire President  
Deputy President

C R Antonio  
M P Ryan  
Cr A J Appleton

**Staff:**

Executive Manager Corporate Services  
Governance Coordinator  
Acting Senior Accountant  
Business Solutions Coordinator

C J Young  
A C McCall  
C Redmond  
K Sarma

**Guest:**

Assistant Director (OAG)  
Director (Dry Kirkness)  
Councillors

I Dias  
M van der Merwe  
L C Biglin entered at  
D J Galloway  
J E G Williams entered at 5:04pm  
and left at 5:04pm. Re-entered at  
5:08pm.  
R W Tinetti entered at 5:04pm

**3.2 APOLOGIES**

**Staff:**

Chief Executive Officer

J B Whiteaker

**3.3 APPROVED LEAVE OF ABSENCE**

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Cr A J Mencshelyi has been granted leave of absence from 03 April 2023 to 28 April 2023 (inclusive).

**3.4 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.*

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**5 CONFIRMATION OF MINUTES**

**5.1 CONFIRMATION OF MINUTES FROM THE AUDIT AND RISK MANAGEMENT  
COMMITTEE MEETING HELD 23 FEBRUARY 2023**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.248

Moved: Cr Ryan

Seconded: Cr Appleton

That the minutes of the Audit and Risk Management Committee Meeting held on 23 February 2023 be confirmed as a true and correct record of that meeting.

**CARRIED 3/0**

UNCONFIRMED



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**6 COMMITTEE REPORTS**

**6.1 AUDIT ENTERANCE MEETING**

<b>File Reference:</b>	8.2.7.5
<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**

Council has been audited by the Office of Auditor General since 2018. Dry Kirkness was appointed as the nominated auditors for the OAG for the Shire of Northam for a period of three years, this is the Third year of that contract. As part of the audit procedures an audit entrance meeting is required.

**ATTACHMENTS**

1. Shire of Northam Planning Summary 2023 [6.1.1 - 19 pages]
2. 2023 audit timetable - Northam ( Nov approval and Sept final) [6.1.2 - 2 pages]

**A. BACKGROUND / DETAILS**

Nil.

**B. CONSIDERATIONS**

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

Performance Area: Performance Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action 12.1.4: Provide internal auditing capabilities (including providing additional human or financial resources) and publish findings annually.

**B.2 Financial / Resource Implications**



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Staffing resources are required for the Shire to carry out the requirements of the Audit.

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.  
Local Government (Audit) Regulations 1996

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

N/A

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

Indika Dias from the Office of Auditor General along with Marius van der Merwe from Dry Kirkness who will be carrying out the audit on behalf of the Office of Auditor General will give an overview of the Audit Planning Summary along with the proposed timeline.

Anne/ Marcia will brief the Committee on

1. Audit approach
2. Business operations
3. Significant risk and audit focus areas identified
  - see page 9 of the Planning summary
4. Significant Assets acquired and disposed
5. Compliance with Laws and regulations

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6. Changes in accounting policies
7. Related parties/ entities
8. Reporting protocols
  - Significant issues identified during the audit
  - Interim management letter
  - Final management letter
9. Audit Team
10. Audit timetable

**RECOMMENDATION**

**For Information only.**

Clarification was sought in relation to the term of the contract. Mr Dias confirmed that there is a 3 year contract in place with a 2 year renewal option. The 2 year renewal option has not been exercised at this stage.

Cr M P Ryan left the meeting at 4:09pm. Cr Antonio suspended the meeting in accordance with clause 4.12(a) of the Shire of Northam Standing Orders Amendment Local Law 2018 due to there being no quorum at the meeting.

The Shire President resumed the meeting at 4:21pm.

Mr Dias provided an overview of the audit process.

Mr van der Merwe provided an overview of the planning summary documents. Discussion was held around:

1. IT risks affecting the financial statements. Clarification was sought in relation to the IT risks affecting the financials, reference was made to the transition to Altus. Mr van der Merwe advised that they will be looking at whether Council had a project management plan, business plan, project team, appropriate signoffs etc. Where these are not in place they often see challenges. It was suggested that Council link the project to its Risk Register.
2. Maintaining fair value at all times as opposed to only at the time of fair value being undertaken. Inflation was discussed as a component affecting fair value however this can not be used as a sole assessment. Council needs to undertake an assessment of this and provide information around their process of how they have determined the fair value. Clarification was sought in relation to 'at all times'. Mr van der Merwe advised that this is once a year at 30 June. Concerns were raised in relation to the timeframes to complete this given we are nearing end of financial year. Mr van der Merwe advised that given fair value was completed last year for property, plant and equipment

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- (PPE), he does not believe this would vary too much. Council will need to ensure this is completed by the time that the audit report is ready to be signed off. Discussion was held around methods for review including using independent qualified valuers and getting an external review of the assessment (e.g. from a surrounding local government). Mr Dias advised that Council should be focussing on the PPE as the fair value for infrastructure is scheduled to be undertaken this financial year.
3. Reviewing multiple pay runs with different touch points as opposed to reviewing one pay run at a deeper level.
  4. The timeline being more stable given there were no changes to the Accounting Standards. Clarification was sought in relation to when these are likely to change and what might those changes entail (e.g. ECG scores). Mr van der Merwe advised that these are not expected to change for the current audit. Mr Dias advised that any changes they are aware of for future audits will be advised in the exit notes.

Mr Dias left the meeting at 4:32pm and returned at 4:32pm.

Mr van der Merwe provided an overview of the timeline of events.

Mr Dias and Mr van der Merwe left the meeting at 4:59pm.





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## THE PLANNING SUMMARY

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

In particular, this Summary includes:

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

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

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

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Attachment 6.1.1



## INTRODUCTION

### Auditor General

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

The Act allows the Auditor General to appoint contract audit firms to carry out the audit on their behalf.

### Contractor Appointment – Dry Kirkness (Audit) Pty Ltd ("DK")

DK has been contracted by the Auditor General to perform the Shire of Northam financial report audit on the Auditor General's behalf for the year ending 30 June 2023.

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

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

### Responsibility of the Council and the CEO

It is important to note that:

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



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Attachment 6.1.1



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

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

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

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

#### Conflicts of Interest

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

#### Audit Approach

DK's approach is designed to:

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

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

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

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

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

- i) based on proper accounts and records
- ii) presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2023 and its financial position at the end of that period
- iii) in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

The attendance of at least one meeting per year of the Shire's audit and risk committee by a member of our audit team will be carried out if required.

The audit team will visit the Shire's offices during each stage of the audit and the engagement partner will be available for subsequent meetings at the Shire's request.



## OUR AUDIT APPROACH

Our audit approach comprises the following steps:

01	Pre-engagement activities	<ul style="list-style-type: none"> <li>+ Legislative requirements of independence</li> </ul>
02	Risk assessment procedures	<ul style="list-style-type: none"> <li>+ Discussions with the management team and members of the audit and risk management committee</li> <li>+ Review of key accounting systems and operations</li> <li>+ Understand and evaluate control environment</li> <li>+ Identify and assess risk</li> <li>+ Identify significant accounts</li> <li>+ Develop procedures to address risk and significant accounts</li> </ul>
03	Audit procedures	<ul style="list-style-type: none"> <li>+ Assess reliance on controls</li> <li>+ Perform tests of control, analytical review procedures and tests of detail at transaction level</li> </ul>
04	Completion and review	<ul style="list-style-type: none"> <li>+ Completion procedures</li> <li>+ Evaluation of audit evidence</li> <li>+ Review format of the financial report</li> <li>+ Verify balances and disclosures in the financial report, including the Notes</li> </ul>
05	Reporting and communication	<ul style="list-style-type: none"> <li>+ Form an opinion and provide opinion to OAG</li> <li>+ Report to management and OAG</li> <li>+ OAG issue their opinion</li> </ul>

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

The level of testing will be dependent on our assessment of the risk in each business cycle.

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

Our audit will be split into two components as follows:

**Interim audit**

This includes:

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

**Final audit**

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

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



## BUSINESS OPERATIONS

The Shire of Northam is located within the Avon sub-region of the WA Wheatbelt and covers an area of close to 1,443 square kilometres. The western boundary of the Shire of Northam is situated approximately 50 kilometres from the Perth metropolitan area.

The Shire is home to just over 11,000 people with approximately 62% located in Northam.

Farming communities (which primarily produce wheat, barley, oats, sheep, wool and cattle) use Northam for their everyday banking, retail, shopping and government servicing requirements. The town has been established by the State Government as a regional centre, resulting in many government departments maintaining a strong presence.

Northam has a Senior High School, the Central Regional Tafe, the Muresk Institute (Department of Training and Workforce Development, WA Government), three Primary Schools and St Joseph's School, which provides education to Year 10. Bakers Hill and Wundowie also have primary schools.

## SIGNIFICANT RISKS AND AUDIT FOCUS AREAS

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

Details of Risk / Issue	Audit Approach
Audit findings reported in the previous audit.	We will follow-up on the resolution of issues reported in last year's audit.
Potential changes to <i>Local Government (Financial Management) Regulations 1996</i> that have been signalled by the Department of Local Government, Sport and Cultural Industries (DLGSCI): <ul style="list-style-type: none"> <li>New standardised templates are expected to be established for local government financial statements for 2022-23. The template for smaller (band 3 and 4) local governments is expected to have more streamlined standard financial statements, reflecting the generally less complex operations of smaller local governments.</li> </ul>	Upon communication of changes to the Local Government (Financial Management) Regulations 1996 by DLGSCI for 2022-23, we will review management's assessment of the impact of the changes to the Regulation, and ensure the Shire's financial report complies with the revised requirements of each regulation.
Important changes in management or the control environment	We will review any relevant changes to management roles and related delegations to confirm that no temporary or ongoing control gaps have occurred.

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Details of Risk / Issue	Audit Approach
<p>We have identified the following areas that we consider require additional focus during our 2022-23 local government audits:</p> <ul style="list-style-type: none"> <li>• Revenue recognition, including contract liabilities</li> <li>• Unauthorised expenditure</li> <li>• Unrecorded liabilities and expenses</li> <li>• Fictitious employees</li> <li>• Revaluation of Infrastructure assets (last revalued in 2017-18)</li> <li>• Related party disclosures</li> <li>• Joint arrangement disclosures</li> <li>• Contingent liabilities disclosures</li> <li>• Restricted reserve accounts</li> </ul>	<p>We will review the accounting treatment and disclosure processes during our interim and final audits. We will ensure the disclosures in the annual financial report are appropriate and comply with the requirements of the Australian accounting standards.</p> <p>For asset revaluation, we will obtain the external (or management) valuation report and review the appropriateness of the main assumptions, valuation techniques and unobservable inputs used. Where valuation is performed internally, we ask that the Shire consider having this assessment peer reviewed by an independent valuer to obtain assurance over the valuation methodology applied, inputs and the reasonableness of the valuation model applied.</p> <p>For related party disclosures, we will make enquiries to understand the process for identification of related parties, review the signed related party transaction declarations from key management personnel (both current and departed), and assess whether the disclosures made in the notes to the annual financial report are appropriate.</p> <p>For joint arrangement disclosures, we will review if there are any new joint arrangements entered into during the year and assess their disclosures in the annual financial report.</p> <p>For contingent liabilities disclosures, the Shire has listed several sites to be possible sources of contamination, which are disclosed as contingent liabilities on the financial report. We will enquire with management for any contingent liabilities existing at reporting date and ensure appropriate disclosure in the annual financial report for identified contingent liabilities.</p> <p>For restricted reserve accounts, we will review the movements within the restricted reserve accounts, ensure that transfers out are used in accordance with the intended purpose of the respective reserve and agree to adequate supporting documents.</p>
<p>The following annual financial report items are derived from accounting estimates and hence will receive specific audit attention:</p> <ul style="list-style-type: none"> <li>• Fair value of PPE and Infrastructure                         <ul style="list-style-type: none"> <li>○ PPE last revalued in 2021-22</li> <li>○ Infrastructure (other) last revalued in 2017-2018</li> </ul> </li> <li>• Impairment of assets</li> <li>• Provision for annual and long service leave</li> <li>• Provision for rehabilitation of waste disposal sites (if any, at year end)</li> </ul>	<p>We will review the method and underlying data that management and, where applicable, third parties use when determining critical accounting estimates. This will include considering the reasonableness of assumptions and corroborating representations.</p> <p>For assets that are not revalued this year, we will review management's assessment of the carrying amounts of these assets, to ensure that they are not materially different from their fair values at the end of the reporting period.</p>



## AUDIT EMPHASIS ON SIGNIFICANT ACCOUNT BALANCES

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

Significant Account	Audit Approach
Cash and cash equivalents	<ul style="list-style-type: none"> <li>Review internal controls and reconciliations</li> <li>Verify year-end balance through bank confirmations</li> <li>Analytical review</li> <li>Assess appropriateness of classification between unrestricted and restricted cash balances</li> </ul>
Receivables	<ul style="list-style-type: none"> <li>Year-end cut-off testing</li> <li>Review subsequent receipts</li> <li>Review provision for doubtful debts</li> <li>Analytical review</li> </ul>
Financial assets	<ul style="list-style-type: none"> <li>Verify assets to third party documentation</li> <li>Assess accounting treatment in line with accounting policies</li> <li>Assess assets for impairment</li> </ul>
Inventory	<ul style="list-style-type: none"> <li>Verify year end balances to supporting documentation</li> <li>Assess accounting treatment in line with accounting policies</li> </ul>
Property, plant, equipment and infrastructure	<ul style="list-style-type: none"> <li>Review key processes/controls</li> <li>Verify asset additions and disposals</li> <li>Assess assets for impairment</li> <li>Test items posted to construction in progress to assess appropriateness of expenses being capitalised</li> <li>Assess whether carrying amounts approximate fair value</li> <li>Where relevant, confirm balances to independent valuation reports</li> </ul>
Payables	<ul style="list-style-type: none"> <li>Review of key processes/controls</li> <li>Test for unrecorded liabilities</li> <li>Year-end cut off testing</li> </ul>
Contract liabilities	<ul style="list-style-type: none"> <li>Review of key processes and controls</li> <li>Analytical review</li> <li>Sample testing of transactions</li> </ul>
Provisions	<ul style="list-style-type: none"> <li>Review the reasonableness of assumptions and calculations</li> <li>Agree amounts to actuary/expert's report</li> <li>Analytical review</li> </ul>

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Significant Account	Audit Approach
Borrowings	<ul style="list-style-type: none"> <li>Verification of year end balances to supporting documents</li> </ul>
Grants, subsidies & contributions	<ul style="list-style-type: none"> <li>Review of key processes and controls</li> <li>Analytical review</li> <li>Sample testing of transactions</li> </ul>
Fees and charges	<ul style="list-style-type: none"> <li>Review of key processes and controls</li> <li>Analytical review</li> <li>Year-end cut-off testing</li> </ul>
Interest received	<ul style="list-style-type: none"> <li>Analytical review</li> </ul>
Other revenue	<ul style="list-style-type: none"> <li>Analytical review</li> <li>Sample testing of transactions</li> </ul>
Employee related expenses	<ul style="list-style-type: none"> <li>Review of key processes and controls</li> <li>Sample testing of transactions</li> <li>Analytical review</li> </ul>
Materials and contracts	<ul style="list-style-type: none"> <li>Review of key processes and controls</li> <li>Sample testing of transactions</li> <li>Analytical review</li> </ul>
Utility charges	<ul style="list-style-type: none"> <li>Review of key processes and controls</li> <li>Sample testing of transactions</li> <li>Analytical review</li> </ul>
Depreciation and amortisation	<ul style="list-style-type: none"> <li>Review of management's assessment of the useful lives of assets and assess reasonableness.</li> <li>Analytical review</li> </ul>
Interest expenses	<ul style="list-style-type: none"> <li>Review of management's assessment of the useful lives of assets and assess reasonableness</li> <li>Analytical review</li> </ul>
Insurance expenses	<ul style="list-style-type: none"> <li>Review of key processes/controls</li> <li>Sample testing of transactions</li> <li>Analytical review</li> </ul>
Other expenses	<ul style="list-style-type: none"> <li>Review of key processes/controls</li> <li>Sample testing of transactions</li> <li>Analytical review</li> </ul>





## COMPLIANCE WITH LAWS AND REGULATIONS

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

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

## GOING CONCERN

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

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

Based on the 2022/23 Annual Budget, the Shire is expecting a net surplus of \$2,862,608. We further note that as at 30 June 2022, the Shire has a net current asset position of \$7,974,509 of which \$5,868,771 relates to restricted cash reserves. Non-current liabilities as at 30 June 2022 were \$5,681,628.

Although the Shire is supported by the State Government, during the audit we will consider the impact of a potential net current asset deficiency on the indicators of adverse financial trends with regards to our reporting obligations under the Act and Regulations.

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

## ACCOUNTING POLICIES

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

We do not anticipate any significant changes from new accounting standards during the year.

## INTERNAL AUDIT

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

This year, no reliance is planned to be placed on internal audits as the Shire does not have an internal audit function and no internal audits are conducted.



## MANAGEMENT REPRESENTATION LETTER

Our audit procedures assume that management expects to be in a position to sign a management representation letter.

This letter should be reviewed and tailored to meet your Shire's particular circumstances, and be signed and dated by the CEO and Deputy CEO as close as practicable to the date of the proposed auditor's report. Ordinarily, this would be no longer than five working days prior to the issue of the auditor's report.

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

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

## RELATED PARTIES

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

## REPORTING PROTOCOLS

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

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

Where considered appropriate, and to ensure timely reporting of audit findings and action by management, interim management letters may be issued to the CEO.

On conclusion of the audit, we propose to discuss the audit outcomes with the audit committee, CEO and Councillors.

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Thereafter, as required by section 7.12AD(2) of the *Local Government Act 1995*, we will give our auditor's report to the CEO, the President and the Minister. We will also give them any management letter issues, including interim management letters.

Specific matters resulting from issues identified during the audit may be reported in the Auditor General's Report to Parliament. Should this occur, you will be consulted in advance to assure the context and facts of the issue are adequately represented.

## SPECIFIC AUDIT REQUIREMENTS

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

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

## YOUR AUDIT TEAM

	Name	Contact
OAG Representative	Indika Dias	(08) 6557 7601 Indika.dias@audit.wa.gov.au
Dry Kirkness Director	Marius van der Merwe	(08) 9480 2937 mvdm@drykirkness.com.au
Dry Kirkness Manager	Danielle Cavanagh	(08) 9480 2923 Danielle@drykirkness.com.au
Dry Kirkness Auditor	Lucy Gardner	(08) 9480 2908 lucy@drykirkness.com.au

Marius van der Merwe will be your primary contact and will communicate progress and any emerging issues to you.

See attached team profiles.

## PROPOSED AUDIT SCHEDULE

See attached Audit Timetable.

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## OTHER AUDIT ACTIVITIES

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

A summary of relevant reports issued from January 2022 are listed below:

- Information Systems Audit Report 2022 – State Government Entities (Mar 2022)
- Audit Results Report – Annual 2020-21 Financial Audits of State Government Entities Part 2: COVID-19 Impacts (May 2022)
- Covid-19 Contact Tracing System - Application Audit (May 2022)
- 2022 Transparency Report: Major Projects (June 2022)
- Forensic Audit - Construction Training Fund (June 2022)
- Fraud Risk Management - Better Practise Guide (June 2022)
- Information System Audit Report 2022 - Local Government Entities (June 2022)
- Financial Audit Results – Local Government 2020-21 (Aug 2022)
- Audit Committees - Summary of Audit Committee Chair Forum (Oct 2022)
- Forensic Audit Results - (Nov 2022)
- Financial Audit Results – State Government 2021-22 (Dec 2022)
- Funding of Volunteer Emergency and Fire Services (Dec 2022)

## Your Specialist Audit Team

Our partners are hands on to provide every client with greater continuity, individual attention and close partner involvement.

We have put together a specialist audit team for your organisation who we believe will add the greatest value to your business. Your engagement team for 2023 provides a combination of continuity and fresh ideas. This helps to ensure that we build on previous experience and make the audit process as smooth as possible.

Their combined skills and experience in your industry bring you the qualities that you should expect from your audit team; accessibility, specialist knowledge, technical expertise and corporate governance.

With every client, we first schedule meetings with the management team to review the progress and quality of our audit, and any concerns you may have including, industry issues, business, operational, accounting, taxation or reporting issues.

Regardless of the subject, you will have direct access to key members of our team. You will be able to schedule meetings as and when you need them.

We want you to be comfortable with the level and type of communication we are providing. Our goal is for you to always feel well informed but not overwhelmed by too much information.



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## MARIUS VAN DER MERWE

Partner, Dry Kirkness (Audit) Pty Ltd



### CONTACT DETAILS

Direct Line: (08) 9480 2937

Email: [mvdm@drykirkness.com.au](mailto:mvdm@drykirkness.com.au)

An experienced accountant and registered company auditor Marius has lead audit teams in South Africa and Australia for more than 25 years.

At Dry Kirkness he specialises in external audit and investigations with a portfolio including Australian financial services license holders, not-for-profit entities and local governments. He brings a deeply enquiring mind to his work and is a real problem solver, getting solutions to issues for our clients.

Marius is passionate about red meat, golf, and gaming competitions with his family. He has an abundant level of energy which he applies to every assignment he's involved with.

You can contact Marius at [mvdm@drykirkness.com.au](mailto:mvdm@drykirkness.com.au)

Audit Plan 2023  
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## Danielle Cavanagh

Audit Manager, Dry Kirkness (Audit) Pty Ltd



### CONTACT DETAILS

Direct Line: (08) 9480 2923  
Email: [danielle@drykirkness.com.au](mailto:danielle@drykirkness.com.au)

Danielle gained most of her experience in a mid-tier public practice in Glasgow UK, where over ten years she gained experience in both external and internal audits in many industries. She then moved to a larger firm to undertake the role of audit supervisor and further her leadership skills.

Since moving to Australia in 2013 Danielle has been overseeing audits in many industries, including a large property management portfolio, where she collaborates with clients and staff continuously in order to achieve the best outcomes for all involved.

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AUDIT SOC:	Shire of Northam		
AUDIT AREA:	Audit timetable		
PREPARED BY:	DK	DATE:	7 March 2023

Our audit timetable for the financial year ended 30 June 2023 is as follows:

Key area	Target date	Person responsible
<b>Audit Planning</b>		
Send list of requirements for planning	13 March 2023	DK
Planning information provided to audit	27 March 2023	LG
Audit Planning and Risk Assessment	3 April 2023	DK
Planning document to OAG for review	3 April 2023	DK
Entrance meeting document provide to the LG for agenda	12 April 2023	DK
Audit Entrance Meeting with Audit Committee Meeting	19 April 2023	LG / OAG / DK
<b>Interim Audit</b>		
Send list of requirements for Interim	20 March 2023	DK
Reconciled financial information ready for audit (up to 31 January 2023) Interim Information provided	3 April 2023	LG
Interim Audit selections to the LG	10 April 2023	DK
Information and sample ready for audit	17 April 2023	LG
Interim Audit visit	24 April 2023	LG / DK
DK Review	8 May 2023	DK
OAG Review	15 May 2023	OAG
Issue of Interim Management Letter (if applicable)	2 June 2023	DK / OAG
<b>Final Audit</b>		
Bank confirmation letters	3 July 2023	LG / DK
Final audit list of requirements to the LG	31 July 2023	DK
Reconciled financial information ready for audit	14 Aug 2023	LG
- Trial Balance		
- Balance Sheet Reconciliations		
Provide information requested by audit		
Draft Financial Report provided to audit	30 Sept 2023	LG
Audit selections to the LG	21 Aug 2023	DK
Information and sample ready for audit	28 Aug 2023	LG
Audit fieldwork visit	4 – 8 Sept 2023	LG / DK
Meeting with Management	20 Sept 2023	DK
DK Final Review	20 Sept 2023	DK
File presented to OAG for review	8 Oct 2023	OAG
<b>Financial Report</b>		
Draft Audited Financial Report to the LG with OAG comments	20 Oct 2023	LG / DK
Draft Audited Financial Report and completion documentation ready for Internal Agenda - Review	27 Oct 2023	DK



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AUDIT SOC:	Shire of Northam		
AUDIT AREA:	Audit timetable		
PREPARED BY:	DK	DATE:	7 March 2023

Key area	Target date	Person responsible
<b>Completion and Exit</b>		
Meeting with Audit Committee/Council - Audit Exit Meeting	1 Nov 2023	LG / OAG / DK
Final package to OAG for signing	3 Nov 2023	OAG
Approval by the CEO <ul style="list-style-type: none"> <li>• Draft Annual Financial Report</li> <li>• Management Representation Letter</li> </ul>	3 Nov 2023	LG
Issue of Auditor's Report	8 Nov 2023	OAG
Council Meeting to adopt AFR	15 Nov 2023	LG

**Key:**

- LG = Shire of Northam – Colin Young (Executive Manager Corporate Services)
- DK = Dry Kirkness Audit – Marius van der Merwe (Director) and Team
- OAG = Indika Dias (Assistant Director)

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**6.2 MONTHLY COMPLIANCE REPORT**

<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Alysha McCall (Governance 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**

1. Procurement Audit February 2023 [6.2.1 - 1 page]
2. Procurement Audit March 2023 [6.2.2 - 1 page]
3. Compliance Audit February 2023 [6.2.3 - 5 pages]
4. Compliance Audit March 2023 [6.2.4 - 6 pages]

**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 and to strengthen the auditing in key areas on a more regular basis, the Shire has implemented a monthly Compliance Calendar where specific activities and statutory requirements are audited internally.

**B. CONSIDERATIONS**

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

Performance Area: Performance Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action 12.1.4: Provide internal auditing capabilities (including providing additional human or financial resources) and publish findings annually.

**B.2 Financial / Resource Implications**

N/A

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**B.3 Legislative Compliance**

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

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

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	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		

**B.7 Natural Environment Considerations**

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.

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

A summary of the compliance is provided below:

Month	Item	% Compliance	Non-Compliance
February 2023	Internal Compliance Audit	95%	<ul style="list-style-type: none"> <li>Delegated authority register not being updated for E04 - Crossover determinations O79996, O79827 and O79828. H02 - Registration &amp; Licences, Portable Signs, Stable Licences, Morgues &amp; Offensive Trades. P01 - Non-compliance with LPS6 &amp; Planning Direction for J&amp;S Kelly.</li> <li>BSL payment not being made by 14th. - BCITF payment not being made by 10th.</li> </ul>
	Random Creditor Check	100%	
March 2023	Internal Compliance Audit	99%	BCTF Levy payment scheduled 4 days after due date.
	Random Creditor Check	95%	One purchase order was raised after the invoice date.

**Audit & Risk Management Committee Minutes  
19 April 2023**



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.249**

**Moved: Cr Ryan**

**Seconded: Cr Appleton**

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

**CARRIED 3/0**

Cr Biglin and Cr Galloway entered the meeting at 5:02pm.

UNCONFIRMED

Attachment 6.2.1

Audit & Risk Management Committee Minutes  
19 April 2023

FEBRUARY 2023 PROCUREMENT AUDIT

EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process
EFT4637	JH COMPUTER SERVICES PTY LTD	PURCHASE OF IT EQUIPMENT	A\$3,555.00	29/01/23	89099	A\$3,195.00	21/11/22	C YOUNG	Yes	Yes
EFT4638	WATSON TECHNOLOGIES PTY LTD	MONTHLY PAYMENT FOR WASTE SOFTWARE	A\$10,120.00	24/01/23	89712	A\$23,920.00	18/01/23	J JURMANN	Yes	Yes
EFT4641	DAMIAN'S PLUMBING	INSTALL VALVE AND TEST POINT TO REDUCED MAIN	A\$7,260.00	01/02/23	86529	A\$7,260.00	13/10/22	K BOASE	Yes	Yes
EFT4639	NORTMAN VETERINARY CENTRE	TREAT INJURED CYGNET	A\$107.52	01/02/23	89756	A\$300.00	23/01/23	K WALTERS	Yes	Yes
EFT4640	AVON VALLEY GLASS	SUPPLY AND INSTALL FRONT WINDSCREEN	A\$530.00	23/01/23	89726	A\$530.00	19/01/23	A ESPEY	Yes	Yes
EFT4635	WARRICKS NEWSAGENCY	2023 DIARIES	A\$414.22	14/11/22	89803	A\$414.22	08/11/22	K HOPKINS	Yes	Yes
EFT4634	DCM CARPENTRY AND MAINTENANCE PTY LTD	TOWN HALL REPAIRING AND PAINT AS PER QUOTE	A\$7,028.00	08/02/23	89728	A\$7,028.00	19/01/23	S MOORHEAD	Yes	Yes
EFT4638	BELINGARIN FABRICATION SERVICES	FUEL REDUCTION VARIOUS PROPERTIES	A\$492.00	28/01/23	89518	A\$1,500.00	04/01/23	J JURMANN	Yes	Yes
EFT4624	WESTERN IRRIGATION PTY LTD	ASSEMBLE REPLACEMENT PUMPS AND PREPARE FOR SERVICE ALBERT AND HERVEY STREET PUMP STATION	A\$11,000.00	31/01/23	87974	A\$11,000.00	12/08/22	S PATTERSON	Yes	Yes
EFT4643	FULTON HOGAN INDUSTRIES PTY LTD	2 X 2000L TICS OF 20MM - SUMMER GRADE	A\$2,860.00	08/02/23	89853	A\$2,860.00	07/02/23	K BOASE	Yes	Yes
<b>COMPLIANCE COMPLETED BY:</b>		100% ALYSHA MCCALL								
<b>SIGNED:</b>										

Attachment 6.2.2

Audit & Risk Management Committee Minutes  
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EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Authorising Officer	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process
EFT4662	GRAFTON ELECTRICS	INSTALLING 3 POWER POINTS AND 16 AS PER QUOTE	A\$3,520.00	01/08/22	67441	A\$3,520.00	28/07/22	S MOORHEAD	Yes	Yes
EFT4663	HARBOUR SOFTWARE PTY LTD	DOC ASSEMBLER INITIAL ANNUAL SUBSCRIPTION FEE	A\$14,300.00	02/12/22	69146	A\$28,000.00	24/11/22	J WHITEAKER	Yes	Yes
EFT4664	NORTHAM BETTA HOME LIVING	KAMBROOK THE FOUR WITH SETTLE UPHOLSTERY ANNUAL SUBSCRIPTION FEE	A\$1,053.95	21/02/23	70127	A\$1,053.95	21/02/23	N HAMPTON	Yes	Yes
EFT4670	DRACO AIR PTY LTD	REC CENTRE * COLLEGEMENT WATER COOLER	A\$4,695.50	01/03/23	70155	A\$4,695.50	23/06/23	S MOORHEAD	Yes	Yes
EFT4684	WHEATBELT PRECISION SERVICES * JEFFERY	BAKERS HILL 3.4U - REPAIR OF DAMAGE SUSTAINED AT	A\$3,151.72	14/03/23	68730	A\$3,784.70	26/10/22	A ESPEY	Yes	Yes
EFT4687	UTF AUSTRALIA PTY LTD	REPAIRS TO BOBCAT TRAILER AT UNIVERSAL FROM ACCIDENT IN WINDOWE	A\$3,381.72	01/02/23	70211	A\$3,845.72	27/02/23	K HOPKINS	No	Yes
EFT4691	PROFESSIONAL LOCKSERVICE	VEHICLE CENTRE FRONT CLIP BUSHES, SPRINGS, CLOSER AND LATCH LOCK & ADMIN BUILDING REPLACE DOOR WITH MASTER KEY LOCK	A\$1,253.88	24/03/23	70384	A\$1,253.88	14/03/23	S MOORHEAD	Yes	Yes
EFT4680	BUNNINGS BUILDING SUPPLIES PTL	REPAIRS BRIBES OFFICE CHAIRS 48 FIRE & FIBRE SHOP BRITEX UPHOLSTERY WANDZ 24 HR	A\$94.05	24/03/23	70404	A\$119.45	16/03/23	D JUPP	Yes	Yes
EFT4689	WHEATBELT COVERTEK	SHADE SAIL INSTALLATION AT COMMERCIAL ROLL TOWEL PARK PLAYGROUND	A\$2,361.00	08/03/23	68680	A\$2,361.00	16/01/23	K BOASE	Yes	Yes
EFT4682	OXTER SERVICES	COMMERCIAL ROLL TOWEL (16 ROLLS PER CTN)	A\$83.95	08/03/23	70277	A\$83.95	08/03/23	G WHITE	Yes	Yes
<b>COMPLIANCE COMPLETED BY:</b>		95%								
<b>SIGNED:</b>		Alana McCall								

Internal Audit 2023

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	February	February Comments
<b>Code of Conduct</b>	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Local Government Act 1995	s5.104(7)	Monthly	Governance Officer	Yes	
<b>Code of Conduct</b>	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.3(1A)(1) of the Local Government Act 1995?	Local Government Act 1995	s5.51A(1) & (3)	Monthly	Governance Coordinator	Yes	
<b>Commercial Enterprises by Local Governments</b>	Has the local government prepared a business plan for each major trading undertaking that was not exempt?	Local Government Act 1995	s3.59(2)(a) F&G Regs 7 & 10	Monthly	CEO / Executive Managers	Not applicable	
<b>Commercial Enterprises by Local Governments</b>	Has the local government prepared a business plan for each major land transaction that was not exempt?	Local Government Act 1995	s3.59(2)(b) F&G Regs 7, 8A, 9, 10	Monthly	CEO / Executive Managers	Not applicable	
<b>Commercial Enterprises by Local Governments</b>	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction?	Local Government Act 1995	s3.59(2)(c) F&G Regs 7 & 10	Monthly	CEO / Executive Managers	Not applicable	
<b>Commercial Enterprises by Local Governments</b>	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?	Local Government Act 1995	s3.59(4)	Monthly	CEO / Executive Managers	Not applicable	
<b>Commercial Enterprises by Local Governments</b>	Did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Local Government Act 1995	s3.59(5)	Monthly	CEO / Executive Managers	Not applicable	
<b>Delegation of Power / Duty</b>	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Local Government Act 1995	s5.16(3)(b) & s5.45(1)(b)	Monthly	Governance Coordinator	Not applicable	
<b>Delegation of Power / Duty</b>	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1995. Was the Delegated Authority Register updated?	Local Government Act 1995	s5.46(3), Admin Reg 19	Monthly	Governance Coordinator	No	EO4 - Crossover determinations 079696, 079827 and 079828 not recorded on register. H02 - Registration & Licences, Portable Signs, Stable Licences, Morgues & Offensive Trades not recorded on register for 2022/23. P01 - Non-compliance with LPS& Planning Direction for J&S Kelly not recorded on register.
<b>Disclosures of Interest</b>	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.98 and 5.99 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Local Government Act 1995	s5.67	Monthly	Governance Coordinator	Not applicable	
<b>Disclosures of Interest</b>	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1995, recorded in the minutes of the relevant council or committee meeting?	Local Government Act 1995	s5.68(2) & s5.69(5) Admin Reg 21A	Monthly	Governance Officer	Not applicable	
<b>Disclosures of Interest</b>	Were disclosures under section 5.98, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Local Government Act 1995	s5.73	Monthly	Governance Officer	Yes	
<b>Disclosures of Interest</b>	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?	Local Government Act 1995	s5.70(2) & (3)	Monthly	Governance Coordinator	Yes	



Attachment 6.2.3

Audit & Risk Management Committee Minutes  
19 April 2023

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	February	February Comments
Disclosure of Interest	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 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	Local Government Act 1995	s5.71A & s5.71B(5)	Monthly	Governance Coordinator	Not applicable	
Disclosure of Interest	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered	Local Government Act 1995	s5.71B(6) & s5.71B(7)	Monthly	Governance Officer	Not applicable	
Disposal of Property	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) of the Local Government Act 1995 (unless section 3.58(5) applies)	Local Government Act 1995	s3.58(3)	Monthly	Governance Coordinator	Yes	Completed for hanger disposal
Disposal of Property	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property	Local Government Act 1995	s3.58(4)	Monthly	Governance Coordinator	Yes	Completed for hanger disposal
Finance	Was a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under Part 10 Reg 22A(1)(d) presented at an Ordinary Council Meeting within 10 days after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 F.M. Reg.34	Monthly	Senior Accountant	Yes	
Gifts	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government (Administration) Regulations 1995, in accordance with regulation 28A.	Local Government Act 1995	s5.89A(1), (2) & (3) Admin Reg 28A	Monthly	Governance Officer	Yes	
Gifts	Did the CEO publish an up-to-date version of the gift register on the local government's website	Local Government Act 1995	s5.89A(5) & (6A)	Monthly	Governance Officer	Yes	
Gifts	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people	Local Government Act 1995	s6.89A(6)	Monthly	Governance Officer	Yes	
Gifts	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure	Local Government Act 1995	s5.89A(7)	Monthly	Governance Officer	Yes	
Gifts	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosures include the information required by section 5.87C of the Act	Local Government Act 1995	s5.87C	Monthly	Governance Officer	Not applicable	
Local Government Employees	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1995, regulation 19A	Local Government Act 1995	s5.36(4) & s5.37(3) Admin Reg 19A	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Was all information provided in applications for the position of CEO true and accurate	Local Government Act 1995	Admin Reg 18E	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	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) of the Local Government Act 1995	Local Government Act 1995	Admin Reg 18F	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Did the CEO inform council of each proposal to employ or dismiss senior employee	Local Government Act 1995	s5.37(2)	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	When council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so	Local Government Act 1995	s5.37(2)	Monthly	People & Culture Coordinator	Not applicable	
Official Conduct	Has the local government designated an employee to be its complaints official	Local Government Act 1995	s5.120	Monthly	Executive Manager Corporate Services	Yes	

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Audit & Risk Management Committee Minutes  
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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	February	February Comments
Official Conduct	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.11(2)(a) of the Local Government Act 1995	Local Government Act 1995	s5.12(1) & (2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Does the complaints register include all information required by section 5.12(2) of the Local Government Act 1995	Local Government Act 1995	s5.12(2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Has the CEO published an up-to-date version of the register of complaints on the local government's official website	Local Government Act 1995	s5.12(3)	Monthly	Governance Officer	Yes	
Other	Was the below information provided to the Valuer General by the 14th day of each month: • building license works completed • registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	s.37	Monthly	Development Services Support Officer	Yes	
Other	Building Services Levy - Payment due by 14th day after the end of the month	Building Services (Complaint Resolution and Administration) Regulations 2011	s.94	Monthly	Development Services Support Officer	No	Payment made on 23/02/2023.
Other	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Building and Construction Industry Training Fund and Levy Collection Act 1990	N/A	Monthly	Development Services Support Officer	No	Payment made on 22/02/2023.
Other	Did the CEO publish information on the local government's website in accordance with sections 5.95A(1), (2), (3), and (4) of the Local Government Act 1995	Local Government Act 1995	s5.95A(1), (2), (3) & (4)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day	Local Government Act 1995	s5.75 Admin Reg 22, Form 2	Monthly	Governance Officer	Not applicable	
Primary / Annual Returns	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return	Local Government Act 1995	s5.77	Monthly	Governance Officer	Not applicable	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995	Local Government Act 1995	s5.88(1) & (2)(a)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	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 of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1995, regulation 26	Local Government Act 1995	s5.88(1) & (2)(b) Admin Reg 28	Monthly	Governance Officer	Yes	
Primary / Annual Returns	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person	Local Government Act 1995	s5.88(3)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 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	Local Government Act 1995	s5.88(4)	Monthly	Governance Officer	Yes	
Tenders for Providing Goods & Services	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and Regulation) Regulations 1995, regulation 11(2) 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	Local Government Act 1995	F&G Reg 11A(1) & (3)	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Subject to Local Government (Functions and General) Regulations 1995, regulation 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 regulation 11(1) of the Regulations	Local Government Act 1995	s3.57 F&G Reg 11	Monthly	Procurement Coordinator	Yes	

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Audit & Risk Management Committee Minutes  
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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	February	February Comments
Tenders for Providing Goods & Services	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(5) and (4)	Local Government Act 1995	F&G Regs 11(1), 12(2), 13 & 14(1), (3), and (4)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract	Local Government Act 1995	F&G Reg 12	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	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 tender notice of the variation	Local Government Act 1995	F&G Reg 14(5)	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16	Local Government Act 1995	F&G Regs 15 & 16	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and the CEO's tender register information available for public inspection and publish it on the local government's official website	Local Government Act 1995	F&G Reg 17	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government reject any tenders that were not suitable at the time, and within the time, specified in the invitation to tender	Local Government Act 1995	F&G Reg 18(1)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which accept their criteria for deciding which tender to accept	Local Government Act 1995	F&G Reg 18(4)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted	Local Government Act 1995	F&G Reg 19	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22	Local Government Act 1995	F&G Regs 21 & 22	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	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	Local Government Act 1995	F&G Reg 23(1) & (2)	Monthly	Procurement Coordinator	Not applicable	1 EOJ was advertised however not for RFI and was advertised via WJCA preferred supplier panel (RFQ).
Tenders for Providing Goods & Services	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer	Local Government Act 1995	F&G Reg 23(3) & (4)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24	Local Government Act 1995	F&G Reg 24	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE	Local Government Act 1995	F&G Regs 24AD(2) & (4) and 24AE	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tender notice of the variation	Local Government Act 1995	F&G Reg 24AD(6)	Monthly	Procurement Coordinator	Not applicable	

Attachment 6.2.3

Audit & Risk Management Committee Minutes  
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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	February	February Comments
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as to the retirement and regulation of local service were a reference to a pre-qualified supplier panel application.	Local Government Act 1995	F&G Reg 24AF	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with General Regulations 1996, regulation 24AG	Local Government Act 1995	F&G Reg 24AG	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	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	Local Government Act 1995	F&G Reg 24AH(1)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	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	Local Government Act 1995	F&G Reg 24AH(3)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO send each applicant written notice advising them of the outcome of their application	Local Government Act 1995	F&G Reg 24AI	Monthly	Procurement Coordinator	Not applicable	
						Compliance Items	63
						Items Compliant	60
						Items Non-Compliant	3
						Percentage Compliant	95%
						Auditor:	Alysha McCall
						Auditor Signature:	
						Date Completed:	16/03/2023

Internal Audit 2023

Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	March	March Comments
Code of Conduct	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website	Local Government Act 1995	s5.104(7)	Monthly	Governance Officer	Yes	
Code of Conduct	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995	Local Government Act 1995	s5.51A(1) & (3)	Monthly	Governance Coordinator	Yes	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major trading undertaking that was not exempt?	Local Government Act 1995	s3.592(a) F&G Regs 7.9.10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major land transaction that was not exempt?	Local Government Act 1995	s3.592(b) F&G Regs 7.9.10, 8.10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction	Local Government Act 1995	s3.592(c) F&G Regs 7.8A, 8.10	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	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	Local Government Act 1995	s3.594	Monthly	CEO / Executive Managers	Not applicable	
Commercial Enterprises by Local Governments	Did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority	Local Government Act 1995	s3.595	Monthly	CEO / Executive Managers	Not applicable	
Delegation of Power / Duty	Were all decisions by the council to amend or revoke a delegation made by absolute majority	Local Government Act 1995	s5.46(3) (b) & s5.45(1)(b)	Monthly	Governance Coordinator	Not applicable	
Delegation of Power / Duty	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1995, Part 10?	Local Government Act 1995	s5.46(3) Admin Reg 19	Monthly	Governance Coordinator	Yes	
Disclosure of Interest	Was the Delegated Authority Register updated?	Local Government Act 1995	s5.67	Monthly	Governance Coordinator	Not applicable	
Disclosure of Interest	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter	Local Government Act 1995	s5.68	Monthly	Governance Coordinator	Not applicable	
Disclosure of Interest	Were all decisions regarding participation approval, including the relevant information required by the Local Government (Administration) Regulations 1995 regulation 2.1A, recorded in the minutes of the relevant council or committee meeting	Local Government Act 1995	s5.69(2) & s5.69(5) Admin Reg 2.1A	Monthly	Governance Officer	Not applicable	
Disclosure of Interest	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made	Local Government Act 1995	s5.73	Monthly	Governance Officer	Yes	
Disclosure of Interest	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	Local Government Act 1995	s5.70(2) & (3)	Monthly	Governance Coordinator	Yes	
Disclosure of Interest	Where council applied to the Minister to allow the CEO to disclose the nature and extent of an interest under section 5.71A(1) of the Local Government Act 1995, 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	Local Government Act 1995	s5.71A & s5.71B(5)	Monthly	Governance Coordinator	Not applicable	
Disclosure of Interest	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered	Local Government Act 1995	s5.71B(6) & s5.71B(7)	Monthly	Governance Officer	Not applicable	

Attachment 6.2.4

Audit & Risk Management Committee Minutes  
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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	March	March Comments
Disposal of Property	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) of the Local Government Act 1995 (unless section 3.58(5) applies)	Local Government Act 1995	s.3.58(3)	Monthly	Governance Coordinator	Yes	
Disposal of Property	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property	Local Government Act 1995	s.3.58(4)	Monthly	Governance Coordinator	Yes	
Finance	Was a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d) presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995	s.6.4 FM.Reg.34	Monthly	Senior Accountant	Yes	
Gifts	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1995, regulation 28A	Local Government Act 1995	s.5.89A(1), (2) & (3) Admin Reg 28A	Monthly	Governance Officer	Yes	
Gifts	Did the CEO publish an up-to-date version of the gift register on the local government's website	Local Government Act 1995	s.5.89A(5) & (5A)	Monthly	Governance Officer	Yes	
Gifts	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people	Local Government Act 1995	s.5.89A(6)	Monthly	Governance Officer	Yes	
Gifts	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure	Local Government Act 1995	s.5.89A(7)	Monthly	Governance Officer	Yes	
Gifts	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosures include the information required by section 5.87C of the Act	Local Government Act 1995	s.5.87C	Monthly	Governance Officer	Not applicable	
Local Government Employees	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1995, regulation 18A	Local Government Act 1995	s.5.36(4) & s.5.37(3) Admin Reg 18A	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Was all information provided in applications for the position of CEO true and accurate	Local Government Act 1995	Admin Reg 18E	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.35(4) of the Local Government Act 1995	Local Government Act 1995	Admin Reg 18F	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	Did the CEO inform council of each proposal to employ or dismiss senior employee	Local Government Act 1995	s.5.37(2)	Monthly	People & Culture Coordinator	Not applicable	
Local Government Employees	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	Local Government Act 1995	s.5.37(2)	Monthly	People & Culture Coordinator	Not applicable	
Official Conduct	Has the local government designated an employee to be its complaints officer	Local Government Act 1995	s.5.120	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 3.110(2)(a) of the Local Government Act 1995	Local Government Act 1995	s.5.121(1) & (2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995	Local Government Act 1995	s.5.121(2)	Monthly	Executive Manager Corporate Services	Yes	
Official Conduct	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website	Local Government Act 1995	s.5.121(3)	Monthly	Governance Officer	Yes	

Attachment 6.2.4

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	March	March Comments
Other	Was the Compliance Audit Return completed by 31 March	Local Government Act 1995	s.7,13(1)(i) Audit Regs. 13, 14 and 15	March	Governance Coordinator	Yes	
Other	Was the below information provided to the Valuer General by the 14th day of each month: • building licenses issued • registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	s.37	Monthly	Development Services Support Officer	Yes	
Other	Have Elected Members not been absent for 3 consecutive ordinary meetings with Leave of Absence being granted	Local Government Act 1995	s.2.25	August - June March	Governance Coordinator	Not applicable	
Other	Building Services Levy - Payment due by 14th day after the end of the month	Building Services (Complaint Resolution and Administration) Regulations 2011	s.94	Monthly	Development Services Support Officer	Yes	At the time of finalising this audit, payment was scheduled for 14 April.
Other	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month	Building and Construction Industry Training Fund and Levy Collection Act 1990	N/A	Monthly	Development Services Support Officer	No	At the time of finalising this audit, payment was scheduled for 14 April.
Other	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995	Local Government Act 1995	s.5.96A(1), (2), (3) & (4)	Monthly	Governance Officer	Yes	
Other	Emergency Services Levy payment made by 21 day	Local Government Act 1995	2.2.12	December - June March - September	Creditors Officer	Yes	Payment made 17/03/2023.
Policy	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events	Local Government Act 1995	s.5.90A(2) & (5)	March	Governance Officer	Yes	
Policy	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members	Local Government Act 1995	s.5.128(1)	March	Governance Officer	Yes	
Primary / Annual Returns	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day	Local Government Act 1995	s.5.75 Admin Reg 22, Form 2	Monthly	Governance Officer	Yes	Awaiting for the return from Cr Bighn and C Reardon.
Primary / Annual Returns	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return	Local Government Act 1995	s.5.77	Monthly	Governance Officer	Not applicable	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995	Local Government Act 1995	s.5.88(1) & (2)(a)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	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 of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1995, regulation 28	Local Government Act 1995	s.5.88(1) & (2)(b) Admin Reg 28	Monthly	Governance Officer	Yes	
Primary / Annual Returns	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person	Local Government Act 1995	s.5.88(3)	Monthly	Governance Officer	Yes	
Primary / Annual Returns	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 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	Local Government Act 1995	s.5.88(4)	Monthly	Governance Officer	Yes	
Tenders for Providing Goods & Services	Did the local government comply with its current purchasing policy, applied under the Local Government (Functions and Operations) Regulations 1995, regulation 5(5) 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	Local Government Act 1995	F&G Reg 11A(1) & (3)	Monthly	Procurement Coordinator	Yes	

Attachment 6.2.4

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	March	March Comments
Tenders for Providing Goods & Services	Subject to Local Government (Functions and General) Regulations 1996, regulation 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, of financial consideration stated in regulation 11(1) of the Regulations	Local Government Act 1995	s.3, s7 F&G Reg 11	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be advertised, did the local government advertise tenders via Statewide public notice in accordance with Regulation 14(3) and (4)	Local Government Act 1995	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12, when deciding to enter into multiple contracts rather than a single contract	Local Government Act 1995	F&G Reg 12	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	If the local government sought to vary this information given each person who sought copies of the tender documents or each acceptable tender notice of the variation	Local Government Act 1995	F&G Reg 14(5)	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government's procedures for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16	Local Government Act 1995	F&G Regs 15 & 16	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website	Local Government Act 1995	F&G Reg 17	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender	Local Government Act 1995	F&G Reg 18(1)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	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	Local Government Act 1995	F&G Reg 18(4)	Monthly	Procurement Coordinator	Yes	
Tenders for Providing Goods & Services	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted	Local Government Act 1995	F&G Reg 19	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22	Local Government Act 1995	F&G Regs 21 & 22	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	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	Local Government Act 1995	F&G Reg 23(1) & (2)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer	Local Government Act 1995	F&G Reg 23(3) & (4)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24	Local Government Act 1995	F&G Reg 24	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE	Local Government Act 1995	F&G Regs 24AD(2) & (4) and 24AE	Monthly	Procurement Coordinator	Not applicable	



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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	March	March Comments
Tenders for Providing Goods & Services	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.	Local Government Act 1995	F&G Reg 24A0(6)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government Regulation 16, as amended, and if the reference in that regulation to a tender was a reference to a pre-qualified supplier panel application.	Local Government Act 1995	F&G Reg 24AF	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register comply with the requirements of Local Government Functions and General Regulations 1995, Regulation 24AG.	Local Government Act 1995	F&G Reg 24AG	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any applications to join a panel of pre-qualified suppliers, and within the time specified in the invitation for applications.	Local Government Act 1995	F&G Reg 24AH(1)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Were all applications that were not rejected assessed by the local government within the time specified in the invitation for applications, and each application satisfies the criteria for deciding which application to accept.	Local Government Act 1995	F&G Reg 24AH(3)	Monthly	Procurement Coordinator	Not applicable	
Tenders for Providing Goods & Services	Did the CEO send each applicant written notice advising them of the outcome of their application.	Local Government Act 1995	F&G Reg 24AI	Monthly	Procurement Coordinator	Not applicable	
					Compliance Items		68
					Items Compliant		67
					Items Non-Compliant		1
					Percentage Compliant		99%
					Auditor:		Alysha McCall
					Auditor Signature:		

Attachment 6.2.4

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Compliance Area	Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Responsible Officer Position Title	March Date Completed	March Comments
						12/04/2023	

UNCONFIRMED

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### 6.3 RISK REGISTER

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Alysha McCall (Governance 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

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

#### ATTACHMENTS

1. Risk Register - Overdue / Non-Compliant Risks [6.3.1 - 5 pages]

#### 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

Performance Area: Performance Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action 12.1.4: Provide internal auditing capabilities (including providing additional human or financial resources) and publish findings annually.

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

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

**B.3 Legislative Compliance**

AS/NZS ISO 31000:2009.

**B.4 Policy Implications**

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

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	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

**B.7 Natural Environment Considerations**

N/A.

**C. OFFICER'S COMMENT**

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



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

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

2. % of risk mitigation / treatment strategies overdue

Currently have 136 risk mitigation/treatment strategies, of which **2 are overdue (which equates to 1.47%)**.

- MC00043 - OHS Committee Meeting Regularly.

*Comment – WHS meetings under review with new Safety Officer.*

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

*Comment – WHS System Review is planned to be undertaken at April 2023 Executive Meeting.*

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.250**

**Moved: Cr Appleton**

**Seconded: Cr Ryan**

**That Council receives the April 2023 Shire of Northam Risk Register update.**

**CARRIED 3/0**

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Attachment 6.3.1



Overdue / Non-compliant Risks

Filter:	Overdue / Non-compliant
<p><b>RESIDUAL</b> <b>6.0</b> <b>MODERATE</b></p> <p><b>INHERENT</b> <b>20.0</b></p> <p>R00001</p>	<p>CORPORATE SERVICES; COMPLIANCE – LEGISLATIVE</p> <p><b>Failure to fulfil statutory, regulatory or compliance requirements</b> Council is exposed to reputation damage and serious breaches due to a failure to comply with legislative and compliance requirements</p> <p>OWNER: Colin Young CREATED: 08/04/2019 06:46:49 LIKELIHOOD: Almost Certain SEVERITY: Major CONTROL EFFECTIVENESS: Strong</p>
	<p>TREATMENT MC00002 Audit of monthly compliance calendar</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 14 May 2023 FREQUENCY: 14th day of every month</p>
	<p>TREATMENT MC00007 Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions</p> <p><b>CHANGE(S) PENDING</b> SIGNOFF(S): Janice Byers DUE DATE: 14 Apr 2023 FREQUENCY: Fri every week</p>
	<p>TREATMENT MC00008 Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 14 May 2023 FREQUENCY: 14th day of every month</p>
	<p>TREATMENT MC00058 Organisational Compliance Calendar in place and reviewed by Executive Management Group</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 01 Mar 2024 FREQUENCY: The first Day of every 12 months</p>
	<p>TREATMENT MC00059 Induction &amp; Training provided to elected members</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 30 Nov 2023 FREQUENCY: The last Day of every 24 months</p>
	<p>TREATMENT MC00060 Complete Annual Compliance Return (Dept Local Government)</p> <p>SIGNOFF(S): Alysha McCall DUE DATE: 29 Feb 2024 FREQUENCY: The last Day of every 12 months</p>

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Attachment 6.3.1

RESIDUAL  
**4.8**  
MODERATE

INHERENT  
**16.0**

R00022

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY – OCCUPATIONAL

**Inadequate safety and security practices**

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

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

OWNER Jason Whiteaker  
CREATED 01/07/2019 06:46:30  
LIKELIHOOD Likely  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT	SIGNOFF(S):	DUE DATE:	FREQUENCY:
TREATMENT MC00041 Undertake OHS Audit	Janice Byers 01 Sep 2023	The first Day of every 24 months	
TREATMENT MC00042 Implement recommendations from OHS Audit & Report to Audit & Risk Committee	Janice Byers 31 May 2023	The last Day of every 4 months	
TREATMENT MC00043 OHS Committee Meeting Regularly	<b>OVERDUE</b> Janice Byers 31 Mar 2023	The last Day of every 3 months	
TREATMENT MQ00044 Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off)	Chadd Hunt 30 Apr 2023	The last Day of every month	
TREATMENT MC00045 Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item)	<b>OVERDUE</b> Jason Whiteaker 31 Mar 2023	The last Day of every 6 months	
TREATMENT MC00046 OHS Policy Framework in place and reviewed	Janice Byers 31 Aug 2023	The last Day of every 12 months	
TREATMENT MC00095 Undertake Workplace Safety Inspections - Undertake Inspection OSH inspections undertaken for each site.	<b>CHANGE(S) PENDING</b> Colin Young Chadd Hunt Jo Metcalf 30 Apr 2023	The last Day of every month	

Attachment 6.3.1

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RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00033

GENERAL, REPUTATION - COMMUNITY

**Errors, Omissions & Delays**

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

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

This may result in incomplete or inaccurate information.

Consequences include:

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

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

OWNER Jason Whiteaker  
CREATED 02/07/2019 05:56:01

LIKELIHOOD Likely

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00002  
Audit of monthly compliance calendar

SIGNOFF(S): Alysha McCall  
DUE DATE: 14 May 2023  
FREQUENCY: 14th day of every month

**CHANGE(S) PENDING**

TREATMENT MC00007  
Manage Inductions - Conduct New Employee Induction  
All new employees are provided with adequate inductions

SIGNOFF(S): Janice Byers  
DUE DATE: 14 Apr 2023  
FREQUENCY: Fri every week

TREATMENT MC00009  
Monthly random internal audit of five (5) purchases to be performed to ensure compliance with purchasing requirements.

SIGNOFF(S): Alysha McCall  
DUE DATE: 14 May 2023  
FREQUENCY: 14th day of every month

**CHANGE(S) PENDING**

TREATMENT MQ00083  
Manage Inductions - Conduct New Employee Induction  
Ensure staff are inducted into the organisation

SIGNOFF(S): Janice Byers  
DUE DATE: 01 Oct 2023  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00084

Have critical processes mapped to assist staff eliminate errors, omissions and delays (wastage)

SIGNOFF(S): Alysha McCall  
DUE DATE: 01 Dec 2023  
FREQUENCY: The first Day of every 12 months



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 06:09:25  
 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 MC00087  
 Manage Procurement - Identify need for procurement  
 Process minimises opportunity for misconduct

TREATMENT MQ00102  
 Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention)

**CHANGE(S) PENDING**  
 SIGNOFF(S): Janice Byers  
 DUE DATE: 14 Apr 2023  
 FREQUENCY: Fri every week

SIGNOFF(S): Alysha McCall  
 DUE DATE: 30 Nov 2023  
 FREQUENCY: The last Day of every 24 months

SIGNOFF(S): Collin Young  
 Kristy Hopkins  
 DUE DATE: 01 Oct 2023  
 FREQUENCY: The first Day of every 12 months

SIGNOFF(S): Alysha McCall  
 DUE DATE: 28 Feb 2025  
 FREQUENCY: The last Day of every 24 months

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00031

GENERAL, REPUTATION - COMMUNITY

**Providing inaccurate advice / information to stakeholders**

- Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.
- Examples include:
  - incorrect planning, development or building advice,
  - incorrect health or environmental advice
  - inconsistent messages or responses from Customer Service Staff
  - any advice that is not consistent with legislative requirements, local laws or policies.

OWNER Jason Whiteaker  
 CREATED 02/07/2019 05:27:54  
 LIKELIHOOD Likely  
 SEVERITY Medium  
 CONTROL EFFECTIVENESS Strong

TREATMENT MC00007  
 Manage Inductions - Conduct New Employee Induction  
 All new employees are provided with adequate inductions

TREATMENT MC00013  
 Manage Customer Requests - Receive Request  
 Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services

TREATMENT MC00051  
 Manage Staff Training - Identify Training Needs  
 Ensure staff training needs are identified and met

**CHANGE(S) PENDING**  
 SIGNOFF(S): Janice Byers  
 DUE DATE: 14 Apr 2023  
 FREQUENCY: Fri every week

**CHANGE(S) PENDING**  
 SIGNOFF(S): Jason Whiteaker  
 Alysha McCall  
 DUE DATE: Once  
 FREQUENCY: Once

**CHANGE(S) PENDING**  
 SIGNOFF(S): Janice Byers  
 DUE DATE: 31 Oct 2023  
 FREQUENCY: The last Day of every 12 months

Attachment 6.3.1

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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 05:23:01

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00007	Manage Inductions - Conduct New Employee Induction All new employees are provided with adequate inductions	Janice Byers 14 Apr 2023 Fri every week	<b>CHANGE(S) PENDING</b> SIGNOFF(S): DUE DATE: FREQUENCY:
TREATMENT MC00049	100% of annual performance reviews undertaken	Janice Byers 31 Dec 2023 The last Day of every 12 months	SIGNOFF(S): DUE DATE: FREQUENCY:
TREATMENT MC00050	Manage Employee Termination - Receive notification Ensuring that employee terminations are managed appropriately and equitably to minimise risk of further action	Janice Byers 01 Jul 2023 The first Day of every 3 months	SIGNOFF(S): DUE DATE: FREQUENCY:
TREATMENT MQ00051	Manage Staff Training - Identify Training Needs Ensure staff training needs are identified and met	Janice Byers 31 Oct 2023 The last Day of every 12 months	<b>CHANGE(S) PENDING</b> SIGNOFF(S): DUE DATE: FREQUENCY:
TREATMENT MC00052	Manage Employee Discipline / Misconduct - Receive Notification / Identify Misconduct Ensure any / all staff misconduct in managed effectively and consistently	Jason Whiteaker Jacky Jurmann Jo Metcalf Collin Young Chadd Hunt 01 Jul 2023 The first Day of every 3 months	<b>CHANGE(S) PENDING</b> SIGNOFF(S): DUE DATE: FREQUENCY:

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**6.4 RISK REGISTER REVIEW - ENVIRONMENT**

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Jenny Abbott (Environment Sustainability Officer), Jacky Jurmann (Acting Executive Manager Development Services), Chadd Hunt (Acting Executive Manager Engineering Services), Kayla Burges (Waste Management 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**

**ATTACHMENTS**

1. Risk Register - Environment [**6.4.1** - 4 pages]

**A. BACKGROUND / DETAILS**

The Shire of Northam has an organisational wide risk register which has been developed over a period. Council has been advised previously that the management of risk is an area which has been underdeveloped 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.

The Shire of Northam Risk Register is categorised into the following section, the intent is to review one section at each meeting (red indicates review completed, bold is review in this agenda item);

1. Compliance – Review Completed
  - a. Legislation
  - b. Policy
2. Environmental
  - a. Built
  - b. Natural
3. Financial



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- a. Operating
- b. Strategic
- 4. Health & Safety
  - a. General
  - b. Occupational
  - c. Community
- 5. Property
  - a. Damage
  - b. Liability
- 6. Reputation
  - a. Community
  - b. Industry
- 7. Strategic
  - a. Community
  - b. Organisational

**B. CONSIDERATIONS**

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

Performance Area: Performance Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Each of the mitigation actions has been incorporated into annual deliver plans with appropriate budgets and time allocations to ensure achievable

**B.3 Legislative Compliance**

AS/NZS ISO 31000:2009

**B.4 Policy Implications**

Policy G1.11 – Risk Management

**B.5 Stakeholder Engagement / Consultation**

Appropriate staff have been included in the review of the register

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial			



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Health & Safety			
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			
Compliance			
Property			
Environment			

**B.7 Natural Environment Considerations**

Subject of the report

**C. OFFICER'S COMMENT**

The following outlines the environmental risk area, the identified risks within the compliance risk sub areas of legislation and policy and the mitigation actions currently in place. More details in relation to each component are provided in appendix 1. It is worth noting that some of the sub risk areas may not appear to be in the most appropriate risk area, however under our current system mitigation actions can be assigned to multiple compliance risk areas. For example the sub risk area 'Inadequate project management – b, ii – is assigned to the risk areas of Compliance – Policy, Financial - Operational and Health & Safety – Occupational

**Environmental**

a. Natural

i. Shire of Northam activities result in increasing carbon emissions.

1. Manage Procurement - Identify type of procurement activity to be undertaken. Action plan to be considered in all procurement.

ii. Inadequate environmental management

1. Up to Date and endorsed Strategic Waster Management Plan
2. Have climate change policy in place.

The natural environment area has been reviewed with significant recommended adjustments. These adjustments have been recommended to better reflect what staff view as being the higher organisational risk areas and appropriate mitigation actions to manage these risks.

b. Built

i. Inadequate Asset Management Practices

1. Up to date and accurate transport management plan in place

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2. Up to date and accurate building asset management plan in place
3. Up to date and accurate parks & reserves asset management plan in place
4. Long Term Financial Plan aligned to asset management plans
- ii. Inadequate Project Management
  1. Project management framework in place, providing parameters for staff to operate within
  2. Prepare Elected Members Monthly Report - Publish Monthly Report. Major Project status reporting to Council (through monthly elected member report)
  3. Internal audit of project and major project (as defined by corporate business plan) management framework compliance.
  4. Manage Major Projects - Project Performance and Control. Provides process for managing projects
- iii. Lack of capital project evaluation procedure
  1. Project evaluation procedure in place and utilised
- iv. Condition of buildings is unknown
  1. Up to date and accurate building asset management plan in place
  2. Revaluations of Council Building Assets (Fair Value)
  3. Develop and maintain medium term building maintenance program to ensure future costs are understood
- v. Asset Inventories inaccurate
  1. Up to date and accurate transport management plan in place
  2. Up to date and accurate building asset management plan in place
  3. Up to date and accurate parks & reserves asset management plan in place
- vi. Inaccurate Asset Valuations
  1. Revaluations of Council Building Assets (Fair Value)
  2. Revaluations of Council Transport Infrastructure Assets (Fair Value)
  3. Revaluation of Council Plant & Equipment

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.251**

**Moved: Cr Ryan**

**Seconded: Cr Appleton**

**That Council:**

1. Confirms the 'Natural Environment' risk register as presented with the following amendments.
  - a. Adjust 'Shire of Northam activities result in increasing carbon emissions' by
    - i. Decreasing residual risk rating from 20 (Extreme) to 6 (Moderate)
    - ii. Remove treatment 'Manage Procurement'



- iii. Add treatment “Develop & implement a climate mitigation and adaptation plan” (June 2023, to review annually)
  - b. Add risk – “Contaminated property being used inappropriately”, inherent risk 9 (Moderate), residual risk 6 (Moderate)
    - i. Add treatment “Ensure contaminated sites register is maintained and up to date” (June annually)
  - c. Add risk – “Inadequate control of invasive flora species on Shire of Northam controlled land”, inherent risk 12 (High), residual risk 9 (Moderate)
    - i. Add treatment – “Develop annual spraying program for Shire of Northam land” (August annually)
    - ii. Add treatment – “Engage contractors to undertake spraying in identified areas” (September annually)
  - d. Add risk - “Inefficient use of water in/on Shire of Northam assets” inherent risk 8 (Moderate), residual risk 6 (Moderate)
    - i. Add treatment – “Establish internal waterwise group to identify water saving opportunities” (meet quarterly)
    - ii. Add treatment - “Review water usage to identify high use facilities and identify saving opportunities” (March annually)
    - iii. Add treatment – “Undertake water balance study to identify opportunities for greater utilisation of treated wastewater on Shire of Northam assets” (June 2023)
  - e. Remove risk - “Inadequate environmental management”
2. Confirms the Built Environment’ risk register as presented with the following amendments.
- a. Remove risk - “Lack of capital project evaluation procedure”

CARRIED 3/0

Cr R W Tinetti and Cr J E G Williams entered the meeting at 5:04pm. Cr J E G Williams left the meeting at 5:04pm and returned at 5:08pm.

Risk Register



Filter:	Classification(s):	Environmental - Natural, Environmental - Built
<b>RESIDUAL</b> <b>20.0</b> <b>EXTREME</b>	DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL <b>Shire of Northam activities result in increasing carbon emissions</b> Council activities do not meet State & Federal emissions reduction targets.	TREATMENT MC00123 Manage Procurement - Identify type of procurement activity to be undertaken Action plan to be considered in all procurement.
<b>INHERENT</b> <b>20.0</b>	OWNER Jennifer Abbott CREATED 20/02/2023 04:08:24 LIKELIHOOD Almost Certain SEVERITY Major CONTROL EFFECTIVENESS Deficiencies	SIGNOFF(S): Jason Whiteaker Jo Metcalf Collin Young Chadd Hunt Chadd Hunt Paul Devicic 05 Feb 2024 DUE DATE: The first Monday of every 12 months FREQUENCY:
R00058		
<b>RESIDUAL</b> <b>7.2</b> <b>MODERATE</b>	DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL <b>Inadequate environmental management</b> Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;	TREATMENT MC00081 Up to Date and endorsed Strategic Waste Management Plan
<b>INHERENT</b> <b>9.0</b>	• Contaminated sites. / Coastal issues • Waste facilities (landfill / transfer stations). / Groundwater • Weed control. / Water Quality • Illegal dumping. • Illegal clearing / land use.	SIGNOFF(S): Gordon Tester Jacky Jurmann 31 Aug 2023 DUE DATE: The last Day of every 12 months FREQUENCY: SIGNOFF(S): Jennifer Abbott Jacky Jurmann 01 Mar 2024 DUE DATE: The first Day of every 24 months FREQUENCY:
R00019		



Attachment 6.4.1

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<p>RESIDUAL <b>4.8</b> MODERATE</p> <p>INHERENT <b>16.0</b></p> <p>R00039</p>	<p>AMP - TRANSPORT, ENVIRONMENTAL - BUILT</p> <p><b>Lack of capital project evaluation procedure</b> Shire does not have a capital project evaluation procedure aligned to the Community Strategic Plan</p> <p>OWNER Jason Whiteaker CREATED 15/07/2019 08:54:13 LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00089</p> <p>Project evaluation procedure in place and utilised</p>	<p>SIGNOFF(S): Chadd Hunt DUE DATE: 01 Apr 2024 FREQUENCY: The first Day of every 24 months</p>
<p>RESIDUAL <b>4.8</b> MODERATE</p> <p>INHERENT <b>16.0</b></p> <p>R00013</p>	<p>CORPORATE SERVICES, ENGINEERING SERVICES, ENVIRONMENTAL - BUILT, FINANCIAL - STRATEGIC, SERVICE INTERRUPTION</p> <p><b>Inadequate Asset Management Practices</b> Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas included in the scope are:  <ul style="list-style-type: none"> <li>Inadequate design (not fit for purpose).</li> <li>Ineffective usage (down time)</li> <li>Outputs not meeting expectations</li> <li>Inadequate maintenance activities.</li> <li>Inadequate or unsafe modifications.</li> </ul>                     It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.</p> <p>OWNER Jason Whiteaker CREATED 24/05/2019 06:29:02 LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong</p>	<p>TREATMENT MC00018 Up to date and accurate transport management plan in place</p> <p>TREATMENT MC00019 Up to date and accurate building asset management plan in place</p> <p>TREATMENT MC00020 Up to date and accurate parks &amp; reserves asset management plan in place</p> <p>TREATMENT MC00021 Long Term Financial Plan aligned to asset management plans</p>	<p>SIGNOFF(S): Chadd Hunt DUE DATE: 01 Feb 2025 FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Chadd Hunt DUE DATE: 01 Jun 2023 FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Chadd Hunt DUE DATE: 01 Sep 2023 FREQUENCY: The first Day of every 24 months</p> <p>SIGNOFF(S): Collin Young DUE DATE: 01 Dec 2023 FREQUENCY: The first Day of every 12 months</p>

Attachment 6.4.1

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**RESIDUAL**  
**3.6**  
LOW

**INHERENT**  
**12.0**

R00041

AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH & SAFETY

**Condition of buildings is unknown**

Council is unclear as to the condition of its building assets and therefore unable to make informed decisions, resulting in poor building condition and building safety concerns

OWNER Shane Moorhead

CREATED 16/07/2019 03:26:43

LIKELIHOOD Possible

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00019

Up to date and accurate building asset management plan in place

SIGNOFF(S):

Chadd Hunt  
Collin Young  
01 Jun 2023

DUE DATE:

The first Day of every 24 months

FREQUENCY:

TREATMENT MC00090

Revaluations of Council Building Assets (Fair Value)

SIGNOFF(S):

Collin Young  
01 Feb 2027

DUE DATE:

The first Day of every 60 months

FREQUENCY:

TREATMENT MC00093

Develop and maintain medium term building maintenance program to ensure future costs are understood

SIGNOFF(S):

Shane Moorhead

DUE DATE:

01 Nov 2023

FREQUENCY:

The first Day of every 12 months

**RESIDUAL**  
**3.6**  
LOW

**INHERENT**  
**12.0**

R00037

AMP - TRANSPORT, ENVIRONMENTAL - BUILT

**Asset Inventories inaccurate**

Asset inventories are not up to date and therefore inaccurate resulting in poor decision making

OWNER Michael Newton

CREATED 15/07/2019 08:40:29

LIKELIHOOD Likely

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00018

Up to date and accurate transport management plan in place

SIGNOFF(S):

Chadd Hunt  
Collin Young  
01 Feb 2025

DUE DATE:

The first Day of every 24 months

FREQUENCY:

TREATMENT MC00019

Up to date and accurate building asset management plan in place

SIGNOFF(S):

Chadd Hunt  
Collin Young  
01 Jun 2023

DUE DATE:

The first Day of every 24 months

FREQUENCY:

TREATMENT MC00020

Up to date and accurate parks & reserves asset management plan in place

SIGNOFF(S):

Chadd Hunt  
Collin Young  
01 Sep 2023

DUE DATE:

The first Day of every 24 months

FREQUENCY:

Attachment 6.4.1

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RESIDUAL
<b>3.6</b> LOW
INHERENT
<b>12.0</b>
R00038

AMP - TRANSPORT, ENVIRONMENTAL - BUILT

**Inaccurate Asset Valuations**

Valuations are carried out, however inaccurate resulting in impact on Council decision making and financial ratios

OWNER: Colin Young  
 CREATED: 15/07/2019 08:47:14  
 LIKELIHOOD: Possible  
 SEVERITY: Major  
 CONTROL EFFECTIVENESS: Strong

TREATMENT MC00090 Revaluations of Council Building Assets (Fair Value)	SIGNOFF(S): DUE DATE: FREQUENCY:	Colin Young 01 Feb 2027 The first Day of every 60 months
TREATMENT MC00091 Revaluations of Council Transport Infrastructure Assets (Fair Value)	SIGNOFF(S): DUE DATE: FREQUENCY:	Colin Young 30 Jun 2023 The last Day of every 60 months
TREATMENT MC00092 Revaluation of Council Plant & Equipment	SIGNOFF(S): DUE DATE: FREQUENCY:	Colin Young 01 Oct 2025 The first Day of every 60 months

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**6.5 PROGRESS TOWARDS THE REGULATION 17 REVIEW**

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Alysha McCall (Governance 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**

To provide Council with an update of the progress made towards the Regulation 17 Review Action Plan that was presented to Council at the 21 December 2022 Ordinary Council Meeting 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**

1. Regulation 17 Action Plan Tracker [6.5.1 - 2 pages]

**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 has then been prepared identifying the findings from the review along with recommendations (if applicable). These findings and recommendations have been developed into an action plan and provided in Attachment 1.

**B. CONSIDERATIONS**

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

Performance Area: Performance Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action 12.1.4: Provide internal auditing capabilities (including providing additional human or financial resources) and publish findings annually.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

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N/A

**C. OFFICER'S COMMENT**

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

Officers are working towards addressing the recommendations from the review whilst continuing the improvements already underway in order to achieve an 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.

Key to table:

- Completed**
- No Action**
- Underway**

<p><b>RECOMMENDATION / COMMITTEE DECISION</b></p> <p><b>Minute No: AU.252</b></p> <p><b>Moved: Cr Ryan</b> <b>Seconded: Cr Appleton</b></p> <p><b>That Council receive the update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.</b></p> <p style="text-align: right;"><b>CARRIED 3/0</b></p>
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Regulation 17 Action Plan Tracker

Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
1	1. Risk Management	1.1 Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.	Review Risk Management Policy	Alysha McCall	15/03/2023 - Policy adopted by Council.	Completed
2	1. Risk Management	1.1 Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.	Develop a Risk Management Process	Alysha McCall	Framework and Process is set out in risk policy, process in Promapp not required. Regularly reviewed and is reviewed each individual risk area at each of their meetings.	Completed
3	1. Risk Management	1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.	Review a Business Continuity Plan	Alysha McCall	No progress.	No Action
4	1. Risk Management	1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.	Review the IT Disaster Recovery Plan	Colin Young	12/04/2023 have sought input from Councils external ICT provider.	Underway
5	1. Risk Management	1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.	Establish a program to test the Business Continuity Plan and IT Disaster Recovery Plan annually to ensure efficacy.	Alysha McCall, Colin Young, Kunal Sarma	12/04/2023 Have liaised with external ICT provider, JH Computers to organize a testing phase for the IT Disaster recovery and Business Continuity plan.	Underway
6	1. Risk Management	1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas: 1.10 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.	Review the Fraud and Corruption Plan prior to June 2023.	Alysha McCall	No progress.	No Action
7	1. Risk Management	1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:	Develop internal audit framework to include audits on identified risks in the Fraud and Corruption Control Plan.	Alysha McCall	No progress.	No Action
8	1. Risk Management	1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:	Implement an annual review and sign off for the Control Plan, Environmental, Volunteers, Contractors and Agency Staff.	Janice Byers		No Action
9	1. Risk Management	1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:	Provide staff with specific training on fraud controls and conducting investigations.	Janice Byers		No Action
10	1. Risk Management	1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:	Review ICT Strategy prior to June 2024.	Colin Young, Kunal Sarma	Yet to review the current strategy that the Shire has in place and then work from there.	No Action
11	1. Risk Management	1.5 Assessing the adequacy of Local Government processes to manage insurable risks and ensure the level of self-insurance, where applicable, the level of self-insurance.	Implement systems to ensure appropriate insurance is maintained where required by the Shire of Northern Perths Leases and Licenses.	Alysha McCall	Documenting within Smartsheet leased properties and the requirements with respect to insurance. Currently comparing the property insurance register to lease register.	Underway

Attachment 6.5.1

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Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
12	2. Internal Control	2.2 Control of approval of documents, letters and financial records;	Staff to be provided with training/reminder of need to register certain documents whilst limiting access.	Alysha McCall, Janice Byers	Developing a suite of Weekly 'Did you know' alerts to email in addition with training videos for registering documents.	Underway
13	2. Internal Control	2.3 Limit of direct physical access to assets and records;	Review minimum to ensure records are appropriately stored.	Alysha McCall	Requested Building & Project Supervisor to move cabinet to area cleared in records.	Underway
14	2. Internal Control	2.8 Comparison of the result of physical cash and inventory counts with accounting records.	Develop process and procedure for offsite stock management.	Kristy Hopkins	10%	Underway
15	3. Legislative Compliance	3.1 Reviewing the annual Compliance Audit Return and reporting to council the results of that review;	Have the Compliance Audit Return (CAR) undertaken independently once in every three years (next due for 2023 period)	Alysha McCall	01/02/2023 - No progress able to be taken until second quarter of 2023/24. Sourcing quotes to include in 2023/24 budget. 12/04/2023 - Quotes sought and budget request submitted for 2023/24.	Underway
16	3. Legislative Compliance	3.2 How management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;	CAR completed progressively on a monthly basis as part of internal audit process.	Alysha McCall, Tamika Van Beek	Executive Managers Meeting Agenda template (V8) has been updated and uploaded in to Promapps. This version will commence use in March 2023.	Completed
17	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints including confidential and anonymous employee complaints;	Review the Customer Service Charter	Colin Young	No Progress	No Action
18	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Review the Manage Complaints Process incorporating the following: a) Translating services being provided where appropriate. b) Support arrangements that may be required for responding to particular client queries. c) Reference to the public interest disclosure and misconduct processes. d) Declaring interests. e) The Ombudsman's Conducting Investigations Guidelines. f) The Ombudsman's Procedural Fairness Guidelines. g) A review process in which the Complaint Officer is consulted and a review is conducted by a suitably experienced colleague/supervisor before the complaint is finalised. h) An independent internal review process. i) Consideration towards establishing a designated Complaint Handling Officer. j) A system for analysing complaint information to enable continuous improvement.	Alysha McCall	01/02/2023 - Limited. Review underway. Agenda item to be prepared to Council to appoint a complaints committee to deal with complaints for code of conduct breaches.	Underway
19	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Review the information available on the Shire of Northam website incorporating the following: a) Providing clear information that complaints are handled at no charge. b) Providing the information in the form of other languages and incorporating a "Listen" option.	Alysha McCall, Colin Young	01/02/2023 - Requested quote for 'Listen' feature 12/04/2023 - Feature implemented.	Completed
20	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Include the effectiveness of the complaint handling system within the internal audit framework.	Alysha McCall, Colin Young		No Action



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## 6.6 PROGRESS TOWARDS THE FINANCIAL MANAGEMENT REVIEW

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Tamika Van Beek (Governance Officer)
<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 the Audit & Risk Management Committee to receive a progress report for the Financial Management System Review report.

### ATTACHMENTS

1. Financial Management Review Action Plan [6.6.1 - 3 pages]

### A. BACKGROUND / DETAILS

Macri Partners PTY Ltd were engaged to conduct the review for the period 1 July 2021 to 30 April 2022. In accordance with Regulation 5(2)(c) of the Local Government Financial Management Regulations 1996 Council is required to have a review of its financial system to ensure its appropriateness and effectiveness at least once every three years.

This report is to provide Council with the progress that has been made against the recommendations within the Financial Management Review

### B. CONSIDERATIONS

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

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

#### B.2 Financial / Resource Implications

Nil.

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**B.3 Legislative Compliance**

Local Government Act (1995) Section 7.12A & Local Government Financial Management Regulations 1996 Regulation 5(2)(c)

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The Auditor raised a number of findings within the Financial Management Systems Review that need to be addressed to ensure that best practices are being followed by Council. The issues raised are contained in attachment 1. The auditor's report provided recommendations on the best way to resolve the issues and additionally management comments have been put in place as well as actions taken. The level of risk for eight of the issues were considered moderate and five raised were low.

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Key to table:

**Completed**

**No Action**

**Underway**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.253**

**Moved: Cr Appleton  
Seconded: Cr Ryan**

**That Council receive the update as provided in Attachment 1 in relation to the progress made towards the Financial Management Systems Review Action Plan.**

**CARRIED 3/0**

Clarification was sought in relation to item 23. Mr Sarma advised that systems are in place however these are undocumented.

Attachment 6.6.1

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Number	Finding	Recommendation / Solution	Expected Completion	Responsibility	Progress To Date	Status
1	Bank Reconciliations - Bank reconciliations not being dated by reviewer.	1. The date of bank reconciliation review should be documented.	July 2022	Corporate Services / Finance	Monthly bank reconciliations are sent to Accountant for review and the accountant signs and confirms the bank rec.	Completed
2	Investments - Shire does not have a formally established and documented internal control procedures for investments.	1.An Investment Procedural Guideline should be drafted and adopted by the Shire that should be followed by employees to ensure compliance with the Local Government (Financial Management) Regulations 1996. 2.The Shire should also establish and maintain an investment policy that sets out the financial, term of the investment, amount of the investment, term of the investment and date of maturity.	July 2022	Corporate Services / Finance	1.An investment process has been established and will be added to PROMAPPS 2.An investment register was created and is reported monthly to council and includes the recommended information.	Completed
3	Investment Policy- The Shire's Investment Policy has not been reviewed by the Shire in the 2021 year as required by the policy.	1.The Investment Policy should be reviewed and presented to Council as required by the policy at the earliest and update the policy if required based on the investment objectives of the Shire	February 2023	Corporate Services / Finance	Investment Policy Updated Pending Council Approval. Policy being workshoped on 23/02/23 13/04/2023 Policy to be presented to Council for adoption at OMC held on the 19/04/2023	Underway
4	Investment Policy - The Shire's investment policy F4.3 requires that investments be spread to ensure that no single financial institute holds more than 50% of the Shire's investments.	1.The Shire should look at restructuring its investments at the earliest to comply with the requirements of the investment policy and minimise its exposure to financial risks.	February 2023	Corporate Services / Finance	Investments now meet the guidelines of the policy. Investment policy to be reviewed and workshoped on 23/02/23 13/04/23 Policy to be presented to Council for adoption at OMC held on the 19/04/23	Underway
5	Procurement of goods and services- The goods services and purchase orders received from the supplier and also authorised the related supplier invoices.	1.Management should implement appropriate controls of purchase order and approving relevant supplier invoices.	February 2023	Corporate Services / Procurement	Process edit is pending in Promaps where all purchase orders are to be checked by credit officer. A P O initiator can also be an authoriser for approved authorising thresholds however compliance will be verified by credit officer. 13/04/23 this procedure has been resampled and the Creditors Officer now signs the purchase order is compliant	Completed
6	Procurement Policy - or variations , however the minor variation is not specified.	1.The procurement policy should define a minor variation	February 2023	Corporate Services / Procurement	Procurement policy updated, pending Council adoption. Policy updates to be workshoped 23/02/23. 13/04/23, will be presented to Council on the 19/04/23 for adoption.	Underway
7	Credit Cards - Credit card statements had no documentary evidence of review by an officer independent of the cardholder	1.The monthly credit card statements of all credit cardholders should be reviewed by a senior officer independent of the cardholder and the reviewer should initial and date the credit card statement to indicate that the review was done in a timely manner	November 2022	Corporate Services / Finance	Credit cards statements being reviewed by both Senior Finance officer and the accountant. Accountant signs and dates the credit card statement	Completed
8	Creditors - Monthly Creditor reconciliations not dated by reviewer.	1.The reviewer should indicate the date of review on the monthly creditor reconciliations	July 2022	Corporate Services / Finance / Procurement	Monthly Creditor reports and reconciliations reviewed by accountant signed and dated.	Completed
9	Rates - Rate debts outstanding for more than 3 years approximately 23% of the total rates debts outstanding.	1.The recoverability of all long outstanding rate debts should be reviewed by the management and appropriate action be taken to recover them without delay. 2.Also the need to create a provision for doubtful debts in the annual financial report should be reviewed.	December 2022	Corporate Services / Finance	1.Of the current outstanding debt \$340,000 is related to one subsidiary that that was held by a now insolvent company Council lawyers are progressing with legal action against the Outstanding debt. 2.The Annual Financial Report currently has a provision for doubtful debts which includes rate debt that is expected to be written off in the next 12 months.	Completed
10	Debtors - 86% of the total sundry debtors have been outstanding for more than 90 days	1.The recoverability of all long outstanding sundry debts should be reviewed by the management and appropriate action be taken to recover them without delay. 2.Also the need to create a provision for doubtful debts in the annual financial report should be reviewed	December 2022	Corporate Services / Finance	1.Majority of the then reported Percentage was a capital grant from DFES which came through in June 22, debtors are reviewed monthly and the necessary follow ups are done. Accountant dates and signs of the monthly review. 2.No Action-The Annual Financial Report currently has a provision for doubtful debts	Completed
11	Creditors - Retention money for goods and services paid out from supplier and the supplier sets a debtor	1.The management should ensure there are adequate controls in place to prevent erroneous payments to suppliers	July 2022	Corporate Services / Procurement	Procedures have been put in place to ensure retainments are withheld correctly	Completed

Attachment 6.6.1

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Number	Finding	Recommendation / Solution	Expected Completion	Responsibility	Progress To Date	Status
12	Credit Note Requisitions - Shire does not use a formal credit requisition form to raise credit notes relating to sundry debtors. Instead, credit notes are raised based on email requests from the staff requesting the credit note	1. The Shire should develop and use a formal credit requisition form to be authorised by the responsible officer when a credit note needs to be raised.	February 2023	Corporate Services / Finance	1. Credit note requisition form created pending approval. 2. Credit note requisition process to be added in pro maps by Feb 23	Completed
13	Cancellation of Receipts - The Shire does not have a formally established and documented internal control procedure for cancellation of receipts.	1. The Shire should develop and use a documented internal control procedural guideline for the benefit of the relevant staff	February 2023	Corporate Services / Finance	13/04/2023, has been approved and added to promapps Receipt Cancellation procedure documents done and added into promapps by Feb 23	Completed
14	Daily Receipting - There was no documentary evidence of a review of the daily receipting report.	1. We recommend that supporting documents in respect of all deductions are retained and also care is taken to ensure that deductions are made in accordance with the deduction authority provided by the employees.	July 2022	Corporate Services / Finance	Receipting batches are reviewed daily, and discrepancies are investigated at that point by the Senior Finance Officer. Senior Finance Signs and dates the batches.	Completed
15	Front Counter Cash Register - All operators of the front counter cash register use the same password.	1. The management should seek the possibility of introducing different passwords for each operator or introducing documented procedures to minimise the risk of unauthorised or fraudulent transactions occurring.	July 2024	Corporate Services / Finance	Difficult to implement with the current ERP. To be resolved once we migrate to Altus	No Action
16	Payroll - Employee termination payment calculations were not evidenced as being reviewed and approved by a senior staff of the Shire.	1. Recommend that calculations of all termination payments are independently reviewed and the review be evidenced on the calculation sheet and it be retained.	July 2022	Corporate Services / Finance	These are currently being reviewed by both Senior Finance officer and Accountant who both sign and date the calculation sheet.	Completed
17	Payroll - We noted that in 3 out of 6 employee fortnightly payments we tested, there was no deduction authority in two instances and also anomalies were found in the amount deducted in one instance.	1. We recommend that supporting documents in respect of all deductions are retained and also care is taken to ensure that deductions are made in accordance with the deduction authority provided by the employees.	N/A	Corporate Services / Finance	Current procedures have all deduction amounts recorded against personal files.	Completed
18	Payroll - Employee pay slips show penalty as normal hours.	1. We recommend that management investigates this matter and take appropriate measures to rectify the issue.	TBA	Corporate Services / Finance	We hope the move to Altus will resolve this as efforts to get this resolved by IT vision with synergy have been fruitless.	No Action
19	General Journals - The senior officer prepares and posts the journal entries with an independent review by a second officer.	1. We recommend that a senior person independent of the senior officer reviews and approves all journal entries prior to the process and evidence of authorisation retained.	July 2022	Corporate Services / Finance	Journals are signed off by either the Accountant, Senior Finance Officer or Exec Manager Corporate services.	Completed
20	General Journals - The Shire does not have a comprehensive documented policy or procedural guideline for general journals.	1. recommend that management develops and implements a comprehensive policy and procedures for the general journal process. The policy should be approved by the Council prior to being implemented.	February 2023	Corporate Services / Finance	More of a procedure guideline to be documented rather than a policy. Journals are done by finance personnel and currently the ELMOS, Senior Accountant and senior officer are consulted on the procedure. The procedure to be documented however currently the process is one initiates the journal and sends to another officer for authorisation.	Underway
21	Fixed Assets - There is no process of formally documenting the disposal of assets, i.e. Asset Disposal Form, and obtaining management approval prior to disposal of individual assets.	1. We recommend that management introduce an Asset Disposal Form that all disposal of asset subject to appropriate authorisation.	December 2022	Corporate Services / Finance	Asset disposal form created, and procedure documented and updated in pro maps	Completed
22	Fixed Assets Reconciliation - The Shire does not have a reconciliation for the months of August 2021 to February 2022 and evidence of such review is documented on the reconciliations for the months of March and April 2022 were not performed at the time of the review.	1. We recommend that monthly fixed asset reconciliation reports are prepared, signed and reviewed by an officer independent of the preparer and evidence of such review be documented on the reconciliation.	December 2022	Corporate Services / Finance	Fixed assets reconciled monthly by Senior Finance Officer and sent to Accountant for review. Accountant signs and dates.	Completed

Attachment 6.6.1

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Number	Finding	Recommendation / Solution	Expected Completion	Responsibility	Progress To Date	Status
23	IT Security Policy - The Shire does not have a formal (IT) Security Policy. Furthermore there is no formal process to review user access rights and privileges in the system to ensure they are in line with the responsibilities of individual staff members' roles/responsibilities.	1-The Shire should develop a formal IT Security Policy and also ensure user access rights are periodically reviewed to ensure they are in line with individual staff roles and responsibilities.	N/A	Corporate Services / ICT	No Action	No Action

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## 6.7 PROGRESS TOWARDS THE ICT STRATEGY PLAN

<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Tamika Van Beek (Governance Officer)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

### BRIEF

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

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

### ATTACHMENTS

1. ICT Strategic Plan Action Plan [6.7.1 - 2 pages]

### A. BACKGROUND / DETAILS

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

### B. CONSIDERATIONS

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

Performance Area: Prosperity.

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

Objective 10.1: Pursue economic growth, innovation and diversification.



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Priority Action: Nil.

**B.2 Financial / Resource Implications**

To be advised / determined

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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





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			emerging technologies and methods of delivering desired services.
Service Interruption	Nil.	Nil.	Nil.
Compliance	Nil.	Nil.	Nil.
Property	Nil.	Nil.	Nil.
Environment	Nil.	Nil.	Nil.

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

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

Key to table:

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

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**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.254

Moved: Cr Appleton

Seconded: Cr Ryan

That Council receive the update as provided in Attachment 1 in relation to the progress made towards the ICT Strategic Plan.

**CARRIED 3/0**

Clarification was sought in relation to item 7. Mr Sarma advised that systems are in place however these are undocumented.

UNCONFIRMED

Attachment 6.7.1

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Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
1	Governance	ICT decisions and operations within the Shire will be controlled and guided through a formalised ICT Governance framework. This framework will ensure the alignment of ICT activities with business priorities.	2021 / 2026	Corporate Services / ICT	Draft strategic and operations plans developed. SLAs to be determined. February 2022 Update: In early discussions with external provider regarding SLAs. August 2022 Update: No progress. December 2022 Update: No progress. April 2023 - to review and work on it.	Underway
2	Emerging Trends and Technologies	ICT policies and procedures need to be updated enabling the organisation to conduct considered reviews of emerging technologies and trends, to ensure they meet current and emerging needs of the organisation.	2021 / 2026	Corporate Services / ICT	Acceptable Use and BYOD policies adopted.	Completed
3	Business Systems and Applications	Appropriately managed business systems and applications will help consolidate and streamline business processes.	2021 / 2026	Corporate Services / ICT	Inventory Register established, RFO re: potential CRM/RMS upgrade/migration from Synergysoft occurring. February 2022 Update: Tenders have been received and staff interviews and expecting to present to the next Audit Committee meeting. May 2022 Update: No progress. August Staff are expecting to receive an overview of the Altus System, within the month, this will then determine the best way forward. Feb 2023 Data Cleaning in process. COA restructuring project will be commencing soon.	Underway
4	Infrastructure and Technology	ICT has extensive assets and services under management. Investment in this area has not been managed. Investment can only be obtained if suitably managed.	2021 / 2026	Corporate Services / ICT	April 2023 - COA restructuring underway. Systems manual to be developed. Network communications infrastructure plan to be developed. February 2022 Update: No progress. May 2022 Update: No progress. August 2022 limited progress made largely around the Shires CCTV infrastructure which is having a needs assessment carried out. December 2022 Update: No progress.	Underway
5	Disaster Recovery	ICT needs to work with the organisation to establish mission critical services and ensure that disaster recovery and business continuity plans meet current and emerging needs	2021 / 2026	Corporate Services / ICT	December 2022 Update: No progress. April 2023 - To investigate and enquire with Telstra if they have any open nodes available across Fitzgerald St to rent lines to connect the CCTV poles in order to reduce the congestion in the wireless link for the CCTV infrastructure. Adhoc DR / Business Continuity plan in place and partially tested. Data retention plan developed	Completed

Attachment 6.7.1

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Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
6	Security	The threat of cyber security incidents continues to rise. The Shire needs to develop and implement security policies and procedures to meet this increasing threat.	2021 / 2026	Corporate Services / ICT	<p>Ongoing development and training will always be occurring.</p> <p>May 2022 Update: No progress.</p> <p>August 2022, No progress.</p> <p>Februarys 2022 Update: No progress.</p> <p>April 2023 - Currently Northam has in place Rocket cyber with is a 24/7 managed security operations centre (SOC) which monitors for any unusual activity on the network including the 365 tenancy, Datto SAAS protection is the 365 tenancy backups, Datto defence is software that sits in the cloud and monitors for any injected code into emails, phishing and ransomware attacks on teams, Sharepoint, Outlook, OneDrive . Datto EDR is endpoint detection and remediation . EDR is designed between AV and SOC services and protect endpoints from any unusual activity. And we have Trend AV on all machines</p> <p>Project Management ICT Procedure to be developed.</p> <p>February 2022 Update: No progress.</p> <p>August 2022 Update: No progress.</p> <p>December 2022 Update: No progress.</p> <p>April 2023 - to review and develop a frame work</p>	Underway
7	Project Management	The effective delivery of ICT projects requires a suitable management framework to be implemented	2022	Corporate Services / ICT	<p>Project Management ICT Procedure to be developed.</p> <p>February 2022 Update: No progress.</p> <p>August 2022 Update: No progress.</p> <p>December 2022 Update: No progress.</p> <p>April 2023 - to review and develop a frame work</p>	No Action

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**7 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**8 DATE OF NEXT MEETING**

Upcoming meetings:

- 24 August 2023 at 5:00pm
- 23 November 2023 at 5:00pm

It was noted that these dates may change depending on when the audit/financials are finalised.

**9 DECLARATION OF CLOSURE**

There being no further business, the Presiding Member, Cr C R Antonio, declared the meeting closed at 5:12pm.

"I certify that the Minutes of the Audit & Risk Management Committee Meeting held on 19 April 2023 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

## 13 OFFICER REPORTS

### 13.1 CEO'S OFFICE

Cr J E G Williams declared an "Impartiality" interest in item 13.1.1 – Lease of a portion of Reserve 19542, 83 Kimberley Road, Clackline, as Cr Williams attends the Clackline Progress Association & has been involved in discussions regarding the post office.

#### 13.1.1 Lease of a portion of Reserve 19542, 83 Kimberley Road, Clackline

<b>File Reference:</b>	A503
<b>Reporting Officer:</b>	Alysha McCall (Governance 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

For Council to consider a new lease for a portion of Reserve 19542, Lot 83 Kimberley Rd Clackline to the Clackline Progress Association.

#### ATTACHMENTS

1. Map of Leased Area - Lot 83 Kimberley Rd, Clackline [**13.1.1.1** - 1 page]

#### A. BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 18 April 2018, Council approved the development proposal to:

- establish a community postal service on a portion of Lot 83 Kimberley Road, Clackline; and
- enter into an agreement for the provision and management of this service by the Clackline Progress Association.

The current agreement was for a five (5) year term commencing on 1 July 2018 and terminating on 30 June 2023.

#### B. CONSIDERATIONS

##### **B.1 Strategic Community / Corporate Business Plan** Performance Area: People.

Outcome 3: A happy, healthy, and connected community.  
Objective 3.4: Grow community capacity by supporting community groups and volunteers.  
Priority Action: Nil.

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

The Shire of Northam has recently upgraded the firebreaks in this Reserve. This was undertaken through the Mitigation Activity Fund (MAF) at a cost of \$14,925.

As per Council Policy, Council will insure the building on the Reserve and seek reimbursement of the premium from the Clackline Progress Association. Council will also be responsible for any electrical wiring or structural repairs/improvements (excluding minor maintenance) in accordance with levels determined within its budget forecast.

## **B.3 Legislative Compliance**

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58
- (b) the land is disposed of to a body, whether incorporated or not —
    - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
    - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

This disposal can be treated as exempt under regulation 30 detailed above as:

1. The objects of the lease agreement are for recreational/charitable purposes; and
2. The Associations members are not entitled or permitted to receive any profit from the transactions.

Land Administration Act 1997

As the proposed lease is on a Reserve, in accordance with section 18 of the *Land Administration Act 1997* approval from the Minister for Lands is required.

Delegated Authority

As the lease area exceeds 1,000m<sup>2</sup> this lease cannot be approved under delegated authority reference F06 – Disposing of Property by Lease or Licence.

## **B.4 Policy Implications**

A 8.5 Property Management (Leases and Licenses)

8.2 Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<ul style="list-style-type: none"> <li>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</li> <li>b. Lessees or Licensees will be responsible for minor maintenance obligations.</li> <li>c. The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</li> <li>d. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</li> <li>e. The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.</li> <li>f. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</li> </ul>
Responsibilities of the Shire	<ul style="list-style-type: none"> <li>a. The Shire will insure the Property at replacement value and pass on the cost to the Lessee or Licensee as the Tenancy Fee.</li> <li>b. The Shire will be responsible for any electrical wiring or structural repairs/improvements in accordance with levels determined within its budget forecast. In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.</li> </ul>



Outgoings payable by tenant	<p>a. The Lessee or Licensee will not be responsible for Shire land rates but will be responsible for all other charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</p> <p>b. Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.</p> <p>c. The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).</p>
Tenancy Fee	An amount equivalent to the cost of building insurance to be reviewed annually.

### B.5 Stakeholder Engagement / Consultation

Officers have liaised with the Clackline Progress Association who have confirmed that they wish to renew their lease.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Building value unknown resulting in inadequate insurance.	Possible (3) x High (4) = High (12)	Undertake revaluations of Council Building Assets (Fair Value).
Health & Safety	Nil.		
Reputation	Negative community perception should Council not support the provision of a postal service.	Likely (4) x Medium (3) = High (12)	Support the Officers recommendation.
Service Interruption	Nil.		
Compliance	Non-compliance with disposal requirements within Local Government Act 1995.	Minor (2) x Unlikely (2) = Low (4)	Apply the requirements of the <i>Local Government Act 1995, Local Government (Functions and General) Regulations 1996 and Land</i>

			<i>Administration Act 1997.</i>
Property	Inadequate Management Practices.	Asset Likely (4) x Major (4) = High (16)	Up to date and accurate building asset management plan in place.  Undertake routine inspections to ensure lessee meeting maintenance obligations of lease.
Environment	Nil.		

### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

Officers are not aware of any operational issues and understand this to be a valuable service to the community.

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4742

Moved: Cr M P Ryan  
Seconded: Cr R W Tinetti

That Council:

1. Lease a portion of Reserve 19542, Lot 83 Kimberley Road, Clackline to the Clackline Progress Association for a period of five (5) years with a five (5) year renewal option, in accordance with section 8.2 of Council Policy A 8.5 Property Management (Leases and Licenses) and subject to:
  - a) Section 18 approval under the Land Administration Act 1997 being provided by the Minister for Planning, Lands and Heritage.

**CARRIED 10/0**



## 13.2 ENGINEERING SERVICES

Nil.

## 13.3 DEVELOPMENT SERVICES

### 13.3.1 Multiple Dog Application

<b>File Reference:</b>	1117416
<b>Reporting Officer:</b>	Kellee Walters (Senior Ranger)
<b>Responsible Officer:</b>	Chadd Hunt (Executive Manager Development Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

An application to keep more than the prescribed number of dogs for a property located at 12 Chuditch Road, Wundowie. The council must determine the application in accordance with the Shire of Northam's Dog Local Law 2008.

The application is being referred to Council for determination in accordance with Delegation Number R01.

#### ATTACHMENTS

1. 12 chuditch photos [13.3.1.1 - 2 pages]
2. CONFIDENTIAL REDACTED - Schedule of Submissions 12 Chuditch Rd (1) [13.3.1.2 - 1 page]

#### A. BACKGROUND / DETAILS

The Shire of Northam received a multiple dog application from the owner of 12 Chuditch Road, Wundowie (Jason Chard) on 2/12/22 to keep four (4) dogs.

The property is located in the Mauravillo Estate, is zoned Rural Residential and has an area of 1.0312 hectares.

An approval to keep four (4) dogs was previously granted by Council in April 2017 as follows:

- Kelpie Cross Husky (M)
- Huntaway (M)
- Ridgeback (M)

The owner has updated his application to obtain approval for the dogs currently owned, which are:

- Kelpie cross (M) - 7 years
- 2 x Rhodesian Ridgebacks (M) - 5 and 6 years
- Great Dane Doberman cross (M) - 1 year

The application was advertised to the adjoining landowners and two (2) objections were received.

## **B. CONSIDERATIONS**

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

Performance Area: Planet.

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

Objective 4.3: Encourage responsible animal management.

Priority Action 4.3.1: Provide a community education program to encourage responsible dog and cat ownership, with a focus on registrations, de-sexing, and containment to reduce the number of stray dogs and cats.

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

Nil

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

Part V of the Dog Act 1976 provides for a local government to limit the number of dogs over 3 months of age that can be kept on a property without prior approval as specified in a local law.

Clause 3.2 of the Shire of Northam Dogs Local Law 2008 requires approval to be obtained to keep more than 2 dogs over the age of 3 months on a property situated outside a townsite if the subject property is less than 40 hectares in size.

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

Council Policy R9.1 - Multiple Dog Policy enables an exemption to be granted subject to the stipulated conditions. No variations to these conditions are proposed in the Officer's recommendation.

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

Consultation has been carried out in accordance with the requirements of the Shire's Dogs Local Laws, which require the adjoining neighbour's to notified of application and provided the opportunity to comment.

Eight (8) neighbours were invited to comment and 2 submissions were received. The issues raised in the submissions have been considered in the assessment of this application. Refer to the Schedule of Submissions for further details.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Non-compliance with conditions of approval.	Minor (2) x Rare (1) = Low (2)	Conditions to be monitored. Non-compliance may result in termination of the multiple dog permit.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

Due to the size of property, the keeping of four (4) dogs will not have any adverse environmental consequences.

## C. OFFICER'S COMMENT

A search of Shire records indicates that there has been one complaint received regarding the dogs at the subject property in August 2020, which related to barking dogs. The owner when advised immediately obtained barking dog collars to address complaint. No further complaints have been received to date.

As part of the application of the assessment of the application, Officers can advise that:

- All four dogs the subject of this application are registered and microchipped.

- An inspection of the property has been carried out by a Shire Ranger and are satisfied that the fencing and confinement is of a high standard, including extended strand wire. Photographs attached.
- Only one recorded complaint against dogs on this property.
- The four (4) dogs have been residing at the subject property without any complaints for several months awaiting the outcome of their application.
- The application complies with the Dog Act 1979 and Shire of Northam Local Dog Laws.

Evidence from the original multiple dog application granted in 2017 to the application received in December 2022 until the present, indicates there are no issues with the number of dogs being kept on the property.

The issues raised in the submissions have been considered in the assessment of the application.

The application is being recommended for conditional approval.

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

**Minute No: C.4743**

**Moved: Cr D A Hughes**

**Seconded: Cr A J Mencshelyi**

**That Council approve the multiple dog application to keep four (4) dogs for Jason & Corrin Chard at 12 Chuditch Road, Wundowie pursuant to the following conditions:**

- a. This approval is not transferable and is specific to the person named in the approval letter.**
- b. The approval is valid only for the nominated dogs within the application form and should any of the dogs die, be sold, go missing or be given away, it cannot be replaced prior to further Council approval.**
- c. All dogs approved to be kept on the subject premises, must hold and maintain valid registrations and be microchipped.**
- d. Any proven complaints from neighbours regarding offences against the Dog Act 1976, may result in the permit being revoked and the maximum number of dogs on the premises being reduced to two within 14 days.**
- e. At any time, following approval, authorised Council officers can inspect the subject property to check fencing, number of dogs and registration details.**

**f. Compliance with the requirements of the Dog Act 1976, Regulations, and any Local Law of the Shire of Northam.**

**CARRIED 6/4**

Debate was held in relation to the motion. Cr Hughes, Cr Mencshelyi and Cr Girak spoke for the motion. Cr Williams and Cr Biglin spoke against the motion. Cr Hughes used his right of reply to close the debate.





8:10 am C.F.P.



### 13.3.2 Proposed Easement - 23 Taylor Street, Northam

<b>Address:</b>	Lot 33 (No. 23) Taylor Street, Northam
<b>Owner:</b>	PJ Thompson
<b>Applicant:</b>	FM Surveys
<b>File Reference:</b>	A12110 / P19026
<b>Reporting Officer:</b>	Jacky Jurmann (Manager Planning & Environment)
<b>Responsible Officer:</b>	Chadd Hunt (Executive Manager Development Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

It is proposed to establish an easement on Shire property to provide vehicle access to the subject property.

#### ATTACHMENTS

1. DA Approval P 19026 170719 [**13.3.2.1** - 7 pages]
2. 1642 - easement [**13.3.2.2** - 1 page]

#### A. BACKGROUND / DETAILS

Conditional development approval was granted on 17/07/2019 for the construction of a single dwelling on a vacant lot adjacent to the Mortlock River. A copy of the approval is attached to this Report (Attachment 1).

Condition 4 of the approval required the construction of a crossover to provide vehicle access to the property.

Due to the property having frontage to a Main Roads controlled road, approval was sought from Main Roads to construct the crossover and the landowner was consequently advised that approval would not be granted as it was proposed to upgrade the Taylor Street bridge and associated guardrails, which would result in the restriction of any vehicular access to the property.

Discussions have ensued with the landowner and it has been suggested that an easement over Shire property to provide vehicular access from Esperance Street would be an alternative option. It has been agreed that the landowner

would be responsible for the costs associated with the establishment of the easement.

A meeting was held on site the landowner, builder, surveyor and Shire Officers to determine the most appropriate location of the easement, which is depicted in the draft plan attached to this Report (Attachment 2).

## B. CONSIDERATIONS

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

Performance Area: Place.

Outcome 7: Urban and rural communities are sensibly planned and developed.

Objective 7.2: Ensure community access to safe and diverse housing options.

Priority Action 7.2.1: Facilitate the development of innovative housing solutions, including one bed units and granny flats.

Performance Area: Place.

Outcome 9: Safe roads and greater use of sustainable transport options.

Objective 9.1: Maintain a safe, efficient road network and supporting infrastructure.

Priority Action 9.1.4: Provide investment in our bridge assets.

### B.2 Financial / Resource Implications

There are no financial implications for the Shire. The landowner will be responsible for all costs associated with the establishment of the easement.

### B.3 Legislative Compliance

The landowner is responsible for compliance with their conditions of development approval in accordance with the provisions of the Planning and Development Act 2005.

### B.4 Policy Implications

There are no policy implications associated with this proposal.

### B.5 Stakeholder Engagement / Consultation

As outlined in the Background section of this Report, consultation has occurred with the landowner, surveyor, Main Roads and Shire Officers.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
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Financial	N/a	N/a	N/a
Health & Safety	N/a	N/a	N/a
Reputation	N/a	N/a	N/a
Service Interruption	N/a	N/a	N/a
Compliance	The easement is not established resulting in non-compliance with Condition 4 of DA.	Minor (2) x Unlikely (2) = Low (2)	Continue discussions with landowner to facilitate establishment of the easement.
Property	Damage occurs outside the easement from vehicles.	Minor (2) x Possible (3) = Moderate (6)	Condition the easement that vehicular access is only permitted on the designated easement area.
Environment	Erosion occurs from vehicle movements.	Insignificant (1) x Possible (3) = Low (3)	Condition easement that landowner is responsible for the maintenance of the easement area.

### B.7 Natural Environment Considerations

The easement would be established on flood prone land. Condition 8 required submission and approval of an Emergency Evacuation Plan that addresses evacuation of the premises in the event of a major flood event.

The access would remain a track as it is currently and it is not proposed to formally construct a driveway or the like.

There are no natural environment impacts associated with this proposal.

### C. OFFICER'S COMMENT

The establishment of an easement is the most appropriate way of providing legal vehicular access to the subject property.

The easement will be established on Shire property (Lots 34 and 36 on P539) that is located in the floodplain adjacent to the Mortlock River. Currently the lots have no purpose other than providing public and emergency services access to the foreshore. The establishment of an easement will not impede this access or have any other negative impacts.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4744**

**Moved: Cr R W Tinetti**

**Seconded: Cr H J Appleton**

**That Council approve the establishment of an easement over Lots 34 and 36 on Plan 539 for vehicle access to 23 Taylor Street, Northam as depicted in the plan attached to this Report (Attachment 2), subject to:**

- a. The landowner being responsible for all of the costs associated with the establishment of the easement.**
- b. The landowner being responsible for the maintenance of the easement area.**
- c. The landowner being advised that vehicle access is restricted to the approved easement area.**

**CARRIED 10/0**



Evoke Living Homes  
PO BOX 910  
NORTHAM WA 6401

Our Ref : A12110 / P19026 / OPA7499  
Enquiries : Jacky Jurmann

Dear Sir/Madam

**RE: SINGLE DWELLING (SCA1)  
23 TAYLOR STREET NORTHAM WA 6401**

Thank you for your application lodged on behalf of the landowner, Peter Thompson, regarding the above proposal.

I wish to advise that your application for the construction of a single dwelling at the above property has been approved by the undersigned under delegated authority from Council. This approval is subject to the conditions contained on the attached Notice of Determination and approved plans (attached).

Pursuant to Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an affected person (the applicant or the owner of the land) may apply to the State Administrative Tribunal for a review of a reviewable determination in accordance with the *Planning and Development Act 2005* Part 14.

You are also reminded that **this approval does not constitute a Building Permit**. In order to begin construction and on-site works, you are required to lodge and have issued a Building Permit, addressing any conditions of this Development Approval relevant to the permit.

The landowner has been informed of this decision.

Should you have any further queries regarding this matter please contact Jacky Jurmann on or via email [mgrplanning@northam.wa.gov.au](mailto:mgrplanning@northam.wa.gov.au).

Yours sincerely

  
**JACKY JURMANN**  
**MANAGER PLANNING SERVICES**

17 July 2019

Encl: *Notice of Determination*  
*Approved Plans*

ABN 42 826 617 380  
395 Fitzgerald Street - PO Box 613, Northam WA 6401  
T (08) 9622 6100 F (08) 9622 1910  
E [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au) W [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

<b>Shire of Northam</b> <b>Local Planning Scheme No.6</b> <i>Cl. 86(4) of the deemed provisions for local planning schemes</i>	<b>Office Use Only</b> File No.: A12110 Application No.: P19026
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**Planning and Development Act 2005**

**SHIRE OF NORTHAM**

**NOTICE OF DETERMINATION ON APPLICATION FOR DEVELOPMENT APPROVAL**

<b>Address:</b> 23 Taylor St, Northam	
<b>Lot/Loc.:</b> 33	<b>Plan/Diagram:</b> P539
<b>Vol. No.:</b> 1175	<b>Folio No.:</b> 775
<b>Application date:</b> 4/05/2019	<b>Received on:</b> 14/05/2019

**Description of proposed development:**

SINGLE DWELLING (SCA1)

**The application for development approval is:**

- Approved subject to the following conditions
- Refused for the following reason(s):

**Conditions/reasons for refusal:**

<b>General conditions</b>
<ol style="list-style-type: none"> <li>1. The development hereby permitted must substantially commence within two years from the date of determination.</li> <li>2. The development hereby permitted taking place in accordance with the approved plans dated 09/07/2019.</li> </ol>
<b>Conditions to be met prior to commencement of works and/or use</b>
<ol style="list-style-type: none"> <li>3. Prior to the commencement of any works, detailed drainage plans shall be submitted for approval of the local government.</li> </ol>
<b>Conditions to be met prior to occupation</b>
<ol style="list-style-type: none"> <li>4. Prior to the occupation of the development, a vehicle crossover shall be constructed to the specification and satisfaction of the local government.</li> <li>5. Prior to occupation, stormwater drainage works must be completed in accordance with the approved plans to the satisfaction of the local government.</li> <li>6. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system.</li> <li>7. Prior to occupation, the emergency evacuation walkway shall be constructed to the satisfaction of the local government.</li> <li>8. Prior to occupation, an emergency evacuation plan prepared by a suitably qualified person shall be submitted to the local government for approval. (Refer Advice Note 5.)</li> </ol>



<b>Shire of Northam</b> <b>Local Planning Scheme No.6</b> <i>Cl. 86(4) of the deemed provisions for local planning schemes</i>	<b>Office Use Only</b> File No.: A12110 Application No.: P19026
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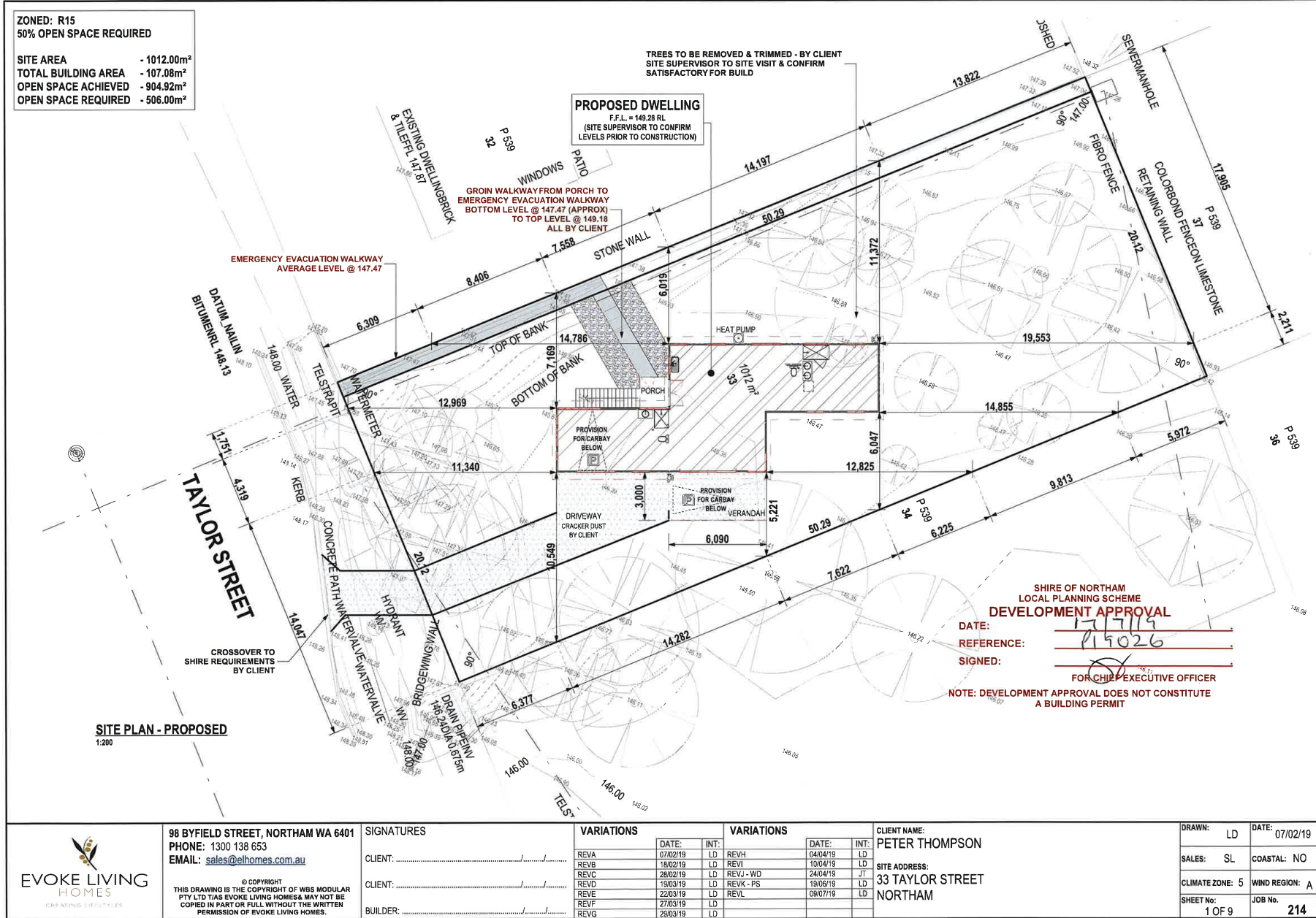
9. Prior to occupation, a notification being placed on the Certificate of Title under Section 70A of the *Transfer of Land Act 1893* stating:  
"The subject lot is located in a flood prone area and is the subject of an approved Emergency Evacuation Plan."
- Conditions requiring ongoing compliance**
10. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government.
11. The underneath of the dwelling shall not be enclosed and the use shall be managed in accordance with the approved emergency evacuation plan.
12. The approved emergency evacuation plan shall be implemented at all times.

**Date of Determination:** 17 July 2019

- Advice Notes:**
- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
- Note 4: A Building Permit shall be submitted to the local government for approval prior to the commencement of any works.
- Note 5: The emergency evacuation plan shall include precautionary measures such as the use and maintenance of the emergency evacuation walkway, secure storage of items underneath the dwelling, removal of vehicles and any other machinery or the like containing fuels, and any other relevant measures.

Signed:   
for and on behalf of the Shire of Northam

Dated: 17/7/19.

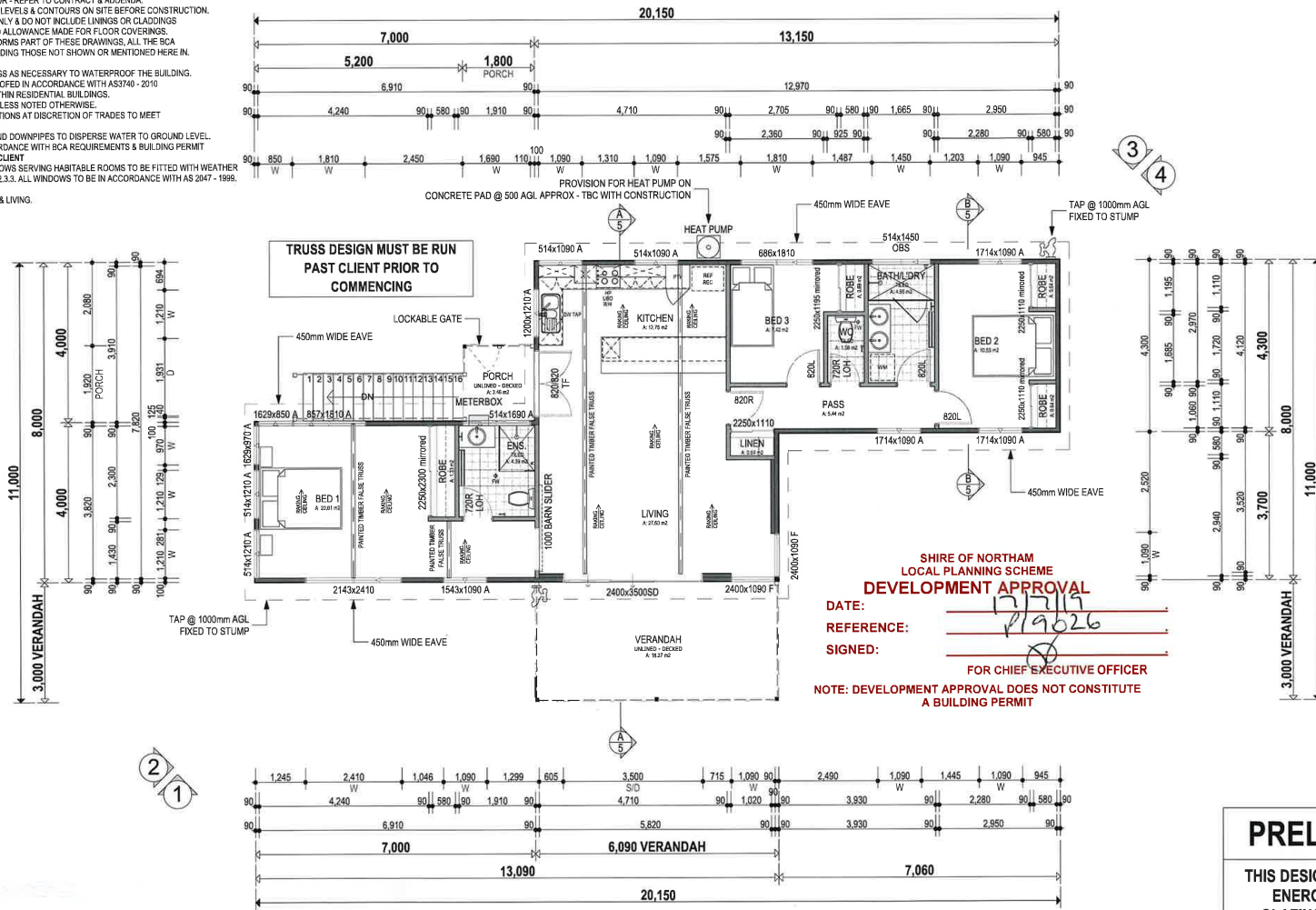


<p><b>EVOKE LIVING HOMES</b> <small>CREATING LIFE'S LIFE</small></p>	<p>98 BYFIELD STREET, NORTHAM WA 6401 PHONE: 1300 138 653 EMAIL: <a href="mailto:sales@elhomes.com.au">sales@elhomes.com.au</a></p>	<p>SIGNATURES</p> <p>CLIENT: .....</p> <p>CLIENT: .....</p> <p>BUILDER: .....</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th colspan="2">VARIATIONS</th> <th>DATE:</th> <th>INT:</th> <th colspan="2">VARIATIONS</th> <th>DATE:</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td>REVA</td> <td>07/02/19</td> <td>LD</td> <td>REVA</td> <td>04/04/19</td> <td>LD</td> <td></td> <td></td> </tr> <tr> <td>REVC</td> <td>18/02/19</td> <td>LD</td> <td>REVI</td> <td>19/04/19</td> <td>LD</td> <td></td> <td></td> </tr> <tr> <td>REVD</td> <td>28/02/19</td> <td>LD</td> <td>REVJ - WD</td> <td>24/04/19</td> <td>JT</td> <td></td> <td></td> </tr> <tr> <td>REVE</td> <td>19/03/19</td> <td>LD</td> <td>REVK - PS</td> <td>19/06/19</td> <td>LD</td> <td></td> <td></td> </tr> <tr> <td>REVF</td> <td>22/03/19</td> <td>LD</td> <td>REVL</td> <td>08/07/19</td> <td>LD</td> <td></td> <td></td> </tr> <tr> <td>REVG</td> <td>29/03/19</td> <td>LD</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	VARIATIONS		DATE:	INT:	VARIATIONS		DATE:	INT:	REVA	07/02/19	LD	REVA	04/04/19	LD			REVC	18/02/19	LD	REVI	19/04/19	LD			REVD	28/02/19	LD	REVJ - WD	24/04/19	JT			REVE	19/03/19	LD	REVK - PS	19/06/19	LD			REVF	22/03/19	LD	REVL	08/07/19	LD			REVG	29/03/19	LD						<p>CLIENT NAME: <b>PETER THOMPSON</b></p> <p>SITE ADDRESS: <b>33 TAYLOR STREET NORTHAM</b></p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr> <td>DRAWN: LD</td> <td>DATE: 07/02/19</td> </tr> <tr> <td>SALES: SL</td> <td>COASTAL: NO</td> </tr> <tr> <td>CLIMATE ZONE: 5</td> <td>WIND REGION: A</td> </tr> <tr> <td>SHEET No: 1 OF 9</td> <td>JOB No. 214</td> </tr> </table>	DRAWN: LD	DATE: 07/02/19	SALES: SL	COASTAL: NO	CLIMATE ZONE: 5	WIND REGION: A	SHEET No: 1 OF 9	JOB No. 214
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**NOTES:**

- CLIENT SUPPLIED MATERIALS & LABOUR - REFER TO CONTRACT & ADDENDA.
  - BUILDER TO VERIFY ALL DIMENSIONS, LEVELS & CONTOURS ON SITE BEFORE CONSTRUCTION.
  - DIMENSIONS ARE TO FRAME STUDS ONLY & DO NOT INCLUDE LININGS OR GLAZINGS.
  - HEIGHTS ARE FROM TOP OF SLAB. NO ALLOWANCE MADE FOR FLOOR COVERINGS.
  - THE BUILDING CODE OF AUSTRALIA FORMS PART OF THESE DRAWINGS. ALL THE BCA REQUIREMENTS ARE TO APPLY INCLUDING THOSE NOT SHOWN OR MENTIONED HERE IN.
  - SMOKE DETECTOR TO BCA 3.7.2.
  - BUILDER IS TO PROVIDE ALL FLASHINGS AS NECESSARY TO WATERPROOF THE BUILDING.
  - WET AREA FLOORS TO BE WATERPROOFED IN ACCORDANCE WITH AS3740 - 2010 WATERPROOFING OF WET AREAS WITHIN RESIDENTIAL BUILDINGS.
  - TILING TO WET AREAS BY BUILDER, UNLESS NOTED OTHERWISE.
  - ELECTRICAL & PLUMBING FINAL LOCATIONS AT DISCRETION OF TRADES TO MEET AS/NZS 3000:2007 & AS/NZS 3500.5
  - COLORBOND ZINC ALUME GUTTERS AND DOWNPIPES TO DISPERSE WATER TO GROUND LEVEL.
  - SOAKWELLS / STORMWATER IN ACCORDANCE WITH BCA REQUIREMENTS & BUILDING PERMIT CONDITIONS TO BE UNDERTAKEN BY CLIENT
  - EXTERNAL DOORS & OPENABLE WINDOWS SERVING HABITABLE ROOMS TO BE FITTED WITH WEATHER SEALS IN ACCORDANCE WITH BCA 3.12.3.3. ALL WINDOWS TO BE IN ACCORDANCE WITH AS 2047 - 1999.
- ADDITIONAL NOTES:**
- RAKING CEILINGS TO BED 1, KITCHEN & LIVING.
  - ALL OTHER CEILINGS @ 2.7m AFL.

AREA CALCULATIONS	
	Area m <sup>2</sup>
BUILDING	107.076
PORCH	3.456
VERANDAH	18.270



**FLOOR PLAN**  
1:100

<p><b>98 BYFIELD STREET, NORTHAM WA 6401</b> PHONE: 1300 138 653 EMAIL: <a href="mailto:sales@elhomes.com.au">sales@elhomes.com.au</a></p> <p><small>© COPYRIGHT THIS DRAWING IS THE COPYRIGHT OF WBS MODULAR PTY LTD THIS EVOKE LIVING HOMES &amp; MAY NOT BE COPIED IN PART OR FULL WITHOUT THE WRITTEN PERMISSION OF EVOKE LIVING HOMES.</small></p>	<p><b>SIGNATURES</b></p> <p>CLIENT: .....</p> <p>CLIENT: .....</p> <p>BUILDER: .....</p>	<p><b>VARIATIONS</b></p> <table border="1"> <thead> <tr> <th>DATE</th> <th>INT.</th> </tr> </thead> <tbody> <tr> <td>07/02/19</td> <td>LD</td> </tr> <tr> <td>19/02/19</td> <td>LD</td> </tr> <tr> <td>28/02/19</td> <td>LD</td> </tr> <tr> <td>19/03/19</td> <td>LD</td> </tr> <tr> <td>22/03/19</td> <td>LD</td> </tr> <tr> <td>27/03/19</td> <td>LD</td> </tr> <tr> <td>29/03/19</td> <td>LD</td> </tr> </tbody> </table>	DATE	INT.	07/02/19	LD	19/02/19	LD	28/02/19	LD	19/03/19	LD	22/03/19	LD	27/03/19	LD	29/03/19	LD	<p><b>VARIATIONS</b></p> <table border="1"> <thead> <tr> <th>DATE</th> <th>INT.</th> </tr> </thead> <tbody> <tr> <td>04/04/19</td> <td>LD</td> </tr> <tr> <td>10/04/19</td> <td>LD</td> </tr> <tr> <td>24/04/19</td> <td>JT</td> </tr> <tr> <td>19/06/19</td> <td>LD</td> </tr> <tr> <td>09/07/19</td> <td>LD</td> </tr> </tbody> </table>	DATE	INT.	04/04/19	LD	10/04/19	LD	24/04/19	JT	19/06/19	LD	09/07/19	LD	<p><b>CLIENT NAME:</b> PETER THOMPSON</p> <p><b>SITE ADDRESS:</b> 33 TAYLOR STREET NORTHAM</p>	<p><b>DRAWN:</b> LD    <b>DATE:</b> 07/02/19</p> <p><b>SALES:</b> SL    <b>COASTAL:</b> NO</p> <p><b>CLIMATE ZONE:</b> 5    <b>WIND REGION:</b> A</p> <p><b>SHEET No:</b> 2 OF 9    <b>JOB No:</b> 214</p>
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**ELEVATION 2**  
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SHIRE OF NORTHAM  
LOCAL PLANNING SCHEME  
**DEVELOPMENT APPROVAL**

DATE: 17/05/23

REFERENCE: 219026

SIGNED: [Signature]

FOR CHIEF EXECUTIVE OFFICER

NOTE: DEVELOPMENT APPROVAL DOES NOT CONSTITUTE  
A BUILDING PERMIT

**NOTE: ALL STUMPS & BRACING  
TBC WITH ENGINEERING  
HEIGHTS TBC**

<p><b>EVOKE LIVING HOMES</b> CREATING LIFE. THE RIGHT WAY.</p>	<p>98 BYFIELD STREET, NORTHAM WA 6401 PHONE: 1300 138 653 EMAIL: <a href="mailto:sales@elhomes.com.au">sales@elhomes.com.au</a></p>	<p>SIGNATURES</p> <p>CLIENT: .....</p> <p>CLIENT: .....</p> <p>BUILDER: .....</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">VARIATIONS</th> <th colspan="3">VARIATIONS</th> </tr> <tr> <th>REVA</th> <th>DATE</th> <th>INT:</th> <th>REVA</th> <th>DATE</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td>REVA</td> <td>07/02/19</td> <td>LD</td> <td>REVH</td> <td>04/04/19</td> <td>LD</td> </tr> <tr> <td>REVB</td> <td>18/02/19</td> <td>LD</td> <td>REVI</td> <td>10/04/19</td> <td>LD</td> </tr> <tr> <td>REVC</td> <td>28/02/19</td> <td>LD</td> <td>REVJ - WD</td> <td>24/04/19</td> <td>JT</td> </tr> <tr> <td>REVD</td> <td>19/03/19</td> <td>LD</td> <td>REVK - PS</td> <td>19/08/19</td> <td>LD</td> </tr> <tr> <td>REVE</td> <td>22/03/19</td> <td>LD</td> <td>REVL</td> <td>08/07/19</td> <td>LD</td> </tr> <tr> <td>REVF</td> <td>27/03/19</td> <td>LD</td> <td></td> <td></td> <td></td> </tr> <tr> <td>REVG</td> <td>29/03/19</td> <td>LD</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	VARIATIONS			VARIATIONS			REVA	DATE	INT:	REVA	DATE	INT:	REVA	07/02/19	LD	REVH	04/04/19	LD	REVB	18/02/19	LD	REVI	10/04/19	LD	REVC	28/02/19	LD	REVJ - WD	24/04/19	JT	REVD	19/03/19	LD	REVK - PS	19/08/19	LD	REVE	22/03/19	LD	REVL	08/07/19	LD	REVF	27/03/19	LD				REVG	29/03/19	LD				<p>CLIENT NAME: <b>PETER THOMPSON</b></p> <p>SITE ADDRESS: <b>33 TAYLOR STREET NORTHAM</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DRAWN: LD</td> <td>DATE: 07/02/19</td> </tr> <tr> <td>SALES: SL</td> <td>COASTAL: NO</td> </tr> <tr> <td>CLIMATE ZONE: 5</td> <td>WIND REGION: A</td> </tr> <tr> <td>SHEET No: 3 OF 9</td> <td>JOB No. 214</td> </tr> </table>	DRAWN: LD	DATE: 07/02/19	SALES: SL	COASTAL: NO	CLIMATE ZONE: 5	WIND REGION: A	SHEET No: 3 OF 9	JOB No. 214
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**ELEVATION 3**  
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**ELEVATION 4**  
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**SHIRE OF NORTHAM  
LOCAL PLANNING SCHEME  
DEVELOPMENT APPROVAL**

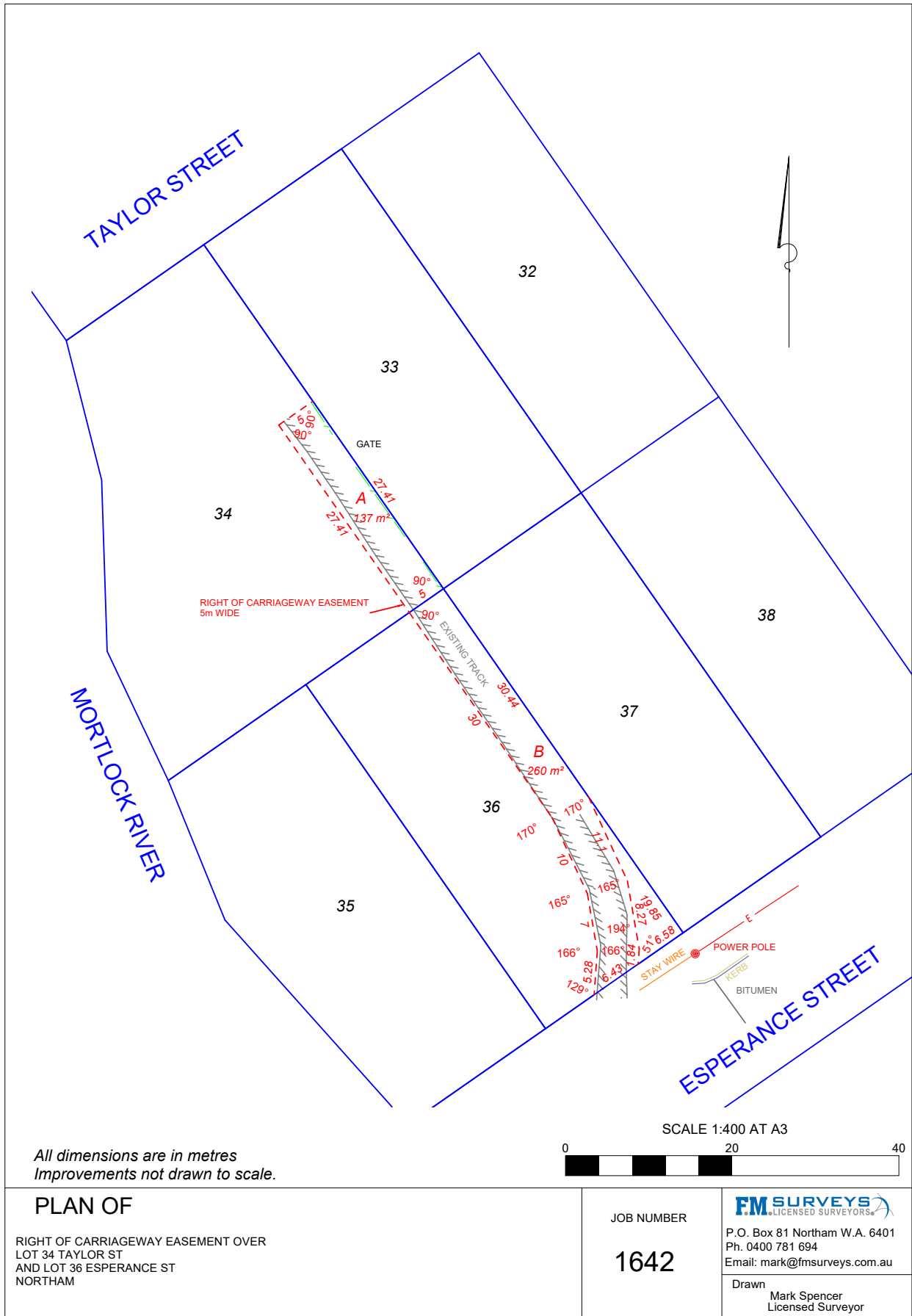
DATE: \_\_\_\_\_  
REFERENCE: 171719  
SIGNED: Peter Thompson  
FOR CHIEF EXECUTIVE OFFICER

NOTE: DEVELOPMENT APPROVAL DOES NOT CONSTITUTE A BUILDING PERMIT

**NOTE: ALL STUMPS & BRACING  
TBC WITH ENGINEERING  
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<p><b>EVOKE LIVING HOMES</b> ENGINEERING LIFESTYLES</p>	<p>98 BYFIELD STREET, NORTHAM WA 6401 PHONE: 1300 138 653 EMAIL: <a href="mailto:sales@elhomes.com.au">sales@elhomes.com.au</a></p>	<p>SIGNATURES</p> <p>CLIENT: .....</p> <p>CLIENT: .....</p> <p>BUILDER: .....</p>	<p>VARIATIONS</p> <table border="1"> <thead> <tr> <th>DATE:</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td>07/02/19</td> <td>LD</td> </tr> <tr> <td>18/02/19</td> <td>LD</td> </tr> <tr> <td>26/02/19</td> <td>LD</td> </tr> <tr> <td>19/03/19</td> <td>LD</td> </tr> <tr> <td>22/03/19</td> <td>LD</td> </tr> <tr> <td>27/03/19</td> <td>LD</td> </tr> <tr> <td>29/03/19</td> <td>LD</td> </tr> </tbody> </table>	DATE:	INT:	07/02/19	LD	18/02/19	LD	26/02/19	LD	19/03/19	LD	22/03/19	LD	27/03/19	LD	29/03/19	LD	<p>VARIATIONS</p> <table border="1"> <thead> <tr> <th>DATE:</th> <th>INT:</th> </tr> </thead> <tbody> <tr> <td>04/04/19</td> <td>LD</td> </tr> <tr> <td>10/04/19</td> <td>LD</td> </tr> <tr> <td>24/04/19</td> <td>JT</td> </tr> <tr> <td>19/06/19</td> <td>LD</td> </tr> <tr> <td>09/07/19</td> <td>LD</td> </tr> </tbody> </table>	DATE:	INT:	04/04/19	LD	10/04/19	LD	24/04/19	JT	19/06/19	LD	09/07/19	LD	<p>CLIENT NAME: PETER THOMPSON</p> <p>SITE ADDRESS: 33 TAYLOR STREET NORTHAM</p>	<table border="1"> <tr> <td>DRAWN:</td> <td>LD</td> <td>DATE:</td> <td>07/02/19</td> </tr> <tr> <td>SALES:</td> <td>SL</td> <td>COASTAL:</td> <td>NO</td> </tr> <tr> <td>CLIMATE ZONE:</td> <td>5</td> <td>WIND REGION:</td> <td>A</td> </tr> <tr> <td>SHEET No:</td> <td>4 OF 9</td> <td>JOB No.</td> <td>214</td> </tr> </table>	DRAWN:	LD	DATE:	07/02/19	SALES:	SL	COASTAL:	NO	CLIMATE ZONE:	5	WIND REGION:	A	SHEET No:	4 OF 9	JOB No.	214
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## 13.4 CORPORATE SERVICES

### 13.4.1 Fees and Charges 2023/24 Adoption

<b>File Reference:</b>	8.2.8.1
<b>Reporting Officer:</b>	Mia Miller (Management Accountant)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	None
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For the Council to consider the schedule of fees and charges for the 2023/24 financial year.

#### ATTACHMENTS

1. Fees and Charges 23-24 [**13.4.1.1** - 26 pages]

#### A. BACKGROUND / DETAILS

Council has adopted the annual Schedule of Fees and Charges separately from the budget document in the past to enable more time to consider each proposed charge for the forthcoming year. The new schedule of Fees and Charges will take effect from 1 July 2023.

#### B. CONSIDERATIONS

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

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action 12.1.1: Provide the community with an annual explanation of the Shire's short and long term financial commitments and overall financial health.

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

Changes to proposed fees and charges are reflective of the change in current cost to Council.

### B.3 Legislative Compliance

Section 6.16 to 6.19 of the Local Government Act (1995) governs the imposition of fees and charges.

Many of the fees and charges listed on the attachment are statutory charges and cannot be modified by the Council. They are included on the list to provide readers of the final budget document with a complete list of charges which the Council may levy and may be subject to change without notice.

Local Government (Financial Management) Regulations 1996.

### B.4 Policy Implications

Nil

### B.5 Stakeholder Engagement / Consultation

Council staff

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	If fees are not considered fair and equitable, members of the community may develop a poor opinion of Council	Possible (3) X Minor (2) = Low (6)	Consideration has been taken to align the current financial bearing of fees and charges to the community to align with the estimated increased costs to Council.
Service Interruption	N/A	N/A	N/A
Compliance	The <i>Local Government Act 1995</i> has been adhered to during the setting of fees and charges.	Unlikely (2) X Moderate (3) = Low (6)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

There are no natural environment considerations with this item.



## C. OFFICER'S COMMENT

The recommended fees and charges presented to Council for the financial year 2023/24 have been increased by an average of 5.8%, which is the Perth March 2022 quarter to March 2023 quarter CPI. New fees and charges have been added, (highlighted green) and some have been removed (crossed through).

As required by section 6.17 of the act, the following were considered in determining the amount of a fee or charge;

- (a) the cost to the local government of providing the service or goods; and
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

Some fees and charges have increased at a rate greater than the 5.8%, which is reflective of market rates and costs to Council to provide the service. Likewise in some instances, fees have remained steady. The most notable changes, or otherwise, to the Schedule of Fees and Charges are:

### 1. Waste Service Charges

Waste service fees and charges were extensively assessed during the setting of fees and charges for the 2023/24 year. They have been adjusted to ensure Council is raising enough revenue to support increased expenditure associated with the Refuse Collection, Landfill Facility and Transfer Station management. In addition, they were assessed to ensure they were fair and equitable to all users.

Waste service charges, which are based on full cost recovery, will increase to reflect the anticipated increase in cost associated with providing these services. The full extent of these increases will be considered at budget adoption.

### Waste Site Fees & Charges

- Landfill Site Waste Disposal Charges for Inkpen Road Landfill Site and Old Quarry Road Landfill site have been consolidated in the Fees and Charges.
- Unless otherwise noted below, landfill site waste disposal charges have increased by CPI.
- The following Waste Site Fees are proposed to increase to align with industry rates or cost recovery.
  - Commercial greenwaste has been added at industry price.
  - Unadulterated Building Rubble charge has been retitled to Construction and Demolition Waste to align with Western Metropolitan Regional Council (WMRC). This has been historically

charged at below industry standards, the proposed fee increase will align Council with the market and covers processing costs.

- Tyre disposals have been adjusted in accordance with disposal costs.
- Special burials and asbestos charges have increased to align with the industry.

## 2. Cemetery Fees

Cemetery fees and charges are proposed to increase to align with the industry and will ensure full recovery of the cost of the service from the user. Contractor costs have increased by 32%, the Shire's proposed fees have been set with an overall increase of 35%. This will cover the Shire's cost of administration, cemetery site maintenance and any unforeseen expenses associated with providing this service.

Proposed fee increase demonstrated below.

	2022/2023		2023/2024	
	Contractor Charge per service	Shire Fees & Charges	Contractor Charge per service	Shire Fees & Charges
New Grave (Adult Burial)	\$1,067	\$1,295	\$1,410	\$1,762

## 3. Hall Hire

Silver Wings Seniors Club Inc (Silver Wings) has a fee waiver approved by Council, C.4033. It is believed that acknowledging the subsidised hall hire fee in the annual fees and charges will ensure the intention of that resolution is carried out. The resolution determines an annual fee waiver of \$6448.00, which does not consider increases in the annual fees and charges. Itemising Silver Wings' subsidised hall hire fees (being \$500.00 per annum inclusive of GST), will ensure they receive the intended benefit. The \$500.00 fee is for hire of the Wundowie Main Hall for 12 hours per week, 52 weeks per year. Additional hall hire in excess to these 12 hours will be charged as per the annual fees and charges.

C.4033 below.

**RECOMMENDATION/COUNCIL DECISION**

**Minute No: C.4033**

**Moved: Cr Little**

**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Approves Silver Wings' fee waiver request for \$2,376, to hire the Wundowie Hall meeting room for 12 hours per week for the period between 1 September 2020 and 31 December 2020;**
- 2. Determines that an annual fee waiver of \$6,448 (for Silver Wings to hire the hall out for 12 hours per week) will remain in place for future years, unless otherwise determined by resolution of Council.**

**CARRIED 7/3**

#### **4. Annual Local Stallholder Permit**

A new fee has been introduced to support local businesses obtain stallholder permits. This fee of \$70.00 incorporates the application fee and a one-off fee for an annual permit. This reduces the cost and administration burden as Stallholders will only be required to submit a notification form to Council to advise which events they want to attend. This action has been taken to encourage local businesses' participation at local markets, events etc.

#### **5. Animal Control**

The RSPCA Pet Sterilisation Program closed due to overwhelming numbers of applications. The Shire of Northam supported this program by offering free lifetime registration for sterilised and microchipped dogs and cats. The Shire will continue to offer free, lifetime registration for sterilised and microchipped cats and dogs to pensioners. The cost to Council is the forgone revenue, which equates to \$50 each registration.

#### **6. Events**

Each of these events/programmes are perceived as having a charitable/community service benefit. In all cases previous requests for fee waiver have been approved by Council, or by delegated authority as per Policy C3.4-Write off/Waive of small fees or debts. As with in prior years It is felt that acknowledging these groups in the annual fees and charges will reduce the administrative requirement of producing Council reports each occasion.

#### Charitable/ fundraising events

- Wheatbelt Relay For Life
- Youth Futures Pipeline Challenge
- Vintage Swap Meet
- Pink Up Northam

Community Service

- Directions Careers Expo
- Seniors Council of WA-Seniors Olympics
- Northam RSL

Additional requests for write off fees and charges will continue to be presented to Council as required throughout the year.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4745**

**Moved: Cr M P Ryan**

**Seconded: Cr A J Mencshelyi**

**That Council adopts the attached schedule of fees and charges 2023/24 as presented in Attachment 1.**

**CARRIED 10/0**



**PROPOSED  
SCHEDULE OF FEES AND CHARGES  
2023/2024**

Administration Office:  
PO Box 613, NORTHAM WA 6401  
Telephone: (08) 9622 6100  
Facsimile: (08) 9622 1910  
Email: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

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SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>GENERAL PURPOSE FUNDING</b>					
<b>Rates</b>					
<b>Calculated Rate-in-Dollar (¢) Charge</b>					
GRV - Townsites and Other Areas within Old Shire Boundaries	Council	OOS	10.3505 cents in the \$	Budget Adoption	03013003
GRV -Townsites Commercial, Industrial, Community	Council	OOS	11.1260 cents in the \$	Budget Adoption	03013003
<b>Unimproved Value Area:</b>					
Agricultural Local	Council	OOS	0.6068 cents in the \$	Budget Adoption	03013003
Agricultural Regional	Council	OOS	0.4913 cents in the \$	Budget Adoption	03013003
Small Rural Landholdings	Council	OOS	0.9562 cents in the \$	Budget Adoption	03013003
<b>Minimum Rate:</b>					
A minimum rate of per assessment is applied to areas throughout the Shire of Northam.	Council	OOS	\$1,016, except Agricultural Regional \$840.00 & Small holdings \$970.00	Budget Adoption	03013003
<b>Interest:</b>					
Interest is calculated daily, and is applied where the instalment option has not been selected by the ratepayer and payment has not been received.	Council	Input Taxed	7%	8%	03013033
<b>Rates by Instalment:</b>					
Administration Fee - per instalment (FM Reg 67)	Statutory	OOS	\$10.00	\$10.00	03013053
Interest Charge (FM Reg 68)	Statutory	Input Taxed	3%	3.5%	03013043
<b>ADMINISTRATION</b>					
(i) Rates Enquiry Fees	Council	OOS	\$103.00	\$109.00	03013063
Combined Rates Enquiry/Zoning/Orders		OOS	\$160.00	\$170.00	03013063
(ii) Electoral Rolls	Council	OOS	\$35.00	\$37.00	04053033
(iii) GIS Maps	Council	Yes	\$1.50 per A4 page	\$2.00 per A4 page	04053033
(iv) Property Listing - Hard Copy	Council	OOS	\$115.00	\$122.00	04053033
(v) Property Listing - USB	Council	OOS	\$120.00	\$127.00	04053033
<b>Access to Council Documents</b>					
The following documents are available for public inspection at the Council Office, free of charge. Members of the public may purchase copies of these documents. Council Agendas, Minutes, Policy Manual, Annual Financial Report, Local Laws, Planning Applications (by consent), Planning & Building Applications, Register of Elected Members Allowances & Benefits.	Council	OOS	\$0.30 cents each page	\$0.35 cents each page	04053033
<b>Elections</b>					
Local Government Elections - Nomination Fee (per Local Government Election Regulations 1997 26(1))	Statutory	OOS	As per Regulations	As per Regulations	TRUST - TYPE 4

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>ADMINISTRATION Continued</b>					
<b>Freedom of Information Charges (set by Schedule 1 of the FOI Regulations 1993)</b>					
(i) Application fee	Statutory	OOS	\$30.00	\$30.00	04053023
(ii) Hourly charge to deal with application	Statutory	OOS	\$30.00	\$30.00	04053023
(iii) Photocopying	Statutory	OOS	\$0.20 per page	\$0.20 per page	04053023
(iv) Advance deposits	Statutory	OOS	25%	25%	04053023
A further advance deposit which may be required by an agency under Section 18(4) of the Act, expressed as a percentage of estimated charges, will be payable in excess of the application fee	Statutory	OOS	75%	75%	04053023
<b>LAW, ORDER AND PUBLIC SAFETY</b>					
<b>Fire Control</b>					
(i) Fire Prevention - Fines & Penalties	Statutory	OOS	Set by Regulation \$15.00 per infringement	Set by Regulation	05063003
(ii) Recovery/Admin fee	Statutory	OOS		Set by Regulation	05063003
(iii) Fines Enforcement Register					
- Final Demand	Statutory	OOS	\$24.80 (Set by Regulation)	Set by Regulation	05063003
- Enforcement Certificate	Statutory	OOS	\$21.10 (Set by Regulation)	Set by Regulation	05063003
- Registration of Infringement Notice	Statutory	OOS	\$79.50 (Set by Regulation)	Set by Regulation	05063003
- Notice of Intention to enforce Licence Suspension Order	Statutory	OOS	\$39.10 (Set by Regulation)	Set by Regulation	05063003
(iv) Fire Breaks Installation	Council	Yes	Cost recovery	Cost Recovery	05063053
<b>Water Charges</b>					
(i) Wundowie Standpipe	Council	GST Free	\$3.07 Per Kilolitre	Cost + 10%	05063043
(ii) Bakers Hill Standpipe	Council	GST Free	\$10.12 Per Kilolitre	Cost + 10%	05063043
(iii) Clackline Standpipe	Council	GST Free	\$9.30 Per Kilolitre	Cost + 10%	05063043
(iv) Northam Standpipe	Council	GST Free	\$9.30 Per Kilolitre	Cost + 10%	05063043
(v) Grass Valley Standpipe	Council	GST Free	\$10.12 Per Kilolitre	Cost + 10%	05063043
(vi) Minimum charge for water taken from standpipes	Council	GST Free	\$22.00	\$22.00	05063043
<b>Rural Road Numbering</b>	Council	Yes	No charge	No Charge	05083063
<b>Animal Control</b>					
(i) Replacement Dog Tags	Council	Yes	\$3.00 each	\$3.00 each	05073003
(ii) Registration Fees - Dogs					
- Sterilised Dog (1 year)	Statutory	OOS	\$20.00 for 1 year	\$20.00	05073003
- Sterilised Dog (3 years)	Statutory	OOS	\$42.50 for 3 years	\$42.50	05073003
- Sterilised Dog (lifetime)	Statutory	OOS	\$100 for lifetime	\$100.00	05073003
- Unsterilised Dog/ Dangerous Dog (1 year)	Statutory	OOS	\$50.00 for 1 year	\$50.00	05073003
- Unsterilised Dog/ Dangerous Dog (3 years)	Statutory	OOS	\$120.00 for 3 years	\$120.00	05073003
- Unsterilised Dog/ Dangerous Dog (lifetime)	Statutory	OOS	\$250 for lifetime	\$250.00	05073003
— Working Dog (Definition of WORKING DOG is dog used for driving or tending of stock)	Statutory	OOS	25% of registration fee		05073003
<b>Note: New legislation for Seniors does not apply to dog registration fees.</b>					
<b>Pensioner as defined in Rates and Charges (Rebates and Deferments) Act 1992 are charged at 50% of the fees shown above</b>					
<b>Working Dogs are charged 25% of the fees shown above</b>					



SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>LAW, ORDER AND PUBLIC SAFETY Continued</b>					
<b>Animal Control Continued</b>					
<b>Sterilisation Program Registration - Dogs</b> (applicable for pensioners with dogs that are both sterilised and microchipped)					
	Council	OOS	Free for Lifetime		
(iii) Dogs kept in an approved kennel establishment	Statutory	OOS	\$200 per establishment	\$200 per establishment	05073033
(iv) Dangerous dog declaration administration fee	Council	OOS	\$115	\$122.00	05073033
<b>FAILURE TO REGISTER A DOG MAY RESULT IN A \$200.00 PENALTY UNDER THE DOG ACT 1976</b>					
Pension Card Holders (Regulation 4(2))					
RSPCA Sterilisation Program Dogs					
<del>Definition of PENSIONER for concessional purposes is a person issued with a Pensioner Health Benefit Card as follows:</del>					
<del>Aged Pension</del>					
<del>Invalid Pension</del>					
<del>Widowed Pension</del>					
<del>Supporting Parents Pension</del>					
<del>Carer's Pension</del>					
(i) Replacement Cat Tags	Council	Yes	\$3.00 each	\$3.00 each	05073103
(ii) Registration Fees - Sterilised Cat (1 year)	Statutory	OOS	\$20.00 for 1 year	\$20.00	05073103
Registration Fees - Sterilised Cat (3 years)	Statutory	OOS	\$42.50 for 3 years	\$42.50	05073103
Registration Fees - Sterilised Cat (lifetime)	Statutory	OOS	\$21.25 for 3 years	\$100.00	05073103
	Statutory	OOS	\$50.00 for lifetime		05073103
<b>Note: Pensioner are charged at 50% of the fees shown above.</b>					
RSPCA Sterilisation Program Cats					
	Council	OOS	Free for Lifetime		
<b>Sterilisation Program Registration - Cats</b> (applicable for pensioners with cats that are both sterilised and microchipped)					
	Council	OOS	Free for Lifetime		
Registration after 31 May in any year, for that registration year	Statutory	OOS	50% of fee otherwise payable	50% of fee otherwise payable	05073103
(iii) Annual Application for approval or renewal of approval to breed cats (per cat)	Statutory	OOS	\$100	\$100.00	05073103
(iv) Licence Fees - Cats					
- Permit to keep 3 to 4 cats (Note: Council Approval Required)	Council	Yes	\$73.00	\$77.00	05073053
- Cattery Permit Licence to keep 5 or more cats (per annum)	Council	OOS	\$67.00	\$71.00	05073053
- Cats kept in an approved kennel establishment	Statutory	OOS	\$200 per establishment	\$200 per establishment	05073053
- Voluntary surrender of cat fee	Council	Yes	\$25.00	\$26.00	05073053
(v) Fines & Penalties - Dogs & Cats	Statutory	OOS	Set by Regulation	Set by Regulation	05073013
(vi) Recovery/Admin fee - Dogs & Cats	Council	OOS	\$23.00 per infringement	Set by Regulation	05073013
(vii) Fines Enforcement					
Issuing Final Demand	Statutory	OOS	\$18.50 (Set by Regulation)	Set by Regulation	05073013
Preparing Enforcement Certificate	Statutory	OOS	\$15.75 (Set by Regulation)	Set by Regulation	05073013
Registration of Infringement Notice	Statutory	OOS	\$59.00 (Set by Regulation)	Set by Regulation	05073013
(viii) Annual Kennel Licence - Bulk Kennel Licence (>6 dogs or >6 cats or >6 cats/dogs) per establishment	Statutory	OOS	\$200.00	\$200.00	05073033
(ix) After hours Call Out Fee (Pound Release etc.)	Council	Yes	\$215.00 (3hrs or part thereof)	\$227.00 (3hrs or part thereof)	05073023
	Council	Yes	\$88.00 (per hour thereafter)	\$93.00 (per hour thereafter)	05073023
(x) Processing of 3 - 6 Dog Application Fee	Council	Yes	\$75.00	\$80.00	05073013
Transfer Kennel Licence - Bulk Kennel Licence (>6 dogs or >6 cats or >6 cats/dogs)	Council	Yes	\$75.00	\$80.00	05073033

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>LAW, ORDER AND PUBLIC SAFETY Continued</b>					
<b>Animal Control Continued</b>					
<b>Impounding - Ranger Fees</b>					
(i) Impounding of rams, wethers, ewes, lambs, goats (After 6:00 am but before 6:00 pm)					
- 1 - 5 animals	Council	OOS	\$135.00	\$143.00	05073023
- 6 - 10 animals	Council	OOS	\$175.00	\$185.00	05073023
- over 10 animals	Council	OOS	\$220.00	\$233.00	05073023
(ii) Impounding of rams, wethers, ewes, lambs, goats (After 6:00 pm but before 6:00 am)					
- 1 - 5 animals	Council	OOS	\$230.00	\$243.00	05073023
- 6 - 10 animals	Council	OOS	\$295.00	\$312.00	05073023
- Over 10 animals	Council	OOS	\$380.00	\$402.00	05073023
(iii) Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6:00 am but before 6:00 pm)					
- First Animal	Council	OOS	\$147.00	\$156.00	05073023
Initial charge same irrespective of impounding's					
- Next 2 to 5 animals	Council	OOS	\$89.00	\$94.00	05073023
- Next 6 to 10 animals	Council	OOS	\$66.00	\$70.00	05073023
- Over 10 animals	Council	OOS	\$46.00	\$49.00	05073023
(iv) Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6:00 pm but before 6:00 am)					
- First Animal	Council	OOS	\$220.00	\$233.00	05073023
Initial charge same irrespective of impounding's					
- Next 2 to 5 animals	Council	OOS	\$140.00	\$148.00	05073023
- Next 6 to 10 animals	Council	OOS	\$79.00	\$84.00	05073023
- Over 10 animals	Council	OOS	\$64.00	\$68.00	05073023
(v) TABLE OF POUNDAGE FEES FOR ANIMALS IMPOUNDED					
- Rams, wethers, ewes, lambs, goats (First 24 hours or part)	Council	OOS	\$7.50	\$8.00	05073023
- Rams, wethers, ewes, lambs, goats (Subsequent each 24 hours or part)	Council	OOS	\$6.50	\$7.00	05073023
- Horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (First 24 hours or part)	Council	OOS	\$18.00	\$19.00	05073023
- Horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (Subsequent each 24 hours or part)	Council	OOS	\$18.00	\$19.00	05073023
(vi) Cat Impound Fees					
- Impounding/Release fees	Council	OOS	\$120.00	\$127.00	05073023
- Sustainance Fee per day - per cat	Council	OOS	\$11.00	\$12.00	05073023
(vii) Cat/Possum Trap Hire deposit bond	Council	OOS	\$105.00	\$111.00	TRUST
(viii) Cat/Possum Trap Hire Fee (per week)	Council	Yes	\$6.00	\$6.50	05073043
(ix) Dog Impound Fees					
- Impounding/Release fees	Council	Yes	\$120.00	\$127.00	05073023
- Sustainance Fee per day - per dog	Council	OOS	\$12.00	\$13.00	05073023
(x) Voluntary surrender and or destruction/disposal of dog	Council	Yes	\$28.00	\$30.00	05073023
(xi) TABLE OF SUSTENANCE CHARGES OF ANIMALS IMPOUNDED					
- Rams, wethers, ewes, lambs, goats and pigs horses, camels, oxen, bulls, cows, steers, and heifers (per animal/per day)	Council	OOS	\$37.00	\$39.00	05073023
<b>Vehicle Impound Fees</b>					
(i) Ranger Fee	Council	OOS	\$150.00	\$159.00	05083083
(ii) Towing expenses as per service	Council	OOS	Cost Recovery	Cost Recovery	05083083
(iii) Impound fee (per day)	Council	OOS	\$17.50	\$18.50	05083083

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>LAW, ORDER AND PUBLIC SAFETY Continued</b>					
<b>Shopping Trolleys</b>					
(i) Trolley to Release	Council	Yes	\$26.00	\$28.00	05083083
(ii) Impound Fee (per day)	Council	Yes	\$11.00	\$12.00	05083083
(iii) Admin Fee	Council	Yes	\$26.00	\$28.00	05083083
<b>HEALTH</b>					
<b>Health Inspection &amp; Licence Fees</b>					
<b>(i) Food Business</b>					
<b>Notification</b> (fees set by Food Act 2008)					
- Exempt* (i) - Charitable	Council	OOS	No Fee	No Fee	
- Exempt* (ii) - Prepackaged	Council	OOS	No Fee	No Fee	07143003
- All Others (except Food Stalls at events and markets are exempt from fees - notification form and registration still required)	Council	OOS	\$61.00 per application	\$65.00 per application	07143003
<b>Registration (annual)</b>					
- Low Risk ***	Council	OOS	\$123.00 pa	\$130.00	07143003
- Medium Risk***	Council	OOS	\$220.00 pa	\$233.00	07143003
- High Risk***	Council	OOS	\$305.00 pa	\$323.00	07143003
<b>Application</b>					
- Establish New Food Business Premises (other than supermarket)	Council	OOS	\$245.00 per application	\$259.00	07143003
- Establish New Supermarket Premises	Council	OOS	\$1,225.00 per application	\$1,296.00	07143003
- Mobile Food Vendor	Council	OOS	\$190.00 per application	\$201.00	07143003
- Alter Existing Food Business Premises (other than supermarket)	Council	OOS	\$190.00 per application	\$201.00	07143003
- Alter Existing Supermarket Premises	Council	OOS	\$993.00 per application	\$1,051.00	07143003
*Exempt Food Business is a Food Business:					
i) in which 100% of profits go for community or charitable causes, staff or contractors are not paid and the food is cooked and presented for immediate consumption or is not potentially hazardous food.					
ii) that sell only pre-packaged non-potentially hazardous food (econfectionary;newsagents selling pre-packaged confectionery or hairdressers serving tea/coffee in connection with another service).					
*** Risk rating as per Classification for Temporary or Mobile Food Businesses assessed by Shire's Health Services.					
<b>Inspections</b>					
Inspection of premises on request (per hour). Minimum fee = \$100	Council	OOS		\$100.00	
<b>(ii) Food Business Accreditation and Auditing</b>					
- Application for Food Safety Program Accreditation (Shire Northam Health Department Auditor)	Council	OOS	\$364.00 per application	\$385.00	07143003
- Application for Food Safety Program Accreditation (applicants provides written advice from an approved third party auditor)	Council	OOS	\$124.00 per application	\$131.00	07143003
- Application for Amendment to a Accredited Food Safety Program	Council	OOS	\$124.00 per application	\$131.00	07143003
- Consideration of Subsequent Additional Written Advice	Council	OOS	\$59.00 per application	\$62.00	07143003
<b>(iii) Animal Food Processing Premises/ Retail Pet Meat Shops</b>					
- Notification Fee (fees set by Food Act 2008)	Council	OOS	\$68.00	\$72.00	07143003
<b>(iv) Outdoor Eating Facilities/Alfresco Dining on Public Places Licence</b>					
- Per Establishment - annual fee	Council	OOS	\$1 pa	\$1.00	07143003

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>HEALTH Continued</b>					
<b>Health Inspection &amp; Licence Fees</b>					
(v) <b>Skin Penetration Establishment</b>					
Application fee	Council	OOS	\$62.00 per application	\$66.00	07143003
Annual fee (per establishment)	Council	OOS	\$114.00	\$121.00	
(vi) <b>Hair Dressing Establishment</b>					
Application fee	Council	OOS	\$60.00 per application	\$63.00	07143003
Annual fee (per establishment)	Council	OOS	\$114.00	\$121.00	
(vii) <b>Stables</b>					
- Stable Licence - annual fee	Council	OOS	\$59.00 pa	\$62.00	07143003
(viii) <b>Morgue / Mortuary</b>					
- Morgue Licence - annual fee	Council	OOS	\$59.00 pa	\$62.00	07143003
(ix) <b>Lodging House</b>					
- Lodging House Licence - annual fee	Council	OOS	\$123.00 pa	\$130.00	07143003
(x) <b>Caravan Parks and Camping Grounds</b>					
- Application Fee	Statutory	OOS	\$200.00 per application *	\$200.00 per application*	07143003
(xi) <b>Licence</b>					
- Annual fee or multiplication of site prices below (which ever is greater)	Statutory	OOS	\$200.00 per annum *	\$200.00 per annum*	
- Long Stay Sites	Statutory	OOS	\$6.00 per site *	\$6.00 per site*	07143003
- Short Stay Sites and Sites in Transit	Statutory	OOS	\$6.00 per site *	\$6.00 per site*	07143003
- Camp Sites	Statutory	OOS	\$3.00 per site *	\$3.00 per site*	07143003
- Overflow	Statutory	OOS	\$1.50 per site *	\$1.50 per site*	07143003
- Licence Renewal After Expiry	Statutory	OOS	20 per application *	\$20.00 per application*	07143003
- Temporary Licence - Pro-rata of application fee with minimum	Statutory	OOS	\$100.00 per application *	\$100.00 per application*	07143003
- Transfer of Licence	Statutory	OOS	\$100.00 per application *	\$100.00 per application*	07143003
* Fees are set by the Caravan Parks and Camping Grounds Regulations 1997.					
(xii) <b>Temporary Accommodation</b>					
- Application Temporary Accommodation (up to 12 Consecutive Months)	Statutory	Yes	\$182.00 per application	\$182.00*	
(xiii) <b>Offensive Trades</b>					
- Tannery Licence (per year)	Statutory	OOS	\$298.00 pa *	\$298.00*	07143003
- Piggery Licence (per year)	Statutory	OOS	\$298.00 pa *	\$298.00*	07143003
- Slaughterhouse Licence (per year)	Statutory	OOS	\$298.00 pa *	\$298.00*	07143003
- Knackery Licence (per year)	Statutory	OOS	\$298.00 pa *	\$298.00*	07143003
- Laundry/ Drycleaning Establishment Licence (per year)	Statutory	OOS	\$147.00 pa *	\$147.00*	07143003
- Bone Mill Licence (per year)	Statutory	OOS	\$171.00 pa *	\$171.00*	07143003
- Blood Drying (per year)	Statutory	OOS	\$171.00 pa *	\$171.00*	07143003
- Any other Offensive Trade Licence not specified in regulations (per year)	Statutory	OOS	\$298.00 pa *	\$298.00*	07143003
* Fees are set under the Health (Offensive Trades Fees) Regulations 1997					
(xiv) <b>Stallholders Application</b>					
- Application Not-for-Profit / Charitable Organisations*	Council	OOS	No Fee	No Fee	
- Application for Stallholders (other than above)	Council	OOS	\$38.00 per application	\$40.00	07143003
- Public Liability Cover	Council	OOS	\$12.50 per stall/per day	\$13.00 per stall/per day	
<b>Permit (includes Food Stallholders)</b>					
- Daily (1 day - includes Food Stallholders)	Council	OOS	\$27.00 per stall per day	\$29.00 per stall	07143003
- Weekly (7 consecutive days - includes Food Stallholders)	Council	OOS	\$152.00 per stall per week	\$161.00 per stall	07143003
- Monthly (30 consecutive days - includes Food Stallholders)	Council	OOS	\$271.00 per stall per month	\$286.00 per stall	07143003
- Annual (365 consecutive days - includes Food Stallholders)	Council	OOS	\$1,293.00 per stall per pa	\$1,368.00 per stall	07143003

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>HEALTH Continued</b>					
<b>Stallholders Continued</b>					
- Charitable & Not-for-Profit Organisations (includes Food Stalls)	Council	OOS	No Fee (Permit still required)	No Fee (Permit still required)	07143003
Blanket Stallholders for Single Event (group permit application with one single fee for multiple stalls at a single event)	Council	OOS	\$170.00 per application per event	\$180.00 per application per event	07143003
Blanket Stallholders for Recurring Approved Markets*** (group permit application with one single fee for multiple nominated market days) * not-for-profit organisations are those in which 100% of profits are for community or charitable causes and staff or contractors are not paid. ** food stallholders other than "Exempted Food Businesses" are required to have a current "Food Business Registration Certificate". *** Northam Lions Club Inc, Northam Farmers Market	Council	OOS	\$170.00 per application per annum	\$180.00 per application per event	07143003
<b>Annual Local Stallholder Permit</b> (fee covers application and permit, stallholder must still provide notification form for each event)	Council	OOS		\$70.00	
(xv) <b>Street Trader (Trader) Application</b>					
- Application Not- for-Profit / Charitable Organisations*	Council	OOS	No Fee	No Fee	
- Application <u>Food</u> Traders **	Council	OOS	\$39.00 per application	\$41.00	07143003
- Application all other than the above Traders <b>Permit</b> (includes Food Stallholders)	Council	OOS	\$39.00 per application	\$41.00	07143003
- Daily (1 day)	Council	OOS	\$27.00 per day	\$28.00	07143003
- Weekly (7 consecutive days)	Council	OOS	\$152.00 per week	\$161.00	07143003
- Monthly (30 consecutive days)	Council	OOS	\$271.00 per month	\$287.00	07143003
- Annual (365 consecutive days) *not-for-profit organisations are those in which 100% of profits are for community or charitable causes and staff or contractors are not paid. ** food street traders other than "Exempted Food Businesses" are required to have a current "Food Business Registration Certificate".	Council	OOS	\$1,293.00 per annum	\$1,368.00	07143003
(xvi) <b>Street Entertainers (Busker) Application</b>					
- Application Fee (applies to all Street Entertainers applications) <b>Permit</b>	Council	OOS	No Charge	No Fee	
- Daily (1 day)	Council	OOS	\$27.00 per day	\$29.00	07143003
- Weekly (7 consecutive days)	Council	OOS	\$152.00 per week	\$161.00	07143003
- Monthly (30 consecutive days)	Council	OOS	\$271.00 per month	\$287.00	07143003
- Annual (365 consecutive days)	Council	OOS	\$1,293.00 per annum	\$1,368.00	07143003
(xvii) <b>Sign Licence Permit</b>					
- Portable Signs on Thoroughfares	Council	OOS	\$38.00 per application	\$40.00	07143003
(xviii) <b>Effluent Disposal</b>					
- Application and Permit to Use * Fees are set under the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.	Statutory	OOS	\$236.00 per application *	\$236.00	10273013

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change					
<b>HEALTH Continued</b>					
(xix) <b>Public Building/Events</b>					
- Assessment - Public Building/ Event - Low/Medium Risk	Statutory	OOS	\$154.00 per application #	\$154.00 per application *	07143003
- Assessment - Public Building/ Event - High Risk	Statutory	OOS	\$871.00 (Max) per application #	\$871.00 (max) per application *	07143003
- Assessment - Alteration to Existing Public Building	Statutory	OOS	\$102.00 per application #	\$102.00 per application *	07143003
* Fees are based on the Health (Public Building) Regulations 1993.					
(xx) <b>Environmental Health Service Provision</b>					
- Compliance / Administration	Statutory	Yes	\$125.00* per hour #	\$125.00 per hour	07143013
- Other Local Governments	Statutory	Yes	\$125.00* per hour #	\$125.00 per hour	07143013
(xxi) <b>Liquor Licencing / Gaming &amp; Wagering</b>					
- Section 39 Request	Council	OOS	\$60.00 per application	\$63.00 per application	07143003
- Section 55 Request	Council	OOS	\$60.00 per application	\$63.00 per application	07143003
<b>WELFARE</b>					
<b>Killara</b>					
<b>(a) Fees set in accordance with CHSP guidelines</b>					
<b>Client attendance fees</b>					
CHSP client with referral code:					
Day care (per service)			\$8.00	\$10.00	
Respite (per service)			\$8.00	\$10.00	
Social Support (per service)	Council	OOS	\$8.00	\$10.00	08173033 - CHSP
Client referred from workers compensation, insurance claims, Agency brokerage etc.	Council	Yes	Fee is full cost recovery	Fee is full cost recovery	08173033 - CHSP
<b>(b) Fees &amp; Charges for Killara Centre Services</b>					
(i) <b>Meals</b>					
Full day (Morning Tea & Lunch)	Council	OOS	\$10.00	\$10.00	08171043 - Killara Fees
(ii) <b>Transportation Fee</b>					
CHSP - Centre based day care or group bus/vehicle transport - Northam Townsite	Council	OOS	\$5.00	\$5.00	08171043 - Killara Fees
CHSP - Centre based day care or group bus/vehicle transport - Northam Shire	Council	OOS	\$10.00	\$10.00	08171043 - Killara Fees
Overnight respite or other non CHSP service - full cost recovery	Council	OOS	Full cost Recovery	Full cost recovery	
<b>(c) Fees for Clients from other Brokers</b>					
(i) <b>Respite</b>					
24 Hour Block CHSP		Yes	\$76.69 increase in March and September	\$80.98 increase in March and September	08173093
* 24-hours notice is required in regard to the cancellation of services and a fee may apply if the required notice is not given.					
Client referred from workers compensation, insurance claims, Agency brokerage etc.	Council	Yes	Fee is full cost recovery	Fee is full cost recovery	08173093
(ii) <b>Social Support</b>					
Tuesday & Thursday 09:30-14:00	Council	Yes	\$76.69 increase in March and September	\$80.98 increase in March and September	08173093

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change					
		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>HOUSING</b>					
Kuringal Village Aged Accommodation Units - Wundowie: - Single (per fortnight) - Single bedroom Unit - Couple (per fortnight) - Double bedroom Unit  Electricity (paid direct to Western Power).  Water (Shire of Northam invoiced and costs billed to occupants)	Council Council   Council	Input Taxed Input Taxed   	\$210.00 \$268.00   At Cost	\$222.00 \$284.00   At Cost	09243003 09243003   09243033
<b>COMMUNITY AMENITIES</b>					
<b>Refuse Removal (Sanitation Collection Charges)</b>					
<b>a) Residential Refuse Removal</b>					
(i) Standard residential waste charge (includes weekly 240L rubbish bin collection service, 10 x tip passes, 1 x skip bin and facilities maintenance)	Council	OOS	\$175.00 per annum (weekly)	Budget Adoption	10253003
(ii) Standard residential recycling charge (includes fortnightly 240L recycling bin collection service and bulk recyclables)	Council	OOS	\$93.00 per annum (fortnightly)	Budget Adoption	10253113
(iii) Pensioner residential recycling charge (includes fortnightly 240L recycling bin collection service and bulk recyclables)	Council	OOS	\$73.00 per annum (fortnightly)	Budget Adoption	10253113
(iv) Rural waste charge (includes 26 x tip passes, 1 x skip bin, bulk recyclables and facilities maintenance)	Council	OOS		Budget Adoption	10253113
<b>b) Commercial Refuse Removal</b>					
(i) 240L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	\$175.00 per annum (weekly)	Budget Adoption	10253043
(ii) 240L Commercial Mobile Recycling Bin (Recycling Rubbish Removal Service Charge)	Council	OOS	\$93.00 per annum (fortnightly)	Budget Adoption	10253113
(iii) 1500L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	\$1,040.00* per annum (weekly)	Budget Adoption	10253113
(iv) 1500L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	\$520.00* per annum (fortnightly)	Budget Adoption	10253113
(v) 1500L Commercial Mobile Recycling Bin	Council	OOS	\$1,143.00* per annum (fortnightly)	Budget Adoption	10253043
(vi) 3000L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	\$2,080.00* per annum (weekly)	Budget Adoption	10253043
(vii) 3000L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	\$1,040.00* per annum (fortnightly)	Budget Adoption	10253043
(viii) 3000L Commercial Mobile Recycling Bin	Council	OOS	\$2,286.00* per annum (fortnightly)	Budget Adoption	10253043
(ix) 4500L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	\$3,121.00* per annum (weekly)	Budget Adoption	10253043
(x) 4500L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	\$1,560.00* per annum (fortnightly)	Budget Adoption	10253043
(xi) 4500L Commercial Mobile Recycling Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS	\$3,429.00* per annum (fortnightly)	Budget Adoption	10253043
(xii) Additional Once-off Rubbish Collection Services (services on-charged to resident/business)	Council	Yes	At cost	Budget Adoption	10253043
<b>Landfill Site Waste Disposal Charges – Inkpen Road Landfill-</b>					
<b>a) Inkpen Road Landfill Site – Waste Disposal Charges</b>					
(i) Domestic Waste from the Shire of Northam Residents- Cars, Utilities, Vans and Trailers (not exceeding 2.4m x 1.2m x 1.0 m) Tip pass must be produced by any person entitled to the pass	Council	Yes	no charge (Maximum 10 disposals per year plus unlimited clean green waste-		40253023
(ii) Domestic Waste from Outside of the Shire of Northam or Volumes of Domestic Waste Exceeding 2.4m x 1.2m 1.0m	Council	Yes	\$83.00 per m3		40253023
(iii) Commercial/Industrial Waste	Council	Yes	\$42.00 Min Charge \$83.00 per m3		40253023

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>COMMUNITY AMENITIES Continued</b>					
(iv) Environmental Protection Landfill Levy (Mandatory fee applies to all waste received from the metropolitan areas unless exempted under the Environmental Protection Amendment Regulations 2006)	Council	Yes	Levy = (Weight X 92%) X \$70 per tonne (\$77.00 inc-GST) # -		40253103
(v) <del>#Fees are set under the Environmental Protection Regulations 1987.</del> Unadulterated Building Rubble (includes brick, concrete, rock, soil, greenwaste) (At the discretion of the gate house attendant)	Council	Yes	\$34.00 per m <sup>3</sup> \$22.00 Min Charge		40253023
(vi) Unadulterated Building Rubble (includes brick, concrete, rock, soil, greenwaste) (Subject to weighbridge certificate being provided)	Council	Yes	\$43.00 per tonne \$27.00 Min Charge		40253023
(vii) Asbestos (includes digging hole and burial, rounded up to full m <sup>3</sup> )	Council	Yes	\$86.00 per m <sup>3</sup>		40253023
(viii) Disposal of Animals					
— Small (cat or dog)	Council	Yes	\$10.50 each		40253023
— Medium (pig, sheep, alpaca, calf, foal, ostrich, emu)	Council	Yes	\$15.50 each		40253023
— Large (cow or horse)	Council	Yes	\$27 each		40253023
(ix) Disposal of Car Bodies	Council	Yes	No Charge		40253023
(x) Tyres					
— Passenger Tyres	Council	Yes	\$5.50 Per Tyre		40253023
— Passenger Tyres with rim			\$14.50 Per Tyre		
— Light truck Tyres	Council	Yes	\$10.50 Per Tyre		40253023
— Light truck Tyres contaminated or with rim			\$29.00 Per Tyre		
— Truck/ Bobcat Tyres	Council	Yes	\$24.00 Per Tyre		40253023
— Truck/ Bobcat Tyres with rim			\$65.00 Per Tyre		
— Super Single Tyres	Council	Yes	\$49.00 Per Tyre		40253023
— Super Single Tyres with rim			\$130.00 Per Tyre		
— Tractor/ Loader Tyre < 1 metre no rim	Council	Yes	\$238.00 Per Tyre		40253023
— Tractor/ Loader Tyre > 1 metre no rim under 2 metres	Council	Yes	\$340.00 Per Tyre		40253023
— Earthmoving/Other Large Tyres no rims	Council	Yes	\$300.00 Per Tyre plus 10% handling		40253023
(xi) Waste Oil					
— Motor Oil >30 Litres	Council	Yes	\$0.29 per Litre		40253023
(xii) Disposal of Mattress	Council	Yes	\$30.00		40253033
(xiii) Special Burials (including fiber glass insulation, abattoir, clinical and any other waste)	Council	Yes	\$83.00 per m <sup>3</sup> \$42.00 Min Charge		40253023
(xiv) Commercial/Industrial Waste (Subject to weighbridge certificate being provided)	Council	Yes	\$83.00 per m <sup>3</sup> \$42.00 Min Charge		40253023
(xv) Commercial Recycling Drop-Off	Council	Yes	\$42.00 Min Charge		40253023
<b>Landfill Site Waste Disposal Charges</b>					
b) Old Quarry Road Landfill Site – Waste Disposal Charges					



SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change					
<b>COMMUNITY AMENITIES Continued</b>					
<b>Landfill Site Waste Disposal Charges - Inkpen Road Landfill and Old Quarry Road Landfill</b>					
(i)	Domestic Waste from the Shire of Northam Residents Cars, Utilities, Vans and Trailers (not exceeding 2.4m x 1.2m x 1.0 m) Tip pass must be <b>produced</b> by any person entitled to the pass	Council	Yes	No Charge (Maximum 10 disposals per year plus unlimited clean green waste disposals)  No Pass - Pay As Indicated Below	10253023/ 10253033
(ii)	Domestic Waste from Outside of the Shire of Northam or Volumes of Domestic Waste Exceeding 2.4m x 1.2m 1.0m	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253023/ 10253033
(iii)	Commercial/Industrial Waste	Council	Yes	\$83.00 per m3 \$42.00 Min Charge	10253023/ 10253033
(iv)	Greenwaste (Commercial)	Council	Yes	\$53.00 per m3 \$147.00 per tonne	10253023/ 10253033
(v)	Environmental Protection Landfill Levy (Mandatory fee applies to all waste received from the metropolitan areas unless exempted under the Environmental Protection Amendment Regulations 2006) * Fees are set under the Environmental Protection Regulations 1987	Council	Yes	Levy = (Weight X 92%) X \$70.00 per tonne (\$77.00 inc GST)# *	10253103
(vi)	Construction and Demolition Waste (brick, concrete, rock, soil) (At the discretion of the gate house attendant)	Council	Yes	\$146.00 per m3 \$73.00 per tonne \$43.00 per tonne \$27.00 Min Charge	10253023/ 10253033
(vii)	Asbestos (includes digging hole and burial, rounded up to full m <sup>3</sup> )	Council	Yes	\$90.00 per m3 \$110.00 per tonne	10253023/ 10253033
(viii)	Asbestos (commercial quantities)	Council	Yes	\$159.00 per m3 \$206.00 per tonne	10253023/ 10253033
(ix)	Disposal of Animals				
	- Small (cat or dog)	Council	Yes	\$10.50 each	10253023/ 10253033
	- Medium (pig, sheep, alpaca, calf, foal, ostrich, emu)	Council	Yes	\$15.50 each	10253023/ 10253033
	- Large (cow or horse)	Council	Yes	\$27 each	10253023/ 10253033
	Multiple carcass disposal	Council	Yes	As quoted	10253023/ 10253033
	Large Scale Disposals (including offal type material)	Council	Yes	At Cost	
	Call Out Fee For All Burials	Council	Yes	At Cost	
(x)	Disposal of Car Bodies	Council	Yes	No Charge	10253023/ 10253033
(xi)	Tyres				
	- Passenger Tyres	Council	Yes	\$5.50 Per Tyre	10253023/ 10253033
	- Passenger Tyres with rim	Council	Yes	\$14.50 Per Tyre	10253023/ 10253033
	- Light truck Tyres	Council	Yes	\$10.50 Per Tyre	10253023/ 10253033
	- Light truck Tyres with rim	Council	Yes	\$29.00 Per Tyre	10253023/ 10253033

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change					
<b>COMMUNITY AMENITIES Continued</b>					
<b>Landfill Site Waste Disposal Charges - Inkpen Road Landfill and Old Quarry Road Landfill Continued</b>					
- Truck/ Bobcat Tyres	Council	Yes	\$24.00 Per Tyre	\$42.00 per tyre	10253023/
- Truck/ Bobcat Tyres with rim			\$65.00 Per Tyre	\$92.00 per tyre	
- Super Single Tyres	Council	Yes	\$49.00 Per Tyre	\$79.00 per tyre	10253023/
- Super Single Tyres with rim			\$130.00 Per Tyre	\$152.00 per tyre	
- Tractor/ Loader Tyre < 1 metre no rim	Council	Yes	\$238.00 Per Tyre	\$315.00 per tyre	10253023/
- Tractor/ Loader Tyre > 1 metre no rim	Council	Yes	\$340.00 Per Tyre	\$340.00 per tyre	10253023/
			Cost of Recycling plus 10% handling & administration fee		
- Earthmoving/Other Large Tyres no rims	Council	Yes		\$1260.82 per tyre	10253023/ 10253033
(xii) Waste Oil					
- Motor Oil >30 Litres	Council	Yes	\$0.29 per Litre	0.30 per litre	10253023/ <del>10253023/</del> 10253033
(xii) Disposal of Mattress	Council	Yes	\$30.00	\$0.00	<del>10253023/</del> 10253033
				\$130.00 per m3	
(xiii) Special Burials (including fiber glass insulation, clinical and any other waste)	Council	Yes	\$100.00 per m3 \$53.00 Min Charge	\$170.00 per tonne \$85.00 Min Charge	10253023/ 10253033
(xiv) Septage Pond Liquid Waste Disposal (Shire of Northam resident/business)	Council	Yes	\$0.10 Per Litre	\$0.11 per litre	10263013
(xv) Septage Pond Liquid Waste Disposal (non Shire of Northam resident/business) - Regional	Council	Yes	\$0.12 Per Litre	\$0.13 per litre	10263013
(xvi) Septage Pond Liquid Waste Disposal (non Shire of Northam resident/business) - Metro	Council	Yes	\$0.14 Per Litre	\$0.16 per litre	10263013
				\$136.00 per m3	
(xvii) Commercial Recycling Drop-Off	Council	Yes	\$168.00 per tonne \$16 min charge	\$178.00 per tonne \$45.00 min charge	10253023/ 10253033
(xviii) Weighing Cars/Caravans/Horse Floats and other Trailers	Council	Yes	\$10.00	\$11.00 per vehicle	10253023/ 10253033
<b>Protection of the Environment</b>					
(i) Native Tree Subsidy Program - Trees (per tray)* * Number of trees to be determined on property size	Council	Yes	\$22.00* per tray of trees	\$25.00	10293103
(ii) Native Tree Subsidy Program - Tree guards	Council	Yes		\$1.00	10293103
<b>Town Planning</b>					
(i) Development/Subdivision Contributions <b>Residential Zoned Lot (applicable to Residential Design Codes)</b> 5+ lots	Council	OOS	\$1,600.00 per lot As per endorsed Development Contribution Plan	\$1,693.00 per lot	10303003
More than 5 lots <b>All Other Zone Property</b>	Council	OOS			10303003
5+ lots	Council	OOS	\$1,065.00 per lot As per endorsed Development Contribution Plan	\$1,127.00 per lot	10303003
More than 5 lots <b>Development Applications</b>	Council	OOS			10303003
(ii) Determination of development application (other than for an extractive industry) where the estimated cost of development is:					

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
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<b>COMMUNITY AMENITIES Continued</b>					
<b>Town Planning Continued</b>					
- Not more than \$50,000	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009 and if development commenced or carried out twice the amount of the fee payable	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009 and if development commenced or carried out twice the amount of the fee payable	10303003
- more than \$50,000 but not more than \$500,000	Statutory	OOS	" "	" "	10303003
- more than \$500,000 but not more than \$2.5 million	Statutory	OOS	" "	" "	10303003
- more than \$2.5 million but not more than \$5 million	Statutory	OOS	" "	" "	10303003
- more than \$5 million but not more than \$21.5 million	Statutory	OOS	" "	" "	10303003
- more than \$21.5 million	Statutory	OOS	" "	" "	10303003
Determination of development application for an extractive industry	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
Determining a development application for an extractive industry where the development has commenced or been carried out.	Statutory	OOS	The fee in item 3 plus, by way of penalty, twice that fee.	The fee in item 3 plus, by way of penalty, twice that fee.	10303003
Determining an application to amend or cancel development approval.	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(iii) Provision of Subdivision clearance					
- Up to 5 lots	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
more than 5 lots but not more than 195 lots	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(iv) - More than 195 lots	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(iv) Application for approval of Home occupation					
- Initial Fee	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>COMMUNITY AMENITIES Continued</b>					
<b>Town Planning Continued</b>					
- Renewal Fee	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(v) Application for change of use or for alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or alteration, extension or change of use has not commenced or been carried out	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009	10303003
(vi) Issue of Zoning Certificate (Orders/Zone Enquiry)	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(vii) Reply to a property settlement questionnaire - (Combined Orders/Zoning/Rates Enquiry)	Statutory Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(viii) Issue of written planning advice	Statutory	OOS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
(ix) Section 40 (Liquor Licensing) request	Council	OOS	\$66.00	\$70.00	10303033
(x) Advertising Costs (All applications)					
- Letters of Consultation	Council	Yes	\$145.00	\$153.00	10303013
- Onsite Sign	Council	Yes	\$145.00	\$153.00	10303013
- Newspaper Advertisement	Council	Yes	At Cost	At Cost	10303013
<b>Note: All Town Planning Fees are exclusive of GST unless otherwise indicated</b>					
(xi) Relocated House - Bank Bond or Guarantee	Council	OOS	\$32,700.00	\$32,700.00	TRUST TYPE 32
(xii) <b>Publications</b>					
Scheme Text	Council	OOS	\$55.00	\$58.00	10303033
Local Planning Strategy	Council	OOS	\$55.00	\$58.00	10303033
Scheme maps A3	Council	OOS	\$55.00	\$58.00	10303033
<del>Northam Development Plan</del>	<del>Council</del>	<del>OOS</del>	<del>\$55.00</del>	<del>\$58.00</del>	<del>10303033</del>
<del>Northam Regional Centre Growth Plan</del>	<del>Council</del>	<del>OOS</del>	<del>\$107.00</del>	<del>\$112.00</del>	<del>10303033</del>
<b>Town Planning Scheme Amendments</b>					
Basic Amendment*	Council		\$5,280.00	\$5,586.00	10303033
Standard Amendment*	Council		\$7,920.00	\$8,379.00	10303033
Complex Amendment*	Council		\$10,560.00	\$11,172.00	10303033
* Estimate only and refunds or additional charges may apply depending on the actual costs incurred.					
Executive Manager, Senior Planning Officer, Planning Officer, Environmental Officer, Administration Officer	Statutory	OOS	\$As per the maximum fee prescribed under the Planning and Development Regulations 2009	\$ As per the maximum fee prescribed under the Planning and Development Regulations 2009	10303003
(xiii) <b>Professional Advice</b>					
Executive Manager (per hour)	Council	Yes	\$242.00	\$256.00	10303003
Senior Planning Officer (per hour)	Council	Yes	\$184.00	\$195.00	10303003
Planning Officer (per hour)	Council	Yes	\$132.00	\$140.00	10303003
Administration Officer (per hour)	Council	Yes	\$93.00	\$98.00	10303003

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>COMMUNITY AMENITIES Continued</b>					
<b>Town Planning Continued</b>					
(xiv) <b>Extractive Industry Licences (Development approval also required)</b>					
Extraction of materials less than 50,000 cubic metres per annum and/or from an excavation area less than 50 hectares per annum					
- New licence application fee	Council	Yes	\$2,323.00	\$2,458.00	10303003
- Annual licence fee	Council	Yes	\$528.00	\$559.00	10303003
- Licence renewal fee	Council	Yes	\$1,161.00	\$1,228.00	10303003
Excavation of materials greater than 50,000 cubic metres per annum and/or from an excavation area more than 50 hectares per annum					
- New licence application fee	Council	Yes	\$2,323.00	\$2,458.00	10303003
- Annual licence fee	Council	Yes	\$1,056.00	\$1,117.00	10303003
- Licence renewal fee	Council	Yes	\$1,584.00	\$1,676.00	10303003
Excavation of materials greater than 100,000 cubic metres per annum and/or from an excavation area greater than 100 hectares per annum					
- New licence application fee	Council	Yes	\$2,323.00	\$2,458.00	10303003
- Annual licence fee	Council	Yes	\$1,056.00	\$1,117.00	10303003
- Licence renewal fee	Council	Yes	\$2,005.00	\$2,121.00	10303003
Excavation of materials greater than 200,000 cubic metres per annum and/or from an excavation area greater than 200 hectares					
- New licence application fee	Council	Yes	\$2,323.00	\$2,458.00	10303003
- Annual licence fee	Council	Yes	\$2,111.00	\$2,233.00	10303003
- Licence renewal fee	Council	Yes	\$2,428.00	\$2,569.00	10303003
Excavation of materials greater than 500,000 cubic metres per annum and/or from an excavation area greater than 500 hectares					
- New licence application fee	Council	Yes	\$2,323.00	\$2,458.00	10303003
- Annual licence fee	Council	Yes	\$2,640.00	\$2,793.00	10303003
- Licence renewal fee	Council	Yes	\$2,640.00	\$2,793.00	10303003
Road maintenance contribution	Council	Yes	\$0.53 per tonne	\$0.56 per tonne	10303003
(xv) Rehabilitation Bond	Council	Yes	\$3,695 per hectare or as agreed by Council determined on costing of approved rehabilitation plan	\$3,909.00 per hectare or as agreed by Council determined on costing of approved rehabilitation plan	10303003
<b>Refer to Shire of Northam Extractive Industries Local Law for further details</b>					
<b>Cemetery</b>					
(i) <b>Fees &amp; Charges - Northam Public Cemetery</b>					
Grant of Right of Burial					
- Grant of Right of Burial	Council	Yes	\$160.00	\$169.00	10313033
- Grant of Right of Burial (Reservation/Reissue)	Council	Yes	\$160.00	\$169.00	10313033
- Transfer Grant of Right of Burial	Council	Yes	\$100.00	\$106.00	10313033
- Grant of Right of Placement	Council	Yes	\$100.00	\$106.00	10313033
- Transfer Grant of Right of Placement	Council	Yes	\$68.00	\$72.00	10313033
- Copy of Grant of Right of Burial / Placement	Council	Yes	\$20.00	\$21.00	10313033
Burial Fees: (includes land & diggings)					
- New Grave Adult Burial	Council	Yes	\$1,295.00	\$1,762.00	10313033
- New Grave Child Burial (under 13 years of age)	Council	Yes	\$872.00	\$1,187.00	10313033
- New Grave Stillborn	Council	Yes	\$600.00	\$817.00	10313033
- Exhumation Fee	Council	Yes	\$1,708.00	\$2,325.00	10313033
- Reinterment after exhumation Fee	Council	Yes	\$1,294.00	\$1,625.00	10313033
- Reopening of Grave	Council	Yes	\$1,294.00	\$1,625.00	10313033
- Digging Deeper Graves	Council	Yes	\$123.00	\$167.00	10313033
- Oversize Casket	Council	Yes	\$123.00	\$167.00	10313033

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>COMMUNITY AMENITIES Continued</b>					
<b>Cemetery Continued</b>					
Placement of Ashes in Niche Wall:					
- Single	Council	Yes	\$200.00	\$272.00	10313033
- Double	Council	Yes	\$326.00	\$444.00	10313033
- Plaques	Council	Yes	At Cost & Freight	At Cost	10313033
Plate Fee per plot	Council	Yes	\$47.00	\$64.00	10313063
Monumental Work Licence	Council	OOS	\$200.00	\$272.00	10313013
Funeral Directors Licence					
- Annual Licence	Council	OOS	\$165.00	\$225.00	10313023
- Single Burial Permit	Council	OOS	\$65.00	\$88.00	10313023
Lawn Cemetery:					
- Digging of new Grave	Council	Yes	\$1,600.00	\$2,178.00	10313033
- Reopening of Grave	Council	Yes	\$1,600.00	\$2,178.00	10313033
- Plaques	Council	Yes	At Cost & Freight	At Cost	10313033
Placement of Ashes in Garden:					
- Single	Council	Yes	\$196.00	\$267.00	10313033
- Double	Council	Yes	\$326.00	\$444.00	10313033
- Plaques	Council	Yes	At Cost & Freight	At Cost	
Placement of Ashes in Grave					
- Per Internment	Council	Yes	\$317.00	\$431.00	10313033
- Plaques	Council	Yes	At Cost & Freight	At Cost	10313033
			\$243.00 for first two hours	\$382.00 for first two hours	
			\$62.00 per hour thereafter	\$97.00 per hour thereafter	
Exhumation of Ashes	Council	Yes			10313033
<b>Refer Council's Local Laws Relating to Northam Cemeteries for definition of Grant of Right of Burial</b>					
<b>RECREATION AND CULTURE</b>					
<b>Ovals and Outdoor Playing Areas</b>					
Sports Grounds - Bert Hawke, Jubilee Oval, Henry St, Wundowie & Bakers Hill & Synthetic Turf					
<b>Annual Club Fees</b>					
Senior Cricket	Council	Yes	\$3,520.00	\$3,724.00	11343083
Junior Cricket	Council	Yes	\$2,175.00	\$2,301.00	11343083
Hockey	Council	Yes	\$5,690.00	\$6,020.00	11343083
Senior Football (AFL)	Council	Yes	\$7,970.00	\$8,432.00	11343083
Junior Football (AFL)	Council	Yes	\$2,590.00	\$2,740.00	11343083
Junior Athletics	Council	Yes	\$2,070.00	\$2,190.00	11343083
Junior Soccer	Council	Yes	\$365.00	\$386.00	11343083
Swimming Clubs	Council	Yes	\$1,240.00	\$1,312.00	11343083
<b>Sports Ground</b>					
Casual Hire (per hour)	Council	Yes	\$60.00	\$60.00	11343083
- Lights at Additional Cost per hour	Council	Yes	\$17.50	\$18.50	11343083
Casual Half Day Hire (up to 4 hours)	Council	Yes	\$204.00	\$204.00	11343083
Casual Full Day Hire (over 4 hours)	Council	Yes	\$362.00	\$362.00	11343083
Camping Fee (overflow facility per night) - Check out 10:30am	Council	Yes	\$15.00	\$15.00	11343083
- Shower Usage (per person)	Council	Yes	\$4.00	\$4.00	11343083
Special Events (Commercial) includes power and access to amenities where available (per day)	Council	Yes	\$900.00	\$900.00	11343063
Wundowie Oval Education Department usage fee (per annum)	Council	Yes	\$9,110	\$9,638.00	11343173
<b>Sports Halls</b>					
Court Hire			\$36.50 per court	\$38.50 per court	
			\$255.50 per day	\$270.00 per day	
Sporting Club Office Hire (per annum)	Council	Yes	\$160.00	\$170.00	
Storage Area Hire (per annum)	Council	Yes	\$115.00	\$122.00	

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		OOS = Yes =	Outside the Scope of GST Taxable 1/11th GST		
<b>RECREATION AND CULTURE Continued</b>					
<b>Recreation Centre</b>					
Recreation Centre Attendant Hire (per hour) 50% discount applies on all 'Sports Ground' and 'Sports Halls' bookings from Mon-Fri, 9am to 3pm for school bookings and Senior Group bookings.	Council	Yes	\$40.00	\$42.00	
<b>Bonds</b>					
Bonds - General Facilities (Community) i.e. local club, Not for Profit etc.	Council	OOS	Up to \$2,000.00	Up to \$2,000.00	TRUST TYPE 11
Bonds - Special Hirings/Events (Commercial)	Council	OOS	Up to \$4,000.00	Up to \$4,000.00	TRUST TYPE 11
<b>Recreation Centre</b>					
<b>Casual Sports Entry Fee</b>					
Adult	Council	Yes	\$5.00	\$5.00	11343143
Child 5 years - 17 years	Council	Yes	\$4.00	\$4.00	11343143
Child 4 years and under	Council	Yes	No Charge	No Charge	11343143
Concession	Council	Yes	\$4.50	\$4.50	11343143
Senior	Council	Yes	\$4.00	\$4.00	11343143
<b>Outdoor Courts</b>					
Court Hire Rate (per hour)	Council	Yes	\$13.50	\$14.00	11343083
Lighting Hire Rate (per hour per court)	Council	Yes	\$5.00	\$5.30	11343083
<b>Programs</b>					
Senior Social Sport (per player per game)	Council	Yes	\$7.50	\$8.00	11343143
Senior Social Sport (10 Game Pass) (per player)	Council	Yes	\$69.50	\$74.00	11343143
Junior Social Sport (per player)	Council	Yes	\$6.50	\$7.00	11343143
Junior Social Sport (10 Game Pass) (per player)	Council	Yes	\$60.00	\$63.50	11343143
Social Sports Team	Council	Yes	\$47.00	\$50.00	11343143
Team Forfeit Fee	Council	Yes	\$45.00	\$48.00	11343143
Special Event or Activity	Council	Yes	Cost Recovery	Cost Recovery	11343143
<b>Birthday Parties</b>					
Basic Party (up to Max. 10 persons)	Council	Yes	\$100.00	\$105.00	11343143
Basic Party - Additional person	Council	Yes	\$10.00	\$10.50	11343143
Deluxe Party (up to Max. 10 persons)	Council	Yes	\$160.00	\$170.00	11343143
Deluxe Party - Additional person	Council	Yes	\$16.00	\$17.00	
Premium Party (up to Max. 10 persons)	Council	Yes	\$220.00	\$230.00	
Premium Party - Additional person	Council	Yes	\$22.00	\$23.00	
<b>Facility Hire</b>					
Small Room Hire - 100sqm (Community Rate)	Council	Yes	\$35.00 per hour \$245.00 per day	\$35.00 per hour \$245.00 per day	11343083
Small Room Hire - 100sqm	Council	Yes	\$50.00 per hour \$350.00 per day	\$50.00 per hour \$350.00 per day	11343083
Large Room Hire - 200sqm (Community Rate)	Council	Yes	\$56.00 per hour \$392.00 per day	\$56.00 per hour \$392.00 per day	11343083
Large Room Hire - 200sqm	Council	Yes	\$80.00 per hour \$560.00 per day	\$80.00 per hour \$560.00 per day	11343083
Hospitality Room Hire - 500sqm (Community Rate)	Council	Yes	\$65.00 per hour \$455.00 per day	\$65.00 per hour \$455.00 per day	11343083
Hospitality Room Hire - 500sqm	Council	Yes	\$94.00 per hour \$658.00 per day	\$94.00 per hour \$658.00 per day	11343083
Hospitality Room & Undercover Patio Hire - 900sqm (Community Rate)	Council	Yes	\$80.50 per hour \$563.50 per day	\$80.50 per hour \$563.50 per day	11343083
Hospitality Room & Undercover Patio Hire - 900sqm	Council	Yes	\$115.00 per hour \$805.00 per day	\$115.00 per hour \$805.00 per day	11343083
Undercover Patio Area Hire - 400sqm (Community Rate)	Council	Yes	\$32.00 per hour \$224.00 per day	\$32.00 per hour \$224.00 per day	11343083
Undercover Patio Area Hire - 400sqm	Council	Yes	\$46.00 per hour \$322.00 per day	\$46.00 per hour \$322.00 per day	11343083
Kitchen Area Hire (Community Rate)	Council	Yes	\$21.50 per hour	\$21.50 per hour	11343083

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
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<b>RECREATION AND CULTURE Continued</b>					
<b>Facility Hire Continued</b>					
Kitchen Area Hire	Council	Yes	\$31.00 per hour	\$31.00 per hour	11343083
Full Centre Hire (Community Rate)	Council	Yes	\$206.00 per hour \$1,442.00 per day	\$206.00 per hour \$1,442.00 per day	11343083
Full Centre Hire	Council	Yes	\$309.00 per hour \$2,163.00 per day	\$309.00 per hour \$2,163.00 per day	11343083
<b>Equipment Hire</b>					
Public Address System	Council	Yes	\$21.00	\$21.00	11343073
Projector & Screen	Council	Yes	\$21.00	\$21.00	11343073
Laptop	Council	Yes	\$21.00	\$21.00	11343073
Tea & coffee provision (per person)	Council	Yes	\$2.50	\$3.00	11343073
AROC Mobile Toilet Van - Not for profit community events where the hirer is an AROC Member	Council	Yes	\$103.50 a day	\$109.50 a day	11343243
AROC Mobile Toilet Van - Not for profit community events where the hirer is not an AROC Member	Council	Yes	\$207.00 a day	\$219.00 a day	11343243
AROC Mobile Toilet Van - Corporate or commercial groups where the hirers Shire is not an AROC member	Council	Yes	\$310.50 a day	\$328.00	11343243
AROC Mobile Toilet Van - Corporate or commercial groups where the hirers Shire is an AROC member	Council	Yes	\$279.50 a day	\$296.00 a day	11343243
AROC Lighting Tower - Not for profit community events where the hirer is an AROC Member	Council	Yes	\$51.50 a day	\$54.50 a day	11343243
AROC Lighting Tower - Not for profit community events where the hirer is not an AROC Member	Council	Yes	\$103.50 a day	\$109.50 a day	11343243
AROC Lighting Tower - Corporate or commercial groups where the hirers Shire is not an AROC member	Council	Yes	\$207.00 a day	\$219.00 a day	11343243
AROC Lighting Tower - Corporate or commercial groups where the hirers Shire is an AROC member	Council	Yes	\$186.50 a day	\$197.00 a day	11343243
<b>Public Hall Hire - Northam &amp; Wundowie</b>					
<b>Meetings, Training and Conventions</b>					
Please note meetings are charged for time used (including any set up and cleaning time)					
Includes kitchen, chairs and tables					
Note: Full Day being 8 Hours					
<b>Commercial Use</b>					
Hall Hire - Lesser Hall	Council	Yes	\$27.00 per hour \$188.00 per day	\$27.00 per hour \$188.00 per day	11323013
Hall Hire - Town Hall	Council	Yes	\$32.00 per hour \$224.00 per day	\$32.00 per hour \$224.00 per day	11323013
Hall Hire - Wundowie Hall - Entire Facility	Council	Yes	\$50.00 per hour \$350.00 per day	\$50.00 per hour \$350.00 per day	11323013
Hall Hire - Wundowie Hall - Main Hall	Council	Yes	\$32.00 per hour \$224.00 per day	\$32.00 per hour \$224.00 per day	11323013
Hall Hire - Wundowie Hall - Meeting Room	Council	Yes	\$27.00 per hour \$188.00 per day	\$27.00 per hour \$188.00 per day	11323013
<b>Community Use</b>					
Hall Hire - Lesser Hall (Community Rate)	Council	Yes	\$19.00 per hour \$132.00 per day	\$19.00 per hour \$132.00 per day	11323013
Hall Hire - Town Hall (Community Rate)	Council	Yes	\$23.00 per hour \$157.00 per day	\$23.00 per hour \$157.00 per day	11323013
Hall Hire - Wundowie Hall - Entire Facility (Community Rate)	Council	Yes	\$35.00 per hour \$245.00 per day	\$35.00 per hour \$245.00 per day	11323013
Hall Hire - Wundowie Hall - Main Hall (Community Rate)	Council	Yes	\$23.00 per hour \$157.00 per day	\$23.00 per hour \$157.00 per day	11323013
Hall Hire - Wundowie Hall - Meeting Room (Community Rate)	Council	Yes	\$19.00 per hour \$132.00 per day	\$19.00 per hour \$132.00 per day	11323013



SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
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<b>RECREATION AND CULTURE Continued</b>					
<b>Public Hall Hire - Northam &amp; Wundowie Continued</b>					
<b>Subsidised Hall Hire Fee</b> Silver Wings - Hire of Wundowie Hall - Main Hall (12 hours per week, per year)	Council	Yes		\$500.00	11323013
<b>Sound Shell - Bernard Park, Northam (if using lights etc.)</b> Hire by Community Organisations Hire by Commercial Organisations	Council Council	Yes Yes	\$14.50 per hour \$33.00 per hour	\$14.50 per hour \$33.00 per hour	11343023 11343023
<b>Facility Hire Bond</b> Rate will depend on venue and function activities (Risk Matrix to determine)	Council	OOS	\$100.00 - \$2,000.00	\$100.00 - \$2,000.00	TRUST TYPE 1 or 11
<b>Swimming Pool - Wundowie</b>					
<b>Casual Pool Entry</b>					
Adult	Council	Yes	\$5.00	\$5.00	11333103
Child 5 years - 17 years	Council	Yes	\$3.50	\$3.50	11333103
Child up to 4 years	Council	Yes	No charge	No charge	
Concession	Council	Yes	\$3.50	\$3.50	11333103
Age Pensioner	Council	Yes	\$2.00	\$2.00	11333104
Spectator	Council	Yes	\$1.00	\$1.00	11333103
Family (2 Adult + 2 Child or 1 Adult + 3 Child)	Council	Yes		\$13.30	11333103
Family (2 Adult + 3 Child or 1 Adult + 4 Child)	Council	Yes		\$16.20	11333103
<b>Multi Visit Pass</b>					
Adult (10 Visit Pass)	Council	Yes	\$42.00	\$44.50	11333103
Child (10 Visit Pass)	Council	Yes	\$32.50	\$34.00	11333103
Concession (10 Visit Pass)	Council	Yes	\$35.00	\$35.00	11333103
Age Pensioner (10 Visit Pass)	Council	Yes	\$19.00	\$19.00	11333103
<b>Season Pass</b>					
<del>Spectator / Pensioner entrance</del>	<del>Council</del>	<del>Yes</del>	<del>\$2.00</del>		<del>11333103</del>
Adult (Full Season Pass)	Council	Yes	\$93.00	\$98.00	11333113
Adult (Half Season Pass)	Council	Yes	\$56.00	\$59.00	11333113
Child (Full Season Pass)	Council	Yes	\$72.00	\$76.00	11333113
Child (Half Season Pass)	Council	Yes	\$43.00	\$45.50	11333113
Concession (Full Season Pass)	Council	Yes	\$78.00	\$83.00	11333113
Concession (Half Season Pass)	Council	Yes	\$47.00	\$50.00	11333113
Age Pensioner (Full Season Pass)	Council	Yes	\$41.00	\$43.00	11333113
Age Pensioner (Half Season Pass)	Council	Yes	\$23.00	\$24.00	11333113
Family (Full Season Pass)					
Otp (1) 2A+ 2C or Opt (2) 1A + 3C	Council	Yes	\$270.00	\$286.00	11333113
Family (Half Season Pass)					
Otp (1) 2A+ 2C or Opt (2) 1A + 3C	Council	Yes	\$150.00	\$159.00	11333113
Family (Full Season Pass)					
Otp (1) 2A+ 3C or Opt (2) 1A + 4C	Council	Yes	\$321.00	\$340.00	11333113
Family (Half Season Pass)					
Otp (1) 2A+ 3C or Opt (2) 1A + 4C	Council	Yes	\$191.00	\$202.00	11333113
Additional Family Member (Full Season Pass)	Council	Yes	\$64.00	\$68.00	11333113
Additional Family Member (Half Season Pass)	Council	Yes	\$36.00	\$38.00	11333113
<b>Swimming Pool - Northam</b>					
<b>Casual Pool Entry</b>					
Adult	Council	Yes	\$5.50	\$5.70	11333103
Northam - Child 5 years - 17 years	Council	Yes	\$4.00	\$4.10	11333103
Child up to 4 years	Council	Yes	No Charge	No Charge	
Concession	Council	Yes	\$4.50	\$4.60	11333103
Aged Pensioner	Council	Yes	\$2.00	\$2.00	
Spectator	Council	Yes	\$2.00	\$2.00	11333103
Family (2 Adult + 2 Child or 1 Adult + 3 Child)	Council	Yes		\$15.20	11333103
Family (2 Adult + 3 Child or 1 Adult + 4 Child)	Council	Yes		\$18.40	11333103

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
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<b>RECREATION AND CULTURE Continued</b>					
<b>Swimming Pool - Northam Continued</b>					
<b>Multi Visit Pass</b>					
Adult (10 Visit Pass)	Council	Yes	\$47.00	\$50.00	11333103
Child (10 Visit Pass)	Council	Yes	\$37.00	\$39.00	
Concession (10 Visit Pass)	Council	Yes	\$40.50	\$43.00	11333103
Age Pensioner (10 Visit Pass)	Council	Yes	\$19.00	\$20.00	11333103
<b>Season Pass</b>					
Adult (Full Season Pass)	Council	Yes	\$155.00	\$164.00	11333113
Adult (Half Season Pass)	Council	Yes	\$93.00	\$98.00	11333113
Child (Full Season Pass)	Council	Yes	\$119.00	\$126.00	11333113
Child (Half Season Pass)	Council	Yes	\$72.00	\$76.00	11333113
Age Pensioner (Full Season Pass)	Council	Yes	\$67.00	\$71.00	11333113
Age Pensioner (Half Season Pass)	Council	Yes	\$41.00	\$43.00	11333113
Concession (Full Season Pass)	Council	Yes	\$130.00	\$138.00	11333113
Concession (Half Season Pass)	Council	Yes	\$80.00	\$85.00	11333113
General - Spectator Entry (Ed. Dept. lessons & Swimming Club)	Council	Yes	No Charge	No Charge	11333103
Family (Full Season Pass)					
Otp (1) 2A+ 2C or Opt (2) 1A + 3C	Council	Yes	\$445.00	\$471.00	11333113
Family (Half Season Pass)					
Otp (1) 2A+ 2C or Opt (2) 1A + 3C	Council	Yes	\$248.00	\$262.00	11333113
Family (Full Season Pass)					
Otp (1) 2A+ 3C or Opt (2) 1A + 4C	Council	Yes	\$497.00	\$526.00	11333113
Northam - Family (Half Season Pass)					
Otp (1) 2A+ 3C or Opt (2) 1A + 4C	Council	Yes	\$285.00	\$302.00	11333113
Additional Family Member (Full Season Pass)	Council	Yes	\$103.00	\$109.00	11333113
Additional Family Member (Half Season Pass)	Council	Yes	\$57.00	\$60.00	11333113
<b>Aquatic Facilities - General Fees</b>					
Ed. Dept./School Entry (per student)	Council	Yes	\$3.00	\$3.20	11333123
Slide Entry One session (Sessions 2hrs)	Council	Yes	\$5.00	\$5.30	11333103
Slide Entry Additional session (Sessions 2hrs)	Council	Yes	\$2.00	\$2.10	11333103
Slide Entry (All Day Pass)	Council	Yes	\$9.00	\$9.50	11333103
Small Inflatable Hire (per hour - includes operator)	Council	Yes	\$75.00	\$79.00	11333103
Large Inflatable Hire	Council	Yes	\$95.00	\$101.00	11333103
Lane Hire (per lane per hour)	Council	Yes	\$21.00	\$22.00	11333103
Lane Hire (per lane per hour) (Community Rate)	Council	Yes	\$11.00	\$12.00	11333103
Pool Lifeguard Hire (per hour)	Council	Yes	\$40.00	\$42.00	11333103
Pool Manager Hire (per hour)	Council	Yes	\$65.00	\$69.00	11333103
Aquatic Event / Activity Entry	Council	Yes	Cost Recovery	Cost Recovery	11333103
Update Northam Season Pass to include Wundowie Pool (per pass)	Council	Yes	\$15.00	\$16.00	11333104
Annual Club Fee - Swimming Clubs	Council	Yes	\$1,240.00	\$1,312.00	11333103
Miscellaneous Equipment Hire	Council	Yes		Cost Recovery	11333103
<b>Learn To Swim (LTS)</b>					
Learn to Swim - Infant/Toddle (per lesson)	Council	Yes	\$11.00	\$12.00	11333103
Learn to Swim - School Age (per lesson)	Council	Yes	\$14.00	\$15.00	11333103
Learn to Swim - Private one on one (per lesson)	Council	Yes	\$35.00	\$37.00	11333103
Learn to Swim - Private one on two (per lesson)	Council	Yes	\$21.00	\$22.00	11333103
Commercial Learn to Swim - Child under 5 (per lesson)	Council	Yes		\$3.50	11333103
Note: Wundowie Pool, Half Season Pass is only from opening of the season to 31 Dec or 1 Jan to closing of the season.					
Note: Northam pool, Half Season Pass is only from opening of the season to 31 Dec or 1 Jan to closing of the season.					

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
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<b>RECREATION AND CULTURE Continued</b>					
<b>Swimming Pool Continued</b>					
<b>Staff Discount</b> A 50% discount applies to Shire of Northam Employees and their immediate family, defined as dependant children up to the age of 18 and Spouse/defacto only  Note: Fees and charges for the Northam Pool are subject to change with the opening of the new facility					
<b>Pool Season Opening Day and Australia Day</b>	Council	Yes	No Charge	No Charge	
<b>Northam Region Library</b>					
Replacement Borrower's Card	Council	Yes	\$1.00	\$1.00	11353023
Photocopying/Printing	Council	Yes	\$0.20 per page	\$0.20 per page	<del>44353033</del>
Photocopying/Printing Colour	Council	Yes	\$0.50 per page	\$0.50 per page	<del>44353033</del>
Laminating A4	Council	Yes	\$1.00 per page	\$1.00 per page	<del>44353033</del>
Laminating A3	Council	Yes	\$2.00 per page	\$2.00 per page	<del>44353033</del>
<b>Workshops &amp; Professional Development</b>					
<b>Workshops</b>					
Child - Under the age of 18	Council	Yes	Up to \$10.50	Up to \$11.00	11353043
Family - Where more than 1 Child from a family is booked into the same workshop and a medicare card has been sighted listing all children	Council	Yes	Up to \$20	Up to \$21.00	11353043
Adult - Person over the age of 18	Council	Yes	Up to \$26	Up to \$27.50	11353043
<b>Create 298</b>					
Half Day Pass (Shared desk for half day)	Council	Yes	\$15.50	\$18.00	13493053
Day Pass (shared desk for one day)	Council	Yes	\$32.00	\$35.00	13493053
Occasional (shared desk for one day per week) per month	Council	Yes	\$85.00	\$90.00	13493053
Regular (shared desk three days per week) per month	Council	Yes	\$250.00	\$250.00	13493053
Meeting room hire (half day)	Council	Yes	\$132.00	\$140.00	13493053
Meeting room hire (full day)	Council	Yes	\$210.00	\$230.00	13493053
<b>Bilya Koort Boodja Centre</b>					
Sale of artworks or merchandise at BKB or Visitors Centre	Council	Yes	Commission of 10% to 25% on each artwork or merchandise	Commission of 20% to 25% on each artwork or merchandise	13783023
Workshop/Exhibition Space - Round Room - Community Rate	Council	Yes	\$50.00 per half day/ \$100.00 full day*	\$53.00 per half day/ \$106.00 full day	13783003
Workshop/Exhibition Space - Round Room - Commercial Rate	Council	Yes	\$100.00 per half day/ \$200.00 full day*	\$106.00 per half day/ \$212.00 full day	13783003
Small Meeting Room - Community Rate	Council	Yes	\$25.00 per half day, \$50 per day*	\$26.50 per half day/ \$53.00 full day	13783003
Small Meeting Room - Commercial Rate	Council	Yes	\$50.00 per half day, \$100 per day*	\$53.00 per half day/ \$106.00 full day	13783003
Large Meeting Room - Community Rate	Council	Yes	\$50.00 per half day/ \$100.00 full day*	\$53.00 per half day/ \$106.00 full day	13783003

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
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<b>RECREATION AND CULTURE Continued</b>					
<b>Bilya Koort Boodja Centre Continued</b>					
Large Meeting Room - Commercial Rate	Council	Yes	\$100.00 per half day/ \$200.00 full day*	\$106.00 per half day/ \$212.00 full day	13783003
Cultural awareness training	Council	Yes	Program Recovery	Program Recovery	13783003
Entry Fee Adult	Council	Yes	\$10.00	\$11.00	13783003
Entry Fee Child (4 years to 15 years)	Council	Yes	\$5.00	\$5.50	13783003
Group Booking (25+ people)	Council	Yes	80% of the full rate* \$10.00* entry & scheduled tour	80% of the full rate \$11.00 entry & scheduled tour	13783003
Guided Tour of BKB Centre	Council	Yes	\$20.00*	\$22.00	13783003
Annual Membership (includes one free tour per year)	Council	Yes			13783003
<b>Council fees and charges for the following events:</b>					
Wheatbelt Relay for Life	Council	Yes		No Charge	
Youth Futures Pipeline Challenge	Council	Yes		No Charge	
Vintage Swap Meet	Council	Yes		No Charge	
Pink Up Northam	Council	Yes		No Charge	
Directions Careers Expo	Council	Yes		No Charge	
Seniors Council of WA - Seniors Olympics	Council	Yes		No Charge	
Northam RSL	Council	Yes		No Charge	
<b>TRANSPORT</b>					
<b>Special Series Shire Number Plates</b>					
Special Series Plate Fee	Council	Yes	\$120.00	\$127.00	12413043
Note: DoT Charge \$200.00 for supply - Total Fee \$327.00					
<b>Airport</b>					
Lease establishment fee	Council	Yes	\$3,555.00	\$3,761.00	1243013
Lease transfer fee	Council	Yes	\$1,780.00	\$1,883.00	1243013
Lease rental fees	Council	Yes	as per lease*	As per lease	1243013
Aircraft parking per plane per week	Council	Yes	\$15	\$16.00	1243013
Aircraft parking per plane 3 Months	Council	Yes	\$156	\$165.00	1243013
Aircraft parking per plane 6 months	Council	Yes	\$260	\$275.00	1243013
Aircraft parking per plane 12 months	Council	Yes	\$416	\$440.00	1243013
Commercial flight training contribution to runway lights	Council	Yes	\$587	\$621.00	1243013
<b>ECONOMIC SERVICES</b>					
<b>Visitor Servicing</b>					
(i) Walking tours	Council	Yes	\$12.50 per head	\$13.50 per head	13773073
(ii) Walking tours - group of 10 or more	Council	Yes	\$108.00* per tour	\$115.00 per tour	13773073
(iii) Tour Guide for Bus Groups	Council	Yes	\$108.00* per tour	\$115.00 per tour	13773073
<b>Building Control</b>					
(i) Relocated House - Inspection Fee					
- (Prior to Building Application Approval)					
- Distance up to 100km radius of Northam Shire	Council	Yes	\$370.00	\$391.00	13463093
- Distance over 100kms from Shire Offices shall incur additional charge of \$50 per hour to the officer's time and a charge for additional mileage at Public Service Award Rates)	Council	Yes	Actual cost	Actual cost	13463093
(ii) Infrastructure Bond Residential	Council	OOS	\$1,020.00	\$1,080.00	TRUST TYPE 22
Infrastructure Bond Commercial	Council	OOS	\$1,530.00	\$1,620.00	TRUST TYPE 22

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change					
<b>ECONOMIC SERVICES Continued</b>					
<b>Building Control Continued</b>					
(iii) Infrastructure Bond Rural	Council	OOS	\$1,020.00	\$1,080.00	TRUST TYPE 9
(iv) Copies of Building Plans *					
(a) office copies		Yes	\$33.00	\$35.00	13463033
(b) archive copies		Yes	\$76.00	\$80.00	13463033
* Fees may be subject to quote for large projects					
(v) Building Application Fee - Residential - Uncertified	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	\$ As per the fee prescribed in the Building Regulations	13463003
(vi) Building Application Fee - Commercial or Residential - Certified	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	\$ As per the fee prescribed in the Building Regulations	13463003
(vii) Application for a Demolition Permit	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	\$ As per the fee prescribed in the Building Regulations	13463003
(viii) Application to extend the time during which a building permit, demolition permit, occupancy permit or building approval certificate has effect	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	\$ As per the fee prescribed in the Building Regulations	13463003
(ix) Application for an Occupancy Permit	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	\$ As per the fee prescribed in the Building Regulations	13463003
(x) Application for a Building Approval Certificate, retrospective approval for unauthorised work for class 1 and 10 buildings (houses and non habitable buildings)	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	\$ As per the fee prescribed in the Building Regulations	13463003
(xi) Application as defined in regulation 31	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations	\$ As per the fee prescribed in the Building Regulations	13463003
(xii) Building Application Fee - Minimum all classes	Statutory	OOS	Regulations	Regulations	13463003
(xiii) Pool Inspection or reinspection Fee (non scheduled)	Council	Yes	\$80.00	\$80.00	13463043
(xiv) Swimming Pool Inspection fee per annum (scheduled)	Statutory	OOS	\$30.00	\$30.00	13463043
(xv) Building Services Levy	Statutory	OOS	\$ As per the fee prescribed	\$ As per the fee prescribed	TRUST TYPE 30
(xvi) BCITF Levy	Statutory	OOS	\$ As per the fee prescribed by the BCITF	\$ As per the fee prescribed by the BCITF	TRUST TYPE 29
(xvii) Application for battery powered smoke alarm. Regulation 61 of the Building Regulations 2012 provides for exceptional circumstances where only battery powered smoke alarms can be used	Statutory	OOS	\$179.00	\$179.40	13463003
(xviii) Certificate of Design Compliance Class 1 or Class 10 Buildings (non Shire of Northam residents)	Council	Yes		0.13% (min \$428.00) of value of works	13463003
(xix) Certificate of Design Compliance Class 2 -9 Buildings (Commercial)	Council	Yes	0.1%(min \$533) of value of works	0.1%(min \$533.00) of value of works	13463003

SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24					
FEES AND CHARGES		GST	2022/23	2023/2024	Account
Statutory fees and charges cannot be modified by Council but may be subject to change					
<b>ECONOMIC SERVICES Continued</b>					
<b>Building Control Continued</b>					
(xx) Certificate of Building Compliance*	Council	Yes	Class 10 \$419.00* Class 1a min. \$589.00* Class 2-9 \$646.00* Strata Units (per unit) \$477.00*	Class 10 \$443.00 Class 1a min. \$623.00 Class 2-9 \$683.00 Strata Units (per unit) \$505.00	13463003
(xxi) Certificate of Construction Compliance (Class 2-9 Buildings - where the Shire has issued the CDC and building is <500m <sup>2</sup> and < 3 storeys)* * Includes one inspection; additional inspections are charged at \$214.00 per hour	Council	Yes	Buildings less than 2000m <sup>2</sup> \$646.00*, Buildings over 2000m <sup>2</sup> \$982.00*	Buildings less than 2000m <sup>2</sup> \$683.00 Buildings over 2000m <sup>2</sup> \$1039.00	13463003
(xxii) Fast Track Fee Change of Builder After Permit has been issued	Council Council	Yes Yes	\$155.00 \$76.00*	\$200.00	13463003 13463003
(xxiii) Building Surveyor Hourly Charge Rate Hoardings Licence	Council Council	Yes OOS	\$116.00	\$130.00	13463003
(xxiv) Verge / Road Permits	Council	Yes	\$190.00	\$201.00	13463013
<b>Service Local Governments</b>					
(i) Building Practitioner Support including travel time (per hour)	Council	Yes	\$77.00	\$81.00	13463003
(ii) Assess & Approval Certified Building Application	Council	Yes	\$231.00	\$244.00	13463003
(iii) Assess & Approval Uncertified Building Application	Council	Yes	\$385.00	\$407.00	13463003
<b>Recycled Water Charges</b>					
(i) Education Department (High School) from point of supply - main line	Council	Yes	\$0.520 per KL	As per agreement	13493003
(ii) Northam Trotting Club (Inc) from point of supply - Clarke Street Dam	Council	Yes	\$0.520 per KL	As per agreement	13493003
(iii) Northam Race Club from point of supply	Council	Yes	\$0.520 per KL	As per agreement	13493003
<b>Community Bus</b>					
(i) Deposit	Council	OOS	\$60.00	\$63.00	TRUST
(ii) Hire Usage Rate per km - Minimum charge of \$50.00 applies to external users	Council	Yes	\$1.25	\$1.32	13493103
Cancellation Fee (otherwise 24hrs notice required)	Council	Yes	\$27.00	\$29.00	13493103
Cleaning Surcharge Fee if Bus returned unclean	Council	Yes	\$63.00	\$67.00	13493103
50% discount for eligible pensioners (such as Silver Wings, Northam over 60) <b>Note: Bus must be returned fully fuelled up after use or the hirer will be invoiced.</b> <b>Note: No Smoking on Bus.</b>	Council	Yes	Actual costs*	Actual cost	13493103
<b>OTHER PROPERTIES AND SERVICES</b>					
<b>Private Works</b>					
Yes Cost Plus 40% Cost Plus 40% 14503003					
<b>Crossovers</b>					
<b>Bonds</b>					
(i) Vehicle Crossover - Townsite	Council	OOS	\$2,000.00	\$2,000.00	TRUST TYPE
<b>Crossover Subsidy</b>					
Property owner may be eligible for a subsidy (up to 50% of the total cost of construction of a new Standard Crossover):					
(i) Piped (Culvert) Crossover - (to maximum value \$2,000)	Council	Yes	<del>\$2,000.00</del>		14502012
(ii) Non-piped Crossover - (to maximum value \$1,000)	Council	Yes	<del>\$1,000.00</del>		14502012

Cr H J Appleton declared an "Impartiality" interest in item 13.4.2 – Request to Lower Reserved Price for Sale of Land - A12354, as the reporting officer is known to Cr Appleton.

Cr J E G Williams declared an "Impartiality" interest in item 13.4.2 – Request to Lower Reserved Price for Sale of Land - A12354, as Cr Williams daughter is employed by the Shire and is the reporting officer. Cr Williams' daughter is non-dependent, lives apart from Cr Williams and has not discussed the matter with Cr Williams in any way.

### 13.4.2 Request to Lower Reserved Price for Sale of Land - A12354

<b>File Reference:</b>	A12354
<b>Reporting Officer:</b>	Anastasia Williams (Rates Officer)
<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 consider reducing the reserve price of 19 Turner Street, Northam, which is currently listed for sale due to non-payment of rates, to meet the offer that has recently been made to purchase the property.

#### ATTACHMENTS

Nil

#### A. BACKGROUND / DETAILS

Council at its Ordinary Council Meeting held on 17 November 2022 resolved to re-commence the sale process of 19 Turner Street, Northam and set the reserve price at \$40,000.

The property is vacant land with substantial outstanding rates of greater than 3 years with no payments made by the current owner since October 2016. Legal action has been taken against the ratepayer but to date has not been successful.

Rather than obtaining a formal written valuation and incur a cost of approximately \$2,000, staff received an appraisal from a local real estate

agent to assist with establishing a reserve price. The appraisal was provided at \$40,000 which was used by Council to set the reserve price.

The current sewer line is approximately 90 meters from this property and the Health Act requires that the sewer be extended to serve this block as it is too small for onsite effluent treatment. This would cost approximately \$15,000 to \$20,000 to extend the deep sewer. When undertaking the appraisal to determine the sale price, consideration was not given to the sewer connection and potential costs.

The Shire has recently received an offer of \$35,000 to purchase the property. Which will necessitate lowering the reserve to accept this offer.

## B. CONSIDERATIONS

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

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

### B.2 Financial / Resource Implications

Current outstanding rates and charges total \$10,936.73 at 17 May 2023. Other costs associated with the sale of the property include real estate and settlement charges. Other ongoing expenses include maintenance such as mowing and slashing which is charged to the properties outstanding debt.

### B.3 Legislative Compliance

*Local Government Act 1995, Section 6.64 Actions to be taken*

(1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and

- 
- (a) from time to time lease the land;
- (b) sell the land;
- (c) cause the land to be transferred to the Crown; or
- (d) cause the land to be transferred to itself.

Schedule 6.3 Power of sale  
The power of sale includes –



- (a) power to sell the whole or part of the land either together or in lots -
- (i) by public auction; or
  - (ii) by private contract, if having been offered for sale by public auction, it has not been sold, subject to such terms and conditions with respect to the payment of the purchase money or any other matter, including power to fix a reserve price, as the local government thinks fit;

#### B.4 Policy Implications

Nil.

#### B.5 Stakeholder Engagement / Consultation

An offer of \$35,000 has been made for the purchase of the property, this is the only considerable offer that has been made in the nine months that the property has been on the market.

#### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Potential loss of sale should an offer be received for less than \$40,000.	Minor (2) x Possible (3) = Moderate (6)	Officers are recommending that Council adjust the reserve price to the offered amount of \$35,000.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Non-compliance with Local Government Act 1995 relating to the sale of property due to non-payment of rates and service charges.	Minor (2) x Unlikely (2) = Low (4)	Ensure all legislative requirements are undertaken.
Property	Nil.		
Environment	Nil.		

#### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

Officers are recommending that the reserve price be adjusted to \$35,000, to meet the offer received.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4746**

**Moved: Cr R W Tinetti**

**Seconded: Cr A J Mencshelyi**

**That Council:**

- 1. Amend the reserve price to \$35,000; and**
- 2. Authorise the CEO to accept the current offer and sell the land.**

**CARRIED 10/0**

### 13.4.3 Accounts & Statements of Accounts - 01 April 2023 to 30 April 2023

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Louise Harris (Creditors Officer)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate 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 accounts for the period from 01 April 2023 – 30 April 2023.

#### ATTACHMENTS

1. Accounts & Statement of Accounts - April 2023 [**13.4.3.1** - 40 pages]
2. Declaration April 2023 [**13.4.3.2** - 4 pages]

#### 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**

Performance Area: Performance Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

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

Payments of accounts are in accordance with Council's 2022/2023 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

Refer to Risk Matrix [here](#).

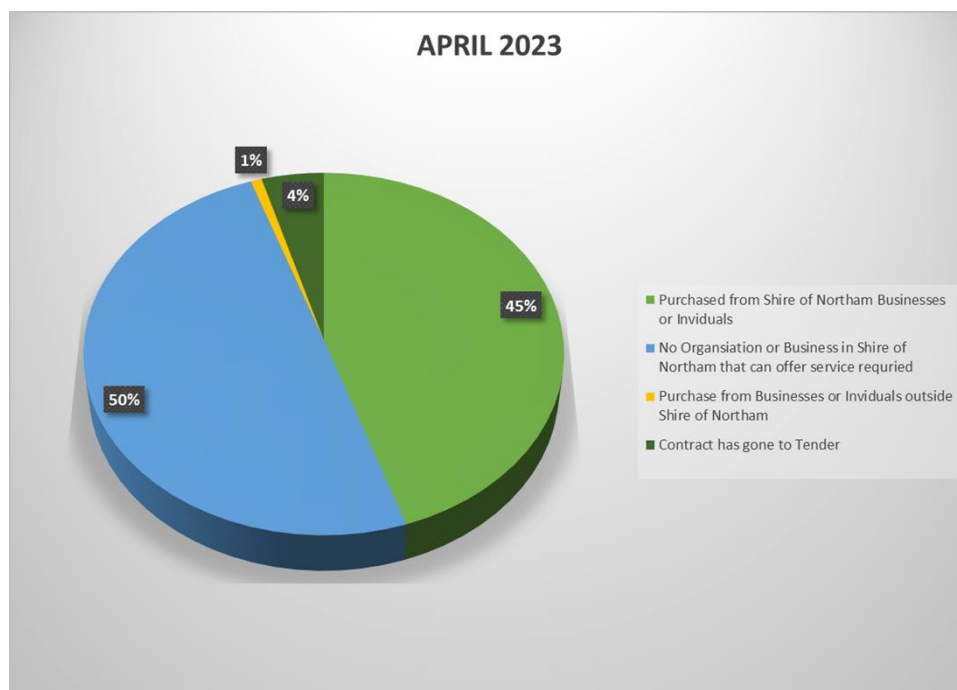
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

The matter of Council 'supporting local businesses' 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 April 2023:



#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4747

Moved: Cr J E G Williams

Seconded: Cr H J Appleton

That Council receive the payments for the period 1<sup>st</sup> April 2023 to 30<sup>th</sup> April 2023, as listed:

- Municipal Fund payment cheque numbers 35568 to 35573 Total \$44,675.37.
- Municipal Fund EFT46948 to EFT47163 Total \$1,027,843.94.
- Direct Debits Total \$99,105.03.
- Payroll Total \$508,119.76.

**TOTAL: \$1,679,744.10.**

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

**CARRIED 10/0**

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Attachment 13.4.3.1

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35568	13/04/2023	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MARCH 2023	1		110.00
INV T1080	12/04/2023	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MARCH 2023	1	110.00	
35569	13/04/2023	WATER CORPORATION	9007909760 RECREATION PRECINCT - 14/01/2023 to 12/03/2023	1		31,420.30
INV 9007909714/03/2023		WATER CORPORATION	9007909760 RECREATION PRECINCT - 14/01/2023 to 12/03/2023		18,652.04	
INV 9021499422/03/2023		WATER CORPORATION	9021499489 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 25/01/2023 to 19/03/2023		201.45	
INV 9007938929/03/2023		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 06/02/2023 to 26/03/2023		306.03	
INV 9007938730/03/2023		WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 07/02/2023 to 27/03/2023		5,557.43	
INV 9023164030/03/2023		WATER CORPORATION	9023164076 CLACKLINE POST OFFICE - 07/02/2023 to 27/03/2023		78.32	
INV 9007891704/04/2023		WATER CORPORATION	9007891775 HOOPER PARK - 08/02/2023 to 02/04/2023		883.85	
INV 9007891804/04/2023		WATER CORPORATION	9007891839 STANDPIPE - KEANE ST BAKERS HILL - 08/02/2023 to 02/04/2023		3,874.17	
INV 9007892504/04/2023		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 08/02/2023 to 02/04/2023		1,867.01	
35570	20/04/2023	PETTY CASH	PETTY CASH RECOUP - ADMIN BUILDING - MARCH 2022 TO MARCH 2023 - RED DOT / CITY OF PERTH / SHOE REPAIR MAN / BANKWEST / DOME / PUMA / IGA / AUST POST / QUINS / ALDI / SUBWAY / COLES / WOOLWORKTH / NORTHAM CAR WASH / WARRICK NEWSAGENECEY / WESFARMERS	1		468.45
INV ADMIN A29/03/2023		PETTY CASH	PETTY CASH RECOUP - ADMIN BUILDING - MARCH 2022 TO MARCH 2023 - RED DOT / CITY OF PERTH / SHOE REPAIR MAN / BANKWEST / DOME / PUMA / IGA / AUST POST / QUINS / ALDI / SUBWAY / COLES / WOOLWORKTH / NORTHAM CAR WASH / WARRICK NEWSAGENECEY / WESFARMERS	1	468.45	
35571	20/04/2023	WATER CORPORATION	9007840281 GRASS VALLEY HALL - 09/02/2023 to 10/04/2023	1		2,886.36

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No	Date	Name	Invoice Description	Code	Amount	Amount
INV 9007913111	04/2023	WATER CORPORATION	9007913102 NORTHAM DEPOT - BYFIELD ST - 16/01/2023 to 13/03/2023		223.17	
INV 9007840212	04/2023	WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 09/02/2023 to 10/04/2023		1,080.51	
INV 9007840312	04/2023	WATER CORPORATION	9007840302 GRASS VALLEY BFB FIRE SHED - 09/02/2023 to 10/04/2023		89.50	
INV 9007840212	04/2023	WATER CORPORATION	9007840281 GRASS VALLEY HALL - 09/02/2023 to 10/04/2023		1,459.62	
INV 9007840912	04/2023	WATER CORPORATION	9007840919 GRASS VALLEY MUSEUM - 09/02/2023 to 10/04/2023		33.56	
35572	27/04/2023	PETTY CASH	PETTY CASH RECOUP - MAR 2023 TO APR 2023 - BETTA LIVING / WOOLWORTHS	1		94.15
INV BKB APR27	04/2023	PETTY CASH	PETTY CASH RECOUP - MAR 2023 TO APR 2023 - BETTA LIVING / WOOLWORTHS	1	94.15	
35573	27/04/2023	WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 16/02/2023 to 17/04/2023	1		9,696.11
INV 9007868519	04/2023	WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 16/02/2023 to 17/04/2023		1,964.86	
INV 9007872219	04/2023	WATER CORPORATION	9007872240 KURINGAL VILLAGE - UNIT 1 - 16/02/2023 to 17/04/2023		264.56	
INV 9007872219	04/2023	WATER CORPORATION	9007872259 KURINGAL VILLAGE - UNIT 2 - 16/02/2023 to 17/04/2023		310.28	
INV 9007872219	04/2023	WATER CORPORATION	9007872267 KURINGAL VILLAGE - UNIT 3 - 16/02/2023 to 17/04/2023		260.75	
INV 9007872219	04/2023	WATER CORPORATION	9007872275 KURINGAL VILLAGE - UNIT 4 - 16/02/2023 to 17/04/2023		272.17	
INV 9007872219	04/2023	WATER CORPORATION	9007872283 KURINGAL VILLAGE - UNIT 5 - 16/02/2023 to 17/04/2023		274.08	
INV 9007872219	04/2023	WATER CORPORATION	9007872291 KURINGAL VILLAGE - UNIT 6 - 16/02/2023 to 17/04/2023		284.56	
INV 9007872319	04/2023	WATER CORPORATION	9007872304 KURINGAL VILLAGE - UNIT 7 - 16/02/2023 to 17/04/2023		277.89	
INV 9007872319	04/2023	WATER CORPORATION	9007872312 KURINGAL VILLAGE - UNIT 8 - 16/02/2023 to 17/04/2023		306.47	
INV 9007868919	04/2023	WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 16/02/2023 to 17/04/2023		782.39	
INV 9007869119	04/2023	WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 16/02/2023 to 17/04/2023		845.88	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007869119/04/2023		WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 16/02/2023 to 17/04/2023		666.22	
INV 9007869119/04/2023		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 16/02/2023 to 17/04/2023		1,309.06	
INV 9007871819/04/2023		WATER CORPORATION	9007871897 WUNDOWIE SKATE PARK - 16/02/2023 to 17/04/2023		223.17	
INV 9007871919/04/2023		WATER CORPORATION	9007871918 WUNDOWIE OVAL - 16/02/2023 to 17/04/2023		1,548.95	
INV 9007871919/04/2023		WATER CORPORATION	9007871993 WUNDOWIE DEPOT - LESCHENAULTIA - 16/02/2023 to 17/04/2023		58.74	
INV 9007872219/04/2023		WATER CORPORATION	9007872232 KURINGAL VILLAGE - SERVICE - 16/02/2023 to 17/04/2023		46.08	
EFT46948	05/04/2023	ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR MARCH 2023	1		2,030.05
INV MARCH 31/03/2023		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR MARCH 2023	1	2,030.05	
EFT46949	05/04/2023	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MARCH 2023	1		500.00
INV MARCH 31/03/2023		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MARCH 2023	1	500.00	
EFT46950	05/04/2023	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR MARCH 2023	1		6,009.36
INV MARCH 31/03/2023		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR MARCH 2023	1	6,009.36	
EFT46951	05/04/2023	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR MARCH 2023	1		2,009.33
INV MARCH 31/03/2023		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR MARCH 2023	1	2,009.33	
EFT46952	05/04/2023	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR MARCH 2023	1		1,905.73
INV MARCH 31/03/2023		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR MARCH 2023	1	1,905.73	
EFT46953	05/04/2023	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR MARCH 2023	1		1,905.73
INV MARCH 31/03/2023		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR MARCH 2023	1	1,905.73	
EFT46954	05/04/2023	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MARCH 2023	1		1,905.73
INV MARCH 31/03/2023		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MARCH 2023	1	1,905.73	
EFT46955	05/04/2023	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR MARCH 2023	1		983.60



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INV MARCH 31/03/2023		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR MARCH 2023	1	983.60	
EFT46956	05/04/2023	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR MARCH 2023	1		1,905.73
INV MARCH 31/03/2023		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR MARCH 2023	1	1,905.73	
EFT46957	05/04/2023	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MARCH 2023	1		2,843.23
INV MARCH 31/03/2023		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MARCH 2023	1	2,843.23	
EFT46958	05/04/2023	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR MARCH 2023	1		1,905.73
INV MARCH 31/03/2023		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR MARCH 2023	1	1,905.73	
EFT46959	05/04/2023	ANDY'S PLUMBINGSERVICE	YOUTH PARK. REPAIR LEAK IN WATER FEED AND REPLACE LEAKING 20MM RPZ VALVE.	1		1,603.80
INV A19523	30/03/2023	ANDY'S PLUMBINGSERVICE	MORBY COTTAGE. REPAIR LEAK TO WATER LINE TO REAR TOILETS.	1	288.20	
INV A19524	30/03/2023	ANDY'S PLUMBING SERVICE	YOUTH PARK. REPAIR LEAK IN WATER FEED AND REPLACE LEAKING 20MM RPZ VALVE.	1	979.00	
INV A19525	30/03/2023	ANDY'S PLUMBING SERVICE	CEMETERY TOILETS. MALE TOILET, WATER CONSTANTLY LRUNNING INTO BOWL.	1	336.60	
EFT46960	05/04/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		129.50
INV DEDUCT28/03/2023		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		129.50	
EFT46961	05/04/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 28/03/2023	1		69,070.00
INV PAYG 2830/03/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 28/03/2023	1	69,070.00	
EFT46962	05/04/2023	AVON VALLEY TOYOTA	PURCHASE OF ONE TOYOTA HILUX 4X2 2.4L DEISEL SINGLE CAB & TRADE IN OF NISSAN NAVARA	1		19,988.33
INV RI11100230/03/2023		AVON VALLEY TOYOTA	PURCHASE OF ONE TOYOTA HILUX 4X2 2.4L DEISEL SINGLE CAB & TRADE IN OF NISSAN NAVARA	1	19,988.33	
EFT46963	05/04/2023	BAKERS HILL RURAL SUPPLIES & HARDWARE	20L GLYPHOSATE 450	1		220.00
INV 183150	29/03/2023	BAKERS HILL RURAL SUPPLIES & HARDWARE	20L GLYPHOSATE 450	1	220.00	
EFT46964	05/04/2023	BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 26/02/2023 - 28/03/2023	1		71.20

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INV 4033617129/03/2023		BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE* RENTAL FEE 26/02/2023 - 28/03/2023	1	71.20	
EFT46965	05/04/2023	CENTRAL REGIONAL TAFE	REIMBURSE CENTRAL REGIONAL TAFE	1		72.38
INV I0016518 30/03/2023		CENTRAL REGIONAL TAFE	REIMBURSE CENTRAL REGIONAL TAFE	1	72.38	
EFT46966	05/04/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		1,481.22
INV DEDUCT28/03/2023		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		1,481.22	
EFT46967	05/04/2023	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	KILLARA RESPITE CARE. INSTALL 1 X HARDWIRED AND 1 X PANIC PENDANT AS PER QUOTE 26475.	1		2,358.88
INV 130112	27/02/2023	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	KILLARA RESPITE CARE. INSTALL 1 X HARDWIRED AND 1 X PANIC PENDANT AS PER QUOTE 26475.	1	2,358.88	
EFT46968	05/04/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POUND. REFIX DOG BEDS TO THE WALL.	1		467.50
INV 1020	29/03/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POUND. REFIX DOG BEDS TO THE WALL.	1	467.50	
EFT46969	05/04/2023	EASIFLEET	PAYROLL DEDUCTIONS	1		757.40
INV DEDUCT28/03/2023		EASIFLEET	PAYROLL DEDUCTIONS		405.35	
INV DEDUCT28/03/2023		EASIFLEET	PAYROLL DEDUCTIONS		352.05	
EFT46970	05/04/2023	EYES ON YOU SECURITY PTY LTD	REPLACE 2 EXISTING FAULTY CAMERAS WITH 2 NEW DUHUA CCTV CAMERAS INSIDE VISITORS ENTER INCLUDING PROGRAMMING NEW CAMERAS TO EXISTING NVR	1		1,200.00
INV INV-013528/03/2023		EYES ON YOU SECURITY PTY LTD	REPLACE 2 EXISTING FAULTY CAMERAS WITH 2 NEW DUHUA CCTV CAMERAS INSIDE VISITORS ENTER INCLUDING PROGRAMMING NEW CAMERAS TO EXISTING NVR	1	1,200.00	
EFT46971	05/04/2023	FORMBYS LAWYERS	DEED OF RENEWAL - CLACKLINE PROGRESS ASSOCIATION, CLACKLINE HALL	1		599.50
INV 002352	28/03/2023	FORMBYS LAWYERS	DEED OF RENEWAL - CLACKLINE PROGRESS ASSOCIATION, CLACKLINE HALL	1	599.50	
EFT46972	05/04/2023	INDUSTRIAL AUTOMATION GROUP PTY LTD	SC-SP-CONTROLLER UPGRADE	1		6,112.70

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INV SINV-15102/03/2023		INDUSTRIAL AUTOMATION GROUP PTY LTD	SC-SP-CONTROLLER UPGRADE	1	6,112.70	
EFT46973	05/04/2023	IRISHTOWN HALL COMMITTEE	BUILDING INSURANCE FOR IRISHTOWN AGRICULTURAL HALL 30/11/2022 TO 30/11/2023	1		2,365.00
INV AM0404204/04/2023		IRISHTOWN HALL COMMITTEE	BUILDING INSURANCE FOR IRISHTOWN AGRICULTURAL HALL 30/11/2022 TO 30/11/2023	1	2,365.00	
EFT46974	05/04/2023	JH COMPUTER SERVICES PTY LTD	MONTHLY SUBSCRIPTION FOR BACKUP PROTETION INCLUDING OUTLOOK, SHAREPOINT, TEAMS & ONEDRIVE - 1 LOT OF 135 ORDERED	1		11,562.87
INV 0000208223/03/2023		JH COMPUTER SERVICES PTY LTD	MONTHLY SUBSCRIPTION FOR BACKUP PROTETION INCLUDING OUTLOOK, SHAREPOINT, TEAMS & ONEDRIVE - 1 LOT OF 135 ORDERED	1	3,854.29	
INV 0000208223/03/2023		JH COMPUTER SERVICES PTY LTD	MONTHLY SUBSCRIPTION FOR BACKUP PROTETION INCLUDING OUTLOOK, SHAREPOINT, TEAMS & ONEDRIVE	1	3,854.29	
INV 0000208223/03/2023		JH COMPUTER SERVICES PTY LTD	MONTHLY SUBSCRIPTION FOR BACKUP PROTETION INCLUDING OUTLOOK, SHAREPOINT, TEAMS & ONEDRIVE	1	3,854.29	
EFT46975	05/04/2023	KLEENWEST	5LTR TOILET KLEEN, 80LTR BIN LINERS, 36LTR BIN LINERS, HAND TOWEL, CHUX ON A ROLL - RED & CRIMP CAPS FOR KILLARA	1		476.91
INV 0007866229/03/2023		KLEENWEST	WRIOFF5 - WRITE OFF 5LTR, GRAFFITI REMOVER	1	176.00	
INV 0007904729/03/2023		KLEENWEST	5LTR TOILET KLEEN, 80LTR BIN LINERS, 36LTR BIN LINERS, HAND TOWEL, CHUX ON A ROLL - RED & CRIMP CAPS FOR KILLARA	1	300.91	
EFT46976	05/04/2023	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERAL ST (AVON MALL) 01/04/2023-30/04/2023	1		1,191.67
INV 0000067527/03/2023		MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERAL ST (AVON MALL) 01/04/2023-30/04/2023	1	1,191.67	
EFT46977	05/04/2023	OFFICEWORKS SUPERSTORES PTY LTD	2 X J.BURROWS ANTI-FATIGUE SIT STAND MAT 855W X 510D MM	1		154.89
INV 6067927030/03/2023		OFFICEWORKS SUPERSTORES PTY LTD	2 X J.BURROWS ANTI-FATIGUE SIT STAND MAT 855W X 510D MM	1	154.89	
EFT46978	05/04/2023	POOLSHOP ONLINE PTY LTD	NORTHAM POOL - POOL CHEMICALS	1		881.38
INV INV-140529/03/2023		POOLSHOP ONLINE PTY LTD	NORTHAM POOL - POOL CHEMICALS	1	881.38	

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EFT46979	05/04/2023	PROFESSIONAL LOCKSERVICE	REC CENTRE. REPLACE LOCKS TO LIGHT TOWERS DUE TO WATER ENTERING LOCKS.	1		3,045.35
INV 0010868428/03/2023		PROFESSIONAL LOCKSERVICE	REC CENTRE. REPLACE LOCKS TO LIGHT TOWERS DUE TO WATER ENTERING LOCKS.	1	2,123.00	
INV 0010868330/03/2023		PROFESSIONAL LOCKSERVICE	WUNDOWIE TENNIS CLUB ROOMS. SUPPLY AND DELIVER TO SITE, 3 X C14 PADLOCKS AND 3 X KEYS. / REC CENTRE. GAIN ACCESS TO THE NEWLY INSTALLED LOCKS ON THE LIGHTING TOWERS AND GET THEM WORKING.	1	922.35	
EFT46980	05/04/2023	SCANNING PENS PTY LTD	2 C-PEN READERS - ASSIST WITH HOUSEBOUND READERS ACCESS TO MORE BOOKS, PLUS NEURODIVERSE PATRONS	1		826.50
INV INVSPAU28/11/2022		SCANNING PENS PTY LTD	2 C-PEN READERS - ASSIST WITH HOUSEBOUND READERS ACCESS TO MORE BOOKS, PLUS NEURODIVERSE PATRONS	1	826.50	
EFT46981	05/04/2023	UTF AUSTRALIA PTY LTD	REPLACE SOLID AXLE 50MM X 50MM DAMAGED BOBCAT TRAILER AT UNIVERSAL TRAILERS, RESULTING FROM ACCIDENT IN WUNDOWIE 06/10/2022	1		264.00
INV INV-114201/02/2023		UTF AUSTRALIA PTY LTD	REPLACE SOLID AXLE 50MM X 50MM DAMAGED BOBCAT TRAILER AT UNIVERSAL TRAILERS, RESULTING FROM ACCIDENT IN WUNDOWIE 06/10/2022	1	264.00	
EFT46982	05/04/2023	WARRICKS NEWSAGENCY	5 x RIBBON POINT OF SALE EPSON ERC-30,34,38 BLK	1		19.40
INV 70457	31/03/2023	WARRICKS NEWSAGENCY	5 x RIBBON POINT OF SALE EPSON ERC-30,34,38 BLK	1	19.40	
EFT46983	05/04/2023	WHEATBELT OFFICE & BUSINESS MACHINES / COUNTRY COPIERS - GARDNER T/AS	BINDING COMBS 21 LOOP BLACK	1		40.00
INV 2838	21/03/2023	WHEATBELT OFFICE & BUSINESS MACHINES / COUNTRY COPIERS - GARDNER T/AS	BINDING COMBS 21 LOOP BLACK	1	40.00	
EFT46984	13/04/2023	ABBOTTS FORGE	REINSTALL GOAL POSTS ON HENRY ST OVAL 20/03/2023	1		600.00
INV 0000553020/03/2023		ABBOTTS FORGE	REINSTALL GOAL POSTS ON HENRY ST OVAL 20/03/2023	1	600.00	
EFT46985	13/04/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1706 - JD AT306181 - HANDLE FOR GRADER	1		938.96

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INV 2683832	06/02/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN# SA24-0604 3/8-1/4 REDUCING BUSH	1	4.04	
INV 2691224	28/02/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	SITREX FS500 SPREADER PARTS INCLUDING FREIGHT: 1 X 305001- ROLL PIN 8X40 1 X XA25-10-46 - SPINNER ASSY W/BLADES	1	275.62	
INV 2694234	14/03/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1706 - JD AT306181 - HANDLE FOR GRADER	1	421.78	
INV 2698398	27/03/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	HYDRAULIC HOSE	1	237.52	
EFT46986	13/04/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	FS 111 BRUSHCUTTER, AUTOCUT C26-2	1		1,085.35
INV 343534	15/02/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	STIHL BRUSHCUTTER FS 91 S/N 524 952 524 SERVICE	1	130.59	
INV 343649	16/02/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	STIHL BRUSHCUTTER FS 91 S/N 524 952 524 SERVICE	1	130.59	
INV 345964	27/03/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	FS 111 BRUSHCUTTER, AUTOCUT C26-2	1	824.17	
EFT46987	13/04/2023	AUSTRALIA POST	AUSTRALIA POSTAL CHARGES - MARCH 2023 - ADMIN / VISITORS CENTRE	1		1,807.16
INV 1012324303/04/2023		AUSTRALIA POST	AUSTRALIA POSTAL CHARGES - MARCH 2023 - ADMIN / VISITORS CENTRE	1	1,807.16	
EFT46988	13/04/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	AIBS ANNUAL MEMBERSHIP - GORDON TESTER	1		800.00
INV 41555	01/03/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	AIBS ANNUAL MEMBERSHIP - GORDON TESTER	1	800.00	
EFT46990	13/04/2023	AUTOPRO NORTHAM	BRASS FITTINGS FOR JUBILEE PARK	1		17.52
INV 1057600	04/04/2023	AUTOPRO NORTHAM	BRASS FITTINGS FOR JUBILEE PARK	1	17.52	
EFT46991	13/04/2023	BLACKWELL PLUMBING AND GAS PTY LTD	REPAIR LEAKING URINAL AT AQUATIC CENTRE	1		415.80
INV INV-279717/03/2023		BLACKWELL PLUMBING AND GAS PTY LTD	REPAIR LEAKING URINAL AT AQUATIC CENTRE	1	415.80	
EFT46992	13/04/2023	BLACKWOODS	04129835 - RESPIRATOR HALF MASK 3M 6502QL MED	1		171.07
INV SI040688	08/03/2023	BLACKWOODS	04129835 - RESPIRATOR HALF MASK 3M 6502QL MED	1	171.07	
EFT46993	13/04/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MARCH 2023	1		2,091.15

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INV T1080	12/04/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MARCH 2023	1	2,091.15	
EFT46994	13/04/2023	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF GREY CEMENT	1		809.87
INV 2182/003	21/02/2023	BUNNINGS BUILDING SUPPLIES P/L	EXTENSION HANDLE	1	16.79	
INV 2182/002	28/03/2023	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF GREY CEMENT	1	435.60	
INV 2182/002	28/03/2023	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF GREY CEMENT	1	174.24	
INV 2182/002	28/03/2023	BUNNINGS BUILDING SUPPLIES P/L	SANDING DISKS	1	17.09	
INV 2182/002	30/03/2023	BUNNINGS BUILDING SUPPLIES P/L	DRILL BITS MULTI MATERIAL	1	30.38	
INV 2182/003	30/03/2023	BUNNINGS BUILDING SUPPLIES P/L	SIKAFLEX AND BRACKETS	1	135.77	
EFT46995	13/04/2023	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR MARCH 2023	1		900.45
INV 3704151331	03/2023	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR MARCH 2023	1	900.45	
EFT46996	13/04/2023	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR MARCH 2023	1		833.33
INV AE 1204212	04/2023	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR MARCH 2023	1	833.33	
EFT46997	13/04/2023	CHRISTOPHER MICHAEL WILLIAMSON	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,020.00
INV T1717	12/04/2023	CHRISTOPHER MICHAEL WILLIAMSON	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,020.00	
EFT46998	13/04/2023	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	SUPPLY AND INSTALL YELLOW BOLLARDS AT SOUTHER BROOK FIRE SHED / IRISHTOWN FIRE SHED AND INKPEN FIRE SHED	1		4,915.90
INV 226	21/03/2023	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	SUPPLY AND INSTALL YELLOW BOLLARDS AT SOUTHER BROOK FIRE SHED / IRISHTOWN FIRE SHED AND INKPEN FIRE SHED	1	4,915.90	
EFT46999	13/04/2023	CUTTING EDGES EQUIPMENT PARTS	4178151220 536 X 254 X 25 X 2H DBF (7/8") CUTTING EDGE, INCLUDING FREIGHT TO SHIRE OF NORTHAM	1		616.00
INV 3344844	06/04/2023	CUTTING EDGES EQUIPMENT PARTS	4178151220 536 X 254 X 25 X 2H DBF (7/8") CUTTING EDGE, INCLUDING FREIGHT TO SHIRE OF NORTHAM	1	616.00	
EFT47000	13/04/2023	DAMIAN'S PLUMBING	REPAIR MAIN LINE ALONG MINSON AVE, BETWEEN GORDON PL AND BEAVIS PL	1		555.50

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INV 8842	06/04/2023	DAMIAN'S PLUMBING	REPAIR MAIN LINE ALONG MINSON AVE, BETWEEN GORDON PL AND BEAVIS PL	1	555.50	
EFT47001	13/04/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	FIX OUTDOOR NETBALL HOOPS	1		2,028.40
INV 1015	15/03/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	SUPPLY & INSTALL WATER FIXTURE TO REC BUILDING WALL	1	578.60	
INV 1019	29/03/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	FIX OUTDOOR NETBALL HOOPS	1	741.40	
INV 1018	29/03/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	SERVICE FEMALE AND MALE POOL LOCKERS	1	708.40	
EFT47002	13/04/2023	DEBBIE HUGHES T-AS WHEATBELT FACE PAINTING COMPANY	NORTHAM MOTORSPORT FESTVIAL 2023- FLYING FIFTIES- FACE PAINTING - 1 FACE PAINTER X 5 HOURS	1		715.00
INV 3355	01/04/2023	DEBBIE HUGHES T-AS WHEATBELT FACE PAINTING COMPANY	NORTHAM MOTORSPORT FESTVIAL 2023- FLYING FIFTIES- FACE PAINTING - 1 FACE PAINTER X 5 HOURS	1	715.00	
EFT47003	13/04/2023	ENCHANTED DREAMS WELLNESS WONDERLAND	REFUND \$100 BOND FOR THE HIRE OF LESSOR AND TOWN HALL	1		100.00
INV 13673	31/03/2023	ENCHANTED DREAMS WELLNESS WONDERLAND	REFUND \$100 BOND FOR THE HIRE OF LESSOR AND TOWN HALL	1	100.00	
EFT47004	13/04/2023	EVERLASTINGS ON FITZGERALD	BEVERLEY BULL RETIREMENT 10+ YEARS	1		470.65
INV 1997	22/03/2023	EVERLASTINGS ON FITZGERALD	BEVERLEY BULL RETIREMENT 10+ YEARS	1	470.65	
EFT47005	13/04/2023	FIRE MITIGATION SERVICES	C.202223-05 - FIRE MITIGATION SERVICES - MAF 2022/23 AS PER CONTRACT - 596 START 13/03/2023 COMPLETED 23/03/2023 284 WARRIN RD	1		72,283.20
INV 0000072724/03/2023		FIRE MITIGATIONSERVICES	C.202223-05 - FIRE MITIGATION SERVICES - MAF 2022/23 AS PER CONTRACT - 596 START 13/03/2023 COMPLETED 23/03/2023 284 WARRIN RD	1	44,880.00	
INV 0000073030/03/2023		FIRE MITIGATIONSERVICES	C.202223-05 - FIRE MITIGATION SERVICES - MAF 2022/23 AS PER CONTRACT - 5956 START 24/03/2023 COMPLETED 30/03/2023 77 DOUGLAS RD	1	27,403.20	
EFT47006	13/04/2023	GRAFTON ELECTRICS	CHECK LIGHTS AT HENRY STREET OVAL	1		1,394.36
INV 9380	28/03/2023	GRAFTON ELECTRICS	INSPECTION AND REPAIRS AT BAKERS HILL PUMP	1	613.36	

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INV 9371	30/03/2023	GRAFTON ELECTRICS	CHECK LIGHTS AT HENRY STREET OVAL	1	660.00	
INV 9389	31/03/2023	GRAFTON ELECTRICS	CHECK AND REPAIR SIREN ON HENRY STREET OVAL	1	121.00	
EFT47007	13/04/2023	INDUSTRIAL AUTOMATION GROUP PTY LTD	WATER METER AND EXTENSION OF THE PANEL	1		1,141.80
INV SINV-15131/03/2023		INDUSTRIAL AUTOMATION GROUP PTY LTD	WATER METER AND EXTENSION OF THE PANEL	1	1,141.80	
EFT47008	13/04/2023	IXOM OPERATIONS PTY LTD	SUPPLY 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT DELIVERED 01.02.2023	1		13,059.20
INV 6649067	22/03/2023	IXOM OPERATIONS PTY LTD	SUPPLY 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT DELIVERED 01.02.2023	1	6,529.60	
INV 6628514	30/03/2023	IXOM OPERATIONS PTY LTD	SUPPLY 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT 22.03.2023	1	6,529.60	
EFT47009	13/04/2023	KARIN WEISS-JUSTINS	RATES CREDIT REFUND FOR ASSESSMENT A2571	1		398.25
INV A2571	06/04/2023	KARIN WEISS-JUSTINS	RATES CREDIT REFUND FOR ASSESSMENT A2571		398.25	
EFT47010	13/04/2023	KEITH BOASE	REIMBURSE FOR FUEL FILTER AND BAG OF RAGS	1		21.00
INV 4980074903/04/2023		KEITH BOASE	REIMBURSE FOR FUEL FILTER AND BAG OF RAGS	1	21.00	
EFT47011	13/04/2023	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS - 28.03.2023	1		317.83
INV 2208552428/03/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS - 28.03.2023	1	317.83	
EFT47012	13/04/2023	KLEENWEST	BIN LINERS / TISSUES	1		459.69
INV 0007852015/03/2023		KLEENWEST	BIN LINERS / TISSUES	1	459.69	
EFT47013	13/04/2023	KRISTY KIM STEPHENS	RATES CREDIT REFUND FOR ASSESSMENT A15882	1		796.50
INV A15882	06/04/2023	KRISTY KIM STEPHENS	RATES CREDIT REFUND FOR ASSESSMENT A15882		796.50	
EFT47014	13/04/2023	LANCOM TECHNOLOGY SOLUTIONS PTY LTD	PEA GREEN SAFETY VEST - FULL A4 COLOUR PRINT ON BACK CENTRE	1		1,130.09
INV INV2003 29/03/2023		LANCOM TECHNOLOGY SOLUTIONS PTY LTD	PEA GREEN SAFETY VEST - FULL A4 COLOUR PRINT ON BACK CENTRE	1	1,130.09	
EFT47015	13/04/2023	LAURA NAIRN	CROSSOVER REBATE FOR 18 WELD STREET	1		508.00



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INV CH 1003210/03/2023		LAURA NAIRN	CROSSOVER REBATE FOR 18 WELD STREET	1	508.00	
EFT47016	13/04/2023	LUCY'S TEAROOMS	AUSTRALIA DAY STAR GAZING EVENT 2023 CATERING-GRAZING BOXES	1		2,200.00
INV 2898	10/02/2023	LUCY'S TEAROOMS	AUSTRALIA DAY STAR GAZING EVENT 2023 CATERING-GRAZING BOXES	1	2,200.00	
EFT47017	13/04/2023	MANDALAY TECHNOLOGIES PTYLTD	IMPLEMENTATION OF MANDALAY SYSTEM - DISCOUNTED SERVICES	1		17,616.50
INV INV-702128/03/2023		MANDALAY TECHNOLOGIES PTYLTD	DESKTOP EPSOM RECEIPT PRINTER - TM-T88VI ETH/RS232/USB PSU BLK	1	2,574.00	
INV INV-703531/03/2023		MANDALAY TECHNOLOGIES PTY LTD	IMPLEMENTATION OF MANDALAY SYSTEM - DISCOUNTED SERVICES	1	15,042.50	
EFT47018	13/04/2023	MCDOWALL AFFLECK PTY LTD	MINSON AVE CAR PARK DETAILED DESIGN	1		12,078.00
INV 613140	28/02/2023	MCDOWALL AFFLECK PTYLTD	MINSON AVENUE AND GREY STREET NORTHAM CARPARK CONCEPT DESIGN AS PER QUOTE 18314	1	748.00	
INV 613140	28/02/2023	MCDOWALL AFFLECK PTYLTD	MINSON AVE CAR PARK DETAILED DESIGN	1	11,330.00	
EFT47019	13/04/2023	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL CONSULTATION COSTS - 4 HOVEA CRESCENET	1		479.60
INV 129061	31/03/2023	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL CONSULTATION COSTS - 4 HOVEA CRESCENET	1	479.60	
EFT47020	13/04/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE INCLUSION IN NORTHAM ADVERTISER- FULL PAGE- APRIL 2023	1		880.00
INV 1282	29/03/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE INCLUSION IN NORTHAM ADVERTISER- FULL PAGE- APRIL 2023	1	440.00	
INV 1330	05/04/2023	NORTHAM CHAMBER OF COMMERCE	ELEVATE FESTIVAL FULL BACK PAGE ADVERT IN THE ADVERTISER	1	440.00	
EFT47021	13/04/2023	NORTHAM FEED & HIRE	SWAN FOOD 28.03.2023	1		132.00
INV 0000477028/03/2023		NORTHAM FEED & HIRE	SWAN FOOD 28.03.2023	1	44.00	
INV 0000477331/03/2023		NORTHAM FEED & HIRE	SWAN FOOD 31.03.2023	1	44.00	
INV 0000477703/04/2023		NORTHAM FEED & HIRE	SWAN FOOD 03.04.2023	1	44.00	
EFT47022	13/04/2023	NORTHAM SECONDHAND	DESIGN FOR THE NORTHAM BALLOON LOGO TO BE PRINTED ON THE EVENTS VESTS	1		82.50

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INV INV-231028/03/2023		NORTHAM SECONDHAND	DESIGN FOR THE NORTHAM BALLOON LOGO TO BE PRINTED ON THE EVENTS VESTS	1	82.50	
EFT47023	13/04/2023	NORTHAM THEATRE GROUP INC	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1		1,020.00
INV T1624	12/04/2023	NORTHAM THEATRE GROUP INC	REFUND OF INFRASTRUCTURE BOND - NO DAMAGE	1	1,020.00	
EFT47024	13/04/2023	NORTHAM TYREPOWER	BOBCAT TYRE REPAIR	1		50.00
INV 148078	04/04/2023	NORTHAM TYREPOWER	BOBCAT TYRE REPAIR	1	50.00	
EFT47025	13/04/2023	NUTRIEN AG SOLUTIONS LIMITED	20L DRUMS OF PANZER 450 GLYPHOSATE	1		1,316.70
INV 9085376310/03/2023		NUTRIEN AG SOLUTIONS LIMITED	20L DRUMS OF PANZER 450 GLYPHOSATE	1	623.70	
INV 9086169927/03/2023		NUTRIEN AG SOLUTIONS LIMITED	20L DRUMS OF PANZER 450 GLYPHOSATE	1	693.00	
EFT47026	13/04/2023	OFFICEWORKS SUPERSTORES PTY LTD	MATRIX VISITOR CHAIR - JBMATVMBK	1		1,327.85
INV 6067703128/03/2023		OFFICEWORKS SUPERSTORES PTY LTD	KEJI ON-EAR WIRED HEADPHONES WITH MICROPHONE BLACK - KJOEWMICBK	1	45.95	
INV 6067979629/03/2023		OFFICEWORKS SUPERSTORES PTY LTD	3 x BRIGHTON SIT STAND ERGONOMIC DESK 800MM BLACK	1	446.95	
INV 6067751831/03/2023		OFFICEWORKS SUPERSTORES PTY LTD	MATRIX VISITOR CHAIR - JBMATVMBK	1	1,133.95	
INV 3896297503/04/2023		OFFICEWORKS SUPERSTORES PTY LTD	APPLE SMART KEYBOARD FOLIO iPad PRO11 & iPad 4TH/5TH GEN	1	-299.00	
EFT47027	13/04/2023	PORTWELL INVESTMENTS PTY LTD T/AS DIRECT FURNITURE HIRE	NORTHAM MOTORSPORT FESTIVAL 2023-POP DISPLAY-10X FREESTANDING PARTITION HIRE	1		836.00
INV R23149	29/03/2023	PORTWELL INVESTMENTS PTY LTD T/AS DIRECT FURNITURE HIRE	NORTHAM MOTORSPORT FESTIVAL 2023-POP DISPLAY-10X FREESTANDING PARTITION HIRE	1	836.00	
EFT47028	13/04/2023	SAFE T CARD AUSTRALIA PTY LTD	SHIRE OFNORTHAM - SAFETCARD DEVICE QUARTLEY MONITORING FEES 01/04/2023 - 30/06/2023	1		924.00
INV INV-333601/04/2023		SAFE T CARD AUSTRALIA PTY LTD	SHIRE OFNORTHAM - SAFETCARD DEVICE QUARTLEY MONITORING FEES 01/04/2023 - 30/06/2023	1	924.00	
EFT47029	13/04/2023	SGS AUSTRALIA PTY LTD	GROUNDWATER SAMPLING - 61/14716/10 PLEASE SEND REPLACEMENT BOTTLES X 4 OF EACH COLOUR.	1		1,093.27
INV NE0009131/03/2023		SGS AUSTRALIA PTY LTD	GROUNDWATER SAMPLING - 61/14716/10 PLEASE SEND REPLACEMENT BOTTLES X 4 OF EACH COLOUR.	1	1,093.27	

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EFT47030	13/04/2023	SOUTH METROPOLITANTAFE	BRANDON HAYES DIPLOMA OF CIVIL CONSTRUCTION DESIGN - SEMESTER 1 - 2023	1		534.15
INV I009181928/02/2023		SOUTH METROPOLITANTAFE	BRANDON HAYES DIPLOMA OF CIVIL CONSTRUCTION DESIGN - SEMESTER 1 - 2023	1	534.15	
EFT47031	13/04/2023	SOUTHERN CROSS AUSTEREO PTY LTD	ONGOING RADIO ADS01.03.2023 - 31.03.2023	1		1,658.80
INV 7145784831/03/2023		SOUTHERN CROSS AUSTEREO PTY LTD	ONGOING RADIO ADS01.03.2023 - 31.03.2023	1	1,460.80	
INV 7145784731/03/2023		SOUTHERN CROSS AUSTEREO PTY LTD	24 X AROUND THE TOWNS INTERVIEWS - MARCH 2023	1	198.00	
EFT47032	13/04/2023	SPORT AND RECREATIONSURFACES	MAINTENANCE SERVICE TO BURT HAWKE HOCKEY TURF NORTHAM TO BE COMPLETED MARCH 2023	1		990.00
INV INV-012830/03/2023		SPORT AND RECREATIONSURFACES	MAINTENANCE SERVICE TO BURT HAWKE HOCKEY TURF NORTHAM TO BE COMPLETED MARCH 2023	1	990.00	
EFT47033	13/04/2023	SYNERGY	168614990 STREETLIGHTING - 25/01/2023 to 24/03/2023	1		41,814.07
INV 9152416407/03/2023		SYNERGY	915241640 AUXILLARY LIGHTING - 28/01/2023 to 27/02/2023		141.98	
INV 3358209415/03/2023		SYNERGY	335820940 CREATE 298 - 15/02/2023 to 14/03/2023		651.67	
INV 8110294716/03/2023		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 16/02/2023 to 15/03/2023		899.28	
INV 3614739616/03/2023		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 16/02/2023 to 15/03/2023		225.82	
INV 3616693123/03/2023		SYNERGY	361669310 RECREATION PRECINCT - 08/02/2023 to 28/02/2023		8,644.90	
INV 3805238628/03/2023		SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 26/01/2023 to 27/03/2023		389.51	
INV 1686149903/04/2023		SYNERGY	168614990 STREETLIGHTING - 25/01/2023 to 24/03/2023		23,451.75	
INV 3575491203/04/2023		SYNERGY	357549120 NORTHAM DEPOT - PEEL ST - 01/02/2023 to 31/03/2023		1,351.38	
INV 1539025103/04/2023		SYNERGY	153902510 OLD NORTHAM DEPOT - 01/02/2023 to 31/03/2023		124.78	
INV 3577000204/04/2023		SYNERGY	357700020 KILLARA DAYCARE CENTRE - 02/02/2023 to 03/04/2023		1,071.42	
INV 3355969204/04/2023		SYNERGY	335596920 NORTHAM VISITORS CENTRE - 02/02/2023 to 03/04/2023		464.11	

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INV 3749669505/04/2023		SYNERGY	374966950 BEAVIS PLACE OPEN SPACE - 03/02/2023 to 04/04/2023		173.07	
INV 3575483206/04/2023		SYNERGY	357548320 BERNARD PARK TOILETS - 04/02/2023 to 05/04/2023		212.27	
INV 3577047906/04/2023		SYNERGY	357704790 STAGE LIGHTS - SOUNDSHELL - 04/02/2023 to 05/04/2023		712.25	
INV 3577050606/04/2023		SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 04/02/2023 to 05/04/2023		1,016.73	
INV 3575487006/04/2023		SYNERGY	357548700 TOWN HALL & LESSER HALL - 04/02/2023 to 05/04/2023		696.69	
INV 9356001406/04/2023		SYNERGY	935600140 NORTHAM VISITORS CENTRE - 04/02/2023 to 05/04/2023		314.06	
INV 3575481311/04/2023		SYNERGY	357548130 MEMORIAL HALL - 03/02/2023 to 04/04/2023		814.91	
INV 3577034211/04/2023		SYNERGY	357703420 PURSLOWE PARK - 02/02/2023 to 05/04/2023		121.80	
INV 1127695011/04/2023		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 03/02/2023 to 04/04/2023		335.69	
EFT47034	13/04/2023	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGE - MARCH 2023 - DEPOT	1		108.32
INV 0582-S30	19/03/2023	TOLL - IPEC PTY LTD T/AS	TOLL CHARGES - MARCH 2023 - DEPOT / CESM	1		47.69
INV 0584-S30	02/04/2023	TOLL - IPEC PTY LTD T/AS	TOLL FREIGHT CHARGE - MARCH 2023 - DEPOT	1		60.63
EFT47035	13/04/2023	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	511 TONNE OF 19MM MRD SPECS GRAVEL	1		15,365.97
INV INV-358031	03/2023	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	19MM MRD SPECS GRAVEL, 297 TONNE DELIVERED TO NORTHAM YARD	1		5,868.31
INV INV-363131	03/2023	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	511 TONNE OF 19MM MRD SPECS GRAVEL	1		9,497.66
EFT47036	13/04/2023	WA DISTRIBUTORS PTY LTD	CONFECTIONARY FOR AQUATIC FACILITY KIOSK	1		543.30
INV 827659	30/03/2023	WA DISTRIBUTORS PTY LTD	CONFECTIONARY FOR AQUATIC FACILITY KIOSK	1		543.30
EFT47037	13/04/2023	WARRICKSNEWSAGENCY	LIBRARY - MAGIZINE & NEWSPAPER SUBSCRIPTIONS DEC 2022 - MARCH 2023	1		1,473.92
INV 70405	31/03/2023	WARRICKSNEWSAGENCY	ADMINISTRATION BUILDING - STATIONARY SUPPLIES	1		593.14
INV SN00 01731	03/2023	WARRICKS NEWSAGENCY	LIBRARY - MAGIZINE & NEWSPAPER SUBSCRIPTIONS DEC 2022 - MARCH 2023	1		880.78

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EFT47038	13/04/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	INTRODUCTION TO PLANNING (ELEARNING) - TAHLIA BUTLER	1		242.00
INV SI-00438329/03/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	INTRODUCTION TO PLANNING (ELEARNING) - TAHLIA BUTLER	1	242.00	
EFT47039	13/04/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1612 REGO N.1709 - CHIPPER TRUCK, DIAGNOSE AND REPAIR AIR CON	1		2,408.75
INV INV-150005/04/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1802 REGO 1TTO411 - DIAGNOSE AND REPAIR WOODCHIPPER, REPLACE WIRING AS REQUIRED	1	557.50	
INV INV-149405/04/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2003 REGO N.4531- FOOTPATH SWEEPER, REPAIR SEAT SWITCH WIRING	1	142.50	
INV INV-149406/04/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1807 REGO N.4013 - TEST AND REPLACE BATTERIES	1	636.25	
INV INV-149806/04/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1612 REGO N.1709 - CHIPPER TRUCK, DIAGNOSE AND REPAIR AIR CON	1	1,072.50	
EFT47040	13/04/2023	WHEATBELT OFFICE & BUSINESS MACHINES / COUNTRY COPIERS - GARDNER T/AS	VELCRO STICKY DOTS	1		52.60
INV 3270	31/03/2023	WHEATBELT OFFICE & BUSINESS MACHINES / COUNTRY COPIERS - GARDNER T/AS	VELCRO STICKY DOTS	1	52.60	
EFT47041	13/04/2023	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	DECANTING CRADLE	1		390.00
INV INV-027901/04/2023		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	DECANTING CRADLE	1	390.00	
EFT47042	20/04/2023	AARON SLATER	LEARNERS PERMIT APPLICATION FOR MANUAL LICNESE	1		104.40
INV CH13042 13/04/2023		AARON SLATER	LEARNERS PERMIT APPLICATION FOR MANUAL LICNESE	1	104.40	
EFT47043	20/04/2023	ALLMARK & ASSOCIATES PTY LTD	WOODEN DESK NAME PLATE (COUNCIL) - CR LISA BIGLIN	1		236.50
INV IN00381330/03/2023		ALLMARK & ASSOCIATES PTY LTD	WOODEN DESK NAME PLATE (COUNCIL) - CR LISA BIGLIN	1	236.50	
EFT47044	20/04/2023	AMPAC DEBT RECOVERY (WA)P/L	DEBT RECOVERY FOR PERIOD ENDING 31 MARCH 2023 - INVOICE 94652	1		1,482.43
INV 94652	31/03/2023	AMPAC DEBT RECOVERY (WA)P/L	DEBT RECOVERY FOR PERIOD ENDING 31 MARCH 2023 - INVOICE 94652	1	1,482.43	

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EFT47045	20/04/2023	AUSTRALIAN INSTITUTE OF MANAGEMENT - WA HUMAN RESOURCE DEVELOPMENT CENTRE	CORPORATE BRONZE MEMBERSHIP 01/04/2023-31/03/2024	1		550.00
INV M141-23	01/03/2023	AUSTRALIAN INSTITUTE OF MANAGEMENT - WA HUMAN RESOURCE DEVELOPMENT CENTRE	CORPORATE BRONZE MEMBERSHIP 01/04/2023-31/03/2024	1	550.00	
EFT47046	20/04/2023	AUSTRALIAN INSTITUTE OF MANAGEMENT EDUCATION & TRAINING PTY LTD	TRAINING CERTIFICATE 4 TRAINING AND ASSESSMENT FOR NICOLE HAMPTON SENIORS MANAGER	1		3,500.00
INV 219187	15/03/2023	AUSTRALIAN INSTITUTE OF MANAGEMENT EDUCATION & TRAINING PTY LTD	TRAINING CERTIFICATE 4 TRAINING AND ASSESSMENT FOR NICOLE HAMPTON SENIORS MANAGER	1	3,500.00	
EFT47047	20/04/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		129.50
INV DEDUCT11	04/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		129.50	
EFT47048	20/04/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 11/04/2023	1		74,423.52
INV PAYG 1111	04/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 11/04/2023	1	74,423.52	
EFT47049	20/04/2023	AUTOPRO NORTHAM	SPARK PLUGS	1		8.02
INV 1059323	13/04/2023	AUTOPRO NORTHAM	SPARK PLUGS	1	8.02	
EFT47050	20/04/2023	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOKS FOR LOCAL STOCK REQUESTS	1		329.67
INV 287770	16/03/2023	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOKS FOR LOCAL STOCK REQUESTS	1	136.62	
INV 288558	28/03/2023	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOKS FOR LOCAL STOCK REQUESTS	1	193.05	
EFT47051	20/04/2023	CANNON HYGIENE AUSTRALIA PTY LTD	5 SIGNATURE AF SINGLE CANISTER, 1 X MEDI & 2 SANITARY UNITS SERVICED 14/05/2023-13/11/2023	1		608.09
INV 97648571	14/04/2023	CANNON HYGIENE AUSTRALIA PTY LTD	5 SIGNATURE AF SINGLE CANISTER, 1 X MEDI & 2 SANITARY UNITS SERVICED 14/05/2023-13/11/2023	1	608.09	
EFT47052	20/04/2023	CBCA WA BRANCH (INC)	INSTITUTIONAL MEMBERSHIP CHILDREN'S BOOK COUNCIL OF AUSTRALIA WA BRANCH	1		75.00
INV 0000806323	02/2023	CBCA WA BRANCH (INC)	INSTITUTIONAL MEMBERSHIP CHILDREN'S BOOK COUNCIL OF AUSTRALIA WA BRANCH	1	75.00	
EFT47053	20/04/2023	CENTRAL MOBILE MECHANICAL REPAIRS	MITSUBISHI FUSO TIP TRUCK SERVICE	1		3,396.03
INV 0000435210	04/2023	CENTRAL MOBILE MECHANICAL REPAIRS	BLEED FUEL ON ROLLER INCLUDING TRAVEL TO SITE	1	978.45	

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INV 0000434710/04/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PICK UP MULTI ROLLER FROM GRASS VALLEY NORTH RD AND DROP OFF AT MALABAIN RD	1	709.50	
INV 0000435110/04/2023		CENTRAL MOBILE MECHANICAL REPAIRS	MITSUBISHI FUSO TIP TRUCK SERVICE	1	1,708.08	
EFT47054	20/04/2023	CENTRAL REGIONAL TAFE	TANYA TURNER ROCS1 COURSE	1		473.15
INV I0022119 03/04/2023		CENTRAL REGIONAL TAFE	TANYA TURNER ROCS1 COURSE	1	473.15	
EFT47055	20/04/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		1,475.94
INV DEDUCT11/04/2023		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		1,475.94	
EFT47056	20/04/2023	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS SHARPS DISPOSAL	1		593.39
INV 2169076 31/03/2023		CLEANAWAY DANIELS SERVICES PTY LTD	SHARPS DISPOSAL BAKERS HILL TOILETS	1	107.89	
INV 2169077 31/03/2023		CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS SHARPS DISPOSAL	1	161.83	
INV 2169078 31/03/2023		CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS SHARPS DISPOSAL	1	215.78	
INV 2169079 31/03/2023		CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS SHARPS DISPOSAL	1	107.89	
EFT47057	20/04/2023	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - MARCH 2023 - KILLARA / DEPOT / REC CENTRE / COMMUNITY SERVICES / ADMIN / BKB	1		2,234.68
INV 189	31/03/2023	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - MARCH 2023 - KILLARA / DEPOT / REC CENTRE / COMMUNITY SERVICES / ADMIN / BKB	1	2,234.68	
EFT47058	20/04/2023	COMBINED TYRES PTY LTD	ROLLER TYRE CALLOUT FEE	1		1,629.65
INV INV-329913/04/2023		COMBINED TYRES PTY LTD	ROLLER TYRE CALLOUT FEE	1	1,629.65	
EFT47059	20/04/2023	COUNTRY COMFORTSTYLENORTHAM	3 X VOYAGER OFFICE CHAIR IN BLACK FOR WUNDOWIE DEPOT	1		1,107.00
INV 19212	22/02/2023	COUNTRY COMFORTSTYLENORTHAM	3 X VOYAGER OFFICE CHAIR IN BLACK FOR WUNDOWIE DEPOT	1	1,107.00	
EFT47060	20/04/2023	COUNTRYWIDE GROUP	HUSQVARNA MOWER - SUPPLY AND REPLACE NEW DECK	1		1,000.00
INV ACC002004/04/2023		COUNTRYWIDE GROUP	HUSQVARNA MOWER - SUPPLY AND REPLACE NEW DECK	1	1,000.00	
EFT47061	20/04/2023	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	SUPPLY AND INSTALL OF 1800 HIGH CHAIN MESH AND BARBS.	1		17,483.12

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INV 249	21/03/2023	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	SUPPLY AND INSTALL OF 1800 HIGH CHAIN MESH AND BARBS.	1	9,262.00	
INV 249	21/03/2023	COUNTRYWIDE MAINTENANCE AND CLEANING SERVICE PTY LTD	SUPPLY AND INSTALL A NEW STEEL DOOR FRAME AND STEEL PA DOOR TO THE NEW PART OF THE BUSH FIRE SHED IN NORTHAM TOWN SITE	1	8,221.12	
EFT47062	20/04/2023	CTI LOGISTICS REGIONAL FREIGHT - CTI FREIGHT MANAGEMENT PL T/AS	CTI LOGISTICS REGIONAL FREIGHT	1		204.30
INV CISF546831/03/2023		CTI LOGISTICS REGIONAL FREIGHT - CTI FREIGHT MANAGEMENT PL T/AS	CTI LOGISTICS REGIONAL FREIGHT	1	204.30	
EFT47063	20/04/2023	DAMIAN'S PLUMBING	MAINTENANCE OF AERODROME AROC TOILETS	1		1,056.00
INV 8855	16/04/2023	DAMIAN'S PLUMBING	MAINTENANCE OF AERODROME AROC TOILETS	1	1,056.00	
EFT47064	20/04/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	NSTALL SOCCER GOALS AT BERT HAWKE OVAL AND ATTACH NETS	1		896.50
INV 1027	12/04/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	NSTALL SOCCER GOALS AT BERT HAWKE OVAL AND ATTACH NETS	1	896.50	
EFT47065	20/04/2023	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY LEVY RETURN; JANUARY 2023 - MARCH 2023	1		13,239.35
INV JJ140423 14/04/2023		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY LEVY RETURN; JANUARY 2023 - MARCH 2023	1	13,239.35	
EFT47066	20/04/2023	DMC CLEANING	CONTRACT C.202021-05 ADMIN BUILDING WEEKLY CLEAN 5 TIMES PER WEEK 2022-2023	1		8,979.11
INV SON211531/03/2023		DMC CLEANING	CONTRACT C.202021-05 ADMIN BUILDING WEEKLY CLEAN 5 TIMES PER WEEK 2022-2023	1	8,694.41	
INV SON211701/04/2023		DMC CLEANING	SHIRE ADMIN BUILDING PAPER PRODUCTS	1	174.70	
INV SON211601/04/2023		DMC CLEANING	POP UP SHOP. CLEAN EXTERNAL WINDOWS, COBWEBS UNDER VERANDAH TO SHOPFRONT.	1	110.00	
EFT47067	20/04/2023	DOROTHY DOBIE	REIMBURSEMENT OF POLICE CLEARANCE DOROTHY DOBIE (CSO-LICENSING OFFICER)	1		58.70
INV 9909F17C17/04/2023		DOROTHY DOBIE	REIMBURSEMENT OF POLICE CLEARANCE DOROTHY DOBIE (CSO-LICENSING OFFICER)	1	58.70	
EFT47068	20/04/2023	DUN DIRECT PTY LTD	FUEL CHARGES FOR MARCH 2023	1		32,682.83
INV MARCH 31/03/2023		DUN DIRECT PTY LTD	FUEL CHARGES FOR MARCH 2023	1	32,682.83	



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EFT47069	20/04/2023	E FIRE & SAFETY	MONTHLY ROUNTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA	1		422.40
INV 583133	28/03/2023	E FIRE & SAFETY	MONTHLY ROUNTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEM AT KILLARA	1	422.40	
EFT47070	20/04/2023	EASIFLEET	PAYROLL DEDUCTIONS	1		757.40
INV DEDUCT11/04/2023	20/04/2023	EASIFLEET	PAYROLL DEDUCTIONS		405.35	
INV DEDUCT11/04/2023	20/04/2023	EASIFLEET	PAYROLL DEDUCTIONS		352.05	
EFT47071	20/04/2023	ERIC BRICE	REFUND OF MULTIPLE DOG APPLICATION FEES NO LONGER AT RESIDENCE AND DOGS SEIZED	1		75.00
INV KW1304213/04/2023	20/04/2023	ERIC BRICE	REFUND OF MULTIPLE DOG APPLICATION FEES NO LONGER AT RESIDENCE AND DOGS SEIZED	1	75.00	
EFT47072	20/04/2023	FORMBYS LAWYERS	LICENCE AGREEMENT - OFFICE SPACE AT NORTHAM VISITOR CENTRE (WALGA)	1		627.00
INV 002447	30/03/2023	FORMBYS LAWYERS	LICENCE AGREEMENT - OFFICE SPACE AT NORTHAM VISITOR CENTRE (WALGA)	1	627.00	
EFT47073	20/04/2023	FREMANTLE PRESS INC	KATIE STEWART WOMBAT CANT SING BOOK	1		209.91
INV 0010807414/03/2023	20/04/2023	FREMANTLE PRESS INC	KATIE STEWART WOMBAT CANT SING BOOK	1	209.91	
EFT47074	20/04/2023	GRAFTON ELECTRICS	OLD SWIMMING POOL SITE. MAKE POWER SAFE AND DISCONNECT POWER IN DAMAGED WALLS.	1		330.00
INV 9396	30/04/2023	GRAFTON ELECTRICS	OLD SWIMMING POOL SITE. MAKE POWER SAFE AND DISCONNECT POWER IN DAMAGED WALLS.	1	330.00	
EFT47075	20/04/2023	HAVE A GO -CONCEPT MEDIA	HAVE A GO NEWS APRIL AVON VALLEY FEATURE 1/4 PAGE ADVERTISEMENT	1		2,027.72
INV 60293	11/04/2023	HAVE A GO -CONCEPT MEDIA	HAVE A GO NEWS APRIL AVON VALLEY FEATURE 1/4 PAGE ADVERTISEMENT	1	2,027.72	
EFT47076	20/04/2023	JAIME ELIZABETHHAWKINS	PAYMENT FOR PARKING AT WORK RELATED TRAINING WORKSHOP	1		21.48
INV JM2803228/03/2023	20/04/2023	JAIME ELIZABETHHAWKINS	PAYMENT FOR PARKING AT WORK RELATED TRAINING WORKSHOP	1	21.48	

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EFT47077	20/04/2023	KUNAL SARMA	STAFF REIMBURSEMENT FOR FRESHDESK SUPPORT DESK - PRO ANNUAL	1		852.84
INV FDAUD313/04/2023		KUNAL SARMA	STAFF REIMBURSEMENT FOR FRESHDESK SUPPORT DESK - PRO ANNUAL	1	852.84	
EFT47078	20/04/2023	LAKELANDS TRANSPORT SOLUTIONS PTY LTD	PICK UP MULTI ROLLER FROM NORTHAM DEPOT AND DROP OFF AT GRASS VALLEY NORTH RD 28/03/2023	1		481.25
INV INV-005930/03/2023		LAKELANDS TRANSPORT SOLUTIONS PTY LTD	PICK UP MULTI ROLLER FROM NORTHAM DEPOT AND DROP OFF AT GRASS VALLEY NORTH RD 28/03/2023	1	481.25	
EFT47079	20/04/2023	MARKET CREATIONS AGENCY	ONE OFF SET UP - READSPEAK IMPLEMENTATION	1		1,078.00
INV IX33-3	31/03/2023	MARKET CREATIONS AGENCY	ONE OFF SET UP - READSPEAK IMPLEMENTATION	1	1,078.00	
EFT47080	20/04/2023	MARKETFORCE	ADVERT FOR DISPOSAL OF PORTION LOT 1 WITHER STREET	1		461.79
INV 47247	27/03/2023	MARKETFORCE	ADVERT FOR DISPOSAL OF PORTION LOT 1 WITHER STREET	1	540.45	
INV 41271	03/04/2023	MARKETFORCE	ADVERTISEMENT OF DISPOSAL OF HANGAR 17 - WEST 18 FEBRUARY 2023	1	-25.10	
INV 41271	03/04/2023	MARKETFORCE	ADVERTISEMENT FOR NORTHAM CEMETERY MAINTENANCE - WEST AUSTRALIAN 28/01/2023	1	-35.21	
INV 41271	03/04/2023	MARKETFORCE	ADVERTISMENT FOR PUBLIC NOTICE - OLD QUARRY WASTE	1	-18.35	
EFT47081	20/04/2023	MILMAR DISTRIBUTORS	WHITE/YELLOW 76x76x11.5 PRINTER RECEIPT ROLLS	1		625.50
INV 0002899601/03/2023		MILMAR DISTRIBUTORS	WHITE/YELLOW 76x76x11.5 PRINTER RECEIPT ROLLS	1	625.50	
EFT47082	20/04/2023	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD FROM 20/03/2023-26/03/2023	1		7,801.20
INV N3130	03/04/2023	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD FROM 20/03/2023-26/03/2023	1	3,900.60	
INV N3131	03/04/2023	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING & GULLY EDUCATION SERVICES (CLEANING TOWN ROADS ) / FOOTPATH & VERGE SWEEPING OF CBD FROM 27/03/2023-02/04/2023	1	3,900.60	
EFT47083	20/04/2023	MORRIS PEST & WEED CONTROL	BAKERS HILL FIRE SHED. 6 MONTHLY RODENT CONTROL, REFILLING BAIT STATIONS.	1		1,927.02

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INV INV-284303/04/2023		MORRIS PEST & WEEDCONTROL	MORBY COTTAGE. REFILL RODENT BAIT STATIONS AND CHECK ENTRY HOLES FOR RATS.	1	324.50	
INV INV-285004/04/2023		MORRIS PEST & WEEDCONTROL	MEMORIAL HALL. INSPECT STAGE AREA FOR RODENT/PEST AS SOMETHING RUNNING AROUND, ALSO RE-DO BAITING STATIONS.	1	157.30	
INV INV-285204/04/2023		MORRIS PEST & WEED CONTROL	NORTHAM POUND. REFILL RODENT BAITING STATIONS.	1	148.50	
INV INV-285104/04/2023		MORRIS PEST & WEEDCONTROL	BILYA KOORT BOODJA. SERVICE RAT STATIONS AS MICE/RATS ARE GETTING INSIDE.	1	493.61	
INV INV-285311/04/2023		MORRIS PEST & WEEDCONTROL	BAKERS HILL FIRE SHED. 6 MONTHLY RODENT CONTROL, REFILLING BAIT STATIONS.	1	803.11	
EFT47084	20/04/2023	NORTH COAST DRAFTING SERVICES	REFUND OF APPLICATION FEES - OVERDUE PERMIT	1		110.00
INV 163708	20/03/2023	NORTH COAST DRAFTING SERVICES	REFUND OF APPLICATION FEES - OVERDUE PERMIT	1	110.00	
EFT47085	20/04/2023	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	N11084 - REPLACE FUEL FILTER	1		174.56
INV 141048	11/04/2023	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	N11084 - REPLACE FUEL FILTER	1	174.56	
EFT47086	20/04/2023	NORTHAM BALLOONING EVENTS INC	SHIRE OF NORTHAM CONTRIBUTION FOR JOINT PROMOTION OF BALLOONING BY BRIGHT COMMUNICATIONS	1		7,000.00
INV 009/23	31/03/2023	NORTHAM BALLOONING EVENTS INC	SHIRE OF NORTHAM CONTRIBUTION FOR JOINT PROMOTION OF BALLOONING BY BRIGHT COMMUNICATIONS	1	7,000.00	
EFT47087	20/04/2023	NORTHAM BOWLING CLUB INC	QUICK RESPONSE GRANT PAYMENT - LADIES CLASSIC LAWN BOWLS	1		550.00
INV 7476	18/04/2023	NORTHAM BOWLING CLUB INC	QUICK RESPONSE GRANT PAYMENT - LADIES CLASSIC LAWN BOWLS	1	550.00	
EFT47088	20/04/2023	NORTHAM DISTRICTS GLASS PTY LTD	REPAIR ROLLER MIRROR	1		25.00
INV INV-485513/04/2023		NORTHAM DISTRICTS GLASS PTY LTD	REPAIR ROLLER MIRROR	1	25.00	
EFT47089	20/04/2023	NORTHAM MOTORS PTY LTD	N11254 - 90,000KM SERVICE & TYRE ROTATION	1		665.00
INV 1429038	30/03/2023	NORTHAM MOTORS PTY LTD	N11254 - 90,000KM SERVICE & TYRE ROTATION	1	665.00	

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EFT47090	20/04/2023	NORTHAM TOWINGSERVICE	VEHICLE TOWING ABANDONED VEHICLE - CORNER HAWKE AND VINEYARD ROAD WUNDOWIE	1		418.00
INV 211855	19/10/2022	NORTHAM TOWINGSERVICE	UNLICENCED MITSUBISHI MIRAGE TO BE TOWED FROM VERGE NEAR 10 QUEEN STREET TO IMPOUND YARD	1	88.00	
INV 212281	23/03/2023	NORTHAM TOWING SERVICE	TOWING OF WHITE HOLDEN COMMODORE 1BOD 709 FROM SPRINGFIELD ROAD (NEAR 3 DOCTORS DRIVE NORTHAM TO IMPOUND YARD	1	88.00	
INV 212286	24/03/2023	NORTHAM TOWING SERVICE	VEHICLE TOWING ABANDONED VEHICLE - CORNER HAWKE AND VINEYARD ROAD WUNDOWIE	1	242.00	
EFT47091	20/04/2023	NYSSA LUGG	CLIENT MEDICATION REQUIRED	1		29.55
INV 1416417	16/04/2023	NYSSA LUGG	CLIENT MEDICATION REQUIRED	1	29.55	
EFT47092	20/04/2023	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE.	1		720.69
INV 59863	06/04/2023	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE.	1	720.69	
EFT47093	20/04/2023	OFFICEWORKS SUPERSTORES PTY LTD	JB CORK BOARD 1200X900 ALUMINIUM	1		289.05
INV 6067953829	03/2023	OFFICEWORKS SUPERSTORES PTY LTD	LIHIT LAB REPORT SPINE BLACK & KEJI WIRELESS KB + MSE COMBO	1	128.95	
INV 6069722611	04/2023	OFFICEWORKS SUPERSTORES PTY LTD	JB CORK BOARD 1200X900 ALUMINIUM	1	134.95	
INV 6069700311	04/2023	OFFICEWORKS SUPERSTORES PTY LTD	JB ADH GRD TAPE 6MMX20M BK	1	25.15	
EFT47094	20/04/2023	PAMELA SUE RICHES	HOT AIR BALLOON MAGNETS	1		145.00
INV 4	11/04/2023	PAMELA SUE RICHES	HOT AIR BALLOON MAGNETS	1	145.00	
EFT47095	20/04/2023	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2328504	1		399.48
INV 2328504	17/04/2023	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 182 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2328504	1	399.48	

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EFT47096	20/04/2023	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE LIBRARY. TIDY UP AND RE-RUN CCTV CABLE WORKS AS PER QUOTE.	1		825.00
INV 0000630904/04/2023		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE LIBRARY. TIDY UP AND RE-RUN CCTV CABLE WORKS AS PER QUOTE.	1	825.00	
EFT47097	20/04/2023	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES MARCH 2023	1		26.85
INV 399930 31/03/2023		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES MARCH 2023	1	26.85	
EFT47098	20/04/2023	PUMA - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR MARCH 2023	1		1,171.01
INV 100	31/03/2023	PUMA - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR MARCH 2023	1	1,171.01	
EFT47099	20/04/2023	QUALITY PUBLISHING AUSTRALIA	WAGB WESTERN AUSTRALIA GUIDE BOOK	1		53.71
INV 0004908423/02/2023		QUALITY PUBLISHING AUSTRALIA	WAGB WESTERN AUSTRALIA GUIDE BOOK	1	53.71	
EFT47100	20/04/2023	RENEE D'HERVILLE	PARKING AT STATE LIBRARY FOR GRANT WRITING TRAINING FRIDAY 31/03/2023.	1		17.16
INV LD11042 11/04/2023		RENEE D'HERVILLE	PARKING AT STATE LIBRARY FOR GRANT WRITING TRAINING FRIDAY 31/03/2023.	1	17.16	
EFT47101	20/04/2023	SHRED-X PTY LTD	REPLACEMENT SHREDDER BIN X2	1		90.25
INV 0197371328/02/2023		SHRED-X PTY LTD	REPLACEMENT SHREDDER BIN X2	1	77.25	
INV 0199391131/03/2023		SHRED-X PTY LTD	REPLACEMENT SHREDDER BIN X 2	1	13.00	
EFT47102	20/04/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	SUPPLY AND CONSTRUCT OPERATIONS DEPOT ADMINISTRATION BUILDING AS PER CONTRACT C.202021-19.	1		4,276.25
INV 2227	28/03/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	SUPPLY AND CONSTRUCT OPERATIONS DEPOT ADMINISTRATION BUILDING AS PER CONTRACT C.202021-19.	1	4,276.25	
EFT47103	20/04/2023	SUSAN BURLEY	REIMBURSEMENT FOR ECU, FOOD MICROBIOLOGY 101 COURSE, PAID FOR BY SUSAN BURLEY	1		1,200.00
INV 4251865617/04/2023		SUSAN BURLEY	REIMBURSEMENT FOR ECU, FOOD MICROBIOLOGY 101 COURSE, PAID FOR BY SUSAN BURLEY	1	1,200.00	
EFT47104	20/04/2023	SYNERGY	361669310 RECREATION PRECINCT - 01/03/2023 to 11/04/2023	1		19,354.44
INV 9152416403/04/2023		SYNERGY	915241640 AUXILLARY LIGHTING - 28/02/2023 to 27/03/2023	1	134.38	

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INV 2361098012/04/2023		SYNERGY	236109800 RAP PARK - 07/02/2023 to 06/04/2023		113.51	
INV 3577039912/04/2023		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 08/03/2023 to 11/04/2023		457.31	
INV 3577051113/04/2023		SYNERGY	357705110 RAILWAY MUSEUM - 09/02/2023 to 12/04/2023		441.82	
INV 3616693113/04/2023		SYNERGY	361669310 RECREATION PRECINCT - 01/03/2023 to 11/04/2023		18,207.42	
EFT47105	20/04/2023	T-QUIP	PN2003 FOOTPATH SWEEPER - HAP01471350 CABLE CM600 BROOM RETURN	1		504.45
INV 118734#213/04/2023		T-QUIP	PN2003 FOOTPATH SWEEPER - HAP01471350 CABLE CM600 BROOM RETURN	1	504.45	
EFT47106	20/04/2023	TELSTRA LIMITED	TELSTRA CHARGES - MARCH 2023 - COUNCILLORS IPADS / ADMIN / FINANCES / CISM / BUSHFIRES / RANGERS / CCTV / HEALTH / KILLARA / LANDFILL / PLANNING / WUNDOWIE POOL / NORTHAM LIBRARY / CREATE 298 / BKB / ENGINEERING / LANDFILL INTERNET / BUILDING / VC / REC CENTRE / SES	1		4,534.55
INV 2726009204/04/2023		TELSTRA LIMITED	TELSTRA CHARGES - MARCH 2023 - HARVEST BAN	1	443.88	
INV 2726008910/04/2023		TELSTRA LIMITED	TELSTRA CHARGES - MARCH 2023 - COUNCILLORS IPADS / ADMIN / FINANCES / CISM / BUSHFIRES / RANGERS / CCTV / HEALTH / KILLARA / LANDFILL / PLANNING / WUNDOWIE POOL / NORTHAM LIBRARY / CREATE 298 / BKB / ENGINEERING / LANDFILL INTERNET / BUILDING / VC / REC CENTRE / SES	1	2,934.72	
INV 2726009010/04/2023		TELSTRA LIMITED	TELSTRA CHARGES - MARCH 2023 - ADMIN / FINANCE / BKB / ENGINEERING / REC CENTRE	1	132.69	
INV 9026075017/04/2023		TELSTRA LIMITED	TELSTRA CHARGES - MARCH 2023 - ADMIN / FINANCE / ADMIN INTERNET / HARVEST BAN / LANDFILL / WUNDOWIE POOL / WUNDOWIE LIBRARY / CREATE 298 / ENGINEERING / LANDFILL / CISM / BUSHFIRES	1	1,023.26	
EFT47107	20/04/2023	TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - MARCH 2023 - ADMIN / FINANCE / BKB / CISM / CREATE 298 / ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM & WUNDOWIE LIBRARY / PLANNING / RANGERS / REC CENTRE / VC	1		5,467.93

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INV 1894187501/04/2023		TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - MARCH 2023 - ADMIN / FINANCE / BKB / CESM / CREATE 298 / ENGINEERING / HEALTH / BUILDING / KILLARA / NORTHAM & WUNDOWIE LIBRARY / PLANNING / RANGERS / REC CENTRE / VC	1	5,467.93	
EFT47108	20/04/2023	TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - MARCH 2023 - CREATE 298 / SES / BFB	1		705.52
INV 1894702901/04/2023		TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - MARCH 2023 - CREATE 298 / SES / BFB	1	705.52	
EFT47109	20/04/2023	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	470 TONNE OF 19MM MRD SPECS GRAVEL	1		31,159.59
INV INV-359831/03/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DRAINAGE STONE/GABION TO BE PICKED UP	1	391.05	
INV INV-359131/03/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	470 TONNE OF 19MM MRD SPECS GRAVEL	1	8,145.72	
INV INV-361631/03/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	470 TONNE OF 19MM MRD SPECS GRAVEL	1	9,282.22	
INV INV-362631/03/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	10 TONNE COLD MIX SUMMER GRADE TO BE DELIVERED TO NORTHAM SHIRE DEPOT	1	2,483.34	
INV INV-365031/03/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	50 TONNE OF DRAINAGE STONE	1	1,567.50	
INV INV-365531/03/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	470 TONNE OF 19MM MRD SPECS GRAVEL	1	9,289.76	
EFT47110	20/04/2023	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT APRIL 2023	1		50.00
INV 12	13/04/2023	TREVOR EASTWELL	DRIVING WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT APRIL 2023	1	50.00	
EFT47111	20/04/2023	VINCELEC	OLD GIRLS SCHOOL. INSTALL EXTERNAL LIGHT TO VERANDAH FACING OLD POST OFFICE.	1		383.08
INV IV1670 04/04/2023		VINCELEC	OLD GIRLS SCHOOL. INSTALL EXTERNAL LIGHT TO VERANDAH FACING OLD POST OFFICE.	1	383.08	
EFT47112	20/04/2023	WA CONTRACT RANGER SERVICES	MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 06/03/2023-2/04/2023	1		880.00
INV 0000460831/03/2023		WA CONTRACT RANGER SERVICES	MANAGMENT OF SHIRE OF NORTHAM DOG IMPOUND FACILITY 06/03/2023-2/04/2023	1	880.00	
EFT47113	20/04/2023	WARRICKS NEWSAGENCY	NEWS PAPERS FOR KILLARA FROM DEC 2022-MARCH 2023	1		142.00

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INV SN00017	30/03/2023	WARRICKS NEWSAGENCY	NEWS PAPERS FOR KILLARA FROM DEC 2022-MARCH 2023	1	142.00	
EFT47114	20/04/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1703 N.4346 - KOMATSU EXCAVATOR AIR CON SERVICE, REMOVE INTERIOR PANELS TO REVEAL EVAP CORE TO CLEAN OUT	1		2,629.50
INV INV-146512	01/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2012 - N11254 - REAR CAMERA ON POD NOT FUNCTIONING - PLEASE INVESTIGATE	1	414.00	
INV INV-151312	04/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1703 N.4346 - KOMATSU EXCAVATOR AIR CON SERVICE, REMOVE INTERIOR PANELS TO REVEAL EVAP CORE TO CLEAN OUT	1	1,683.00	
INV INV-151114	04/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPAIRS TO SCOREBOARD CONTROLLER	1	532.50	
EFT47115	20/04/2023	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. FORTNIGHT ENDING 24/03/2023	1		3,184.29
INV 0030145731	03/2023	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER C.201920-17. FORTNIGHT ENDING 24/03/2023	1	3,184.29	
EFT47116	20/04/2023	WHEATBELT OFFICE & BUSINESS MACHINES / COUNTRY COPIERS - GARDNER T/AS	SES C3530 PRINTER METER/SERVICE READING - 19/03/2023-01/04/2023	1		63.99
INV 215687	01/04/2023	WHEATBELT OFFICE & BUSINESS MACHINES / COUNTRY COPIERS - GARDNER T/AS	WUNDOWIE LIBRARY C3730 PRINTER METER/SERVICE READING - 19/03/2023-01/04/2023	1	17.95	
INV 215709	01/04/2023	WHEATBELT OFFICE & BUSINESS MACHINES / COUNTRY COPIERS - GARDNER T/AS	SES C3530 PRINTER METER/SERVICE READING - 19/03/2023-01/04/2023	1	46.04	
EFT47117	20/04/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	KILLARA CONSUMABLES -15/04/2023	1		1,438.54
INV TI-01A2101	03/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	KILLARA CONSUMABLES -15/04/2023		316.20	
INV TI-01A2108	03/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	KILLARA CONSUMABLES -15/04/2023		196.60	
INV TI-01A2115	03/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	KILLARA CONSUMABLES -15/04/2023		339.86	
INV TI-01A2120	03/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	KILLARA CONSUMABLES -15/04/2023		235.53	
INV TI-01A2122	03/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	ADMIN CONSUMABLES -15/04/2023		55.45	



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INV TI-01A2127/03/2023		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	KILLARA CONSUMABLES -15/04/2023		294.90	
EFT47118	27/04/2023	ABOUT BUNTING	15M WHITE & BLACK CHECKERED TRIANGULAR BUNTING (200MM X 255MM WITH 200MM SPACING) BAGGED	1		610.50
INV 0001120908/03/2023		ABOUT BUNTING	15M WHITE & BLACK CHECKERED TRIANGULAR BUNTING (200MM X 255MM WITH 200MM SPACING) BAGGED	1	610.50	
EFT47119	27/04/2023	ALLMARK & ASSOCIATES PTY LTD	NEW JOB SET UP AND FREIGHT - SETTING UP BADGE TEMPLATE	1		157.30
INV IN00382513/04/2023		ALLMARK & ASSOCIATES PTY LTD	NEW JOB SET UP AND FREIGHT - SETTING UP BADGE TEMPLATE	1	157.30	
EFT47120	27/04/2023	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	1		129.50
INV DEDUCT25/04/2023		AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS		129.50	
EFT47121	27/04/2023	AVON WASTE	MANAGEMENT OF OLD QUARRY ROAD LANFILL FACILITY	1		140,094.65
INV 0005572531/03/2023		AVON WASTE	30 EVENT BINS	1	530.00	
INV 0005572731/03/2023		AVON WASTE	MANAGEMENT OF OLD QUARRY ROAD LANFILL FACILITY	1	97,291.27	
INV 55778	07/04/2023	AVON WASTE	DOMESTIC RUBBISH (TOWN) PER FORTNIGHT	1	42,228.38	
INV 0005577918/04/2023		AVON WASTE	REPLACEMENT BIN LIDS	1	45.00	
EFT47122	27/04/2023	BAKERS HILL RURAL SUPPLIES & HARDWARE	PURCHASE OF BOLLARDS FOR THE WUNDOWIE RV PARK	1		937.50
INV 183961	17/04/2023	BAKERS HILL RURAL SUPPLIES & HARDWARE	PURCHASE OF BOLLARDS FOR THE WUNDOWIE RV PARK	1	937.50	
EFT47123	27/04/2023	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	FUEL REDUCTION A2300 83 O'DRISCOLL STREET BAKERS HILL	1		330.00
INV 996	10/04/2023	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	FUEL REDUCTION A2300 83 O'DRISCOLL STREET BAKERS HILL	1	330.00	
EFT47124	27/04/2023	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	DELIVERED 54 TONNE CRASHED ROCK/CRACKER DUST TO OLD QAURRY WASTE MANAGEMENT FACILITY	1		816.98
INV IQ39028	16/04/2023	BGC (AUSTRALIA) PTY LTD T/A BGC QUARRIES	DELIVERED 54 TONNE CRASHED ROCK/CRACKER DUST TO OLD QAURRY WASTE MANAGEMENT FACILITY	1	816.98	

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EFT47125	27/04/2023	BLACKWELL PLUMBING AND GAS PTY LTD	INSTAL WATER LINE AT HOCKEY FIELD	1		1,320.00
INV INV-281518/04/2023		BLACKWELL PLUMBING AND GAS PTY LTD	INSTAL WATER LINE AT HOCKEY FIELD	1	1,320.00	
EFT47126	27/04/2023	BOFFINS BOOKS	10X NOONGAR BUSH TUCKER BOOK	1		637.77
INV INV0178 05/04/2023		BOFFINS BOOKS	10X NOONGAR BUSH TUCKER BOOK	1	637.77	
EFT47127	27/04/2023	BUNNINGS BUILDING SUPPLIES P/L	SHOVEL	1		25.57
INV 2182/003 13/04/2023		BUNNINGS BUILDING SUPPLIES P/L	SHOVEL	1	18.98	
INV 2182/003 13/04/2023		BUNNINGS BUILDING SUPPLIES P/L	ROSE BLACK SPOT SPRAY	1	6.59	
EFT47128	27/04/2023	CANDICE PARKES	REIMBURSEMENT FOR PRODUCTS PURCHASED FOR MOTORSPORT FESTIVAL	1		97.30
INV IK21042321/04/2023		CANDICE PARKES	REIMBURSEMENT FOR PRODUCTS PURCHASED FOR MOTORSPORT FESTIVAL	1	97.30	
EFT47129	27/04/2023	CENTRAL SOUND & ENTERTAINMENT - KENNETH PRYER T/AS	NORTHAM MOTORSPORT FESTIVAL 2023-SUPPLY 2 X STAGE 1 RACING SIMULATORS LINKED TOGETHER RUNNING VR. 1XCREW MEMEBER TO OPERATE	1		1,650.00
INV 908	26/02/2023	CENTRAL SOUND & ENTERTAINMENT - KENNETH PRYER T/AS	NORTHAM MOTORSPORT FESTIVAL 2023-SUPPLY 2 X STAGE 1 RACING SIMULATORS LINKED TOGETHER RUNNING VR. 1XCREW MEMEBER TO OPERATE	1	1,650.00	
EFT47130	27/04/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	1		1,511.08
INV DEDUCT25/04/2023		CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS		1,511.08	
EFT47131	27/04/2023	COMBINED TYRES PTY LTD	REGO N254 - WATER TRUCK	1		2,617.56
INV INV-331518/04/2023		COMBINED TYRES PTY LTD	MAXXIS UR288 STEER/ALL POSITION N11142 - WUNDOWIE ISUZU TIPPER	1	858.00	
INV INV-331518/04/2023		COMBINED TYRES PTY LTD	MAXXIS ALL/PURPOSE UR279 INCLUDING DISPOSAL REGO N254 - WATER TRUCK	1	1,759.56	
EFT47132	27/04/2023	CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY ALARM MONITORING FROM 22/23	1		637.87
INV CINS314 17/04/2023		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY ALARM MONITORING FROM 22/23	1	637.87	

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EFT47133	27/04/2023	DAMIAN'S PLUMBING	EMERGENCY WORKS, JUNCTION FAILURE TO PUMP HEAD AT JUBILEE OVAL	1		1,149.50
INV 8874	17/04/2023	DAMIAN'S PLUMBING	EMERGENCY WORKS, JUNCTION FAILURE TO PUMP HEAD AT JUBILEE OVAL	1	929.50	
INV 8875	17/04/2023	DAMIAN'S PLUMBING	UNBLOCK TOILETS AT SKATE PARK	1	220.00	
EFT47134	27/04/2023	DRACO AIR PTY LTD	NORTHAM DEPOT. REPAIRS QUOTED FROM YEARLY SERVICE QUOTE 11117	1		724.79
INV 15588	20/04/2023	DRACO AIR PTY LTD	NORTHAM DEPOT. REPAIRS QUOTED FROM YEARLY SERVICE QUOTE 11117	1	724.79	
EFT47135	27/04/2023	EASIFLEET	PAYROLL DEDUCTIONS	1		757.40
INV DEDUCT25/04/2023		EASIFLEET	PAYROLL DEDUCTIONS		405.35	
INV DEDUCT25/04/2023		EASIFLEET	PAYROLL DEDUCTIONS		352.05	
EFT47136	27/04/2023	FIRE MITIGATIONSERVICES	START 31/03/2023 COMPLETED 05/04/2023 CLACKLINE TOWNSITE - INSTALL COMPLIANT FIREBREAKS - OLD TREATMENT ID 6242	1		54,755.80
INV 733	12/04/2023	FIRE MITIGATIONSERVICES	START 06/04/2023 COMPLETED 12/3/2023 195 & 199 GOOCH ROAD	1	30,627.30	
INV 736	20/04/2023	FIRE MITIGATION SERVICES	START 31/03/2023 COMPLETED 05/04/2023 CLACKLINE TOWNSITE - INSTALL COMPLIANT FIREBREAKS - OLD TREATMENT ID 6242	1		24,128.50
EFT47137	27/04/2023	FM SURVEYS	START 06/04/2023 COMPLETED 12/3/2023 195 & 199 GOOCH ROAD	1		1,804.00
INV 0002154918/04/2023		FM SURVEYS	START 13/04/2023 COMPLETED 19/04/2023 330 JENNAPULLIN ROAD	1	1,804.00	
EFT47138	27/04/2023	G.S. BEVERIDGE & L.P. NOTTLE	NORTHAM DEPOT REDEVELOPMENT SURVEY, EATHWORKS, PIPEWORKS & DRAINAGE	1		4,180.00
INV 409	19/04/2023	G.S. BEVERIDGE & L.P. NOTTLE	NORTHAM DEPOT REDEVELOPMENT SURVEY, EATHWORKS, PIPEWORKS & DRAINAGE	1	880.00	
			OLD POOL BUILDING. REMOVE ALL DAMAGED HARDIFLEX AND POTENTIAL ACM FROM KIOSK, CHANGEROOMS AND MAIN AREA AS PER QUOTE.			
			SWIMMING POOL HOUSE AND SURROUNDS. REPAIR ALL HOLES IN FENCE AN MAKE SAFE.			

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INV 408	19/04/2023	G.S. BEVERIDGE & L.P. NOTTLE	OLD POOL BUILDING. REMOVE ALL DAMAGED HARDIFLEX AND POTENTIAL ACM FROM KIOSK, CHANGEROOMS AND MAIN AREA AS PER QUOTE.	1	3,300.00	
EFT47139	27/04/2023	KATHY DAVIS	YARNING CIRCLE FOR CWA	1		300.00
INV 002	20/04/2023	KATHY DAVIS	YARNING CIRCLE FOR CWA	1	300.00	
EFT47140	27/04/2023	LAKELANDS TRANSPORT SOLUTIONS PTY LTD	PICK UP MULTI ROLLER FROM FOUNDRY PL AND DROP OFF AT CNR SWAMP RD & KOOJEDDA RD	1		385.00
INV INV-006319/04/2023	19/04/2023	LAKELANDS TRANSPORT SOLUTIONS PTY LTD	PICK UP MULTI ROLLER FROM FOUNDRY PL AND DROP OFF AT CNR SWAMP RD & KOOJEDDA RD	1	385.00	
EFT47141	27/04/2023	LEMON MYRTLE FRAGRANCES	STOCK FOR BKB SHOP	1		552.39
INV INV-201006/04/2023	19/04/2023	LEMON MYRTLE FRAGRANCES	STOCK FOR BKB SHOP	1	552.39	
EFT47142	27/04/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER 07/03/2023 -30/03/2023	1		5,260.20
INV INV -00713/04/2023	19/04/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER 07/03/2023 -30/03/2023	1	5,260.20	
EFT47143	27/04/2023	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 SWEEPING OF THE TOWN CENTRE FOOTPATHS / SWEEPING AND GULLY EDUCTION SERVICES FOR THE PERIOD 3RD APRIL 2023 TO 9TH APRIL 2023	1		7,801.20
INV N3133	17/04/2023	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 SWEEPING OF THE TOWN CENTRE FOOTPATHS / SWEEPING AND GULLY EDUCTION SERVICES FOR THE PERIOD 3RD APRIL 2023 TO 9TH APRIL 2023	1	3,900.60	
INV N 3134	17/04/2023	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	C.201819-12 SWEEPING OF THE TOWN CENTRE FOOTPATHS / SWEEPING AND GULLY EDUCTION SERVICES FOR THE PERIOD 10TH APRIL 2023 TO 16TH APRIL 2023	1	3,900.60	
EFT47144	27/04/2023	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR NAVTRAC SYSTEM FOR DEPOT - 15/04/2023 TO 14/05/2023	1		1,311.59
INV 9278284305/04/2023	19/04/2023	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR NAVTRAC SYSTEM FOR DEPOT - 05/04/2023 TO 04/05/2023	1	417.67	
INV 9278845315/04/2023	19/04/2023	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR NAVTRAC SYSTEM FOR DEPOT - 15/04/2023 TO 14/05/2023	1	893.92	

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EFT47145	27/04/2023	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING - J.FEHLAUER	1		100.00
INV 4773	18/04/2023	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING - J.FEHLAUER	1	100.00	
EFT47146	27/04/2023	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1		395.00
INV 0000478405/04/2023		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	66.00	
INV 0000478511/04/2023		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	44.00	
INV 0000479513/04/2023		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	44.00	
INV 0000479614/04/2023		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	22.00	
INV 0000480717/04/2023		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	44.00	
INV 0000480818/04/2023		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	25.00	
INV 0000480919/04/2023		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS	1	150.00	
EFT47147	27/04/2023	OXTER SERVICES	BURIAL DATE 08/03/2023 - NEW GRAVE FOR THE BURIAL OF WILLAM ALBERT HOWLETT	1		8,074.00
			BURIAL DATE 09/03/2023 - NEW GRAVE FOR THE BURIAL OF GERALD ARTHUR LAWRENCE			
			BURIAL DATE 13/03/2023 - NEW GRAVE FOR THE BURIAL OFGEOFFREY WILLIAM GRAVE CERTIFICATION			
INV 27025	09/03/2023	OXTER SERVICES	BURIAL DATE 08/03/2023 - NEW GRAVE FOR THE BURIAL OF WILLAM ALBERT HOWLETT	1	4,917.00	
			BURIAL DATE 09/03/2023 - NEW GRAVE FOR THE BURIAL OF GERALD ARTHUR LAWRENCE			
			BURIAL DATE 13/03/2023 - NEW GRAVE FOR THE BURIAL OFGEOFFREY WILLIAM GRAVE CERTIFICATION			
INV 27066	17/03/2023	OXTER SERVICES	BURIAL DATE 17/03/2023 - NEW GRAVE FOR THE BURIAL OF VERNON NEVILLE STACK	1	1,639.00	
INV 27154	04/04/2023	OXTER SERVICES	BURIAL DATE 4/04/2023 - REOPENING FOR THE BURIAL OF ANTONIA VAN OMME	1	1,518.00	
EFT47148	27/04/2023	QUBE LOGISTICS (WA) PTY LTD	DELIVERY OF TWO 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT	1		980.47
INV TS22312413/04/2023		QUBE LOGISTICS (WA) PTY LTD	DELIVERY OF TWO 920KG CHLORINE GAS TO WASTE WATER TREATMENT PLANT	1	980.47	

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EFT47149	27/04/2023	RED DOT STORE	BOXES AND LABELS FOR HOUSEBOUND RUN	1		159.87
INV 8497810	13/04/2023	RED DOT STORE	BOXES AND LABELS FOR HOUSEBOUND RUN	1	159.87	
EFT47150	27/04/2023	REGIONAL CONCRETE & LANDSCAPE	SUPPLY AND INSTALL WALKWAY PATH TO 4 SEATS INCLUDING EXCAVATION OF SOIL	1		3,894.00
INV 00391	17/04/2023	REGIONAL CONCRETE & LANDSCAPE	SUPPLY AND INSTALL WALKWAY PATH TO 4 SEATS INCLUDING EXCAVATION OF SOIL	1	3,894.00	
EFT47151	27/04/2023	RONLIEEH PTY LTD T/AS ALL PARTS WA	PLIER SET 3PC MULTIGRIP	1		88.42
INV SI-00009717/04/2023		RONLIEEH PTY LTD T/AS ALL PARTS WA	PLIER SET 3PC MULTIGRIP	1	88.42	
EFT47152	27/04/2023	SYNERGY	361669500 OXIDATION PONDS - 21/03/2023 to 17/04/2023	1		6,955.67
INV 2931107312/04/2023		SYNERGY	293110730 BILYA KOORT BOODJA - 08/03/2023 to 11/04/2023		760.56	
INV 3616695018/04/2023		SYNERGY	361669500 OXIDATION PONDS - 21/03/2023 to 17/04/2023		1,740.71	
INV 3575480819/04/2023		SYNERGY	357548080 DOG POUND COLEBATCH RD - 26/01/2023 to 24/03/2023		565.13	
INV 1365377420/04/2023		SYNERGY	136537740 AIRPORT - 16/03/2023 to 19/04/2023		1,316.46	
INV 8110294720/04/2023		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 16/03/2023 to 19/04/2023		1,031.39	
INV 3575496920/04/2023		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 16/03/2023 to 19/04/2023		1,182.53	
INV 3616702520/04/2023		SYNERGY	361670250 NORTHAM LIBRARY - 16/03/2023 to 19/04/2023		358.89	
EFT47153	27/04/2023	T-QUIP	PN2106 - PERUZZO 1800 MOWER, PEP07062520 ARM-LOCK X 2, INCLUDING FREIGHT AS PER QUOTE 21431 #26	1		35.00
INV 118862 #219/04/2023		T-QUIP	PN2106 - PERUZZO 1800 MOWER, PEP07062520 ARM-LOCK X 2, INCLUDING FREIGHT AS PER QUOTE 21431 #26	1	35.00	
EFT47154	27/04/2023	THE WATERSHED	DIAPHRAGM - BERMAD - D200 50MM/D150 40MM	1		448.50
INV 1023446113/04/2023		THE WATERSHED	DIAPHRAGM - BERMAD - D200 50MM/D150 40MM	1	448.50	
EFT47155	27/04/2023	TIMBER INSIGHT PTY LTD	PROVISION OF LEVEL 1 BRIDGE INSP	1		9,394.55
INV 0000441611/04/2023		TIMBER INSIGHT PTY LTD	PROVISION OF LEVEL 1 BRIDGE INSP	1	9,394.55	
EFT47156	27/04/2023	VALLEY HEIGHTS MUSIC - JEFFREY ALLEN T-AS	SINGING LESSONS AT BKB 01/04/2023 & 08/04/2023	1		500.00

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INV INV0516	10/04/2023	VALLEY HEIGHTS MUSIC - JEFFREY ALLEN T-AS	SINGING LESSONS AT BKB 01/04/2023 & 08/04/2023	1	500.00	
EFT47157	27/04/2023	VERNICE PTY LTD	SUPPLY AND DELIVER GRAVEL (LESS THAN 100MM DIAMETER) TO NORTHAM OLD QUARRY WASTE MANAGEMENT FACILITY.	1		5,838.07
INV 9179	07/03/2023	VERNICE PTY LTD	SUPPLY AND DELIVER GRAVEL (LESS THAN 100MM DIAMETER) TO NORTHAM OLD QUARRY WASTE MANAGEMENT FACILITY.	1	5,838.07	
EFT47158	27/04/2023	VINCELEC	AVON MALL. SUPPLY 4 X PLUG IN FLOOD LIGHTS AND SET UP BRACKETS FOR FIXING.	1		364.24
INV IV1678	18/04/2023	VINCELEC	AVON MALL. SUPPLY 4 X PLUG IN FLOOD LIGHTS AND SET UP BRACKETS FOR FIXING.	1	364.24	
EFT47159	27/04/2023	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT 01/03.2023 - 31.03.2023	1		660.00
INV 0000465120	04/2023	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT 01/03.2023 - 31.03.2023	1	660.00	
EFT47160	27/04/2023	WA RANGERS ASSOCIATIONINC	WARA BADGE POLO SHIRT, NAVY WITH YELLOW STRIPE 2XL	1		40.50
INV 70	03/04/2023	WA RANGERS ASSOCIATIONINC	WARA BADGE POLO SHIRT, NAVY WITH YELLOW STRIPE 2XL	1	40.50	
EFT47161	27/04/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 224 FIXED COMPONENT - NEW RECREATION CENTRE	1		118,000.54
INV 224	27/04/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 224 FIXED COMPONENT - NEW RECREATION CENTRE		49,460.86	
INV 225	27/04/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 225 FIXED COMPONENT - PURCHASE VICTORIA OVAL		40,467.97	
INV 227	27/04/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 227 INTEREST PAYMENT - NORTHAM YOUTH SPACE		28,071.71	
EFT47162	27/04/2023	WREN OIL	OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1		16.50
INV 149276	18/04/2023	WREN OIL	OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1	16.50	
EFT47163	27/04/2023	ZABRINA CANTATORE	PAYMENT TO ARTIST FOR ARTWORK SOLD ON THEIR BEHALF - KOOMAL KREATE CHEESE BOARD - INV 14	1		118.40
INV 14	17/04/2023	ZABRINA CANTATORE	PAYMENT TO ARTIST FOR ARTWORK SOLD ON THEIR BEHALF - KOOMAL KREATE CHEESE BOARD - INV 14	1	96.00	
INV 15	17/04/2023	ZABRINA CANTATORE	KOOMAL KREATE WOODEN SPOON SET	1	22.40	

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DD19078.1	03/04/2023	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT APRIL 2023	1		573.75
INV APRIL 2003/04/2023		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT APRIL 2023	1	573.75	
DD19107.1	12/04/2023	BANKWEST	ALEX ESPEY MASTERCARD 21/02/2023 TO 23/03/2023	1		9,160.66
INV J METCA12/04/2023		BANKWEST	JOANNE METCALF MASTERCARD 21/02/2023 TO 23/03/2023	1	1,279.58	
INV C YOUN 12/04/2023		BANKWEST	COLIN YOUNG MASTERCARD 21/02/2023 TO 23/03/2023	1	266.66	
INV C HUNT 12/04/2023		BANKWEST	CHADD HUNT MASTERCARD 21/02/2023 TO 23/03/2023	1	3,662.15	
INV J WHITE 12/04/2023		BANKWEST	JASON WHITEAKER MASTERCARD 21/02/2023 TO 23/03/2023	1	3,651.29	
INV A ESPEY12/04/2023		BANKWEST	ALEX ESPEY MASTERCARD 21/02/2023 TO 23/03/2023	1	300.98	
DD19110.1	11/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1		29,824.76
INV SUPER 11/04/2023		AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	25,339.09	
INV DEDUCT11/04/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	2,502.57	
INV DEDUCT11/04/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	41.82	
INV DEDUCT11/04/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	41.82	
INV DEDUCT11/04/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	1,600.00	
INV DEDUCT11/04/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	112.84	
INV DEDUCT11/04/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	68.74	
INV DEDUCT11/04/2023		AWARE SUPER	PAYROLL DEDUCTIONS	1	117.88	
DD19110.2	11/04/2023	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		503.25
INV SUPER 11/04/2023		COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	503.25	
DD19110.3	11/04/2023	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		642.25
INV SUPER 11/04/2023		HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	642.25	
DD19110.4	11/04/2023	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1		837.99



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INV SUPER	11/04/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	657.84	
INV DEDUCT	11/04/2023	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	180.15	
DD19110.5	11/04/2023	QSUPER	PAYROLL DEDUCTIONS	1		619.08
INV SUPER	11/04/2023	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	453.99	
INV DEDUCT	11/04/2023	QSUPER	PAYROLL DEDUCTIONS	1	165.09	
DD19110.6	11/04/2023	MEDIA SUPER	PAYROLL DEDUCTIONS	1		1,272.12
INV SUPER	11/04/2023	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	932.89	
INV DEDUCT	11/04/2023	MEDIA SUPER	PAYROLL DEDUCTIONS	1	339.23	
DD19110.7	11/04/2023	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		891.34
INV SUPER	11/04/2023	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	653.65	
INV DEDUCT	11/04/2023	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	237.69	
DD19110.8	11/04/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		261.10
INV SUPER	11/04/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	261.10	
DD19110.9	11/04/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1		367.50
INV SUPER	11/04/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1	367.50	
DD19149.1	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1		30,073.70
INV SUPER	25/04/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	25,419.68	
INV DEDUCT	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	2,516.67	
INV DEDUCT	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	34.24	
INV DEDUCT	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	34.24	
INV DEDUCT	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	1,600.00	
INV DEDUCT	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	104.91	
INV DEDUCT	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	177.36	
INV DEDUCT	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	68.87	

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INV DEDUCT	25/04/2023	AWARE SUPER	PAYROLL DEDUCTIONS	1	117.73	
DD19149.2	25/04/2023	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		503.25
INV SUPER	25/04/2023	COLONIAL FIRST STATE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	503.25	
DD19149.3	25/04/2023	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1		643.78
INV SUPER	25/04/2023	HESTA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	1	643.78	
DD19149.4	25/04/2023	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1		1,176.23
INV SUPER	25/04/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,027.03	
INV DEDUCT	25/04/2023	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	1	149.20	
DD19149.5	25/04/2023	QSUPER	PAYROLL DEDUCTIONS	1		619.08
INV SUPER	25/04/2023	QSUPER	SUPERANNUATION CONTRIBUTIONS	1	453.99	
INV DEDUCT	25/04/2023	QSUPER	PAYROLL DEDUCTIONS	1	165.09	
DD19149.6	25/04/2023	MEDIA SUPER	PAYROLL DEDUCTIONS	1		1,272.12
INV SUPER	25/04/2023	MEDIA SUPER	SUPERANNUATION CONTRIBUTIONS	1	932.89	
INV DEDUCT	25/04/2023	MEDIA SUPER	PAYROLL DEDUCTIONS	1	339.23	
DD19149.7	25/04/2023	YKC SUPERFUND	PAYROLL DEDUCTIONS	1		891.34
INV SUPER	25/04/2023	YKC SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	653.65	
INV DEDUCT	25/04/2023	YKC SUPERFUND	PAYROLL DEDUCTIONS	1	237.69	
DD19149.8	25/04/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1		261.10
INV SUPER	25/04/2023	MACQUARIE SUPER CONSOLIDATOR	SUPERANNUATION CONTRIBUTIONS	1	261.10	
DD19149.9	25/04/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1		367.50
INV SUPER	25/04/2023	CBUS	SUPERANNUATION CONTRIBUTIONS	1	367.50	
DD19110.10	11/04/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		152.99
INV SUPER	11/04/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	152.99	

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DD19110.11	11/04/2023	VANGUARD SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		106.92
INV SUPER	11/04/2023	VANGUARD SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	106.92	
DD19110.12	11/04/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		3,417.63
INV SUPER	11/04/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	3,064.74	
INV DEDUCT	11/04/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	252.89	
INV DEDUCT	11/04/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	100.00	
DD19110.13	11/04/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		321.99
INV SUPER	11/04/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	321.99	
DD19110.14	11/04/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1		656.70
INV DEDUCT	11/04/2023	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	175.12	
INV SUPER	11/04/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	481.58	
DD19110.15	11/04/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,387.46
INV DEDUCT	11/04/2023	UNISUPER	PAYROLL DEDUCTIONS	1	178.21	
INV DEDUCT	11/04/2023	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	11/04/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	749.25	
DD19110.16	11/04/2023	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		544.93
INV DEDUCT	11/04/2023	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	132.91	
INV SUPER	11/04/2023	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	412.02	
DD19110.17	11/04/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		1,151.28
INV SUPER	11/04/2023	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	933.96	
INV DEDUCT	11/04/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT	11/04/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	167.32	
DD19110.18	11/04/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		615.74

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INV SUPER	11/04/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	615.74	
DD19110.19	11/04/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		227.51
INV SUPER	11/04/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	227.51	
DD19110.20	11/04/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		466.97
INV SUPER	11/04/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	466.97	
DD19149.10	25/04/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1		151.01
INV SUPER	25/04/2023	MTAA SUPERFUND	SUPERANNUATION CONTRIBUTIONS	1	151.01	
DD19149.11	25/04/2023	VANGUARD SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1		49.35
INV SUPER	25/04/2023	VANGUARD SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	49.35	
DD19149.12	25/04/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1		3,326.33
INV SUPER	25/04/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	1	3,081.04	
INV DEDUCT	25/04/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	145.29	
INV DEDUCT	25/04/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	1	100.00	
DD19149.13	25/04/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		321.99
INV SUPER	25/04/2023	MERCER SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	321.99	
DD19149.14	25/04/2023	RETIREMENT PORTFOLIO SERVICE	SUPERANNUATION CONTRIBUTIONS	1		149.69
INV SUPER	25/04/2023	RETIREMENT PORTFOLIO SERVICE	SUPERANNUATION CONTRIBUTIONS	1	149.69	
DD19149.15	25/04/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1		656.70
INV DEDUCT	25/04/2023	ZURICH AUSTRALIA LIMITED	PAYROLL DEDUCTIONS	1	175.12	
INV SUPER	25/04/2023	ZURICH AUSTRALIA LIMITED	SUPERANNUATION CONTRIBUTIONS	1	481.58	
DD19149.16	25/04/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1		1,490.83
INV DEDUCT	25/04/2023	UNISUPER	PAYROLL DEDUCTIONS	1	171.43	

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INV DEDUCT	25/04/2023	UNISUPER	PAYROLL DEDUCTIONS	1	460.00	
INV SUPER	25/04/2023	UNISUPER	SUPERANNUATION CONTRIBUTIONS	1	859.40	
DD19149.17	25/04/2023	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		546.37
INV DEDUCT	25/04/2023	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	1	133.26	
INV SUPER	25/04/2023	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	413.11	
DD19149.18	25/04/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1		1,383.67
INV SUPER	25/04/2023	HOSTPLUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,119.05	
INV DEDUCT	25/04/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	50.00	
INV DEDUCT	25/04/2023	HOSTPLUS SUPER	PAYROLL DEDUCTIONS	1	214.62	
DD19149.19	25/04/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		595.02
INV SUPER	25/04/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	595.02	
DD19149.20	25/04/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1		247.42
INV SUPER	25/04/2023	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	1	247.42	
DD19149.21	25/04/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1		374.63
INV SUPER	25/04/2023	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	SUPERANNUATION CONTRIBUTIONS	1	374.63	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,171,624.34
<b>TOTAL</b>		<b>1,171,624.34</b>

**Payment dates 1<sup>ST</sup> April 2023 – 30<sup>th</sup> April 2023**

- Municipal Fund payment cheque numbers 35568 to 35573 Total \$44,675.37.

Electronic Funds Transfer

- Municipal Fund EFT46948 to EFT47163 Total \$1,027,843.94.
- Direct Debits Total \$99,105.03.

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

Month	Cheques 2022/2023	EFT Payments 2022/2023	Direct Debits 2022/2023	Payroll 2022/2023	Total Payments 2022/2023
July	\$ 35,158.28	\$ 1,922,165.42	\$ 92,241.22	\$ 450,983.16	\$ 2,500,548.08
August	\$ 49,755.57	\$ 1,862,348.43	\$ 96,210.39	\$ 456,701.51	\$ 2,465,015.90
September	\$ 20,008.62	\$ 1,849,919.23	\$ 100,596.70	\$ 719,541.42	\$ 2,690,065.97
October	\$ 27,379.34	\$ 1,879,280.09	\$ 99,709.19	\$ 493,924.90	\$ 2,500,293.52
November	\$ 28,185.68	\$ 2,153,587.29	\$ 97,145.92	\$ 526,791.12	\$ 2,805,710.01
December	\$ 59,627.70	\$ 2,127,298.89	\$ 105,047.33	\$ 519,667.53	\$ 2,811,641.45
January	\$ 72,199.65	\$ 1,402,773.56	\$ 99,993.29	\$ 517,940.53	\$ 2,092,907.03
February	\$ 44,706.25	\$ 1,775,425.15	\$ 47,888.67	\$ 532,957.08	\$ 2,400,977.15
March	\$ 99,140.70	\$ 1,607,455.61	\$ 93,601.35	\$ 762,132.18	\$ 2,562,329.84
April	\$ 44,675.37	\$ 1,027,843.94	\$ 99,105.03	\$ 508,119.76	\$ 1,679,744.10
May					\$ -
June					\$ -
<b>Total</b>	<b>\$ 480,837.16</b>	<b>\$ 17,608,097.61</b>	<b>\$ 931,539.09</b>	<b>\$ 5,488,759.19</b>	<b>\$ 24,509,233.05</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit DD19107.1 - \$9,160.66

Summary Credit Card Payments	\$	Total
<b>CEO</b>		
17/2/23 - DOME NORTHAM - CEO & PRESIDENTS MEETING	13.40	
22/2/23 - DOMINOS ESTORE NORTHAM - CATERING FOR STRATEGIC MEETING (COUNCIL)	151.83	
24/2/23 - MADEELA PTY LTD - LUNCH WITH RUSSELL PERCIVAL	68.00	

3/3/23 - DOME NORTHAM - MEETING WITH SHIRE PRESIDENT AND DEPUTY PRESIDENT	5.95
3/3/23 - DOME NORTHAM - MEETING WITH SHIRE PRESIDENT AND DEPUTY PRESIDENT	5.70
16/3/23 - DOME NORTHAM - MEETING WITH JO & JAIME	5.95
16/3/23 - JACLOC - EQUIPMENT FOR EVENTS	486.81
16/3/23 - DOMINOS ESTORE NORTHAM - CATERING FOR ELECTION VOTE COUNTING	204.88
16/3/23 - SP JB HI-FI ONLINE - EQUIPMENT FOR EVENTS	125.94
16/3/23 - SP VIVIDADS.COM.AU - EQUIPMENT FOR EVENTS	2451.75
16/3/23 - BP THE LAKES - FUEL	125.13
21/3/23 - DOME MUNDARING - MEETING WITH HR CONSULTANT (COMMS ROLE)	5.95
	<b>\$ 3,651.29</b>
<b>Executive Manager of Community Services</b>	
22/2/23 - EVENTBRITE - FACET HERITAGE TOURISM WORKSHOP	238.00
3/3/23 - FACEBOOK - BOOSTED POSTS	247.50
6/3/23 - FACEBOOK - BOOSTED POSTS	247.50
9/3/23 - FACEBOOK - BOOSTED POSTS	128.68
13/3/23 - FACEBOOK - BOOSTED POSTS	247.50
24/2/23 - DOME NORTHAM - EXEC MEETING NEW EMES	28.30
27/2/23 - DOME NORTHAM - DEPT OF COMMUNITIES MEETING	11.90
17/3/23 - NORTHAM POLICE STATION - ROAD CLOSURE FOR THE FLYING 50'S EVENT	130.20
	<b>\$ 1,279.58</b>
<b>Executive Manager of Corporate Services</b>	
10/3/23 - AMAYSIM MOBILE PTY LTD - LIBRARY LIFT PHONE DATA	10.00
14/3/23 - ADOBE ID CREATIVE CLOUD - MONTHLY FEES	225.96
17/3/23 - NORTHAM COUNTRY CLUB - DRINKS AT LUNCH FUNCTION	5.00
FOREIGN TRANSACTION FEE	25.70
	<b>\$ 266.66</b>

<b>Executive Manager of Development Services</b>		
27/2/23 - FIRE PROTECTION ASSOCIATION AUSTRALIA - BUSHFIRE ATTACK LEVEL SHORT COURSE (JEN ABBOTT)	3000.00	
13/3/23 - DEPARTMENT OF JUSTICE - PROSECUTION LODGEMENT - CAREY	166.30	
13/3/23 - DEPARTMENT OF JUSTICE - PROSECUTION LODGEMENT - KELLY	166.30	
13/3/23 - DEPARTMENT OF JUSTICE - PROSECUTION LODGEMENT - KELLY	166.30	
16/3/23 - DOT (SHIRE OF NORTHAM) - REGISTRATION FEE TO ALIGN WITH COMMON EXPIRY	17.25	
21/3/23 - ENVIRONMENTAL HEALTH - SEPTIC APPROVAL FEE FOR AIRPORT TOILETS	85.00	
21/3/23 - DOT (SHIRE OF NORTHAM) - PLATE CHANGE	61.00	
		<b>\$ 3,662.15</b>
<b>Executive Manager of Engineering Services</b>		
		<b>\$ -</b>
<b>Community Emergency Services Manager</b>		
21/2/23 - OFFICEWORKS - APPLE PENCIL & CONNECTOR	242.98	
7/3/23 - CELLABRATIONS - FCO & CAPTAINS FORUM	58.00	
		<b>\$ 300.98</b>
<b>Total Credit Card Expenditure</b>		<b>\$ 9,160.66</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 \$1,679,744.10 was submitted to the Ordinary Meeting of Council on Wednesday, 17 May 2023.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT



CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,679,744.10 was submitted to each member of the Council on Wednesday, 17 May 2023, 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

### 13.4.4 Financial Statement for the period ending 30 April 2023

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Codey Redmond (Senior Finance Officer)
<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 30 April 2023.

#### ATTACHMENTS

1. 10. Statement of Financial Activity - April 2023 [**13.4.4.1** - 15 pages]

#### 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 30 April 2023 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
- Investment Schedule

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 matter, please contact Council finance staff prior to the meeting.

Notes to the Financial Statements (Items in bold represent new notes)

### **Operating Revenue**

1. Operating grants down by 36% due timing. Of the 1,4million WANDRRA funding only \$ 72,724 has been received to date. All requested submissions have been made and we await feedback.

**2. Other revenue is down because POS Trust funds have not been transferred from trust to general funding, these are now due to be transferred as landscaping at the old pool site has only recently commenced.**

### **Operating Expenditure**

3. Other expenditure is over budget by \$212,758 mainly due to public works overheads allocations that are under budget due to timing.

### **Non-Operating Grants, Profit & Loss**

4. Non-Operating grants are over budget by 73% mainly due to timing. Received \$ 447,000 above yield to date budget for blackspot funding and \$676,255 above yield to date budget from Main Roads commodity route funding.

**5. Profit and Loss on Asset disposal is significantly down as lead times for obtaining replacement vehicles have been longer than expected. Procurement have ordered the budgeted vehicles in December 2022 we are waiting for appropriate replacement's before disposing of our current vehicle.**

## **B. CONSIDERATIONS**

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

Performance Area: Performance Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

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

The Financial Statements have been prepared in accordance with Council's 22/23 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 (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

#### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

Nil.

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4748

Moved: Cr M P Ryan

Seconded: Cr H J Appleton

That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 30 April 2023.

CARRIED 10/0



Shire of Northam

## SHIRE OF NORTHAM

### MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2023

#### TABLE OF CONTENTS

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Statement of Financial Activity	2 to 4
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Rating Information	13
Cash Flow Information	14
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SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2023

	NOTE	2022/23 Budget	Ytd Budget	2022/23 Ytd Actual	Variances Actuals to Budget	Variances Actuals to Budget
<b>OPERATING REVENUE</b>						
Rates		11,375,033	11,350,033	11,333,697	(16,336)	0%
Operating Grants Subsidies and Contributions	1	6,410,737	4,135,945	2,545,599	(1,590,346)	-38%
Fees and Charges		4,587,658	3,768,756	4,000,104	231,348	6%
Interest Earnings		325,000	269,154	249,661	(19,493)	-7%
Other Revenue	2	1,079,015	902,858	809,909	(92,949)	-10%
<b>TOTAL OPERATING REVENUE</b>		<b>23,777,443</b>	<b>20,426,746</b>	<b>18,938,970</b>	<b>(1,487,776)</b>	<b>-7%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(9,705,211)	(8,184,126)	(8,217,237)	(33,111)	0%
Materials and Contracts		(8,910,984)	(6,248,118)	(5,736,608)	511,510	-8%
Utility Charges		(1,167,337)	(924,964)	(951,966)	(27,002)	3%
Depreciation of Non Current Assets		(5,080,238)	(4,233,390)	(4,281,479)	(48,089)	1%
Interest Expenses		(253,065)	(242,778)	(260,596)	(17,818)	7%
Insurance Expenses		(556,858)	(555,148)	(558,370)	(3,222)	1%
Other Expenditure	3	(225,549)	(182,406)	(395,164)	(212,758)	117%
<b>TOTAL OPERATING EXPENSE</b>		<b>(25,899,242)</b>	<b>(20,570,930)</b>	<b>(20,401,418)</b>	<b>169,512</b>	<b>-1%</b>
Non Operating Grants Subsidies and Contributions	4	5,963,144	2,683,854	3,561,961	878,107	33%
Profit on Asset Disposals	5	57,262	53,305	0	(53,305)	-100%
Loss on Asset Disposals		(154,080)	(124,463)	(2,091)	122,372	-98%
<b>RESULTING FROM OPERATIONS</b>		<b>3,744,527</b>	<b>2,468,512</b>	<b>2,097,421</b>	<b>(371,091)</b>	<b>-15%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		96,818	2,091	2,091	(0)	
Depreciation on Assets		5,080,238	4,233,390	4,281,479	48,089	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(3,194,983)	(675,852)	(822,485)	(146,633)	
Purchase Plant and Equipment		(1,435,206)	(1,269,206)	0	1,269,206	
Purchase Furniture and Equipment		0	0	0	0	
Purchase Bush Fire Equipment		0	0	0	0	
Purchase Infrastructure Assets - Roads		(7,788,638)	(5,348,859)	(3,206,401)	2,142,458	
Purchase Infrastructure Assets - Bridges		(400,000)	0	0	0	
Purchase Infrastructure Assets - Footpaths		(259,628)	(259,628)	(1,684)	257,944	
Purchase Infrastructure Assets - Drainage		(2,032,117)	(1,806,503)	(207,778)	1,598,725	
Purchase Infrastructure Assets - Parks & Ovals		(2,331,234)	(1,254,394)	(107,367)	1,147,027	
Purchase Infrastructure Assets - Airfields		(182,748)	(125,000)	(77)	124,923	
Purchase Infrastructure Assets - Streetscape		(21,000)	(30,700)	(7,838)	22,862	
Purchase Infrastructure Assets - Other		(251,350)	(190,950)	(137,481)	53,469	
Proceeds from Disposal of Assets		392,000	13,000	10,909	(2,091)	
Repayment of Debentures		(407,957)	(358,103)	(358,103)	0	
Proceeds from New Debentures		2,700,000	0	0	0	
Self-Supporting Loan Principal Income		27,518	10,674	10,674	0	
Transfers to Restricted Assets (Reserves)		(340,054)	(68,605)	(68,605)	0	
Transfers from Restricted Asset (Reserves)		2,969,420	2,849,512	2,859,420	9,908	
ADD Net Current Assets July 1 B/Fwd		3,634,394	3,634,394	3,634,394	0	
LESS Net Current Assets Year to Date			1,823,773	7,740,365	5,916,592	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>238,203</b>	<b>238,203</b>	

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



**SHIRE OF NORTHAM  
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM  
FOR THE PERIOD ENDING 30 APRIL 2023**

<b>NOTE</b>	<b>22/23</b>		<b>22/23</b>	<b>Variances</b>	<b>Variances</b>
	<b>Budget</b>	<b>Ytd</b>			
<b>Operating</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Revenues</b>					
Governance	64,273	24,208	74,400	50,192	207.34%
General Purpose Funding Other	12,853,333	12,411,672	12,408,962	(2,710)	(0.02%)
Law, Order, Public Safety	2,145,072	1,026,437	856,470	(169,967)	(16.56%)
Health	61,000	54,880	32,081	(22,799)	(41.54%)
Education and Welfare	1,310,818	1,185,388	1,049,713	(135,675)	(11.45%)
Housing	51,877	51,890	40,622	(11,268)	(21.71%)
Community Amenities	3,056,990	2,709,644	2,703,837	(5,807)	(0.21%)
Recreation and Culture	1,881,933	672,476	558,989	(113,487)	(16.88%)
Transport	7,331,867	4,267,169	3,950,716	(316,453)	(7.42%)
Economic Services	827,236	606,661	620,764	14,103	2.32%
Other Property and Services	213,450	153,480	204,377	50,897	33.16%
<b>Total Operating Revenue</b>	<b>29,797,849</b>	<b>23,163,905</b>	<b>22,500,931</b>	<b>(662,974)</b>	<b>(2.86%)</b>
<b>Expenses</b>					
Governance	(2,286,188)	(1,236,885)	(1,083,852)	153,033	12.37%
General Purpose Funding	(351,096)	(247,533)	(185,838)	61,695	24.92%
Law, Order, Public Safety	(2,473,548)	(2,068,743)	(1,858,953)	209,790	10.14%
Health	(385,849)	(327,484)	(373,966)	(46,482)	(14.19%)
Education and Welfare	(1,371,049)	(1,152,186)	(1,040,886)	111,300	9.66%
Housing	(72,696)	(59,943)	(53,354)	6,589	10.99%
Community Amenities	(4,199,132)	(3,153,370)	(3,243,915)	(90,545)	(2.87%)
Recreation & Culture	(5,362,630)	(4,565,252)	(4,419,381)	145,871	3.20%
Transport	(6,616,845)	(5,521,471)	(5,221,548)	299,923	5.43%
Economic Services	(2,813,820)	(2,302,367)	(2,205,377)	96,990	4.21%
Other Property and Services	(120,469)	(60,159)	(716,440)	(656,281)	(1090.91%)
<b>Total Operating Expenses</b>	<b>(26,053,322)</b>	<b>(20,695,393)</b>	<b>(20,403,509)</b>	<b>291,884</b>	<b>1.41%</b>
<b>NET RESULT</b>	<b>3,744,527</b>	<b>2,468,512</b>	<b>2,097,421</b>	<b>-371,091</b>	<b>-1%</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 30 APRIL 2023

2. BALANCE SHEET

	22/23 YTD Actual \$	21/22 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	9,682,969	6,279,186
Receivables	2,942,186	3,120,591
Inventories & Other Assets	0	3,966,026
<b>TOTAL CURRENT ASSETS</b>	<b>12,625,155</b>	<b>13,365,803</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	608,173	608,173
Inventories	0	0
Land and Buildings	58,599,232	57,470,181
Property, Plant and Equipment	6,174,432	7,447,579
Infrastructure	171,399,573	170,833,866
Financial & Other Assets	282,557	282,557
<b>TOTAL NON-CURRENT ASSETS</b>	<b>237,063,967</b>	<b>236,642,356</b>
<b>TOTAL ASSETS</b>	<b>249,689,122</b>	<b>250,008,159</b>
<b>CURRENT LIABILITIES</b>		
Payables	1,639,846	3,709,447
Interest-bearing Liabilities	21,937	368,947
Provisions	1,312,900	1,312,900
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,974,683</b>	<b>5,391,294</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	5,370,931	5,370,931
Provisions	151,151	151,151
Payables	159,546	159,546
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>5,681,628</b>	<b>5,681,628</b>
<b>TOTAL LIABILITIES</b>	<b>8,656,311</b>	<b>11,072,922</b>
<b>NET ASSETS</b>	<b>241,032,662</b>	<b>238,935,237</b>
<b>EQUITY</b>		
Retained Surplus	114,773,131	112,442,650
Reserves - Cash Backed	5,635,714	5,868,771
Reserves - Asset Revaluation	120,623,817	120,623,816
<b>TOTAL EQUITY</b>	<b>241,032,662</b>	<b>238,935,237</b>





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2023

3. ACQUISITION OF ASSETS	22/23 Revised Budget \$	22/23 Ytd Actual \$
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>		
Admin Building Minor Works	6,500	0
<b>Law, Order &amp; Public Safety</b>		
CESM Vehicle PN1711 C/fwd	75,000	0
CBFO Vehicle	40,000	0
BFRO Vehicle	51,000	0
Inkpen Extension C/fwd	140,000	0
New Single Fireshed Wundowie C/fwd	53,510	0
Wundowie Fireshed	443,000	0
Fire Other Infrastructure	54,655	0
Building Animal Control Stock Yards C/fwd	18,000	18,734
Upgrade Stock Pound	38,500	2,890
Driveway and air conditioner Pound	8,700	4,570
SES Shed Extension - Bays & Garrison Fencing C/fwd	119,597	73,392
<b>Education &amp; Welfare</b>		
Replacement Vehicles ( 2 Hyundai's)	67,000	0
Killara Solar Lights	3,800	956
Daycare Building Upgrade	12,500	1,340
Upgrade Kitchen Memorial Hall cfwd	61,800	61,699
Structural Repairs Memorial Hall cfwd	20,000	3,000
CCTV upgrade Memorial Hall	15,000	0
Memorial Hall Gutters	1,500	0
<b>Housing</b>		
Restoration Pool House	110,000	0
<b>Community Amenities</b>		
Old Quarry Drainage cfwd	28,400	7,655
Transfer Station Tip Shop cfwd	151,050	121,216
Area Drainage Upgrade/ Renewal	128,669	0
CBD Improvements	14,000	7,838
Community Group RAC Discovering Rail Line	7,000	0
Leach Drain Hoopers Park Toilets	6,500	6,145

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2023

3. ACQUISITION OF ASSETS (Continued)	Note	22/23	22/23
		Revised Budget \$	Ytd Actual \$
<b>By Program (Continued)</b>			
<b>Recreation &amp; Culture</b>			
Update LED Lights Clackline Hall		4,500	4,250
Sand and Seal floor Wundowie Hall		16,500	0
Upgrade Grass Valley Hall Kitchen		14,000	3,135
Fence Ceiling repairs Northam Hall		10,800	6,390
Change Unisex Toilet Locks and Door Vents NAF		4,500	0
Wundowie Pool Bowl Repainting cfwd		10,000	0
Repaint and Remove Rust of Fence NAF		1,500	1,150
Install Garrison Fencing Northam Rec Centre		18,000	20,100
Install Handrail Entrance Northam Rec Centre		5,000	0
Convert Existing Fire Doors Rec Centre		5,000	4,364
Bert Hawke Pavillion Including kitchen cfwd		1,500	1,500
Lighting to Ramp Northam rec Centre		1,800	1,500
External Lights Northam Rec Centre		1,800	1,600
Repaint Benches Entry Posts Northam Rec Centre		3,500	1,525
Replace Court Lights LED, Northam Rec Centre		25,000	0
Upgrade CCTV Northam Rec Centre		19,000	0
POS Playground Improvements		0	89
Landscaping/demolition Old Pool site cfwd		459,800	8,095
Improvements Dr Dunlop Park cfwd		27,000	740
Council Plan Action 3.2.7 Infrastructure B/Hill Precinct		30,000	0
Recreation Precinct Upgrades		52,600	32,113
Council Plan Action 3.2.8 Bert Hawke Oval/ Hockey Ground Improvements		50,000	0
RV Friendly Bakers Hill cfwd		95,000	0
Overnight Caravan Stay Dump point cfwd		13,500	0
Council Plan Action 3.2.11 Henry Street Oval Improvements		75,000	0
Council Plan Action 3.2.12 Portable Grandstands		80,000	0
Shade Structures Bakers Hill cfwd		50,000	50,540
Council Plan Action 8.3.4 Clackline Playground		40,000	0
Track Enhancements Northam Motor Festival		475,000	0
Northam BMX Redevelopment		223,734	0
Council Plan Action 9.1.8 Electric Charging Stations (Carpark)		220,000	15,790
Council Plan Action 9.2.8 Improved Tracks & Trails		50,000	0
Council Plan Action 10.4.3 Overnight RV, Northam & B/Hill		245,000	0
Wundowie Oval Scheme Water Conversion		127,600	0
Upgrade CCTV Library		13,500	0
Old Girls School, Install Bird Mesh to Eaves		5,100	4,500
AVVVA - Roof Repairs		14,000	10,872
Old Railway Station platform C/fwd		120,000	1,984
Old Railway Station extra platform lights C/fwd		2,500	0
Street Bin Replacement		13,200	0

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2023

3 ACQUISITION OF ASSETS (Continued)	Note	22/23	22/23
		Revised Budget	Ytd Actual
<b>Transport</b>			
Northam Depot Redesign cfwd		1,608,521	558,793
Wundowie Depot Safety Handrails		6,000	0
Mudalla Way 0-100		29,150	0
Chidlow Street West SLK 2390-2690		77,110	0
East Street SLK 410-510		27,159	0
Peel Terrace SLK 150-210		26,658	0
Beavis Place SLK 0-90		11,946	1,684
Forrest Street SLK 730-980		62,167	0
Wellington Street SLK 190-270		25,438	0
Drainage - Rural Upgrade		234,448	30,528
Drainage - Rural Renewal		234,000	57,040
Drainage AGRN 962		1,300,000	7,996
Jennapullin Road 1.3-2.05		94,000	80,192
Jennapullin Road 2.58-3.19		222,220	300
Southern Brook Road Slk 19.33-20.36		201,800	104,263
Jennapullin Road 5.05-6.19		378,276	364
Grass Valley South Road Slk 0-1.1		0	0
Dring Street Slk 0.16-0.18		1,400	2,086
Croke Avenue 0-0.66		67,767	67,040
Leeder Road Slk 0-1.92		140,800	0
Linley Valley Road Slk 0-0.81		335,500	0
Robinson Road SLK 0.02-0.75		282,000	293,896
Wellington Street Slk 2.46-2.72		220,000	232,006
Capitalised Maintenance		37,700	0
Leschenaultia Road 0-350		32,008	33,051
Harvey Road 0-470		62,200	62,201
Beavis Place 0.0-1.03		90,000	0
Forrest Street 0.0-1.03		390,000	0
Southern Brook Road 16330-17300		197,000	196,877
Centrelink Bay		22,250	0
Charles Street 510-1070		3,450	5,308
Kurringal Road Slk 0-550 cfwd		93,100	95,890
Springfield Road Slk 0-120 cfwd		7,950	3,933
Henry Street Slk 0 - 190		143,686	1,980
Henry Street Oval Wall		17,000	0
Parker Street Slk 0-0.65		46,000	0
Cox Street Slk 0-0.23		5,524	-10,571
Forward Street Slk 0-0.22		10,600	0
Clarke Street 0-1		132,480	122,987
Mokine Road 0.0-1.92		209,000	0
Fitzgerald Street 2-2.74		307,400	0
BS Spencers Brook Road SLK 0-23.63		1,447,589	1,408,787
BS Forrest Street Slk 0.21-1.03		203,640	187,662
BS Mitchell Avenue Slk 0.21-3.4		250	5,257
Grass Valley North Road 9.80-10.52		322,510	171,418
DFRRA AGRN 962		1,381,637	0
Tamma Road		122,100	106,535
Kerb Renewal		109,238	9,005
Culvert Renewal		450,238	25,936
Lyon Street St 0-600 (3677)		8,383	0
Markey St 0-110 (3900)		8,942	0
N.002 volvo G930 2014 Grader		382,000	0
PN 1407 MIT Ute		29,250	0
John Deere Tractor 2015 (N11063)		77,818	0
Traffic Light Bartco 2 OF 2 1TRA501		14,750	0
Traffic Light Bartco 2 OF 2 1TRA502		14,750	0
John Deere Z-track Ride on Mower-Z997		42,264	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)		100,000	0
Mitsubishi Triton Single Cab Ute N11469 Manual		34,000	0
Nissan Navara Ute N11164 T/TOP 2015		34,000	0
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L		45,000	0
PN0001 Tandem Trailer for Dynapac Roller		6,000	0
Tandem Trailer cfwd		15,250	0
PN1009A 2 Way Pig Trailer		82,690	0
PN1515 Mitsubishi 2 Way Tipper Truck		241,435	0
Variable Message Board - Insurance Claim		24,499	0
Float Trailer		58,500	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2023

3. ACQUISITION OF ASSETS (Continued)	Note	22/23	22/23
		Revised Budget \$	Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Lot Development		32,748	77
New toilet block		150,000	0
<b>Economic Services</b>			
Replace Gutters Old Post Office		16,800	16,800
Replace External Lights, LED		5,500	3,454
Old Northam Fire Station, Wall Panelling		3,400	5,500
Old Northam Fire Station Kitchen		5,000	0
Old Northam Fire Station, Drainage and Motar Repairs		30,000	0
Rivers Edge Café, New Canvas and Painting		11,400	10,552
Water Use Study		93,000	56,107
Water Study Wundowie		17,000	56,107
Bakers Hill Water Project easement cfwd		25,000	0
BKB Building Phase 2 Interpretive incl fire pit		156,000	400
Bridge Expenditure (Old York Road)		400,000	0
		<u>17,896,904</u>	<u>4,491,112</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2023

3. ACQUISITION OF ASSETS (Continued)	Note	22/23	22/23
		Revised Budget \$	Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		3,194,983	822,485
Plant and Equipment		1,435,206	0
Furniture and Equipment		0	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		7,788,638	3,206,401
Infrastructure Assets - Footpaths		259,628	1,684
Infrastructure Assets - Bridges & Culverts		400,000	0
Infrastructure Assets - Drainage		2,032,117	207,778
Infrastructure Assets - Parks & Ovals		2,331,234	107,367
Infrastructure Assets - Airfields		182,748	77
Infrastructure Assets - Streetscape		21,000	7,838
Infrastructure Assets - Other		251,350	137,481
		<u>17,896,904</u>	<u>4,491,112</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2023

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)	
	22/23 Budget \$	692845 Actual \$	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$
<b>Law Order &amp; Public Safety</b>						0
CESM Vehicle PN1711	18,500	0	24,500	0	6,000	0
Toyota Hilux Duel Cab Ute CBFBO	10,000	0	25,000	0	15,000	0
<b>Welfare</b>						0
Hyundai VF2 I40 2.O Auto Wagon	15,000	0	12,000	0	(3,000)	0
<b>Transport</b>						0
N.002 volvo G930 2014 Grader	139,845	0	80,000	0	(59,845)	0
John Deere Tractor 2015 (N11063)	27,342	0	40,000	0	12,658	0
Traffic Light Bartco 2 OF 2 1TRA501	6,771	0	1,000	0	(5,771)	0
Traffic Light Bartco 2 OF 2 1TRA502	6,771	0	1,000	0	(5,771)	0
John Deere Z-track Ride on Mower-Z997	10,960	0	1,500	0	(9,460)	0
EWP -Haulotte HTA 13P BILJAX Trailer Mount 2016	20,210	0	10,000	0	(10,210)	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)	39,617	0	50,000	0	(29,617)	0
Instant Weighing Compuload 4000 Digital Scales	3,000	0	3,000	0	0	0
Mitsubishi Triton Single Cab Ute N11469 Manual	10,000	0	15,000	0	5,000	0
Nissan Navara Ute N11164 T/TOP 2015	10,000	0	12,000	0	2,000	0
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L	28,233	0	23,000	0	(5,233)	0
PN590 Trailer - TM C/fwd	5,500	0	1,000	0	(4,500)	0
PN1009A N5477 two way pig trailer C/fwd	28,673	0	8,000	0	(20,673)	0
PN1515 Mitsi 2way Tip Truck C/fwd	68,396	0	85,000	0	16,604	0
PN1407 - Mazda bt50	0	13000		10,909.09		(2,090.91)
Graffiti Sprayer Trailer	0					
	448,818	13,000	392,000	10,909	(96,818)	(2,091)

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$	22/23 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
CESM Vehicle PN1711	18,500	0	24,500	0	6,000	0
Toyota Hilux Duel Cab Ute CBFBO	10,000	0	25,000	0	15,000	0
Hyundai VF2 I40 2.O Auto Wagon	15,000	0	12,000	0	(3,000)	0
N.002 volvo G930 2014 Grader	139,845	0	80,000	0	(59,845)	0
John Deere Tractor 2015 (N11063)	27,342	0	40,000	0	12,658	0
Traffic Light Bartco 2 OF 2 1TRA501	6,771	0	1,000	0	(5,771)	0
Traffic Light Bartco 2 OF 2 1TRA502	6,771	0	1,000	0	(5,771)	0
John Deere Z-track Ride on Mower-Z997	10,960	0	1,500	0	(9,460)	0
EWP -Haulotte HTA 13P BILJAX Trailer Mount 2016	20,210	0	10,000	0	(10,210)	0
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003)	39,617	0	50,000	0	(29,617)	0
Instant Weighing Compuload 4000 Digital Scales	3,000	0	3,000	0	0	0
Mitsubishi Triton Single Cab Ute N11469	10,000	0	15,000	0	5,000	0
Nissan Navara Ute N11164 T/TOP 2015	10,000	0	12,000	0	2,000	0
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L	28,233	0	23,000	0	(5,233)	0
PN590 Trailer - TM C/fwd	5,500	0	1,000	0	(4,500)	0
PN1009A N5477 two way pig trailer C/fwd	28,673	0	8,000	0	(20,673)	0
PN1515 Mitsi 2way Tip Truck C/fwd	68,396	0	85,000	0	16,604	0
PN14007 - Mazda bt50	0	13000		10,909		(2,090.91)
	448,818	13,000	392,000	10,909	(96,818)	(2,091)

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

22/23 Budget \$	Ytd Actual \$
57,262	0
(154,080)	(2,091)
(96,818)	(2,091)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2023

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-22	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		22/23 Budget \$	22/23 Ytd Actual \$	22/23 Budget \$	22/23 Ytd Actual \$	22/23 Budget \$	22/23 Ytd Actual \$	22/23 Budget \$	22/23 Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 219A - Northam Bowling Club **	3.18%	102,413	0	21,518	10,674	80,895	91,739	3,877	3,142
Loan 224 - Recreation Facilities	6.48%	666,660	0	56,625	56,625	610,035	610,035	46,964	88,360
Loan 227 - Youth Space	2.26%	361,611	0	48,242	48,242	313,369	313,369	10,432	12,387
Loan 228 - Swimming Pool	1.88%	4,025,187	0	196,233	196,233	3,828,954	3,828,954	102,932	84,412
COVID-19 Response Depot	4.90%	0	1,700,000	39,010	0	1,660,990	0	50,436	0
COVID-19 Response Initiative	4.70%	0	1,000,000	0	0	1,000,000	0	0	0
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	545,449	0	46,329	46,329	499,120	499,120	38,424	72,295
		5,701,320	2,700,000	407,957	358,103	7,993,363	5,343,217	253,065	260,596

**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 30 APRIL 2023

	22/23 Budget					22/23 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Employee Liability Reserve	825,439	18,714	-	(47,278)	<b>796,875</b>	825,439	17,752		(47,278)	<b>795,913</b>
Office Equipment Reserve	100,000	2,268	-		<b>102,268</b>	100,000	2,281			<b>102,281</b>
Plant & Equipment Reserve	119,215	2,702	-	-	<b>121,917</b>	119,215	2,719			<b>121,934</b>
Road & Bridgeworks Reserve	200,000	4,534	-		<b>204,534</b>	200,000	4,562			<b>204,562</b>
Refuse Site Reserve	327,443	7,360	161,000	-	<b>495,803</b>	327,443	7,406			<b>334,849</b>
Speedway Reserve	150,579	3,414	-		<b>153,993</b>	150,579	3,434			<b>154,013</b>
Community Bus Replacement Reserve	100,100	2,269	-		<b>102,369</b>	100,100	2,281			<b>102,381</b>
Septage Pond Reserve	282,908	6,414	21,794	(110,000)	<b>201,116</b>	282,908	6,454			<b>289,362</b>
Killara Reserve	444,889	10,086	-	(54,384)	<b>400,591</b>	444,889	8,908		(54,384)	<b>399,413</b>
Recreation and Community Facilities Reserve	143,009	3,242	82,260	(200,000)	<b>28,511</b>	143,009	3,189			<b>146,198</b>
Council Buildings & Amenities Reserve	278,478	6,313	-		<b>284,791</b>	278,478	1,792		(200,000)	<b>80,270</b>
Parking Facilities Construction Reserve	100,000	2,267	-		<b>102,267</b>	100,000	2,281			<b>102,281</b>
Reticulation Scheme Reserve	236,299	5,357	-		<b>241,656</b>	236,299	5,390			<b>241,689</b>
Revaluation Reserve	2,654	60	-	-	<b>2,714</b>	2,654	60			<b>2,714</b>
Unspent Grants Reserve	2,557,758	-	-	(2,557,758)	<b>-</b>	2,557,758	98		(2,557,758)	<b>98</b>
<b>Total Cash Backed Reserves</b>	<b>5,868,771</b>	<b>75,000</b>	<b>265,054</b>	<b>(2,969,420)</b>	<b>3,239,405</b>	<b>5,868,771</b>	<b>68,605</b>	<b>-</b>	<b>(2,859,420)</b>	<b>3,077,956</b>
<b>Total Interest &amp; Transfers</b>				<b>340,054</b>						

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

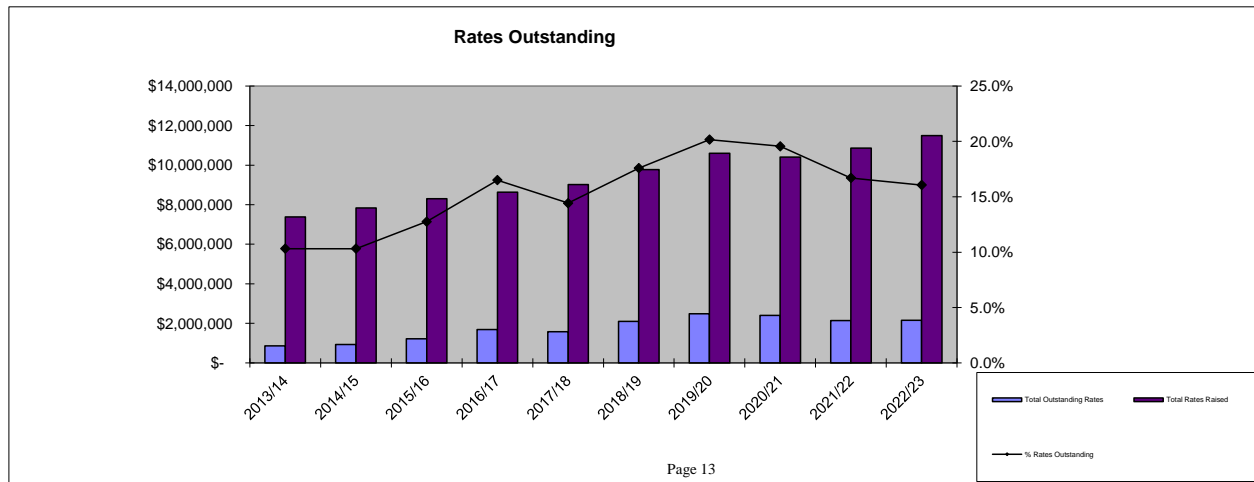
FOR THE PERIOD ENDING 30 APRIL 2023

	22/23 Budget	22/23 Ytd Actual	21/22 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	6,605,013	4,070,024
Cash - Restricted Reserves	3,239,405	3,077,956	5,868,771
Self Supporting Loan	21,518	10,844	27,519
Receivables	2,778,816	310,519	536,337
Rates - Current	0	2,628,982	2,433,612
Pensioners Rates Rebate	0	36,591	0
Provision for Doubtful Debts	0	(111,092)	(111,092)
GST Receivables	0	66,341	261,735
Inventories	1,000	0	0
	<u>6,240,739</u>	<u>12,625,154</u>	<u>13,086,905</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(4,148,209)	(290,578)	(1,457,792)
Rates Income in Advance	0	(302,567)	(390,171)
GST Payable	0	(45,177)	(81,725)
Accrued Salaries & Wages	0	0	(143,994)
Accrued Interest on Debentures	0	(119,918)	(60,415)
Accrued Expenditure	0	(40,831)	(40,831)
Bond Liability	0	(772,066)	(722,287)
Payg Payable	0	(68,658)	0
Loan Liability	(464,582)	(21,937)	(368,947)
Provision for Annual Leave	0	(605,301)	(605,301)
Provision for Long Service Leave	0	(707,599)	(707,599)
Other Payables	0	0	(812,233)
	<u>(4,612,791)</u>	<u>(2,974,682)</u>	<u>(5,391,295)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>1,627,948</b>	<b>9,650,472</b>	<b>7,695,610</b>
Less: Cash - Reserves - Restricted	(3,239,405)	(3,077,956)	(5,868,771)
Current Portion of Lease Liabilities	0	0	11,093
Less: Loans receivable - clubs/institutions	0	0	(27,519)
Add: Current Loan Liability	464,582	21,937	368,947
Add: Leave Liability Reserve	796,875	795,913	826,135
Add: Budgeted Leave	350,000	350,000	350,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>0</u></b>	<b><u>7,740,365</u></b>	<b><u>3,355,495</u></b>

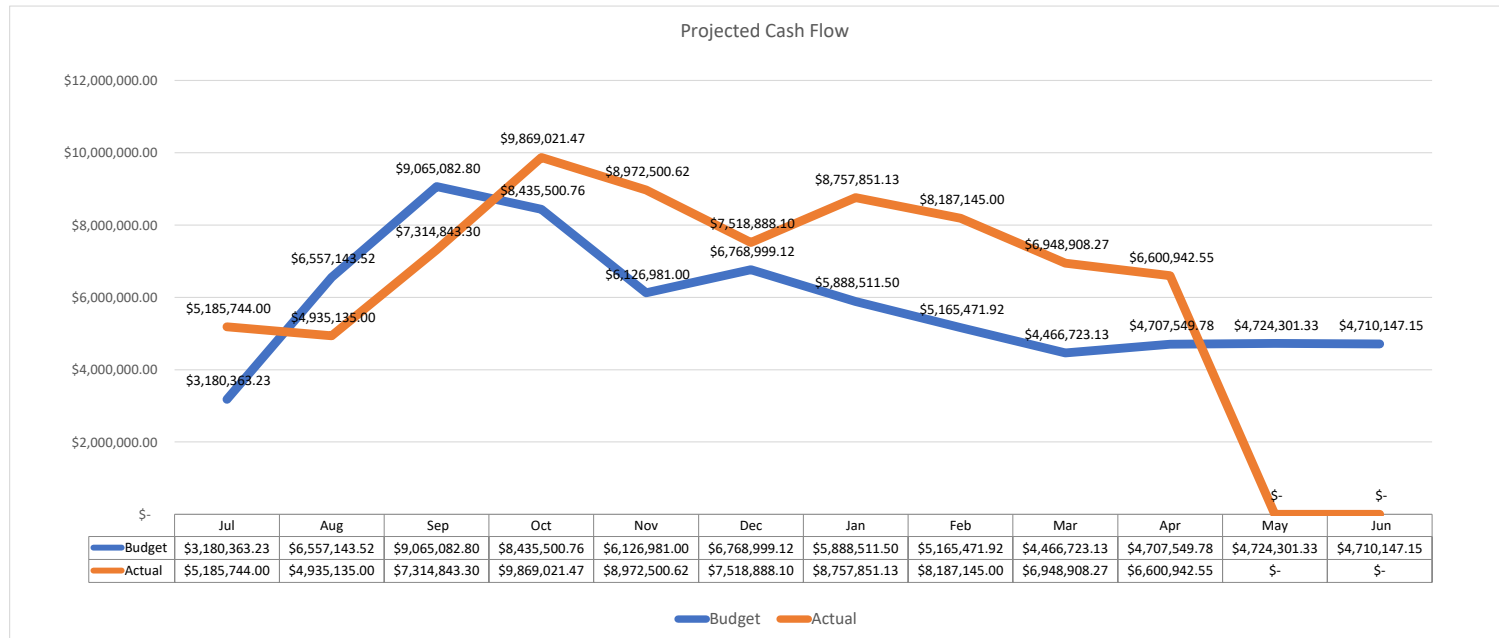


SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 30 APRIL 2023

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Key Rating Dates</b>										
RATES ISSUED	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022
RATES DUE	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022
2nd INSTALMENT DUE	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022
3rd INSTALMENT DUE	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023
4th INSTALMENT DUE	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023
Outstanding 1st July	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648
Rates Levied	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726
Interest, Ex gratia, interim and back rates less writeoff's	\$73,630	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$217,334
<b>Rates paid by month</b>										
1 July	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363
2 August	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	397,332
3 September	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537	5,819,112	3,666,388
4 October	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888	3,478,258
5 November	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532	720,389
6 December	685,338	654,900	214,507	336,154	189,794	239,893	724,440	437,028	465,088	655,106
7 January	194,157	295,629	441,681	464,526	637,664	861,146	427,789	643,946	794,760	570,266
8 February	502,176	508,828	148,327	260,963	258,355	174,143	576,493	323,242	316,347	713,091
9 March	176,270	256,379	601,416	589,684	670,462	821,970	476,994	558,147	674,247	314,494
10 April	517,451	484,165	166,567	182,282	164,940	230,157	680,168	127,599	218,728	619,363
11 May										
12 June										
Total YTD	7,534,354	8,088,828	8,295,386	8,562,985	9,321,877	9,837,277	9,845,019	9,857,067	10,644,401	11,225,050
<b>% Ytd Rates Outstanding</b>	<b>10.3%</b>	<b>10.3%</b>	<b>12.8%</b>	<b>16.5%</b>	<b>14.4%</b>	<b>17.6%</b>	<b>20.2%</b>	<b>19.6%</b>	<b>16.7%</b>	<b>16.1%</b>
Ytd Outstanding	866,069	930,061	1,213,661	1,692,570	1,571,082	2,098,347	2,485,777	2,397,036	2,134,213	2,147,658



**SHIRE OF NORTHAM  
CASH FLOW REPORT  
FOR THE PERIOD ENDED 31 MARCH 2023**



# INVESTMENT REGISTER

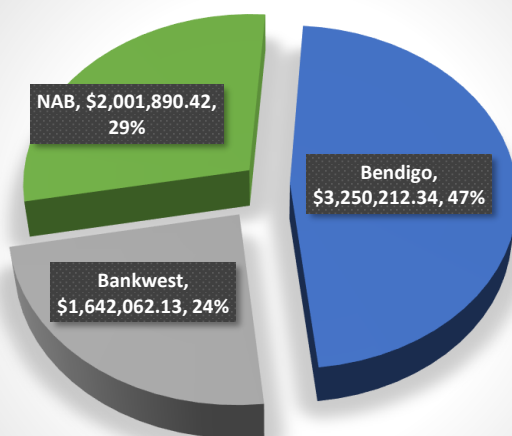
Investor: **SHIRE OF NORTHAM**

Starting Log Date: **01/07/22**

Current Date: **30/04/23**

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY
	Start	End			MONTHS
Bendigo Ref# 3834916	09/03/23	30/06/23	\$1,022,918.79	4.20%	4
Bendigo- Ref 3834911	30/03/23	30/08/23	\$2,227,293.55	4.35%	5
Bankwest- Ref 412001820-2	17/08/22	17/06/23	\$1,500,000.00	2.50%	10
Bankwest TRUST AROC	16/04/23	16/05/23	\$142,062.13	2.20%	1
NAB	14/03/23	15/07/23	\$1,001,890.42	3.06%	4
NAB	10/10/22	10/05/23	\$1,000,000.00	3.20%	7
<b>Total</b>			<b>\$6,894,164.89</b>		

DISTRIBUTION OF INVESTMENTS 30/04/2023



## 13.5 COMMUNITY SERVICES

Cr L C Biglin declared an “Impartiality” interest in item 13.5.1 – Progress & Community Associations 2023/2024 Budget Allocation, as Cr Biglin is the secretary of the Wundowie Progress Association, which is mentioned in this item.

Cr D J Galloway declared an “Impartiality” interest in item 13.5.1 – Progress & Community Associations 2023/2024 Budget Allocation, as Cr Galloway is the President of the Wundowie Progress Association which is mentioned in this item for budget allocation.

Cr M I Girak declared an “Impartiality” interest in item 13.5.1 – Progress & Community Associations 2023/2024 Budget Allocation, as some of the members of the Progress & Community Associations are known to Cr Girak.

Cr J E G Williams declared an “Impartiality” interest in item 13.5.1 – Progress & Community Associations 2023/2024 Budget Allocation, as Cr Williams is an executive member of Bakers Hill Progress Association. Cr Williams has discussed improvements to the Station master’s house with the Spencers Brook Progress Association President, but has not been involved in any of the submissions to Council.

### 13.5.1 Progress & Community Associations 2023/2024 Budget Allocation

<b>File Reference:</b>	8.2.5.30
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	Jo Metcalf (Executive Manager Community Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

The purpose of this report is to provide Council with the information to make a determination on the annual budget allocations to be provided to Shire of Northam Progress & Community Associations for the 2023/2024 financial year.

#### ATTACHMENTS

Nil

## A. BACKGROUND / DETAILS

Progress & Community Associations are given the opportunity each year to submit their budget requests to Council for funding to deliver significant community events, projects or programs throughout the year. The purpose of the budget request is to ensure Council funds are being used strategically, for the greatest community need and improved community outcomes. Progress and community associations will not receive any other annual allocations, with the exception of the Wundowie Progress Association who receive a community event allocation for the Wundowie Iron Festival and the Bakers Hill Progress & Recreation Association who receive an allocation for the Community Christmas Fair.

All eligible progress and community associations as listed in the Community Support Policy C 3.1 were contacted via email informing them that we would be accepting requests for the 2023/2024 financial up until 31 March 2023.

Requests were received from the Bakers Hill Progress & Recreation Association, Spencers Brook Progress Association and the Wundowie Progress Association totaling \$55,917.17. This year it is recommended that \$12,275.17 is allocated through the Progress & Community Association Allowance. In the 2022/2023 Council Budget, \$27,991 was awarded through this allowance.

## B. CONSIDERATIONS

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

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.4: Grow community capacity by supporting community groups and volunteers.

Priority Action 3.4.3: Provide a community support grant program.

### B.2 Financial / Resource Implications

Council is to determine the financial resources to be allocated to Progress & Community Associations for the 2023/2024 financial year.

### B.3 Legislative Compliance

N/A

### B.4 Policy Implications

Policy C3.1 Community Grants Program, Section 1.1 guides the annual allocation process for progress and community associations.

### B.5 Stakeholder Engagement / Consultation

Progress and community associations were informed via email of the allocation process and timeframes.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Significant costs associated with requests received from the associations.	Insignificant (1) x Unlikely (2) = Low (2)	The allocation is accounted for in the Annual Budget 2023/24
Health & Safety	N/A	N/A	N/A
Reputation	Inequity and/or disagreement from community over dispersal of funds.	Minor (2) x Unlikely (2) = Low (4)	Allocation assessed against Policy C3.1 Community Grants Program, Section 1.1
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	Works completed by associations to Shire owned facilities not compliant.	Minor (2) x Unlikely (2) = Low (4)	Associations to be advised of building/compliance requirements prior to commencement of works.
Environment	N/A	N/A	N/A

### B.7 Natural Environment Considerations

N/A

## C. OFFICER'S COMMENT

The requests submitted by progress and community associations total \$55,917.17. It is recommended that Council support projects totalling \$12,275.17 as outlined in the table below.

BAKERS HILL PROGRESS & RECREATION ASSOCIATION (BHPRA)				
PROJECT TITLE	PROJECT DESCRIPTION	TOTAL BUDGET (EX GST)	SON REQUEST (EX GST)	RECOMMENDED ALLOCATION (EX GST)

<p>Australia Day Breakfast 2023</p>	<p>An annual free event organised and run by the progress association. The traditional breakfast includes bacon, eggs, sausages, baked beans, mushrooms, tomatoes, tea &amp; coffee.</p> <p>The breakfast runs from 8am - 10.30am at the Bakers Hill Recreation Centre &amp; oval.</p> <p>Council funding is to be used for the purchase of food &amp; refreshments.</p> <p>Estimated attendance: 100 - 200 people</p>	<p>\$2,080.00</p>	<p>\$1,080.00</p>	<p>\$1,080.00</p>
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**OFFICER COMMENT**

Request is compliant with Policy C 3.1 Community Grants Program. This event has received ongoing funding support by Council and is recommended for approval.

**SPENCERS BROOK PROGRESS ASSOCIATION (SBPA)**

PROJECT TITLE	PROJECT DESCRIPTION	TOTAL BUDGET (EX GST)	SON REQUEST (EX GST)	RECOMMENDED ALLOCATION (EX GST)
<p>Station Masters House Building Restoration</p>	<p>SBPA have been granted a 21 year lease of the Station Masters House, a building that had been left unoccupied for approx. 10 years. A building inspection found that the building was structurally sound however some maintenance issues need attention.</p> <p>To preserve the historical significance of the building the following works are proposed with this funding:</p> <ol style="list-style-type: none"> <li>Gutter replacement. Missing guttering is causing some fretting</li> </ol>	<p>\$21,148.00</p> <ol style="list-style-type: none"> <li>\$10,036</li> <li>5,000</li> <li>5,932</li> </ol> <p>\$180 in kind</p>	<p>\$20,000.00</p>	<p>\$0</p>

	<p>in the brickwork on the north side of the house.</p> <p>2. Rainwater tank. Originally rainwater tanks were also used to assist with keeping storm water away from the foundations. These tanks will provide water for the garden area.</p> <p>3. Foundation Moisture Mitigation. To help keep water away from the foundations which will minimise fretting of the bricks the land will be shaped swale the water away from the building.</p> <p>SBPA estimate 1000 people will use the building throughout the year.</p>			
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**OFFICER COMMENT**

Request is compliant with Policy C 3.1 Community Grants Program. Council previously turned down the option to lease the Station Masters House as it did not want to accept liability for the repairs and maintenance required on this building to get it to a standard suitable for community use. SBPA have already been allocated \$20,000 in Council funds for essential repairs and maintenance to the building through the 2022/23 Community Development Grant Program. These funds are yet to be acquitted, with the acquittal not being due until 2024. For these reasons it is recommended that this project is not supported by Council and the Spencers Brook Progress Association should seek alternative funding opportunities such as Lotterywest.

Community Engagement Events x 3	<p>1. Australia Day 2024</p> <p>2. Blessing of the Plough to acknowledge the farming &amp; locally grown produce within the locality. May 2024</p> <p>3. Thanksgiving Dinner/End of Year Function to celebrate living in Spencers Brook. December 2024.</p> <p>Estimated attendance: 100 people/event</p>	\$3,000.00	\$3,000.00	\$3,000.00
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<b>OFFICER COMMENT</b>				
Request is compliant with Policy C 3.1 Community Grants Program. These events were supported by Council in 2022/23 and are recommended for approval once again.				
<b>WUNDOWIE PROGRESS ASSOCIATION (WPA)</b>				
<b>PROJECT TITLE</b>	<b>PROJECT DESCRIPTION</b>	<b>TOTAL BUDGET (EX GST)</b>	<b>SON REQUEST (EX GST)</b>	<b>RECOMMENDED ALLOCATION (EX GST)</b>
Wundowie Iron Festival	A community events which has been held for last 20+ years.  It comprises of over 30 plus stalls along with food vans & free rides.  Estimated attendance 2000 - 3000	\$30,000.00	\$20,000.00	\$0
<b>OFFICER COMMENT</b>				
The Wundowie Iron Festival has funds allocated through Community Event Allocations, GL 11342072. \$20,000 towards the Wundowie Iron Festival has already been requested for this account in accordance with the decision by the Community Grants Assessment Committee, Minute No. CCAG.61 The request should be denied through the Progress & Community Association Allocations as it is budgeted for elsewhere.				
Australia Day 2024	This is an annual Australia Day event in Wundowie that brings the community together. Event includes community awards presentation, free entertainment & sausage sizzle.  Anticipated attendance: 300 - 500	\$5,000.00	\$5,000.00	\$5,000.00
<b>OFFICER COMMENT</b>				
Request is compliant with Policy C 3.1 Community Grants Program. This event is supported annually by Council and is recommended for approval.				
Wundowie Hall kitchen upgrades	The Wundowie Hall urgently requires a replacement stove as the existing one is faulty and a new stainless steel bench as the existing one is rusted.	\$3,642.00	\$3,642.00	\$0

<b>OFFICER COMMENT</b>				
As the replacement stove and bench is a Wundowie Hall maintenance issue replacing old and failing equipment, these jobs will be covered through the hall building maintenance budget, of which there is sufficient funds available to complete these works in the current financial year. The Building Maintenance Supervisor has been informed.				
Bench seating around oval & basketball courts.	Replacement benches are required around the oval along with benches at the basketball courts as they don't have any.	\$3,195.17	\$3,195.17	\$3,195.17
<b>OFFICER COMMENT</b>				
Request is compliant with Policy C 3.1 Community Grants Program. It is recommended that the bench seating is approved for \$3,195.17				

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4749**

**Moved: Cr M P Ryan**  
**Seconded: Cr A J Mencshelyi**

**That Council supports the following projects for funding through the Progress & Community Association 2023/2024 annual budget provision:**

- 1. \$1,080 (excluding GST) to the Bakers Hill Progress & Recreation Association for the purpose of the Bakers Hill 2024 Australia Day Breakfast.**
- 2. \$3,000 (excluding GST) to the Spencers Brook Progress Association for Community Engagement Events.**
- 3. \$5,000 (excluding GST) to the Wundowie Progress Association for the 2024 Australia Day Event.**
- 4. \$3,195.17 (excluding GST) to the Wundowie Progress Association for bench seating around the Wundowie Oval & Basketball Courts.**

**CARRIED 10/0**

## 14 MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4750

Moved: Cr D J Galloway  
Seconded: Cr A J 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) and (B) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 14.1 - Rates Write-off Request – A16091 as it relates to the personal affairs of a person.
- 14.2 - Chief Executive Officer Review Committee Meeting held on 12 May 2023 as it relates to a matter affecting an employee.

CARRIED 10/0

Members of the Gallery left the meeting at 6:04 pm.

*Cr H J Appleton declared an "Impartiality" interest in item 14.1 – Rates Write-off Request – A16091, as the reporting officer is known to Cr Appleton.*

*Cr J E G Williams declared an "Impartiality" interest in item 14.1 – Rates Write-off Request – A16091, as Cr Williams daughter is employed by the Shire and is the reporting officer. Cr Williams' daughter is non-dependent, lives apart from Cr Williams and has not discussed the matter with Cr Williams in any way.*

### 14.1 RATES WRITE-OFF REQUEST - A16091

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4751

Moved: Cr A J Mencshelyi  
Seconded: Cr M P Ryan

That Council approves to write off up to \$4,716.51 of interest under Schedule 6.12 of the Local Government Act 1995, on the condition that the owner of the property pay the remaining amount owing in full by 30 June 2023.

CARRIED 10/0

Members of Staff left the meeting at 6:07 pm.

#### 14.2 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 12 MAY 2023

##### Receipt of Minutes:

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4752**

**Moved: Cr C R Antonio**

**That Council receive the minutes from the Chief Executive Officer Review Committee meeting held on 12 May 2023.**

**CARRIED 10/0**

##### Adoption of Recommendations:

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4753**

**Moved: Cr C R Antonio**

**Seconded: Cr M P Ryan**

**That Council accept that the Minutes from the Chief Executive Officer Review Committee meeting held on 17 April 2023 have been confirmed as a true and correct record of that meeting.**

**CARRIED 10/0**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4754**

**Moved: Cr J E G Williams**

**Seconded: Cr A J Mencshelyi**

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

**CARRIED 10/0**

Members of the Staff and Gallery returned to the meeting at 6:19pm.

**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 6:19 pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on 17 May 2023 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

