



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**18 March 2020**



## DISCLAIMER

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

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

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

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

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

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

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

## Contents

1.	DECLARATION OF OPENING .....	5
2.	ATTENDANCE.....	5
2.1	APOLOGIES.....	5
2.2	APPROVED LEAVE OF ABSENCE .....	5
3.	DISCLOSURE OF INTERESTS.....	5
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ....	7
5.	PUBLIC QUESTION TIME .....	9
5.1	PUBLIC QUESTIONS.....	9
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	9
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	9
7.1	PETITIONS.....	9
7.2	PRESENTATIONS .....	9
7.3	DEPUTATIONS.....	9
8.	APPLICATION FOR LEAVE OF ABSENCE.....	9
9.	CONFIRMATION OF MINUTES .....	10
9.1	MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 19 FEBRUARY 2020.....	10
9.2	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 26 FEBRUARY 2020 .....	10
9.3	MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 5 MARCH 2020 10	
9.4	NOTES FROM THE COUNCIL FORUM MEETING HELD 11 MARCH 2020 12	
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY .....	27
11.	REPORTS OF COMMITTEE MEETINGS .....	27
11.1	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 5 MARCH 2020 .....	27
11.2	BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 10 MARCH 2020 159	
11.3	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 18 FEBRUARY 2020 .....	200
11.4	NYOONGAR CULTURAL ADVISORY GROUP HELD ON 11 MARCH 2020 237	

12.	OFFICER REPORTS .....	263
12.1	CEO'S Office .....	263
12.2	ENGINEERING SERVICES.....	263
12.2.1	Job # 3802 – Southern Brook Road SLK 0.00- 3.07 (Change of scope) .....	263
12.2.2	RFT 1 of 2020 – Cemetery Maintenance (3 years) .....	268
12.2.3	Waiving of Fees for Impounded Shopping Trolleys – Woolworths Group Ltd & Coles Supermarket .....	272
12.3	DEVELOPMENT SERVICES .....	284
12.3.1	RFT 2 of 2020– Supply and Construction of Bakers Hill Fire Shed .....	284
12.4	CORPORATE SERVICES.....	289
12.4.1	Accounts & Statements of Accounts – February 2020.....	289
12.4.2	Financial Statement for the period ending 29 February 2020 354	
12.4.3	Lease for Northam Agricultural Society Inc. ....	374
12.5	COMMUNITY SERVICES .....	380
12.5.1	Review of the Community Support Policy.....	380
13.	MATTERS BEHIND CLOSED DOORS .....	417
13.1	REQUEST FOR FEE ADJUSTMENT DONOVAN PAYNE, AQUATIC FACILITY PROJECT.....	417
14.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	418
15.	URGENT BUSINESS APPROVED BY DECISION.....	418
16.	DECLARATION OF CLOSURE .....	418

## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

Shire President

C R Antonio

Deputy Shire President

J E G Williams

Councillors

M I Girak

A J Mencshelyi

D Galloway

C P Della

T M Little

M P Ryan

### Staff:

Chief Executive Officer

J B Whiteaker

Executive Manager Community Services

R Rayson arrived at 5:31pm  
and left at 6:31pm

Payroll Officer

J Grant

### Gallery:

Public

Marie Edmonds arrived at  
5:33pm

### 2.1 APOLOGIES

Councillor

S B Pollard

R W Tinetti

The Executive Manager Community Services entered the meeting at 5:31pm.

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

## 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bushfire Advisory Committee Meeting held on 10 March 2020	11.2	Cr C R Antonio	Impartiality	His brother, Paul Antonio has been recommended as a nominee for the next stage of formal application.
Lease for Northam Agricultural Society Inc.	12.4.3	Cr C R Antonio	Impartiality	Member of the Northam Agricultural Society.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Lease for Northam Agricultural Society Inc.	12.4.3	Cr M I Girak	Impartiality	Some members and volunteers of the Northam Agricultural Society are known to me.
Review of the Community Support Policy	12.5.1	Cr J E G Williams	Impartiality	A member of three progress associations that may be affected by changes to the policy.
Review of the Community Support Policy	12.5.1	Cr T M Little	Impartiality	A member of some community groups mentioned in the Community Support Policy.
Review of the Community Support Policy	12.5.1	Cr C R Antonio	Impartiality	Member of Progress Associations which may be affected by this Policy. Includes Grass Valley Progress Association and Southern Brook Community Association.
Review of the Community Support Policy	12.5.1	Cr D Galloway	Impartiality	Limited. President of Wundowie Progress Association.

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

<b>Visitations and Consultations</b>	
20/02/2020	Deputy Prime Minister Working Lunch - Ellenbrook
21/02/2020	Avon Midland Country Zone Meeting - Jurien
24/02/2020	MMM Fortnightly Radio Interview - Northam
27/02/2020	ABC Midwest and Wheatbelt Radio Interview
27/02/2020	Official opening – Winston Churchill Memorial Trust - Northam
28/02/2020	Quarterly Meeting with Northam Chamber of Commerce
01/03/2020	Clean Up Australia Day
02/03/2020	Labour Day Holiday
03/03/2020	Directions Work Solutions Opening - Northam
05/03/2020	Official Opening Live Lighter Aged Care Games - Northam
05/03/2020	Northam Chamber of Commerce Business After Hours
06/03/2020	Relay for Life – Official Opening - Northam
07/03/2020	Lions Community Markets - Northam
07/03/2020	Verlinden's 60 <sup>th</sup> Anniversary event – Northam
09/03/2020	MMM Fortnightly Radio Interview
10/03/2020	Wheatbelt Student Immersion Programme - Northam
14/03/2020	Official Opening of "Parklett" Lucy's Café - Northam
18/03/2020	WALGA Executive Visit - Northam
<b>Upcoming Events</b>	
20/03/2020	Northam Harmony Community Long Table event – Northam
23/03/2020	MMM Fortnightly Radio Interview - Northam
25/03/2020	Bendigo Bank Farmer's Breakfast - York
02/04/2020	Northam Chamber of Commerce Business After Hours
03/04/2020	Mayor and President's Forum - Perth
03/04/2020	Citizenship Ceremony - Northam
04/04/2020	Northam Motorsports Festival
04/04/2020	Lions Community Markets - Northam
05/04/2020	Northam Motorsports Festival
06/04/2020	MMM Fortnightly Radio Interview - Northam
10/04/2020	Good Friday
12/04/2020	Easter Sunday
14/04/2020	Forget me not café event - Northam

## **Operational Matters:**

### Community Grants

The Shire of Northam has grants available for a range of groups, being not-for-profit community-based organisations, including sporting groups and schools. The aim is to assist with a project or event that is of benefit to the community. Apart from one off initiatives, there is availability for sponsorships, scholarships, donations and prizes, amongst other support and assistance, through this programme. The Grant submission period is opens in late March 2020 and will close toward the end of April 2020.

### Events and Functions

The Shire of Northam Website includes an Events link. Detailed are several events and functions being held across our Shire over the short term. These include information on how to become a volunteer, the Relay for Life Fundraising event, Lions Community markets, an information session on Containers for Change, events for Harmony Week, and details for the Link Theatre group production.

### Burning Periods

With changing conditions, I encourage all ratepayers and residents to be aware of when the Shire of Northam prohibited, and restricted burning periods are. Details can be found on the Shire of Northam Website.

### Drum Muster

Traditionally, the Shire of Northam conducts a Drum Muster twice a year. The next date is scheduled the 27<sup>th</sup> March 2020. The aim of this event is to recycle clean and dry chemical drums from farmers, growers and chemical users.

## **Strategic Matters:**

Following the opening of the Northam Aquatic Facility, there are a number of private and government developments that have recently opened or are due to commence over the next few months. The Shire remains conscious of providing a role in creating a stable and diverse economy.



## 5. PUBLIC QUESTION TIME

Ms Edmonds entered the meeting at 5:33pm.

### 5.1 PUBLIC QUESTIONS

<b>Name:</b>	Marie Edmonds.
<b>Summary of Question 1:</b>	Has Council commenced the culling of the (Corella's) birds?
<b>Summary of Response 1:</b>	The Chief Executive Officer advised that the Shire has not undertaken a culling at this stage.
<b>Summary of Question 2:</b>	Can the cull be done with a lesser amount of 'slaughter', perhaps half a dozen birds not five hundred?
<b>Summary of Response 2:</b>	The Chief Executive Officer advised that the exact numbers of Corella bird to be culled is unknown at this stage, however Ms Edmonds concerns are noted.
<b>Summary of Question 3:</b>	Where is the funding for climate change and bio-diversity around the Shire?
<b>Summary of Response 3:</b>	The Chief Executive Officer advised that the Shire has a bio-diversity Strategy which is being implemented and are currently developing a position on climate change.

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

Question: Why has the Northam Agricultural Society not been consulted on this matter?

Response: As advised last week, the Northam Agricultural Society have signed the proposed lease, which clearly indicates they have been consulted. Further to this the Chief Executive Officer advised that staff had spoken with a representative from the Northam Agricultural Society, who advised that the Northam Agricultural Society are happy with the lease as presented to Council.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 PETITIONS

Nil.

### 7.2 PRESENTATIONS

Nil.

### 7.3 DEPUTATIONS

Nil.

## 8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

## 9. CONFIRMATION OF MINUTES

### 9.1 MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 19 FEBRUARY 2020

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3886

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the minutes of the Ordinary Council meeting held on Wednesday, 19 February 2020 be confirmed as a true and correct record of that meeting.

CARRIED 8/0

### 9.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 26 FEBRUARY 2020

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3887

Moved: Cr Ryan

Seconded: Cr Girak

That Council receive the notes from the Strategic Council meeting held Wednesday, 26 February 2020

CARRIED 8/0

### 9.3 MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 5 MARCH 2020

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3888

Moved: Cr Williams

Seconded: Cr Ryan

That the minutes of the Special Council meeting held on Thursday, 5 March 2020 be confirmed as a true and correct record of that meeting.

**CARRIED 8/0**

#### 9.4 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 MARCH 2020

##### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3889

Moved: Cr Galloway

Seconded: Cr Ryan

That Council receive the notes from the Council Forum meeting held Wednesday, 11 March 2020

CARRIED 8/0

**Attachment 1**



**Shire of Northam**

**Notes**

**Council Forum Meeting**

**11 March 2020**

Council Forum Meeting Notes  
18 March 2020



### DISCLAIMER

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

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

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

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

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

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

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

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

### Preface

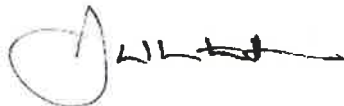
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 13 March 2020.



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

### Received Notes

These notes were received at an Ordinary Meeting of Council held on 18 March 2020.

Signed:  .....

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

## Contents

1.	DECLARATION OF OPENING.....	6
2.	ATTENDANCE.....	6
2.1	APOLOGIES.....	6
2.2	APPROVED LEAVE OF ABSENCE .....	6
3.	DISCLOSURE OF INTERESTS.....	7
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ....	8
5.	PUBLIC QUESTION TIME .....	8
5.1	PUBLIC QUESTIONS.....	8
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	8
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	8
7.1	PETITIONS.....	8
7.2	PRESENTATIONS .....	8
7.3	DEPUTATIONS.....	8
8.	APPLICATION FOR LEAVE OF ABSENCE.....	8
9.	CONFIRMATION OF MINUTES .....	8
9.1	MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 19 FEBRUARY 2020.....	9
9.2	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 26 FEBRUARY 2020 .....	9
9.3	MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 5 MARCH 2020 .....	9
9.4	NOTES FROM THE COUNCIL FORUM MEETING HELD 11 MARCH 2020 .....	9
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY .....	9
11.	REPORTS OF COMMITTEE MEETINGS .....	9
11.1	AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 5 MARCH 2020 .....	9
11.2	BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 10 MARCH 2020 .....	9
11.3	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 18 FEBRUARY 2020 .....	9
12.	OFFICER REPORTS .....	10
12.1	CEO'S Office .....	10





Council Forum Meeting Notes  
18 March 2020



- 12.2 ENGINEERING SERVICES ..... 10
  - 12.2.1 Job # 3802 – Southern Brook Road SLK 0.00- 3.07 (Change of scope) ..... 10
  - 12.2.2 RFT 1 of 2020 – Cemetery Maintenance (3 years) ..... 10
- 12.3 DEVELOPMENT SERVICES ..... 10
- 12.4 CORPORATE SERVICES ..... 10
  - 12.4.1 Accounts & Statements of Accounts – February 2020 ..... 10
  - 12.4.2 Financial Statement for the period ending 29 February 2020 ..... 10
  - 12.4.3 Lease for Northam Agricultural Society Inc. .... 12
- 12.5 COMMUNITY SERVICES ..... 12
  - 12.5.1 Review of the Community Support Policy ..... 13
- 13. MATTERS BEHIND CLOSED DOORS ..... 13
  - 13.1 REQUEST FOR FEE ADJUSTMENT DONOVAN PAYNE, AQUATIC FACILITY PROJECT ..... 13
- 14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN ..... 13
- 15. URGENT BUSINESS APPROVED BY DECISION ..... 14
- 16. DECLARATION OF CLOSURE ..... 14

Council Forum Meeting Notes  
18 March 2020



## 1. DECLARATION OF OPENING

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

## 2. ATTENDANCE

### Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

J E G Williams

M I Girak

A J Mencshelyi

D Galloway

C P Della

T M Little

M P Ryan

### Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO

Payroll Officer

Coordinator Governance / Administration

J B Whiteaker

C D Kleynhans

C B Hunt

R Rayson

C Young

A C McCall

J Grant

C F Greenough left at  
6:07pm

### Gallery:

Public

Avon Valley Advocate

Heather Meiklem left at  
6:07pm

Eliza Wynn left at 6:07pm

Maren Lavery entered at  
6:25pm and left at 6:25pm

### 2.1 APOLOGIES

Councillors

S B Pollard

R W Tinetti

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

The Chief Executive Officer provided an update in relation to COVID-19.

- The Shire has activated its Business Continuity Plan.
- Staff are being kept informed as to developments in the area.
- Staff are being surveyed to find out any particular areas or individuals of higher risk.

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Lease for Northam Agricultural Society Inc.	12.4.3	Cr C R Antonio	Impartiality	Member of the Northam Agricultural Society.
Review of the Community Support Policy	12.5.1	Cr J E G Williams	Impartiality	A member of three progress associations that may be affected by changes to the policy.
Review of the Community Support Policy	12.5.1	Cr T M Little	Impartiality	A member of some community groups mentioned in the Community Support Policy.
Review of the Community Support Policy	12.5.1	Cr C R Antonio	Impartiality	Member of Progress Associations which may be affected by this Policy. Includes Grass Valley Progress Association and Southern Brook Community Association.
Review of the Community Support Policy	12.5.1	Cr D Galloway	Impartiality	Limited. President of Wundowie Progress Association.

Council Forum Meeting Notes  
18 March 2020



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

There was no clarification sought in relation to this item.

**5. PUBLIC QUESTION TIME**

**5.1 PUBLIC QUESTIONS**

**Name:** Heather Meiklem – on behalf of Matthew Letch, Northam Agricultural Society.

**Summary of Question 1:** Can item 12.4.3 - Lease for Northam Agricultural Society Inc. be held over for now? There has been no consultation with the Northam Agricultural Society in relation to this.

**Summary of Response 1:** The Chief Executive Officer advised he will seek clarification from Officers regarding the consultation with the Northam Agricultural Society and present to next week's Ordinary Council meeting. The Governance Officer mentioned that the lease has been signed by the Northam Agricultural Society Committee.

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

Nil.

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

**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

Nil.

**7.3 DEPUTATIONS**

Nil.

**8. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**9. CONFIRMATION OF MINUTES**

Council Forum Meeting Notes  
18 March 2020



**9.1 MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 19 FEBRUARY 2020**

There was no clarification sought in relation to this item.

**9.2 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 26 FEBRUARY 2020**

There was no clarification sought in relation to this item.

**9.3 MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 5 MARCH 2020**

There was no clarification sought in relation to this item.

**9.4 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 MARCH 2020**

There was no clarification sought in relation to this item.

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

Nil.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 5 MARCH 2020**

Clarification was sought in relation to:

- The Annual Leave section in the Leave Liability Policy and the impact this will have on current employees. The Executive Manager Corporate Services advised that a small number of staff members will be affected by the introduction of the 40 day limit and controls have been put in place to manage this and to ensure staff are aware.
- Whether we are on track for the Annual Electors Meeting being held in December this year? The Executive Manager Corporate Services advised that the intention is to hold the annual electors meeting in 2020.

**11.2 BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 10 MARCH 2020**

Nil.

**11.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 18 FEBRUARY 2020**

Clarification was sought in relation to:

- Recommendation three in the Ordinary Council Meeting agenda has an incomplete date. This has been corrected in the agenda.

Council Forum Meeting Notes  
18 March 2020



- The removal of the Oak tree, was there any other option? Cr Williams advised that they explored relocating the tree however determined that this was not possible and there was no option but to remove the tree.

**12. OFFICER REPORTS**

**12.1 CEO'S Office**

Nil.

**12.2 ENGINEERING SERVICES**

**12.2.1 Job # 3802 – Southern Brook Road SLK 0.00- 3.07 (Change of scope)**

Clarification was sought in relation to:

- Whether this project needs to be completed this financial year? The Executive Manager Engineering Services advised that it needs to be completed this financial year. The project has been removed from internal delivery and re-costed with provision for it to be completed externally. With sufficient reasoning and justification we may be able to carry forward funds however it is not guaranteed.

**12.2.2 RFT 1 of 2020 – Cemetery Maintenance (3 years)**

There was no clarification sought in relation to this item.

**12.3 DEVELOPMENT SERVICES**

Nil.

**12.4 CORPORATE SERVICES**

**12.4.1 Accounts & Statements of Accounts – February 2020**

Nil.

**12.4.2 Financial Statement for the period ending 29 February 2020**

The following queries were raised prior to the Council Forum meeting:

Council Forum Meeting Notes  
18 March 2020

Details Reference	Question	Query By	Answer
1. Rec and Culture Revenue over budget	Just wanted to confirm that pool entries have been higher? Also. Locals vs visitor numbers?	Cr Antonio	Yes pool entry fees are higher year to date as are season pass charges, I note these are slowing now and I would expect to finish the year closer to the amended budget as per the budget review, visitor numbers are up, but do not have the exact number
3. Lower salaries and wages	Reasoning for this?	Cr Antonio	Total Salaries is 2% under budget, Killara is under by \$56,138, largely due to workloads and usage of casuals, however at this stage we expect Killara to finish the year close to budget
4. Green waste management lower	Reasoning for this?	Cr Antonio	Timing of the mulching, it is expected to be carried out in late May early June
Interest Bearing Liabilities	As official interest rates drop, does our interest expense also dropped, or fixed rates? Worth re-negotiation like done previously?	Cr Antonio	No all loans are fixed, unless Council wishes to pay the loan out, re-negotiation has little or no benefit to Council
Upgrade Runway item	When is this due to be completed	Cr Antonio	Tender process under way, expected to be completed by the EOFY
Rating Report	When El Caballo settles what back rates are expected and what estimated impact will this have on % rates outstanding?	Cr Antonio	It will reduce the percentage outstanding by 1.22% to 27.89%
Rating Report	If I'm reading correctly, 29.1% outstanding on \$8.688M in 19/20 then why is only 26.4% same time last year with higher figure of \$8.785M	Cr Antonio	No, the 8.688m and the 8.785m is the rates received year to date not the amount outstanding, overall rate collection is a couple of weeks behind last year due to the later budget adoption that occurred, as such this is affecting the outstanding percentage

Council Forum Meeting Notes  
18 March 2020



Clarification was sought in relation to:

- The amount for signage in Operating Expenditure Item 6 as this seems high. The Executive Manager Engineering Services advised that events signage also has an allocation for way finding signage such as those located at the corner of Newcastle Street and Mitchell Avenue and the pointers to Bilya Koort Boodja Centre.

*Cr C R Antonio declared an "Impartiality" interest in item 12.4.3 – Lease for Northam Agricultural Society Inc as he is a member of the Northam Agricultural Society.*

### **12.4.3 Lease for Northam Agricultural Society Inc.**

Clarification was sought in relation to:

- The mention of three days in the officer's comment versus the four days stated in the recommendation? The Coordinator Governance / Administration advised that the recommendation allows for an extra day should the Agricultural Society require this.
- Whether extra toilets are being provided for the event and if these are covered in the Shire funding? The Coordinator Governance / Administration advised that it is included in the lease agreement that the Shire provides extra toilets for the event.
- Whether fencing off the Youth Precinct and provision of extra toilets are additional. The Executive Manager Community Services advised that these are additional elements, which have been provided historically.
- Whether fees and charges can be set now for future years? The Chief Executive Officer advised that fees can be set in advance, which would then be incorporated into the annual fees and charges schedule.
- Moving the Agricultural Society to a new location; for example Bert Hawke Oval. The Chief Executive Officer advised that there is no mention in strategic documents in relation to this. The Recreation Plan notes that the Agricultural Show will remain at the current location.
- The difference in cost to the Northam Agricultural Society if hired as opposed to leased. It was advised that the total cost to the Northam Agricultural Society if hired will be no greater than the current cost under the existing lease agreement. It is proposed that the hire would have a specific line item in the Schedule of Fees and Charges.

### **12.5 COMMUNITY SERVICES**

*Cr J E G Williams declared an "Impartiality" interest in item 12.5.1 – Review of the Community Support Policy as she is a member of three progress associations that may be affected by changes to the policy.*



Council Forum Meeting Notes  
18 March 2020



Cr T M Little declared an "Impartiality" interest in item 12.5.1 – Review of the Community Support Policy as he is a member of some community groups mentioned in the Community Support Policy.

Cr C R Antonio declared an "Impartiality" interest in item 12.5.1 – Review of the Community Support Policy as he is a member of Progress Associations which may be affected by this Policy. Includes Grass Valley Progress Association and Southern Brook Community Association

Cr D Galloway declared an "Impartiality" interest in item 12.5.1 – Review of the Community Support Policy as he is the President of Wundowie Progress Association

### 12.5.1 Review of the Community Support Policy

Clarification was sought in relation to:

- The specification that the funding is not to be used for the purchase of equipment. Clarification will be sought in relation to this.

Additional Comment

The Executive Manager Community Services advised that the reference to this in the Officers Comment of the report was an error and has been corrected.

- Whether the need to seek approval for the use of the Shire logo on advertising is required for all advertising. It was advised that the Shire will supply the logo and confirm that the type of advertising it is being used for meets the Shire's procedures for the use of the logo.

Two members of the gallery left at 6:07pm.

The Coordinator Governance / Administration left the meeting at 6:07pm.

## 13. MATTERS BEHIND CLOSED DOORS

### 13.1 REQUEST FOR FEE ADJUSTMENT DONOVAN PAYNE, AQUATIC FACILITY PROJECT

One member of the Gallery entered the meeting at 6:25pm and left at 6:25pm.

Refer to confidential addendum.

## 14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Council Forum Meeting Notes  
**18 March 2020**

---



Nil.

**15. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**

The Shire President, Cr C R Antonio declared the meeting closed at 6:29pm.

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

Nil.

## 11. REPORTS OF COMMITTEE MEETINGS

### 11.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 5 MARCH 2020

#### Receipt of Minutes:

<p><b>RECOMMENDATION / COUNCIL DECISION</b></p> <p>Minute No: C.3890</p> <p>Moved: Cr Antonio</p> <p>That Council receive the minutes from the Audit and Risk Management Committee meeting held on 5 March 2020.</p> <p style="text-align: right;"><b>CARRIED 8/0</b></p>
---

#### Adoption of Recommendations:

<p><b>RECOMMENDATION / COUNCIL DECISION</b></p> <p>Minute No: C.3891</p> <p>Moved: Cr Antonio</p> <p>That Council:</p> <ol style="list-style-type: none"><li>1. Adopts policy F4.6 Annual and Long Service Leave;</li><li>2. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Better Practice Review Action Plan.</li><li>3. Receives the update toward the Procurement Process review as provided in Attachment 1.</li><li>4. Receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety &amp; Risk Management Plan.</li><li>5. Not require the Safety &amp; Risk Management Plan 2016 to be presented to this committee in the future, given it has been superseded by the 2019 report.</li><li>6. Endorse the OSH Action Plan from the audit undertaken by LGIS in 2019 and request the Chief Executive Officer to report the progress</li></ol>
--

towards the Action Plan to future Audit and Risk Management Committee meetings.

7. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.
8. Receive the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review.
9. Adopt the IT Disaster Recovery Plan.
10. Receive the update as provided in the Attachment 1 in relation to the progress made towards the Parks and Gardens Service Review Recommended Actions.
11. Receive the Financial Management Systems Review report for 2018/19 and require the progress of the recommended actions to be reported to the audit committee until all items are complete.
12. Receive February 2020 Shire of Northam Risk Register update.
13. Receive the update as provided in the monthly Compliance Calendar Report.
14. Adopt the Audit Compliance Return 2019 as attached for submission to the Department of Local Government and Communities.

**CARRIED 8/0**

**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Audit & Risk Management**

**Committee Meeting**

**5 March 2020**

### DISCLAIMER

These minutes are yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council.

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

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

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

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

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

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

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

## Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES.....	4
2.2	APPROVED LEAVE OF ABSENCE .....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES .....	5
4.1	COMMITTEE MEETING HELD ON 12 DECEMBER 2019 .....	5
5.	COMMITTEE REPORTS .....	6
5.1	AUDIT ENTRANCE MEETING .....	6
5.2	LEAVE LIABILITY POLICY.....	8
5.3	PROGRESS TOWARDS BETTER PRACTICE REVIEW REPORT.....	13
5.4	PROGRESS TOWARDS PROCUREMENT PROCESS REVIEW REPORT...	21
5.5	PROGRESS TOWARDS THE SAFETY & RISK MANAGEMENT PLAN.....	27
5.6	ADOPTION OF THE OSH ACTION PLAN 2019.....	39
5.7	PROGRESS TOWARDS THE REGULATION 17 REVIEW ACTION PLAN .	49
5.8	PROGRESS TOWARDS IT AUDIT SERVICE REPORT .....	62
5.9	PROGRESS TOWARDS THE PARKS AND GARDENS AUDIT .....	84
5.10	PROGRESS TOWARDS FINANCIAL MANAGEMENT REVIEW .....	91
5.11	RISK REGISTER .....	103
5.12	MONTHLY COMPLIANCE REPORT FOR 2019 .....	111
5.13	COMPLIANCE AUDIT RETURN 2019.....	117
6.	URGENT BUSINESS APPROVED BY DECISION .....	130
7.	DATE OF NEXT MEETING .....	130
8.	DECLARATION OF CLOSURE .....	130

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**1. DECLARATION OF OPENING**

The Shire President, Cr C R Antonio declared the meeting open at 4:05pm

**2. ATTENDANCE**

**Committee:**

Shire President  
Councillors

Cr C R Antonio  
Cr A J Mencshelyi  
Cr S B Pollard  
Cr M P Ryan arrived at  
4:07pm.

**Staff:**

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

J B Whiteaker  
C Young  
A McCall  
J Grant  
Z Macdonald

**Guest:**

Office of the Auditor General (phone)  
Moore Stephens (phone)

Anne Lei left at 4:33pm.  
Greg Godwin left at 4:33pm.  
Gilles Chan left at 4:33pm.

**2.1 APOLOGIES**

Nil.

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

**3. DISCLOSURE OF INTERESTS**

Nil.



Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD ON 12 DECEMBER 2019**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.143

Moved: Cr Mencshelyi

Seconded: Pollard

That the minutes of the Audit & Risk Management Committee meeting held on 12 December 2019 be confirmed as a true and correct record of that meeting.

**CARRIED 3/0**

Cr M P Ryan entered the meeting at 4:07pm

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**5. COMMITTEE REPORTS**

**5.1 AUDIT ENTRANCE MEETING**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.7.5
<b>Reporting Officer:</b>	Executive Manager Corporate Services Colin Young
<b>Responsible Officer:</b>	Executive Manager corporate Services Colin Young
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	N/A
<b>Press release to be issued:</b>	No

**BRIEF**

For Council to meet with a representative from the Office of Auditor General to discuss the 2019/20 Audit Scope and Procedures.

**ATTACHMENTS**

Attachment 1: Audit Plan Memorandum (provided as a separate confidential attachment to this agenda/minutes).

**A. BACKGROUND / DETAILS**

As per changes to the Local Government Act 1995 and the Local Government (Audit) Regulations 1996, last year July 2018 Council was audited by the Office of Auditor General for the first time. As part of the audit procedures an audit entrance meeting is required.

**B. CONSIDERATIONS**

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

Theme 6: Governance and Leadership

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

Objective: Ensure robust financial management.

**B.2 Financial / Resource Implications**

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



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

**B.3 Legislative Compliance**

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

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

N/A

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

Anne Lei from the Office of Auditor General will attend via phone conference along with Greg Goodwin from Moore Stephens whom will be carrying out the audit on behalf of the Office of Auditor General.

Anne/Greg will brief the Committee on changes that are due to take effect to the Australian Accounting Standards, Committee members & staff will then be giving the opportunity to ask questions to Anne or Greg about the upcoming audit procedures.

**RECOMMENDATION**

For information only.

Ms Lei, Mr Godwin and Mr Chan left the meeting at 4:33pm.

The Chief Executive Officer entered the meeting at 4:33pm.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**5.2 LEAVE LIABILITY POLICY**

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.1.2
Reporting Officer:	Colin Young, Executive Manger corporate Services
Responsible Officer:	Colin Young, Executive Manger corporate Services
Officer Declaration of Interest:	Yes
Voting Requirement:	Simple Majority
Press release to be issued:	No

**BRIEF**

For the Committee to review the proposed Annual and Long Service Leave Liability Policy (F4.6).

**ATTACHMENTS**

Attachment 1: F4.6 Annual and Long Service Leave policy

**A. BACKGROUND / DETAILS**

At the Audit Committee meeting held on the 9 October 2019 the Committee requested that staff develop a policy to manage annual and long service leave, as per the motion below;

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.132

Moved: Cr Antonio

Seconded: Cr Mencshelyi

That Council:

1. Receives the Australasian LG Performance Excellence Program FY18; and
2. Requests that the CEO arrange a workshop to discuss the outstanding rate debt.
3. Request the CEO to present a policy to Council to manage employee annual and long service leave.

**CARRIED 2/0**

**B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership

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

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

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

**B.2 Financial / Resource Implications**

N/A

**B.3 Legislative Compliance**

Local Government Act 1995 section 2.7. Role of council

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies

**B.4 Policy Implications**

New Shire of Northam Policy will be created if adopted.

**B.5 Stakeholder Engagement / Consultation**

N/A.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Potential financial exposure in the event large amounts of leave are accrued	Minor (2) x possible (3) = 6	Ensure Council has sufficient funds in leave liability reserve, implementation of this policy
Health & Safety	Nil	N/A	N/A
Reputation	Nil	N/A	N/A

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Service Interruption	Nil	N/A	N/A
Compliance	Nil	N/A	N/A
Property	Nil	N/A	N/A
Environment	Nil	N/A	N/A

**C. OFFICER'S COMMENT**

It is believed that the policy as presented is fair to employees and gives Council a means of managing Annual & Long service leave Liability.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.144

Moved: Cr Mencshelyi  
Seconded: Cr Ryan

That Council adopts policy F4.6 Annual and Long Service Leave

**CARRIED 4/0**

ATTACHMENT 1

**F 4.6 Annual and Long Service Liability**

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.
<i>Resolution Date</i>	2020
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	N/A
<i>Related Legislation</i>	Local Government (Long Service Leave) Regulations 8 (2);

**OBJECTIVE**

The purpose of this policy is to establish employee maximum annual and long service leave liabilities for the Shire of Northam.

**SCOPE**

Applies to all employees.

**POLICY**

Each year the accrued liability for annual and long service leave for that year is calculated on the presumption that all employees remain in service.

**1. Annual Leave**

Employees are to accrue no more than 40 days annual leave.

Effective as of the date this policy is adopted by Council

Current employees affected with a balance over 40 days will be given a twelve month period to effect an arrangement to reduce their annual leave to below the 40 days.

**2. Long Service Leave**

Employees are to take long service leave capped at 11 years, any future increases in pay beyond that date will not apply to the rate of pay when long service is taken.

Effective as of the date this policy is adopted by Council

Current employees affected with a balance over the 11 years cap will be given a twelve month period to effect an arrangement to take their long service leave.

3. The CEO has the discretion to vary the conditions at clauses 1 and 2 if one of the following conditions are met;
  - a. A suitable leave plan is presented to the CEO
  - b. Due to the orderly carrying out of Shire business leave can not be taken in accordance to clauses 1 & 2 and agreed by the CEO
  - c. Extenuating circumstances (e.g. pending retirement, major operation expected to be carried out, date pending)



Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**5.3 PROGRESS TOWARDS BETTER PRACTICE REVIEW REPORT**

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

**BRIEF**

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

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

**ATTACHMENTS**

Attachment 1: BPR Action Plan.

**A. BACKGROUND / DETAILS**

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

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



The key findings from the review are summarised in the areas of Governance, Planning and Regulatory function, Plan for the Future (strategic and corporate planning), assets and finance, workforce planning / Human Resource (HR) management and community and consultation. The report aims to highlight areas where the local government is demonstrating better practice as well as providing constructive feedback on addressing any areas for further development. The areas requiring further development are provided to the local government with suggested recommendations that the local government can aim to address through a documented action plan (Attachment 1).

**B. CONSIDERATIONS**

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

Theme 6: Governance and Leadership

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

Objective: Ensure robust financial management.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**C. OFFICER'S COMMENT**

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

Key to table

**Completed**

**No Action**

**Underway**

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

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.145

Moved: Cr Pollard

Seconded: Cr Mencshelyi

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

**CARRIED 4/0**

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

Attachment 1

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<i>Governance</i>				
Business Continuity Plan	1. Continue to work towards developing a business continuity plan to complement any risk management documentation.	June 2016	CEOPA	Finalised June 2016.
Council forum meetings	2. Review the council forum procedures and formalise these to minimise duplication with Ordinary Council Meetings.	May 2016	CEO	Review completed. Notes of forums now taken and presented to council meetings for acceptance. Process has been improved eliminating duplication of agenda preparation.
Local Laws	3. Review (and update or repeal, where required) local laws, including the Standing Orders in line with the requirements of the <i>Local Government Act 1995</i>	2016/17	Gov Officer	There is one final Local Law to be adopted by Council prior to Gazettal, however we are waiting on Ministerial approval, it is expected to be presented to Council for adoption at the April Council Meeting
Information Statement	4. Review and update the Shire's Information Statement and ensure that it reflects the current council.	July 2016	Gov Officer	Review completed 6/7/17. Next review 6/7/19
Legislative compliance	5. Develop a legislative compliance checklist/calendar to promote accountability and legislative awareness amongst all staff.	June 2016	CEO	In place.
Communication devices	6. Develop a communication device usage agreement for Elected Members	October 2016	CEOPA	Presented to Council 20/12/2017 and was not endorsed.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Business statement ethics	7. Consider developing a statement or policy to guide contractors and suppliers on expected standards and conduct when acting on the Shire's behalf.	August 2016	Purchasing Officer	Complete. Statement of Purchasing Ethics is incorporated into the Shire's documented purchasing process.
Information Technology (IT) and Information and Communications Technology Framework (ICT)	8. Review the current arrangements with the Shire's IT provider to ensure appropriate support is provided.	May 2016	EMCS	Audit Carried out that resulted in the calling for quotes and a new IT provider appointed November 2018. Updated 28/02/2019.
	9. Consider the adoption of an ICT Strategic Framework as a resource to use to plan for, manage and review the Shire's information and technology assets.	November 2016	EMCS	Have realigned staff to accommodate I/T Officer to coordinate, strategies are currently being developed.
Governance Relationship	10. Review the Shire's Code of Conducts and/or develop policies to formalise and document the Shire's practices in regards to elected member and staff interactions and requests for information.	January 2017	CEO	Complete. Policy adopted.
Emergency management	11. Continue the process of reviewing and documenting emergency management processes and procedures, ensuring plans are current and relevant.	November 2016	Community Emergency Services Manager	Completion of Local Emergency Management Arrangements adopted by Council 16/11/16.
<b>Planning and Regulatory</b>				
Documentation on Development Application Process	12. Review the current information and content on the Shire's website relating to Planning to ensure it is accurate and helpful.	October 2016	Manager Planning Services	Ongoing. Being reviewed from time to time to ensure info and forms remain current.
	13. Further develop additional information that will assist applicants to understand the Development Applications process and ensure its availability on the Shire's website.	October 2016	Manager Planning Services	Complete April 2017.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Heritage	14. Continue working towards developing a heritage list and revising and amending the Municipal inventory.	February 2017	Manager Planning Services	Heritage List adopted by Council on 19 February 2020.
<b>Plan for the Future</b>				
Corporate Business Plan	15. Ensure the annual review of the Corporate Business Plan results in the development of an evolving and rolling four-year plan, with the current financial year as the base year, which is linked to the annual budget.	May 2016	CEO	Completed.
	16. Review and provide clearer descriptions of the two categories of 'priority projects' in the Corporate Business Plan and ensure the financial allocation for the priority projects in the Corporate Business Plan aligns with the annual budget.	May 2016	CEO	Completed.
<b>Asset and Finance</b>				
Asset management	17. Continue the process of drafting individual asset plans for each of the major asset classes ensuring integration with other IPR plans.	June 2016	EMES	Infrastructure Asset Plan finalised. More detailed Parks & Gardens plan nearing completion. Building Asset Plans adopted June 2019.
	18. As part of the Shire's asset management review, both an asset management policy and strategy should be developed.	June 2016	EMES	Completed.
	19. Consider developing an asset disposal policy.	November 2016	EMCS	Asset disposal policy was adopted at OMC on April 2019
Long Term Financial Plan	20. Continue the process of revising the Long Term Financial Plan.	June 2016	EMCS	Completed.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
	21. Once the update of the Long Term Financial Plan is complete, consider undertaking annual reviews of the plan and its projections to ensure data remains current and up-to-date, resulting in a rolling and evolving 10-year plan.	April 2017	EMCS	Plan being reviewed annually with adjustments carried out if necessary, updated 28/02/2019
Statutory Ratios	22. Monitor the Operating Surplus Ratio and the Shire's expenditures to avoid any further deterioration of the continuing trend of decline of this ratio.	Ongoing	CEO	Ongoing, staff are currently focusing on these indicators and looking at developing strategies to improve performance as part of the development of the LTFP.  Recent and future projected ratios all meet minimum requirements established by the DLGC
	23. Consider reviewing the Shire's long term capital investment program to ensure asset renewal is maintained at an appropriate level with sufficient funding support.	Ongoing	CEO	Completed
	24. Consider reviewing the Shire's depreciation calculations to ensure depreciation expenses are accurate.	July 2016	EMCS	Completed, resulted in significant movements in depreciation to better reflect Council position.
<b>Workforce Planning and HR Management</b>				
Workforce Plan	25. Future revisions of the Workforce Plan should align with the rest of the Shire's Plan for the Future documentation, to ensure the most current Plan for the Future vision, mission statement, themes and objectives are captured.	December 2016	HRC	Workforce Plan adopted by Council on 18 December 2019.
Employee surveys	26. Investigate the appropriateness of conducting an employee survey and including results from the survey in the revised Workforce Plan.	October 2016	HRC	Staff Survey completed.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
<i>Community and Consultation</i>				
Tourism Plan	27. Continue the development of a local tourism plan/marketing strategy.	November 2016	EMCMS	The focus of the marketing plan has adjusted to become more a 'place / brand awareness' campaign which is under way with the READY. SET. GO
Reconciliation Action Plan (RAP)	28. Work with Reconciliation Australia to develop and adopt a Reconciliation Action Plan.	December 2016	EMCMS	Council has appointed a Reconciliation Action Plan Working Group to develop the RAP along Reconciliation Guidelines.  The First stage "REFLECT" RAP has been endorsed by Reconciliation Australia .



Audit & Risk Management Committee Meeting Minutes  
5 March 2020

**5.4 PROGRESS TOWARDS PROCUREMENT PROCESS REVIEW REPORT**

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	NIL
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

**BRIEF**

To provide Council with an update on the progress made towards the Procurement Review Report in order to ensure that continuous improvement occurs within the organisation.

**ATTACHMENTS**

Attachment 1: Outcomes from the Procurement Process Review Report.

**A. BACKGROUND / DETAILS**

In July 2017 under the direction of the CEO, staff called for quotes from qualified business to conduct a Procurement Process Review on the Shire of Northam's purchasing policy particularly focusing on, Tenders, Records Management, Probity and Credit Card Usage.

The Audit was designed to provide both the CEO and the Council with an additional element of accountability through a check on current procurement processes, ensuring these are being adhered to by staff.

**B. CONSIDERATIONS**

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

Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

**B.2 Financial / Resource Implications**

No current implications as this is an update.

**B.3 Legislative Compliance**

There is no legislative requirement to hold an Internal Procurement Review, however it is best practice.

**B.4 Policy Implications**

N/A.

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Council does not utilise rate payer funds effectively	Moderate (9)	Implement recommendations of this report
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	LG Act and Associated regulations are not complied with	High (12)	Implement recommendations of this report
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

On Monday 22 January 2018 Moore Stephens conducted an Audit on the Shire of Northam's Procurement processes, after the site visit follow up interviews were conducted with the Executive Management Team and the Procurement Officer.

Based on

A final report was received on 7 May 2018 that included the following contents:

1. Engagement Overview;
2. Executive Summary;
3. Summary Controls Table;
4. Review Findings and Recommendations;

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

---

5. Improvement Opportunities;
6. Procurement Processes – Tenders and Contracts Management;
7. Other Matters;

The major areas identified for improvement works are detailed in Attachment 1:

Key to table

**Completed**

**No Action**

**Underway**

RECOMMENDATION / COMMITTEE DECISION
Minute No: AU.146
Moved: Cr Ryan
Seconded: Cr Pollard
That Council receives the update toward the Procurement Process review as provided in Attachment 1.
<b>CARRIED 4/0</b>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

Attachment 1

REVIEW FINDINGS & RECOMMENDATIONS					
Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
<p>Per the Local Gov't (Functions and General) Regulations 1996, Part 4A, Section 24D (Discounts permitted for regional price preferences), there are three scenarios where the bid from the tenderer can be considered for a price reduction.</p> <p>The legislation allows for:</p> <ul style="list-style-type: none"> <li>• up to 10% reduction for goods or services up to a maximum of \$50,000;</li> <li>• up to 5% reduction for construction (building) services up to maximum of \$50,000; or</li> <li>• up to 10% where the contract is for construction (building) services up to a maximum price reduction of \$500,000.</li> </ul> <p>The Shire's Local Price Preference Policy (F 4.4), Section 3 - Local Price Preference Value, allows for a maximum price reduction of \$100,000 (excluding GST) for goods and services from within the Shire. The amount per the Shire policy does not fully align with the requirements outlined above under Section 24D.</p>	Non-alignment to Gov't Regulations.	Moderate	The Shire Local Price Preference Policy should be updated to align with the thresholds in the Regulations.	Local Price Preference Policy has been reviewed and will be presented to Council for consideration.	New Local Price Preference Policy Adopted, updated 28/02/2019

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

IMPROVEMENT OPPORTUNITIES				
ESTABLISHMENT OF PRE-QUALIFIED PANEL OF SUPPLIERS				
Observation	Potential Risks	Recommendation	Management Comment	Progress
<p>It was noted during the audit that the Shire currently does not operate any formal panels of pre-qualified suppliers. Rather, through the years, it has maintained an informal list of suppliers which it has consistently used for recurring needs such as electrical services, painting, etc. Use of an informal list may present the following limitations:</p> <ul style="list-style-type: none"> <li>precludes consideration of other suitable service providers which are new market entrants;</li> <li>rates quoted by known suppliers are often not market tested; and</li> <li>pre-qualified panel provides greater transparency in the selection process and if implemented follows a prescribed set of rules governing how the panel will operate to manage risks and to ensure a more efficient procurement process.</li> </ul>	<p>The following contractors were used multiple times for the period 1 July 2017 to 31 January 2018. Examples:</p> <p><u>Plumbing Services</u></p> <ul style="list-style-type: none"> <li>Andy's Plumbing [43 POs; spend @ \$14,000]</li> <li>Blackwell Plumbing [17 POs; spend @ \$15,500]</li> </ul> <p><u>Electrical Services</u></p> <ul style="list-style-type: none"> <li>Grafton Electrics [46 POs; \$22,000]</li> <li>Verlindens Electrical [4 POs; \$11,600]</li> </ul>	<p>It is recommended that goods and services which are:</p> <ul style="list-style-type: none"> <li>recurring,</li> <li>purchased frequently throughout the year; and</li> <li>deemed to be low or medium procurement risk, be considered for establishment as a pre-qualified panel under Division 3 of Regulations.</li> </ul> <p>Determination of these services could be based on spend data by service category for the past 2 or 3 years. Any services which are likely to reach \$150,000 however, must undergo a public tender process as per Section 11.</p>	<p>Staff will investigate and establish pre-qualified panels where appropriate.</p>	<p>Limited Progress staff investigating No changes – Have budgeted for vendor panel software, 3/10/2019.  Vendor panel software now in place, policy on pre-qualified panels being developed, 25/02/2020</p>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

SPEND ANALYSIS				
Observation	Potential Risks	Recommendation	Management Comment	Progress
<p>Spend analysis will provide insight into current procurement arrangements and identify opportunities for strategic procurement by spend category such as assessment of sole source arrangements and the use of pre-qualified panels (refer to point 1.0 Establishment of Pre-qualified panels).</p> <p>A regular review will also contribute to the understanding of historical spend patterns and whether anticipated value for money outcomes were achieved, thus providing input into subsequent tender planning processes.</p> <p>Spend analysis will also enable the Shire to benchmark suppliers which provide similar services for the purposes of "value for money" assessment for future reference.</p>	<p>The following examples illustrate the information that was obtained through a quick analysis of spend data from 1 July 2017 to 31 January 2018:</p> <ul style="list-style-type: none"> <li>Glenn Stuart Beveridge @ 9 months is \$91,000; this supplier could reach the \$150,000 threshold if not monitored.</li> <li>Several contractors provide ongoing technical services which require specialist environmental, health and safety knowledge. However, there is no contract or service agreement in place i.e. Avon Valley Contractors, Central Mobile Mechanical Repairs.</li> <li>Avon Valley Contractors; POs for \$8,800 for 3 months has been sole source supplier for hire of graders.</li> </ul>	<p>It is recommended that at least annually, a review is performed by a person independent of the Procurement function of spend by supplier, by service type and other relevant criteria to ensure that overall procurement for goods and services is a strategic activity.</p> <p>Procurement planning may also alleviate the reliance on sole source suppliers if request for goods and services on short notice is minimised.</p>	<p>Procedures will be put in place ensuring suppliers that have recurring purchases that may reach the \$150,000 tender threshold are reviewed annually.</p>	<p>Spend Analysis now being performed as part of EOFY procedures, updated 28/02/2019</p>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

---

**5.5 PROGRESS TOWARDS THE SAFETY & RISK MANAGEMENT PLAN**

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Officer Declaration of Interest:</b>	NIL
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

**BRIEF**

To provide Council with an update of the progress made towards the Safety & Risk Management Plan.

This report aims to establish a level of accountability in respect to completing the actions identified through the audit undertaken by LGIS in 2014 and 2016 in order to ensure that continuous improvement occurs within the organisation.

**ATTACHMENTS**

Attachment 1: Safety & Risk Management Plan.

---

**A. BACKGROUND / DETAILS**

The AS/NZS 4801:2001 Audit Report undertaken by LGIS in August 2016 has highlighted significant improvements pertaining to all aspects of Occupational Safety and Health at the Shire of Northam. The total 'average' score for the Shire of Northam was 67% which is significantly higher than the previous audit result of 28% which was achieved in 2014.

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

Audit & Risk Management Committee Meeting Minutes  
**5 March 2020**

**B. CONSIDERATIONS**

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

Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

Occupation Safety & Health Act 1984 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

Nil

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

As with all system based programs there is opportunity for continuous improvement aligned with AS/NZS 4801 guidance specifications. The



Audit & Risk Management Committee Meeting Minutes  
5 March 2020

implementation of the recommendations contained in audit report have assisted the Shire of Northam to improve its current occupational health and safety performance.

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

All areas of concern have been acted upon with some continually ongoing, it is recommended that this audit be finalised.

Key to table

Completed
No Action
Underway

RECOMMENDATION / COMMITTEE DECISION
Minute No: AU.147
Moved: Cr Mencshelyi Seconded: Cr Ryan
That Council
<ol style="list-style-type: none"><li>1. Receive the update as provided in the Attachment 1 in relation to the progress made towards the following Safety &amp; Risk Management Plan.</li><li>2. Not require the Safety &amp; Risk Management Plan 2016 to be presented to this committee in the future, given it has been superseded by the 2019 report.</li></ol>
<b>CARRIED 4/0</b>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Attachment 1

Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
1	OSH Audit 2014	N/A	N/A		Close out actions from OHS Audit 2014 HR to note item as superseded by 2016 Audit	HR	31.3.17 ACTIONED
2	4.3	4.3.1	3	<p><b>Planning Identification of Hazards, Hazard/Risk Assessment and Control of Hazards/Risks</b>  <i>The organisation shall establish, implement and maintain documented procedures for hazard identification, hazard/risk assessment and control of hazards/risks of activities, products and services over which an organisation has control or influence, including activities, products or services of contractors and suppliers.</i></p> <p><i>The organisation shall develop its methodology for hazard identification, hazard/risk assessment and control of hazards/risks, based on its operational experience and its commitment to eliminate workplace illness and injury. The methodology shall be kept up to date.</i></p>	Contractor management procedure to be developed and implemented to include hazard identification for contracts less than \$100K.	HR	Completed, currently being reviewed by Executive team
3	4.3	4.3.2	2	<p><b>Legal and Other Requirements</b>  <i>The organisation shall establish, implement and maintain procedures to identify and have access to all legal and other requirements that are directly applicable to the OSH issues related to its activities, products or services, including relevant relationships with contractors and suppliers. The organisation shall keep this information up-to-date. It shall communicate relevant information on legal and other requirements to its employees.</i></p>	Develop a procedure for accessing legislative documentation e.g. Act, Regulations, Codes of Practice, Australian Standards etc.	HR	31.3.17 COMPLETED
4	4.3	4.3.3	3	<p><b>Objectives and Targets</b></p>	Ensure that targets align with all Shire Business	HR	ONGOING

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<i>The organisation shall establish, implement and maintain documented OHS objectives and targets, at each relevant function and level within the organisation. When establishing and reviewing its objectives, an organisation shall consider its legal and other requirements, its hazards and risks, its technological options, its operational and business requirements and the views of interested parties. The objectives and targets shall be consistent with the OSH policy, including the commitment to measuring and improving OSH performance.</i>	Plans and documents e.g. LTIFR targets		
5	4.3	4.3.4	2	<p><b>OHS Management Plans</b></p> <p><i>The organisation shall establish and maintain management plans for achieving objectives and targets. They shall include:</i></p> <p>a) <i>Designation of responsibility for achievement of objectives and targets at relevant functions and levels of the organisation;</i></p> <p>b) <i>Outlining the means and timeframes by which objectives and targets are to be achieved.</i></p> <p><i>Procedures shall be established to ensure that current plans are reviewed and if necessary amended to address such changes at regular and planned intervals, whenever there are changes to the activities, products or services of the organisation or significant changes in operating conditions.</i></p>	Ensure any OHS Management Plans (Safety and Risk Management Plans) are regularly reviewed and updated.	OSH COMMITTEE	ONGOING TO BECOME A REGULAR ITEM ON AGENDA
6	4.4	4.4.1.2	2	<p><b>Responsibility and Accountability</b></p> <p><i>The organisation shall define, document and communicate the areas of accountability and responsibility (including those imposed by OHS legislation). Where contractors are involved, those areas of accountability and responsibility shall be clarified with respect to those contractors.</i></p>	Performance evaluations need to include OHS. Position descriptions should include a sign-off of OHS responsibilities. Any amendments made to performance evaluations	EXECUTIVE TEAM	All PD's and performance appraisals include OSH

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>a) <i>The organisation's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for:</i></p> <p>a) <i>ensuring that OHSMS requirements are established, implemented and maintained in accordance with AS/NZS 4801; and</i></p> <p>b) <i>reporting on the performance of the OHSMS to top management for review and as a basis for improvement of the OHSMS.</i></p>	<p>and/or Position Descriptions need to be communicated to relevant personnel.</p>		
7	4.4	4.4.2	3	<p><b>Training and Competency</b></p> <p><i>The organisation in consultation with employees shall identify training needs in relation to performing work activities competently, including OHS training. Procedures shall be in place to ensure that OHS competencies are developed and maintained. Personnel shall be assessed as competent on the basis of skills achieved through education, training or experience, to perform assigned tasks taking into account the OHS obligations, hazards and risks associated with the work activities.</i></p>	<p>Training requirements should be clearly stated in Position Descriptions.</p>	<p>EXECUTIVE TEAM &amp; HR</p>	<p>Exercise ongoing, updating Position descriptions based on information received at appraisal</p>
8	4.4	4.4.2	2	<p><b>Training and Competency Continued</b></p> <p><i>Procedures shall be developed for providing OHS training. These procedures shall take into account:</i></p> <p>a) <i>the characteristics and composition of the workforce which impact on occupational health and safety management; and</i></p> <p>b) <i>responsibilities, hazards and risks.</i></p> <p><i>The organisation shall ensure that all personnel, including contractors and visitors, have undertaken training appropriate to the identified needs. Training shall be carried out by persons with appropriate knowledge, skills and experience in OHS and training.</i></p>	<p>Develop a procedure that outlines the specific training requirements for OHS including Contractors.</p>	<p>HR</p>	<p>Training Plan created through CRTAFE.</p>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
9	4.4.3	4.4.3.2	3	<p><b>Communication</b></p> <p><i>The organisation shall have procedures for ensuring that pertinent OHS information is communicated to and from employees and other interested parties.</i></p>	All staff meetings and toolbox meetings must be documented and OHS items raised must be minuted.	DEPARTMENT MANAGERS	31.3.17 & ONGOING
10	4.4.3	4.4.3.3	3	<p><b>Reporting</b></p> <p><i>a) Appropriate procedures for relevant and timely reporting of information shall be established to ensure the OHSMS is monitored and performance improved. Reporting procedures shall be established to cover the following:</i></p> <p><i>a) OHS performance reporting (including results of OHS audits and reviews)</i></p> <p><i>b) Reporting on incidents and systems failures</i></p> <p><i>c) Reporting on hazard identifications</i></p> <p><i>d) Reporting on hazard/risk assessment</i></p> <p><i>e) Reporting on preventive and corrective action</i></p> <p><i>f) Statutory reporting requirements</i></p>	Include reporting notification timeframes in the OHS induction (for employees and contractors).	HR	31.3.17 COMPLETED
11	4.4	4.4.5	2	<p><b>Document and Data Control</b></p> <p><i>The organisation shall establish, implement and maintain procedures for controlling all relevant documents and data required by AS/NZS 4801 to ensure that:</i></p> <p><i>a) They can be readily located;</i></p> <p><i>b) They are periodically reviewed, revised as necessary and approved for adequacy by competent and responsible personnel;</i></p> <p><i>c) Current versions of relevant documents and data are available at all locations where operations essential to the effective functioning of the OHSMS are performed;</i></p>	Finalise Document Control and Records Management Procedure (see previous OHS Audit 2014 actions).	EXECUTIVE MANAGER CORPORATE SERVICES	Completed and registered in Promapp

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<p>c) <i>Obsolete documents are promptly removed from all points of issue or otherwise assured against unintended use; and</i></p> <p>e) <i>Archival documents and data retained for legal or knowledge preservation purposes or both, are suitably identified.</i></p> <p><i>Documentation and data shall be legible, dated (with dates of revision) and readily identifiable and be maintained in an orderly manner for a specified period. Procedures and responsibilities shall be established and maintained concerning the creation and modification of various types of documentation and data. The organisation shall preclude the use of obsolete documents.</i></p>			
12	4.4.6	4.4.6.1	2	<p><b>General</b></p> <p><i>The organisation shall establish, implement and maintain documented procedures to ensure that the following are conducted:</i></p> <p><i>hazard identification;</i></p> <p><i>hazards/risk assessment;</i></p> <p><i>of hazards/risks; and then evaluation of steps a) to c).</i></p>	<p>Evaluate current Hazard Management Procedure for effectiveness and continual improvement.</p> <p>(Chiara will develop evaluation methodology and a template for reporting on this).</p> <p>Develop and implement a purchasing procedure &amp; Hire/Lease procedure/Agreement that details hazard identification, risk assessment and risk control of new products</p> <p>Implement a Supplier/Contractor</p>	<p>HR</p> <p>EXECUTIVE MANGER CORPORATE SERVICES</p> <p>EXECUTIVE MANGER</p>	<p>Ongoing evaluation at OSH Committee meetings</p> <p>Statement of Purchasing Ethics Completed</p> <p>Completed</p>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
					selection criteria and listing based on safety practices	CORPORATE SERVICE	
13	4.4.6	4.4.6.2	2	<p><b>Hazard Identification</b></p> <p>a) <i>The identification of hazards in the workplace shall take into account:</i></p> <p>a) <i>the situation or events or combination of circumstances that has the potential to give rise to injury or illness;</i></p> <p>b) <i>the nature of the potential relevant injury or illness.</i></p> <p>i. <i>The identification process shall also include consideration of:</i></p> <p><i>the way that work is organised, managed, carried out and any changes that occur in this;</i></p> <p>ii. <i>the design of workplaces, work processes, materials, plant and equipment;</i></p> <p>iii. <i>the fabrication, installation and commissioning and handling and disposal (of materials, workplaces, plant and equipment);</i></p> <p>iv. <i>the purchasing of goods and services;</i></p> <p>v. <i>the contracting and subcontracting of plant, equipment, services and labour including contract specification and responsibilities to and by contractors;</i></p> <p>vi. <i>v) the inspection, maintenance, testing, repair and replacement (of plant and equipment) to the activity, product or service; and</i></p> <p>c) <i>past injuries, incidents and illnesses.</i></p>	<p>Conduct a review of injury, hazard and incident data.</p> <p>Analyse and consider findings in data for planning future work.</p> <p>Chiara will develop a methodology and template for reporting on this.</p>	OSH COMMITTEE	ONGOING
14	4.4.6	4.4.6.3	3	<p><b>Hazard/Risk Assessment</b></p> <p><i>All risks shall be assessed and have control priorities assigned, based on the established level of risk.</i></p>	Develop a Job Safety Analysis template that is consistent throughout the Shire departments	HR	30.11.16 COMPLETED

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
					ensuring that the template includes an initial risk rating and residual risk rating boxes. It is recommended that the document called "Task Steps" be re-named "Safe Work Method Statement" to align with the OHS legislation.		
15	4.4.6	4.4.6.5	2	<b>Evaluation</b> <i>The process of hazard identification, hazard/risk assessment and control of hazards/risks shall be subject to a documented evaluation of effectiveness and modified as necessary.</i>	As above for 4.4.6.1.	HR	31.1.18  Evaluated on a regular basis at OSH Committee meetings
16	4.5.1	4.5.1.2	2	<b>General continued</b> <i>The organisation shall establish, implement and maintain documented procedures to monitor and measure on a regular basis the key characteristics of its operations and activities that can cause illness and injury. The effectiveness of these measures shall be evaluated. Appropriate equipment for monitoring and measurement related to health and safety risks shall be identified, calibrated, maintained and stored as necessary.</i>  <i>Records of this process shall be retained according to the organisation's procedures. With regards to the OHSMS, the organisation shall establish, implement and maintain procedures to monitor.</i>	Conduct a risk assessment to determine health surveillance requirements. This includes reviewing MSDS' and work processes.  Chiara will assist with this process.  When it is determined whether health surveillance is required a procedure should be developed.	HR	31.1.18  Evaluated on a regular basis at OSH Committee meetings



Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<ul style="list-style-type: none"> <li>a) performance, effectiveness of operational controls and conformance with the organisation's objectives and targets; and</li> <li>b) compliance with relevant OHS legislation.</li> </ul>			
17	4.5	4.5.3	2	<p><b>Records and Records Management</b></p> <p>The organisation shall establish, implement and maintain procedures for the identification, maintenance and disposition of OHS records, as well as the results of audits and reviews. OHS records shall be legible, identifiable and traceable to the activity, product or service involved. OHS records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and maintained. Records shall be maintained as appropriate to the system and to the organisation, to demonstrate conformance to the requirements of AS/NZS 4801.</p>	<p>As above for 4.4.5.</p> <p>Review current staff access, security arrangements and storage of records.</p>	EXECUTIVE MANAGER CORPORATE SERVICES	Completed and registered in Promapp. A secure area has been arranged for OHS records in the Records Office
18	4.5	4.5.4	1	<p><b>OHSMS Audit</b></p> <p>The organisation shall establish, implement and maintain an audit program and procedures for periodic audits to be carried out by a competent person, in order to:</p> <ul style="list-style-type: none"> <li>a) determine whether the OHSMS:                             <ul style="list-style-type: none"> <li>i) conforms to planned arrangements for OHS management including the requirements of AS/NZS 4801;</li> <li>ii) has been properly implemented and maintained;</li> <li>iii) is effective in meeting the organisation's policy as well as objectives and targets for continual improvement; and</li> <li>iv) provide information on the results of audits to management and employees.</li> </ul> </li> </ul>	<p>Develop a procedure for audits.</p> <p>Develop an Audit Program based on previous audit findings and areas of concern.</p>	HR	<p>30.6.17</p> <p>Completed</p>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Action Item	Element Number	Sub-element Number	Score	Requirements Extracted From Criteria	Actions to be Taken	Responsibility	Due Date
				<i>The audit program, including any schedule, shall be based on the OHS importance of the activity concerned, and the results of previous audits. The audit procedures shall cover scope, frequency, methodologies and competencies, as well as the responsibilities and requirements for conducting audits and reporting results.</i>			
19	4.6	4.6	2	<p><b>Management Review</b></p> <p><i>The organisation's top management shall ensure, at intervals that it determines, review the OHSMS, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented. Management shall review the continued relevance of, and change where appropriate, policy, objectives, responsibilities and other elements of the OHSMS, in light of OHSMS audit results, changing circumstances and the commitment to continual improvement.</i></p>	<p>Senior management to conduct a review of the OHS system.</p> <p>Develop an agenda for items and determine timeframes/intervals for the review.</p>	EXECUTIVE TEAM	Executive Have standing agenda item in fortnightly meeting to discuss progress of OHS, the OHS system is constantly under review. Currently assessing a change in OHS software

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

**5.6 ADOPTION OF THE OSH ACTION PLAN 2019**

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	1.1.9.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Officer Declaration of Interest:</b>	NIL
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

**BRIEF**

For Council to endorse the OSH Action Plan from the audit undertaken by LGIS in 2019.

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

**ATTACHMENTS**

Attachment 1: OSH Action Plan.

**A. BACKGROUND / DETAILS**

The 3 Steps to Safety Program Assessment undertaken by LGIS in June 2019 has highlighted significant improvements pertaining to all aspects of Occupational Safety and Health at the Shire of Northam. The total 'average' score for the Shire of Northam was 72% which is slightly higher than the previous audit result of 67% which was achieved in 2016. This however indicates that there is continuous improvement throughout our safety systems when compared to the audit result of 28% in 2014.

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

**B. CONSIDERATIONS**

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

Theme Area 6 Governance and Leadership

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

Objective: Ensure robust financial management.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

Occupation Safety & Health Act 1984 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

Nil

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

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

As with all system based programs there is opportunity for continuous improvement aligned with the Worksafe Plan guidance specifications. The

Audit & Risk Management Committee Meeting Minutes  
**5 March 2020**

---

implementation of the recommendations contained in the audit report have assisted the Shire of Northam to improve its current occupational health and safety performance.

Officers are working towards addressing the areas requiring attention whilst continuing the improvements already underway in order meet its occupational health and safety responsibilities into the future.

Key to table

**Completed**

**No Action**

**Underway**

RECOMMENDATION / COMMITTEE DECISION
Minute No: AU.148
Moved: Cr Ryan
Seconded: Cr Mencshelyi
That Council endorse the OSH Action Plan from the audit undertaken by LGIS in 2019 and request the Chief Executive Officer to report the progress towards the Action Plan to future Audit and Risk Management Committee meetings.
<b>CARRIED 4/0</b>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

Attachment 1



# 3 Steps to Safety

## Step 2: OSH Action Plan



November 2019

Shire of Northam OSH Action Plan  
2019

Page 1 of 7

### OSH Action Plan

**Purpose:** This plan has been developed in response to step 1 of the 3 Steps to Safety program that was undertaken in June 2019 and outlines the actions to be taken to address areas for improvement. This plan should be read in conjunction with the Verification Report.

**Background:** The 3 Steps to Safety program was developed to recognise the diversity in WA local government. Encompassing 3 steps: Assess, plan and act, the program uses progressive safety practices to drive safety performance. This OSH action plan fulfils step 2 of the program. Step 3 is the implementation of this plan.

Tier 2 Program Summary



**Review:** This plan should be reviewed at the Senior Management Group meetings to ensure actions are closed out.

**Responsibility:** Jason Whiteaker, Chief Executive Officer

**Scoring methodology:** The following scoring methodology was used in the assessment

Finding	Score	Definition
Satisfactory	2	Where the organisation has fulfilled the requirement
Insufficient	1	Where the organisation has fulfilled some of the requirements but not all of it
Unsatisfactory	0	Where the organisation has not fulfilled the requirement

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

OSH Action Plan

Action Item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
<b>Management Commitment</b>						
1	1.1		<i>There is a documented safety and health policy that is reviewed on a regular basis</i>	Ensure that all OSH Policies are identified (Policy Manual and Employee Induction Manual) and ensure that they align. Once this has been done ensure that the Policy is reviewed <b>annually</b> internally and this review is documented.	HR Manager	June 2020
2	1.3		<i>The Shire identifies and monitors safety and health legislation, codes of practice, guidance notes, agreements and guidelines relevant to its operations</i>	Develop a register that lists relevant legislation, codes of practice, guidance notes and Australian standards etc.	HR Manager	June 2020



Audit & Risk Management Committee Meeting Minutes  
5 March 2020

Action Item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
<b>Planning</b>						
3	2.1		<i>The Shire's approach to safety and health management is planned and reviewed</i>	Review the Safety Management Plan annually and ensure it is updated appropriately.	HR Manager	June 2020
4	2.2		<i>Specific safety and health objectives and measurable targets have been established for relevant functions</i>	Review objectives and targets set within the Safety Management Plan and ensure that they are relevant to the overall goal within the OSH Policy.	Executive Team HR Manager	June 2020
5	2.3		<i>Arrangements are in place for people with special needs</i>	Develop a process for workers needs to be identified and assessed e.g. return-to-work programs when a worker has been deemed unfit / fit for work and / or a worker raising a medical issue / concern.	HR Manager	June 2020
6	2.5		<i>Policies and procedures for engaging and managing contractors are in place</i>	Develop a policy / procedure regarding the management of contractors.	HR Manager	June 2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

Action item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
<b>Hazard Management</b>						
9	4.2		<i>Work environments are regularly inspected and hazards identified</i>	Review the process for workplace inspections to ensure that workplaces are being inspected regularly and the inspections are recorded adequately.	OSH Committee	Ongoing
10	4.2		<i>Work activities are analysed and hazards identified</i>	Review current development of SWMS.	OSH Committee	Ongoing
11	4.4		<i>Risk assessments are undertaken on identified hazards</i>	Ensure risk assessments are conducted for changes to the workplace, purchase / hire of new / used items and contracted services.	Executive Manager Corporate Services	June 2020
12	4.6		<i>The effectiveness of the hazard identification, risk assessment and risk control process is periodically reviewed and documented</i>	Ensure that a review of the hazard management process is conducted to establish its effectiveness.	HR Manager	June 2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

Action Item	Element No. (taken from checklist)	Finding (score)	Requirements (taken from criteria)	Actions to be taken	Responsibility	Due date
<b>Training and Supervision</b>						
13	5.5		<i>Training is delivered by people with appropriate knowledge, skills and experience</i>	Develop and implement a process where information regarding training providers (e.g. RTO status and number, Facilitator bios) is obtained and kept on file.	Safety Officer	June 2020
14	5.6		<i>The training program is evaluated and reviewed</i>	Ensure that feedback (evaluations) regarding training courses is obtained and recorded. Ensure that the overall training program is reviewed annually.	Safety Officer	ongoing
15	5.7		<i>Supervision is undertaken by people with appropriate safety and health knowledge, skills and experience</i>	Ensure that safety and health performance criteria is developed and implemented for supervisors and managers etc.	HR Manager	June 2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

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

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	

**BRIEF**

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

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

**ATTACHMENTS**

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

**A. BACKGROUND / DETAILS**

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

- Risk management
- Internal controls, and
- Legislative compliance

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

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

**B. CONSIDERATIONS**

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

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

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Revenue loss to the Shire.	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

**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

Audit & Risk Management Committee Meeting Minutes  
**5 March 2020**

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.

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

Key to table

**Completed**

**No Action**

**Underway**

RECOMMENDATION / COMMITTEE DECISION
Minute No: AU.149
Moved: Cr Pollard
Seconded: Cr Ryan
That Council receive the update as provided in the Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.
<b>CARRIED 4/0</b>

Attachment 1

APPENDIX A  
SHIRE OF NORTHAM  
RISK MANAGEMENT

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



Audit & Risk Management Committee Meeting Minutes  
5 March 2020

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			and will also provide for the mirroring of systems and data to alternative office locations for the purpose of training as well as testing and Disaster Recovery.	mechanism in place to test the recovery of data.		
3	I/T framework, policies and procedures require further development	Without proper procedures in place the Shire is leaving itself vulnerable to Cyber Attack and fraud	In accordance with the Department of Local Government I/T framework, policies and procedures are to be developed, outlining terms and conditions in respect to personally owned devices, and access to documented and approved policies implemented and monitored on an ongoing basis.  Policies and procedures relating to access and use of Shire CCTV systems also needs to be developed, documented, approved, implemented and monitored.	1. ICT Policy to be put in place for personally owned devices. 2. Policy and procedures to be put in place for the Shire's CCTV network. 3. Create a user access agreement. 4. Create a simplified wireless network. 5. Enter a risk in PROMAPPS to document internal fraud.	EMCS	Nil

Audit & Risk Management Committee Meeting Minutes  
 5 March 2020

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
			<p>Related ongoing and/or planned projects include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Access to the Shire's network requiring a user to single-click an acknowledgment notification relating to terms of (fair) use and activity monitoring before access to Shire resources is granted. This will assist with the protection of the Shire as an organisation in relation to indemnity and liability related to any incidents of misconduct, fraud, theft, workplace bullying, etc.</li> <li>• Simplified wireless network access in all offices, segregated into Staff, Councillors, Services (such as retic and security), and Guest layers</li> <li>• that can be utilised by Shire resources as well as</li> </ul>			

Audit & Risk Management Committee Meeting Minutes  
**5 March 2020**

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
4	Procurement framework could be improved with addition of guidelines for when the CEO is managing projects.	Potential inadequate processes for signing variations to projects	Cost Variation Form – Add the following comment: 'In the event that the CEO is project manager, the variation is to be authorised or approved by another executive or a project superintendent, effectively requiring two signatures'	Agree	CEO	Complete.
5	Ascertain whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.	Potential Internal Risks <ul style="list-style-type: none"> <li>• Corporate card misuse, such as payment for personal expenses</li> <li>• Fictitious names on the payroll system.</li> <li>• Delayed terminations.</li> <li>• Abuse of position and power, including accepting or offering bribes or gifts.</li> <li>• Nepotism.</li> <li>• Submitting false travel claims.</li> </ul>	To ensure there is no perception of inappropriate involvement with suppliers, including: unlawful or unauthorised release of information, knowingly making or using forged or falsified documentation, failing to declare and appropriately manage conflicts of interest, a Fraud and Misconduct Control Framework should be developed and endorsed by the Audit & Risk Committee	A Fraud and Misconduct Framework will be developed	GOV Officer	Nil

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

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

Audit & Risk Management Committee Meeting Minutes  
**5 March 2020**

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

UNCONFIRMED

**APPENDIX B  
SHIRE OF NORTHAM  
INTERNAL CONTROLS**

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Our inquiries of Council's Building Supervisor indicated the Shire of Northam does not currently have a signed contract in place with the external security companies used for monitoring and call-outs. <b>Finding Regulation 17 2016 Audit</b>	Risk of the Shire of Northam locations not being protected from break-ins, vandalism etc.	We recommend that contracts are in place with all third parties engaged to provide said security services.	Staff will develop an agreement.	EMES	As at 24/2/20 An overarching contract is being developed for all buildings to include remote access to minimise callouts
1	An audit of several registered documents found that some documents which were considered to be sensitive, were not appropriately registered, with limited viewing.	All staff would have access to sensitive documents which would be a breach of privacy.	Process suggestion has been made to make provision for registering sensitive documents. Staff to be provided with training/reminder of the need to register certain documents whilst limiting access.	Staff to investigate	EMCS	
4	Some processes being used by external offices does not comply with correct accounting procedures	Cash may be incorrectly recorded, there is also the potential	Develop a process for receipt of all 'offsite' money, inclusive of a mechanism to ensure accuracy of takings to	1. Staff to develop a process to receipt all off site money	Accountant	1. Process developed, as yet not implemented across the all departments 2. Considering options.

Audit & Risk Management Committee Meeting Minutes  
**5 March 2020**



No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
		for money to go missing	banking and develop a process for offsite stock management.	2.Develop a process and procedure for offsite stock management.		24/02/2020

UNCONFIRMED



**APPENDIX C  
SHIRE OF NORTHAM  
LEGISLATIVE COMPLIANCE**

No.	Finding	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Reviewing the annual Compliance Audit Return and reporting to council the results of that review;	There is a risk of complacency and missed documentation.	Have the CAR undertaken independently once in every three years.	It is planned to allocate funds to have the CAR carried out independently for the 2020 return	GOV Officer	Nil
2	Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;		Complaints management process to be amended to include provisions around treatment of confidential and anonymous complaints (internal / external).	Process to be reviewed	GOV Officer	Complete.  The complaint process has been amended to include:  All elements of the complaint are to be treated with confidentiality (including the identity of the complainant).

Audit Committee Meeting Minutes  
5 March 2020



**5.8 PROGRESS TOWARDS IT AUDIT SERVICE REPORT**

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

**BRIEF**

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

**ATTACHMENTS**

- Attachment 1: IT Audit Action Plan.
- Attachment 2: Disaster Recovery Plan.

**A. BACKGROUND / DETAILS**

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

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

Audit Committee Meeting Minutes  
5 March 2020



- b. Document areas of concern
- c. Suggest the implications

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

The core areas audited and documented where:

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

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

**B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership

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

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

**B.2 Financial / Resource Implications**

N/A

**B.3 Legislative Compliance**

There is no legislative requirement to hold an IT Service Review, however it is best practice.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	The cost of cyber-attacks can be extremely high	Minor (2)	Put processes in place to mitigate attack

Audit Committee Meeting Minutes  
5 March 2020



Health & Safety	N/A	N/A	N/A
Reputation	Any disruption to Councils IT infrastructure impacts members of the community and may give them a poor reflection of dealing with Council.	Minor (2)	Put processes in place to mitigate attack
Service Interruption	Disruption to the service provided by Council	Medium (3)	Put processes in place to mitigate attack
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

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

**Level 1 Monitoring and Maintenance**

Examples include but are not limited to:

- Monitoring Server Uptime;
- Being made aware if Server goes offline;
- Monitoring and maintain Backups;
- Monitoring and managing Hard Disk Utilisation;
- Monitoring, notifying and instigating repair of Hardware faults; and
- Checking Windows updates that are required.

**Level 2 Support Packs**

Such as auditing and review services which include:

- Backup and Disaster Recovery Assessment;
- Network Performance Assessments;
- Virus and Security Assessments;
- Network Hardware Review; and
- Communications Review (ie. ADSL connections)

In the attached table it describes the actions taken by the Shire to address the IT issues raised by Focus Networks.

Key to table

Audit Committee Meeting Minutes  
5 March 2020



Completed

No Action

Underway

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

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.150

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council:

1. Receive the update as provided in Attachment 1 in relation to the progress made towards the IT Audit Review.
2. Adopt the IT Disaster Recovery Plan.

**CARRIED 4/0**

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Attachment 1

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
1	Backups	<u>HIGH</u> Score 1.5	<p>Two backup technologies are used</p> <p>The backup runs daily Monday to Friday and are stored on a share on the NSC-HYPERV physical server. A retention period for NSC-DATABASE could not be documented.</p> <p>A backup exists on the NSC-FILE virtual server and NSC-TS physical server. This backup runs daily Monday to Sunday at 9PM. A retention period of 7 days exists for NSC-TS and 28 days for NSC-DATABASE. These are stored onsite in a fire proof safe right next to the server room. Once a week the hard drives are taken offsite by staff. Notifications are emailed to the ICT shared mailbox.</p> <p>Focus Networks could not confirm failures for the past month.</p>	<p>An onsite and offsite backup and recovery solution should be kept as simple as possible and include the following.</p> <ul style="list-style-type: none"> <li>Onsite and offsite retention of backups</li> <li>Minimum hourly snapshots</li> <li>Hourly dailey, weekly, monthly and annual retention periods</li> <li>Regular recovery testing</li> <li>Daly backup notifications</li> </ul> <p>It is important to do regular scheduled Disaster recovery testing to ensure all is working as intended.</p>	Executive Manager Corporate Services	Now utilising Acronis, taking multiple daily snapshots as well as offsite backups.
2	Internet Gateway	<u>HIGH</u> Score 1.5	<p>Current firewall offers protection for less than 1% of these vulnerabilities.</p> <p>A Juniper device managed by Telstra is a basic router that offers no security services for Website Content Filtering, Gateway Anti-Virus or Gateway Anti-Spyware (also referred to as Deep Packet Inspection). These security services are supposed to be the first line of defence for incoming Internet traffic.</p>	<p>It is imperative that a deep packet scanning corporate firewall be utilised at all sites for both unencrypted and encrypted traffic providing protection from Internet attacks and misbehaving users. As of today, known virus, intrusion and spyware vulnerabilities are numbered at over 31,000.</p>	Executive Manager Corporate Services	Hardware based deep packet scanning corporate firewall has been implemented via a Fortigate router. This has also allowed us to better manage and monitor our network and circumvent the complications and delays brought about by

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
						the Telstra MPLS side of things.
3	Anti-Virus	<u>HIGH</u> Score 1	The cloud based solution is used this makes remote agent monitoring and management a little easier. It is confirmed there is a license count of 80 with 75 in use. 17 agents were outdated and ransomware protection was disabled. No scheduled scans have been created for the servers or desktops and no scheduled reporting was enabled. Notifications were set to email <a href="mailto:ithelp@northam.wa.gov.au">ithelp@northam.wa.gov.au</a>	Corporate grade anti-virus and anti-spam protection is a priority and proactive monitoring is required. Weekly scanning and reporting is imperative. A centrally located management console must be used to push out and update all machines at all sites	Executive Manager Corporate Services	Have upgraded to the latest Trend, WFBS is implemented on servers, all workstations are also using Trend as an anti-spam solution for emails.
4	IT Support	<u>HIGH</u> Score 1	IT support is delivered using a mix of internal resources and an external contractor being PCS. Neither have full visibility of all components and no sharing mechanisms. This can lead to confusion and inevitably a finger pointing exercise. The Telstra MPLS network is fully managed generally locking out the client to making network/security modifications unless a ticket is generated. The response times from Telstra on these tickets can take days/weeks. The Library was following a different strategy and appeared to run under an independent IT model.	A proactive support mechanism implemented with a helpdesk solution should aim at keeping all parties up to date at all times. Helpdesk calls should be updated when a system change is required or when a request is completed. Regular helpdesk reporting can help identify underlying issues and a searching ability should allow engineers to track and troubleshoot problems. Documentation and communication build a strong relationship.	Executive Manager Corporate Services	We now have a ticketing system using Fresh desk as our online ticketing system. Goes to all on the IT team including our external support. The system gives IT staff the ability to monitor and review work history for trends. We also have a support agreement in place with JHCS, whom monitor Councils servers, backups etc remotely.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			<p>Calls for help are not documented in a helpdesk ticketing system. No utilisation statistics can be documented.</p> <p>PCS provide Level 2 and Level 3 remote IT support on an adhoc basis which can total up to 3 hours per week.</p> <p>No remote monitoring or infrastructure maintenance is delivered but after hours support is offered via mobile phone. There are no Service Level Agreements (SLA's) or minimum response times provided and no management reports.</p>			
5	ISP Links	<u>MEDIUM</u> Score 1.5	<p>The Telstra MPLS NBN link uses FTN. This services uploads and downloads speeds are different. The Telstra MPLS NBN link was running at a speed of 43Mbps down and 2Mbps up.</p> <p>The secondary link is a Telstra ADSL link that uses copper. This service is an asynchronous service which means the upload and download speeds are different.</p> <p>The Head office lacks a fast redundant ISP link but this would be due to the design of the MPLS network as the hop off point for the Internet would be in the Telstra MPLS cloud. The NBN FTN disconnection for copper services would affect ADSL services.</p>	<p>Business grade Internet services will offer better contention ratios. Redundant links using different Internet technologies on a corporate firewall can increase uptime and will improve Internet browsing, site to site connectivity or cloud connections.</p>	Executive Manager Corporate Services	<p>MPLS given 30 days notice. We are going with TPG to give us a link to the building. They will replace what Telstra couldn't deliver.</p> <p>We are also in process of linking remote offices with Administration building via own airfibre / wireless links which replace our dependence on NBN and ADSL services.</p>



Audit & Risk Management Committee Meeting Minutes  
5 March 2020



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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
						needs to be achieved, ongoing 24/02/2020.
8	Windows Updates	<u>MEDIUM</u> Score 1	<p>The two physical servers were last updated on the 19<sup>th</sup> of August. As this is a Sunday we assume IT completed the updates.</p> <p>The single virtual server NSC-FILE was last updated on the 21<sup>st</sup> of August which places the network at significant risk.</p> <p>All desktops are configured to receive updates through group policy, forcing all machines to update from Microsoft servers. No central WSUS server is present, which places more load on the internet links, and prevents reporting on the current state of patching. All desktops audited had less than 10 important updates pending.</p> <p>No test groups or pilot groups for desktops were evident for updates. This means that all updates are simply installed without testing, which is not recommended.</p>	Microsoft Windows Server Update Services (WSUS) or alternative 3 <sup>rd</sup> party management tools, enable administrators to deploy the latest Microsoft product updates to computers running the Windows operating system. By using WSUS or these tools, administrators can fully manage the distribution of updates that are released through Microsoft Update to computers in their network.	Executive Manager Corporate Services	Councils ICT provider is now contracted to carry out updates on a regular basis, 26/02/2020
9	Printing	<u>MEDIUM</u> Score 1	<p>Centralised printing is via at least ten printers setup as direct IP printing on Server 2008 R2. The IP addresses used for the network were not all in sequential order.</p> <p>Canon, HP and Brother printers were confirmed onsite no standard purchasing policy exists.</p>	Centralised printing should be implemented to reduce ongoing consumable costs. Highly sensitive printing for the payroll or HR department should be implemented with a private/local printer. Network sharing should always be chosen over direct printing and the secure or distributed option of printing should be investigated.	Executive Manager Corporate Services	A review of printers has been carried out across all operation centres and stand along printers decommissioned where possible being replaced by network printers. 25/02/2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



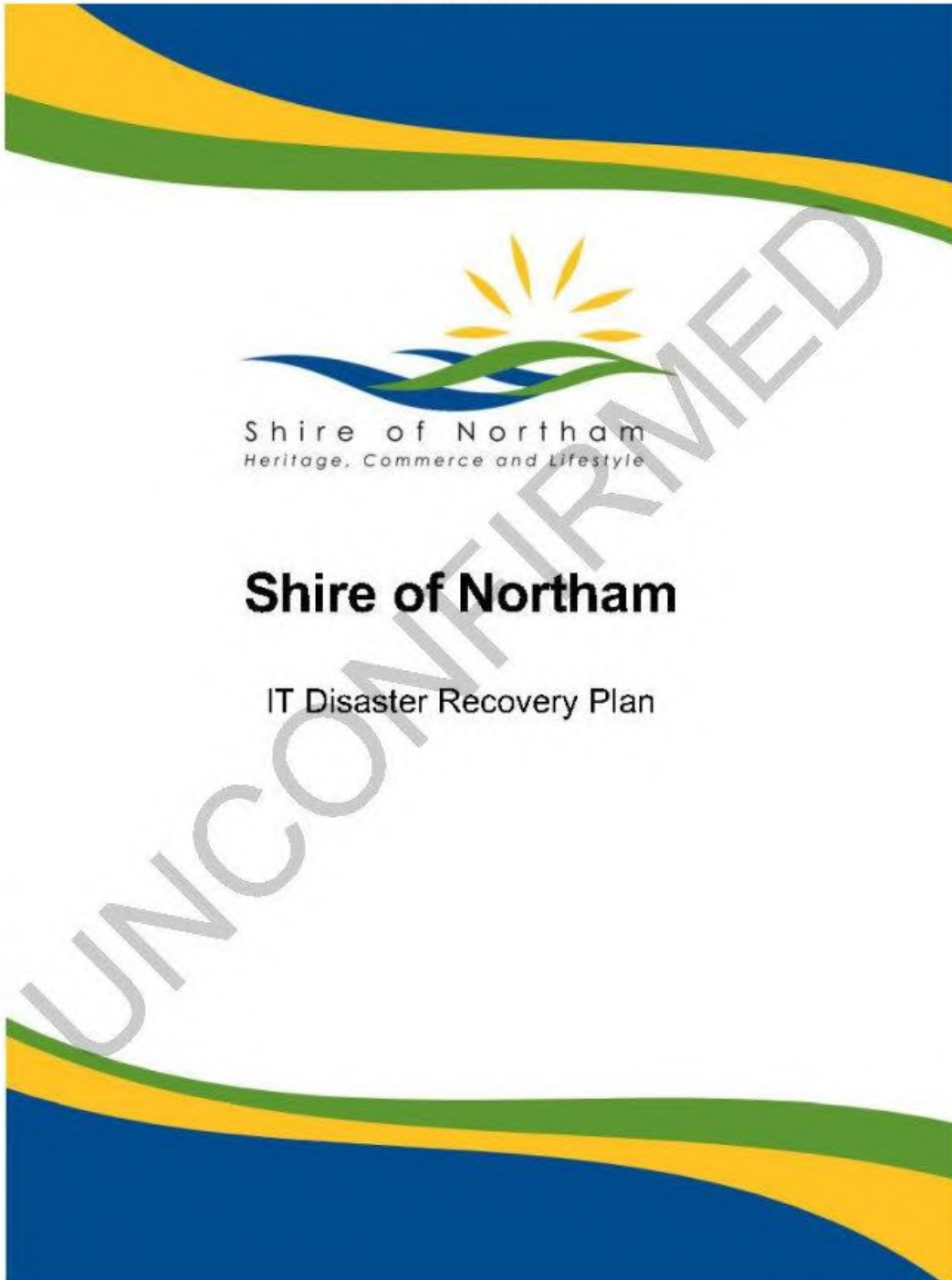
No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			No secure print functionality was witnessed on the larger multi function printers.	Locations of printers from an OHS point of view should be addressed for ventilation and noise requirements.		
10	Servers	<u>LOW</u> Score 0.5	Three white box physical servers reside in the server cabinet. They are all configured with redundant power supplies running from a single Eaton UPS. The second Eaton UPS in the rack is faulty and not in use.  There is no remote management port options available on these servers. The white box physical servers are not covered under a warranty. Connectivity to the network is 1Gb via a single CAT5 Ethernet cable. Redundant network interfaces are not utilised on all servers	A tier 1 server platform utilising the N+1 architecture delivers an increased uptime by offering redundant power supplies, redundant network connections, onboard remote management and extended warranties.	Executive Manager Corporate Services	Servers have been upgraded and storage increased and connectivity to the network is via managed switches configured to deliver 4Gb (bonded 4 x 1Gb) links. Servers are remotely monitored by JHCS our main ICT support vendor.
11	Local Area Network	<u>LOW</u> Score 1	Three switches are rack mounted in the comms cupboard. Unfortunately all devices are powered by mains power only.  A Netgear FS524 24 port 10/100 switch has no ports free. A Netgear Prosafe GS748T 48 port gigabit switch has approximately 8 ports free. A HP J3188A 16 port 10Base-T hub has approximately 10 ports free.  One switch is rack mounted in the server rack in the printing room. A Netgear Prosafe JGS524 24 port gigabit switch has 18 ports free.	Managed switches should be backed by a lifetime product warranty. Power over Ethernet (PoE) functionality should be investigated if a VOIP phone system is utilised. Management capabilities (HTTP and SNMP) will also aid in network fault finding and usage reporting. Non managed switches can decrease intelligence and performance.  Wi-Fi access points can be configured on different frequency ranges. Each range is divided into channels. Fine tuning can increase performance gains. Wireless network access can also be configured using	Executive Manager Corporate Services	Most gear mentioned in this section of the audit has since been replaced and all of it is now on a UPS. We are now running smart / managed PoE switches and a Fortigate router configured to handle multiple sources of network connectivity, deep packet scanning, VPNs, VLANs, and Wifi hotspots, etc.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



No.	Priority Areas	Finding Rating	Current	Recommendation	Responsible Officer	Progress to Date
			There is no evidence of separated networks (referred to as VLANs).	SSIDs and VLANs for internal use and/or public use.		
12	Uninterrupted Power Supply (UPS)	LOW Score 1	<p>Two Eaton UPS reside in the server rack in the printing room. We are confident that the Eaton 9125 RM UPS is end of life and faulty.</p> <p>No SNMP card or EMP probe for monitoring were witnessed therefore no Eaton shutdown software was loaded to gracefully restart the powered servers in the event of a temperature or humidity rise.</p>	<p>A UPS filters supplied power Load segments can be defined to shutdown non-critical equipment first. The SNMP protocol is used to record and monitor incoming and outgoing voltages. Most importantly, UPS shutdown software should be installed and configured to shut down the servers gracefully during an extended power outage and power them back on after clean power has been restored.</p>	Executive Manager Corporate Services	<p>The main server and NAS storage and switch is on a managed UPS configured to shutdown the server in the event of an extended outage and its effectiveness was tested (including power down / back on) during a power outage earlier this year. One of the two older Eaton UPS devices has been repurposed to provide protected power to the managed switches and other gear in a separate comms cabinet. The audit assessment of the Eaton 9125 UPS was correct and it has since been decommissioned.</p>

Attachment 2



Audit & Risk Management Committee Meeting Minutes  
5 March 2020



IT Disaster Recovery Plan



Revision History

Revision	Date	Name
Draft 1	17/01/2020	Daniel Goldman (JH Computer Service)
Draft 1	26/02/2020	Colin Young
Draft 1	26/02/2020	Colin Young
Draft 1	26/02/2020	David Sparrow
Draft 1	27/02/2020	David Sparrow
Draft 1	27/02/2020	Colin Young

UNCONFIRMED

## Contents

Information Technology Statement of Intent .....	4
Objectives .....	4
Key Personnel Contact Information .....	4
Notification Calling Tree .....	5
1 Plan Overview .....	6
1.1 Plan Updating .....	6
1.2 Plan Documentation Storage .....	6
1.3 Backup Strategy .....	6
1.4 Risk Management .....	6
Risk Matrix .....	6
Likelihood Table .....	7
Consequence Table .....	8
2 Emergency Response .....	9
2.1 Alert, escalation and plan invocation .....	9
2.1.1 Plan Triggering Events .....	9
2.1.2 Activation of Emergency Response Team .....	9
2.2 Disaster Recovery Team .....	9
2.3 Emergency Alert, Escalation and DRP Activation .....	9
2.3.1 Emergency Alert .....	9
2.3.2 DR Procedures for Management .....	10
2.3.3 Contact with Employees .....	10
3 Recovery Procedure .....	10
3.1 Flood Disaster Recovery .....	10
3.2 Fire Disaster Recovery .....	10
3.3 Act of Sabotage .....	10
3.4 Loss of communication or network .....	11
4 Recommendations .....	11

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



IT Disaster Recovery Plan



Information Technology Statement of Intent

This document delineates our policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarizes the Shires recommended procedures. In the event of an actual emergency situation, modifications to this document may be made to ensure physical safety of our people, our systems, and our data.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

Objectives

The principal objective of the disaster recovery program is to develop, test and document a well-structured and easily understood plan which will help the company recover as quickly and effectively as possible from an unforeseen disaster or emergency which interrupts information systems and business operations. Additional objectives include the following:

- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications on all Shire sites

Key Personnel Contact Information

Name, Company, Title	Contact Option	Contact Number
David, Shire of Northam ICT Coordinator	Work	9622 6154
	Mobile	0438 660 316
	Email Address	ictcoordinator@northam.wa.gov.au
Robert, Shire of Northam ICT Officer	Work	9622 6171
	Mobile	0417 746 474
	Email Address	ict@northam.wa.gov.au
	Secondary Email	Robert.beardsmore@outlook.com
Daniel, JHCS System Administrator	Work	08 9367 9499
	Mobile	0409 124 178
	Email Address	support@jhcs.com.au
Tim, JHCS General Manager	Work	08 9367 9499
	Mobile	0413 842 244
	Email Address	support@jhcs.com.au
Executive Services Manager Corporate	Mobile	0418 9080 506
	Email Address	emcorps@northam.wa.gov.au



Notification Calling Tree



IT Disaster Recovery Plan

1 Plan Overview

1.1 Plan Updating

It is necessary for the DRP updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested. This document is to be reviewed every 2 years.

1.2 Plan Documentation Storage

Digital copies of this Plan and hard copies will be stored in secure locations to be defined by the Shire. Each member of senior management will be issued a PDF and hard copy of this plan to be filed at home. Each member of the Disaster Recovery Team and the Business Recovery Team will be issued a PDF and hard copy of this plan. A master protected copy will be stored within Councils Document Control Register.

1.3 Backup Strategy

Key business processes and the agreed backup strategy for each are listed below. The strategy chosen is for a backup mirrored offsite to be located at Councils External IT provider.

1.4 Risk Management

There are many potential disruptive threats which can occur at any time and affect the normal business process. We have considered a wide range of potential threats and the results of our deliberations are included in this section. Each potential environmental disaster or emergency has been examined. The focus here is on the level of business disruption which could arise from each type of disaster.

Potential disasters have been assessed as follows based on the Shires Risk Matrix:

Potential Disaster	Probability Rating	Impact Rating
Flood	1	2
Fire	2	4
Act of sabotage	1	4
Loss of communications network services	5	2

Risk Matrix, Consequence and Likelihood Tables

Risk Matrix

The following matrix matches the severity of outcomes to the likelihood of occurrence.

LIKELIHOOD	CONSEQUENCE				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Rare (1)	Low	Low	Low	Low	Low
Unlikely (2)	Low	Low	Low	Medium	Medium
Possible (3)	Low	Low	Medium	Medium	Medium

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



IT Disaster Recovery Plan



Likely (4)	Low	Medium	Medium	High	High
Almost certain (5)	Low	Medium	Medium	High	Extreme

Likelihood Table

Likelihood and frequency of events tend to vary between disciplines and functional areas.

Level	Likelihood	Expected or actual frequency experienced
1	Rare	May only occur in exceptional circumstances; simple process; no previous incidence of non-compliance
2	Unlikely	Could occur at some time; less than 25% chance of occurring or re-occurring; non-complex process &/or existence of checks and balances
3	Possible	Might occur at some time; 25 – 50% chance of occurring or re-occurring; previous audits/reports indicate non-compliance; complex process with extensive checks & balances; impacting factors outside control of organisation
4	Likely	Will probably occur in most circumstances; 50-75% chance of occurring or re-occurring; complex process with some checks & balances; impacting factors outside control of organisation
5	Almost certain	Can be expected to occur in most circumstances; more than 75% chance of occurring or re-occurring; complex process with minimal checks & balances; impacting factors outside control of organisation

If there is an opportunity to make quick changes to the site to mitigate or eliminate immediate risk, these will be taken. The hierarchy of options as per the Hierarchy of Controls in the Occupational Safety and Health procedures.

Elimination- Most effective

Substitution, Isolation or Engineering Controls- Where resource constraints exist.

Use of Personal Protective Equipment and procedural minimisation of exposure- the least effective at minimising risk because they do not control the hazard at the source and rely on human behaviour and supervision.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



IT Disaster Recovery Plan



Consequence Table

The following is a guide to determining consequence. The applicability of the operational definitions of each category of consequence will vary.

Level & descriptor	Health Impacts	Critical services interruption	Organizational outcomes/ objectives	Reputation and image per issue	Non-compliance
Insignificant (1)	First aid or equivalent only	No material disruption	Little impact	Non-headline exposure; not at fault; no impact	Innocent procedural breach; evidence of good faith; little impact
Minor (2)	Routine medical attention required (up to 2 weeks incapacity)	Short term temporary suspension – backlog cleared < 1 day	Inconvenient delays	Non-headline exposure; clear fault settled quickly; negligible impact	Breach; objection/complaint lodged; minor harm with investigation
Moderate (3)	Increased level medical attention (2 weeks to 3 months incapacity)	Medium term temporary suspension – backlog cleared by additional resources	Material delays; marginal under-achievement of target performance	Repeated non-headline exposure; slow resolution; Ministerial enquiry/briefing	Negligent breach; lack of good faith evident; performance review initiated
Major (4)	Severe health crisis (incapacity beyond 3 months)	Prolonged suspension of work – additional resources required; performance affected	Significant delays; performance significantly under target	Headline profile; repeated exposure; at fault or unresolved complexities; ministerial involvement	Deliberate breach or gross negligence; formal investigation; disciplinary action; ministerial involvement
Catastrophic (5)	Multiple severe health crises/injury or death	Indeterminate prolonged suspension of work; non-performance	Non-achievement of objective/outcome; performance failure	Maximum high level headline exposure; Ministerial censure; loss of credibility	Serious, willful breach; criminal negligence or act; prosecution; dismissal; ministerial censure

IT Disaster Recovery Plan

## 2 Emergency Response

### 2.1 Alert, escalation and plan invocation

#### 2.1.1 Plan Triggering Events

Key trigger issues onsite that would lead to activation of the DRP are:

- Total loss of all communications
- Total loss of power (Admin Centre)
- Flooding of the premises (Admin Centre)
- Loss of a Shire building
- Act of sabotage internal/external

#### 2.1.2 Activation of Emergency Response Team

When an incident occurs the Emergency Response Team (ERT) must be activated. The ERT will then decide the extent to which the DRP must be invoked. All Shire building managers must be issued a Quick Reference card containing ERT contact details to be used in the event of a disaster. Responsibilities of the ERT are to:

- Respond immediately to a potential disaster and call emergency services;
- Assess the extent of the disaster and its impact on the Shire, data centre, etc.;
- Decide which elements of the DR Plan should be activated;
- Establish and manage disaster recovery team to maintain vital services and return to normal operation;
- Ensure employees are notified and allocate responsibilities and activities as required.

### 2.2 Disaster Recovery Team

The team will be contacted and assembled by the ERT. The team's responsibilities include:

- Establish facilities for an emergency level of service within 2.0 business hours;
- Restore key services within 4.0 business hours of the incident;
- Recover to business as usual within 8.0 to 24.0 hours after the incident;
- Coordinate activities with disaster recovery team, first responders, etc.
- Report to the emergency response team.

### 2.3 Emergency Alert, Escalation and DRP Activation

This policy and procedure have been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The DR plan will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve a smooth technology and business recovery. Suppliers of critical goods and services will continue to support recovery of business operations as the Shire returns to normal operating mode.

#### 2.3.1 Emergency Alert

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



IT Disaster Recovery Plan



The person discovering the incident calls a member of the Emergency Response Team in the order listed:

The Emergency Response Team (ERT) is responsible for activating the DRP for disasters identified in this plan, as well as in the event of any other occurrence that affects the company's capability to perform normally.

One of the tasks during the early stages of the emergency is to notify the Disaster Recovery Team (DRT) that an emergency has occurred. The notification will request DRT members to assemble at the site of the problem and will involve enough information to have this request effectively communicated. If required a Business Recovery Team (BRT) will be established, consisting of senior representatives from Shire departments. The BRT Leader will be an executive manager (or their delegate) and will be responsible for taking overall charge of the process and ensuring that the company returns to normal working operations as early as possible.

2.3.2 DR Procedures for Management

Members of the management team will keep a hard copy of the names and contact numbers of each employee in their departments.

2.3.3 Contact with Employees

Managers will serve as the focal points for their departments, while designated employees will call other employees to discuss the crisis/disaster and the company's immediate plans. Employees who cannot reach staff on their call list are advised to call the staff member's emergency contact to relay information on the disaster.

3 Recovery Procedure

3.1 Flood Disaster Recovery

Event	Site destroyed by flood
Mitigation	Backup replication to offsite location and backup NBN internet links at satellite sites.
What to do	Restore servers on hardware located at offsite location and configure remote VPN for users to access data and software.
Expected Downtime	4 business days

3.2 Fire Disaster Recovery

Event	Site destroyed by fire
Mitigation	Backup replication to offsite location and backup NBN internet links at satellite sites.
What to do	Restore servers on hardware located at offsite location and configure remote VPN for users to access data and software.
Expected Downtime	4 business days

3.3 Act of Sabotage

Event	Disgruntled employee destroys data
Mitigation	Regular server backups

**IT Disaster Recovery Plan**

What to do	Restore from onsite backups
Expected Downtime	1-3 business days

**3.4 Loss of communication or network**

Event	TPG network outage
Mitigation	Backup NBN links at each site
What to do	No works required auto failover
Expected Downtime	None

**4 Recommendations**

1. Office 365 for emails – this will ensure that any downtime is minimised due to any disaster caused above and other.
2. New backup / Disaster Recovery server designed to be hosted at an offsite location to be used to recover all servers. This will ensure if the server rack is destroyed for any reason the downtime can be minimised.
  - a. A backup / DR storage hosted at Create298 or the Recreation Centre would provide for quicker local access to critical data / services in the event of extended network link outages.
  - b. A backup / DR server configured to also serve as an ICT test environment regularly mirrored from the live production environment would not only allow for better change management reducing risk to the live production environment but also would even further minimise downtime by becoming the live production environment in the event of a primary site / server loss.
3. Staff training – Ensure all staff are notified about disaster reporting and procedures to ensure minimal downtime.
4. Creation of a detailed hardcopy of procedures and checklist.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



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

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

**BRIEF**

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

**ATTACHMENTS**

Attachment 1: Northam Parks and Gardens Review Table.

**A. BACKGROUND / DETAILS**

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

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

XYST were engaged to perform the following scope of works:

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



Audit & Risk Management Committee Meeting Minutes  
5 March 2020



- Run a full day workshop with Parks and Gardens Management and team to identify a comprehensive business improvement program;
- Identify training with discussion to develop initial framework for operational levels of service in focus areas;
- Identify possible solutions, priorities and required resources;
- Document a recommended improvement program and action plan;

**B. CONSIDERATIONS**

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

Theme Area 4: Environment and Heritage.

Outcome 4.1: The Shire of Northam is visually pleasing and easy to find your way around.

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

Theme Area 5: Infrastructure and Service Delivery.

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

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

Theme Area 6: Governance & Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective: Positive internal and external perceptions about Northam.

Objective: Foster a sense of community pride.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

XYST Australia who conducted the Audit

**B.6 Risk Implications**

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Health & Safety	N/A	N/A	N/A
Reputation	Shire facilities are not maintained to acceptable standards	Minor (2)	Ensure fit for purpose programs are in place with ongoing monitoring
Service Interruption	Ineffective programs causing lost time	Minor (2)	Ensure programs are being monitored with improvements made where identified
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

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

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

However, we have a higher ratio of grass sports fields being 1.42 per thousand residents compared to the average of .98 per thousand residents.

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

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

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

Key to table

**Completed**

**No Action**

**Underway**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.151

Moved: Cr Pollard

Seconded: Cr Ryan

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

**CARRIED 4/0**

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
1	Provision of actively maintained open spaces is relatively low compared to average industry provision.	Low (4)	Low number of maintained natural open spaces	Identify areas of natural open space land to achieve a more accurate account of provision	The Shire has a number of natural (bushland) Public Open Spaces which were not included in the audit review.  These need to be investigated and considered for inclusion of maintenance	EMES	No progress
2	The provision of playgrounds per 1000 children under 15 is 70% higher than both the peer group and total sample.	Mod (9)	Playground can potentially be underutilised	Review level of playground provision to assess whether rationalisation is desirable (Consider preparation of playground strategy)	The review of this provision will be included park of the Parks and gardens Asset Management Plan/ Strategy development.	EMES	The P&G Asset Management Plan is in the final stages of development, pending the receiving of the Parks & Gardens Service Review Report and Compliance Audit Report.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
3	Difficulty in recruiting and retaining staff with suitable skills and aptitude.	High (12)	unskilled workforce placing greater load on those more qualified	Implement traineeship development program	Appointment of Trainees has already commenced, formalisation of the program is in development	HR	A formal traineeship structure is currently being developed by Human Resources
4	There is opportunity for improvement for communication, organisation and staff development skills.	High (12)	Potential for improvement of programmed activities.	Engage support to assist with implementing staff development programs and provide management mentoring.	Middle Management training and professional development opportunities is being investigated.	HR	No Progress

Audit & Risk Management Committee Meeting Minutes  
**5 March 2020**

No.	Finding	Finding Rating	Implication	Recommendation	Management Comment	Responsible Officer	Progress to Date
5	There are opportunities to improve the methodology of programming works in terms of combining crews on locations.	Low (4)	Loss of productivity	Reorganise some aspects of the service delivery approach to move from a focus on cyclic park maintenance to a more prioritised approach with completion of key tasks and targeted combined staff resources.	Opportunities will be investigated and where practicable crews will jointly address works.	EMES	Programming of works is being reviewed and will be assessed for any change in productivity or service standard.

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**5.10 PROGRESS TOWARDS FINANCIAL MANAGEMENT REVIEW**

<b>Address:</b>	N/A
<b>Owner:</b>	Internal report Shire of Northam
<b>Applicant:</b>	As Above
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Nil

**BRIEF**

For the Audit Committee to receive a progress report for the Financial Management System Review report that was conducted by AMD Chartered Accounts on the 10-13 June 2019.

**ATTACHMENTS**

Attachment: Attachment 1

**A. BACKGROUND / DETAILS**

Council's Financial Management Systems Review was undertaken on 10-13 June 2019 by AMD Chartered Accountants. 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**

Theme Area 6: Governance & Leadership.

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

Objective:

- Ensure robust financial management.
- Implement systems and processes which deliver outcomes for our community.

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



- Maintain a high standard of corporate governance.

**B.2 Financial / Resource Implications**

Nil

**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**

N/A.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	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

**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.

Key to table of Attachment 1

Completed

No Action

Underway

Page | 92



**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.152

Moved: Cr Ryan

Seconded: Cr Pollard

That Council receive the Financial Management Systems Review report for 2018/19 and require the progress of the recommended actions to be reported to the audit committee until all items are complete.

**CARRIED 4/0**

Attachment 1

REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
1.	<b>Collection of money</b> The daily banking sheet is not signed by the preparer, nor is there evidence of independent review.	Money going astray without record	Moderate	Daily bank reconciliations should be consistently prepared, signed by the preparer and adequately reviewed on a daily basis by an independent senior management staff member. The daily banking reconciliation should be signed as evidence the independent review has occurred.	The daily banking is prepared by an Administration Officer. The amounts are checked during the Bank Reconciliation process daily. The Bank reconciliation process is undertaken by the Senior Finance Officer or Rates Officer the following day to ensure the amounts match the bank statement in a timely manner. We will ensure the signing by Officers is incorporated into the process.	The Administration Officer now signs the end of day document. 24/02/2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
2.	It is Suggested the Shire improve security of cash takings across various Shire controlled sites	Values may be incorrect	Moderate	<p>Processes with respect to cash handling and physical storage at Shire managed locations should be reviewed with an objective of enhancing controls over Councilmonies.</p> <p>Council could consider engaging a cash-in-transit security service provider or alternatively set a pre- determined maximum cash-in-transit daily banking amount to reduce the risk.</p> <p>Banking for Shire managed locations be completed at least weekly.</p> <p>A receipt or acknowledgement of cash provided for banking be received by Shire managed</p>	<p>The Shire will consider installing small safes at Killara, the Northam Library and BKB Centre</p> <p>The procedure for high volume cash periods, is generally only around four days a year on the final day of rates instalments falling due. Moving cash from tills in the front counter is recorded and counted and signed for by two staff members, then placed in a locked safe. During these times two staff take the cash to the bank.</p>	<p>implemented, staff member currently remains in the office whilst the banking is counted and receipted. 24/02/2020</p> <p>Installation of Safes or secured locations for offsite money, centre needs are currently being investigated. 24/02/2020</p>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
				locations.	Reminders and regular checks and follow ups will be made to ensure banking is done at least weekly  Where banking is brought to the Administration Building for receipting, the staff member bringing the money is to sign the paperwork that accompanies the money and the staff member counting it will also sign and date it.	
3.	Minor variances were identified when completing petty cash counts at cash collection sites operated by the Shire	Inability to trace small amounts of cash	Low	Petty cash should be reconciled on a regular basis and any variances identified be investigated and rectified in a timely	Staff will be notified and will sign the end of year reconciliation forms that will be amended to	Implemented process in place and working well 24/02/2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
				manner.	require a minimum of quarterly submissions be made for reimbursements and that the petty cash be counted at the end of every month	
4.	The Shire does not have a current Business Continuity Plan.	Unnecessary Business disruption	Moderate	The existing Business Continuity Plan was developed in February 2016 and requires updating. It is recommended that the Plan be reviewed, approved and subsequently implemented by the Shire. In addition, the DRP should subsequently be tested on a periodic basis to ensure that in the event of a disaster, appropriate action(s) can be taken.	The Formal documentation of Disaster Recovery Actions will be undertaken.	Draft IT Disaster recovery plan has been developed and is presented to the Audit Committee within the IT Audit Progress Report for Adoption. 24/02/2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
5.	Interim Rate notices are not issued throughout the year on a timely basis by the Shire when Landgate updates the property valuations	Community dissatisfaction	Low	Interim rate notices should be issued in a timely manner upon receipt of updated property valuations from Landgate.	Noted, procedures will be put in place to ensure interim rates are processed in a more timely manner.	
6.	There is no formal procedure in place to ensure network access is disabled for terminated employees.	Ex staff may be able to access information	Low	A termination checklist be completed for all terminated employees, including ensuring network access is disabled.	<p>Synergy Access uses a process of replacement of a terminating officer with a replacement officer, so it is not possible for access remotely or to the financial system.</p> <p>A checklist for new starters and terminations, that incorporates Council property and its condition of use to be developed. Boxes to include IT</p>	<p>Checklist developed for new starters and terminated employees has been developed. 24/02/2020</p>

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
					accesses and permissions and signed by the Manager.	
7.	Testing found exceptions where tender and payment procedures had not been complied with.	Potential for tenders to have to be readvertised	Moderate	The Tender Register be updated throughout the tendering process.  A tender checklist be completed for all tenders.  All creditor and EFT payment batch listings be consistently signed as evidence of independent review and approval.	Noted, procedures will be reviewed	A monthly random check of Tenders, Creditors and Eft payments is now being conducted
8.	Inquiries indicated there is no documented "Terms of Use Agreement" in place with Shire employees who have been allocated store and / or fuel cards.	Abuse of privilege	Moderate	All store and / or fuel card holders sign an agreement with the Shire outlining their acknowledgment of acceptable use of the store / fuel card in accordance with statement policy. This	To be covered in the induction and termination document as detailed above	Included in new employee checklist. 24/02/2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
				agreement should also outline procedures relating to when a cardholder is on extended leave or absent from the Shire.		
9.	Credit card holders are not required to sign a 'user agreement' or 'policy acknowledgement' document'.	Abuse of privilege	Moderate	An agreement should be signed by credit card holders and the Shire setting out the card holders' responsibilities in terms of the Shire's policy and Local Government guidelines.	To be covered in the new starter induction and termination document as detailed above	Included in new employee checklist. 24/02/2020
10.	Observation of Dunnings fuel statements identified that although these are reviewed on an individual report basis, the Shire is currently not holistically analysing fuel usage by asset for inappropriate use i.e. there is no analysis to review fuel usage on an overall basis for each	Potential for excess wastage and abuse of privilege	Moderate	The Shire investigate an appropriate method to analyse the use of fuel holistically. This spreadsheet should capture each Shire motor vehicle and detail every transaction in a chronological order. Once established, the fuel usage per asset	Noted, will review current procedures.	Currently reviewing options.



Audit & Risk Management Committee Meeting Minutes  
5 March 2020

REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
	asset, on a periodic or sample basis.			could be analysed to determine whether the employee is fuelling up several times a day, over the weekend, late at night or if excessive fuel purchased against the expected route the employee is travelling etc.		
11.	During the payroll testing, it was noted there were exceptions pertaining to the audit sample of reports and employee deductions.	Potential for miscalculations and over or underpayment	Moderate	<p>All payroll reports be independently reviewed and evidence of this review is documented in the form of a physical sign-off;</p> <p>Termination checklists be completed for all terminated employees, reviewed and approved by the management; and</p> <p>All deductions from employee wages are supported by an</p>	<p>All payroll reports are now signed. The checks and balances are all done. However previously not signed.</p> <p>All terminations are signed as checked by the Accountant. Termination Form to be developed</p> <p>The process for deductions has been changed to</p>	Procedures implemented 24/02/2020

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

REVIEW FINDINGS & RECOMMENDATIONS						
	Observation	Potential Risks	Rating	Recommendation	Management Comment	Progress
				authorised deduction form.	file all amendments in personnel files as per the recommendation	
12.	Review of annual leave accrual as at 30 April 2019 indicated instances where seven employees had annual leave accrued balances in excess of 300 hours each.	Excessive payouts at termination	Low	Employees take regular leave through ongoing management of leave scheduling and leave liabilities.	Noted, leave balances will continue to be monitored	Leave balances have been reviewed and a policy has been presented to the Committee to recommend to Council for 24/02/2020
13.	The scope and approach to the Budget preparation, review and reports was examined to ensure compliance and efficiency. It noted the Shire's Risk Management Policy was due for review in 2017 and still references the former AS/NZS 31000:2009 standard as opposed to the updated version AS/ISO 31000:2018.	Inability to check risk and maintain systems in accordance with latest standards	Low	The Shire review and update the Risk Management Policy accordingly.	Policy will be updated.  Guidance on Risk Assessment was provided as per Guidelines Standard AS ISO 31000-2018 and noted.	Councils Risk Management Policy was updated and adopted by Council on the 18/09/2020, motion C.3760

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



### 5.11 RISK REGISTER

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker Chief Executive Officer
<b>Officer Declaration of Interest:</b>	NIL
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

#### BRIEF

To provide Council with information pertaining to the organisational risk register

#### ATTACHMENTS

- Attachment 1: Overdue Non-compliant Risks.  
Attachment 2: Risk Register.

#### A. BACKGROUND / DETAILS

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

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

#### B. CONSIDERATIONS

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

Theme Area6: Governance & Leadership.

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

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

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

AS/NZS ISO 31000:2009

**B.4 Policy Implications**

Council has recently endorsed policy G1.11 – Risk Management

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil.	N/A	N/A
Health & Safety	Nil.	N/A	N/A
Reputation	Negative community perception due to lack of adequate risk management practices within the Shire of Northam	Moderate Minor/Possible 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.	Moderate Minor/Possible 6	Per recommendation within this report
Property	Nil.	N/A	N/A
Environment	Nil.	N/A	N/A

**C. OFFICER'S COMMENT**

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

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



1. % of high or extreme risks without mitigation / treatment strategies in place;  
Currently all high or extreme risks have mitigation/treatment strategies
2. % of risk mitigation / treatment strategies over due  
Currently have 82 risk mitigation/treatment strategies, of which 7 are overdue (which equates to 8.5%)

**2.1 TREATMENT MC00042**

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

**Progress:**

Audit has been completed, waiting for final report and recommended actions.

**2.2 TREATMENT MC00046**

OHS Policy Framework in place and reviewed

**Progress:**

Currently finalising formal framework

**2.3 TREATMENT MC00068**

Aquatic facility Project Superintendent (Donovan Payne) reports to be provided monthly

**Progress:**

Project report not provided at time of writing report. Will be received in coming weeks.

**2.4 TREATMENT MC00005**

Review Human Resource Plan to ensure it is reflective of strategic community plan

**Progress:**

Review completed, waiting to present plan to new Council

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.153

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council receive February 2020 Shire of Northam Risk Register update.

**CARRIED 4/0**

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Attachment 1

Overdue / Non-Compliant Risks



Filter: Overdue / Non-compliant

<b>RESIDUAL</b> <b>9.6</b> HIGH <b>INHERENT</b> <b>12.0</b> #0023	CORPORATE SERVICES, SERVICE INTERRUPTION <b>Failure of IT &amp;/or Communications Systems and Infrastructure</b> Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by: <ul style="list-style-type: none"> <li>• Hardware &amp;/or Software</li> <li>• IT Network</li> <li>• Failures of IT Vendors</li> </ul> This also includes where poor governance results in the breakdown of IT maintenance such as; <ul style="list-style-type: none"> <li>• Configuration management</li> <li>• Performance Monitoring</li> <li>• IT Incident, Problem Management &amp; Disaster Recovery Processes</li> </ul> This does not include new system implementations - refer "Inadequate Project / Change Management".	TREATMENT MC00047 Data Back-up Systems in place and documented	<b>NON-COMPLIANT</b> SIGNOFF(S): Colin Young DUE DATE: 30 Sep 2019 FREQUENCY: The last Day of every 12 months
	OWNER: Colin Young CREATED: 01/07/2019 14:58:09 LIKELIHOOD: Possible SEVERITY: Major CONTROL EFFECTIVENESS: Adequate	TREATMENT MC00048 Disaster Recovery Plan in place	SIGNOFF(S): Colin Young DUE DATE: 01 Sep 2020 FREQUENCY: The first Day of every 12 months

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

<b>RESIDUAL</b> 7.2 MODERATE  <b>INHERENT</b> 9.0 RD0018	CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY <b>Inadequate engagement with Community / Stakeholders / Elected Members</b> Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so.	TREATMENT MC00032 Current Community Engagement Plan in Place	<b>OVERDUE</b> SIGNOFF(S): Jason Whiteaker DUE DATE: 30 Sep 2019 FREQUENCY: The First Day of every 112 months
	OWNER: Jason Whiteaker CREATED: 19/06/2019 09:07:22 LIKELIHOOD: Possible SEVERITY: Medium CONTROL EFFECTIVENESS: Adequate	TREATMENT MC00033 Biennial Customer Satisfaction & Community Needs Survey	SIGNOFF(S): Jason Whiteaker DUE DATE: 01 Sep 2021 FREQUENCY: The First Day of every 24 months

UNCONFIRMED

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



RESIDUAL  
4.8  
MODERATE  
INHERENT  
16.0  
RD0022

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY - OCCUPATIONAL

**Inadequate safety and security practices**

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

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

OWNER Jason Whiteaker  
CREATED 01/07/2019 14:48:30  
LIKELIHOOD Likely  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00041

Undertake OHS Audit

SIGNOFF(S): Bev Jones  
DUE DATE: 01 Sep 2021  
FREQUENCY: The first Day of every 24 months

TREATMENT MC00042

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

SIGNOFF(S): Bev Jones  
DUE DATE: 31 May 2020  
FREQUENCY: The last Day of every 4 months

TREATMENT MC00043

OHS Committee Meeting Regularly

SIGNOFF(S): Bev Jones  
DUE DATE: 31 Mar 2020  
FREQUENCY: The last Day of every 3 months

TREATMENT MC00044

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

SIGNOFF(S): Clinton Kieynhanc  
DUE DATE: 29 Feb 2020  
FREQUENCY: The last Day of every month

TREATMENT MC00045

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

SIGNOFF(S): Jason Whiteaker  
DUE DATE: 31 Mar 2020  
FREQUENCY: The last Day of every 6 months

TREATMENT MC00046

OHS Policy Framework in place and reviewed

NON-COMPLIANT  
SIGNOFF(S): Bev Jones  
DUE DATE: 30 Aug 2019  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00055

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

CHANGE(S) PENDING  
SIGNOFF(S): Colin Young  
Clinton Kieynhanc  
Ross Rayson  
DUE DATE: 29 Feb 2020  
FREQUENCY: The last Day of every month

TREATMENT MC00053

Project management framework in place, providing parameters for staff to operate within

SIGNOFF(S): Jason Whiteaker  
DUE DATE: 31 Jul 2020  
FREQUENCY: The last Day of every 12 months



Audit & Risk Management Committee Meeting Minutes  
5 March 2020

RESIDUAL  
3.6  
LOW  
INHERENT  
12.0  
RD0027

MAJOR PROJECT - AQUATIC FACILITY, FINANCIAL - OPERATIONAL, HEALTH & SAFETY, PROPERTY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY

**Ineffective Project Management**  
Project not managed effectively

OWNER Jason Whiteaker  
CREATED 01/07/2019 18:29:57  
LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00054  
Major Project status reporting to Council (through monthly elected member report)

SIGNOFF(S): Aysha McCall  
DUE DATE: 07 Mar 2020  
FREQUENCY: 7th day of every month

TREATMENT MC00064  
Independent Project Superintendent appointed with requisite skills to acknowledge scale and complexity of this project

SIGNOFF(S): Jason Whiteaker  
DUE DATE: Once  
FREQUENCY: Once

TREATMENT MC00067  
Construction project progress reports to be provided

SIGNOFF(S): Jason Whiteaker  
DUE DATE: 05 Mar 2020  
FREQUENCY: 5th day of every month

TREATMENT MC00068  
Project Superintendent (Donovan Payne) reports to be provided monthly

OVERDUE  
SIGNOFF(S): Jason Whiteaker  
DUE DATE: 19 Feb 2020  
FREQUENCY: 19th day of every month

TREATMENT MC00069  
Financial variations to be signed off by Project Manager

SIGNOFF(S): Jason Whiteaker  
DUE DATE: 05 Mar 2020  
FREQUENCY: 5th day of every month

TREATMENT MC00070  
All request for information and clarification to be signed off / cited by Council Project Manager

SIGNOFF(S): Jason Whiteaker  
DUE DATE: 05 Mar 2020  
FREQUENCY: 5th day of every month

TREATMENT MC00071  
Project assessment / evaluation to be undertaken at completion and reported to audit committee

OVERDUE  
SIGNOFF(S): Jason Whiteaker  
DUE DATE: 16 Feb 2020  
FREQUENCY: Once

TREATMENT MC00074  
Project time delays to be signed off in accordance with contract

SIGNOFF(S): Jason Whiteaker  
DUE DATE: 05 Mar 2020  
FREQUENCY: 5th day of every month

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



<b>RESIDUAL</b> 3.6 LOW <b>INHERENT</b> 12.0 RD0030	MAJOR PROJECT - AQUATIC FACILITY, FINANCIAL - OPERATIONAL  <b>Grant partners milestones not met</b> Funding organisations require regular reporting, failure to do so may result in withdrawal of funds  OWNER: Jason Whiteaker CREATED: 01/07/2019 18:46:18  LIKELIHOOD: Possible SEVERITY: Major CONTROL EFFECTIVENESS: Strong	TREATMENT MCD0072 Department of Sport & Recreation milestone reports provided  TREATMENT MCD0073 Federal Building Better Regions Fund milestones reporting	SIGNOFF(S): Jason Whiteaker DUE DATE: 31 May 2020 FREQUENCY: The last Day of every 5 months  OVERDUE SIGNOFF(S): Jason Whiteaker DUE DATE: 31 Dec 2019 FREQUENCY: The last Day of every 5 months
	AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH & SAFETY  <b>Condition of buildings is unknown</b> Council is unclear as to the condition of its building assets and therefore unable to make informed decisions, resulting in poor building condition and building safety concerns  OWNER: Shane Moorhead CREATED: 18/07/2019 11:20:43  LIKELIHOOD: Possible SEVERITY: Major CONTROL EFFECTIVENESS: Strong	TREATMENT MCD0019 Up to date and accurate building asset management plan in place  TREATMENT MCD0090 Revaluations of Council Building Assets (Fair Value)  TREATMENT MCD0093 Develop and maintain medium term building maintenance program to ensure future costs are understood	SIGNOFF(S): Clinton Kieynhans Colin Young DUE DATE: 01 Jun 2021 FREQUENCY: The first Day of every 24 months  SIGNOFF(S): Colin Young DUE DATE: 04 Oct 2021 FREQUENCY: The first Day of every 60 months  NON-COMPLIANT SIGNOFF(S): Shane Moorhead DUE DATE: 22 Nov 2019 FREQUENCY: The first Day of every 12 months

Audit Committee Meeting Minutes  
5 March 2020



**5.12 MONTHLY COMPLIANCE REPORT FOR 2019**

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

**BRIEF**

This report is to provide Council with an overview of the Shire's monthly compliance activities.

**ATTACHMENTS**

- Attachment 1: December 2019 Compliance Calendar.  
Attachment 2: December 2019 Creditors Checklist.

**A. BACKGROUND / DETAILS**

Under the Local Government (Audit) Regulations 1996, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. The Shire of Northam considered ways of ensuring this compliance was met on a monthly basis and to fulfil this role, commenced a monthly Compliance Calendar.

**B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership.

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

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

**B.2 Financial / Resource Implications**

N/A.

### B.3 Legislative Compliance

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

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

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

Nil.

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Potential disruption to purchases	Moderate (6)	Ensure Calendar is followed
Health & Safety	Possible disruption to safety	Low (2)	Ensure any areas related to safety are followed
Reputation	The potential exists for legal ramifications	High (10)	Ensure legislation is followed
Service Interruption	If the calendar is not followed there is potential for certain services not to be provided on time.	Low (3)	Ensure Calendar is maintained
Compliance	The Legislative requirements of Council can be missed in error.	High (10)	A compliance Calendar provides the mechanism to ensure Legislation is adhered to
Property	N/A		
Environment	N/A		

### C. OFFICER'S COMMENT

The monthly Compliance Calendar is an effective tool which will be used to assist in populating the Annual Compliance Audit Return (CAR) and will ensure

Audit Committee Meeting Minutes  
5 March 2020



the Shire is able to identify and manage any issue which may arise during the year in a timely manner.

Month	Item	% compliance	Non Compliance
March	Crossover approvals	97%	Register not completed
	Random Creditor check	80%	2 items not compliant, no invoice attached
April	Temporary closure of roads	97%	flying 50's was not on the register
	Random Creditor check	90%	1 item not compliant, P/O not attached
May	Gift Register	98%	Gift register not up to date on website
	Random Creditor check	70%	3 purchase orders written after the invoice date
June	Calendar	100%	
	Random Creditor checks	60%	4 purchase orders written after the invoice date
July	Calendar	100%	Compliant
	Random Creditor checks	100%	Compliant
August	Financial interest register	97.5%	Not up to date on website
	Random Creditor check	70%	3 not compliant – 2 checklist not completed correctly; 1 P/O written after invoice.
Sept	Calendar	100%	
	Random Creditor Check	60%	Minor items not being completed such as not ticking boxes
Oct	Tenders	97.142%	Rangers did not complete the tender process correctly – they were advised, and it was completed

Audit Committee Meeting Minutes  
**5 March 2020**



	Random Creditor Check	80%	3 items were not correct. One P/O written 5 days later, Less than \$3,000 was ticked when it was over \$3,000 and no quotes supplied
Nov	Calendar	100%	In the October meeting all declarations were registered but in the Minutes one was listed as impartiality and should have been Financial
	Random Creditor Check	100%	
Dec	Calendar	100%	
	Random Creditor Check	90%	One P/O written a day later.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.154**

**Moved: Cr Pollard**  
**Seconded: Cr Ryan**

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

**CARRIED 4/0**

Five people entered the meeting at 5:12pm and left the meeting at 5:13pm.

Audit Committee Meeting Minutes  
5 March 2020

Attachment 1

SOURCE	Section	PROCESS OWNER	ACTIVITY DESCRIPTION	COMPLIANCE ACCOUNTABILITY	SCHEDULE	COMMENTS	Sign
Local Government Act 1995	53.59 - Commercial Enterprises	CEO	Have SOI entered into any major trading undertakings, if so has section 3.59 been complied with		Monthly	No major undertakings in December	CP
Local Government Act 1995	55.16	CEO	Is the delegations register current (ie not more than 12 months old)		Annually - June	The delegations register is not current on the website	CP
Local Government Act 1995	55.67	CEO	Where an elected member disclosed a financial interest, did they leave the meeting and not participate in discussion or decision making on the item		Monthly	Yes, all elected members who expressed a financial interest departed the room. 2 proximity interest were disclosed.	CP
Local Government Act 1995	55.65 & 55.71	CEO	Were all known elected member and staff disclosures of impartiality made at the Council meeting		Monthly	Yes, to our knowledge 17 impartial declarations were all made	CP
Local Government Act 1995	55.73 & 5103	CEO	Were all disclosures recorded in the minutes		Monthly	Yes, all 13 disclosures were recorded.	CP
Local Government Act 1995	55.75	CEO	Have primary returns been lodged within 3 months of elected member 'start date'		Annually - January	Not due until the end of January. All except for one have been lodged	CP
Local Government Act 1995	55.76	CEO	Have all new 'designated' employees completed their primary returns within 3 months of commencement		Monthly	Yes	CP
Local Government Act 1995	55.88	CEO	Is the register of financial interests up to date		Monthly	Yes	CP
Local Government Act 1995	55.89	CEO	Have all resigned members and staff returns been removed from the financial interest register		Monthly	None to date	CP
Local Government Act 1995	5209	CEO	Is the gift register up to date and on the Council website		Monthly	Yes last entry 23/12/19	CP
Local Government Act 1995	53.58 - Disposal of Property	CEO	Did the Council dispose of any property in the month, and if so was 53.58 complied with		Monthly	The Shire has not, however the Speedway has been sold to Rick Masura.	CP
Local Government Act 1995	55.121	EMCS	Has the complaints officer maintained the complaints register and is the register up to date		Monthly	No complaints this month	CP
Local Government Act 1995	53.57 & F/G Reg.13	EMCS	Have tenders been called for all good or services in excess of \$150k		Monthly	Not applicable	CP
Local Government Act 1995	53.57 & F/G Reg.14	EMCS	Was stable trade public notice given for all tenders		Monthly	Not applicable	CP
Local Government Act 1995	F/G Reg. 16	EMCS	Receiving and opening tenders completed by two persons, details of tenders to be immediately recorded		Monthly	None for the month of December	CP
Local Government Act 1995	F/G Reg. 18	EMCS	Printing and accepting tenders		Monthly	Not applicable	CP
Local Government Act 1995	F/G Reg. 18 (1)	EMCS	Tender to be submitted before close of tender and submitted to the Shire office		Monthly	Not applicable	CP
Local Government Act 1995	F/G Reg. 18 (4)	EMCS	Written evaluation of each Tenderer's offers		Monthly	Not applicable	CP
Local Government Act 1995	F/G Reg. 17	EMCS	Tender Register to be maintained and available for inspection		Monthly	Not applicable	CP
Local Government Act 1995	F/G Reg. 19	EMCS	Tenders to be notified of outcome		Monthly	Not applicable	CP
Local Government Act 1995	F/G Reg. 24AD (2)	EMCS	Statewide Public Notice of the invitation to apply to join a pre-qualified panel		Monthly	Not applicable	CP
Local Government Act 1995	F/G Reg. 24AD (4)	EMCS	Notice to include brief description of goods and services to be supplied by pre-qualified panel		Monthly	Not applicable	CP
Local Government Act 1995		EMCS	Annual report accepted		31 Dec	Completed at the December meeting	CP
Local Government Act 1995		Governance	Review meeting attendance		Quarterly	Attendance has been within the parameters of the Act with the exception of one elected member who is no longer a member	CP
Local Government Act 1995	s.5.101, s.5.104 Admin. Regs. Part 9 Rules of Conduct Regs.	Governance	Policy Review: Code of Conduct - provide Council report to enable the new council to review and adopt the Code of Conduct		Bi Annually	Not yet completed	CP
	Delegation - 802	EMES	Buildings - Grant or Refuse Demolition Permits - register completed?		Monthly	Yes, all topics in sub-section	CP
	Delegation - E01	EMES	Temporary Closure of Thoroughfares to vehicles		Monthly	Yes Decision made 28/11 Fitzgerald Street for Xmas party	CP
	Delegation - F04	EMES	Takeover Approvals		Monthly		CP
	Delegation - F02	EMCS	Disposal of Council property		Monthly	N/A	CP
	Delegation - F04	EMCS	Leasing Tenders		Monthly	None	CP
	Delegation - 105	CEO	Mining of fees		Monthly		CP
	Delegation - 106	CEO	Disposing of Property by Lease or Licence		Monthly	None completed, there are several awaiting completion	CP
	Delegation - 801	EMPS	Approval to keep more than one cat or dog		Monthly	N/A	CP
		EMCS	Interim Audit		Annually	Completed	CP
		EMCS	Accounts presented to Council		Monthly	Completed monthly	CP
		EMCS	Financial Report to Council		Monthly	Completed monthly	CP
Reporting	Building Services/Complaint Resolution and Administration Regulations 2011	Building	Building Services Levy - Payment due by 14th day after the end of the month		Monthly	Done	CP
Reporting	Building and Construction Industry Training Fund and Levy Collection Regulations 1991	Building	Building Construction Training Fund Levy - Payment due by 10th day after the end of the month		Monthly	Done	CP

Attachment 2

RANDOM PURCHASE AUDIT DECEMBER 2019.

EFT #	Creditor	Order #	Invoice Amount	Order Amount	Purchase Order Written	Signing Officer Name	Supporting Invoice Attached	Purchasing Procedure Checklist attached and completed correctly	Date of order prior to date of invoice
35181	Grove Wesley Art Design	56130	105	187	21/10/2019	Exec Comm	yes	yes	yes
35191	McLeods Barristers	35191	934	934	None	Senior Building Surveyor	yes	No	N/A
35198	PFD Food Services	35198	973	973	17/09/2019	Recreation Services	yes	yes	same day
35213	Vernice P/L	56436	14,960	14,960	11/11/2019	Exec Development Services	yes	yes	yes
35324	Power Music P/L	35324	4,180	4,180	21/11/2019	Manager	yes	yes	yes
35335	Western Australian Electoral Commission	56796	32,933	32,933	28/11/2019	EMCORPS	yes	yes	yes
35282	Applied Industrial Technologies	56711	110	90	3/12/2019	Parks & Gardens	yes	yes	same day
35290	Brick Mart	56566	57	57	21/11/2019	Parks & Gardens	yes	yes	yes
35306	Instant Product Hire	56564	1,562	1,562	21/11/2019	Tourism	yes	yes	yes
35312	Navigator Photographics	56908	2,800.00	850.00	17/12/2019	EMCOMS	yes	yes	no



Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**5.13 COMPLIANCE AUDIT RETURN 2019**

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

**BRIEF**

This report is to assist Council to adopt the 2019 Compliance Audit Return (CAR).

**ATTACHMENTS**

Attachment 1: 2019 Compliance Audit Return

**A. BACKGROUND / DETAILS**

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

The Compliance Audit Return must be:

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

In relation to the year 2019 a copy of the return is to be submitted for Councillor's perusal, comment and adoption prior to 31 March 2020. It is necessary for the Shire President and the Chief Executive Officer to sign off the return as a certified copy.

The 2019 Compliance Audit Return has been completed in house, with the CEO and senior staff reviewing and approving the completed return. The compliance review process provides both the CEO and the Council with an

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



additional element of accountability through a check on internal management systems, procedures and record keeping and this demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice.

**B. CONSIDERATIONS**

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

Theme Area 1: Economic Growth.

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

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

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

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Nil		
Service Interruption	Nil		
Compliance	It is a Legislative requirement of Council which must be adhered to.	Med (1)	A monthly Compliance Calendar assists the Shire to ensure

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



			Legislation is adhered to
Property	Nil		
Environment	Nil		

**C. OFFICER'S COMMENT**

The standard of compliance in 2018 was in general extremely good. Each year the Shire strives to improve the services it provides to stakeholders both internal and external. The 2019 CAR is a further improvement on previous years.

This year there were eleven (11) categories with a total of one hundred and four (104) questions.

1. Commercial Enterprises – As there were none for 2019 there is 100% compliance.
2. Delegation of Power/Duty – There was 100% compliance
3. Disclosure of Interests – There has been a 94.7% compliance
4. Disposal of Property – 100% compliance
5. Elections – 100%
6. Finance – 100% compliance
7. Integrated Planning and Reporting – 100% compliance
8. Local Government Employees – 100% compliance
9. Official Conduct – 100% compliance
10. Optional Questions -
11. Tenders and Providing Goods and Services – 100% compliance.

In relation to Disclosure of Interest item 14, the reason we were not compliant on this occasion is that two officer's names were left in the Annual Returns register after their employment with the Shire came to an end. One officer left on 24 December 2019 and therefore was not removed due to office closures and annual leave and the other officer was a casual whom has not returned to work and may or may not be used in the future.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.155

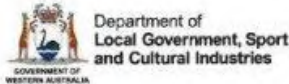
**Moved:** Cr Pollard  
**Seconded:** Cr Ryan

**That Council adopt the Audit Compliance Return 2019 as attached for submission to the Department of Local Government and Communities.**

**CARRIED 4/0**

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

Attachment 1



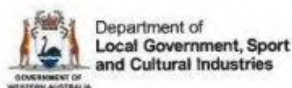
Northam - Compliance Audit Return 2019

Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A	None were undertaken for 2019	CHERYL GREENOUGH
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A	None were undertaken for 2019	CHERYL GREENOUGH
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A	None for 2019	CHERYL GREENOUGH
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A	No major trading or land transaction	CHERYL GREENOUGH
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	None undertaken	CHERYL GREENOUGH
Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	There are no committees with delegated authority	CHERYL GREENOUGH
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A	As above	CHERYL GREENOUGH
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A	As above	CHERYL GREENOUGH
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A	As above	CHERYL GREENOUGH
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes	19/6/19 Ordinary Council Meeting Minute number C3687	CHERYL GREENOUGH
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes	This was made clear in the report for the June meeting	CHERYL GREENOUGH
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes	Yes they were. There was one new delegation based on new legislation for Building.	CHERYL GREENOUGH
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes	Yes in the form of Minute number C3687	CHERYL GREENOUGH
9	s5.44(2)	Were all delegations by the CEO to any	Yes	Yes all delegations have	CHERYL

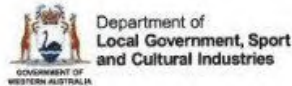
Audit & Risk Management Committee Meeting Minutes  
5 March 2020



		employee in writing?		been in writing.	GREENOUGH
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	N/A	No such decisions have been made.	CHERYL GREENOUGH
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes	Yes he has	CHERYL GREENOUGH
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes	Yes they are reviewed annually This year it was 19/6/2019 Item 12.1.1	CHERYL GREENOUGH
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes	To our knowledge each time a delegations was used it was registered	CHERYL GREENOUGH

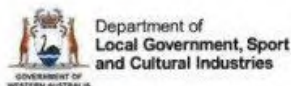
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes	All members who disclosed an interest under s5.67 left the room.	CHERYL GREENOUGH
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	N/A	No decision to allow a member to remain occurred	CHERYL GREENOUGH
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes	In all meeting that disclosures were made they were recorded	CHERYL GREENOUGH
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A	There has not been any gift related interests provided by the CEO	CHERYL GREENOUGH
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A	No gift related interests. However if the CEO had an interest in an item written by an employee he did declare an interest. Item 12.3.4 20/2/19	CHERYL GREENOUGH
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes	All were lodged within required timeframe.	CHERYL GREENOUGH
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	Yes	Two completed within two months of commencement	CHERYL GREENOUGH
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes	Yes all lodged before 31 August.	CHERYL GREENOUGH
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August	Yes	Yes	CHERYL GREENOUGH

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



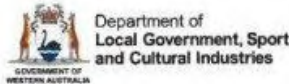
2019?						
10	s5.77		On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	Yes	All were acknowledged	CHERYL GREENOUGH
11	s5.88(1)(2) Admin Reg 28		Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		CHERYL GREENOUGH
12	s5.88(1)(2) Admin Reg 28		Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes	A record has been kept	CHERYL GREENOUGH
13	s5.89A Admin Reg 28A		Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes	Both hard copy and on line	CHERYL GREENOUGH
14	s5.88 (3)		Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	No	One Rangers Annual Return was still in the file. He terminated 24/12/19 and the office was closed until 2/1/20. One casual Health Officer has been left on file. Both have now been removed.	CHERYL GREENOUGH
15	s5.88(4)		Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes	All kept in Records office	CHERYL GREENOUGH
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11		Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes	Yes all declarations were recorded in the Minutes	CHERYL GREENOUGH
17	s5.70(2)		Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes	The nature of the interest was written and logged in the Minutes	CHERYL GREENOUGH
18	s5.70(3)		Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes	All disclosures have the extent included	CHERYL GREENOUGH
19	s5.103(3) Admin Reg 34B		Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes	All that we have been made aware of.	CHERYL GREENOUGH

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	Yes	Sale of four properties was advertised. Lease of one property was advertised for the airport.	CHERYL GREENOUGH
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	Yes all details were provided of location of land, cost, size of land and to whom it was being disposed	CHERYL GREENOUGH
Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)(2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes		CHERYL GREENOUGH
2	Elect Reg 30G(3) &(4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A	There were no completed forms that required removal	CHERYL GREENOUGH
Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	They have been appointed in accordance with section 7.1A	CHERYL GREENOUGH
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No delegated authority	CHERYL GREENOUGH
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes	By the Auditor General's office	CHERYL GREENOUGH
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	N/A	The CEO is required to provide the Auditor General with Audit documents. Reg 9A	CHERYL GREENOUGH
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes	The report was ready for sign-off on 27 November 2019 and was presented to the Audit Committee Meeting 4/12/19	CHERYL GREENOUGH
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019	Yes	Received 2/12/19	CHERYL GREENOUGH

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



		received by the local government by 31 December 2019?			
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	N/A	No specific matters were raised by the Auditor General as requiring any action	CHERYL GREENOUGH
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	N/A	No specific matters were raised by the Auditor General for actioning	CHERYL GREENOUGH
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	A copy of the report was published on the website the following day	CHERYL GREENOUGH
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes	The Audit was managed by the Auditor General as per new legislation	CHERYL GREENOUGH
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	N/A	Now conducted by the Office of the Auditor General as per new legislation	CHERYL GREENOUGH
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	N/A	Now conducted by the Office of the Auditor General	CHERYL GREENOUGH
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	N/A	Now conducted by the Office of the Auditor General	CHERYL GREENOUGH
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	N/A	Now conducted by the Office of the Auditor General. Audit was conducted in house and emails and hard copied were provided	CHERYL GREENOUGH

**Integrated Planning and Reporting**

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	17/7/19 Item 12.1.1 Motion No: 3714 by Absolute Majority	CHERYL GREENOUGH
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	17/7/19 Item 12.1.1 Motion No: 3714 by Absolute Majority	CHERYL GREENOUGH
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	16/8/17 Item 12.1.1 Motion No: 3105	CHERYL GREENOUGH
4	s5.56 Admin Reg	Has the local government reviewed the	N/A	16/8/17 Item 12.1.1	CHERYL



Audit & Risk Management Committee Meeting Minutes  
5 March 2020



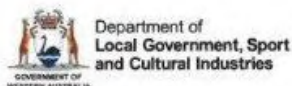
Department of  
Local Government, Sport  
and Cultural Industries

19C (4)		current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments.  Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?		Motion No: 3105	GREENOUGH
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	The Asset Management Plan was adopted in 2013. A Transport Asset Management Plan was adopted 25/1/2017 Minute:2925 The Building Asset Management Plan was updated in 2019	CHERYL GREENOUGH
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Adopted 23/1/19 Motion 3578	CHERYL GREENOUGH
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	18/12/19 Item 12.1.1. Motion 3839	CHERYL GREENOUGH

**Local Government Employees**

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	There has not been any new appointments of CEO	CHERYL GREENOUGH
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A	See above	CHERYL GREENOUGH
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under-section 5.36(4)?	N/A	See above	CHERYL GREENOUGH
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A	see above	CHERYL GREENOUGH
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A	No new Senior officers have been employed during 2019	CHERYL GREENOUGH

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	Yes	The Executive Manager Corporate Services has been designated	CHERYL GREENOUGH
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes	Yes a register has been maintained	CHERYL GREENOUGH
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes	Yes it is done in accordance with s5.107(2)	CHERYL GREENOUGH
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes	In accordance with s5.107(2)(a)	CHERYL GREENOUGH
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		CHERYL GREENOUGH
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		CHERYL GREENOUGH
Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5(2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Audit Committee 9/10/19 Minute AU133 Adopted by Council 16/10/19 Item 11.2 Minute 3779	CHERYL GREENOUGH
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Reviewed at Audit Committee Meeting 12/12/19	CHERYL GREENOUGH
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes	It was presented in the report however the meeting was not held until 22/1/20.	CHERYL GREENOUGH

Audit & Risk Management Committee Meeting Minutes  
5 March 2020

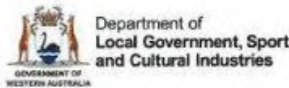


4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes	Report submitted 3/9/19	CHERYL GREENOUGH
---	---------	---	-----	-------------------------	------------------

**Tenders for Providing Goods and Services**

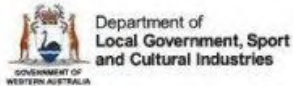
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		CHERYL GREENOUGH
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	N/A	No multiple contracts were undertaken to avoid the tendering process	CHERYL GREENOUGH
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		CHERYL GREENOUGH
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		CHERYL GREENOUGH
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	Yes		CHERYL GREENOUGH
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes	Displayed in the tender Register	CHERYL GREENOUGH
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	N/A	All viable tenders were submitted on time.	CHERYL GREENOUGH
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	Yes	Each tender was assessed on value for money and ability to provide the required service	CHERYL GREENOUGH
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		CHERYL GREENOUGH
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no	Yes		CHERYL GREENOUGH

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



tender was accepted?					
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A	No expressions of interest under these Regulation were called	CHERYL GREENOUGH
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		CHERYL GREENOUGH
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		CHERYL GREENOUGH
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		CHERYL GREENOUGH
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	No	A policy is being written however has not yet been adopted by Council	CHERYL GREENOUGH
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	No	No invitation was sent in 2019	CHERYL GREENOUGH
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A	No advertisement has been placed as there is no panel selection	Cheryl Greenough
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A	No panel has been offered or received	CHERYL GREENOUGH
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A	No panel has been negotiated	CHERYL GREENOUGH
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A	No applications to join a panel has been offered	CHERYL GREENOUGH
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		CHERYL GREENOUGH
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A	No Panels have been activated	CHERYL GREENOUGH
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written	N/A		CHERYL GREENOUGH

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



		notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?			
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	Yes	The Policy is active	CHERYL GREENOUGH
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	Yes	Local Price Preference Policy F4.4	CHERYL GREENOUGH
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes	Purchasing and Tendering Policy F4.2	CHERYL GREENOUGH
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes	On one or two occasions a purchase order was written after receipt of the Invoices. Random checks of purchases occur monthly which flags any re-curing issues.	CHERYL GREENOUGH

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

CHRISTOPHER ANTONIO  
President Shire of Northam

JASON WHITEAKER  
CEO Shire of Northam

Audit & Risk Management Committee Meeting Minutes  
5 March 2020



**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

Meeting schedule for 2020:

- 28 May 2020;
- 27 August 2020; and
- 26 November.

All meetings will commence at 5:00pm.

**8. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr Antonio declared the meeting closed at 5.16pm.

"I certify that the Minutes of the Audit and Risk Management Committee meeting held on Thursday, 5 March 2020 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

Cr C R Antonio declared an "Impartiality" interest in item 11.2 – Bushfire Advisory Committee Meeting held on 10 March 2020 as his brother, Paul Antonio, has been recommended as a nominee for the next stage of formal application.

## 11.2 BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON 10 MARCH 2020

### Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION
<p><b>Minute No: C.3892</b></p> <p><b>Moved: Cr Little</b></p> <p><b>That Council receive the minutes from the Bushfire Advisory Committee meeting held on 10 March 2020.</b></p> <p style="text-align: right;"><b>CARRIED 8/0</b></p>

### Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION
<p><b>Minute No: C.3893</b></p> <p><b>Moved: Cr Little</b></p> <p><b>That Council:</b></p> <ol style="list-style-type: none"><li><b>1. Notes the Community Emergency Services Manager Report as provided, and endorse the abovementioned additions in the 2020/21 LGGS application.</b></li><li><b>2. Notes the Chief Bush Fire Control Officer Report as provided</b></li><li><b>3. Endorses the Shire of Northam Fire Break and Fuel load notice as amended and amends the above draft notice to amend fuel load on bush blocks and remnant vegetation from 4t per ha to 8t per Ha to ensure that the requirements of this notice are realistic and achievable for the property owner.</b></li><li><b>4. Approves the following nominees for Bushfire Control Officers, to progress to the next stage of formal application, and assessment by panel for a recommendation to be made to Council at the June BFAC:</b><ul style="list-style-type: none"><li><b>• Inkpen Bushfire Brigade</b> Nicholas Dewar Neil Diamond</li><li><b>• Wundowie Bushfire Brigade</b></li></ul></li></ol>

**Matthew Macqueen**

- **Bakers Hill Bushfire Brigade**  
Simon Peters  
Kristofer Brown
- **Clackline Bushfire Brigade**  
Matthew Letch
- **Northam Central Bushfire Brigade**  
Luke Hagen
- **Irishtown Bushfire Brigade**  
Robert Herzer  
Murray McGregor
- **Southern Brook Bushfire Brigade**  
Paul Antonio
- **Grass Valley Bushfire Brigade**  
Chris Marris  
Paul Reynolds  
Philip Lloyd
- **Northam Volunteer Fire Rescue Service**  
Greg Montgomery
- **Shire of Northam**  
Brendon Rutter – CESM  
Kellee Walters – Ranger (Administrative only)  
Jason Cacic – Ranger (Administrative only)

5. Reinstates the 07.30 skeds on channel 329, as trialled over the past six weeks.
6. Initiates discussions with Mr Bill Pearce around the brigades proposal for the preferred location of the new station on Lot 103 McMullen Rd Wundowie and Includes the application for funding of a 2 bay facility plus amenities in the 2020/21 LGGS application.
7. Includes the application for funding of a 2 bay facility plus amenities in the 2020/21 LGGS application for Northam Central Bush Fire Brigade.

**CARRIED 8/0**

Clarification was sought in relation to recommendation four and what the officers are being recruited for. The recommendation was altered to include the title Bushfire Control Officers.





Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Minutes

### Bush Fire Advisory Committee

10 March 2020

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



### DISCLAIMER

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

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

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

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

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

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

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

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

## Contents

1.	DECLARATION OF OPENING .....	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES .....	4
3.	DISCLOSURE OF INTERESTS .....	5
4.	CONFIRMATION OF MINUTES .....	5
4.1	COMMITTEE MEETING HELD ON 12 NOVEMBER 2019 .....	5
5.	RECEIVING OF PRESENTATIONS .....	5
6.	COMMITTEE REPORTS .....	6
6.1	COMMUNITY EMERGENCY SERVICES MANAGER REPORT .....	6
6.2	CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT.....	13
6.3	FIRE BREAK AND FUEL LOAD NOTICE.....	18
6.4	BUSH FIRE CONTROL OFFICER NOMINATIONS .....	27
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	31
7.1	PROPOSED REINSTATEMENT OF 07.30 SKEDS ON CHANNEL 329 .....	31
7.2	WUNDOWIE BFB FIRE STATION .....	33
7.3	GRASS VALLEY BFB – BUSH FIRE CONTROL OFFICERS.....	35
8.	URGENT BUSINESS APPROVED BY DECISION .....	38
9.	GENERAL BUSINESS .....	38
9.1	APPLICATION FOR FUNDING NORTHAM CENTRAL BUSHFIRE BRIGADE . .....	38
9.2	PPE FOR NEW MEMBERS IN TRAINING TO BE HELD BY SHIRE OF NORTHAM .....	38
10.	DATE OF NEXT MEETING .....	39
11.	DECLARATION OF CLOSURE .....	39

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



## 1. DECLARATION OF OPENING

The Presiding Members, Cr T M Little declared the meeting open at 5:37pm.

## 2. ATTENDANCE

### Voting Committee:

Councillor – Shire of Northam	Terry Little
Inkpen Bush Fire Brigade	Nic Dewar
Clackline Muresk Bush Fire Brigade	Blair Wilding
Bakers Hill Bush Fire Brigade	Steve Gray
Grass Valley Bush Fire Brigade	Sam Moss
Irishtown Bush Fire Brigade	Rob Herzer
Southern Brook Bush Fire Brigade	Paul Antonio
Wundowie Bush Fire Brigade - Deputy Bush Fire Control Officer	Mathew Macqueen
Northam Central Bush Fire Brigade	Murray McGregor
Northam Volunteer Fire and Rescue Service	Greg Montgomery

### Non Voting

Community Emergency Service Manager	Brendon Rutter
District Officer Northam	Darrel Krammer

### Staff:

Executive Manager Development Services	Chadd Hunt
Executive Assistant - CEO	Alysha McCall
Payroll Officer	Jennifer Grant

### Gallery:

Bakers Hill Bushfire Brigade	Kris Brown
Bakers Hill Bushfire Brigade	Andrew Burrows
Irishtown Bushfire Brigade	Terry Hasson
Northam Central Bushfire Brigade	Matthew Carroll

## 2.1 APOLOGIES

Chief Bush Fire Control Officer	Chris Marris
Deputy Bush Fire Control Officer	Simon Peters
Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**3. DISCLOSURE OF INTERESTS**

Nil.

**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD ON 12 NOVEMBER 2019**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.240

Moved: Mr Murray McGregor

Seconded: Mr Sam Moss

That the minutes of the Bush Fire Advisory meeting held on 12 November 2019 be confirmed as a true and correct record of that meeting.

**CARRIED 10/0**

**5. RECEIVING OF PRESENTATIONS**

DFES Volunteering & Youth Services

Ms Jennifer Pidgeon from the DFES Volunteer & Youth Services Branch spoke in relation to the services and support offered by DFES to Brigades, Groups and Units regarding on-boarding, recruitment, retention, succession planning and management of volunteers.

There is the opportunity for Brigades, Groups and Units to organise DFES to come to site and provide workshops to assist, contact details can be obtained from the Community Emergency Services Manager.

Ms Jennifer Pidgeon left the meeting at 6:15pm

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**6. COMMITTEE REPORTS**

**6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter, Community Emergency Services Manager
<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**

For the Committee to receive and note the update provided by the Community Emergency Services Manager.

**ATTACHMENTS**

Attachment 1: Open BFAC Decisions.

**A. BACKGROUND / DETAILS**

N/A.

**B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**B.4 Policy Implications**

Nil.

**B.5 Stake Holder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

The 2019/20 season has been a busy one out in the Goldfields, but closer to home it has been relatively mild considering some of the conditions we have had.

This season seen an increase in the fire danger ratings, which resulted in Total Fire Ban's (TFB) being declared from early Nov onwards, with an marked increase in the triggers being met for Harvest, Vehicle Movement & Hot Works Bans (HVMB) being declared also.

That being said, the brigades have certainly been relatively busy still with some brigades well on their way to a standard season.

Our current incident attendance summary figures for the year to date are below,

Inkpen – 11

Wundowie BFB – 5

Bakers Hill – 22

Clackline – 16

Central – 20

Irishtown – 12

Southern Brook - 3

Grass Valley – 18

There has also been a noticed increase in the training sessions at each brigade which is fantastic to see.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**PPC** – Almost all PPC should have been delivered by now, some orders took a while to be delivered which has been unfortunate due to the high demand from other local governments, but staff have implemented some steps to ensure that next years PPC orders are completed no later than July to ensure a targeted delivery of September/October moving forward.

**Static Water Supply connection issues** - A lesson learned from a fire early in the season was that a lot of our appliances lacked the resources to connect to the static water supplies that are strategically dotted around the Shire. The first round of couplings to each appliance has been delivered, and with a 2<sup>nd</sup> coupling on its way, each appliance will no longer have difficulties in drafting from any of our tanks.

**Staub tyre deflators** – There was an incident in January where a heavy appliance utilised their tyre deflators on the fire ground, which resulted in the tyre being underinflated due to incorrectly calibrated equipment that resulted in a tyre rolling off the rim.

All tyre inflators from our fleet have been recalled, and the delivery of new, calibrated deflators to every appliance has been completed. It is important that these kits are checked with your weekly VPOWER checks to ensure the kit is intact and not missing any parts, but please ensure that all members are aware that these cannot be altered, as they are calibrated to the appliance type and any tampering/adjustments will risk damage to the tyres. Please ensure all members are aware that these have been pre-set and are maintenance free.

**2019/20 – LGGS**

The Local Government Grants Scheme (LGGS) funding round is currently being completed.

The main items that we are requesting feedback from brigades on is electronic roller door motors, as a direct result of several near misses that had the potential to cause injury when the doors dropped down as the appliances pulled out of the stations, as well as several occasions of the drums becoming unspooled.

Justification has been provided to the LGGS committee for the allocation of funds to install the door motors in Grass Valley, Clackline & Inkpen Fire Stations, Staff will update on the progress once the Committee has made a decision.

**Inkpen BFB** – we have applied for a total off grid power solution due to the building only being able to support 12v systems unless the generator is running.

This would restrict the installation of CCTV and alarm systems at this location so an alternative solution is being researched.



Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**CCTV & Alarm systems** – Staff have requested pricing for the supply and installation of CCTV (4 camera) and basic alarm system to be installed on each station. As part of this works, consideration will be given the possibility of installing a FOB key system on each station that could eventually replace the need for pin code systems, and enable easier access management once a member leaves.  
Will discuss further with the LGGs committee and will report back at later date.

**Cel-fi – Mobile Phone Reception Boosters** – Due to the various black spots in the district where radio communication can be inconsistent, for funding to install Cel-Fi boosters on all heavy appliances in the 2020/21 has been included in the current application. This is to provide members with a redundancy should the radio network suffer from interference or for any 'offline' discussions that may not be appropriate to discuss over the unsecured radio network back to the control point.  
Will update our members if the grant request is successful.

**Washing Machines** – In the interest of ensuring volunteers have access to cleaning facilities to keep PPC clean and prevent potentially harmful carcinogens from contaminating private vehicles/property, washing machines are requested for each fire station for members to use as required at their discretion.

**Bakers Hill 4.4** – In accordance with the Council endorsed Resource to Risk document, and adopted 5yr plan, staff will be applying for the Bakers Hill 4.4B, Dual Cab appliance.

**Northam Central 12.2** – The R2R outlines the Northam Central BFB to be allocated a 12.2 in 2022, staff will be applying for a 12.2 in the 2020/21 LGGs application to get the ball rolling, anticipated delivery on a successful application will be close to the 2022 period.

**Bush Fire Manual** – At a recent workshop to review the Bush Fires Manual, it has been identified that there is a few items that need further discussion prior to making a formal submission to Council.  
It is proposed that another workshop(s) will be required to further review and discuss each section of the manual to ensure that the manual remains a valuable resource of information for brigades and their members. Full details will be provided at June BFAC for Council consideration

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.241**

**Moved: Mr Nic Dewar**

**Seconded: Mr Murray McGregor**

That Council note the Community Emergency Services Manager Report as provided, and endorse the abovementioned additions in the 2020/21 LGGS application.

**CARRIED 10/0**

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



Attachment 1

Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
18-Sep-19	C.3759	11.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 10 SEPTMEBER 2019	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Note the Community Emergency Services Manager Report as provided.</li> <li>2. Note the Chief Bushfire Control Officer Report as provided.</li> <li>3. Appoints Kristofer Brown as a Fire Control Officer for the 2019/20Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual.</li> <li>4. Contact the Rural Fire Division (RFD) to request:                             <ol style="list-style-type: none"> <li>a. An update on progress of the RFD implementation;</li> <li>b. Advice on how the RFD will be structured and where the Bush Fire Brigades will sit in that structure;</li> <li>c. A timeframe of when this is likely to occur;</li> <li>d. A response by 31st October 2019 to enable the response to be tabled at the November pre-season BFAC.</li> </ol> </li> <li>5. Present the SOP to the Fire Control Officer meeting on 13 September 2019 and subsequent brigade meeting prior to being reconsidered by BFAC.</li> <li>6. Refer the matter relating to the restricted burning date / creation of two zones to Fire Control Officer meeting on 13 September 2019 for further discussion.</li> <li>7. Refer the following structure to the Bush Fire Brigades to endorse:                             <ol style="list-style-type: none"> <li>a. Chief Bush Fire Control Officer position is to become a paid role under the Shire of Northam;</li> <li>b. Appointment of 2 Deputy Chief Bush Fire Officers; and</li> <li>c. 1 Senior FCO (deputy in training); and</li> <li>d. Honorary stays in place for the x2 deputies</li> </ol> </li> <li>8. Include an agenda item for 'General Business' to future BFAC meetings for discussion/general business.</li> </ol>	CESM	<p>Update: 04/03/2020</p> <ol style="list-style-type: none"> <li>1. No action required.</li> <li>2. No action required.</li> <li>3. Complete</li> <li>4. Ongoing</li> <li>5. Workshopped, draft SOP under development</li> <li>6. Complete, unable to split district under Bush Fires Act 1954</li> <li>7. Complete</li> <li>8. Complete</li> <li>9. Currently in Bush Fires Manual</li> <li>10. Complete. Protocols and procedures are in place, no change to operational capability.</li> <li>11. Complete</li> <li>12. Complete</li> <li>13. Complete</li> </ol>		Open

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				9. Develop a detailed and fully supported succession plan/s for the Chief and Deputy/s positions. 10. Develop a plan on how Council will manage fires in the 2019/2020 season. 11. Advertise for a Chief Bush Fire Control Officer for the 2019/20 bush fire season; 12. Appoint Mathew Macqueen and Simon Peters as Deputy Chief Bush Fire Control Officers for the 2019/20 bush fire season; and 13. Appoint Chris Marris as Senior Fire Control Officer for the 2019/20 bush fire season.				
20-Nov-19	C.3801	11.2	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 12 NOVEMBER 2019	That Council: 1. Note the Community Emergency Services Manager Report as provided. 2. Endorse the proposed location of the new Bakers Hill Fire Brigade Shed on a portion of Reserve 4200 as provided in Attachment 2 of this report. 3. Appoint Mr Chris Marris as Chief Bush Fire Control Officer for the 2019/20 Bush Fire Season. 4. Endorse that the mobilisation risk matrix be circulated for consultation with the Shire of Northam Bush Fire Brigades and VFRS for further consideration at the March 2020 BFAC meeting.	CESM	Update: 04/03/2020 1. No action required. 2. Ongoing. 3. Complete. 4. Complete.		Open

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter, Community Emergency Services Manager
<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**

For the Committee to receive and note the update provided by the Chief Bush Fire Control Officer.

**ATTACHMENTS**

Nil.

**A. BACKGROUND / DETAILS**

N/A.

**B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**B.5 Stake Holder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

Well to say it has been a fortunate season to date is probably an understatement, particularly given the unprecedented weather we have faced. I believe this season DFES has placed more Total Fire Bans than any previous season in recent memory, with conditions drier than they have been for at least the past five seasons.

Even still, those incidents that we have had, through the quick response and dedication of our members, we have been able to get on top of quickly. We have also been able to assist with a number of incidents in our neighbouring Shires along with numerous members deploying to fires in the Goldfields and the Eastern States. I thank each of you for your work and dedication to the community.

However I am ever mindful that it only takes one incident to shape the season, and while we have had rain in recent weeks, the risk of the season is far from over. The scenario evening held in late February for our Lieutenants, BFCO's and Captain's showed how incidents can escalate quickly with dire consequences at a range of times of the year. I thank those who attended this event – it was well supported and the feedback strongly indicates a desire for this to become a regular on our calendar. I will also be making the scenarios available to Brigades should they wish to run them at a Brigade level.

Since stepping into the Chief role, I have enjoyed getting around to all Brigades to meet and discuss challenges and issues with you. I have also travelled to many areas of the Shire I had not previously been, with plenty of back roads still to be travelled. I thank Brigades for their support over this time.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



Clearly the situation we found ourselves in as a collective, with no one willing or able to take of the Chief role, is not ideal and we must collectively work to find a solution moving forward. The Shire must take an active role in this process as well – not only when the issue comes to a head.

From my early perspective I see a few challenges and issues that have led to this result, with the three main being:

- 1) We have lost the depth of **BFCO's** we once enjoyed across the Shire. Given that the Chief and Deputy roles come from the **BFCO's**, it is unsurprising that a lack of one causes issues with the other. There are many contributing factors – bureaucracy, a loss of purpose/purpose being stripped away, aging membership base, etc. I want to make it clear to all that I believe that having active **BFCO's** across our Shire is essential. These roles are important, and I am determined to ensure that those that need to hear that do.
- 2) The role of the Chief has evolved/being lumbered with too much work and responsibility that it makes it difficult for a volunteer to take on such as task. It is early days for me to see what can be pushed back on or passed on but this must be a priority. The Shire needs to step up and take some of the load, we must find easier ways to achieve the same outcome, and we need to develop a support team (Deputies, **BFCO's**, Weather Officers, CESM etc) around the Chief that can help share the load. I have been pleased to see some support from the Shire since my appointment
- 3) Training. I believe that we would all inspire for our senior roles to be highly trained, although I think we'd all agree the experience is equally or more important. However, as volunteers, it can be unreasonable to expect people to be fully trained on day one, for roles that they are often coerced into undertaking or are the last to look away during a meeting. Sometimes it may take a number of months or even until the following season to be able to get the training undertaking due to scheduling issues, lack of courses run etc. During this time we must do our best to encourage our volunteers and mentor them, not push them away because they don't have all the training. We also need to work hard to make the training work for our volunteers, not the other way around.

I hope to try to focus on improving these issues, with **Brigades** support, as we move forward.

I am also keen and hopeful to pivot back to **Brigades** members and the **BFCO's** running more incidents, with the Chief and Deputies either only being there in support or not at all. This won't happen overnight, and requires strong communication, but I believe is important to occur.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



At a Brigade level some of the key issues that are being faced include:

- Delays in receiving PPE/PPC. This is something that I have discussed with the CESM/Shire and I believe that mostly resolved for the current season, but this is clearly something we must work to improve at all levels. In particular, when we get new members, we must keep that momentum of interest going in those first few critical months with training and uniforms
- The CESM has pleasingly been able to invest heavily in repairs and maintenance of our appliances over the past year, combined with the reshuffle that occurred out of the R2R. With the positives, there has also been some teething issues with changes in suppliers etc, but I believe most of these issues have now been resolved or at least are closely being monitored
- A lack of new members. This is not a new issue and certainly isn't isolated to volunteer fire brigades, but this does not reduce its impact on our Brigades and our ability to protect our communities. As such, I call upon interested representatives from Brigades to join a working committee to both identify any impediments to new members and keeping existing members, as well as identifying opportunities to recruit new members to our service
- Buildings – Northam Central has been working hard to source a suitable medium term location to which to base the Brigade out of. Wundowie BFB is currently located within a facility that does little to encourage membership of this up-and-coming Brigade. Both Brigades are actively working to resolve their situations. Bakers Hill BFB new station has recently been out to tender, and will hopefully start progressing quickly over the coming months.

I think most would agree that the Central BFB has progressed very well this past year, driven by Murray. Well done to all involved. What I found having now been involved in turning our Brigades to incidents is that at times it seems more appropriate to turn-out Central to a small incident on the outskirts of town, then the Brigade who's official area it is as they are likely further away. Currently my approach has been to turn out both (often with Northam VFERS in addition) which potentially becomes overkill. Am interested in feedback from Brigades on how this should be approached.

So again, thank you to our Brigades for the work that you have and continue to do.

Regards  
Chris



Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.242**

**Moved: Mr Sam Moss**

**Seconded: Mr Rob Herzer**

**That Council note the Chief Bush Fire Control Officer Report as provided.**

**CARRIED 10/0**

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**6.3 FIRE BREAK AND FUEL LOAD NOTICE**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter, Community Emergency Services Manager
<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**

For the Committee to receive the Shire of Northam Fire Break & Fuel Load notice with the recommended changes.

**ATTACHMENTS**

Attachment 1: Fire break & Fuel load notice.

**A. BACKGROUND / DETAILS**

N/A.

**B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Section 33 – Bushfires Act 1954

**B.4 Policy Implications**

Nil.

### B.5 Stake Holder Engagement / Consultation

Workshopped with Brigade leadership teams,

### B.6 Risk Implications

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

### C. OFFICER'S COMMENT

On Tuesday 11<sup>th</sup> Feb 2020, a workshop was held in Council Chambers for the purpose of reviewing the current firebreak and fuel load notice to ensure it met community expectations, and to ensure that there was clarity around some of the provisions of the notice.

All brigades, including both the Northam & Wundowie VFRS were invited to attend, those present at the meeting were

Steve Gray – Bakers Hill BFB

Kris Brown – Bakers Hill

Paul Reynolds – Grass Valley BFB

Angus Cooke – Grass Valley

Murray McGregor – Irishtown & Northam Central BFB

Nic Dewar – Inkpen BFB

Neil Diamond – Inkpen BFB

Chris Marris – Shire of Northam – CBFCO

Feedback was also received and discussed from Scott Horlin – Northam VFRS.

The main areas of change proposed include the following:

#### Fuel Loads

There was discussion around the fuel load requirements for remnant vegetation on properties to maintain a fuel load below 4 ton per hectare as the existing requirement of 8 ton per hectare raised concerns about being too high. Further information was sought and after clarification that to maintain fuel loads below 4 ton/hectare would require almost a bare earth policy for all bush blocks, and blocks with remnant vegetation Staff recommended to the meeting that the fuel load requirements remain at 8ton/hectare however staff

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



have also provided a definitions section to the notice which was previously not provided to ensure clarity about fuel load assessments.

**Firebreaks**

The fire break requirements were clarified in section 5 of the document to ensure that the notice ensured clarity for compliance purposes whilst also aligning with community expectations.

**Variations (Section 7)**

Modified to provide clarity around variations, and ensure that mitigating circumstances are considered when dealing with property owners. The variation order provides clarity around the variation process.

**Burning of Garden Refuse (Section 8)**

– it was voted at the workshop that pursuant to S24F, it would be prohibited to conduct 1m<sup>3</sup> refuse burning within the Shire of Northam in the restricted period following the prohibited burning period due to the high risk of fire escaping, S8 is also ensuring that the requirements of refuse burning are aligned with the requirements of the Bush Fire Regulations 1954 (15B).

**Cooking and Camping (New Section 10)**

In the past there has been confusion around what is or isn't allowed during the prohibited burning period in relation to camping and cooking fires. Discussions were had around what is and isn't allowed under the act, and what appliances constitute a fire in the open air.

**Harvest, Movement of Vehicles and Hot Works Ban (Section 12)**

Modified to ensure that wording used aligns with the Bush Fires Act 1954 and is clear, concise & most importantly, enforceable during a Harvest, Vehicle Movement & Hot Works Ban.

**Additional Works (Section 13)**

this was revised to ensure that clarity was provided around the provisions of a notice additional to the Fire break and Fuel load notice under S33, the wording has been aligned to reflect the intent of s33 Bush Fires Act 1954.

**Definitions (new section)**

This was additional to the standard notice to ensure that clarity is provided around specific points within the notice to ensure that the notice is easy to understand by community members, and assist members of the public with compliance under the terms of this notice.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.243**

**Moved: Mr Nic Dewar**

**Seconded: Mr Sam Moss**

**That Council:**

- 1. Endorse the Shire of Northam Fire Break and Fuel load notice as amended; and**
- 2. Amend the above draft notice to amend fuel load on bush blocks and remnant vegetation from 4t per ha to 8t per Ha to ensure that the requirements of this notice are realistic and achievable for the property owner.**

**CARRIED 10/0**

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



Attachment 1

BUSHFIRES ACT 1954

Firebreak and Fuel Load Notice

Shire of Northam

Pursuant to the powers contained in Section 33 of the *Bush Fires Act 1954* (as amended), notice is hereby given to all owners and occupiers of land within the Shire of Northam adopted the following requirements as a measure to assist in the control of bush fires, or preventing the spread or extension of a bush fire which may occur within the Shire.

All owners and/or occupiers of land within the Shire of Northam are required to carry out fire prevention work in accordance with this notice by 1 November each calendar year and maintained until 30 April the following calendar year, or within 14 days of becoming an owner or occupier of land if after that date, to comply with the requirements set out in this notice.

**FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS ORDER MAY RESULT WITH THE ISSUE OF AN INFRINGEMENT NOTICE PENALTY \$250.00 OR PROSECUTION IN A COURT OF LAW WITH A MAXIMUM PENALTY OF \$5,000 AND BE LIABLE WHETHER PROSECUTED OR NOT TO PAY THE COSTS OF PERFORMING THE WORK DIRECTED BY THE NOTICE.**

**1. Building Protection Zone**

The Building Protection Zone is an area of very low fuel levels and managed vegetation 20 metres out from habitable buildings (As defined in the Residential Design Codes of WA, and in AS 3959) and must meet the following requirements,

Habitable building means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports, verandas or similar roofed structures that are attached to, or within 6 metres of, the dwelling or primary building.

- Building Protection Zones for habitable buildings must extend a minimum of 20 metres out from any external walls of the building, attached structures, or adjacent structures within 6 metres of the habitable building.
- On sloping ground the Building Protection Zone distance shall increase at least 1 metre for every degree in slope on the sides of the habitable building that are exposed to down slope natural vegetation.
- Building Protection Zones must consist of non-flammable managed vegetation, reticulated lawns and gardens and other non-flammable features.
- All grass in Building Protection Zones must be maintained to or under 5cm in height.
- Fuel loads within Building Protection Zones must be maintained at 2 tonnes per hectare or lower.
- The crowns of trees must be separated to create a clear separation distance between adjoining or nearby tree crowns. The separation distance between tree crowns is not required to exceed 10 metres.
- A small group of trees within close proximity to one another may be treated as one crown provided the combined crowns do not exceed the area of a large or mature crown size for that species.
- Trees are to be low pruned (or under pruned) to at least a height of 2 metres from ground.
- No tree, or shrub over 2 metres high are to be within 2 metres of a habitable building.
- Trees and shrubs over 2 metres high must not be planted in groups close to the habitable building and there must be a gap of at least 3 times the height (at maturity) of the shrub away from the habitable building.
- There must be no tree crowns or branches hanging over habitable buildings.
- Firewood and flammable materials must be stored 20m from habitable buildings.
- Driveways and access ways are to be a minimum of (3) metres wide with a vertical clearance of (4)metres to allow for the safe passage of a fire appliance to all buildings and assets on the land.
- Roof gutters should be free of leaves and other combustible material.

**YOUR PROPERTY**

**1. Land with area less than 10,000m<sup>2</sup> (1 hectare)**

- Maintain all grass on the land to a height no greater than 10cm all windrows or dead flammable material must be removed.
- Maintain fuel loadings in natural bush areas at less than 4 tonnes per hectare across the land.
- Land with a habitable building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.

**3. Land with an area g 10,000m<sup>2</sup> (1 hectare) to 100,000m<sup>2</sup> (10 hectares)**

Options (selected one out of the three options)

1. Install bare earth firebreaks three (3) metres wide immediately inside within (10) metres of all boundaries in a continuous form. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or,
2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres where all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or,

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020

3. A combination of the above two options for properties with natural bush sections and pastured land sections

- Land with a building on it must maintain a Building Protection Zone in line with the requirements of Section 1 of this notice.
- On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
- Maintain fuel loadings in natural bush areas at less than 4 tonnes per hectare across the land.

**Firebreak**

Means a strip or area of trafficable ground, which is at least three (3) metres wide for cropped/stubble areas, or Three (3) metres wide for bushland/remnant vegetation areas with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Such firebreaks may be constructed by one or more of the following methods: PLOUGHING, CULTIVATING, SCARIFYING, RAKING, BURNING, CHEMICAL SPRAYING OR OTHER METHOD as approved by an Authorised Officer.  
In agricultural areas it is considered acceptable if a vehicle can travel through crop area within 10m of the property boundary to traverse around low branches or limbs.

4. Land with an area greater than 100,000m<sup>2</sup> (10 hectares)

Options (selected one out of the three options)

1. Install bare earth firebreaks two (2) metres wide immediately inside within (10) metres of all boundaries in a continuous form, for all cropped/stubble areas, or three (3) metres wide for all natural bush/remnant vegetation areas on the property within ten (10) metres of the property boundary. All overhanging branches, trees, limbs etc. to be trimmed back from over the firebreak area to a minimum height of four (4) metres to allow for the safe passage of a fire appliance or;
  2. Maintain all grass on the land to a height no greater than 10cm all windrows and or dead flammable material must be removed. An access area within (10) metres of the boundary with a minimum width of (3) metres with a vertical clearance of (4) metres where all overhanging branches are trimmed back to allow for the safe passage of a fire appliance or;
  3. A combination of the above two options for properties with natural bush sections and pastured land sections
- On land for the use of tendering livestock a level of feed can be maintained to last the season. All grass a distance of 5m from any firebreak must be maintained to a height no greater than 10cm.
  - Maintain fuel loadings in natural bush areas at less than 4 tonnes per hectare across the land.

**Firebreak**

Means a strip or area of trafficable ground, which is at least two (2) metres wide for cropped/stubble areas, or Three (3) metres wide for bushland/remnant vegetation areas with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Such firebreaks may be constructed by one or more of the following methods: PLOUGHING, CULTIVATING, SCARIFYING, RAKING, BURNING, CHEMICAL SPRAYING OR OTHER METHOD as approved by an Authorised Officer.  
In agricultural areas it is considered acceptable if a vehicle can travel through crop area within 10m of the property boundary to traverse around low branches or limbs.

5. Fuel Depot and Storage Areas, Haysheds, Stockpiled Flammable Materials and Stationary Machinery.

- Remove all flammable matter within (10) metres of Fuel Depot and Storage Areas of where fuel drums whether containing fuel or not, fuel ramps or fuel dumps are located, Hay Shed, Stockpiled Flammable Materials, Stationary Machinery are stored.
- Install bare earth firebreaks three (3) metres wide immediately inside and along all boundaries of land in a continuous form with a vertical clearance of (4) metres where overhanging branches are trimmed back immediately adjacent to Stationary Motors, Haystacks, Stockpiled Flammable Materials and Stationary Machinery.

6. Bushfire or Emergency Management Plans

(Compliance is required throughout the year, every year)

Means a bushfire management plan, emergency management plan or an approved Bushfire attack level (BAL) assessment that has been developed and approved to reduce and mitigate fire hazards as part of a Town Planning Scheme, subdivision approval, development approval or a building permit

- All properties with a Bush Fire, Fire or Emergency Management Plan shall comply with the plan in its entirety.
- Any requirements identified in a Bush Fire, Fire or Emergency Management Plan are in addition to the requirements of this notice.

7. Application to vary the Firebreak Requirements with Alternative Arrangements

If it is considered impracticable for any reason whatsoever to implement any of the requirements of this Notice, you may apply in writing to the Shire of Northam by no later than the 1st October each year for permission to implement alternative measures under the following options,

- a) A temporary variation for extenuating circumstances only

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020

- b) A permanent feature of the property requires a variation to his order, if approved the variation will apply until specifically rescinded or replaced with a new individual notice by the shire.

Take notice if permission is not granted in writing you must comply with the requirements of this notice.

#### 8. The Burning of Garden Refuse

Pursuant to the powers contained in section 24G (2) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the burning of all garden refuse within its district during the Prohibited Burning Times. This prohibition applies to all persons within the Shire's district.

- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Prohibited Burning Period.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited on all land under 2000m<sup>2</sup> (square metres) in size during the Restricted Burning Time, without a Fire Permit issued under Regulation 15 of the *Bush Fires Act 1954*.
- The burning of garden refuse or rubbish on the ground or in an incinerator that would otherwise be permitted under Section 24F is prohibited absolutely on all land within the district during the Restricted Burning period between 1st Mar - 30 Apr each year.
- During the Restricted Burning period October 1<sup>st</sup> & Nov 30<sup>th</sup> each year, residents on land that is greater than 2,000m<sup>2</sup> in area it is permissible to undertake the burning of garden refuse (dry leaves, small branches, off cuts, etc.) in a single pile on the ground no larger than 1.0 m<sup>2</sup> between the hours of 18:00 (6pm) and 23:00 (11pm) and by complying with all the conditions of section 24F (3) in the *Bush Fires Act 1954* & Regulation 15B Bush Fires Regulations 1954.

- Reticulated water supply or min 600lts of water must be available for immediate use at all times, the fire is to be completely extinguished with water prior to leaving area unattended.

#### 9. Restricted and Prohibited Burning times

- The "Prohibited Burning Time" means the 1 December each calendar year through until 28th February the following calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).
- The "Restricted Burning Time" means the 1 October through until 30 November and the 1 March through until 30 April each calendar year (inclusive, and as varied pursuant to Sections 17 and 18 of the *Bush Fires Act 1954*).

#### 10. Cooking & Camping

Pursuant to the powers contained in section 25H (1) of the *Bush Fires Act 1954*, the Shire of Northam prohibits the lighting of a fire in the open air for the purpose of camping or cooking during the prohibited period. This prohibition applies to all persons within the Shire's district.

For the purposes of this section (1A) a gas appliance, comprising a fire the flame of which is encapsulated by the appliance and which does not consume solid fuel, shall not be taken to be a fire in the open air.

An appliance that burns a solid fuel, (BBQ, Pizza Oven, Meat Smoker etc.) cannot be operated on days of "VERY HIGH", "SEVERE", "EXTREME" or "CATASTROPHIC" fire danger rating.

- Any chimney on the appliance must be fitted with a suitable spark arrestor that is maintained in a clean, sound and efficient condition.
- If solid fuel is being consumed, then the burning fuel must be sealed from the open air by a secure, sealable door.
- Appliance must not be left unattended and a reticulated water supply must be available for immediate use.

Take notice a person/s who contravenes a of this section is guilty of an offence that carries a penalty of \$3,000.

#### 11. Permits to burn

Means a "Permit to Burn the Bush" as issued by an Authorised Officer under section 18 of the *Bush Fires Act 1954*.

- Applications for Permits are available from the Shire of Northam at no cost.
  - You must comply with all conditions imposed by the Shire or an Authorised Officer in respect of any Permit issued by the Shire.
  - Permits will not be valid on days of "VERY HIGH", "SEVERE", "EXTREME" or "CATASTROPHIC" fire danger.
  - Permits may also be revoked if in the opinion of an authorised officer the conditions are not deemed suitable for prescribed burns.
- Take notice that the Shire of Northam prohibits the burning of any road verge within the entire district.

Take Notice that pursuant to Section 18 (11) of the *Bush Fires Act 1954* - Where a person starts a fire on land, if the fire escapes from the land or if the fire is in the opinion of a Bush Fire Control Officer or an officer of a Bush Fire Brigade out of control on the land, the person shall be liable



Bush Fire Advisory Committee Meeting Minutes  
10 March 2020

to pay to the local government on the request of and for recoup to its bush fire brigade, any expenses up to a maximum amount of \$10 000 incurred by it in preventing the extension of or extinguishing the fire, and such expenses may be recovered in any court of competent jurisdiction.

A person who commits a breach of this section other than subsection (11) is guilty of an offence.

Penalty: For a first offence \$4 500.

For a second or subsequent offence \$10 000.

#### 12. Harvest, Movement of Vehicles and Hot Works Bans

All persons within the Shire of Northam are required to comply with a direction declared under Reg 38A, 38B, 38C & 38D, Bush Fires Regulations 1954.

- A Harvest, Vehicle Movement & Hot Works Ban (HVMB) requires the cessation of all harvesting, vehicle movements and hot work operations within the Shire of Northam.
- A Harvest, Vehicle Movement & Hot Works Ban (HVMB) prohibits the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel powered vehicle.
- A Harvest, Vehicle Movement & Hot Works Ban (HVMB) prohibits the use of all welding, grading and abrasive tools on properties within the Shire of Northam in the open air. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

Take notice a person/s who contravenes a declaration made under regulation 38A, 38B, 38C or 38D or who fails to carry out any direction given to him is guilty of an offence that carries a penalty of \$5,000.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website or Emergency Information Line on (08) 9621 1120. Where possible on ABC Radio 531AM, MMM 864 AM and.

Notification can be obtained via a free SMS service which is available upon request from the Shire of Northam (08) 9622 6100

#### 13. Additional Works

In addition to the requirements noted above, regardless of land size and location, the Shire of Northam or its duly authorised officer may require you to undertake additional works on your property to improve access and/or undertake further hazard removal and/or reduction works, where in the opinion of that authorised officer, it is to be necessary to prevent the outbreak and/or the spread of a bush fire.

Take notice that pursuant to Section 33(4) of the *Bush Fires Act 1954*, where the owner and/or occupier of land fails or neglects to comply with the requisitions of this Notice within the times specified, the Shire of Northam may by its officers and with such servants, workmen and contractors, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of this Notice which have not been complied with and pursuant to Section 33(5) of the *Bush Fires Act 1954*, the amount of any costs and expenses incurred may be recovered from you as the owner and/or occupier of the land.

If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the *Bush Fires Regulations 1954*.

The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence, that offence carries a penalty of \$5,000, additionally a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed by this notice if it is not carried out by the owner and/or occupier by the date required by this Notice.

#### 14. Reserves vested with the Shire of Northam

The Shire of Northam reserves the right to conduct any mitigation works deemed necessary on any reserves vested with Shire of Northam for the purpose of reducing the risk of fire to the community. Each reserve will be assessed in accordance with ISO 31000:2018 and identified in the Bushfire Risk Management Plan.

Treatments implemented may include but are not limited to prescribed burns, slashing, mulching or any other means necessary as determined by the Shire of Northam to ensure the risk is reduced to a satisfactory level.

#### GENERAL ADVICE

This notice gives the minimum requirements for fire control within the Shire of Northam and all residents and ratepayers are encouraged to be prepared by undertaking additional fire protection measures. Creating a household "Bushfire Survival Plan" to ensure the safety of property and life. Further additional information to that contained in this notice can be obtained from the 5min Fire Chat website [www.dfes.wa.gov.au/firechat](http://www.dfes.wa.gov.au/firechat) or from the Shire of Northam website [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

All previous versions of this notice are hereby cancelled.

By order of the Council,

JASON WHITEAKER, Chief Executive Officer

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**DEFINITIONS**

For the purpose of this Notice the following definitions apply:

**Alternative Arrangements** includes a variation as defined in Section 7 of this Notice to reduce and mitigate fire hazards within a particular subdivision, lot or other area of land anywhere in the district.

**Authorised Officer** means an employee of the Shire of Northam appointed as a Bush Fire Control Officer pursuant to the powers conferred in Section 38 of the Bush Fires Act 1954.

**Firebreak** means a strip or area of trafficable ground, which is at least two (2) metres wide for cropped/subble areas, or Three (3) metres wide for bushland/remnant vegetation areas with a minimum height of four (4) metres, which is kept and maintained totally clear of all inflammable matter. Such firebreaks may be constructed by one or more of the following methods: PLOUGHING, CULTIVATING, SCARIFYING, RAKING, BURNING, CHEMICAL SPRAYING OR OTHER METHOD as approved by an Authorised Officer. In agricultural areas it is considered acceptable if a vehicle can travel through crop area within 10m of the property boundary to traverse around low branches or limbs.

**Flammable Material** means any plant, tree, grass, substance, object, thing or material that may or is likely to catch fire and burn or any other thing deemed by an authorised officer to be capable of combustion.

**Solid Fuel** means any fuel other than gas for cooking/camping, such as, wood, coal, BBQ briquettes

**Fuel Depot / Fuel Storage Area** means an area of land, a building or structure where fuel, ie (petrol, diesel, kerosene, liquid gas or any other fossil fuel) is kept in any container or manner.

**Fuel Load** is the leaf litter on the ground inclusive of leaves, twigs (up to 6mm in diameter) and bark. A litter depth of 5mm from the top of the layer to the mineral earth beneath is indicative of approximately 2.5 tonnes per hectare. A litter depth of 15mm from the top of the layer to the mineral earth beneath is indicative of approximately 8 tonnes per hectare. The Shire of Northam can provide advice on determining fuel load levels further information is available [here](https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/VisualFuelLoadsPublications/Visual%20Fuel%20Load%20Guide%20Swan%20Coastal.pdf)

<https://www.dfes.wa.gov.au/safetyinformation/fire/bushfire/VisualFuelLoadsPublications/Visual%20Fuel%20Load%20Guide%20Swan%20Coastal.pdf>

**Habitable Buildings** means a dwelling, workplace, place of gathering or assembly, a building used for the storage or display of goods or produce for sale by wholesale in accordance with classes 1-9 of the Building Code of Australia. The term habitable building includes attached and adjacent structures like garages, carports verandas or similar roofed structure(s) that are attached to, or within 6 metres of the dwelling or primary building.

**Maintaining Fuel Loads** relates to the management of leaf litter as described in this Notice. Reducing fuel load levels does not necessarily require the removal of existing natural vegetation. A combination of methods can be utilised inclusive of safe burning, raking, weed removal, pruning and/or the removal of dead plant material.

**Managed Vegetation** includes vegetation that is pruned away from buildings, under pruned to minimise contact with ground fuels and that is kept free of dead suspended matter such as twigs, leaves and bark.

**Trafficable** means to be able to travel from one point to another in a four-wheel drive fire appliance on a clear surface, unhindered without any obstruction that may endanger such fire appliances. A firebreak is not to terminate, or lead to a dead end, without provision for egress to a safe place or a cleared turn around area of not less than a 20 metre diameter.

**Vertical Axis** means a continuous vertical uninterrupted line at a right angle to the horizontal line of the firebreak to a minimum height of 4 metres from the ground.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



#### 6.4 BUSH FIRE CONTROL OFFICER NOMINATIONS

<b>Address:</b>	
<b>Owner:</b>	
<b>Applicant:</b>	
<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brendon Rutter, Community Emergency Services Manager
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

In line with the Bush Fires Manual, brigades are required to put forward their nominees for Bush Fire Control Officers as approved to allow each candidate to progress to the next step of application and formal appointment by Council at the June BFAC.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

Pursuant to s38 Bush Fires Act 1954, Local Government may appoint Bush Fire Control Officer.

#### B. CONSIDERATIONS

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

Theme Area 3: Safety and Security

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

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

N/A

##### B.3 Legislative Compliance

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



Bush Fires Act 1954

**B.4 Policy Implications**

**B.5 Stakeholder Engagement / Consultation**

All Volunteer Bush Fire Brigades and Volunteer Fire & Rescue Service Brigades

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	The Shire of Northam appoints BFCO's that are not suitably qualified to take on the role or meet councils adopted minimum training standards	High (16)	The Shire of Northam has developed a process to ensure that officers are able to meet minimum training standards and have an understanding of their roles, and the legislation they work under.
Service Interruption	Nil		
Compliance	BFCO's do not meet the minimum training standards as adopted by Council	High (12)	The Shire of Northam has developed a process to ensure that officers are able to meet minimum training standards and have an understanding of their roles, and the legislation they work under.
Property	Nil		
Environment	Nil		

**C. OFFICER'S COMMENT**

In accordance with S5 of the Bush Fires Manual, brigades are required to hold a meeting prior to the March BFAC each year, where the brigade supported nominations would be put forward for approval from the committee for the

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



nominee to progress to the next step of the formal application, and Captain panel assessment.

A recommendation from the assessment panel will be tabled at the June BFAC for Council endorsement.

As of the 25<sup>th</sup> February 2020, the brigade approved nominations are

<b>Inkpen BFB</b> Nicolas Dewar Neil Diamond	<b>Wundowie BFB</b> Mathew Macqueen	<b>Bakers Hill BFB</b> Simon Peters Kristofer Brown
<b>Clackline BFB</b> Matthew Letch	<b>Northam Central</b> Luke Hagen	<b>Irishtown BFB</b> Robert Herzer Murray McGregor
<b>Southern Brook BFB</b> Paul Antonio	<b>Jennapullin BFB</b> TBA	<b>Grass Valley BFB</b> Christopher Marris Paul Reynolds Philip Lloyd
<b>Northam VFRS</b> Greg Montgomery	<b>Wundowie VFRS</b> TBA	<b>Shire of Northam</b> Brendon Rutter – CESM Kellee Walters – Ranger (Administrative Only) Jason Cacic – Ranger (Administrative Only)

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: BFAC.244

Moved: Mr Steve Gray

Seconded: Mr Sam Moss

That Council approve the following nominees to progress to the next stage of formal application, and assessment by panel for a recommendation to be made to Council at the June BFAC:

- Inkpen Bushfire Brigade  
Nicholas Dewar  
Neil Diamond
- Wundowie Bushfire Brigade  
Mathew Macqueen
- Bakers Hill Bushfire Brigade  
Simon Peters  
Kristofer Brown
- Clackline Bushfire Brigade  
Matthew Letch

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020

- **Northam Central Bushfire Brigade**  
Luke Hagen
- **Irishtown Bushfire Brigade**  
Robert Herzer  
Murray McGregor
- **Southern Brook Bushfire Brigade**  
Paul Antonio
- **Grass Valley Bushfire Brigade**  
Chris Marris  
Paul Reynolds  
Philip Lloyd
- **Northam Volunteer Fire Rescue Service**  
Greg Montgomery
- **Shire of Northam**  
Brendon Rutter – CESM  
Kellee Walters – Ranger (Administrative only)  
Jason Cacic – Ranger (Administrative only)

**CARRIED 10/0**

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



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

**7.1 PROPOSED REINSTATEMENT OF 07.30 SKEDS ON CHANNEL 329**

**BACKGROUND**

The Clackline / Muresk volunteer bush fire brigade proposes that the 07.30 skeds on channel 329, as trialled over the past six weeks, be formally reinstated as a community benefit for all Northam volunteer brigades as a medium to share intelligence, information and news.

**MOTION / COMMITTEE DECISION**

**Minute No: BFAC.245**

**Moved: Mr Blair Wilding**

**Seconded: Mr Nic Dewar**

**That Council reinstates the 07.30 skeds on channel 329, as trialled over the past six weeks.**

**CARRIED 10/0**

**OFFICERS COMMENT**

Officers support further discussions around the reinstatement of the morning Sched calls in principal if the brigades are in support. There needs to be some clarification around the issues with the use of radios generally.

The WAERN Radio Network and associated infrastructure is owned and operated by DFES and provided to the region for operational use. All frequencies that form part of the network are licenced to DFES and access is as per DFES Operational Communications policies.

Channel 43/329 is one of the local channels provided by DFES for operational use only, all communication resources are for multi-agency use under the new communications plan.

All radio traffic must not interfere with another agencies operations on the designated frequency/channel, as operational requirements always take priority in accordance with DFES policies & procedures regarding operational communications.

The WAERN network and associated communications resources is owned and maintained by DFES, and any decisions around the future of the sched

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



calls and access to the network will need to involve DFES as the resource owner.

Notwithstanding the above comments should BFAC support the continuation of the sched calls then staff suggest that they be reinstated until such time as further information is provided by DFES. At this stage staff do not believe that a resolution of Council is needed if the majority of BFAC representatives are in support.

UNCONFIRMED



Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



## 7.2 WUNDOWIE BFB FIRE STATION

### BACKGROUND

The Wundowie BFB requests the Shire of Northam to submit an application for the supply and installation of a 2 bay facility plus amenities on the 2020/21 LGGS application.

The brigade has identified 2 locations as potential sites, however only one is shire owned as outlined in the Shire of Northam R2R document.

- Location 1 - Reserve 33673, Leschenaultia Road Wundowie (Adjacent Shire Depot)
- Location 2 - Lot 103 McMullen Rd Wundowie, however would require acquisition of the title from Mr Pearce, this site would keep all the emergency service groups in the 1 precinct.

Location 2 is the preferred site for the new Wundowie BFB Fire Station

### MOTION / COMMITTEE DECISION

Minute No: BFAC.246

Moved: Mr Mathew Macqueen

Seconded: Mr Rob Herzer

That Council

- A) Initiates discussions with Mr Bill Pearce around the brigades proposal for the preferred location of the new station on Lot 103 McMullen Rd Wundowie.
- B) Includes the application for funding of a 2 bay facility plus amenities in the 2020/21 LGGS application.

CARRIED 8/2

### OFFICERS COMMENT

Staff are supportive of the brigade's desires to construct the new facility at Lot 103 McMullen Road.

Staff also support the location of a shed on the site of the current Wundowie VFRS site however understand that significant discussions and negotiation would need to be conducted to enable this to occur.

Discussions will need to be had with Mr Pearce about the proposal to gain his thoughts on the idea. If this is the preferred location and agreement is

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



obtained by the landowner there are a number of processes that need to be followed (including survey, subdivision etc.) that will take several months to complete.

In the interim staff will include the request for a 2 bay facility plus amenities in the 2020/21 LGS application.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



### 7.3 GRASS VALLEY BFB – BUSH FIRE CONTROL OFFICERS

#### BACKGROUND

Mr Lloyd and Mr Reynolds were previously put forward as BFCO's by the Grass Valley BFB (along with Mr Chris Marris) for the 2019/20 fire season.

They were endorsed by BFAC and subsequently the Shire of Northam Council to be appointed subject to the successful completion of the minimum training requirements. These minimum training standards have not been able to be met, despite a willingness and effort by both gentlemen to undertake the training, and thus their appointment remains outstanding.

Both gentlemen have previously operated as BFCO for the Shire of Northam for an extended and continuous basis prior to the 2019/20 fire season.

The outstanding training courses are as follows:

Philip Lloyd - Structural Firefighting (FYI has completed intro to structural firefighting)  
Paul Reynolds – Sector Commander

In consultation with the Grass Valley BFB Training Officer, these gentlemen organised minimum numbers of volunteers needed to run both courses, with multiple dates proposed to DFES. DFES was unable to organise training for the requested dates nor provide alternative dates that they could provide a trainer. Follow-up requests by the brigade to the CESM for this training has been unsuccessful as DFES trainers are dealing with the current fire season. Furthermore, there is no current training scheduled for these courses locally as of time of writing. Both gentlemen are committed to do the training locally, at mutually suitable dates.

With the elevation of Mr Marris to the CBFCO role in late 2019, and the inability for Mr Lloyd and Mr Reynolds to get training run, there is now no standard BFCOs in the Grass Valley, Southern Brook and Jennapullin fire districts, with Rob Herzer (Irishtown) being the nearest BFCO. The role of CBFCO involves an element of review (i.e. of permits) and thus the CBFCO should not be issuing all permits for the east of the Shire by default. It is also a heavy burden for Mr Herzer to not only service the Irishtown district, but also the entire east of the Shire. It also risks local knowledge being lost/not applied.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**MOTION**

**Moved: Mr Sam Moss**

**That Council appoint Mr Philip Lloyd and Mr Paul Reynolds as Bush Fire Control Officers for the remainder of the 2019/2020 fire season for the Shire of Northam.**

**MOTION WITHDRAWN**

Clarification was sought in relation to the training being held over the coming months. Mr Darrell Kramar advised that DFES can hold additional training sessions if there is enough demand and can also be flexible for these, eg; hold them in the evening.

Mr Darrell Kramar requested a few dates be provided. Mr Sam Moss advised that he would provide dates for their members to attend training and withdrew his motion given that they have already been appointed as FCO's subject to meeting the training requirements.

**OFFICERS COMMENT**

Staff acknowledge Mr Reynolds & Mr Lloyds attempts during 2019 to attend the courses required for them to be appointed as active BFCO's as per council resolution from the June 2019 BFAC.

All BFCOs were provided a list of any outstanding courses they required after the June 2019 BFAC, as was the case in 2018.

There has been numerous opportunities since Council Decision C.248 on 15 July 2015 for any existing & future BFCOs to attend regional training occurrences in an effort to meet the minimum training requirements as endorsed by Council.

The two courses required to be completed are currently in the Training calendar to be run in July (York) and August (Inkpen) for Structural Firefighting and June (Northam) for Sector Commander. Obviously these are not before the commencement of the current restricted fire season but can be completed before next restricted season.

In the past Council have appointed permit only BFCO's, however this not a designation recognised under the Bush Fires Act 1954.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



This specific issue was discussed at a recent BFCO meeting and a possible scenario discussed was the Shire Rangers could process and authorise permits to burn, only after consultation with the Brigade Captain of that area, therefore reducing the administrative burden on volunteers. Most of the BFCO's were in favour of this solution as a short term fix to enable members to continue to upskill in an effort to meet the training requirements.

Processing of permits is already an internal process due to the online permit system, this option was a way of ensuring the administrative task of issuing the permits to the applicants was completed with minimal impact on volunteers.

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



**8. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**9. GENERAL BUSINESS**

**9.1 APPLICATION FOR FUNDING NORTHAM CENTRAL BUSHFIRE BRIGADE**

**BACKGROUND**

Mr Murray McGregor moved a motion for a 2 bay facility and amenities to be included as part of the 2020/2021 LGGS application for the Northam Central Bushfire Brigade as the current facility at the Northam Shire Depot is not suitable for the appliance nor does it have amenities.

**MOTION / COMMITTEE DECISION**

Minute No: BFAC.247

Moved: Mr Murray McGregor

Seconded: Mr Sam Moss

That Council includes the application for funding of a 2 bay facility plus amenities in the 2020/21 LGGS application for Northam Central Bush Fire Brigade.

**CARRIED 10/0**

**9.2 PPE FOR NEW MEMBERS IN TRAINING TO BE HELD BY SHIRE OF NORTHAM**

**BACKGROUND**

Mr Steve Gray moved a motion for Council to order ten sets of PPE to be purchased and held by the Shire as loan uniforms for new members to ensure members have uniforms for training should there be a delay in receiving member ordered uniforms.

**MOTION**

Moved: Steve Gray

That Council order ten sets of PPE to be purchased and held by the Shire as a loan for new members.

**MOTION WITHDRAWN**

Bush Fire Advisory Committee Meeting Minutes  
10 March 2020



Clarification was sought around the need to hold extra PPE as loan items for new members. The Community Emergency Services Manager advised that the Shire does hold an amount of uniforms so new members can be given uniforms as quickly as possible, a range of standard sizes are held by the Shire. The Community Emergency Services Manager advised that the cost to fit out a new member in a uniform is approximately \$1900 so a full selection of all sizes cannot be held. Mr Steve Gray withdrew his motion as there is already a selection of standard size uniforms available through the Shire by contacting the Community Emergency Services Manager.

**10. DATE OF NEXT MEETING**

Tuesday, 9 June 2020 at 5:30pm.

**11. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr T M Little declared the meeting closed at 7:18pm.

"I certify that the Minutes of the Bush Fire Advisory Committee meeting held on Tuesday, 10 March 2020 have been confirmed as a true and correct record."

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

\_\_\_\_\_ Date

### 11.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 18 FEBRUARY 2020

#### Receipt of Minutes:

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3894**

**Moved: Cr Williams**

**That Council receive the minutes from the Community Safety Committee meeting held on 18 February 2020.**

**CARRIED 8/0**

#### Adoption of Recommendations:

**RECOMMENDATION**

**That Council:**

- 1. Accept the CCTV update;**
- 2. Authorises the removal of the Oak Tree in the centre of the roundabout located at the intersection of Boronia and Banksia Roads;**
- 3. Supports the Shire to facilitate a Community Clean-up event on March 29 2020;**
- 4. Accepts the update of the Community Safety and Crime Prevention Plan provided; and**
- 5. Accepts the nomination of Mr Denis Beresford to the position of Community Safety Committee until October 2021.**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3895**

**Moved: Cr Williams**

**That Council:**

- 1. Accept the CCTV update;**
- 2. Supports the Shire to facilitate a Community Clean-up event on March 29 2020;**
- 3. Accepts the update of the Community Safety and Crime Prevention Plan provided; and**



- 4. Accepts the nomination of Mr Denis Beresford to the position of Community Safety Committee until October 2021.**

**CARRIED 8/0**

**MOTION / COUNCIL DECISION**

**Minute No: C.3896**

**Moved: Cr Little**

**Seconded: Cr Williams**

**That Council:**

- 1. Authorises the removal of the 'Oak' Tree in the centre of the roundabout located at the intersection of Boronia and Banksia Roads; and**
- 2. Request every endeavour to be made to save the tree by transplanting it to a site at, or around, the Wundowie Oval.**

**CARRIED 8/0**

**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Community Safety Committee**

**18 February 2020**

UNCONFIRMED

Community Safety Committee Meeting Minutes  
18 February 2020



### DISCLAIMER

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

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

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

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

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

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

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

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

Community Safety Committee Meeting Minutes  
18 February 2020



**Contents**

1.	DECLARATION OF OPENING.....	4
2.	ELECTION OF PRESIDING MEMBER .....	4
3.	ATTENDANCE.....	4
	2.1 APOLOGIES .....	4
	2.2 APPROVED LEAVE OF ABSENCE .....	4
4.	DISCLOSURE OF INTERESTS.....	4
5.	CONFIRMATION OF MINUTES .....	4
	5.1 COMMITTEE MEETING 17 SEPTEMBER 2019 .....	5
6.	COMMITTEE REPORTS .....	6
	6.1 WUNDOWIE CCTV UPDATE .....	6
	6.2 COMMUNITY SAFETY AND CRIME PREVENTION PLAN UPDATE.....	24
	6.3 NOMINATION FOR POSITION OF COMMUNITY REPRESENTATIVE .	32
7.	GENERAL BUSINESS .....	34
8.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .	35
9.	DATE OF NEXT MEETING .....	35
10.	DECLARATION OF CLOSURE.....	35

Community Safety Committee Meeting Minutes  
18 February 2020



**1. DECLARATION OF OPENING**

Executive Manager Community Services declared the meeting open at 11:13am

**2. ELECTION OF PRESIDING MEMBER**

Mr Ross Rayson called for nominations for the role of Presiding Member.

A written nomination for Presiding Member was received by, Cr Julie Williams. There being no further nominations forthcoming, Mr Rayson declared the nomination period closed and Cr. Julie Williams was elected as Presiding Member.

**3. ATTENDANCE**

**Committee Members:**

Councillor	Cr Julie Williams
Councillor	Cr Maria Girak
Northam Police	SSGT David Hornsby
Wundowie Police	SGT Sarah Clarke
Avon Community Services	Mr Darren Warland
Department of Sport and Recreation	Ms Emma Draper
Department of Housing	Mr Attila Mencshelyi
Northam Chamber of Commerce	Ms Esther Bliss
PCYC	Ms Jane Atterby
Northam Roadwise Committee	Mr Cliff Simpson
LDAG	Mrs Rose Power

**Committee Ex-Officio Members:**

Executive Manager Community Services	Mr Ross Rayson
Shire of Northam	Ms Jaime Hawkins
Shire of Northam	Ms Jordyn Budas
Shire of Northam Ranger	Ms Kellee Walters
Shire of Northam	Mr Colin Young

**2.1 APOLOGIES**

Holyoake	Ms Eloise Fewster
Department Education	Mrs Sharon Bray

**2.2 APPROVED LEAVE OF ABSENCE**

Councillor	Cr Rob Tinetti
------------	----------------

**4. DISCLOSURE OF INTERESTS**

Nil.

**5. CONFIRMATION OF MINUTES**

Community Safety Committee Meeting Minutes  
18 February 2020



5.1 COMMITTEE MEETING 17 SEPTEMBER 2019

**RECOMMENDATION**

**Minute No:** CSC.058

**Moved:** Mr Ross Rayson  
**Seconded:** SGT Sarah Clarke

That Committee accept the minutes of the Shire of Northam Community Safety Committee meeting held Tuesday, 17 September 2019 be confirmed as a true and correct record of that meeting.

**CARRIED 11/0**

Community Safety Committee Meeting Minutes  
18 February 2020



6. COMMITTEE REPORTS

6.1 WUNDOWIE CCTV UPDATE

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Community Development Officer
<b>Responsible Officer:</b>	Executive Manager Community Services
<b>Voting Requirement</b>	Simple or Absolute Majority

ATTACHMENTS

1. Wundowie CCTV Locations

BRIEF

For the Committee to receive a progress report on the Wundowie CCTV including the modified locations.

BACKGROUND / DETAILS

The Wundowie CCTV has been ongoing since grant funding was secured, at the last Community Safety Committee staff where in the process of receiving quotes for technical advice.

CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.

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

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

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

Financial / Resource Implications

N/A

Legislative Compliance

N/A

Community Safety Committee Meeting Minutes  
18 February 2020



**Policy Implications**

N/A

**Stakeholder Engagement / Consultation**

Wundowie Police Officer in charge.

**Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Community safety is an area of high public concern.	Moderate (6) Possible/Minor	Ensure methods are put in place to increase safety.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

**OFFICER'S COMMENT**

Staff have engaged the CCD Alliance to provide technical advice and to assist in tender preparation. CCD Alliance and SGT Sarah Clarke met with Colin Young and Jaime Hawkins to discuss preferred locations and ensure that the required outcomes were clear. The group later inspected the preferred locations for infrastructure and limitations due to landscaping or other infrastructure obscuring the view of the proposed cameras.

CCD Alliance did a further site visit to conduct a lighting survey at all the locations after hours, from which the technical requirements for the CCTV system was developed and provided to both SGT Sarah Clarke and Colin Young who are happy that the requested outcomes were met.

In total 11 Cameras have been recommended plus a new Network Video Recorder (NVR), that will service both the existing 5 cameras, the 11 new cameras and allow for expansion of an additional 8 cameras.

The proposed locations are;

Camera	Location
1	Hawke Ave Coates Intersection
2	Hawke Ave Werribee Intersection
3	Banksia Ave PTZ



Community Safety Committee Meeting Minutes  
18 February 2020



4	Banksia Intersection East
5	Banksia Intersection South
6	Pool PTZ
7	Mens Shed Overview
8	Crowea Tce PTZ
9	Youth Precinct PTZ
10	Youth Precinct Overview 1
11	Youth Precinct Overview 2

Cameras 3, 4 & 5 are proposed to be located in the roundabout in the middle of the Boronia and Banksia roads intersection. These cameras are critical to meet the desired outcomes of the CCTV project, as such it is recommended to Council that the current Oak Tree in the middle of the roundabout be removed. It is noted without the removal of the Oak Tree an additional 2 poles would be required at an estimated cost of 50k, it should be noted that even with the 2 additional poles the coverage would be compromised as to that of the 1 pole in the centre of the roundabout.

**DISCUSSION:**

Mr Colin Young provided an update on the Wundowie CCTV project and discussion on the proposed removal of an oak tree in the centre of the roundabout at Boronia and Banksia Rd intersection. The removal of the tree is necessary to capture all directions, as this is an integral location within the CCTV setup.

- Mr Attila Mencshelyi questioned if there were alternatives to removing the tree. Mr Young advised that to capture the same vision 3 poles would be required, as opposed to one, costing approximately \$50,000.
- Mr Young advised that the roundabout would be re-beautified with plantings around the pole.
- Relocation of the tree is an option the Shire will be investigating. The costs of this are unknown at this stage. The Shire Parks & Gardens staff have estimated that the tree would have a 50% chance of survival if relocated.

Community Safety Committee Meeting Minutes  
18 February 2020



**RECOMMENDATION**

Minute No: CSC.059

Moved: Mr Attila Mencshelyi

Seconded: SSGT David Hornsby

That the Committee:

1. Accept the CCTV update
2. Request that Council authorise the removal of the Oak Tree in the centre of the roundabout located at the intersection of Boronia and Banksia Roads.

**CARRIED 11/0**

ATTACHMENT 1



Community Safety Committee Meeting Minutes  
18 February 2020

Schedule 1 - Functional Outcomes

7. Shire to Obtain Comparative quote for wireless infrastructure to be obtained from Cyphtel, Wireless connectivity and Power calculations to be based on:
  - a. Layer 3 Wireless Network utilising encrypted links,
  - b. Network to be Self-Healing, and utilise Multi-frequency Radios (2 separate channels) that have the capability to transmit and receive at the same time.
  - c. All locations to be quoted for communication links to either Pole 3 Location or directed to Wundowie Police Station (NVR Location)
  - d. Pole Locations 2 & 8 are to be dimensioned to have available power to power radio infrastructure as well as CCTV cameras attached to the poles in that area. Pole 2 (2 cameras - Locations 1&2), Pole 8 (1 PTZ camera). Rated current per camera below:
  - e. Pole Locations 2 & 8 are to utilise Solar generation with power supply and battery backup dimensioned to provide 24 Hrs continuous operation in the event of a panel failure based on night-time load with Infra-Red illumination of attached cameras on. Rated current per camera shown below.

Camera ID	Description	Forecast Current Draw
1	Hawke Ave Coates Intersection	VDC: 12 V ± 10%, 13 W min / VAC: 24 V ± 10%, 15 VA min / PoE: IEEE802.3af Class 3 compliant
2	Hawke Ave Westlake Intersection	VDC: 32 V ± 10%, 13 W min / VAC: 24 V ± 10%, 15 VA min / PoE: IEEE802.3af Class 3 compliant
3	Bankula Ave PTZ	75 W max with 24 VDC aux power, 71W max with 95W PoE, 105 VA with 24 V AC RMS aux power
4	Bankula Intersection East	VDC: 12 V ± 10%, 13 W min / VAC: 24 V ± 10%, 15 VA min / PoE: IEEE802.3af Class 3 compliant
5	Bankula Intersection South	VDC: 32 V ± 10%, 13 W min / VAC: 24 V ± 10%, 15 VA min / PoE: IEEE802.3af Class 3 compliant
6	Pool PTZ	75 W max with 24 VDC aux power, 71W max with 95W PoE, 105 VA with 24 V AC RMS aux power
7	Mens Shop Overview	VDC: 12 V ± 10%, 13 W min / VAC: 24 V ± 10%, 15 VA min / PoE: IEEE802.3af Class 3 compliant
8	Crowea Top PTZ	75 W max with 24 VDC aux power, 71W max with 95W PoE, 105 VA with 24 V AC RMS aux power
9	Youth Precinct PTZ	75 W max with 24 VDC aux power, 71W max with 95W PoE, 105 VA with 24 V AC RMS aux power
10	Youth Precinct Overview 1	152 W with 24 VDC / 74 VA with 14 VAC / PoE++ or 60W PoE
11	Youth Precinct Overview 2	152 W with 24 VDC / 74 VA with 24 VAC / PoE++ or 60W PoE

Note:  
Indicated power requirements are extrapolated from Camera Data Sheets

1. Each link is to provide fault monitoring / reporting to NVR Located in the Wundowie Police Station and comply with backup power requirements for each location.
- g. Each link is to provide a minimum of 35MBPS throughput for each connected camera (e.g. 2 cameras - 70MBPS)

Legend - Approx. Coverage Colours to Resolution Indicator



Zone Type	Value	Visible
Monitoring	12	<input type="checkbox"/>
Detection	60	<input checked="" type="checkbox"/>
Observation	100	<input checked="" type="checkbox"/>
Recognition	160	<input checked="" type="checkbox"/>
Identification	303	<input checked="" type="checkbox"/>
Strong Identification	1000	<input type="checkbox"/>

Values of zone limits

Version 1.4F 020120

CCD-Alliance Security in Confidence

Community Safety Committee Meeting Minutes  
18 February 2020



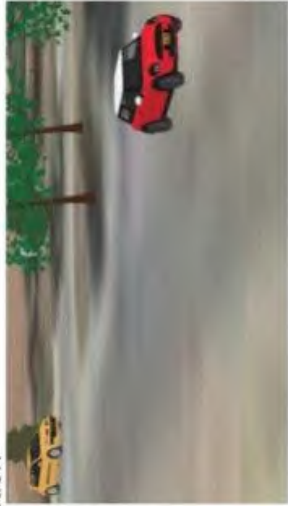
Site Plan. Wundowie CCTV Expansion - Approx. Coverage Map



CCD-Alliance Security in Confidence

Community Safety Committee Meeting Minutes  
**18 February 2020**

Schedule 1 - Functional Outcomes  
**1 Hawke Ave Coates Intersection**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
1	6	1920x1080	21	1/2.8 16.9	78 ppm

Community Safety Committee Meeting Minutes  
**18 February 2020**

Schedule 1 - Functional Outcomes  
**2 Hawke Ave Werribee Intersection**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
2	6	1920x1080	15	1/2.8 16.9	105 ppm

Community Safety Committee Meeting Minutes  
**18 February 2020**



Schedule 1 - Functional Outcomes  
**3 Banksia Ave PTZ**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
3	6	1920x1080	109.2	1/2.8 16.9	198 ppm



Community Safety Committee Meeting Minutes  
**18 February 2020**

Schedule 1 - Functional Outcomes  
**4 Banksia Intersection East**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
4	6	1920x1080	9	1/2.8 16:9	122 ppm

Community Safety Committee Meeting Minutes  
**18 February 2020**

Schedule 1 - Functional Outcomes  
**5 Banksia Intersection South**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
5	6	1920x1080	8.7	1/2.8 16.9	145 ppm

Community Safety Committee Meeting Minutes  
**18 February 2020**



Schedule 1 - Functional Outcomes  
**6 Pool PTZ**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
6	6	1920x1080	24	1/2.8 16:9	50 ppm

Community Safety Committee Meeting Minutes  
**18 February 2020**

Schedule 1 - Functional Outcomes  
**7 Mens Shed Overview**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
7	6	1920x1080	12.5	12.8 16.9	77 ppm

Community Safety Committee Meeting Minutes  
**18 February 2020**



Schedule 1 - Functional Outcomes  
**8 Crowea Tce PTZ**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
8	6	1920x1080	93.3	1/2.8 16.9	225 ppm

Community Safety Committee Meeting Minutes  
**18 February 2020**



Schedule 1 - Functional Outcomes  
**9 Youth Precinct PTZ**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
9	6	1920x1080	91	1/2.8 16.9	174 ppm

Community Safety Committee Meeting Minutes  
**18 February 2020**



Schedule 1 - Functional Outcomes  
**10 Youth Precinct Overview 1**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
10	6	3840x2160	4.8	1/2.5 16.9	91 ppm

Version 1.4F 020120

CCD-Alliance Security in Confidence

14

Community Safety Committee Meeting Minutes  
**18 February 2020**

Schedule 1 - Functional Outcomes  
**11 Youth Precinct Overview 2**



Camera ID	Installation Height, m	Resolution	Focal Length	Sensor Size	Pixels On Target
11	6	3840x2160	4.8	12.5 16.9	91 ppm

Version 1.4F 020120

CCD-Alliance Security in Confidence

15



Community Safety Committee Meeting Minutes  
18 February 2020



6.2 COMMUNITY SAFETY AND CRIME PREVENTION PLAN UPDATE

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

**BRIEF**

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

**ATTACHMENTS**

N/A

**A. BACKGROUND / DETAILS**

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2017-2021 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

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

The CSCP Plan 2017-2021 has brought all of the current data together to help the Committee to understand "what is the Northam story". This will help the committee to reconcile where the facts and the perceptions differ.

**B. CONSIDERATIONS**

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

Theme Area 2: Safety and Security.

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

Community Safety Committee Meeting Minutes  
18 February 2020



- Objective: Plan and implement strategies to address crime and safety within the Shire of Northam
- o increase community participation in identifying and reporting of crime
  - o increase community awareness and understanding of how to prevent crime and improve community safety
  - o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

**B.2 Financial / Resource Implications**

There is an annual budget allocation for the Community Safety Committee.

**B.3 Legislative Compliance**

Nil

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

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

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Community safety is an area of public concern.	Low (1)	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

**C. OFFICER'S COMMENT**

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

Criminal or Offending Behaviour

Community Safety Committee Meeting Minutes  
18 February 2020



- Crime Statistics – latest Shire of Northam Crime Statistics provided by WALGA.
- Update to be provided from Northam Police.
- Update to be provided from Wundowie Police.
- Action Plan update – Objective 1.4 Reduce Youth Crime – Action: Investigate street chaplaincy service.
  - The premise behind the street chaplaincy service as included in this plan is that it would be provided with a particular focus on youth to create a culture of support through chaplains rather than immediately engaging authorities and the like. The chaplains would potentially operate at the youth precinct and other youth gathering hotspots identified.
  - There are few examples of organisations that offer street chaplaincy type services, primarily in the city and in larger communities.
    - Redfrogs ([www.redfrogs.com.au](http://www.redfrogs.com.au)) is an organisation specific to youth, they provide support to youth at schoolies and on university campuses, primarily based in the Eastern States. They also operate a program called Skatepark Shepherds, described as "people who have a heart for their community and skatepark. Their goal is to come alongside and care for local skaters while encouraging a safe and welcoming skatepark."
    - Nyoongar Patrol ([www.nyoongarpatrol.com.au](http://www.nyoongarpatrol.com.au)) provide early street level interventions to Indigenous people frequenting public spaces in nominated locations.
    - Street Chaplains WA ([www.streetchaplain.com](http://www.streetchaplain.com)). Amongst other duties Street Chaplains assist in keeping the peace without the need for Police intervention and will refer and facilitate access to other community based support services.
  - Open discussion on the value/feasibility of pursuing a street chaplaincy service for the Shire of Northam.

Community Awareness

- Action Plan update – Objective 2.1 Improve the community perception of crime in the Shire of Northam – Action: Promote Trolley Tracker program to report abandoned shopping trollies.
  - New webpage was created for the Shire of Northam website with details for reporting abandoned shopping trollies. (<https://www.northam.wa.gov.au/community-support/community-safety/community-safety-initiatives/abandoned-trolleys.aspx>)
  - Webpage was launched via the Shire's Facebook, which then spread to posts and discussions on various community Facebook

Community Safety Committee Meeting Minutes  
18 February 2020



- pages, which then resulted in a community lead response with the #trolleychallenge.
- o Continued advocacy required to push the major supermarkets to implement solutions.
  - Action: Participate in Keep Australia Beautiful campaigns
    - o 2020 is the 30<sup>th</sup> anniversary of Clean Up Australia Day. As the official Clean Up Australia Day is 1 March, which falls during a long weekend in WA it is proposed we organise a Shire Community Clean Up towards the end of March.
    - o A sponsorship application has been submitted to Bendigo Bank to assist with the purchase of rubbish bags, gloves, vests etc. and to provide a free BBQ for participants. Supermarkets and local business could also be approached for donations, such as water, bread and prize incentives.
    - o Open discussion regarding a Shire of Northam Clean Up Day.
      - Recommendation required for Committee to support the Shire to facilitate a Community Clean Up Day.

Building Partnerships

- Action Plan update – Focus Area 3, Building Partnerships & Participation.
  - o No update to be provided.
  - o Outstanding actions:
    - Develop a current list of service providers and their programs and undertake a map and gap exercise to identify where gaps and/or double ups in services exist.

Community Design

- Action Plan update – Objective 4.1 Adopt & Implement 'Crime Prevention Through Environmental Design (CPTED) principles.
  - o Wundowie CCTV update provided by Colin Young in item 6.1.

Community Safety Committee Meeting Minutes  
18 February 2020



#### DISCUSSION

Ms Jaime Hawkins provided a handout of crime statistics from WALGA showing the monthly statistics for Northam.

- Several areas of crime showing an increase as compared to last year.

SSGT David Hornsby stated that to date their statistics show there has been a 0% increase/decrease in crime compared to this time last year.

- The schools are being told to handle non-domestic assaults involving students before getting the police to deal with it.
- Arson is a concern – 2 grass fires along the highway that were confirmed as deliberate and 3 spot fires in town that are raising concern.
- Community education is a factor with burglaries, people are still thinking because they are living in the country its safe to leave the front door, and cars unlocked with purses on the front seat.

SGT Sarah Clarke provided the statistics for Wundowie.

- The police have been pushing for the community to support them, encouraging the community to share their knowledge of what's going on. It is a small town where most people know what is happening, but nobody will come forward to report it.
- Working closely with families of domestic violence. Separating them & moving them out of town.
- Property damage over the school holidays with the Basketball courts. Mr Ross Rayson queried which basketball courts were damaged – school or community courts. SGT Sarah Clarke responded advising it was the community courts, as the tennis shed was also broken into. Mr Rayson advised that it will be looked into.

Community Safety Committee Meeting Minutes  
18 February 2020



Mr Cliff Simpson questioned how the traffic crash data was obtained, what offences were included in this category? Ms Jaime Hawkins advised she will follow this up with WALGA, or Mr Simpson can ask within WALGA directly. Mr Cliff Simpson stated when working on projects for road safety – need to know where the stats are taken from.

SSGT David Hornsby advised that the Department of Communities – Child Protection and Family Support, Department of Justice, Avon Community Services and the Police, get together fortnightly to discuss and talk strategies regarding issues with kids roaming the streets, getting them off the streets and keeping them out of the system.

Ms Jaime Hawkins provided an update for the Action Plan.

- Objective 1.4 Reduce Youth Crime – Action: Investigate street chaplaincy service.
  - Mr Darren Warland raised his concern of having a youth chaplain at night alone, how they would look after themselves. Adding it's not 8pm-9pm at night that the kids are roaming the streets its 3am-4am in the morning.
  - Ms Kellee Walters suggested that encouraging kids to go to school and get into a routine would reduce numbers of kids staying up late and on the streets at night. A reward such as a free pool pass for a whole week of school was suggested. Mr Warland added that outer communities do the "no school, no pool" strategy – 200 kids went to school of which 150 were indigenous kids.
  - Mr Rayson responded a school had a back to school strategy - rewarding kids for going to school on the first day, handing out 95 passes. The no pool no school strategy would be a great incentive but would be difficult for staff, as now that the pool is in a different location it is bringing more locals to the site and outer town individuals.
  - Ms Hawkins highlighted that perhaps these chaplains would be at places like the skate park for the not so high risk young people, but who need support and aren't getting picked up.
  - Ms Kellee Walters proposed having a youth worker based at the pool.
- Keeping Kids in School
  - Cr Julie Williams advised how she saw some school kids in uniform mucking around during school hours, so she called the school, and they responded they can't do anything as the kids are not on school property.
  - Mr Attila Mencshelyi stated the school doesn't have truancy officers – the schools had their census on Friday (14.02.2020) but the statistics won't be out for a few weeks.

Community Safety Committee Meeting Minutes  
18 February 2020



- Objective 2.1 Improve the community perception of crime in the Shire of Northam – Action: Promote Trolley Tracker program to report abandoned shopping trollies.
  - Ms Hawkins provided information referring to the promoting of the trolley tracking program to report abandoned shopping trollies. Supermarkets have Perth based contractors who are supposed to come up once a week to Northam and collect abandoned trollies.
  - Ms Kellee Walters stated the Shire depot go around town Fridays and impound the trollies.
  - Ms Esther Bliss queried what to do when see an abandoned trolley – report them and leave the trolley? Ms Hawkins responded to report them through the supermarkets abandoned trolley process and then advise the Shire if they are still not collected within a week. The trollies will be impounded, and the companies will have to pay to get them back.
  - Mr Daren Warland will investigate if supermarkets would support a local program to have them collected.
  
- Action: Participate in Keep Australia Beautiful campaigns
  - Date was determined to facilitate a Shire wide clean-up on Sunday 29<sup>th</sup> March 2020.
  - A sponsorship submission was made through the Bendigo Bank to support the initiative. Awaiting the outcome of that application.
  - Mr Ross Rayson stated the last major KAB event was with the Shire of Toodyay 3-4 years ago.
  - A BBQ breakfast or lunch will be provided to participants and incentives offered such as free pool entry, and prizes from local business.

**RECOMMENDATION**

**Minute No: CSC.060**

**Moved: Mrs Jane Atterby**

**Seconded: Mrs Rose Power**

**That the Committee supports the Shire to facilitate a Community Clean-up event on March 29 2020.**

**CARRIED 11/0**

**RECOMMENDATION**

Community Safety Committee Meeting Minutes  
18 February 2020



**Minute No: CSC.061**

**Moved: Mr Attila Mencshelyi**

**Seconded: SSGT David Hornsby**

**That the Committee accept the update of the Community Safety and Crime Prevention Plan provided.**

**CARRIED 11/0**



Community Safety Committee Meeting Minutes  
18 February 2020



**6.3 NOMINATION FOR POSITION OF COMMUNITY REPRESENTATIVE**

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

**BRIEF**

A nomination has been received for the vacant position of Community Representative on the Community Safety & Crime Prevention Committee by Mr Denis Beresford.

**ATTACHMENTS**

N/A

**A. BACKGROUND / DETAILS**

There is provision within the Terms of Reference of the Community Safety Committee for up to 2 Community Representatives to be members of the Committee. All community representative positions were declared vacant as of the Council election in October 2019, with previous representatives being required to re-nominate.

**B. CONSIDERATIONS**

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

Theme Area 2: Safety and Security.

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

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

- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety

Community Safety Committee Meeting Minutes  
18 February 2020



- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

**B.2 Financial / Resource Implications**

Nil

**B.3 Legislative Compliance**

Nil

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

Nominations for Community Representatives to the Community Safety Committee were called for in December via an advert in the Avon Valley Advocate, Shire of Northam website and Shire of Northam Facebook.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Community Representative appointed without Council endorsement	Low (2)	Appointment of Community Representative endorsed by Council
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

**C. OFFICER'S COMMENT**

Denis Beresford was a previous Community Representative on the Community Safety Committee and it is recommended that his nomination be accepted for the current term of the Committee being until October 2021, when the next Local Government Elections will be held.

**DISCUSSION**

Cr Julie Williams advised there is still one community representative position available.

Community Safety Committee Meeting Minutes  
18 February 2020



**RECOMMENDATION**

**Minute No: CSC.062**

**Moved: Mr Attila Mencshelyi**  
**Seconded: Cr Maria Girak**

**That the Committee accept the nomination of Mr Denis Beresford to the position of Community Safety Committee until October 2021**

**CARRIED 11/0**

**7. GENERAL BUSINESS**

Cr. Julie Williams has tabled the issue of drug taking at the Bernard Park toilets.

The issue of drug taking and other anti-social behaviours at the Bernard Park toilets were raised at the Community Safety Committee meeting dated 24 February 2017. The Committee suggested the following:

- Lock Bernard Park toilets at night
  - Options investigated, such as changing doors to ones that can automatically lock and staff locking and unlocking toilets. No further action was progressed.
- Turn off WiFi at night because it attracts these people
- Turn off power in the Sound Shell at night
  - Implemented
- Police to increase patrols in the park
  - Shire have been reporting to Police when there have been spikes in anti-social behaviour and vandalism at the Bernard and Apex Park toilets and Police have responded with increased patrols.
- Social media push/marketing about reporting crime and drinking in the park
  - Implemented at the time.
- Install signage along the lines of "Street drinking is illegal" and "Report Crime"
  - Signage investigated and referred to the Shire's engineering department. No further action taken.

**DISCUSSION**

- Mr Ross Rayson stated that strategies were investigated and some have been implemented. As the drug taking incidents in question happened during the day there isn't much that can be done. The Shire has investigated locking the facilities but are reluctant to do so as they are public facilities. The Recreation Centre has recently had some individuals using the disabled facilities – taking drugs.
- SSGT Hornsby stated that the Police are doing hourly patrols, but they wait until the Police have gone.

Community Safety Committee Meeting Minutes  
18 February 2020



- Ms Kellee Walters stated there are particular lights that can be used so the individuals can't find their veins. Mr Rayson responded that it is hoped to avoid those measures so it does not give a bad impression to other patrons.

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

**9. DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> May 2020 at 11:00am

**10. DECLARATION OF CLOSURE**

There being no further business, Chairperson Cr Julie Williams declared the meeting closed at 12:41 PM

"I certify that the Minutes of the Community Safety Committee meeting held on 18 June 2019 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date

## 11.4 NYOONGAR CULTURAL ADVISORY GROUP HELD ON 11 MARCH 2020

### Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION
<p><b>Minute No: C.3897</b></p> <p><b>Moved: Cr Ryan</b></p> <p><b>That Council accepts the minutes of the Nyoongar Cultural Advisory Group Meeting held on 11 March 2020 as a true and correct record of that meeting.</b></p> <p style="text-align: right;"><b>CARRIED 8/0</b></p>

### Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION
<p><b>Minute No: C.3898</b></p> <p><b>Moved: Cr Ryan</b></p> <p><b>That Council:</b></p> <ol style="list-style-type: none"><li><b>1. Accepts the nomination of Ms Agnes Lockyer to the position of representative of the Slater family on the Shire of Northam Nyoongar Cultural Advisory Group until October 2021.</b></li><li><b>2. Endorses the Shire of Northam Reflect RAP.</b></li></ol> <p style="text-align: right;"><b>CARRIED 8/0</b></p>



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Minutes

### NYOONGAR CULTURAL ADVISORY GROUP

11 MARCH 2020

## DISCLAIMER

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

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

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

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

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

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

The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on 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.

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



### Contents

1.	DECLARATION OF OPENING .....	4
2.	ELECTION OF A PRESIDING MEMBER.....	4
3.	WELCOME TO COUNTRY .....	4
4.	ATTENDANCE.....	4
	2.1 APOLOGIES .....	4
	2.2 APPROVED LEAVE OF ABSENCE .....	5
5.	DISCLOSURE OF INTERESTS.....	5
6.	CONFIRMATION OF MINUTES .....	5
	6.1 COMMITTEE MEETING HELD 10 APRIL 2019 .....	5
7.	COMMITTEE REPORTS .....	6
	7.1 NOMINATION FOR POSITION OF COMMUNITY REPRESENTATIVE.....	6
	7.2 STAFFING OF THE BILYA KOORT BOODJA (BKB) .....	9
	7.3 UPDATE ON THE SHIRE OF NORTHAM REFLECT RAP.....	12
8.	URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION .	24
9.	DATE OF NEXT MEETING .....	24
10.	DECLARATION OF CLOSURE .....	24



**NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020**



**1. DECLARATION OF OPENING**

The Chief Executive Officer, Mr J B Whiteaker declared the meeting open at 3:05pm.

**2. ELECTION OF A PRESIDING MEMBER**

The Chief Executive Officer called for nominations for the role of Presiding Member.

A written nomination for Presiding Member was received from Cr Michael Ryan. There being no further nominations forthcoming, the Chief Executive Officer declared the nomination period closed and Cr Michael Ryan was declared Presiding Member until September 2021.

**3. WELCOME TO COUNTRY**

Welcome to Country performed by Mrs Deborah Moody.

**4. ATTENDANCE**

**Committee:**

Chairperson	Cr Michael Ryan
Councillor	Cr Chris Antonio
Councillor	Cr Attila Menashelyi
Davis Family	Kathy Davis
Davis Family	Jermaine Davis
Ryder Family	Joan Parfitt
McGuire Family	Deborah Moody
McGuire Family	Maria Nickels
Garlett Family	Rod Garlett
Stack Family	Kate Stack
Stack Family	Elizabeth Stack
Kickett Family	Boyd Kickett
ATSI Representative	Yvonne Kickett
ATSI Representative	Brenda DeAtta

**Staff:**

Chief Executive Officer	Jason Whiteaker
Executive Manager Community Services	Ross Rayson
BKB Centre Manager	Michelle Winmar
Community Development Officer	Jaime Hawkins

**Gallery:**

Public	Janet Kickett
--------	---------------

**4.1 APOLOGIES**

Moody Family	Donna Moody
--------------	-------------

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



Slater Family  
Garlett Family

Agnes Lockyer  
Kirk Garlett

**4.2 APPROVED LEAVE OF ABSENCE**

Nil.

**5. DISCLOSURE OF INTERESTS**

Nil.

**6. CONFIRMATION OF MINUTES**

**6.1 COMMITTEE MEETING HELD 10 APRIL 2019**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: NCAG. 1

Moved: Cr Mencshelyi  
Seconded: Mrs Kathy Davis

That Council accepts the minutes of the RAP Working Group meeting held Wednesday, 10 April 2019 as a true and correct record of that meeting.

Carried 14/0

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



## 7. COMMITTEE REPORTS

### 7.1 NOMINATION FOR POSITION OF COMMUNITY REPRESENTATIVE

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

#### BRIEF

A nomination was received by Agnes Lockyer to represent the Slater family on the Nyoongar Cultural Advisory Committee. An administrative error occurred whereby Ms Lockyer's nomination for the Slater family was not included on the recommendation that was accepted by Council on 22 January 2020.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

There is provision within the Terms of Reference of the Nyoongar Cultural Advisory Group for up to two (2) representatives from the following family groups: Ryder; Garlett; Stack; Slater; McGuire; Kickett; Moody; Davis; 2 other Aboriginal and/or Torres Strait Islander community representatives.

Nominations to represent the above family groups were called for in December 2019 and appointments were made by Council on 22 January 2020.

#### B. CONSIDERATIONS

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

Outcome 4.2 Northam honours, and is recognised for, its unique heritage and cultural identity.

Objectives: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



**B.2 Financial / Resource Implications**

There is a sitting fee of \$100 per person, per meeting attendance for the Nyoongar Cultural Advisory Group.

**B.3 Legislative Compliance**

Nil

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

Nominations for Community Representatives to the Community Safety Committee were called for in December via an advert in the Avon Valley Advocate, Shire of Northam website and Shire of Northam Facebook.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

Agnes Lockyer's nomination for the Nyoongar Cultural Advisory Group was received within the nominated period. She has been granted permission from her Elders to represent the Slater family.

It is specified that the Slater family be represented in the Terms of Reference of the Nyoongar Cultural Advisory Group. Ms Lockyer's nomination was the only one received to represent the Slater family.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: NCAG. 2

Moved: Mrs Kathy Davis

Seconded: Cr Mencshelyi

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



That Council accepts the nomination of Ms Agnes Lockyer to the position of representative of the Slater family on the Shire of Northam Nyoongar Cultural Advisory Group until October 2021.

Carried 14/0

UNCONFIRMED

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



**7.2 STAFFING OF THE BILYA KOORT BOODJA (BKB)**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson, 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**

Attracting staff for the Bilya Koort Boodja (BKB) with the right skills or motivation to further develop their skills has been problematic. Shire Officers would like to discuss the options for staffing the BKB Centre with the Nyoongar Cultural Advisory Group (NCAG).

**ATTACHMENTS**

Nil.

**A. BACKGROUND / DETAILS**

Applications for Casual Customer Service Officers for the Bilya Koort Boodja Centre were called for by the 14<sup>th</sup> February 2020. These positions were advertised online, via social media and in the Avon Valley Advocate. The recruitment process is currently underway. Officers are concerned about the interest generated in positions at the BKB, and wish to discuss with the NCAG options and alternatives for recruitment of Aboriginal staff for the BKB, and in general.

**B. CONSIDERATIONS**

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

Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity.  
Objectives: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



**B.2 Financial / Resource Implications**

Nil

**B.3 Legislative Compliance**

Nil

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

Positions were advertised online, via social media and local print media.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	There will be reduced income being generated from the BKB if it is not being run to full capacity due to lack of staff.	Low (1 x 3)	Continue staff recruitment and development. Manage staff rosters.
Health & Safety	Nil	Nil	Nil
Reputation	The reputation of the centre is negatively affected if the centre is not running efficiently due to lack of staff.	Low (1 x 3)	Continue staff recruitment and development. Manage staff rosters.
Service Interruption	There are minimum staffing requirements to effectively run the BKB. Without staff the centre closes.	Low (2 x 2)	Continue staff recruitment and development. Manage staff rosters.
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



**C. OFFICER'S COMMENT**

Officers are concerned that the Shire is having difficulties filling vacant positions from within the local Nyoongar community at the BKB Centre. Shire Officers would like to hold a general discussion about staffing with the Nyoongar Cultural Advisory Group.

**DISCUSSION**

- The Chief Executive Officer informed the meeting that the Shire currently advertise via Seek, the Shire website and social media, and asked the committee if the Shire are advertising correctly.
- Mrs Kathy Davis, asked if the positions are advertised in the Avon Valley Advocate. The Chief Executive Officer confirmed that positions are advertised in the Advocate, but feedback statistics indicate that The Advocate is the least selected method of how the applicant found out about the position.
- Ms Brenda DeAtta informed the meeting that Northam TAFE have a job board. Directions also have their new office on Wellington Street and can assist with job applications, and the Wheatbelt Health Network have just started a Career Spotlight, where they feature a career role and interview someone in the role about what it is like to work in this job.
- Ms Kate Stack suggested word of mouth is probably the most effective method amongst local Nyoongar people.
- Ms Kate Stack suggested approaching the Year 12 students through the high school for weekend work.
- The Chief Executive Officer summarised the discussion and the said the Shire will look to put in place advertising for BKB Staff through:
  - Directions
  - Notifying the NCAG
  - Local high schools
- Mrs Kathy Davis asked if there were males on staff at the BKB Centre. The Executive Manager Community Services informed that they had not been a lot of interest shown in these positions by males. Mr Jermaine Davis said the boys in the NRM Ranger program could do some work from the centre to help attract more male interest.



NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



**7.3 UPDATE ON THE SHIRE OF NORTHAM REFLECT RAP**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.7
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson, 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**

Throughout 2018/2019 the previous Reconciliation Action Plan (RAP) Advisory Group worked to develop the Shire's first RAP following the framework provided by Reconciliation Australia.

There are four stages of an organisational RAP. The Shire of Northam is at the first stage which is known as Reflect. Endorsement of the Shire's Reflect RAP has been received by Reconciliation Australia.

Endorsement by Council and the artwork/s for the printing of the RAP document are now required.

**ATTACHMENTS**

Attachment 1: Shire of Northam Draft Reflect RAP

**A. BACKGROUND / DETAILS**

The Shire of Northam Reflect RAP was developed by the previous RAP Working Group and was endorsed by Reconciliation Australia in 2019.

A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates. There are four stages of a RAP, reflect, innovate, stretch and elevate. The Shire of Northam is at the first reflect stage.

A Reflect RAP is primarily a scoping document. The Reflect RAP clearly sets out the steps the Shire should take to prepare for reconciliation initiatives in

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



successive RAPs. Committing to a Reflect RAP allows the Shire to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on our vision for reconciliation and exploring your sphere of influence, before committing to specific actions or initiatives. This process will help to produce future RAPs that are meaningful, mutually beneficial and sustainable.

**B. CONSIDERATIONS**

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

Outcome 4.2 Northam honours, and is recognised for, its unique heritage and cultural identity.

Objectives: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

**B.2 Financial / Resource Implications**

Nil

**B.3 Legislative Compliance**

Nil

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

The previous RAP Working Group were consulted in developing the Shire's RAP.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Shire of Northam is seen as not supportive of reconciliation	Low (2)	Shire develops RAP in consultation with RAP Working group and endorsement of Reconciliation Australia
Service Interruption	Nil	Nil	Nil

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

**C. OFFICER'S COMMENT**

The Shire of Northam Reflect RAP has been endorsed by Reconciliation Australia and is now required to be endorsed by Council.

- Miss Elizabeth Stack entered the meeting at 3.33pm

**Discussion**

- Mrs Kathy Davis and Mrs Deborah Moody expressed the importance of ensuring that people engaged to perform Welcome to Country through the BKB and the Shire be approved by the Elders.
- Miss Elizabeth Stack clarified that a Welcome to Country can only be performed by Nyoongar people from this land, an outsider to this land should give an Acknowledgement of Country.
- Mrs Kathy Davis sought clarification as to whether flying the Aboriginal Flag included the flags mounted in the Shire of Northam Council Chambers. Mr Whiteaker informed that it does.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: NCAG. 3

Moved: Cr Mentshelyi

Seconded: Mr Jermaine Davis

That Council endorses the Shire of Northam Reflect RAP.

Carried 14/0

Attachment 1

SHIRE OF NORTHAM  
REFLECT  
RECONCILIATION ACTION PLAN  
APRIL 2020 – APRIL 2021

MESSAGE FROM THE PRESIDENT

Councillor Chris Antonio

It has been a privilege to have been involved with the process of developing the Shire of Northam's first Reconciliation Action Plan.

I am now delighted to be able to present the Shire of Northam's Reflect Reconciliation Action Plan. The Reconciliation Action Plan Working Group has provided valuable insight into the development of this plan.

The plan provides a positive guide and vision toward a positive future vision of conciliation and partnership between the Shire of Northam and our community.

Our long and vibrant history needs to continue to be recognised and celebrated. With the opening of Bilya Koort Boodja – Centre for Nyoongar Culture & Environmental Knowledge - in August 2018, the celebratory events during the past two years in National Reconciliation Week, and proudly flying the Aboriginal Flag at Shire localities, the Shire of Northam has demonstrated steps toward reconciliation.

Ongoing objectives of the Reconciliation Action Plan include establishing partnerships to be able to provide traineeship and general employment opportunities, both within the Shire of Northam and the wider business community. Additionally, the Shire of Northam continues to develop an understanding of procurement and promotion of Aboriginal and Torres Strait Islander owned businesses.

I look forward to the continued development, working together, and action of this plan.

Chris Antonio  
Shire President – February 2020

## OUR VISION FOR RECONCILIATION

The Shire of Northam is proud to be embarking on the journey towards reconciliation. As an organisation we are committed to increasing our understanding and respect for Aboriginal and Torres Strait Islander cultures, and seek to capitalise on our unique position as a local government authority to be able to publicly acknowledge and celebrate the cultures, histories and achievements of Aboriginal and Torres Strait Islander people within the Shire of Northam.

We believe that reconciliation must live in the hearts, minds and actions of all our community as we move forward, creating a community strengthened by respectful relationships between the wider local community and Aboriginal and Torres Strait Islanders peoples.

## OUR BUSINESS

The Shire of Northam is located within the picturesque Avon Valley and is the key administration, business, industry and service centre for the broader Avon Region. It covers a diverse 1,443km<sup>2</sup> of natural environment, rich agricultural land, small country towns and the historic regional centre of Northam. The western boundary lies 60 kilometres east of Perth and the town site of Northam is a further 35 kilometres east. The Shire delivers local government services to more than 11,500 residents, around 6% of whom identify as Aboriginal and/or Torres Strait Islander peoples (ABS, 2016). In addition to the town of Northam, key localities include Bakers Hill, Clackline, Grass Valley, Spencers Brook and Wundowie.

Northam is renowned as being among one of Western Australia's first settlements following British colonisation; but of course its history stretches back long before this time with the Nyoongar people having walked the lands of the Avon Valley and holding a deep spiritual connection with its waters and land. This is reflected by the numerous significant sites registered within the Shire boundaries. The Shire of Northam is located on Whadjuk and Ballardong Nyoongar country.

The Shire employs approximately 115 people working across the many services it provides. Of these 10 of them identify as Aboriginal and/or Torres Strait Islander peoples.

## OUR RECONCILIATION ACTION PLAN

The Shire of Northam have been working towards building relationships with the areas Traditional Owners and celebrating Aboriginal Culture and achievements for several years. This culminated in the development of an Aboriginal and environmental interpretive centre, which opened in August 2018. The planning and development of the Centre was overseen by local Aboriginal Elders, who formed the Aboriginal Advisory Group. The Aboriginal Advisory Group choose to name the centre, "Bilya Koort Boodja, Centre for Nyoongar Culture & Environmental Knowledge". Bilya Koort Boodja, translates from the Nyoongar language to River Heart Lands.

It became apparent through the development of the Bilya Koort Boodja Centre that the Shire of Northam needed to affirm its commitment towards reconciliation through a Reconciliation Action Plan. In November 2017, Council resolved to establish the RAP Working Group to advise and assist Council to establish its first Reconciliation Action Plan. The RAP is championed

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



internally by the CEO and Executive Managers with guidance and support provided by the RAP Working Group comprising of:

- Councillor Michael Ryan – Chairperson
- Kathy Davis – Respected Elder & Aboriginal Community Representative
- Deborah Moody – Respected Elder & Aboriginal Community Representative
- Brenda DeAtta – Aboriginal Community Representative
- Rueben Kickett – Aboriginal Community Representative
- Councillor Attila Mentshelyi – Council Representative
- Councillor Chris Antonio – Council Representative
- Jason Whiteaker, Shire of Northam Chief Executive Officer - Ex-Officio Member
- Ross Rayson, Shire of Northam Executive Manager Community Services - Ex-Officio Member
- Jaime Hawkins, Shire of Northam Community Development Officer – Ex-Officio Member

This Reflect RAP is a public declaration of Council's dedication to achieving meaningful engagement with the local Aboriginal and Torres Strait Islander communities. It provides a framework to guide the Shire in scoping and developing relationships with the Aboriginal and Torres Strait Islander community and a vision for reconciliation to aspire towards. As we achieve the outcomes set out in this Reflect, we will be better positioned to produce future RAPs that are meaningful, mutually beneficial and sustainable.

## OUR CURRENT PARTNERSHIPS & ACTIVITIES

Over the years the Shire of Northam have built working relationships with and supported various Aboriginal & Torres Strait Islander organisations. As the Bilya Koort Boodja Centre continues to increase its capacity and expand its programs it is anticipated that further partnerships will develop. The Aboriginal Advisory Group for the Bilya Koort Boodja continue to meet with the Shire regularly to oversee the activities of the centre.

The Shire currently contracts the Wheatbelt Natural Resource Management, Aboriginal Rangers for ground keeping and maintenance of the Northam Cemetery and other outdoor locations within the Shire. Council also works in partnership with the Northam Aboriginal Men's Shed to maintain tracks and trails around the Avon River and provides them with financial support through our Community Grants Program.

In 2018 the Shire hosted its inaugural Reconciliation Morning Tea in the Northam town centre to commemorate National Reconciliation Week. This event was initiated by the RAP Working Group and was well attended by various community organisations, government departments, and the wider community. We were extremely fortunate to have several local businesses support the event with donations and bush foods supplied by the Northam Aboriginal Yorga's Group. The morning tea was again held during the 2019 National Reconciliation Week, this time incorporating a reconciliation walk. The intention is that this will become an ongoing annual event. In previous years Council has partnered with other organisations and businesses to deliver community NAIDOC Week events and activities.

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020

Over the next 12 months the Shire of Northam commits to:  
**RELATIONSHIPS**

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
Continue to develop the RAP Working Group	Ensure Aboriginal & Torres Strait Islander peoples are always represented on the RAP Working Group.	April 2020	Executive Manager Community Services / Community Development Officer
	The RAP Working Group oversees the development, endorsement and implementation of the RAP.	April 2020	Executive Manager Community Services / Community Development Officer
	The RAP Working Group meets a minimum of twice per year to monitor the implementation of the RAP.	May 2020 November 2020	Executive Manager Community Services / Community Development Officer
Build internal & external relationships	Ensure Membership of the RAP Working Group and the RAP Working Group Terms of Reference are reviewed in line with all Committees of Council.	April 2020	Executive Manager Community Services / Community Development Officer
	Identify and develop a list of Aboriginal & Torres Strait Islander Elders, people, communities and organisations within the Shire of Northam or sphere of influence that we could approach to connect with on our reconciliation journey.	June 2020	BKB Coordinator
Participate in and celebrate National Reconciliation Week (NRW)	Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey.	June 2020	BKB Coordinator
	Support and/or deliver an annual NRW event in collaboration with the local Aboriginal & Torres Strait Islander community.	27 May – 3 June 2020	Executive Manager Community Services / Community Development Officer / Events Coordinator
	Register Shire of Northam NRW events on Reconciliation Australia's NRW website.	April 2020	Community Development Officer

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020

	Encourage Shire of Northam Councillors and Staff to attend NRW events.	27 May – 3 June 2020	Chief Executive Officer / All Executive Managers
	Distribute and promote NRW fact sheets and other resources to Councillors, Staff and the wider community.	27 May – 3 June 2020	Community Development Officer / Community Services Administration Officer
	Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.	27 May – 3 June 2020	Chief Executive Officer / Executive Manager Community Services
Raise internal awareness of Council's RAP	Ensure that all employees have an understanding of the Councils RAP commitment and how each department can contribute.	May 2020	All Managers
	Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP.	June 2020	Executive Manager Community Services / Community Development Officer
Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination.	August 2020	Human Resources Coordinator
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	September 2020	Human Resources Coordinator

RESPECT

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
Investigate Aboriginal & Torres Strait Islander cultural learning and development for Council	Capture data and measure our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements	June 2020	BKB Coordinator / Human Resources Coordinator
	Conduct a review of cultural awareness training needs within the Shire of Northam.	July 2020	Human Resources Coordinator / BKB Coordinator
	Develop a project plan for increasing staff's knowledge and understanding of Aboriginal & Torres Strait Islander cultures, histories and achievements.	August 2020	BKB Coordinator



NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020

Participate in and celebrate NAIDOC Week	Raise awareness and share information amongst Councillors, Staff and the wider community about the meaning of NAIDOC Week Encourage Councillors and staff to participate in local NAIDOC Week events Support and/or deliver a local NAIDOC Week event	July 2020	BKB Coordinator
	Ensure the RAP Working Group participates in an external NAIDOC Week event	July 2020	CEO / Executive Management / BKB Coordinator
	Identify and develop a list of local Traditional Owners of land and water within the Shire of Northam	May 2020	BKB Coordinator / RAP Working Group
Raise internal understanding of Aboriginal & Torres Strait Islander cultural protocols	Identify and develop a list of respected local Elders who can perform Welcome to Country for the Shire of Northam	May 2020	RAP Working Group / BKB Advisory Committee / BKB Coordinator
	Raise awareness of Aboriginal & Torres Strait Islander cultural protocols for Council and Staff, including understanding the meaning and significance of Welcome to Country and Acknowledgement of Country	May 2020	BKB Coordinator / RAP Working Group
	Investigate the opportunity for Council to explore ways of appropriately acknowledging Traditional Owners of the local area, including Acknowledgement of Country in all meetings of Council, displaying an Acknowledgement in Council buildings, Council signage, and employee email signatures etc.	July 2020	RAP Working Group / CEO
Publicly acknowledge and celebrate Aboriginal & Torres Strait Islander cultures, histories and achievements.	Investigate flying the Aboriginal & Torres Strait Islander flags at Administration and other Council buildings. Investigate opportunities for Aboriginal & Torres Strait Islander artworks to be displayed in Council facilities and to be commissioned as public art works.	July 2020 August 2020	Governance Officer Community Development Officer / Art Advisory Committee

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020

	In consultation with local Traditional Owners, investigate the opportunity to incorporate dual naming, with the English and Nyooongar name to be printed on signage at significant landmarks.	December 2020	Manager Tourism & Events / Community Development Officer / RAP Working Group
<b>OPPORTUNITIES</b>			
<b>ACTION</b>	<b>DELIVERABLE</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>
Investigate opportunities for Aboriginal & Torres Strait Islander employment and retention within Council	Capture baseline data on Aboriginal & Torres Strait Islander employment & retention within the Shire of Northam to inform future employment. Investigate Aboriginal & Torres Strait Islander employment pathways for people to seek employment, traineeships and work experience within the Shire of Northam	July 2020  August 2020	Human Resources Coordinator  Human Resources Coordinator
	Develop a plan to increase Aboriginal & Torres Strait Islander employment within the Shire of Northam	August 2020	Human Resources Coordinator
	Develop an understanding of the mutual benefits of procurement from Aboriginal & Torres Strait Islander owned businesses	February 2021	Executive Manager Engineering Services/ Executive Manager Corporate Services/ Procurement Officer
Investigate Aboriginal & Torres Strait Islander supplier diversity.	Review Council's Procurement Policy to ensure that there are no barriers for procuring goods and services from Aboriginal & Torres Strait Islander businesses	December 2020	Executive Manager Corporate Services / Executive Manager Engineering
	Promote Aboriginal & Torres Strait Islander businesses within the Shire of Northam	July 2020	BKB Coordinator

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020

Support and/or create opportunities for Aboriginal & Torres Strait Islander business development within the Shire of Northam	December 2020	Executive Manager Community Services / BKB Coordinator
Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses	December 2020	BKB Coordinator / Procurement Officer

GOVERNANCE & TRACKING PROGRESS

ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
Build Support for Council's RAP	Define resource needs for RAP development and implementation	April 2020	Executive Manager Corporate Services / Community Development Officer
	Define systems and capability needs to track, measure and report on RAP activities	April 2020	Executive Manager Corporate Services / Community Development Officer
	Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia	September 2020	Executive Manager Corporate Services / Community Development Officer
	Include information on the implementation of the RAP in Council's annual report	April 2021	Executive Manager Corporate Services / Community Development Officer
Review and Refresh RAP	Review the progress of the RAP with the RAP Working Group	January 2021	Executive Manager Corporate Services / Community Development Officer
	Draft and refresh a new RAP for the Shire of Northam based learning, achievements and challenges experienced in the previous RAP	January 2021	Executive Manager Corporate Services / Community Development Officer
	Submit draft of new RAP to Reconciliation Australia	January 2021	Executive Manager Corporate Services / Community Development Officer

#### CONTACT DETAILS

Community Development Officer  
P: 9622 6100  
[records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)  
[www.northam.wa.gov.au](http://www.northam.wa.gov.au)

This RAP is available in alternative formats upon request.

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



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

**WA Police Force, SUPT. Tony Colfer and SNR SGT David Hornsby**

- SUPT Tony Colfer advised that he would like to bring matters related to Police reconciliation to this group as it is not worth them having their own group. Expressed the strong desire for Northam Police to work with the community.
- Updated provided on WA Police Force Northam reconciliation initiatives, such as face to face cultural inductions, and said it is their aim to increase Aboriginal staff and Police Officers.

**Discussion of preferred day & time for future meetings**

- Meetings to be scheduled for Wednesday's at 4pm, to be held on an as needs basis, or a minimum of quarterly.
- Cr Michael Ryan invited the committee to notify him as the Chairperson of the Committee if they feel a meeting needs to be called.
- Committee was informed that they are to notify Mr Ross Rayson for the inclusion of agenda items for a meeting approximately 2 weeks prior to a scheduled meeting.

**Removal of plaque on Katrine Road**

- Mr Boyd Kickett requested the Shire take action to remove a memorial plaque on Katrine Road which honours an early settler speared by Aboriginal people. It is believed that the earlier settler himself had killed many Aboriginal people.

**Nomination of Janet Kickett to the NCAG**

- Janet Kickett expressed that she wishes to join the committee as a representative of the Ryder family.
- Nomination details will be confirmed and her nomination to be presented at the next NCAG meeting.

**Invitation to Northam Magistrate to attend NCAG meetings**

- SUPT Tony Colfer informed the committee that the Northam Magistrate would like to be invited to a meeting of the NCAG to discuss alternative, culturally appropriate sentencing.

**9. DATE OF NEXT MEETING**

The next meeting will be held in April 2020. Date to be confirmed.

**10. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr Ryan declared the meeting closed at 4:13pm.

NYOONGAR CULTURAL ADVISORY GROUP Meeting Minutes  
11 MARCH 2020



"I certify that the Minutes of the Nyoongar Cultural Advisory Group Committee meeting held on Wednesday, 11 March 2020 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

## 12. OFFICER REPORTS

### 12.1 CEO'S Office

Nil.

### 12.2 ENGINEERING SERVICES

#### 12.2.1 Job # 3802 – Southern Brook Road SLK 0.00- 3.07 (Change of scope)

<b>Address:</b>	Southern Brook Road
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Internal Report
<b>File Reference:</b>	6.1.1.21
<b>Reporting Officer:</b>	Nadeem Gul, Projects Development Manager
<b>Responsible Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider a change of scope for the road widening project on Southern Brook Road SLK 0.00 – 3.07, Job No. 3802, included in the 2019-20 Road Program.

#### ATTACHMENTS

Nil.

---

#### A. BACKGROUND / DETAILS

The original scope of road was approved as widening of existing seal from 5.8 m to 7 m and constructing 1m unsealed shoulders on each side with formation of open channel drains on both sides throughout the length.

The subject road is fully funded by CFRF (commodity freight road fund) and was included in the Shire's road program for FY19/20.

As per approved scope, vegetation clearing was required on both sides of the road for which Shire has applied purpose clearing permit in July 2019. After initial assessment DWER (Department of Water and Environment Regulations)

has informed the Shire that there were two TEC (threatened ecological communities) zones identified within the work zone. The Shire was asked to provide further mitigation and avoidance strategy to counter the TEC zones. Staff have reviewed various possibilities keeping in mind the design and specifications. After thorough site inspections staff have proposed;

- TEC zone 1: road alignment to shift eastwards to retain and protect the rare fauna & flora vegetation which was dense towards west side.
- TEC zone 2: The vegetation clearing was excluded.

Staff have communicated the above mitigation strategies to the Environment Assessment Officer of DWER. Following Shire's recommendations, DWER's assessment officers visited the site and conducted detailed site inspection which includes conditional survey of vegetation, extent of clearing and other critical factors relevant to environment protection. After the site visit DWER has informed the Shire that proposed vegetation clearing is still extensive for the area and further avoidance plan is required. Staff have further considered to reduce the clearing zone by reducing the drain widths to the absolute minimum and also re-align drains, wherever possible, to protect and retain the trees.

All these efforts has reduced the clearing area to 1.62 ha from original estimated area of 1.7 ha. It was also informed to DWER that with these exercises Shire has exhausted all the possible options to minimise the vegetation clearing and final clearing is unavoidable to achieve the required widening of the road. In the process, staff have been reminding DWER that the subject project is an externally funded project and delivery of this project before the end of financial year is a critical factor.

In January 2020, DWER has informed the Shire that even with all avoidance strategies and plans the clearing vegetation is still under extensive volume. Hence to undertake such extent of clearing the Shire will require to prepare n 'offset management plan' and shall consider re-vegetation of 1.87 ha of vegetation following approval of offset management plan. The Shire has evaluated the available resources to undertake the re-vegetation of such extent and then decided to withdraw the clearing application and has started working on scope change from widening to;

- Re-seal of existing bitumen road.
- Re-construction of existing shoulders on both sides.
- Bitumen spray seal the reconstructed shoulders with red gravel.
- One box culvert renewal and extension to achieve shoulders.
- Delivery of complete works by external contractors.

Meanwhile MRWA was also updated with the status of project, they have advised they are in support of the proposed change however approval to do



so will also need the support of WALGA as they are a co-approver of the funding.

Staff have contacted WALGA to discuss the possibility of changing scope for the works providing a formal request on 27<sup>th</sup> February 2020. The Shire has received approval of revised submission from WALGA dated 6<sup>th</sup> March 2020.

## B. CONSIDERATIONS

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

Theme Area 5: Infrastructure and service delivery.

Outcome 5.1: The Shire of Northam sensitively facilitates well planned development, urban renewal and improved urban realm.

Objective: Well planned and legible urban and rural areas.

### B.2 Financial / Resource Implications

The project is fully funded by CFRF (commodity freight road fund) and there is no contribution required from the Shire. Hence revision of cost has no implications on the Shire's budget and resources.

Original submitted cost of the project for widening = \$ 555,527.00.

Revised estimated cost of the project with scope changed = \$ 483,920.00.

### B.3 Legislative Compliance

N/A.

### B.4 Policy Implications

N/A.

### B.5 Stakeholder Engagement / Consultation

The Shire has engaged all key stakeholders in terms of obtaining permits and clearances. For this purpose the Shire has submitted the application for vegetation clearing to DWER. Upon detail investigation DWER has informed the Shire that the area under consideration carries rare flora and fauna vegetation and will require re-vegetation in case clearing is inevitable. Hence Shire has taken decision to withdraw the permit application and has also consulted with the funding authority CFRF (commodity freight road fund) and WALGA for the changing of scope for this project prior presenting it to the Council. The request for change of scope has been duly approved by the WALGA and CFRF has agreed to provide the requisite funds to complete the project under revised scope.

### B.6 Risk Implications

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

Financial	Risk is low as project is fully funded by CFRF	Low(4) Unlikely / Insignificant	Ensure delivery of project within approved budget
Health & Safety	No risk to the Shire as works are to be delivered by external contractors	Low(4) Unlikely / Insignificant	Compliance of OSH policy and procedures by the Contractors.
Reputation	Low risk in terms of Shire's reputation	unlikely / Insignificant Low(4)	Shire has obtained approval of funding authority and WALGA
Service Interruption	There is no service interruption required.	unlikely / Insignificant Low(4)	No active services in the work zone.
Compliance	Low risk on compliance part	unlikely / Insignificant Low(4)	To comply Shire's procurement policy and get into contract for delivery of works by external contractors.
Property	Low risk to any property damage	unlikely / Insignificant Low(4)	Premises of works remain strictly within road reserve
Environment	Low risk as there is no longer any vegetation clearing	unlikely / Insignificant Low(4)	De-scoping of vegetation clearing

### C. OFFICER'S COMMENT

The works as per revised scope may be awarded to more than one Contractor, staff will put all efforts to deliver the project within FY19/20.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3899**

**Moved: Cr Ryan**

**Seconded: Cr Mencshelyi**

**That Council:**

1. Endorse the change in scope from a Southern Brook Road SLK 0.00 – 3.07 road widening project, to:
  - Reconstructing of the existing shoulders and sealing;
  - Re-sealing of the existing sealed surface; and
  - Drainage improvements.
2. Subject to final approval from WALGA and Main Roads, proceed with the tendering of the revised project, and present back to Council for approval of award in accordance with Council Policy.

**CARRIED 8/0**

### 12.2.2 RFT 1 of 2020 – Cemetery Maintenance (3 years)

<b>Address:</b>	Various
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Internal Report
<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	John Rutherford, Parks and Gardens Manager
<b>Responsible Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider the award of RFT 1 of 2020 – Cemetery Maintenance Contract 3 years.

This report provides details of the tenders received. The evaluation for the Tenders and recommendations are attached to this document.

#### ATTACHMENTS:

Attachment 1: Evaluation Matrix (provided as a separate confidential attachment to this agenda/minutes).

Attachment 2: Evaluation Report (provided as a separate confidential attachment to this agenda/minutes).

---

#### A. BACKGROUND / DETAILS

The purpose of this tender is to obtain competitive rates from reputable contractors within the industry to provide maintenance services at the Northam cemetery.

There is an existing 2 year contract in place which is due to expire.

#### B. CONSIDERATIONS

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

Theme Area 4:Environment & Heritage.

Outcome 4.2: Northams heritage buildings and locations are well Maintained.

Theme Area 5: Infrastructure & Service Delivery.

Outcome 5.3: To have safe well maintained community infrastructure and services to a standard expected of a Regional Centre.

## B.2 Financial / Resource Implications

The cost for associated with contract will be paid through existing endorsed annual allocated budget for cemetery maintenance works program. GL code 10312032 of \$88,079 per annum, which also has allowance for works performed by internal crews.

## B.3 Legislative Compliance

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

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed.

## B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

## B.5 Stakeholder Engagement / Consultation

The tender was advertised on 29<sup>th</sup> January 2020 in the Avon Valley Advocate. January 25<sup>th</sup> 2020 in the West Australian and a request was sent to the Northam Chamber of Commerce to circulate within its members on the 28<sup>th</sup> January 2020.

## B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Ability to meet set budgets	Moderate (6)	Having experienced contractors in place allows precise budget estimates.
Health & Safety	Medical type injury	Low (3)	Compliance to OHS & E policy and standard procedures as part of contract.
Reputation	Presentation of Shires Assets	Low (3)	Service levels set as part of contract
Service Interruption	N/A	N/A	N/A
Compliance	Presentation of cemetery not up to standards set	Low (3)	Scope of works set out as part of tender process

Property	Heritage Listing	Low (3)	Notify and clarify any works to be carried out in listed section of Cemetery
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

In response to the advertised tender 4 submissions were received which included the following tenders.

1. Essential Personal
2. LD Total
3. Oasis Outdoor
4. Wheatbelt NRM

During the evaluation phase of this tender, the following pre-determined criteria's was used in the assessment:

#### Compliance Criteria

- Compliance with the conditions in the request;
- Compliance with Quality Assurance;
- Risk Assessment;
- Occupational Health and Safety requirements;
- Intent to Sub-Contract;

#### Qualitative Criteria (Scored)

- Pricing 40%
- Relevant Experience 20%
- Timeliness of Delivery 20%
- Safety and Risk Management 20%

The assessment determined ranking of tenders to be as follows

1. Wheatbelt NRM
2. Essential Personnel
3. Oasis Outdoor
4. LD Total



**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3900**

**Moved: Cr Mencshelyi**

**Seconded: Cr Girak**

**That Council award the Contract for Cemetery Maintenance Works to Wheatbelt Natural Resources Management (NRM) for a three (3) year term with an annual budget allocation for contractor works of:**

**Year 1 \$65,286 Excl. GST.**

**Year 2 \$66,265 Excl. GST.**

**Year 3 \$67,259 Excl. GST.**

**CARRIED 8/0**

### 12.2.3 Waiving of Fees for Impounded Shopping Trolleys – Woolworths Group Ltd & Coles Supermarket

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Coles & Woolworths
<b>File Reference:</b>	4.1.1.17
<b>Reporting Officer:</b>	John Rutherford, Parks and Gardens Manager
<b>Responsible Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider partially waiving the impound fees for abandoned trolley's for both Woolworths and Coles Supermarkets

#### ATTACHMENTS

- Attachment 1: O62758 Woolworths Original Letter
- Attachment 2: O63186 Woolworths Bill
- Attachment 3: O62758 Coles Original Letter
- Attachment 4: O63185 Coles Bill

#### A. BACKGROUND / DETAILS

Over many months there have been a number of Woolworths and Coles shopping trolleys that have been abandoned throughout town and not collected by their owners, this has increased over previous periods. As a result the number of complaints and incoming customer requests received about the trolleys has also increased.

During this time a number of staff have had informal conversations with representatives from both Coles and Woolworths requesting they collect their abandoned trolleys more frequently.

On the 3 January 2020 the Shire wrote to both Woolworths and Coles (Attachment 1 & 3) advising that the Shire would aid the process of having the trolleys collected where practicable by reporting the abandoned trolleys through the Trolley Tracker social media app.



Furthermore the letter also stated that if the trolleys were not collected after 5 working days the Shire would remove and impound the trolley and apply the Councils fees and charges before they would be released.

Following this advice the Shire's crew commenced collecting the trolleys on a weekly basis. Up until the 3 February 2020 a total number of 43 Woolworths Trolleys, and 26 Coles Trolleys were impounded.

At this point the Shire Invoiced both parties based on the following fees and charges: (Attachment 2 & 4).

The breakdown is outlined below;

Coles Supermarket

26 trolleys X 28 days at \$10.00 per day	\$7280.00
Release Fee for 26 trolleys at \$25.00 each	\$650.00
Administration Fee	<u>\$25.00</u>
<b>Total:</b>	<b>\$7,955.00 inc gst</b>

Woolworths Group Ltd

43 trolleys X 28 days at \$10.00 per day	\$12040.00
Release Fee for 43 trolleys at \$25.00 each	\$1075.00
Administration Fee	<u>\$25.00</u>
<b>Total:</b>	<b>\$13,140.00 inc gst</b>

Coles responded to the Shire's letter of 3 February 2020 advising they had not received the original notification and did not see that trolleys were an issue within the Shire of Northam, this is contrary to the advice given by the Shire directly to those managing the trolley collection contract.

In addition to this, Coles advised that they did not utilise the Trolley Tracker Application, they instead had their own application and system, this had no reports of abandoned trolleys during the Month of January. This could suggest why they were of the opinion abandoned trolleys were not a problem within the Northam township. Coles have since requested the fees be written off.

Trolley Tracker on behalf of Woolworths, also responded to the Shire's letter of 3 February 2020. They advised Trolley Tracker did not receive notification of the abandoned trolleys via the trolley tracker app, and as a result are questioning the number of days the trolleys were impounded.

## **B. CONSIDERATIONS**

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

Theme Area 2:Community Wellbeing.

Outcome 2.1: People in the Shire of Northam feel that their community is caring and inclusive.

Objective: People with disabilities are able to live a safe and fulfilling life in the Shire.

Theme Area 3: Safety and Security.

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

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

Theme Area 6: Governance and Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objective: Positive internal and external perceptions about Northam

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

The amounts being recommended for write off will have little impact on the budget; as an expected provision was not made for the impound fees. The practice of regularly reporting such matters and obtaining Council approval for debt write off enables sound corporate governance.

## **B.3 Legislative Compliance**

Section 6.12(1) (c) of the Local Government Act 1995 gives Council the power to write off any amount of money owing to the Shire.

"Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may -
  - (a) When adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) Waive or grant concessions in relation to any amount of money; or
  - (c) Write off any amount of money, which is owed to the local government.
- \* Absolute majority required.
- (2) Subsection (1) (a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1) (b) may be subject to any conditions determined By the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a Power under subsection (1) or regulate the exercise of that power."

## **B.4 Policy Implications**

Shire of Northam Fees and Charges.

## B.5 Stakeholder Engagement / Consultation

Nil.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Invoices not paid, debt owing to Shire	Likely / Minor (8)	Writing off fee's in agreement with debtor to allow outstanding debts to be mitigated in timely matter
Health & Safety	Trolleys are not picked up by franchises and cause pedestrian access limitations	Possible/ Minor (6)	If Shire Policy and fees and charges are not complied with, procedure will commence to impound trolleys.
Reputation	The Shire of Northam is seen as not dealing with community concerns.	Possible/Med (9)	Communication with Coles and Woolworths
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

## C. OFFICER'S COMMENT

When reviewing the fees and charges imposed on Coles and Woolworths it was later determined there was a administrative error in the calculation of the fees, in particular the number of days impounded for each trolley.

Due to the frequency and manner in which the trolleys were being impounded, there was an oversight in having not individually tagged each trolley or accurately recording a date collected. This has made it difficult to accurately apply fees for a daily impound charge over the correct length of time for each impounded trolley.

It has also become apparent the Council did not consistently provide notification of the abandoned trolley's via trolley tracker as the Shire suggested it would.

Given the abovementioned, a reduced fee is being recommended, removing the charge of \$10.00/ day / for each trolley.

Since receiving the notification from Woolworths and Coles, the Shire has trialled their preferred notification methods and in each case the identified trolleys have been collected in a timely manner. However, this does not significantly reduce the number of trolleys left around the town site as on any individual day there can be up to 15 trolleys that have not been identified by staff and reported. This suggests that only trolleys being reported by Shire staff are those being collected.

This has been communicated to both Coles and Woolworths advising them that unless the performance of their contractor improves they are likely to have further trolleys impounded in the future. It was also advised that the Shire does not have the resources to act as their reporting agency for abandoned trolleys.

Staff have implemented a process to ensure trolleys are now accurately recorded with collection date should there be a need in the future for them to be impounded.

It should be noted however, at this point in time the Shire has held off on collecting any further trolleys until such time this matter has been resolved.

## RECOMMENDATION / COUNCIL DECISION

Minute No: C.3901

Moved: Cr Ryan  
Seconded: Cr Williams

That Council;

### 1. In the case of Coles Supermarket:

- a) Waive the daily impound fee of \$10 for 26 Trolleys over a period of 28 days, being a total value of \$7280 inc gst
- b) Maintain the Release Fee for 26 trolleys at \$25 each \$650
- c) Maintain the Administration Fee of \$25 \$25

### 2. In the case of Woolworths Supermarket:

- a) Waive the daily impound fee of \$10 for 43 Trolleys over a period of 28 days, being a total value of \$12,040 inc gst
- b) Maintain the Release Fee for 43 trolleys at \$25 each \$1,075
- c) Maintain the Administration Fee of \$25 \$25

CARRIED 8/0

## Attachment 1



Woolworths (WA) Ltd  
Boulevard Shopping Centre  
Fitzgerald Street  
NORTHAM WA 6401

Our ref: 5.2.3.1/O62758  
Enquiries: Sue Connell

Dear Sir/Madam

### ABANDONED SHOPPING TROLLEYS

Shire of Northam is focusing on cleaning up the town site by removing unsightly litter, debris and objects. It has been noted there is a significant number of shopping trolleys left on the roadside outside of the shopping precinct, which often end up in waterways.

The Shire requests your organisation's assistance in addressing this problem by retrieving their assets as soon as possible. To aid this collection the Shire will report abandoned trolleys where practicable and has been promoting the Trolley Tracker app via social media.

After a period of 5 working days the Shire of Northam will remove the trolley and impound it at the Shire Depot 116 Peel Terrace, Northam.

After this you will need to liaise with Kayla Burgess on 9621 2263 to arrange for release.

As per the Shire of Northam Council endorsed fees & charges the following will apply:

Trolley to release	\$25.00
Day in pound	\$10.00
Administration fee	\$25.00

If you have any further queries in relation to this matter please do not hesitate to contact the undersigned on (08) 9622 6100 during normal office hours.

Yours faithfully



**CLINTON KLEYNHANS**  
**EXECUTIVE MANAGER, ENGINEERING SERVICES**  
CD/ESC  
3 January 2020

## Attachment 2



Woolworths (WA) Ltd  
Boulevard Shopping Centre  
FITZGERALD STREET  
NORTHAM WA 6401

Our ref: 5.2.3.1/O63186  
Enquiries: Kayla Burges

Dear Sir/Madam

### ABANDONED SHOPPING TROLLEYS

I refer to the previous letter dated 3 January 2020, in regard to a significant number of shopping trolleys left on the roadside outside of the shopping precinct.

After a period of 5 working days the Shire of Northam removed the trolleys and impounded them at the Shire Depot 116 Peel Terrace, Northam. Failing contact for release, the Shire of Northam have invoiced you according to the Shire of Northam Council endorsed fees & charges:

Trolley to release	\$25.00
Day in pound	\$10.00
Administration fee	\$25.00

Accordingly, Woolworths has been billed for 43 Trolleys for a total of 28 days. Once this has been paid in full at the Shire of Northam Administration Office, please contact Kayla Burges at the Northam Shire Depot to arrange pick up on (08) 6608 0511.

If you have any further queries in relation to this matter please do not hesitate to contact the undersigned on (08) 9622 6100 during normal office hours.

Kind regards



**CLINTON KLEYNHANS**  
**EXECUTIVE MANAGER, ENGINEERING SERVICES**  
CK:KB

4 February 2020

COUNCIL OFFICE:  
395 FITZGERALD STREET,  
NORTHAM, WA 6401

PO BOX 613,  
NORTHAM, WA 6401  
ABN: 42 826 617 380



Telephone: (08) 9622 6100  
Facsimile: (08) 9622 1910  
Office Hours: Monday to Friday  
8.30 am - 4.30 pm

WOOLWORTHS GROUP LIMITED (WOOLWORT)  
PO BOX D149  
PERTH WA 6840

## TAX INVOICE

**INVOICE: 23196**

Date 03/02/2020

Account No W59

Page No Page 1 of 1

DESCRIPTION	AMOUNT
TROLLEY - IN POUND FEE (PER DAY) 43 TROLLEYS FOR 28 DAYS 43 X 28 X \$10.00	1.00 @ 12040.00 ea 12,040.00*
TROLLEY - RELEASE FEE 43 TROLLEYS	43.00 @ 25.00 ea 1,075.00*
TROLLEY - ADMIN FEE ADMINISTRATION FEE	1.00 @ 25.00 ea 25.00*
* Local Govt. Charge \$11,945.45 GST charge \$1,194.55	

\* indicates item includes GST

Terms of Account - 7 Days

**TOTAL  
PAYABLE**

**\$13,140.00**

To contain costs, a receipt will not be issued unless requested. Retain top copy if a receipt is not required

Shire of Northam

REMITTANCE ADVICE

NAME: WOOLWORTHS GROUP LIMITED (WO





ACCOUNT NO.:

W59

BALANCE DUE: \$ 13,140.00

INVOICE NO.:

23196

	In person	Cheque, Cash, EFTPOS, or Credit Card during office hours at the above location
	By Mail	Make cheques payable to Shire of Northam Mail to: PO Box 613, Northam WA 6401
	By Phone	Credit Card Payment available by phone for Mastercard or Visa. Please quote Invoice No: 23196 when making payment. Telephone: 08 9622 6100
	By BPAY	Contact your participating Financial Institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au Please quote the Biller ID : 2766 and Reference : 2000870643

In all payments please quote Customer Reference **W59** and Invoice **23196**



### Attachment 3



Coles Supermarket  
PO Box 14  
NORTHAM WA 6401

Our ref: 5.2.3.1/O62758  
Enquiries: Sue Connell

Dear Sir/Madam

#### ABANDONED SHOPPING TROLLEYS

Shire of Northam is focusing on cleaning up the town site by removing unsightly litter, debris and objects. It has been noted there is a significant number of shopping trolleys left on the roadside outside of the shopping precinct, which often end up in waterways.

The Shire requests your organisation's assistance in addressing this problem by retrieving their assets as soon as possible. To aid this collection the Shire will report abandoned trolleys where practicable and has been promoting the Trolley Tracker app via social media.

After a period of 5 working days the Shire of Northam will remove the trolley and impound it at the Shire Depot 116 Peel Terrace, Northam.

After this you will need to liaise with Kayla Burgess on 9621 2263 to arrange for release.

As per the Shire of Northam Council endorsed fees & charges the following will apply:

Trolley to release	\$25.00
Day in pound	\$10.00
Administration fee	\$25.00

If you have any further queries in relation to this matter please do not hesitate to contact the undersigned on (08) 9622 6100 during normal office hours.

Yours faithfully



**CLINTON KLEYNHANS**  
**EXECUTIVE MANAGER, ENGINEERING SERVICES**

CDK:SC  
3 January 2020

## Attachment 4



Coles Supermarket  
PO Box 14  
NORTHAM WA 6401

Our ref: 5.2.3.1/O63185  
Enquiries: Kayla Burges

Dear Sir/Madam

### ABANDONED SHOPPING TROLLEYS

I refer to the previous letter dated 3 January 2020, in regard to a significant number of shopping trolleys left on the roadside outside of the shopping precinct.

After a period of 5 working days the Shire of Northam removed the trolleys and impounded them at the Shire Depot 116 Peel Terrace, Northam. Failing contact for release, the Shire of Northam have invoiced you according to the Shire of Northam Council endorsed fees & charges:

Trolley to release	\$25.00
Day in pound	\$10.00
Administration fee	\$25.00

Accordingly, Coles has been billed for 26 Trolleys for a total of 28 days. Once this has been paid in full at the Shire of Northam Administration Office, please contact Kayla Burges at the Northam Shire Depot to arrange pick up on (08) 6608 0511.

If you have any further queries in relation to this matter please do not hesitate to contact the undersigned on (08) 9622 6100 during normal office hours.  
Kind regards



**CLINTON KLEYNHANS**  
**EXECUTIVE MANAGER, ENGINEERING SERVICES**  
CK:KB

4 February 2020

COUNCIL OFFICE:  
 395 FITZGERALD STREET,  
 NORTHAM, WA 6401

PO BOX 613,  
 NORTHAM, WA 6401  
 ABN: 42 826 617 380



Telephone: (08) 9622 6100  
 Facsimile: (08) 9622 1910  
 Office Hours: Monday to Friday  
 8.30 am - 4.30 pm

COLES SUPERMARKET-SMKTS LICENSING & I  
 PO BOX 480  
 GLEN IRIS VIC 3146

## TAX INVOICE

**INVOICE: 23195**

Date 03/02/2020

Account No C79

Page No Page 1 of 1

DESCRIPTION	AMOUNT
TROLLEY - IN POUND FEE (PER DAY) 26 TROLLEYS FOR 28 DAYS 26 X 28 X \$10.00 = \$7280.00	1.00 @ 7280.00 ea 7,280.00*
TROLLEY - RELEASE FEE 26 TROLLEYS	26.00 @ 25.00 ea 650.00*
TROLLEY - ADMIN FEE ADMINISTRATION FEE	1.00 @ 25.00 ea 25.00*
* Local Govt. Charge \$7,231.82 GST charge \$723.18	

\* indicates item includes GST

Terms of Account - 7 Days

**TOTAL PAYABLE**

**\$7,955.00**





To contain costs, a receipt will not be issued unless requested. Retain top copy if a receipt is not required

Shire of Northam

REMITTANCE ADVICE

NAME: COLES SUPERMARKET-SMKTS LICEN ACCOUNT NO.: C79

BALANCE DUE: \$ 7,955.00 INVOICE NO.: 23195

	In person	Cheque, Cash, EFTPOS, or Credit Card during office hours at the above location
	By Mail	Make cheques payable to Shire of Northam Mail to: PO Box 613, Northam WA 6401
	By Phone	Credit Card Payment available by phone for Mastercard or Visa. Please quote Invoice No: 23195 when making payment. Telephone: 08 9622 6100
	By BPAY	Contact your participating Financial Institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au Please quote the Biller ID : 2766 and Reference : 2000670854

In all payments please quote Customer Reference **C79** and Invoice **23195**

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 RFT 2 of 2020– Supply and Construction of Bakers Hill Fire Shed

<b>Address:</b>	Tame Street, Bakers Hill
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Chadd Hunt, Executive Manager Development Services
<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

For the Council to consider the options for dealing with Tender 2 of 2020 – Supply and Construction Bakers Hill Fire Shed.

Council has received funding through the Local Government Grants Scheme (LGGs) to construct the shed however following the tender period the funding is not sufficient to complete the entire project.

It is recommended by staff that Council not award any tender for this project due to the cost of the project and retender with a reduced scope of work (removal of fourth bay).

#### ATTACHMENTS

Attachment 1: Tender price submission (provided as a separate confidential attachment to this agenda/minutes).

#### A. BACKGROUND / DETAILS

Council resolved at its meeting held on 17<sup>th</sup> July 2019 to not award the Tender for the Construction of the Bakers Hill Fire Shed on a portion of Reserve 5331 issue development approval for the construction of new fires station on a portion of Reserve No 5331 (Lot 297 –Deposited Plan 194442). Specifically the resolution was as follows –

*That Council:*

1. *Not award Tender 2 of 2019 – Supply and Construction of Bakers Hill Fire Shed to any tenderers; and*
2. *Continue consultation with the Bakers Hill Fire Brigade and the Bakers Hill Progress Association over the suitable location for a new or expanded Fire Brigade Shed.*

Council further resolved (in part) on 20th November 2019 the following in considering the recommendations from the BFAC meeting–

2. *Endorse the proposed location of the new Bakers Hill Fire Brigade Shed on a portion of Reserve 4200 as provided in Attachment 2 of this report.*

Following this resolution a tender process was undertaken for the construction of a four bay shed with associated amenities including training rooms and large undercover training area. The four bay shed was proposed to ensure that the facility is suitable to meet the current and future demands of the brigade. At the present moment the Brigade has two units, however in the endorsed Resource to Risk (R2R) document the Brigade is scheduled to receive an additional unit in 2020/21. The additional (fourth bay) was included in the tender documents to future proof past the 10 year plan of the R2R document assuming that as Bakers Hill an additional unit would be required at some stage in the future.

Following closing of the tender period the funding available from the LGGs is insufficient to cover the cost of the entire facility. It is recommended that no tender be awarded and that the project be re-tendered with a reduced scope of work

## **B. CONSIDERATIONS**

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

Theme Area 5: Infrastructure and Service Delivery.

Outcome 5.3: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

Objective: Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.

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

The cost of the facility construction has been provided through the Local Government Grant Scheme with funding through the Emergency Services Levy.

Council is financially responsible for the earthworks (cut-and-fill), stormwater management works and associated hardstand areas (carpark and trafficable areas).

The current Budget allocation includes the total cost of the construction of the shed to \$413,350 with Council contribution of \$15,500 and DFES (\$398,000).

It is proposed that Council allocate up to an additional \$15,000 to fund the earthworks component of the facility (subject to final costings received as part of the tender submissions). It is proposed that this additional funding be sourced from the Council Building and amenities Reserve.

### B.3 Legislative Compliance

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

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed.

As the prices submitted are greater than the budget available there is little option other than to retender the project with a change of scope. This has been confirmed with WALGA procurement staff.

### B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

### B.5 Stakeholder Engagement / Consultation

Discussion has been undertaken with representatives of the Bakers Hill Bush Fire Brigade, Bakers Hill Progress Association and DFES regarding the selection of the current site.

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Cost overrun of the project	Moderate (9) Medium/Possible	Costs of the project are funded through the LGGs. Any additional cost will need to be authorised through DFES
Health & Safety	Building does not comply with current requirements	Low(2) Minor/Unlikely	New building will comply with the Building Code of Australia

Reputation	Having a facility that is out of date and doesn't meet the needs of the current community reflects negatively on Council	Low(2) Minor/Unlikely	New building will be constructed allowing for further expansion if needed
Service Interruption	Bush Fire Brigade not being able to function properly whilst construction is undertaken	Moderate (6) Medium/Unlikely	As new building is being constructed there is no disruption to the existing brigade activities
Compliance	Procurement is not undertaken in accordance with eth relevant legislation	Moderate (9) Medium/Possible	Procurement process is to be undertaken in accordance with Council policy
Property	Building does not comply with relevant standards	Low(2) Minor/Unlikely	New building will be constructed in accordance and in compliance with the Building Code of Australia
Environment	New fire shed construction impacts on the local environment	Moderate (9) Medium/Possible	The shed is being located as much as possible to reduce the footprint and removal of vegetation, There will be some vegetation removed as a result of the development

### C. OFFICER'S COMMENT

The proposed construction of the Bakers Hill Fire Shed has been ongoing for a number of months. Whilst it is unfortunate that the tender submissions received are higher than the available budget to construct the full facility it is recognised that the fourth bay is unlikely to be funded. Initial indications are that DFES will support the construction of the third bay subject to the outdoor training area being reduced in size. As part of the revised tender documents the third bay

and training area will be included as options to ensure that funding is sufficient to complete the project.

In addition the selected site does not have main power currently connected. A formal application for a connection and associated costs has been submitted to Wester Power for inclusion in the project cost (noting that generally DFES pay for this component). As an alternate a solar system (inclusive of battery backup) was included as part of the tender documentation and has been included in the confidential attachment.

Staff recommended that the item be endorsed by absolute majority due to the additional unbudgeted expenditure.

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

**Minute No: C.3902**

**Moved: Cr Williams**

**Seconded: Cr Ryan**

**That Council:**

- 1. Not award Tender 2 of 2020 to any tenderer due to insufficient funding being available to complete the project as included in the scope of works.**
- 2. Undertake a new tender process with the deletion of the fourth appliance bay and reduced outdoor training area, including inviting those that submitted a response to the current tender to resubmit.**
- 3. By absolute majority, authorise an additional unbudgeted expenditure of up to \$15,000 to GL 05067034 funded through an additional transfer from Council Buildings and Amenities Reserve.**

**CARRIED 8/0  
BY ABSOLUTE MAJOITY**



## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – February 2020

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

#### BRIEF

For Council to receive the accounts for the period from 1 February 2020 to 29 February 2020

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – February 2020.  
Attachment 2: Declaration.

#### A. BACKGROUND / DETAILS

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

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

#### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

## B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2019/20 Budget.

## B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

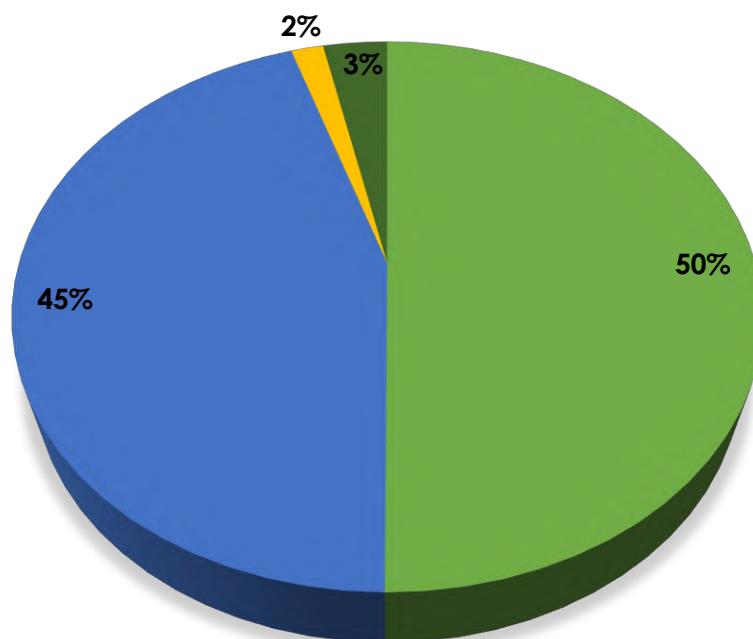
Not applicable.

## B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Low	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	Low	There are processes in place to show compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

## C. OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of February 2020:



- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3903

Moved: Cr Ryan

Seconded: Cr Della

That Council endorse the payments for the period 1 February to 29 February 2020, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

**CARRIED 8/0**

The following queries and responses were provided prior to the Ordinary Council Meeting:

Reference	Page	Details Reference	Question	Query By	Answer
EFT35636	P198	BBC Entertainment, Australia Day, The Struggling Kings Band, \$6,600	Is it Normally this much to hire a band? Especially with the next two Queries	Cr Williams	In 2019 the cost was \$5500 (ex GST) and this year \$6000. We have to also bear in mind that it is Australia Day, and they are travelling to a regional area so the costs do vary. We are also constantly looking for something different to provide the community with some variety.
EFT35654	201	Dukes Inn - \$736.00	Is this meals and accommodation for the band?	Cr Williams	Yes
EFT35692	207	Power Music - Australia Day Sound Shell AV - \$3300	As above, for the band??	Cr Williams	Yes
EFT35787	222	JH Computer Services - Contract Agreement for IT Support - \$3476	with 2(?) staff now employed as IT professionals why is there still a need for this contract please?	Cr Williams	Yes, we have 1.6 full time staff equivalents, JH Computer Services look after all are backups and security controls offsite, they also assist the ICT staff in times of need, however the need for offsite support has reduced, current allocation 25K per annum for consultants, 17/18 budget was 60k per annum for ICT consultants
EFT35809	236	Avon Valley Nissan etc - Purchase of 2 new Mitsubishi's - \$39923.50	Are these replacement vehicles budgeted for this year?	Cr Williams	Yes

### Attachment 1

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35277	07/02/2020	JAN ROBINSON	CROSSOVER REBATE FOR 7 ZAMIA TERRACE WUNDOWIE.	1		800.00
INV CK2901209/01/2020		JAN ROBINSON	CROSSOVER REBATE FOR 7 ZAMIA TERRACE WUNDOWIE.	1	800.00	
35278	07/02/2020	PETTY CASH	PETTY CASH REIMBURSMENT FOR KILLARA.	1		627.50
INV P/C KILL09/12/2019		PETTY CASH	PETTY CASH REIMBURSMENT FOR KILLARA.	1	448.50	
INV P/C RREC14/01/2020		PETTY CASH	PETTY CASH REIMBURSMENT FOR REC CENTRE	1	179.00	
35279	07/02/2020	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		60.00
INV DEDUCT04/02/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		60.00	
35280	07/02/2020	SYNERGY	SHIRE ADMIN BUILDING - 19/12/2019 TO 16/01/2020.	1		2,936.22
INV 7968413416/01/2020		SYNERGY	SHIRE ADMIN BUILDING - 19/12/2019 TO 16/01/2020.	1	1,445.47	
INV 1819945016/01/2020		SYNERGY	KILLARA NEW BUILDING - 19/12/2019 TO 16/01/2020.	1	586.09	
INV 1365377421/01/2020		SYNERGY	AIRPORT 18/11/2019-21/01/2020	1	750.81	
INV 1578225623/01/2020		SYNERGY	IRISHTOWN BFB - 21/11/2019 TO 23/01/2019.	1	153.85	
35281	07/02/2020	TELSTRA CORPORATION	LANDLINE 05/12/2019-04/01/2020	1		7,329.99
INV 9026075012/01/2020		TELSTRA CORPORATION	LANDLINE 05/12/2019-04/01/2020	1	7,298.73	
INV 6305302927/01/2020		TELSTRA CORPORATION	BAKERS HILL BFB - 23/01/20 TO 22/02/20.	1	31.26	
35282	07/02/2020	WATER CORPORATION	STANDPIPE KEANE ST BAKERS HILL 11/10/2019-09/12/2019	1		41,049.25
INV 9007891810/12/2019		WATER CORPORATION	STANDPIPE KEANE ST BAKERS HILL 11/10/2019-09/12/2019	1	27,510.69	
INV 9007929410/01/2020		WATER CORPORATION	AVON MALL 08/11/2019 TO 09/01/2020.	1	1,693.01	
INV 9007907410/01/2020		WATER CORPORATION	BERNARD PARK PLAY CENTRE 08/11/2019 TO 09/01/2020.	1	412.39	
INV 9007904010/01/2020		WATER CORPORATION	MEMORIAL HALL 08/11/2019 TO 09/01/2020.	1	332.98	
INV 9011070410/01/2020		WATER CORPORATION	RIVERSEDGE 01/01/2020-29/02/2020	1	212.69	
INV 9007913514/01/2020		WATER CORPORATION	DEPOT BUILDING 12/11/2019 TO 13/01/2020	1	738.47	
INV 9007915516/01/2020		WATER CORPORATION	AIRPORT 12/11/2019-15/01/2020	1	2,076.78	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007917016/01/2020		WATER CORPORATION	CEMETERY 12/11/2019-15/01/2020	1	1,314.41	
INV 9012475716/01/2020		WATER CORPORATION	VACANT LAND 12/11/2019-14/01/2020	1	158.42	
INV 9007916617/01/2020		WATER CORPORATION	MORBY COTTAGE 13/11/2019 TO 15/01/2020.	1	43.34	
INV 9007923417/01/2020		WATER CORPORATION	APEX PARK TOILETS 14/11/2019 TO 16/01/20.	1	100.14	
INV 9007917220/01/2020		WATER CORPORATION	BERT HAWKE OVAL 15/11/2019-17/01/2020	1	2,560.64	
INV 9007925922/01/2020		WATER CORPORATION	RESERVE AT NEWCASTLE RD 18/11/2019-21/01/2020	1	1,090.74	
INV 9007918422/01/2020		WATER CORPORATION	FERINA WAY PARK 18/11/2019-21/01/2020	1	1,591.96	
INV 9007923623/01/2020		WATER CORPORATION	SWIMMING POOL HOUSE 19/11/2019 TO 22/01/2020	1	273.36	
INV 9021499423/01/2020		WATER CORPORATION	NORTHAM OLD POOL 18/11/2019-22/01/2020	1	183.50	
INV 9012562923/01/2020		WATER CORPORATION	ROAD VERGE 18/11/2019-22/01/2020	1	111.67	
INV 9007923523/01/2020		WATER CORPORATION	TRAFFIC ISLANDS 18/11/2019-22/01/2020	1	90.90	
INV 9007927524/01/2020		WATER CORPORATION	OLD QUARRY RD REFUSE SITE - 20/11/2019 TO 23/01/2020.	1	111.67	
INV 9007926024/01/2020		WATER CORPORATION	SPORTS GROUND 19/11/2019-23/01/2020	1	192.18	
INV 9007925924/01/2020		WATER CORPORATION	OLD QUARRY ROAD POUND - 20/11/2019 TO 23/01/2020.	1	249.31	
35283	14/02/2020	SHIRE OF BEVERLEY	CARAVAN & CAMPING SHOW SHIRE OF NORTHAM REIMBURSEMENT FOR FEES- PART 2 OF 2	1		279.77
INV 5679	30/01/2020	SHIRE OF BEVERLEY	CARAVAN & CAMPING SHOW SHIRE OF NORTHAM REIMBURSEMENT FOR FEES- PART 2 OF 2	1	279.77	
35284	14/02/2020	SYNERGY	VISITORS CENTRE 27/11/2019-30/01/2020	1		2,605.83
INV 1539025129/01/2020		SYNERGY	OLD SHIRE DEPOT BUILDING 26/11/2019 TO 29/01/20.	1	136.29	
INV 3355969230/01/2020		SYNERGY	VISITORS CENTRE 27/11/2019-30/01/2020	1	1,565.92	
INV 9356001430/01/2020		SYNERGY	VISITORS CENTRE CONF ROOM 27/11/2019-30/01/2020	1	512.61	
INV 1127695031/01/2020		SYNERGY	OLD NORTHAM FIRE STATION - 28/11/2019 TO 31/01/2020.	1	275.64	
INV 2361098003/02/2020		SYNERGY	RAP PARK - AVON YOUTH - 29/11/2019 TO 03/02/20.	1	115.37	
35285	14/02/2020	TELSTRA CORPORATION	WUNDOWIE DEPOT, KILLARA, DEPOT AFTER HOURS & SAFETY REP 28/01/2020-27/02/2020	1		131.80

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2726009028/01/2020		TELSTRA CORPORATION	WUNDOWIE DEPOT, KILLARA, DEPOT AFTER HOURS & SAFETY REP 28/01/2020-27/02/2020	1	81.80	
INV 2726009028/01/2020		TELSTRA CORPORATION	VEMS TRAILER & SPRINKLER SYSTEM 28/01/2020-27/02/2020	1	50.00	
35286	14/02/2020	WATER CORPORATION	STANDPIPE 03/12/2020 30/01/2020	1		4,497.20
INV 9007913144/01/2020		WATER CORPORATION	DEPOT BUILDING - 12/11/2019 TO 13/01/20.	1	179.19	
INV 9010596328/01/2020		WATER CORPORATION	RESERVE AT 34 WOOD DR 22/11/2019 TO 24/01/20.	1	1,181.64	
INV 9007938931/01/2020		WATER CORPORATION	STANDPIPE 03/12/2020 30/01/2020	1	3,136.37	
35287	18/02/2020	VALLEY FORD	SUPPLY OF NEW FORD RANGER DOUBLE CAB XCL 2.2L 4X2H C/W ALLOY TRAY WINDOW TINT FIRE EXTINGUISHER FIRST AID KIT CANVAS SEAT COVERS REGISTRATION UP TO 31 JULY 2020	1		33,690.30
INV 1407728	18/02/2020	VALLEY FORD	SUPPLY OF NEW FORD RANGER DOUBLE CAB XCL 2.2L 4X2H C/W ALLOY TRAY WINDOW TINT FIRE EXTINGUISHER FIRST AID KIT CANVAS SEAT COVERS REGISTRATION UP TO 31 JULY 2020	1	33,690.30	
35288	21/02/2020	SHIRE OF NORTHAM	RATES & RUBBISH CREATE 298 - RATES & RUBBISH - 2019/2020.	1		55,695.08
INV A.13094	02/09/2019	SHIRE OF NORTHAM	RUBBISH COLLECTION - TOWN & LESSER HALL - 2019/2020.	1	3,018.00	
INV A.14137	02/09/2019	SHIRE OF NORTHAM	RUBBISH COLLECTION - RECREATION CENTRE - 2019/2020.	1	10,758.00	
INV A.14194	02/09/2019	SHIRE OF NORTHAM	SHIRE ADMIN BUILDING - RUBBISH COLLECTION - 2019/2020.	1	2,196.00	
INV A.14319	02/09/2019	SHIRE OF NORTHAM	RUBBISH COLLECTION - VISITORS CENTRE - 2019/2020.	1	666.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A.15887	02/09/2019	SHIRE OF NORTHAM	OLD QUARRY RD POUND - RUBBISH COLLECTION - 2019/2020.	1	666.00	
INV A.1589	02/09/2019	SHIRE OF NORTHAM	OLD FIRE STATION - RUBBISH COLLECTION - 2019/2020.	1	510.00	
INV A.2762	02/09/2019	SHIRE OF NORTHAM	BAKERS HILL OVAL - RUBBISH COLLECTION - 2019/2020.	1	1,020.00	
INV A.314	02/09/2019	SHIRE OF NORTHAM	WUNDOWIE SWIMMING POOL - RUBBISH COLLECTION - 2019/2020.	1	999.00	
INV A.315	02/09/2019	SHIRE OF NORTHAM	WUNDOWIE OVAL - RUBBISH COLLECTION - 2019/2020.	1	4,839.00	
INV A.322	02/09/2019	SHIRE OF NORTHAM	WUNDOWIE LIBRARY - RUBBISH COLLECTION - 2019/2020.	1	510.00	
INV A.14321	02/09/2019	SHIRE OF NORTHAM	RUBBISH COLLECTION 2 GREY STREET - 2019/2020.	1	510.00	
INV A.325	02/09/2019	SHIRE OF NORTHAM	AGED ACCOMMODATION WUNDOWIE - RUBBISH COLLECTION - 2019/2020.	1	4,080.00	
INV A.503	02/09/2019	SHIRE OF NORTHAM	CLACKLINE HALL - RUBBISH COLLECTION - 2019/2020.	1	687.00	
INV A.77	02/09/2019	SHIRE OF NORTHAM	3-5 BORONIA AVENUE - RUBBISH COLLECTION - 2019/2020.	1	510.00	
INV A.991	02/09/2019	SHIRE OF NORTHAM	GRASS VALLEY FIRE SHED - RUBBISH COLLECTION - 2019/2020.	1	510.00	
INV A.11140	02/09/2019	SHIRE OF NORTHAM	RATES & RUBBISH CREATE 298 - RATES & RUBBISH - 2019/2020.	1	11,333.96	
INV A.11581	02/09/2019	SHIRE OF NORTHAM	RUBBISH COLLECTION - 55 MITCHELL AVENUE - 2019/2020.	1	260.00	
INV A.10335	02/09/2019	SHIRE OF NORTHAM	RUBBISH COLLECTION - KILLARA - 2019/2020.	1	2,862.00	
INV A.10590	02/09/2019	SHIRE OF NORTHAM	87 DUKE STREET - RUBBISH COLLECTION - 2019/2020.	1	510.00	
INV A.111	02/09/2019	SHIRE OF NORTHAM	WUNDOWIE DEPOT - RUBBISH COLLECTION - 2019/2020.	1	510.00	
INV A.13091	02/09/2019	SHIRE OF NORTHAM	BERT HAWKE PAVILION - RUBBISH COLLECTION - 2019/2020.	1	4,662.00	
INV A.13092	02/09/2019	SHIRE OF NORTHAM	NORTHAM DEPOT - RUBBISH CHARGES - 2019/2020.	1	843.00	
INV A.11138	05/02/2020	SHIRE OF NORTHAM	SENIORS MEMORIAL HALL - 2019/2020.	1	1,944.12	
INV A.13075	07/02/2020	SHIRE OF NORTHAM	70 KATRINE ROAD - RUBBISH - 2019/2020.	1	333.00	
INV A.385	02/09/2020	SHIRE OF NORTHAM	IRISHTOWN HALL - RATES & RUBBISH - 2019/2020.	1	958.00	
35289	21/02/2020	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		55.00



Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT18/02/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		55.00	
35290	21/02/2020	SYNERGY	VARIOUS PROPERTIES 03/01/20 TO 05/02/20.	1		62,519.01
INV 9152416403/02/2020		SYNERGY	AUXILLARY LIGHTING CHARGE 02/01/20 TO 03/02/20.	1	134.32	
INV 1686149903/02/2020		SYNERGY	STREET LIGHTS 02/01/20 TO 03/02/20	1	23,899.54	
INV 7921766205/02/2020		SYNERGY	VARIOUS PROPERTIES 03/01/20 TO 05/02/20.	1	36,717.80	
INV 2931107312/02/2020		SYNERGY	BKB - 08/01/2020 TO 12/02/2020.	1	1,767.35	
35291	21/02/2020	WATER CORPORATION	STANDPIPE AT 116 PEEL TCE - 12/11/2019 TO 13/01/2020.	1		2,174.76
INV 9007913514/01/2020		WATER CORPORATION	STANDPIPE AT 116 PEEL TCE - 12/11/2019 TO 13/01/2020.	1	2,174.76	
35292	27/02/2020	PETTY CASH	PETTY CASH REIMBURSEMENT FOR BKB 23/08/2019 TO 31/12/2019	1		84.65
INV P/C BKB 31/12/2019		PETTY CASH	PETTY CASH REIMBURSEMENT FOR BKB 23/08/2019 TO 31/12/2019	1	84.65	
35293	27/02/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2020.	1		80.00
INV T1080	21/02/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2020.	1	80.00	
35294	27/02/2020	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 05/02/2020 TO 04/03/2020.	1		10,449.92
INV 2726008928/01/2020		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) 28/01/20 TO 27/02/20.	1	2,939.80	
INV 2726008910/02/2020		TELSTRA CORPORATION	BUSHFIRE BRIGADE - 10/02/2020 TO 09/03/2020.	1	219.98	
INV 9026075012/02/2020		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT 05/02/2020 TO 04/03/2020.	1	7,018.36	
INV 2726009016/02/2020		TELSTRA CORPORATION	HARVEST BAN LINE - 16/02/2020 TO 15/03/2020	1	231.83	
INV 2000490618/02/2020		TELSTRA CORPORATION	SES ACCOUNT 2000049065756 15/01/2020 TO 14/02/2020.	1	39.95	
35295	27/02/2020	WATER CORPORATION	REC CENTRE & POOL 12/11/2019 TO 13/01/2020.	1		15,358.91
INV 9007909714/01/2020		WATER CORPORATION	REC CENTRE & POOL 12/11/2019 TO 13/01/2020.	1	15,319.95	
INV 9007892013/02/2020		WATER CORPORATION	BAKERS HILL FIRE SHED - 10/12/2019 TO 12/02/2020.	1	20.78	
INV 9007840917/02/2020		WATER CORPORATION	GRASS VALLEY MUSEUM - 11/12/2019 TO 14/02/20.	1	18.18	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35607	05/02/2020	ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		1,905.73
INV JANUAR04/02/2020		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	1,905.73	
EFT35608	05/02/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		1,100.00
INV JANUAR04/02/2020		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	1,100.00	
EFT35609	05/02/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		1,905.73
INV JANUAR04/02/2020		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	1,905.73	
EFT35610	05/02/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		5,187.36
INV JANUAR04/02/2020		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	5,187.36	
EFT35611	05/02/2020	COUNTRY COPIERS NORTHAM	STATIONERY FOR LIBRARY.	1		330.30
INV 42890	30/09/2019	COUNTRY COPIERS NORTHAM	VC SUPPLIES	1	39.00	
INV 42890	30/09/2019	COUNTRY COPIERS NORTHAM	STATIONERY FOR LIBRARY.	1	291.30	
EFT35612	05/02/2020	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		2,112.93
INV JANUAR04/02/2020		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	2,112.93	
EFT35613	05/02/2020	DEBORAH MOODY	WELCOME TO COUNTRY FOR AQUATIC CENTRE OPENING	1		300.00
INV 51	24/01/2020	DEBORAH MOODY	WELCOME TO COUNTRY FOR AQUATIC CENTRE OPENING	1	300.00	
EFT35614	05/02/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		2,843.23
INV JANUAR04/02/2020		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	2,843.23	
EFT35615	05/02/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		1,905.73
INV JANUAR04/02/2020		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	1,905.73	
EFT35616	05/02/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		1,905.73
INV JANUAR04/02/2020		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	1,905.73	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35617	05/02/2020	NAVIGATOR PHOTOGRAFIX	VIDEOGRAPHY FOR THE OPENING OF THE NORTHAM AQUATIC FACILITY 25/01/2020 AS PER QUOTE 1021	1		2,000.00
INV 1016	28/01/2020	NAVIGATOR PHOTOGRAFIX	VIDEOGRAPHY FOR THE OPENING OF THE NORTHAM AQUATIC FACILITY 25/01/2020 AS PER QUOTE 1021	1	2,000.00	
EFT35618	05/02/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		1,905.73
INV JANUAR04/02/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	1,905.73	
EFT35619	05/02/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		1,905.73
INV JANUAR04/02/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	1,905.73	
EFT35620	05/02/2020	SYSTEMIC PTY LTD T/A PROPERTY INSPECTION MANAGER	ASSET MANAGEMENT PICK UP. YEARLY SUBSCRIPTION FOR PIM SOFTWARE.	1		549.00
INV 2019-05606/01/2020		SYSTEMIC PTY LTD T/A PROPERTY INSPECTION MANAGER	ASSET MANAGEMENT PICK UP. YEARLY SUBSCRIPTION FOR PIM SOFTWARE.	1	549.00	
EFT35621	05/02/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR JANUARY 2020	1		2,012.29
INV JANUAR04/02/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR JANUARY 2020	1	2,012.29	
EFT35622	05/02/2020	TREVOR EASTWELL	DRIVING FROM WUNDOWIE TO NORTHAM COMMUNITY BUS - JANUARY 2020	1		200.00
INV 60	23/01/2020	TREVOR EASTWELL	DRIVING FROM WUNDOWIE TO NORTHAM COMMUNITY BUS - JANUARY 2020	1	200.00	
EFT35623	07/02/2020	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	COMMUNITY GRANT 2019-2020.	1		3,000.00
INV 0000201822/12/2019		AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	COMMUNITY GRANT 2019-2020.	1	3,000.00	
EFT35624	07/02/2020	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	SPRAY SHIELD - CITRONELLA	1		305.40
INV 0003179021/01/2020		ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	SPRAY SHIELD - CITRONELLA	1	305.40	
EFT35625	07/02/2020	ADVANTEERING - CIVIL ENGINEERS	MONTHLY UPKEEP OF DEFECTS LIABILITY PERIOD FOR NYP	1		9,741.60

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2023	21/01/2020	ADVANTEERING - CIVIL ENGINEERS	MONTHLY UPKEEP OF DEFECTS LIABILITY PERIOD FOR NYP	1	9,741.60	
EFT35626	07/02/2020	ALL-WAYSFOODS	STOCK PURCHASES FOR NORTHAM POOL.	1		1,835.23
INV 45404	10/12/2019	ALL-WAYSFOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	838.19	
INV 45802	23/01/2020	ALL-WAYSFOODS	STOCK PURCHASES FOR NORTHAM POOL.	1	997.04	
EFT35627	07/02/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING 02/12/2019.	1		181.50
INV A.18596	10/12/2019	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING 02/12/2019.	1	181.50	
EFT35628	07/02/2020	ANGIE ROE PHOTOGRAPHY	PHOTOGRAPHY FOR AUSTRALIA DAY EVENT 2020 6PM-9PM	1		1,095.00
INV 270120	27/01/2020	ANGIE ROE PHOTOGRAPHY	PHOTOGRAPHY FOR AUSTRALIA DAY EVENT 2020 6PM-9PM	1	1,095.00	
EFT35629	07/02/2020	AQUATIC SERVICES WA PTY LTD	FOOT VALVE INSPECTION	1		2,485.50
INV AS#2017110001/2020		AQUATIC SERVICES WA PTY LTD	FOOT VALVE INSPECTION	1	1,787.50	
INV AS#2017110001/2020		AQUATIC SERVICES WA PTY LTD	ATTEND WUNDOWIE POOL AND DO ADDITIONAL WORKS TO FOOT VALVE AT WUNDOWIE POOL.	1	698.00	
EFT35630	07/02/2020	AQUITANIA INVESTMENTS P/L THE TRUSTEE FOR ELIZABETH MCKAY TRUST T/AS AQUA PUMP AND IRRIGATION	SUPPLY AND INSTALL EMFLUX 2020 FLOW DETECTOR 100MM TABLE D. INCLUDES FREIGHT, LABOUR & TRAVEL	1		2,818.20
INV INV-081110001/2020		AQUITANIA INVESTMENTS P/L THE TRUSTEE FOR ELIZABETH MCKAY TRUST T/AS AQUA PUMP AND IRRIGATION	SUPPLY AND INSTALL EMFLUX 2020 FLOW DETECTOR 100MM TABLE D. INCLUDES FREIGHT, LABOUR & TRAVEL	1	2,818.20	
EFT35631	07/02/2020	AUSTRALIAN COMMUNITY MEDIA	SENIORS WEEK AD IN ADVOCATE	1		260.82
INV 5586830	06/11/2019	AUSTRALIAN COMMUNITY MEDIA	SENIORS WEEK AD IN ADVOCATE	1	260.82	
EFT35632	07/02/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		207.20
INV DEDUCT0402/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		207.20	
EFT35633	07/02/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 04/02/20.	1		72,924.00
INV PAYG 242401/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN 24/1/20 - INTERIM PAY.	1	990.00	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV PAYG 0404/02/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 04/02/20.	1	71,828.00	
INV INTERIM 06/02/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG INTERIM PAY RUN WEEK END: 06/02/20.	1	106.00	
EFT35634	07/02/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HRS PER WEEK @ \$30 PER HOUR, PLUS 2 PUBLIC HOLIDAYS, 14/01/20 TO 27/01/20.	1		1,792.00
INV 0025	27/01/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HRS PER WEEK @ \$30 PER HOUR, PLUS 2 PUBLIC HOLIDAYS, 14/01/20 TO 27/01/20.	1	1,792.00	
EFT35635	07/02/2020	AVON WASTE	WASTE DISPOSAL FOR F/E 17/01/2020.	1		37,437.25
INV 37271	17/01/2020	AVON WASTE	WASTE DISPOSAL FOR F/E 17/01/2020.	1	37,437.25	
EFT35636	07/02/2020	BBC ENTERTAINMENT	2020 AUSTRALIA DAY - THE STRUGGLING KINGS BAND	1		6,600.00
INV 2186201	11/12/2019	BBC ENTERTAINMENT	2020 AUSTRALIA DAY - THE STRUGGLING KINGS BAND	1	6,600.00	
EFT35637	07/02/2020	BITUMEN SURFACING	AS PER CONTRACT C.2019/20-03 - COATES ROAD SLK 0.00 - 1.70 - FULL WIDTH RE-SEAL COAT	1		60,106.64
INV 0000535914/01/2020		BITUMEN SURFACING	AS PER CONTRACT C.2019/20-03 - COATES ROAD SLK 0.00 - 1.70 - FULL WIDTH RE-SEAL COAT	1	60,106.64	
EFT35638	07/02/2020	BLUE DIAMOND MACHINERY PTY LTD	DIESEL POLY TANK 450L-50L/MIN BAFFLED TANK WITH ITALIAN PIUSI PUMP KITS LOCKABLE AS QUOTED 15 JAN 2020 ( DRAINAGE/ CONSTRUCTION/GRADING AND WUNDOWIE CREW	1		5,632.00
INV SL-0004829/01/2020		BLUE DIAMOND MACHINERY PTY LTD	DIESEL POLY TANK 450L-50L/MIN BAFFLED TANK WITH ITALIAN PIUSI PUMP KITS LOCKABLE AS QUOTED 15 JAN 2020 ( DRAINAGE/ CONSTRUCTION/GRADING AND WUNDOWIE CREW	1	5,632.00	
EFT35639	07/02/2020	BOQ ASSET FINANCE & LEASING PTY LTD	FEBRUARY LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE/COMMUNITY DEVELOPMENT TEAM	1		145.56
INV 854541	07/01/2020	BOQ ASSET FINANCE & LEASING PTY LTD	FEBRUARY LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE/COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT35640	07/02/2020	BUDGET CASH REGISTER CO	PURCHASE AND PROGRAMMING OF NEW TILL AND EXCLUSIVE SERVICE PACK	1		834.90
INV 18993	02/12/2019	BUDGET CASH REGISTER CO	PURCHASE AND PROGRAMMING OF NEW TILL AND EXCLUSIVE SERVICE PACK	1	834.90	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35641	07/02/2020	CADD'S FASHIONS	STAFF POLO SHIRTS.	1		110.00
INV 20-0000009/01/2020		CADD'S FASHIONS	STAFF POLO SHIRTS.	1	110.00	
EFT35642	07/02/2020	CANNON HYGIENE AUSTRALIA PTY LTD	NEW SWIMMING POOL. SUPPLY AND SERVICE SANITARY AND NAPPY BINS ASP PER SERVICE AGREEMENT. 24/01/20 TO 31/03/2020.	1		645.18
INV 9657576828/01/2020		CANNON HYGIENE AUSTRALIA PTY LTD	NEW SWIMMING POOL. SUPPLY AND SERVICE SANITARY AND NAPPY BINS ASP PER SERVICE AGREEMENT. 24/01/20 TO 31/03/2020.	1	645.18	
EFT35643	07/02/2020	CLACKLINE PROGRESS ASSOCIATION	ANNUAL ALLOCATION GRANT 2019/2020.	1		3,300.00
INV 2019/202013/01/2020		CLACKLINE PROGRESS ASSOCIATION	ANNUAL ALLOCATION GRANT 2019/2020.	1	3,300.00	
EFT35644	07/02/2020	COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		2,478.97
INV 2217425715/01/2020		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	774.08	
INV 2217945422/01/2020		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	851.22	
INV 2219028505/02/2020		COCA-COLA AMATIL (AUST) PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	853.67	
EFT35645	07/02/2020	COMBINED TYRES PTY LTD	REPAIR TYRE ON SITE - WUNDOWIE	1		1,235.23
INV INV-385108/01/2020		COMBINED TYRES PTY LTD	REPAIR TYRE ON SITE - WUNDOWIE	1	1,235.23	
EFT35646	07/02/2020	CORPORATE SECURITY AUSTRALIA PTY LTD	AUSTRALIA DAY 2020	1		1,280.40
INV 0000421928/01/2020		CORPORATE SECURITY AUSTRALIA PTY LTD	AUSTRALIA DAY 2020	1	1,280.40	
EFT35647	07/02/2020	COUNTRY COPIERS NORTHAM	SUPPLY PRINTER - CANNON IRA C3530 DIGITAL COPIER SYSTEM B/W & COLOUR BASE SYSTEM ONLY.	1		5,957.05
INV S8141	22/01/2020	COUNTRY COPIERS NORTHAM	SUPPLY PRINTER - CANNON IRA C3530 DIGITAL COPIER SYSTEM B/W & COLOUR BASE SYSTEM ONLY.	1	4,246.00	
INV S8148	23/01/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ADMIN.	1	1,711.05	
EFT35648	07/02/2020	COUNTRYWIDE GROUP	10KG DRY CHLORINE	1		4,361.30
INV 28753	14/01/2020	COUNTRYWIDE GROUP	10KG DRY CHLORINE	1	862.29	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 28754	14/01/2020	COUNTRYWIDE GROUP	LIQUID ACID	1	229.42	
INV 28777	20/01/2020	COUNTRYWIDE GROUP	REPAIR POLE SAW AS REQUIRED.	1	89.70	
INV 28773	20/01/2020	COUNTRYWIDE GROUP	20KG POOL ACID	1	29.65	
INV 28773	20/01/2020	COUNTRYWIDE GROUP	10KG DRY CHLORINE	1	862.29	
INV 28801	23/01/2020	COUNTRYWIDE GROUP	MAKE CHAINS FOR CHAINSAWS AS PER SAMPLE.	1	173.80	
INV 28827	24/01/2020	COUNTRYWIDE GROUP	10KG DRY CHLORINE	1	862.29	
INV 28854	31/01/2020	COUNTRYWIDE GROUP	DPD1 TESTING TABLETS & PHENOL RED CHLORINE	1	264.00	
INV 28855	31/01/2020	COUNTRYWIDE GROUP	SODIUM BISULPHATE	1	460.46	
INV 28846	31/01/2020	COUNTRYWIDE GROUP	SODA ASH	1	527.40	
EFT35649	07/02/2020	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	x 30 SHIRE OF NORTHAM RECEIPT BOOKS	1		744.00
INV 1,058,45121/01/2020		CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	x 30 SHIRE OF NORTHAM RECEIPT BOOKS	1	744.00	
EFT35650	07/02/2020	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY MONITORING FROM 01/02/20 TO 29/02/20.	1		850.25
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL. SECURITY MONITORING FROM 01/02/20 TO 29/02/2020.	1	61.96	
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	RECREATION CENTRE. SECURITY MONITORING FROM START OF 01/02/20 to 29/02/20.	1	61.97	
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION. SECURITY MONITORING FROM START OF 01/02/20 TO 29/02/20.	1	53.00	
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	BILYA KOORT BOODJA. SECURITY MONITORING FROM START OF 01/02/20 TO 29/02/20.	1	61.96	
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE. SECURITY MONITORING FROM START OF 01/02/20 TO 29/02/20.	1	61.96	
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY MONITORING FROM 01/02/20 TO 29/02/20.	1	90.56	
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	RAILWAY MUSEUM. SECURITY MONITORING FROM 01/02/20 TO 29/02/20.	1	61.96	
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY MONITORING FROM 01/02/20 TO 29/02/20.	1	61.96	
INV CIN307913/01/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM POOL. SECURITY MONITORING FROM START 01/02/20 TO 29/02/20.	1	53.00	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CINS307913/01/2020		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. SECURITY MONITORING FROM START FEB 2020.	1	53.00	
INV CINS307913/01/2020		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY. SECURITY MONITORING FROM START OF FEBRUARY 2020.	1	53.00	
INV CINS307913/01/2020		CTI SECURITY SERVICES PTY LTD	SES SHED. SECURITY MONITORING FROM START OF FEBRUARY 2020.	1	87.96	
INV CINS307913/01/2020		CTI SECURITY SERVICES PTY LTD	SES ADMIN. SECURITY MONITORING FROM START OF FEBRUARY 2020.	1	87.96	
EFT35651	07/02/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	WUNDOWIE LIBRARY. REPLACE BATTERY BACK UP IN ALARM SYSTEM.	1		212.50
INV 117574	06/01/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	WUNDOWIE LIBRARY. REPLACE BATTERY BACK UP IN ALARM SYSTEM.	1	212.50	
EFT35652	07/02/2020	DAMIAN'S PLUMBING	REPAIRS TO PEEL TERRACE WATER REUSE LINE.	1		2,305.60
INV 4947	15/01/2020	DAMIAN'S PLUMBING	REPAIR LEAK ON RE-USE LINE (CLARK STREET)	1	671.00	
INV 4986	28/01/2020	DAMIAN'S PLUMBING	REPAIR PUMP STATION	1	728.20	
INV 4985	28/01/2020	DAMIAN'S PLUMBING	REPAIRS TO PEEL TERRACE WATER REUSE LINE.	1	906.40	
EFT35653	07/02/2020	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTERS & GLITTER TATTOOIST - FOR AUSTRALIA DAY 2020.	1		726.00
INV 3217	21/01/2020	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FACE PAINTERS & GLITTER TATTOOIST - FOR AUSTRALIA DAY 2020.	1	726.00	
EFT35654	07/02/2020	DUKES INN	BAND MEALS AND ACCOMMODATION- AUSTRALIA DAY 2020	1		736.00
INV 19129	26/01/2020	DUKES INN	BAND MEALS AND ACCOMMODATION- AUSTRALIA DAY 2020	1	175.00	
INV 19128	26/01/2020	DUKES INN	BAND MEALS AND ACCOMMODATION- AUSTRALIA DAY 2020	1	175.00	
INV 19127	26/01/2020	DUKES INN	BAND MEALS AND ACCOMMODATION- AUSTRALIA DAY 2020	1	386.00	
EFT35655	07/02/2020	EA SIFLEET	Payroll deductions	1		3,036.10
INV DEDUCT04/02/2020		EA SIFLEET	Payroll deductions		1,421.55	
INV DEDUCT04/02/2020		EA SIFLEET	Payroll deductions		1,614.55	



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35656	07/02/2020	FOOD SAFETY WA.	REGULATORY FOOD SAFETY AUDIT AND REPORT 24/01/2020 FOR KILLARA KITCHEN TRAVEL COSTS INCLUDED	1		770.00
INV 000518	28/01/2020	FOOD SAFETY WA.	REGULATORY FOOD SAFETY AUDIT AND REPORT 24/01/2020 FOR KILLARA KITCHEN TRAVEL COSTS INCLUDED	1	770.00	
EFT35657	07/02/2020	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. REPAIR WALLS IN KITCHEN AND PAINT.	1		6,501.00
INV 1	21/12/2019	GLENN STUART BEVERIDGE	NORTHAM SWIMMING POOL. INSTALL CHAINS TO CHLORINE GAS BOTTLES.	1	264.00	
INV 50	05/01/2020	GLENN STUART BEVERIDGE	SES BUILDING REMOVE TV AND BRACKET, PATCH AND APPLY 3 COATS OF SEALER OVER BLACKEDGE AND PAINT WALL TO MATCH.	1	814.00	
INV 4	15/01/2020	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. REPAIR WALLS IN KITCHEN AND PAINT.	1	2,750.00	
INV 2	21/01/2020	GLENN STUART BEVERIDGE	VISITORS CENTRE. OIL DECKING DURING CHRISTMAS BREAK.	1	1,320.00	
INV 6	22/01/2020	GLENN STUART BEVERIDGE	SOUND SHELL. PRESSURE CLEAN WALLS AND CEILING FOR AUSTRALIA DAY.	1	550.00	
INV 7	23/01/2020	GLENN STUART BEVERIDGE	SOUND SHELL. SUPPLY NEW WHEELS TO THE BBQ AND BAG TROLLEY.	1	286.00	
INV 9	23/01/2020	GLENN STUART BEVERIDGE	ERRECT 3 SIGNS FOR THE NEW NORTHAM POOL. 1 X CPR CHART, 1 X AED, 1 SWIMMING POOL ENTRY SIGN, FRD GOVT SIGN PLUS 4 HOURS LABOUR	1	264.00	
INV 8	24/01/2020	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE. REPLACE BROKEN BOARDS AND REFIX LOOSE BOARDS.	1	253.00	
EFT35658	07/02/2020	GRASS VALLEY PROGRESS ASSOCIATION	COMMUNITY FUNDING GRANT 2019/2020.	1		4,400.00
INV 203	04/02/2020	GRASS VALLEY PROGRESS ASSOCIATION	COMMUNITY FUNDING GRANT 2019/2020.	1	4,400.00	
EFT35659	07/02/2020	GREENACRES TURF GROUP	VILLIAGE GREEN TURF	1		396.00
INV 0005731909/01/2020		GREENACRES TURF GROUP	VILLIAGE GREEN TURF	1	396.00	
EFT35660	07/02/2020	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR BKB.	1		1,144.44
INV 5823	16/12/2019	GROVE WESLEY DESIGN ART	NAME BADGE MICHAEL (MICK) DOUGHTY, DUTY MANAGER.	1	13.97	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5863	24/01/2020	GROVE WESLEY DESIGN ART	1BOX - BUSINESS CARDS - VISITOR CENTRE 1BOX - BUSINESS CARDS, VICTORIA WILLIAMS	1	200.97	
INV 5870	24/01/2020	GROVE WESLEY DESIGN ART	1 - NAME BADGE, VICTORIA WILLIAMS AS PER QUOTE#V2557 MUSTER POINT SIGNS 600X450MM - REFLECTIVE	1	209.00	
INV 5866	24/01/2020	GROVE WESLEY DESIGN ART	STOCK PURCHASES FOR BKB.	1	720.50	
EFT35661	07/02/2020	GUNGURRA	STOCK PURCHASES FOR BKB.	1		555.00
INV 077	24/01/2020	GUNGURRA	STOCK PURCHASES FOR BKB.	1	555.00	
EFT35662	07/02/2020	HAILEY KEMPTON	REFUND FOR PAYMENT MADE ON STANDPIPE AS CARD HAS NOW BEEN RETURNED.	1		50.00
INV 123909	16/01/2020	HAILEY KEMPTON	REFUND FOR PAYMENT MADE ON STANDPIPE AS CARD HAS NOW BEEN RETURNED.	1	50.00	
EFT35663	07/02/2020	HEARTLANDS VETERINARY HOSPITAL - YORK	MORTUARY FEE CAT & SMALL DOG UNDER 10KG	1		247.00
INV 965570	17/10/2019	HEARTLANDS VETERINARY HOSPITAL - YORK	MORTUARY FEE CAT & SMALL DOG UNDER 10KG	1	247.00	
EFT35664	07/02/2020	HEATHER MARY HALL	RATES CREDIT REFUND FOR ASSESSMENT A1133	1		771.46
INV A1133	03/02/2020	HEATHER MARY HALL	RATES CREDIT REFUND FOR ASSESSMENT A1133		771.46	
EFT35665	07/02/2020	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS C TURKICH	1		1,100.00
INV 183146	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS ANTHONY SVANBERG.	1	80.00	
INV 183151	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS C TURKICH	1	140.00	
INV 183145	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS ANTHONY SVANBERG.	1	140.00	
INV 183144	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS C SADLIER	1	80.00	
INV 183143	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS C SADLIER	1	140.00	
INV 183147	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATION S MCREDMOND	1	140.00	
INV 183148	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATION S MCREDMOND	1	80.00	
INV 183150	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS K. WALTERS	1	80.00	
INV 183149	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS K. WALTERS	1	140.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 183152	21/10/2019	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATIONS C TURKICH	1	80.00	
EFT35666	07/02/2020	JAMES TINIRAU WEST	CHRISTMAS ON FITZGERALD 2019; MC SERVICES	1		200.00
INV W1008	20/12/2019	JAMES TINIRAU WEST	CHRISTMAS ON FITZGERALD 2019; MC SERVICES	1	100.00	
INV W1009	26/01/2020	JAMES TINIRAU WEST	2020 AUSTRALIA DAY; MC	1	100.00	
EFT35667	07/02/2020	JASON SIGNMAKERS	BUILDING BETTER REGION'S FUND SIGNAGE FOR AQUATIC CENTRE 900x1200 2.0 ALUMINUM NON REFLECTIVE - UV OVERLAMINATE	1		148.50
INV 204908	21/01/2020	JASON SIGNMAKERS	BUILDING BETTER REGION'S FUND SIGNAGE FOR AQUATIC CENTRE 900x1200 2.0 ALUMINUM NON REFLECTIVE - UV OVERLAMINATE	1	148.50	
EFT35668	07/02/2020	JH COMPUTER SERVICES PTY LTD	KASEYA REMOTE MONITORING PER WORKSTATION ANNUAL CHARGE FOR 80 SEATS	1		10,604.00
INV 0000192502/12/2019		JH COMPUTER SERVICES PTY LTD	ONSITE AND OFFSITE CONFIGURATION OF EDGEROUTERS FOR INTER OFFICE P2P WIRELESS LINKS	1	1,122.00	
INV 0000192502/12/2019		JH COMPUTER SERVICES PTY LTD	ONSITE AND OFFSITE CONFIGURATION OF EDGEROUTERS FOR INTER OFFICE P2P WIRELESS LINKS	1	1,122.00	
INV 0000192830/12/2019		JH COMPUTER SERVICES PTY LTD	KASEYA REMOTE MONITORING PER WORKSTATION ANNUAL CHARGE FOR 80 SEATS	1	8,360.00	
EFT35669	07/02/2020	JS TECHNOLOGY & DIGITAL PTY LTD	IPHONE SCREEN PROTECTOR + PROTECTIVE CASE	1		50.00
INV 6721	29/01/2020	JS TECHNOLOGY & DIGITAL PTY LTD	IPHONE SCREEN PROTECTOR + PROTECTIVE CASE	1	50.00	
EFT35670	07/02/2020	LANDGATE	GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE NO G2019/8 DATED 29/06/2019 TO 26/07/2019.	1		1,923.16
INV 350800-128/08/2019		LANDGATE	GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE NO G2019/8 DATED 29/06/2019 TO 26/07/2019.	1	1,897.56	
INV 662355781601/2020		LANDGATE	IDENTIFICATION OF LAND PARCELS BY TECHNICAL DESCRIPTION	1	25.60	
EFT35671	07/02/2020	LESLEY ELDER	RATES CREDIT REFUND FOR ASSESSMENT A.2016	1		2,000.00
INV A.2016	30/01/2020	LESLEY ELDER	RATES CREDIT REFUND FOR ASSESSMENT A.2016		2,000.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35672	07/02/2020	LUCY'S TEAROOMS	OSH MEETING LUNCH FOR 20 PEOPLE - BEEF AND GRAVY ROLLS @ \$8 PP AND 1XFRUIT PLATTER @ \$35	1		315.00
INV 2100	22/01/2020	LUCY'S TEAROOMS	OSH MEETING LUNCH FOR 20 PEOPLE - BEEF AND GRAVY ROLLS @ \$8 PP AND 1XFRUIT PLATTER @ \$35	1	315.00	
EFT35673	07/02/2020	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET - FEBRUARY 2020.	1		916.66
INV 0000029727/01/2020		MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET - FEBRUARY 2020.	1	916.66	
EFT35674	07/02/2020	MELANIE JEANNE BONNER	RATES CREDIT REFUND FOR ASSESSMENT A11710	1		83.00
INV A11710	30/01/2020	MELANIE JEANNE BONNER	RATES CREDIT REFUND FOR ASSESSMENT A11710		83.00	
EFT35675	07/02/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 - 06/01/20 to 12/01/20.	1		7,524.00
INV N2408	13/01/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 - 06/01/20 to 12/01/20.	1	3,762.00	
INV N2406	13/01/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 30/12/2019 to 05/01/2020.	1	3,762.00	
EFT35676	07/02/2020	MM ELECTRICAL MERCHANDISING	SPIRAL BINDING 10M CABLES	1		48.39
INV 166408-681/01/2020		MM ELECTRICAL MERCHANDISING	SPIRAL BINDING 10M CABLES	1	48.39	
EFT35678	07/02/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC'S	1		109.89
INV 9186327905/01/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC'S	1	109.89	
EFT35679	07/02/2020	NORMA STEWART	RATES CREDIT REFUND FOR ASSESSMENT A.12200	1		547.41
INV A.12200	30/01/2020	NORMA STEWART	RATES CREDIT REFUND FOR ASSESSMENT A.12200		547.41	
EFT35680	07/02/2020	NORTHAM & DISTRICTS GLASS SERVICE	SES BUILDING SUPPLY AND INSTALL SECURITY SCREENS AS PER QUOTE 302. COLOUR TO BE ANOTECH GREY.	1		9,791.40
INV 4835	15/01/2020	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE FRONT PASSENGER WINDOW	1	284.30	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4848	17/01/2020	NORTHAM & DISTRICTS GLASS SERVICE	SES BUILDING SUPPLY AND INSTALL SECURITY SCREENS AS PER QUOTE 302. COLOUR TO BE ANOTECH GREY.	1	9,507.10	
EFT35681	07/02/2020	NORTHAM AERO CLUB	PAYMENT FOR AIRPORT MANAGEMENT TO BE PAID IN TWO PAYMENTS OF \$5,000 EACH NEXT DUE ON 1 JULY	1		5,000.00
INV 0901202009/01/2020		NORTHAM AERO CLUB	PAYMENT FOR AIRPORT MANAGEMENT TO BE PAID IN TWO PAYMENTS OF \$5,000 EACH NEXT DUE ON 1 JULY	1	5,000.00	
EFT35682	07/02/2020	NORTHAM BETTA ELECTRICAL	LOGITCH KEYBOARD TO SUIT IPAD PRO GEN1 A.1652 ML212 X/A. 12.9 INCH	1		220.00
INV 2001000631/10/2019		NORTHAM BETTA ELECTRICAL	LOGITCH KEYBOARD TO SUIT IPAD PRO GEN1 A.1652 ML212 X/A. 12.9 INCH	1	220.00	
EFT35683	07/02/2020	NORTHAM CHURCH OF CHRIST	BOND REFUND FOR CHRISTMAS CAROLS.	1		100.00
INV BOOKIN/4/12/2019		NORTHAM CHURCH OF CHRIST	BOND REFUND FOR CHRISTMAS CAROLS.	1	100.00	
EFT35684	07/02/2020	NORTHAM FAMILY PRACTICE	EMPLOYMENT MEDICAL FOR BRANDON BUSWELL	1		236.50
INV 120758	09/01/2020	NORTHAM FAMILY PRACTICE	EMPLOYMENT MEDICAL FOR BRANDON BUSWELL	1	236.50	
EFT35685	07/02/2020	NORTHAM MAZDA	86,000KM SERVICE OF PN1702 REGO N11131 AS PER HAND BOOK	1		498.95
INV 127304	30/01/2020	NORTHAM MAZDA	86,000KM SERVICE OF PN1702 REGO N11131 AS PER HAND BOOK	1	498.95	
EFT35686	07/02/2020	NORTHAM MITRE 10 SOLUTIONS	GENERAL PURPOSE CEMENT 20KG COCKBURN	1		546.00
INV 1049028711/12/2019		NORTHAM MITRE 10 SOLUTIONS	GENERAL PURPOSE CEMENT 20KG COCKBURN	1	546.00	
EFT35687	07/02/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 06/01/20 TO 17/01/20.	1		3,685.75
INV 21837	03/10/2019	OXTER SERVICES	80LT GARBAGE BAGS (TO BE COLLECTED BY NORTHAM DEPOT STAFF).	1	249.86	
INV 22245	17/01/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 06/01/20 TO 17/01/20.	1	2,296.80	
INV 22246	17/01/2020	OXTER SERVICES	SOUTHERN BROOK HALL. SUPPLY 2 X CARTONS OF TOILET ROLLS.	1	72.09	
INV 22278	29/01/2020	OXTER SERVICES	BURIAL DATE 29/01/2020 NEW GRAVE FOR THE BURIAL OF ARNOLD BINGHAM GENERAL C LOT 51	1	1,067.00	

Ordinary Council Meeting Minutes  
18 March 2020

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35688	07/02/2020	PERTH SAFETY PRODUCTS PTY LTD	150MM STREET NAME BLADE - DOUBLE SIDED - AS PER SHIRE OF NORTHAM SPECIFICATIONS - CHRISTMAS RD	1		96.80
INV 0000958006/01/2020		PERTH SAFETY PRODUCTS PTY LTD	150MM STREET NAME BLADE - DOUBLE SIDED - AS PER SHIRE OF NORTHAM SPECIFICATIONS - CHRISTMAS RD	1	96.80	
EFT35689	07/02/2020	PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		4,581.50
INV KS65220115/01/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES NORTHAM POOL.	1	755.00	
INV KS68464217/01/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL	1	300.60	
INV KS72959122/01/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	2,527.80	
INV KS79720229/01/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	998.10	
EFT35690	07/02/2020	PI & DEROBINSON	BUILD FREE STANDING FRAME FOR SIGNAGE TO BE ERECTED AT THE BOTTOM OF THE WATER SLIDES AS ADVISED BY ROYAL LIFE SAVING WA.	1		852.50
INV 0000032/01/01/2020		PI & DEROBINSON	BUILD FREE STANDING FRAME FOR SIGNAGE TO BE ERECTED AT THE BOTTOM OF THE WATER SLIDES AS ADVISED BY ROYAL LIFE SAVING WA.	1	852.50	
EFT35691	07/02/2020	EK TECHNOLOGY PTY LTD	SUPPLY OF 1 OF X10DR-PU2-KIT X10DR (GEN2) PRO WIRELESS MICROPHONE KIT PN1902 - REGO N11184	1		3,030.28
INV 0001466918/12/2019		EK TECHNOLOGY PTY LTD	SUPPLY OF 1 OF X10DR-PU2-KIT X10DR (GEN2) PRO WIRELESS MICROPHONE KIT PN1902 - REGO N11184	1	3,030.28	
EFT35692	07/02/2020	POWER MUSIC PTY LTD	2020 AUSTRALIA DAY: SOUND SHELL AV	1		3,300.00
INV INV-134528/01/2020		POWER MUSIC PTY LTD	2020 AUSTRALIA DAY: SOUND SHELL AV	1	3,300.00	
EFT35693	07/02/2020	FRITCHARD BOOKBINDERS	BINDING OF COUNCIL AND COMMITTEE MINUTES - MARCH 2019	1		179.30
INV INV-783721/01/2020		FRITCHARD BOOKBINDERS	BINDING OF COUNCIL AND COMMITTEE MINUTES - MARCH 2019	1	179.30	
EFT35694	07/02/2020	PROFESSIONAL LOCKSERVICE	OLD RAILWAY MUSEUM. SUPPLY 2 X EMERGENCY GATE DOOR FURNITURE AND FITTING BLOCKS.	1		1,196.89
INV 0010437018/11/2019		PROFESSIONAL LOCKSERVICE	IN KEN TIP. SUPPLY AND DELIVER 2X DOOR LOCKS TO SUIT IN KEN ENTRY AND TOILET DOORS.	1	370.70	
INV 0010460724/01/2020		PROFESSIONAL LOCKSERVICE	OLD RAILWAY MUSEUM. SUPPLY 2 X EMERGENCY GATE DOOR FURNITURE AND FITTING BLOCKS.	1	826.19	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35695	07/02/2020	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE DEPOT. INSTALL NEW LIGHT POLE AND LIGHT, INCLUDING EXTRA CONDUIT FOR FUTURE CCTV, AS PER QUOTE .	1		3,465.00
INV 0000569319/01/2020		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE DEPOT. INSTALL NEW LIGHT POLE AND LIGHT, INCLUDING EXTRA CONDUIT FOR FUTURE CCTV, AS PER QUOTE .	1	3,465.00	
EFT35696	07/02/2020	RED DOT STORES	EQUIPMENT FOR POOL OPEN DAY.	1		316.48
INV 4382901412/12/2019		RED DOT STORES	ITEMS FOR LIBRARY CHRISTMAS TREE	1	98.50	
INV 4396970418/12/2019		RED DOT STORES	EQUIPMENT FOR POOL OPEN DAY.	1	109.98	
INV 4431208206/01/2020		RED DOT STORES	PRIZES FOR SUMMER READING PROGRAM	1	100.00	
INV 4450479222/01/2020		RED DOT STORES	A3 PICTURE FRAME TO DISPLAY EVACUATION PLAN	1	8.00	
EFT35697	07/02/2020	ROADS2000	PROFILE OUT AND FILL 30MM 10DG75 ASPHALT 125M2 INCLUDING TRAFFIC CONTROL ON PEEL TERRACE.	1		28,364.60
INV 54205	14/01/2020	ROADS2000	PROFILE OUT AND FILL 30MM 10DG75 ASPHALT 44M2 INCLUDING TRAFFIC CONTROL ON YILGARN AVE BRIDGE APPROACH.	1	10,359.80	
INV 54204	14/01/2020	ROADS2000	PROFILE OUT AND FILL 30MM 10DG75 ASPHALT 125M2 INCLUDING TRAFFIC CONTROL ON PEEL TERRACE.	1	18,004.80	
EFT35698	07/02/2020	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB.	1		1,489.56
INV INV-329820/01/2020		ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB.	1	1,489.56	
EFT35699	07/02/2020	ROYAL LIFE SAVING SOCIETY WA	FIRST AID EQUIPMENT AND SIGNAGE FOR NEW POOL.	1		2,942.50
INV 108435	18/12/2019	ROYAL LIFE SAVING SOCIETY WA	FIRST AID EQUIPMENT AND SIGNAGE FOR NEW POOL.	1	2,942.50	
EFT35700	07/02/2020	SAFE T CARD AUSTRALIA PTY LTD	5X SAFE T CARDS MONITORING FEE 01-07-19 TO 30-06-2020	1		924.00
INV INV-195501/01/2020		SAFE T CARD AUSTRALIA PTY LTD	2 X SAFE T CARDS MONITORING FEE 01-07-19 TO 30-06-2020	1	264.00	
INV INV-195501/01/2020		SAFE T CARD AUSTRALIA PTY LTD	5X SAFE T CARDS MONITORING FEE 01-07-19 TO 30-06-2020	1	660.00	
EFT35701	07/02/2020	SAWDUST N SAND	CUSTOM BUILT PARKLET AS PER QUOTE NS_PARK_JAR01 19/01/2020 USING THE ALTERNATIVE FOR DECKING	1		4,719.00

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INVNS_PARE0402/2020		SAWDUST N SAND	CUSTOM BUILT PARKLET AS PER QUOTE NS_PARK_JAR01 19/01/2020 USING THE ALTERNATIVE FOR DECKING	1	4,719.00	
EFT35702	07/02/2020	SHIRLEY ANN SLATER	2020 AUSTRALIA DAY: WELCOME TO COUNTRY	1		300.00
INV 57096	31/01/2020	SHIRLEY ANN SLATER	2020 AUSTRALIA DAY: WELCOME TO COUNTRY	1	300.00	
EFT35703	07/02/2020	SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE. WEEKLY CONTRACT CLEANING UNTIL 18/12/2019.	1		1,853.50
INV 66	15/12/2019	SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE. WEEKLY CONTRACT CLEANING UNTIL 18/12/2019.	1	1,853.50	
EFT35704	07/02/2020	SPECIALISED TREE SERVICE	CARLIN RD - AS PER EMAIL 11/11/2019	1		3,432.00
INV 3243	03/02/2020	SPECIALISED TREE SERVICE	REMOVE ASND REPLACE CHRISTMAS BANNERS	1	1,056.00	
INV 3241	03/02/2020	SPECIALISED TREE SERVICE	CARLIN RD - AS PER EMAIL 11/11/2019	1	2,376.00	
EFT35705	07/02/2020	SPORTSPOWER NORTHAM	NUMBER TALLY COUNTER FOR POOL OPEN DAY	1		30.00
INV 20-00000d5/01/2020		SPORTSPOWER NORTHAM	NUMBER TALLY COUNTER FOR POOL OPEN DAY	1	30.00	
EFT35706	07/02/2020	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP 415722	1		105.70
INV 163009	28/01/2020	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP 415722	1	105.70	
EFT35707	07/02/2020	SWAN EVENT HIRE	WHITE PICKET FENCING 2.5M PANELS X 18	1		1,237.00
INV 14532	23/01/2020	SWAN EVENT HIRE	WHITE PICKET FENCING 2.5M PANELS X 18	1	1,237.00	
EFT35708	07/02/2020	THE PRINT SHOP BUNBURY	FINISHED SIZE 1800X800MM BLACK SATIN ALUMINIUM FRAME WITH HARD SURFACE MOUNTS (4 BOLT HOLES INCLUDED) 1720X620MM UV LAMINATED ACM PANEL INSERT PRINTED FULL COLOUR ONE SIDE. SUPPLIED ASSEMBLED. QUOTE DA201219	1		2,272.00



Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 25255	10/01/2020	THE PRINT SHOP BUNBURY	FINISHED SIZE 1800X800MM BLACK SATIN ALUMINIUM FRAME WITH HARD SURFACE MOUNTS (4 BOLT HOLES INCLUDED) 1720X620MM UV LAMINATED ACM PANEL INSERT PRINTED FULL COLOUR ONE SIDE. SUPPLIED ASSEMBLED. QUOTE DA201219	1	2,272.00	
EFT35709	07/02/2020	TIA HUNT	REIMBURSEMENT FOR RE-QUALIFICATION.	1		50.00
INV 0003	10/12/2019	TIA HUNT	REIMBURSEMENT FOR RE-QUALIFICATION.	1	50.00	
EFT35710	07/02/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR W/E 12/01/20.	1		10.73
INV 0435-S3012/01/2020	12/01/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR W/E 12/01/20.	1	10.73	
EFT35711	07/02/2020	TURF GRASS SOLUTIONS AUSTRALIA PTY LTD	25KG CALCIUM + MAGNESIUM BAGS	1		1,936.00
INV 0000089024/01/2020	01/2020	TURF GRASS SOLUTIONS AUSTRALIA PTY LTD	25KG CALCIUM + MAGNESIUM BAGS	1	1,936.00	
EFT35712	07/02/2020	VINCELEC	REC CENTRE. REMOVE EXISTING POWER POLE AND DB FROM NEAR REAR BASKET BALL COURTS.	1		996.70
INV IV53	21/01/2020	VINCELEC	REC CENTRE. REMOVE EXISTING POWER POLE AND DB FROM NEAR REAR BASKET BALL COURTS.	1	996.70	
EFT35713	07/02/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - JANUARY 2020.	1		440.00
INV 02537	04/02/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - JANUARY 2020.	1	440.00	
EFT35714	07/02/2020	WG CEILINGS AND WALLS	SOUTHERN BROOK HALL. SUPPLY AND INSTALL CEILING TO ENTRY AND STORE AS PER QUOTE, 19/11/2019	1		3,465.00
INV 19421	17/01/2020	WG CEILINGS AND WALLS	SOUTHERN BROOK HALL. SUPPLY AND INSTALL CEILING TO ENTRY AND STORE AS PER QUOTE, 19/11/2019	1	3,465.00	
EFT35715	07/02/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY 11/12/2019 & 12/12/2019 AS WELL AS 20/12/2019.	1		6,354.15
INV 0030107720/12/2019	12/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	QUARTERLY CLEAN OF BURLONG POOL PARK AS PER ATTACHED QUOTE+ GST	1	1,403.05	
INV 0030107620/12/2019	12/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY 11/12/2019 & 12/12/2019 AS WELL AS 20/12/2019.	1	2,748.90	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0030107520	12/2019	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY 26/11/2019 TO 27/11/2019 & 02/12/2019 TO 03/12/2019.	1	2,202.20	
EFT35716	07/02/2020	WOODLANDS DISTRIBUTORS & AGENCIES	GALVANISED DISPENSER	1		1,179.20
INV NTM1-0023	01/2020	WOODLANDS DISTRIBUTORS & AGENCIES	GALVANISED DISPENSER	1	1,179.20	
EFT35717	07/02/2020	WUNDOWIE PROGRESS ASSOCIATION	AUSTRALIA DAY GRANT 2019/2020.	1		1,980.00
INV IV00000003	02/2020	WUNDOWIE PROGRESS ASSOCIATION	AUSTRALIA DAY GRANT 2019/2020.	1	1,980.00	
EFT35718	12/02/2020	KLEENHEAT GAS	IPG BULK FOR NORTHAM POOL	1		7,720.70
INV 4256089	01/11/2019	KLEENHEAT GAS	YEARLY FACILITY FEES FOR 7.50KL BULK TANK.	1	1,435.50	
INV 2153285512	12/2019	KLEENHEAT GAS	IPG BULK FOR NORTHAM POOL.	1	2,721.20	
INV 2154759620	01/2020	KLEENHEAT GAS	IPG BULK FOR NORTHAM POOL	1	3,564.00	
EFT35719	14/02/2020	ALL-WAYS FOODS	STOCK PURCHASES FOR THE SWIMMING POOL.	1		6.00
INV 45989	10/02/2020	ALL-WAYS FOODS	STOCK PURCHASES FOR THE SWIMMING POOL.	1	6.00	
EFT35720	14/02/2020	ALTHEA DECOR	NORTHAM TOWN HALL. INSTALL NEW STAGE CURTAIN, TRACK AND MOTOR AS PER QUOTE.	1		4,127.50
INV 0801202008	01/2020	ALTHEA DECOR	NORTHAM TOWN HALL. INSTALL NEW STAGE CURTAIN, TRACK AND MOTOR AS PER QUOTE.	1	4,127.50	
EFT35721	14/02/2020	AUS RECORD	F2DEX 2 D EXTRA FILES X 100	1		115.50
INV 0009085522	01/2020	AUS RECORD	F2DEX 2 D EXTRA FILES X 100	1	115.50	
EFT35722	14/02/2020	AUSTRALIAN TAXATION OFFICE - PAYG	INTERIM PAY P/R 12/02/20.	1		2,500.00
INV PAYG 1212	02/2020	AUSTRALIAN TAXATION OFFICE - PAYG	INTERIM PAY P/R 12/02/20.	1	2,500.00	
EFT35723	14/02/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HRS PER WEEK @ £30 PER HOURS, PLUS 2 PUBLIC HOLIDAYS, 6 MONTHS 28/01/2020 TO 09/02/20.	1		1,568.00

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0026	09/02/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HRS PER WEEK @ £30 PER HOURS, PLUS 2 PUBLIC HOLIDAYS, 6 MONTHS 28/01/2020 TO 09/02/20.	1	1,568.00	
EFT35724	14/02/2020	AVON VALLEY DESIGN AND DRAFTING SERVICE	RE-DRAWING PLANS FOR BAKERS HILL FIRE SHED.	1		660.00
INV 0000120311/02/2020		AVON VALLEY DESIGN AND DRAFTING SERVICE	RE-DRAWING PLANS FOR BAKERS HILL FIRE SHED.	1	660.00	
EFT35725	14/02/2020	BLACKWELL PLUMBING PTY LTD	OUTSIDE AREA - CLEANING CUPBOARD TAP HAS NO WATER AND MALES TAP HAS BROKEN ON FIRST SINK - INCLUDING LABOUR	1		238.85
INV INV-207021/01/2020		BLACKWELL PLUMBING PTY LTD	OUTSIDE AREA - CLEANING CUPBOARD TAP HAS NO WATER AND MALES TAP HAS BROKEN ON FIRST SINK - INCLUDING LABOUR	1	238.85	
EFT35726	14/02/2020	BOOKTOPIA PTY LTD	BOOK AND DVD ORDER PATRON REQUESTS	1		296.60
INV 1049528831/01/2020		BOOKTOPIA PTY LTD	BOOK AND DVD ORDER PATRON REQUESTS	1	296.60	
EFT35727	14/02/2020	CLACKLINE FENCING CONTRACTORS	REMOVE & DISPOSE ( SALVAGE TOP RAILINGS & FITTINGS ) SUPPLY AND INSTALL 31 METRES LENGTH 2.4 METRE IN HIGH HG GALVANISED CHAINMESH BARRIER FENCING WITH SIDE WING IN MATCHING PROFILE OF PEEL TERRACE ENTRY POINT. ENSURING THAT FENCE HIGH CAN BE RAISED LATER IF NEEDED.	1		3,626.00
INV 1277	02/02/2020	CLACKLINE FENCING CONTRACTORS	REMOVE & DISPOSE ( SALVAGE TOP RAILINGS & FITTINGS ) SUPPLY AND INSTALL 31 METRES LENGTH 2.4 METRE IN HIGH HG GALVANISED CHAINMESH BARRIER FENCING WITH SIDE WING IN MATCHING PROFILE OF PEEL TERRACE ENTRY POINT. ENSURING THAT FENCE HIGH CAN BE RAISED LATER IF NEEDED.	1	3,626.00	
EFT35728	14/02/2020	CONTRAFLOW PTY LTD	AVON RIVER FESTIVAL 2019 - TMP	1		275.00
INV T18/536316/01/2020		CONTRAFLOW PTY LTD	AVON RIVER FESTIVAL 2019 - TMP	1	275.00	
EFT35729	14/02/2020	COUNTRYWIDE GROUP	HUSQVANA 38CC 14" 2 STROKE CHAINSAW FOR BRIDGE MAINTENANCE CREW.	1		249.00

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 28845	30/01/2020	COUNTRYWIDE GROUP	HUSQVANA 38CC 14" 2 STROKE CHAINSAW FOR BRIDGE MAINTENANCE CREW.	1	249.00	
EFT35730	14/02/2020	DOWNER EDI WORKS PTY LTD	CONTRACT C.201920-05 - BITUMINOUS SPRAY SEAL WORKS SPENCER BROOK ROAD SLK 8.24 - 10.25 WIDENING AND RECONSTRUCTION AREA.	1		109,582.33
INV 6007995	10/01/2020	DOWNER EDI WORKS PTY LTD	CONTRACT C.201920-05 - BITUMINOUS SPRAY SEAL WORKS SPENCER BROOK ROAD SLK 8.24 - 10.25 WIDENING AND RECONSTRUCTION AREA.	1	109,582.33	
EFT35731	14/02/2020	E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	PICK UP FREIGHT FROM BLUE DIAMOND MACHINERY 9 VALENTINE STREET KEWDALE 4 QYT 120 X 120 X 95. 50KG EACH (POLY FUEL TANKS X 4 AND METERS X 4)	1		315.70
INV 0000146431/01/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	PICK UP A PALLET ( SPILL PALLET ECO POLY) FROM SAFETYQUIP MIDLAND - 2/211 GREAT EASTERN HIGHWAY, MIDLAND WEIGHT 115KG 157CM W X 157CM D X 66CM H	1	95.70	
INV 0000146431/01/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	PICK UP FREIGHT FROM BLUE DIAMOND MACHINERY 9 VALENTINE STREET KEWDALE 4 QYT 120 X 120 X 95. 50KG EACH (POLY FUEL TANKS X 4 AND METERS X 4)	1	220.00	
EFT35732	14/02/2020	EMERG SOLUTIONS PTY LTD	ANNUAL FEE FOR DIRECT SMS NUMBER - 1/12/19 - 30/11/20 - SHIRE OF NORTHAM	1		910.00
INV INV-114830/01/2020		EMERG SOLUTIONS PTY LTD	ANNUAL FEE FOR DIRECT SMS NUMBER - 1/12/19 - 30/11/20 - SHIRE OF NORTHAM	1	910.00	
EFT35733	14/02/2020	FIRE AND SAFETY WA.	PPE EQUIPMENT FOR FIRE BRIGADES.	1		10,686.86
INV 34254	17/10/2019	FIRE AND SAFETY WA.	PPE EQUIPMENT FOR FIRE BRIGADES.	1	10,686.86	
EFT35734	14/02/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE FOR FIRE BRIGADES.	1		13,814.48
INV 65524	19/10/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE FOR FIRE BRIGADES.	1	9,826.37	
INV 66552	16/01/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB UNIFORMS	1	3,988.11	
EFT35735	14/02/2020	FULTON HOGAN INDUSTRIES PTY LTD	RFT 10 OF 2018 - BITUMEN SEAL COAT PACKAGE OVER ROAD WIDENINGS & RECONSTRUCTED AREAS - SPENCERS BROOK ROAD SLK 5.8 - 7.36 - SEAL COAT @ \$2.37 PER M2.	1		74,855.53

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1360258314/01/2020		FULTON HOGAN INDUSTRIES PTY LTD	EXTRA COSTINGS FROM COLD EMULSION TO HOT BITUMEN AS PER VARIATION # 9 SPENCERS BROOK RD SLK5.8-7.36 PRIME SEAL	1	33,397.46	
INV 1360258314/01/2020		FULTON HOGAN INDUSTRIES PTY LTD		1	41,458.07	
EFT35736	14/02/2020	GDR CIVIL CONTRACTING PTY LTD	FLOAT ROLLER FROM WOOTTATTING ROAD TO TALBOT WEST ROAD 14TH JANUARY 2020	1		2,310.00
INV 001599	14/01/2020	GDR CIVIL CONTRACTING PTY LTD	FLOAT ROLLER FROM WOOTTATTING ROAD TO TALBOT WEST ROAD 14TH JANUARY 2020	1	660.00	
INV 001600	14/01/2020	GDR CIVIL CONTRACTING PTY LTD	SPENCERS BROOKE TO SPENCERS BROOKE	1	495.00	
INV 001602	17/01/2020	GDR CIVIL CONTRACTING PTY LTD	FLOAT GRADER FROM SPENCERS BROOK RD TO NORTHAM SHIRE DEPOT	1	495.00	
INV 001603	17/01/2020	GDR CIVIL CONTRACTING PTY LTD	FLOAT ROLLER FROM TALBOT WEST TO WUNDOWIE DEPOT AS DISCUSSED.	1	660.00	
EFT35738	14/02/2020	GREENACRES TURF GROUP	M2 OF VILLAGE GREEN TURF - HENRY STREET OVAL REPAIRS	1		420.00
INV 0005735215/01/2020		GREENACRES TURF GROUP	M2 OF VILLAGE GREEN TURF - HENRY STREET OVAL REPAIRS	1	420.00	
EFT35739	14/02/2020	JH COMPUTER SERVICES PTY LTD	CONTRACT AGREEMENT FOR IT SUPPORT DURING THE NEXT FOUR WEEKS	1		1,738.00
INV 0000193231/01/2020		JH COMPUTER SERVICES PTY LTD	CONTRACT AGREEMENT FOR IT SUPPORT DURING THE NEXT FOUR WEEKS	1	1,738.00	
EFT35740	14/02/2020	KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS, PPE, CONTAINERS, PLASTIC CUPS, FOIL & CHEMICAL LABELS FOR KILLARA	1		787.99
INV 0004329115/01/2020		KLEENWEST DISTRIBUTORS	80 LITRE BINBAGS (CARTON)	1	226.33	
INV 0004352029/01/2020		KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS, PPE, CONTAINERS, PLASTIC CUPS, FOIL & CHEMICAL LABELS FOR KILLARA	1	561.66	
EFT35741	14/02/2020	LUCY'S TEAROOMS	CATERING - COUNCIL FORUM MEETING 20/01/2020	1		300.00
INV 2106	04/02/2020	LUCY'S TEAROOMS	CATERING - COUNCIL FORUM MEETING 20/01/2020	1	300.00	
EFT35742	14/02/2020	MCLEODS BARRISTERS & SOLICITORS	FURTHER COSTS ASSOCIATED WITH UNLAWFUL DEVELOPMENT AT 29 MCMULLEN RD. WUNDOWIE (O'MALLEY)	1		2,720.69
INV 112146	31/01/2020	MCLEODS BARRISTERS & SOLICITORS	FURTHER COSTS ASSOCIATED WITH ILLEGAL STRUCTURE, 4 HOVEA CR, WUNDOWIE	1	665.54	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 112220	31/01/2020	MCLEODS BARRISTERS & SOLICITORS	FURTHER COSTS ASSOCIATED WITH UNLAWFUL DEVELOPMENT AT 29 MCMULLEN RD. WUNDOWIE (OMALLEY)	1	2,055.15	
EFT35743	14/02/2020	MONTYANNE PTY LTD T/A/S WA SAFETY PRODUCTS	SPILL PALLET ECO POLY BLEND ( YES1158 ) AS PER QUOTE A.147935	1		2,087.65
INV A.0039	28/01/2020	MONTYANNE PTY LTD T/A/S WA SAFETY PRODUCTS	SPILL PALLET ECO POLY BLEND ( YES1158 ) AS PER QUOTE A.147935	1	2,087.65	
EFT35744	14/02/2020	NORTHAM BETTA ELECTRICAL	MICROWAVE & BISSELL STEAM SHOT HIGH PRESSURE HANDHELD CLEANER.	1		238.00
INV 2001009407/02/2020		NORTHAM BETTA ELECTRICAL	MICROWAVE & BISSELL STEAM SHOT HIGH PRESSURE HANDHELD CLEANER.	1	238.00	
EFT35745	14/02/2020	NORTHAM MAZDA.	80,000 KM SERVICE AND REPLACE BATTERY ( CODE ON DASH BATTERY MAIFUNCTION) JASON WHITEAKER -REGO N11206	1		936.90
INV 127443	10/02/2020	NORTHAM MAZDA.	80,000 KM SERVICE AND REPLACE BATTERY ( CODE ON DASH BATTERY MAIFUNCTION) JASON WHITEAKER -REGO N11206	1	936.90	
EFT35746	14/02/2020	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. EMERGENCY CALL OUT TO REPAIR LIFT THAT IS STUCK ON GROUND FLOOR.	1		858.00
INV 0002067614/01/2020		OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. EMERGENCY CALL OUT TO REPAIR LIFT THAT IS STUCK ON GROUND FLOOR.	1	858.00	
EFT35747	14/02/2020	OXTER SERVICES	BURIAL DATE 21.01.2020 NEW GRAVE FOR THE BURIAL OF HAZEL HOPE BLAKISTON	1		710.00
INV 22265	23/01/2020	OXTER SERVICES	BURIAL DATE 21.01.2020 NEW GRAVE FOR THE BURIAL OF HAZEL HOPE BLAKISTON	1	710.00	
EFT35748	14/02/2020	PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		813.40
INV KS904888/02/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	813.40	
EFT35749	14/02/2020	RED DOT STORES	PRIZES FOR SUMMER READING PROGRAM	1		256.00
INV 4283525508/10/2019		RED DOT STORES	BIRTHDAY PARTY SUPPLIES AT REC CENTRE.	1	79.00	
INV 4284738609/10/2019		RED DOT STORES	PINK UP NORTHAM - REC CENTRE.	1	18.00	
INV 4451806123/01/2020		RED DOT STORES	PRIZES FOR SUMMER READING PROGRAM	1	159.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35750	14/02/2020	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR JAN 2020	1		4,122.86
INV 1370856131/01/2020		RETAIL DECISIONS (COLES)	COLES EXPENSES FOR JAN 2020	1	4,122.86	
EFT35751	14/02/2020	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1		88.00
INV 7098131231/01/2020		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1	88.00	
EFT35752	14/02/2020	STATE LAW PUBLISHER	ADVERT IN STATE LAW PUBLISHER OF LOCAL PLANNING SCHEMEN NO.6 - AMENDMENT NO.15	1		169.12
INV 163010	28/01/2020	STATE LAW PUBLISHER	ADVERT IN STATE LAW PUBLISHER OF LOCAL PLANNING SCHEMEN NO.6 - AMENDMENT NO.15	1	169.12	
EFT35753	14/02/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES DEC 2019	1		215.55
INV 0431-S3008/12/2019		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES DEC 2019	1	23.43	
INV 0434-S3029/12/2019		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES DEC 2019	1	124.74	
INV 0437-S3026/01/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES JAN 2020	1	67.38	
EFT35754	14/02/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1		820.86
INV SN0001731/12/2019		WARRICKS NEWSAGENCY	LIBRARY - MAGIZINE SUBSCRIPTIONS DEC 2019	1	91.47	
INV 57074	30/01/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1	650.09	
INV SN00006B1/01/2020		WARRICKS NEWSAGENCY	ADMIN - THE WEST AUSTRALIAN JAN 2020	1	79.30	
EFT35755	14/02/2020	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES REFILLS	1		457.81
INV 25753	31/01/2020	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES REFILLS	1	258.60	
INV 208993	11/02/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MONTHLY PHOTOCOPIER READING FOR CREATE298 4/12/2019 - 11/02/2020	1	199.21	
EFT35756	20/02/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	WORKS AROUND GLEESON HILL AS PER PARK AND GARDEN'S MANAGERS INSTRUCTION	1		3,265.00
INV 605	01/12/2019	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	WORKS AROUND GLEESON HILL AS PER PARK AND GARDEN'S MANAGERS INSTRUCTION	1	2,685.00	
INV 619	02/02/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	FIREBREAK & FUEL LOAD REDUCTION	1	580.00	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35757	20/02/2020	CORE BUSINESS AUSTRALIA	VARIATION #1 TO THE CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGE INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 C.201819-06	1		22,208.63
INV INV-099931/01/2020		CORE BUSINESS AUSTRALIA	VARIATION #1 TO THE CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGE INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 C.201819-06	1	22,208.63	
EFT35758	20/02/2020	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JANUARY 2020	1		22,497.71
INV JANUAR31/01/2020		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JANUARY 2020	1	22,497.71	
EFT35759	20/02/2020	PALMER CIVIL CONSTRUCTION	CONTRACT C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE. WANDRRA AGRN 822	1		201,807.89
INV 0000265412/02/2020		PALMER CIVIL CONSTRUCTION	CONTRACT C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE. WANDRRA AGRN 822	1	201,807.89	
EFT35760	20/02/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA FOR JANUARY 2020.	1		1,850.54
INV JANUAR31/01/2020		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA FOR JANUARY 2020.	1	1,850.54	
EFT35761	21/02/2020	ABBOTTS FORGE	2 x ROAD GRATES 350 X 350 X 20X10MM RAILS AND 27MM GAPS.	1		290.00
INV 0000387230/01/2020		ABBOTTS FORGE	2 x ROAD GRATES 350 X 350 X 20X10MM RAILS AND 27MM GAPS.	1	290.00	
EFT35762	21/02/2020	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT X 2 FOR TEMPORARY LANE CLOSURE WITH STOP/SLOW FOR 3 DAYS REQUIRED	1		5,805.81
INV 0013291823/01/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT X 2 FOR TEMPORARY LANE CLOSURE WITH STOP/SLOW BAT FOR 3 X DAYS ON CARTER STREET TO SUPPORT PAVEMENT RECONSTRUCTION CONTRACTOR.	1	1,051.05	



Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 001329302401/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT X 2 FOR TEMPORARY LANE CLOSURE WITH STOP/SLOW BAT FOR 2 DAYS REQUIRED ON VIVIAN STREET TO SUPPORT PAVEMENT RECONSTRUCTION CONTRACTOR.	1	400.40	
INV 001329292401/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT X 2 FOR TEMPORARY LANE CLOSURE WITH STOP/SLOW FOR 3 DAYS REQUIRED	1	1,551.55	
INV 0013298 2401/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	2 X TRAFFIC CONTROLLER CREWS TO SUPPORT W BEAN BARRIER CONTRACTOR ON SPENCER BROOK ROAD	1	400.40	
INV 001329732801/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT X 2 FOR TEMPORARY LANE CLOSURE WITH STOP/SLOW FOR 3 DAYS REQUIRED ON CHIDLOW EAST TO SUPPORT PAVEMENT RECON AND PRIME SEAL	1	700.70	
INV 001329742801/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	2 X TRAFFIC CONTROLLER CREWS TO SUPPORT W BEAN BARRIER CONTRACTOR ON SPENCER BROOK ROAD	1	1,076.08	
INV 001330383001/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	2 X TRAFFIC CONTROLLER CREWS TO SUPPORT W BEAN BARRIER CONTRACTOR ON SPENCER BROOK ROAD @ \$91/HR X 8HRS	1	625.63	
EFT35763	21/02/2020	AGENCY HOLDINGS PTY LTD T/AS COOPER ENGRAVING	ADMIN BUILDING. ENGRAVING FOR NEW MEMBERS HONOUR BOARD.	1		195.31
INV 103018	31/01/2020	AGENCY HOLDINGS PTY LTD T/AS COOPER ENGRAVING	ADMIN BUILDING. ENGRAVING FOR NEW MEMBERS HONOUR BOARD.	1	195.31	
EFT35764	21/02/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING JANUARY 2020.	1		396.00
INV A18628	30/01/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING JANUARY 2020.	1	396.00	
EFT35765	21/02/2020	AUSTRALIA POST	POSTAGE FOR ADMIN FOR JANUARY 2020.	1		2,411.90
INV 100929860302/2020		AUSTRALIA POST	POSTAGE FOR ADMIN FOR JANUARY 2020.	1	2,411.90	
EFT35766	21/02/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		207.20
INV DEDUCT18/02/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		207.20	
EFT35767	21/02/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 18/02/20.	1		66,744.00
INV PAYG 1818/02/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 18/02/20.	1	66,744.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35768	21/02/2020	AVON VALLEY CONTRACTORS	HALF DAY HIRE - KANGA	1		280.00
INV 28167	03/02/2020	AVON VALLEY CONTRACTORS	HALF DAY HIRE - KANGA	1	280.00	
EFT35769	21/02/2020	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY 12 MONTHS JULY 2019 - JUNE 2020.	1		123,889.66
INV 0003764131/01/2020		AVON WASTE	AUSTRALIA DAY 2020: 10X WHEELIE BINS	1	100.00	
INV 0003763831/01/2020		AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY 12 MONTHS JULY 2019 - JUNE 2020.	1	46,734.38	
INV 37541	31/01/2020	AVON WASTE	COLLECTION OF RUBBISH F/E 31/01/2020.	1	38,396.69	
INV 37675	14/02/2020	AVON WASTE	RUBBISH COLLECTION FOR F/E 14/02/2020.	1	38,658.59	
EFT35770	21/02/2020	BOEKEMAN MACHINERY	INVESTIGATE AND REPAIR STEEL DRUM ROLLER LOCATED ON SPENCERS BROOK ROAD.	1		347.38
INV 281213	08/01/2020	BOEKEMAN MACHINERY	INVESTIGATE AND REPAIR STEEL DRUM ROLLER LOCATED ON SPENCERS BROOK ROAD.	1	347.38	
EFT35771	21/02/2020	BUILDER'S REGISTRATION BOARD OF WA.	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2020.	1		1,814.56
INV T1080	21/02/2020	BUILDER'S REGISTRATION BOARD OF WA.	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JANUARY 2020.	1	1,814.56	
EFT35772	21/02/2020	CADD'S FASHIONS	BLUE/WHITE POLO SHIRT WITH SHIRE OF NORTHAM LOGO SIZE 16 SHARLENE MOORE	1		22.00
INV 19-0000834/11/2019		CADD'S FASHIONS	BLUE/WHITE POLO SHIRT WITH SHIRE OF NORTHAM LOGO SIZE 16 SHARLENE MOORE	1	22.00	
EFT35773	21/02/2020	CCD-ALLIANCE	PROVISION OF CONSULTANCY SERVICES FOR THE DESIGN, SPECIFICATION AND SUPERVISION OF INSTALLATION STAGE OF WUNDOWIE CCTV NETWORK.	1		13,860.00
INV 444	04/02/2020	CCD-ALLIANCE	PROVISION OF CONSULTANCY SERVICES FOR THE DESIGN, SPECIFICATION AND SUPERVISION OF INSTALLATION STAGE OF WUNDOWIE CCTV NETWORK.	1	13,860.00	
EFT35774	21/02/2020	COATES HIRE OPERATIONS PTY LTD	2020 AUSTRALIA DAY: 2X LIGHTING TOWERS (DELIVER FRIDAY 24TH, COLLECT TUESDAY 28TH TO/FROM DEPOT).	1		537.90

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1905404825/01/2020		COATES HIRE OPERATIONS PTY LTD	2020 AUSTRALIA DAY: 2X LIGHTING TOWERS (DELIVER FRIDAY 24TH, COLLECT TUESDAY 28TH TO/FROM DEPOT).	1	537.90	
EFT35775	21/02/2020	COMBINED TYRES PTY LTD	ROTATION OF TYRE PLUS NEW VALVE CLACKLINE 2.4 REGO 1CIG-323	1		3,759.80
INV INV-392715/01/2020		COMBINED TYRES PTY LTD	TRAVEL TO INKPEN TIP AND REPAIR FRONT TYRE	1	660.00	
INV INV-393817/01/2020		COMBINED TYRES PTY LTD	ROTATION OF TYRE PLUS NEW VALVE CLACKLINE 2.4 REGO 1CIG-323	1	1,797.40	
INV INV-405230/01/2020		COMBINED TYRES PTY LTD	FN1705 - JOHN DEERE MOWER -REPAIR TYRE AS DISCUSSED	1	1,137.40	
INV INV-416812/02/2020		COMBINED TYRES PTY LTD	3031CHECK SPARES AND RE-TORQUE BOTH 4.2 BAKERS HILL AND CLACKLINES FIRE TRUCKS AND THE LANDCRUISER WHEEL NUTS ( 1BNP584 1CIG323 AND IDJA.799 )	1	165.00	
EFT35777	21/02/2020	COUNTRYWIDE GROUP	REPAIR WHIPPER SNIPPER - ISSUE OF CONTINUOUS SPINNING WHEN DISENGAGED.	1		437.35
INV 28802	23/01/2020	COUNTRYWIDE GROUP	REPAIR WHIPPER SNIPPER - ISSUE OF CONTINUOUS SPINNING WHEN DISENGAGED.	1	297.10	
INV 28865	04/02/2020	COUNTRYWIDE GROUP	PN1005 - BLR6893 - BLADES	1	140.25	
EFT35778	21/02/2020	DMC CLEANING	CLEANING OF VARIOUS BUILDINGS - 01/01/20 TO 31/01/20.	1		4,490.57
INV SON029	27/01/2020	DMC CLEANING	CLEANING OF VARIOUS BUILDINGS - 01/01/20 TO 31/01/20.	1	4,490.57	
EFT35779	21/02/2020	E. & M.J. ROSHER PTY LTD	K6112-15210 CLUTCH CABLE FOR KUBOTA RIDE ON MOWER PN1005.	1		109.97
INV 1409677	29/01/2020	E. & M.J. ROSHER PTY LTD	K6112-15210 CLUTCH CABLE FOR KUBOTA RIDE ON MOWER PN1005.	1	109.97	
EFT35780	21/02/2020	EASIFLEET	Payroll deductions	1		3,036.10
INV DEDUCT18/02/2020		EASIFLEET	Payroll deductions		1,421.55	
INV DEDUCT18/02/2020		EASIFLEET	Payroll deductions		1,614.55	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35781	21/02/2020	FVOKE INTERIOR DESIGN PTY LTD	ADMIN BUILDING. CARRY OUT INITIAL FESABILITY, DESIGN AND SKETCH DRAWINGS FOR THE POSSIBLE UPGRADE OF THE SHIRE OF NORTHAMS ADMINISTRATION BUILDING AS PER QUOTENOR2002 FROM RFQ4 OF 2019	1		7,603.20
INV IV00000022/01/2020		FVOKE INTERIOR DESIGN PTY LTD	ADMIN BUILDING. CARRY OUT INITIAL FESABILITY, DESIGN AND SKETCH DRAWINGS FOR THE POSSIBLE UPGRADE OF THE SHIRE OF NORTHAMS ADMINISTRATION BUILDING AS PER QUOTENOR2002 FROM RFQ4 OF 2019	1	7,603.20	
EFT35782	21/02/2020	FEGAN BUILDING SURVEYING	RELIEF BUILDING SERVICES - HAYLEY FEGAN	1		4,807.00
INV 668	14/02/2020	FEGAN BUILDING SURVEYING	RELIEF BUILDING SERVICES - HAYLEY FEGAN	1	4,807.00	
EFT35783	21/02/2020	FRESH START RECOVERY PROGRAMME	AUSTRALIA DAY BBQ	1		3,500.00
INV 0029178504/02/2020		FRESH START RECOVERY PROGRAMME	AUSTRALIA DAY BBQ	1	3,500.00	
EFT35784	21/02/2020	GDR CIVIL CONTRACTING PTY LTD	CHIDLOW STREET EAST SLK 0.02-0.30 BOX OUT 200MM FOR 295M2 AREA - SUPPLY AND LAY CEMENT STABILISED ROADBASE TRIM AND PREPARE FOR SEALING P/L PRIME SEAL FOR RECON AREA AS PER ATTACHED REVISED QUOTE DATED 23/01/2020	1		47,502.41
INV 001601	17/01/2020	GDR CIVIL CONTRACTING PTY LTD	8 HOURS HIRE STEEL DRUM ROLLER 18TH JANUARY 2020	1	660.00	
INV 001610	29/01/2020	GDR CIVIL CONTRACTING PTY LTD	CHIDLOW STREET EAST SLK 0.02-0.30 BOX OUT 200MM FOR 295M2 AREA - SUPPLY AND LAY CEMENT STABILISED ROADBASE TRIM AND PREPARE FOR SEALING P/L PRIME SEAL FOR RECON AREA AS PER ATTACHED REVISED QUOTE DATED 23/01/2020	1	27,593.50	
INV 001608	29/01/2020	GDR CIVIL CONTRACTING PTY LTD	REMOVE 5M OF KERB AND DISPOSE OF, BOX OUT 5M X 1M X 250MM (DEEPER IF TREE ROOT LOCATED AT 250MM) REPLACE WITH COMPACTED STABILISER GRAVEL AND PREPARE FOR SEALING SUPPLY AND INSTALL 5M OF BARRIER KERB AND BACKFILL	1	3,172.13	
INV 001609	29/01/2020	GDR CIVIL CONTRACTING PTY LTD	REPLACE KERB ON CARTER STREET.	1	16,076.78	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 33

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35785	21/02/2020	GRAFTON ELECTRICS	REC CENTRE. INSTALL EMERGENCY DOOR ALARMS AS PER QUOTE.	1		4,898.30
INV 6577	22/01/2020	GRAFTON ELECTRICS	REPAIR TO TRIPPING LIGHT INSIDE TOILETS PLUS CHANGE ROOM (#W2)	1	764.50	
INV 6598	28/01/2020	GRAFTON ELECTRICS	REPAIR PUMP SOLENOID AT BERNARD PARK	1	99.00	
INV 6588	28/01/2020	GRAFTON ELECTRICS	INVESTIGATE AND REPORT CHLORINE ISSUES AT TREATMENT PONDS.	1	297.00	
INV 6590	28/01/2020	GRAFTON ELECTRICS	BEURAPAIRS CCTV POLE. INVESTIGATE BATTERY ISSUES.	1	198.00	
INV 6623	31/01/2020	GRAFTON ELECTRICS	REC CENTRE. INSTALL EMERGENCY DOOR ALARMS AS PER QUOTE.	1	2,805.00	
INV 6526	07/02/2020	GRAFTON ELECTRICS	CHRISTMAS ON FITZGERALD 2019	1	536.80	
INV 6664	14/02/2020	GRAFTON ELECTRICS	NORTHAM LIBRARY. REPAIR PENDANT LIGHT HANGING DOWN NEAR MURAL.	1	198.00	
EFT35786	21/02/2020	J & A BUILDING PTY LTD	REFUND FOR BUILDING APPLICATION 19154 FOR INFRASTRUCTURE BOND.	1		1,500.00
INV T1230	21/02/2020	J & A BUILDING PTY LTD	REFUND FOR BUILDING APPLICATION 19154 FOR INFRASTRUCTURE BOND.	1	1,500.00	
EFT35787	21/02/2020	JH COMPUTER SERVICES PTY LTD	CONTRACT AGREEMENT FOR FOR IT SUPPORT	1		3,476.00
INV 0000193205/02/2020		JH COMPUTER SERVICES PTY LTD	CONTRACT AGREEMENT FOR FOR IT SUPPORT	1	1,738.00	
INV 0000193314/02/2020		JH COMPUTER SERVICES PTY LTD	CONTRACT AGREEMENT FOR FOR IT SUPPORT	1	1,738.00	
EFT35788	21/02/2020	LIGHTFORCE ASSET PTY LTD T/AS ERECTIONS WA	SUPPLY AND INSTALL W-BEAM SAFETY BARRIER ON BOTH SIDES OF CULVERT AS PER REVISED QUOTE KE201219	1		19,410.60
INV INV-058805/02/2020		LIGHTFORCE ASSET PTY LTD T/AS ERECTIONS WA	SUPPLY AND INSTALL W-BEAM SAFETY BARRIER ON BOTH SIDES OF CULVERT AS PER REVISED QUOTE KE201219	1	19,410.60	
EFT35789	21/02/2020	MARKET CREATIONS PTY LTD	WILDCARD SSL CERTIFICATE 1 YEAR NORTHAM.WA.GOV.AU TO 05/05/2021.	1		275.00
INV GC21-9	14/02/2020	MARKET CREATIONS PTY LTD	WILDCARD SSL CERTIFICATE 1 YEAR NORTHAM.WA.GOV.AU TO 05/05/2021.	1	275.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35790	21/02/2020	MAYDAY EARTHMOVING	DREY HIRE WATER TRUCK FOR 10 DAYS COMMENCING 2 DECEMBER 2019 EXCLUDING STAND DOWN DAYS, WEEKENDS AND RDO	1		8,800.00
INV 73328-2	19/12/2019	MAYDAY EARTHMOVING	DREY HIRE WATER TRUCK FOR 10 DAYS COMMENCING 2 DECEMBER 2019 EXCLUDING STAND DOWN DAYS, WEEKENDS AND RDO	1	3,850.00	
INV 0073893	20/01/2020	MAYDAY EARTHMOVING	KOMATSU GRADER HIRE PER DAY	1	2,750.00	
INV 0007393231/01/2020	20/01/2020	MAYDAY EARTHMOVING	KOMATSU GRADER HIRE PER DAY - 29/01/2020 - 04/02/2020 INCLUSIVE - RE TAGGED OUT GRADER PN1314	1	2,200.00	
EFT35791	21/02/2020	MCI BUILDING COMPANY PTY LTD	REFUND FOR INFRASTRUCTURE BOND FOR BUILDING APPLICATION NO 19169.	1		1,000.00
INV T1236	21/02/2020	MCI BUILDING COMPANY PTY LTD	REFUND FOR INFRASTRUCTURE BOND FOR BUILDING APPLICATION NO 19169.	1	1,000.00	
EFT35792	21/02/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING&GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 8.5HRS X 3 DAYS/WEEK / 46 WEEKS/ YEAR 20/01/20 to 26/01/20.	1		11,286.00
INV N2418	28/01/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING&GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 8.5HRS X 3 DAYS/WEEK / 46 WEEKS/ YEAR 20/01/20 to 26/01/20.	1	3,762.00	
INV N2412	28/01/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING&GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 8.5HRS X 3 DAYS/WEEK / 46 WEEKS/ YEAR 13/01/20 to 19/01/20.	1	3,762.00	
INV N2435	10/02/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING&GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12 8.5HRS X 3 DAYS/WEEK / 46 WEEKS/ YEAR	1	3,762.00	
EFT35793	21/02/2020	MM ELECTRICAL MERCHANDISING	FLUORESCENT GLOBES X 6	1		41.09
INV 166874-618/02/2020	20/02/2020	MM ELECTRICAL MERCHANDISING	FLUORESCENT GLOBES X 6	1	41.09	
EFT35794	21/02/2020	NORTHAM BETTA ELECTRICAL	TPLINK VDSL MODEM TD-W9960	1		138.90
INV 2001000906/02/2020	20/02/2020	NORTHAM BETTA ELECTRICAL	UNIDEN HS-910 HANDSFREE HEADSET	1	59.90	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2001000913/02/2020		NORTHAM BETTA ELECTRICAL	TPLINK VDSL MODEM TD-W9960	1	79.00	
EFT35796	21/02/2020	NORTHAM FLORIST	FLOWERS FOR JACKY JURMANN	1		97.00
INV 22330	10/02/2020	NORTHAM FLORIST	FLOWERS FOR JACKY JURMANN	1	97.00	
EFT35797	21/02/2020	NORTHAM HOLDEN	15000KM SERVICE ( LIGHT COMES ON DASH ON HOT DAYS THAT THE BACK RIGHT TYRE ERROR) PLEASE CHECK	1		431.00
INV 127380	05/02/2020	NORTHAM HOLDEN	FN1407 - MAZDA BT50 - INVESTIGATE MULFUNCTION INDICATOR LAMP AND POWERTRAIN WARNING LAMP AN REPAIR UP TO THE VALUE OF THIS PURCHASE ORDER ONLY	1	132.00	
INV 127395	06/02/2020	NORTHAM HOLDEN	15000KM SERVICE ( LIGHT COMES ON DASH ON HOT DAYS THAT THE BACK RIGHT TYRE ERROR) PLEASE CHECK	1	299.00	
EFT35798	21/02/2020	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN	1		283.47
INV 4611885108/01/2020		OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN	1	85.76	
INV 4667198405/02/2020		OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN	1	197.71	
EFT35799	21/02/2020	OXTER SERVICES	CLEANING PUBLIC TOILETS - 20/01/20 TO 31/01/20.	1		2,296.80
INV 22288	31/01/2020	OXTER SERVICES	CLEANING PUBLIC TOILETS - 20/01/20 TO 31/01/20.	1	2,296.80	
EFT35800	21/02/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD STREET - STATEMENT NO 2184372.	1		348.11
INV 601148	18/02/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD STREET - STATEMENT NO 2184372.	1	348.11	
EFT35801	21/02/2020	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES 2019/20 - JANUARY 2020.	1		102.31
INV JANUAR03/02/2020		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES 2019/20 - JANUARY 2020.	1	102.31	
EFT35802	21/02/2020	QUBE LOGISTICS	DELIVERY 920KG CHLORINE GAS	1		838.03
INV TS17881114/02/2020		QUBE LOGISTICS	DELIVERY 920KG CHLORINE GAS	1	838.03	
EFT35803	21/02/2020	RURAL BUILDING COMPANY PTY LTD	REFUND FOR BUILDING APPLICATION 18132 FOR INFRASTRUCTURE BOND.	1		1,006.65

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 36

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1085	21/02/2020	RURAL BUILDING COMPANY PTY LTD	REFUND FOR BUILDING APPLICATION 18132 FOR INFRASTRUCTURE BOND.	1	1,006.65	
EFT35804	21/02/2020	SLAV'S CLEANING SERVICE	CREATE 298 TOP STORY. MONTHLY CLEANING CONTRACT FROM JANUARY 2020.	1		528.00
INV 80	31/01/2020	SLAV'S CLEANING SERVICE	CREATE 298 TOP STORY. MONTHLY CLEANING CONTRACT FROM JANUARY 2020.	1	528.00	
EFT35805	21/02/2020	SOUTHERN CROSS AUSTEREO PTY LTD	POOL OPENING ADS & OUTSIDE BROADCAST	1		2,610.30
INV 7098131431/01/2020		SOUTHERN CROSS AUSTEREO PTY LTD	AUSTRALIA DAY 2020- RADIO ADS	1	946.00	
INV 7098131331/01/2020		SOUTHERN CROSS AUSTEREO PTY LTD	POOL OPENING ADS & OUTSIDE BROADCAST	1	1,664.30	
EFT35806	21/02/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS - WITHIN THE SES BUILDINGS	1		747.97
INV CYINV0019/11/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS - WITHIN THE SES BUILDINGS	1	251.58	
INV CYINV0003/01/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - X 4 (SEPT 19, DEC 19, MAR 20, JUNE 2020) REC CENTRE	1	129.68	
INV CYINV0010/01/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS - X 1 NORTHAM POOL	1	171.61	
INV CYINV0024/01/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS - X 1 NORTHAM POOL	1	195.10	
EFT35807	21/02/2020	STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR BUSHFIRES.	1		5,311.05
INV SIN-313910/12/2019		STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR BUSHFIRES.	1	2,648.58	
INV SIN-313911/12/2019		STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR BUSHFIRE BRIGADES.	1	1,765.72	
INV SIN-315424/01/2020		STEWART & HEATON CLOTHING CO.PTY LTD	PPE EQUIPMENT FOR FIRE BRIDGAGES	1	319.02	
INV SIN-315529/01/2020		STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR BUSHFIRE BRIGADES.	1	577.73	
EFT35808	21/02/2020	T-QUIP	STREET SWEEPER BRUSH - HAP99113202 (SUPPLY 2, OR 1 SET OF 2)	1		319.65
INV 89877 #5 20/01/2020		T-QUIP	STREET SWEEPER BRUSH - HAP99113202 (SUPPLY 2, OR 1 SET OF 2)	1	319.65	



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 37

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35809	21/02/2020	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PURCHASE OF NEW MITSUBISHI ZL6T45 ZL OUTLANDER ES ADAS 2.4L PET CVT AWD 5S WAGON AS PER QUOTE 7065 SEE ATTACHED	1		39,923.50
INV 31967	22/01/2020	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PURCHASE OF NEW ZL4L46 ZL OUTLANDER LS 2.2L DIE 6AT AWD 7S IN WHITE AS PER QUOTE 6988	1	19,824.00	
INV 31965	28/01/2020	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PURCHASE OF NEW MITSUBISHI ZL6T45 ZL OUTLANDER ES ADAS 2.4L PET CVT AWD 5S WAGON AS PER QUOTE 7065 SEE ATTACHED	1	20,099.50	
EFT35810	21/02/2020	THE WATERSHED	BURMAD 9V LATCHING COILS	1		296.52
INV 1018867712/02/2020		THE WATERSHED	BURMAD 9V LATCHING COILS	1	296.52	
EFT35811	21/02/2020	THE WORKWEAR GROUP	UNIFORM FOR NADEEM GUL.	1		1,024.81
INV 1200319821/01/2020		THE WORKWEAR GROUP	UNIFORMS FOR SHANE MCREDMOND	1	264.90	
INV 1200231821/01/2020		THE WORKWEAR GROUP	UNIFORM FOR NADEEM GUL.	1	425.86	
INV 1201101423/01/2020		THE WORKWEAR GROUP	UNIFORMS FOR SHANE MCREDMOND	1	84.15	
INV 1204760707/02/2020		THE WORKWEAR GROUP	UNIFORM FOR KRISTY HOPKINS.	1	249.90	
EFT35812	21/02/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR VARIOUS DEPARTMENTS W/E 15/12/2019.	1		245.14
INV 0432-S3015/12/2019		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR VARIOUS DEPARTMENTS W/E 15/12/2019.	1	245.14	
EFT35813	21/02/2020	TPG TELECOM	TPG ACCOUNT JANUARY 2020	1		6,526.58
INV 1489259301/02/2020		TPG TELECOM	TPG ACCOUNT JANUARY 2020	1	6,526.58	
EFT35814	21/02/2020	TURF GRASS SOLUTIONS AUSTRALIA PTY LTD	VENOM CONTROL	1		1,094.50
INV 0000091531/01/2020		TURF GRASS SOLUTIONS AUSTRALIA PTY LTD	VENOM CONTROL	1	1,094.50	
EFT35815	21/02/2020	VISIT GROUP PTY LTD	STOCK PURCHASES FOR NORTHAM VISITORS CENTRE.	1		1,652.09
INV 032456	06/01/2020	VISIT GROUP PTY LTD	STOCK PURCHASES FOR NORTHAM VISITORS CENTRE.	1	976.25	
INV 032727	23/01/2020	VISIT GROUP PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	675.84	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 38

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35816	21/02/2020	VODAFONE	HARVEST BAN LINE FEB 2020	1		2,529.47
INV 1125389506/02/2020		VODAFONE	HARVEST BAN LINE FEB 2020	1	2,529.47	
EFT35817	21/02/2020	WA CONTRACT RANGER SERVICES	PROVISION OF DAILY RELIEF RANGER SERVICES	1		9,350.00
INV 02520	04/01/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) - DECEMBER AND JANUARY	1	1,287.00	
INV 02523	25/01/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) - DECEMBER AND JANUARY	1	1,831.50	
INV 02524	27/01/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) - DECEMBER AND JANUARY	1	1,529.00	
INV 02554	11/02/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES, ON CALL - DECEMBER AND JANUARY	1	1,320.00	
INV 02555	11/02/2020	WA CONTRACT RANGER SERVICES	PROVISION OF DAILY RELIEF RANGER SERVICES	1	3,382.50	
EFT35818	21/02/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	IRISHTOWN 1.4 - TRAVEL TO IRISHTOWN FIRE STATION, DIAGNOSE AND REPAIR CHARGING CABLING FOR FIRE APPLIANCE.	1		534.30
INV INV-980207/10/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	IRISHTOWN 1.4 - TRAVEL TO IRISHTOWN FIRE STATION, DIAGNOSE AND REPAIR CHARGING CABLING FOR FIRE APPLIANCE.	1	534.30	
EFT35819	21/02/2020	WHEATBELT OFFICE & BUSINESS MACHINES	1GB 8 PORT ETHERNET SWITCH	1		135.00
INV 25796	13/02/2020	WHEATBELT OFFICE & BUSINESS MACHINES	1GB 8 PORT ETHERNET SWITCH	1	135.00	
EFT35820	21/02/2020	WHEATBELT SAFETYWEAR	STEEL CAP BOOTS	1		1,060.00
INV 9203	10/01/2020	WHEATBELT SAFETYWEAR	SAFETY ROPE WITH ORANGE FLAGS	1	113.00	
INV 9220	14/01/2020	WHEATBELT SAFETYWEAR	1 PAIR OF WORK BOOTS. FOR PETER BROUGH	1	135.00	
INV 9217	14/01/2020	WHEATBELT SAFETYWEAR	WORK BOOTS - COLIN LEWIS	1	150.00	
INV 9223	16/01/2020	WHEATBELT SAFETYWEAR	DANGER TAPE	1	25.00	
INV 9225	17/01/2020	WHEATBELT SAFETYWEAR	WATER BOTTLES	1	120.00	
INV 9237	23/01/2020	WHEATBELT SAFETYWEAR	NORTHAM SWIMMING POOL. SUPPLY EXIT SIGNS X 5.	1	150.00	
INV 9254	04/02/2020	WHEATBELT SAFETYWEAR	2 PAIR OF WELLINGTON BOOTS	1	56.00	
INV 9253	04/02/2020	WHEATBELT SAFETYWEAR	STEEL CAP BOOTS	1	185.00	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9264	07/02/2020	WHEATBELT SAFETYWEAR	1 BOX P2 RESPIRATORS	1	126.00	
EFT35821	21/02/2020	ZENIEN	REPAIRS TO CCTV SYSTEM - CAMERA OUTAGE AT BEAUREPAIRS SOLAR POLE	1		200.75
INV I7193	29/01/2020	ZENIEN	REPAIRS TO CCTV SYSTEM - CAMERA OUTAGE AT BEAUREPAIRS SOLAR POLE	1	200.75	
EFT35822	27/02/2020	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2 OPTION B4 (BBQ'S).	1		11,735.92
INV 3523	14/02/2020	COOPER & OXLEY CONSTRUCTION CO PTY LTD		1	11,735.92	
EFT35823	27/02/2020	AG IMPLEMENTS NORTHAM PTY LTD	FN1705 - Z997R MOWER - 600HR SERVICE	1		541.98
INV 387381	28/01/2020	AG IMPLEMENTS NORTHAM PTY LTD	FN1705 - Z997R MOWER - 600HR SERVICE	1	541.98	
EFT35824	27/02/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR JANUARY 2020.	1		8,554.48
INV 62558	16/01/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR DECEMBER 2019.	1	1,174.93	
INV 62787	31/01/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR JANUARY 2020.	1	7,379.55	
EFT35825	27/02/2020	ANGULARUM PTY LTD T/A RIVETT CONSTRUCTION	INFRASTRUCTURE BOND FOR BUILDING APPLICATION NO:19080.	1		1,500.00
INV T1182	27/02/2020	ANGULARUM PTY LTD T/A RIVETT CONSTRUCTION	INFRASTRUCTURE BOND FOR BUILDING APPLICATION NO:19080.	1	1,500.00	
EFT35826	27/02/2020	AQUATIC SERVICES WA PTY LTD	REPAIR CHEMICAL DOSING AT WUNDOWIE SPRAY PARK	1		297.00
INV AS#201703/02/2020	03/02/2020	AQUATIC SERVICES WA PTY LTD	REPAIR CHEMICAL DOSING AT WUNDOWIE SPRAY PARK	1	297.00	
EFT35827	27/02/2020	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE	1		2,121.97
INV 5434319	02/10/2019	AUSTRALIAN COMMUNITY MEDIA	MONTHLY COMMUNITY NEWSLETTER - AVON VALLEY ADVOCATE	1	997.57	
INV 5584406	30/10/2019	AUSTRALIAN COMMUNITY MEDIA	AD IN ADVOCATE FOR OPENING OF POOL SEASON	1	350.00	
INV 0807324908/01/2020	01/2020	AUSTRALIAN COMMUNITY MEDIA	2X QUARTER PAGE ADS- AUSTRALIA DAY 2020	1	387.20	
INV 0807364922/01/2020	01/2020	AUSTRALIAN COMMUNITY MEDIA	2X QUARTER PAGE ADS- AUSTRALIA DAY 2020	1	387.20	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35828	27/02/2020	AUSTRALIAN SAFETY ENGINEERS	ANNUAL SERVICE TO SELF CONTAINED BREATHING APPARATUS (OXIDATION PONDS), TEST AND REPORT, SUPPLY 1 NEW APPARATUS AS REQUIRED	1		1,241.42
INV 014608093101/2020		AUSTRALIAN SAFETY ENGINEERS	ANNUAL SERVICE TO SELF CONTAINED BREATHING APPARATUS (OXIDATION PONDS), TEST AND REPORT, SUPPLY 1 NEW APPARATUS AS REQUIRED	1	1,241.42	
EFT35829	27/02/2020	AUTOPRO NORTHAM	TWO WAY RADIOS - (BOX OF 2) UHF HANDHELD 2W 80CH TWIN PACK	1		559.38
INV 822685	17/01/2020	AUTOPRO NORTHAM	TWO WAY RADIOS - (BOX OF 2) UHF HANDHELD 2W 80CH TWIN PACK	1	414.38	
INV 82305	21/01/2020	AUTOPRO NORTHAM	EAR PIECES FOR TWO WAYS (COMPATABLE WITH UHF HANDHELD 2W 80CH CRYSTAL	1	145.00	
EFT35830	27/02/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 11/02/20 to 23/02/20.	1		1,568.00
INV 0027	23/02/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 11/02/20 to 23/02/20.	1	1,568.00	
EFT35831	27/02/2020	AVON SERVICE SPECIALISTS	DIAGNOSTIC OF DPF WHICH NEEDED THE WHOLE DPF TO BE TAKEN OFF AND MANIFOLD TO FIND PROBLEM - REPLACE EXHAUST MANIFOLD AND REPLACE REMANUFACTURED DPF ON PN1613 - REGO N11069	1		7,549.00
INV 18129	20/01/2020	AVON SERVICE SPECIALISTS	DIAGNOSTIC OF DPF WHICH NEEDED THE WHOLE DPF TO BE TAKEN OFF AND MANIFOLD TO FIND PROBLEM - REPLACE EXHAUST MANIFOLD AND REPLACE REMANUFACTURED DPF ON PN1613 - REGO N11069	1	751.15	
INV 18135	21/01/2020	AVON SERVICE SPECIALISTS	60,000KM SERVICE ( MAJOR SERVICE AS PER HAND BOOK) ON MITSUBISHI PAJERO SPORT DIESEL AUTO - COLIN YOUNG PN1609 - REGO N11363	1	3,862.80	
INV 18177	28/01/2020	AVON SERVICE SPECIALISTS	DIAGNOSTIC OF DPF WHICH NEEDED THE WHOLE DPF TO BE TAKEN OFF AND MANIFOLD TO FIND PROBLEM - REPLACE EXHAUST MANIFOLD AND REPLACE REMANUFACTURED DPF ON PN1613 - REGO N11069	1	467.05	
			40,000KM SERVICE TO NISSAN NAVNARA UTE	1		

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 41

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 18184	28/01/2020	AVON SERVICE SPECIALISTS	PUT FRONT SWIVEL HUB KIT IN NORTHAM PC1 - REGO 1D1D141	1	1,234.00	
INV 18209	30/01/2020	AVON SERVICE SPECIALISTS	PUT FRONT SWIVEL HUB KIT IN NORTHAM PC1 - REGO 1C1Z913	1	1,234.00	
EFT35832	27/02/2020	CADD'S FASHIONS	PPE EQUIPMENT FOR BUSHFIRE BRIGADES.	1		1,779.00
INV 19-0009109/12/2019		CADD'S FASHIONS	PPE EQUIPMENT FOR BUSHFIRE BRIGADES.	1	1,485.00	
INV 20-0000134/02/2020		CADD'S FASHIONS	PPE FOR BUSHFIRE BRIGADES	1	294.00	
EFT35833	27/02/2020	CDA AIR & SOLAR	ANNUAL SERVICE OF AIRCONDITIONERS.	1		12,040.00
INV 0000878728/01/2020		CDA AIR & SOLAR	ANNUAL SERVICE OF AIRCONDITIONERS.	1	11,740.00	
INV 0000893106/02/2020		CDA AIR & SOLAR	FLUFFY DUCKLINGS DAYCARE YEARLY SERVICE OF AIR CONDITIONERS.	1	300.00	
EFT35834	27/02/2020	CENTRAL MOBILE MECHANICAL REPAIRS	FN1214 - REPAIRS TO TRAILER INCLUDING TIE DOWN POINTS AND HITCH ASSY AND WHEEL BEARINGS AS DISCUSSED - 17/01/2020	1		8,611.87
INV 0000303923/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	FN1807 - 25000KM SERVICE 17/01/2020	1	777.92	
INV 0000303823/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	1750HR SERVICE - PLEASE ALSO INVESTIGATE OIL LEAKS AND GOOD GAS STRUT	1	1,305.81	
INV 0000303723/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	FN1509 - 60,000KM SERVICE - TRAVEL TO WUNDOWIE	1	905.30	
INV 0000303023/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	FN1006-3250HR SERVICE	1	1,546.57	
INV 0000304423/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	FN1608 - ROLLER INVESTIGATE - WILL NOT START	1	346.50	
INV 0000304323/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	FN1620 - REPAIR WHEEL MECHANISM - 20/01/2020	1	995.50	
INV 0000304223/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	P242 - REPLACE JOCKEY WHEEL - 20/01/2020	1	225.50	
INV 0000304123/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	FN1807 - TIPPER - REPAIR HYDRAULIC LIFT RAM 20/01/2020	1	735.57	
INV 0000304023/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	FN1214 - REPAIRS TO TRAILER INCLUDING TIE DOWN POINTS AND HITCH ASSY AND WHEEL BEARINGS AS DISCUSSED - 17/01/2020	1	1,773.20	
EFT35835	27/02/2020	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM - DECEMBER 2019.	1		833.33
INV CH2402204/02/2020		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM - DECEMBER 2019.	1	833.33	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35836	27/02/2020	CIVIC LEGAL	LEGAL ADVICE NORTHAM AQUATIC FACILITY - REQUEST TO NOVATE CONSTRUCTION CONTRACT	1		3,867.16
INV 505933	29/11/2019	CIVIC LEGAL	LEGAL ADVICE NORTHAM AQUATIC FACILITY - REQUEST TO NOVATE CONSTRUCTION CONTRACT	1	2,220.46	
INV 505929	29/11/2019	CIVIC LEGAL	AQUATIC FACILITY - PROFESSIONAL FEES	1	1,646.70	
EFT35837	27/02/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILET. SHARPS DISPOSAL UNTIL END OF JAN 2020.	1		659.75
INV 1828145	31/01/2020	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILET. SHARPS DISPOSAL UNTIL END OF JAN 2020.	1	94.25	
INV 1828143	31/01/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILET. SHARPS DISPOSAL UNTIL END OF JAN 2020.	1	188.50	
INV 1828144	31/01/2020	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILET. SHARPS DISPOSAL UNTIL END OF JAN 2020.	1	188.50	
INV 1828142	31/01/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILET. SHARPS DISPOSAL UNTIL END OF JAN 2020.	1	188.50	
EFT35838	27/02/2020	COMMERCIAL AQUATICS AUSTRALIA	SERVICE ATTENDANCE FOR OPENING WEEKEND 25-27 JAN - NORTHAM AQUATIC CENTRE.	1		3,630.00
INV 19805	14/02/2020	COMMERCIAL AQUATICS AUSTRALIA	SERVICE ATTENDANCE FOR OPENING WEEKEND 25-27 JAN - NORTHAM AQUATIC CENTRE.	1	3,630.00	
EFT35839	27/02/2020	COUNTRY COPIERS NORTHAM	STATIONERY FOR LIBRARY	1		551.15
INV 43164	31/01/2020	COUNTRY COPIERS NORTHAM	STATIONARY FOR DEPOT	1	90.05	
INV 43164	31/01/2020	COUNTRY COPIERS NORTHAM	BUILDING PERMIT APPROVAL STAMP	1	188.55	
INV 43164	31/01/2020	COUNTRY COPIERS NORTHAM	STATIONERY FOR REC CENTRE.	1	60.55	
INV 43164	31/01/2020	COUNTRY COPIERS NORTHAM	STATIONERY FOR LIBRARY	1	212.00	
EFT35840	27/02/2020	COUNTRYWIDE GROUP	CHLORINE FOR POOL	1		1,186.24
INV 28899	11/02/2020	COUNTRYWIDE GROUP	ALUMINIUM HEAD FOR HUSQVANA WHIPPER. SNIPPER	1	86.90	
INV 28920	14/02/2020	COUNTRYWIDE GROUP	10 KG CHLORINE GRANULES - CLARK STREET DAM	1	144.54	
INV 28923	14/02/2020	COUNTRYWIDE GROUP	CHLORINE FOR POOL	1	954.80	
EFT35841	27/02/2020	DAMIAN'S PLUMBING	REPLACE U/S VALVE ON DEPOT STANDPIPE	1		1,214.40
INV 5039	10/02/2020	DAMIAN'S PLUMBING	REPAIR FITTING IN PUMP SHED AT TREATMENT PLANT.	1	132.00	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 43

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 5049	12/02/2020	DAMLIAN'S PLUMBING	NORTHAM LIBRARY. USE DRAIN CAMERA TO INSPECT SEWER PIPES AND GIVE REPORT.	1	165.00	
INV 5088	20/02/2020	DAMLIAN'S PLUMBING	REPAIR FITTING IN PUMP SHED AT TREATMENT PLANT.	1	165.00	
INV 5112	25/02/2020	DAMLIAN'S PLUMBING	REPLACE U/S VALVE ON DEPOT STANDPIPE	1	752.40	
EFT35842	27/02/2020	DAMSTRA TECHNOLOGY PTY LTD	ANNUAL SUBSCRIPTION 25/11/2019-25/11/2020.	1		9,491.86
INV SILMSYS16/12/2019		DAMSTRA TECHNOLOGY PTY LTD	ANNUAL SUBSCRIPTION 25/11/2019-25/11/2020.	1	9,491.86	
EFT35843	27/02/2020	DONCON & CO PTY LTD T/A SUPREME HEATING WA	COMMERCIAL SERVICE / CALL OUT	1		1,025.00
INV INV-137911/02/2020		DONCON & CO PTY LTD T/A SUPREME HEATING WA	COMMERCIAL SERVICE / CALL OUT	1	1,025.00	
EFT35844	27/02/2020	E FIRE & SAFETY	NORTHAM REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/01/20 TO 31/01/20.	1		399.30
INV 516290	29/01/2020	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01/01/2020 TILL 31/01/2020.	1	162.80	
INV 515832	31/01/2020	E FIRE & SAFETY	NORTHAM REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/01/20 TO 31/01/20.	1	236.50	
EFT35845	27/02/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE EQUIPMENT FOR BUSHFIRE BRIGADES.	1		1,828.19
INV 65737	01/11/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	SKYLOTEC 6MM PRUTSK CORD, 100M ROLL, BLACK	1	154.00	
INV 65785	06/11/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	15NB GUNNA/DINGA SPRAY NOZZLE	1	415.25	
INV 65994	22/11/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE L/T - REPLACE HAND REEL HOSE WITH SUPPLIED HOSE AND NEW COUPLINGS	1	160.63	
INV 66002	22/11/2019	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE EQUIPMENT FOR BUSHFIRE BRIGADES.	1	1,098.31	
EFT35846	27/02/2020	GLENN STUART BEVERIDGE	WUNDOWIE HALL. INSTALL NEW RIDGE TO STOP WATER LEAKS.	1		4,514.00
INV 15	11/02/2020	GLENN STUART BEVERIDGE	BILYA KOORT BOODJA. INSTALL WHITE BOARD IN MANAGERS OFFICE AND EASE FRONT DOOR THAT IS STICKING.	1	209.00	
INV 14	11/02/2020	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. REPAIR DOOR THAT HAS BEEN BROKEN IN TO.	1	462.00	
INV 11	11/02/2020	GLENN STUART BEVERIDGE	WUNDOWIE HALL. INSTALL NEW RIDGE TO STOP WATER LEAKS.	1	1,980.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 13	11/02/2020	GLENN STUART BEVERIDGE	KURINGAL VILLAGE UNIT 7. CHECK ON SLIDING DOOR TRACK, TENANT WORRYING ABOUT TRIPPING.	1	66.00	
INV 12	11/02/2020	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. INSTALL TOILET ROLL HOLDER TO FEMALE TOILETS.	1	66.00	
INV 18	19/02/2020	GLENN STUART BEVERIDGE	RELOCATION OF GRASS VALLEY COMMUNITY SIGN TO OPEN ACCESS TO REAR DOOR OF GRASS VALLEY FIRE STATION & RELOCATION OF CLACKLINE COMMUNITY SIGN TO INCREASE VISIBILITY AT DRIVEWAY ENTRANCE	1	950.00	
INV 19	19/02/2020	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE. REPLAC 12 X BROKEN DAMAGED DECKING BOARDS.	1	781.00	
EFT35847	27/02/2020	GO GO ON HOLD PTY LTD	ON-HOLD MESSAGES SERVICE - 6 MONTHLY (FEBRUARY 2020-JULY 2020)	1		414.00
INV 0003885131/01/2020		GO GO ON HOLD PTY LTD	ON-HOLD MESSAGES SERVICE - 6 MONTHLY (FEBRUARY 2020-JULY 2020)	1	414.00	
EFT35848	27/02/2020	GRASS VALLEY PROGRESS ASSOCIATION	USING FOR ANZAC DAY INSTEAD OF AUSTRALIA DAY GRANT 2020	1		880.00
INV 204	04/02/2020	GRASS VALLEY PROGRESS ASSOCIATION	USING FOR ANZAC DAY INSTEAD OF AUSTRALIA DAY GRANT 2020	1	880.00	
EFT35849	27/02/2020	GREENACRES TURF GROUP	VILLAGE GREEN	1		910.00
INV 0005744430/01/2020		GREENACRES TURF GROUP	VILLAGE GREEN TURF	1	350.00	
INV 0005753612/02/2020		GREENACRES TURF GROUP	VILLAGE GREEN	1	560.00	
EFT35850	27/02/2020	GROVE WESLEY DESIGN ART	NAME BADGE & BUSINESS CARDS - CHRIS ANTONIO, SHIRE PRESIDENT	1		146.41
INV 5905	17/02/2020	GROVE WESLEY DESIGN ART	NAME BADGE & BUSINESS CARDS - CHRIS ANTONIO, SHIRE PRESIDENT	1	118.47	
INV 5908	17/02/2020	GROVE WESLEY DESIGN ART	NAME BADGES: SUSAN BURLEY, DEVELOPMENT SERVICES OFFICER BRANDON BUSWELL, TRAINEE DEVELOPMENT SERVICES OFFICER	1	27.94	
EFT35851	27/02/2020	IQ MERCHANDISING	STOCK PURCHASES FOR VISITORS CENTRE.	1		543.35
INV 3704	31/01/2020	IQ MERCHANDISING	STOCK PURCHASES FOR VISITORS CENTRE.	1	543.35	



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 45

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35852	27/02/2020	IW PROJECTS	WASTE CONSULTANT ADVICE AND SITE VISIT OLD QUARRY ROAD WASTE MANAGEMENT FACILITY INCLUDING TRAVEL	1		2,035.00
INV 1145	31/01/2020	IW PROJECTS	WASTE CONSULTANT ADVICE AND SITE VISIT OLD QUARRY ROAD WASTE MANAGEMENT FACILITY INCLUDING TRAVEL	1	2,035.00	
EFT35853	27/02/2020	IXOM OPERATIONS PTY LTD	920KG CHLORINE GAS	1		3,116.30
INV 6213665	12/02/2020	IXOM OPERATIONS PTY LTD	920KG CHLORINE GAS	1	3,116.30	
EFT35854	27/02/2020	JASON SIGNMAKERS	101203/102201 SURFACE MOUNT SIGNPOST BLUE SPRING 1.4M	1		341.55
INV 205922	25/02/2020	JASON SIGNMAKERS	101203/102201 SURFACE MOUNT SIGNPOST BLUE SPRING 1.4M	1	341.55	
EFT35855	27/02/2020	JAYLON ENVIRONMENTAL SYSTEMS PTY LTD	SHIRE OF NORTHAM CARD WALLETS AS PER QUOTE#98685	1		990.00
INV 88678	18/02/2020	JAYLON ENVIRONMENTAL SYSTEMS PTY LTD	SHIRE OF NORTHAM CARD WALLETS AS PER QUOTE#98685	1	990.00	
EFT35856	27/02/2020	KATHY DAVIS	STORY TELLING - SACRED HEART COLLEGE 19/02/2020	1		300.00
INV 57493	19/02/2020	KATHY DAVIS	STORY TELLING - SACRED HEART COLLEGE 19/02/2020	1	300.00	
EFT35857	27/02/2020	LANDMARK	PIPE & FITTINGS FOR OLD QUARRY.	1		730.25
INV 9025426522/01/2020		LANDMARK	PIPE & FITTINGS FOR OLD QUARRY.	1	656.62	
INV 9025686031/01/2020		LANDMARK	RETICULATION BLUE LINE FITTINGS	1	73.63	
EFT35858	27/02/2020	LUKE WILLIAM BARKER	INFRASTRUCTURE BOND FOR BUILDING APPLICATION NO:19206.	1		1,000.00
INV T1255	27/02/2020	LUKE WILLIAM BARKER	INFRASTRUCTURE BOND FOR BUILDING APPLICATION NO:19206.	1	1,000.00	
EFT35859	27/02/2020	MARKETFORCE	AVON VALLEY ADVOCATE AVERT 22/01/2020 FOR ADMINISTRATION OFFICER, RECREATION SERVICES & PLANT OPERATOR/GENERAL LABOURER X2 & COMMUNITY RANGER	1		4,879.25
INV 31761	28/01/2020	MARKETFORCE	ADVERT IN THE AVON VALLEY ADVOCATE ON 15/01/2020 FOR THE WASTE LOCAL LAW	1	335.52	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 46

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 31764	28/01/2020	MARKETFORCE	PLANNING OFFICER ON SEEK AND LG NET	1	434.50	
INV 31766	28/01/2020	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE 29/01/2020 - RFT 1 OF 2020 FOR NORTHAM CEMETERY MAINTENANCE	1	321.07	
INV 31768	28/01/2020	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN FOR THE ANNUAL ELECTOR MEETING AND 2018/19 ANNUAL REPORT - 21 DECEMBER 2019	1	759.44	
INV 31762	28/01/2020	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE FOR THE ANNUAL ELECTOR MEETING AND 2018/19 ANNUAL REPORT - 8 JANUARY 2020	1	311.83	
INV 31767	28/01/2020	MARKETFORCE	1 OF 2020 FOR NORTHAM CEMETERY MAINTENANCE	1	855.73	
INV 31763	28/01/2020	MARKETFORCE	AVON VALLEY ADVOCATE AVERT 22/01/2020 FOR ADMINISTRATION OFFICER, RECREATION SERVICES & PLANT OPERATOR/GENERAL LABOURER X2 & COMMUNITY RANGER	1	1,184.66	
INV 31765	28/01/2020	MARKETFORCE	SEEK AVERT FOR ADMINISTRATION OFFICER, RECREATION SERVICES & PLANT OPERATOR/GENERAL LABOURER X2 & COMMUNITY RANGER	1	676.50	
EFT35860	27/02/2020	MATHEW MACQUEEN	CBFCO, HONORARIUM PAYMENT (MONTHLY) JULY, AUGUST, SEPTEMBER 2019.	1		2,499.99
INV CH240220402/2020		MATHEW MACQUEEN	CBFCO, HONORARIUM PAYMENT (MONTHLY) JULY, AUGUST, SEPTEMBER 2019.	1	2,499.99	
EFT35861	27/02/2020	MAYDAY EARTHMOVING	DRY HIRE EXCAVATOR FOR 20 DAYS COMMENCING 22ND NOVEMBER 2019	1		1,848.00
INV 73570-1	22/11/2019	MAYDAY EARTHMOVING	DRY HIRE EXCAVATOR FOR 20 DAYS COMMENCING 22ND NOVEMBER 2019	1	1,848.00	
EFT35862	27/02/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12	1		3,762.00
INV N2434	10/02/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 ON CONTRACT C.201819-12	1	3,762.00	
EFT35863	27/02/2020	MOORE STEPHENS (WA) PTY LTD	DEFERRED PENSIONER RATES FOR THE YEAR ENDED 30 JUNE 2019.	1		550.00

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 47

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 315674	24/02/2020	MOORE STEPHENS (WA) PTY LTD	DEFERRED PENSIONER RATES FOR THE YEAR ENDED 30 JUNE 2019.	1	550.00	
EFT35864	27/02/2020	MR NATURALLY CLEAN	ALARM CALL-OUTS FOR JANUARY 2020.	1		1,720.40
INV INV-184513/01/2020		MR NATURALLY CLEAN	ALARM CALL-OUTS FOR JANUARY 2020.	1	940.50	
INV INV-187103/02/2020		MR NATURALLY CLEAN	NORTHAM SWIMMING POOL. CLEANING FROM 24/01/2020 TILL 27/01/2020.	1	779.90	
EFT35865	27/02/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/11/2019 TO 14/12/2019.	1		2,001.02
INV 9182020715/11/2019		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEE FLEET TRACKING SYSTEM 15/11/2019 TO 14/12/2019.	1	846.62	
INV 9186649205/01/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC'S	1	307.78	
INV 9187004315/01/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC'S	1	846.62	
EFT35866	27/02/2020	NORTHAM & DISTRICTS GLASS SERVICE	ADMIN BUILDING. SUPPLY AND INSTALL SECURITY DOOR TO RECORDS ROOM, AS PER QUOTE	1		752.40
INV 4969	12/02/2020	NORTHAM & DISTRICTS GLASS SERVICE	ADMIN BUILDING. SUPPLY AND INSTALL SECURITY DOOR TO RECORDS ROOM, AS PER QUOTE	1	752.40	
EFT35867	27/02/2020	NORTHAM BETTA ELECTRICAL	TPLINK VDSL MODEM TD-W9960	1		158.00
INV 2001000926/02/2020		NORTHAM BETTA ELECTRICAL	TPLINK VDSL MODEM TD-W9960	1	158.00	
EFT35868	27/02/2020	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANT - UPGRADING 2019/2020.	1		5,212.90
INV 2941	20/02/2020	NORTHAM COUNTRY CLUB INC	COMMUNITY GRANT - UPGRADING 2019/2020.	1	5,212.90	
EFT35869	27/02/2020	NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1		349.50
INV 0000258821/01/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1	25.50	
INV 0000259322/01/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1	16.50	
INV 0000259423/01/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1	16.50	
INV 0000260229/01/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1	16.50	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 48

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000260630/01/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1	16.50	
INV 0000260731/01/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - JANUARY	1	33.00	
INV 0000261703/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	25.50	
INV 0000261806/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	16.50	
INV 0000262510/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	17.00	
INV 0000262611/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	17.00	
INV 0000262712/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	17.00	
INV 0000263214/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	16.50	
INV 0000263917/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	16.50	
INV 0000264018/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	16.50	
INV 0000264119/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	16.50	
INV 0000264920/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	33.00	
INV 0000265024/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	16.50	
INV 0000265125/02/2020		NORTHAM FEED & HIRE	DOG & CAT FOOD AND OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	16.50	
EFT35870	27/02/2020	NORTHAM TOWING SERVICE	REMOVAL OF CRASHED WHITE UTE -1BBW - 589 FROM IRISHTOWN ROAD	1		533.50
INV 209156	22/01/2020	NORTHAM TOWING SERVICE	REMOVAL OF CRASHED WHITE UTE -1BBW - 589 FROM IRISHTOWN ROAD	1	253.00	
INV 209192	06/02/2020	NORTHAM TOWING SERVICE	REMOVE SILVER NISSAN PULSAR FROM THROSSSELL STREET - NEAR MORRELL STREET REGISTRATION IDHU180	1	143.00	
INV 209193	06/02/2020	NORTHAM TOWING SERVICE	WHITE COMMODORE SEDAN ON SPENCER BROOK ROAD (1KM FROM GOOCH) ACROSS THE ROAD FROM HAY SHED.	1	137.50	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 49

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35871	27/02/2020	OASIS OUTDOOR STRUCTURES	REMOVE AND REPLACE CONCRETE KERB AT JUBILEE OVAL	1		825.00
INV INV-049425/02/2020		OASIS OUTDOOR STRUCTURES	REMOVE AND REPLACE CONCRETE KERB AT JUBILEE OVAL	1	825.00	
EFT35872	27/02/2020	OXTER SERVICES	BURIAL DATE 12.02.2020 NEW GRAVE FORTHE BURIAL OF GEORGE GLASS	1		1,458.57
INV 22281	30/01/2020	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X CARTONS TOILET PAPER, 2 X CARTONS OF ULTRA SLIM HAND TOWEL AND 1 X ROLL OF CHUX.	1	192.56	
INV 22287	31/01/2020	OXTER SERVICES	CLEANING PRODUCTS FOR PUBLIC TOILETS - 20/01/20 TO 31/01/2020.	1	126.91	
INV 22348	13/02/2020	OXTER SERVICES	BURIAL DATE 12.02.2020 NEW GRAVE FORTHE BURIAL OF GEORGE GLASS	1	1,067.00	
INV 22360	14/02/2020	OXTER SERVICES	NEUTRAL CLEANER	1	72.10	
EFT35873	27/02/2020	PERTH SAFETY PRODUCTS PTY LTD	M25 BOLTS AND RELEVANT NUTS FOR SIGNS.	1		800.80
INV 0000959123/01/2020		PERTH SAFETY PRODUCTS PTY LTD	M25 BOLTS AND RELEVANT NUTS FOR SIGNS.	1	506.00	
INV 0000963505/02/2020		PERTH SAFETY PRODUCTS PTY LTD	150MM STREET NAME BLADE AS PER SHIRE OF NORTHAM SPEC - "WELLINGTON ST" NCS10946; NCS10951; NCS10952	1	294.80	
EFT35874	27/02/2020	PED FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL.	1		550.55
INV KT2742824/02/2020		PED FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL.	1	550.55	
EFT35875	27/02/2020	PRICEMARK PTY LTD	WRIST BANDS IN VARIOUS COLOURS TO BE USED AT POOL.	1		1,330.00
INV 0008050629/01/2020		PRICEMARK PTY LTD	WRIST BANDS IN VARIOUS COLOURS TO BE USED AT POOL.	1	1,330.00	
EFT35876	27/02/2020	PRIMARIES OF WA PTY LTD	RETICULATION FITTINGS AND JOINERS	1		151.03
INV 4098231229/01/2020		PRIMARIES OF WA PTY LTD	RETICULATION FITTINGS AND JOINERS	1	93.52	
INV 4098601005/02/2020		PRIMARIES OF WA PTY LTD	HOSES AND FITTINGS TO SUIT	1	57.51	
EFT35877	27/02/2020	RED DOT STORES	2 X ROLLS CHUX CLEANING WIPES	1		12.00
INV 4465372003/02/2020		RED DOT STORES	2 X ROLLS CHUX CLEANING WIPES	1	12.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 50

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35878	27/02/2020	ROAD AND TRAFFIC SERVICES PTY LTD	LINE MARKING AND RRPM FOR SPENCER BROOK ROAD AS PER QUOTE 19CP152	1		1,366.20
INV 0000811011/02/2020		ROAD AND TRAFFIC SERVICES PTY LTD	LINE MARKING AND RRPM FOR SPENCER BROOK ROAD AS PER QUOTE 19CP152	1	1,366.20	
EFT35879	27/02/2020	SIMON PAUL PETERS	2018/2019 DCBFEO HONORARIUM & 2019/2020 CBFCO HONORARIUM - MONTHLY PAYMENT OCTOBER & NOVEMBER 2019.	1		3,166.66
INV CH240220402/2020		SIMON PAUL PETERS	2018/2019 DCBFEO HONORARIUM & 2019/2020 CBFCO HONORARIUM - MONTHLY PAYMENT OCTOBER & NOVEMBER 2019.	1	3,166.66	
EFT35880	27/02/2020	SLATER-GARTRELL SPORTS	10L DRUMS OF WHITE LINEMARKING PAINT	1		880.00
INV SG38989/07/02/2020		SLATER-GARTRELL SPORTS	10L DRUMS OF WHITE LINEMARKING PAINT	1	880.00	
EFT35881	27/02/2020	SOILS AINT SOILS	25M3 OF SOIL CONDITIONER DELIVERED	1		1,782.00
INV INV-506813/02/2020		SOILS AINT SOILS	25M3 OF SOIL CONDITIONER DELIVERED	1	1,782.00	
EFT35882	27/02/2020	ST JOHN AMBULANCE AUSTRALIA	WUNDOWIE LT ANNUAL FIRST AID KIT SERVICING	1		77.67
INV CYINV0019/11/2019		ST JOHN AMBULANCE AUSTRALIA	WUNDOWIE LT ANNUAL FIRST AID KIT SERVICING	1	77.67	
EFT35883	27/02/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	EN1408 - JOHN DEERE TRACTOR - SUPPLY BASIC FIRST AID KIT	1		65.00
INV CYINV000602/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	EN1408 - JOHN DEERE TRACTOR - SUPPLY BASIC FIRST AID KIT	1	65.00	
EFT35884	27/02/2020	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	COMMUNITY GRANTS PROGRAM 2019/2020.	1		27,500.00
INV N20.5	14/02/2020	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	COMMUNITY GRANTS PROGRAM 2019/2020.	1	27,500.00	
EFT35885	27/02/2020	TINT A CAR	NEW TINT ON REPLACEMENT FRONT PASSENGER WINDOW	1		150.00
INV 8419220	15/01/2020	TINT A CAR	NEW TINT ON REPLACEMENT FRONT PASSENGER WINDOW	1	150.00	
EFT35886	27/02/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR ENGINEERING FOR P/E 11/02/20.	1		40.81
INV 0438-S3011/02/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR ENGINEERING FOR P/E 11/02/20.	1	40.81	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 51

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35887	27/02/2020	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DELIVER 19MM MRD APPROOVED GRAVEL TO THE CORNER OF MOKINE AND SPENCER BROOK ROAD	1		9,761.79
INV INV-057231/01/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DELIVER 19MM MRD APPROOVED GRAVEL TO THE CORNER OF MOKINE AND SPENCER BROOK ROAD	1	9,761.79	
EFT35888	27/02/2020	UWA PUBLISHING-UNIVERSITY OF WESTERN AUSTRALIA	STOCK PURCHASES FOR BKB.	1		420.00
INV 0243001304/02/2020		UWA PUBLISHING-UNIVERSITY OF WESTERN AUSTRALIA	STOCK PURCHASES FOR BKB.	1	420.00	
EFT35889	27/02/2020	WA CONTRACT RANGER SERVICES	PROVISION OF DAILY RELIEF RANGER SERVICES, 3 DAYS P/W FOR 4 WEEKS	1		2,970.00
INV 02562	22/02/2020	WA CONTRACT RANGER SERVICES	PROVISION OF DAILY RELIEF RANGER SERVICES, 3 DAYS P/W FOR 4 WEEKS	1	2,970.00	
EFT35890	27/02/2020	WATER FEATURES BY DESIGN	SINGLE JET MULTI DIRECTIONAL NOZZLE, COMPLETE.	1		500.00
INV 1271	13/02/2020	WATER FEATURES BY DESIGN	SINGLE JET MULTI DIRECTIONAL NOZZLE, COMPLETE.	1	500.00	
EFT35891	27/02/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACEMENT BATTERY FOR CASE TRACTOR/ INSTALL ISOLATOR / TRAVEL/ LABOUR/ PARTS - 3 X CALL OUTS	1		2,454.60
INV INV-986512/10/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	IRISHTOWN 1.4 - LABOUR , A/H CALL OUT TO FIRE SHED AND INSTALL NEW BATTERIES	1	716.50	
INV INV-989405/11/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	TRAVEL TO WUNDOWIE, TEST AND DIAGNOSE STARTING ISSUE. FIT STARTING RELAY AS REQUIRED. RETURN TO NORTHAM.	1	626.50	
INV INV-989305/11/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACEMENT BATTERY FOR CASE TRACTOR/ INSTALL ISOLATOR / TRAVEL/ LABOUR/ PARTS - 3 X CALL OUTS	1	1,111.60	
EFT35892	27/02/2020	WG OUTDOOR LIFE	LITESTONE HAVANA 74 DIA X 54 HCM WC (BS35174WC) PLANTER POTS	1		1,204.00
INV 99035	10/12/2019	WG OUTDOOR LIFE	LITESTONE HAVANA 74 DIA X 54 HCM WC (BS35174WC) PLANTER POTS	1	1,204.00	
EFT35893	27/02/2020	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES REFILLS	1		327.60
INV 25822	20/02/2020	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES REFILLS	1	258.60	
INV 25838	26/02/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CRUCIAL 240GB SSD	1	69.00	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 52

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT35894	27/02/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	WUNDOWIE FOOTBALL PAVILION. SUPPLY AND INSTALL 9 X SHOWER HEADS TO THE CHANGEROOMS.	1		518.57
INV 00107	17/02/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	WUNDOWIE FOOTBALL PAVILION. SUPPLY AND INSTALL 9 X SHOWER HEADS TO THE CHANGEROOMS.	1	518.57	
EFT35895	27/02/2020	WUNDOWIE PRODUCE & HARDWARE	WHITE SPRAY MARK PAINT	1		297.57
INV INV-006210/02/2020		WUNDOWIE PRODUCE & HARDWARE	WHITE SPRAY MARK PAINT	1	19.50	
INV INV-006110/02/2020		WUNDOWIE PRODUCE & HARDWARE	WHITE SPRAY MARK PAINT	1	170.67	
INV INV-006311/02/2020		WUNDOWIE PRODUCE & HARDWARE	12 CANS OF SPRAY PAINT	1	107.40	
DD14764.1	04/02/2020	WA SUPER	Payroll deductions	1		27,744.25
INV SUPER	04/02/2020	WA SUPER	Superannuation contributions	1	24,047.89	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	2,273.96	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	79.84	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	30.57	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	230.76	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	584.00	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT04/02/2020		WA SUPER	Payroll deductions	1	124.51	
DD14764.2	04/02/2020	ESSENTIAL SUPER	Superannuation contributions	1		159.15
INV SUPER	04/02/2020	ESSENTIAL SUPER	Superannuation contributions	1	159.15	
DD14764.3	04/02/2020	REST INDUSTRY SUPER	Superannuation contributions	1		501.87
INV SUPER	04/02/2020	REST INDUSTRY SUPER	Superannuation contributions	1	501.87	
DD14764.4	04/02/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		316.79



Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 53

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	04/02/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	316.79	
DD14764.5	04/02/2020	PRIME SUPER	Payroll deductions	1		256.92
INV SUPER	04/02/2020	PRIME SUPER	Superannuation contributions	1	185.22	
INV DEDUCT04/02/2020	04/02/2020	PRIME SUPER	Payroll deductions	1	71.70	
DD14764.6	04/02/2020	ONEPATH	Superannuation contributions	1		195.30
INV SUPER	04/02/2020	ONEPATH	Superannuation contributions	1	195.30	
DD14764.7	04/02/2020	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1		50.00
INV SUPER	04/02/2020	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	50.00	
DD14764.8	04/02/2020	MEDIA SUPER	Superannuation contributions	1		230.19
INV SUPER	04/02/2020	MEDIA SUPER	Superannuation contributions	1	230.19	
DD14764.9	04/02/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	04/02/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT04/02/2020	04/02/2020	UNISUPER	Payroll deductions	1	160.61	
DD14767.1	06/02/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		-77.72
INV REVERS06/02/2020	06/02/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	-77.72	
DD14768.1	04/02/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		77.72
INV SUPER	06/02/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	77.72	
DD14781.1	11/02/2020	BANKWEST	ROSS RAYSON - MASTERCARD 20/12/19 TO 22/1/2020	1		2,144.55
INV B RUTTE11/02/2020	11/02/2020	BANKWEST	BRENDON RUTTER MASTERCARD 20/12/2019 TO 22/1/2020	1	916.31	
INV C YOUNG11/02/2020	11/02/2020	BANKWEST	COLIN YOUNG MASTERCARD 20/12/2019 TO 22/1/2020	1	404.77	
INV C KLEYN11/02/2020	11/02/2020	BANKWEST	CLINTON KLEYNHANS MASTERCARD 20/12/19 TO 22/1/2020	1	667.00	

Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 54

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV C HUNT	11/02/2020	BANKWEST	CHADD HUNT MASTERCARD 20/12/19 TO 22/1/2020	1	100.00	
INVR.RAYSC1	11/02/2020	BANKWEST	ROSS RAYSON - MASTERCARD 20/12/19 TO 22/1/2020	1	56.47	
DD14787.1	12/02/2020	WA SUPER	Superannuation contributions	1		638.70
INV SUPER	12/02/2020	WA SUPER	Superannuation contributions	1	638.70	
DD14815.1	18/02/2020	WA SUPER	Payroll deductions	1		27,272.02
INV SUPER	18/02/2020	WA SUPER	Superannuation contributions	1	23,582.80	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	2,286.02	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	83.43	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	29.83	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	241.46	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	584.00	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT	18/02/2020	WA SUPER	Payroll deductions	1	91.76	
DD14815.2	18/02/2020	ESSENTIAL SUPER	Superannuation contributions	1		152.65
INV SUPER	18/02/2020	ESSENTIAL SUPER	Superannuation contributions	1	152.65	
DD14815.3	18/02/2020	REST INDUSTRY SUPER	Superannuation contributions	1		501.36
INV SUPER	18/02/2020	REST INDUSTRY SUPER	Superannuation contributions	1	501.36	
DD14815.4	18/02/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		316.79
INV SUPER	18/02/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	316.79	
DD14815.5	18/02/2020	PRIME SUPER	Payroll deductions	1		443.29
INV SUPER	18/02/2020	PRIME SUPER	Superannuation contributions	1	319.58	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 55

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT18/02/2020		PRIME SUPER	Payroll deductions	1	123.71	
DD14815.6	18/02/2020	ONEPATH	Superannuation contributions	1		195.87
INV SUPER	18/02/2020	ONEPATH	Superannuation contributions	1	195.87	
DD14815.7	18/02/2020	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1		50.00
INV SUPER	18/02/2020	ASGARD EMPLOYEE SUPERANNUATION	Superannuation contributions	1	50.00	
DD14815.8	18/02/2020	MEDIA SUPER	Superannuation contributions	1		151.26
INV SUPER	18/02/2020	MEDIA SUPER	Superannuation contributions	1	151.26	
DD14815.9	18/02/2020	UNISUPER	Payroll deductions	1		586.80
INV SUPER	18/02/2020	UNISUPER	Superannuation contributions	1	423.04	
INV DEDUCT18/02/2020		UNISUPER	Payroll deductions	1	163.76	
DD14764.10	04/02/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1		267.04
INV SUPER	04/02/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	267.04	
DD14764.11	04/02/2020	HESTA SUPER FUND	Superannuation contributions	1		127.13
INV SUPER	04/02/2020	HESTA SUPER FUND	Superannuation contributions	1	127.13	
DD14764.12	04/02/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,526.38
INV SUPER	04/02/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	3,246.06	
INV DEDUCT04/02/2020		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	280.32	
DD14764.13	04/02/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		74.44
INV SUPER	04/02/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	74.44	
DD14764.14	04/02/2020	CBUS	Payroll deductions	1		402.08
INV SUPER	04/02/2020	CBUS	Superannuation contributions	1	289.87	
INV DEDUCT04/02/2020		CBUS	Payroll deductions	1	112.21	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 56

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14764.15	04/02/2020	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	1		123.55
INV SUPER	04/02/2020	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	1	123.55	
DD14764.16	04/02/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		598.75
INV SUPER	04/02/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
INV DEDUCT04/02/2020	04/02/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
DD14764.17	04/02/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		178.28
INV SUPER	04/02/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	178.28	
DD14764.18	04/02/2020	AMP LIFE LIMITED	Superannuation contributions	1		837.38
INV SUPER	04/02/2020	AMP LIFE LIMITED	Superannuation contributions	1	837.38	
DD14764.19	04/02/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	04/02/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD14764.20	04/02/2020	HOSTPLUS SUPER	Superannuation contributions	1		469.12
INV SUPER	04/02/2020	HOSTPLUS SUPER	Superannuation contributions	1	469.12	
DD14764.21	04/02/2020	SUNSUPER	Superannuation contributions	1		681.17
INV SUPER	04/02/2020	SUNSUPER	Superannuation contributions	1	681.17	
DD14764.22	04/02/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		137.39
INV SUPER	04/02/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	137.39	
DD14815.10	18/02/2020	CATHOLIC SUPER	Superannuation contributions	1		61.77
INV SUPER	18/02/2020	CATHOLIC SUPER	Superannuation contributions	1	61.77	
DD14815.11	18/02/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1		228.88
INV SUPER	18/02/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	228.88	

Ordinary Council Meeting Minutes  
18 March 2020



Date: 03/03/2020  
Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
PAGE: 57

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14815.12	18/02/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,463.25
INV SUPER	18/02/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	3,178.24	
INV DEDUCT	18/02/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	285.01	
DD14815.13	18/02/2020	HESTA SUPER FUND	Superannuation contributions	1		150.31
INV SUPER	18/02/2020	HESTA SUPER FUND	Superannuation contributions	1	150.31	
DD14815.14	18/02/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	18/02/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD14815.15	18/02/2020	CBUS	Payroll deductions	1		517.93
INV SUPER	18/02/2020	CBUS	Superannuation contributions	1	373.39	
INV DEDUCT	18/02/2020	CBUS	Payroll deductions	1	144.54	
DD14815.16	18/02/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		598.75
INV SUPER	18/02/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
INV DEDUCT	18/02/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
DD14815.17	18/02/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		209.86
INV SUPER	18/02/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	209.86	
DD14815.18	18/02/2020	AMP LIFE LIMITED	Superannuation contributions	1		763.54
INV SUPER	18/02/2020	AMP LIFE LIMITED	Superannuation contributions	1	763.54	
DD14815.19	18/02/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	18/02/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD14815.20	18/02/2020	HOSTPLUS SUPER	Superannuation contributions	1		432.81
INV SUPER	18/02/2020	HOSTPLUS SUPER	Superannuation contributions	1	432.81	

Date: 03/03/2020  
 Time: 8:10:54AM

Shire of Northam

USER: Kathy Scholz  
 PAGE: 58

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14815.21	18/02/2020	SUNSUPER	Superannuation contributions	1		685.26
INV SUPER	18/02/2020	SUNSUPER	Superannuation contributions	1	685.26	
DD14815.22	18/02/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	18/02/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,830,415.59
<b>TOTAL</b>		<b>1,830,415.59</b>

## Attachment 2

### Payment dates 1 February 2020 to 29 February 2020

- Municipal Fund payment cheque numbers 35277 to 35295 Total \$240,425.19.

Electronic Funds Transfer

- Municipal Fund EFT35607 to EFT35895 Total \$1,512,215.07.

Direct Debits Total \$77,775.33

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

Month	Cheques	EFT Payments	Direct Debits	Payroll	Total Payments
	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020
July	\$ 206,266.12	\$ 3,308,502.03	\$ 76,110.78	\$ 432,960.90	\$ 4,023,839.83
August	\$ 49,915.44	\$ 2,828,610.12	\$ 79,487.55	\$ 455,717.69	\$ 3,413,730.80
September	\$ 55,440.41	\$ 2,948,297.32	\$ 72,450.07	\$ 429,744.94	\$ 3,505,932.74
October	\$ 100,301.16	\$ 3,153,464.10	\$ 116,698.02	\$ 651,629.55	\$ 4,022,092.83
November	\$ 60,595.68	\$ 3,143,308.87	\$ 78,728.94	\$ 470,325.55	\$ 3,752,959.04
December	\$ 135,279.49	\$ 2,435,836.65	\$ 87,294.89	\$ 495,027.66	\$ 3,153,438.69
January	\$ 152,927.67	\$ 1,961,602.01	\$ 80,188.17	\$ 469,938.70	\$ 2,664,656.55
February	\$ 240,425.19	\$ 1,512,215.07	\$ 77,775.33	\$ 484,939.48	\$ 2,315,355.07
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$1,001,151.16</b>	<b>\$21,291,836.17</b>	<b>\$668,733.75</b>	<b>\$3,890,284.47</b>	<b>\$26,852,005.55</b>

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD14781.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
SHIRE OF NORTHAM - REGISTRATION NEW MOWER PLANT PN1904	43.60	
SHIRE OF NORTHAM - REGISTRATION NEW MOWER PLANT PN1904	38.00	
SHIRE OF NORTHAM - REGISTRATION NEW VEHICLE PN1905 MITSUBISHI OULANDER	227.30	
SHIRE OF NORTHAM - REGISTRATION NEW VEHICLE PN1905 MITSUBISHI OULANDER	39.95	
SHIRE OF NORTHAM - CHANGE OF PLATE - PN1905 MITSUBISHI OULANDER	27.70	
SHIRE OF NORTHAM - RETAINED PLATE FROM PN1520 - PN1905 MITSUBISHI OULANDER	27.70	
SHIRE OF NORTHAM - REGISTRATION OF NEW CAR PN1906 MITSUBISHI OUTLANDER	222.80	
SHIRE OF NORTHAM - REGISTRATION OF NEW CAR PN1906 MITSUBISHI OUTLANDER	39.95	<b>667.00</b>
<b>CESM</b>		
ALDI STORES - ELECTROLYTES FOR APPLIANCES	236.82	
DOMINOS - TRAINING OFFICERS WORKSHOP REFRESHMENTS	170.90	
REPCO MUNDARING - SHACKLES FOR CENTRAL 2.4	21.58	
PHAPS -DUKES INN -DINNER FOR WEATHER OFFICERS	144.00	
DOMINOS - REFRESHMENTS FOR TRIMMER ROAD RD INCIDENTS	165.75	
SUBWAY MERREDIN - REFRESHMENTS FOR DEPLOYMENT CREW	131.40	
SUPER CHEAP AUTO MIDLAND - SPECIALIST FOR TAR REMOVER FOR CESM CAR(NOT AVAILABLE IN NORTHAM)	45.86	<b>916.31</b>
<b>Executive Manager Corporate Services</b>		
AMAYSIM - MONTHLY FEE LIBRARY LIFT EXPENSES 19TH DECEMBER 2019	10.00	
THE HOME BAKE SHOP - LUNCH TECHNICAL ASSESSMENT KICKOFF AT WUNDOWIE - 2 CCTV INSTALLATION	13.40	
MICROSOFT MONTHLY FEES OFFICE 365 DEC/JANUARY	47.19	
ADOBE MONTHLY FEES JANUARY TO FEBRUARY CREATIVE CLOUD APPS	213.99	
AMAYSIM - MONTHLY LIBRARY LIFT EXPENSES 16 JANUARY 2020	10.00	
DRI AXONIC - MY COMMERCE - LOOKEEN STANDARD EDITION 15TH JANUARY 2020 -SOFTWARE LICENCE	100.12	
BANK FEES - FOREIGN TRANSACTION FEES	10.07	<b>404.77</b>
<b>Executive Manager Development Services</b>		
BURSWOOD CAR RENTALS - HIRE OF UTE FOR SANTO -HOLDING DEPOSIT	100.00	<b>100.00</b>
<b>Executive Manager Community Services</b>		
FACEBOOK - BKB PAGE AWARENESS	27.47	
SHIRE OF NORTHAM AUSTRALIA DAY AMBASSADOR GIFT	29.00	<b>56.47</b>
<b>Total Credit Card Expenditure</b>		<b>\$2,144.55</b>



CERTIFICATION OF THE PRESIDENT

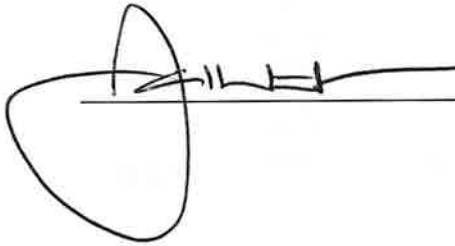
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,315,355.07 was submitted to the Ordinary Meeting of Council on Wednesday, 18 March 2020.



CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,315,355.07 was submitted to each member of the Council on Wednesday, 18 March 2020, 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

## 12.4.2 Financial Statement for the period ending 29 February 2020

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

### BRIEF

For Council to receive the Financial Statement for the period ending 29 February 2020.

### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 29 February 2020.

### 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 29 February 2020 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;
- Rating Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council Finance staff prior to the meeting, **new items this month are in bold.**

## Notes to the Financial Statements

### Operating Income

1. **Rec and Culture revenue is over budget predominantly due to the additional Northam pool income of \$33,197.**
2. **Economic Services is under budget by \$50,309. This is due to**  
**Building Permits \$14,931**  
**BKB income \$27,879**  
**Visitors Centre merchandise \$6,876**

### Operating Expenditure

3. Education and welfare are under budget by \$54,502 predominantly due to salaries and wages of \$56,138.
4. Community Amenities are under budget by \$158,156 The items disclosed below are under budget year to date
  - Rubbish site maintenance \$123,517 under (timing)
  - Green waste management \$35,000
5. Transport is under budget by \$86,330 due to bridge maintenance of \$94,103 (timing).
6. Other Economic Services is under budget by \$59,381 due to festivals and events of \$27,474 and events signage of \$24,162.
7. Other property and services is the timing of internal allocations and expenses for \$185,820 (non cash).

### Operating Income by Nature and Type

8. **Interest earnings are over budget by \$34,187**

### Operating Expenditure by Nature and Type

9. **Employee costs are under budget by \$112,651 predominantly due to Item 3 and 7 disclosed above together with BKB wages and salaries of \$18,939**
10. Materials and contracts are under budget by 2% relating to items 4,5 and 6 disclosed above

### Non Operating Grants Income

11. Non operating grants are under budget by \$64,951 predominantly due to the timing of State grant receipts for Transport

### Loss on Asset Disposals

12. The lower than anticipated loss on the sale of assets by 2% is due to timing of disposals of assets.

### **Capital Expenditure**

13. Spencers Brook Road SLK 5400 -7360 is over budget by \$259,714 due to additional Shire labour and overheads costs predominantly due to delays in contracts works being carried out.

## **B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership.

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

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

The Financial Statements have been prepared in accordance with Council's 2019/20 Budget.

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

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

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

Nil.

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

N/A.

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

<b>Risk Category</b>	<b>Description</b>	<b>Rating (consequence x likelihood)</b>	<b>Mitigation Action</b>
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 Report is to be presented to Council each month in order to comply with relevant legislation	Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**C. OFFICER'S COMMENT**

Nil.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3904**

**Moved: Cr Williams**

**Seconded: Cr Ryan**

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 29 February 2020.**

**CARRIED 8/0**

The following queries and responses were provided prior to the Ordinary Council Meeting:

Reference	Page #	Details Reference	Question	Query By	Answer
	252	1. Rec and Culture Revenue over budget	Just wanted to confirm that pool entries have been higher? Also. Locals vs visitor numbers?	Cr Antonio	Yes pool entry fees are higher year to date as are season pass charges, I note these are slowing now and I would expect to finish the year closer to the amended budget as per the budget review visitor numbers are up, but do not have the exact number
	252	3. Lower salaries and wages	Reasoning for this?	Cr Antonio	Total Salaries is 2% under budget, Killara is under by \$56,138, largely due to workloads and usage of casuals, however at this stage we expect Killara to finish the year close to budget
	252	4. Green waste management lower	Reasoning for this?	Cr Antonio	Timing of the mulching, it is expected to be carried out in late May early June
	258	Interest Bearing Liabilities	As official interest rates drop, does our interest expense also dropped, or fixed rates? Worth re-negotiation like done previously?	Cr Antonio	No all loans are fixed, unless Council wishes to pay the loan out, re-negotiation has little or no benefit to Council
	262	Upgrade Runway item	When is this due to be completed?	Cr Antonio	Tender process under way, expected to be completed by the EOFY
	268	Rating Report	When El Caballo settles what back rates are expected and what estimated impact will this have on % rates outstanding?	Cr Antonio	It will reduce the percentage outstanding by 1.22% to 27.89%

	268	Rating Report	If I'm reading correctly, 29.1% outstanding on \$8.688M in 19/20 then why is only 26.4% same time last year with higher figure of \$8.785M	Cr Antonio	No, the 8.688m and the 8.785m is the rates received year to date not the amount outstanding, overall rate collection is a couple of weeks behind last year due to the later budget adoption that occurred, as such this is affecting the outstanding percentage
--	-----	---------------	--	------------	---

## Attachment 1



### **SHIRE OF NORTHAM**

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

#### **FOR THE PERIOD ENDING 29 FEBRUARY 2020**

#### **TABLE OF CONTENTS**

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





**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 29 FEBRUARY 2020**

	NOTE	19/20 Revised Budget \$	Ytd Budget \$	19/20 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		98,149	79,458	79,900	442	0.56%
General Purpose Funding Other		2,223,801	1,656,845	1,647,880	(8,966)	(0.54%)
General Purpose Funding Rates		10,417,484	10,406,484	10,406,484	0	0.00%
Law, Order, Public Safety		2,183,862	831,883	832,449	566	0.07%
Health		61,000	44,600	30,383	(14,217)	(31.88%)
Education and Welfare		1,198,324	985,221	1,002,879	17,658	1.79%
Housing		62,277	41,512	43,551	2,039	4.91%
Community Amenities		2,724,576	2,247,854	2,260,445	12,591	0.56%
Recreation and Culture	1	3,121,210	1,472,353	1,514,058	41,705	2.83%
Transport		3,784,940	1,508,200	1,481,824	(26,376)	(1.75%)
Economic Services	2	598,150	350,624	300,315	(50,309)	(14.35%)
Other Property and Services		130,200	109,506	110,331	825	0.75%
<b>Total Operating Revenue</b>		<b>26,603,973</b>	<b>19,734,540</b>	<b>19,710,498</b>	<b>(24,043)</b>	<b>(0.12%)</b>
<b>Expenses</b>						
Governance		(1,427,564)	(890,108)	(897,293)	(7,185)	(0.81%)
General Purpose Funding		(309,104)	(248,067)	(242,469)	5,598	2.26%
Law, Order, Public Safety		(1,805,408)	(1,046,012)	(1,066,015)	(20,003)	(1.91%)
Health		(322,270)	(208,378)	(202,283)	6,095	2.92%
Education and Welfare	3	(1,419,060)	(925,011)	(870,509)	54,502	5.89%
Housing		(75,223)	(49,795)	(44,771)	5,024	10.09%
Community Amenities	4	(3,803,616)	(2,183,973)	(2,025,817)	158,156	7.24%
Recreation & Culture		(5,741,582)	(4,135,795)	(4,101,286)	34,509	0.83%
Transport	5	(5,972,131)	(3,897,984)	(3,811,654)	86,330	2.21%
Economic Services	6	(2,590,843)	(1,774,606)	(1,715,225)	59,381	3.35%
Other Property and Services	7	(105,284)	(45,452)	(231,272)	(185,820)	(408.83%)
<b>Total Operating Expenses</b>		<b>(23,572,085)</b>	<b>(15,405,181)</b>	<b>(15,208,594)</b>	<b>196,587</b>	<b>1.28%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		937,426	1,193,568	1,162,910	(30,658)	
Movement in Employee Benefit Provisions		(302,478)	0	0	0	
Depreciation on Assets		4,435,758	2,957,192	2,957,728	536	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(2,521,264)	(1,528,214)	(168,864)	1,359,350	
Purchase Plant and Equipment		(1,613,891)	(843,575)	(249,927)	593,648	
Purchase Furniture and Equipment		(61,286)	(42,276)	(11,469)	30,807	
Purchase Infrastructure Assets - Roads		(3,703,439)	(3,260,018)	(1,532,120)	1,727,898	
Purchase Infrastructure Assets - Footpaths		(205,140)	(259,140)	(197)	258,943	
Purchase Infrastructure Assets - Drainage		(1,913,159)	(1,671,966)	(1,246,888)	425,078	
Purchase Infrastructure Assets - Parks & Ovals		(1,057,482)	(290,926)	(489,481)	(198,555)	
Purchase Infrastructure Assets - Airfields		(193,600)	(129,064)	0	129,064	
Purchase Infrastructure Assets - Streetscape		(175,000)	(110,000)	(103,540)	6,460	
Purchase Infrastructure Assets - Other		(7,698,457)	(7,406,642)	(6,812,520)	594,122	
Proceeds from Disposal of Assets		2,094,959	1,145,946	1,145,946	(0)	
Repayment of Debentures		(376,179)	(184,830)	(184,830)	0	
Proceeds from New Debentures		4,500,000	4,500,000	4,500,000	0	
Self-Supporting Loan Principal Income		22,812	12,946	12,946	0	
Transfers to Restricted Assets (Reserves)		(2,660,942)	(259,907)	(259,907)	0	
Transfers from Restricted Asset (Reserves)		3,296,916	798,527	798,527	0	
Transfers from Restricted Asset (Other)		0	0	0	0	
ADD Net Current Assets July 1 B/Fwd		4,162,558	4,162,558	4,178,315	15,757	
LESS Net Current Assets Year to Date		0	3,113,538	8,849,114	5,735,576	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>(755,104)</b>	<b>(755,104)</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 29 FEBRUARY 2020

1. OPERATING STATEMENT

	Note	Revised 19/20 Budget \$	Ytd Budget	19/20 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,417,484	10,388,293	10,406,484	18,191	0%
Operating Grants Subsidies and Contributions		4,859,317	2,913,302	2,900,285	(13,017)	0%
Fees and Charges		3,893,503	3,207,072	3,187,071	(20,001)	-1%
Interest Earnings	8	392,500	209,946	244,133	34,187	16%
Other Revenue		898,877	814,690	833,438	18,748	2%
<b>TOTAL OPERATING REVENUE</b>		<b>20,461,681</b>	<b>17,533,303</b>	<b>17,571,411</b>	<b>38,108</b>	<b>0%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	9	(8,502,392)	(5,687,340)	(5,574,689)	112,651	2%
Materials and Contracts	10	(7,542,757)	(4,150,217)	(4,082,421)	67,796	2%
Utility Charges		(1,000,558)	(588,478)	(598,382)	(9,904)	-2%
Depreciation of Non Current Assets		(4,435,758)	(2,957,192)	(2,957,728)	(536)	0%
Interest Expenses		(199,187)	(84,216)	(55,891)	28,325	34%
Insurance Expenses		(516,245)	(512,947)	(512,694)	253	0%
Other Expenditure		(121,759)	(231,306)	(261,161)	(29,855)	-13%
<b>TOTAL OPERATING EXPENSE</b>		<b>(22,318,656)</b>	<b>(14,211,696)</b>	<b>(14,042,966)</b>	<b>168,730</b>	<b>-1%</b>
Non Operating Grants Subsidies and Contributions	11	5,826,289	2,201,320	2,136,369	(64,951)	3%
Profit on Asset Disposals		323,437	0	2,762	2,762	0%
Loss on Asset Disposals	12	(1,260,863)	(1,193,568)	(1,165,672)	27,896	2%
<b>RESULTING FROM OPERATIONS</b>		<b>3,031,888</b>	<b>4,329,359</b>	<b>4,501,904</b>	<b>172,545</b>	<b>4%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2020

2. BALANCE SHEET

	19/20 YTD Actual \$	18/19 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	7,683,265	8,123,774
Receivables	6,435,411	5,258,217
Inventories	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>14,118,676</b>	<b>13,381,991</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	554,832	403,701
Land and Buildings	50,721,663	53,117,799
Property, Plant and Equipment Infrastructure	6,833,954	6,935,417
	168,326,263	160,465,459
Financial Assets	210,205	360,723
<b>TOTAL NON-CURRENT ASSETS</b>	<b>226,646,917</b>	<b>221,283,099</b>
<b>TOTAL ASSETS</b>	<b>240,765,593</b>	<b>234,665,090</b>
<b>CURRENT LIABILITIES</b>		
Payables	964,008	3,658,158
Interest-bearing Liabilities	72,731	279,985
Provisions	1,207,425	1,207,425
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,244,164</b>	<b>5,145,568</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,500,696	2,000,696
Provisions	222,810	222,810
Payables	221,047	221,047
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,944,553</b>	<b>2,444,553</b>
<b>TOTAL LIABILITIES</b>	<b>9,188,717</b>	<b>7,590,121</b>
<b>NET ASSETS</b>	<b>231,576,876</b>	<b>227,074,969</b>
<b>EQUITY</b>		
Retained Surplus	113,120,502	108,080,070
Reserves - Cash Backed	4,477,362	5,015,888
Reserves - Asset Revaluation	113,979,012	113,979,011
<b>TOTAL EQUITY</b>	<b>231,576,876</b>	<b>227,074,969</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2020

3. ACQUISITION OF ASSETS	19/20 Revised Budget \$	19/20 Ytd Actual \$
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>		
	<b>Note</b>	
Admin Building	697,500	11,688
Admin Building Solar	19,010	0
CEO Vehicle	58,000	0
New Telephone System	42,276	11,469
<b>Law, Order &amp; Public Safety</b>		
Rangers Ute	48,820	48,821
3.4 Urban Fire Appliance	470,491	0
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	82,055	0
Bakers Hill Fire Shed	413,350	600
LED Fire Danger Rating Signs	39,450	0
Automated Weather Station	8,149	0
Water Tank Smith Road	9,800	0
CCTV Wundowie	257,166	12,600
SES Building Replace Sliding Door	30,320	0
<b>Health</b>		
Manager Health Vehicle	35,000	29,181
<b>Education &amp; Welfare</b>		
Solar, Killara	11,300	0
Structural Repairs Memorial Hall	20,000	0
<b>Community Amenities</b>		
Design of Recycling Station Inkpen	40,000	9,940
Old Quarry Drainage	100,000	42,089
Rehab Investigation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	25,000	0
Transfer Station Tip Shop	576,850	0
King Creek Drainage	7,150	0
Area Drainage	128,669	114,268
Planners Vehicle	35,000	32,076
Minson Avenue Streetscape	88,455	89,355
CBD Streetscape	76,545	14,185
Duracote Doors Bernard Park	5,100	0
Recoat Floor Bernard Park	16,385	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Wundowie Hall, Solar, Replace Ceiling, Toilet		19,950	7,510
Southern Brook Hall, New Ceiling, A/C to Kitchen		6,700	5,676
Northam Hall, New Curtain & Track		10,000	7,880
Wundowie Pool Solar		30,360	0
Wundowie Pool Bowl Repainting		10,000	0
Northam Aquatic Facility		7,084,942	6,747,892
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Rec Centre, Roller Shutters & Remark Floor, CCTV		80,760	26,081
Solar Recreation Centre		38,130	0
Jubilee Oval Upgrade Electric Boards		40,750	2,250
Community Plan Implementation		90,000	0
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	4,097
POS Playground Improvements		122,920	13,950
Northam Youth Space		210,859	43,124
Northam Youth Space Programed Maintenance		26,500	1,156
Artificial Hockey Turf		414,453	424,904
Bridge Crossing Fixings C/fwd		10,000	0
St Johns Ambulance Site Improvements		80,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground		42,000	0
General Library Upgrades, DAP, Paint interior, Solar, CCTV		121,054	88,406
AVVVA - Drainage Works		22,850	0
AVVVA - Roof Replacement C/fwd		145,000	0
Old Railway Station, Exit Gates & Ceiling Fans		18,500	751
<b>Transport</b>			
Northam Depot Redesign		10,000	6,400
Install Light and Pole Rear Shed Wundowie		3,500	3,150
Solar Northam Depot		11,300	0
Fitzgerald Footpath		50,280	0
Hovea Footpath		76,960	0
Balga Footpath		59,950	0
Wattle Crescent		17,950	197
Throssell Street - Drainage		14,000	0
Drainage - Rural Including WANDRRA		1,665,338	1,132,620
Spencers Brook Road SLK 5400 - 7360	13	142,000	401,714
Spencers Brook Road SLK 8650 - 10250		555,892	477,842
Spencers Brook Road 12000 - 12800		334,623	43,184
Zamia Terrance (0 - 480)		61,835	1,001
Chidlow Street West (360 - 670)		27,000	0
Coates Road (0 - 1700)		71,400	55,507
Vivan Street (0-200)		21,939	3,248

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget	19/20 Ytd Actual
<b>Transport</b>		<b>\$</b>	<b>\$</b>
Qualup Place (0 - 140)		15,102	0
Boondine Road (0-640)		70,345	10,303
Katrine Road		0	0
Tamma (1100 - 2400)		58,506	0
Chidlow Street West (20 - 300)		51,915	27,133
Chidlow Street West (1480 - 1950)		33,675	0
Park Lane (0 - 230)		31,548	2,573
Carlin Road (2740 - 3550)		50,537	82
Carter Street (200 - 410)		67,980	15,571
Ord Street (0 - 190)		15,310	0
Irishtown Road (0 - 10000)		159,078	1,212
Maintenance Capitalised		100,000	158
Coates Road		135,706	135,226
O'Neill Road		175,092	177,427
Charles Street (510 - 1070)		83,054	3,206
Kennedy Street (320 - 920)		54,563	0
Henty Place (0 - 270)		58,408	0
Martin Street (0 - 300)		70,909	1,806
Southern Brook Road (0 - 3070)		536,382	2,600
Laneway Land Acquisition		32,000	0
Keane Street		22,000	0
Spencers Brook Road (16430 - 19340)		473,164	117,066
Gravel Resheeting		87,000	0
Kerb Renewal		109,238	10,699
Culvert Renewal		84,238	44,565
Kubota F3680 NS Front Mower, Canopy & Catcher		47,100	31,059
Bobcat Attachment		15,000	0
Volvo BL71 Backhoe		87,141	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane		82,701	0
Isuzu MLR 200 Tipper Manual		82,701	0
Dynapac Vibro Ride on Roller		51,372	0
Bobcat Trailer 4500kg		25,000	0
Honda Four Wheel Motor Cycle		23,090	0
Tandem Trailer		15,250	0
Pegasus 200 Verge Mower		15,510	0
Toyota Hilux workmate 2.7l		26,040	0
Mazda BT50T-top		26,041	0
Ford Ranger Dual Cab Alloy Tray		31,153	30,628
Mitsubishi Outlander Diesel 7 Seat		35,000	32,567
Holden Trail Blazer 7 Seat Diesel		45,000	42,249
Service Ground Locator Ground Penetrating Radar		9,000	0
Rock Bucket		10,000	3,345

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Upgrade Runway		193,600	0
<b>Economic Services</b>			
Solar Visitor Centre		11,300	0
Signage Tower GEH Mitchell Avenue		10,000	0
Clark Street Water Metre		8,950	0
Water Pump Station Upgrade		169,681	0
Bakers Drainage		25,000	0
BKB Building		75,000	10,721
		19,142,716	10,615,005

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		2,521,264	168,864
Plant and Equipment		1,613,891	249,927
Furniture and Equipment		61,286	11,469
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,703,439	1,532,120
Infrastructure Assets - Footpaths		205,140	197
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,913,157	1,246,888
Infrastructure Assets - Parks & Ovals		1,057,482	489,481
Infrastructure Assets - Airfields		193,600	0
Infrastructure Assets - Streetscape		175,000	103,540
Infrastructure Assets - Other		7,698,457	6,812,520
		19,142,716	10,615,005



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 29 FEBRUARY 2020

4. DISPOSALS OF ASSETS

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

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$
<b>Governance</b>						
CEO Vehicle	37,360	0	30,000	0	(7,360)	0
<b>Law Order &amp; Public Safety</b>						
PN 1514 Rangers Triton Ute	15,162	14,137	12,000	12,727	(3,162)	(1,410)
<b>Health</b>						
Manager Health Vehicle	19,015	18,607	15,000	10,909	(4,015)	(7,698)
Killarra Commuter Bus C/fwd					0	0
<b>Community Amenities</b>						
Manager Planning	20,176	19,501	17,000	13,182	(3,176)	(6,319)
<b>Recreation &amp; Culture</b>						
Victoria Street Oval	2,046,800	2,046,800	969,000	969,000	(1,077,800)	(1,077,800)
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Sale Kingia Avenue	92,900		90,000		(2,900)	0
<b>Transport</b>						
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	7,752	7,000	909	(5,823)	(6,843)
Bobcat Attachment	3,000	0	3,000	0	0	0
Volvo BL71 Backhoe	75,068	0	17,000	0	(58,068)	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane	30,342	0	22,000	0	(8,342)	0
Isuzu MLR 200 Tipper Manual	33,333	0	20,000	0	(13,333)	0
Dynapac Vibro Ride on Roller	3,402	0	2,000	0	(1,402)	0
Bobcat Trailer 4500kg	6,157	0	1,000	0	(5,157)	0
Honda Four Wheel Motor Cycle	1,790	0	200	0	(1,590)	0
Toyota Hilux workmate 2.7l	11,219	0	11,000	0	(219)	0
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outlander Diesel 7 Seat	21,221	20,542	18,000	14,545	(3,221)	(5,996)
Hino Water Truck PN1501	132,290	132,290	73,816	73,816	(58,474)	(58,474)
Holden Colorado Insurance Claim	24,006	24,005	29,443	26,766	5,437	2,762
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
	3,032,385	2,308,856	2,094,959	1,145,946	(937,426)	(1,162,910)





**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 29 FEBRUARY 2020**

**4. DISPOSALS OF ASSETS**

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

<u>By Class</u>	<u>Written Down Value</u>		<u>Sale Proceeds</u>		<u>Profit(Loss)</u>	
	<u>19/20 Budget \$</u>	<u>Ytd Actual \$</u>	<u>19/20 Budget \$</u>	<u>Ytd Actual \$</u>	<u>19/20 Budget \$</u>	<u>Ytd Actual \$</u>
<b>Plant &amp; Equipment</b>						
CEO Vehicle	37,360	0	30,000	0	(7,360)	0
PN1514 Rangers Triton Ute 4*4	15,162	14,137	12,000	12,727	(3,162)	(1,410)
Manager Health Vehicle	19,015	18,607	15,000	10,909	(4,015)	(7,698)
Manager Planning	20,176	19,501	17,000	13,182	(3,176)	(6,319)
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	7,752	7,000	909	(5,823)	(6,843)
Bobcat Attachment	3,000	0	3,000	0	0	0
Volvo BL71 Backhoe	75,068	0	17,000	0	(58,068)	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane	30,342	0	22,000	0	(8,342)	0
Isuzu MLR 200 Tipper Manual	33,333	0	20,000	0	(13,333)	0
Dynapac Vibro Ride on Roller	3,402	0	2,000	0	(1,402)	0
Bobcat Trailer 4500kg	6,157	0	1,000	0	(5,157)	0
Honda Four Wheel Motor Cycle	1,790	0	200	0	(1,590)	0
Toyota Hilux workmate 2.7i	11,219	0	11,000	0	(219)	0
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outlander Diesel 7 Seat	21,221	20,542	18,000	14,545	(3,221)	(5,996)
Hino Water Truck PN1501	132,290	132,290	73,816	73,816	(58,474)	(58,474)
Holden Colorado Insurance Claim	24,006	24,005	29,443	26,766	5,437	2,762
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
<b>Land</b>						
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Sale Kingia Avenue	92,900	0	90,000	0	(2,900)	0
Victoria Street Oval	2,046,800	2,046,800	969,000	969,000	(1,077,800)	(1,077,800)
	<b>3,032,385</b>	<b>2,308,856</b>	<b>2,094,959</b>	<b>1,145,946</b>	<b>(937,426)</b>	<b>(1,162,910)</b>
					<b>19/20 Budget \$</b>	<b>Ytd Actual \$</b>
<b>Summary</b>						
Profit on Asset Disposals					323,437	2,762
Loss on Asset Disposals					(1,260,863)	(1,165,672)
					<b>(937,426)</b>	<b>(1,162,910)</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 29 FEBRUARY 2020

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	7.36%	3,235	0	3,238	3,236	(3)	(3)	153	3
Loan 219A - Northam Bowling Club **	3.18%	163,041	0	19,575	9,710	143,466	153,331	8,854	2,568
Loan 223 - Recreation Facilities	6.06%	130,050	0	130,049	130,048	1	2	10,136	5,759
Loan 224 - Recreation Facilities	6.48%	816,395	0	46,765	23,010	769,630	793,385	57,285	17,468
Loan 227 - Youth Space	2.26%	500,000	0	45,097	0	454,903	500,000	12,110	0
Loan 228 - Swimming Pool	1.88%	0	4,500,000	93,194	0	4,406,806	4,500,000	58,868	0
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	667,960	0	38,262	18,826	629,698	649,134	51,781	14,292
		2,280,681	4,500,000	376,180	184,830	6,404,501	6,595,849	199,187	40,090

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 29 FEBRUARY 2020

	Revised 19/20 Budget				19/20 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	427,796	10,234		(74,251)	363,779	427,796	3,519		(32,574)	398,741
Aged Accommodation Reserve	227,404	5,440	5,000	-	237,844	227,404	1,989			229,393
Housing Reserve	265,507	6,352		-	271,859	265,508	2,322			267,830
Office Equipment Reserve	74,735	1788		(42,276)	34,247	74,735	1,188			75,923
Plant & Equipment Reserve	126,838	3,034	230,000	(240,000)	119,872	126,838	1,041	220,000	(230,000)	117,879
Road & Bridgeworks Reserve	89,498	2,141	200,000	-	291,639	89,498	783			90,281
Refuse Site Reserve	627,552	15,014	120,000	(406,850)	355,716	627,553	5,489			633,042
Regional Development Reserve	73,599	1,761		(50,000)	25,360	73,600	644			74,244
Speedway Reserve	147,600	3,531		-	151,131	147,601	1,291			148,892
Community Bus Replacement Reserve	2,414	58	15,000	-	17,472	2,414	21			2,435
Septage Pond Reserve	267,085	6,390	20,000	(58,643)	234,832	267,085	2,336			269,421
Killara Reserve	276,579	6,617	26,252	(59,643)	249,805	276,579	2,419			278,998
Stormwater Drainage Projects Reserve	33,593	804		(14,000)	20,397	33,593	294			33,887
Recreation and Community Facilities Reserve	584,376	13,981	1,314,254	(1,332,953)	579,658	584,377	2,614		(364,453)	222,538
Administration Office Reserve	685,801	16,407	300,000	(697,500)	304,708	685,802	5,464			691,266
Council Buildings & Amenities Reserve	348,744	8,343	290,436	(211,850)	435,673	348,744	1,978		(156,500)	194,222
River Management Reserve	360,240	8,618		(20,000)	348,858	360,240	3,151			363,391
Parking Facilities Construction Reserve	216,138	5,171		(65,000)	156,309	216,138	1,890			218,028
Art Collection Reserve	23,205	555		-	23,760	23,205	203			23,408
Reticulation Scheme Reserve	80,662	1,930	10,000	(8,950)	83,642	80,662	706			81,368
Election Reserve	15,165	363		(15,000)	528	15,165	30		(15,000)	195
Revaluation Reserve	61,351	1,468	10,000	-	72,819	61,351	537			61,888
<b>Total Cash Backed Reserves</b>	<b>5,015,882</b>	<b>120,000</b>	<b>2,540,942</b>	<b>(3,296,916)</b>	<b>4,379,908</b>	<b>5,015,888</b>	<b>39,907</b>	<b>220,000</b>	<b>(798,527)</b>	<b>4,477,268</b>

Total Interest & Transfers

2,660,942

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

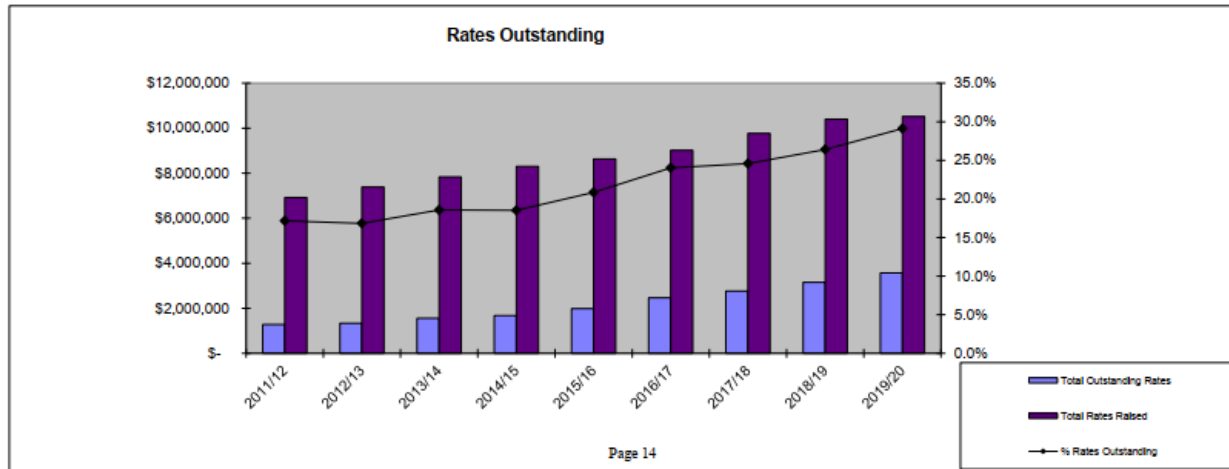
FOR THE PERIOD ENDING 29 FEBRUARY 2020

	19/20 Budget	19/20 Ytd Actual	18/19 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	884,354	3,205,903	1,983,523
Cash - Restricted Unspent Grants	0	0	1,124,363
Cash - Restricted Reserves	4,379,908	4,477,362	5,015,888
Self Supporting Loan	25,095	2,200	15,758
Receivables	2,915,065	459,388	3,308,497
Rates - Current	0	4,034,809	0
Pensioners Rates Rebate	0	19,643	0
Provision for Doubtful Debts	0	(131,842)	0
GST Receivable	0	121,688	0
Accrued Income/Prepayments	0	1,929,524	1,933,962
Inventories	1,000	0	0
	<u>8,205,422</u>	<u>14,118,675</u>	<u>13,381,990</u>
<b>LESS: CURRENT LIABILITIES</b>			
	<u>(4,825,204)</u>	<u>(1,513,670)</u>	<u>(5,145,568)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,380,218</b>	<b>12,605,005</b>	<b>8,236,422</b>
Less: Cash - Reserves - Restricted	(4,379,908)	(4,477,362)	(5,015,888)
Add: Current Loan Liability	385,911	72,731	279,985
Add: Leave Liability Reserve	363,779	398,741	427,796
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>0</b>	<b>8,849,114</b>	<b>4,178,315</b>

SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 29 FEBRUARY 2020

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
<b>Key Rating Dates</b>									
RATES ISSUED	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019
RATES DUE	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019
2nd INSTALMENT DUE	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019
3rd INSTALMENT DUE	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020
4th INSTALMENT DUE	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020
Outstanding 1st July	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187
Rates Levied	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585
Interest, Ex gratia, interim and back rates less writeoffs	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$176,315
<b>Rates paid by month</b>									
1 July	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638	87,543
2 August	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195
3 September	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221
4 October	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037
5 November	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138
6 December	172,178	160,665	685,338	654,900	214,507	336,154	189,794	239,893	724,440
7 January	441,740	469,219	194,157	295,629	441,681	464,526	637,664	861,146	427,789
8 February	112,296	166,351	502,176	508,828	148,327	260,963	258,355	174,143	576,493
9 March									
10 April									
11 May									
12 June									
Total YTD	6,159,051	6,606,752	6,840,634	7,348,285	7,527,403	7,791,018	8,486,476	8,785,150	8,687,856
% Ytd Rates Outstanding	17.2%	16.8%	18.6%	18.5%	20.8%	24.0%	24.6%	26.4%	29.1%

Ytd Outstanding 1,276,928 1,336,666 1,559,789 1,670,605 1,981,644 2,464,536 2,766,978 3,150,474 3,568,230



Cr C R Antonio declared an "Impartiality" interest in item 12.4.3 – Lease for Northam Agricultural Society Inc as he is a member of the Northam Agricultural Society.

Cr M I Girak declared an "Impartiality" interest in item 12.4.3 – Lease for Northam Agricultural Society Inc as some members and volunteers of the Northam Agricultural Society are known to her.

### 12.4.3 Lease for Northam Agricultural Society Inc.

<b>Address:</b>	44 Peel Terrace, Northam
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Northam Agricultural Society
<b>File Reference:</b>	A14137
<b>Reporting Officer:</b>	Cheryl Greenough, Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	'Nil'
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

This report is for Council to consider commencing a new lease agreement between the Shire of Northam and the Northam Agricultural Society Inc. for a portion of Lot 217 and to hire Lot 217, 74 & 72 once a year for the Agricultural Show.

#### ATTACHMENTS

Attachment 1: Map of area.

#### A. BACKGROUND / DETAILS

The Shire of Northam owns the land freehold and have been leasing it to the Northam Agricultural Society since at least 12 December 2006. The Society provide an important service to the Shire of Northam with the annual agricultural show.

#### B. CONSIDERATIONS

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

Theme Area 1: Economic Growth

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

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

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

The cosy of portable toilets each year.

## **B.3 Legislative Compliance**

*Local Government (Functions and general) Regulations 1996*

*Reg 30. Dispositions of property excluded from Act s. 3.58*

(1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*

(2) *A disposition of land is an exempt disposition if —*

(a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*

(i) *its market value is less than \$5 000; and*

(ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or*

(b) *the land is disposed of to a body, whether incorporated or not*

(i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*

(ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*

## **B.4 Policy Implications**

*Shire of Northam Policy A8.5, 2.0 Not-for-profit Lease:*

*The basic principles considered in establishing a standard lease fee reflects a fair and equitable contribution of provision of a facility, the venue's pattern of use, location and the potential to obtain Community Grants assistance, as follows:-*

2.1 *The Shire levy an annual administration rent to all community, sport and recreation groups, that is not for an abovementioned community Hall, which is the equivalent amount of the building insurance applicable to the building and is reviewed annually.*

2.2 *Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.*

2.3 *Lessees or Licensees must agree with Council to manage the "Demised Premises" on behalf of the community and to offer a service to the community that provides a net benefit.*

2.4 *The Lessee or Licensee will be responsible for the payment of outgoings, operating costs, and minor maintenance obligations.*

- 2.5 The Lessee or Licensee will not be responsible for Shire Rates, apart from rubbish service rates.
- 2.6 The Shire will insure the "Demised Premises" at replacement value and perform any structural repairs, improvements and maintenance in accordance with levels determined within its budget forecast.
- 2.7 In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.
- 2.8 The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable) to the value stipulated in the agreement.
- 2.9 The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee.
- 2.10 The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.
- 2.11 The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.
- 2.12 On an annual basis, Lessees and Shire representatives will meet to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.

## B.5 Stakeholder Engagement / Consultation

Nil.

## B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Revenue loss to the Shire.	Low (1)	Managed by budget process.
Health & Safety	N/A	N/A	N/A
Reputation	Disruption to current service.	Low (2)	Ensure services are maintained
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A



### C. OFFICER'S COMMENT

The Agricultural Society have leased the land for many years and provided Northam with such tourism events as the annual Northam Agricultural Show. The Society would require the whole of Jubilee Oval and Showgrounds for three days a week to cover the show with the exception of the new Youth Precinct which would be fenced off during the annual event as per the attached map.

Under the old lease, the Society have been paying \$1000 per annum for the leased area and the area which was included for the annual show.

In 2018 officers met with the Agricultural Society and discussed their needs in relation to the Northam Agricultural Show once the pavilion was removed, as the Society utilised the ablutions at the pavilion.

Since that time staff have discussed the lease and how it should be effected. As the Agricultural Society is a community based group, the lease should be in line with Policy A8.5 Not for Profit Leases

Rather than lease the land for 3-4 days it was considered better for the Society to hire the showgrounds, this will work more in their favour with regards to insurance, in addition hiring will give them as much security in the booking as they would do under a lease or licence agreement. The Society will not be disadvantaged in any way and will not be required to pay more than their usual \$1000 per annum.

As part of the hire of the showgrounds they should be given consent to erect a Marquee during the show, Shire to fence off the Youth Precinct and provide extra toilets for the event. Once the fees and charges are set for 2020/21 it should be noted there will be a specific charge for the Agricultural Society which will be fixed over the five year period.

## RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3905**

**Moved: Cr Williams**

**Seconded: Cr Girak**

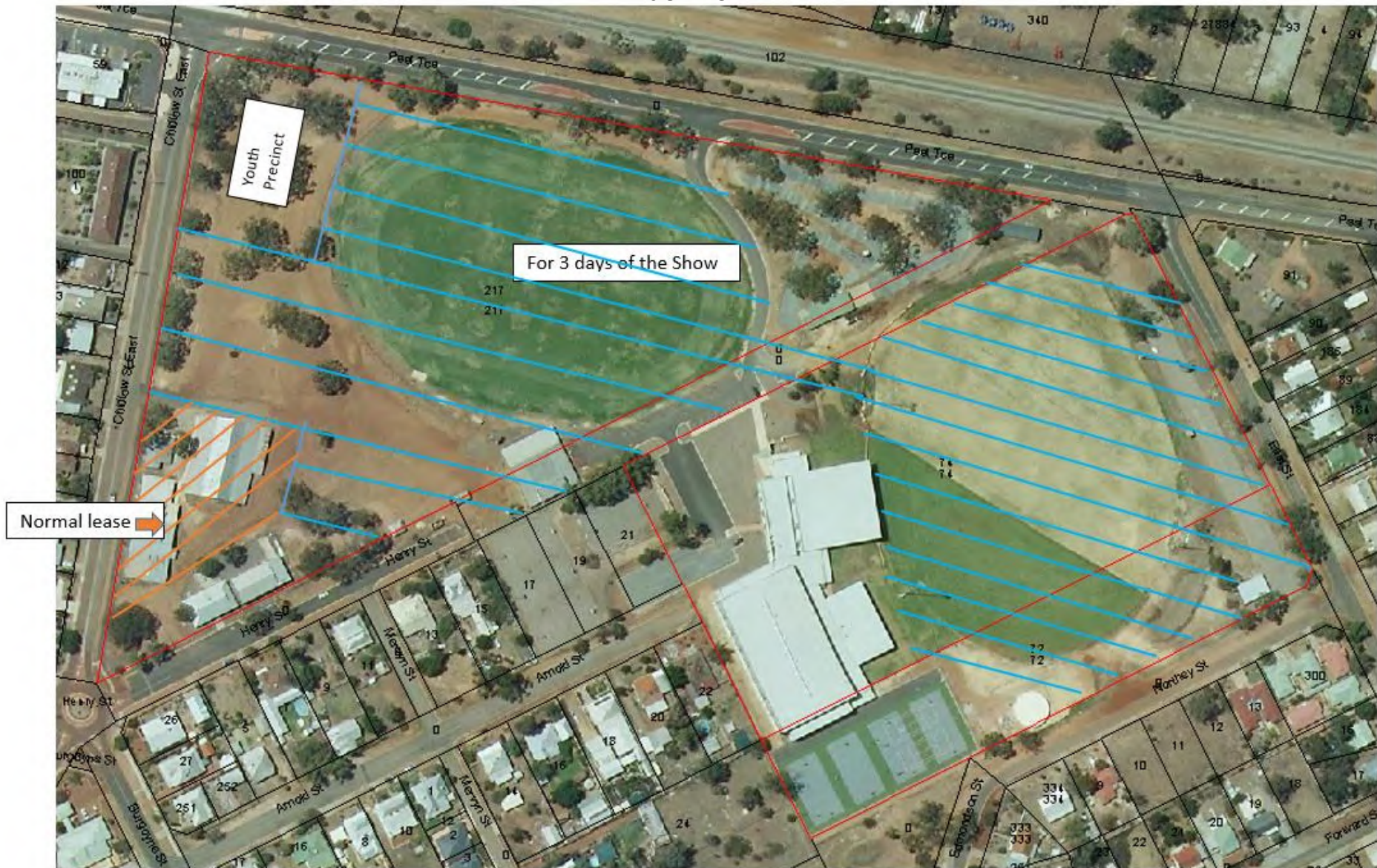
**That Council approve a lease agreement between the Shire of Northam and the Northam Agricultural Society for:**

- 1. A portion of Lot 217 Peel Terrace Northam, being the Jubilee pavilion and stock yards as hachured in orange on attachment 1 excluding the State Emergency Services compound for a period of 5 years with a 5 year option;**
- 2. The lease is to be in accordance with Policy A8.5 Community Leases.**
- 3. Approve the Northam Agricultural Society to hire a portion of Lot 217, 74 & 72 Peel Terrace Northam (hachured blue) also known as the Northam Showgrounds for up to four (4) days once per year to stage the Northam Agricultural Show.**
- 4. The combined fees will not exceed \$1000.**
- 5. The availability to hire is to be guaranteed for a period of 5 years at the rate of hire listed in the 2020/21 Fees and Charges.**

**CARRIED 8/0**

The Executive Manager Development Services entered the meeting at 6:12pm and left the meeting at 6:13pm

### Attachment 1



## 12.5 COMMUNITY SERVICES

Cr J E G Williams declared an "Impartiality" interest in item 12.5.1 – Review of the Community Support Policy as she is a member of three progress associations that may be affected by changes to the policy.

Cr T M Little declared an "Impartiality" interest in item 12.5.1 – Review of the Community Support Policy as he is a member of some community groups mentioned in the Community Support Policy.

Cr C R Antonio declared an "Impartiality" interest in item 12.5.1 – Review of the Community Support Policy as he is a member of Progress Associations which may be affected by this Policy. Includes Grass Valley Progress Association and Southern Brook Community Association.

Cr D Galloway declared an "Impartiality" interest in item 12.5.1 – Review of the Community Support Policy as he is the President of Wundowie Progress Association.

### 12.5.1 Review of the Community Support Policy

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.5.26
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Ross Rayson, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

Each year Council makes financial contributions to Shire of Northam Progress Associations, community organisations and talented athletes and performing artists through both a non-competitive and competitive community funding process. The Community Support Policy provides Council with the framework for the allocation of these funds within the community.

The Community Support Policy is overdue for review. Shire Officers have recommended some amendments to the Policy to simplify the process and ensure the process is transparent and easily understood by the community.

## ATTACHMENTS

- Attachment 1: Existing Community Support Policy with tracked changes.  
Attachment 2: Revised Community Support Policy.
- 

### A. BACKGROUND / DETAILS

The Shire of Northam Community Support Policy currently covers the following funding categories:

- Community/Progress Association Australia Day Celebration Allocations
- Community/Progress Association Annual Allocations
- Seniors Group Allocations
- Educational Prizes and Donations
- Excellence in Sport, Recreation, Arts and Culture - Travel Support
- Public Event Grants & Sponsorships
- Project Grants
- Quick Response Grant
- Club Sponsorship

Allocations are determined by Council each year during the budget adoption process.

### B. CONSIDERATIONS

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

Theme Area 2: Community Wellbeing.

Outcome 2.2: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.

Objective: Facilitate the provision of varied cultural and artistic activities;

Provide a range of quality activities for specific demographics, including seniors and youth.

#### B.2 Financial / Resource Implications

Council has an annual budget allocation for community support through the Community Australia Day Celebration Allocation, Progress Association Annual Allocation, Seniors Group Allocation, Educational Prizes & Donations, Travel Support, Community Grants Program and Quick Response Grants.

#### B.3 Legislative Compliance

N/A.

#### B.4 Policy Implications

C 2.1 Community Grants Scheme

## B.5 Stakeholder Engagement / Consultation

The amended policy was discussed with Councillors at a workshop on 13<sup>th</sup> February.

## B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Community Grants are allocated a significant portion of funds in the annual budget.	Low (1x1) (1)	Allocations are set during annual budget adoption.
Health & Safety	Nil		
Reputation	Lack of consistency in grant allocation	Low (4)	Ensure Policy is adhered to & Strategic Community Plan is referred to during decision making process. Ensure the process is transparent and unbiased.
Service Interruption	Nil		
Compliance	Inconsistent policy and guidelines results in inadequate controls over grants	Low (4)	Ensure Policy is adhered to & Strategic Community Plan is referred to during decision making process. Ensure the process is transparent and unbiased.
Property	Nil		
Environment	Nil		

## C. OFFICER'S COMMENT

The following amendments have been made to the existing policy:

Community/Progress Association Annual and Australia Day Celebration Allocations

- Community Associations currently receive an annual allocation, and in the majority of cases, receive an additional allocation towards an Australia day event. In some cases, the Australia Day

allocation is not requested, and there has been previous requests for the Australia Day allocations to be used for other significant events (e.g. ANZAC Day). To simplify the current system, officers believe that one allocation be provided to the Progress Associations each year. This does not include other funding for specific events, such as Wundowie Iron Festival, which are considered by Council on an individual basis.

The current allocations for each Progress Association are as follows:

Progress Association	Annual Allocation	Australia Day	Total
Quellinton	3300	0	3300
Spencers Brook	3300	660	3960
Southern Brook	3300	780	4080
Grass Valley	4400	880	5280
Clackline	3300	660	3960
Bakers Hill	6600	1440	8040
Wundowie	8800	1980	10780

- Quellinton Progress & Sporting Association added as a recognised eligible Community/Progress Association.
- Requirement of a statement of intention to carry funds forward to be provided to Council by the 14<sup>th</sup> April, along with a progress report. This is to allow for more efficient administrative tracking; to ensure the allocation is being used for purposes in keeping with the guidelines; and Council is being kept informed.
- Requirement to complete the acquittal and evaluation by 14<sup>th</sup> April of the relevant year.

#### Seniors Group Allocations

- This category was amended to align with the policy for Community/Progress Association Annual Allocations.

#### Educational Prizes and Donations

- Avonvale Education Support and Clontarf Academy and Wirrpanda Girls Academy added as recognised educational institutes.
- Name change from CY O'Connor Institute to Central Regional TAFE.

#### Excellence in Sport, Recreation, Arts and Culture - Travel Support

- Requirement to complete an evaluation form.

#### Public Event Grants & Sponsorships

- Requirement for funds to be expended by 14 April of the relevant financial year or the recipient will notify Council in writing of any delays to the proposed timeframe.

- The recipient is to notify Council in writing of any proposed changes to the scope of their event. This is to ensure the funds are still being used within the guidelines of the grant and Council are kept informed.
  - Clarification that being awarded funding does not guarantee automatic event approval. Event application and approval processes still must be adhered to by the recipient.
  - Requirement for project acquittal and evaluation to be completed by 14<sup>th</sup> April, unless alternative arrangements have been made.
  - Specification that funding will not be allocated if the recipient has outstanding acquittals.
- 2.2 Project Grants
- Consideration will not be given to major capital works projects over \$10,000. This was specified in the grant guidelines, but not in the policy. This has been included in the policy to ensure consistency.
  - Funding agreement section rewritten for greater clarity and in alignment with above funding categories.
  - Requirement for project acquittal and evaluation to be completed by 14<sup>th</sup> April, unless alternative arrangements have been made.
- 2.3 Quick Response Grant
- Funding agreement section rewritten for greater clarity and in alignment with above funding categories.
- 3 Club Sponsorship
- This section has been amended to cover local and regional competitions only. Larger state/national/international events are to be assessed on an individual basis.

#### **RECOMMENDATION**

**That Council adopt the revised Policy C 2.1 Community Grants Scheme as presented.**

Clarification was sought in relation to the community progress associations' annual grant funding being used by third party groups. The recommendation was amended to include a restriction on the funds being allocated to third party groups.



**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3906**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**That Council adopt the revised Policy C 2.1 Community Grants Scheme as presented, subject to the community progress association annual grant funding criteria being amended to not allow funds to be allocated to third party community groups.**

**CARRIED 8/0**



## Attachment 1

Shire of Northam Planning Policy Manual (Section 1)  
Policy  
C2.1 Community Grants Scheme

### COMMUNITY SUPPORT

<b>POLICY</b>	-	<b>C 2.1 Community Grants Scheme</b>
RESPONSIBLE DEPARTMENT	-	Chief Executive Officer
RESOLUTION NUMBER	-	C.2201
RESOLUTION DATE	-	21/05/2014
NEXT SCHEDULED REVIEW	-	2016
RELATED SHIRE DOCUMENTS	-	Shire of Northam Strategic Community Plan
RELATED LEGISLATION	-	Local Government Act –s5.3 Local Government (Administration) Regulations – Reg 12

#### OBJECTIVE

To provide the framework for consistent financial support administration and assessment processes to ensure they are transparent, equitable, inclusive and understood by the community.

#### SCOPE

Each year the Shire of Northam receive multiple requests from community organisations and individuals for financial support and/or sponsorship for projects, events and activities. This policy provides clear guidelines to the community for requesting funds and/or sponsorship from Council, and provides Council with a framework to ensure a consistent and equitable allocation of funds.

#### POLICY

The Shire of Northam will make provision in its annual budget to provide for community assistance funding as per Attachment 2-1.  
The Community Funding Scheme aims to strengthen and enhance the social wellbeing, development and sustainability of the Shire of Northam community. It aims to encourage the involvement of the community in achieving the Shire of Northam's strategic direction as identified in the Strategic Community Plan.



*Shire of Northam Planning Policy Manual (Section I)*  
*Policy*  
*C2.1 Community Grants Scheme*

---

The Community Funding Scheme aims to support individuals and community organisations to undertake projects, events and activities through a range of non-competitive and competitive grant and sponsorship categories.



## ATTACHMENT 2.1 COMMUNITY FUNDING SCHEME

The Community Funding Scheme aims to strengthen and enhance the social wellbeing, development and sustainability of the Shire of Northam community. It aims to encourage the involvement of the community in achieving the Shire of Northam's strategic direction as identified in the Strategic Community Plan.

The Community Funding Scheme aims to support individuals and community organisations to undertake projects, events and activities through a range of non-competitive and competitive grant and sponsorship categories.

### SECTION 1 FUNDING ALLOCATIONS AND DONATIONS

#### 1.1 ~~Community/Progress Association Australia Day Celebration Allocations~~

AIM	<del>To assist the Community/Progress Associations to host Australia Day celebrations within their local community.</del>
ELIGIBILITY	<del>Council recognised community / progress associations:</del> <ul style="list-style-type: none"> <li><del>• Wundowie Progress Association</del></li> <li><del>• Bakers Hill Progress and Recreation Association</del></li> <li><del>• Clackline Progress Association</del></li> <li><del>• Spencers Brook Progress Association</del></li> <li><del>• Grass Valley Progress Association</del></li> <li><del>• Southern Brook Progress Association</del></li> <li><del>• <u>Quellington Progress &amp; Sporting Association</u></del></li> </ul>
FUNDING AMOUNT	<del>Allocation determined by Council in the Annual Budget</del>
FUNDING CRITERIA	<del> <ul style="list-style-type: none"> <li>• No requirement for matching funding</li> <li>• Acknowledgement of Shire of Northam support</li> <li>• Allocation cannot be carried forward to next financial year</li> <li>• Funding will not be issued if there are outstanding acquittals</li> <li>• <u>Provision of an Event plan, including budget</u></li> </ul> </del>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li><del>• Copies of invoices</del></li> <li><del>• Evidence of acknowledgement of Shire of Northam support</del></li> <li><del>• Unspent funds to be returned to Shire of Northam</del></li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

### 1.1 Community/Progress Association Annual Allocations

AIM	To assist the Community/Progress Associations to undertake projects and programs to enhance their local community
ELIGIBILITY	<p>Council recognised community / progress associations:</p> <ul style="list-style-type: none"> <li>• Wundowie Progress Association</li> <li>• Bakers Hill Progress and Recreation Association</li> <li>• Clackline Progress Association</li> <li>• Spencers Brook Progress Association</li> <li>• Grass Valley Progress Association</li> <li>• <u>Southern Brook Progress Association</u></li> <li>• <u>Quellington Progress &amp; Sporting Association</u></li> </ul>
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>• No set requirement for matching funding, –although the Shire of Northam may require the Association to apply for external funding to part fund the project if considered eligible</li> <li>• Project plan(s) and budget to be submitted to Shire of Northam for approval by the Chief Executive Officer or delegated Officer</li> <li>• Allocation may be carried forward for up to 3 years for large scale projects. <u>A statement of intention to carry funds forward must be submitted to Council by 14 April with a project progress report to secure the funds</u></li> <li>• Funds cannot be allocated to social functions unless accessible to the entire community-</li> <li>• Funds cannot be allocated to third party community organisations for operational purposes (e.g. insurances)</li> <li>• Funds can only be allocated to third party community groups for infrastructure or equipment if it is of benefit to the wider community</li> <li>• Acknowledgement of Shire of Northam support</li> <li>• Funding will not be issued if there are outstanding acquittals/progress reports</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• <u>Funding must be acquitted by 14 April unless alternative arrangements have been made</u> <del>Provision of financial statement and copies of invoices</del></li> <li>• <u>The recipient will be required to provide the following:</u> <ul style="list-style-type: none"> <li>• <u>Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</u></li> <li>• <u>Financial statement (income and expenditure)</u></li> <li>• <u>Copies of invoices/evidence of expenditure</u></li> <li>• <u>Evidence of project outcomes and acknowledgement of Shire of Northam support</u></li> <li>• <u>Completed evaluation form</u></li> </ul> </li> <li>• <del>Statement of project outcome and photographs</del></li> <li>• <del>Evidence of acknowledgement of Shire of Northam support</del></li> <li>• <u>Unspent/committed funds to be returned to Shire of Northam, or will be withheld from future funding allocations.</u></li> <li>• </li> </ul>
------------------------	--

### 1.2 Seniors Group Allocations

AIM	To assist seniors groups in the Shire of Northam to deliver activities and programs for seniors
ELIGIBILITY	Council recognised seniors groups: <ul style="list-style-type: none"> <li>• Northam Over 60s Group</li> <li>• Northam Senior Citizens Club</li> <li>• Silver Wings Over 55s</li> </ul>
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>• <u>No set requirement for matching funding, although the Shire of Northam may require the Association to apply for external funding to part fund the project if considered eligible</u></li> <li>• <u>Allocation may be carried forward for up to 3 years for large scale projects. A statement of intention to carry funds forward must be submitted to Council by 14 April with a project progress report to secure the funds</u></li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

	<ul style="list-style-type: none"> <li>• <u>Funds cannot be allocated to social functions unless accessible to all seniors from the community</u></li> <li>• <u>Funds cannot be allocated to third party community organisations for operational purposes (e.g. insurances)</u></li> <li>• <u>Funds can only be allocated to third party community groups for infrastructure or equipment if it is of benefit to seniors of the wider community</u></li> <li>• <u>Funds will be expended by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe</u></li> <li>• <u>Acknowledgement of Shire of Northam support</u></li> <li>• <u>Funding will not be issued if there are outstanding acquittals/progress reports</u></li> <li>• <del>No requirement for matching funding</del></li> <li>• <del>Funding to be allocated to activities and programs, and not for ongoing operational expenses</del></li> <li>• <del>Project plan(s) and budget to be submitted to Shire of Northam for approval by the Chief Executive Officer or delegated Officer</del></li> <li>• <del>Acknowledgement of Shire of Northam support</del></li> <li>• <del>Allocation cannot be carried forward to next financial year</del></li> <li>• <del>Funding will not be issued if there are outstanding acquittals</del></li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Funding must be acquitted by 14 April unless alternative arrangements have been made</li> <li>• The recipient will be required to provide the following:             <ul style="list-style-type: none"> <li>• Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</li> <li>• Financial statement (income and expenditure)</li> <li>• Copies of invoices/evidence of expenditure</li> <li>• Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>• Completed evaluation form</li> </ul> </li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

	<ul style="list-style-type: none"> <li>• Unspent funds to be returned to Shire of Northam, or will be withheld from future allocations.</li> <li>•</li> </ul>
--	---

### 1.3 Educational Prizes and Donations

AIM	To recognise young people who have made an outstanding achievement or contribution at their school/institute and/or shown strong leadership skills within the community
ELIGIBILITY	<p>Council recognised schools and educational institutes:</p> <ul style="list-style-type: none"> <li>• Wundowie Primary School</li> <li>• Bakers Hill Primary School</li> <li>• Avonvale Primary School</li> <li>• <a href="#">Avonvale Education Support Centre</a></li> <li>• Northam Primary School</li> <li>• West Northam Primary School</li> <li>• St Joseph's School</li> <li>• <a href="#">Northam Senior High School</a></li> <li>• <a href="#">Clontarf Academy</a></li> <li>• <a href="#">Wirrpanda Girls Academy</a></li> <li>• <a href="#">CY O'Connor Institute</a> <a href="#">Central Regional TAFE</a></li> </ul>
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>• Prize, award or scholarship to a nominated student in recognition of outstanding contribution or leadership</li> <li>• Shire of Northam to be recognised as donor (e.g. on Certificate)</li> <li>• Council representative to be invited to make presentation</li> </ul>
ACQUITTAL REQUIREMENTS	Photograph of presentation ceremony





#### 1.4 Excellence in Sport, Recreation, Arts and Culture - Travel Support

AIM	To promote participation and excellence by young people in sport, recreation, arts or cultural pursuits
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Individuals <del>under the age of 18</del> <u>aged 18 years or under</u>, still at school and who reside in the Shire of Northam</li> <li>• One application per financial year for participation at either State, National or International level, unless the applicant qualifies (during the event for which travel support has been granted) to participate at a higher level in another event within the same field</li> <li>• Support will not be given retrospectively and application must be submitted at least 1 month prior to travel</li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Council allocation in the Annual Budget to make available: <ul style="list-style-type: none"> <li>○ \$100 <u>(excluding GST)</u> per individual for intrastate travel (greater than 500km)</li> <li>○ \$150 <u>(excluding GST)</u> per individual for interstate travel</li> <li>○ \$300 <u>(excluding GST)</u> per individual for overseas travel</li> </ul> </li> <li>• Determination of eligibility at discretion of the Chief Executive Officer</li> </ul>
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>• Event or competition must be endorsed by the relevant State Association / Governing Body (where applicable), or other relevant organisation</li> <li>• Applicant must have been selected through a validated process (supporting documentation required)</li> <li>• Funding not applicable for development or training squads, invitational events, or for local/regional competition</li> </ul>
ACQUITTAL REQUIREMENTS	<p><u>N#</u></p> <ul style="list-style-type: none"> <li>• <u>Completed evaluation form</u></li> </ul>

## SECTION 2 – COMMUNITY ASSISTANCE GRANTS



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

## 2.1 Public Event Grants & Sponsorships

AIM	To assist in the delivery of events that demonstrate significant community reach and benefit, promote social inclusion and encourage partnerships and collaboration in the community
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Events must take place within the Shire of Northam and benefit the community</li> <li>• Consideration will not be given for the following: <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not directly associated with the event</li> <li>○ Gifts</li> <li>○ Applicants who have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$5,000 (<a href="#">excluding GST</a>) per event or as decided by Council for specific events (e.g. Wundowie Iron Festival)</li> <li>• Amount of funding will be determined by Council and allocated in the Annual Budget</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>• Alignment with the Shire of Northam Strategic Community Plan</li> <li>• Management and financial capacity to deliver</li> <li>• Access, opportunity and participation</li> <li>• Evidence that other support and funding has been obtained or is being sought</li> <li>• Recognition of Shire of Northam support</li> </ul>
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>• Completed and signed application form</li> <li>• Copy of Certificate of Incorporation (if applicable)</li> <li>• Copy of Public Liability Insurance</li> <li>• Copy of certified organisational financial statements</li> <li>• Submitted by the advertised closing date</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

<p>FUNDING AGREEMENT</p>	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> <li>• Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</li> <li>• Funds will be expended <u>by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe. -within twelve months of receipt of grant offer</u></li> <li>• The recipient will notify the Shire <u>in writing</u> of any change in scope of the event and the Shire retains the right to refuse/reduce level of financial assistance in that instance</li> <li>• The Shire retains the right to withhold payment until Public Event Approval has been granted. <u>Funding approval does not grant automatic event approval.</u></li> <li>• The recipient will acknowledge the support of the Shire in the event's advertising and promotional materials in accordance with Shire requirements. <u>Approval of the use of the Shire of Northam logo is required.</u></li> <li>• The recipient will provide an audited financial statement for the event expenditure if requested to do so</li> <li>• <u>The recipient will provide a project evaluation, including evidentiary materials by the 14 of April of the relevant financial year within three months of the end of the grant term</u></li> <li>• <u>Funding will not be issued if there are outstanding acquittals</u></li> <li>• Any additional special terms and conditions</li> </ul>
<p>ACQUITTAL REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• <u>Grant must be acquitted by 14 April unless alternative arrangements have been made</u></li> <li>• Grant recipients will be required to provide the following: <ul style="list-style-type: none"> <li>○ Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</li> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> </ul> </li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

	<ul style="list-style-type: none"><li>o Evidence of project outcomes and acknowledgement of Shire of Northam support<ul style="list-style-type: none"><li>• <u>Completed evaluation form</u></li><li>• <u>Unspent funds to be returned to Shire of Northam, or will be withheld from future funding allocations.</u></li><li>• <u>_____</u></li></ul></li></ul>
--	---





Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

### 2.3 Project Grants

AIM	To support innovative responses to community needs, either as a whole or target groups (children, youth, seniors, persons with a disability, culturally or linguistically diverse). Projects can include development of community facilities, purchase of equipment and the delivery of community based programs and projects. Priority will be placed on projects that promote skills development, enhance safety or increase participation and social inclusion.
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Projects must take place within the Shire of Northam</li> <li>• Projects must address a clearly identified community need</li> <li>• Consideration will not be given for the following:             <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not directly associated with the funded project</li> <li>○ Projects that have a fundraising outcome</li> <li>○ Trophies, prizes or gifts</li> <li>○ Costumes or uniforms</li> <li>○ Activities targeted at students in a school setting</li> <li>○ <u>Projects considered to be better funded through other sources</u></li> <li>○ <a href="#">Major capital works over \$10,000</a></li> <li>○ Applicants that have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$5,000 (<a href="#">excluding GST</a>) per project</li> <li>• Amount of funding will be determined by Council and allocated in the Annual Budget</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>• Alignment with the Shire of Northam Strategic Community Plan</li> <li>• Management and financial capacity to deliver</li> <li>• Anticipated outcomes in response to identified need</li> <li>• Access, opportunity and participation</li> <li>• Evidence that other support and funding has been obtained or is being sought</li> <li>• Recognition of Shire of Northam support</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

<p>APPLICATION REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• Completed and signed application form</li> <li>• Copy of Certificate of Incorporation</li> <li>• Copy of Public Liability Insurance</li> <li>• Copy of certified organisational financial statements</li> <li>• Submitted by the advertised closing date</li> </ul>
<p>FUNDING AGREEMENT</p>	<p><u>Prior to payment, successful applicants must sign a funding agreement stating that:</u></p> <ul style="list-style-type: none"> <li>• <u>Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</u></li> <li>• <u>Funds will be expended by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe.</u></li> <li>• <u>The recipient will notify the Shire in writing of any change in scope of the event and the Shire retains the right to refuse/reduce level of financial assistance in that instance</u></li> <li>• <u>The Shire retains the right to withhold payment until Public Event Approval has been granted. Successful funding applications do not grant automatic event approval.</u></li> <li>• <u>The recipient will acknowledge the support of the Shire in the event's advertising and promotional materials in accordance with Shire requirements. Approval of the use of the Shire of Northam logo is required.</u></li> <li>• <u>The recipient will provide an audited financial statement for the event expenditure if requested to do so</u></li> <li>• <u>The recipient will provide a project evaluation, including evidentiary materials by the 14 of April of the relevant financial year.</u></li> <li>• <u>Funding will not be issued if there are outstanding acquittals</u></li> </ul> <p><u>Any additional special terms and conditions</u> <u>Prior to payment, successful applicants must sign a funding agreement stating that:</u></p> <ul style="list-style-type: none"> <li>• <u>Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</u></li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

	<ul style="list-style-type: none"> <li>• <del>Funds will be expended within twelve months of receipt of grant offer</del></li> <li>• <del>The recipient will notify the Shire of any change in scope of the project and the Shire retains the right to refuse/reduce level of financial assistance in that instance</del></li> <li>• <del>The Shire retains the right to withhold payment until approvals or permits have been granted (if applicable)</del></li> <li>• <del>The recipient will acknowledge the support of the Shire in the project's signage, advertising and promotional materials in accordance with Shire requirements</del></li> <li>• <del>The recipient will provide an audited financial statement for the project expenditure if requested to do so</del></li> <li>• <del>The recipient will provide a project evaluation, including evidentiary materials within three months of the end of the grant term</del></li> <li>• <del>The recipient will return any unspent funds to the Shire of Northam</del></li> <li>• <del>Any additional special terms and conditions</del></li> </ul>
<p>ACQUITTAL REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• <u>Grant must be acquitted by 14 April unless alternative arrangements have been made</u></li> <li>• Grant recipients will be required to provide the following: <ul style="list-style-type: none"> <li>○ Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</li> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Schedule of Volunteer Labour (if applicable)</li> <li>○ Schedule of Donated Materials (if applicable)</li> <li>○ <u>Evidence of project outcomes and acknowledgement of Shire of Northam support</u></li> <li>○ <u>Completed evaluation form</u></li> </ul> </li> <li>• <u>Unspent funds to be returned to Shire of Northam, or will be withheld from future funding allocations.</u></li> <li>•</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

## 2.4 Quick Response Grant

AIM	To support innovative responses to community needs, either as a whole or target groups (children, youth, seniors, persons with a disability, culturally or linguistically diverse). These grants are intended for urgent projects or to assist the delivery of projects/programs for which short term opportunity has arisen.
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Projects must take place within the Shire of Northam or significantly benefit the Shire of Northam community</li> <li>• Projects must address a clearly identified community need</li> <li>• Funding can be utilised for venue hire, equipment hire and promotion</li> <li>• Consideration will not be given for the following:             <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not directly associated with the running of the project</li> <li>○ Gifts</li> <li>○ Equipment purchases or capital projects unless there is a demonstrated risk to safety or well being</li> <li>○ Applicants that have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$500 (<a href="#">excluding GST</a>) per project</li> <li>• The project should demonstrate other sources of funding (cash or in kind)</li> <li>• Council will make provision in the Annual Budget for allocation at the discretion of the Chief Executive Officer</li> <li>• Applications will be assessed within 6 weeks of receipt by the Shire of Northam</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>• Demonstration of community need and urgency</li> <li>• Anticipated outcomes in response do identified need</li> <li>• Evidence of other support/funding</li> <li>• Recognition of Shire of Northam support</li> </ul>
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>• Completed and signed application form</li> </ul>





Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

	<ul style="list-style-type: none"> <li>• Copy of Public Liability Insurance (where applicable)</li> <li>• Submitted at any time</li> </ul>
<p>FUNDING AGREEMENT</p>	<p><u>Prior to payment, successful applicants must sign a funding agreement stating that:</u></p> <ul style="list-style-type: none"> <li>• <u>Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</u></li> <li>• <u>Funds will be expended by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe.</u></li> <li>• <u>The recipient will notify the Shire in writing of any change in scope of the event and the Shire retains the right to refuse/reduce level of financial assistance in that instance</u></li> <li>• <u>The Shire retains the right to withhold payment until Public Event Approval has been granted. Successful funding applications do not grant automatic event approval.</u></li> <li>• <u>The recipient will acknowledge the support of the Shire in the event's advertising and promotional materials in accordance with Shire requirements. Approval of the use of the Shire of Northam logo is required.</u></li> <li>• <u>The recipient will provide an audited financial statement for the event expenditure if requested to do so</u></li> <li>• <u>The recipient will provide a project evaluation, including evidentiary materials by the 14 of April of the relevant financial year.</u></li> <li>• <u>Funding will not be issued if there are outstanding acquittals</u></li> </ul> <p><u>Any additional special terms and conditions</u> <u>Prior to payment, successful applicants must sign a funding agreement stating that:</u></p> <ul style="list-style-type: none"> <li>• <u>Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</u></li> <li>• <u>Funds will be expended within six months of receipt of grant offer</u></li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

	<ul style="list-style-type: none"> <li><del>• The recipient will notify the Shire of any change in scope of the project and the Shire retains the right to refuse/reduce level of financial assistance in that instance</del></li> <li><del>• The Shire retains the right to withhold payment until approvals or permits have been granted (if applicable)</del></li> <li><del>• The recipient will acknowledge the support of the Shire in the project's signage, advertising and promotional materials in accordance with Shire requirements</del></li> <li><del>• The recipient will provide a project evaluation, including evidentiary materials within three months of the end of the grant term</del></li> <li><del>• The recipient will return any unspent funds to the Shire of Northam</del></li> <li>• Any additional special terms and conditions</li> </ul>
<p>ACQUITTAL REQUIREMENTS</p>	<ul style="list-style-type: none"> <li>• <u>Grant must be acquitted by 14 April unless alternative arrangements have been made</u></li> <li>• Grant recipients will be required to provide the following:             <ul style="list-style-type: none"> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Statement of Volunteer Labour/Donated Materials (if applicable)</li> <li>○ Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>○ <u>Completed evaluation form</u></li> <li>○ <u>Unspent funds to be returned to Shire of Northam, or will be withheld from future funding allocations.</u></li> <li>○</li> </ul> </li> <li>•</li> </ul>





Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

**SECTION 3 – CLUB SPONSORSHIP**

AIM	To support clubs in the hosting of major club events or competitions that will bring additional benefits to the Shire of Northam community.
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Sport/recreation clubs within the Shire of Northam that are affiliated with a State association</li> <li>• Event/competition must take place within the Shire of Northam and entries to be open to residents and non-residents</li> <li>• Funding can be utilised for hosting and promotion of the event /competition or for prizes / prize money where it encourages excellence in sport</li> <li>• Consideration will not be given for the following:             <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not associated with the funded event</li> <li>○ Equipment purchases</li> <li>○ Fundraising activities</li> <li>○ Clubs that have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$500 (<u>excluding GST</u>) per club annually, unless determined otherwise by Council</li> <li>• The club should demonstrate other sources of funding (cash or in kind) for the event/competition</li> <li>• Council will determine the level of sponsorship and make allocation in the Annual Budget</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>• Significance of event at local/<del>state/national level</del><u>regional level</u></li> <li>• Additional benefits to the community (e.g. promotion of the region, attraction of competitors and spectators)</li> <li>• Evidence of other support/funding</li> <li>• Recognition of Shire of Northam support</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
C2.1 Community Grants Scheme

APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>• Completed and signed application form</li> <li>• Copy of Public Liability Insurance (where applicable)</li> <li>• Copy of certified organisational financial statements</li> </ul>
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> <li>• Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</li> <li>• Funds will be expended within twelve month of notification of grant</li> <li>• The recipient will notify the Shire of any change in scope of the project and the Shire retains the right to refuse/reduce level of financial assistance in that instance</li> <li>• The recipient will acknowledge the support of the Shire in the event/competition signage, advertising and promotional materials in accordance with Shire requirements</li> <li>• The recipient will provide a project evaluation, including evidentiary materials within three months of the end of the grant term</li> <li>• The recipient will return any unspent funds to the Shire of Northam</li> <li>• Any additional special terms and conditions</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• <u>Grant must be acquitted by 14 April unless alternative arrangements have been made</u></li> <li>• Grant recipients will be required to provide the following: <ul style="list-style-type: none"> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ <del>A</del><u>Evidence of project outcomes and</u> acknowledgement of Shire of Northam support</li> <li>○ <u>Completed evaluation form</u></li> <li>○ <u>Unspent funds to be returned to Shire of Northam, or will be withheld from future funding allocations.</u></li> <li>○</li> </ul> </li> <li>•</li> </ul>

## Attachment 2



Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

### COMMUNITY SUPPORT

#### C 2.1 Community Grants Scheme

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	Shire of Northam Strategic Community Plan
<i>Related Legislation</i>	Local Government Act –s5.3 Local Government (Administration) Regulations – Reg 12

#### OBJECTIVE

To provide the framework for consistent financial support administration and assessment processes to ensure they are transparent, equitable, inclusive and understood by the community.

#### SCOPE

Each year the Shire of Northam receive multiple requests from community organisations and individuals for financial support and/or sponsorship for projects, events and activities. This policy provides clear guidelines to the community for requesting funds and/or sponsorship from Council; and provides Council with a framework to ensure a consistent and equitable allocation of funds.

#### POLICY

The Community Funding Scheme aims to strengthen and enhance the social wellbeing, development and sustainability of the Shire of Northam community. It aims to encourage the involvement of the community in achieving the Shire of Northam's strategic direction as identified in the Strategic Community Plan.

The Community Funding Scheme aims to support individuals and community organisations to undertake projects, events and activities through a range of non-competitive and competitive grant and sponsorship categories.



## SECTION 1 FUNDING ALLOCATIONS AND DONATIONS

### 1.1 Community/Progress Association Annual Allocations

AIM	To assist the Community/Progress Associations to undertake projects and programs to enhance their local community
ELIGIBILITY	Council recognised community / progress associations: <ul style="list-style-type: none"> <li>• Wundowie Progress Association</li> <li>• Bakers Hill Progress and Recreation Association</li> <li>• Clackline Progress Association</li> <li>• Spencers Brook Progress Association</li> <li>• Grass Valley Progress Association</li> <li>• Southern Brook Progress Association</li> <li>• Quellington Progress &amp; Sporting Association</li> </ul>
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>• No set requirement for matching funding, although the Shire of Northam may require the Association to apply for external funding to part fund the project if considered eligible</li> <li>• Project plan(s) and budget to be submitted to Shire of Northam for approval by the Chief Executive Officer or delegated Officer</li> <li>• Allocation may be carried forward for up to 3 years for large scale projects. A statement of intention to carry funds forward must be submitted to Council by 14 April with a project progress report to secure the funds</li> <li>• Funds cannot be allocated to social functions unless accessible to the entire community</li> <li>• Funds cannot be allocated to third party community organisations for operational purposes (e.g. insurances)</li> <li>• Funds can only be allocated to third party community groups for infrastructure or equipment if it is of benefit to the wider community</li> <li>• Funds will be expended by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe</li> <li>• Acknowledgement of Shire of Northam support</li> <li>• Funding will not be issued if there are outstanding acquittals/progress reports</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Funding must be acquitted by 14 April unless alternative arrangements have been made</li> <li>• The recipient will be required to provide the following:                 <ul style="list-style-type: none"> <li>◦ Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</li> </ul> </li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

	<ul style="list-style-type: none"> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>○ Completed evaluation form</li> <li>● Unspent funds to be returned to the Shire of Northam, or will be withheld from future funding allocations.</li> </ul>
--	---

### 1.2 Seniors Group Allocations

AIM	To assist seniors groups in the Shire of Northam to deliver activities and programs for seniors
ELIGIBILITY	Council recognised seniors groups: <ul style="list-style-type: none"> <li>● Northam Over 60s Group</li> <li>● Northam Senior Citizens Club</li> <li>● Silver Wings Over 55s</li> </ul>
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>● No set requirement for matching funding, although the Shire of Northam may require the Association to apply for external funding to part fund the project if considered eligible</li> <li>● Allocation may be carried forward for up to 3 years for large scale projects. A statement of intention to carry funds forward must be submitted to Council by 14 April with a project progress report to secure the funds</li> <li>● Funds cannot be allocated to social functions unless accessible to all seniors from the community</li> <li>● Funds cannot be allocated to third party community organisations for operational purposes (e.g. insurances)</li> <li>● Funds can only be allocated to third party community groups for infrastructure or equipment if it is of benefit to seniors of the wider community</li> <li>● Funds will be expended by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe</li> <li>● Acknowledgement of Shire of Northam support</li> <li>● Funding will not be issued if there are outstanding acquittals/progress reports</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>● Funding must be acquitted by 14 April unless alternative arrangements have been made</li> <li>● The recipient will be required to provide the following:</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

	<ul style="list-style-type: none"> <li>○ Declaration by the Chairperson/President that funding was utilised in accordance with the funding agreement</li> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>○ Completed evaluation form</li> <li>● Unspent funds to be returned to the Shire of Northam, or will be withheld from future funding allocations.</li> </ul>
--	--

### 1.3 Educational Prizes and Donations

AIM	To recognise young people who have made an outstanding achievement or contribution at their school/institute and/or shown strong leadership skills within the community
ELIGIBILITY	<p>Council recognised schools and educational institutes:</p> <ul style="list-style-type: none"> <li>● Wundowie Primary School</li> <li>● Bakers Hill Primary School</li> <li>● Avonvale Primary School</li> <li>● Avonvale Education Support Centre</li> <li>● Northam Primary School</li> <li>● West Northam Primary School</li> <li>● St Joseph's School</li> <li>● Northam Senior High School</li> <li>● Clontarf Program</li> <li>● Wirrpanda Girls Academy</li> <li>● Central Regional TAFE</li> </ul>
FUNDING AMOUNT	Allocation determined by Council in the Annual Budget
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>● Prize, award or scholarship to a nominated student in recognition of outstanding contribution or leadership</li> <li>● Shire of Northam to be recognised as donor (e.g. on Certificate)</li> <li>● Council representative to be invited to make presentation</li> </ul>
ACQUITTAL REQUIREMENTS	Photograph of presentation ceremony

### 1.4 Excellence in Sport, Recreation, Arts and Culture - Travel Support

AIM	To promote participation and excellence by young people in sport, recreation, arts or cultural pursuits
ELIGIBILITY	<ul style="list-style-type: none"> <li>● Individuals aged 18 years and under, still at school and who reside in the Shire of Northam</li> </ul>





Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

	<ul style="list-style-type: none"> <li>• One application per financial year for participation at either State, National or International level, unless the applicant qualifies (during the event for which travel support has been granted) to participate at a higher level in another event within the same field</li> <li>• Support will not be given retrospectively and application must be submitted at least 1 month prior to travel</li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Council allocation in the Annual Budget to make available:             <ul style="list-style-type: none"> <li>○ \$100 (excluding GST) per individual for intrastate travel (greater than 500km)</li> <li>○ \$150 (excluding GST) per individual for interstate travel</li> <li>○ \$300 (excluding GST) per individual for overseas travel</li> </ul> </li> <li>• Determination of eligibility at discretion of the Chief Executive Officer</li> </ul>
FUNDING CRITERIA	<ul style="list-style-type: none"> <li>• Event or competition must be endorsed by the relevant State Association / Governing Body (where applicable), or other relevant organisation</li> <li>• Applicant must have been selected through a validated process (supporting documentation required)</li> <li>• Funding not applicable for development or training squads, invitational events, or for local/regional competition</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Completed evaluation form</li> </ul>

## SECTION 2 – COMMUNITY ASSISTANCE GRANTS

### 2.1 Public Event Grants & Sponsorships

AIM	To assist in the delivery of events that demonstrate significant community reach and benefit, promote social inclusion and encourage partnerships and collaboration in the community
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Events must take place within the Shire of Northam and benefit the community</li> <li>• Consideration will not be given for the following:             <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not directly associated with the event</li> <li>○ Gifts</li> <li>○ Applicants who have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$5,000 (excluding GST) per event or as decided by Council for specific events (e.g. Wundowie Iron Festival)</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

	<ul style="list-style-type: none"> <li>Amount of funding will be determined by Council and allocated in the Annual Budget</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>Alignment with the Shire of Northam Strategic Community Plan</li> <li>Management and financial capacity to deliver</li> <li>Access, opportunity and participation</li> <li>Evidence that other support and funding has been obtained or is being sought</li> <li>Recognition of Shire of Northam support</li> </ul>
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>Completed and signed application form</li> <li>Copy of Certificate of Incorporation (if applicable)</li> <li>Copy of Public Liability Insurance</li> <li>Copy of certified organisational financial statements</li> <li>Submitted by the advertised closing date</li> </ul>
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> <li>Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</li> <li>Funds will be expended by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe.</li> <li>The recipient will notify the Shire in writing of any change in scope of the event and the Shire retains the right to refuse/reduce level of financial assistance in that instance</li> <li>The Shire retains the right to withhold payment until Public Event Approval has been granted. Funding approval does not grant automatic event approval.</li> <li>The recipient will acknowledge the support of the Shire in the event's advertising and promotional materials in accordance with Shire requirements. Approval of the use of the Shire of Northam logo is required.</li> <li>The recipient will provide an audited financial statement for the event expenditure if requested to do so</li> <li>The recipient will provide a project evaluation, including evidentiary materials by the 14 of April of the relevant financial year.</li> <li>Funding will not be issued if there are outstanding acquittals</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

	<ul style="list-style-type: none"> <li>Any additional special terms and conditions</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>Grant must be acquitted by 14 April unless alternative arrangements have been made</li> <li>Grant recipients will be required to provide the following:                     <ul style="list-style-type: none"> <li>Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</li> <li>Financial statement (income and expenditure)</li> <li>Copies of invoices/evidence of expenditure</li> <li>Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>Completed evaluation form</li> </ul> </li> <li>Unspent funds to be returned to the Shire of Northam, or will be withheld from future funding allocations.</li> </ul>

**2.2 Project Grants**

AIM	To support innovative responses to community needs, either as a whole or target groups (children, youth, seniors, persons with a disability, culturally or linguistically diverse). Projects can include development of community facilities, purchase of equipment and the delivery of community based programs and projects. Priority will be placed on projects that promote skills development, enhance safety or increase participation and social inclusion.
ELIGIBILITY	<ul style="list-style-type: none"> <li>Projects must take place within the Shire of Northam</li> <li>Projects must address a clearly identified community need</li> <li>Consideration will not be given for the following:                     <ul style="list-style-type: none"> <li>Retrospective funding</li> <li>Recurrent salaries or operational costs not directly associated with the funded project</li> <li>Projects that have a fundraising outcome</li> <li>Trophies, prizes or gifts</li> <li>Costumes or uniforms</li> <li>Activities targeted at students in a school setting</li> <li>Projects considered to be better funded through other sources</li> <li>Major capital works over \$10,000</li> <li>Applicants that have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>Up to \$5,000 (excluding GST) per project</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

	<ul style="list-style-type: none"> <li>Amount of funding will be determined by Council and allocated in the Annual Budget</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>Alignment with the Shire of Northam Strategic Community Plan</li> <li>Management and financial capacity to deliver</li> <li>Anticipated outcomes in response to identified need</li> <li>Access, opportunity and participation</li> <li>Evidence that other support and funding has been obtained or is being sought</li> <li>Recognition of Shire of Northam support</li> </ul>
APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>Completed and signed application form</li> <li>Copy of Certificate of Incorporation</li> <li>Copy of Public Liability Insurance</li> <li>Copy of certified organisational financial statements</li> <li>Submitted by the advertised closing date</li> </ul>
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> <li>Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</li> <li>Funds will be expended by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe.</li> <li>The recipient will notify the Shire in writing of any change in scope of the event and the Shire retains the right to refuse/reduce level of financial assistance in that instance</li> <li>The Shire retains the right to withhold payment until Public Event Approval has been granted. Successful funding applications do not grant automatic event approval.</li> <li>The recipient will acknowledge the support of the Shire in the event's advertising and promotional materials in accordance with Shire requirements. Approval of the use of the Shire of Northam logo is required.</li> <li>The recipient will provide an audited financial statement for the event expenditure if requested to do so</li> <li>The recipient will provide a project evaluation, including evidentiary materials by the 14 of April of the relevant financial year.</li> <li>Funding will not be issued if there are outstanding acquittals</li> <li>Any additional special terms and conditions</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>Grants must be acquitted by 14 April unless alternative arrangements have been made</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

	<ul style="list-style-type: none"> <li>• Grant recipients will be required to provide the following:             <ul style="list-style-type: none"> <li>○ Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement</li> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Schedule of Volunteer Labour (if applicable)</li> <li>○ Schedule of Donated Materials (if applicable)</li> <li>○ Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>○ Completed evaluation form</li> </ul> </li> <li>• Unspent funds to be returned to the Shire of Northam, or will be withheld from future funding allocations.</li> </ul>
--	--

**2.3 Quick Response Grant**

AIM	To support innovative responses to community needs, either as a whole or target groups (children, youth, seniors, persons with a disability, culturally or linguistically diverse). These grants are intended for urgent projects or to assist the delivery of projects/programs for which short term opportunity has arisen.
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Projects must take place within the Shire of Northam or significantly benefit the Shire of Northam community</li> <li>• Projects must address a clearly identified community need</li> <li>• Funding can be utilised for venue hire, equipment hire and promotion</li> <li>• Consideration will not be given for the following:             <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not directly associated with the running of the project</li> <li>○ Gifts</li> <li>○ Equipment purchases or capital projects unless there is a demonstrated risk to safety or well being</li> <li>○ Applicants that have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$500 (excluding GST) per project</li> <li>• The project should demonstrate other sources of funding (cash or in kind)</li> <li>• Council will make provision in the Annual Budget for allocation at the discretion of the Chief Executive Officer</li> <li>• Applications will be assessed within 6 weeks of receipt by the Shire of Northam</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>• Demonstration of community need and urgency</li> <li>• Anticipated outcomes in response do identified need</li> <li>• Evidence of other support/funding</li> <li>• Recognition of Shire of Northam support</li> </ul>



Shire of Northam Planning Policy Manual (Section 1)  
Policy  
POLICY NUMBER AND NAME

APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>• Completed and signed application form</li> <li>• Copy of Public Liability Insurance (where applicable)</li> <li>• Submitted at any time</li> </ul>
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> <li>• Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</li> <li>• Funds will be expended by 14 April of the relevant financial year. The recipient will notify the Shire in writing of any delays to the proposed timeframe.</li> <li>• The recipient will notify the Shire in writing of any change in scope of the project/event and the Shire retains the right to refuse/reduce level of financial assistance in that instance</li> <li>• The Shire retains the right to withhold payment until Public Event Approval has been granted. Successful funding applications do not grant automatic event approval.</li> <li>• The recipient will acknowledge the support of the Shire in the event's advertising and promotional materials in accordance with Shire requirements. Approval of the use of the Shire of Northam logo is required.</li> <li>• The recipient will provide an audited financial statement for the event expenditure if requested to do so</li> <li>• The recipient will provide a project evaluation, including evidentiary materials by the 14 of April of the relevant financial year.</li> <li>• Funding will not be issued if there are outstanding acquittals</li> <li>• Any additional special terms and conditions</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grant must be acquitted by 14 April unless alternative arrangements have been made</li> <li>• Grant recipients will be required to provide the following:             <ul style="list-style-type: none"> <li>○ Financial statement (income and expenditure)</li> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Statement of Volunteer Labour/Donated Materials (if applicable)</li> <li>○ Evidence of project outcomes and acknowledgement of Shire of Northam support</li> <li>○ Completed evaluation form</li> </ul> </li> <li>• Unspent funds to be returned to the Shire of Northam, or will be withheld from future funding allocations.</li> </ul>



### SECTION 3 – CLUB SPONSORSHIP

AIM	To support clubs in the hosting of major club events or competitions that will bring additional benefits to the Shire of Northam community.
ELIGIBILITY	<ul style="list-style-type: none"> <li>• Sport/recreation clubs within the Shire of Northam that are affiliated with a State association</li> <li>• Event/competition must take place within the Shire of Northam and entries to be open to residents and non-residents</li> <li>• Funding can be utilised for hosting and promotion of the event /competition or for prizes / prize money where it encourages excellence in sport</li> <li>• Consideration will not be given for the following:             <ul style="list-style-type: none"> <li>○ Retrospective funding</li> <li>○ Recurrent salaries or operational costs not associated with the funded event</li> <li>○ Equipment purchases</li> <li>○ Fundraising activities</li> <li>○ Clubs that have outstanding acquittals</li> </ul> </li> </ul>
FUNDING AMOUNT	<ul style="list-style-type: none"> <li>• Up to \$500 (excluding GST) per club annually, unless determined otherwise by Council</li> <li>• The club should demonstrate other sources of funding (cash or in kind) for the event/competition</li> <li>• Council will determine the level of sponsorship and make allocation in the Annual Budget</li> </ul>
ASSESSMENT CRITERIA	<ul style="list-style-type: none"> <li>• Significance of event at local/regional level</li> <li>• Additional benefits to the community (e.g. promotion of the region, attraction of competitors and spectators)</li> <li>• Evidence of other support/funding</li> <li>• Recognition of Shire of Northam support</li> </ul>



Shire of Northam Planning Policy Manual (Section I)  
Policy  
POLICY NUMBER AND NAME

APPLICATION REQUIREMENTS	<ul style="list-style-type: none"> <li>• Completed and signed application form</li> <li>• Copy of Public Liability Insurance (where applicable)</li> <li>• Copy of certified organisational financial statements</li> </ul>
FUNDING AGREEMENT	<p>Prior to payment, successful applicants must sign a funding agreement stating that:</p> <ul style="list-style-type: none"> <li>• Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam</li> <li>• Funds will be expended within twelve month of notification of grant</li> <li>• The recipient will notify the Shire of any change in scope of the project and the Shire retains the right to refuse/reduce level of financial assistance in that instance</li> <li>• The recipient will acknowledge the support of the Shire in the event/competition signage, advertising and promotional materials in accordance with Shire requirements</li> <li>• The recipient will provide a project evaluation, including evidentiary materials within three months of the end of the grant term</li> <li>• The recipient will return any unspent funds to the Shire of Northam</li> <li>• Any additional special terms and conditions</li> </ul>
ACQUITTAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grant must be acquitted by 14 April unless alternative arrangements have been made</li> <li>• Grant recipients will be required to provide the following:             <ul style="list-style-type: none"> <li>○ Copies of invoices/evidence of expenditure</li> <li>○ Acknowledgement of Shire of Northam support</li> <li>○ Completed evaluation form</li> </ul> </li> <li>• Unspent funds to be returned to the Shire of Northam, or will be withheld from future funding allocations.</li> </ul>



### 13. MATTERS BEHIND CLOSED DOORS

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3907

Moved: Cr Little

Seconded: Cr Mencshelyi

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (d) of the Local Government Act 1995, meet behind closed doors to consider an item that relates to a contract entered into by the Shire of Northam.

**CARRIED 8/0**

The Chief Executive Officer left and returned to the meeting at 6:31pm.

The Executive Manager Community Services left the meeting at 6:31pm.

Ms Edmonds left the meeting at 6:31pm.

#### 13.1 REQUEST FOR FEE ADJUSTMENT DONOVAN PAYNE, AQUATIC FACILITY PROJECT

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3908

Moved: Cr Ryan

Seconded: Cr Della

Decision withheld from public record.

**CARRIED 8/0**

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3909

Moved: Cr Della

Seconded: Cr Mencshelyi

That Council move out from behind closed doors.

**CARRIED 8/0**

Cr Ryan left and returned to the meeting at 6:35pm.

Ms Edmonds returned to the meeting at 6:35pm.

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

Nil.

**57. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**58. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 6:35pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 18 March 2020 have been confirmed as a true and correct record."

 \_\_\_\_\_ President

15/4/2020 \_\_\_\_\_ Date

