



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**20 December 2023**



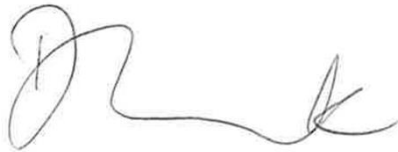
**NOTICE PAPER**  
**Ordinary Council Meeting**  
**20 December 2023**

President and Councillors

I inform you that an Ordinary Council Meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 20 December 2023 at 5:30 pm.

There was a Forum meeting held in the Council Chambers on 13 December 2023 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



**Debbie Terelinck**  
**Chief Executive Officer**

## DISCLAIMER

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

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

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

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

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

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

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

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## Contents

1	DECLARATION OF OPENING.....	6
2	ACKNOWLEDGEMENT OF COUNTRY .....	6
3	ATTENDANCE.....	6
3.1	ATTENDEES .....	6
3.2	APOLOGIES .....	6
3.3	APPROVED LEAVE OF ABSENCE.....	6
3.4	ABSENT.....	6
4	DISCLOSURE OF INTERESTS.....	7
5	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....	9
6	PUBLIC QUESTIONS.....	13
7	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	13
8	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	13
8.1	PETITIONS .....	13
8.2	PRESENTATIONS.....	13
8.3	DEPUTATIONS .....	13
9	APPLICATIONS FOR LEAVE OF ABSENCE .....	14
10	CONFIRMATION OF MINUTES .....	14
10.1	CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD ON 15 NOVEMBER 2023 .....	14
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 13 DECEMBER 2023 .....	14
10.3	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD ON 22 NOVEMBER 2023.....	36
10.4	CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 JULY 2023 .....	36
11	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	36
12	REPORTS OF COMMITTEE MEETINGS.....	36
12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 14 NOVEMBER 2023.....	36

12.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20 NOVEMBER 2023.....	100
12.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 21 NOVEMBER 2023.....	144
12.4 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 11 DECEMBER 2023.....	273
13 OFFICER REPORTS.....	553
13.1 CEO'S OFFICE.....	553
13.1.1 A 8.5 Property Management (Leases & Licences) Policy .....	553
13.1.2 G 1.14 Gratuity And Gifts Policy .....	579
13.1.3 Request For Fee Waiver - Blue Light Pool Party .....	588
13.2 ENGINEERING SERVICES.....	591
13.2.1 RFQ 15 Of 2023 - 2023-2024 Road Program .....	591
13.3 DEVELOPMENT SERVICES .....	596
13.3.1 Request To Relinquish Management Order - 19 May Street, Northam .....	596
13.3.2 Proposed Partial Road Closure - Clackline-Toodyay Road, Clackline .....	601
13.4 CORPORATE SERVICES.....	607
13.4.1 Accounts & Statement Of Accounts - November 2023.....	607
13.4.2 Financial Report For The Period Ending 30 November 2023 ...	687
13.5 COMMUNITY SERVICES .....	703
13.5.1 Wundowie Museum Request.....	703
14 MATTERS BEHIND CLOSED DOORS .....	732
14.1 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD ON 22 NOVEMBER 2023 .....	732
14.2 APPLICATION UNDER F4.8 RATES HARDSHIP - A16154.....	732
15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	732
16 URGENT BUSINESS APPROVED BY DECISION .....	732
17 DECLARATION OF CLOSURE .....	733

## 1 DECLARATION OF OPENING

## 2 ACKNOWLEDGEMENT OF COUNTRY

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

## 3 ATTENDANCE

### 3.1 ATTENDEES

#### **Council:**

Shire President

Deputy Shire President

Councillors

C R Antonio

A J Mencshelyi

M P Ryan

M I Girak

J E G Williams

D A Hughes

H J Appleton

L C Biglin

C M Poulton

#### **Staff:**

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Corporate Services

Acting Executive Manager Community Services

Governance Coordinator

Governance Officer

D Terelinck

P Devcic

C B Hunt

C J Young

J R Byers

B J Hadlow

T P Van Beek

### 3.2 APOLOGIES

Nil.

### 3.3 APPROVED LEAVE OF ABSENCE

Nil.

### 3.4 ABSENT

Nil.

#### 4 DISCLOSURE OF INTERESTS

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

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

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

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

As defined in clause 22 of the Local Government (Model Code of Conduct) Regulations 2021, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Community Grants Assessment Committee Meeting held on 20 November 2023	12.2	Mr C B Hunt	Impartiality	Mr Hunt is currently president of Northam Golf Club, one of the applicants for a community grant.
Wundowie Museum Request	13.5.1	President C R Antonio	Impartiality	The executives of the Wundowie Progress Association associated with this request are known to President Antonio.
		Cr A J Mencshelyi	Impartiality	The author of the report is a fellow Councillor.
		Cr H J Appleton	Impartiality	Lisa Biglin is a fellow Councillor.

		Cr L C Biglin	Impartiality	Cr Biglin is the secretary/treasurer of Wundowie Progress Association.
		Cr M I Girak	Impartiality	Members of the Wundowie Progress association are known to Cr Girak.
		Cr D A Hughes	Impartiality	The writer of the letter requesting approval to erect a museum on Council land is a fellow Councillor.
		Cr C M Poulton	Impartiality	Cr C M Poulton knows the submitter, Cr Lisa Biglin.
		Cr M P Ryan	Impartiality	Members of the Wundowie Progress Association are known to Cr Ryan.
		Cr J E G Williams	Impartiality	Members of the Wundowie Progress Association Executives are known to Cr Williams through SoN Council.
Application under F4.8 Rates Hardship – A16154	14.2	Cr H J Appleton	Impartiality	The Rates Officer mentioned in the agenda item is known to Cr Appleton.
		Cr L C Biglin	Impartiality	Cr Biglin is known to the person.
		Cr J E G Williams	Impartiality	Cr Williams daughter (the Rates Officer at the time) is mentioned in the attachment to the report.



## 5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

<b>Visitations and Consultations</b>	
15/11/2023	Presentation for Northam Women's Doubles Championships
17/11/2023	AAAC Conference - Perth
18/11/2023	Ronald McDonald Day - Northam
21/11/2023	Triple M Weekly Radio Interview
21/11/2023	Local Government Reform Webinar
24/11/2023	Avon-Midland Zone Meeting - Goomalling
24/11/2023	Northam Men's Shed Christmas Lunch
24/11/2023	Irishtown Volunteer Bushfire Brigade medal presentation
25/11/2023	Northam Rotary Club Radio Auction
25/11/2023	Bakers Hill Community Christmas Fair
25/11/2023	Grass Valley Summertime Blues Event
26/11/2023	Sunday Shopday Markets - Northam
26/11/2023	Avon Valley Vintage Vehicle Association Christmas Lunch
27/11/2023	Triple M Weekly Radio Interview
28/11/2023	Creating Inclusive Spaces Webinar
29/11/2023	Working Group – Wheatbelt Interagency Health and Wellbeing online meeting
29/11/2023	Northam Town Team – Northam Mural Opening Official Opening
30/11/2023	Northam Chamber of Commerce and Shire of Northam Catch Up
01/12/2023	Northam Country Club Business Luncheon
01/12/2023	Wundowie Christmas Markets and official opening
02/12/2023	Lions Community Markets - Northam
04/12/2023	Stakeholder Engagement Meeting – Character Studies & Streetscapes Concept Plan - Northam
04/12/2023	Wheatbelt Health Network and GP Clinic Tour
05/12/2023	Triple M Weekly Radio Interview
05/12/2023	Northam Youth in Emergency Services Annual Presentation Ceremony
07/12/2023	Northam Primary School end of year concert
08/12/2023	Stie Visit – El Cabello Resort
08/12/2023	Carols on Fitzgerald's - Northam
11/12/2023	Northam Primary School Year 6 Graduation
12/12/2023	Triple M Weekly Radio Interview

12/12/2023	Avonvale Primary School Presentation Evening - Northam
13/12/2023	West Northam Primary School end of year Presentation and Graduation
13/12/2023	Silver Wings Community Christmas Lunch - Wundowie
14/12/2023	Avonvale Education Support end of Ceremony - Northam
14/12/2023	Western Australian Local Government Association event - Perth
15/12/2023	Regional Capitals Alliance AGM - Online
16/12/2023	Bakers Hill Christmas Markets
19/12/2023	Triple M Weekly Radio Interview
<b>Upcoming Events</b>	
21/12/2023	Homecoming event – Bobby Hill honour - Northam
22/12/2023	Community Christmas Movie - Northam
25/12/2023	Christmas Day
26/12/2023	Boxing Day
31/12/2023	New Year's Eve
01/01/2024	New Year's Day
16/01/2024	Triple M Weekly Radio Interview
18/01/2023	School's Out Stargazing event - Northam
23/01/2023	Triple M Weekly Radio Interview

### **Operational Matters:**

With the Shire of Northam currently in a Prohibited Burning Period, it is a timely reminder to be "Bushfire Ready". One way to do this is via the Shire's Bushfire Information SMS Notification Service. This service is provided to registered users, and informs on: Burning Periods, total fire bans, harvest and vehicle movement bans, cancellation of burning permits, and other fire information for the entire year. One way to register is via the following link.  
[https://app.smartsheet.com/b/form/854cad31a1d14b52af141d64e7d51c26?fbclid=IwAR3TgkyG2sGyum0TA2\\_okIjETJqJ6KrHe1syQSxAKYRh2QpVgn4HWEEVc4](https://app.smartsheet.com/b/form/854cad31a1d14b52af141d64e7d51c26?fbclid=IwAR3TgkyG2sGyum0TA2_okIjETJqJ6KrHe1syQSxAKYRh2QpVgn4HWEEVc4)

### **Events Calendar:**

Following the recent successful Northam Art Prize Awards, part of the Shire of Northam's sponsorship is to purchase a piece of artwork. The artwork purchased was "Come to Rest", by artist Nicola Cowie, a 2023 watercolour and ink on paper piece.

Inspiration came from one of the beautiful gum trees on Nicola's Avon Valley Property. Frequented by all kinds of birds throughout the day, the red-tailed cockatoos are always favourite visitors. The birds perched on the branches are

represented in a simplified but immediately recognisable manner and are surrounded by playful circles portraying bunches of leaves. The colours of the land and trees are built up with light and heavy layers of watercolours. Organic ink linework both holds together and dissects the elements of the image which ultimately come to a balanced composition.

Nicola has been involved with some of the public artwork seen around the Shire.



### **Strategic Matters:**

Following a few weeks of employment, I would like to formally thank and welcome our new CEO, Debbie Terelinck to the Shire of Northam. Debbie brings a wide range of experience across many sectors within local government, and has hit the ground running, having attended many events, and in demand to meet many sectors of the community.

### **Reflection**

2023 has seen continued changes, including the recent Council elections, the appointment of a new CEO, and the hosting of major events, culminating with the World Women's Hot Air Ballooning Championships in September this year.

With our continuing challenges and opportunities, the Shire of Northam continues to surge ahead.

I thank all Councillors, Staff, Residents and Ratepayers for your dedication to our Shire. May you all have a safe and enjoyable Christmas and New Year.

I look forward to catching up with you in 2024.

## 6 PUBLIC QUESTIONS

## 7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

## 8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 8.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

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

### 8.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

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

### 8.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) Any person or group wishing to be received as a deputation by the Council is to either-
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either-
  - (a) approve the request and invite the deputation to attend a meeting of the Council; or
  - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

## **9 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

## **10 CONFIRMATION OF MINUTES**

### **10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD ON 15 NOVEMBER 2023**

#### **RECOMMENDATION**

**That the minutes of the Ordinary Council meeting held on Wednesday, 15 November 2023 be confirmed as a true and correct record of that meeting.**

### **10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 DECEMBER 2023**

#### **RECOMMENDATION**

**That Council receive the notes from the Council Forum meeting held on Wednesday, 13 December 2023.**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Notes

### Council Forum Meeting

13 December 2023

Council Forum Meeting Notes  
13 December 2023



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**Council Forum Meeting Notes  
13 December 2023**

**Preface**

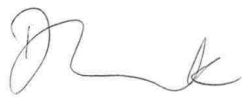
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

**Unconfirmed Notes**

These notes were approved for distribution on 15 December 2023.



**DEBBIE TERELINCK  
CHIEF EXECUTIVE OFFICER**

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 20 December 2023.

Signed: .....

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

Council Forum Meeting Notes  
13 December 2023



**Contents**

1	DECLARATION OF OPENING .....	6
2	ACKNOWLEDGEMENT OF COUNTRY .....	6
3	ATTENDANCE .....	6
3.1	ATTENDEES .....	6
3.2	APOLOGIES .....	6
3.3	APPROVED LEAVE OF ABSENCE .....	7
3.4	ABSENT .....	7
4	DISCLOSURE OF INTEREST .....	7
5	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....	9
6	PUBLIC QUESTIONS .....	9
7	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE.....	9
8	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	9
8.1	PETITIONS.....	9
8.2	PRESENTATIONS .....	9
8.3	DEPUTATIONS .....	9
9	APPLICATIONS FOR LEAVE OF ABSENCE.....	10
10	CONFIRMATION OF MINUTES .....	10
10.1	CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD ON 15 NOVEMBER 2023.....	10
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 13 DECEMBER 2023 10	
10.3	NOTES FROM THE STRATEGIC COUNCIL MEETING HELD ON 22 NOVEMBER 2023 .....	10
10.4	CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 JULY 2023 .....	11
11	ITEMS BROUGHT FORWARD FOR THE CONVINIENCE OF THOSE IN THE PUBLIC GALLERY .....	11
12	REPORTS OF COMMITTEE MEETINGS .....	11
12.1	BUSH FIRE ADVISORY COMMITTEEMEETING HELD ON 14 NOVEMBER 2023 .....	11
12.2	COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20 NOVEMBER 2023 .....	12
12.3	COMMUNITY SAFETY COMMITTEE MEETING HELD ON 21 NOVEMBER 2023 .....	12
12.4	AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 11 DECEMBER 2023.....	13

**Council Forum Meeting Notes  
13 December 2023**



13	OFFICERS REPORTS .....	13
13.1	CEO'S OFFICE.....	13
13.1.1	A 8.5 Property Management (Leases & Licences) Policy .....	13
13.1.2	G 1.14 Gratuity and Gifts Policy.....	14
13.2	ENGINEERING SERVICES .....	14
13.2.1	RFQ 15 of 2023 – 2023-2024 Road Program .....	14
13.3	DEVELOPMENT SERVICES .....	14
13.3.1	Request to Relinquish Management Order – 19 May Street, Northam 14	
13.3.2	Proposed Partial Road Closure – Clackline-Toodyay Road, Clackline .....	15
13.4	CORPORATE SERVICES .....	15
13.4.1	Accounts & Statements of Accounts – November 2023 .....	15
13.4.2	Financial Statements for the period ending 30 November 2023 ..	17
13.5	COMMUNITY SERVICES .....	17
13.5.1	Wundowie Museum Request .....	18
14	MATTERS BEHIND CLOSED DOORS .....	20
14.2	APPLICATION UNDER F4.8 RATES HARDSHIP – A16154 .....	20
14.1	CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD ON 22 NOVEMBER 2023.....	21
15	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	21
16	URGENT BUSINESS APPROVED BY DECISION.....	21
17	DECLARATION OF CLOSURE .....	21

Council Forum Meeting Notes  
13 December 2023



## 1 DECLARATION OF OPENING

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

## 2 ACKNOWLEDGEMENT OF COUNTRY

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

## 3 ATTENDANCE

### 3.1 ATTENDEES

**Council:**

Shire President  
Deputy Shire President  
Councillors

C R Antonio  
A J Mencshelyi  
J E G Williams  
M P Ryan  
M I Girak  
L C Biglin  
D A Hughes  
C M Poulton (arrived  
at 5:35pm)  
H J Appleton

**Staff:**

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

D Terelinck  
P D Devcic  
C B Hunt  
C J Young  
J R Byers  
B J Hadlow  
T P Van Beek

**Gallery:**

Northam PCYC  
WA Police

J Atterby  
M Glynn

### 3.2 APOLOGIES

Nil.

Council Forum Meeting Notes  
13 December 2023



**3.3 APPROVED LEAVE OF ABSENCE**

Nil.

**3.4 ABSENT**

Nil.

**4 DISCLOSURE OF INTEREST**

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

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

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

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Item Name	Item No.	Name	Type of Interest	Nature of Interest
Community Grants Assessment Committee Meeting	12.2	Mr C B Hunt	Impartiality	Mr Hunt is currently president of Northam Golf Club, one of the



Council Forum Meeting Notes  
13 December 2023

held on 20 November 2023				applicants for a community grant.
Wundowie Museum Request	13.5.1	President C R Antonio	Impartiality	The executives of the Wundowie Progress Association associated with this request are known to President Antonio.
		Cr A J Mencshelyi	Impartiality	The author of the report is a fellow Councillor.
		Cr H J Appleton	Impartiality	Lisa Biglin is a fellow Councillor.
		Cr L C Biglin	Impartiality	Cr Biglin is the secretary/treasurer of Wundowie Progress Association.
		Cr M I Girak	Impartiality	Members of the Wundowie Progress association are known to Cr Girak.
		Cr D A Hughes	Impartiality	The writer of the letter requesting approval to erect a museum on Council land is a fellow Councillor.
		Cr C M Poulton	Impartiality	Cr C M Poulton knows the submitter, Cr Lisa Biglin.
		Cr M P Ryan	Impartiality	Members of the Wundowie Progress Association are known to Cr Ryan.
		Cr J E G Williams	Impartiality	Members of the Wundowie Progress Association Executives are known to Cr Williams through SoN Council.
Application under F4.8 Rates Hardship – A16154	14.2	Cr H J Appleton	Impartiality	The Rates Officer mentioned in the agenda item is known to Cr Appleton.
		Cr L C Biglin	Impartiality	Cr Biglin is known to the person.
		Cr J E G Williams	Impartiality	Cr Williams daughter (the Rates Officer at the time) is mentioned in the attachment to the report.

Council Forum Meeting Notes  
13 December 2023



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

Nil.

**6 PUBLIC QUESTIONS**

Nil.

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

Nil.

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

**8.1 PETITIONS**

Nil.

**8.2 PRESENTATIONS**

Nil.

**8.3 DEPUTATIONS**

*Cr C M Poulton entered the meeting at 5:35pm.*

**Name:** Jane Atterby – Northam PCYC

**Title:** Blue Light Pool Party – Request for Fee Waiver

**Summary of Deputation:** The WA Police and Community Youth Centres (WA PCYC) exists so that disadvantaged children and young people at risk across the State have a safe place to go – somewhere they can feel at home, make friends, and do things that young people should do. The Northam Blue Light Unit was formed in June 2023 and is run by Northam Police.

We are planning a Blue Light Pool Party on Friday 9 February 2024 from 7pm - 9pm, for 10 to 18 year olds. The event will be run by the Northam Blue Light Unit and Northam PCYC. We have support from Bridgeley Youth Group, who will bring young people and their

Council Forum Meeting Notes  
13 December 2023



Youth Workers to the event. The Northam Lions Club will run the Sausage Sizzle and Wheatbelt Audio Visual will support the event by supplying lights and audio.

We are requesting a fee waiver for the use of the Northam Aquatic Centre on Friday 9 February from 7pm to 9pm. The cost we have been quoted for is \$2611.00 excl. GST.

Engaging youth through collaborative activities forms part of the Shire of Northam Community Safety & Crime Prevention Plan.

Clarification was sought in relation to:

- What are the next steps that Council can take after this deputation?

*The Chief Executive Officer advised that Officers will manage the request through the preparation of a report and include it as a late item to the Ordinary Council Meeting next week.*

Ms J Atterby and Mr M Glynn left the meeting at 5:38pm.

## 9 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

## 10 CONFIRMATION OF MINUTES

### 10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD ON 15 NOVEMBER 2023

Nil.

### 10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 DECEMBER 2023

Nil.

### 10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD ON 22 NOVEMBER 2023

Nil.



Council Forum Meeting Notes  
13 December 2023



**10.4 CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 JULY 2023**

Nil.

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

Nil.

**12 REPORTS OF COMMITTEE MEETINGS**

**12.1 BUSH FIRE ADVISORY COMMITTEEMEETING HELD ON 14 NOVEMBER 2023**

Clarification was sought in relation to:

- The report notes the commencement of a new Bush Fire Risk Mitigation Coordinator, what is their name?

*The Executive Manager Development Services advised that her name is Siobhan Bishop.*

- In attachment 7.3.1 of the minutes document, it mentions in 4.4A that quorums of the ordinary meetings are 25% of active and eligible members, as a committee of council is this allowable?

*The Executive Manager Development Services and the Chief Executive Officer both advised that this attachment is in reference to meetings of the Brigades, not the Bushfire Advisory Committee which is the committee of council.*

- It was noted that there is a need to communicate hot works bans with the community. Is there a system in place to ensure this is still being communicated over public holidays?

*The Executive Manager Development Services advised that it is advertised heavily during that period, and we can set up an SMS alert to send to everyone who is registered on the list. The SMS can be sent both prior to the ban and on the day of the ban.*

- Is there any way to capture in the SMS message a reminder that the waste facilities will be closed while the ban is in place?

Council Forum Meeting Notes  
13 December 2023



*The Executive Manager Development Services confirmed that we can look into including that. However, this may be complicated by a total fire ban being announced.*

- Why are the Fire bans for 27 and 28 January only from 9am to 6pm?

*The Executive Manager Development Services advised that it is to allow agriculture workers to get work done before and after those times. If the conditions are worse than expected on those days the hours of the ban will be extended.*

*The Executive Manager Development Services, Mr C B Hunt, declared an "Impartiality" interest in item 12.1 – Community Grants Assessment Committee Meeting held on 20 November 2023, as Mr Hunt is currently president of Northam Golf Club, one of the applicants for a community grant.*

**12.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20 NOVEMBER 2023**

Nil.

**12.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 21 NOVEMBER 2023**

Clarification was sought in relation to:

- Eight years ago, when we installed CCTV in conjunction with the Police, did we consider nighttime cameras at that stage?

*The Executive Manager Corporate Services advised that we would have considered it at that time. However, the issue is that any change to lighting in the area affects the camera as they are sensitive to changed lighting conditions. Technology and knowledge have greatly improved since that time.*

- Will the Audit Report cost \$50,000 as listed in the report?

*The Chief Executive Officer advised that the \$50,000 mentioned in the report relates to the implementation of the Audit Report.*

- Do Council's usually fund license plate recognition?

*The Chief Executive Officer advised that CCTV technology has developed to the extent that license plate recognition is often part of the system. When it comes to the license plate recognition, the Police have the ability to determine the vehicle owner however the Shire would be required to seek permission*

Council Forum Meeting Notes  
13 December 2023



*and contact the Department of Transport if they wanted to access to this information.*

- Has the request to implement cameras with the number plate recognition capability come from the WA Police?

*The Chief Executive Officer confirmed this is correct.*

- Do the Police currently have access to the Shire's CCTV cameras?

*The Chief Executive Officer confirmed this is correct with some of the cameras and Police can request footage from all cameras even if there is no direct access to the cameras.*

- If we are updating the cameras because they are too old, and the cameras come standard with the number plate recognition capability, would the Police get access to that anyway if they had not requested it?

*The Chief Executive Officer advised that this is correct. The intent of doing the audit report that identifies future needs is to enable access to external funding for the CCTV.*

- Wasn't there crime funding being made available for this?

*The Executive Manager Corporate Services advised that another round may be opened in April 2024. However, it is not guaranteed the Shire will obtain the funding. They have tightened the requirements since eight years ago.*

#### **12.4 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 11 DECEMBER 2023**

Nil.

### **13 OFFICERS REPORTS**

#### **13.1 CEO'S OFFICE**

##### **13.1.1 A 8.5 Property Management (Leases & Licences) Policy**

Nil.

Council Forum Meeting Notes  
13 December 2023



**13.1.2 G 1.14 Gratuity and Gifts Policy**

Nil.

**13.2 ENGINEERING SERVICES**

**13.2.1 RFQ 15 of 2023 – 2023-2024 Road Program**

Nil.

**13.3 DEVELOPMENT SERVICES**

**13.3.1 Request to Relinquish Management Order – 19 May Street, Northam**

Clarification was sought in relation to:

- How many units could be built on this block?

*The Executive Manager Development Services advised that if the block is re-zoned as R30 it could have 5 units and if it is re-zoned to R40 it could have 6 or 7 units.*

- Can we include the condition that the units are only for seniors, and would this be accepted?

*The Executive Manager Development Services advised that we have included the condition in the recommendation, however once the management order has been relinquished, we cannot control if they follow the condition.*

- If the units are for seniors, can't they get a bonus for them?

*The Executive Manager Development Services advised that they may be able to apply for a bonus.*

- Are the trees going to be retained around the edges of the property?

*The Executive Manager Development Services advised that this would be subject to the development application, however as the purpose will be residential the trees will likely go.*

- Does this need to be advertised for public comment?

Council Forum Meeting Notes  
13 December 2023



*The Executive Manager Development Services advised that we would need to go out for public comment if the property is re-zoned.*

- Is there anything else that the Shire could use the land for that would benefit the community?

*The Executive Manager Development Services advised that the property was previously slated for an extension to Killara, however at this stage it is not likely to be used for that purpose. It may be able to be used as a park.*

- If we do relinquish it, is there any guarantee we could negotiate a timeline?

*The Executive Manager Development Services advised that this is not likely.*

### 13.3.2 Proposed Partial Road Closure – Clackline-Toodyay Road, Clackline

Clarification was sought in relation to:

- Does adverse possession apply to this?

*The Executive Manager Development Services advised that it is not considered that adverse possession applies to Crown land.*

- Is the road that runs alongside it a sufficient width to accommodate use in the future?

*The Executive Manager Development Services confirmed that it is quite a large strip of land.*

## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statements of Accounts – November 2023

Clarification was sought and answered in the below table:

Reference	Details Reference	Question	Answer
EFT49371	New Ground Water Services Progress Claim 4 \$28,575.80	New Ground Water Services Progress Claim 4 \$28,575.80 – Could you please provide me with more information?	This is the new water storage tank and scheme water conversion at Wundowie oval, COA



Council Forum Meeting Notes  
13 December 2023

		Specifically, what is the purpose of this and what is	6464, budget page 112
EFT49144	Community Resource – Delivery of Mattress September - \$4,783.00	Is this a specialized Mattress	This is for collection and disposal of mattresses from the waste disposal centres.
EFT49203	Stallion Building - Inkpen Fire Extension	What COA and how much is still outstanding?	COA 05067034 - Outstanding amount of Purchase Orders is \$151,219
EFT149258	Janet Kickett – Storytelling for the 6.11.2023 Wooroloo Primary School	Why is Wooroloo being funded by Northam Shire instead of Mundaring Shire? If they are in Northam, will we be reimbursed?	Elder fee, which was recouped through our BKB booking charge.
EFT49053	Wundowie Oval and Pavilion, replace leaking 100mm RPZ valve –\$4,620.00 - Where is this	Where is this located?	Located near the entrance to the Wundowie RV park, off Banksia Ave.
Various	Specialist Tree Services - total values of these works = \$130,304.99	Can you provide me with information on the current spend year-to-date compared to the budget approved by the council?	The current spend on contract C.202324-02 Tree pruning is \$192,122.70. The budget amount approved by Council is \$258,910
EFT49254	Grafton Electrics – Supply/Install power points & lights to the hockey storage shed -\$5225.00	Could you please tell me which COA this belongs to and what is the name of the event?	Improvements to Bert Hawke Precinct with additional storage, shade and spectator facilities. Council received \$27,000 CSRFF Grant for storage sheds at Bert Hawke Precinct. The Northam Hockey Association also contributed \$16,000 towards upgrades due to wanting to modify the original structure to suit their needs. G/L 11349104 Job No. 6457 page 112 of the budget



**Council Forum Meeting Notes  
13 December 2023**

EFT49099	Synergy, Wundowie Yak Shack \$342.95	It is my understanding the Men's Shed has a peppercorn lease on this building? Are they not responsible for the power? Also, I believe this building has a condemnation notice on it.	This is a license not a lease agreement. The license agreement does not mention payment of utilities and as such the Men's Shed does not pay for the power. The building is not in good condition, but it is not condemned.
EFT49261	Kennards Hire- Equipment Hire for the Northam Farmers Show. \$5,696.00	Could you please tell me which COA this belongs to and what is the name of the event	Event name is the Northam Farmers Show, formally the Northam Agricultural Show, account 4689, page 142 of the budget
EFT49247	DCM Carpentry – Installation of goal barriers – Henry Steet Oval	\$24,189.00 What COA and is it in the strategic plan?	This falls under the improved facilities at Henry Street Oval, Action 3.2.11 in the Strategic Plan. Account 6458, page 112 of the budget
EFT49294	Line marking – Athletics Marking - \$963.99	Is the Shire paying for this as part of an agreement?	It is part of the agreement for the Shire to provide the initial line markings as a guide, as applies to all field sports.

**13.4.2 Financial Statements for the period ending 30 November 2023**

Nil.

**13.5 COMMUNITY SERVICES**

*President C R Antonio declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as the executives of the Wundowie Progress Association associated with this request are known to President Antonio.*

*Cr A J Mencshelyi declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as the author of the report is a fellow Councillor.*

*Cr H J Appleton declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as Lisa Biglin is a fellow Councillor.*

Council Forum Meeting Notes  
13 December 2023



Cr L C Biglin declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as Cr Biglin is the secretary/treasurer of Wundowie Progress Association.

Cr M I Girak declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as members of the Wundowie Progress association are known to Cr Girak.

Cr D A Hughes declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as the writer of the letter requesting approval to erect a museum on Council land is a fellow Councillor.

Cr C M Poulton declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as Cr C M Poulton knows the submitter, Cr Lisa Biglin.

Cr M P Ryan declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as members of the Wundowie Progress Association are known to Cr Ryan.

Cr J E G Williams declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as members of the Wundowie Progress Association Executives are known to Cr Williams through SoN Council.

### 13.5.1 Wundowie Museum Request

Clarification was sought in relation to:

- Where would the \$40,000 be taken from in the budget?

*The Executive Manager Corporate Services advised that this would be considered as part of the budget review to identify where it could come from. It may need to go to Council to remove an existing item from the budget.*

- When adding the amount needed and the total amount there is a \$17,000 difference, why is that?

*The Chief Executive Officer advised that it is anticipated that there will be further works needed to address requirements should the Museum be deemed to be a public building. It is our understanding that the Progress Association is seeking the funds for this. More discussions are needed with the Association to understand if this funding will be enough.*



Council Forum Meeting Notes  
13 December 2023



- If the Progress Association do not get the \$40,000, they are requesting from Council, will they lose the \$80,000 that have received from the State Government?

*Cr L C Biglin confirmed that this is correct.*

- Are the existing public toilets suitable?

*Cr L C Biglin provided information on the existing facilities and noted that the Progress Association will be having further discussions with the Chief Executive Officer in relation to this.*

- In the Strategic Council Meeting it was decided that a review will be undertaken on the existing facilities, if the existing toilets are found to need upgrading can that upgrade negate the needs for the Progress Association? And can this be looked at in the Long-Term Financial Plan?

*Cr L C Biglin confirmed that the Progress Association is looking at completing a multifunction complex and have been discussing the possibility of completing the project in stages.*

*The Chief Executive Officer advised that at this time a multifunction complex is not part of the project being considered. It could be considered as part of the 2024/25 budget however it is expected to be expensive and will not fit inside the \$40,000 funding request for the Museum.*

- Does the \$80,000 have an expiration date?

*Cr L C Biglin confirmed that it does but advised that the State Government has been extending it for them. They are aware that this request had been put to Council.*

- Can we provide the \$40,000 over a number of financial years?

*The Chief Executive Officer advised that in discussions with the Progress Association it has been noted that there is an amount that they require upfront to complete the shed construction and installation. The Shire also needs to take into consideration that the Museum will be provided on public land and as such, we need to ensure that the required planning, building and health approvals are to the same standard as other developments.*



## 14 MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.4902**

**Mover: Cr L C Biglin**

**Seconder: Cr M P Ryan**

**That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2)(A) & (B) of the Local Government Act 1995, meet behind closed doors to consider agenda items:**

- **14.1 Chief Executive Officer Review & Selection Committee Meeting held on 22 November 2023, as the matter relates to an employee/employees; and,**
- **14.2 Application under F4.8 Rates Hardship – A16154, as the matter relates to the personal affairs of a person.**

**CARRIED 9/0**

**For:** *President Antonio, Cr Mencshelyi, Cr Appleton, Cr Biglin, Cr Girak, Cr Hughes, Cr Poulton, Cr Ryan, Cr Williams.*

**Against:** *Nil.*

*The Shire President, C R Antonio, brought forward item 14.2 – Application Under F4.8 Rates Hardship – A16154.*

*Cr H J Appleton declared an "Impartiality" interest in item 14.2 – Application under F4.8 Rates Hardship – A16154, as the Rates Officer mentioned in the agenda item is known to Cr Appleton.*

*Cr L C Biglin declared an "Impartiality" interest in item 14.2 – Application under F4.8 Rates Hardship – A16154, as Cr Biglin is known to the person.*

*Cr J E G Williams declared an "Impartiality" interest in item 14.2 – Application under F4.8 Rates Hardship – A16154, as Cr Williams daughter (the Rates Officer at the time) is mentioned in the attachment to the report.*

### **14.2 APPLICATION UNDER F4.8 RATES HARDSHIP – A16154**

Refer to Confidential Addendum.

Council Forum Meeting Notes  
13 December 2023



**14.1 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD  
ON 22 NOVEMBER 2023**

Refer to Confidential Addendum.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4903**

**Mover: Cr A J Mencshelyi**

**Seconder: Cr H J Appleton**

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

**CARRIED 9/0**

**For:** *President Antonio, Cr Mencshelyi, Cr Appleton, Cr Biglin, Cr Girak, Cr Hughes, Cr Poulton, Cr Ryan, Cr Williams.*

**Against:** *Nil.*

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

Nil.

**16 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**17 DECLARATION OF CLOSURE**

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 6:26pm.

### 10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD ON 22 NOVEMBER 2023

#### RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held on Wednesday, 22 November 2023.

### 10.4 CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 JULY 2023

#### RECOMMENDATION

That the minutes of the Local Emergency Management Committee Meeting held on Thursday, 20 July 2023 be confirmed as a true and correct record of that meeting.

#### Background:

On 25 October 2023 Council moved a motion (C.4880) to disband the Local Emergency Management Committee as a formal committee of Council and reconvene it as an advisory group. As such, Council is required to confirm the final minutes of the Local Emergency Management Committee as a Committee of Council because the Committee is no longer able to do so.

WALGA has advised that adoption of Minutes is a record-keeping obligation and that there is not a statutory requirement for attendees of the previous meeting of the Local Emergency Management Committee to be present when the Minutes are adopted.

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

### 12 REPORTS OF COMMITTEE MEETINGS

#### 12.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 14 NOVEMBER 2023

#### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 14 November 2023.

**Adoption of Recommendations:**

**RECOMMENDATION**

**That Council:**

- 1. Note that the minutes of the Special Bush Fire Advisory Committee meeting held on 25 July 2023 are confirmed as a true and correct record of that meeting.**
- 2. Notes the Community Emergency Services Manager Report as provided.**
- 3. Notes the report from the Bushfire Risk Mitigation Coordinator as provided.**
- 4. Adopts the updated Section 4 and Section 5 of the Bush Fire Manual as presented, to replace the previous Section 4 and Section 5 of this document from 2018.**
- 5. Approves a transition target period of 18 months for the training requirements of roles specified within Section 4 and 5, to allow members currently holding these positions to meet any training gaps while continuing to fill these roles.**
- 6. Notes the Chief Bush Fire Control Officer Report as provided.**
- 7. Impose a Harvest, Vehicle Movement and Hot Works Ban for the following dates/times:**
  - a. 24 December 2023 – 1200hrs to 2400hrs.**
  - b. 25 December 2023 – Full 24 hours.**
  - c. 26 December 2023 – Full 24 hours.**
  - d. 31 December 2023 – 1200hrs to 2400hrs.**
  - e. 01 January 2024 – Full 24 hours.**
  - f. 26 January 2024 – Full 24 hours.**
  - g. 27 January 2024 – 0900hrs to 1800hrs.**
  - h. 28 January 2024 – 0900hrs to 1800hrs.**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

Minutes

Bush Fire Advisory  
Committee

14 November 2023

**Bush Fire Advisory Committee Minutes  
14 November 2023**



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

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**Bush Fire Advisory Committee Minutes  
14 November 2023**



## Contents

1	DECLARATION OF OPENING .....	4
2	ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER .....	4
3	ACKNOWLEDGEMENT OF COUNTRY .....	5
4	ATTENDANCE.....	5
4.1	ATTENDEES .....	5
4.2	APOLOGIES .....	6
4.3	APPROVED LEAVE OF ABSENCE.....	6
4.4	ABSENT .....	6
5	DISCLOSURE OF INTERESTS.....	7
6	CONFIRMATION OF MINUTES .....	8
6.1	CONFIRMATION OF MINUTES FROM THE SPECIAL BUSH FIRE ADVISORY COMMITTEE MEETING HELD 25 JULY 2023 .....	8
7	OFFICER REPORTS.....	8
7.1	COMMUNITY EMERGENCY SERVICES MANAGER REPORT.....	8
7.2	BUSH FIRE RISK MITIGATION COORDINATOR REPORT.....	13
7.3	BUSH FIRE MANUAL .....	20
7.4	CHIEF BUSH FIRE CONTROL OFFICER REPORT .....	53
7.5	FESTIVE SEASON HARVEST VEHICLE MOVEMENT BAN .....	58
8	URGENT BUSINESS APPROVED BY DECISION .....	61
8.1	WORKING GROUPS .....	61
9	GENERAL BUSINESS.....	61
9.1	INKPEN FIRE SHED .....	61
9.2	EMERGENCY TANKS.....	61
9.3	TERMS OF REFERENCE.....	62
10	DATE OF NEXT MEETING.....	62
11	DECLARATION OF CLOSURE .....	62



**Bush Fire Advisory Committee Minutes  
14 November 2023**



**1 DECLARATION OF OPENING**

The Chief Executive Officer, Ms D Terelinck, declared the meeting open at 7.04pm

**2 ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER**

In accordance with section 5.12 of the Local Government Act 1995, the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

In accordance with recent changes to the Local Government Act 1995, if there is more than one nomination, the election of Committee Presiding Member will be conducted by secret Ballot and determined using an optional preference voting system, if required.

The members of a committee may elect a deputy presiding member from amongst themselves, but any such election is to be in accordance with Schedule 2.3, Division 2. This does not require the use of optional preferential voting.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member may perform the functions of presiding member.

**ELECTION PROCESS:**

The Chief Executive Officer advised that 2 nominations for the position of Presiding Member had been received from Mr Chris Marris and Cr Attila Mencshelyi.

The Chief Executive Officer called for any further nominations from committee members for the position of Presiding Member from the floor. No further nominations were forthcoming and as such nominations were declared closed at 7.06pm.

An election was undertaken in accordance with the Local Government 1995 and the Local Government Elections Regulations 1997 by optional preferential voting via secret ballot. The Shire's Waste Projects Officer (Minute Taker) conducted the count and at the conclusion, the Chief Executive Officer announced that Mr Chris Marris has been elected as Presiding Member 7.10pm.

The Chief Executive Officer advised that no nominations had been received in writing for the position of Deputy Presiding Member.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



The Chief Executive Officer called for any nominations from committee members from the floor for the position of Deputy Presiding Member. Mr Blair Wilding and Cr Attila Mencshelyi nominated. Nominations were declared closed at 7.11pm.

An election was undertaken in accordance with the Local Government 1995 and the Local Government Elections Regulations 1997 via secret ballot. The Waste Projects Officer (Minute Taker) conducted the count and at the conclusion, the Chief Executive Officer announced that Mr Blair Wilding had been elected as Deputy Presiding Member at 7.14pm.

### **3 ACKNOWLEDGEMENT OF COUNTRY**

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

### **4 ATTENDANCE**

#### **4.1 ATTENDEES**

##### **Voting Committee:**

Chief Bush Fire Control Officer	Chris Marris
Deputy Bush Fire Control Officer	Kristafer Brown
Councillor - Shire of Northam	Attila Mencshelyi
Bakers Hill Bush Fire Brigade	Carla Millar (Proxy)
Clackline Muresk Bush Fire Brigade	Blair Wilding
Grass Valley Bush Fire Brigade	Bruce Devereoux
Inkpen Bush Fire Brigade	Nic Dewar
Irishtown Bush Fire Brigade	Terry Hasson (Proxy)
Southern Brook Bush Fire Brigade	Paul Antonio
Jennapullin Bush Fire Brigade	Aaron Smith

##### **Non-Voting Committee:**

Clackline Muresk Bush Fire Brigade	Joe Marasco
------------------------------------	-------------

##### **Staff:**

Chief Executive Officer	Debbie Terelinck
Acting Executive Manager Development Services	Jacky Jurmann
Community Emergency Services Manager	Alex Espey
Waste Projects Officer (Minute Taker)	Kayla James

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**4.2 APOLOGIES**

Northam Central Bush Fire Brigade  
Wundowie Bush Fire Brigade  
District Officer Northam  
Irishtown Bush Fire Brigade

Kim Hampton  
Mathew Macqueen  
Drew Graham  
Rob Herzer

**4.3 APPROVED LEAVE OF ABSENCE**

Nil.

**4.4 ABSENT**

**Voting Committee:**

Councillor – Shire of Northam  
Deputy Bush Fire Control Officer  
Bakers Hill Bush Fire Brigade

Maria Girak  
Simon Peters  
Bryan Peterson

**Non-Voting Committee:**

Wundowie Volunteer Fire and Rescue  
Service  
Northam Volunteer Fire and Rescue  
Service  
Department of Parks and Wildlife  
(Wheatbelt)  
Department of Parks and Wildlife (Perth  
Hills)

Jeffrey Roberts  
Greg Montgomery  
Graeme Keals  
Michael Pasotti

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**5 DISCLOSURE OF INTERESTS**

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

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

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

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

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

Nil.

Bush Fire Advisory Committee Minutes  
14 November 2023



6 CONFIRMATION OF MINUTES

6.1 CONFIRMATION OF MINUTES FROM THE SPECIAL BUSH FIRE ADVISORY  
COMMITTEE MEETING HELD 25 JULY 2023

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.313

Moved: Mr Kris Brown

Seconded: Mr Nic Dewar

That the minutes of the Special Bush Fire Advisory Committee Meeting held on 25 July 2023 be confirmed as a true and correct record of that meeting.

CARRIED 10/0

**For:** Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereaux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith

**Against:** Nil.

Bush Fire Advisory Committee Minutes  
14 November 2023



7 OFFICER REPORTS

7.1 Community Emergency Services Manager Report

<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Alex Espey (Community Emergency Services Manager)
<b>Responsible Officer:</b>	Jacky Jurmann (Acting 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**

Nil

**A. BACKGROUND / DETAILS**

This report is to provide the Committee an update on the current issues and actions of the Officer.

**B. CONSIDERATIONS**

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

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

**Bush Fire Advisory Committee Minutes  
14 November 2023**



Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

N/A

**C. OFFICER'S COMMENT**

**Fire Control Officer - Mark Littlefair**

The Community Emergency Services Manager on behalf of the Council and Staff express their deep condolences to the family, friends and brigade associates on the recent passing of Fire Control Officer Mark Littlefair.

Mark was a highly respected member of the Shire of Northam bushfire community with his contributions greatly appreciated.

**Acknowledgement of Deputy Chief Bushfire Control Officer 1 Kris Brown.**

The Community Emergency Services Manager passes on his appreciation to DCBFCO Kris Brown for his ongoing assistance. From time to time Kris is called upon to assist with various tasks in relation to the day to day running of the department. His assistance is always enthusiastically given without hesitation and does not go unnoticed or unappreciated.

**Computer Assisted Dispatch**

The Shire of Northam Bush Fire Service is in the advanced stages of having its brigades mobilised in the first instance through the Department of Fire and Emergency Services (DFES) Computer Assisted Dispatch system.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



This will automatically dispatch pre-determined appliances on job submission but will also be followed up with a leadership group call from COMCEN confirming escalation, de-escalation requirements.

It is expected that this will commence in November.

**Bushfire Manual Review**

This has been a significant body of work carried out in consultation with the leadership group. Chapters 4 and 5 are tabled for adoption by committee members. Refer to separate agenda item.

**Training Records**

This continues to be an issue for the Community Emergency Services Manager in terms of access and has been escalated within DFES.

**Permits to Burn**

Following extension of the unrestricted burning period, we are now in restricted burning period. All Fire Control Officers are expected to complete all relevant sections of the permit application, including signing the complete permit.

**Brigades Undertaking Burns on Shire Verges**

Per the previously tabled verge management policy, brigades "may" undertake these burns with prior Shire approval subject to compliance with verge management policy. Noting that burning is considered clearing and may require a Department of Water and Environmental Regulation (DWER) Clearing Permit if proposed to be conducted more than once in a 7 year period.

**Verge Spraying**

Verge spraying carried out by the Shire in January and at other regular intervals is targeted maintenance to prevent damage to road and drainage infrastructure.

**Enquiry on Burning Permit Procedure**

At the June BFAC meeting clarification was sought in relation to the existence of a standard operating procedure in relation to issuing "Permits to Burn". Investigations have been undertaken and no adopted Standard Operating Procedure (SOP) has been located.



**Bush Fire Advisory Committee Minutes  
14 November 2023**



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.314**

**Moved: Cr Attila Mencshelyi**

**Seconded: Mr Blair Wilding**

**That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:**

- 1. That Council notes the Community Emergency Services Manager Report as provided.**

**CARRIED 10/0**

**For:** Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereaux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

**Against:** Nil.

Discussion

Community Emergency Services Manager Mr Alex Espey offered his condolences on behalf of the Shire after the passing of Mr Mark Littlefair.

The Community Emergency Services Manager acknowledged Mr Chris Marris for hard work and assistance in the review of the Bush Fire Manual over recent months.

The Community Emergency Services Manager also acknowledged Mr Kris Brown for his assistance when required over the last few months.

Discussion around the new Computer Aided Dispatch System took place.

Discussion around the Verge Spraying Program took place, particularly around the timing of the Shire's spraying program. The Community Emergency Services Manager will provide further comment at the next BFAC meeting.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**7.2 Bush Fire Risk Mitigation Coordinator Report**

<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Brian Humfrey (Bush Fire Risk Management Coordinator)
<b>Responsible Officer:</b>	Jacky Jurmann (Acting 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 Bush Fire Risk Mitigation Coordinator.

**ATTACHMENTS**

Nil

**A. BACKGROUND / DETAILS**

The Bush Fire Risk Mitigation Coordinator role is to coordinate bushfire mitigation works on Shire land and reserves funded through the Department of Fire and Emergency Services' (DFES) Mitigation Activity Fund.

**B. CONSIDERATIONS**

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

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action 5.1.8: Provide bushfire mitigation on Shire controlled land.

**B.2 Financial / Resource Implications**

Works are within funding allocation from DFES.

**B.3 Legislative Compliance**

N/a

**B.4 Policy Implications**

N/a



**Bush Fire Advisory Committee Minutes  
14 November 2023**

**B.5 Stakeholder Engagement / Consultation**

Community and landowner consultation will occur as required as part of the works.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Value of works exceed funding.	Insignificant (1) x Unlikely (2) = Low (2)	Contractor works to be managed to ensure works are within agreement.
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

**B.7 Natural Environment Considerations**

Planned approved works have considered impacts on the natural environment and have been adapted where necessary.

**C. OFFICER'S COMMENT**

The Shire of Northam's Mitigation Activity Fund application for the mitigation works on Shire managed State-owned land was approved to the value \$176,915.00.

This funding is for 25 mitigation treatment throughout the Shire. The tender process has been completed and the contract awarded to Fire Mitigation Services (FMS) to start works with a priority to the higher risk assets prior to the upcoming fire season.

Listed below are the treatment types and locations. The contractor will update the Shire with a schedule of works.

Treatment ID	Treatment Type	Treatment Objective	Primary Asset Name
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**Bush Fire Advisory Committee Minutes  
14 November 2023**

2970	Chemical Works	Apply chemical treatment 3m off existing fire break to reduce the infestation of evasive weeds to minimise the availability of flash fuels	Trimmer Rd
2994	Chemical Works	Apply chemical treatment to reduce the infestation of evasive weeds to minimise the availability of flash fuels.	Carter St Grass Valley
23220	Mechanical Works	Remove the flash fuels along Railway rd to allow for safe access and egress for the resident and firefighting activity Fuel load to be below 2t per ha	Railway Rd Clackline
23221	Mechanical Works	Remove fuels around timber bridge to below 2t per Ha	Eadine Road Clackline
25280	Chemical Works	Apply chemical treatment to reduce the infestation of evasive weeds to minimise the availability of flash fuels.	Clacke St Northam
25286	Chemical Works	Chemical spray the fire access track to reduce the availability of flash fuels which mainly consist of invasive weeds. All spraying to be done prior to October	Benrura Rd Clackline
25316	Mechanical Works	install a 20m low fuel buffer to the assets. mulch /slash to remove the fuel to below 2t per Ha. All trees to be undercut to 2m.	Purkiss Drive Northam
25319	Mechanical Works	Mulch - Slash area to reduce the fuels available to below 2t per ha allowing safe access and exit to fire fighters using the water source	Chitty Rd Bakers Hill



**Bush Fire Advisory Committee Minutes  
14 November 2023**

25320	Fire Access Road / Track(s)	Install a fire access track to allow for two point of entry / exit to emergency water supply for the safety of fire fighters	Chitty Rd Bakers Hill
25421	Mechanical Works	Reduce fuel loads along river to below 2t per ha by creating a 20m low fuel buffer by mechanical means on the boundary of the adjoining properties	Industrial Area Cnr Yilgarn & Old York Rd Northam
25443	Mechanical Works	Install a 20m low fuel buffer to residential property including aged housing units	Jarah Rd Wundowie
25462	Access - Install Fencing	Install a stock fence of ring lock and star pickets to allow for the use of livestock to maintain a low fuel buffer with minimal ongoing cost	Old Quarry Rd (Pound) Northam
25503	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation within 15m of boundary of a joining properties All works to be done by hand with no ground disturbance	Wilson Street Grass Valley
25504	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation within 15m of boundary of a joining properties All works to be done by hand with no ground disturbance	Wilson Street Grass Valley
25505	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation All works to be done by hand with no ground disturbance	Wilson Street Grass Valley



**Bush Fire Advisory Committee Minutes  
14 November 2023**

25506	Mechanical Works	Reduce fuel loads below 2t per ha to provide a low fuel buffer to adjacent properties	Carter St Grass Valley
25507	Chemical Works	Chemical spray to reduce the return of invasive weed to the area after mulching was completed. spraying to be done prior to seed set from these weeds.	Bakers Hill Town Site South West
25543	Chemical Works	Chemical treat area of previous mulching to prevent the return of invasive weeds and flash fuels prior to the weeds setting seed.	4943-5113 Great Eastern Hwy
25544	Access - Install Gates	install fire access gates to allow controlled entry and exit to reserve.	wilson Street Grass Valley
25594	Mechanical Works	install a 5m wide bare earth fire access tracks suitable to be used by 4.4 fire trucks including removing the steep incline at entry point and installing turn around point prior to steep decent	Old Quarry Rd Waste Management Facility
25596	Chemical Works	Chemical spray 3m both sides of new access track to proved fire fighters safety prior to the fire season. Spray a 10m wide break in the inaccessible area due to the steep incline and may need to be done by hand	Old Quarry Rd Waste Management Facility
25597	Access - Install Gates	Install a fence and gate to prevent fire appliance access to steep and dangerous terrain for the safety of fire fighters. this is to be sign posted as well	Old Quarry Rd Waste Management Facility



**Bush Fire Advisory Committee Minutes  
14 November 2023**

25598	Mechanical Works	Reinstall fire breaks and widen to 4m bare earth and suitable for a 4.4 appliance with passing areas where possible. Install a turnaround area to enable emergency retreat on dead end track	Old Quarry Rd Waste Management Facility
25599	Chemical Works	Chemical treatment of the weeds 3m both sides of the new access track to be installed for a low fuel buffer both sides of the access track	Old Quarry Rd Waste Management Facility
25600	Access - Install Gates	Installation of gate to prevent unauthorized access to the waste facility and to prevent illegally dump of rubbish along track	Old Quarry Rd Waste Management Facility

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.315**

**Moved: Mr Kris Brown**

**Seconded: Mrs Carla Millar**

**That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:**

- 1. That Council notes the report from the Bushfire Risk Mitigation Coordinator as provided.**

**CARRIED 10/0**

**For:** Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereoux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

**Against:** Nil.

Discussion

Acting Executive Manager Development Services, Mrs Jacky Jurmann, updated the committee on the progress of the current bush fire mitigation activities.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



Acting Executive Manager Development Services also advised that the new shared Bush Fire Mitigation Coordinator will commence duties on 4 December 2023 to complete the remainder of the 3 year funded contract position.

Discussion around future fire mitigation around Waterfall Avenue took place with the CBFCO requesting it to be considered in future activities, noting that there was a previous incident two years ago and a recent incident this season again highlighting the importance of undertaking works.

UNCONFIRMED



**Bush Fire Advisory Committee Minutes  
14 November 2023**



**7.3 Bush Fire Manual**

<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Alex Espey (Community Emergency Services Manager)
<b>Responsible Officer:</b>	Jacky Jurmann (Acting 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 reviewed draft part 4 & 5 of the Shire of Northam Bush Fire Manual provided by the Community Emergency Services Manager.

**ATTACHMENTS**

1. BUSHFIRE MANUAL PART 4 FINAL 01112023 [7.3.1 - 19 pages]
2. PART 5 FIRE CONTROL OFFICERS - FINAL 31102023 [7.3.2 - 11 pages]

**A. BACKGROUND / DETAILS**

At the request of the Bush Fire Advisory Committee (BFAC) a review of part 4 & 5 of the Bush Fire Manual was undertaken over the last 12+ months. The resultant product is the product of this review with input received from Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer 1, Community Emergency Services Manager, Chief Executive Officer, Executive Manager Development Services.

**B. CONSIDERATIONS**

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

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action 5.1.7: Provide a review of the Local Laws and Bushfire Brigades Manual.

**B.2 Financial / Resource Implications**

N/A

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**B.3 Legislative Compliance**

N/A

**B.4 Policy Implications**

This review stipulates numerous changes to the minimum standard expectations to members of the Shire of Northam Bush Fire Service.

**B.5 Stakeholder Engagement / Consultation**

A consultation period calling for feedback from brigades of 16 working days applies to this draft.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

N/A

**C. OFFICER'S COMMENT**

This review has been a significant and lengthy body of work, with input received from the Community Emergency Services Manager, Chief Executive Officer, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer 1, Executive Manager Development Services and Acting Executive Manager Development Services. The Community Emergency Services Manager specifically acknowledges the contribution by Chief Bush Fire Control Officer, Chris Marris, in assisting in the delivery of this draft copy.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.316**

**Moved: Mr Nic Dewar**

**Seconded: Mr Bruce Devereoux**

**That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:**

- 1. That Council adopts the updated Section 4 and Section 5 of the Bush Fire Manual as presented, to replace the previous Section 4 and Section 5 of this document from 2018.**
- 2. That Council approves a transition target period of 18 months for the training requirements of roles specified within section 4 and 5, to allow members currently holding these positions to meet any training gaps while continuing to fill these roles.**

**CARRIED 10/0**

**For:** Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereoux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

**Against:** Nil.

Discussion

Community Emergency Services Manager explained the work behind the Bush Fire Manual and how consultations were undertaken.

Mr Chris Marris suggested that once the document is in place, any minor changes can be adjusted through the Bush Fire Advisory Committee as a recommendation to Council where required.

Note: The following section of this report should read as per below:

**B.5 Stakeholder Engagement / Consultation**

*A consultation period calling for feedback from brigades of 16 working days applies to this draft.*

**PART 4 BUSH FIRE BRIGADES**

UNCONFIRMED

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

#### 4.1 Establishment of a Bush Fire Brigade

The Shire of Northam may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities in accordance with section 41 of the Bush Fires Act 1954.

On establishing a Bush Fire Brigade, the Shire of Northam is to give a name to the Bush Fire Brigade, specify the area in which the Bush Fire Brigade is primarily responsible for carrying out normal brigade activities (the "brigade area") and appoint some or all of the following:

- Captain;
- First Lieutenant
- Second Lieutenant;
- Additional Lieutenants if the brigade considers it necessary.
- Equipment Officer;
- Secretary; and
- Treasurer; or
- Secretary/Treasurer combined.

When considering the appointment of persons to the positions of the above, the Council is to have regard to the qualifications and experience that may be required to fill each position. A person appointed to a position is to be taken to be a Brigade Member.

The appointments expire at the completion of the first Annual General Meeting of the Bush Fire Brigade. If a position becomes vacant prior to the completion of the first Annual General Meeting, then the Shire of Northam is to appoint a person to fill the vacancy.

#### 4.2 Brigade Membership

Membership of a Bushfire Fire Brigade comes with responsibility toward the community and other brigade members. Key appointments and office bearers take responsibility for the proper administration of membership and management of members on behalf of the Shire of Northam and the broader community in accordance with the relevant State Hazard Plan (FIRE) and all relevant legislation, policies and procedures.

Whilst Office Bearers of a Bushfire Fire Brigade provide the leadership and management for the Brigade, all members are expected to adhere to appropriate standards of conduct, ethical behaviour and safe work practices. The Shire of Northam, and where applicable, DFES Code of Conduct clarifies the standards of behaviour expected when undertaking duties through a clear set of principles to ensure the standards and integrity expected by the community are met.

##### 4.2A Applications for Membership

To join a brigade, a prospective member is required to:

- Complete a membership application form and accept the conditions for membership.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

- The application will be considered by the Captain for approval and if approved, then forwarded to the CESH for registration within 14 days of the approval.
- If a membership application is refused, as soon as practicable after the decision is made, the Captain is to give written reasons for the refusal to the applicant and the Shire of Northam, including advice that the applicant has the right to object to the Shire of Northam.

**4.2B Criminal History Checks (CHC)**

All applications for membership to the Shire of Northam Bush Fire Service are subject to a Criminal History Check.

Note: A criminal history does not automatically exclude an applicant from membership.

**4.2C Probation Periods**

All new members are placed on a period of probation for up to 3 months or until such time as the brigade leadership team recommends that a member is offered full membership of the brigade.

If the applicant is not offered full membership the following options apply.

- Be offered additional opportunities and training to achieve full membership.
- Be deemed unsuitable for membership and their application made unsuccessful.

Whilst a member is on a period of probation, they are not eligible to attend station or operate appliances without competent supervision.

**4.2D Types of Membership of Bush Fire Brigades**

There are four regulated roles within a brigade:

- Active
- Auxiliary
- Probationary
- Honorary Life Member

As a condition of membership, all members must comply with legislation, the Shire of Northam's Standard Operating Procedures (SOPs), Policies and Procedures, that are relevant to their duties as a brigade member.

Members must act in accordance with the Shire of Northam's Bush Fire Manual which includes relevant codes of conduct, policies, procedures and guidelines issued by the Shire of Northam as well as any applicable DFES policies, and policies of their brigade.

The membership of a Bush Fire Brigade may consist of all or some of the following –

**Active**

Members are those persons who undertake all normal Brigade activities, including but not limited to frontline firefighting duties.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

Volunteer Fire fighters aged 16 or 17 years of age should be accompanied by and under the direction of a parent or guardian when on the fire ground.

Normal brigade activities include but not limited to, training, meetings, maintenance, community engagement, incident response, fundraising, administrative duties, and any other activity that would reasonably be required to maintain the day to day operation of the brigade.

**Auxiliary Member**

Auxiliary Members are those persons being at least 16 years of age who provide varied but infrequent support to the Brigades. An auxiliary member can not provide frontline firefighting support to the brigade.

The auxiliary member may be reclassified as active by request to, and subsequent agreement of the Brigade Captain. They may be required to update or undertake additional training related to the role.

Auxiliary Member will not be eligible to vote in Brigade meetings.

**Probationary Member**

First time new member completing their probationary period.  
Probationary members will not be eligible to vote in brigade meetings.

**Honorary Life Member**

The Bush Fire Brigade may by a simple majority resolution, appoint a person as an Honorary Life Member in recognition of services by that person to their Bush Fire Brigade. Each brigade must adopt/develop a procedure and criteria that must be met prior to a life membership being considered.

Honorary members are eligible to vote at the discretion of the member brigade.

**4.2E Nomination of Brigade Representatives to the Bush Fire Advisory Committee**

At the Annual General Meeting of a Bush Fire Brigade, one Senior Brigade Member is to be nominated to the Bush Fire Advisory Committee to serve as the representative for the brigade. An additional Brigade Member is to be nominated to serve as a proxy representative if the Brigade Representative is not able to attend a Bush Fire Advisory Committee meeting.

**4.2F Dual Membership**

A member may be a member of another Bush Fire Brigade, Fire and Rescue Brigade or State Emergency Service Unit, subject to the relevant Captains approvals.

**4.2G Transfer between Brigades**

A member of a brigade may transfer to another brigade if:

- the new brigade has a vacancy in an appropriate category of membership and agrees to the transfer.
- Brigade transfers are to be recorded through the completion of the Application for Registration.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

A transfer between Brigades may initiate the requirement for an updated Criminal History Check (CHC). All brigade property must be returned to an office bearer of the former brigade prior to the transfer taking effect. Exceptions to this may occur, where in consultation with the Brigade Captain and approval by the CESM, it is considered to be practical and cost effective for the member to retain items such as PPC for use at the new brigade.

**4.2H Suspension of Membership**

Where circumstances arise that an immediate suspension of a member is required the Captain may temporarily suspend the member after giving them reasons why the suspension is occurring.

The Captain subsequently must at the earliest opportunity inform the CBFCO and the CESM of the circumstances that resulted in the suspension and the subsequent process detailed below must be followed.

It is encouraged the Captain keeps written records or notes of all the information relating to a suspension and that of witnesses. It is important to note that when decisions are being made to suspend or terminate a membership that transparency and procedural fairness must be adhered to.

The Shire shall provide any administrative support required to assist the Captain or CBFCO in the dealing with disciplinary matters.

When suspension or termination is being considered, the following procedures must be followed:

1. Where the Captain or other elected officer of the Brigade, considers that on complaint or observation a member of the service has:
  - Breached the Shire of Northam, Department of Fire and Emergency Services Code of Conduct
  - Shire of Northam and/or Department of Fire and Emergency Services Policies, Doctrine or Procedures
  - Engaged in conduct that does not meet the standards required of a member of the Brigade, they may temporarily suspend the member.
2. Where the Captain or other elected officer considers it appropriate and necessary to temporarily suspend a member of the Brigade, they must provide notice in writing to the volunteer outlining the reasons for the suspension within 7 days of the member being advised of the suspension.
3. The notification must be in sufficient detail for the member to know what has been alleged so they are able to adequately respond. The member must also be informed of the possible sanctions that are available to the group of Office Bearers if the allegation(s) is/are found proven.
4. The Officer Bearers shall convene a meeting as soon as practicable. The member must be informed of the time, date and location of the meeting in writing least 14 days prior to the meeting being held or by mutual agreement.
5. The member must be allowed to make submissions at the meeting either orally or in writing, and if requested may have a support person present. The



**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

support person cannot answer for the member and is there only to support the member through the process.

6. The member must be given sufficient time to make their submission and their submission must be given due consideration, without bias.

Possible outcomes of any meeting to discuss a volunteer's behavior are as follows:

- No further action.
- Counselling or other improvements action.
- Suspension for a designated time period.
- Termination of membership.

The Captain must advise the member in writing within 14 days of the meeting being held of the outcome of the meeting. Such notification shall include the options for the member to appeal the decision as per below.

7. In the event the Office Bearers resolves to terminate the volunteer membership, the volunteer will cease to be a member of the brigade 14 days after being served this notice.

8. A Brigade member may appeal the outcome of the decision. The member must appeal the decision in writing to the Shire of Northam CESM within 14 days of receiving notice of the meeting outcome.

9. In the instance of an appeal, the Shire of Northam Chief Executive Officer will conduct a review of all available information relating to the recommended outcome for the member.

The CEO will inform the member, CESM, CBFCA and Brigade Captain, in writing, of the appeal outcome, including the reasons for their determination.

10. When a decision to terminate a membership has been finalised, the Captain is to advise the CESM in writing.

#### **4.2I Termination of Membership**

Membership of the Bush Fire Brigade can be terminated at the discretion of the brigade executive team if the member –

- Gives written notice of resignation to the Brigade Secretary; or
- Is permanently incapacitated.
- Is dismissed by the Brigade; or
- Has not been active with the Brigade for a period of twelve (12) months, the brigade may consider the member has abandoned their membership with the brigade and may be resigned.

**The individual is responsible for maintaining their membership with their brigade.**

Whereupon a membership is terminated, all property owned by the Shire of Northam shall be returned to the Brigade Equipment Officer within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire to seek recovery action against the member.

### 4.3 Financial Management

#### 4.3A Funds

Any funds raised by the Bush Fire Brigade are to be used solely for the purpose of promoting the objectives of the Bush Fire Brigade and must be for legitimate brigade purposes.

#### 4.3B Annual Reporting

Each Brigade shall present a Financial Report at their Annual General Meeting.

#### 4.3C Banking and Procurement

The funds of the Bush Fire Brigade can be administered by the brigade by means of electronic banking, Cheque or Cash.

All major purchases or sales over a value of \$500 must be approved by a Simple Majority vote at an Executive Committee Meeting or a General Meeting.

All minor purchases under \$500 can be approved by two members of the Executive Committee. Alternative limits for minor purchases can be set by the brigades.

Brigades should keep sufficient records of all Brigade financial transactions to meet reporting and auditing purposes.

#### 4.3D Equipment

The Shire of Northam provides items within its allocated ESL Budget that are eligible under the Local Government Grants Scheme. The CESM should be consulted in relation to equipment purchasing to assist in determining eligibility.

### 4.4 Meetings of a Bush Fire Brigade

Brigade meetings should be held regularly, to discuss issues pertinent to running the brigade. Each Brigade is required to hold a minimum of three (3) meetings per year, inclusive of an Annual General Meeting (AGM). The Brigade Rules should detail when and how meetings are to be conducted, the election of officers, voting and ballot processes along with other relevant information.

#### 4.4A Ordinary Meetings

Subject to this clause, a brigade may hold meetings on such days and at such times and places as fits its members. It is recommended to hold at least four (4) meetings per year.

Quorum for voting at ordinary meetings consists of 25% of active and eligible members.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

**4.4B Special Meetings**

A Special General Meeting may be convened, at any time, by the Captain or an Officer. The Administration Officer, under the direction of the Captain or Officer will convene the Special General Meeting in writing by post or email.

The Administration Officer must convene a Special General Meeting, in writing/email if requested to do so by at least five (5) voting members.

A Special General Meeting must be held within thirty (30) days of the request being received by the Administration Officer. Notice of Special General Meeting must be given to ALL members of the brigade plus the CESM and CBFCO seven (7) days prior to meeting in writing/ email. All meeting notices must include Date, Time, Place and an agenda.

Business not specified in the agenda will not be considered at a special general meeting.

A quorum of a special general meeting consists of 25% of active and eligible members, but no less than 5 members.

**4.4C Annual General Meetings**

Every Shire of Northam bush fire brigade shall meet and conduct an Annual General Meeting to elect by ballot the Brigade officers. Election for Office may be by secret ballot. Only active members of a brigade are eligible to be elected.

Officers shall hold office for the term specified in 4.4G, or a shorter period if filling a vacancy. In the event of an officer resigning or being removed from office or ceasing to be a member of the Brigade during the year, the Brigade shall forthwith by Special General Meeting fill the vacancy by ballot. The officer elected shall hold office until the next AGM. The Administration Officer of the Brigade shall, within 14 days of such elections report to the CESM the result thereof.

If an elected member resigns, steps down, or is terminated from the brigade, the brigade executive may appoint a member to act in the resigned position until such time as the position is appropriately filled or the next AGM, whichever occurs first.

It is recommended that expected vacancies more than 6 months be filled by way of a special general meeting election.

The notice for an Annual General Meeting must be provided by the Secretary a minimum of 21 days prior to the meeting to all Brigade Members including life members, the CBFCO, DCBFCO/s and CESM.

The Secretary is to specify in the Notice the business to be conducted at the meeting which may include but is not limited to –

- Elect the Brigade Officers from among the Brigades Members;
- Consider the Captain's report on the year's activities.
- Adopt the Annual Financial Statements.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

- It is recommended brigades appoint an Auditor for the ensuing Financial Year.
- An auditor must be independent from the brigade but may be a member of a separate brigade. Example: Treasurer of a neighbouring brigade.
- Any general business.

The Secretary is to forward a copy of the Minutes of the Annual General Meeting of a Bush Fire Brigade to the CESM within 14 days if the meeting.

A quorum of an annual general meeting consists of 25% of active and eligible members but not less than 5 members.

**4.4D Executive Committee**

The minimum Executive Committee of the Brigade comprise of:

- Captain
- 1<sup>st</sup> Lieutenant
- Secretary
- Treasurer
- BFAC Representative

Additional Lieutenants may be elected at the discretion of the brigade by way of simple majority.

Any Brigade Officer may be removed from office by a Simple Majority decision of the Brigade Members present in person or by proxy at a special meeting called for such a purpose.

Voting at executive committee meetings requires a quorum of at least 50% but no less than 3 members.

**4.4E Officer Bearers of Bush Fire Brigade**

The Executive Committee is to have the following functions –

- Recommend to the Bush Fire Advisory Committee via their brigade BFAC representative.
- Propose a motion for consideration at any meeting of the Bush Fire Brigade.
- Recommend to the Shire of Northam, equipment which needs to be supplied by the Shire of Northam to the Bush Fire Brigade.
- Invest or place on deposit, any of the funds of the Bush Fire Brigade not immediately required to perform normal brigade activities.
- Delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit.
- All things necessary or convenient to perform any of its functions and to secure the performance of the normal Brigade activities by the Bush Fire Brigade; and
- Deal with membership applications, grievances, disputes and disciplinary matters.

Where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Officers who are present in person or by proxy at the meeting whether in person or via electronic means.

All resolutions made by majority decision must be documented in Brigade minutes.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

**4.4F Voting**

Only active members, or those life members deemed eligible to vote, may cast ballots at brigade elections, or on brigade matters.

Nomination of candidates for brigade elections -

1. Any person accepting a nomination for an office bearer position must be competent and qualified.
2. A person can only be nominated by an active Brigade Member.
3. Each member is only entitled to nominate one (1) person per position.
4. A nomination may be made in writing to be received by the Committee before the official close of nominations.
5. Nominees must sign or indicate acceptance of nomination.
6. The Shire of Northam will assist and mentor new Brigade Officers in their new roles.
7. The CBFCO or CESM or their proxy may act in the position of returning officer during the election of office bearers at the AGM if requested by the brigade.
8. All nominations must be received on the appropriate form by the returning officer at least seven (7) days prior to the AGM date.
9. In the event no nominations are received for a position and/or meet point 1 of this section by the nominations cut-off date, the brigade may choose to take nominations from the floor during the AGM or reconvene the AGM within twenty-eight (28) days

**4.4G Elections**

Positions should be determined by vote in the ascending order of preference –

Order	Officer	Term
1	Optional Chairperson at Brigade discretion	1 year
2	Secretary	1 year
3	Treasurer	1 year
4	Brigade Captain	1 year
5	Lieutenants	1 year
6	Equipment Officer(s)	1 year
7	Training Officer	1 Year
11	Bush Fire Advisory Committee Representative	2 years
12	Bush Fire Advisory Committee Proxy Representative	2 years
13	Fire Control Officer	2 years
14	Other position as determined by the brigade	1 year

Appointments are by simple majority. In the event of a tie for any position other than captain, the deciding vote will be made by the incumbent captain.

In the event of a tie for the position of captain, the brigade will reconduct the election to determine an alternate result. If a second tie is subsequently declared a deciding vote will be made by the Chief Bush Fire Control Officer.

**4.4H Financial Auditor – Secretary / Treasurer**

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

The Brigade may elect to have an independent Auditor appointed and if so then:

At the Annual General Meeting, a person, not being a Brigade Member, is to be appointed as the Auditor of the Bush Fire Brigade for the ensuing financial year. The Auditor is to audit the accounts of the Bush Fire Brigade not less than seven (7) days before the Annual General Meeting and is to certify to their correctness or otherwise and present a report at the Annual General Meeting.

**4.4I Notices and Proxies**

Notices of meetings or Executive Committee meetings of the Bush Fire Brigade are to be in writing including electronic sent to each Brigade or Executive Committee Member.

Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.

Where any notice other than a notice of meeting is to be given under this Manual, the notice is to be –

- a) In writing.
- b) Unless otherwise specified, given to or by the Secretary.
- c) Given by personal delivery, email and other electronic means or post.

A Brigade Member who is eligible to vote may vote by proxy. In order for the proxy to so vote, the Brigade Member or the proxy shall give notice in the form in Appendix 3 of the Manual to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used. A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.

If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as they think fit. A proxy shall be entitled to speak on behalf of the donor of the proxy.

All forms appointing proxies deposited are to be retained by the Secretary for not less than twenty-eight (28) days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection. The form appointing a proxy shall be in writing and signed by the Brigade Member appointing the proxy and shall be in or substantially in the form in Appendix 3.

**4.4J Disclosure of Interests**

A Brigade Member must disclose to the Bush Fire Brigade or Committee any financial interest (whether direct or indirect) they may have in any matter being considered by the Bush Fire Brigade or Executive Committee.

If a financial interest has been disclosed then the Bush Fire Brigade or Committee, as appropriate, is to decide, in the absence of the Brigade Member who has disclosed that interest, whether or not the Brigade Member is to be permitted to vote on that matter.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

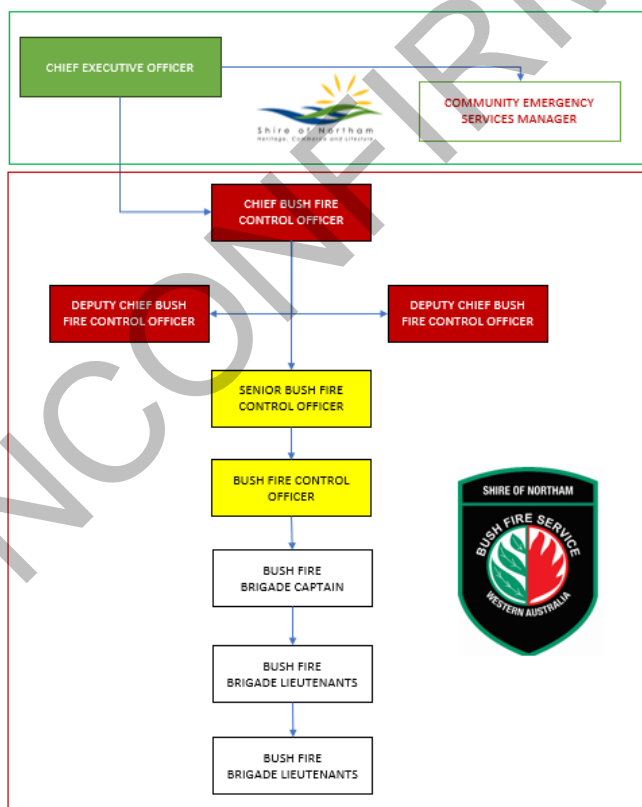
Where the Bush Fire Brigade or Executive Committee, as appropriate, decides that a Brigade Member is not to be permitted to vote on a matter, and the Brigade Member votes on the matter, then their vote is to be taken to have no effect and is not to be counted.

**4.4K Disagreements**

Any disagreement between Brigade Members may be referred to either the Captain or to the Executive Committee. Where a disagreement considered by the Captain or the Executive Committee to be of importance to the interests of the Bush Fire Brigade, or involves the Captain, the Executive Committee is to refer the disagreement to the Chief Bushfire Control Officer and Community Emergency Service Manager for resolution. The Shire of Northam is the final authority on disagreements within the Bush Fire Brigade and may resolve any disagreement which is not resolved.

**4.5 Bush Fire Brigade Structure**

**4.5A Shire of Northam Incident Management Structure/Chain of Command**



**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

**Role of the CESM.**

The Community Emergency Services Manager provides a critical administrative, logistical, and operational support to the Shire of Northam Bush Fire service.

This role operates as a direct liaison between Incident Controllers, DFES, and the Shire including tertiary support services. The CESM should have a close working relationship with the Chief Bush Fire Control Officer and other members of the leadership team.

The CEO authorises the CESM to assume the role of incident control in the following circumstances.

1. At the request of the incident controller
2. An escalating threat to life and or safety.
3. Significant financial, reputational, or commercial loss
4. At the request of the Chief Executive Officer

**4.5B Ranks within the Bush Fire Brigade**

The chain of command at a fire that is burning within the Shire of Northam will be as set out in Section 44 of the Bush Fires Act 1954.

**4.5C Dissolution of Bush Fire Brigade**

In accordance with section 41(3) of the Act, the Shire of Northam may cancel the registration of a Bush Fire Brigade if it is of the opinion that the Bush Fire Brigade is not complying with the Act, the Regulations, or the Rules in this Manual, or is not achieving the objectives for which it was established. Formal notice will be provided to the brigade to effect change within a specified time frame.

**4.5D New Arrangement After Dissolution**

If the Shire of Northam cancels the registration of a Bush Fire Brigade, alternative fire control arrangements are to be made in respect of the brigade area.

**4.5E Local Government Responsible for Structure**

The Shire of Northam is to ensure that there is an appropriate structure through which the organisation of Bush Fire Brigades is maintained.

**4.5F Members to have access to relevant documents**

The Shire of Northam is to ensure each Brigade Member can access a copy of the Act, the Regulations, the Manual, Shire of Northam and DFES policies and SOPs and any other written laws that may be relevant to the performance of a Brigade Member's functions, and any amendments that are made.

**4.6 Captain**

**4.6A Role of a Captain**

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade activities. The Captain will also act as a role model and



**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

mentor for members of the Brigade and should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its membership.

The position reports to the CBFCO on operational matters.

**4.6B Duties and Responsibilities of a Captain**

Duties and responsibilities of the Brigade Captain include:

- Manage the affairs and activities of the Brigade.
- Ensure compliance with Shire of Northam Policies.
- May take command at an incident.
- Stand a member down if said members' actions are putting themselves or others at risk.
- Monitor that all members are adequately trained to perform their duties.
- Develop protocols so that all equipment, plant and buildings are kept clean, in good condition and, where applicable, ready for immediate use.
- Establish community-based risk management and public education activities and/or programs.
- In consultation with the Treasurer develop proper financial records which must be kept and presented at meetings.
- Develop and maintain close liaison with other groups that also provide emergency services to the community and with members of other interested groups in the community.
- Provide reports to meetings.
- Ensure all responded incidents are entered into IRS within 14 days of the last attendance.

**4.6C Criteria of a Captain**

Demonstrated understanding of the culture within a volunteer organisation.

- Ability to attend further fire and emergency management training.
- Effective Interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations; and
- Ability to perform under stressful conditions.

**EXPERIENCED FIREFIGHTERS WHO DO NOT HOLD A COMPETENCY ARE ELLIGIBLE TO  
APPLY FOR RECOGNITION OF CURRENT COMPETENCY.**

To be eligible for election, prospective Captains must meet the following pre-requisite competencies.

- Bushfire Safety Awareness (Or Equivalent)
- Firefighting Skills (Or Equivalent)
- AIIMS Awareness
- Advanced Bush Firefighting
- Crew Leader
- 3 years firefighting experience

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

Within 12 Months of appointment, newly elected captains achieve the following competencies in descending order at a minimum rate of 1 per 12 month period. \*

- Leadership fundamentals
- Mental Health First Aid

Desirable

- AIIMS 2017
- Sector Commander
- Incident Controller Level 1

\*Compliance subject to course availability.

#### **4.7 Lieutenant**

##### **4.7A Role of a Lieutenant**

The Lieutenant of a Volunteer Bush Fire Brigade is responsible for assisting the operational management of Volunteer Bush Fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

##### **4.7B Duties and Responsibilities of a Lieutenant**

Duties and responsibilities of a Brigade Lieutenant include:

- Provide support to the Captain and assist with the management of the Brigade.
- demonstrate positive leadership and mentor Brigade Members.
- In the absence of the Captain, administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1)).
- Command and manage fire fighters during emergencies and other Brigade related activities.
- Maintain a personal logbook with a record of events that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two-way communications between fire fighters and management;
- Encourage positive interaction and teamwork between Fire Fighters.
- Ensure relevant Shire, DFES and Brigade standing operating procedures are adhered to at Brigade activities.
- Ensure Fire Fighters engaged in fire-fighting activities hold competencies relevant to the task.
- Work cohesively with the Brigade Training Officer to conduct training activities for Fire Fighters; and
- To ensure the behaviour of Fire Fighters is in accordance with the Shire and DFES codes of conduct.

##### **4.7C Criteria of a Lieutenant**

Effective Interpersonal Skills

- Good written and verbal communication skills
- Leadership skills

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions

**EXPERIENCED FIREFIGHTERS WHO DO NOT HOLD A COMPETENCY ARE ELLIGIBLE TO  
APPLY FOR RECOGNITION OF CURRENT COMPETENCY.**

**To be eligible for election, prospective Lieutenants must meet the following pre-requisite competencies.**

- Bushfire Safety Awareness (Or Equivalent)
- Firefighting Skills (Or Equivalent)
- 2 years active firefighting experience
- AllMS Awareness

**Within 12 Months of appointment, it is desirable that newly elected Lieutenants achieve the following competencies in descending order at a minimum rate of 1 per 12-month period.\***

- Advanced Bush Firefighting + Crew Leader (within 6 months)
- Sector Commander
- Leadership fundamentals
- Mental Health First Aid

**Desirable**

- AllMS 2017
- Fire Control Officer
- Incident Controller Level 1

\*Compliance subject to course availability.

**4.7D Appliance Driver**

All drivers operating appliances under emergency conditions must meet the following.

Driving under normal road conditions.

1. A full unrestricted driver's licence for the class of vehicle they are driving.

Driving under emergency conditions

1. A full unrestricted driver's licence for the class of vehicle they are driving.
2. Successful completion of the DFES On road driving course, or
3. Successful completion of a nationally recognized competency of Driving Under Operational Conditions, or
4. Successful completion of the DFES Emergency Driver Training competency.

Driving Off Road

1. A full unrestricted driver's licence for the class of vehicle they are driving.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

It is strongly encouraged that members also undertake the following training.

2. DFES Off road driving course, or
3. A national competency for off road driving.

\*Compliance subject to course availability.

**EXPERIENCED APPLIANCE DRIVERS WHO DO NOT HOLD A COMPETENCY MAY BE  
ELIGIBLE TO APPLY FOR RECOGNITION OF CURRENT COMPETENCY.**

#### **4.8 Equipment Officer**

##### **4.8A Role**

The Equipment Officer is responsible for the custody, care and maintenance of all protective clothing, equipment, and appliances within the brigade.

##### **4.8B Duties and Responsibilities**

Duties and responsibilities of a Brigade Equipment Officer include:

- Ensure vehicle and equipment checks are being conducted as per VBFB Schedule of Checks.
- Report any damaged or lost equipment to the CESM.
- Report any damage or mechanical failure of appliance/s to the CESM.
- Maintain records of Brigade personal protective equipment.
- Ensure inspections of Brigade Members PPE is done to confirm no damage or wear and tear and that it is correctly worn.
- Store all additional equipment of the Bush Fire Brigade at a place approved by the Captain (the Station), keep a record of the equipment and ensure it is secure.

##### **4.8C Criteria of an Equipment Officer**

- Knowledge of firefighting equipment, appliances and PPE.
- Records keeping and administration.
- Effective Interpersonal skills.
- Good written and verbal communication skills.

#### **4.9 Secretary**

##### **4.9A Role of a Secretary**

The Secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administrative matters pertinent to the Brigade.

##### **4.9B Duties and Responsibilities of a Secretary**

The Secretary shall perform the following functions:

- Ensure members receive notification of Brigade meetings in accordance with this procedure manual.
- Prepare an agenda for Brigade meetings and distribute to members.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

- Attend at all meetings and keep a correct minute and account of the proceedings of the Bush Fire Brigade which shall be open for inspection by Brigade Members at any reasonable time.
- Ensure Minutes of Brigade Meetings are recorded and distributed to all members and the Shire within fourteen (14) days.

Note: The position of Secretary and Treasurer may be combined.

**4.9C Qualifications of a Secretary**

- An understanding of meeting procedure and Minute taking
- Highly Developed Computer skills

**4.10 Treasurer**

**4.10A Role of a Treasurer**

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

**4.10B Duties and Responsibilities of a Treasurer**

The Treasurer shall perform the following functions:

- Manage financial affairs of the Brigade.
- Maintain Brigade financial records and provide a detailed report of income and expenditure, keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year.
- Ensure that the Brigade financial records are audited.
- Ensure the Secretary provides the Shire with AGM minutes including financial statements of Brigade income and expenditure.
- Work cohesively with Shire Management and Administration Staff on matters pertinent to Brigade financial matters.
- Receive donations and deposits from the Secretary and deposit all monies to the credit of the Bush Fire Brigade's bank account.

**4.11 Bush Fire Fighter**

**4.11A Role of a Bush Fire Fighter**

The Bush Fire Fighter is aged 16 or over and is able to follow instructions from their direct leader in the chain of command on the fire ground unless they deem it to be unsafe. They must make sure that the personal protective equipment issued to them is of good condition and is in working order.

Make sure they are fit for the task at hand and let your direct leader know if they are not comfortable with an operation or you feel they are fatigued. Look after their own wellbeing and health by remaining hydrated and rested. Look after their fellow fire fighters and report any "near misses" or incidents up the chain of command.

**4.11B Duties and Responsibilities**

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.1**

Duties and responsibilities of a Bush Fire Fighter include:

- Attend training and brigade events where possible.
- Wear all necessary PPC/E when undertaking training and front line activities.
- Report any "near miss" or incident to your supervisor and fill in the incident "near miss" form on return to the Station.
- Follow instructions from the chain of command unless you believe them to be unsafe.
- Maintain a personal logbook with a record of events that occur during all incidents;

**4.11C Criteria of a Bush Fire Fighter**

- Over the age of 16 years.
- Ability to attend further Fire and Emergency Management training.
- Effective interpersonal skills.
- Good written and verbal communication skills.
- Motivated.
- Volunteer personal and work time (speak to employer about releasing you from work in the event of an emergency); and
- Ability to perform under stressful conditions.

**4.11D Qualifications of Bush Fire Fighter**

Completion of required courses or the recognition of current competency process are:

- AllMS Awareness
- Bushfire Safety Awareness
- Fire Fighting Skills

**EXPERIENCED FIREFIGHTERS WHO DO NOT HOLD A COMPETENCY ARE ELIGIBLE TO APPLY FOR RECOGNITION OF CURRENT COMPETENCY.**

It is desirable for highly active members to complete the advanced bushfire and crew leader competencies.

To ensure continual improvement it is a requirement for all volunteers to maintain competency and currency with the training and skills commensurate to the position they hold within the brigade.

UNCONFIRMED

PART 5 FIRE CONTROL OFFICERS

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

When a Bush Fire Control Officer is present at a fire burning within the Shire of Northam and the members of a bush fire brigade have command of the fire under the Act, a Shire of Northam Fire Control Officer may assume full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

## 5.1 Chief Bush Fire Control Officer (CBFCO)

### 5.1A Role of a Chief Bush Fire Control Officer

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire and not as a 'hands on' fire fighter. The CBFCO is to assist in ensuring that the organisation is functioning to a standard commensurate to the risks within the Shire and is to ensure that the following tasks are achieved.

- During wildfire incidents, assist with the management of fire resources of the Shire and Brigades and when necessary, act as the Incident Controller in accordance with Legislation.
- Provide community awareness and advice in relation Harvest Vehicle Movement Bans, hot works bans, and permits to burn in accordance with relevant legislation.
- Provide timely community messaging/warnings/alerts.
- Promote the AllMS Incident Management system to all BFCO's, Brigades and volunteer fire fighters within the Shire and ensure an Incident Controller is appointed for all Incident Levels.
- Encourage BFCO's, Brigade Officers volunteers to be trained to a standard that meets the Bush Fire Manual
- Mentor all fire control officers and brigade Captains to achieve high levels of personal and professional development.
- Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- Promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury to volunteers and implement the principals of Workplace Health and Safety for volunteers to develop a safe working environment for fire fighters and members.
- Establish and maintain effective communication and liaison with the Shire, BFCO's and Brigades.
- Delegate specific tasks to DCBFCO'S, BFCO's or Brigades.
- Liaise with the Shire of Northam, DFES and other agencies concerning fire prevention / suppression matters and directions to be issued by the Shire of Northam to bush fire control officers, bush fire brigades or brigade.
- Maintain a record of events and decisions during an incident in a personal incident diary.
- Seek advice and make decisions from appropriate personnel and systems on the need for the imposition and lifting of bans within the Shire of Northam as well as the adjustment of restricted and prohibitive burning periods as required.
- Identify, develop and implement succession planning to the leadership positions within the Bush Fire Service.



**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

5.1B Criteria of a Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training
- Effective interpersonal Skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions
- Current appointment as Fire Control Officer
- Experienced in firefighting operations within the Shire
- Be a member of the District Operations Advisory Committee, Bush Fire Advisory Committee and Local Emergency Management Committee, or arrange a proxy to attend on their behalf.
- Attend the majority of Bush Fire Advisory Committee meetings
- Attend a range of Brigade meetings and/or training/activities across the entire Shire.
- In the event a nominated candidate to a leadership role is a sitting Captain, they must vacate their captaincy within 3 months of Council endorsement.

5.1C Qualifications of Chief Bush Fire Control Officer

Eligibility for appointment to the Office of the Chief Bush Fire Control Officer requires the attainment of the following pre-requisites:

- Minimum 3 years of service as a Shire of Northam Bush Fire Control Officer
- Minimum 5 years of firefighting experience
- Bush Fire Safety Awareness
- Firefighting Skills
- Advanced Bushfire
- Crew Leader
- Sector Commander
- AIIMS 2017
- Fire Control Officer
- On Road Driving
- Incident Controller Level 1

On successful appointment by Council incumbent Chief Bush Fire Control Officers are required to achieve the following desirable competencies at a rate of 1 per 12 months in descending order:\*

- Off Road Driving
- Leadership Fundamentals
- Mental Health First Aid

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

It is desirable that Chief Bush Fire Control Officers attain the following additional competencies at a rate of their discretion:

- Pump Operations
- Ground Controller
- Advanced WAERN
- Structural Firefighting
- Machine Supervision

\*Compliance subject to course availability.

## 5.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

### 5.2A Role of a Deputy Chief Bush Fire Control Officer

- The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation.
- The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer.
- Demonstrate positive leadership and mentor BFCOs, Captains and Brigade members.
- During wildfire incidents, assist with the management of fire resources of the Shire and Brigades and when necessary, act as the Incident Controller in accordance with Legislation.
- The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.
- Maintain a record of events and decisions during an incident in a personal incident diary.
- Attend the majority of Bush Fire Advisory Committee meetings.
- May provide advice to the CBFCO as to when harvest vehicle movement and or hot works bans should be applied.
- Attend a range of Brigade meetings and/or training/activities across the entire Shire.
- In the event a nominated candidate to a leadership role is a sitting Captain, they must vacate their captaincy within 3 months of Council endorsement.

### 5.2B Criteria of a Deputy Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training
- Effective Interpersonal Skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

- Current appointment as Fire Control Officer
- Experienced in firefighting operations within the Shire

Eligibility for appointment to the Office of the Deputy Chief Bush Fire Control Officer requires the attainment of the following pre-requisites:

- Minimum 3 years of service as a Shire of Northam Bush Fire Control Officer
- Minimum 5 years of firefighting experience
- Bush Fire Safety Awareness
- Firefighting Skills
- Advanced Bushfire
- Crew Leader
- Sector Commander
- Fire Control Officer

On successful appointment by council incumbent Deputy Chief Bush Fire Control Officers are required to achieve the following desirable competencies at a rate of 2 per 12 months in descending order:\*

- Ground Controller
- AIMS 2017
- Incident Controller Level 1
- On Road Driving
- Off Road Driving
- Machine Supervision
- Structural Firefighting

It is desirable that Chief Bush Fire Control Officers attain the following additional competencies at a rate of their discretion:

- Pump Operations
- Leadership Fundamentals
- Mental Health First Aid
- Advanced WAERN

\*Compliance subject to course availability.

## 5.2 Senior Bush Fire Control Officer (SBFCO)

### 5.2A Role of a Senior Bush Fire Control Officer

- The role of Senior Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO and DCBFCO(s) in managing the Bush Fire Organisation.
- Demonstrate positive leadership and mentor BFCOs and Brigade members.
- During wildfire incidents, assist with the management of fire resources of the Shire and Brigades and when necessary, act as the Incident Controller in accordance with Legislation.
- The Senior Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.
- Maintain a record of events and decisions during an incident in a personal incident diary.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

- Authorise permits for hazard reduction burns within the Shire in accordance with the Bush Fires Act 1954.
- Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government.
- May provide advice to the CBFCO as to when harvest vehicle movement and/or hot works bans should be applied.
- Take active steps in developing relationships with all Bush Fire Brigades across the Shire.

5.2B Criteria of a Senior Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Ability to attend further fire and emergency management training
- Effective Interpersonal Skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer
- Experienced in firefighting operations within the Shire

Eligibility for appointment to the Office of the Senior Bush Fire Control Officer requires the attainment of the following pre-requisites:\*

- Current Bush Fire Control Officer Appointment
- Minimum 2 years of service as a Shire of Northam Bush Fire Control Officer
- Minimum 4 years of firefighting experience

Those appointed to the Senior Bush Fire Control Officer should work towards meeting the minimum training standards of a Deputy Bush Fire Control Officer at the minimum rate of one competency per 12 months.

\*Compliance subject to course availability.

### 5.3 Bush Fire Control Officer (BFCO)

#### 5.3A Role of a Bush Fire Control Officer

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The person in this position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in bush fire behaviour, AIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Bushfire Fire Control Officer may hold jointly any other position within a brigade.

5.3B Duties and Responsibilities of a Bush Fire Control Officer

Duties and responsibilities of the Bush Fire Control Officer are to:

- Authorise permits for hazard reduction burns within the Shire in accordance with the Bush Fires Act 1954.
- Identify and conduct risk assessments of fire hazards
- Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government.
- Take control, command and manage resources during a fire or hazard reduction burns within the Brigade area they are appointed.
- To take control of firefighting operations at a wildfire outside their Brigade area where no local Fire Control Officer is present.
- Demonstrate positive leadership and mentor brigade members.
- May provide advice to the CBFCO as to when harvest vehicle movement and or hot works bans should be applied.
- Maintain a record of events and decisions during an incident in a personal incident diary.

5.3C Criteria of Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective interpersonal skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

5.3D First year appointment as Bush Fire Control Officer

Removed

5.3E Qualifications of Bush Fire Control Officer

Eligibility for appointment to the Office of Bush Fire Control Officer requires the attainment of the following pre-requisites:

- Fire Control Officer
- Minimum 3 years of firefighting experience
- Bush Fire Safety Awareness
- Firefighting Skills
- Advanced Bushfire
- Crew Leader

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

- Sector Commander

On successful appointment by council incumbent Bush Fire Control Officers are required to achieve the following desirable competencies at a rate of 2 per 12 months in descending order:\*

- Ground Controller
- Machine Supervision
- Structural Firefighting
- 
- It is desirable that Bush Fire Control Officers attain the following additional competencies at a rate of their discretion:
- Pump Operations
- Advanced WAERN
- AIMS 2017
- Incident Controller Level 1
- Leadership Fundamentals
- Mental Health First Aid
- On Road Driving
- Off Road Driving

\*Compliance subject to course availability.

## 5.6 Appointment Process

All of the above positions will go through the following process prior to appointment.

### 5.6A Bushfire Brigades to Nominate Officers

Fire Control Appointments including leadership positions are held for a term of 2 years with the below process undertaken in every even year: Example: 2024, 2026, 2028.

1. Nominations open from brigades for Fire Control Officer Positions on the first business day of February.
2. Nominations close the last business day of February.
3. Nominations meeting prescribed criteria submitted to March BFAC for endorsement.
4. Endorsed candidates to the next Ordinary Council Meeting for endorsement by Council.
5. Nominations to be called from Northam Shire Council endorsed BFCO's immediately following their endorsement. The nomination period is to close 14 days after being called.
6. Nominated leadership candidates meeting prescribed criteria submitted to Special BFAC voting no later than 31<sup>st</sup> of May.
7. Elected candidates to be put forward to the June Ordinary Council Meeting for endorsement.
8. In the event of any leadership positions being uncontested, candidates are to go to the next Ordinary Council Meeting (skipping step 6 above).
9. After Council endorsement, the CBFCO is to determine who is to be appointed DCBFC1 and who is DCBFCO2 from the endorsed candidates (assuming two

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

Deputies have been endorsed) as well as appoint a Senior BFCO from the endorsed BFCO's. Consideration should be given to experience, capability, and demonstration of being able to perform the required tasks.

10. BFCO nominations can be received out of the above timeframes, and will be considered at the next appropriate BFAC and Ordinary Council Meeting. Such nominations are not to delay the appointment of any leadership positions.

#### 5.6B Brigade Voting

Where a decision is to be made by the Bush Fire Brigade, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Members who are present in person or by proxy at the meeting.

#### 5.6C Number of Bush Fire Control Officers

Council reserves the right to endorse, adjust, or remove Bush Fire Control Officers as it deems necessary to effectively manage bush fires within the Shire.

#### 5.6D Endorsement by Bush Fire Advisory Committee and Council

The BFAC brigade representatives will vote as directed by their Brigade.

Candidates receiving a simple majority shall be recommended to Council for appointment.

#### 5.6E CBFCO and DCBFCO

THIS SECTION HAS BEEN REMOVED - DUPLICATION

#### 5.6F Local Government to have regard to Nominees

When considering persons for the position of a Bush Fire Control Officer, the nominees must meet the minimum training standard as described in the Bushfire Service Training Program (as amended). The Council is to have regard to those persons nominated by the Bush Fire Advisory Committee but is not bound to appoint the persons nominated.

### 5.7 Ancillary Items

#### 5.7B WAERN Radios issued to BFCO's

Historically Bush Fire Control Officers were issued by WAERN radios by the Department of Fire and Emergency Services.

Many WAERN radios remain in circulation within the Shire, however the sourcing and allocation of additional radios from DFES are now considered not guaranteed.

If an BFCO in possession of a radio resigns, retires, or is terminated, they are required to contact the CESM so suitable arrangements can be made for its removal. Non-

**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

compliance with this instruction may result in the Shire undertaking recovery proceedings.

Available radios will be allocated to requiring BFCO's in descending order as determined by the CBFCO. BFCO's who do not meet the requirements of the role may have their WAERN removed and reallocated.

5.7C Bush Fire Control Officer Radio Call signs

In the Shire of Northam, the radio call signs for BFCO's will be:

- Northam Chief
- Northam Deputy 1
- Northam Deputy 2
- CESM Northam

All other BFCO's on the Northam network will be:

- Northam FCO and their Surname - example "Northam FCO Bloggs"

5.7E Fire Support Vehicle

The Shire of Northam may provide a vehicle to the Chief Bush Fire Control Officer or their delegate to support the execution of their duties only.

Allocations of this vehicle and its use are at the discretion of the local government and may be withdrawn at any time.

Drivers of the vehicle must hold a valid and relevant Western Australian drivers license and accept responsibility for any traffic infringements incurred during its use.

5.7F Mobile Phones and Tools of the Trade

The CBFCO and DCBFCO(s) for the Shire of Northam may be issued with equipment relevant to the role including but not limited to:

- WAERN radio(s)
- Mobile Phone or Sim Card
- Laptop/Tablet
- Printer
- Other equipment as agreed

Each BFCO will receive:

- a PAX folder with aide memoirs
- a Bushfire Service dress shirt and epaulettes (for official functions)

Where a BFCO retires or is terminated, all property owned by the Shire of Northam shall be returned to the Shire administration personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire to seek reimbursement of costs against the member.

5.7G Permits to Set Fire to the Bush



**Bush Fire Advisory Committee Minutes  
14 November 2023**

**Attachment 7.3.2**

Applications for fire permits are to be entered onto Shire's permit application system. The application shall be issued to the resident after authorisation by the relevant BFCO. All permits issued must comply with the relevant SOPs and achieve compliance with the Bushfires Act 1954.

All permits are to be issued using the standard template and conditions for permits as set by the shire and in consultation with the CBFCO. The CBFCO or CESM may cancel a permit or ask the BFCO to re-evaluate the conditions on the permit to ensure a consistent and professional approach.

CBFCO and CESM are exempt from the above conditions for permits that may require deviation from the above.

Should a BFCO receive two (2) official written warnings from the Shire of Northam's Chief Executive Officer for violations in regard to the issuing of permits or any inappropriate use of power of a BFCO permit officer, they may be terminated from the position as per the termination process outlined in this document.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**7.4 Chief Bush Fire Control Officer Report**

<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Chris Marris (Chief Bush Fire Control Officer)
<b>Responsible Officer:</b>	Jacky Jurmann (Acting 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**

This report is to provide the Committee an update on the current issues and actions of the Officer.

**B. CONSIDERATIONS**

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

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action 5.1.7: Provide a review of the Local Laws and Bushfire Brigades Manual.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

I would like to start by taking a moment to acknowledge the late Mark Littlefair, a member of this forum, an active Bush Fire Control Officer, the Training Officer for Grass Valley Bush Fire Brigade, a fellow Firefighter, a gentleman and a friend, who was lost recently in a tragic accident on his property. Mark will be sorely missed by all who knew him. I thank Brigades and members who assisted Grass Valley during their open day immediately following Mark's passing and those who helped form a guard of honour at Mark's funeral.

While time takes too many who have given endlessly to our service, a special mention is also warranted for Eric Fox who was laid to rest in late October. Among many things Eric gave to his community and our fire service was the establishment of a comprehensive and well-run radio network that enabled effective early communication during countless incidents. The impact of this communication would be immeasurable; lives, houses and livelihoods saved. While we benefit from mobile phones today, most of us would still love to see such a strong radio network in place today to assist with fire response. It is underappreciated by those who do not understand the essential need for private response in our incident response in rural areas.

Some progress has been made over the past 12 months regarding getting WAERN radios back into BFCO vehicles, with four radios having been

**Bush Fire Advisory Committee Minutes  
14 November 2023**



installed/reinstalled in BFCO vehicles. It has been a battle, so thank you to those involved in making this happen.

The 2023/24 fire season has started with some gusto with some 13 incidents so far for October, including an incident that burnt some 30ha of bush in Throssell and another incident in Bakers Hill that went to Emergency Warning due to an immediate threat to nearby housing. Thankfully firefighters were able to stop both of these incidents before they escalated further.

On October 11, we held our annual BFCO pre-season forum, followed by a leadership team (BFCO and Captain) scenario evening in Northam. The pre-season discussed a refined process to assist with managing private response; an essential element to fire response in rural areas. One of the scenarios became a little too close to reality, with the Throssell job occurring in a patch of bush that one of the scenarios finished in.

The East Brigade scenario evening had to be postponed unfortunately due to the Throssell incident, however, the West Brigade scenario evening progressed as planned on October 25 and was attended by over 20 members from Wundowie, Inkpen, Bakers Hill and Clackline brigades. Thanks to all who attended, including a number of new members.

Jumping back some time, in late July I attended the first Chief's Forum at the Bushfire Centre of Excellence, with some eighty chiefs from around the State gathering. It was an interesting few days, with some good networking and a chance to raise some of the pressing issues challenging our service.

In August and again in September, Alex and I went to DFES in Cockburn to try to initiate an updated mobilisation procedure; a legacy action item for the previous CESM from an Operational Commanders meeting. We are now at the point where this change should be implemented sometime in November 2023 and will see a default mobilisation of local brigades prior to the initiation of the Group Call. It is hoped in some instances this may speed the initial mobilisation of Brigades by one to a few minutes.

In September, I was fortunate to attend the WA Fire and Emergency Services Conference in Perth along with a number of other Shire of Northam volunteers and witness our CESM win the Volunteer Fire and Emergency Services Individual Achievement Award. Well done Alex.

Also in September, following consultation with Captains, I took a motion to the Northam DOAC for the development of three new DFES courses including:

1. Introduction to Incident Controller Level 1
2. AIMS for new Level 1 Incident Controllers
3. Hazmat and Hazard Identification and Initial Actions for BFB's

**Bush Fire Advisory Committee Minutes  
14 November 2023**



This was supported unanimously by DOAC and is now going to the Volunteer Bush Fire Service Training Advisory Group meeting scheduled for November 4 which I sit on. I'll provide an update on the outcome of this during BFAC.

Over the past 12 months and in particular, in the last few months, Alex and I have been meeting regularly to progress the Bush Fire Manual Review. This has taken many many days of review, but I believe we are close to achieving the right balance of how descriptive we are to Brigades in their running, along with acknowledging that training for leadership positions is something that can be managed as a process to help ensure the right candidates step forward and that their training is matched with experience. A workshop on the proposed new manual was held on October 24 to discuss the key elements of the Manual with a range of Brigade stakeholders. If adopted, it will be important for there to be a transition period for the new training requirements of the Manual so as to allow currently elected members to meet any new training requirements in a fair manner.

I am pleased to be heading into the forthcoming season with a number of areas of progress having been made, however, there are still many areas that need attention. The ability to get training, including the ability to deliver training courses ourselves, is still far from optimal and needs ongoing work. Volunteer retention and recruitment also needs to be a focus, after a number of years of challenges in this space with Covid 19 and WHS impacts. I acknowledge the high level of commitment and dedication being given by our regulars across the service.

Finally, on behalf of the whole leadership team, I would like to take this opportunity to thank all members and staff for their service in 2023. We wish you all a safe Christmas and look forward to working with you in 2024. Merry Christmas.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.317**

**Moved: Mr Nic Dewar**

**Seconded: Mrs Carla Millar**

**That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:**

- 1. That Council notes the Chief Bush Fire Control Officer Report as provided.**

**CARRIED 10/0**

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**For:** Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereoux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

**Against:** Nil.

Discussion

Mr Chris Marris acknowledged the late Mr Mark Littlefair of the Grass Valley Bush Fire Brigade and thanked the various volunteers who have assisted the Brigade and the Littlefair family during this time of hardship.

Mr Chris Marris also acknowledged the late Mr Eric Fox and his contributions to the service.

Mr Chris Marris reported that there had been several incidents since the writing of the Chief Bush Fire Control Officer report including the Wootatting Fire that required 70 personnel and was of concern for 9-10 hours.

The incident of a car fire resulting from a crash at Grass Valley on the Great Eastern Highway was also brought to the BFACs attention.

AIMS for new Level 1 Incident Controllers, Introduction to Incident Controller Level 1 and Hazmat and Hazard Identification and Initial Actions for BFB's was broadly supported through the recent Volunteer Bush Fire Service Training Advisory Group.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**7.5 Festive Season Harvest Vehicle Movement Ban**

<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Alex Espey (Community Emergency Services Manager)
<b>Responsible Officer:</b>	Jacky Jurmann (Acting 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**

The current harvest is set to be below average this year with an earlier than usual start to harvest.

While Harvest Vehicle Movement Bans are designed to manage fire risk, and availability of resources to respond to incidents, we must balance this risk with the cost and impost on industry and the community more broadly.

**ATTACHMENTS**

Nil

**A. BACKGROUND / DETAILS**

Historically a policy was in place to manage this risk which has subsequently been repealed, however a risk management strategy is still required taking advice from the Chief Bush Fire Control Officer.

**B. CONSIDERATIONS**

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

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

NIL

**B.3 Legislative Compliance**



**Bush Fire Advisory Committee Minutes  
14 November 2023**

NIL

**B.4 Policy Implications**

NIL

**B.5 Stakeholder Engagement / Consultation**

NIL

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

NIL

**C. OFFICER'S COMMENT**

It is proposed to have a Harvest, Vehicle Movement and Hot Works Ban for the following dates and times:

DATE:	TIME:
Sunday 24 December 2023	1200hrs to 2400hrs
Monday 25 December 2023	Full 24 hours
Tuesday 26 December 2023	Full 24 hours
Sunday 31 December 2023	1200hrs to 2400hrs
Monday 01 January 2024	Full 24 hours
Friday 26 January 2024	Full 24 hours
Saturday 27 January 2024	0900hrs to 1800hrs
Sunday 28 January 2024	0900hrs to 1800hrs



**Bush Fire Advisory Committee Minutes  
14 November 2023**



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.318**

**Moved: Cr Attila Mencshelyi  
Seconded: Mr Blair Wilding**

**That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:**

- 1. That Council impose a Harvest, Vehicle Movement and Hot Works Ban for the following dates/times.**
  - a. 24 December 2023 - 1200hrs to 2400hrs.**
  - b. 25 December 2023 - Full 24 hours.**
  - c. 26 December 2023 - Full 24 hours.**
  - d. 31 December 2023 - 1200hrs to 2400hrs.**
  - e. 01 January 2024 - Full 24 hours.**
  - f. 26 January 2024 - Full 24 hours.**
  - g. 27 January 2024 - 0900hrs to 1800hrs.**
  - h. 28 January 2024 - 0900hrs to 1800hrs.**

**CARRIED 10/0**

**For:** Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereaux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

**Against:** Nil.

Discussion

The Shire of Northam will investigate the rescinding of Policy 8.1 relating to Harvest, Vehicle Movement and/or Hot Works Bans, and the status of the Standard Operating Procedures relating to this matter, noting it is understood that the Policy was replaced with a Standard Operating Procedure.

The Committee members noted the need for the Shire to communicate planned Harvest, Vehicle Movement and/or Hot Works Bans to the community.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



**8 URGENT BUSINESS APPROVED BY DECISION**

**8.1 WORKING GROUPS**

Mr Chris Marris outlined a proposal to establish working groups for the purpose of reviewing a number of Council policies relating to bushfire matters.

Following advice from staff regarding the additional resources required to manage working groups, it was considered that it would be a more flexible, effective and appropriate approach for the policy reviews to be workshopped without administrative assistance and presented to BFAC for recommendation to Council. This would follow the same process used for the review of the Bush Fire Manual.

Mr Chris Marris and the Community Emergency Services Manager will discuss further.

**9 GENERAL BUSINESS**

**9.1 INKPEN FIRE SHED**

**DISCUSSION**

Mr Nic Dewar enquired about the Inkpen Fire Shed and its proposed commissioning. The Community Emergency Services Manager advised that the contractors are yet to provide an estimated time of completion.

It was noted for future projects that work on Emergency Services facilities and equipment should not happen during fire season as it affects the operation of the brigades.

Cr Atilla Mencshelyi asked if any imposed penalties are in place for the late delivery of the project? This question was taken on notice.

**9.2 EMERGENCY TANKS**

**DISCUSSION**

Mr Nic Dewar raised the issues around access to emergency water tanks and the dangers of using these currently. Mr Joe Marasco advised that Clackline is in a similar situation, and other Committee members also raised their concerns.

**Bush Fire Advisory Committee Minutes  
14 November 2023**



It was agreed that the Community Emergency Services Manager would organise for the Building and Maintenance Supervisor to meet Brigade members on-site to investigate options for improvements at Bakers Hill, Grass Valley, Clackline and Inkpen Bush Fire Brigade Sheds.

**9.3 TERMS OF REFERENCE**

**DISCUSSION**

Mr Blair Wilding mentioned that the changes to the Terms of Reference for BFAC were changed by Council without notice or explanation and the members would like the changes explained.

The Community Emergency Services Manager explained that the minor changes made by Council to reflect the structure of the committee and to correct the number of votes permitted relating to the VFRS brigades and DFES.

**10 DATE OF NEXT MEETING**

Proposed meeting dates:

- 26 March 2024
- 28 May 2024
- 08 October 2024

**11 DECLARATION OF CLOSURE**

There being no further business, the Presiding Member, Mr Chris Marris, declared the meeting closed at 8.08pm.

"I certify that the Minutes of the Bush Fire Advisory Committee Meeting held on 14 November 2023 have been confirmed as a true and correct record."

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

\_\_\_\_\_ Date

## 12.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20 NOVEMBER 2023

The Executive Manager Development Services, Mr C B Hunt, declared an "Impartiality" interest in item 12.1 – Community Grants Assessment Committee Meeting held on 20 November 2023, as Mr Hunt is currently president of Northam Golf Club, one of the applicants for a community grant.

### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Community Grants Assessment Committee meeting held on 20 November 2023.

### Adoption of Recommendations:

#### RECOMMENDATION

##### That Council:

1. Accepts that the minutes of the Community Grants Assessment Committee Meeting held on 31 October 2022 are confirmed as a true and correct record of that meeting.
2. NOT SUPPORT a 3-year recurrent funding agreement with the Northam Army Camp Heritage Association (NACHA) starting in 2024/25; and
3. CONSIDER provision for funding of up to \$20,000 (excl. GST) in the 2024/25 Council Budget for the Northam Army Camp Heritage Association for delivery of the 2024 Northam Heritage & Multicultural Festival, subject to NACHA agreeing to work in collaboration with the Shire of Northam on event management, activation and marketing.
4. Accepts the update of Quick Response Grant Applications for 2022/23.
5. Accepts the update of the progress of the Community Development Grants.



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

Agenda

Community Grants  
Assessment Committee

20 November 2023

Community Grants Assessment Committee Minutes  
20 November 2023



**DISCLAIMER**

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

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

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.

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Community Grants Assessment Committee Minutes  
20 November 2023



## Contents

1	DECLARATION OF OPENING .....	4
2	ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER .....	4
3	ACKNOWLEDGEMENT OF COUNTRY .....	4
4	ATTENDANCE.....	4
4.1	ATTENDEES .....	4
4.2	APOLOGIES .....	5
4.3	APPROVED LEAVE OF ABSENCE.....	5
4.4	ABSENT .....	5
5	DISCLOSURE OF INTERESTS.....	5
6	PUBLIC QUESTIONS.....	6
7	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	6
8	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	6
8.1	PETITIONS .....	6
8.2	PRESENTATIONS.....	6
8.3	DEPUTATIONS .....	6
9	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	6
10	CONFIRMATION OF MINUTES .....	7
10.1	CONFIRMATION OF MINUTES FROM THE COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD 31 OCTOBER 2023.....	7
11	COMMITTEE REPORTS.....	7
11.1	COMMUNITY DEVELOPMENT GRANT PROGRAM APPLICATIONS.....	8
11.2	APPLICATION FOR 3 YEAR COMMUNITY EVENT FUNDING .....	22
11.3	QUICK RESPONSE GRANT UPDATE .....	33
11.4	UPDATE ON PREVIOUSLY AWARDED COMMUNITY DEVELOPMENT GRANTS.....	38
12	URGENT BUSINESS APPROVED BY DECISION .....	43
13	DATE OF NEXT MEETING.....	43
14	DECLARATION OF CLOSURE .....	43

**Community Grants Assessment Committee Minutes  
20 November 2023**



**1 DECLARATION OF OPENING**

The Chief Executive Officer Debbie Terelinck declared the meeting open at 5.30pm.

**2 ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER**

The Chief Executive Officer called for nominations for the role of Presiding Member.

One nomination was received by Cr Chris Antonio. There being no further nominations, the Chief Executive Officer declared Cr Antonio elected as Presiding Member of the Community Grant Assessment Committee.

Cr Antonio called for nominations for the role of Deputy Presiding Member. One nomination was received by Cr Lisa Biglin. There being no further nominations, Cr Antonio declared Cr Biglin elected as Deputy Presiding Member of the Community Grant Assessment Committee.

**3 ACKNOWLEDGEMENT OF COUNTRY**

The Presiding Member, Cr Chris Antonio delivered the Acknowledgement of Country.

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

**4 ATTENDANCE**

**4.1 ATTENDEES**

**Council:**

Shire President  
Councillors

C R Antonio  
H J Appleton  
L C Biglin  
A J Mencshelyi  
D A Hughes

**Staff:**

Chief Executive Officer  
Acting Executive Manager Community Services  
Manager Community Development & Tourism

D Terelinck  
D A Emery  
J Hawkins





Community Grants Assessment Committee Minutes  
20 November 2023

**4.2 APOLOGIES**

Nil.

**4.3 APPROVED LEAVE OF ABSENCE**

Nil.

**4.4 ABSENT**

Nil.

**5 DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Update on Quick Response Grants	11.3	Jaime Hawkins	Impartiality	Son received support through Quick Response Grant for travel assistance.
Community Development Grant Applications	11.1	Cr Attila Mencshelyi	Impartiality	Members of the Bakers Hill RSL are known to Cr Mencshelyi.
Community Development Grant Applications	11.1	Cr Lisa Biglin	Impartiality	Members of the Bakers Hill RSL are known to Cr Biglin
Community Development Grant Applications	11.1	Cr Chris Antonio	Impartiality	Applicants are known to Cr Antonio
Community Development Grant Applications	11.1	Cr Des Hughes	Impartiality	Some members of the Northam Country Club are known to Cr Hughes.
Application for 3 Year Community Event Funding	11.2	Cr Des Hughes	Impartiality	President of NACHA is known to Cr Hughes.
Application for 3 Year Community Event Funding	11.2	Cr Hayden Appleton	Impartiality	Members of NACHA are known to Cr Appleton.
Application for 3 Year Community Event Funding	11.2	Cr Lisa Biglin	Impartiality	Cr Biglin is Secretary/Treasurer Wundowie Progress Association.
Application for 3 Year Community Event Funding	11.2	Cr Chris Antonio	Impartiality	Many Members of NACHA are well known to Cr Antonio.
Quick Response Grant Update	11.3	Cr Chris Antonio	Impartiality	Many of the respondees are well known to Cr Antonio.



**Community Grants Assessment Committee Minutes  
20 November 2023**

Quick Response Grant Update	11.3	Cr Des Hughes	Impartiality	Some of the organization and club members are known to Cr Hughes.
Update on Previously Awarded Community Development Grants	11.4	Cr Chris Antonio	Impartiality	Some of the recipients are known to CR Antonio.
Update on Previously Awarded Community Development Grants	11.4	Cr Des Hughes	Impartiality	Some members of Associations and clubs are known to Cr Hughes.
Application for 3 Year Community Event Funding	11.2	Cr Hayden Appleton	Impartiality	Members of Wundowie Progress Association are known to Cr Appleton.
Application for 3 Year Community Event Funding	11.2	Cr Attila Mencshelyi	Impartiality	Some members of NACHA are known to Cr Mencshelyi
Update on Previously Awarded Community Development Grants	11.4	Cr Hayden Appleton	Impartiality	Members of NACHA are known to Cr Appleton

**6 PUBLIC QUESTIONS**

Nil.

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

Nil.

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

**8.1 PETITIONS**

Nil.

**8.2 PRESENTATIONS**

Nil.

**8.3 DEPUTATIONS**

Nil.

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

Nil.

Community Grants Assessment Committee Minutes  
20 November 2023



10 CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES FROM THE COMMUNITY GRANTS  
ASSESSMENT COMMITTEE MEETING HELD 31 OCTOBER 2022

**COMMITTEE DECISION**

**Minute No: CCAG.63**

**Moved: Cr Mencshelyi**  
**Seconded: Cr Hughes**

**That the minutes of the Community Grants Assessment Committee Meeting held on 31 October 2022 be confirmed as a true and correct record of that meeting.**

**CARRIED 5/0**

**For:** Cr Antonio, Cr A Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

**Against:** Nil

11 COMMITTEE REPORTS

Cr A Mencshelyi declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as members of the Bakers Hill RSL are known to Cr Mencshelyi.

Cr L Biglin declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as members of the Bakers Hill RSL are known to Cr Biglin.

Cr C Antonio declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as applicants of the Bakers Hill RSL and Northam Country Club are known to Cr Antonio.

Cr D Hughes declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as some members of Northam Country Club are known to Cr Hughes.

Cr D Hughes declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as some members of Northam Country Club are known to Cr Hughes.

Community Grants Assessment Committee Minutes  
20 November 2023



### 11.1 Community Development Grant Program Applications

<b>File Reference:</b>	8.2.5.26
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	David Emery (Acting 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

For the Committee to assess and make a determination on grant applications received as part of the 2023/24 Community Grant Program.

#### ATTACHMENTS

1. C 18 Bakers Hill R SI Grant Assessment [11.1.1 - 5 pages]
2. C19 Northam Country Club Golf Grant Assessment (1) [11.1.2 - 4 pages]

#### A. BACKGROUND / DETAILS

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Northam community. Grants are awarded to local not-for-profit community organisations to support projects that will benefit specific target groups and the broader community.

The 'Community Grants Program' is governed by Council's Community Support Policy, which provides guidelines for requesting funds and/or sponsorship from the Shire of Northam, and provides Council a framework to ensure a consistent and equitable decision-making process in the allocation of funds.

The Community Development Grant category is to support the strategic development and organisational capacity building of local community groups and sporting clubs. Applications for funding between \$5,000 - \$20,000 are invited from incorporated not-for-profit local community groups and sporting clubs.

Community Grants Assessment Committee Minutes  
20 November 2023



The Community Development Grant funding round opened on 18 September and closed on 29 October 2023.

Council approved within the annual budget an allocation of \$40,000 in 2023/24 towards Community Development Grants, with Council already allocating \$10,000 of this to the 2023 Northam Heritage & Multicultural Festival at the Special Council Meeting held 9 August 2023, Minute Number C.4818.

The remaining budget of \$30,000 is available for allocation by this Committee.

**B. CONSIDERATIONS**

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

Performance Area: People.

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

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

Priority Action 3.4.4: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

**B.2 Financial / Resource Implications**

Council has \$30,000 of funding in the 2023/24 budget towards the Community Development Grants Program.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Community Support C3.1 Community Grants Scheme

**B.5 Stakeholder Engagement / Consultation**

The grants were advertised to the community via the Shire of Northam website and social media networks.

**B.6 Risk Implications**

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Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
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**Community Grants Assessment Committee Minutes  
20 November 2023**

Financial	Not enough funding to support all submissions.	Possible (3) x Minor (2) = (Moderate (6))	The council policy ensures a robust decision-making process is undertaken. Officers continue to work with applicants to assist in securing funds from external resources.
Health & Safety	Community organisations not experienced in delivering safe public events.	Unlikely (2) x Minor (2) = Low (4)	Ensure any funding for public events is subject to relevant public event approvals including food and stall holder permits.
Reputation	Funding allocations perceived to be allocated unfairly	Possible (3) x Insignificant (1) = Moderate	Grant applications assessed in accordance with Council Policy. Feedback provided to unsuccessful applicants and the opportunity given for them to reply in future years.
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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The following applications were received and are being presented for assessment:

C18 – Bakers Hill Golf Club/RSLWA Sub Branch Extension

Applicant	Project Summary	Amount requested
-----------	-----------------	------------------



**Community Grants Assessment Committee Minutes  
20 November 2023**

Bakers Hill RSL Sub Branch	To bring the club room building up to standard to meet current building codes. Includes: <ul style="list-style-type: none"> <li>• Exit Doors / Fittings &amp; Fixture</li> <li>• 2 x Disabled access toilet upgrades</li> <li>• Kitchen stainless steel benches &amp; oven.</li> </ul>	\$20,000
----------------------------	--	----------

C19 – Northam Country Club Golf

Applicant	Project Summary	Amount requested
Northam Country Club	To reconstruct the number 1 & 10 tee boxes which are unstable and unsafe. Project includes retaining and earth works with synthetic turf finishes.	\$11,960

The funding requests total \$31,960, which is \$1,960 than available budget.

The Committee can consider either:

- a) Reduce the awarded amounts to the maximum budgeted allowance for 2023/24; or
- b) Recommending both submissions be approved for full funding and direct the CEO to find the additional funds at the mid-year budget review.

The suggestion from Officers is that both grants be reduced by 50% of the over budget request, i.e. application C18 be awarded \$19,020 and application C19 awarded \$10,980 on the basis that both Clubs may have the capacity to contribute the unfunded amount of \$980 each.

Community Grants Assessment Committee Minutes  
20 November 2023



**COMMITTEE DECISION**

**Minute No: CCAG.64**

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

**That the Community Grants Assessment Committee approves 2023  
Community Development Grants for:**

- 1. Bakers Hill RSL Sub Branch up to \$19,020 (excl. GST) for extensions to the Bakers Hill Golf/RSL Club on the condition that all relevant planning, building and health approvals are obtained.**
- 2. Northam Country Club – Golf of up to \$10,980 (excl. GST) for the rebuild of the No. 1 & 10 Tee Boxes.**

**For:** Cr Antonio, Cr A Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

**Against:** Nil

**DISCUSSION**

Cr Mencshelyi sought clarification over why the applicants could not be awarded their full requests when it is just \$1,960 over budget. Cr Antonio responded that within the delegation to this committee they can only work within the parameters of the budget.



COMMUNITY DEVELOPMENT GRANT ASSESSMENT

<b>Application C18 – Bakers Hill Golf Club/RSLWA Sub Branch Extension</b>	
Applicant	Bakers Hill Returned Services League Sub Branch
Project Summary	<p>The Bakers Hill RSL Sub Branch in collaboration with the Bakers Hill Golf Club and Tennis Club are seeking to bring the current Golf Club building which is leased from the Shire up to compliance level that is required by the Shire, as the building does not meet the current building codes.</p> <p>They have a registered Builder, Mr Mark Lomma from Century Park Construction that will be overseeing the project.</p> <p>They will be drawing upon the skills and trade qualifications of their membership base to perform the necessary work and have indications of support from businesses able to donate products. The Woooloo Prison Farm will be assisting with the fabrication of the wall cupboards and stainless steel benches.</p> <p>This project benefits the community including the three clubs that use the premises. It also brings the Shire owned building to compliance.</p> <p>The Bakers Hill RSL Sub Branch has had the plans drafted for their extension, along with the engineering completed and the ground has been tested for the extension.</p> <p>This project will enhance the existing building and bring more people in to use and benefit from this project.</p>
Project Dates	As soon as approved with 12 – 18 months construction time.
Amount requested	\$20,000
Detailed project budget	<p><b>Total Project Cost - \$20,000</b></p> <p>Exit Doors / Fittings &amp; Fixture - \$3,000</p> <p>2 x Disabled access toilet upgrade - \$11,000</p>

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	Kitchen stainless steel benches & oven - \$7,000  <b>Total Project Income - \$20,000</b>  SON Request - \$20,000  Applicant cash - Nil  Other grants & sponsorship – Nil  Applicant in-kind – Nil specified in budget, however conversations with the applicant indicate a large amount of in-kind support will be provide through their membership base.	
Quotes provided for expenses over \$500	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>  The RSL were not able to obtain written quotes within the timeframe, and indicated that the costs will be mostly materials with their members conducting the building works in kind.
Financial statements provided	YES <input checked="" type="checkbox"/>  2022/2023 Financial Report was provided & requested to be kept confidential. There were no concerns identified by Shire Officers.	NO <input type="checkbox"/>
<b>Eligibility Criteria</b>		
Not-for-profit community organisation or sporting club?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Located within the Shire of Northam municipality	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Project meets eligibility criteria as specified in Community Support Policy	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Has no outstanding Shire of Northam funding acquittals	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Assessment Criteria</b>		
Aligns with Shire of Northam Council Plan	<p>3.2 Grow participation in port, recreation and leisure activities with quality regional facilities.</p> <p>3.2.7 Provide additional Bakers Hill Recreation Precinct infrastructure with consideration for a skate park, BMX track, outdoor exercise equipment and improved, safer access to external toilets.</p> <p>3.4 Grow community capacity by supporting community groups &amp; volunteers</p>	
Demonstrated management and financial capacity to deliver	<p>The applicants management capacity to deliver the project and administer the grant is unknown as Council have not worked with the group in this capacity before.</p> <p>Positive indications that they have appointed a registered builder to oversee the works and have had designs and engineering completed and the ground tested.</p> <p>Incorporated under the RSL WA Branch &amp; WA Sub Branches</p> <p>Public liability cover of \$50,000,000</p>	
Access, opportunity & participation	<p>The space is shared by 3 local cubs and will provide a meeting place for members, veterans and veterans families.</p>	
Collaboration with others	<p>Bakers Hill Golf Club</p> <p>Bakers Hill Tennis Club</p>	
Evidence that other funding/support is being sought	<p>No evidence provided.</p> <p>Application does state indications of support have been provided by businesses to donate products.</p>	

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Procuring from local suppliers	Where possible.
<b>Project Justification</b>	
What is the need for the project?	<p>Membership of the Bakers Hill RSL Sub Branch has increased &amp; the group identified the need to support people in their local community.</p> <p>The Shire of Northam Building Inspector identified the issues with the facility not meeting current codes and the group is seeking to rectify this, which will benefit not only the RSL, but also the golf and tennis club who also use the facility.</p>
How will the project benefit the Shire of Northam Community?	A community facility in Bakers Hill that is accessible, compliant, and able to be used and enjoyed by the community.
What planning has been undertaken?	<p>Consultation with the Shire's Building Inspector.</p> <p>Appointment of a registered builder.</p> <p>Plans developed.</p> <p>Engineering completed</p>
How will the success of the project be measured?	<p>Increase of membership of the Bakers Hill RSL Sub Branch.</p> <p>Increased community accessibility &amp; use</p>
Comments	<p>The Bakers Hill RSL Sub Branch required support with their application from Shire Officers to articulate the purpose of their project and how it will benefit 3 community groups/clubs operating in Bakers Hill.</p> <p>Although it would have been beneficial for them to have obtained written quotes for materials and works, they have demonstrated a good understanding of the works required and will work to achieve what is possible within the budget they have.</p>

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	As the works are being conducted on a Shire owned facility if conducted correctly it will be of benefit to the Shire of Northam. If approved it is recommended that it be on the condition that any relevant planning, building and health approvals are obtained.	
Recommend for approval	YES <input checked="" type="checkbox"/>  AMOUNT: \$20,000 (excluding GST)	NO <input type="checkbox"/>

UNCONFIRMED

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

<b>Application C19 – Northam Country Club No. 1 &amp; 10 Tee Boxes</b>		
Applicant	Northam Country Club Golf	
Project Summary	<p>This funding application is to rebuild Tee Box No. 1 &amp; 10 at the Northam Country Club Golf Course.</p> <p>Current No 1 Tee box is unstable and requires urgent repair or rebuild. This will require it to be demolished and rebuilt with a suitable retaining wall. No 10 Tee Box requires a rebuild.</p> <p>Both Tee boxes are currently grass and scheme water is used to reticulate it- both T-Boxes will be modified, and the grass will be replaced with synthetic turf.</p>	
Project Dates	1/1/2024 – 30/5/2024	
Amount requested	\$11,960	
Detailed project budget	<p><b>Total Project Cost - \$17,940</b></p> <p><b>Total Project Income - \$20,000</b></p> <p>SON Request - \$11,960</p> <p>Applicant cash - 5,980</p> <p>Other grants &amp; sponsorship – Nil</p> <p>Applicant in-kind – Club members will lay the synthetic turf.</p>	
Quotes provided for expenses over \$500	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Financial statements provided	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Eligibility Criteria</b>		

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Not-for-profit community organisation or sporting club?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Located within the Shire of Northam municipality.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Project meets eligibility criteria as specified in Community Support Policy	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Has no outstanding Shire of Northam funding acquittals	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
<b>Assessment Criteria</b>		
Aligns with Shire of Northam Council Plan	<p>3.2 Grow participation in sport, recreation, and leisure activities with quality regional facilities.</p> <p>3.2.14 Provide an investigation to provide year-round golf facilities in Northam (considering alternative options for watering fairways during summer, such as water reuse and desalination.</p> <p>3.4 Grow community capacity by supporting community groups &amp; volunteers</p>	
Demonstrated management and financial capacity to deliver	<p>Northam Country Club are an established community group.</p> <p>Successfully administered previous funding.</p> <p>Financial statements show no concern.</p> <p>Public Liability \$20,000 000</p> <p>Are Incorporated.</p> <p>All required paperwork submitted.</p>	

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Access, opportunity & participation	<p>The space is open to the public all year-round including summer and winter golf competitions.</p> <p>Ladies Golf Tuesdays, Scroungers Wednesdays, and Saturday Golf and Junior Coaching, Learn to Play clinics.</p> <p>Hosting Golf WA events including 2024 Women's State Rural Bronze and 2025 Men's State Sands competitions.</p>
Collaboration with others	Northam Golf Club
Evidence that other funding/support is being sought	No.
Procuring from local suppliers	Yes.
<b>Project Justification</b>	
What is the need for the project?	<p>The course is a community-based property open to the public for those wanting to play golf. It is also used by local school groups for physical education activities and nearby local residents for passive recreation including walking and exercising dogs.</p> <p>As the course is used by the public the retaining wall in its current form is both unstable and unsafe for users. Both Tee boxes are currently maintained by using scheme water for the turf and the upgrade to synthetic turf will substantially reduce the use and cost of scheme water.</p>
How will the project benefit the Shire of Northam Community?	<p>The facility will be significantly safer for both current members and players along with those community members who use the course for passive recreation. Maintaining the course at a high standard enables the club to host golf events attracting players statewide. This brings an economic benefit to the</p>



COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	town and region while also showcasing other attractions while visiting.	
What planning has been undertaken?	Quotes have been obtained and provided with workforce organised to complete the project by 30 <sup>th</sup> May 2024.	
How will the success of the project be measured?	<p>Replacing the turf with synthetic will significantly reduce the use of scheme water and maintenance.</p> <p>Provide a safe environment for golf players and public.</p> <p>Continue to host Regional and State Golf WA events with a safe and consistent facility.</p>	
Comments	<p>The provision of a community based, open to the public golf course is integral for the wellbeing of the community with golf being a popular sport for young and old and all abilities.</p> <p>The provision of year-round golf in Northam has been identified in the Council Plan and these works will likely assist in delivering this objective with the use of synthetic turf not requiring reticulating over the summer.</p> <p>These are urgent works required for the safety of players and golf has been identified</p>	
Recommend for approval	YES <input checked="" type="checkbox"/>  AMOUNT: \$11,960	NO <input type="checkbox"/>

**Community Grants Assessment Committee Minutes  
20 November 2023**



Cr D Hughes declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as the President of NACHA is known to Cr Hughes.

Cr H Appleton declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as members of NACHA and Wundowie Progress Association are known to Cr Appleton.

Cr L Biglin declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as Cr Biglin is Secretary/Treasurer Wundowie Progress Association.

Cr C Antonio declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as many members of NACHA are well known to Cr Antonio.

Cr A Mencshelyi declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as some members of NACHA are known to Cr Mencshelyi.

**11.2 Application for 3 Year Community Event Funding**

<b>File Reference:</b>	8.2.5.26
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	David Emery (Acting 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**

For the Committee to consider a request from the Northam Army Camp Heritage Association to be granted a 3-year recurring grant of \$20,000 per year for the Northam Heritage & Multicultural Festival.

**ATTACHMENTS**

1. Request for reoccurring funding [11.2.1 - 1 page]
2. NACHA Strategic Plan 2024 to 2029 [11.2.2 - 4 pages]

Community Grants Assessment Committee Minutes  
20 November 2023



**A. BACKGROUND / DETAILS**

In 2022, the Council reinstated recurring funding of regular, annual community events with 3 to 5 year recurring partnership funding agreements.

These agreements were temporarily paused during the Covid pandemic and were recommended by Council to recommence in 2023/24.

Events currently on a funding agreement are outlined below:

Funding Recipient	Event	Amount	Expiry
Northam Agricultural Society	Northam Farmers Show	\$10,000	2025/26
Northam RSL Sub Branch	ANZAC Day commemorations	\$3,000	2025/26
Bridgeley Church of Christ & Northam Chamber of Commerce	Carols on Fitzgerald	\$10,000	2025/26
Wundowie Progress Association	Wundowie Iron Festival	\$20,000	2025/26
Avon Valley Vintage Vehicle Association	Avon Valley Vintage Swap Meet	\$3,300	2025/26
Bakers Hill Progress & Recreation Association	Community Christmas Fair	\$7,000	2025/26
Vintage Sports Car Club of WA	Northam Motorsport Festival	\$25,000	2027/28
Avon Valley Arts Society	Northam Art Prize	\$3,000	2025/26
Northam Theatre Group	Theatre performances	\$3,000	2025/26

The NACHA Northam Heritage & Multicultural Festival was first held in 2021 on the 'World Day of Migrants & Refugees' (Migrant Sunday) with a Shire of Northam grant of \$5,000 awarded to NACHA. Shire Officers attended the event and believed it showed potential, however unfortunately due to severe weather and clashes with other activities occurring in the region attendance numbers were low. NACHA estimated an attendance at 500 – 750.

In 2022, NACHA were awarded a \$20,000 community development grant to help establish the event. NACHA were also successful in obtaining additional external funds from Healthway, Act Belong Commit and a Regional Arts WA grant. This was to activate the town the night before the festival with a music trail at local pubs and restaurants. In 2022 the event was further boosted by the attendance of the German Car Club on their annual club drive. NACHA estimated an attendance at 3,500 in addition to those that attended the music trail.

**Community Grants Assessment Committee Minutes  
20 November 2023**



For the more recently held 2023 event, the Community Grants Assessment Committee awarded NACHA \$10,000 to deliver the festival for a third year however it had requested \$20,000. The decision to reduce the funding was based upon providing equitable support for events proportionate to the size, exposure and economic value, especially when compared to the support given to other community groups to deliver larger events in the Shire, such as the Wundowie Progress Association for the Wundowie Iron Festival.

Following a petition to Council, an additional \$10,000 was approved as unbudgeted expenditure at the meeting held 9 August 2023 (Motion No. C4818), increasing the Council funding to \$20,000 for the 2023 Northam Heritage & Multicultural Festival. NACHA estimate attendance at this year's event to be 3,500, including invited delegates from the Western Australian Consuls who participated in a tour of the Army Camp facility.

There are no documented Council policies or guidelines for the assessment of recurring funding agreements. Recurrent funding agreements were introduced in 2016 with the Council Report at the time recommending a 3-year agreement to be introduced for these established events that seek Council funding through the Community Grants Program each year.

**B. CONSIDERATIONS**

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

Performance Area: People.

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

Objective 3.3: Grow participation in arts, culture and community activities.

Priority Action 3.3.1: Provide an Events Strategy to activate community places and facilities, covering signature, Shire and community events.

Performance Area: People.

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

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

Priority Action 3.4.4: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

**B.2 Financial / Resource Implications**

\$20,000 will need to be allocated in the 2024/25, 2025/26, and 2026/27 Council budgets if approved.

**B.3 Legislative Compliance**

Nil.



Community Grants Assessment Committee Minutes  
20 November 2023

**B.4 Policy Implications**

Community Support C3.1 Community Grants Program

**B.5 Stakeholder Engagement / Consultation**

The grants were advertised to the community via the Shire of Northam website, local Newspaper, radio announcements and social media networks.

**B.6 Risk Implications**

{custom-field-risk-do-not-remove}

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Unforeseen pressure on the Shire budget	Possible (3) x Minor (2) = Moderate (6)	Review community grant contributions in annual budget
Health & Safety	Risks associated with public gatherings.	Possible (3) x Medium (3) = Moderate (9)	A full event application is required to be submitted prior to event being approved. Shire event and health staff will assist with ensuring event organisers and aware and comply with stringent health & safety requirements for public events.
Reputation	The funding allocation could be perceived to be awarded unfairly  The funding allocation is awarded and the event is unsuccessful	Possible (3) x Minor (2) = Moderate (6)	Funding is award transparently and following Council Policy.

Community Grants Assessment Committee Minutes  
20 November 2023



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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

Shire Officers understand NACHA's well-meaning intent for the Heritage & Multicultural Festival and commend them on their drive and passion to make the festival bigger and better, however apprehension remains over whether NACHA has proven that there is demand for the event to be run annually, whether they have the capacity to professionally deliver a large scale event that brings people to Northam, and whether Council are getting a justifiable return for investment on funding contribution per year.

With Northam's rich heritage and multicultural history, it aligns to have such a festival in town. Officers propose that Council consider funding the festival for a further year, with the Shire Events team working closely with NACHA to provide event management, activation and marketing assistance. In collaboration with the Shire, the success of the event and attendance numbers will be reviewed to make an assessment on recurring funding in 2024/25.

Community Grants Assessment Committee Minutes  
20 November 2023



**COMMITTEE DECISION**

Minute No: CCAG.65

Moved: Cr Mencshelyi

Seconded: Cr Hughes

That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:

That Council:

1. NOT SUPPORT a 3-year recurrent funding agreement with the Northam Army Camp Heritage Association (NACHA) starting in 2024/25; and
2. CONSIDER provision for funding of up to \$20,000 (excl. GST) in the 2024/25 Council Budget for the Northam Army Camp Heritage Association for delivery of the 2024 Northam Heritage & Multicultural Festival, subject to NACHA agreeing to work in collaboration with the Shire of Northam on event management, activation and marketing.

CARRIED 5/0

**For:** Cr Antonio, Cr A Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

**Against:** Nil

**DISCUSSION**

Cr Antonio asked if there is provision elsewhere in the Shire budget for their request. The CEO advised that it would have to be presented as an additional budget consideration and go to Council for debate.

Cr Biglin asked how much other external funding have they received. Cr Appleton responded that he believes it was \$36,000.

Cr Biglin asked what the funding was used for. Cr Appleton indicated primarily it goes towards the performers and the dance floor set up.

Cr Biglin & Cr Hughes agreed that it was a good idea to have NACHA working with Shire Officers to help develop the festival and get more for their budget.

Community Grants Assessment Committee Minutes  
20 November 2023

Attachment 11.2.1

## Northam Army Camp Heritage Association Inc

ABN 32 042 372 294  
[www.northamarmycamp.org.au](http://www.northamarmycamp.org.au)

PO Box 225  
NORTHAM WA 6401

Mr. Chadd Hunt  
Acting CEO  
Shire of Northam  
Fitzgerald Street  
Northam WA 6401

Re: Recurring Shire of Northam Community Grants

Dear Chadd

The Northam army Camp Heritage Association Inc is completing a grant to Regional Events which Tourism.

The committee is seeking a 3 year recurring grant. We had to explain the strategic planning for the request.

So that the Northam Army Camp Heritage Association Inc committee and all funding bodies are on the same page I am attaching the Strategic plan for 2024-2029.

Should have any queries please do not hesitate to contact me.

Kind regards



Genny Budas  
Chair  
Northam Army Camp Heritage Association Inc  
0428 322 898  
2<sup>nd</sup> October 2023



Chair: Genoeefa Budas  
Mob: 0428 322 898  
Email: [genoeefa@westnet.com.au](mailto:genoeefa@westnet.com.au)



Community Grants Assessment Committee Minutes  
20 November 2023

Attachment 11.2.2

**Northam Army Camp Heritage Association Inc (NACHA)**

**Event Strategic Plan 2024 -2026 (Draft 2027 – 2029)**



In 2021 NACHA prepared a five year strategic Plan with a focus on events. The first three years have highlighted the challenges of sourcing grants on an annual basis. The need for recurrent grants has resulted in a review of the strategic events plan and preparing a future draft plan based on three year cycles.

The preference is still to partner with the Act Belong Commit branding as the Heritage and Multicultural Festival is primarily about mental health in Northam for all migrants. Recurrent grant applications to the Shire of Northam and Regional Events Scheme will be used to establish an important event for Northam, WA and at an international level.

The themes from the strategic plans are listed below.

**Act Belong Commit Northam Heritage and Multicultural Festival 2024 – Populate or Perish**

‘Populate or Perish’ was the slogan used following WWII to encourage more migrants to come to Australia. This theme has been chosen to cover the many different programs in place since settlement in the Swan colony in 1829. These include:

- Initial settlement in a non-penal colony
- Convict transport 1850 – 1868 in WA.
  - 10 year old George Throssell arrived on the first ship with his family. His father was one of the guards.
- 1893 Discovery of Gold and population boom. Many migrants came from the Eastern States and were involved in the building boom.
- Building the railway
- 1901 Federation
- Goldfields Water Pipeline
- Discharged Soldiers Settlement Act 1918
- The Great Depression 1929 – 1939
- German and Italian POW's WWII
- Soldier Settlement post WWII
- Displaced Persons. 30,000 people through the Northam Army Camp and Holden Camp in Northam.
- 10 Pound POMS
- Vietnamese boat people
- China's one child policy
- Yongah Hills detention centre
- Working holiday visas

There will be special displays about many of these programs as well as opportunities for people to have reunions of those who came by different boats or were part of different programs.

Community Grants Assessment Committee Minutes  
20 November 2023

Attachment 11.2.2

**Act Belong Commit Northam Heritage and Multicultural Festival 2025 – Looking to the future**

Northam is a service town and whilst it has highlighted the heritage buildings from the gold rush era there has continued to be building and replacement across the years including:

- The library and former Chamber offices designed by Iwan Iwanof in the 1970's and recognised by the Australian Institute of Architects with an award for enduring architecture in 2021.
- The Boulevard shopping centre that is located where the old railway line went through the town. The innovative use of solar panels by the Boulevard shopping centre to provide shade and reduce power bills.
- Bilya Koort Boodja Centre for Nyoongar Culture and Environmental Knowledge and the Visitor's Centre that have been built with connections to the river and high enough to avoid the risk of flooding.
- The Northam Village Square providing more shops following the demolition of the old hospital.
- More demolition of the Fitzgerald hotel resulted in the Northam Village Green and the linking of the river to Fitzgerald Street. This is a wonderful event space.
- The Silo Art trail is a major attraction for tourists in WA. Northam started the trail in 2015 when Artists: Phlegm and Hence painted their murals on the CBH silos at the Avon depot. Other art has been added to the town and is well worth exploring.

Northam has always looked to the future and continues to support sustainable development.

**Act Belong Commit Northam Heritage and Multicultural Festival 2026 – Military connections**

2026 is an important year for military recognition in WA. Major Edmund Lockyer arrived on the brig Amity in Albany and established a military outpost in King George Sound. In January 1827 Albany was recognised as the first settlement in WA. The State recognises 2029 as the bicentennial with the establishment of the Swan Colony in 1829.

Northam and Albany have close links with regards to ANZAC troops who trained in Northam and were deployed from Albany. The railway provided an important link between the two towns.

To understand more about Northam and the Northam Army Camp the following timeline has been written:

- 1879 Northam became a municipality and the council was granted 2,100 acres west of Mt Ommanney as "Commonage".
- 1896 a volunteer Mounted Rifle Troop was formed. Became part of the Australian Military Forces in 1903 following Federation.
- 1910 Northam was a cadet training site following the introduction of National Training for young boys.
- 1914 the 10<sup>th</sup> Light Horse was formed in WA and trained at Northam.
  - Captain Hugo Throssell was the only light horseman to be awarded the Victoria Cross during World War One.
- 1935 the Department of the Army decided to establish a permanent camp at Northam because of its strategic position near major transport routes and access to the Golden Pipeline. Part of the town common was leased from the Northam Municipal Council for this purpose. Major requirements:
  - reliable water supply for 5,000 men,

Community Grants Assessment Committee Minutes  
20 November 2023

Attachment 11.2.2

- 1st class rail and road,
- facilities for artillery and small arms practice,
- railway sidings and other rail facilities,
- reasonable concealment.
- 1935-1939 The camp was planned, cleared and some permanent buildings erected. With the announcement of WWII 175 huts were built in one month.
- 1939-1945 Northam Army Camp was the brigade training camp for the Second Australian Imperial Force, which left for Britain on 10 January 1940, and played an important role in the British offensive in the Middle East and North Africa in 1940/1941.
- 1946 3,500 Italian Prisoners of war were housed at the Northam Army Camp. The prisoners at the camp built the parade ground, all the culverts, drainage at the camp. A memorial built by the prisoners is still located next to the parade ground and is unique in Australia.
- 1949-1951 Northam Army Camp began to operate as the Department of Immigration Accommodation Centre. Initially a centre for Displaced Persons from eastern Europe and then a Migrant Reception Centre for other post-war non-British immigrants, it is estimated that approximately 30,000 men, women and children passed through the Northam camp and the Holden Camp in Northam.
- 1951-1953 Northam Army Camp reverted to the Department of the Army and was again used by Western Command to train personnel, this time for the Korean War.
- 1953- 1960s From this period Northam Army Camp fell into decline and a large number of buildings were removed from the site. Some were donated to local farmers following the 1968 Meckering earthquake or demolished due to termite damage.
- 1997 Northam Army Camp Heritage Association Inc formed to protect, preserve and promote the heritage of the Northam Army Camp as the continual removal of buildings and possibility of disposal of site were giving rise to public concern.
- 1999/2000 Northam Army Camp added to the State Register of Heritage Places.
- 2010 On 18 October, the Australian Government announced the establishment of an immigration detention centre at the site.
- Present Day - Northam Army Camp is still used for military training.

In recognition of the Military connection, NACHA will work with The Australian Light Horse Association for event preparation and special displays.

### Draft Events 2027 -2029

#### **Act Belong Commit Northam Heritage and Multicultural Festival 2027 – The depression years wheat and wool**

The importance of agriculture in getting Australia through the depression years. These included the founding of Cooperative Bulk Handling (CBH) in April 1933. Woolmark began with the establishment of the Australian Wool Board in 1936 and a six pence per bale tax for research and promotion purposes. Both organisations have a strong link to Northam.

#### **Act Belong Commit Northam Heritage and Multicultural Festival 2028 – The invisible migrants**

The White Australia Policy had a lot of influence on who came to WA. In the case of Northam, the Afghans came with the camels and were needed for transport. Chinese migrants came to work on the water pipeline scheme and remained as market gardeners. Many descendants are still living and working in the Avon Valley region.

Community Grants Assessment Committee Minutes  
20 November 2023

Attachment 11.2.2

Act Belong Commit Northam Heritage and Multicultural Festival 2029 – 200 years of the Swan  
Colony

The Official Bicentenary year for WA is 2029. Looking for ideas to celebrate ALL cultures is Northam.

UNCONFIRMED

**Community Grants Assessment Committee Minutes  
20 November 2023**



Ms Jaime Hawkins declared an "Impartiality" interest in item 11.3 – Quick Response Grant Applications Update as Ms Hawkins son received support through Quick Response Grant travel assistance.

Cr C Antonio declared an "Impartiality" interest in item 11.3 – Quick Response Grant Applications Update as many of the respondees are well known to Cr Antonio.

Cr D Hughes declared an "Impartiality" interest in item 11.3 – Quick Response Grant Applications Update as some of the organisations and club members are known to Cr Hughes.

**11.3 Quick Response Grant Update**

<b>File Reference:</b>	8.2.5.26
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	David Emery (Acting Executive Manager Community Services)
<b>Officer Declaration of Interest:</b>	Jaime Hawkins - Impartiality
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

To update the Committee with the applications for Quick Response Grants over 2022/23.

**ATTACHMENTS**

Nil

**A. BACKGROUND / DETAILS**

Quick Response Grants support innovative responses to community and individual needs, either as a whole or target groups (children, youth, seniors, people with disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects, or to assist one off projects, or to assist the delivery of projects/events for which opportunity has arisen.

**Community Grants Assessment Committee Minutes  
20 November 2023**



Projects must take place within the Shire of Northam and significantly benefit the community. Funding can be utilised for a wide range of purposes, including, but not limited to:

- One off community event.
- Community projects that address a clearly defined community need
- Sponsorship of regional or state level sporting tournaments or competitions hosted in the Shire of Northam (i.e. not for the regular season)
- Funding can be applied for by individuals, 18 years or under and still at school who have qualified to participate in recognised State, National or International level events.

Quick Response Grants can be applied for year-round and are assessed by Officers with approval delegated to the Chief Executive Officer.

**B. CONSIDERATIONS**

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

Performance Area: People.

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

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

Priority Action 3.4.1: Partner with local sporting clubs to improve volunteering and capacity.

Priority Action 3.4.4: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

**B.2 Financial / Resource Implications**

\$20,000 was budgeted for quick response grants in 2022/23, noting the Community Grants Program Policy provides for grants up to a maximum of \$5,000.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Community Support C 3.1 Community Grants Program

To support innovative responses to community and individual needs, either as a whole or target groups (sports, children, youth, seniors, persons with a disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects or to assist the delivery of projects/programs for which opportunity or need has arisen.



**Community Grants Assessment Committee Minutes  
20 November 2023**

**B.5 Stakeholder Engagement / Consultation**

The grants were advertised to the community via the Shire of Northam website, social media networks, and local sporting club networks.

**B.6 Risk Implications**

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Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The grants program is oversubscribed with more requests for funding received greater than the funding available through the 2023/2024 Council Budget	Likely (4) x Insignificant (1) = Low (4)	The Executive Manager will make a determination on all applications and award grants to those who best demonstrate that they meet the funding objectives.
Health & Safety	N/A	N/A	N/A
Reputation	There is disagreement over the committee's decision to award/not award funding	Possible (3) x Insignificant (1) = Low (3)	Assessments were made following the grant guidelines and against the Shire of Northam Council Plan and Community Plans.
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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The following quick response grants were approved during the 2022/23 financial year:



Community Grants Assessment Committee Minutes  
20 November 2023

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETE	PEOPLE INVOLVED DIRECTLY	PEOPLE INVOLVED INDIRECTLY
Wundowie Golf Club	2022 Ranger Cup Day	\$500	YES		
Northam Highland Dancers	2022 Highland Dancing Competition at Northam Farmers Show	\$550	YES	12	200
Avon Valley Environmental Society	2023 Rehabilitation of Riparian Zone Avon River	\$600	YES	12	12
Explorability	2022 Turn Up In Blue Day	\$500	YES	2	Unsure
Silverwings Seniors Club Wundowie	Seniors Week Outing	\$600	YES	3	37
Northam Swimming Club	2023 Country Pennants	\$5,000	YES	1600	200
Avon Valley Environmental Society	2023 Fauna Survey of Islands in Avon River	\$2,500	NO		
Northam Lawn Tennis Club	2023 Mens Open Day & Mixed Doubles Open Day	\$1,000	YES	44	5
Northam Bowling Club	2023 Ladies Classic Day	\$500	NO		
Northam Hockey Club	2023 Junior Hockey Development Coaching	\$3,700	YES	140	200
Kale Treloar	2023 Travel Assistance for International Athletics Tour	\$500	YES	1	35
Northam Country Club – Golf Club	2023 Kennedy Cup/Open Weekend and Ladies Open Day	\$1000	NO		





**Community Grants Assessment Committee Minutes  
20 November 2023**

Northam & Districts Gun/Clay Target Club	2023 59 <sup>th</sup> Annual Avon Valley Trap Carnival	\$750	YES	71	35
Northam Highland Dancers	2023 Highland Dancing Competition at Northam Show	\$500	NO		
Northam Springfield Football Club	2023 Football West Coaching Clinics	\$1,000	NO		
Wundowie Golf Club	2023 Ranger Cup	\$500	YES	51	MANY
<b>TOTAL</b>		\$19,700		1,936	689

**COMMITTEE DECISION**

**Minute No: CCAG.66**

**Moved: Cr Mencshelyi  
Seconded: Cr Hughes**

**That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:**

**That Council accepts the update of Quick Response Grant Applications for 2022/23.**

**CARRIED 5/0**

**For:** Cr Antonio, Cr A. Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

**Against:** Nil

**DISCUSSION**

Cr Biglin asked if those that have not submitted acquittals are being followed up. Manager Community Development & Tourism advised that follows up are occurring.

**Community Grants Assessment Committee Minutes  
20 November 2023**



Cr C Antonio declared an "Impartiality" interest in item 11.4 – Update on Previously Awarded Community Development Grants Update as some of the recipients are known to Cr Antonio.

Cr D Hughes declared an "Impartiality" interest in item 11.4 – Update on Previously Awarded Community Development Grants Update as some of the associations and club members are known to Cr Hughes.

Cr H Appleton declared an "Impartiality" interest in item 11.4 – Update on Previously Awarded Community Development Grants Update as members of NACHA are known to Cr Appleton.

**11.4 Update on Previously Awarded Community Development Grants**

<b>File Reference:</b>	8.2.5.26
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	David Emery (Acting 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**

To update the Committee with the progress of previously awarded Community Development Grants since their introduction in 2021/22.

**ATTACHMENTS**

Nil

**A. BACKGROUND / DETAILS**

Community Development Grants were introduced in 2021/22 following a review of Council's Community Support Policy.

The Community Development Grants aim to support the strategic development and organisational capacity building of local community groups and sporting clubs.

Community Grants Assessment Committee Minutes  
20 November 2023



These grants are open for one grant round per year for applications between \$5,000 - \$20,000 for larger scale or longer-term projects that can be achieved over an 18-month period.

**B. CONSIDERATIONS**

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

Performance Area: People.

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

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

Priority Action 3.4.4: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

**B.2 Financial / Resource Implications**

There was a budgeted allocation of \$80,000 for Community Development Grants in the 2021/22 and 2022/23 Council Budget.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Community Support C3.1 Community Grants Program.

**B.5 Stakeholder Engagement / Consultation**

The grants were advertised to the community via the Shire of Northam website, local Newspaper, radio announcements and social media networks.

**B.6 Risk Implications**

{custom-field-risk-do-not-remove}

Refer to Risk Matrix [here](#).

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



**Community Grants Assessment Committee Minutes  
20 November 2023**

Reputation	There is disagreement over the committee's decision to award/not award funding	Possible (3) x Insignificant (1) = Low (3)	Assessments were made following the grant guidelines and against the Shire of Northam Council Plan and Community Plans.
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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The following applications were approved in 2021 & were due for completion by June 2023:

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED	PEOPLE INVOLVED DIRECTLY	PEOPLE INVOLVED INDIRECTLY
Northam Army Camp Heritage Association	Significance assessment of NACHA collection	\$3,365.46	Yes		
Northam Toy Library	Northam Early Years Hub – upgrades to the Old Northam Fire Station building	\$15,450.00	Yes	20	47
Northam Theatre Group	Link Theatre upgrades	\$6,975.00	Yes	25	18
Northam Amateur Basketball Association	NABA Hoops Pathways – Northam & Wheatbelt junior basketball development	\$18,000	No – extension granted to June 2024.		
Northam Army Camp	2022 Northam Heritage &	\$20,000	Yes		3,500



**Community Grants Assessment Committee Minutes  
20 November 2023**

Heritage Association	Multicultural Festival				
<b>TOTAL</b>		\$63,790.46		45	3,565

Note: Numbers for people directly involved & indirectly involved are supplied by the applicant and may not be accurate.

The following applications were approved in 2022. These grants are not due for acquittal until 30 June 2024.

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED	PEOPLE INVOLVED DIRECTLY	PEOPLE INVOLVED INDIRECTLY
Northam Army Camp Heritage Association	2023 Northam Heritage & Multicultural Festival	\$10,000 + \$10,000	YES	300	3000
Spencers Brook Progress Association	Station Master House	\$20,000	NO		
Earth Solutions Avon Valley Inc.	Sustainability Workshops	\$1,000	NO		
Northam & Districts Little Athletics Inc.	Coaching & Skills Development	\$20,000	NO		
<b>TOTAL</b>		\$51,000		300	3,000

Note: Numbers for people directly involved & indirectly involved are supplied by the applicant and may not be accurate.

Success Story

Shire staff and Councillors were invited to the re-launch of the Northam Toy Library on 7 October 2023 to view and celebrate the completion of their renovations to the Old Northam Fire Station building. Using the \$15,450 awarded through Community Grants Program along with some donations and assistance from local businesses, the committee and volunteers have truly transformed the space into an inviting and functional facility that not only improves the operation of the toy library, it has the potential to be used as a shared space for early childhood services. The Australian Breastfeeding Association is the first group that will co-use the facility to host their Wheatbelt meetings.

Community Grants Assessment Committee Minutes  
20 November 2023



**COMMITTEE DECISION**

**Minute No: CCAG.67**

**Moved: Cr Biglin**

**Seconded: Cr Appleton**

**That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:**

**That Council accept the update of the progress of the Community Development Grants**

**CARRIED 5/0**

**For:** Cr Antonio, Cr A Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

**Against:** Nil

**DISCUSSION**

Cr Antonio asked why the Northam Amateur Basketball Association were granted an extension to their grant term. The Manager Community Development & Tourism responded that they were not able to complete their project within the original timeframe.

Community Grants Assessment Committee Minutes  
20 November 2023

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**12 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**13 DATE OF NEXT MEETING**

To be confirmed.

**14 DECLARATION OF CLOSURE**

There being no further business, the Presiding Member, Cr C R Antonio, declared the meeting closed at 5:54pm.

UNCONFIRMED

### 12.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 21 NOVEMBER 2023

#### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 21 November 2023.

#### Adoption of Recommendations:

#### RECOMMENDATION

##### That Council:

1. Note that the minutes of the Community Safety Committee meeting held on 15 August 2023 are confirmed as a true and correct record of that meeting.
2. Endorse the CCTV Audit Report incorporating the CCTV Strategy, CCTV Policy and Operational Guidelines as presented.
3. Consider an allocation of \$50,000 at the 2023/24 budget review to commence the implementation of the CCTV Audit Report.
4. Request that the Chief Executive Officer develop a Video Surveillance Policy for the Shire of Northam.
5. Receives the agency updates as provided.





Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

Minutes

Community Safety  
Committee

21 November 2023

Community Safety Committee Minutes  
21 November 2023



**DISCLAIMER**

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

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

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

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

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

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

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

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Community Safety Committee Minutes  
21 November 2023



## Contents

1	DECLARATION OF OPENING .....	4
2	ELECTION OF PRESIDING & DEPUTY PRESIDING MEMBER .....	4
3	ACKNOWLEDGEMENT OF COUNTRY .....	4
4	ATTENDANCE .....	4
4.1	ATTENDEES .....	4
4.2	APOLOGIES .....	5
4.3	APPROVED LEAVE OF ABSENCE .....	5
4.4	ABSENT .....	5
5	DISCLOSURE OF INTERESTS .....	6
6	CONFIRMATION OF MINUTES .....	6
6.1	CONFIRMATION OF MINUTES FROM THE COMMUNITY SAFETY COMMITTEE MEETING HELD 15 AUGUST 2023 .....	6
7	COMMITTEE REPORTS .....	6
7.1	NOMINATIONS FOR COMMUNITY REPRESENTATIVES ON THE COMMUNITY SAFETY COMMITTEE .....	6
7.2	PUBLIC CCTV .....	12
7.3	COMMUNITY SAFETY & CRIME PREVENTION PLAN UPDATE .....	105
7.4	REVIEW OF COMMUNITY SAFETY ACTIONS IN COUNCIL PLAN .....	113
7.5	2024 MEETING SCHEDULE .....	118
7.6	AGENCY UPDATES .....	121
8	URGENT BUSINESS APPROVED BY DECISION .....	127
10	DECLARATION OF CLOSURE .....	127

**Community Safety Committee Minutes  
21 November 2023**



**1 DECLARATION OF OPENING**

The Chief Executive Officer, Debbie Terelinck declared the meeting open at 11.07am

**2 ELECTION OF PRESIDING & DEPUTY PRESIDING MEMBER**

The Chief Executive Officer called for nominations for the role of Presiding Member.

One nomination was received by Cr Julie Williams. There being no further nominations, the Chief Executive Officer declared Cr Williams elected as Presiding Member of the Community Safety Committee.

Cr Williams called for nominations for the role of Deputy Presiding Member. One nomination was received by Cr Attila Mencshelyi. There being no further nominations, Cr Williams declared Cr Mencshelyi elected as Deputy Presiding Member of the Community Safety Committee.

**3 ACKNOWLEDGEMENT OF COUNTRY**

Cr Williams invited Shire Delegate & Deputy Presiding Member, Cr Mencshelyi to give an acknowledgement of Country.

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

**4 ATTENDANCE**

**4.1 ATTENDEES**

**Committee Members:**

Shire of Northam Delegate  
Shire of Northam Delegate  
Northam Police Station  
Northam Roadwise Committee  
Department of Education  
DLGC  
Youth Agency Representative – PCYC  
Chamber Of Commerce  
Community Representative

Cr Julie Williams  
Cr Attila Mencshelyi  
SSGT Martin Glynn  
Cliff Simpson  
Amanda Marshall  
Emma Draper  
Jane Atterby  
Theresa Lee  
Elizabeth Hoek

**Committee Ex – Officio Members**

**Community Safety Committee Minutes  
21 November 2023**



Chief Executive Officer  
Manager Community Development & Tourism  
Senior Ranger  
Department of Communities – Housing Authority

Debbie Terelinck  
Jaime Hawkins  
Kelle Walters  
Christine Frank

**Staff:**

Acting Executive Manager Community Services  
Community Development Administration Officer  
Executive Manager Corporate Service  
Business Solutions Coordinator

David Emery  
Alison Quin  
Colin Young  
Kunal Sarma

**Guests:**

WA Country Health Service – Wheatbelt  
WA Police Force – Wheatbelt District Office  
WA Police Force – Wheatbelt District Office

Danielle MacTaggart  
SSGT Martin Glynn  
A/SGT Brad Snashall

**4.2 APOLOGIES**

**APOLOGIES**

Department of Education  
Holyoake  
Local Drug Action Group  
WA Police Force – Wheatbelt District Office  
Department of Communities – Child Protection &  
Family Support  
Bridgeley Church of Christ  
Northam Police Station  
Wundowie Police Station

Sharon Bray  
Jesicca Daniels  
Rose Power  
SSGT Kim Mead  
Kirsten Arthur  
  
Kym Edwards  
SSGT Ross Eastman  
SGT Aaron Honey

**4.3 APPROVED LEAVE OF ABSENCE**

Nil.

**4.4 ABSENT**

WA Country Health  
Nyoongar Cultural Representative  
WA Police Force – Wheatbelt Office

Shani Toki  
Elizabeth Benning  
Shayne Price



**Community Safety Committee Minutes  
21 November 2023**

**5 DISCLOSURE OF INTERESTS**

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Nomination for Community Representatives on the Community Safety Committee	7.1	Elizabeth Hoek	Impartiality	Mrs Hoek nominated for the position of Community Representative.

**6 CONFIRMATION OF MINUTES**

**6.1 CONFIRMATION OF MINUTES FROM THE COMMUNITY SAFETY COMMITTEE MEETING HELD 15 AUGUST 2023**

**COMMITTEE DECISION**

**Minute No: CSC.109**

**Moved: Elizabeth Hoek**  
**Seconded: Jane Atterby**

**That the minutes of the Community Safety Committee meeting held on Tuesday 15 August 2023 be confirmed as a true and correct record of that meeting.**

**CARRIED 9/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

**Against:** Nil

Community Safety Committee Minutes  
21 November 2023



7 COMMITTEE REPORTS

7.1 Nominations for Community Representatives on the Community Safety Committee

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	David Emery (Acting Executive Manager Community Services)
<b>Officer Declaration of Interest:</b>	{custom-field-interest-do-not-remove}
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

BRIEF

To confirm the nominations received for the position of Community Representative on the Community Safety Committee.

ATTACHMENTS

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A. BACKGROUND / DETAILS

At the Special Meeting of Council held 25 October 2023, Council resolved that:

1. In accordance with Section 5.8 of the Local Government Act 1995 establishes the Community Safety Committee and endorse the Terms of Reference as provided in Attachment 7.5.1; and
2. In accordance with Section 5.9 and 5.10(1)(a) of the Local Government Act 1995, appointed the following Elected Members, Staff and Other Persons to the Community Safety Committee:

Voting Members:

- Two (2) Elected Member:
  - Cr J E G Williams
  - Cr A J Mencshelyi
- Officer In Charge of the Northam Police Station or nominated representative;
- Officer In Charge of the Wundowie Police Station or nominated representative;

**Community Safety Committee Minutes  
21 November 2023**



- One (1) representative of the Northam Roadwise Committee;
- One (1) representative of the Local Drug Action Group;
- One (1) representative of the Northam Chamber of Commerce;
- One (1) representative of the Department of Education;
- One (1) representative of the Department of Local Government, Sport and Cultural Industries;
- One (1) representative of Holyoake;
- One (1) representative of the local youth services
- One (1) representative of the Nyoongar Cultural Advisory Committee;
- Up to two (2) community representatives.

Calls for nominations for community representatives were published via the Shire of Northam website, social media and distributed via email networks. The nomination period was open for two weeks.

**B. CONSIDERATIONS**

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

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

The Community Safety Committee is established in accordance with Section 5.8 of the *Local Government Act 1995*.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

The call for nominations for community representatives on the Community Safety Committee was advertised via social media, the Shire of Northam





**Community Safety Committee Minutes  
21 November 2023**

website and via email through community networks from 31 October 2023.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	That the selected representatives cause damage to the reputation of the Community Safety Committee	Unlikely (2) x Minor (2) + Low (4)	The Committee representatives abide by the committee Terms of Reference.
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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

One nomination was received by Mrs Elizabeth Hoek. This leaves one vacancy for a Community Representative on this Committee and the Shire will continue to seek nominations as appropriate.

Community Safety Committee Minutes  
21 November 2023



**COMMITTEE DECISION**

**Minute No: CSC.110**

**Moved: Attila Mencshelyi**  
**Seconded: Emma Frank**

**That Community Safety Committee accepts the nomination of Mrs Elizabeth Hoek as a Community Representative on the Shire of Northam Community Safety Committee.**

**CARRIED 9/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

**Against:** Nil

**DISCUSSION**

Manger Community Development & Tourism, Ms Jaime Hawkins received an additional nomination prior to the meeting from Ms Mudmee Vigar. The nomination will be followed up with Ms Vigar as the form submitted was for a different Committee.

## Committee of Council Nomination Form

### 1. Complete your contact details:

Title: Mrs

First Name: Elizabeth

Surname: Hoek

### 2. Which Committee do you wish to nominate for:

SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

### 3. Have you previously been a member of this Committee or another Committee of Council?

Yes I have been a member of this committee up to the 2023 LGA elections

### 4. Tell us why you would like to join this Committee and what makes you a good candidate?

I have been on this committee for the past 2 years and feel that i have more to contribute. I have had a great deal of experience with dealing with community matters and have been on boards & committees at all levels of government and know the responsibilities and duties of committees of LGA's.

I have observed that there are many concerns in Northam regarding the safety of the community, and the importance of working together with the various agencies to ensure that programs, issues and actions are aligned or at least known by other agencies in a collaborative approach to safety matters to give strength to each others initiatives. The community representatives have an invaluable role to fulfil by bringing the practical aspects to the table eg, I put forward a question to the police at a recent meeting that people did not know the specific phone numbers to ring for police attendance etc - this resulted in the police creating fridge magnets with relevant numbers on it and distributing them to the public at recent Beyond Blue Day.

I take my committee position seriously as intended, as my contribution to the community.

Since purchasing the "Old Hostel" in 2016, I have seen first hand the impact of negative actions on community safety which can only be addressed by a wholistic approach and this committee provides that avenue of action.

### 5. Are you a member of any other community or cultural organisation? E.g. Progress Association, Historical Society. If so please list your membership status.

I am currently a member of the following local organisations

\* Avon Valley Arts Society - Committee member

\* Avonvale Primary School P&C Association - member

\* Avonvale Primary School's, School Council - Chairperson

\* Dept Education, Leadership Institutes, Boards & Councils Advisory Group 2023 - member by invitation

Community Safety Committee Minutes  
21 November 2023



Kellee Walters entered meeting at 11.17am

## 7.2 Public CCTV

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Kunal Sarma (Business Systems Coordinator)
<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 the Committee with an update on the outcomes of the independent audit of the public CCTV infrastructure undertaken by CCD-Alliance in 2022.

This report also seeks the Committee's support for the recommendations from the CCTV audit incorporating the policy, strategy and operational guidelines.

### ATTACHMENTS

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### A. BACKGROUND / DETAILS

The Shire appointed an independent consultancy to audit the existing CCTV infrastructure. The audit report is being utilised for seeking grant funds to improve the Shire's CCTV infrastructure.

The consultants conducted interviews with selected stakeholders, obtained feedback, reviewed specific Shire areas, reviewed existing IT infrastructure, network connectivity, and documentation reviews.

The audit identified:

- The existing public CCTV infrastructure is on Point-to-Point wireless network link which has limitations in terms of scalability, with the current load, it is recommended to be reduced.
- The existing cameras and lighting capabilities are not adequate to capture both day and night events.

Community Safety Committee Minutes  
21 November 2023



- The need for License Plate Recognition (LPR) cameras in certain areas was identified as requirements through stakeholder engagement.
- Consideration to further expand the CCTV presence across the Shire.
- Implementation of governance including the review of:
  - Video Surveillance Policy
  - CCTV Strategy
  - Operational Guidelines.
- Lack of comprehensive and structured approach, limited system visibility and security.

## B. CONSIDERATIONS

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

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

### B.2 Financial / Resource Implications

It is proposed to seek an allocation of \$50,000 through the Shire's 2023/24 budget review process to commence implementation of the recommendations.

### B.3 Legislative Compliance

The *Surveillance Devices Act 1998* (WA) (the 'Act') regulates the use of surveillance devices in Western Australia. It also restricts the communication and publication of information obtained through surveillance devices.

Under the Shire of Northam Safety & Crime Prevention Plan, it is the responsibility of the Shire to plan and implement strategies to address crime & safety within the Shire of Northam.

### B.4 Policy Implications

To develop and adopt the Shire of Northam Video Surveillance (VS) Policy as proposed on page 13 of the audit report.

### B.5 Stakeholder Engagement / Consultation

Consultations were conducted between CCD-Alliance and the following agencies: local Police and Shire of Northam staff.

Community Safety Committee Minutes  
21 November 2023



**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Needs additional funding through external grants	Almost certain (5) x Insignificant (1) = Moderate (5)	Shire officers to actively pursue external funding to implement new CCTV.
Health & Safety	Lack of CCTV poses a risk to the communities' perception of safety	Possible (3) x Minor (3) = Moderate (6)	Shire officers to actively pursue external funding to implement new CCTV.
Reputation	Lack of CCTV is damaging to the reputation of the Council	Possible (3) x Minor (3) = Moderate (6)	Improve the CCTV network, have better cameras and lighting set up.
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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The audit report enables the Shire of Northam to apply for grant funding to improve the public CCTV camera infrastructure which will assist local Police in identifying and preventing crimes and incidents.

The Following staged Strategy is outlined on pages 41 of the CCTV Audit.

Stage 1

- Reduce bandwidth load on existing PTP link for video capture and streaming by running Fibre Optic & power reticulation where practicable including running Fibre from Northam Rec Centre to the McDonalds CCTV pole across the Oval and

**Community Safety Committee Minutes  
21 November 2023**



running Fibre from the Visitor Centre to Bernard Park CCTV, Bridge CCTV cameras and Sound Shell Pole.

- Introduce a couple of mobile trailer CCTV cameras to the network for events and check hotspots areas.
- Improve lighting conditions to better utilization of existing cameras.

Stage 2:

- In this we plan to look into the physical CCTV cameras in place and improve them through upgrading with new camera hardware and repurpose the existing ones which are fit for purpose. In a few areas where required we can add ANPR cameras to capture vehicle details.

Stage 3 & 4:

- Here we investigate including new cameras to recommended priority areas being identified during the stakeholder engagement meeting. Including expansion of the Current System.

**COMMITTEE DECISION**

**Minute No: CSC.111**

**That the Community Safety Committee endorse the following recommendations being presented to Council:**

- 1. Endorse the CCTV Audit Report incorporating the CCTV Strategy, CCTV Policy and Operational Guidelines as presented.**
- 2. Request that Council consider an allocation of \$50,000 at the 2023/24 budget review to commence the implementation of the CCTV Audit Report.**
- 3. Request that the Chief Executive Officer develop a Video Surveillance Policy for the Shire of Northam.**

**Moved: Theresa Lee  
Seconded: Attila Mencshelyi**

**Carried: 9/0**

**Community Safety Committee Minutes  
21 November 2023**



**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

**Against:** Nil

**DISCUSSION**

Northam Police representative SSGT Martin Glynn praised the very detailed plan, stating that CCTV is very beneficial with 86% offences solved with CCTV. Mobile CCTV provides the ability to monitor offences as they develop. Previous Christmas event would have been supported by this.

SSGT Glynn, inquired about whether there is a Memorandum of Understanding between the Shire of Northam and Police. Executive Manager Corporate Services, Mr Colin Young informed the Committee members that there is not, and Police had previously said they would look at providing some examples of others that are in place. SSGT Glynn agreed that he will source a Memorandum of Understanding.

The Executive Manager Corporate Services stated that mobile CCTV was recommended by Police and Ranger Services. Without grant funding it is a stretch on the Council budget to implement. He explained that the selected locations came from conversation with SSGT Ross Eastman. Location priorities came from Police and community including the Youth Park.

The Chief Executive Officer informed Committee members that in her previous experience in other local governments, mobile CCTV set up where Police have direct access to the footage is successful.

Northam Police representative, SSGT Martin Glynn further suggested a ring of cameras around Northam for identifying people at particular locations is helpful. He applauds the Shire of Northam for their work in this space and offered that Police are happy to support.

Presiding Member, Cr Julie Williams, asked if the lighting will be picked up during the lighting audit. Manager Community Development & Tourism advised it will.





## Shire CCTV Audit incorporating

- CCTV Policy
- CCTV Strategy
- Operational Guidelines

Prepared by  
**Arthur Barker / Brad Campbell**

07/11/2022 R1.2

## CCD-Alliance

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## Preparation of Document

Revision	Date issued	Description	Prepared	Checked	Approved
Rev 1	13/08/22	Draft	BKC	AJB	BKC
Rev 1.1	19/08/22	Draft	AJB	KJC	KJC
Rev 1.2	07/11/22	Draft	AJB	BKC	BKC
Rev 2	10/08/23	Final		KS	KS
Rev 3	20/09/23	Final		CY	CY
Rev 4	10/10/23	Final		CY	CY

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## Contents

1. Introduction .....	7
2. Methodology.....	7
2.1 Information collection and review of existing infrastructure .....	7
2.2 Correlation of Collected Information .....	8
2.3 Draft Video Surveillance (VS) Strategy, Policy and Operational Guidelines.....	8
2.4 Video Surveillance (VS) Operational Guidelines.....	9
2.5 Additional technical analysis.....	9
3. Data gathered from stakeholder interviews .....	9
3.1 Context of the information gathered.....	10
3.2 Summary of observations discussed with WAPOL.....	10
3.3 Summary of Observations with Stakeholder Groups .....	11
4. Video Surveillance (VS) Policy .....	13
5. Strategy.....	14
5.1 Purpose .....	14
5.2 Objectives.....	15
5.3 Corporate Governance.....	15
5.4 Evaluation of requests for Video Surveillance (VS) assets.....	16
5.4.1 Defining Outcomes required by the Video Surveillance (VS) assets .....	17
5.5 Method of procurement .....	17
5.6 System planning .....	17
5.6.1 Camera locations and selection.....	17
5.6.2 Purpose for each camera (duty statement).....	18
5.6.3 Performance testing of proposed equipment .....	20
5.6.4 Equipment Installation and locations .....	22
5.7 Building power solution .....	24
5.8 Field equipment connections .....	25
5.9 Networking into SoN system.....	25
5.10 Detailed System Design .....	25
5.11 Resource Requirements .....	26
5.12 Impact Statement .....	26
5.13 Training Requirements .....	26
5.14 Acceptance testing.....	27
5.15 Commissioning – Compliance Audit and Sign off.....	27
5.16 Provision for external authority connections.....	27
5.17 System maintenance .....	27
5.17.1 Defects Liability Period (DLP).....	28

CCD-Alliance Pty Ltd	Shire of Northam	January 2023
5.17.2 Rectification Maintenance.....		28
5.17.3 Preventative Maintenance.....		28
5.18 System operation.....		28
5.19 Future expansion of the system.....		29
5.20 Wearable & Personal Worn Devices.....		29
5.21 Vehicle Mounted or Mobile Video Surveillance (VS).....		29
5.22 Performance management.....		29
6. Operational guidelines.....		30
6.1 Requests for visual data.....		30
6.2 Use of Video Surveillance (VS) equipment.....		31
6.3 Storage and retention/disposal of data.....		31
6.3.1 Storage of data.....		31
6.3.2 Retention times and disposal of data.....		32
6.4 Complaints regarding the SoN's Video Surveillance (VS) assets.....		35
6.4.1 Registering of a complaint.....		36
6.4.2 Dealing with a complaint.....		36
7. Review of the Existing system.....		37
7.1 Review of the systems in place.....		37
7.2 Review of the Video Surveillance (VS) system infrastructure.....		37
7.2.1 Stand-alone NVRs (Network Video Recorders).....		38
7.2.2 System cabling.....		38
7.2.3 IT Connectivity.....		38
7.2.4 Storage systems/devices.....		38
7.2.5 Viewing solution.....		39
7.2.6 Visual Data retrieval and provision.....		39
7.3 Review of cameras in place.....		40
7.3.1 Summary of the technical issues that were identified with received vision.....		40
7.3.2 Shire Strategy for Implementing Project.....		41
7.3.3 Additional Locations Identified by the Shire.....		42
8. Appendices.....		46
Appendix 1 – Précis of the Desktop Issues.....		47
Appendix 2 - Day and night camera screenshot review.....		46
Appendix 3 - Contractor Experience and Knowledge Guidelines Dec 2021.....		460
Appendix 4 - Community Safety and Crime Prevention Plan (CSACPP).....		65
Appendix 5 – Northam Network Restructure.....		88

## 1. Introduction

This report comprises the response to the project for the development of a Video Surveillance (VS) Strategy, Policy and Operational Guidelines for the Shire of Northam (SoN).

The project has been undertaken by CCD-Alliance. The report has been compiled in a manner to simplify the verification of the items included in the CCD-Alliance submission.

The report has been constructed so that large elements of text and images relevant to deliverables and/or data to display issues identified have been incorporated as Appendices. Where this occurs in the document, the details are explained.

## 2. Methodology

The methodology employed to develop the SoN's Video Surveillance (VS) Strategy, Policy and Operational Guidelines comprised three stages. These are:

1. Information collection from selected stakeholders, review of 1 selected location, review of existing systems and associated infrastructure;
2. Correlation of collected information; and the
3. Development of a Draft Video Surveillance (VS) Policy, Strategy, and Operational Guidelines.

### 2.1 Information collection and review of existing infrastructure

During the information collection/review phase, we have also assessed the existing SoN processes, equipment performance and systems configuration.

This has comprised of the following steps:

1. Internal and external stakeholder interviews;
2. Walk through reviews of the specific areas of the SoN;
3. Obtaining feedback from specific stakeholders in relation to:
  - a. Reasons for Video Surveillance (VS) installation in the Townsite; and
  - b. Performance outcomes required for each imaging device in the SoN Townsite system.
4. Independent review (in the form of a Desktop Audit) encompassing archived Video Surveillance (VS) System imagery to determine performance and ability of installed hardware (imaging devices and recorders) to deliver acceptable performance outcomes.
5. Review of available information relating to IT infrastructure:
  - a. IT connectivity;
  - b. Network schematics: and
  - c. Communications infrastructure and transmission media.
6. Documentation:
  - a. Review of current Security Policies and/or Procedures used for procurement of Video Surveillance (VS) systems and associated infrastructure/devices – Not Available.
  - b. Review of available site incident details and WAPOL crime statistics – from CSCPP;

- c. Review of Current Procurement Documentation;
- d. Review of existing specifications or tender documentation containing installation and maintenance requirements;
- e. Review of job completion and commissioning documentation;
- f. Review of internal documentation requesting Video Surveillance (VS) infrastructure for installation; and
- g. Copies of existing inspection and test records for each site – Not Available.
- h. Procedures for After Hours Callouts – Not Available
- i. Complaint Handling Procedure for Video Surveillance (VS) System Applications – Not Available

## 2.2 Correlation of Collected Information

The information collected above, where the information is available, has been analysed and cross referenced, and subsequently distilled into this report. The information required is contained in the following sections, and this then forms a basis for the development of the Draft Policy, Strategy and associated documentation.

The observations, assumptions and recommendations were based on information gathered by the Consulting team, and/or provided by the SoN during stage 1.

Note: The details of each interview with each stakeholder have been recorded and will be retained by the Consultant. We have summarised the outcomes of each group of stakeholders, and these have been taken into account in the preparation of this report. The most productive method of gathering information is NOT to attribute data gathered to any personality, rather to attribute outcomes to the group.

## 2.3 Draft Video Surveillance (VS) Strategy, Policy and Operational Guidelines

The draft deliverable document compilation has been based on the correlated information from stages 1 and 2.

This information underpins the development of the following:

1. Video Surveillance (VS) Policy – This a guiding document that is available for display and defines the intention for deployment of Video Surveillance (VS) assets within the SoN and how it will be achieved. The Policy includes, but is not limited to the headings nominated, with the scope of works.
2. Video Surveillance (VS) System Strategy – This document assesses the current status of the selected Video Surveillance (VS) System solution at the SoN and plots a pathway for the solution to move forward in a manner that:
  - a. Optimises the value of the existing infrastructure;
  - b. Provides a methodology to incorporate all the current Video Surveillance (VS) assets, as part of a Shire wide Video Surveillance (VS) solution; and
  - c. Defines a method of procurement to optimise value of the investment Video Surveillance (VS) System assets.



#### 2.4 Video Surveillance (VS) Operational Guidelines

This is a compilation of documents that address:

1. Requests for visual data;
2. Use of Video Surveillance (VS) equipment;
3. Storage and retention/disposal of data including:
  - a. Storage of data; and
  - b. Retention times and disposal of data.
4. Complaints regarding the SoN's Video Surveillance (VS) assets, including:
  - a. Registering a complaint; and
  - b. Dealing with a complaint.

#### 2.5 Additional technical analysis

To achieve the outcomes of items 2.1 to 2.4 above required a detailed analysis of the existing technology solution. The analysis included:

1. A review of the existing infrastructure which includes the:
  - a. The head-end software that is used to manage and monitor the gathered vision;
  - b. The recording apparatus that records the vision;
  - c. The communications network that connects the recording apparatus into the Central management point; and
  - d. The field equipment (cameras) and supporting infrastructure that gathers the vision.
2. A review of the vision of cameras deployed within the nominated SoN site. It should be noted that not all cameras had vision supplied with motion as requested at the time of the review. The analysis includes screen shots of the recorded vision for both day and night conditions as supplied by the Shire. The analysis comments on any deficiencies of each screenshot.
3. An analysis of the Shire of Northam Video Surveillance System when measured against the acquittal documentation utilised and compared to the previous State Video Surveillance (VS) strategy.

### 3. Data gathered from stakeholder interviews

As part of this commission to develop a Video Surveillance (VS) Strategy for the SoN, there was a need to understand the context of safety and security within the Shire. To achieve this required us to collect data, which is summarised further within this report.

#### Interview/Reviews conducted

As part of gathering the data to clarify this understanding, the following external organisations and/or areas of the Shire were interviewed and/or reviewed. These included:

1. Western Australian Police (SoN);
2. Shire of Northam CEO, IT Manager/Department;
3. Local Police representatives: Confidential;
4. Northam – Internal and External Stakeholders;

- a. Michelle Blackhurst
  - b. Colin Young
  - c. Jo Metcalf
  - d. Muhammad Iqbal
  - e. Robert Beardsmore
  - f. Shane Moorehead
5. Brief review of the Northam Townsite; and
  6. Brief review of Recreation Centre.

### 3.1 Context of the information gathered

The data and information gathered from the stakeholders interviewed provide context that informs aspects of the development of the Video Surveillance (VS) Policy and Strategy. These aspects include:

- 1) The threats/crimes that can impact on the safety and security of:
  - a) SoN's assets, which include:
    - i) Human capital – Staff and residents;
    - ii) Human capital – People who work within the SoN;
    - iii) Physical assets – Buildings, vehicles, tools etc. that are used by the SoN in performing their functions as a local Government and which belong to the SoN;
    - iv) Physical assets provided by the SoN to support the community;
    - v) Information both hard and soft copy;
  - b) Commercial organisations that operate within the SoN;
  - c) Government authorities that operate within the SoN;
  - d) Community organisations that provide support to residents of the SoN;
  - e) Sporting organisations that provide services to the SoN;
- 2) Elements of the privacy of the human capital involved in item 1) above; and
- 3) The capital, maintenance, and operational costs of the SoN Video Surveillance (VS) solutions.

### 3.2 Summary of observations discussed with WAPOL

- 1) Local Police are interested in progressing the Video Surveillance (VS) System strategy and developing a technical solution that will allow the State to consider use of strategic vision from the SoN at some time in the future. The connectivity and method of gaining this vision has yet to be agreed between WAPOL and the SoN;
- 2) When Imagery is available, a large proportion of the prosecutions that are being made by WAPOL within the SoN Shire are as a direct result of available Video Surveillance (VS) System recorded imagery. This is gathered from both the SoN infrastructure located in the Northam Police Station and other private and/or commercial sources;
- 3) The quality of the imagery impacts on the ability to prosecute and/or the success of the prosecution;
- 4) The SoN provides WAPOL with requested vision for incidents that occurred under the view of SoN cameras promptly and efficiently.

*Because of the time taken to extract information from the existing system, the data is usually provided via localised recording onto Police mobiles and then Direct upload to WAPOL Evidence Portal or on a thumb drive;*

- 5) The quality of vision obtained from the SoN cameras depends on:
  - a) The facility in question;
  - b) The lens setting and/or camera operation in question at the Site/within the facility;
  - c) Available Scene Illumination; and
  - d) The time of day.
- 6) The night vision available is rarely, if ever, satisfactory to assist in the solution of crimes;
- 7) A significant number of criminal acts (by number) occur after dark at the commercial centres within the Shire CBD and Locality (i.e., Main Streets, Hotels, Sound Shell Area, Service Station, Skate Park etc.) and to a lesser degree during daylight hours, however the usefulness of the images produced is lacking, and quality vision at particularly night would be of significant advantage in the solution of crimes and anti-social behaviour;
- 8) There are significant issues attributed to groups in the shire that gravitate to the Skate Park / Oval / Exhibition area, Riverside areas (near walkway over river and various hotels within the main street that present significant issues with drugs / alcohol, and other Antisocial Behaviour (ASB) which impact on the good order of the Shire;

### 3.3 Summary of Observations with Stakeholder Groups

- 1) The Shire of Northam are particularly interested in ensuring the Video Surveillance (VS) systems can facilitate:
  - a. Assistance to the WA Police Force for both proactive and investigative policing;
  - b. Provide real time ANPR Text streams to be processed by Police Central (Perth)
  - c. The ability to inform situational awareness across the Shire and internal to facilities;
  - d. The ability to facilitate post event investigation for both the town centre and internal to Shire facilities; and
  - e. Data mining and utilisation information to allow analysis of traffic flow, occupancy, pedestrian engagement and hotspot analysis.
- 2) Groups programs  
The Shire of Northam promote social engagement throughout the area with periodic attractions in addition to initiatives to activate social areas within the town centre. There is a strong desire to leverage the Video Surveillance (VS) imaging to allow analysis of traffic and pedestrian activity in and around these areas.
- 3) Social centres  
As a larger regional centre, the Shire of Northam attracts ongoing community participation in both continuous and seasonal activities. Monitoring and analysis of these areas and associated activities will allow the Shire to better focus and

target resourcing and marketing, along with keeping the local Police informed as to activities to increase efficiency in local law enforcement.

- 4) Social groups staff and volunteers;  
The facilities across the Shire of Northam are managed by a cross section of the community ranging from dedicated staff through to organised volunteers. This presents challenges in the management of Video Surveillance (VS) from a regulatory and oversight perspective where footage is used for both live situational awareness and incident management as it requires exposure to persons who may not be bound by the policies and procedures required as part of the control strategy.
- 5) There is no known ongoing interaction between social groups and the SoN safety and security staff, nor with WAPOL.
- 6) Social groups tend not to interact with each other. This tends to inhibit communications and interaction, that has the potential to limit and mitigate threats that can apply to all groups.
- 7) There has never been a threat, vulnerability and risk assessment completed in relation to any of the townsites previously. This is a keystone item both within the CSCPP and the new Australian Standards for Video Surveillance for use in Security Applications (AS/NZS 62676:2020).
- 8) The WA Police Force make extensive use of the installed cameras when they are functioning. As the prime interface with the SoN Video Surveillance (VS) system, as a stakeholder they currently gain the most value from the systems. The prime concern raised over the current installation was the lamentable reliability of the system with the following specific issues:
  - a) PTZ Cameras are OK when properly aimed and controllable, however due to the system reliability issues they were often difficult or impossible to control and as a result provided little value to the system as a whole.
  - b) The lack of reliability of the PTZ cameras and views often have the Police attempting to use digital zoom on cameras that provide insufficient native resolution to achieve a usable outcome and result in reduced effectiveness for the operator.
  - c) The lack of maintenance coupled with the solar power system on several existing poles ensured those cameras dropped offline frequently on days with limited solar input. Additionally, the increased load at night provided by the internal IR illumination ensured the cameras dropped out soon after nightfall.
  - d) Several cameras demonstrated issues with high ambient temperatures and would cease to function.
  - e) The distributed imaging network with centralised recording ensured that any transient wireless networks issues (such as those experienced with heavy inclement weather) ensured that no useful images are recorded from the affected cameras.

- f) The placement and configuration of most of the cameras is such that they provided limited value for any investigation as there is no way to positively identify a person/persons or vehicles in or passing through an area.
- g) The ability to capture and identify vehicles (make, model, colour) and number plates (preferably with an automated recognition system) would be of significant value in addressing some of the drug and alcohol related community incidents.

#### 4. Video Surveillance (VS) Policy

The following is a draft Video Surveillance (VS) Policy utilising the headings that were provided as part of the Proposal.

The Policy will need to be endorsed by the SoN for deployment, we suggest, on the SoN web site, and where possible, displayed in all buildings and/or assets where SoN Video Surveillance (VS) systems are to be deployed.

In populating the clauses, headings provided as part of the Proposal, we believe that the SoN could significantly enhance the Policy by adding clauses on why and how the SoN uses and deploys Video Surveillance (VS). These have been included in the **Draft** Policy (Overleaf).

It is recommended that the Video Surveillance (VS) Policy is no larger than can be displayed on a single A4 page.

##### **Shire of Northam VIDEO SURVEILLANCE (VS) Policy**

*The Shire of Northam (SoN) will deploy, operate, and manage their Video Surveillance (VS) systems in accordance with the following Policy.*

1. *The SoN, as part of its Community Safety and Crime Prevention Plan utilises Video Surveillance (VS) systems to:*
  - a. *Enhance the safety of residents, visitors, staff and officials of the SoN;*
  - b. *Assist in protecting the assets of the SoN;*
  - c. *Deter crimes and antisocial behaviour within the SoN and its assets; and*
  - d. *Provide recorded vision to assist in investigations by the SoN and/or relevant Government Authorities in the solution of committed crimes or anti-social acts.*
2. *The systems deployed by the SoN will be undertaken in accordance with the SoN's' Video Surveillance (VS) Strategy.*
3. *All the SoN's Video Surveillance (VS) solutions shall be the responsibility of the Chief Executive Officer. The CEO shall delegate responsibilities for the development and implementation of all Video Surveillance (VS) assets, including the strategies that guide their deployment and the corporate governance that controls their operation and maintenance.*

4. *The SoN's management and staff will operate and manage the Video Surveillance (VS) solution in strict accordance with this Policy. Any Non-Compliance with this Policy will be dealt with in accordance with the SoN's standard disciplinary guidelines.*
5. *The Video Surveillance (VS) solution will be operated in accord with the SoN's Standard Operating Procedures and Guidelines. These are configured to meet the requirements of the relative Australian Standards AS/NZS 62676:2020 Video Surveillance for use in Security Applications, the Surveillance Devices Act 1998, the General Disposal Authority for Local Government Records DA 2015-001-1 – Status Date 24/10/2017 and the State Records Act 2002.*
6. *The SoN will provide appropriate Video Surveillance (VS) signage to inform members of the public, at all locations the Shire's cameras systems are deployed.*
7. *The SoN will ensure that all Video Surveillance (VS) systems and system elements will be appropriately secured to protect the privacy of the data during either transmission and/or storage.*
8. *It is the SoN's objective that all the Video Surveillance (VS) solutions are all designed, installed, and operated in accordance with the relative applicable:*
  - a. *Legislation;*
  - b. *Australian Standards; and*
  - c. *Current Western Australian Government Strategies and Guidelines.*
9. *Only the SoN's operator and WALPOL that are authorised and approved by the CEO will be able to access the vision that is generated and stored by the Video Surveillance (VS) solution. This also includes the provision of data to legally authorised entities.*

## 5. Strategy

### 5.1 Purpose

The purpose of the Video Surveillance (VS) Strategy is to guide the further development of the SoN's Video Surveillance (VS) solution as a complimentary element of the Shire's Community Safety and Crime Prevention Plan (CSACPP), a copy of which is attached in appendix 4.

One of several outcomes of the Shire's comprehensive (CSACPP) is the development of a Video Surveillance (VS) Strategy. There are also several other items including:

- The need to develop interaction between the social groups who are located within the SoN;
- The need to engage in a more formal way (An MOU was suggested) with WAPOL offices located within the SoN;
- The community respondents to a SoN Survey:

- Identifying a need for “increasing” Video Surveillance (VS) Measures; and
- Feeling unsafe around public amenities.

There were other outcomes that were identified within the CSACPP that relate in varying ways for the use of Video Surveillance (VS), as a safety and security tool.

Video Surveillance (VS) also has been identified by Police (Northam) as one of their most valuable tools in the solution of reducing local crimes. In many cases the Video Surveillance (VS) system did not record the actual crime solved but the Video Surveillance (VS) assets were able to confirm movements and travel patterns that assisted in the solution of the crime and subsequent prosecution.

Brief reviews of the more salient facilities in the Shire indicates that the use of Video Surveillance (VS) within these facilities are clearly a valuable tool in the protection of these assets and for their integration into the SoN's CSACPP.

## 5.2 Objectives

The objective of the use of Video Surveillance (VS) within the SoN is to develop it as an element of the Shire's CSACPP and support the Shire's endeavours to provide a safe and secure environment to the staff, administration, residents, commercial operatives and visitors to the SoN.

The Shire and several of their stakeholders have found that Video Surveillance (VS) can be an invaluable tool in assisting the Shire (and WAPOL) in the solution to reducing crime, as well as the protection of the Shire's assets.

Video Surveillance (VS) is also considered an asset in public spaces in being able to confirm trends and issues applicable to antisocial behaviour.

It is a further objective to ensure that the Video Surveillance (VS) systems deployed by the SoN are readily usable, reliable and that the relevant imaging acquired by the systems of persons, vehicles or scenes will satisfy the criteria and outcomes for which the Video Surveillance (VS) system was procured.

## 5.3 Corporate Governance

The SoN's Video Surveillance (VS) solution shall be the responsibility of the Chief Executive Officer. The CEO shall delegate responsibilities for development and implementation of all Video Surveillance (VS) assets including the strategies that guide their deployment and the corporate governance that controls their operation and maintenance.

The SoN provides appropriate corporate Governance in the deployment, operation, and management of their Video Surveillance (VS) assets to ensure that they:

1. Are designed, procured, and installed in the most cost-effective manner to deliver the quality of vision for which they are procured;

2. Comply with all applicable Government legislation, regulation and State sponsored Strategies and Guidelines; and
3. In compliance with the SoN's Video Surveillance (VS) Policy.

#### 5.4 Evaluation of requests for Video Surveillance (VS) assets.

Before any investment is made in procuring and installing additional Video Surveillance (VS) solutions within the SoN, the following process needs to be seriously considered.

1. A formalised request is made by some element of the SoN for an additional Video Surveillance (VS) solution to be implemented at some asset of the SoN. This is usually generated because of some criminal act and/or credible threat(s) that was made, and/or occurred.

The Criminal Act and/or credible threat could involve:

- a) The criminal act has been carried out and has been successful;
- b) The threat being an assumed threat, as there is evidence a like criminal act was carried out on a like facility;
- c) A threat has been advised to the SoN, because of intelligence from stakeholders; and/or
- d) Anti-social behaviour is occurring and impacting on the operation of the facility and is likely to escalate.

Regardless of the reason for the request, the formalised request should include the costs the SoN has incurred (or likely to incur) by the criminal acts or threats, as identified being undertaken and/or likely to being successful.

2. The request and criminal act/threat will be analysed and if in the case of the threat deemed credible, a desktop analysis will then be undertaken to define a notional solution and how that might be implemented so that a notional budget can be established.
3. A risk assessment will then be undertaken to determine if the crimes/threat that initiated the call for the system in item 1 above might be mitigated by the implementation of a Video Surveillance (VS) solution. The risk assessment should as a minimum:
  - a) Include cost criteria in the consequence analysis to enable consideration of any economic benefit that might be derived from the implementation of the system; and
  - b) Also consider the intangible benefits that are likely to be achieved, to which "cash return" might not as readily be accorded.

The threat assessment MUST be underpinned by a risk context statement that clearly identifies a holistic approach which includes discussions with pertinent stakeholders that are directly impacted by the crime/threats and the possible risk mitigating technology.



4. If the risk assessment meets the SoN's criteria and the SoN management agrees and approves the project, the Video Surveillance (VS) project can then proceed.

#### 5.4.1 Defining Outcomes required by the Video Surveillance (VS) assets

Once the SoN has approved the project to proceed, a Video Surveillance (VS) system Brief or outcomes solution should be generated. This should include:

1. The outcomes that the Video Surveillance (VS) solution is anticipated as being able to achieve for the SoN;
2. How the system is expected to achieve those outcomes;
3. How the system is to be an integrated element of the SoN's CSACPP; and
4. How the system is to be integrated into the SoN's Shire wide Video Surveillance (VS) solution.

Once the above has been determined and signed off by the relative authority within the SoN, the Video Surveillance (VS) technical planning/pre-planning can proceed.

#### 5.5 Method of procurement

The method of procurement of any of the SoN's Video Surveillance (VS) assets will take into consideration:

1. The technical parameters of the project, and the capabilities/qualifications required of the systems designers;
2. The ability of the delivered system to provide the outcomes as defined in 5.4.1 above;
3. The impact of the new Video Surveillance (VS) systems on the SoN's IT solutions and networking infrastructure; and
4. The most cost-effective method of achieving the delivered solution in capital, operational and ongoing maintenance.

#### 5.6 System planning

Once the outcomes of the system have been agreed, the following solution strategy needs to be considered.

##### 5.6.1 Camera locations and selection

Location of cameras shall be clearly defined in the pre-planning document.

The Video Surveillance (VS) Stage 1 pre-planning document is contained in Appendix 5. Prior to release of any documentation, a review of the proposed placement and location of all Video Surveillance (VS) infrastructure together with the required outcomes for each imaging device should be completed out by a person competent in understanding the requirements associated meeting the outcomes, to ensure the proposed location is fit for purpose.

Camera locations shall ensure an unobstructed view of the target area. They should also:

1. Overlap camera views with sufficient cameras and placement that maximize the continuous recording of a target person moving throughout the site;
2. Avoid back-lit areas and bright or flashing lights in the camera's field of view;
3. Incorporate cameras that achieve Face Identification level of resolution in the system design using optical characteristics, not utilising digital enhancement or digital zoom;
4. Remove or reposition advertising banners, rotating signs and/or other objects that obstruct camera views;
5. Consider 24 hour, all year-round operation to ensure the camera view is not compromised by changing conditions such as landscaping, the changing seasonal position of the sun, car headlights, street and building lights or motion sensor lights; and
6. Optimise Face Identification positions at entries, exits, pinch or choke points and point of sale areas.

Placement of cameras should consider the locations ability to deliver these outcomes together with the ability of the location to prevent damage to or theft of the asset(s).

Fake or Dummy video cameras or housings shall not be used.

Video Surveillance (VS) cameras must not zoom into or pry into any private residence, or otherwise abuse the privacy of the public.

Appropriate signage must be installed advising Video Surveillance (VS) is operational (i.e., In areas where Video Surveillance is in use, on buildings exteriors and internal areas where Video Surveillance (VS) is to operate).

#### 5.6.2 Purpose for each camera (duty statement)

The purpose or required outcomes for each camera will be clearly defined in the design documentation.

The purpose of each camera will be broken down into 4 resolution categories. These are: –

1. Identification;
2. Recognition;
3. Observation; and
4. Detection.

Each resolution category does not rely on purely TV Lines, MM Resolution or Pixels per Meter (PPM), or the outcome based on the ANZPAA test chart. Imaging outcomes will be based on performance criteria defined will consider the following:

- Resolution capability of the camera or imaging device;
- The cameras dynamic response to varying light conditions;

- The cameras' ability to resolve moving targets (Night and Day);
- Scene illumination for low light application; and
- Mounting and Environmental conditions.

General Outcomes per Purpose (to be confirmed through Risk Assessment)

Location	Required Outcome	Pixels Per Meter in Target Area	Recording Frame Rate
Entry / Exit	Identification	303 Pixels Per Meter	25 Images Per Second
Reception Desk	Identification	303 Pixels Per Meter	25 Images Per Second
Waiting Rooms	Recognition	100 Pixels Per Meter	12.5 Images Per Second
Playgrounds	Recognition	160 Pixels Per Meter	12.5 Images Per Second
Corridors	Observation	100 Pixels Per Meter	12.5 Images Per Second
Car Park	Detection	62 Pixels Per Meter	6 Images Per Second
License number Plate Capture	Plate Capture Regardless of Light, Speed of Vehicle to be Specified per Location	303 Pixels Per Meter	12.5 Images Per Second min. May change on location. Pre-Roll to be enabled to ensure sufficient time prior to the event is recorded for LPR

Note: PPM Metrics exceed those listed in AS/NSZ62676:2020 to assist with low light resolutions which suffer in low light conditions. All outcomes are based on the required resolution being achieved in low light applications with motion within the defined target area.

#### 5.6.2.1 Identification

Cameras are required to provide identification use imaging that is required to deliver 303 PPM imaging of the target area, regardless of time of day, scene lighting and motion. These areas typically include:

- Entry / Exit Doors;
- Reception Areas;
- Counters; and
- Chokepoint or other identified locations.

#### 5.6.2.2 Recognition

Cameras are required to provide recognition use imaging that is required to deliver 160 PPM imaging of the target area regardless of time of day, scene lighting with motion.

These areas typically include:

- Waiting Rooms;
- General Circulation areas; and
- Playgrounds.

#### 5.6.2.3 Observation

Cameras are required to provide observation use imaging that is required to deliver 100 PPM imaging of the target area. These areas typically include vehicular / personnel traffic flows.

#### 5.6.2.4 Detection

Cameras are required to provide detection use imaging that is required to deliver situational awareness only 62 PPM imaging of the target area. These areas typically include general internal/external area overviews.

#### 5.6.2.5 Special Applications

Special Application cameras such as License Number Plate Capture (LNPC) cameras are required to deliver identification imaging of the vehicle number plate details, which provides clear resolution of the plate in all lighting conditions. Speed requirements will change depending on location.

#### 5.6.3 Performance testing of proposed equipment

Imaging equipment and recording devices should be tested prior to purchase, to ensure they are fit for purpose and meet all performance-based criteria.

All imaging devices (cameras) should be tested to ensure they are suitable to deliver acceptable imaging under all conditions. Testing regimes and methodology should be developed to facilitate standardised testing regimes and performance outcomes.

Cameras should be tested under various conditions incorporating daytime, night-time, dawn, dusk, under both static and motion conditions with sample imaging gained and stored for later comparison.

Pan, Tilt and Zoom cameras should furthermore be tested to determine the effects of low frequency vibration for pole top mounted units.

Cameras that use technologies which extend times that shutters are held open in low light conditions should have those technologies deactivated or should not be considered.

#### 5.6.3.1 Camera Testing

All cameras shall be upgraded to the latest VMS compatible firmware prior to testing.

Cameras to be tested are to be placed side-by-side with the same field of view (FoV) and connected to the same Video Management System (VMS) which has been configured similarly for all cameras (recording resolution, frame rate, quantitative/compression settings, date time stamping and motion areas) undergoing testing.

The test site/division within the VMS, specifically set up for testing of devices shall be used as is segregated from all but the Admin and Installer users. Minimum shutter speeds shall be manually configured in the camera to 1/30s to eliminate differences between manufacturers slow shutter adjustment under low light.

Settings within each camera are to be optimised for the scene in which it is to be tested. In the event that the camera is to be used in bright, backlight and low light environments, the optimal setting for this camera is to be configured to perform for each scene/role. Records shall be kept of each set of configuration parameters to allow later deployment.

During setup, attention should be paid to the camera performance to identify any abnormalities. In the event that the image quality is substandard, recheck settings and if required contact the manufacturer or manufacturer's representative for clarification.

The cameras are to be subsequently tested in each scene for which they are to be utilised. This includes use of resolution test charts to confirm the required detail resolutions will be achieved.

For example, an entry/exit camera would be tested in low light, harsh light and strong backlight conditions. This would ideally happen on site or in a location that would duplicate actual site conditions.

Nominal test lighting conditions and times to be used:

- Illumination Levels (target area) – 0.1 Lux, 0.5 Lux, 1 Lux, 5 Lux, 10 Lux; and
- Review of Recorded Site Imaging – 1 AM, 5 AM, 6 AM, 12 noon, 1 PM, 5 PM, 7 PM.

Pan, Tilt and Zoom cameras shall (in addition to the above procedure) be tested to verify:

- Maximum Pan and Tilt rotation angles and any intermediate pre-stops within them;
- Blind spots created where PTZ units do not provide full 360° rotation;
- Rotational speed meets requirements for tracking objects, inclusive of speed of calling between pre-set positions; and
- The effects of induced vibration into the PTZ mechanism and how it affects home position. This is especially important when the testing PTZ is being mounted on poles as low-level vibration within poles may cause home positions to move affecting all pre-set positioning programmed within the camera head.

Still images from comparable cameras should be collated side-by-side to provide a direct and simple comparison.

Images from camera testing are to be recorded on the video management system and then reviewed following the completion of the testing. It is strongly recommended to include the SoN Security Technical Officer in the review of all results.

It is recommended to compare and score cameras for the scene performance in relevant areas as per the following criteria:

- Bandwidth utilisation – bright light/low light;
- Quantisation/Compression;
- Detail Resolution performance;
- Image Quality for each scene in both still and motion conditions. Aspects to be considered include:
  - Colour;
  - Saturation;
  - Graininess and the effects of automatic gain control as light levels decrease;
  - Smear and Motion Blur;
  - Ability to handle lighting extremes such as headlights or dusk/dawn sunlight environment looking directly at camera;
  - Optical correctness of dome covering camera lens;
  - Effect of altering camera shutter and frame rates in low light situations while using camera motion detection; and
  - LNPR cameras furthermore shall be tested utilising vehicles fitted with various types of number plates and spotlights.
- The imaging device's ability to trigger motion events on the Video Management System;
- Ease of Use, firmware upgrade;
- Mounting (Mounting Options) – type and cost;
- Ease of setup/maintenance of cameras especially PTZ's on mounting brackets. This includes installation times of each unit tested;
- Availability and cost; and
- Local technical support.

#### 5.6.3.2 Recorders

Network Video Recorders, Servers, Workstations, and Storage Appliances should be tested in operational conditions to ensure adequate functionality. All equipment should have the throughput and bandwidth limitations clearly defined and operate under a load that does not exceed 80% of its rated maximum throughput.

#### 5.6.4 Equipment Installation and locations

All Video Surveillance (VS) equipment and infrastructure should be installed in accordance with the manufacturer's recommendations.

##### 5.6.4.1 Internal Cameras

The position of scheduled identification cameras shall be such that the camera is no more than 15° above the horizontal plane of 1.8 m target height.

Cameras located nearby or providing surveillance of areas with glazing or daylight shall have true wide dynamic response (WDR). Other cameras located in areas with only

artificial lighting that are not subject to rapid significant changes in illumination may have standard dynamic response.

Cameras providing surveillance of corridors, hallways or the like, if greater than 4:3 aspect ratio e.g., 16:9 aspect ratio image shall utilise a 90-degree (corridor) mode to increase coverage. If Cameras are covering entry/exit points or areas that provide access between levels, resolution outcomes in accordance with paragraph 5.7.2 apply.

Cameras shall be mounted in a location that provides an unobscured view of the target area and at a height provides no access without the use of an elevated platform. Camera adjustment should ensure the view does not capture ceilings or lights.

Cameras mounted below a height of 3M above finished floor level (AFFL) shall furthermore have a tamper switch included which is connected to the intruder detection system to generate an alarm event in the event of tampering or theft.

#### 5.6.4.2 External Cameras

Cameras fitted externally on structures and freestanding poles shall not be mounted at such a level that allows ease of access from persons standing on the ground or on nearby fixed / movable objects.

Cameras are to offer true wide/high dynamic response suitable back light compensation for daytime operation.

Cameras are to offer low light capability for night-time operation without employing technologies that extend the shutter open times to achieve low light performance. Cameras are to deliver imaging in designated target areas without automatic gain control increasing graininess or noise within the viewed image.

Cameras are to deliver images from moving targets which are clear and without motion smear.

#### 5.6.4.3 External Assets

Where possible equipment mounted externally to building framework shall be installed in such a way that a tamper circuit is included. The tamper circuit should be connected and configured on a separate area of the installed intruder detection system to provide an alert in the event of attack or theft.

This is also to include tamper protection to Access Covers to Poles or Doors to Termination Cabinets or other Video Surveillance infrastructure containing Communications or Power where an alert is to be generated and communicated to the IT Manager if unauthorised access is detected.

#### 5.6.4.4 Video Surveillance (VS) Network Recorders and Infrastructure

Video Surveillance (VS) recorders and network equipment should be installed in an area

which is secured by either mechanical locking systems or electronic access control which maintains a log of persons entering and leaving the space.  
Access to this room should also be monitored by a monitored intruder detection system.

Recorders and network equipment be maintained in an environment that provides positive airflow to the recording device not exceeding 23°C with temperature state monitored by sensors connected to the intruder detection system.

#### 5.6.4.5 Lighting Performance

Cameras installed in areas that are required to provide recognition or identification level imaging are required to deliver that imaging at all hours. In the event, there is insufficient scene lighting available to provide these outcomes, or graininess or noise is evident within the replayed archived images supplementary lighting shall be fitted to maintain compliance.

#### 5.6.4.6 Infra-Red Illumination

Cameras incorporating inbuilt infrared illumination shall not demonstrate any reflection from the IR light blocks within the lens or picture. The cameras IR shall provide images free of graininess or artefacts within the target area through times of low or no light based on the replay of archived images.  
IR enabled cameras or illuminators shall also utilise adaptive power technologies that removes blooming or hotspots within the images.

#### 5.7 Building power solution

All power for the Video Surveillance (VS) infrastructure should be supplied from an essential services power circuit(s).

In the event of two or more devices on the same site providing similar functionality, where possible each separate device should be supplied by a different essential services power circuits. Equipment applicable includes:

- Cameras;
- Network video recorders;
- Workstations; and
- IT infrastructure, as required for transmission of video and control signals.

All equipment should be fed from a double conversion uninterruptible power supply with adequate capacity for the Shire to provide backup power for 30 minutes, in the event of a power failure. The UPS should be monitored for faults and power status, reporting of any failure events to the IT Department and Security Control Room (if available).



### 5.8 Field equipment connections

All cabling shall be concealed in walls, cavities, raised floors, conduits, ceiling spaces. Cabling should not be attached to ceiling hangers or any other building services supports.

Where jointing of wiring cannot be avoided, wiring should be joined using approved connectors within panels, cabinets and/or field equipment. Jointing of cables external to panels, cabinets and/or field equipment should not be permitted.

Cabling should be installed in compliance with Australian Standards.

All installed infrastructure and cabling should be certified with test data and certification included in the commissioning documentation.

### 5.9 Networking into SoN system

All Video Surveillance (VS) infrastructure should be connected through the SoN IT infrastructure. The SoN IT Manager should be consulted during the planning and design phases to ensure adequacy of bandwidth (throughput) and suitability of proposed equipment and implementation to mitigate any impact on the SoN network.

All equipment being installed on the SoN network shall be configured to incorporate the appropriate data Security/hardening strategies and policies. This is to include:

- Equipment and Device Infrastructure;
- Network Infrastructure;
- Hardwired Infrastructure;
- Wireless Infrastructure; and
- Mobile Device Infrastructure.

Installation of third-party devices which bypass network security such as 4G,5G dongles (for remote access) should not be permitted at any time.

Contractors should be made aware of IT security requirements during induction.

The IT Department subsequently should be required to sign off upon completion of all works to ensure compliance has been maintained.

### 5.10 Detailed System Design

The previously developed extensive detailed design document should be utilised for each Video Surveillance (VS) project. This should be reviewed regularly (Every 24 Months ) to ensure it does not become outdated.

It should be noted that any lack of appropriate detail in any document may be seen as a possible point of variation by a Security Contractor and may be used to obtain variations to correct issues resultant in details lacking in the detail design documentation.

The detailed design document will incorporate **a complete list of functional outcomes and requirements for each imaging device individually.**

Sample imaging should also be provided for each location, showing the scene to be covered and refer to compliance with minimum performance levels.

Detailed design documentation should also clearly delineate requirements associated with the provision of information relating to the system installed. This should include schematic diagrams, as built drawings, rack layouts, cabling diagrams, serial numbers, warranties, licenses, manuals, etc.

#### 5.11 Resource Requirements

Resources required for the installation and support (present and future) of the proposed Video Surveillance (VS) infrastructure should also be documented, including IT and communications, traffic management, ground works, lighting, lightning protection, maintenance/servicing and other infrastructure associated with the project.

#### 5.12 Impact Statement

An impact statement should be produced outlining potential impacts on WAPOL, Network and IT resources to accompany the above documentation detailing the findings.

#### 5.13 Training Requirements

A training plan should be required by the SoN for all equipment being installed. The plan is to include:

- Definition of training required (Training Needs Analysis may be required) for different functions and elements of the system(s) installed;
- Type and methodology of training to be included including Pre-Commissioning Training;
- Training materials, programmes and documentation; and
- Assessment regime to ensure effectiveness of training.

Training materials should be provided in a repeatable format (to cater for staff changes), incorporating components such as Learner Guides, Video Training Modules and Competency based Assessments.

Training materials should be reviewed every 12 months to ensure currency.

The SoN should approve all proposed training program for systems and equipment, prior to placement of orders.

#### 5.14 Acceptance testing

All Video Surveillance (VS) systems should be subject to comprehensive acceptance testing. This testing regime is recommended to take the form of:

- Factory Acceptance Testing;
- Site Acceptance Testing; and
- User Acceptance Testing.

Records of all testing including sign off at each phase should be maintained and incorporated with the commissioning documentation.

#### 5.15 Commissioning – Compliance Audit and Sign off

Following the successful installation of the approved system, a complete end-to-end compliance audit of the installed equipment shall be completed. The compliance audit shall focus on the outcomes provided by the equipment over a 24-hour period to ensure it meets minimum performance requirements as demonstrated in the Video Surveillance (VS) installation guidelines and all facets of the detailed design documentation.

Image Storage and archiving assessment will be carried out over 7 days and extrapolated to specified retention period to ensure adequacy.

#### 5.16 Provision for external authority connections

Where required, provision for external connections may be granted. External connections, however, should be provided only in the event it will only allow access to authorised parts of the network and not expose other Shire infrastructure to external parties.

A robust access policy should be developed, clearly defining the levels of access which may be granted by defining the authorising officer responsible for granting access.

A Policy should be developed relating to external access by 3rd parties and incorporate hardening strategies to be implemented to prevent access from unauthorised sources.

Wherever possible, the Video Surveillance (VS) infrastructure should be on a stand-alone network or its own VPN separating it from other network traffic.

Network monitoring to detect substitution or unknown devices (such as cameras, switches, PC's, mobile dongles) should be implemented to assist in network security and protection.

#### 5.17 System maintenance

Maintenance and Servicing shall be treated as separate components. These include Defects Liability, Rectification Maintenance and Preventative Maintenance.

1. Defects liability (or warranty failures) - refers to faults (or defects) within the Defect Liability Period (DLP) following installation.
2. Rectification maintenance - refers to faults that may occur out of hours and of an unforeseen nature, following DLP but not classes as preventative maintenance.
3. Preventative maintenance - refers to periodic servicing to ensure system operation is maintained at peak performance.

Clauses in the SLA should be stipulated to enable the SoN to change its maintenance provider(s) in the event of non-performance or for any other legitimate reason.

#### 5.17.1 Defects Liability Period (DLP)

The Security Contractor should provide maintenance for the specified Video Surveillance (VS) system for the full defects liability period. Defects liability periods are usually 12 months commencing from granting of Practical Completion (PC), however equipment warranties can be longer and these need to be written into the DLP period and procurement documentation.

#### 5.17.2 Rectification Maintenance

The Security Contractor should provide all provisions in relation to out of hours callouts, logging, response times and available service personnel, who would be attending site, including programming and service/maintenance.

An approval process (or service level agreement) should also be specified in relation to out-of-hour callouts.

#### 5.17.3 Preventative Maintenance

Security Contractor should provide all provisions covered under a routine maintenance plan.

This should include:

1. Maintenance programs;
2. Quarterly or Biannual visits;
3. Works completed outside normal working hours;
4. Checklists;
5. Available extended remote technical resources (if required);
6. Response timeframes;
7. Fault resolution;
8. Maximum rectification times; and
9. Operational spare parts holding requirements.

#### 5.18 System operation

The SoN's surveillance system is currently operated from the Police office, utilising the SoN IT infrastructure. Authorised Users of the system include the SoN:

1. Manager – IT.

#### 5.19 Future expansion of the system

Purchasing or incorporating equipment and systems that do not interface with the existing Video Surveillance (VS) network infrastructure should not be considered.

The Video Surveillance (VS) system should be able to be expanded through the use of additional hardware assets (cameras, recorders, etc.) and licensing.

#### 5.20 Wearable & Personal Worn Devices

Whilst providing evidentiary assistance in incident management, the ownership of the data should be clearly defined within any Video Surveillance (VS) Policy associated with this technology. Privacy and ethical considerations should also be clearly delineated.

Retention of information gathered should be treated the same as fixed Video Surveillance (VS) infrastructure.

The SoN should develop a Policy Framework for the use and operation of Body Mounted or Wearable Video Surveillance (VS) technology.

A comprehensive testing and procurement methodology should be adopted together with a proof-of-concept phase to determine the adequacy of any proposed equipment and further develop usage policies relating to the SoN intended activities.

Owing to the nature of wearable technology, replacement criteria and considerations should also be clearly defined to cater for damage or loss.

#### 5.21 Vehicle Mounted or Mobile Video Surveillance (VS)

In vehicle and deployable mobile Video Surveillance (VS) assets provides Local Government with an ongoing record of vehicle utilisation and assists in incident management. Deployable Video Surveillance (VS) assets, furthermore, allow enhancement and coverage of events, and may be used to supplement existing fixed Video Surveillance (VS) infrastructure in the event of antisocial behaviour.

The SoN should develop a Policy Framework for the use and operation of in vehicle or mobile Video Surveillance (VS) technology. A comprehensive testing and procurement methodology should be adopted together with a proof-of-concept phase to determine the adequacy of any proposed equipment, and further develop usage policies relating to the SoN intended activities.

Communications, data transfer and Infrastructure overheads (servicing and maintenance) should also be considered in relation to these deployments.

#### 5.22 Performance management

The SoN should employ a process of performance management to ensure outcomes are continued to be met.

Review of all cameras operation within the network should be completed on a regular basis, not exceeding seven days.

Imaging devices should be viewed live, as well as incorporating replay of recorded imaging at Night and Day. Recorded footage should be alternately viewed at Dusk, Dawn, Midday and after dark when traffic is evident. In the event that the cameras cannot resolve the targets, as required, maintenance action should be initiated.

Recorders and network infrastructure should be configured wherever possible, to allow monitoring via SMTP to the SoN's IT Department. Recorder lockups or incidents that affect operation should be monitored and where required; rectification action should be initiated.

The IT Department should also incorporate network monitoring policies, to ensure connection between remote sites and the SoN's IT Department.

## 6. Operational guidelines

Operational Guidelines relating to the Video Surveillance (VS) policies infrastructure should be developed to delineate the processes associated with Operating, Maintaining, and initiating Repair for installed/failed infrastructure.

### 6.1 Requests for visual data

The SoN should undertake the requests for visual data in accordance with the following.

The request for visual data can come from various groups. These include the following three groups. In each case, we have detailed the methodology of dealing with the requests:

1. Those Government Authorities that are authorised under Law, that has approval to obtain access to visual data (e.g., WAPOL and AFP etc.). Requests made from these group should:
  - a) Provide the request in writing, depending on the urgency of the request this may have to occur as soon as is practical and after the initial verbal request was made;
  - b) Provide details of the issue(s) for which the visual data is being requested;
  - c) The Video Surveillance (VS) asset most likely to provide the vision, or the location for which the vision is sought;
  - d) The date and window of time of the visual data sought;
  - e) The date and time by when the vision is required;
  - f) What format the visual data is required;
  - g) What medium the visual data is required;
  - h) How the visual data is to be delivered/collected; and
  - i) Any specific criteria relating to the chain of evidence.
2. SoN personnel that have a valid reason to seek access to, for observations for visual data. Requests made from this group should include:
  - a) Provide the request in writing, this can be made to follow up a verbal request, but no later than the vision being provided;

- b) Provide details of the issue for which the visual data is requested;
- c) The Video Surveillance (VS) asset most likely to provide the vision, or the location for which the vision is sought;
- d) The date and window of time of the vision sought;
- e) When the vision is required; and
- f) How the data is to be delivered.

3. Members of the Public that request information to gain access to visual data should do so with a formal request to the SoN. These requests should be made under the freedom of information criteria.

The requests should be formalised under SoN FOI criteria and directed to the CEO for approval. If approved, the request should be accompanied by the following information:

- a) The details of the request to be in writing;
- b) Details of the issue for which the visual data is required;
- c) The Video Surveillance (VS) asset most likely to provide the vision, or the location for which the vision is sought;
- d) The date and window of time of the visual data is sought;
- e) What format the visual data is required.

## 6.2 Use of Video Surveillance (VS) equipment

The use of Video Surveillance (VS) equipment should be limited to those persons authorized, and familiar with the relevant policies, procedures and data protection Laws. The restriction on the use of Video Surveillance (VS) equipment should apply to servicing Contractors who should be limited to local access at site, or remotely from inside the SoN's internal network. No remote access to Video Surveillance (VS) equipment should be allowed from outside the controlled network, and no third-party remote access devices should be installed.

## 6.3 Storage and retention/disposal of data.

The storage and disposal of data should be in accordance with the following:

### 6.3.1 Storage of data

Any data stored and retention from any Video Surveillance (VS) system should be entered into a SoN register with the following minimum details:

1. Who requested the data, including their name, details, and authority;
2. The date it was retrieved;
3. By whom it was retrieved;
4. The purpose for retrieval;
5. The medium on which the data was stored;
6. The method of how the data was identified;
7. The method of how the data was delivered, this includes;
  - a) The SoN's records retention authority;
  - b) The third party to whom the data was provided; and
8. The date and time the data was delivered.

CCD-Alliance Pty Ltd

Shire of Northam

January 2023

Any data delivered to a third party should be duplicated and a copy stored with the SoN in accordance with 100.2 of the Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1

Archived data should be stored in a secure location with limited access. Any access to the stored data should be logged into the evidence register.

#### 6.3.2 Retention times and disposal of data

The disposal of Data stored from the Video Surveillance (VS) solution should be retained in accordance with the General Disposal Authority for Local Government Records DA 2015001-1 – Status Date 24/10/2017

WAPOL indicated that their policy stated a minimum of 31 Days Storage was required for All Imaging Devices with a minimum of 91 days for “Custodial data”. Whilst these are mandated minimums, a general preference for 90 days retention across all imaging devices will significantly enhance any post-event investigation and is a desirable target.

UNCONFIRMED



State Records Office of WA - October 2017 - General Disposal Authority for LG Records DA  
2015-001/1

Authority number: 2015-001/1

No	Function/Activity	Description	Disposal Action	Custody
100	<b>SECURITY AND SURVEILLANCE</b>	Management of security of the local government's staff, premises and facilities, equipment, systems and information.  NOTE: Images / footage referred to in sections below includes images / footage from any image capture device, such as CCTV, camcorders, cameras, etc.  <b>See also related Activities:</b> <ul style="list-style-type: none"> <li>15. AUDITING / AUDIT</li> <li>27. COMPLIANCE</li> <li>33. DATA MANAGEMENT</li> </ul>		
100.1		Records of <b>significant</b> security incidents / breaches, including notification, investigation, response, management and reporting. Includes images / footage as required.  NOTE: See definition of "Significant" in the Introduction to this GDA.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
100.2		<ul style="list-style-type: none"> <li>Records of security incidents / breaches not included in section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required.</li> <li>Images / footage provided by the local government (LG) to other authorities where the LG is not party to the incident / investigation in any further capacity and the incident / investigation does not involve LG staff or assets.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
100.3		Records of security measures or arrangements, including: <ul style="list-style-type: none"> <li>Control of access to property and buildings.</li> <li>Restricted access areas.</li> <li>Approved applications for Aviation Security Identification Cards.</li> <li>Logs / summaries of persons entering / exiting premises.</li> <li>Security signage.</li> <li>Security patrols.</li> </ul>	Destroy	Retain 7 years after security authorisation or arrangement expires, or after action completed, whichever is applicable, then destroy.
100.4		Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> <li>Technology and telecommunications systems.</li> <li>Records, information and data security.</li> <li>User identification, passwords and codes.</li> <li>Staff access passes and authorisations.</li> <li>Emergency services arrangements for provision, including emergency and first aid officers.</li> <li>Unsuccessful / Unapproved Applications for Aviation Security Identification Cards.</li> </ul>	Destroy	Retain 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy.
100.5		Images / footage not included in 100.1 or 100.2. NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Overwrite (Destroy)	Retain 31 days after image / footage recorded, then overwrite (destroy)

From the above extract from this document and the below clarifications relating to WA CCTV Arrangements, items 100, 100.1, 100.2, and 100.5. apply to the retention and disposal of Video Surveillance (VS) records. Item 100.1, 100.2 and 100.4 are critical in that any recorded vision that is provided for legal investigations and court proceedings should be retained for the specified minimum period.

The shire should also be aware of the Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1 – LINKING TABLE – Change to Reference Numbers and Disposal Actions in RD2015001/1 implemented for the WA State CCTV Strategy Amendments on page 190 of the document below:

Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1  
LINKING TABLE – Change to Reference Numbers and Disposal Actions in RD2015001/1  
WA State CCTV Strategy Amendments

Changed Retention or Disposal Period		New Entry in Red		Moved Activity	
RD2015001			RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description		
100.1		100.1	<b>SECURITY AND SURVEILLANCE</b> Records of significant security incidents / breaches, including notification, investigation, response, management and reporting. Includes images / footage as required.	Required as State Archives. Retain 5 years after action completed, then transfer to the SRO.	
100.1	<b>SECURITY</b> Summaries of entries / exits to buildings.	100.3	<b>SECURITY AND SURVEILLANCE</b> Records of security measures or arrangements, including: • Logs / summaries of persons entering / exiting premises.	No change	
100.2	<b>SECURITY</b> Security breach reports and investigations, including illegal entry to property whether or not resulting in damage or theft.	100.2	<b>SECURITY AND SURVEILLANCE</b> Records of security incidents / breaches not included section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required.	No change	
100.3	<b>SECURITY</b> Security patrols and associated records.	100.3	<b>SECURITY AND SURVEILLANCE</b> Records of security measures or arrangements, including: • Security patrols.	No change	
RD2015001			RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description		
100.4.1	<b>SECURITY - Surveillance – Investigations</b> Footage presented by the local government (LG) to the authorities where the LG is not party to the investigation in any further capacity. In these situations, the LG is merely the provider of the footage and the incident does not involve LG staff or assets	100.2	<b>SECURITY AND SURVEILLANCE</b> Images / footage provided by the local government (LG) to other authorities where the LG is not party to the incident / investigation in any further capacity and the incident / investigation does not involve LG staff or assets.	No change	
100.4.2	<b>SECURITY - Surveillance - Investigations</b> Footage concerning incidents involving local government staff or assets, required for investigations.	100.2	<b>SECURITY AND SURVEILLANCE</b> Records of security incidents / breaches not included section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required.	No change	
100.5.1	<b>SECURITY - Surveillance – No Investigations</b> Surveillance / CCTV footage taken from fixed cameras around public open spaces and public access areas.	100.5	<b>SECURITY AND SURVEILLANCE</b> Images / footage not included in 100.1 or 100.2.  NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Retention increased from 30 days to 31 days after image / footage recorded, then overwrite (destroy)	
100.5.2	<b>SECURITY - Surveillance – No Investigations</b> Surveillance / CCTV footage taken by mobile cameras or car-based cameras.	100.5	<b>SECURITY AND SURVEILLANCE</b> Images / footage not included in 100.1 or 100.2.  NOTE: Although the minimum retention period is 31 days, it is recommended local	Retention increased from 7 days to 31 days after image / footage recorded, then overwrite (destroy)	

RD2015001		RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description	
100.5.3	<b>SECURITY - Surveillance – No Investigations</b> Surveillance / CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis.	100.5	governments hold images / footage for the system determined limit. <b>SECURITY AND SURVEILLANCE</b> Images / footage not included in 100.1 or 100.2.  NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Retention increased from 7 days to 31 days after image / footage recorded, then overwrite (destroy)
100.6	<b>SECURITY</b> Security / access arrangements, including: <ul style="list-style-type: none"> <li>• issue of passes or keys;</li> <li>• storage;</li> <li>• locks; and</li> <li>• surveillance.</li> </ul>	100.4	<b>SECURITY AND SURVEILLANCE</b> Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> <li>• Staff access passes and authorisations.</li> </ul>	Retention reduced from 5 to 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy
100.7	<b>SECURITY</b> Access restrictions - technology and communications, including but not limited to the management of security of data (including sensitive records), user IDs, passwords and codes.	100.4	<b>SECURITY AND SURVEILLANCE</b> Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> <li>• Technology and telecommunications systems</li> <li>• Records, information and data security</li> <li>• User identification, passwords and codes</li> </ul>	Retention reduced from 5 to 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy
RD2015001		RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description	
100.8	<b>SECURITY</b> Photo identification records of staff.	100.4	<b>SECURITY AND SURVEILLANCE</b> Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> <li>• User identification, passwords and codes.</li> </ul>	No change
100.9	<b>SECURITY</b> Emergency services - arrangements for provision, including emergency and first aid officers.	100.4	<b>SECURITY AND SURVEILLANCE</b> Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> <li>• Emergency services – arrangements for provision, including emergency and first aid officers.</li> </ul>	No change
100.10	<b>SECURITY</b> Applications for Aviation Security Identification Cards - approved.	100.3	<b>SECURITY AND SURVEILLANCE</b> Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> <li>• Approved applications for Aviation Security Identification Cards</li> </ul>	No change
100.11	<b>SECURITY</b> Applications for Aviation Security Identification Cards - unsuccessful or unapproved.	100.4	<b>SECURITY AND SURVEILLANCE</b> Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> <li>• Unsuccessful / Unapproved Applications for Aviation Security Identification Cards.</li> </ul>	No change

Source: <https://www.wa.gov.au/government/publications/general-disposal-authority-local-government-records>

Data which is no longer required should be destroyed permanently in such a manner as to guarantee retrieval is impossible.

#### 6.4 Complaints regarding the SoN's Video Surveillance (VS) assets

The following is recommended for dealing with complaints made regarding the SoN's Video Surveillance (VS) assets.

#### 6.4.1 Registering of a complaint

Any complaints received from the public or another Government Authority will be recorded in an official register, with a form to be filled in by the person making the complaint.

The receiving staff member will register the complaint in the Video Surveillance (VS) complaints register. The complaint will then be passed to the Manager IT for assessment.

#### 6.4.2 Dealing with a complaint

Depending on the nature of the complaint, the Manager IT will assess the nature and severity of the complaint:

1. **If the complaint is considered minor or frivolous**, the Manager IT will assess and consider the complaint, gathering whatever data is required from the system assets, and/or interview staff members.

After considering the data the Manager will then write a recommendation outlining a course of action and present this to the Complaints Officer for their consideration. The Complaints Officer will confirm and/or alter the outcome and then a written response will be made to the Person making the complaint.

The Complaints Officer will be provided with:

- i) A copy of the original complaint;
- ii) A summary of the Managers data on which the recommendations were made; and
- iii) A copy of the Manager's recommendation(s).

2. **If the complaint is considered serious with possible ramifications on the SoN**, the IT Manager will brief the Complaints Officer with a summary of the issue and copy of the complaint and seek direction of the course of action to be taken.

The IT Manager will then investigate the complaint considering the any direction of the Complaints Officer following the initial advice and then provide a written report and recommendation of a course of action to the relative Complaints Officer for their further consideration. The Complaints Officer will then confirm and/or alter the outcome, and then a written response will be made to the person making the complaint.

The Complaints Officer will be provided with:

- i) A copy of the original complaint;
- ii) A summary of the Manager's data on which the recommendations were made; and
- iii) A copy of the Manager's recommendation(s).

3. The register or complaints will be held in accord with the LGA requirements for General Disposal Authority for Local Government Records RD 2015001 – 2015.

4. The visual data relative to the complaint including:

- i) A copy of the original complaint;
- ii) A summary of the Manager's data on which the recommendations were made; and
- iii) A copy of the Manager's recommendation(s)

Will be held in accord with the LGA requirements for records, as defined by the General Disposal Authority for Local Government Records RD 2015001 – 2015

## 7. Review of the Existing system

### 7.1 Review of the systems in place

Facilities reviewed as part of this assessment included:

- 29 Cameras Northam Town site Avigilon NVR- Audit;
- 20 Cameras Rec Centre Dahua NVR – Quick View
- 16 Cameras Rec Centre Pool and Surrounds Avigilon NVR – Quick View
- 9 Cameras Wundowie – Avigilon NVR

The SoN has a total of 74 cameras deployed across the Shire.

### 7.2 Review of the Video Surveillance (VS) system infrastructure

The current Video Surveillance (VS) "infrastructure" is less of an infrastructure and more a general collection of disparate Video Surveillance (VS) systems connected in an ad-hoc fashion. The Video Surveillance (VS) systems have evolved as each site was developed and installed. In most instances a Video Surveillance (VS) system was installed, and a simple request made to get costs and obtain the cheapest quote to tick the box without consideration of outcomes or integration with the existing shire infrastructure. There remains a significant shortfall in documentation relating to understanding what is required to ensure minimum system procurement procedures are followed.

In general, the IT Department has full visibility into the system, what is connected, how it is configured and/or if secured. Most Video Surveillance (VS) systems are connected using the Shire's Wireless "point to point" network installed to facilitate a Video Surveillance (VS) vision transport medium.

This network is under severe throughput restrictions with ongoing issues affecting usability and continuity of service.

Except for the Townsite, Wundowie and Recreation Centre Avigilon Video Surveillance Systems, the other systems Video Surveillance (VS) systems are predominantly Low-Cost NVR solutions using variants of the "Dahua" or "HikVision" standalone NVRs "fitted" into cabinets or imaging devices installed throughout the townsite.

#### 7.2.1 Stand-alone NVRs (Network Video Recorders)

Systems examined at Northam Police and the Recreation Centre were both stand-alone Dahua and Avigilon NVR systems with cameras and video recorder manufactured by HikVision, and Dahua. (The recreation center has 2 VS systems and it is separate from the WAPOL system)

#### 7.2.2 System cabling

Where observed, all cabling was/is generic Cat5e UTP data cable. In all observed instances there did appear to be an overall strategy to the cabling specification or deployment being deployed under the supervision of the IT Manager.

#### 7.2.3 IT Connectivity

Current connectivity to remote sites that are networked is facilitated over the existing SoN IT network infrastructure. This is used to provide remote access to (using manufacturer specific remote connect software) the Video Surveillance (VS) systems, and no other connectivity or monitoring is provided.

The SoN IT infrastructure appears to be well specified, adequately secured and monitored from a network standpoint. A few incidents have been raised whereby the SoN's IT manager was aware or discovered third party 4G Dongles into their system, as installed by Video Surveillance (VS) and/or Security system vendors/installers. These devices are noted to appear not-infrequently and would appear to be installed to mitigate the requirement for the service personnel to attend site for service calls on the systems.

These network devices provide an extensive attack surface to the SoN's IT network, and as such are removed when discovered.

These network entry points directly place the SoN at risk of un-managed release of sensitive visual data, network compromise and the uncontrolled release of confidential and/or secure information.

#### 7.2.4 Storage systems/devices

The installed Video Surveillance (VS) systems fall into one category namely propriety NVRs. These systems store visual data onto Hard Disk. Some of the inspected systems did not utilize any form of storage redundancy and all visual data was stored directly to one or more hard disks.

Most systems are over-provisioned for storage capacity and the Shire typically has no issues with the 31-day visual data retention time.

Most units are fitted with either 3.5" hard disks, configured as stand-alone archive drives, and the systems shuffle visual data around automatically across the archive drives for the 31-day retention period.

The over-provisioning of storage will allow for system expansion in the future, should this be required, however commonly it would be used to provide extended archive retention past the 31-day period.

There is no current program in place to replace the storage media (past three years) as the cost of the standalone recorders typically is cheap enough to replace the whole box instead of just a hard drive.

#### 7.2.5 Viewing solution

The current viewing solution is configured to allow a remote connection into each remote site utilising remote connection software. From there, the appropriate recorder is connected to view live and archive Video Surveillance (VS) visual data.

Because there is such a diverse range of recorders and cameras, differing versions, feature levels and license options, there is currently no simple way to consolidate this viewing architecture into a single workstation without upgrading all NVRs to the current platform. The result is each site has its own Client version with differing operational methodologies and limited homogenous operator interface.

Some systems have a local interface on site to facilitate local viewing, however again, these are not common, and each site has its own idiosyncrasies and associated operational challenges.

#### 7.2.6 Visual Data retrieval and provision

Current visual data retrieval procedures are often undertaken with whatever is the most expedient method to find and archive visual data from the target machine. The methodology changes depending on the specific site, the required quanta of visual data and the reason for export.

There are no defined procedures for the maintenance of a chain of evidence, and archive procedures are not in place to ensure that in the event of an incident, information once downloaded it is stored on USB drive in a safe by the IT Manager.

Depending on the size of the archived visual data files, data may be archived off locally to a USB drive via the network. This ability depends entirely on the archive size versus the available network bandwidth. None of the installed systems are configured to allow remote archiving, and all archive actions are performed via a remote connection over the network, or locally at the system console.

### 7.3 Review of cameras in place

A desktop review was undertaken of a selected site (Northam Townsite) and the connected cameras within the SoN's Video Surveillance (VS) solution. The method was to review the images available for recorded visual data of the cameras under both day and night conditions.

It should be noted that the quality of the recorded vision can be less than that available from direct vision, as the recorded vision is subject to a lesser frame rate and also can be subject to other technicalities that can degrade the quality of the recording.

To provide background as to how the images have been reviewed, we have included with this document a précis that gives background as to the issues we considered. This has been included in Appendix 2 in this report.

#### 7.3.1 Summary of the technical issues that were identified with received vision

Generally, the imaging from the Video Surveillance (VS) systems is adequate for general viewing only throughout daylight hours. The usability of the system, however, fails to deliver adequate imaging in low light/bright light contrast, low light or for moving targets.

The SoN's existing Video Surveillance (VS) infrastructure Desk Audit revealed several problems common throughout the surveillance systems installed. These include:

- Different Location installations use different versions of the Avigilon Video Management System, and Dahua NVR instead of aggregating all systems under one common head end.
- Recording frame rates from the selected systems met the minimum acceptable 12.5 images per second, required.
- Bandwidth and connectivity issues between the remote camera locations and the Police Station Video Surveillance computer appeared unstable and overloaded with sporadic problems evident with bandwidth aspects relating to image transmission and the review infrastructure. Connectivity problems between the Police Station and connected imaging devices (camera) were evident. This has resulted in a loss of visual data.
- Installation of cameras and the associated outcomes appear to have been left up to the installation Companies to determine the requirements and outcomes for each camera and its associated location. This has resulted in a large percentage of the installed infrastructure being only suitable for a situational awareness environment and **not able to deliver recognition or identification** level resolutions, to support any post incident investigation, in the event of an incident. Furthermore, the reliance on Solar for the Cameras power requirements has impacted functionality due to current draw (load) and the failure of location batteries to provide reliable power to the location.
- Fixed cameras generally are typically unable to handle the dynamic response as required to adjust camera imagery between bright and dark situations. In addition to this, in low light applications the cameras are displaying excessive graininess and noise, which prevents the cameras' ability to provide images



enabling identification of persons within the area whilst also increasing the recording storage requirements during those periods (i.e., even when there is no movement within the cameras field of view, and nothing is occurring).

- Cameras were generally useless in a low light situation, useless where motion is present.
- Several cameras demonstrated problems associated with the camera's view being impinged on by landscaping and other objects.
- The mounting height for many cameras is considered excessive, thereby restricting the ability of the camera to produce identifiable images or profiles, owing to the height of the camera's mounting.
- Many cameras were installed whereby the picture is angled (i.e., or not correctly aligned), thereby reducing the viewing experience and the ability to easily recognise aspects, as the picture is angled on screen.

A complete visual summary of the images for both day and night is incorporated in Appendix 2.

### 7.3.2 Shire Strategy for Implementing Project

The Shire is planning to implement the following strategic approach to address the gaps in the following stages.

Stage 1: Reduce bandwidth load on existing PTP link for video capture and streaming by running Fibre Optic & power reticulation where practicable. We plan to be able to run Fibre from Northam Rec Centre to the McDonalds CCTV pole across the Oval; run Fibre from the Visitor Centre to Barnard Park CCTV, Bridge CCTV cameras and Sound Shell Pole. This will remove load on the existing Wireless link improving efficiencies across the remaining infrastructure. We will also explore solutions to address solar powered systems, and where possible transition to Western Power poles. Introducing a couple of mobile trailer CCTV cameras to the network for events and check hotspots areas. Improving lighting conditions to better utilization of existing cameras.

Stage 2: In this we plan to look into the physical CCTV cameras in place and improve them through upgrading with new camera hardware and repurpose the existing ones which are fit for purpose. In a few areas where required we can add ANPR cameras to capture vehicle details.

Stage 3: Here we investigate including new cameras to recommended priority areas being identified during the stakeholder engagement meet.

Stage 4: Investigate further expansion of the CCTV network infrastructure.

**7.3.3 Additional Locations Identified by the Shire**

When considering additional locations, it is strongly recommended the Shire move away from wireless infrastructure for camera image transmission directly back to the police station. The current infrastructure is both overloaded and unstable. By changing the transmission topography from purely wireless to a combination of fibre-optic and distributed recording, overall network loads would significantly reduce allowing higher levels of user operation as well as additional assets to be installed without detriment to the whole of system performance. The following locations have been highlighted as hot spots requiring additional Video Surveillance (VS) assets;



	Location	Functional Outcome
1.	Chidlow Street	Skate Park Recognition
2.	Visitor Centre Bridge	ID of persons using the Bridge
3.	Newcastle Road	License Plate Recognition (LPR)
4.	Wellington St /Gardiner St	Coles Express LPR / Site Overview
5.	Peel Terrace Bridge	License Plate Recognition (LPR)
6.	Yongan Hill Entry / Mitchell Ave	License Plate Recognition (LPR)
7.	Mt. Ommaney Lookout	PTZ Area Situational Awareness
8.	Newcastle Rd / Hutt Street	PTZ provide ID at School
9.	Spencers Brook Rd crossing	Intersection License Plate Capture /Recognition
10.	Nind St/ Fitzgerald St	PTZ Fixed bottle shop entry LPR Fixed Front of Tavern
11.	Fitzgerald St / Ensign Dale Pl	ID of Liquor Barons Entry
12.	Duke St E	Accommodation Entry LPR Hotel Accommodation Entry LPR
13.	Minson Avenue	Thirsty Camel Vehicle Entry License Plate Capture /Recognition

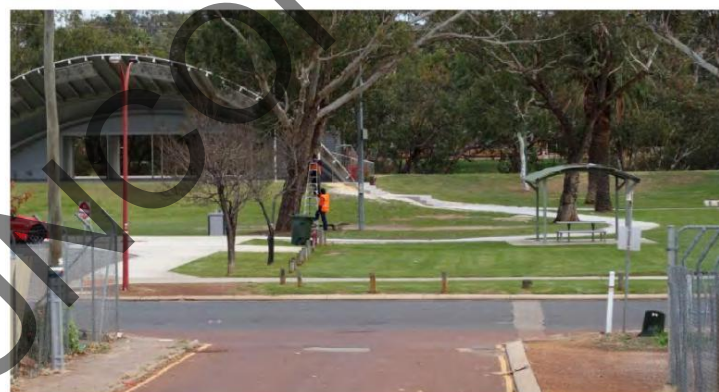
Additional 2 camera's (1 x Pan Tilt and Zoom +1 Fixed camera) located corner of building opposite **Northam Tavern Bottlemart** entry (Nind Street) covering the drive-through as well as front of hotel. (It was indicated that due to the possible redevelopment of this area fibre optic may be feasible to run down the main street. This would also enable the cameras located in the Mall and possibly Beaufort corner to be hardwired thereby removing them from the radio network.



Suggest Terraspan vertical inlaid fibre be considered for this function.



In addition to the above, it would also be possible to provide inexpensive hardwired connection from the sound shell pole to this connection point near the hotel.



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Shire of Northam

January 2023

- **Beaurepairs Corner**  
Additional camera located



- **Thirsty Camel Bottle Shop**  
Additional camera located (Minson Ave)  
across the road to provide identification of  
vehicles exiting site.



- **Intersection Spencer Brook Road  
crossing to Burlong Road**  
License Number Plate Capture camera to  
obtain intelligence of vehicles entering by  
the Road



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Shire of Northam

January 2023

- **Dukes INN accommodation and hotel**

License Number Plate Capture camera to obtain intelligence of Vehicles / Persons entering by the Access points



- **Coles Express**

Additional camera to obtain intelligence of Vehicles / Persons



## 8. Appendices

The following appendices are attached to this report.

**Appendix 1 – Précis of the Desktop Issues**

**Appendix 2 - Day and night camera screenshot review**

**Appendix 3 - Contractor Experience and Knowledge Guidelines Dec 2021**

**Appendix 4 - Community Safety and Crime Prevention Plan (CSACPP)**

**Appendix 5 – Northam Network Restructure**

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## 1. Appendix 1 – Precis of the Desktop issues

### 1.1 Overview

Typically a high percentage of crime or antisocial behaviour happens after hours. The goals or outcomes for any system or device needs be determined and stated established beforehand.

Typical goals of a video surveillance system could be stated thus:

- To reduce crime or to reduce the fear of crime.
- To improve public safety.
- To improve property security.
- To create a safe and vibrant place for the leisure and pleasure of the people of, and visitors to, the public space.
- To ensure that persons such as the elderly, the disabled, women and indigenous peoples, can use the public space safely.

Each of these goals are typically tied to resolution and performance outcomes that must be delivered, and as such is essential that any imaging system produces images that meet in those outcomes in all conditions.

The ability of any video surveillance (VS) system to produce imaging should be based on the recorded or archived footage that is recalled from the storage or recording device and take into account actual lighting conditions reflecting bright light (midday), low light (night) and high contrast (traffic, club) lighting and movement of targets under those conditions. It is in these times cameras will actually show their suitability to perform any task.

A review of the outcomes derived from the Shire of Northam installation under the defunct WA Video Surveillance State strategy has been incorporated in Appendix 2 – Day and Night video surveillance (VS) Desktop review was to explain the conclusions derived on the Desktop Audit we have provided sample imaging and explanations relating to various aspects of system performance that have been taken into account during the audit process.

Camera ID	Location	Resolution	Frame Rate	Image Quality	Audio	Storage	System Health	Notes	Sample Images
1	...	...	...	...	...	...	...	...	...
2	...	...	...	...	...	...	...	...	...
3	...	...	...	...	...	...	...	...	...
4	...	...	...	...	...	...	...	...	...
5	...	...	...	...	...	...	...	...	...
6	...	...	...	...	...	...	...	...	...
7	...	...	...	...	...	...	...	...	...
8	...	...	...	...	...	...	...	...	...
9	...	...	...	...	...	...	...	...	...
10	...	...	...	...	...	...	...	...	...

(Information may be repeated in the Video Surveillance Installation Guidelines).

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Appendix 1

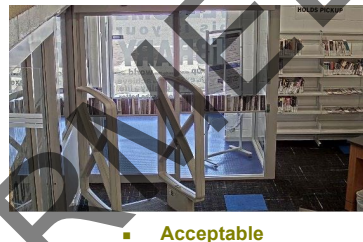
1.2 Explanation of common imaging problems

1.2.1 Dynamic Range



Dynamic range refers to the Video Surveillance cameras ability to interpret and display images in varying light conditions.

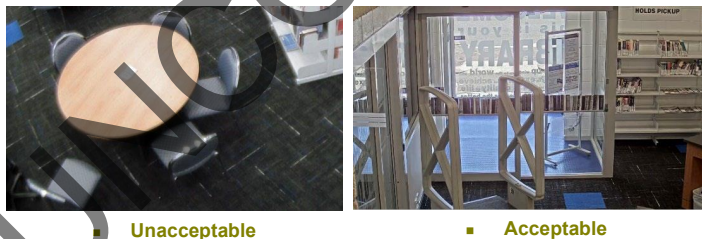
The higher the dynamic range, the better the cameras ability to cater for variances within lighting conditions including highlight and low light aspects.



**Note:**

It is important to understand that manufacturer data sheets and supporting documentation only relate to the capability of the camera and not to the functional outcomes that is achieved by the device once installed. This is due to the varying environmental and site conditions in which the cameras are installed and subsequently required to operate. As such a proper testing regime is essential prior to the purchase and installation of any equipment.

1.2.2 Focus



Camera Lenses have not been focused correctly to produce a crisp image. Cameras may also be in-focus throughout the day but go out of focus at night. This is a result of poor installation practices whereby the cameras have not been configured for the (1) available scene lighting, (2) back-focused correctly, or (3) configured to operate with the optics associated with a dome camera's bubble.





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Appendix 1

1.2.3 Exposure

1.2.3.1 Overexposed or Flaring



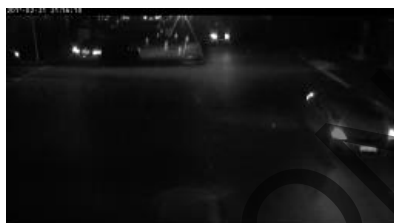
■ Unacceptable



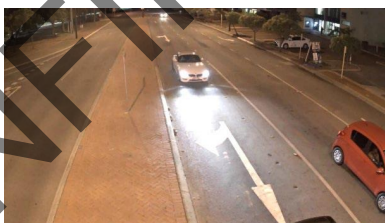
■ Acceptable

Images can be described as overexposed when the amount of light allowed entering through the lens is greater than intended, which results in a brighter photo image. The correct selection, installation and commissioning processes associated with close circuit television infrastructure will correct this issue.

1.2.3.2 Underexposed



■ Unacceptable



■ Acceptable

Underexposed refers to the amount of allowed light through the cameras lens is not sufficient to produce acceptable images and will be darker than the overexposed or correctly exposed picture.

The correct selection, installation and commissioning processes associated with close circuit television infrastructure will correct this issue.

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Appendix 1

1.2.4 Graininess and Noise



Poor Dynamic Response – unable to cater for highlight and low light conditions as well as generating excessive noise.

*Unacceptable*

The Graininess is caused by the automatic gain control within the camera trying to compensate for low light conditions it cannot handle. As the camera amplifies the picture to try and get a good image it also amplifies the noise (graininess).

Owing to the way images are compressed within modern Video Surveillance systems, in systems containing

Hi-Definition cameras, this noise can result in the storage required increasing by up to 900% (above daytime storage levels) in low light conditions (when nothing is happening).

1.2.5 Smear



Incorrect camera selection or configuration combined with motion and lighting may cause loss of resolution in moving targets.

Known as motion smearing and occurs when the camera amplifies noise which degrades the image.

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Appendix 1

1.2.6 License Number Plate Capture

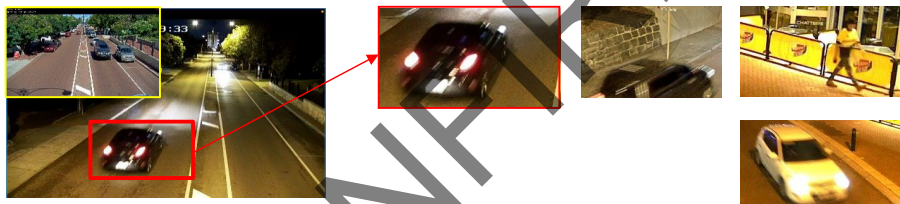


Acceptable

Unacceptable

Cameras designated to capture number plates should complete this function regardless of the speed of the vehicle and lighting condition of the scene

1.2.7 Slow Shutter Speed & the Inability to Capture Moving Targets at Night Time



Unacceptable

Whilst most camera images look good through the day (insert), it is during lowlight or harsh light conditions when the failings of the camera and its ability to produce acceptable imaging is demonstrated.

Camera manufacturers frequently used techniques which involve extending the time that the shutter remains open to enable the camera to produce images in low light conditions. The resultant effect is that background remains crisp and in focus, whilst moving targets become nothing more than a blur. This renders the camera unsuitable for producing night-time images where any detail is required on a moving target to provide identification or trying to resolve what has happened.

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Appendix 1

1.2.8 Lack of Resolution

Simply put, resolution refers to the number of pixels on the target. The greater the amount of pixels on a subject, the greater the ability to define detail (in a perfect world).

The problem is that the clarity of the image may be affected by other conditions as such resolution or detail on target may be caused by (*main ones*):

- Poor dynamic range (1) – Edge Detail being compromised due to light,
- Lens Selection (2) – trying to cover too much in one picture.

Poor Dynamic Range



Lens Selection - Same Camera/ Different Lens Adjustment

**PPM refers to Horizontal Pixels Per Meter on the target.**

At each level this image is the approximate outcome you can expect at further-most point in the picture. e.g. at the furthestmost point of each levels colour.

**The wider the cameras view, the less detail is captured**

**The more you try to cover the picture at distance.**

**Note: Cameras and imaging devices produce differing results depending on the amount of light available.**

**Resolution - Pixels on target for IDENTIFICATION under ANZPAA Guidelines**

**When installing Video Surveillance systems, the outcomes related for the imaging device should be based on night-time or harsh light reproduction and not solely on daytime imaging.**

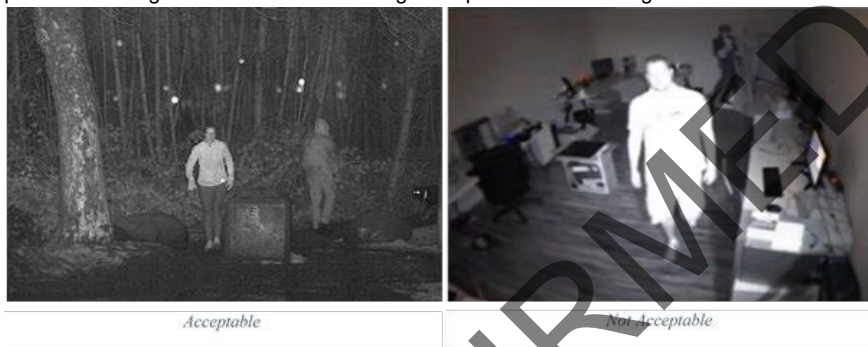
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Appendix 1

1.2.8.1 Integral Infrared Illumination and IR Cameras

Cameras incorporating inbuilt infrared illumination shall not demonstrate any reflection from the IR light blocks within the lens or picture. The cameras IR shall provide images free of graininess or artefacts within the target area through times of low or no light.

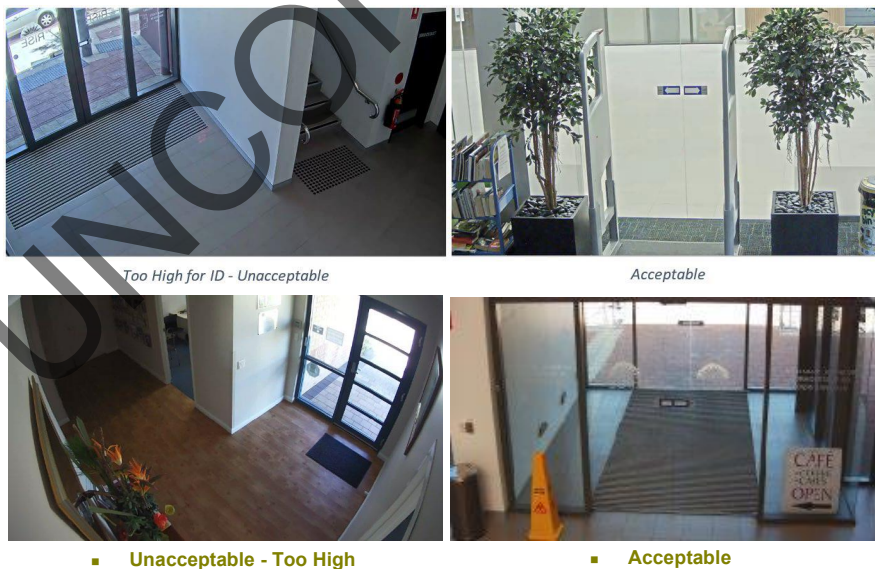
Infra-Red (IR) Cameras or IR illuminators – where used cameras are to provide an image that does not produce graininess in the target area. IR cameras shall also utilise adaptive power technologies that removes blooming / hotspots within the images.



1.2.9 Incorrect Positioning and Adjustment

1.2.9.1 Entries

The position of scheduled identification cameras should be such that the camera is no more than 15° above the horizontal plane of 1.8 m target height. When entry cameras are too high all you will see is heads or hats.



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Appendix 1

1.2.9.2 Mounting Height

Mounting heights of Video Surveillance infrastructure should be low enough as to provide recognition or Identification of an event.

Views looking at Walls or Lights provide no benefit except to reduce resolution on the target and in the case of lighting, may affect the cameras ability to produce acceptable pictures.



■ Field of view too wide, looking at walls

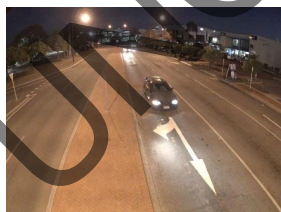


■ Unacceptable - Too

1.2.9.3 Looking at Sky or Lights

Looking at Lights or the sky is unproductive. Apart from wasting the possible additional surveillance of a target or area, the cameras also have to cater for the flair and dynamic range of lighting as well as darker scenes away from the lights.

Unless there is a special requirement, it is bad practice to set cameras up in this way.



■ Looking at sky and street lights



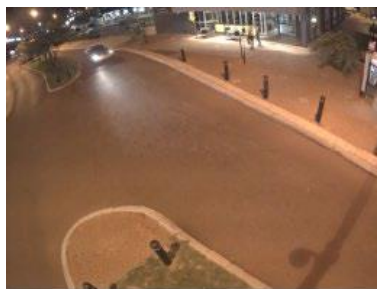
■ Unacceptable - Sky filling 50% of

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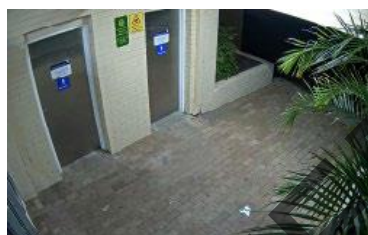
Appendix 1

1.2.9.4 Alignment

Although not technically incorrect, straightening of images wherever possible ensures a better viewing experience.



■ Image not straight



■ Image not straight

1.2.9.5 Environmental Conditions

1.2.9.5.1 Landscaping and Obstructions



Installation of Video Surveillance infrastructure should take in to account the environment in which it is being installed.

Landscaping presents ongoing challenges to the ongoing effectiveness of any imaging system. Remedial maintenance programs should be put in place to ensure ongoing outcomes or the cameras should be relocated to a different location

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21 November 2023

Attachment 7.2.1

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Appendix 2

Shire of Northam Video Surveillance Desktop Screenshot Review																			
Serial	ID Address	Device Type	NWZ Serial Number	Camera Resolution	Camera Lens	Mounting Style	View Camera Number	Proposed Location	Current Location	Camera Manufacturer	Camera Type	Image Quality	Access to Lenses Area	Access to Camera	Target Area of Coverage	Maintenance Requirements	Sample Image Day	Sample Image Night	Sample Camera
1	CCP/106, 102.2.2, 106/101, 102.2.1	Webcam	not listed	1080p	1/3"	1/3"	1/3"	Northam Police Station	7 Gateway St, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
12	102.2.24	FPT Camera	10202020983	Angelic	1080 x 720	2000	2000	Good Road Pkwy	Barnard Park to Museum St, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
13	102.2.24	Fixed Camera	0010021410704	Angelic	200 x 200	2000	2000	Northam Police Station	Intersection Fitzgerald St / Fitzgerald Pkwy, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
14	102.2.24	Fixed Camera	0010021410704	Angelic	200 x 200	2000	2000	Northam Police Station	Intersection Fitzgerald St / Fitzgerald Pkwy, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
15	102.2.24	Fixed Camera	0010021410704	Angelic	1080 x 1080	2000	2000	Northam Police Station	Intersection Fitzgerald St / Fitzgerald Pkwy, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
16	102.2.27	FPT Camera	0010021516123	Angelic	1080 x 1080	2000	2000	FPT Northam Police Station	Intersection Fitzgerald St / Fitzgerald Pkwy, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
17	102.2.20	Fixed Camera	not listed	Angelic	200 x 200	2000	2000	Good Road Pkwy	Barnard Park to Museum St, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
18	102.2.24	FPT Camera	10202020983	Angelic	1080 x 720	2000	2000	Good Road Pkwy	Barnard Park to Museum St, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
19	102.2.20	FPT Camera	0010021516123	Angelic	1080 x 1080	2000	2000	Northam Police Station	Intersection Fitzgerald St / Fitzgerald Pkwy, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p
20	102.2.20	Fixed Camera	10202020983	Angelic	1080 x 1080	2000	2000	Northam Police Station	Intersection Fitzgerald St / Fitzgerald Pkwy, Northam	SONO	IPV	1080p	1/3"	1/3"	CCD	CCD	1080p	1080p	1080p





Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

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Appendix 2

Shire of Northam Video Surveillance Desktop Screenshot Review																				
Serial	IP Address	Device Type	SNMP/SNMPv2	Camera Model	Mounting	View	View Camera	Project	Location	Camera Manufacturer	Camera Type	Image Quality	Access to Camera	Purpose for Camera	Height Above Ground	Maintenance Requirements	Daytime Image 1	Daytime Image 2	Night Image	View of
10	10.2.2.21	Fixed Camera	10.2.2.21	IP1000	Fixed	North	10.2.2.21	Foot Patrol Foot Patrol	Intersecting Foot Patrol	HIKVISION	Fixed	1080P	Public	Public safety and security	2.5m	Check for lens cleanliness				Foot Patrol
11	10.2.2.21	Fixed Camera	10.2.2.21	IP1000	Fixed	North	10.2.2.21	Foot Patrol Foot Patrol	Intersecting Foot Patrol	HIKVISION	Fixed	1080P	Public	Public safety and security	2.5m	Check for lens cleanliness				Foot Patrol
12	10.2.2.22	PFD Camera	10.2.2.22	IP1000	PFD	North	10.2.2.22	Foot Patrol PFD	Intersecting Foot Patrol	HIKVISION	PFD	1080P	Structural	Public safety and security	2.5m	Check for lens cleanliness				Foot Patrol
13	10.2.2.20	Fixed Camera	10.2.2.20	IP1000	Fixed	North	10.2.2.20	Foot Patrol Foot Patrol	Intersecting Foot Patrol	HIKVISION	Fixed	1080P	Public	Public safety and security	2.5m	Check for lens cleanliness				Foot Patrol
14	10.2.2.20	Fixed Camera	10.2.2.20	IP1000	Fixed	North	10.2.2.20	Foot Patrol Foot Patrol	Intersecting Foot Patrol	HIKVISION	Fixed	1080P	Public	Public safety and security	2.5m	Check for lens cleanliness				Foot Patrol
15	10.2.2.20	Fixed Camera	10.2.2.20	IP1000	Fixed	North	10.2.2.20	Foot Patrol Foot Patrol	Intersecting Foot Patrol	HIKVISION	Fixed	1080P	Public	Public safety and security	2.5m	Check for lens cleanliness				Foot Patrol
16	10.2.2.20	Fixed Camera	10.2.2.20	IP1000	Fixed	North	10.2.2.20	Foot Patrol Foot Patrol	Intersecting Foot Patrol	HIKVISION	Fixed	1080P	Public	Public safety and security	2.5m	Check for lens cleanliness				Foot Patrol
17	10.2.2.20	PFD Camera	10.2.2.20	IP1000	PFD	North	10.2.2.20	Foot Patrol PFD	Intersecting Foot Patrol	HIKVISION	PFD	1080P	Structural	Public safety and security	2.5m	Check for lens cleanliness				Foot Patrol

Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

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Appendix 2

Shire of Northam Video Surveillance Desktop Screenshot Review													
Monitor	IP Address	Device Type	Serial Number	Camera Resolution	Camera Model	Camera Make	Camera Type	Camera Location	Camera Type	Camera Make	Camera Model	Camera Type	Camera Location
14	192.168.1.1	P2P Camera	18C121212121	1920x1080	HIK-TIS 2001	HIKVISION	PTZ	Northam	Northam	Northam	Northam	Northam	Northam
14	192.168.1.1	P2P Camera	18C121212121	1920x1080	HIK-TIS 2001	HIKVISION	PTZ	Northam	Northam	Northam	Northam	Northam	Northam

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## 1.0 Video Surveillance Systems (CCTV) Hardware, Systems and Networks

### Scope of Services

The purpose of this category is to provide information relating to Video Surveillance Systems (VSS) AS/NZS 62676:2020:

- Local Government/Stakeholders shall understand that
  - Video Surveillance Infrastructure is not just including Image Capture and Recording, but now may include/incorporate Intruder Detection Systems and Access Control Systems.
  - The WA CCTV State Strategy is Defunct effective 2019.
  - AS/NZS 62676:2020 has replaced AS4806:2006 effective April 2020.
  - Video Surveillance Systems (VSS) replaces previous Closed-Circuit Television (CCTV) Terminology.
  - Stakeholders should undergo training to provide understanding of CCTV Technology and Methodology in Local Government.
  - Tender Documentation should be Detailed and Specific to the use, application and outcomes related to the proposed infrastructure and incorporate all aspects listed below.
- Video Surveillance Systems (VSS) now include a whole-of-system approach that outcomes based and agnostic to product. This includes:
  - **Video Surveillance System's are now Graded** (based on Risk and Functionality). Completed in conjunction with ISO31000:2009.
  - **Outcome based design for each Image location** (24/7) regardless of Motion, Lighting, Environmental Conditions.
  - **Interoperability** – Non-Manufacturer Specific allowing ease of migration between Equipment and Systems without loss of functionality
  - **VSS Functionality** – Common Interconnections, Storage, Archiving and backup, Alarm Related Information, System Logs, Backups and Restoral, Failure Notifications, Image handling, and PSU Monitoring, Image Buffer Times, Monitoring of interconnections, Tamper Detection, Authorisation codes, Time Synchronisation, Data Authentication, Data labelling and Authentication.
  - **Whole of System Approach includes** – Imaging Outcomes, Recording, Image Storage and Export, Lighting, Interconnections, Image Handling Equipment, Image Presentation, Video Performance, Data Transmission (including security), Communications Latency, Redundancy, Control Room Configurations, Test planning, Pre-Installation Documentation, System Installation and Commissioning, Final Documentation and Maintenance
  - **Transmission of Information** – Web Services Framework, IP Configuration, Device Discovery, Device Management, Device IO, Display Devices, Imaging and Media, Real Time Streaming, Event Handling, PTZ Control, Video Analytics, Video Analytic Devices, Recording Search and Control and Data Security



Competencies	Qualifications / Certifications and Technical Standards	Legal/regulatory compliance	Metadata
<p><b>Knowledge and experience such as:</b></p> <ul style="list-style-type: none"> <li>Comprehensive Working Knowledge and experience in implementing the recommendations contained in the listed standards for Video Surveillance, Security and Access Control Standards.</li> <li>Sound Working Knowledge and experience in application of Security Based Risk Assessments and in particular Risk management guidelines:</li> <li>Compliance with Legislation with respect to State and National Licensing Requirements.</li> <li>Sound working Knowledge of Open Network Industry Forum (ONVIF) and its Application within the Australian Standards for Video Surveillance Systems.</li> </ul>	<p><b>Mandated:</b></p> <p><b>Risk Assessments</b></p> <ul style="list-style-type: none"> <li>Persons Completing Risk Assessments as defined in AS/NZS 62676:2020 should be certified competent in application Risk Management Guidelines.</li> </ul> <p><b>Security, Access, and Video Surveillance System Consulting &amp; Installation</b></p> <ul style="list-style-type: none"> <li>Company to Hold current WA Security Agents License.</li> <li>ALL Persons Consulting to Hold Class 2 WA Security Consultants License.</li> <li>All Persons Installing Equipment to hold Class 2 WA Security Installers License.</li> </ul>	<p><b>Working knowledge and ability to inform and guide compliance to the following Australian Standards and Legislative Requirements for delivery of services within this category:</b></p> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>ISO31000:2018 Risk Management Guidelines</li> <li>HB167:2006 Security Risk Management</li> </ul> <p><b>AS/NZS 2201.1:2007 Intruder alarm systems Client's premises - Design, installation, commissioning and maintenance.</b></p> <ul style="list-style-type: none"> <li>AS 2201.2:2004 Intruder alarm systems— Monitoring centres.</li> <li>AS 2201.3:1991 Intruder alarm systems— Detection devices for internal use</li> <li>AS 2201.4:1990 Intruder alarm systems— Wire-free systems installed in client's premises.</li> <li>AS/NZS 2201.5:2008 Intruder alarm systems—Alarm transmission systems plus AS 2201.4-1990/Amdt 1-1990.</li> </ul> <p><i>NOTE: Updated Standards are to be released through 2022-2023. Local Government should check versions prior to tendering.</i></p>	<p><b>Metadata</b></p> <ul style="list-style-type: none"> <li>Closed Circuit Television</li> <li>CCTV</li> <li>Video Surveillance Systems</li> <li>VSS</li> <li>Risk Management</li> <li>Risk Management Guidelines</li> <li>Security Licensing</li> <li>Security Agent</li> <li>Security Consultant</li> <li>Security installer</li> </ul>



<ul style="list-style-type: none"> <li>• Understanding of how companies that appear on Banned Entity List are affected in relation to ONVIF Certification.</li> <li>• Experience with working with public utilities and services. E.g., Main Roads WA, Public Transport Authority, Power and Gas Utilities and Local Government.</li> <li>• Coordination and management of the Sub-Contractors if required.</li> <li>• Management day to day on-site security and Workplace Health and Safety Principles.</li> <li>• Determine the location and type of underground services.</li> <li>• Knowledge and experience in communications infrastructure and suitability for Installation environments.</li> <li>• Ensure consistency in design and support the vision of the Local Government Security Policy and Guidelines.</li> </ul>	<p><b>Australian Communications and Media Authority</b></p> <ul style="list-style-type: none"> <li>• All Persons Installing or relocating Cabling Infrastructure shall hold Australian Communications and Media Authority Licenses E.G Open Registration with Endorsements.</li> </ul> <p><b>Insurances</b></p> <ul style="list-style-type: none"> <li>• Persons providing services to Local Government shall have in addition to Products/Public Liability insurances, Errors and Omissions Extensions for works being completed or Professional Indemnity Insurance</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Company is a member of a recognised Industry Association.</li> <li>• Certification works by a professional consultant or engineer in the relevant discipline who has appropriate experience and</li> </ul>	<p><b>AS/NZS 62676 series Video Surveillance Systems for use in Security Applications</b></p> <ul style="list-style-type: none"> <li>• AS/NZS 62676-1-1 Video System Requirements.</li> <li>• AS/NZS 62676-1-2 Video Transmission – General Video Transmission – Requirements.</li> <li>• AS/NZS 62676-2-1 Video Transmission Protocols – General Requirements.</li> <li>• AS/NZS 62676-2-2 Video Transmission Protocols – IP Interoperability implementation based on HTTP and REST services.</li> <li>• AS/NZS IEC 62676.2.31:2020 Video surveillance systems for use in security applications Live streaming and control based on web services.</li> <li>• AS/NZS IEC 62676.2.32:2020 Video surveillance systems for use in security applications Recording control and replay based on web services.</li> <li>• AS/NZS 62676-3 Analog and Digital Video Interfaces. AS/NZS 62676-4 Application guidelines</li> <li>• AS/NZS 62676-5 Data specifications and image quality performance for camera devices.</li> </ul>	
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Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1



<ul style="list-style-type: none"> <li>• Experience in applying industry standards and guidelines.</li> <li>• Experience in the use of software such as Autodesk or similar.</li> <li>• Experience in the use of CCTV 3D Design software.</li> <li>• Experience in Generating relevant Training Materials including - Creation of Training Materials, Providing Onsite Training, Providing Video Record of Training.</li> </ul>	<p>competence in the relevant field.</p> <ul style="list-style-type: none"> <li>• Consultants have demonstrated experience as having acted as an Integrator or has been involved in installing similar systems.</li> <li>• Contractor to show ongoing CPD for Installation and Technical Staff for maintain currency with latest developments within industry.</li> <li>• Contractors Consultants and Commissioning staff to have sound knowledge of Wired and Wireless Networks utilising Layer 2/3 topographies and an understanding of Cyber Security risk mitigation.</li> <li>• Contractors Staff to be Manufacturer Certified in the Design and Implementation of Technical Solutions. Certificated to be Requested Showing Completion. Refresher training maximum time of 48 months separation.</li> </ul>	<p><b>Access Control</b></p> <ul style="list-style-type: none"> <li>• AS/NZS IEC 60839.11.1:2019 Alarm and electronic security systems Electronic access control systems - System and components requirements.</li> <li>• AS/NZS IEC 60839.11.2:2019 Alarm and electronic security systems Electronic access control systems - Application guidelines.</li> <li>• AS/NZS IEC 60839.11.31:2020 Alarm and electronic security systems Electronic access control systems - Core interoperability protocol based on Webservices.</li> </ul> <p><b>Other Standards</b></p> <ul style="list-style-type: none"> <li>• The Building Code of Australia (BCA).</li> <li>• The Local Electricity Supply Authority Regulations.</li> <li>• Workplace Health and Safety Electrical Safety Office Workers' Compensation Regulator - Work health and safety (WHS) and Electrical Safety (ES) laws.</li> <li>• AS/ACIFS009 Installation requirements for customer cabling.</li> <li>• AS/NZS 4801 – OHS Management</li> </ul>	
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**Member Engagement**

Specific services requested under this Contract may include, but are not limited to:

- Assistance in Determining Required outcomes for all aspects of the Proposed System.
- Administration and supervision of Asset and Risk Assessment Process.
- Assistance with determining Grade of System to be installed.
- Assistance with Confirmation of Information Technology requirements.
- Formulation of Procurement Documents and Technical Specification based around Outcomes Based Design
- Consultation with Local Government Stakeholders, Other Stakeholders, Community Groups regarding desired outcomes.
- Assessment of Local Government outcomes against Intruder Detection, Access, and Video Surveillance System (formerly CCTV) Standards.
- Assistance with determining suitability of Equipment and/or Tender Responses to ensure Required Outcomes are met.
- Assessment of Environmental, Landscaping, and other conditions which may impact continued ability to maintain required outcomes.
- Provide necessary direction and clarification of the scope and monitor the execution of the works as specified on site.
- Documenting compliance with Grant funding applications.





UNCONFIRMED



## INTRODUCTION

The Shire of Northam's vision for the future is to be a vibrant growing community that is safe, caring, and inclusive. Over recent years the Shire has experienced significant growth with a number of new private and public developments, offering the community several new and improved experiences including shopping, dining, entertainment, culture, play and relaxation. With more on offer than ever, one of the Shire's biggest challenges remains its perception of safety.

The Shire recognises that partnership based strategies are the key to improving Community Safety outcomes. Community safety and crime prevention is a complex issue with multiple social and environmental drivers impacting on both actual crime rates and perceived crime. Many aspects of community safety and crime prevention fall outside the control of the Shire of Northam. Therefore, the Shire works in partnership with government, stakeholders, and the community to deliver initiatives of the Shire of Northam Community Safety and Crime Prevention Plan. A partnership approach is viewed by the Shire of Northam as particularly important to deal effectively with the variety of factors that influence Community Safety.

## PURPOSE OF THE PLAN

The Shire of Northam Community Safety and Crime Prevention Plan 2022 – 2026 is a four year strategic outlook for the Shire that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues. This plan replaces the Shire of Northam Community Safety Plan 2017 – 2021.

The Community Safety and Crime Prevention Plan considers the perception of crime as well as the actual crime. A safe community is one where community members are able to

1 COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1



pursue the fullest life possible without fear or hindrance from crime and disorder, making their feelings of safety as important as their actual level of safety.

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 Community Safety and Crime Prevention Plan relates to the following strategic direction identified within the Shire of Northam's Strategic Community Plan 2017 – 2027.

**SAFETY & SECURITY:** A community without fear of crime or antisocial behaviour.  
**OUTCOME:** Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

- OBJECTIVES:**
- Plan and implement strategies to address crime and safety within the Shire of Northam
  - Increase community participation in identifying and reporting of crime
  - Increase community awareness and understanding of how to prevent crime and improve community safety
  - Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives
  - Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges
  - Inform community of long term crime trends and comparisons

**KEY INDICATOR OF SUCCESS:** A continuous downward trend in crime and antisocial behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys.

## THE SHIRE'S ROLE IN COMMUNITY SAFETY AND CRIME PREVENTION

Local government has an important role to play in ensuring residents feel safe to live a quality life. The Shire of Northam provides direct service delivery and support within a range of areas relating to the community's safety, such as:

- Emergency management
- Ranger services
- Environmental health
- Road safety
- Risk management
- Community health
- Crime prevention

The Shire of Northam coordinates a Community Safety Committee that includes representatives from the Shire of Northam, WA Police, state government agencies, youth service providers, key stakeholder groups and community representatives. Members of the committee share a commitment to improving the actual and perceived safety of the community. This committee is a formally appointed committee of Council.

## DEVELOPING THE PLAN

To develop the actions in this plan the Shire engaged in a process of building a picture of the Shire of Northam to understand the key crime and safety issues. This involved the analysis of crime statistics, community and stakeholder engagement, and research, including best practice in local government.



## CRIME STATISTICS

The following WA Police Statistics show the reported offences across the Shire of Northam over the past 5 years.

Type of Offence	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Homicide	0	1	2	0	0
Sexual Offence	27	32	32	123	41
Assault (family)	166	136	122	167	166
Assault (non-family)	90	123	102	99	105
Threatening Behaviour (family)	15	22	23	39	28
Threatening Behaviour (non-family)	43	43	27	36	29
Deprivation of Liberty	3	5	1	3	1
Robbery	7	4	3	1	2
Dwelling Burglary	244	85	115	95	66
Non-Dwelling Burglary	73	55	49	56	25
Motor Vehicle Theft	25	19	35	14	18
Stealing	411	358	331	283	236
Property Damage	383	304	238	242	211
Arson	19	8	5	12	7
Drug Offences	323	257	225	180	192
Graffiti	28	7	22	17	4
Fraud & Related Offences	176	55	62	64	71
Breach of Violence Restraining Orders	159	60	111	117	74
<b>Total Offences</b>	<b>2022</b>	<b>1573</b>	<b>1520</b>	<b>1548</b>	<b>1276</b>



The statistics show an overall downward trend in crime over the past 5 years.

The most problematic crime categories within the Shire are assaults (predominantly family related), burglaries, stealing, property damage and drug offences.

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

## COMMUNITY ENGAGEMENT

In May 2021 the Shire conducted the biennial Community Perceptions Survey to gauge the opinions of the community about issues that they perceive to be affecting them. The results of this survey identified safety and crime prevention as the highest community priority.

### Markyt Shire of Northam Community Scorecard – priorities identified by the Shire of Northam Community (in order)

Priorities		Safety and crime prevention
		Local roads
		Streetscapes and verges
		Economic development
		Footpaths, trails and cycleways
		Seniors' services and care
		Festivals, events, art and culture
		River and waterways
		Youth services and facilities
		Housing

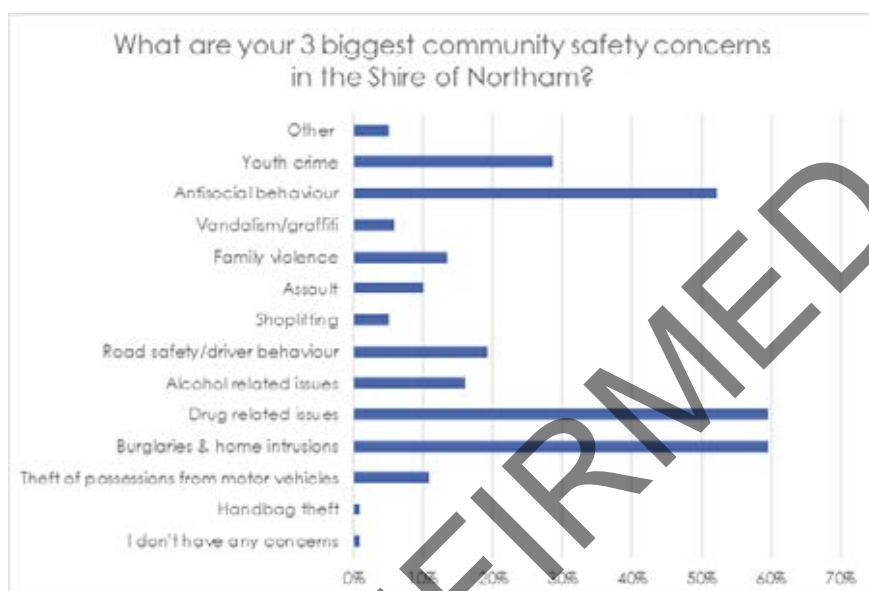
To obtain a clearer picture of the community's safety and crime prevention concerns a more detailed and specific community safety survey was subsequently undertaken during August and September 2021. The survey measured how safe people feel in the Shire of



Community Safety Committee Agenda  
21 November 2023

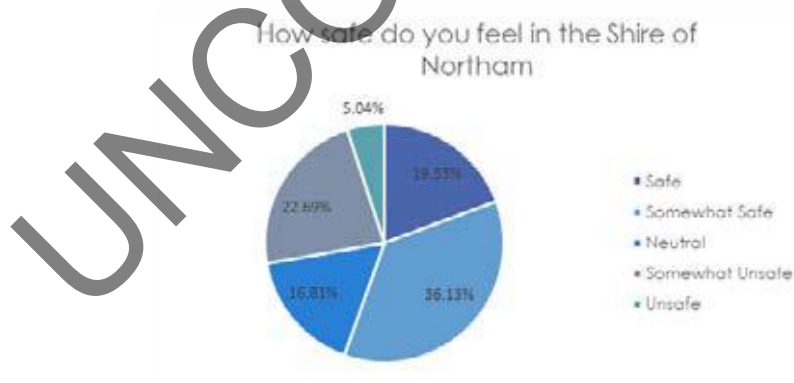
Attachment 7.2.1

Northam and asked for input regarding what could be done to make the Shire of Northam safer. The survey was promoted through a variety of channels including the Shire website, social media and community facilities. A total of 119 responses to the Community Safety and Crime Prevention Survey were received and are summarised below.



The top three community safety concerns were identified as

- Burglaries & home intrusions
- Drug related issues
- Antisocial behaviour



More people feel safe or somewhat safe, than feel unsafe.

The places where people feel most unsafe are:

- Poorly lit streets at night
- Shopping centre carparks & entries
- Northam CBD



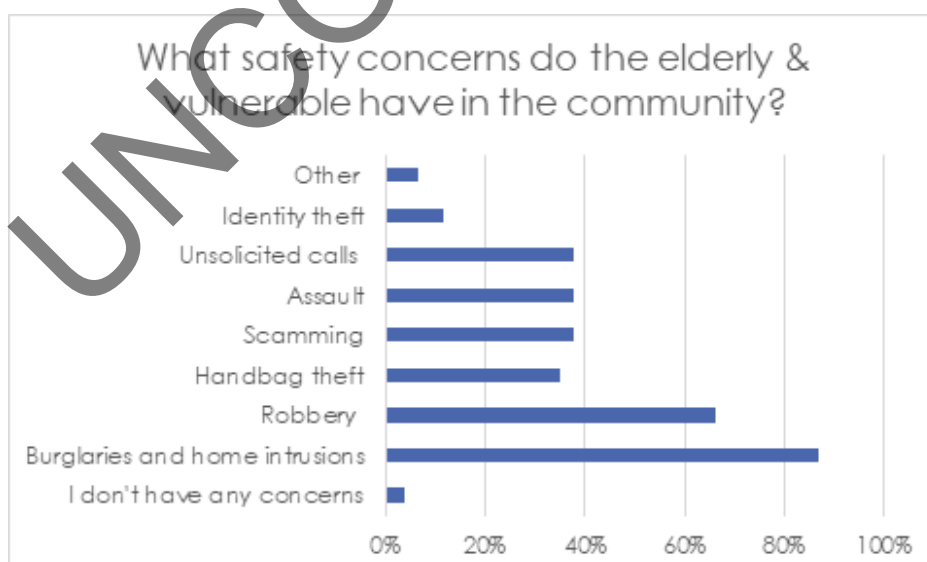
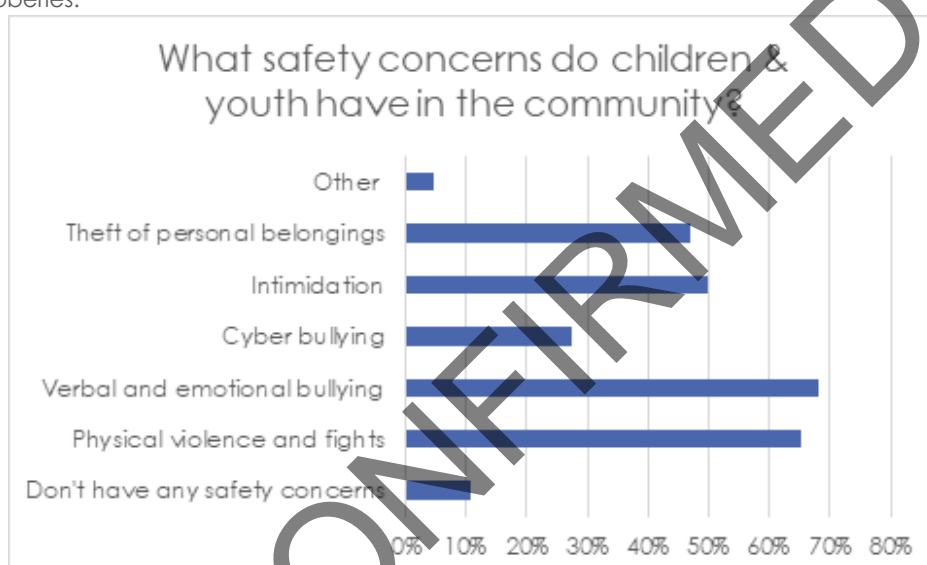
Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

To improve community safety the top suggestions were:

- More police patrols
- Increased lighting
- Increased CCTV

The survey also tried to gauge how safe children and youth, and the elderly and vulnerable feel within the Shire. The responses indicate that these groups feel slightly more unsafe than the general population. For children and youth their biggest safety concerns as seen below are verbal and emotional bullying, physical violence and fights, and intimidation. For the elderly and vulnerable the biggest concerns are burglaries and home intrusions, and robberies.



7 COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4



## UNDERSTANDING THE PLAN

To reach our vision, the plan will concentrate on four focus areas:

- 1. Building Partnerships & Internal Capacity**  
This includes the governance and functioning of the committee, maintaining relationships with the Police and key stakeholders.
- 2. Safer Places & Spaces**  
This includes Crime Prevention Through Environmental Design (CPTED), infrastructure such as CCTV, lighting, footpaths, and improving the perception of crime in an area.
- 3. Community Education & Awareness**  
This area is about the key messaging and increasing community engagement in community safety, such as reporting of crime and target hardening.
- 4. Addressing or Combatting Anti-social Behaviour**  
This area focuses on reducing antisocial behaviour and youth crime and supporting initiatives that help reduce drug and alcohol use in the community.

A series of objectives sit under each of the focus areas. These objectives have been developed based upon the data and consultation. Each objective has a series of actions describing the approach the shire will take in practical terms to achieve the objective.

The Community Safety & Crime Prevention Action Plan is summarised on the following page.

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

8

AIM: To reduce crime and antisocial behaviour, and concern about these issues in the Shire of Northam.



COMMUNITY ISSUES

Alcohol & Other Drugs	X	X	X	X
Antisocial Behaviour	X	X	X	X
Vandalism & Graffiti	X	X	X	X
Assault	X	X	X	X
Road Safety/Driver Behaviour	X		X	
Burglary	X	X	X	
Shoplifting	X	X	X	
Family & Domestic Violence	X		X	X
Perception of Crime	X	X	X	

OBJECTIVES

1.1 Work with WA Police Force & key stakeholders to share knowledge resources, plan & implement community safety & crime prevention initiatives.	2.1 Reduce opportunities for crime 2.2 Improve the perception of crime in the Shire of Northam	3.1 Encourage community participation & awareness 3.2 Increase awareness of home safety 3.3 Educate the community on scams, identity theft, cyber bullying & online criminal behaviour 3.4 Improve road safety on Shire of Northam roads	4.1 Support youth engagement to reduce crime and antisocial behaviour 4.2 Improve community wellbeing
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## ACTION PLAN

### 1. BUILDING PARTNERSHIPS & INTERNAL CAPACITY

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
1.1: Work with WA Police Force & key stakeholders to share knowledge, resources, plan & implement community safety & crime prevention initiatives	Committee to maintain representation from Shire of Northam Elected Members, Staff, Northam and Wundowie Police and the most relevant representation in the area of crime prevention and community safety.	Shire of Northam Office of the CEO & Community Development	Shire of Northam Council  All of Community Safety Committee
	Yearly schedule of committee meetings is established in advance ensuring the Community Safety Committee meets at least 4 times per year (quarterly) to monitor the implementation of the Community Safety & Crime Prevention Plan 2022 – 2026.	Shire of Northam Community Development	All of Community Safety Committee
	The committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern.	Shire of Northam Community Development  Northam & Wundowie Police	All of Community Safety Committee  WALGA Crime Statistics
	Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).	Shire of Northam Community Development	All of Community Safety Committee
	Where no key networking or advisory group exists, identify the key stakeholders for the area of concern and establish working groups or partnerships to initiate action.	Shire of Northam Community Development	All of Community Safety Committee
	Support and enable Council Plan Objectives, 1: Play our role in promoting a safe and crime free community 2: Provide accessible and safe public spaces.	Shire of Northam Community Development	Shire of Northam Council  All of community  Visitors to the Shire of Northam



Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1



2. SAFER PLACES & SPACES

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
2.1: Reduce opportunities for crime	Attend at least one business focused meeting per year to promote measures businesses can take to improve their security and minimise crime related risk.	Shire of Northam Community Development Northam Chamber of Commerce	Business & shop owners/operators Northam Chamber of Commerce WA Police Force
	Promote the registration of private and business CCTV with the WA Police Cam-Map initiative.	Shire of Northam Community Development Northam Chamber of Commerce Northam & Wundowie Police	WA Police Force Shire of Northam Information Technology Northam Chamber of Commerce
	Embed Crime Prevention Through Environmental Design (CPTED) principles within planning and development process.	Shire of Northam Planning, Engineering & Parks & Gardens	Shire of Northam Development Services & Engineering Services Private Developers & Builders
	Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology solutions.	Shire of Northam ICT	Shire of Northam ICT & Building Maintenance
	Conduct lighting audit of Shire's priority public places and spaces (e.g. parks, carparks).	Shire of Northam Building Maintenance	Shire of Northam Engineering Services, Building Maintenance

11 COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
2.2: Improve the community perception of crime in the Shire of Northam	Promote positive communications across relevant external platforms to address the negative perceptions.	Shire of Northam Community Development & Communications	Shire of Northam Communications  Northam Advertiser  Northam Town Team  Community & Progress Associations  Espin Capital (El Cabello Digital Billboard)
	Promote the importance of reporting graffiti, its cost to the community and aim to remove the graffiti within 5 days of it being reported or 3 days if it is offensive.	Shire of Northam Community Development, Communications & Parks & Gardens  Northam & Wundawie Police	Shire of Northam Community Development, Communications & Media, Ranger Services and Parks & Gardens  WA Police Force – local Police & Graffiti Team
	Facilitate and support targeted place activations and projects across the Shire based on intelligence from the Committee.	Shire of Northam Community Development & Events	All of Community Safety Committee
	Reduce the perception of crime in the area by maintaining tidy surroundings reducing litter, removing abandoned vehicles within 24 hours of them being reported, reporting abandoned shopping trolleys, regularly mowing grass and verges in public spaces, and educate private owners to do the same  Removing graffiti within 5 days of it being reported  Promote and encourage community participation in Clean Up Australia Day and Adopt a Spot Programs.	Shire of Northam Parks & Gardens, Ranger Services & Community Development	Shire of Northam Communications & Media, Events, Ranger Services and Parks & Gardens  All Shire residents  WA Police Force - Graffiti Team  Northam Share & Care  Avon Valley Environmental Society  Local volunteer maintenance groups such as STRYKA, Bridgeley  Northam Town Team  Keep Australia Beautiful  Clean Up Australia

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

3. COMMUNITY EDUCATION & AWARENESS

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDER
3.1: Encourage community participation & awareness	Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.	Shire of Northam Community Development & Communications	Shire of Northam Communications Northam Advertiser Espin Capital (El Cabello Digital Billboard) WA Police Force – local Police Crimestoppers WA
	Provide at least one community safety & crime prevention forum in the Spring each year with local police, Council and Committee members to listen to the community issues and concerns around safety & crime prevention, answer questions and inform them of the initiatives of the committee.	Shire of Northam Community Development  Northam & Wundowie Police	All of Community Safety Committee Shire of Northam Council Residents and community members
	Actively promote the need for the reporting of crime and suspicious activity through Crimestoppers, calling 131 444 where assistance is required and other official channels rather than on social media or not at all.	Shire of Northam Community Development & Communications  Northam & Wundowie Police	Shire of Northam Community Development, and Communications  WA Police Force Crimestoppers WA
	Promote Crime Stoppers WA initiatives, such as Bikeline and Dob in a Dealer.	Shire of Northam Community Development & Communications  Northam & Wundowie Police	Shire of Northam Community Development, and Communications
	Promote positive perceptions of minority groups within the community to improve social cohesion.	Shire of Northam Community Development, & BKB Coordinator  Nyoongar Cultural Advisory Committee	Aboriginal Elders and community Nyoongar Cultural Advisory Committee Bilya Koort Boodja Centre WA Police Force – local Police NACHA – Northam Multicultural Heritage Festival

13 COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1



OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDER
3.1: Encourage community participation & awareness (CONT.)	Promote the use of the Snap Send Solve App to report safety concerns.	Shire of Northam Community Development & Communications	Shire of Northam
	Support local Police to implement quarterly Coffee with a Cop sessions at venues throughout the Shire including those specifically targeting key groups (e.g. senior citizens).	Northam & Wundowie Police Northam Chamber of Commerce	Shire of Northam Community Development WA Police Force – local Police Northam Chamber of Commerce Senior Citizens Groups
	Promote the inclusion of specific community safety messaging at all Shire events	Shire of Northam Community Development & Events	Shire of Northam Events, and Communications
	Attend at least one community event or activity, such as the Northam Agricultural Show, Wundowie Iron Festival or Bilya Festival annually based on priority demographic audience to promote community safety and crime prevention initiatives.	Shire of Northam Community Development & Events	Shire of Northam Events, and Community Development Event Organisers & Community Groups WA Police Force – local Police
	Promote the programs that are being offered by other service providers and community groups that offer programs aiding in community safety and crime prevention.	Shire of Northam Community Development & Communications	All of Community Safety Committee Community Service Providers Shire of Northam Community Development, and Communications

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4



Community Safety Committee Agenda  
21 November 2023

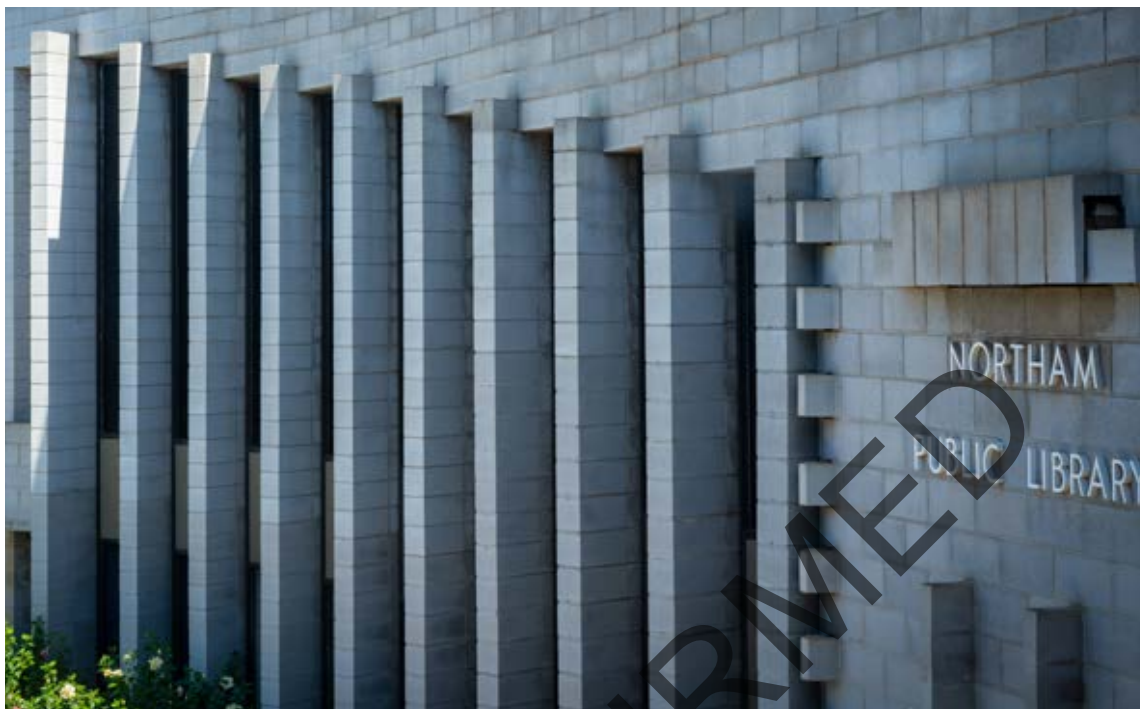
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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.2: Increase awareness of home safety	Provide and promote up to date home safety and security information and online resources via the Shire of Northam website.	Shire of Northam Community Development & Communications	Shire of Northam Community Development, and Communications WA Police Force
	Develop initiatives in collaboration with local Police that increase home safety awareness and target hardening for vulnerable residents.	Shire of Northam Community Development  Northam & Wundowie Police	Shire of Northam Community Development, and Seniors & Disability Services  WA Police Force – local Police  Senior Citizens Groups Disability Support Services Northam Share & Care WA Seniors Card Seniors Security Rebate Volunteer maintenance groups, e.g. STRYKA, Bridgeley
	Implement a "Get to Know Your Neighbour" campaign to encourage neighbourhood community connections to reduce the level of burglaries and increase awareness and support amongst neighbours.	Shire of Northam Community Development	Shire of Northam Community Development, and Events  Residents and ratepayers



Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1



OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.3: Educate the community on scams, identity theft, cyber bullying & online criminal behaviour	Facilitate the promotion of services and tools that provide community education, particularly targeting the vulnerable on protecting themselves against scammers and identity theft.	Shire of Northam Library Services	Shire of Northam Community Development, Library, Seniors & Disability Services, and Communications  WA Police Force  Senior Citizens Groups  Disability Support Services
	Include a cyber safety information stall at the Back to School event and workshop at the library to complement existing school based education on the subject.	Shire of Northam Recreation & Youth, & Library  Department of Education	Shire of Northam Community Development  All local primary schools and high schools  Department of Education  Northam PCYC  Avon Community Services

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.4: Improve road safety on Shire of Northam roads	Support and enable initiatives of the Northam RoadWise Committee towards the aspirational goal of reducing killed and serious injury road crashes in the Shire of Northam.	Shire of Northam Engineering & Community Development  RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services
	Partner with local Police, Northam RoadWise and relevant stakeholders to promote safe and considerate road use.	Shire of Northam Community Development, Communications & Engineering  Northam & Wundowie Police  RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services  WA Police Force – local police
	Ensure road safety outcomes are accounted for in the Council Plan or Public Health Plan.	Shire of Northam Office of the CEO & Environmental Health	Shire of Northam RoadWise Committee, Engineering, Works, Technical Services, and Environmental Health
	Advocate for Safe System road safety improvements and traffic calming infrastructure.	Shire of Northam Engineering	Shire of Northam Engineering, Works, Technical Services, and Community Development  RoadWise Committee  Main Roads WA  All road users within the Shire of Northam



Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

4. ANTISOCIAL BEHAVIOUR

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.1: Support youth engagement to reduce crime and anti-social behaviour	Support and promote initiatives to increase parental/ carer responsibility for ensuring that their children do not participate in antisocial or criminal behaviour.	Shire of Northam Recreation & Youth  Northam PCYC  Northam & Wundowie Police	Shire of Northam Community Development, Recreation & Youth  WA Police – local Police  Department for Communities – Child Protection  Department of Education  Department of Justice – Youth Justice  Northam PCYC WANSLEA  Avon Community Services  Northam Youth Wellbeing Plan  Wheatbelt District Leadership Group
	Establish or partner with existing working groups comprising of appropriate staff and volunteers working with young people to develop practical initiatives to re-engage at risk youth and their families.	Shire of Northam Recreation & Youth  Northam PCYC  Bridgeley Youth Group	Shire of Northam Community Development, Recreation & Youth  Wheatbelt District Leadership Group  WA Police – local Police  Department for Communities – Child Protection  Department of Education  Department of Justice – Youth Justice  Northam PCYC WANSLEA  Avon Community Services  Northam Youth Wellbeing Plan

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.1: Support youth engagement to reduce crime and anti-social behaviour (CONT)	Partner with the Northam Chamber of Commerce to drive the "Keeping Kids in School" program.	Shire of Northam Community Development  Northam Chamber of Commerce	Shire of Northam Community Development  Northam Chamber of Commerce  WA Police Force  Retail outlets
	Integrate and align with the priority objectives within the Northam Youth Wellbeing Plan	Northam Youth Wellbeing Plan Representative  Shire of Northam Recreation & Youth	Shire of Northam Recreation & Youth Services, and Community Development  Northam Youth Wellbeing Plan Committee
	Identify and deliver collaborative youth diversionary initiatives across the Shire, such as: <ul style="list-style-type: none"> <li>Urban art projects that make young people feel a part of their community and contribute positively</li> <li>Interagency coordination of school holiday activity programs for children and youth each school holidays.</li> </ul>	Shire of Northam Recreation & Youth, & Community Development  Northam PCYC	Shire of Northam Recreation & Youth Services, Community Development, and Events  Northam PCYC  Avon Community Services  Northam Youth Wellbeing Plan Committee
	Establish partnerships to deliver and/or support early intervention initiatives.	Shire of Northam Recreation & Youth  Northam PCYC  Northam Youth Wellbeing Plan Representative	Local primary and secondary schools  WA Police Force – Youth Crime Intervention Officers
	Promote the Department of Local Government, Sport & Cultural Industries Kids Sport Program and investigate additional measures to engage at risk children and youth in sport.	DLGSC  Shire of Northam Recreation & Youth	Shire of Northam Recreation & Youth Services  Department of Local Government, Sport & Cultural Industries
	Seek opportunities for young people in outlying communities to access transport to participate in youth events in Northam.	Shire of Northam Recreation & Youth, & Community Development	Shire of Northam Recreation & Youth Services, Community Development, and Events

18

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

Community Safety Committee Agenda  
21 November 2023

Attachment 7.2.1

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.2: Improve community wellbeing	Support campaigns that promote alcohol & other drugs prevention and harm minimisation, and raise awareness of mental health and suicide prevention, such as "Turn Up in Blue Day".	Shire of Northam Community Development  Local Drug Action Group  Holyoake	Shire of Northam Community Development  Local Drug Action Group  Holyoake  Wheatbelt Suicide Prevention Coordinator  Wheatbelt Mental Health
	Continue to provide & maintain secure sharps disposal units in public places and educate the community on safe removal and reporting of needles in public places (e.g. parks and playgrounds).	Shire of Northam Building Maintenance, Health & Community Development	Shire of Northam Building Maintenance Officer, Environmental Health, Community Development, and Communications
	Support and enable the Shire's Public Health Plan, including alcohol & other drug prevention, mental health & suicide prevention.	Shire of Northam Health & Community Development	Shire of Northam Environmental Health, and Community Development  Holyoake  Wheatbelt Suicide Prevention Coordinator  Wheatbelt Mental Health  Local Drug Action Group
	Proactively support the Northam Liquor Accord amongst all licensed premises to ensure responsible service of alcohol within Shire of Northam.	Shire of Northam Community Development	WA Police – Liquor Enforcement Unit  Shire of Northam licensed venues
	Promote the Good Sports Program to local sporting clubs and associations. Work with clubs to reduce alcohol consumption.	Shire of Northam Club Development Officer Holyoake	Shire of Northam Club Development Officer Good Sports Holyoake Dept. Local Government, Sport and Cultural Industries

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026\_V4

## REVIEWING THE PLAN & MONITORING PROGRESS

The Shire of Northam Community Safety Committee will have primary responsibility for the monitoring and review of the plan. The desired outcomes of the plan will be delivered in partnership with key stakeholders. The outcomes of actions within the plan will be reviewed and measured annually in line with Councils Corporate Business Plan.

It is to be noted that the plan is a living document and as such additional strategies may be added, and further stakeholders seconded to assist with the implementation of these strategies.

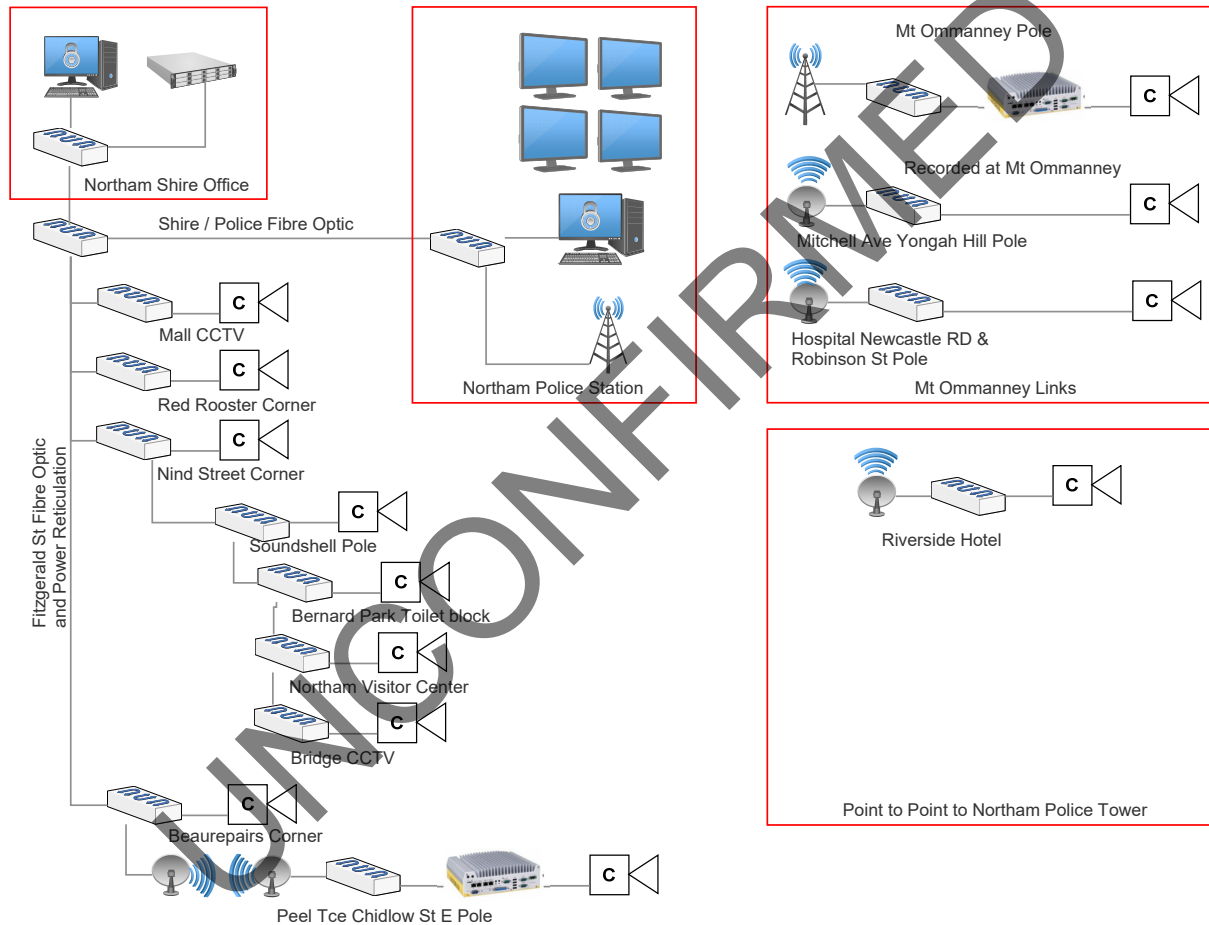
Any financial requirements for implementing the plan will be sought through Councils annual operating budget process with external funding for specific projects also to be pursued.

## FURTHER INFORMATION

For further information regarding the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026 please contact the Shire of Northam Community Development Officer on telephone (08) 6608 0234 or email [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)



### Concept Northam - Network Restructure





Community Safety Committee Minutes  
21 November 2023



7.3 Community Safety & Crime Prevention Plan Update

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	David Emery (Acting 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**

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

**ATTACHMENTS**

{attachment-list-do-not-remove}

**A. BACKGROUND / DETAILS**

This Committee Report aligns with the four focus areas of the Community Safety & Crime Prevention Plan 2022 – 2026.

**B. CONSIDERATIONS**

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

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action 1.1.1: Advocate for greater visibility by Police and Youth Officers in known hotspots.

Priority Action 1.1.2: Provide a program to deliver youth diversionary initiatives across the Shire on an annual basis.

Priority Action 1.1.3: Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.

Priority Action 1.1.5: Provide communications to our community to promote safety and crime prevention information, services and programs.

Priority Action 1.1.6: Develop internal service level agreement for the

**Community Safety Committee Minutes  
21 November 2023**



management and timely removal of graffiti on council owned assets.  
Priority Action 1.1.7: Provide an annual community safety and crime prevention forum.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action 1.2.2: Undertake lighting audits in priority areas.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.1: Actively engage with young people to understand and meet their needs.

Priority Action 2.1.3: Provide Youth Sport Support program of \$10,000 per year to enable at risk youth to participate in multiple sports per year.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.2: Improve support for vulnerable groups, including people who are at risk, seniors, and those with disability.

Priority Action 2.2.1: Liaise with Department of Communities to understand local needs for short term crisis accommodation, counselling and support services.

**B.2 Financial / Resource Implications**

There is a 2023/2024 Council Budget allocation of \$6,800 for Community Safety Initiatives

**B.3 Legislative Compliance**

Nil

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

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



Community Safety Committee Minutes  
21 November 2023

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

Nil

Community Safety Committee Minutes  
21 November 2023



**C. OFFICER'S COMMENT**

Focus Area 1: Building Partnerships & Internal Capacity

- Objective 1.1. Action 3: The Committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern.
  - Shire of Northam crime statistics for July – October 2023 are provided in the attachment.
  - Monthly figures on the reports of crime within the Shire of Northam boundaries are compiled and supplied to the Shire by the WA Local Government Association (WALGA) based on the figures received from the WA Police. Data excludes family and domestic assaults.
  - Assaults and disorderly conduct offences are down from the previous year to date. Transport offences have risen, however as updated by WA Police representatives at the previous Committee meeting, traffic policing has been a local focus recently, which may attribute to the increase.
  - An update is to provided in Item 7.6 from the Northam & Wundowie Police Stations.
- Objective 1.1. Action 4: Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).
  - The Northam Community Wellbeing Plan meeting is scheduled for 29 November part of the process is to determine the focus of a new wellbeing plan, which may become a sub-group of this Committee.
  - The Northam Youth Engagement group held a meeting on 2 November 2023. An update will be provided in Item 7.6.

Focus Area 2: Safer Places & Spaces

- Objective 2.1 Action 4: Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology.
  - CCTV Needs Analysis to be presented at Item 7.2.

Focus Area 3: Community Education & Awareness

- Objective 3.1, Action 1: Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.
  - There have been no Community Safety Corner articles submitted to the Northam Advertiser since July due to lack of content and time capacity of Shire Officers to produce these. Shire Officers are

**Community Safety Committee Minutes  
21 November 2023**



seeking input and collaboration from the members of the Committee to develop the Community Safety Corner each month, whether this be through volunteers or a designated roster. The Community Safety Corner article is designed to be an informative and positive news piece, between 300 – 400 words, that could cover a range of community safety and wellbeing topics.

Focus Area 4: Antisocial Behaviour

- Objective 4.2, Action 1: Support campaigns that promote alcohol & other drugs prevention and harm minimisation, and raise awareness of mental health & suicide prevention, such as Turn Up in Blue Day.
  - Turn Up in Blue Day 2023 was held on Thursday 12 October 2023 at Bernard Park Northam. The event was a successful collaboration of agencies led by Holyoake, raising awareness of mental health, and providing useful tools for all the community.

**COMMITTEE DECISION**

**Minute No: CSC.112**

**That the Committee accepts the Community Safety & Crime Prevention Plan update as provided.**

**Moved: Cliff Simpson  
Seconded: Elizabeth Hoek**

**CARRIED: 9/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

**Against:** Nil

**DISCUSSION**

Northam Police SSGT Martin Glynn queried how the Police can contribute to the Community Safety Corner newspaper column.

Presiding Chair Cr Julie Williams, responded to contact the Manager of Community Development & Tourism, Jaime Hawkins.

Ms Jaime Hawkins, confirmed that an email will be sent to Committee members to seek contributions.

Community Safety Committee Minutes  
21 November 2023



The Chief Executive Officer suggested once the CCTV report is adopted an article should be included on CCTV.

Presiding Chair Cr Julie Williams stated that at Turn Up in Blue Day the fridge magnets were very popular and if resources allowed, more should be ordered.

UNCONFIRMED

Community Safety Committee Agenda  
21 November 2023

Attachment 7.3.1

Crime Category	Crime Type	Jul-23	Aug-23	Sep-23	Oct-23
Arson	Cause bushfire	0	1	0	2
Arson	Cause damage by fire	0	1	0	2
Arson	Other fire related offences	0	0	0	0
Assault	Non-family	7	3	10	8
Burglary	Dwelling	5	6	2	4
Burglary	Non-Dwelling	2	4	5	6
Deprivation of Liberty	Deprivation of Liberty	0	0	2	0
Deprivation of Liberty	Kidnapping / Child Stealing	0	0	0	0
Disorderly Conduct	Disorderly behaviour	1	5	7	2
Disorderly Conduct	Disorderly gathering	0	0	0	0
Drug Offences	Cultivate or manufacture drugs	1	1	1	0
Drug Offences	Drug dealing	1	0	4	0
Drug Offences	Drug possession	8	13	12	14
Drug Offences	Possession of drug paraphernalia	9	14	14	7
Drug Offences	Other drug offences	0	3	3	0
Graffiti	Graffiti	0	0	0	0
Homicide	Murder	0	0	0	0
Liquor Offences	Liquor Offences (Licensee)	0	0	0	0
Liquor Offences	Liquor Offences (other)	0	0	0	0
Offences Against Animals	Offences Against Animals	0	0	0	0
Property Damage	Criminal Damage	11	9	8	9
Property Damage	Damage	6	8	14	10
Robbery	Business	0	0	0	0
Robbery	Non-business	0	0	0	0
Sexual Offences	Historical sexual offences	1	0	0	1
Sexual Offences	Recent sexual offences	0	0	1	1
Stealing	From dwelling	8	2	5	5
Stealing	From motor vehicle (contents or parts)	2	10	2	7
Stealing	From retail premises or place (shoplift)	15	17	15	14
Stealing	From other premises or place	10	5	10	8
Stealing of Motor Vehicle	Stealing of Motor Vehicle	1	1	1	3
Transport Offences	Driving Causing Bodily Harm	1	0	0	1
Transport Offences	Drunk/Drug Driving	2	2	0	0
Transport Offences	Driver's Licence Offences	4	2	2	1
Transport Offences	Fail to stop or give way	0	0	1	0
Transport Offences	Unsafe Driving	2	1	3	5
Transport Offences	Vehicle licence offences	0	2	0	1
Transport Offences	Seatbelt/Helmet Offences	2	0	0	0
Transport Offences	Non-vehicle Offences	0	0	0	0
Transport Offences	Fail to Assist (Accident)	0	0	1	2
<b>TOTAL (No. of counts)</b>		<b>99</b>	<b>109</b>	<b>123</b>	<b>113</b>

Year to Date Comparison 2022 - 2023

OFFENCE CATEGORY	PREVIOUS YTD	CURRENT YTD	PERCENTAGE CHANGE
Arson	5	6	20.0%
Assault (excludes family)	44	28	-36.4%
Burglary	40	34	-15.0%
Deprivation of Liberty	1	2	100.0%
Disorderly Conduct	25	15	-40.0%
Drug Offences	100	105	5.0%
Graffiti	2	0	-100.0%
Homicide	0	0	0.0%
Liquor Offences	0	0	0.0%
Offences Against Animals	1	0	-100.0%
Property Damage	74	75	1.4%
Robbery	1	0	-100.0%
Sexual Offences	4	4	0.0%
Stealing	125	115	-8.0%
Stealing of Motor Vehicle	3	6	100.0%
Transport Offences	20	35	75.0%



Community Safety Committee Minutes  
21 November 2023



DLGSC Regional Officer Emma Draper left meeting at 11:54am.

#### 7.4 Review of Community Safety Actions in Council Plan

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	David Emery (Acting 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

To seek input from the Committee on the Council Plan regarding:

- Targeted place activations and projects
- Hosting of a 'Community Safety and Crime Prevention Forum'.

To ensure priority actions and their outcomes continue to align with the community's need and are achievable within the Council Plan timeframes and budget.

#### ATTACHMENTS

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#### A. BACKGROUND / DETAILS

The Shire of Northam Council Plan was implemented in 2022, Outcome 1 within the plan addresses the aims and priority action in providing 'a safe community'.

These actions were aligned within the 'Community Safety & Crime Prevention Plan.'

Officers are seeking input from the Committee to deliver the following Council Plan priority actions in 2023/24:

1.1.3. Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.



**Community Safety Committee Minutes  
21 November 2023**

1.1.7. Provide an annual community safety and crime prevention forum.

**B. CONSIDERATIONS**

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

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action 1.1.3: Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.

Priority Action 1.1.7: Provide an annual community safety and crime prevention forum.

**B.2 Financial / Resource Implications**

There is a Council Budget allocation of \$6,800 for Community Safety Plan Initiatives

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Community consultation was undertaken for the development of the Council Plan and the Community Safety & Crime Prevention Plan.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Implementing these actions will place pressure on the budget for community safety	Likely (4) x Medium (3) = High (12)	Committee to consider and prioritise actions.
Health & Safety	No identifying appropriate areas for targeted	Possible (3) x Minor (2)	Undertaking engagement



**Community Safety Committee Minutes  
21 November 2023**

	activations or community need can reduce the successfulness of the overall outcome.		=Moderate (6)	at this committee will assist in positive and successful outcomes.
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	

**B.7 Natural Environment Considerations**  
Nil

**C. OFFICER'S COMMENT**

The above-mentioned actions were identified for inclusion in the Council Plan following community & stakeholder consultation. With a current budget of \$6,800 and limited staff time and resources, Officers do not believe it is achievable to deliver on both actions in the current financial year. Input is sought from the Committee to identify the priorities and feasibility of hosting a Community Safety Forum in the future.

Action 1.1.3 was included in the plan based upon the premise that 'activation' of a place will encourage more people to be in and around that area and will increase passive surveillance of anti-social behaviour and could lead to a decrease in its occurrence.

Shire Officers seek the following input from the Committee:

- What are the top four areas/locations that are priority for activations?  
Examples: Bernard Park, Youth Precinct, Recreation Centre, Village Green, outer Northam, such as West Northam & Avonvale, and outlying communities like Wundowie & Bakers Hill.
- What types of activations would the Committee like to focus on within the program?  
Examples: public art, community gardens, play equipment, targeted activities based around sport and recreation, mental health and

**Community Safety Committee Minutes  
21 November 2023**



wellbeing, and for specific groups or ages i.e., youth, early childhood development activities.

Officers also seek Committee input into whether an annual community safety forum is still required (Action 1.1.7) or would another method of information delivery be more suitable?

Previous attempts to hold a forum have been unsuccessful due to scheduling conflicts with other events, and collaboration with other agencies has not been successful due to competing priorities, resources and timing.

**COMMITTEE DECISION:**

**Minute No: CSC.113**

**That the Committee suspend the following Standing Orders:**

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

**Moved: Attila Mencshelyi  
Seconded: Elizabeth Hoek**

**CARRIED: 8/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

**Against:** Nil

**COMMITTEE DECISION:**

**Minute No: CSC.114**

**That the Committee resume the following Standing Orders:**

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

**Moved: Attila Mencshelyi  
Seconded: Elizabeth Hoek**

**CARRIED: 8/0**

**Community Safety Committee Minutes  
21 November 2023**



**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

**Against:** Nil

**COMMITTEE DECISION:**

**Minute No: CSC.115**

**That the Community Safety Committee provides input at the February 2024 meeting on the priority areas/locations and targeted programs, and the feasibility of delivering a Community Safety & Crime Prevention Forum in future years to guide the Shire's approach to delivering on these initiatives.**

**Moved: Mr Cliff Simpson**  
**Seconded: Ms Theresa Lee**

**CARRIED: 8/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

**Against:** Nil

**DISCUSSION**

Youth Agency representative (PCYC) Ms Jane Atterby suggested that the Town Teams are very proactive and should be contacted.

Community representative Mrs Elizabeth Hoek suggested creating sub communities in townsite, e.g. Avonvale, and this can provide pride and ownership. She spoke of them being able to receive Quick Response Grants from the Shire.

Senior Ranger Ms Kellee Walters suggested focusing on pinpointing vulnerable members of the community, such as seniors. Safety Forum for seniors with buses from Wundowie etc. however avoid Seniors Week when a lot of other events are happening.

Northam Roadwise Committee representative, Mr Cliff Simpson informed the Committee about an event he previously organised with the Shire of York. It was a full day, one off event with RAC, Worksafe, Police, and businesses in the Shire of York which was very successful. He agreed with the activation of

**Community Safety Committee Minutes  
21 November 2023**



suburbs and suggested to give it to residents, such as a street party with safety component.

Chief Executive Officer stated it was a good idea, however we need to be cognisant that public funds need to be administered appropriately.

Mr Cliff Simpson suggested giving it to Rotary, Lions, Men's Shed. Those groups that have the capacity to administer a community grant. He also highlighted that Road Safety Grants come out in January.

SSGT Martin Glynn said Police are happy to be involved with forum, noting it is hard to attract the community in the evenings.

Manager Community Development and Tourism Ms Jaime Hawkins called for the Committee to contact her before the meeting in February with ideas and suggestions.

#### 7.5 2024 Meeting Schedule

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins (Manager Community Development & Tourism)
<b>Responsible Officer:</b>	David Emery (Acting 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

To determine the schedule of meetings of the Community Safety & Crime Prevention Plan for 2024.

#### ATTACHMENTS

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#### A. BACKGROUND / DETAILS

The Shire of Northam Community Safety & Crime Prevention Plan 2022 - 2026 Objective 1.1, Action 2 is that a schedule of yearly meetings is established in advance, ensuring that the Committee meets at least 4 times per year.

**Community Safety Committee Minutes  
21 November 2023**



Meetings generally take place on the third Tuesday of the relevant month, which was previously aligned to follow immediately after the Roadwise Committee meeting as a few members sat on both Committees. Due to a change in the way in which the Roadwise Program is being delivered by the WA Local Government Association, the Roadwise Committee has been disbanded. The Shire is currently considering becoming a Roadwise Council under the new approach.

**B. CONSIDERATIONS**

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

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

There is a budget allocation of \$6,800 for Community Safety Plan Initiatives.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

Nil

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action



**Community Safety Committee Minutes  
21 November 2023**

Financial	There is a small cost associated with catering for committee meetings	Likely (4) x Insignificant (1) = Low (4)	There is budget provision for the community safety committee.
Health & Safety	N/A	N/A	N/A
Reputation	Meeting at an unsuitable time will result in failure to reach the quorum	Possible (3) x Medium (3) = Moderate (6)	Set meeting schedule with calendar reminders 1 year in advance. Publish meeting schedule. Review meeting schedule if required.
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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

It is recommended that a quarterly meeting schedule be determined for 2024, with additional meetings to be held on an as needs basis. Officers will investigate meetings to be held outside Northam, as previously suggested by members of the Committee.

Meetings will be held on the third Tuesday of each month. Meetings would commence at 11am at the venue to be advised, with a light lunch to be provided, unless otherwise advised.

The proposed meeting schedule is as follows:

- 20 February 2024
- 21 May 2024
- 20 August 2024
- 19 November 2024



Community Safety Committee Minutes  
21 November 2023



**COMMITTEE DECISION:**

**Minute No: CSC.116**

**That the Community Safety Committee adopts the following meeting schedule for 2024:**

- 20 February 2024
- 21 May 2024
- 20 August 2024
- 19 November 2024.

**Moved: Ms Jane Atterby**  
**Seconded: Ms Amanda Marshall**

**CARRIED: 8/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

**Against:** Nil

**DISCUSSION:**

Question from Presiding Member, Cr Julie Williams asking if going to other locations in Shire of Northam is going to cause a problem for agencies to attend.

All agencies agreed that it would be difficult.

Presiding Member Cr Julie Williams sought clarification if additional meetings can be held. The Manager Community Development & Tourism responded they can however there is a requirement for the Shire to promote dates of meetings of Committees of Council that are open to the public.

Given the feedback from the agencies meetings will be kept in Northam.

**7.6 Agency Updates**

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Alison Quin (Community Development Administration Officer)
<b>Responsible Officer:</b>	David Emery (Acting Executive Manager Community Services)



**Community Safety Committee Minutes  
21 November 2023**

<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

To provide an opportunity for staff, and external groups/agencies to discuss pertinent matters relating to the safety of the local community.

**ATTACHMENTS**

NIL

{attachment-list-do-not-remove}

**A. BACKGROUND / DETAILS**

A benefit of committees such as the Community Safety Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing.

Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety and crime prevention, as well as any other programs or activities relating to external groups/agencies.

**B. CONSIDERATIONS**

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

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**



**Community Safety Committee Minutes  
21 November 2023**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

NIL.

**C. OFFICER'S COMMENT**

The following update has been provided by Jessica Daniels from Holyoake who was an apology for this meeting:

- Older Adults Social Prescribing Event is organised to run on 11 December in Toodyay.
- Northam Local Drug Action Team meetings are not running for the remainder of the year due to capacity. These will commence in the New Year and activities will be organized in the first part of the year.
- Northam Community Wellbeing Plan meeting is 29 November. A new CWP is being developed, so this meeting is in person only.



**Community Safety Committee Minutes  
21 November 2023**

- Yirra Koorl is our prevention newsletter, an edition was released in October, it can be viewed here: [Yirra Koorl - Email Final.pdf \(holyoake.org.au\)](#)
- Holyoake is in the process of looking at how we can further roll out naloxone in the Wheatbelt.

**COMMITTEE DECISION:**

**Minute No: CSC.117**

**That the Committee suspend the following Standing Orders:**

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

**Moved: Elizabeth Hoek**  
**Seconded: Attila Mencshelyi**

**CARRIED: 8/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

**Against:** Nil

**COMMITTEE DECISION:**

**Minute No: CSC.118**

**That the Committee resume the following Standing Orders:**

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

**Moved: Attila Mencshelyi**  
**Seconded: Elizabeth Hoek**

**CARRIED: 8/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

**Against:** Nil

Community Safety Committee Minutes  
21 November 2023



**COMMITTEE DECISION:**

**Minute No: CSC.119**

**That the Community Safety Committee endorses the following recommendation being presented to Council:**

**That Council receives the agency updates as provided.**

**Moved: Elizabeth Hoek**

**Seconded: Jane Atterby**

**CARRIED: 8/0**

**For:** Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

**Against:** Nil

Northam Roadwise Committee Mr Cliff Simpson

- WALGA Roadwise have made changes to work closer with local government.
- Northam will receive road safety support five days a quarter.
- Road inspection and policy may be a focus.

Northam Police SSGT Martin Glynn

- Business as usual. Busy time of year.
- Working on District outside Northam on coast.
- Targeting shoplifting and stealing motor vehicles.
- New District Superintendent Gene Pears starting soon.

Youth Agency Representative - PCYC Ms Jane Atterby

- Blue Light Events.
- Bakers Hill Silent Disco, Bakers Hill Christmas Fair, Carols on Fitzgerald Northam



**Community Safety Committee Minutes  
21 November 2023**

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- Blue Light Disco Northam Aquatic Centre Friday evening next year. Ages 10 and up.
- Night Hoops.
- Back to School Event Bernard Park 30 January 2024.
- Limited summer school holiday program working with Liz Osborne from Shire of Northam.
- 16 Days in WA BBQ on 11 November.

WA Country Health Service – Wheatbelt Ms Danielle MacTaggart

- Social economic pressure on families
- Masks are being worn in hospitals again due to spike in Covid cases.

Senior Ranger Ms Kellee Walters

- Swans nested. Two cygnets hatched, one died.
- Last year's cygnet attacked by dog.
- Increase in dogs roaming. No microchip, not sterilized. Owners not coming forward due to impound fee.
- Muresk Vet Nurse students offering free microchipping at Muresk on 12 December.
- Rangers are participating in community engagement with giveaways and responsible pet ownership information.

Department of Education Ms Amanda Marshall

- Visiting District High School with career paths for Year 10's.
- Transitioning Year 6 to Year 7.
- Back to School Packs. Schools now apply for amount and delivered to schools.

Acting Community Services Manager Mr David Emery

- Shire of Northam working with Police to engage children and promote positive behaviours. Events with PCYC & agencies Youth Drop in Zone over January School holidays.
- Markets, Shop Local day, Movie night, Australia Day preparations.

Northam Chamber of Commerce Ms Theresa Lee

- Working towards Carols on Fitzgerald.
- Shop Local Campaign.
- Early stages of planning Wheatbelt Futures Forum 2024 in Northam.
- Held AGM Tuesday 14 November.
- Received letter from Mia Davies MLA regarding anti-social behaviour at Village Square Shopping Complex. Letter read to the Committee.

**Community Safety Committee Minutes  
21 November 2023**



In response to the letter, Department of Communities (Housing Authority) representative Ms Christine Franks asked if power points are available for phone charging and can the Shire look at this.

The Chief Executive Officer responded that we would have to consider suitable locations as we may encounter pushback from the community. Can consider in consultation with Police.

Manager Community Development & Tourism will investigate if charging stations are still available at seating in the Avon Mall.

Deputy Presiding Member Cr Attila Mencshelyi

Share & Care are playing a leading role in 16 Days in WA.

Department of Communities – Housing Authority Christine Franks

Department of Communities 16 Days in WA working with Share & Care in Northam Boulevard Shopping Centre is the same day as PCYC.

PCYC's Ms Jane Atterby responded that they are happy to look at combining and will contact Share & Care and other agencies involved.

**8 URGENT BUSINESS APPROVED BY DECISION**

Nil.

*Acting Executive Manager Community Services Dave Emery left meeting at 12.44pm*

**10 DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr Julie Williams declared the meeting closed at 12.45pm.

Community Safety Committee Minutes  
21 November 2023



"I certify that the Minutes of the Community Safety Committee Meeting held on Tuesday 21 November 2023 have been confirmed as true and correct record."

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

\_\_\_\_\_ Date

UNCONFIRMED



## 12.4 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 11 DECEMBER 2023

### Receipt of Minutes:

#### RECOMMENDATION

That Council receive the minutes from the Audit & Risk Management Committee meeting held on 11 December 2023.

### Adoption of Recommendations:

#### RECOMMENDATION

##### That Council:

1. Accepts that the minutes of the Audit and Risk Management Committee Meeting held on 22 August 2023 are confirmed as a true and correct record of that meeting.
2. Adopts the updated Audit & Risk Management Committee Terms of Reference as set out in Attachment 6.1.1.
3. Notes that a report with further updates on the Local Government Act 1995 reforms pertaining to clause 5.100 will be provided to the February 2024 Audit & Risk Management Committee.
4. Holds the Annual Electors General Meeting on Wednesday, 24 January 2024 at 5:00pm at the Shire Administration Centre and authorise the Chief Executive Officer to give public notice of the meeting from Friday 22 December 2023.
5. Receives the November 2023 update as provided in the Monthly Compliance Report.
6. Receive the October 2023 update as provided in Attachment 6.3.1 in relation to the progress made towards the Privacy and Responsible Information Sharing (PRIS) Action Plan.
7. Receives the December 2023 Shire of Northam Risk Register update.
8. Requests the Chief Executive Officer to remove the following risk treatment from the Risk Register due to being a duplicate of risk treatment MC00012:
  - a. MC00033: Biennial Customer Satisfaction & Community Needs Survey.
9. Confirms the 'Health & Safety' risk register as presented with the following amendments:
  - a. Change any reference to the Occupational Health & Safety Act 1985 to the Work Health & Safety Act 2020.
  - b. Change any reference of "OSH" to "WHS".

- c. Archiving risk R00032 “Inadequate Organisation and Community Emergency Management” and associated risk treatments.
  - d. Archiving risk R00048 “Aquatic Facility - Ineffective Project Management” and associated risk treatments.
  - e. Amend risk treatment MC00042 “Implement recommendations from OHS Audit & Report to Audit & Risk Committee” to “Provide a progress update on the implementation of the recommendations from the 2023 WHS Audit to every second meeting of the Audit & Risk Committee.”
  - f. Archive risk treatment MC00045 “Senior Management Meeting (where the OSH system is reviewed and KPI’s are measured as an agenda item).”
  - g. Add Acting Executive Manager, Community Services and Executive Manager, Development Services as “sign offs” to Risk Treatment M00095.
  - h. Archiving risk treatment MC00057 “Manage Major Projects - Project Performance and Control. Provides process for managing projects.”
  - i. Archiving risk treatment MC00159 “Review project management framework to ensure it remains appropriate/relevant.”
  - j. Archiving risk R00049 “Aquatic Facility - Insufficient OHS in place for project” and associated risk treatments.
  - k. Archiving risk R00056 “Unsafe Playground equipment” and associated risk treatment.
  - l. Amend MC00027 “Establishment of a 'functional' Local Emergency Management Committee, which meets six monthly” to “Establishment of a 'functional' Local Emergency Management Committee, which meets quarterly”.
  - m. Archiving risk R00055 “Inadequate Cleaning of Shire Facilities” and associated risk treatments.
10. Requests the Chief Executive Officer to implement a new backup and disaster recovery server to be hosted at an offsite location for business continuity aligned with the ICT Business Continuity and Disaster Recovery Plan.
  11. Receives the December 2023 update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.
  12. Receives the update as provided in Attachment 1 in relation to the progress made towards the Financial Management Systems Review Action Plan.
  13. Acknowledge the Recommended Actions from the Financial Management System Review are considered completed and not require the item to be provided in the future.
  14. Receives the update as provided in Attachment 1 in relation to the progress made towards implementation of the ICT Strategic Plan.

**RECOMMENDATION**

**That Council, By Absolute Majority:**

- 1. In accordance with Sections 5.53 and 5.54 of the Local Government Act 1995, accepts the Annual Financial Report for the 2022/23 financial year; and**
- 2. In accordance with Section 5.55 of the Local Government Act 1995, authorises the Chief Executive Officer to give public notice of the availability of the Annual Report from Friday, 22 December 2023.**

**ABSOLUTE MAJORITY OF 5 REQUIRED**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

Minutes

Audit & Risk Management  
Committee

11 December 2023

**Audit & Risk Management Committee Minutes  
11 December 2023**



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**Audit & Risk Management Committee Minutes  
11 December 2023**



## Contents

1	DECLARATION OF OPENING.....	4
2	ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER .....	4
3	ACKNOWLEDGEMENT OF COUNTRY .....	5
4	ATTENDANCE.....	5
4.1	ATTENDEES .....	5
4.2	APOLOGIES .....	5
4.3	APPROVED LEAVE OF ABSENCE.....	6
4.4	ABSENT .....	6
5	DISCLOSURE OF INTERESTS.....	6
6	CONFIRMATION OF MINUTES .....	7
6.1	CONFIRMATION OF MINUTES FROM THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD 22 AUGUST 2023 .....	7
7	COMMITTEE REPORTS.....	7
7.1	AUDIT & RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE - INDEPENDENT COMMITTEE MEMBERS .....	7
7.2	SHIRE OF NORTHAM ANNUAL REPORT 2022/23 .....	26
7.3	SHIRE OF NORTHAM ANNUAL ELECTORS GENERAL MEETING 2022/23	154
7.4	MONTHLY COMPLIANCE REPORT (AUGUST - OCTOBER 2023).....	158
7.5	PRIVACY AND RESPONSIBLE INFORMATION SHARING .....	173
7.6	RISK REGISTER .....	180
7.7	RISK REGISTER REVIEW - HEALTH & SAFETY .....	219
7.8	SHIRE OF NORTHAM IT BACK UP RECOVERY PLAN.....	243
7.9	PROGRESS TOWARDS THE REGULATION 17 REVIEW .....	259
7.10	PROGRESS TOWARDS THE FINANCIAL MANAGEMENT REVIEW .....	266
7.11	PROGRESS TOWARDS THE ICT STRATEGY PLAN .....	272
8	URGENT BUSINESS APPROVED BY DECISION .....	278
9	DATE OF NEXT MEETING.....	278
10	DECLARATION OF CLOSURE .....	278

**Audit & Risk Management Committee Minutes  
11 December 2023**



**1 DECLARATION OF OPENING**

The Chief Executive Officer, Ms Debbie Terelinck, declared the meeting open at 5:01pm.

**2 ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER**

In accordance with section 5.12 of the Local Government Act 1995, the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

In accordance with recent changes to the Local Government Act 1995, if there is more than one nomination, the election of Committee Presiding Member will be conducted by secret Ballot and determined using an optional preference voting system, if required.

The members of a committee may elect a deputy presiding member from amongst themselves, but any such election is to be in accordance with Schedule 2.3, Division 2. This does not require the use of optional preferential voting.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member may perform the functions of presiding member

**ELECTION PROCESS:**

The Chief Executive Officer, Ms D Terelinck, advised that no nominations had been received in writing for the position of Presiding Member.

The Chief Executive Officer called for any nominations from committee members for the position of Presiding Member from the floor. Cr A J Mencshelyi nominated himself for Presiding Member, no further nominations were forthcoming and as such the Chief Executive Officer declared nominations closed at 5:03pm.

The Chief Executive Officer announced that Cr A J Mencshelyi has been elected as Presiding Member unopposed and was seated at 5:03pm.

The Chief Executive Officer advised that no nominations had been received in writing for the position of Deputy Presiding Member.

The Chief Executive Officer called for any nominations from committee members from the floor for the position of Deputy Presiding Member. Cr M P Ryan nominated himself for the position, no further nominations were

**Audit & Risk Management Committee Minutes  
11 December 2023**



forthcoming and as such the Chief Executive Officer declared nominations closed at 5:04pm.

The Chief Executive Officer announced that Cr M P Ryan had been elected as Deputy Presiding Member unopposed and was seated at 5:04pm.

**3 ACKNOWLEDGEMENT OF COUNTRY**

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

**4 ATTENDANCE**

**4.1 ATTENDEES**

**Committee**

Deputy Shire President  
Councillors

A J Mencshelyi  
H J Appleton  
M P Ryan

**Staff:**

Chief Executive Officer  
Executive Manager Corporate Services  
Finance Manager  
Business Solutions Coordinator  
Governance Coordinator  
Governance Officer

D Terelinck  
C B Young  
K Matanga  
K Sarma  
B J Hadlow  
T P Van Beek

**Observer:**

Shire President

C R Antonio

**Guest:**

Office of the Auditor General  
Dry Kirkness

D Delvalle (via Teams)  
M van der Merwe

**4.2 APOLOGIES**

**Committee:**

Councillor

M I Girak



**Audit & Risk Management Committee Minutes  
11 December 2023**



**4.3 APPROVED LEAVE OF ABSENCE**

Nil.

**4.4 ABSENT**

Nil.

**5 DISCLOSURE OF INTERESTS**

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

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

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

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

As defined in clause 22 of the Local Government (Model Code of Conduct) Regulations 2021, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Nil.

Audit & Risk Management Committee Minutes  
11 December 2023



6 CONFIRMATION OF MINUTES

6.1 CONFIRMATION OF MINUTES FROM THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD 22 AUGUST 2023

<p><b>RECOMMENDATION / COMMITTEE DECISION</b></p> <p><b>Minute No: AU.265</b></p> <p><b>Moved: Cr H J Appleton</b> <b>Seconded: Cr M P Ryan</b></p> <p><b>That the minutes of the Audit and Risk Management Committee Meeting held on 22 August 2023 be confirmed as a true and correct record of that meeting.</b></p> <p style="text-align: right;"><b>CARRIED 3/0</b></p>
--

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

7 COMMITTEE REPORTS

7.1 Audit & Risk Management Committee Terms of Reference - Independent Committee Members

<b>File Reference:</b>	2.1.3.5
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (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**

At the Special Council Meeting on 25 October 2023, Council requested selection criteria be developed to allow a suitably qualified independent committee member to be appointed to the Audit & Risk Management Committee. As such the Terms of Reference have been amended to include the criteria for consideration. A further addition to the Terms of Reference is the inclusion of the Shire President position being an as of right position on the Committee.

**Audit & Risk Management Committee Minutes  
11 December 2023**



This report also provides information on appropriate sitting fees to be paid to the Independent Member according to Salaries & Allowances Tribunal determinations and relevant *Local Government Act 1995* reform information on the payment of sitting fees to independent members.

**ATTACHMENTS**

1. C S- T R-01 Audit & Risk Management Committee Terms of Reference 2023 - 2025 V 2 - With Mark Up [7.1.1 - 5 pages]
2. C S- T R-01 Audit & Risk Management Committee Terms of Reference 2023 - 2025 V 2 - Without Mark Up [7.1.2 - 5 pages]
3. Salaries & Allowances Tribunal - Independent Committee Member Sitting Fee Determination [7.1.3 - 2 pages]

**A. BACKGROUND / DETAILS**

The role of the Audit & Risk Management Committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The *Local Government Act 1995* requires that an audit committee is to:

- At least consist of a minimum of 3 members and in that situation, all must be Council Members.
- Where a committee consists of more than 3 members then a majority of those members must be Council Members.
- Local governments may decide to appoint a committee involving only Council Members or they may appoint one or more persons who are external to the council.
- If a council considers it appropriate, the whole council can be appointed to the audit committee.
- If the local government wishes to appoint one or more persons other than Council Members to the committee, which is recommended, it should ensure that they have the requisite knowledge and skills to provide benefit to the committee.

At the Special Council Meeting held on 25 October 2023, Council resolved to include an independent committee member on the Audit & Risk Management Committee and requested further information on the process and statutory requirements related to the appointment of an independent committee member. This information has been included as an amendment to the Terms of Reference to allow for such a member to be on the committee, with voting rights.

**Audit & Risk Management Committee Minutes  
11 December 2023**



It is also considered appropriate to amend the Terms of Reference for the Audit and Risk Management Committee to enable the Shire President to have a position on the committee given the nature of the role and the involvement of the Shire President in approving the financial statements for the Shire. If supported, this will increase the number of Council Members on the Committee to 5.

**B. CONSIDERATIONS**

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

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

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

Priority Action: Nil.

**B.2 Financial / Resource Implications**

The *Local Government Amendment Bill 2023*, which was passed in May 2023, included an amendment to clause 5.100 of the *Local Government Act 1995*. This will include new provisions for paying fees and reimbursing expenses of independent committee members sitting on committees of Council. Current legislation does not allow for the paying of sitting fees to an independent committee member on a committee of Council.

On 28 November 2023, WALGA provided advice that the Salaries and Allowances Tribunal had made a determination on prescribed sitting fees for independent committee members. WALGA also advised the changes to clause 5.100 are expected to be enacted in early 2024. It is expected the DLGSC will advise on the commencement of the provision at such a time.

The Salary and Allowance Tribunal determination can be found in Attachment 6.1.3, with the extract of the table of fees shown below. The Shire of Northam is a Class 2 local government.

Audit & Risk Management Committee Minutes  
11 December 2023



**Table 6: Committee meeting and prescribed meeting fees per meeting – local governments and regional local governments**

Band	Elected members		Independent committee members	
	Minimum	Maximum	Minimum	Maximum
1	\$325	\$415	\$0	\$415
2	\$195	\$305	\$0	\$305
3	\$100	\$215	\$0	\$215
4	\$50	\$125	\$0	\$125
All regional local governments	\$50	\$125	\$0	\$125

**B.3 Legislative Compliance**

*Local Government Act 1995 s.5.100 (Current legislation)*

5.100. Payments for certain committee members

- (1) A person who is a committee member but who is not a council member, or an employee is not to be paid a fee for attending any committee meeting.

*Local Government Amendment Bill 2023 s.80 (Expected to be enacted early 2024)*

Section 5.100 replaced

Delete section 5.100 and insert:

5.100. Fees paid and expenses reimbursed to committee members

- (1) A committee member who attends a meeting of the committee is entitled to be paid —
- (a) the fee determined for attending a committee meeting; or
  - (b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.
- (2) A committee member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —
- (a) the fee determined for attending a meeting of that type; or
  - (b) if the local government has set a fee within the range determined for meetings of that type — that fee.

**B.4 Policy Implications**

Audit & Risk Management Committee Terms of Reference.



**Audit & Risk Management Committee Minutes  
11 December 2023**

**B.5 Stakeholder Engagement / Consultation**

As per the Audit & Risk Management Committee Terms of Reference, the CEO will publicly advertise an expression of interest for a suitably qualified External Independent Member once the amended Regulation has been amended.

It is proposed that relevant local businesses and the Chamber of Commerce will be amongst those that will be informed of the expression of interest.

The CEO will assess any applications received and make a recommendation to the Audit & Risk Management Committee for consideration.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Financial	Unbudgeted sitting fees required to be paid once relevant legislation is enacted if an External Independent Person is appointed.	Possible (3) x Minor (2) = Moderate (6)	The Audit & Risk Management Committee make a recommendation to Council on fees to be set in accordance with the budget.
Health & Safety	N/A		
Reputation	External Independent Member engages in misconduct.		Include clause in Terms of Reference to allow the Presiding Member to remove an External Independent Member from the committee.  Provide the External Independent Person with an



**Audit & Risk Management Committee Minutes  
11 December 2023**

			induction, including a copy of the Code of Conduct for Councillors, Committee Members and Candidates.
Service Interruption	N/A		
Compliance	Non-compliance with the relevant Acts & Regulations.		Appoint the External Independent Person in accordance with the <i>Local Government Act 1995</i> .
Property	N/A		
Environment	N/A		

**B.7 Natural Environment Considerations**

N/A

**C. OFFICER'S COMMENT**

The Audit & Risk Management Committee Terms of Reference have been updated to include:

1. Amendments to committee membership:
  - a. Include the Shire President as a committee member, as of right.
  - b. Include the option of including a suitably qualified External Independent Person.
2. Terms of the External Independent Person.
3. Selection Criteria for the External Independent Person.

The committee is being requested to review and make comment on the changes to the Terms of Reference, to allow a recommendation to be made to Council for endorsement.

The information being provided with reference to the Salary and Allowance Tribunal determination and WALGA advice on the new legislation pertaining to clause 5.100 of the Local Government Act being enacted early 2024 is for the committee to note.

Anticipating the new legislation will be enacted before the next Audit & Risk Management Committee Meeting, a report will be tabled at the February 2024

**Audit & Risk Management Committee Minutes  
11 December 2023**



meeting to make a recommendation on the fees to be set and to request the CEO to go out for expression of interest for the position.

It is noted that the new legislation states that the sitting fees are able to be set for all independent members of committees of council. It is proposed that sitting fees will only be considered for the Audit & Risk Management Committee External Independent Member (and not other committees of council) to provide some remuneration for the independent member's level of expertise and advice.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.266**

**Moved: Cr H J Appleton**

**Seconded: Cr M P Ryan**

**That the Audit and Risk Committee endorses the following recommendation being presented to Council:**

**That Council:**

- 1. Adopts the updated Audit & Risk Management Committee Terms of Reference as set out in Attachment 6.1.1.**
- 2. Notes that a report with further updates on the *Local Government Act 1995* reforms pertaining to clause 5.100 will be provided to the February 2024 Audit & Risk Management Committee.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Clarification was sought regarding:

- Even though a maximum payment amount is prescribed, can we increase that amount if we need to?

*The Chief Executive Officer advised that we can not increase the prescribed amount. We have the option to pay under the prescribed amount if we wish, but not over it.*



**TERMS OF REFERENCE**  
**SHIRE OF NORTHAM AUDIT & RISK MANAGEMENT COMMITTEE**

**1. Objectives of Audit & Risk Management Committee**

The primary objective of the Audit and Risk Management Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs. The Committee will also oversee critical areas including risk management & internal audit.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- The enhancement of the credibility and objectivity of external & internal financial reporting;
- Compliance with laws and regulations as well as use of best practise guidelines relative to auditing;
  - The coordination of the internal audit
  - Function with the external audit
- Effective oversight of financial and other risks and the protection of Council assets
- The provision of an effective means of communication between the external auditor, the CEO and the Council.

**2. Powers of the Audit & Risk Management Committee**

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.1.1

*Audit & Risk Management Committee Terms of Reference 2023 - 2025*

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

**3. Membership**

The committee shall consist of ~~four elected members~~:

- ~~The Shire President~~
- ~~4 Elected Members~~
- ~~1 External Independent Member~~

All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

External Independent Members

Expressions of interest for appointment of any External Independent Member shall be publicly advertised by Council.

Appointment of any External Independent Member will be for a maximum of 2 years.

At the end of the term, an independent member is eligible to reapply and be appointed but will be subject to the requirements of the recruitment / expressions of interest process each term expiry.

The evaluation of potential independent members will be administered by the CEO and the appointments will be approved by Council.

Reimbursement of expenses can be made to External Independent Members in accordance with relevant legislation.

Council may terminate the appointment of any member prior to the expiry of their term, if:

- The Presiding Member considers that the member is not making a positive contribution to the Committee; or
- The member is found to be in breach of the Shire of Northam Code of Conduct or a serious contravention of the Local Government Act 1995; or
- A member's conduct, action or comments brings the Shire of Northam into disrepute.

Council must give written notice to any External Independent Member that Council proposes to remove them from the committee and must provide the External Independent Member the opportunity to make a deputation at the relevant meeting Council Forum or Meeting as applicable.

Selection Criteria for External Independent Member:

- Must have senior business, financial management or requisite knowledge and skills to benefit the committee.
- Exposure to local government, demonstrated knowledge of risk management principles and practices and relevant tertiary qualifications are not essential but will be highly regarded.
- Expressions of Interest will not be considered if applicants are current serving Elected Members of other local governments.

**4. Quorum**

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be 3-4 voting members.

**5. Meetings**

The committee shall meet at least four times annually.

Additional meetings shall be convened at the discretion of the presiding person.

Meetings shall not be open to the public pursuant to Section 5.23 of the Local Government Act.

**6. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**7. Duties and Responsibilities**

The duties and responsibilities of the committee will be -

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council –
  - A list of those matters to be audited; and
  - The scope to be undertaken.
  - Recommend to Council the person or persons to be appointed for internal audits.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.1.1

*Audit & Risk Management Committee Terms of Reference 2023 - 2025*

---

- Present to Council a written agreement for the appointment of the auditor. The agreement is to include –
  - The objectives of the audit;
  - The scope of the audit;
  - A plan of the audit;
  - Details of the remuneration and expenses to be paid to the auditor; and
  - The method to be used by the local government to communicate with, and supply information to, the auditor.
- c) Meet with the auditor once in each year.
- d) Liaise with the CEO to ensure that the local government does everything in its power to –
  - Assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
  - Ensure that audits are conducted successfully and expeditiously.
- e) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
  - Determine if any matters raised require action to be taken by the local government; and
  - Ensure that appropriate action is taken in respect of those matters.
- f) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- g) Review the scope of the audit plan and program and its effectiveness.
- h) Address issues brought to the attention of the committee that are within the parameters of the committee's terms of reference.
- i) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- j) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.1.1

*Audit & Risk Management Committee Terms of Reference 2023 - 2025*

---

- k) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- l) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- m) Review the local government's draft annual financial report, focusing on –
  - Accounting policies and practices;
  - Changes to accounting policies and practices;
  - The process used in making significant accounting estimates;
  - Significant adjustments to the financial report (if any) arising from the audit process;
  - Compliance with accounting standards and other reporting requirements; and
  - Significant variances from prior years;
- n) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- o) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- p) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- q) Oversee the effective management of risk within the Shire of Northam, including review of risk management policies & procedures, reviewing outstanding risk mitigation actions and periodically reviewing the Shire of Northam risk register.
- r) Review the annual Compliance Audit Return and report to the council the results of that review, and
- s) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

**TERMS OF REFERENCE**  
**SHIRE OF NORTHAM AUDIT & RISK MANAGEMENT COMMITTEE**

**1. Objectives of Audit & Risk Management Committee**

The primary objective of the Audit and Risk Management Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs. The Committee will also oversee critical areas including risk management & internal audit.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- The enhancement of the credibility and objectivity of external & internal financial reporting;
- Compliance with laws and regulations as well as use of best practise guidelines relative to auditing;
  - The coordination of the internal audit
  - Function with the external audit
- Effective oversight of financial and other risks and the protection of Council assets
- The provision of an effective means of communication between the external auditor, the CEO and the Council.

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The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.1.2

*Audit & Risk Management Committee Terms of Reference 2023 - 2025*

---

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

### 3. Membership

The committee shall consist of:

- Shire President
- 4 Elected Members
- 1 External Independent Member

All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

#### External Independent Member

Expressions of interest for appointment of any External Independent Member shall be publicly advertised.

Appointment of any External Independent Member will be for a maximum of 2 years.

At the end of the term, an independent member is eligible to reapply and be appointed but will be subject to the requirements of the recruitment / expressions of interest process each term expiry.

The evaluation of potential independent members will be administered by the CEO and the appointment will be approved by Council.

Reimbursement of expenses can be made to External Independent Members in accordance with relevant legislation.

Council may terminate the appointment of any member prior to the expiry of their term, if:

- The Presiding Member considers that the member is not making a positive contribution to the Committee; or
- The member is found to be in breach of the Shire of Northam Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
- A member's conduct, action or comments brings the Shire of Northam into disrepute.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.1.2

*Audit & Risk Management Committee Terms of Reference 2023 - 2025*

---

Council must give written notice to any External Independent Member that Council proposes to remove them from the committee and must provide the External Independent Member the opportunity to make a deputation at the relevant meeting as applicable.

Selection Criteria for External Independent Member:

- Must have senior business, financial management or requisite knowledge and skills to benefit the committee.
- Exposure to local government, demonstrated knowledge of risk management principles and practices and relevant tertiary qualifications are not essential but will be highly regarded.
- Expressions of Interest will not be considered if applicants are current serving Elected Members of other local governments.

**4. Quorum**

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be 4 voting members.

**5. Meetings**

The committee shall meet at least four times annually.

Additional meetings shall be convened at the discretion of the presiding person.

Meetings shall not be open to the public pursuant to Section 5.23 of the Local Government Act.

**6. Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

**7. Duties and Responsibilities**

The duties and responsibilities of the committee will be -

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- b) Develop and recommend to Council –
  - A list of those matters to be audited; and
  - The scope to be undertaken.
  - Recommend to Council the person or persons to be appointed for internal audits.
  - Present to Council a written agreement for the appointment of the auditor. The agreement is to include –



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.1.2

*Audit & Risk Management Committee Terms of Reference 2023 - 2025*

---

- The objectives of the audit;
  - The scope of the audit;
  - A plan of the audit;
  - Details of the remuneration and expenses to be paid to the auditor; and
  - The method to be used by the local government to communicate with, and supply information to, the auditor.
- c) Meet with the auditor once in each year.
- d) Liaise with the CEO to ensure that the local government does everything in its power to –
- Assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
  - Ensure that audits are conducted successfully and expeditiously.
- e) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
- Determine if any matters raised require action to be taken by the local government; and
  - Ensure that appropriate action is taken in respect of those matters.
- f) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- g) Review the scope of the audit plan and program and its effectiveness.
- h) Address issues brought to the attention of the committee that are within the parameters of the committee's terms of reference.
- i) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
- j) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.1.2

*Audit & Risk Management Committee Terms of Reference 2023 - 2025*

---

- k) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- l) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- m) Review the local government's draft annual financial report, focusing on –
  - Accounting policies and practices;
  - Changes to accounting policies and practices;
  - The process used in making significant accounting estimates;
  - Significant adjustments to the financial report (if any) arising from the audit process;
  - Compliance with accounting standards and other reporting requirements; and
  - Significant variances from prior years;
- n) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- o) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- p) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- q) Oversee the effective management of risk within the Shire of Northam, including review of risk management policies & procedures, reviewing outstanding risk mitigation actions and periodically reviewing the Shire of Northam risk register.
- r) Review the annual Compliance Audit Return and report to the council the results of that review, and
- s) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

## SALARIES AND ALLOWANCES ACT 1975

### DETERMINATION VARIATION

#### PREAMBLE

The *Local Government Amendment Act 2023*, assented to on 18 May 2023, changes the *Local Government Act 1995* to provide for independent committee members to receive meeting fees. An independent committee member is a committee member who is not an elected member or an employee of the local government. The Salaries and Allowances Tribunal has issued a Determination to allow for the payment of meeting fees to independent committee members. Local governments will have the ability to set appropriate fees, within a specified range.

#### DETERMINATION

The *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2023*, issued on 6 April 2023, under sections 7A and 7B(2) of the *Salaries and Allowances Act 1975*, as amended from time to time, are hereby varied by a Determination set out below.

- Under Part 1.4 Terms used, insert the following:  
**Independent committee member** means a person who is a committee member but who is neither a council member nor an employee.
- Under Part 6.1.2, insert the following:  
"3. Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- Delete Part 6.3 and insert the following:  
6.3 Committee Meeting and Prescribed Meeting Attendance Fees – Per Meeting  
(1) The ranges of fees in Table 6 apply where a local government or regional local government decides to pay a council member or independent member a fee referred to in –
  - section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
  - section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
  - section 5.100(2)(a) of the LG Act for attendance at a committee meeting

- o section 5.100(2)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

**Table 6: Committee meeting and prescribed meeting fees per meeting – local governments and regional local governments**

Band	Elected members		Independent committee members	
	Minimum	Maximum	Minimum	Maximum
1	\$325	\$415	\$0	\$415
2	\$195	\$305	\$0	\$305
3	\$100	\$215	\$0	\$215
4	\$50	\$125	\$0	\$125
All regional local governments	\$50	\$125	\$0	\$125

Signed on 23 October 2023.

M Seares AO  
CHAIR

B A Sargeant PSM  
MEMBER

Hon. J Day  
MEMBER

**SALARIES AND ALLOWANCES TRIBUNAL**

**Audit & Risk Management Committee Minutes**  
**11 December 2023**



**7.2 Shire of Northam Annual Report 2022/23**

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Mia Miller (Management Accountant)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	Yes Public Notice

**BRIEF**

For Council to endorse the Annual Financial Report for 2022/23.

**ATTACHMENTS**

1. Northam Annual Report - DRAFT [7.2.1 - 38 pages]
2. Shire of Northam Annual Financial Report for the period ending 30 June signed [7.2.2 - 50 pages]
3. Audit exit meeting agenda - Shire of Northam [7.2.3 - 1 page]
4. Draft Opinion - Shire of Northam - 30 June 2023 [7.2.4 - 3 pages]
5. Final Management Letter Attachment - Shire of Northam - 30 June 2023 [7.2.5 - 10 pages]
6. Management Representation Letter [7.2.6 - 5 pages]
7. Shire of Northam - Annual Audit Completion Report - 30 June 2023 [7.2.7 - 15 pages]

**A. BACKGROUND / DETAILS**

The Annual Financial Reports for the year ended 30 June 2023 have been audited and will be signed by the Chief Executive Officer and the Auditor General after acceptance by the Audit and Risk Management Committee.

This was the fifth year the Shire of Northam was audited by the Office of Auditor General (OAG). The process was rigorous and extensive. Dry Kirkness Chartered was appointed by the OAG as the Shire's Auditor.

**B. CONSIDERATIONS**

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

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

**Audit & Risk Management Committee Minutes**  
**11 December 2023**



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

Priority Action: Nil.

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Local Government (Audit) Regulations 1996 Section 9A

CEO to provide documents to Auditor General carrying out financial audit

(1) In this regulation — audit document means — (a) the strategic community plan as defined in the Local Government (Administration) Regulations 1996 regulation 19BA; or (b) the corporate business plan as defined in the Local Government (Administration) Regulations 1996 regulation 19BA; or (c) another plan or informing strategy specified by the Auditor General; or (d) another document specified by the Auditor General.

(2) The CEO must provide a copy of an audit document to the Auditor General within 14 days after the Auditor General requests it for the purposes of a financial audit under Part 7 Division 3A of the Act.

Local Government Act 1995 Section 5.53 Annual Reports;

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain -

(a) a report from the mayor or president; and

(b) a report from the CEO; and

[(c), (d) deleted]

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and

(f) the financial report for the financial year; and

(g) such information as may be prescribed in relation to the payments made to employees; and

(h) the auditor's report for the financial year under section 7.9(1) or 7.12AD(1) for the financial year; and

(ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and



**Audit & Risk Management Committee Minutes  
11 December 2023**

- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including
- (i) the number of complaints recorded in the register of complaints, and
  - (ii) how the recorded complaints were dealt with; and
  - (iii) any other details that the regulations may require; and
  - (i) such other information as may be prescribed.

Local Government Act 1995 Section 5.54 Acceptance of Annual Reports:

(1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

\* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Local Government Act 1995 Section 5.55 Notice of Annual Reports:

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

**B.4 Policy Implications**

Nil

**B.5 Stakeholder Engagement / Consultation**

Subject the 2022/23 Annual Report being endorsed at the Ordinary Council Meeting on 20 December 2023, it is intended that public notice will be placed in the Shire of Northam newsletter by 22 December 2023. Notices will also be placed on our Notice Boards, Facebook and the Shire's website.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A



**Audit & Risk Management Committee Minutes  
11 December 2023**

Service Interruption	N/A	N/A	N/A
Compliance	The Annual Financial Report is not endorsed prior to 31 December annually.	Insignificant (1) x Possible (3) = Low (3)	Council has a documented process for developing the Annual Financial Report. In accordance with this process the Annual Financial Report is prepared and presented to the Audit and Risk Management Committee and Council by 31 December annually.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**B.7 Natural Environment Considerations**

Nil

**C. OFFICER'S COMMENT**

The table below outlines the reconciliation between the budgeted surplus and the actual surplus as presented in the Financial Report. The adjustments will be carried out as part of the budget review process. The adjustments relate to timing and as such have no net effect on the overall budget.

Surplus Reconciliation 2022/23	
<b>Budgeted Surplus</b>	<b>9,164,256.00</b>
Accrued Revenue	377,023.00
Accrued Liability	-74,376.00
<b>Actual Surplus</b>	<b>9,466,903.00</b>
<b>Unallocated</b>	<b>302,647.00</b>

The Annual Financial Reports will be incorporated into the 2022/23 Annual Report.



**Audit & Risk Management Committee Minutes  
11 December 2023**



Attachments will be made available separately to the agenda.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.267**

**Moved: Cr M P Ryan  
Seconded: Cr H J Appleton**

**That the Audit and Risk Management Committee, by Absolute Majority, endorses the following recommendations being presented to Council:**

- 1. That Council, by Absolute Majority; In accordance with Sections 5.53 and 5.54 of the Local Government Act 1995, accepts the Annual Financial Report for the 2022/23 financial year; and**
- 2. That Council, by Absolute Majority in accordance with Section 5.55 of the Local Government Act 1995, authorises the Chief Executive Officer to give public notice of the availability of the Annual Report from Friday, 22 December 2023.**

**CARRIED 3/0  
BY ABSOLUTE MAJORITY**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Mr D Delvalle and Mr M van der Merwe provided a summary of the findings outlined in attachments of the report. Discussion was held regarding the information provided, with questions and answers provided throughout the discussion.

Clarification was sought in relation to:

- In regards to the observations made relating to the definitions of residual value and residual life of assets, how have other Shires fared?

*Mr M van der Merwe advised that the Shire of Northam is mostly inline with other Shires. All certified valuers will now use the updated definitions, noting that there may be some parts of the organisation that use the previous definitions.*

*The Observer, President C R Antonio, left the meeting at 5:48pm.*

*Mr M van der Merwe and Ms D Delvalle left the meeting at 5:50pm.*



SHIRE OF NORTHAM  
2022 - 2023  
ANNUAL REPORT

Audit & Risk Management Committee Minutes  
11 December 2023



Attachment 7.2.1

## CONTENTS

<b>Message from the President</b>	<b>2</b>	<b>Theme Area: PLANET</b>	<b>32</b>
<b>Our Councillors</b>	<b>6</b>	Waste	34
<b>Executive Staff</b>	<b>13</b>	Bushfire Mitigation Activities	36
<b>Vision for the Future</b>	<b>15</b>	Emergency Services	37
<b>Our Mission</b>	<b>17</b>	Environmental Sustainability	38
<b>Theme Area: PEOPLE</b>	<b>18</b>	<b>Theme Area: PLACE</b>	<b>40</b>
Economic Growth	19	Engineering Services	44
Case Study	21	Ranger Services	46
Killara Service report	22		
Shire of Northam Library Service	23	<b>Theme Area: PROSPERITY</b>	<b>50</b>
Recreation and Youth Services	24	Northam Visitors Centre	51
Community Support/Community Grants	28	Bilya Koort Boodja Centre for Nyoongar Culture & Environmental Knowledge	52
Community Safety & Crime Prevention	31		
		<b>Theme Area: PERFORMANCE</b>	<b>54</b>
		Strategic Community Plan & Corporate Business Plan (Council Plan 2022/32)	55
		Governance and Leadership	58
		<b>Financial Report</b>	<b>68</b>

### PURPOSE OF THE ANNUAL REPORT

The *Western Australian Local Government Act 1995* requires every local government to produce an Annual Report by 31 December each year.

In addition, the Annual Report:

- Is an essential tool to inform the community and key stakeholders about achievements, challenges and future plans;
- Promotes greater community awareness of the Shire's programs and services which contribute to a high quality of life for residents, visitors, and stakeholders;
- Demonstrates the Shire's performance against the long-term vision of the Strategic Community Plan, and the projects and priorities detailed within the Shire's Corporate Business Plan;
- Provides information about the Shire's organisational performance; and
- Illustrates the Shire's commitment to accountable and transparent government.

bilya river koort heart boodja land

**KAYA,  
WANDJOO**  
ACKNOWLEDGEMENT  
OF COUNTRY

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

We thank them for the contributions made to life in the Shire of Northam and to this region.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1

# MESSAGE FROM THE PRESIDENT



Kiya Wandju, hello and welcome

to a summary of the Shire of Northam for the past year.

In addition to working with the Northam Shire Council for the past twelve months, we have revisited and updated our Strategic Community and Corporate Business Plans to guide Council for the next 10 years. I believe that our Council has, and continues to, deliver on the best possible outcomes for all residents and ratepayers by continuing to work with a wide range of stakeholders.



## OUR PLAN FOR THE FUTURE

The Shire of Northam's Council Plan – Our plan for the future - is an evolving guiding document.

This plan combines details from both our Strategic Community Plan and Corporate Business Plans into one, easy to read, document.

After a revisit and update of the past 12 months, this plan addresses three key areas –

**Where we are now?**

**Where do we want to be?**

**How do we get there?**

What we have done over the past twelve months is to update and report on what we have already done, and take a look at what we need to rethink, and what resources we might need to allocate.

Following our purpose, the Shire of Northam wants to achieve the community's vision and aspirations. We aim to achieve this by:

**Advocating** and being a voice for our local community on key issues.

**Partnering** and forming strategic alliances for the best interests of the community.

**Assisting** with funding for organisations to deliver essential community services.

**Facilitating** and helping the community and businesses to meet their needs.

**Providing** a range of services to make sure the needs of the community are met.

**Ensuring** we comply with legislation, regulations and local laws.

**Audit & Risk Management Committee Minutes**  
11 December 2023

**Attachment 7.2.1**



**OUR VISION**

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

**OUR MISSION**

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

**COUNCILLORS**

We are lucky in the Shire of Northam to have a team of dedicated Councillors. I thank every Councillor for their continued commitment to our Shire. I acknowledge and thank retiring Councillors, Rob Tinetti and Dave Galloway for their commitment over their tenures on Council. A special thanks is made to Cr Michael Ryan for the continued support and dedication shown, helping me to fulfil my role as President, and Michael's own role as Deputy President.

**CHIEF EXECUTIVE OFFICER**

After 10 years of dedicated and exceptional service, Mr Jason Whiteaker has decided to move to another position within Local Government. Some of the achievements set by Council and enacted by Mr Whiteaker over the past 10 years include the construction of Bilya Koort Boodja, construction of the Northam Aquatic Facility, RV friendly parks, and the construction of the Youth Precinct.

**STRATEGIC DRIVERS**

The Shire of Northam's six key strategic drivers form part of the Council Plan. These drivers identify areas on where to focus our efforts to benefit the Shire. These key drivers continue to be:

- The Agricultural sector
- Transport and logistics
- Government agencies and service sectors
- Location, commutable to and from Perth
- Strong infrastructure connections to Perth and mining centres and
- Continued status as a regional centre.

**DEVELOPMENTS**

As highlighted in our Council Plan, there are many examples of recent achievements to assist and develop our community. These include the CCTV extension in Wundowie, the provision and upgrade of facilities at Bert Hawke oval, new RV friendly parks at Wundowie and Northam, continued rehabilitation of the Avon River, the construction of a transfer station and tip shop at the Old Quarry Road Waste Management Facility, and continued investment in renewable energy.

**EVENTS**

The Shire of Northam continues to host and facilitate a variety of cornerstone events. These include over the past 12 months the successful hosting of both the Australian National and FAI 5th Women's World Hot Air Ballooning championships, the 70th annual Northam Motorsport and Bilya Festivals, along with the 50th anniversary event of the Avon Descent, Carols on Fitzgerald, the 50th Country Athletics Championships and the WA Country Swimming Pennants. Annual events within the Shire include the Northam Agricultural Show and the Wundowie Iron Festival.

The Shire of Northam is here to be responsive, deliver sustainable services, and to preserve and enhance our environment and lifestyle, while respecting our heritage and facilitating economic growth. Together, we can all continue so that the Shire of Northam, continues to both grow and flourish.

**Cr Chris Antonio**  
Shire President

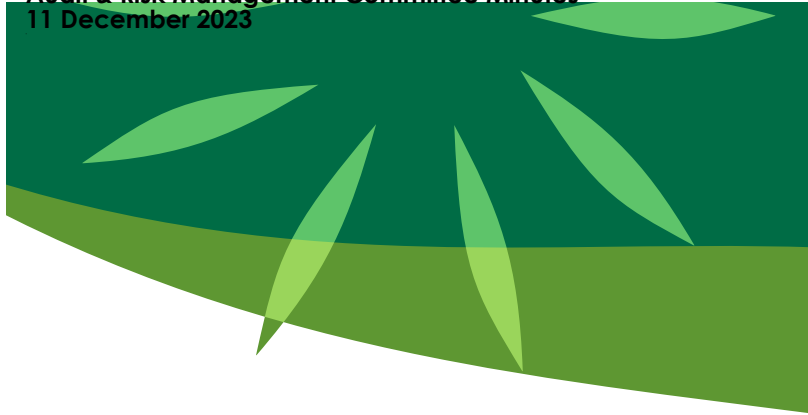
Audit & Risk Management Committee Minutes  
11 December 2023



Attachment 7.2.1

	<b>EAST WARD</b> Chris Antonio <b>PRESIDENT</b> 0429 220 210 president@northam.wa.gov.au Term Expires: 2023
	<b>TOWN WARD</b> Michael Ryan <b>DEPUTY PRESIDENT</b> 0429 960 594 cryan@northam.wa.gov.au Term Expires: 2025
	<b>TOWN WARD</b> COUNCILLOR Robert Tinetti 0407 428 574 rtinetti@northam.wa.gov.au Term Expires: 2023
	<b>TOWN WARD</b> COUNCILLOR Maria Girak 0400 245 681 crgirak@northam.wa.gov.au Term Expires: 2023
	<b>TOWN WARD</b> COUNCILLOR Hayden Appleton 0448 870 770 crappleton@northam.wa.gov.au Term Expires: 2025
	<b>TOWN WARD</b> COUNCILLOR Des Hughes (08) 9622 2562 crhughes@northam.wa.gov.au Term Expires: 2025

**Audit & Risk Management Committee Minutes  
11 December 2023**



Attachment 7.2.1

**COMMITTEES,  
ADVISORY GROUPS  
AND WORKING GROUPS**

	Audit & Risk Management Committee	Chief Executive Officer Review Committee	Community Grants Assessment Committee	Community Safety Committee	Bush Fire Advisory Committee	Local Emergency Management Committee	Wheatbelt Joint Development Assessment Panel	Regional committees representing the Shire of Northam
<b>PRESIDENT Chris Antonio</b>	•	•	•			•	•	•
<b>DEPUTY PRESIDENT Michael Ryan</b>	•	•						
<b>COUNCILLOR Robert Tinetti</b>			•	•		•		
<b>COUNCILLOR Maria Girak</b>					•			
<b>COUNCILLOR Hayden Appleton</b>	•							
<b>COUNCILLOR Des Hughes</b>		•	•					
<b>COUNCILLOR Dave Galloway</b>			•		•			
<b>COUNCILLOR Lisa Biglin</b>			•	•				
<b>COUNCILLOR Julie Williams</b>		•		•			•	
<b>COUNCILLOR Attila Mencshelyi</b>	•	•	•	•				



**WEST WARD**  
COUNCILLOR **Dave Galloway**  
0429 220 210  
crgalloway@northam.wa.gov.au  
Term Expires: 2023



**WEST WARD**  
COUNCILLOR **Lisa Biglin**  
0477 402 654  
crbiglin@northam.wa.gov.au  
Term Expires: 2025



**CENTRAL WARD**  
COUNCILLOR **Julie Williams**  
419 194 161  
crwilliams@northam.wa.gov.au  
Term Expires: 2023



**CENTRAL WARD**  
COUNCILLOR **Attila Mencshelyi**  
0407 773 977  
crmencshelyi@northam.wa.gov.au  
Term Expires: 2025



**OUTGOING MEMBER**  
COUNCILLOR **Paul Curtis**  
Resigned: 2022

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1

# CEO REPORT 2022 -2023



It is my pleasure to provide this update on the performance of the Shire of Northam in the 2022/23 financial year.

I am pleased to report our solid performance in FY2023, although we have completed the year with a significant number of projects incomplete, which will reflect in a substantial increase in our end of year cash reserves. Unfortunately, there have been a range of factors which have impacted our ability to deliver on our own expectations, these factors have included challenges in securing suitable contractors to undertake works, key staff positions being unfilled for large periods of the year highlighting the pressure in the labour market and cost escalations which resulted in deferring and / or re scoping projects. In saying this the Shire is well positioned to hit FY2024 with momentum which should result in a significant number of projects being completed early in the year.



The Corporate Services team, led by Mr Colin Young, has once again done an outstanding job managing the Council's finances and financial compliance. Council received another clean audit report, while our long-term financial planning is robust and provides a clear direction for the Council.

These three developments, along with a range of other smaller opportunities are positioning Northam for continued strong performance economically, creating opportunities for our community and bringing new residents to the region.

Our focus around economic development and liveability across the Shire is having a positive impact, with several major developments in the pipeline at either development approval phase or well progressed. Potential developments such as the Infinite Green Energy Hydrogen Plant, which will be one of the first end-to-end green hydrogen production systems in Western Australia, aimed at supplying the domestic transport market, the Procon Developments AvonWest Freight & Logistics Hub which will offer the ability to integrate interstate rail freight networks with the Restricted Access Vehicle (RAV7) road networks for servicing Perth, the eastern states and the Avon and Wheatbelt regions in Western Australia, while the Shire is in the process of facilitating a mineral resources processing plant at the Avon Industrial Park.

Our Shire of Northam development services team, led during the year by Mr Chadd Hunt and Mrs Jacky Jurmann (who acted in the leadership role for approximately 6 months), is playing a key role in facilitating our economic growth, providing advice and support to a range of customers from the larger scale opportunities referenced above, the local builders, retailers and residents. A significant focus of our development services team is to facilitate positive development outcomes and encourage good quality developments within the Shire. The development services team, consisting of planning, health, building, environmental, waste management, emergency services and ranger services has performed strongly with average planning approval timeframes of approximately 20 days while building approvals are granted within an average of 15 days – highlighting our commitment to customer service.



**Audit & Risk Management Committee Minutes  
11 December 2023**

The team in Community Services, led for the most part by Ms Jo Metcalf, delivered some outstanding results in 2023, with the highlight being the Ballooning Fiesta which kicked off the week-long ballooning championships, where it is estimated that more than 10,000 people attended. Putting on events of this scale is a significant undertaking, and I am extremely proud of our ability to deliver not only the event, but an event of the highest standard. There is no rest for the team however as their attention has quickly turned to the 2023 World Women's Ballooning Championships, which will see Northam host the event which will be located out of mainland Europe for the first time in its history.

The community services team have a strong focus on providing services, facilities and activities for our community right across the age spectrum, whether they be based out of our library, adult respite care, one of our many recreational facilities, or our aboriginal cultural centre (Bilya Koort Boodja), the team has done an outstanding job during FY2023.

Maintaining our large asset base is undoubtedly a significant challenge, with more than 700kms of road network, 116 buildings, 127 freehold land parcels, and over 40 parks and reserves to maintain. It has been a challenging year for the team which at stages has been led by Mr Scott Patterson, myself, Mr Chadd Hunt and most recently Mr Paul Devcic. While the lack of continuity in leadership has impacted our ability to deliver our works programs to the extent that we would have expected in FY2023, the team on that ground have done an outstanding job in delivering on expectations. Our parks, reserves and gardens are generally being presented to a high standard and often exceeding our agreed service levels, while we completed 100% of our internal gravel road maintenance program.



Finally, to my team, who have done an outstanding role in the people & culture and governance areas. We continue to evolve as an organisation and partnered with our staff to identify opportunities for areas of improvement around communications, benefits and working conditions. Additionally, the work we are doing in the governance area around internal auditing and management of leases has been outstanding and has the Shire in a strong place from a governance perspective.

This is my final year with the Shire of Northam, having resigned in late June to take up another role in local government. I have very much enjoyed my time at the Shire of Northam and would like to take the opportunity to thank the Council and all the staff I have worked with over the past ten years and wish them all the very best for the future.

**Jason Whiteaker**  
Chief Executive Officer

**Attachment 7.2.1**



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1



## VISION FOR THE FUTURE

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

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

<b>LEADERSHIP</b>	To recognise the community's expectations to provide leadership
<b>RESPECT</b>	To respect differences in age, culture, values and opinions.
<b>TEAMWORK</b>	To achieve through the efforts of the team.
<b>EXCELLENCE</b>	To aspire to one standard.
<b>OPENNESS</b>	To engender trust through openness.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1

## OUR MISSION

In order to achieve our Vision the Shire of Northam has established an organisational Mission commitment, which is:

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

In order to achieve this Mission, the organisation will commit to being:

<b>SAFE</b>	Focus on importance of safety in the organisation.
<b>OPEN</b>	Engage in two-way communication, with transparency and trust.
<b>ACCOUNTABLE</b>	Know what you are responsible for, take ownership and deliver accordingly.
<b>RESPECTFUL</b>	Demonstrate respect for other's skills, knowledge and differing value systems.

16

17

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1

# THEME AREA PEOPLE



30 Community events

6 Shire run events



18

# ECONOMIC GROWTH

Significant year for the Shire of Northam with a complete calendar of events post Covid 19 restrictions, including two Ballooning events - a national and World competition in the same calendar year.

## JULY

NAIDOC Week Celebration Shire hosted & assisted.

## AUGUST

Northam Bilya Festival Street Parade Shire Event  
Avon Descent

## SEPTEMBER

AG Show Shire assisted  
Wundowie Iron Festival Shire supported

## OCTOBER

Hockey WA - Indoor State Classic Shire hosted & assisted  
NACHA Heritage Festival Shire assisted  
Turn Up In Blue Day

## DECEMBER

Carols On Fitzgerald Shire assisted

## JANUARY

Australia Day & Citizen of the Year Awards Shire Event  
Little Athletics Country Championships Shire hosted  
Swimming Country Pennants 2023 Shire hosted

## FEBRUARY

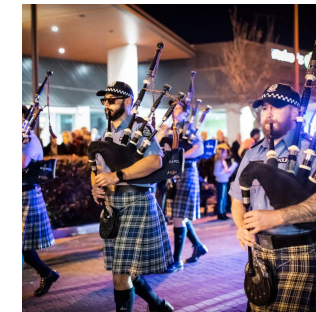
Northam Motor Sport Festival Shire Event  
Anzac Day Shire assisted

## APRIL

Northam Vintage Swap Meet Shire hosted

## MAY

Northam Elevate Festival Shire Event  
National Hot Air Ballooning Championship Shire assisted  
Twilight Market Series Shire Event  
Star gazing Event Shire Event



19



## CASE STUDY

### 2023 NATIONAL BALLOONING CHAMPIONSHIP

The Shire of Northam welcomed back ballooning competitions to the region following COVID restrictions. In 2023 Northam hosted not one but two major ballooning competitions in the calendar year – the National Ballooning Championship and the Women's World Hot Air Ballooning Championship.

To celebrate the start of the 2023 National Hot Air Balloon Championship on Saturday 6 May the Shire held Elevate Festival, a family friendly extravaganza culminating in the now famous "balloon glow".

This free event was held on Henry Street Oval adjoining the Northam Recreation Centre. Tickets were issued online and saw a staggering 10,000 registrations for the event.

The festival included a vibrant stage with local musicians performing and our MC the "Famous" Sharon providing entertainment and information throughout the evening. Carnival rides and sideshow games were enjoyed by families, as was the roaming entertainment, especially the stilt walkers in all their balloon costume glory. The oval was a sea of colour with local businesses provided balloon themed interactive stalls for children, the little creatures tent and face painting by some fluttering fairies. A huge selection of food and beverage options were on offer provided by Perth vendors and many local businesses, including community groups.

Pilots from across Australia came to Northam to compete in the week-long competition and a selection of 10 teams came together to provide a magnificent balloon glow as the evening finale. Inclement weather had threatened to derail the day and the glow, but luckily the conditions settled, providing everyone with a delightful display set to the backdrop of live music from local band Refractory Road. This was the feature performance of the evening and gave everyone who attended a truly memorable experience they will never forget.

The Championship ran from 8 to 13 May and delivered an influx of people coming to watch the competition. Northam provided additional activations to ensure visitors had a wonderful experience whilst in town, including the Twilight Market Series. The markets activated different locations within the Shire, in the lead up to and during competition including Wundowie, Bakers Hill and Northam town centre.

Northam also hosted an enchanting evening of Star Gazing at Bernard Park. As a recognised Astro-Tourism dark skies town Northam benefits from some of the clearest skies within proximity to Perth, Northam is a great place to enjoy a tour of the sky from our Astro Tourism specialists using laser pointers and a selection of impressive telescopes. Being piloted by our professional guides, we were provided with precision visuals of specific constellations and galaxies, it was a wonderful evening to learn about our universe.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1

THEME AREA: PEOPLE



THEME AREA: PEOPLE

## SHIRE OF NORTHAM LIBRARY SERVICE

### KILLARA SERVICE REPORT

			
364	10582	17560	1685
Transport Trips	Brokerage Hours	Respite Hours	Community Service Hours

**DISABILITY ACCESS & INCLUSION**

Shire of Northam is committed to facilitating the inclusion of people with disability through the improvement of access to its information, services, events and facilities.

In working towards this goal the Shire of Northam has worked progressively towards achieving the desired results in the key outcomes. Our success includes:

- The availability of a Shire of Northam Disability Access & Inclusion Plan 2018 – 2023 on the Shire's website;
- Confirmation that our facilities meet the required standards;
- Improvement in Shire of Northam staff understanding in assisting the public to obtain information in other accessible formats; and
- Ongoing community consultation with key stakeholders to guide access and inclusion improvements.

Patrons to the library could borrow two extra types of items this year, as we added in a seed library and a bunting collection for all members to use. Both have proved very popular. Patrons who came to the Seed Library launch also had the opportunity to take home some starter seedlings, grown from donated seed. To the end of the financial year, 44 bunting kits have been borrowed, and 240 seed packets have been taken. Our seeds are replenished by donations from keen growers, with the occasional purchase of heritage varieties to fill a gap. The bunting has also come from members of the community, who recycle fabric in the creation.

We had approximately 1,092 patrons signed in to use the computer, and the free Wi-Fi also gets used every day. We answered over 4,882 reference enquiries.

We ran 198 events, with 1,402 attendees. As well as the Seed Library launch, events include listening to Nileshe Makwana, learning how to digitally organise our photographs, meditation with a Buddhist monk and our regular sessions for 0 – 5 years olds, Lego Club and school holiday events.

The Swan Room and mezzanine floor were booked for 150 hours by community groups looking for a place to meet.



2169  
patrons borrowed items  
from both libraries

---

63  
households used  
our delivery service

---

30,859  
items were issued

---

17,600  
visits to the libraries

22
23

## RECREATION AND YOUTH SERVICES



24



### YOUTH SERVICES

The Shire of Northam is committed to engaging with young people and providing youth activities and programs. The Northam Recreation Centre is centrally located and is seen as a hub for young people and has been utilised to hold youth diversionary programs including ball sports such as basketball, netball and volleyball. In addition, gaming consoles were setup to provide for young people to engage and play a variety of games. This was made available free of charge to those aged between 10 - 17 years from 10am - 3pm Monday - Friday during school holidays. It was well received with many young people joining activities and finding it a safe space.

With the collaboration of external agencies such as PCYC activities were offered that included skate park competitions, cooking classes, cultural information sessions, and a variety of water activities.

Shire staff worked closely with local high schools to engage with young people to identify interests of youth aged 12 - 17 years for the type of activities to hold during holiday programs through an online survey. There were over 45 free holiday activities and programs offered including arts, Lego, esports, minigolf, pool parties, build a bike, fitness classes making kites and more. The survey results were presented at the Youth Engagement working group and provided to agencies within the Shire.

### RECREATION & AQUATIC FACILITY SERVICES

#### Northam Recreation Centre

The Recreation Centre held annual football, basketball, netball and indoor hockey competitions. Discussions with sporting associations for basketball and netball highlighted an increase in membership numbers and participation this year. In addition, Netball WA held their regional junior carnival with 35 teams participating. The hospitality and meeting rooms were well utilised with 623 bookings received throughout the year. In consultation with the Northam basketball association the 8 x outdoor court basketball backboards and rings were replaced.

Collaboration occurred with local businesses to construct and deliver 2 x portable grandstands. These are now available for use at sporting or community events and general use for spectator seating.

25

**Audit & Risk Management Committee Minutes**  
11 December 2023

THEME AREA: PEOPLE



**Northam Aquatic Facility**

The facility operated from mid-September to mid-May and this was the first year since construction of the facility where services were not interrupted resulting in an increase in participation of 13%, with 40,802 attendances. In addition, 6,572 patrons purchased waterslide access sessions and 1,282 attended aqua aerobic classes.

The facility held the RLSSWA River Ready Program during term 4 of 2022. This program was free and available to children 8 to 17 years of age. The program taught children how to safely enjoy and enter water bodies including rivers and lakes. They also learnt how to do throw rescues, reach rescues, practise survival strokes and recognise different safety signals.

Northam Aquatic Facility statistics	Total Attendance	Waterslides	Aquarobics attendance	Season Passes
	40,802	6,572	1,282	635

**Wundowie Swimming Pool**

This season the Shire operated services internally commencing on 29 October 2022 and closing 9 April 2023. The Wundowie swimming club re-established regular training sessions and the annual Christmas tree and Australia Day events were well patronised on the day.

Total Attendance	Season Passes
5722	68

**Attachment 7.2.1**

THEME AREA: PEOPLE

**SPORTING & CLUB DEVELOPMENT**

The Shire collaborated with 'Break Point Tennis' to provide several tennis development clinics for local youth. In addition, the Shire formalised an agreement with the Wundowie Progress Association to facilitate local bookings and access of the tennis facilities in Wundowie. The Shire also collaborated with Tee-Ball WA and Baseball WA to host come and try events that were well participated with the intent to increase the interest and participation to formalise teams and play competitive tee-ball.

With support from the Shire, the Wundowie swimming club were able to re-establish and offer regular training sessions throughout the week.

The Shire worked with the local Bakers Hill Progress Association to collaborate on delivering recreational infrastructure. It was agreed that a basic level skate park for the youth at Bakers Hill recreation precinct would deliver the best outcome. An area has been cleared with construction to begin in the next financial year.

The use of the Shire of Northam Clubs social media supported local clubs build stronger relationships and increased participation. This was a new initiative to reach and communicate with local sporting community and has over 1,200 members.

The Shire was successful in securing grant funding to build storage facilities at the Hockey turf and Bert Hawke oval. The Hockey facility includes a two-storey shed with dugouts on either side. The Bert Hawke oval storage shed was located next to the clubroom and was constructed to provide separate storage areas for cricket and soccer. Additionally, a 1.8 m high chainmesh perimeter fence was installed around the Hockey facilities and access to water services was provided. This supported the user groups to hold events, secure hockey infrastructure in a safe manner and protect assets whilst supporting local user group sustainable objectives.

The installation of soccer goals at the start of the season at Bert Hawke oval was completed for local soccer enthusiasts to train and play in the local competition this has enabled the local club to grow and become more sustainable.

Planning and design works were undertaken for Henry St oval to provide a scoreboard, goal barrier nets and entry statement. The intent is to delivery these projects in 2023/24.

All 2022/23 Summer & winter MOU agreements with local sporting clubs were reviewed and completed.

The Shire was successful in securing \$25,000 from the CSRFF small grants program for multi-use storage facilities at Hockey/Bert Hawke oval and was successful in securing \$25,000 for the Mt Ommanney trail development process for Stages 4 and 5. The Shire was also successful in securing \$97,000 from the CSRFF small grants program for the Northam Bike hub project which has been extended to be delivered in 2023/24. The Shire was not successful in the forward planning grant application for Bert Hawke tower lighting however this will be submitted again in next year's round.

**SPORTING EVENTS**

**Swimming WA Country Pennants**

On 4 and 5 March 2023, the Northam Aquatic Facility held the annual WA Country Swimming Pennants. Over 500 swimmers from 30 country swimming clubs across WA attended this fantastic event, competing for the top spot. The event had an estimated 2000 people attend and this was the first time in 10 years the event was held in Northam.

**Athletic West Championships**

From 13 to 15 January 2023, the Northam Recreation Centre held WA Country Athletic Championships located on Henry Street and Jubilee ovals. Country athletic clubs from across WA including Albany and Collie came together to compete in the track and field events. This provided top competitors the opportunity to qualify for the State Athletic Championships. The event was a great turnout with more than 350 juniors competing for gold.

**Hockey indoor tournament - Aus Sport Regional event funding**

On 8 and 9 October 2022, the WA Indoor Hockey Classic was proudly supported by the Shire of Northam and held at our Recreation Centre. This event featured four men's teams and four women's teams including the best indoor hockey players in the state! The event was staged like the well-known 'Ric Charlesworth Classic' and was supported by SportAus events funding program via a grant of \$44,000.



## COMMUNITY SUPPORT/ COMMUNITY GRANTS



<p><b>Quick Response Grants</b></p> <p>Local not for profit community groups and sporting clubs could apply for small grants of up to \$5,000 anytime throughout the year.</p>	<p>20 applications received</p> <p>15 projects supported</p> <p>\$19,700 of funds awarded.</p>
<p><b>Community Development Grants</b></p> <p>Local not for profit community groups &amp; sporting clubs could apply for larger, strategic projects valued between \$5,000 - \$20,000. Applications opened in September and closed in October.</p>	<p>4 applications received</p> <p>4 projects supported</p> <p>\$51,000 of funds awarded.</p>
<p><b>Progress Association Annual Allocations</b></p> <p>All community progress associations were invited to apply for an allocation of Council funds for community projects in 2022/2023.</p>	<p>Applications were received from Bakers Hill, Wundowie &amp; Spencers Brook</p> <p>5 community projects were supported</p> <p>\$27,991 of funds awarded.</p>

### ANNUAL COMMUNITY EVENT ALLOCATIONS

The Shire of Northam issued \$72,600 in sponsorships through the Community Events Allocation a select group of community organisations with a long history of delivering successful events and commemorations within the Shire of Northam. These include,

- Wundowie Progress Association for the Wundowie Iron Festival,
- Bridgeley Church of Christ & the Northam Chamber of Commerce for Carols on Fitzgerald,
- Avon Valley Arts Society for the Northam Art Prize,
- Northam Agricultural Society for the Northam Farmers Show,
- Northam RSL for the ANZAC Day Dawn Service and March,
- Northam Theatre Group for theatre productions at the Link Theatre,
- Avon Valley Vintage Vehicle Association for the Vintage Vehicle Swap Meet,
- Vintage Sports Car Club of WA for the Northam Motorsport Festival (Flying 50).

### EDUCATIONAL PRIZES & DONATIONS

Every school within the Shire of Northam, and the Northam campus of Central Regional TAFE is given a donation towards their end of year educational prizes. This year the donations were expanded to also include a one off donation to school P&C and P&F groups.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1

THEME AREA: PEOPLE

THEME AREA: PEOPLE

## COMMUNITY SAFETY & CRIME PREVENTION

The Shire of Northam Community Safety Committee works proactively with the local Police Force, stakeholders from a range of government departments and service providers, and local advisory groups and community representatives.

This year the Committee produced merchandise to help inform the community, such as large magnets with emergency service contact information, Aboriginal & Torres Strait Islander support information, seniors support information and key rings with miniature torches for night lights and messages such as have you locked your vehicle, have you locked your house. These were distributed to people at the Turn Up in Blue Day in Northam, the Northam Farmers Show & the Wundowie Iron Festival.

Youth engagement was a priority. In December the Committee were able to support a camp for at risk and disengaged youth coordinated by the Youth Engagement Working Group & Moorditj Youth. The on country camp which was held at Boshack in Bolgart comprised of cultural activities, mentoring and leadership. Feedback was overwhelmingly positive, with a lot of learning and lot of enjoyment had by all.



Audit & Risk Management Committee Minutes  
11 December 2023



Attachment 7.2.1

THEME AREA: PLANET

UNDER THE PLANET THEME THE FOLLOWING ACTIONS WERE DELIVERED:

- Following extensive research and community engagement, the Public Health Plan 2023 – 2028 was developed, with the plan providing a framework to address Public Health needs to enhance the health and wellbeing of residents within the Shire of Northam.
- Routine inspections of food premises were conducted as required, 110 businesses within the Shire were assessed according to their food risk ratings. Promotion and provision of materials were distributed to all medium and high-risk businesses deemed to fall under the new requirements of the *Food Standards Code 3.2.2A*, which includes mandatory training of food handling supervisors. The new requirements come into effect on 8 December 2023. Food Safety Programs such as "FoodSafe" on the Shire of Northam's website continue to be a requirement for all stallholders and new food businesses.
- The growth in popularity of mobile food businesses has continued, with three new coffee vans, a soft serve ice cream van and two new medium risk food vendors registered in the Shire. These mobile food vendors are required to meet the requirement of the *Food Act 2008* as well Northam's Local Laws and Policies, such as *H6.9 – Trading on Thoroughfares & Public Places*.

- Guidance was provided to new food business premises, and those looking to make modifications to their existing food business premises. Businesses were advised on how to best meet the requirements of the *Food Act 2008* and the *FSANZ Food Standards Code* with reference to the *Australian Standard 4674-2004: Construction and fit out of food premises*.
- The monitoring and control of water within the Shire was conducted with routine sampling to test the water quality of the river, public swimming pools and the recycled water irrigation system. This year's Avon River sampling results have been consistent with previous years. The Avon River is safe for use for secondary recreational activities (kayaking, wading, and canoeing) as per Department of Health guidelines. Potentially dangerous amoeba organisms have been detected on occasion in the Avon River during the warmer months of the year. To alert the public of the possible dangers associated with amoeba organisms signs have been erected along the river's edge in six separate locations.
- Recycled water irrigation results have improved since last year, with various modifications being implemented by the Shire to ensure that the recycled water quality meets the requirements for use as determined by the Department of Health. Further improvements are expected with the installation of additional infrastructure at the Clarke Street Dam.
- Public Events were assessed to ensure public safety and compliance, with approvals, attendance and inspections conducted by Environmental Health Officers as required.
- Several Public Buildings were inspected, with changes being made to ensure compliance with the *Health [Public Buildings] Regulations 1992*, ensuring that buildings used for Public Events were safe for use by the public.
- The inspection of hairdressing salons as well as skin penetration/body piercing parlours was conducted as required.
- Neglected and dilapidated houses were inspected with work orders and condemnation notices being issued to the owners of the premises as required.



Audit & Risk Management Committee Minutes  
11 December 2023

THEME AREA: PLANET



## WASTE

The Shire of Northam operates two Waste Management Facilities; Old Quarry Road Waste Management Facility in Northam, which is our main facility and accepts both solid and liquid wastes; and Inkpen Road Waste Management Facility in Copley, which is a small landfill serving the communities of Bakers Hill and Wundowie.

Both facilities are managed by Avon Waste on behalf of the Shire and who are also responsible for the kerbside collection throughout the Shire.

In August 2022, the Shire officially opened its Transfer Station at the Old Quarry Waste Management Facility. The diversion from Landfill and additional recycling systems have been a great success in working towards Zero Waste to Landfill.

The community requested and named Northam "Re-Store" has turned over \$9,468 with a range of furniture, bric a brac and outdoor items.

In April 2023, the Shire introduced a new weighbridge finance management system for both facilities that ensured more accurate recording of waste, recycling rates and landfill diversion. This system will help set baselines for improvement into the future.

In 2024, the Shire hopes to conduct community workshops to increase awareness and education throughout its communities and reduce the current contamination rate.

Attachment 7.2.1

THEME AREA: PLANET

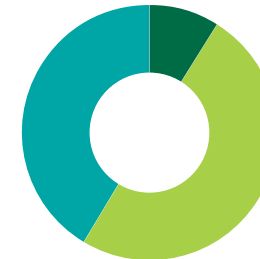
## STATISTICS

KERBSIDE RECYCLING



Product	tonnes
Aluminium Cans	17.81
Steel Cans	11.45
Glass	192.11
Paper	68.07
Newspaper	124.05
Cardboard	69.97
Liquid Paperboard	1.91
Plastics	14.63
Plastic (PET)	10.18
Plastic (HDPE)	12.72
Contaminants	113.23

FACILITY TOTALS



Product	tonnes
Recycled	3,256.64
Landfill	18018.78
Cleanfill	14,982.87




Landfill Totals  
by Source:  
Regional Shires  
4983.77 tonnes

**Audit & Risk Management Committee Minutes**  
11 December 2023

THEME AREA: PLANET



 21 bushfire mitigation projects throughout the Shire

## BUSHFIRE MITIGATION ACTIVITIES

The Shire of Northam in collaboration with the Department of Fire and Emergency Services (DFES) have funded 21 bushfire mitigation projects throughout the Shire in the 2022/23 period to the value of \$489,500. Through this arrangement the Shire has secured funding up to \$176,915 for future bushfire mitigation projects into 2023/24 period.

**Attachment 7.2.1**

THEME AREA: PLANET

## EMERGENCY SERVICES

The Shire of Northam has 10 volunteer bushfire brigades and 1 SES Unit, with over 400 dedicated volunteers.

Numbers remain stable however applications and retention remain an ongoing challenge which is a consistent trend seen throughout the state.

In 2022/23 our volunteers attended about 250 incidents including, machinery, agricultural, bushland, and structure fires, and various inclement weather events.

Our teams received and supported neighbouring local governments with large scale bushfires, land searches and weather events.

The December period saw a sudden spike in incidents of bushfire attributed to arson, including 7 in a single day. This matter was dealt with by the Police and Justice system.

The introduction of the new Australian Fire Danger Rating System prior to the high threat period presented new and in part unforeseen challenges witnessed throughout other areas of the state.

Work has continued to minimise the impact of Harvest Vehicle and Hot Works bans have on the community through the identification and implementation of a more dynamic community messaging system which will be in place for the 2023 high threat period.

Capital works have commenced at the Inkpen Volunteer Fire Station with the construction of a much-needed extension, in addition to the successful completion of works at the Northam Emergency Services Complex.

Alex Espey the Shire's new Community Emergency Services Manager commenced duty in November 2022 hitting the ground running.

The Community Emergency Services Manager has spent the later part of the year working closely with the leadership team and in particular the Chief Bush Fire Control Officer on major projects such as the review of the Bush Fire Manual governance instrument used for brigade administration.

The Shire of Northam Emergency Services Volunteers remain committed to community engagement with attendances at multiple community events and festivals.



 Volunteers attended about 250 incidents

# ENVIRONMENTAL SUSTAINABILITY

During the 2022/23 financial year environmental sustainability focused on providing advice and assistance with stakeholder advisory groups, engineering road widening projects, fire mitigation works, targeted weed spraying programs, development and rezoning applications, private and community native planting, environmental mapping and the production of reports for illegal clearing complaints for submission to the Department of Water and Environmental Regulation.



10,000  
native tube stock  
plants supplied



991,568 kWh  
of renewable energy



As focus moves towards addressing climate change and reducing Shire emissions, the Shire continues to be involved with the nationally driven Cities Power Partnership Program identifying initiatives towards reducing operational impacts on the environment. A climate change declaration was adopted providing an overarching document summarising the pathways and actions that will be taken in developing a climate change adaptation and mitigation strategy. This is currently being developed and will outline the Shire's position in relation to the carbon footprint and plan to achieve environmental objectives in line with state and federal targets.

The capture and monitoring of emissions associated with Shire operations has been further improved with the introduction of a new waste management system that will provide accurate and consistent data capturing the waste streams that enter the landfill facilities. This provides the ability to separate the waste streams and identify the recycled components, waste from other local governments and the volumes that are put into the landfill.

The Shire now has the ability to capture the landfill, fuel and gas consumption in addition to the utility data and monitor Shire operations through a centralised web-based platform. This platform provides the analytical tools to closely monitor the performance of individual assets, identify areas for improvements, pinpoint potential water leaks, monitor tariff costs for power and analyse the effectiveness of energy efficiency installations and initiatives. This information is crucial for establishing a carbon footprint baseline so that the Shire can work towards reducing its net carbon emissions in addition to analysing trends over time.

The Shire is in the second year of the Power Purchase Agreement (PPA) initiative lead by WALGA and is sourcing 50% of its electrical consumption for contestable sites from renewable energy sources. This has accounted for 991,568 kWh of renewable energy. Other energy efficiency initiatives including the installation of solar PV on buildings, solar water heating, the retrofitting of LED lights in Shire buildings and the use of thermal blankets at the aquatic centres have also contributed to reducing the overall energy consumption of the Shire with a 6.16% reduction from the previous year.

10,000 native tube stock plants were supplied for the 'Tree Subsidy Program' and the 'Native Plant Giveaway' which have become popular events with resident participation growing annually. The two programs provided over 50 locally occurring native species and included trees, shrubs, ground covers and reeds to accommodate the different soil types and conditions across the local government area. Over 2,000 biodegradable tree guards and tree cocoons were sold to residents wanting to further protect tube stock to be planted. Rehabilitation efforts focused on infill planting with 1000 native tubes plants planted by AVES from Enright Park down to Burlong pool.

Targeted spraying programs were completed throughout the Shire addressing outbreaks of watsonia, bridal creeper, African box thorn and other exotic weeds. Spot spraying programs were conducted intermittently around the town pool area of the Avon River to remove invading weed species and competition for the natives establishing.

Future planning for the following year has begun and will include the rehabilitation of the northern island in the Town Pool area of the Avon River and the native feature planting to occur adjacent to the new Northam RV park situated behind the old swimming pool.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1

THEME AREA: PLACE

# THEME AREA PLACE



**LOCAL PLANNING STRATEGY & SCHEME REVIEW**  
The draft amended Local Planning Strategy has been adopted by Council and has received certification from the Western Australian Planning Commission for advertising purposes.  
An advertising strategy is currently being developed and will be finalised in the near future enabling community consultation to commence.  
The amended Strategy will provide the strategic direction for the development of the Shire and amendment of the local planning scheme to provide greater flexibility to facilitate sustainable development.

**AVONVALE URBAN RENEWAL AREA**  
Research and development of the strategy for the renewal area has also commenced and will provide strategic direction for redevelopment of the area to provide quantity and diversity of housing and improve liveability.

**BUILT HERITAGE**  
A grant from the Heritage Council of WA has enabled the Shire to review of the Local Heritage Survey and develop a historical overview, which will be finalised during 2023.

**SCHEME AMENDMENTS**  
Local planning scheme amendments 16 and 18 were gazetted during this period, which rezoned a portion of the Avon Industrial Park to facilitate the CBH development and to re-code a property in Byfield Street to enable higher density residential development.  
Amendment 17 relating to the Avon Logistics Hub adjacent to the roadhouse in Northam has progressed to advertising and will be finalised in the next reporting period enabling the development to proceed.

40

41

Audit & Risk Management Committee Minutes  
11 December 2023

THEME AREA: PLACE



Attachment 7.2.1

THEME AREA: PLACE

STATUTORY PLANNING

**Development Applications**

A total of 110 development applications were determined by the Shire of Northam to the value of \$17,649,151 during the 2022/23 financial year compared to 137 to the value of \$38,607,507 during the 2021/22 financial year and 150 to the value of \$21,611,791 during the 2020/21 financial year.

The growth areas continued to be in the western portion of the Shire in rural living areas of Wundowie and Bakers Hill with infill medium density development in the Northam townsite continuing to increase.

Of these, 102 applications were determined by staff under delegated authority from Council. The average timeframe for determining development applications in this period was 19 days (15 days – delegation; and 51 days – Council).

During this period, major developments included upgrading of facilities at Linley Valley Pork and installation of bulkheads at CBH's new site in the Avon Industrial Park.

SUBDIVISION

During 2022/23, 14 subdivision referrals were received from the Western Australian Planning Commission and responded with 5 subdivision clearances being issued.

Subdivision activity has been spread throughout the Shire, including an increase in residential infill and light industrial development in the Northam townsite, with this trend expecting to continue.

DEVELOPMENT COMPLIANCE

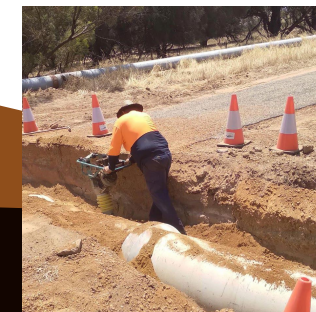
Development compliance formed an important part of statutory planning activities in 2022/23, with 130 swimming pool barriers being inspected, a number of unauthorised buildings and land uses being investigated, audits of extractive industries, and following up non-compliances with conditions of development and building approval.

HOUSING STRATEGY

The Shire is proactive and focused on attracting investment to drive new residential development within the Shire. As part of the Shire's aim to ensure the community has access to safe and diverse housing options, the Shire developed a Housing Strategy which involved reviewing a variety of options, including private and government investment, to increase the availability of rental dwellings to cater for the growing demand for employee housing associated with public administration and private sector workforce.

DEVELOPMENT OF EASTLINK  
(PERTH-ADELAIDE NATIONAL  
HIGHWAY)

During 2022/23 the Shire continued to advocate for the continued development of the Eastlink (Perth-Adelaide National Hwy). This has included continuing to identify and plan for the new route in the Shire's Local Planning Strategy.





Audit & Risk Management Committee Minutes

17 December 2023

THEME AREA: PLACE

# ENGINEERING SERVICES

Engineering Services is responsible for the construction and maintenance of all Shire owned roads, verges, footpaths, drainage structures, parks, public open spaces, reserves, bridges, parking facilities, and buildings. The portfolio also includes fleet management and cemetery and airport maintenance.

Works programmed and completed align with Council endorsed asset management plans, policies and long-term programs, which encompass the whole of life principles and sustainability strategies for transport, parks and gardens and buildings.



44

Attachment 7.2.1

THEME AREA: PLACE

## ROADWORKS

The Shire of Northam is responsible for the following:

- Road maintenance
- Culvert and drainage pipe cleaning
- Road signs and guideposts
- Footpaths
- Traffic Management
- Storm events clean up
- Ad-hoc duties to assist with Events.

The following Capital Road projects were completed in the 2022/23 financial year:

	Spencers Brook Road,
<b>Reconstruction / Widening</b>	Robinson Street, Northam
	Charles Street, Northam
	Wellington Street, Northam
<b>Resurfacing</b>	Croke Street, Northam
	Forward Street, Northam
	Cox Street, Northam
	Tamma Road, Bakers Hill
	Parks, Playgrounds & Streetscapes

The focus of the year was improvement of Parks facilities to better cater for the needs of residents/ratepayers and stakeholders. This included some minor capital improvements to several parks within the Shire.

These facilities have been utilised by various public groups and events that showcased what Shire of Northam has to offer. Events utilising Parks infrastructure included, but not limited to:

- Bilya Festival
- Northam Agricultural Show
- Wundowie Iron Festival
- Various sporting clubs
- Various Community Groups
- School sporting Events.

The Shire continues to work on redevelopment of the Riverbank and the CBD, Four Landscapes Studio has been commissioned to assist in development of a Streetscape Concept plan for the CBD.

The following Capital projects were completed in the 2022/23 Financial year:

- Northam overnight RV park
- Shade structures erected at Bakers Hill Oval
- Art Installation at Beavis Place Public Open Space
- Mulching of George Nuich Park
- Improvements to Dr Dunlop Park including replacement of playground stone barriers, installation of a park bench and 2 park seats.

## BUILDING WORKS

Throughout the Shire there were numerous improvements on general building maintenance and capital projects in 2022/23.

The following projects were completed within the building portfolio of the Shire:

- Clackline Hall Lighting upgrade
- Morby Cottage Deck oiling
- Air Conditioner installed at the Northam Pound
- LED lights installed at Killara Cottages
- Painting of the Wundowie Oval Changerooms
- Fencing repairs and path lighting at the Northam Recreation Centre.



45

Audit & Risk Management Committee Minutes

17 December 2023

THEME AREA: PLACE

# RANGER SERVICES

Ranger Services has had a busy year with increasing requests for services in most areas of responsibility, which primarily encourages and enforces compliance of Local and State Laws in respect to pets, livestock; parking, off-road vehicles, abandoned vehicles; fire hazard reduction; wildlife care and removal referrals; littering; illegal camping and caring for the Northam white swan colony.

A total of 138 infringements were issued in the 2021/22 financial year in comparison to a total of 409 in the 2022/23 financial year.

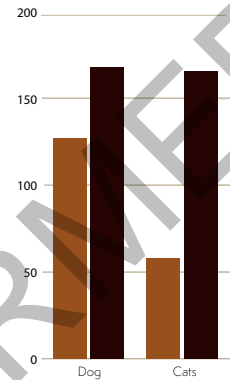
There was an increase in the issuing of fire infringements and work orders, which could be attributed to the increase in growth in our rural living areas and lack of knowledge of fire safety in rural areas. Early warning notices prior to the commencement of the fire season to those properties where previous non-compliances had been detected.



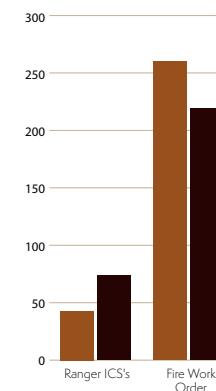
Attachment 7.2.1

THEME AREA: PLACE

IMPOUNDED ANIMALS



CAUTIONS



● 2021/22 ● 2022/23

Dog attack investigations decreased slightly in the 2022/23 period with 40 reports when compared to 53 in the 2021/22 period, which can be attributed to media messaging, information sessions and public awareness programs that have been implemented throughout the period.

Unfortunately, impounding of stray, unregistered, surrendered and wandering dogs has increased in this period with 168, compared to 127 in 2021/22. The increase could be attributed to the economic stress in the community.

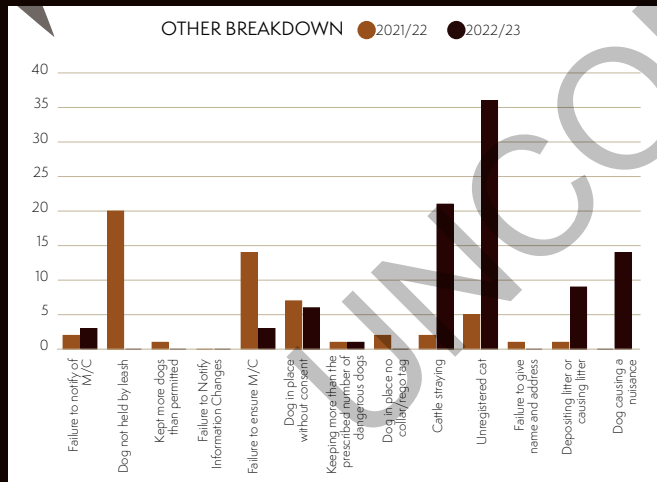
There has also been an increase in cats impounded in this period, with 166 impounded compared to 58 in the previous period, which could also be related to economic stress and lack of desexing, which is particularly relevant in this period where it was found that some cats had 2 breeding seasons that was previously unheard.

Intense focus has been directed into community education to encourage compliance with local and state legislation. Inter-agency cooperation, connecting with communities, schools and collaborating with external government and non-government organisations are important strategies.

A range of information sheets and regular compliance information updates are also provided. These are distributed via the Shire's internal media and communications channels, posters on community notice boards, local media and advertising whenever appropriate. Our outgoing customer correspondence is supported by a range of information sheets/brochures.

Audit & Risk Management Committee Minutes  
11 December 2023

THEME AREA: PLACE



Attachment 7.2.1

THEME AREA: PLACE

Free Shire of Northam dog leads are given away to encourage 'Dog-on-a-Leash in Public Places' compliance.

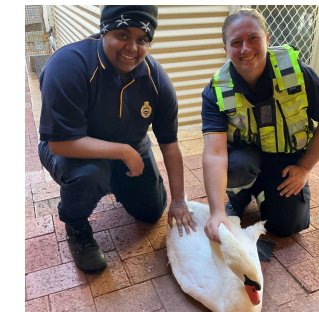
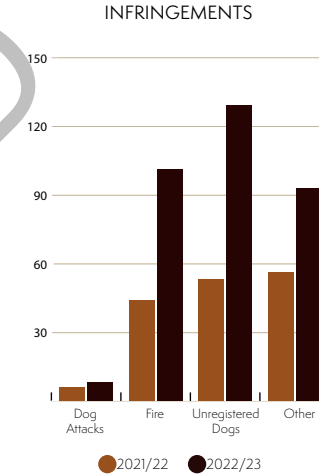
Management of the White Swan Colony continues with the arrival of 4 baby cygnets in 2022. Sadly, one cygnet did not survive long after birth and was somewhat smaller than the others. Another cygnet was attacked by a dog and was unable to be saved after a very concerted attempt by the Wildlife Hospital in Bibra Lake. Currently the two remaining cygnets are in good health awaiting to be caught and DNA sexed.

This year saw the forming of the Avon Swan Guardians group, who have teamed up with the Northam Men's Shed, local schools and produced four swan feeder boxes for instalment around the river. They also keep a watchful eye on our white swan colony.

Approaches again have been made to government officials requesting assistance in increasing our swan gene pool for further breeding.

Corella management continues to be challenging, however there is to be a scoping project that will enable us to implement "best practise" for best success. This is now with the Wheatbelt Natural Resource Management to coordinate the responses by Local Government.

Regular targeted parking patrols are conducted as per the Parking and Parking Facilities Local Law 2008. Problem areas are identified, with cautions distributed in the first instance followed by infringements if warning cautions are not complied with. Particular attention around our school areas this past year have resulted in parents and carers parking in safer locations.



Audit & Risk Management Committee Minutes  
11 December 2023

# THEME AREA PROSPERITY



50

## Attachment 7.2.1

THEME AREA: PROSPERITY

# NORTHAM VISITORS CENTRE

The National Ballooning Championships and Elevate Festival held in May 2023 drew large numbers of visitors into Northam. The number of people seeking tourist information from the Northam Visitors Centre was up significantly from the previous year.

This year the Visitors Centre went out to the people, with Tourism Officers holding a Visit Northam stall at the Elevate Festival and Twilight Markets on the Village Green, selling local souvenirs and offering tourist information. Through our partnership with Destination Perth, we were able to secure an information stall at the Perth Caravan & Camping Show, working with our surrounding local governments to collectively promote tourism in the Avon Valley.



THE VISIT NORTHAM BRAND  
CONTINUED TO GROW ON SOCIAL  
MEDIA WITH REACH & VISITS ALL UP:

FACEBOOK REACH UP 298.9%

INSTAGRAM REACH UP 112.8%

PAID REACH UP 100%

FACEBOOK VISITS UP 261.6%

INSTAGRAM VISITS UP 87.5%

TOTAL VISITOR 6250



TOTAL VISITOR CENTRE SALES

\$36,638.59



### INDUSTRY ATTRACTION FUND (IAF)

The Industry Attraction Fund continued over 2022/23 which is an incentive up to the value of \$1 million to attract a major employer to the region.

No applications were received for the IAF during the 2022/23 period.

51

**Audit & Risk Management Committee Minutes**  
**11 December 2023**

THEME AREA: PROSPERITY

# BILYA KOORT BOODJA CENTRE FOR NYOONGAR CULTURE & ENVIRONMENTAL KNOWLEDGE

There were some challenges this year, but thankfully we now have a great team of passionate staff working to share Ballardong Nyoongar culture.

Our Centre Tourism Officers have been trained to deliver guided river walks around the Gulgulga (Avon River). These tours deliver on the centre name: river, heart, land, Nyoongar culture, & environmental knowledge. The Gulgulga tours are becoming a popular offering at the centre.

The focus for the centre this year was on the Stage 2 Exhibition Upgrade. This involved capturing the stories of our Elders out on beautiful Ballardong Country. This was a moving experience for all involved, building our connections with Elders and with nature. The stories will form new content for the map table.



**BILYA KOORT BOODJA CENTRE  
STATISTICS**



Total Centre Visitors **5,183**  
Total Exhibition Entries **2,414**  
Annual Memberships

**Attachment 7.2.1**

THEME AREA: PROSPERITY

**SOCIAL MEDIA STATS**  
**VISIT NORTHAM**

Instagram	1,998 ↑6.30%
Reach	9,714 ↑174.2%
Facebook	Followers 4,762 ↑7.02%
Reach	233,375 ↑871.2%

**SHIRE OF NORTHAM**

Instagram	240,476 ↑127%
Reach	6,623 ↑73.6%
Facebook	Followers 1,584 ↑216
Reach	5,938 ↑1056

**BILYA KOORT BOODJA CENTRE**

Instagram	1,058 ↑6.30%
Reach	1,166 ↑10.6%
Facebook	Followers 2,927 ↑7.02%
Reach	34,911 ↑27.9%

News Items & Public Notices **147**

Sessions **92,715**  
Users **129,822**

CREATE 298 –  
**12** Meeting room bookings  
**3x** three month leases of the Popup shop

Audit & Risk Management Committee Minutes  
11 December 2023

THEME AREA: PERFORMANCE



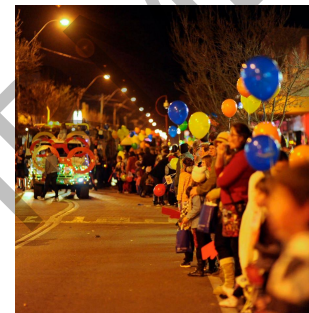
# THEME AREA PERFORMANCE

54

Attachment 7.2.1

THEME AREA: PERFORMANCE

## STRATEGIC COMMUNITY PLAN & CORPORATE BUSINESS PLAN (COUNCIL PLAN 2022/32)



The Strategic Community Plan element of the Council Plan was adopted in June 2022, based on both current and anticipated resources and capacity, demographic trends, and the aspirations of our community which have been interpreted by Council based on extensive public consultation. Importantly the plan has been developed to guide the Shire in carrying out its functions as a local government to use our best endeavours to meet the needs of current and future generations through an integration of service delivery, environmental protection, social advancement and economic prosperity. The life of the Strategic Community Plan element of the Council Plan is 10 years, with interim reviews to occur in 2026 and 2030, prior to a complete review being undertaken in 2032.

The Corporate Business Plan element of the Council Plan is reviewed annually. The Corporate Business Plan Section sets out, consistently with the relevant priorities established in the strategic community plan, our priorities for dealing with the aim and aspirations of the community in the district. The Corporate Business Plan is utilised to guide our internal business planning by identifying the actions we will be taking to achieve the objectives identified within the strategic community plan. The life of the corporate business plan element is four years, with a review required annually. To help guide our performance, the Council has established a range of performance indicators.

There were no significant modifications made to Council Plan during the 2022/23 period.

55

Audit & Risk Management Committee Minutes  
11 December 2023

THEME AREA: PERFORMANCE



Attachment 7.2.1

THEME AREA: PERFORMANCE

The following key projects and initiatives are proposed to commence or to continue in the next financial year:

- Provide additional Bakers Hill Recreation Precinct infrastructure with consideration for a, skate park BMX track, outdoor exercise equipment and improved, safer access to external toilets
- Provide improvements to Bert Hawke Oval with additional storage, shade and spectator facilities
- Provide a well-developed and maintained drainage network, with a focus on asset protection and community safety
- Provide improved facilities at Henry Street Oval with a multi-purpose electronic scoreboard, BMX track, additional parking and an entry statement with an electronic message board
- Provide portable grandstands for use across all venues and activities
- Partner with the State Government to fund the former Northam Railway Station Precinct
- Provide for footpath renewals within Northam Central Business District
- Provide activation facilities at Mt Ommanney
- Partner with Clackline community to deliver a local playground
- Provide two electric vehicle charging stations at Northam Visitors Centre;
- Provide a dual use path to Mount Ommanney Road
- Provide improved tracks and trails
- Partner with DFES to provide a new facility for Wundowie Bushfire Brigade
- Provide upgraded infrastructure at the Northam Airport to provide opportunities for expansion
- Provide entry statements and signage for Northam Light Industrial Areas to raise the profile of LIAs and local businesses within
- Provide entry statements into the Northam CBD
- Provide overnight caravan and RV parking facilities in Northam and Bakers Hill
- Provide a modern, fit for purpose Northam Shire Depot
- Provide well maintained Shire buildings
- Provide well maintained plant and equipment.

More information on the upcoming priority actions and initiatives can be viewed in the Council Plan 2022-2032 [www.northam.wa.gov.au/documents/1223/council-plan-2022-2032](http://www.northam.wa.gov.au/documents/1223/council-plan-2022-2032).

Audit & Risk Management Committee Minutes  
11 December 2023

THEME AREA: PERFORMANCE

# GOVERNANCE AND LEADERSHIP



## WORK HEALTH & SAFETY

The Shire aims to be a leader in work health, safety and injury management, ensuring that the safety and health of our staff and community is integrated into everything we do, from contract management and procurement to service delivery, events management and staff performance reviews.

During 2022/23, Local Government Insurance Services (LGIS), undertook a Work Health and Safety (WHS) audit which achieved an overall result of 62%. The outcomes of this audit resulted in the development of a WHS plan. Implementation of these improvements will be ongoing throughout 2023/24.

We pride ourselves in fostering a culture where staff are encouraged to report hazards, incidents and near misses, knowing that the information they report will be acted on to improve work health and safety in the workplace.

The Shire continues to investigate these incidents to identify underlying contributing factors and implement corresponding control measures. This includes risk assessing of all tasks in consultation with our workers and safety and health representatives to improve safe working methods.

### Key achievements:

- Undertook monthly workplace inspections through designated safety representatives.
- Reviewed the process for workplace inspections to ensure that workplaces are being inspected regularly and the inspections are recorded accurately.
- Continued communications on updates to the new *Work Health and Safety Act 2020* and accompanying regulations. Focus was given to the implications and transition requirements for this legislation for the organisation, managers, employees, contractors and volunteers.
- Reviewed the process for completing Safe Work Method Statements and Take 5's.

58

Attachment 7.2.1

THEME AREA: PERFORMANCE

## HUMAN RESOURCES

Shire of Northam's Workforce Plan provides workforce supply and demand analysis and projection, including gap identification and succession and talent management approaches designed to ensure the organisation has the right people equipped with the appropriate capability and supports to enact its vision and deliver on its strategic objectives.

Workforce planning is part of Shire's business and financial planning processes and is informed by business plans and strategies, both organisation-wide and within its divisions.

People and Culture, Organisational Development (OD) and Human Resources (HR) strategies are informed by workforce planning to ensure the organisation responds effectively to challenge and change.

As of June 30, 2023 our workforce was made up of:

- Females: **53%**
- Males: **47%**
- Women in management: **40%**
- Men in management: **60%**

The Shire has a range of mechanisms in place to ensure the workplace is inclusive, diverse and free from harassment and discrimination including:

- Protocols governing diversity, equal employment opportunity, recruitment, grievance resolution, employee relations and psychosocial hazards;
- Employee training and development; and
- Ensuring compliance with State and Federal Acts and Regulations relating to employment.

### Statistics:

- Aboriginal or Torres Strait Islander Employees: **7.6%**

### Key achievements:

- Offered various work experience opportunities.
- Initiated a staff engagement survey and conducted a variety of pulse surveys (topic related).
- Facilitated a range of training for staff across the organisation.
- Provided opportunities for employees aspiring to be managers.
- Continued to promote employee communication and engagement, through numerous channels.
- Provided a free counselling service for employees.

### Statistics:

- Employee turnover: **24%** \*decrease of **2%**
- Employees recruited: **23**
- Job applications received: **353**
- Health and wellbeing initiatives: **7**
- Spent **\$104,915.34** on employee/councillor training

### Top 4 recruitment sources:

- Seek: **28%**
- Shire website: **10%**
- Facebook: **10%**
- Word of mouth: **4%**

59



**Audit & Risk Management Committee Minutes  
11 December 2023**

THEME AREA: PERFORMANCE

**INTERNAL AUDIT PROGRAM**

The internal audit program continued over 2022/23. The program focused on a range of areas to monitor compliance with legislation, policies and processes. All audits were presented to the Audit and Risk Management Committee and Council to review.

**Statistics:**

- Internal audits undertaken: **28**
- Non-compliances identified: **77**

**COMPLIANCE AUDIT RETURN**

The Annual Compliance Audit Return is an annual audit of statutory compliance conducted in the form determined by the Department of Local Government, Sport and Cultural Industries in accordance with regulation 14 of the Local Government (Audit) Regulations 1996. The completed return must be reviewed by the Audit and Risk Management Committee and results submitted and adopted by Council prior to submission to the department by 31 March each year.

On 15 March 2023, Council adopted the Department of Local Government, Sport and Cultural Industries Compliance Audit Return for the period 1 January 2022 to 31 December 2022.

**Statistic:**

- Non-compliances: **3**

The non compliances identified relate to:

- A local law for the Establishment, Maintenance and Equipment of Bush Fire Brigades (Gazetted 21 May 1982) not being posted on the Shire of Northam website or subject to an eight (8) year review. The repeal of this Local Law was approved by Council on 12 February 2004, however the process was never finalised due to the repeal not being published in the Government Gazette.
- Two leases not meeting the disposal requirements of the *Local Government Act 1995*.
- An annual return not being lodged by 31 August 2022.

**CUSTOMER SERVICE**

The Shire of Northam is committed to excellence in organisational performance and customer service.

**Key achievements:**

- Maintained a Communication Plan and Customer Service Charter;
- Provided a community dashboard reporting number of complaints, customer requests and progress towards operational areas including road grading; and
- Published quarterly reports to the community on the number of complaints received and average timeframe for dealing with these;
- Implemented an internal audit program to monitor compliance with Council's process for managing customer requests.

**Statistics:**

- Customer requests received: **2,253**
- Complaints received: **21**
- Average timeframe to deal with complaints: **16.25**

**RISK MANAGEMENT**

Risk management is an integral part of the Shire's decision making process. The Council acknowledges that risk management is a fundamental element of good business practice. The Council Policy – Risk Management defines the principles that establish and maintain an integrated risk management system across all strategic and operational functions of the Shire, including project and event management.

In 2022/23 the Shire fulfilled its requirement under Regulation 17 of the Local Government (Audit) Regulations 1996 by conducting the three yearly review of its Risk Management Framework to ensure continuous improvement and meeting industry best practice.

**Attachment 7.2.1**

THEME AREA: PERFORMANCE

The Shire of Northam Risk Register is regularly monitored and reviewed with overdue and non-compliant risk treatment strategies reported to the Audit and Risk Management Committee each quarter.

In 2022/23, the Shire undertook a quarterly review of its Risk Register, with a focus on one classification at each review.

**Statistics:**

- Identified risks: **50**
- Identified risk treatments: **166**
- Overdue / Non-compliant risk treatments reported: **6**

**LOCAL GOVERNMENT ELECTIONS**

The Shire of Northam held an extraordinary election for the West Ward on 16 March 2023 as a result of the resignation from West Ward Councillor Paul Curtis on 25 November 2022.

Council received the resignation at its meeting on 21 December 2022 and determined that the Electoral Commissioner will be responsible for the conduct of the Extraordinary Election which will be held as a postal election. Cr Lisa Biglin was elected to fill the position.

**ATTENDANCE AT COUNCIL MEETINGS:**

The attendance of Elected Members at Council Meetings, Council Forums, Special Council and Strategic Council meetings.

**Statistic:**

- Number of decisions made by council in 2022/23 - **289**

	Attended	Leave of Absence	Apology	Absent
Cr C Antonio	29	0	0	0
Cr M Ryan	27	0	2	0
Cr R Tinetti	23	3	3	0
Cr M Girak	22	4	3	0
Cr H Appleton	28	1	0	0
Cr D Hughes	27	2	0	0
Cr J Williams	26	0	3	0
Cr A Mencshelyi	21	2	6	0
Cr D Galloway	26	0	3	0
Cr L Biglin	7	0	0	0
Cr P Curtis	6	6	3	0

**ATTENDANCE AT COMMITTEE MEETINGS:**

The following committees were established over the 2022/23 period:

- Audit & Risk Management Committee
- Bush Fire Advisory Committee
- Chief Executive Officer Review Committee
- Community Grant Assessment Committee
- Community Safety Committee
- Local Emergency Management Committee

	Attended	Leave of Absence	Apology	Absent
Cr C Antonio	19	0	0	0
Cr M Ryan	13	0	3	0
Cr R Tinetti	1	0	0	0
Cr M Girak	4	1	0	0
Cr H Appleton	4	0	0	0
Cr D Hughes	10	3	0	0
Cr J Williams	16	0	0	0
Cr A Mencshelyi	12	3	3	3
Cr D Galloway	2	0	0	0
Cr L Biglin	0	0	0	0
Cr P Curtis	0	2	0	2

**Audit & Risk Management Committee Minutes  
11 December 2023**

THEME AREA: PERFORMANCE

ELECTED MEMBER TRAINING:

	Understanding Local Government	Serving on Council	Meeting Procedures	Conflicts of Interest	Understanding Financial Reports and Budgets
Cr C R Antonio	Completed 2019	Completed 2019	Completed 2017	Completed 2019	Completed 2019
Cr M P Ryan	Completed 2022	Completed 2022	Completed 2022	Completed 2022	Completed 2022
Cr R W Tinetti	Completed 2020	Completed 2020	Completed 2020	Completed 2020	Completed 2020
Cr M I Girak	Completed 2019	Completed 2020	Completed 2020	Completed 2019	Completed 2020
Cr H J Appleton	Completed 2022	Completed 2022	Completed 2022	Completed 2022	Completed 2022
Cr D A Hughes	Completed 2022	Completed 2022	Completed 2022	Completed 2022	Completed 2022
Cr J E G Williams	Completed 2020	Completed 2020	Completed 2020	Completed 2020	Completed 2020
Cr A J Mencshelyi	Completed 2022	Completed 2022	Completed 2022	Completed 2022	Completed 2022
Cr D J Galloway	Completed 2019	Completed 2020	Completed 2020	Completed 2019	Completed 2020
Cr L C Biglin	Completed 2023	In Progress	In Progress	Completed 2023	In Progress

Note: Under the *Local Government Act 1995*, mandatory training needs to be completed within 12 months of an Elected Member being elected to office.

Local Government Convention 2022 – Cr C Antonio, Cr J Williams, Cr A Mencshelyi, Cr R Tinetti and Cr M Girak attended the Local Government Convention for 2022.

**Attachment 7.2.1**

THEME AREA: PERFORMANCE

COUNCILLOR ALLOWANCES:

	President Allowance	Deputy President Allowance	Travel Allowance / Reimbursement	Annual Meeting Fees	IT Allowance	Total
Cr Chris Antonio Shire President	\$45,000.00	-	\$6,986.70	\$23,000.00	\$3,118.76	\$78,105.46
Cr Michael Ryan Deputy President	-	\$11,250.00	-	\$19,750.00	\$3,118.76	\$34,118.76
Cr Maria Girak	-	-	-	\$19,750.00	\$3,118.76	\$22,868.76
Cr Attila Mencshelyi	-	-	\$1,539.20	\$19,750.00	\$3,118.76	\$24,407.96
Cr Robert Tinetti	-	-	-	\$19,750.00	\$3,118.76	\$22,868.76
Cr Julie Williams	-	-	\$1,358.64	\$19,750.00	\$3,118.76	\$24,227.40
Cr David Galloway	-	-	\$984.20	\$19,750.00	\$3,118.76	\$23,852.96
Cr Paul Curtis	-	-	-	\$7954.85	\$1,256.18	\$9,211.03
Cr Hayden Appleton	-	-	-	\$19,750.00	\$3,118.80	\$22,868.80
Cr Desmond Hughes	-	-	\$225.70	\$19,749.96	\$3,118.80	\$23,094.46
Cr Lisa Biglin	-	-	\$492.84	\$5,786.99	\$913.80	\$7,193.63

Audit & Risk Management Committee Minutes  
11 December 2023

THEME AREA: PERFORMANCE

FEE WAIVERS:

Person/Party	Waiver Requested	Fee Waived
Clackline Muresk BFB	Booking fees for community bus for pre season tour	\$200.00
Edith Cowan University	Room hire fees at Bilya Koort Boodja for 40 people including tea and coffee, and light refreshments	\$390.00
Bakers Hill Progress and Recreation Association	Event fee and blanket stallholder fee	\$324.00
Share and Care Northam	2x family season passes to Northam aquatic centre	\$445.00
Seniors Recreation Council of WA	Hire Costs - 2 indoor courts and kitchen at recreation centre	\$624.00
Northam Amateur Basketball Association	3 x Court hire from 8:30am to 4:30pm on March 11th 2023 for open Eastern Suns training session followed by free 2hr clinic hosted by NBL1 athletes for Wheatbelt youth development. 3 x Court hire from 8:30am to 4:30pm on March 12th 2023 to host free entry NBL1 Marquee match up Eastern Suns vs another NBL 1 preseason program. Meeting room 1 & 2 from 9:30am - 3:30pm on March 12th 2023 for Teams/Briefing rooms.	\$2,352.00
Philip Collins	Hire of Court of Northam Recreation Centre for 2 hours	\$73.00
Vintage Sports Car Club WA	Bus Hire	\$500.00
Hockey WA	Turf hire for training and coaching clinic for local junior hockey athletes	\$362.00
Avon Valley Arts Society Inc.	Northam Town Hall and Lesser Hall to hold an art exhibition.	\$4,856.00
Edith Cowan University	Room hire fees at Bilya Koort Boodja for 15 people	\$143.75
Northam Hockey Club	Hire of synthetic turf to conduct junior development and coaches clinics plus put on 2 exhibition games to display a higher grade of hockey	\$206.00
Hockey WA	Turf hire fees	\$101.75

Attachment 7.2.1

THEME AREA: PERFORMANCE

CITIZENSHIP CEREMONIES

One of the most enjoyable functions undertaken by the Shire is its citizenship ceremonies. Becoming an Australian citizen means making an ongoing commitment to Australia and our shared values. It is also the beginning of an individual's formal membership of the Australian community. The Shire takes great pleasure in hosting such ceremonies.

Statistics:

- Ceremonies held: 4
- New Citizens: 18

FREEDOM OF INFORMATION (FOI)

The Freedom of Information Act 1992 gives the public the right to apply for access to documents held by the Shire of Northam (subject to some limitations). It also provides a means to ensure that personal information held by the Shire is accurate, complete and up to date.

Statistics:

- FOI applications: 4
- Average timeframe for dealing with applications: 17 days

RECORD KEEPING

The State Records Commission (SRC) Standard 1 – Government Record keeping requires that government organisations must ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the commission.

In accordance with Section 19 of the State records Act 2000, Local Governments are required to have a Record Keeping Plan that is approved by the State Records Commission (SRC). The purpose of the plan is to provide an accurate reflection of the record keeping program in the organisation, including information regarding the organisation's record keeping system, disposal arrangements, policies, practices and processes. The Shire of Northam's Record Keeping Plan is reviewed and evaluated at least once every five years for efficiency and effectiveness. The Plan was reviewed and approved by the State Records Commission on 14 December 2018. The next review is due prior to 2 August 2023 which will then be submitted to the State Records Commission for approval.

Statistics:

- Records created: 17,058
- Records (boxes) destroyed: 20



**Audit & Risk Management Committee Minutes  
11 December 2023**

THEME AREA: PERFORMANCE

**EMPLOYEE REMUNERATION**

In accordance with part 5 of the Local Government (Administration) Regulations 1996 the table below demonstrates the number of employees entitled to and in receipt of an annual salary over \$130,000.

	No. of Employees
\$ 130,000 to \$139,000	-
\$ 140,000 to \$149,000	-
\$ 150,000 to \$159,000	-
\$ 160,000 to \$169,000	1
\$ 170,000 to \$179,000	-
\$ 180,000 to \$189,000	2
\$ 190,000 to \$199,000	-
\$ 200,000 to \$209,000	-
\$ 210,000 to \$219,000	-
\$ 220,000 to \$229,000	1
\$ 230,000 to \$239,000	-
\$ 240,000 to \$249,000	-
\$ 250,000 to \$259,000	-
\$ 260,000 to \$269,000	-
\$ 270,000 to \$279,000	-
\$ 280,000 to \$289,000	-
\$ 290,000 to \$299,000	1

**NATIONAL COMPETITIVE POLICY**

In 1995 the Council of Australian Governments entered into a number of agreements, collectively known as the National Competition Policy. Local Government is affected mainly where it operates significant business activities which compete, or could compete, with private sector businesses. Local Government will also be affected where local laws unnecessarily affect competition.

The Shire is required to comply with certain policies contained within the National Competition Policy statement and report on progress in connection with Competitive Neutrality Principles and review of Local Laws.

**COMPETITIVE NEUTRALITY**

Local Governments are required to apply the principle of competitive neutrality to all business activities generating user pays income in excess of \$200,000. The principle of competitive neutrality is that Government businesses should not enjoy a competitive advantage, or disadvantage, simply as a result of their public sector ownership. Annual Reports must show that a public benefit test has been conducted for all significant business activities to determine if competitive neutrality is in the public interest.

**LOCAL LAWS**

The *Local Government Act 1995* requires all existing local laws to be reviewed every eight years. As part of this process the intention to review local laws is advertised in the media giving residents and ratepayers the opportunity to comment on any proposed changes, additions or deletions to the Shire's local laws. In 2022/23 the Shire of Northam did not review any of its local laws.

**Attachment 7.2.1**

THEME AREA: PERFORMANCE

**COMPLAINTS AND MINOR BREACHES**

Section 5.53(hb) of the *Local Government Act 1995* specifies that the annual report is to contain details of entries made in the register of complaints during the financial year in review. The register of complaints is to include:

- The name of the council member about whom the complaint is made.
- The name of the person who makes the complaint.
- The description of the minor breach that the standards panel finds has occurred.
- Details of the action taken.

The standards panel made no findings of minor breaches in 2022/23.

**COMMERCIAL ENTERPRISES**

*Local Government (Administration) Regulation 198B and 198C* requires local governments to contain in their annual report information relating to major land transactions and trading undertakings.

The Shire of Northam has not undertaken any major land transactions and trading undertakings over the 2022/23 period.



**POLICIES**

**The following policies were reviewed and updated in 2022/23:**

- G 1.1** Council Members - Continuing Professional Development
- G 1.2** Attendance at Events - Council Members and the Chief Executive Officer
- G 1.6** Approval of annual and long service leave for the CEO and appointment of an Acting CEO
- G 1.9** Council Member and Staff Interactions and Requests for Information;
- G 1.10** Communications and Social Media Policy;
- G 1.16** Acceptable Use of the Shire's Computing and Communication Resource - Council Members;
- G 1.21** Elected Members Leave of Absence
- A 8.3** Records Management
- A 8.4** Complaints Management
- A 8.5** Property Management (Leases and Licences)
- F 4.2** Procurement Policy
- F 4.3** Investment Policy
- F 4.5** End of Year surplus
- F 4.6** Asset disposal
- F 4.7** Annual and Long Service Leave Liability Policy
- F 4.8** Rates Hardship Policy
- F 4.11** Budget Variation Reporting.

**The following policies were revoked in 2022/23:**

- G 1.17** Acceptable Use of the Shire's Computing and Communication Resources - Staff, due to the information being contained in the Code of Conduct.
- G 1.3** Attendance at Events - Chief Executive Officer, due to the policy being merged with the policy for Council Members.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1



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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.1



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[www.northam.wa.gov.au](http://www.northam.wa.gov.au) | [www.visitnortham.com.au](http://www.visitnortham.com.au)



**bilya** river      **koort** heart      **boodja** land

SHIRE OF NORTHAM  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

**TABLE OF CONTENTS**

Statement by Chief Executive Officer	2
Statement of Comprehensive Income	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Statement of Financial Activity	7
Index of Notes to the Financial Report	8
Independent Auditor's Report	51

The Shire of Northam conducts the operations of a local government with the following community vision:

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

Principal place of business:  
395 Fitzgerald Street  
Northam WA 6401



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

*Local Government Act 1995*  
*Local Government (Financial Management) Regulations 1996*

STATEMENT BY CEO

The accompanying financial report of the Shire of Northam has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2023 and the financial position as at 30 June 2023.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 11th day of December 2023

Chief Executive Officer



Debbie Terelinck

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2,023 Actual \$	2023 Budget \$	2022 Actual \$
<b>Revenue</b>				
Rates	27(a),2(a)	11,329,075	11,360,033	10,722,615
Grants, subsidies and contributions	2(a)	6,834,988	6,172,224	5,619,500
Fees and charges	2(a)	4,519,105	4,416,789	4,110,409
Interest revenue	2(a)	385,529	325,000	188,965
Other revenue	2(a)	1,418,246	1,079,015	980,198
		<b>24,486,943</b>	<b>23,353,061</b>	<b>21,621,687</b>
<b>Expenses</b>				
Employee costs		(9,904,059)	(9,681,211)	(9,481,810)
Materials and contracts		(7,780,364)	(8,702,468)	(6,566,984)
Utility charges		(1,058,711)	(1,167,337)	(1,232,564)
Depreciation on non-current assets	10(a)	(5,156,749)	(5,080,238)	(5,027,936)
Finance costs	2(b)	(200,686)	(253,065)	(214,287)
Insurance expenses		(558,392)	(556,858)	(554,417)
Other expenditure	2(b)	(413,480)	(225,549)	(649,710)
		<b>(25,072,441)</b>	<b>(25,666,726)</b>	<b>(23,727,708)</b>
		<b>(585,498)</b>	<b>(2,313,665)</b>	<b>(2,106,021)</b>
Capital grants, subsidies and contributions	2(a)	3,173,412	5,246,091	3,313,239
Profit on asset disposals		60,913	54,645	487,502
Loss on asset disposals		(48,253)	(124,463)	(257,846)
Fair value adjustments to financial assets at fair value through profit or loss		11,058	0	11,990
Reversal of prior year loss on revaluation of Infrastructure - streetscape	9(a)	0	0	(91,084)
		<b>3,197,130</b>	<b>5,176,273</b>	<b>3,463,801</b>
<b>Net result for the period</b>	26(b)	<b>2,611,632</b>	<b>2,862,608</b>	<b>1,357,780</b>
<b>Other comprehensive income for the period</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	17	156,235,154	0	8,491,395
<b>Total other comprehensive income for the period</b>	17	<b>156,235,154</b>	<b>0</b>	<b>8,491,395</b>
<b>Total comprehensive income for the period</b>		<b>158,846,786</b>	<b>2,862,608</b>	<b>9,849,175</b>

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

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2023

	NOTE	2023 \$	2022 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	7,438,135	6,279,186
Trade and other receivables	5	2,882,499	3,120,591
Other financial assets	4(a)	5,301,172	3,687,128
Other assets	7	503,504	278,898
<b>TOTAL CURRENT ASSETS</b>		<b>16,125,310</b>	<b>13,365,803</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5	476,940	479,280
Other financial assets	4(b)	345,154	362,304
Property, plant and equipment	8	65,077,984	64,917,760
Infrastructure	9	327,810,305	170,833,866
Right-of-use assets	11(a)	39,025	49,146
<b>TOTAL NON-CURRENT ASSETS</b>		<b>393,749,408</b>	<b>236,642,356</b>
<b>TOTAL ASSETS</b>		<b>409,874,718</b>	<b>250,008,159</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	12	2,073,911	2,897,214
Other liabilities	13	1,215,279	801,140
Lease liabilities	11(b)	11,903	11,093
Borrowings	14	463,054	368,947
Employee related provisions	15	1,454,704	1,312,900
<b>TOTAL CURRENT LIABILITIES</b>		<b>5,218,851</b>	<b>5,391,294</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	11(b)	28,199	38,559
Borrowings	14	6,569,319	5,332,372
Employee related provisions	15	116,780	151,151
Other provisions	16	159,546	159,546
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>6,873,844</b>	<b>5,681,628</b>
<b>TOTAL LIABILITIES</b>		<b>12,092,695</b>	<b>11,072,922</b>
<b>NET ASSETS</b>		<b>397,782,023</b>	<b>238,935,237</b>
<b>EQUITY</b>			
Retained surplus		117,890,042	112,442,650
Reserve accounts	30	3,033,010	5,868,771
Revaluation surplus	17	276,858,971	120,623,816
<b>TOTAL EQUITY</b>		<b>397,782,023</b>	<b>238,935,237</b>

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

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
<b>Balance as at 1 July 2021</b>		<b>113,277,270</b>	<b>3,676,371</b>	<b>112,132,421</b>	<b>229,086,062</b>
Comprehensive income for the period					
Net result for the period		1,357,780	0	0	1,357,780
Other comprehensive income for the period	17	0	0	8,491,395	8,491,395
Total comprehensive income for the period		1,357,780	0	8,491,395	9,849,175
Transfers from reserves	30	2,619,512	(2,619,512)	0	0
Transfers to reserves	30	(4,811,912)	4,811,912	0	0
<b>Balance as at 30 June 2022</b>		<b>112,442,650</b>	<b>5,868,771</b>	<b>120,623,816</b>	<b>238,935,237</b>
Change in accounting policies		0	0	0	0
Correction of error		0	0	0	0
<b>Restated balance as at 1 July 2022</b>		<b>112,442,650</b>	<b>5,868,771</b>	<b>120,623,816</b>	<b>238,935,237</b>
Comprehensive income for the period					
Net result for the period		2,611,632	0	0	2,611,632
Other comprehensive income for the period	17	0	0	156,235,154	156,235,154
Total comprehensive income for the period		2,611,632	0	156,235,154	158,846,786
Transfers from reserves	30	3,169,420	(3,169,420)	0	0
Transfers to reserves	30	(333,659)	333,659	0	0
<b>Balance as at 30 June 2023</b>		<b>117,890,042</b>	<b>3,033,010</b>	<b>276,858,971</b>	<b>397,782,023</b>

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

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2023

	NOTE	2023 Actual \$	2022 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Rates		11,363,108	10,760,962
Operating grants, subsidies and contributions		6,964,417	5,703,924
Fees and charges		4,443,642	4,089,918
Interest revenue		385,529	188,965
Goods and services tax received		1,049,788	1,222,104
Other revenue		1,535,709	980,198
		<u>25,742,193</u>	<u>22,946,071</u>
<b>Payments</b>			
Employee costs		(9,766,351)	(9,315,793)
Materials and contracts		(8,827,334)	(5,817,341)
Utility charges		(1,058,711)	(1,232,564)
Finance costs		(200,686)	(214,287)
Insurance paid		(558,392)	(554,417)
Goods and services tax paid		(1,007,568)	(1,135,576)
Other expenditure		(413,481)	(649,710)
		<u>(21,832,523)</u>	<u>(18,919,688)</u>
<b>Net cash provided by (used in) operating activities</b>	18(b)	3,909,670	4,026,383
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for financial assets		(1,613,355)	(3,659,609)
Payments for Community Advance		0	(60,000)
Payments for purchase of property, plant & equipment	8(a)	(1,889,332)	(2,270,566)
Payments for construction of infrastructure	9(a)	(4,366,557)	(4,888,099)
Non-operating grants, subsidies and contributions		3,549,089	3,143,585
Proceeds Community Advance		6,000	6,000
Proceeds from financial assets at amortised cost - self supporting loans		21,519	20,851
Proceeds from sale of property, plant & equipment		222,293	1,454,723
		<u>(4,070,343)</u>	<u>(6,253,115)</u>
<b>Net cash provided by (used in) investing activities</b>		(4,070,343)	(6,253,115)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings	29(a)	(368,948)	(357,209)
Payments for principal portion of lease liabilities	29(c)	(11,431)	(9,114)
Proceeds from new borrowings	29(a)	1,700,000	0
		<u>1,319,621</u>	<u>(366,323)</u>
<b>Net cash provided by (used in) financing activities</b>		1,319,621	(366,323)
<b>Net increase (decrease) in cash held</b>		1,158,949	(2,593,055)
Cash at beginning of year		6,279,186	8,872,241
<b>Cash and cash equivalents at the end of the year</b>	18(a)	<u>7,438,135</u>	<u>6,279,186</u>

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

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE YEAR ENDED 30 JUNE 2023

NOTE	2023 Actual \$	2023 Budget \$	2022 Actual \$
<b>OPERATING ACTIVITIES</b>			
<b>Revenue from operating activities</b>			
27(a)	11,329,075	11,360,033	10,722,615
	6,834,988	6,172,224	5,619,500
	4,519,105	4,416,789	4,110,409
	385,529	325,000	188,965
	1,418,246	1,079,015	980,198
	60,913	54,645	487,502
4(b)	11,058	0	11,990
	24,558,914	23,407,706	22,121,179
<b>Expenditure from operating activities</b>			
	(9,904,059)	(9,681,211)	(9,481,810)
	(7,780,363)	(8,702,468)	(6,566,984)
	(1,058,711)	(1,167,337)	(1,232,564)
	(5,156,749)	(5,080,238)	(5,027,936)
	(200,686)	(253,065)	(214,287)
	(558,392)	(556,858)	(554,417)
	(413,481)	(225,549)	(649,710)
	(48,253)	(124,463)	(257,846)
	0	0	(91,084)
	(25,120,694)	(25,791,189)	(24,076,638)
28(a)	5,071,573	5,150,056	4,749,206
<b>Amount attributable to operating activities</b>	<b>4,509,793</b>	<b>2,766,573</b>	<b>2,793,747</b>
<b>INVESTING ACTIVITIES</b>			
<b>Inflows from investing activities</b>			
	3,173,412	5,246,091	3,313,239
	222,293	379,000	1,454,723
29(a)	21,519	21,518	20,851
	0	0	100,000
	6,000	6,000	6,000
	3,423,224	5,652,609	4,894,813
<b>Outflows from investing activities</b>			
	0	0	(60,000)
8(a)	(1,889,332)	(4,643,483)	(2,270,566)
9(a)	(4,366,557)	(12,677,651)	(4,888,099)
	(6,255,889)	(17,321,134)	(7,218,665)
<b>Amount attributable to investing activities</b>	<b>(2,832,665)</b>	<b>(11,668,525)</b>	<b>(2,323,852)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Inflows from financing activities</b>			
29(a)	1,700,000	2,700,000	0
30	3,169,420	2,859,420	2,619,512
	4,869,420	5,559,420	2,619,512
<b>Outflows from financing activities</b>			
29(a)	(368,948)	(407,957)	(357,209)
29(c)	(11,431)	0	(9,114)
30	(333,659)	(340,054)	(4,811,912)
	(714,038)	(748,011)	(5,178,235)
<b>Amount attributable to financing activities</b>	<b>4,155,382</b>	<b>4,811,409</b>	<b>(2,558,723)</b>
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>			
28(b)	3,634,394	4,090,543	5,723,222
	4,509,793	2,766,573	2,793,747
	(2,832,665)	(11,668,525)	(2,323,852)
	4,155,382	4,811,409	(2,558,723)
28(b)	<b>9,466,904</b>	<b>0</b>	<b>3,634,394</b>

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

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
FOR THE YEAR ENDED 30 JUNE 2022  
INDEX OF NOTES TO THE FINANCIAL REPORT

Note 1	Basis of Preparation	9
Note 2	Revenue and Expenses	10
Note 3	Cash and Cash Equivalents	12
Note 4	Other Financial Assets	12
Note 5	Trade and Other Receivables	13
Note 6	Inventories	13
Note 7	Other Assets	14
Note 8	Property, Plant and Equipment	15
Note 9	Infrastructure	17
Note 10	Fixed Assets	19
Note 11	Leases	21
Note 12	Trade and Other Payables	23
Note 13	Other Liabilities	24
Note 14	Borrowings	25
Note 15	Employee Related Provisions	26
Note 16	Other Provisions	27
Note 17	Revaluation Surplus	28
Note 18	Notes to the Statement of Cash Flows	29
Note 19	Contingent Liabilities	30
Note 20	Capital Commitments	30
Note 21	Related Party Transactions	31
Note 22	Joint Arrangements	33
Note 23	Financial Risk Management	34
Note 24	Events Ocurring After the End of the Reporting Period	38
Note 25	Other Significant Accounting Policies	39
Note 26	Function and Activity	40
<b>Information required by legislation</b>		
Note 27	Rating Information	43
Note 28	Determination of Surplus or Deficit	45
Note 29	Borrowing and Lease Liabilities	46
Note 30	Reserve accounts	48
Note 31	Trust Funds	50

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

1. BASIS OF PREPARATION

The financial report of the Shire of Northam which is a band 2 Local Government comprises general purpose financial statements which have been prepared in accordance with the Local Government Act 1995 and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**The local government reporting entity**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 31 of the financial report.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

**Initial application of accounting standards**

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2020-6 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current - Deferral of Effective Date
- AASB 2021-7a Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [general editorials]
- AASB 2022-3 Amendments to Australian Accounting Standards - Illustrative Examples for Not-for-Profit Entities accompanying AASB 15

These amendments have no material impact on the current annual financial report

**New accounting standards for application in future years**

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-7c Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-5 Amendments to Australian Accounting Standards - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards - Non-current Liabilities with Covenants
- AASB 2022-7 Editorial Corrections to Australian Accounting Standards and Repeal of Superseded and Redundant Standards
- AASB 2022-10 Amendments to Australian Accounting Standards - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

The amendment may result in changes to the fair value of non-financial assets. The impact is yet to be quantified.

Except as described above these amendments are not expected to have any material impact on the financial report on initial application.



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Timing of revenue recognition
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations
Fees and Charges, Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Fees and charges - sale of stock	Kiosk, Visitor Centre and Bilya Koort Boodja stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Output method based on goods
Fees and Charges - waste management entry fees	Waste and recycling disposal at disposal sites	Single point in time	Payment at gate or under normal trading terms for debtors	None	On entry to facility

Consideration from contracts with customers is included in the transaction price.

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

For the year ended 30 June 2023

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	11,301,752	27,323	11,329,075
Operating grants, subsidies and contributions	2,122,912	0	0	4,712,076	6,834,988
Fees and charges	2,521,267	0	1,997,838	0	4,519,105
Interest earnings	225,035	0	160,494	0	385,529
Other revenue	962,917	0	0	455,329	1,418,246
Non-operating grants, subsidies and contributions	0	3,173,412	0	0	3,173,412
<b>Total</b>	<b>5,832,131</b>	<b>3,173,412</b>	<b>13,460,084</b>	<b>5,194,729</b>	<b>27,660,355</b>

For the year ended 30 June 2022

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	10,707,390	15,225	10,722,615
Operating grants, subsidies and contributions	1,476,891	0	0	4,142,609	5,619,500
Fees and charges	2,196,145	0	1,914,264	0	4,110,409
Interest earnings	25,820	0	163,145	0	188,965
Other revenue	710,860	0	0	269,338	980,198
Non-operating grants, subsidies and contributions	0	3,313,239	0	0	3,313,239
<b>Total</b>	<b>4,409,716</b>	<b>3,313,239</b>	<b>12,784,799</b>	<b>4,427,172</b>	<b>24,934,926</b>

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

2. REVENUE AND EXPENSES (Continued)

	Note	2023 Actual	2022 Actual
(a) Revenue (Continued)		\$	\$
Interest revenue			
Financial assets at amortised cost - self supporting loans		3,708	4,525
Interest on reserve account funds		93,446	10,837
Rates instalment and penalty interest (refer Note 27(c))		160,494	163,145
Other interest earnings		127,881	10,458
		385,529	188,965
(b) Expenses			
Auditors remuneration			
- Audit of the Annual Financial Report		46,000	47,900
- Other services		20,440	20,586
		66,440	68,486
Finance costs			
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss	29(a)	199,243	213,009
Lease liabilities	29(c)	1,443	1,277
		200,686	214,286
Other expenditure			
Sundry expenses		413,480	649,710
		413,480	649,710

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

3. CASH AND CASH EQUIVALENTS

Note	2023 \$	2022 \$
Cash at bank and on hand	5,906,698	3,314,667
Term deposits	1,531,437	2,964,519
<b>Total cash and cash equivalents</b>	<b>7,438,135</b>	<b>6,279,186</b>
Held as		
- Unrestricted cash and cash equivalents	2,560,763	(390,725)
- Restricted cash and cash equivalents	4,877,372	6,669,911
	<b>7,438,135</b>	<b>6,279,186</b>

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

Restricted financial assets

Restricted financial asset balances are not available for general use by the Shire due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

Details of restrictions on financial assets can be found at Note 18.

4. OTHER FINANCIAL ASSETS

	2023 \$	2022 \$
<b>(a) Current assets</b>		
Financial assets at amortised cost	5,301,172	3,687,128
	<b>5,301,172</b>	<b>3,687,128</b>
<b>Other financial assets at amortised cost</b>		
Self supporting loans receivable	22,208	21,519
Term deposits	5,272,964	3,659,609
Community Advance	6,000	6,000
	<b>5,301,172</b>	<b>3,687,128</b>
Held as		
- Unrestricted other financial assets at amortised cost	5,301,172	3,687,128
	<b>5,301,172</b>	<b>3,687,128</b>
<b>(b) Non-current assets</b>		
Financial assets at fair value through profit and loss	244,469	233,411
Financial assets at amortised cost	100,685	128,893
	<b>345,154</b>	<b>362,304</b>
<b>Financial assets at amortised cost</b>		
Self supporting loans receivable	58,685	80,893
Community Advance	42,000	48,000
	<b>100,685</b>	<b>128,893</b>
<b>Financial assets at fair value through profit and loss</b>		
Units in Local Government House Trust - opening balance	233,411	221,421
Movement attributable to fair value increment	11,058	11,990
Units in Local Government House Trust - closing balance	<b>244,469</b>	<b>233,411</b>

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non -Current financial assets at amortised cost fair values are based on discounted cash flows using a current market rate. They are classified as level 2 fair values in the fair value hierarchy (see Note 25(i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 23.

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

5. TRADE AND OTHER RECEIVABLES

Note	2023 \$	2022 \$
<b>Current</b>		
Rates receivable	2,403,658	2,433,612
Trade and other receivables from contracts with customers	356,116	536,337
GST receivable	186,562	261,734
Allowance for credit losses of trade and other receivables	23(b) (2,369)	(664)
Allowance for credit losses of rates receivables	23(b) (61,468)	(110,428)
	2,882,499	3,120,591
<b>Non-current</b>		
Rates and statutory receivables	476,940	479,280
	476,940	479,280

Disclosure of opening and closing balances related to contracts with customers

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Note	30 June 2023 Actual \$	30 June 2022 Actual \$	1 July 2021 Actual \$
Trade and other receivables from contracts with customers	356,116	536,337	797,324
Contract assets	7 467,679	278,898	398,000
Allowance for credit losses of trade and other receivables	23(b) (2,369)	(664)	(102)
Allowance for credit losses of rates receivables	23(b) (61,468)	(110,428)	(157,962)
Total trade and other receivables from contracts with customers	759,958	704,143	1,037,260

SIGNIFICANT ACCOUNTING POLICIES

Rates and statutory receivables

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

Other receivables

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non financial assets.

Measurement

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

6. INVENTORIES

The Shire does not carry inventories as they are expensed to the job or plant at the time of purchase.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**7. OTHER ASSETS**

**Other assets - current**

Contract assets  
Accrued Income

	2023	2022
	\$	\$
Contract assets	467,679	278,898
Accrued Income	35,825	0
	503,504	278,898

**SIGNIFICANT ACCOUNTING POLICIES**

**Contract assets**

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at the end of the period.

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

8. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

Note	Land	Buildings - non-specialised	Buildings - specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Bushfire Equipment	Works in Progress	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2021</b>	9,852,782	3,793,038	34,831,889	48,477,709	804,287	4,113,329	2,240,960	0	55,636,285
Additions	0	23,436	458,606	482,042	0	614,622	233,137	940,765	2,270,566
Disposals	(720,150)	(139,609)	0	(859,759)	0	(334,508)	(30,800)	0	(1,225,067)
Revaluation increments / (decrements) transferred to revaluation surplus	33,468	701,416	7,756,511	8,491,395	0	0	0	0	8,491,395
Depreciation	10(a) 0	(87,777)	(764,837)	(852,614)	(130,190)	(469,510)	(231,737)	0	(1,684,051)
Transfers	0	(150,715)	1,882,123	1,731,408	(453,491)	0	0	150,715	1,428,632
<b>Balance at 30 June 2022</b>	9,166,100	4,139,789	44,164,292	57,470,181	220,606	3,923,933	2,211,560	1,091,480	64,917,760
<b>Comprises:</b>									
Gross balance amount at 30 June 2022	9,166,100	4,139,789	44,164,292	57,470,181	427,591	5,722,089	3,054,937	1,091,480	67,766,278
Accumulated depreciation at 30 June 2022	0	0	0	0	(206,985)	(1,798,156)	(843,377)	0	(2,848,518)
<b>Balance at 30 June 2022</b>	9,166,100	4,139,789	44,164,292	57,470,181	220,606	3,923,933	2,211,560	1,091,480	64,917,760
Additions	0	23,617	363,321	386,938	0	703,487	0	798,907	1,889,332
Disposals	0	0	0	0	0	(209,633)	0	0	(209,633)
Depreciation	10(a) 0	(119,878)	(886,193)	(1,006,071)	(22,953)	(490,626)	(258,893)	0	(1,778,543)
Transfers	221,225	0	14,288	235,513	0	23,555	0	0	259,068
<b>Balance at 30 June 2023</b>	9,387,325	4,043,528	43,655,708	57,086,561	197,653	3,950,716	1,952,667	1,890,387	65,077,984
<b>Comprises:</b>									
Gross balance amount at 30 June 2023	9,387,325	4,163,406	44,541,903	58,092,634	427,591	6,049,439	3,054,937	1,890,387	69,514,988
Accumulated depreciation at 30 June 2023	0	(119,878)	(886,195)	(1,006,073)	(229,938)	(2,098,723)	(1,102,270)	0	(4,437,004)
<b>Balance at 30 June 2023</b>	9,387,325	4,043,528	43,655,708	57,086,561	197,653	3,950,716	1,952,667	1,890,387	65,077,984

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>(i) Fair Value</b>					
<b>Land and buildings</b>					
Land	2	Market approach using recent observable market data for similar properties	Independent registered valuers	June 2022	Price per hectare/ available market information
Land	3	Improvements to land valued using cost approach using current replacement cost	Independent registered valuers	June 2022	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
Buildings - non-specialised	3	Improvements to buildings valued using cost approach using current replacement cost	Independent registered valuers	June 2022	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Buildings - specialised	3	Improvements to buildings valued using cost approach using current replacement cost	Independent registered valuers	June 2022	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.					
During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.					
<b>(ii) Cost</b>					
<b>Furniture and equipment</b>		Not applicable	Cost	Not applicable	Not applicable
<b>Plant and equipment</b>		Not applicable	Cost	Not applicable	Not applicable

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

9. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

Note	Infrastructure - roads	Infrastructure - footpaths	Infrastructure - drainage	Infrastructure - playground equipment	Infrastructure - other	Infrastructure - streetscape	Infrastructure - bridges and culverts	Infrastructure - aerodrome	Infrastructure - work in progress	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2021	88,322,282	4,885,145	12,892,052	293,402	21,429,785	550,025	41,157,658	1,178,341	0	170,708,690
Additions	2,097,836	262,422	110,397	0	1,110,513	18,935	194,740	12,490	1,080,766	4,888,099
Depreciation	10(a) (1,564,195)	(167,001)	(155,591)	(46,099)	(733,266)	(18,744)	(568,541)	(80,854)	0	(3,334,291)
Transfers	0	0	0	0	(1,496,129)	0	0	0	67,497	(1,428,632)
Balance at 30 June 2022	88,855,923	4,980,566	12,846,858	247,303	20,310,903	550,216	40,783,857	1,109,977	1,148,263	170,833,866
<b>Comprises:</b>										
Gross balance at 30 June 2022	94,764,462	5,615,031	13,408,812	431,700	22,822,454	595,014	42,942,293	1,390,432	1,148,263	183,118,461
Accumulated depreciation at 30 June 2022	(5,908,539)	(634,465)	(561,954)	(184,397)	(2,511,551)	(44,798)	(2,158,436)	(280,455)	0	(12,284,595)
Balance at 30 June 2022	88,855,923	4,980,566	12,846,858	247,303	20,310,903	550,216	40,783,857	1,109,977	1,148,263	170,833,866
Additions	3,231,749	0	228,373	0	788,704	21,901	0	95,830	0	4,366,557
Revaluation increments / (decrements) transferred to revaluation surplus	132,930,739	612,494	14,893,042	66,096	(398,749)	492,578	7,319,274	319,680	0	156,235,154
Depreciation	10(a) (1,590,417)	(175,189)	(156,883)	(46,099)	(724,099)	(19,691)	(571,131)	(82,695)	0	(3,366,204)
Transfers	0	0	0	0	910,199	(21,004)	0	0	(1,148,263)	(259,068)
Balance at 30 June 2023	223,427,994	5,417,871	27,811,390	267,300	20,886,958	1,024,000	47,532,000	1,442,792	0	327,810,305
<b>Comprises:</b>										
Gross balance at 30 June 2023	223,427,994	5,417,871	27,811,390	267,300	20,886,958	1,024,000	47,532,000	1,442,792	0	327,810,305
Accumulated depreciation at 30 June 2023	0	0	0	0	0	0	0	0	0	0
Balance at 30 June 2023	223,427,994	5,417,871	27,811,390	267,300	20,886,958	1,024,000	47,532,000	1,442,792	0	327,810,305



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

9. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>(i) Fair Value</b>					
Infrastructure - roads	3	Cost approach using current replacement cost	Management valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - footpaths	3	Cost approach using current replacement cost	Management valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - drainage	3	Cost approach using current replacement cost	Management valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - playground equipment	3	Cost approach using current replacement cost	Independent valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - other	3	Cost approach using current replacement cost	Independent valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - streetscape	3	Cost approach using current replacement cost	Independent valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - bridges and culverts	3	Cost approach using current replacement cost	Independent valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - aerodrome	3	Cost approach using current replacement cost	Independent valuation	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

10. FIXED ASSETS

(a) Depreciation

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	20 to 55 years
Furniture & Equipment	4 to 10 years
Plant & Equipment (Bush fire)	3 to 15 years
Sealed Roads & Streets	
Formation	Not depreciated
Pavement	80 years
Seal	
Bituminous seals	23 to 30 years
Asphalt surfaces	23 to 30 years
Streetscape	15 to 55 years
Gravel Roads	
Formation	Not depreciated
Pavement	80 years
Gravel Sheet	33 years
Water supply piping	75 years
Right of use (buildings)	Based on the remaining lease
Right of use (plant and equipment)	Based on the remaining lease
Playground Equipment	5 to 15 years
Bridges & Culverts	75 to 100 years
Parks, Reserves and other infrastructure	4 to 55 years
Infrastructure-Aerodrome	5 to 50 years
Footpaths	
Insitu concrete & slabs	32 years
Drainage	85 years

Revision of useful lives of plant and equipment

As part of the Revaluating of Infrastructure Assets during the year all depreciation rates were reviewed, no changes

(b) Temporarily idle or retired from use assets

The carrying value of assets held by the Shire which are temporarily idle or retired from active use and not classified as held for sale are shown in the table below.

Buildings - non specialised

(c) Fully Depreciated Assets in Use

The gross carrying value of assets held by the Shire which are currently in use yet fully depreciated are shown in the table below.

Furniture and equipment

	2023	2022
	\$	\$
	94,050	99,000
	94,050	99,000
	141,383	123,369
	141,383	123,369

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

10. FIXED ASSETS (Continued)

**SIGNIFICANT ACCOUNTING POLICIES**

**Fixed assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value (as indicated), less any accumulated depreciation and impairment losses.

**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost, the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair. They are subject to subsequent revaluation at the next revaluation date consistent with *Financial Management Regulation 17A(4)*.

**Revaluation**

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period, the carrying amount for each asset class is reviewed and, where appropriate, the fair value is updated to reflect current market conditions consistent with *Financial Management Regulation 17A(2)* which requires land, buildings infrastructure, investment properties and vested improvements to be shown at fair value.

**Revaluation (continued)**

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

**Depreciation**

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

**Depreciation on revaluation**

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset.
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Amortisation**

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within depreciation in the Statement of Comprehensive Income.

**Impairment**

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

**Gains or losses on disposal**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

11. LEASES

(a) Right-of-Use Assets

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

Note	Right-of-use assets - land and buildings	Right-of-use assets - plant and equipment	Right-of-use assets Total
	\$	\$	\$
Balance at 1 July 2021	0	987	987
Additions	57,754	0	57,754
Depreciation	(8,608)	(987)	(9,595)
Balance at 30 June 2022	49,146	0	49,146
Additions	1,881	0	1,881
Depreciation	(12,002)	0	(12,002)
Balance at 30 June 2023	39,025	0	39,025

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	2023 Actual	2022 Actual
	\$	\$
Depreciation on right-of-use assets	12,002	9,595
Finance charge on lease liabilities	1,444	1,277
Total amount recognised in the statement of comprehensive income	13,446	10,872
Total cash outflow from leases	(9,988)	(7,837)

(b) Lease Liabilities

Current	11,903	11,093
Non-current	28,199	38,559
	40,102	49,652

The Shire has two leases for plant and equipment, one for a photocopier and one for a floor sweeper, both are for five year terms, in addition the Shire leases one block of land known as the village green also for a period of five years.

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Details of individual lease liabilities required by regulations are provided at Note 29(c).

Right-of-use assets - measurement

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

11. LEASES (Continued)

(c) Lessor - Property, Plant and Equipment Subject to Lease

	2023 Actual \$	2022 Actual \$
The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.		
Less than 1 year	254,311	237,200
1 to 2 years	68,967	254,311
2 to 3 years	63,308	68,968
3 to 4 years	63,308	63,308
4 to 5 years	63,308	63,308
> 5 years	189,925	253,233
	703,128	940,328
<b>Amounts recognised in profit or loss for Property, Plant and Equipment Subject to Lease</b>		
Rental income	237,201	222,984

The Shire leases houses to aged persons with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets.

The aged persons housing are considered a joint operation and are not considered investment property as the primary purpose is provision of community housing.

The shire leases various buildings to commercial and government services and these are not considered investment property as they are leased for use in the supply of services to the community.

The Shire also leases aerodrome services. All Shire leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to ownership of the assets.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire typically enters into new operating leases and therefore will not immediately realise any reduction in residual value at the end of these leases.

Expectations about the future residual values are reflected in the fair value of the properties.

The future income disclosed relates to the remaining terms of the existing leases and excludes any income which maybe received if lease holders exercise options to extend the lease.

**SIGNIFICANT ACCOUNTING POLICIES**

**The Shire as Lessor**

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 to allocate the consideration under the contract to each component.

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**12. TRADE AND OTHER PAYABLES**

**Current**

Sundry creditors  
Prepaid rates  
Accrued payroll liabilities  
ATO liabilities  
Bonds and deposits held  
Accrued Expenditure  
Interest Accrued on Loans

	2023	2022
	\$	\$
Sundry creditors	633,733	1,457,792
Prepaid rates	391,910	390,171
Accrued payroll liabilities	174,269	143,994
ATO liabilities	48,772	81,724
Bonds and deposits held	768,121	722,287
Accrued Expenditure	0	40,831
Interest Accrued on Loans	57,106	60,415
	<u>2,073,911</u>	<u>2,897,214</u>

**SIGNIFICANT ACCOUNTING POLICIES**

**Financial liabilities**

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

**Prepaid rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

13. OTHER LIABILITIES

Current

Contract liabilities  
Capital grant/contributions liabilities  
Other Liabilities DOT

	2023 \$	2022 \$
Contract liabilities	0	79,000
Capital grant/contributions liabilities	1,097,816	722,140
Other Liabilities DOT	117,463	0
	1,215,279	801,140
<b>Reconciliation of changes in capital grant/ contribution liabilities</b>		
Opening balance	79,000	229,082
Additions	0	0
Revenue from capital grant/contributions with customers included as a contract liability at the start of the period	(79,000)	(150,082)
	0	79,000

The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.

Reconciliation of changes in contract liabilities

Opening balance  
Additions  
Revenue from capital grant/contributions held as a liability at the start of the period

Opening balance	722,140	891,794
Additions	975,460	0
Revenue from capital grant/contributions held as a liability at the start of the period	(599,784)	(169,654)
	1,097,816	722,140

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

14. BORROWINGS

	Note	2023			2022		
		Current	Non-current	Total	Current	Non-current	Total
<b>Secured</b>		\$	\$	\$	\$	\$	\$
Debentures		463,054	6,569,319	7,032,373	368,947	5,332,372	5,701,319
<b>Total secured borrowings</b>	29(a)	463,054	6,569,319	7,032,373	368,947	5,332,372	5,701,319

**Secured liabilities and assets pledged as security**

Debentures are secured by a floating charge over the assets of the Shire of Northam.

The Shire of Northam has complied with the financial covenants of its borrowing facilities during the 2023 and 2022 years.

**SIGNIFICANT ACCOUNTING POLICIES**

**Borrowing costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy 25 (i) due to the unobservable inputs, including own credit risk.

**Risk**

Information regarding exposure to risk can be found at Note 23. Details of individual borrowings required by regulations are provided at Note 29(a).



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

15. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Current provisions

Employee benefit provisions

Annual Leave

Long Service Leave

Non-current provisions

Long Service Leave

	2023	2022
	\$	\$
Annual Leave	709,390	605,301
Long Service Leave	745,314	707,599
	1,454,704	1,312,900
Long Service Leave	116,780	151,151
	116,780	151,151
	1,571,484	1,464,051

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date

More than 12 months from reporting date

Note	2023	2022
	\$	\$
Less than 12 months after the reporting date	150,000	100,000
More than 12 months from reporting date	1,421,484	1,364,051
	1,571,484	1,464,051

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**16. OTHER PROVISIONS**

Note	Bonds	Total
	\$	\$
<b>Opening balance at 1 July 2022</b>		
Non-current provisions	159,546	159,546
	159,546	159,546
<b>Balance at 30 June 2023</b>	159,546	159,546
<b>Comprises</b>		
Non-current	159,546	159,546
	159,546	159,546

Extractive Industries bonds are considered non-current as notice and rehabilitation take more than 12 months to complete prior to returning the bonds.

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

17. REVALUATION SURPLUS

	2023 Opening Balance	2023 Revaluation Increment	2023 Revaluation (Decrement)	Total Movement on Revaluation	2023 Closing Balance	2022 Opening Balance	2022 Revaluation Increment	2022 Revaluation (Decrement)	Total Movement on Revaluation	2022 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land	10,460,642	0	0	0	10,460,642	10,427,174	33,468	0	33,468	10,460,642
Buildings- Non specialised	14,147,003	0	0	0	14,147,003	13,445,587	701,416	0	701,416	14,147,003
Buildings - specialised	7,756,511	0	0	0	7,756,511	0	7,756,511	0	7,756,511	7,756,511
Furniture and equipment	175,330	0	0	0	175,330	175,330	0	0	0	175,330
Plant and equipment	368,708	0	0	0	368,708	368,708	0	0	0	368,708
Bushfire Equipment	1,074,141	0	0	0	1,074,141	1,074,141	0	0	0	1,074,141
Revaluation surplus - Infrastructure - roads	53,504,060	132,930,739	0	132,930,739	186,434,799	53,504,060	0	0	0	53,504,060
Infrastructure - footpaths	0	612,494	0	612,494	612,494	0	0	0	0	0
Infrastructure - drainage	0	14,893,042	0	14,893,042	14,893,042	0	0	0	0	0
Infrastructure - playground equipment	631,572	66,096	0	66,096	697,668	631,572	0	0	0	631,572
Revaluation surplus - Infrastructure - other	5,917,610	0	(398,749)	(398,749)	5,518,861	5,917,610	0	0	0	5,917,610
Infrastructure - streetscape	0	492,578	0	492,578	492,578	(91,084)	91,084	0	91,084	0
Infrastructure - bridges and culverts	26,588,239	7,319,274	0	7,319,274	33,907,513	26,588,239	0	0	0	26,588,239
Revaluation surplus - Infrastructure - aerodrome	0	319,680	0	319,680	319,680	0	0	0	0	0
	120,623,816	156,633,903	(398,749)	156,235,154	276,858,971	112,041,337	8,582,479	0	8,582,479	120,623,816

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

18. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

Note	2023 Actual \$	2022 Actual \$
Cash and cash equivalents	3 7,438,135	6,279,186
<b>Restrictions</b>		
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:		
- Cash and cash equivalents	3 4,877,372	6,669,911
	<u>4,877,372</u>	<u>6,669,911</u>
The restricted financial assets are a result of the following specific purposes to which the assets may be used:		
Restricted reserve accounts	30 3,033,010	5,868,771
Capital grant liabilities	13 1,097,816	722,140
Contract liabilities	13 0	79,000
Unspent loans	29(c) 746,546	0
<b>Total restricted financial assets</b>	<u>4,877,372</u>	<u>6,669,911</u>

(b) Reconciliation of Net Result to Net Cash Provided  
By Operating Activities

Net result	2,611,632	1,357,780
Non-cash items:		
Adjustments to fair value of financial assets at fair value through profit and loss	(11,058)	(11,990)
Depreciation/amortisation	5,156,749	5,027,936
(Profit)/loss on sale of asset	(12,660)	(229,657)
Loss on revaluation of fixed assets	0	91,084
Changes in assets and liabilities:		
(Increase)/decrease in trade and other receivables	240,432	341,402
(Increase)/decrease in other assets	(224,606)	119,102
Increase/(decrease) in trade and other payables	(823,303)	735,998
Increase/(decrease) in employee related provisions	107,433	128,048
Increase/(decrease) in other provisions	0	(70,000)
Increase/(decrease) in other liabilities	414,139	(319,736)
Non-operating grants, subsidies and contributions	(3,549,088)	(3,143,585)
Net cash provided by/(used in) operating activities	<u>3,909,670</u>	<u>4,026,382</u>

(c) Undrawn Borrowing Facilities  
Credit Standby Arrangements

Bank overdraft limit	100,000	100,000
Bank overdraft at balance date	0	0
Credit card limit	15,000	15,000
Credit card balance at balance date	(3,701)	(8,199)
<b>Total amount of credit unused</b>	<u>111,299</u>	<u>106,801</u>

Loan facilities

Loan facilities - current	463,054	368,947
Loan facilities - non-current	6,569,319	5,332,372
<b>Total facilities in use at balance date</b>	<u>7,032,373</u>	<u>5,701,319</u>

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

19. CONTINGENT LIABILITIES

The Shire has identified the following sites after year end, in relation to land owned, vested or leased, that is known to be, or suspected of being contaminated.  
7243 and 1872 with site parcel number 43852 and 71334 respectively

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agrees with the Department of Water and Environmental Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of these sites. This approach is consistent with the Department of Water and Environmental Regulation Guidelines.

20. CAPITAL COMMITMENTS

	2023	2022
	\$	\$
Contracted for:		
- capital expenditure projects	943,853	3,200,627
- plant & equipment purchases	696,601	434,003
	1,640,454	3,634,630
Payable:		
- not later than one year	1,640,454	3,634,630

The Commitment as of 30 June 2023 relates to Northam Depot redevelopment \$331,327, Inkpen Fireshed Extension \$229,519, fleet renewal \$269,256.67, road plant purchases \$427,345, road projects- \$36,105 Parker road Grassvalley North road \$33,910, Wundowie Oval \$40,505, Bert Hawke Oval \$26,928, Henry Oval \$16,148 Aerodromes \$12,837, fire danger signage \$26,205, Northam old pool \$25,856, Water reuse \$38,499 BMX shelter peel terrace \$18,700, BKB \$107,314.

The Commitment as of 30 June 2022 relates to the BKB Fire Pit \$23,709, Road Projects \$1,270,864, Forrest Street Road and Spenser Brooke Road \$ 968,079, Bakers Hill Water Project \$20,500, Northam Tip Shop \$84,155, Wundowie Fire Shed \$ 56,266, Northam SES Shed \$ 42,527, Beavis place realignment \$25,173, CCTV community policing \$ 34,061, Consultants \$ 184,020, Road plant purchases \$ 434,003, Northam Depot \$ 423,404, Memorial Hall \$ 67,869.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

21. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Note	2023 Actual	2023 Budget	2022 Actual
Fees, expenses and allowances to be paid or reimbursed to elected council members.			
	2023 Actual \$	2023 Budget \$	2022 Actual \$
President's annual allowance	45,000	45,000	45,000
Deputy President's annual allowance	11,250	11,250	11,250
Meeting attendance fees	195,342	201,350	201,350
ICT expenses	3,715	3,810	3,810
Annual allowance for ICT expenses	30,241	31,190	31,190
Travel and accommodation expenses	11,588	16,000	11,987
Annual allowance for travel and accommodation expenses	0	3,600	0
21(b)	297,135	312,200	304,587

(b) Key Management Personnel (KMP) Compensation

	2023 Actual	2022 Actual
The total of compensation paid to KMP of the Shire during the year are as follows:	\$	\$
Short-term employee benefits	808,798	826,594
Post-employment benefits	94,318	89,176
Employee - other long-term benefits	123,518	92,482
Council member costs	297,135	304,587
21(a)	1,323,769	1,312,839

*Short-term employee benefits*

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

*Post-employment benefits*

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

*Other long-term benefits*

These amounts represent annual leave and long service leave entitlements accruing during the year.

*Termination benefits*

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

*Council member costs*

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

21. RELATED PARTY TRANSACTIONS

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

In addition to KMP compensation above the following transactions occurred with related parties:

	2023 Actual \$	2022 Actual \$
Sale of goods and services	49,418	57,797
Purchase of goods and services	5,241	18,073
<b>Amounts receivable from related parties:</b>		
Trade and other receivables	0	0

(d) Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**22. JOINT ARRANGEMENTS**

**Share of joint operations**

The Shire together with the Department of Housing and Works have a joint operation housing arrangement for the provision of eight aged care accommodation units at Lot 410 Kuringal Road Wundowie. The joint operation has been established since 1996.

**Statement of Financial Position**

	2023 Actual \$	2022 Actual \$
Land and buildings fair value 30 June 2017	0	0
Land and buildings fair value 30 June 2022	990,001	990,001
Other infrastructure fair value 30 June 2018	0	8,800
Other infrastructure fair value 30 June 2023	6,600	0
Additions at cost	0	0
Less : accumulated depreciation	(19,800)	(2,597)
<b>Total assets</b>	<b>976,801</b>	<b>996,204</b>

**Statement of Comprehensive Income**

Other revenue	50,683	48,009
Depreciation	(19,800)	(2,597)
Other expense	(38,138)	(54,694)
Net result for the period		
<b>Profit/(loss) for the period</b>	<b>(7,255)</b>	<b>(9,282)</b>
Other comprehensive income	16,342	15,386
<b>Total comprehensive income for the period</b>	<b>9,087</b>	<b>6,104</b>

**Statement of Cash Flows**

Other revenue	50,683	48,009
Other expense	(38,138)	(54,694)
<b>Net cash provided by (used in) operating activities</b>	<b>12,545</b>	<b>(6,685)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Joint operations**

A joint operation is a joint arrangement where the Shire has joint control with two or more parties to the joint arrangement. All parties to joint arrangement have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standard.



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

23. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
<b>2023</b>					
Cash and cash equivalents	3.8%	7,438,135	1,531,437	5,906,698	0
Financial assets at cost - term deposits	4.42%	5,272,964	5,272,964	0	0
<b>2022</b>					
Cash and cash equivalents	2.80%	6,279,186	2,964,519	3,310,827	3,840
Financial assets at amortised cost - term deposits	3.28%	3,659,609	3,659,609	0	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2023	2022
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	59,067	33,108

\* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 29(a).

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

23. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

**Trade and Other Receivables**

The Shire's major trade and other receivables comprise contractual non statutory user fees and charges, grants, contributions and reimbursements. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, receivables from grants, contributions and reimbursements are separated from other trade receivables due to the difference in payment terms and security.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2022 or 1 July 2023 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables.

The loss allowance as at 30 June 2023 and 30 June 2022 for rates receivable was determined as follows:

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total	Note
<b>30 June 2023</b>						
Rates receivable						
Expected credit loss	0.70%	0.99%	1.34%	1.81%		
Gross carrying amount	720,825	501,985	270,254	1,004,079	2,497,143	
Loss allowance	14,998	11,324	8,254	26,892	61,468	5
<b>30 June 2022</b>						
Rates receivable						
Expected credit loss	0.74%	1.00%	1.42%	2.02%		
Gross carrying amount	735,302	429,283	408,293	860,734	2,433,612	
Loss allowance	26,203	21,532	18,147	44,546	110,428	5

The loss allowance as at 30 June 2023 and 30 June 2022 was determined as follows for trade receivables.

	Current year past due	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total	Note
<b>30 June 2023</b>						
Trade and other receivables						
Expected credit loss	0.00%	0.00%	0.00%	0.00%		
Gross carrying amount	232,228	18,803	44,602	32,956	328,589	
Loss allowance	0	0	0	2,369	2,369	5
<b>30 June 2022</b>						
Trade and other receivables						
Expected credit loss	0.80%	3.58%	4.05%	53.14%		
Gross carrying amount	475,635	13,035	5,397	42,270	536,337	
Loss allowance	0	0	0	664	664	5

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

23. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

The loss allowances for trade receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Rates receivable		Trade and other receivables		Contract Assets	
	2023 Actual	2022 Actual	2023 Actual	2022 Actual	2023 Actual	2022 Actual
Opening loss allowance as at 1 July	\$ 110,428	\$ 157,963	\$ 664	\$ 102	\$ 0	\$ 0
Increase in loss allowance recognised in profit or loss during the year	13,851	7,431	1,782	562	0	0
Receivables written off during the year as uncollectible	0	(23,415)	0	0	0	0
Unused amount reversed	(62,811)	(31,551)	(77)	0	0	0
<b>Closing loss allowance at 30 June</b>	<b>61,468</b>	<b>110,428</b>	<b>2,369</b>	<b>664</b>	<b>0</b>	<b>0</b>

Trade receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables and contract assets are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

**Contract Assets**

The Shire's contract assets represent work completed, which have not been invoiced at year end. This is due to the Shire not having met all the performance obligations in the contract which give an unconditional right to receive consideration. The Shire applies the simplified approach to measure expected credit losses which uses a lifetime expected loss allowance for all contract assets. To measure the expected credit losses, contract assets have been grouped based on shared credit risk characteristics and the days past due. Contract assets have substantially the same risk characteristics as the trade receivables for the same types of contracts. The Shire has therefore concluded that the expected loss rates for trade receivables are a reasonable approximation of the loss rates for the contract assets.

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**23. FINANCIAL RISK MANAGEMENT (Continued)**

**(c) Liquidity risk**

**Payables and borrowings**

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<b><u>2023</u></b>					
Trade and other payables	2,073,911	0	0	2,073,911	2,073,911
Borrowings	463,054	1,987,660	4,581,659	7,032,373	7,032,373
Lease liabilities	11,903	28,199	0	40,102	40,102
	<u>2,548,868</u>	<u>2,015,859</u>	<u>4,581,659</u>	<u>9,146,386</u>	<u>9,146,386</u>
<b><u>2022</u></b>					
Trade and other payables	2,897,214	0	0	2,897,214	2,897,214
Borrowings	368,947	2,114,076	3,218,296	5,701,319	5,701,319
Lease liabilities	11,093	38,559	0	49,652	49,652
	<u>3,277,254</u>	<u>2,152,635</u>	<u>3,218,296</u>	<u>8,648,185</u>	<u>8,648,185</u>

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

**24. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD**

There were no anticipated subsequent events as of date of preparation of the financial statements.

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

25. OTHER SIGNIFICANT ACCOUNTING POLICIES

**a) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**f) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Interest earnings**

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**i) Fair value hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**j) Impairment of assets**

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

26. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

Objective	Description
<b>Governance</b> To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>General purpose funding</b> To collect revenue to allow for the provision of services	Rates, general purpose government grants and interest revenue.
<b>Law, order, public safety</b> To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency
<b>Health</b> To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, pest control, immunisation services, noise control and health inspections.
<b>Education and welfare</b> To provide services to disadvantaged persons, the elderly, children and youth.	Assistance with playgroup centres, senior citizen hall and respite care centre. Provision of home and community care programs and youth services.
<b>Housing</b> To provide and maintain elderly residents housing	Provision and maintenance of rental housing, including elderly residents housing.
<b>Community amenities</b> To provide services required by the community	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and
<b>Recreation and culture</b> To establish and effectively manage infrastructure	Maintenance of public halls, civic centres, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
<b>Transport</b> To provide safe, effective and efficient transport services to the community	Construction and maintenance of roads, streets, bridges, drainage works, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc. Licensing transactions under contract with the WA Government.
<b>Economic services</b> To help promote the Shire and its economic wellbeing	The regulation and provision of tourism, area promotion and building control. Provision of rural services including weed control, vermin control and standpipes.
<b>Other property and services</b> To monitor and control Shire's overheads operating accounts	Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

26. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses

	2023 Actual	2022 Actual
	\$	\$
<b>Income excluding capital grants, subsidies and contributions</b>		
Governance	21,245	84,949
General purpose funding	16,571,556	15,238,005
Law, order, public safety	1,087,245	669,750
Health	34,964	47,752
Education and welfare	1,360,333	1,250,930
Housing	50,684	49,764
Community amenities	3,076,697	2,858,035
Recreation and culture	721,484	671,374
Transport	709,585	56,245
Economic services	563,216	581,012
Other property and services	361,905	334,465
	24,558,914	21,842,281
<b>Capital grants, subsidies and contributions</b>		
Law, order, public safety	113,222	373,948
Community amenities	0	286,711
Recreation and culture	101,032	164,000
Transport	2,854,182	2,488,580
Economic services	104,976	0
	3,173,412	3,313,239
<b>Total Income</b>	27,732,326	25,155,520
<b>Expenses</b>		
Governance	(1,350,903)	(1,385,148)
General purpose funding	(295,481)	(345,951)
Law, order, public safety	(2,316,615)	(1,957,475)
Health	(455,488)	(308,579)
Education and welfare	(1,208,923)	(1,418,293)
Housing	(66,339)	(65,747)
Community amenities	(4,169,821)	(3,270,648)
Recreation and culture	(5,506,233)	(5,105,638)
Transport	(6,187,817)	(6,549,800)
Economic services	(2,562,156)	(2,651,841)
Other property and services	(1,000,917)	(738,620)
<b>Total expenses</b>	(25,120,693)	(23,797,740)
<b>Net result for the period</b>	2,611,632	1,357,780



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2023**

**26. FUNCTION AND ACTIVITY (Continued)**

(c) Total Assets

	2023 Actual	2022 Actual
	\$	\$
Governance		0
General purpose funding	15,818,658	13,423,520
Law, order, public safety	4,800,611	4,769,384
Health	112,226	118,752
Education and welfare	4,480,689	4,501,962
Housing	1,075,976	1,089,001
Community amenities	3,823,383	3,303,509
Recreation and culture	50,075,682	50,532,173
Transport	310,695,209	152,570,634
Economic services	8,047,073	8,277,772
Other property and services	10,800,777	11,306,125
Unallocated	144,434	115,327
	409,874,718	250,008,159

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

27. RATING INFORMATION

(a) General Rates

RATE TYPE		2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2022/23	2021/22		
Rate Description	Basis of valuation	Rate in \$	Number of Properties	Actual Rateable Value *	Actual Rate Revenue	Actual Interim Rates	Actual Back Rates	Actual Total Revenue	Budget Rate Revenue	Budget Interim Rate	Budget Back Rate	Budget Total Revenue	Actual Total Revenue
		\$		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
00 Non Rateable Value	Gross rental valuation	0	705	2,836,203	0	0	0	0	0	0	0	0	0
01 GRV Townsite Residential	Gross rental valuation	10.3505	5,057	61,364,901	6,351,574	10,633	6,848	6,369,055	6,357,670	36,000	400	6,394,070	6,353,998
02 GRV Northam Commercial /Indu	Gross rental valuation	11.126	279	16,384,353	1,822,923	1,966	8,836	1,833,725	1,822,923	20,000	300	1,843,223	1,709,027
05 Agricultural Local	Unimproved valuation	0.6068	436	114,652,000	695,751	9,746	(478)	705,019	696,767	0	100	696,867	708,509
06 Agricultural Regional	Unimproved valuation	0.4913	326	157,477,100	773,454	(5,786)	1,351	769,019	773,454	2,000	100	775,554	673,426
07 Rural Small Holding	Unimproved valuation	0.9562	96	6,801,500	68,549	0	0	68,549	68,550	2,000	100	70,650	67,898
<b>Sub-Total</b>			6,899	359,516,057	9,712,251	16,559	16,557	9,745,367	9,719,364	60,000	1,000	9,780,364	9,512,858
<b>Minimum payment</b>		<b>\$</b>											
01 GRV Townsite Residential	Gross rental valuation	1,016	1,136	5,590,334	1,154,176	13,208	0	1,167,384	1,148,080	0	0	1,148,080	876,040
02 GRV Northam Commercial /Indu	Gross rental valuation	1,016	34	179,875	34,544	0	0	34,544	34,544	0	0	34,544	24,200
05 Agricultural Local	Unimproved valuation	1,016	189	20,901,023	192,024	1,016	0	193,040	191,008	0	0	191,008	146,730
06 Agricultural Regional	Unimproved valuation	840	162	20,568,900	136,080	1,880	0	137,760	136,080	0	0	136,080	131,040
07 Rural Small Holding	Unimproved valuation	970	45	2,171,742	43,650	0	0	43,650	43,650	0	0	43,650	40,348
<b>Sub-Total</b>			1,566	49,411,874	1,560,474	15,904	0	1,576,378	1,553,362	0	0	1,553,362	1,218,358
			8,465	408,927,931	11,272,725	32,463	16,557	11,321,745	11,272,726	60,000	1,000	11,333,726	10,731,216
Discounts on general rates								(19,994)				(1,000)	(23,415)
Concessions on general rates								0				0	(411)
<b>Total amount raised from general rates</b>								11,301,751				11,332,726	10,707,390
<b>Ex-gratia Rates</b>													
CBH			1	0	27,323	0	0	27,323	14,511	0	0	27,307	15,225
<b>Sub-Total</b>			1	0	27,323	0	0	27,323	14,511	0	0	27,307	15,225
<b>Total amount raised from rates (excluding general rates)</b>								27,323				27,307	15,225
<b>(b) Total Rates</b>								<b>11,329,075</b>				<b>11,360,033</b>	<b>10,722,615</b>

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 *Income for not-for-profit entities*.

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

27. RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
<b>Option One</b>				
Single full payment	7/10/2022	0.0	0.00%	7.00%
<b>Option Two</b>				
First instalment	7/10/2022	0.0	0.00%	7.00%
Second instalment	7/02/2023	10.0	3.00%	7.00%
<b>Option Three</b>				
First instalment	7/10/2022	0.0	0.00%	7.00%
Second instalment	7/12/2022	10.0	3.00%	7.00%
Third instalment	7/02/2023	10.0	3.00%	7.00%
Fourth instalment	12/04/2023	10.0	3.00%	7.00%

	2023 Actual \$	2023 Budget \$	2022 Actual \$
Interest on unpaid rates	139,015	145,000	143,471
Interest on instalment plan	21,479	20,000	19,674
Charges on instalment plan	32,400	38,000	32,710
	192,894	203,000	195,855

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

28. DETERMINATION OF SURPLUS OR DEFICIT

Note	2022/23	2022/23	2021/22
	(30 June 2023 Carried Forward)	Budget (30 June 2023 Carried Forward)	(30 June 2022 Carried Forward)
	\$	\$	\$
<b>(a) Non-cash amounts excluded from operating activities</b>			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	10(c) (60,913)	(54,645)	(487,502)
Less: Reversal of prior year loss on revaluation of fixed assets	0	0	91,084
Less: Movement in liabilities associated with restricted cash	(29,427)	0	(49,379)
Less: Fair value adjustments to financial assets at fair value through profit and loss	(11,058)	0	(11,990)
Add: Loss on disposal of assets	10(c) 48,253	124,463	257,846
Add: Depreciation	10(a) 5,156,749	5,080,238	5,027,936
Non-cash movements in non-current assets and liabilities:			
Pensioner deferred rates	2,340	0	(50,311)
Employee benefit provisions	(34,371)	0	(28,478)
<b>Non-cash amounts excluded from operating activities</b>	<b>5,071,573</b>	<b>5,150,056</b>	<b>4,749,206</b>
<b>(b) Surplus/(deficit) after imposition of general rates</b>			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	30 (3,033,010)	(3,349,405)	(5,868,771)
Less: Financial assets at amortised cost - self supporting loans	4(a) (22,208)	0	(21,519)
Less: Community Advance	(6,000)	0	(6,000)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	14 463,054	464,582	368,947
- Budgeted leave cash backed	350,000	350,000	350,000
- Current portion of lease liabilities	11(b) 11,903	0	11,093
- Employee benefit provisions	796,705	796,875	826,135
<b>Total adjustments to net current assets</b>	<b>(1,439,556)</b>	<b>(1,737,948)</b>	<b>(4,340,115)</b>
<b>Net current assets used in the Statement of Financial Activity</b>			
Total current assets	16,125,310	6,350,739	13,365,803
Less: Total current liabilities	(5,218,851)	(4,612,791)	(5,391,294)
Less: Total adjustments to net current assets	(1,439,556)	(1,737,948)	(4,340,115)
<b>Surplus or deficit after imposition of general rates</b>	<b>9,466,904</b>	<b>0</b>	<b>3,634,394</b>

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

29. BORROWING AND LEASE LIABILITIES

(a) Borrowings

Purpose	Note	Actual							Budget			
		Principal		Repayments During 2021-22	Principal at 30 June 2022	Principal		Principal at 30 June 2023	Principal at 1 July 2022	New Loans During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023
		Principal at 1 July 2021	New Loans During 2021-22			New Loans During 2022-23	Repayments During 2022-23					
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>												
Loan 224 Recreation Facilities		719,785	0	(53,127)	666,658	0	(56,625)	610,033	666,659	0	(56,625)	610,035
Loan 228 Northam Aquatic Centre		4,217,783	0	(192,594)	4,025,189	0	(196,233)	3,828,956	4,025,187	0	(196,233)	3,828,954
Loan 227 Northam Youth Space		408,781	0	(47,170)	361,611	0	(48,242)	313,369	361,611	0	(48,242)	313,369
Covid-19 Response Loan		0	0	0	0	0	0	0	0	1,000,000	0	1,000,000
<b>Economic services</b>												
Loan 225 Victoria Oval		588,916	0	(43,467)	545,449	0	(46,329)	499,120	545,449	0	(46,329)	499,120
<b>Transport</b>												
229 Depot loan		0	0	0	0	1,700,000	0	1,700,000	0	1,700,000	(39,010)	1,660,990
<b>Total</b>		5,935,265	0	(336,358)	5,598,907	1,700,000	(347,429)	6,951,479	5,598,906	2,700,000	(386,439)	7,912,468
<b>Self Supporting Loans</b>												
<b>Recreation and culture</b>												
Loan 219A Northam Bowling Club		123,263	0	(20,851)	102,412	0	(21,519)	80,893	102,413	0	(21,518)	80,895
<b>Total Self Supporting Loans</b>		123,263	0	(20,851)	102,412	0	(21,519)	80,893	102,413	0	(21,518)	80,895
<b>Total Borrowings</b>	14	6,058,528	0	(357,209)	5,701,319	1,700,000	(368,948)	7,032,373	5,701,319	2,700,000	(407,957)	7,993,363

\* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 4 as other financial assets at amortised cost. All other loan repayments were financed by general purpose revenue.

Borrowing Finance Cost Payments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending	Budget for year ending	Actual for year ending
						30 June 2023	30 June 2023	30 June 2022
						\$	\$	\$
<b>Recreation and culture</b>								
Loan 224 Recreation Facilities		Recreation and culture	224	WATC*	6.48%	(46,213)	(46,964)	(50,077)
Loan 228 Northam Aquatic Centre		Recreation and culture	228	WATC*	1.88%	(100,889)	(102,932)	(105,912)
Loan 227 Northam Youth Space		Recreation and culture	227	WATC*	2.26%	(10,113)	(10,432)	(11,522)
<b>Economic services</b>								
Loan 225 Victoria Oval		Economic services	225	WATC*	6.48%	(37,810)	(38,424)	(40,973)
Transport								
229 Depot loan			229	WATC*	4.44%	(511)	(50,436)	0
<b>Total</b>						(195,535)	(249,188)	(208,484)
<b>Self Supporting Loans Finance Cost Payments</b>								
<b>Recreation and culture</b>								
Loan 219A Northam Bowling Club		Recreation and culture	219A	WATC*	3.18%	(3,708)	(3,877)	(4,525)
<b>Total Self Supporting Loans Finance Cost Payments</b>						(3,708)	(3,877)	(4,525)
<b>Total Finance Cost Payments</b>	2(b)					(199,243)	(253,065)	(213,009)

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

29. BORROWING AND LEASE LIABILITIES (Continued)

(b) New Borrowings - 2022/23

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate %	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2023 Actual	2023 Budget	2023 Actual	2023 Budget		
229 Depot loan	WATC*	Debenture	20		1,700,000	1,700,000	953,454	1,700,000	807,566	746,546
					1,700,000	1,700,000	953,454	1,700,000	807,566	746,546

\* WA Treasury Corporation

(c) Unspent Borrowings

Particulars	Institution	Date Borrowed	Unspent Balance 1 July 2022	Borrowed During Year	Expended During Year	Unspent Balance 30 June 2023
229 Depot loan	WATC*	29/06/2023	0	1,700,000	(953,454)	746,546
			0	1,700,000	(953,454)	746,546

\* WA Treasury Corporation

(c) Lease Liabilities

Purpose	Note	Actual						
		Principal at 1 July 2021	New Leases During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	New Leases During 2022-23	Principal Repayments During 2022-23	Principal at 30 June 2023
Photocopier		1,012	0	(1,012)	0	0	0	0
Village Green (new)		57,754	0	(8,102)	49,652	1,881	(11,431)	40,102
<b>Total Lease Liabilities</b>	11(b)	58,766	0	(9,114)	49,652	1,881	(11,431)	40,102

Lease Interest Repayments

Purpose	Note	Function and activity	Lease Number	Institution	Interest Rate	Actual for year ending 30 June 2023	Actual for year ending 30 June 2022	Lease Term
Photocopier		Governance	1	Canon Finance	3.20%	0	4	5
Village Green (new)		Economic services	4	Malinowski Holdings Pty Ltd	3.20%	1,443	1,273	5
<b>Total Interest Repayments</b>	2(b)					1,443	1,277	

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

30 RESERVE ACCOUNTS	2023	2023	2023	2023	2023	2023	2023	2022	2022	2022	2022	
	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance	Budget Opening Balance	Budget Transfer to	Budget Transfer (from)	Budget Closing Balance	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by council</b>												
(a) Leave reserve	826,135	17,848	(47,278)	796,705	825,439	18,714	(47,278)	796,875	875,514	2,493	(51,872)	826,135
(b) Office Equipment Reserve	100,084	2,281	0	102,365	100,000	2,267	0	102,267	0	100,084	0	100,084
(c) Plant & Equipment Reserve	119,316	2,719	0	122,035	119,215	2,703	0	121,918	118,948	368	0	119,316
(d) Road & Bridgework Reserve	200,169	4,562	0	204,731	200,000	4,534	0	204,534	0	200,169	0	200,169
(e) Refuse Site Reserve	324,928	168,406	(200,000)	293,334	327,443	168,360	0	495,803	350,437	200,978	(226,487)	324,928
(f) Speedway Reserve	150,706	3,434	0	154,140	150,579	3,414	0	153,993	150,242	464	0	150,706
(g) Community Bus replacement Reser	100,184	2,281	0	102,465	100,100	2,269	0	102,369	0	100,184	0	100,184
(h) Septage Pond Reserve	283,147	28,248	(110,000)	201,395	282,908	28,208	0	311,116	268,140	15,007	0	283,147
(i) Killara Reserve	445,264	8,908	(54,384)	399,788	444,889	10,086	(54,384)	400,591	438,800	151,318	(144,854)	445,264
(j) Rec and Community Facilities Rese	143,129	85,449	0	228,578	143,009	85,502	0	228,511	0	143,129	0	143,129
(k) Council Buildings and Amenties Re	278,713	1,792	(200,000)	80,505	278,478	6,313	(200,000)	84,791	0	278,713	0	278,713
(l) Parking Facility Reserve(m)	100,084	2,281	0	102,365	100,000	2,267	0	102,267	0	100,084	0	100,084
Reticulation Scheme Reserve(n)	236,498	5,390	0	241,888	236,299	5,357	0	241,656	0	236,498	0	236,498
Revaluation Reserve(o)	2,656	60	0	2,716	2,654	60	0	2,714	72,491	165	(70,000)	2,656
COVID-19 Reserve(p) Unused	0	0	0	0	0	0	0	0	1,401,799	724,500	(2,126,299)	0
Grants Reserve	2,557,758	0	(2,557,758)	0	2,557,758	0	(2,557,758)	0	0	2,557,758	0	2,557,758
	5,868,771	333,659	(3,169,420)	3,033,010	5,868,771	340,054	(2,859,420)	3,349,405	3,676,371	4,811,912	(2,619,512)	5,868,771

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Leave reserve	Ongoing	For the provision for employees' future liability commitments i.e. Annual leave, long service requirements and negotiated gratuities and sickness payouts. Funds are not expected to be used in a set period as further transfers to the reserve account are expected as funds are utilised.
(b) Office Equipment Reserve	Ongoing	For the acquisition and upgrading of Council offices, furniture, computers and general equipment.
(c) Plant & Equipment Reserve	Ongoing	For the acquisition and upgrading of the Council works plant and general equipment in accordance with the plant replacement program. Funds are not expected to be used in a set period of time as further transfers to the reserve account are expected as funds are utilised.
(d) Road & Bridgework Reserve	Ongoing	For the provision of upgrading of road, drainage and bridge infrastructure within the Shire of Northam. Funds not expected to be used in a set period as further transfers to the reserve account are anticipated.
(e) Refuse Site Reserve	Ongoing	For the development of refuse sites and related expenditure on infrastructure and equipment, including the provision for a future replacement facility and /or site. Funds are not expected to be used in a set period as transfers to the reserve account are anticipated.
(f) Speedway Reserve	Ongoing	For the provision of funds for the possible future rehabilitation works required at the Northam Speedway site on Fox Road Northam. No date has been specified for the use of this reserve.
(g) Community Bus replacement Reserve	Ongoing	For the future replacement of the Shire of Northam Community Buses. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.
(h) Septage Pond Reserve	Ongoing	For the future upgrades and maintenance to septic ponds and related infrastructure. Funds are not anticipated to be used in the set period as further transfers to the reserve account are anticipated.
(i) Killara Reserve	Ongoing	To provide a reserve for surplus funds from Killara operations and restricted cash for any unspent Killara grants. No date has been specified for the use of this reserve.
(j) Rec and Community Facilities Reserve	Ongoing	For Recreation and Public facilities. 2% of the net rates levied each year are set aside for the provision of recreation and sporting facilities.
(k) Council Buildings and Amenities Reserve	Ongoing	For the maintenance and upgrading of Council buildings and amenities. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.
(l) Parking Facility Reserve	Ongoing	For the provision of future car parking facilities. Funds are not expected to be used in a set period as further transfers to the reserve account are anticipated.
(m) Reticulation Scheme Reserve	Ongoing	Provision for future replacement/upgrading of water reuse and reticulation infrastructure. Funds are not expected to be used in a set period as further transfers to the reserve account are expected as funds are utilised.
(n) Revaluation Reserve	Ongoing	Provision for the 4 yearly revaluation of the Shires GRV properties.
(o) COVID-19 Reserve	Closed 30 June 2022	Response to the COVID-19 pandemic.
(p) Unused Grants Reserve	Ongoing	Holding grants that are not expected to be utilised in the current financial year



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.2

SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2023

31. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2022	Amounts Received	Amounts Paid	30 June 2023
	\$	\$	\$	\$
Public Open Space Funds	230,761	0	(146,411)	84,350
	230,761	0	(146,411)	84,350

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.3



**CLIENT NAME: SHIRE OF NORTHAM**

**YEAR END: 30 JUNE 2023**

**EXIT MEETING AGENDA**

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Date of Meeting: 11 December 2023  
Time: 5:30 pm  
Location: Northam Council Chambers  
395 Fitzgerald Street

Attendees: Chris Antonio (Shire President)  
Attila Mencshelyi (Councillor and Audit Committee Representative)  
Hayden Appleton (Councillor and Audit Committee Representative)  
Maria Girak (Councillor and Audit Committee Representative)  
Debbie Terelinc (Chief Executive Officer)  
Colin Young (Executive Manager Corporate Services)  
Kudzai Matanga (Finance Manager)  
Kunal Sarma (Business Solutions Coordinator)  
Britt Hadlow (Governance Coordinator)  
Tamika Van Beek (Governance Officer)  
David Delvalle (OAG Assistant Director) – via Teams  
Marius van der Merwe (Dry Kirkness Audit Director)

**DISCUSSION POINTS**

1.	<b>INTRODUCTION</b>
2.	<b>EXECUTIVE SUMMARY</b>
3.	<b>INDEPENDENCE</b>
4.	<b>COMPLIANCE WITH LAWS AND REGULATIONS AND FRAUD</b>
5.	<b>KEY AUDIT MATTERS AND AUDIT OUTCOMES</b>
6.	<b>AUDIT MISSTATEMENTS</b>
7.	<b>AUDIT FINDINGS</b>
8.	<b>KEY CHANGES FOR NEXT YEAR</b>



## Auditor General

### INDEPENDENT AUDITOR'S REPORT 2023 Shire of Northam

To the Council of the Shire of Northam

#### Opinion

I have audited the financial report of the Shire of Northam (Shire) which comprises:

- the Statement of Financial Position as at 30 June 2023, and the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Activity for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

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

#### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2023, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report, or my knowledge obtained in the audit or otherwise appears to be materially misstated.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.4

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

**Responsibilities of the Chief Executive Officer and Council for the financial report**

The Chief Executive Officer (CEO) of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

**Auditor's responsibilities for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.augasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.augasb.gov.au/auditors_responsibilities/ar4.pdf).

**My independence and quality management relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.4

**Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Northam for the year ended 30 June 2023 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Nayna Raniga  
Senior Director Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
**Date** December 2023

ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
<u>Information system</u>					
1. IT governance, policies and procedures	No	✓			
2. Disaster recovery plan	No		✓		
3. Vulnerability Assessment and Penetration Testing (VAPT)	No		✓		
4. No multifactor authentication enabled on critical infrastructure	No	✓			
5. Active directory users	No	✓			
<u>Matters outstanding from prior audit</u>					
6. Excess annual leave balances	No		✓		✓
<u>Financial and management</u>					
7. Inadequate procurement processes	No		✓		

**Key to ratings**

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

**Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.5

ATTACHMENT

SHIRE OF NORTHAM

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

**Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

**Minor** - Those findings that are not of primary concern but still warrant action being taken.

The ratings included are preliminary ratings and could be modified pending other findings being identified, rated and the consideration of them collectively on the ratings and any potential impact on the audit opinion.

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ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

1. IT governance

The Shire currently possesses only an ICT Acceptable Use of ICT Resources Policy. While this existing policy addresses general ICT use, it lacks specific guidelines for crucial components like password management, logical access control, backup procedures, physical access control, patch management, vulnerability assessment, and IT asset management.

**Rating: Significant**

**Implication**

The inadequacy of the current policy exposes the Shire to increased risks of cybersecurity threats and vulnerabilities. Without specific guidelines and procedures in place for password management, access controls, data backup, and vulnerability assessments, Shire may face challenges in safeguarding sensitive information, maintaining data integrity, and ensuring the overall security of its ICT infrastructure. This could lead to potential data breaches, unauthorised access, and disruptions in business operations.

**Recommendation**

We recommend that management revise the existing ICT Acceptable Use of ICT Resources Policy by incorporating detailed sections covering password policies, logical access controls, backup procedures, physical access controls, patch management, vulnerability assessments, and IT asset management, or alternatively, develop a standalone Cybersecurity Policy that encompasses these elements.

**Management comment**

*The current policy is being reviewed and a policy being developed to include password management, access controls, data back up and IT asset management. The policy is expected to be workshopped and presented to council by May 2024. Currently measures are being put in place to allow for such policies to be implemented i.e. ICT is deploying the multi factor authentication and movement from role based emails to name based emails for easier tracking and access controls.*

**Responsible person:**

Colin Young, Executive Manager Corporate Services/ Kunal Sarma, Business Solutions Coordinator

**Completion date:** Date: May 2024



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.5

ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

2. Disaster recovery plan

Finding

The Shire last reviewed its Disaster Recovery Plan (DRP) in March 2020. Since then, the DRP has not been tested.

Rating: Moderate

Implication

Without revising and testing the DRP, the Shire is vulnerable to extended downtime, data loss, financial setbacks, and potential legal and regulatory consequences. These tests are essential safeguards for the Shire's resilience and continued success in the event of unforeseen disasters or disruptions.

Recommendation

We recommend that management revise and test their DRP plan periodically. The evaluation should identify critical systems and processes, minimum resources and response times needed to assure/resume operations.

Management comment

*Currently being reviewed and testing to be done after presentation of the ICT backup and business continuity plan that presented for Council adoption by the Audit and Risk Committee scheduled on the 11<sup>th</sup> of December 2023*

Responsible person:

Colin Young, Executive Manager Corporate Services/ Kunal Sarma, Business Solutions Co-ordinator

Completion date: Date March 2024

ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

3. Vulnerability Assessment and Penetration Testing (VAPT)

Finding

During our testing on IT procedures, we noted that Vulnerability Assessment and Penetration Testing (VAPT) have not been performed as part of the cybersecurity risk assessment process.

Rating: Moderate

Implication

Failure to conduct Vulnerability Assessment and Penetration Testing (VAPT) leaves the Shire unaware of potential security vulnerabilities, increasing the risk of cyber-attacks and data breaches with potential consequential impact to operations.

Recommendation

We recommend that the Shire conduct regular Vulnerability Assessment and Penetration Testing (VAPT) to identify and address potential security vulnerabilities.

Management comment

*This will be regularised as soon as a contractor can be appointed to carry out the testing after which the VAPT will be performed bi annually.*

Responsible person:

Colin Young, Executive Manager Corporate Services/ Kunal Sarma, Business Solutions Co-ordinator

Completion date: Date February 2024

ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

4. No multifactor authentication implemented on critical infrastructure

Finding

The Shire currently lacks the implementation of Multi-Factor Authentication (MFA), a critical security measure designed to enhance access controls and protect against unauthorised access attempts. The absence of MFA implies that the Shire's authentication relies solely on single-factor methods, typically a username and password combination. This traditional approach is susceptible to various security threats, such as brute force attacks, phishing, and password compromise, significantly increasing the risk of unauthorised access to sensitive information and potential data breaches.

Rating: Significant

Implication

The absence of Multi-Factor Authentication (MFA) in the Shire leaves the system vulnerable to unauthorised access attempts and potential data breaches. This single-factor authentication method exposes critical systems to increased risks, including password compromise, and phishing attacks, significantly amplifying the likelihood of unauthorised access to sensitive data and compromising the overall security posture of the Shire.

Recommendation

We recommend that management implement a multi-layered authentication process requiring at least two forms of verification. This will enhance access controls, mitigating the vulnerabilities associated with single-factor authentication. Simultaneously, instituting comprehensive user training on MFA importance, conducting routine security audits, and ensuring compliance with regulatory standards will improve the Shire's IT security, reducing the likelihood of successful unauthorised access and potential data breaches.

Management comment

*MFA currently being deployed across the organisation and will be rolled out for all employees by 31 January 2024*

Responsible person: Kunal Surma, Business Solutions Co-ordinator  
Completion date: January 2024

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.5

ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

5. Active directory users

Finding

Active Directory(AD) is a directory service that stores and organises information about network resources, including users, computers, groups, and more. AD provides a centralised authentication and authorisation mechanism, allowing administrators to manage and secure network resources efficiently. AD is used for single sign-on (SSO) to enable user access to Office 365, Synergy Soft, and other applications. During our review of Active Directory, we noted the following issues:

- One staff member who resigned retained access to Shire Active Directory Services for two months after her resignation on 27 July 2023. She remained active until 28 September 2023, allowing unauthorised access to Office 365 and Synergy Soft. Additionally, when testing users in Synergy Soft, out of five resigned staff tested, four users still have access to Synergy Soft, highlighting a control weakness in both Active Directory and Synergy Soft.
- There are 20 users in Active Directory who have not logged in for more than a year, yet they remain active. This poses a security risk, as a compromised user account in AD could potentially expose confidential information of Shire. The list of these 20 users excludes service accounts.
- There are generic users in Active Directory, and it is necessary to document these users along with the business reasons for providing access to them.

Rating: Significant

Implications

- Unauthorised access to Shire Active Directory Services and Synergy Soft by resigned staff may lead to potential security breaches, compromising sensitive information.
- Active user accounts not accessed for over a year pose a security risk, as compromised accounts could be exploited to access confidential data.
- Lack of documentation for generic users raises concerns about accountability and proper authorisation, potentially leading to security vulnerabilities.

Recommendations

We recommend that management:

- immediately revoke access for resigned staff in Shire Active Directory Services to prevent unauthorised usage. Additionally, conduct a thorough review of users in Synergy Soft to ensure that only the updated user information is recorded in the system.
- regularly review and update user accounts to deactivate those that have not been accessed for more than a year, excluding necessary service accounts.
- document and justify the existence of generic users in Active Directory, ensuring proper access controls are in place. Conduct periodic reviews to confirm the ongoing necessity of these accounts.
- implement an access management policy to proactively address and prevent similar issues in the future. Regularly audit and update access permissions based on staff changes and business requirements.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.5

ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

**Management comment**

- *In one instance access was not revoked until a month after the resignation. This was later picked up and access was revoked immediately.*
- *IT currently reviews accounts and licenses every quarter and cleans up by deactivating and deleting accounts in synergy and AD.*
- *The 20 active users are depot maintenance staff who do not log in to computer system but have an account and email set up. These are regularly updated as per above point.*
- *Generic users' will be documented and a justification for the account will be added i.e. the need for an IT helpdesk account. These generic user accounts are currently periodically reviewed as per above point two.*
- *Access management policy being presented in the ICT policy document and access permissions are regularly reviewed and updated as per point two.*

**Responsible person:**

Colin Young Executive Manager Corporate Services/ Kunal Surma Business Solutions Co-ordinator

**Completion date:** Date 30 March 2024

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.5

ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

6. Excessive annual leave balances

Finding

During our testing of employee entitlement provisions we noted that 11 employees had significant annual leave balances accrued.

The Local Government Industry Award 2020 deems an employee's annual leave accrual to be excessive if the employee has accrued an entitlement in excess of 8 weeks. Assuming a standard working week at 38 hours this would equate to balances in excess of 304 hours.

We noted 1 employee with an accrual of over 600 hours, 5 employees with over 400 hours accrued and 5 employees with over 300 hours accrued.

Rating: Moderate

Implication

Excessive annual leave balances may have adverse effects on the Shire, including:

- unbudgeted cash outflows may be required in the future if leave entitlements are required to be paid out
- health and safety concerns when employees are not taking breaks and using their leave entitlements
- it is a good and important internal control against fraud for all employees to take regular leave.

Recommendation

While we accept the practicalities associated with recruitment we recommend that management:

- actively establish leave management plans for all employees with excessive leave balances to encourage employees to take leave
- continue to monitor employee leave balances to ensure leave balances are cleared in accordance with the Shire's policy.

Management comment

- *Letters are written out annually detailing the leave hours applicable for employees who have accrued entitlements in excess of 8 weeks recommending the employees to take leave or put a leave plan in place.*
- *Three of the five employees with over 400 hours have since reduced their leave to under 400 hours.*

Responsible person: Kudzai Matanga Finance Manger  
Completion date: Date Ongoing

ATTACHMENT

SHIRE OF NORTHAM  
PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023  
FINDINGS IDENTIFIED DURING THE FINAL AUDIT

7. Inadequate procurement practices

Finding

We found that 1 item out of a sample of 60 purchases tested was made without the approved purchase order. The purchase order was subsequently raised after the receipt of the supplier invoice. This is not in compliance with the Shire's Purchasing Policy.

Rating: Moderate

Implication

Ordering goods and services without approved purchase orders increased the risk of fraud and inappropriate purchases being committed by the Shire.

The Shire has not adhered to the Purchasing Policy and as a result may commit to expenditure, which has not been appropriately procured by management, in line with the budget representing a competitive price and value for money to the Shire. This may potentially result in financial loss to the Shire.

Recommendation

We recommend that management:

- remind employees to adhere to the Shire's Purchasing Policy and ensure approved purchase orders are in place prior to ordering goods and services
- ensure the necessary quotations are obtained before a decision is made to contract a supplier to ensure that a competitive price representing value for money is obtained.

Management comment

*Staff have been reminded through their executive managers to ensure all departmental procurements have purchase orders in place, an internal audit is carried out monthly to ensure purchases comply with the Shires purchasing policy, if a purchase does not apply with the policy the employee is notified and reminded of the procedure. In this instance the purchase order was for an annual subscription which should have been done by a cheque requisition as the date of the invoice being raised would not have been known.*

Responsible person: Kudzai Matanga, Finance Manger  
Completion date: Date Ongoing

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.6



Our Ref: File 8.2.7.1  
Your Ref:

Ms Caroline Spencer  
Auditor General  
Office of the Auditor General  
7<sup>th</sup> Floor, Albert Facey House  
469 Wellington Street  
PERTH WA 6000

Dear Ms Spencer

**REPRESENTATION LETTER IN RESPECT OF THE SHIRE OF NORTHAM'S ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2023**

This representation letter is provided in connection with your audit of the Shire of Northam's annual financial report for the year ended 30 June 2023 for the purpose of expressing an opinion as to whether the annual financial report is fairly presented in accordance with the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

We submit the following representations for the year ended 30 June 2023 after making appropriate enquiries and according to the best of our knowledge and belief. This representation covers all material items in each of the categories listed below.

**1. GENERAL**

- (a) We have fulfilled our responsibilities for the preparation and fair presentation of the annual financial report in accordance with the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.
- (b) We have advised your auditors of all material contentious methods used in the presentation of the financial report.
- (c) There have been no changes in accounting policies or application of those policies that would have a material effect on the financial report.
- (d) With the exception of the GST balances within the statement of cash flows the prior period comparative information in the financial report has not been restated.
- (e) Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We confirm the disclosures related to accounting estimates are complete and appropriate.
- (f) We have established and maintained an adequate internal control structure and adequate financial records as we have determined are necessary to facilitate the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

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- (g) We have provided your auditors with
- (i) Access to all information of which we are aware that is relevant to the preparation of the financial report, such as records, documentation and other matters.
  - (ii) Additional information that your auditors have requested for the purpose of the audit.
  - (iii) Unrestricted access to staff and councillors of the Shire of Northam from whom your auditors determined it necessary to obtain audit evidence.
- (h) All transactions have been recorded in the accounting and other records and are reflected in the financial report.
- (i) All internal audit reports and reports resulting from other management reviews, including legal issues and legal opinions which have the capacity to be relevant to the fair presentation of the financial report including, where relevant, minutes of meetings, have been brought to your auditors' attention and made available to them.
- (j) We have advised your auditors of all known instances of non-compliance or suspected non-compliance with laws and regulations, and all known data or security breaches whose effects should be considered when preparing the financial report.
- (k) We have provided to your auditors the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
- (l) No frauds or suspected frauds affecting the Shire involving:
  - (i) management;
  - (ii) employees who have significant roles in internal control; or
  - (iii) othershave occurred to the knowledge of management of the Shire.
- (m) To our knowledge no allegations of fraud or suspected fraud affecting the Shire of Northam's financial report has been communicated to us by employees, former employees, analysts, regulators or others.
- (n) We have disclosed to your auditors all known actual or possible litigation and claims whose effects should be considered when preparing the financial report, and they have been accounted for and disclosed in accordance with Australian Accounting Standards.

## 2. FAIR VALUE MEASUREMENTS AND DISCLOSURES

We confirm that where assets and liabilities are recorded at fair value, the value attributed to these assets and liabilities is the fair value.

We confirm that the carrying amount of each revalued physical non-current asset does not materially differ from its fair value at the end of the reporting period. Significant fair value assumptions, including those with high estimation uncertainty, are reasonable.

We confirm the measurement methods, including related assumptions, used by management in determining fair values are appropriate and have been consistently applied.

Page 2 of 5

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.6



We confirm that the fair value disclosures in the financial report are complete and appropriate.

**3. GOING CONCERN**

We confirm that the going concern basis of accounting is appropriate for the annual financial report.

**4. CONTINGENT LIABILITIES**

There are no material contingent liabilities at year end that have not been completely and adequately disclosed in the Notes to the financial report.

**5. COMMITMENTS FOR CAPITAL AND OTHER EXPENDITURE**

Other than those commitments reported in the Notes to the financial report, there were no significant commitments for capital or other expenditure contracts carrying over at year end.

**6. CONTAMINATED SITES**

We are aware of our obligations under the *Contaminated Sites Act 2003* and have reported to the Department of Water and Environmental Regulation, all land owned, vested or leased by the Shire that is known to be, or is suspected of being, contaminated. All provisions or contingent liabilities, if any, have been recognised and/or disclosed in the financial report as appropriate.

**7. RELATED ENTITIES**

We acknowledge our responsibility under section 17(1) of the *Auditor General Act 2006* (as applied by section 7.12AL of the *Local Government Act 1995*) to give written notice to you if any of the Shire's functions are being performed in partnership or jointly with another person or body, through the instrumentality of another person or body, and/or by means of a trust. We confirm that we have provided the Auditor General with details of all related entities in existence at 30 June 2023.

**8. RELATED PARTIES**

We have disclosed to your auditors the identity of the Shire of Northam's related parties, as defined in Australian Accounting Standards, of which we are aware, and all the related party relationships and transactions of which we are aware. These include the Shire's key management personnel and their related parties, including their close family members and their controlled and jointly controlled entities.

We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of Australian Accounting Standards.

**9. KEY MANAGEMENT PERSONNEL COMPENSATION**

We confirm the Shire's key management personnel have not received any other money, consideration or in-kind benefit (except amounts being reimbursements for out-of-pocket

Page 3 of 5

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expenses) which has not been included in the compensation disclosed in the Notes to the financial report.

**10. SUBSEQUENT EVENTS**

No matters or occurrences have come to our attention between the date of the financial report and the date of this letter which would materially affect the financial report or disclosures therein, or which are likely to materially affect the future results or operations of the Shire.

**11. INTERNAL CONTROL**

We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

**12. INSURANCE**

We have established procedures to assess the adequacy of insurance cover on all assets and insurable risks. We believe, where appropriate, assets and insurable risks are adequately covered by insurance.

**13. RISK MANAGEMENT**

We confirm that we have established and maintained a risk management framework that is appropriate to the Shire.

**15. ACCOUNTING MISSTATEMENTS**

There were no uncorrected misstatements in the financial report.

**16. ELECTRONIC PRESENTATION OF THE AUDITED ANNUAL FINANCIAL REPORT AND AUDITOR'S REPORT**

- (a) We acknowledge that we are responsible for the electronic presentation of the annual financial report.
- (b) We will ensure that the electronic version of the audited annual financial report and the auditor's report presented on the Shire's website is the same as the final signed versions of the audited annual financial report and the auditor's report.
- (c) We have clearly differentiated between audited and unaudited information in the construction of Shire's website and understand the risk of potential misrepresentation in the absence of appropriate controls.
- (d) We have assessed the security controls over the audited annual financial report and the auditor's report and are satisfied that procedures in place are adequate to ensure the integrity of the information provided.
- (e) We will ensure that where the auditor's report on the annual financial report is provided on the website, the annual financial report is also provided in full.

**17. OTHER (UNAUDITED) INFORMATION IN THE ANNUAL REPORT**

We will provide the final version of the annual report to you when available, to enable you to complete your required procedures.

Page 4 of 5

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**Executive Manager Corporate Services**

NAME: Colin Young

11/12/2023  
Date

**Chief Executive Officer**

NAME: Debbie Terelink

11/12/2023  
Date

UNCONFIRMED





DRY / KIRKNESS

Shire of Northam

30 June 2023

Accounting  
Business Advisory  
Audit Services



## Introduction



### FROM OUR ENGAGEMENT PARTNER

Shire of Northam for the year ended 30 June 2023

We would like to take this opportunity to thank the management team for their assistance during the audit process. If you have any queries on the report, please feel free to contact me.

### MARIUS VAN DER MERWE DIRECTOR

B.Com (Hons) CA  
[mvd@drykirkness.com.au](mailto:mvd@drykirkness.com.au)

### DAVID DELVALLE ASSISTANT DIRECTOR

OAG Representative  
[David.Delvalle@audit.wa.gov.au](mailto:David.Delvalle@audit.wa.gov.au)

## Executive Summary

---

- + Butler Settineri (Audit) Pty Ltd was appointed as the contract auditor by the Office of the Auditor General for the years ended 30 June 2021, 2022 and ending 2023 and have changed names to Dry Kirkness (Audit) Pty Ltd on 1 July 2022.
- + Dry Kirkness (Audit) Pty Ltd has completed the external statutory audit for the year ended 30 June 2023 as contract auditor on behalf of the Office of the Auditor General.
- + No unresolved issues.
- + Our findings are included in this report.
- + We intend to recommend to the Auditor General to issue an unqualified audit opinion in relation to the financial statements.
- + There are no outstanding matters.
- + We noted that your certified draft financial report was provided on 21 Sept 2023 and was audit ready. This detail will be included in the OAG's Local Government results report to be tabled in Parliament. Audit ready means having full and complete financial statements (including disclosure notes).



## Independence

---

We are independent of the Shire in accordance with the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants.

Threats to independence include the following:

- + Self Interest Threats
- + Self Review Threats
- + Advocacy Threats
- + Familiarity Threats
- + Intimidation Threats

What we do to remain independent:

- + All team members sign an independence declaration at the commencement of the audit;
- + We monitor our individual independence throughout the audit;
- + All team members sign off an independence declaration at the completion of the audit.

## Compliance With Laws & Regulations & Fraud

Laws and Regulations applicable to the Shire include the following:

- + Local Government Act 1995;
- + Local Government (Financial Management) Regulations 1996;
- + Local Government (Audit) Regulations 1996;
- + Australian Tax Office (GST / FBT / PAYG) Compliance;
- + Compliance with conditions of program funding arrangements.

During the audit process there have been:

- + Non-compliance issues reported in the audit findings where applicable.
- + No findings or indications of suspected fraud.

As far as the external audit relates to the matters noted above.



## Key Audit Matters and Audit Outcomes

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.7

During the planning phase of the audit, we identified the following issues and key areas of audit risk.

Details of Risk / Issue	Audit Approach
Audit findings reported in the previous audit: <ul style="list-style-type: none"> <li>+ Fair value of infrastructure assets – frequency of valuations</li> <li>+ Journal entries not independently approved</li> <li>+ Excessive annual leave balances</li> </ul>	We followed up on last year's audit issues during the audit. Certain issues remain as detailed under Audit Findings.
Changes to Local Government (Financial Management) Regulations that have been published by the Department of Local Government, Sport and Cultural Industries (DLGSCI): <ul style="list-style-type: none"> <li>• DLGSCI published new templates for larger and smaller local government entities. Smaller local governments have more streamlined standard financial statements, reflecting the generally less complex operations of smaller local governments.</li> </ul>	Upon communication of changes to the Local Government (Financial Management) Regulations 1996 by DLGSCI for 2022-23, we ensured management has used the appropriate Model Financial Statements for 2022-23 which has reduced financial reporting requirements. We are satisfied that the financial report has been disclosed appropriately.

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.7

Details of Risk / Issue	Audit Approach
<p>We identified the following areas that we consider require additional focus during our 2022-23 local government audits:</p> <ul style="list-style-type: none"> <li>+ Revenue recognition, including contract liabilities</li> <li>+ Unauthorised expenditure</li> <li>+ Unrecorded liabilities and expenses</li> <li>+ Fictitious employees</li> <li>+ Revaluation of Infrastructure assets (last revalued in 2017-18)</li> <li>+ Related party disclosures</li> <li>+ Joint arrangement disclosures</li> <li>+ Contingent liabilities disclosures</li> <li>+ Restricted reserve accounts</li> </ul>	<p>We reviewed the accounting treatment and disclosure processes during our interim and final audits. We also ensured the disclosures in the annual financial report are appropriate, and have complied with the requirements of the Australian accounting standards.</p> <p>For asset revaluation, we obtained both the internal valuation report for roads, footpaths and drainage as well as the external valuation report for other infrastructure asset categories and reviewed the appropriateness of the main assumptions, valuation techniques and unobservable inputs used. We also reviewed the fair value assessment performed by management for assets that were not revalued in 2022-23. We are satisfied that the Shire's assets have been reflected appropriately at fair value at 30 June 2023.</p> <p>For related party disclosures, we made enquiries to understand the process for identification of related parties, reviewed the signed related party transaction declarations from key management personnel (both current and departed), and confirmed that the disclosures made in the notes to the annual financial report are appropriate.</p> <p>For joint arrangement disclosures we made enquiries to determine whether there were any new arrangements entered into during the year and assessed the disclosures made in the annual financial report.</p> <p>For contingent liabilities disclosures, the Shire had listed two sites to be a possible source of contamination, which has been disclosed as a contingent liability in the financial report. We made enquiries of management to determine whether any other contingent liabilities existed at the reporting date and we are satisfied with the contingent liability disclosure in the financial report.</p> <p>For restricted reserve accounts, we reviewed the movements within the restricted reserve accounts, and ensured that transfers out of reserves were used in accordance with the intended purpose of the respective reserve and agreed the transfer to supporting documentation.</p>



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.2.7

Details of Risk / Issue	Audit Approach
<p>The following annual financial report items are derived from accounting estimates and hence have received specific audit attention:</p> <ul style="list-style-type: none"> <li>+ Fair value of PPE and Infrastructure                             <ul style="list-style-type: none"> <li>o PPE last revalued in 2021-22</li> <li>o Infrastructure revalued in 2022-23</li> </ul> </li> <li>+ Impairment of assets</li> <li>+ Provision for annual and long service leave</li> <li>+ Provision for rehabilitation of waste disposal sites (if any, at year end)</li> </ul>	<p>We reviewed the methodology and underlying data that management used when determining critical accounting estimates. We confirmed the reasonableness of the assumptions and corroborating representations.</p>
<p>IT Environment &amp; Controls</p> <p>ASA 315 <i>Identifying and Assessing the Risks of Material Misstatement</i> is a new Australian auditing standard that impacted your Shire for the first time this year. ASA 315 requires the auditor to obtain an understanding of the IT environment and system of controls at the application level, which support the preparation of the financial report, as part of risk identification and assessment.</p>	<p>We have addressed the requirements of ASA 315. We issued our IT Checklist to the Shire and reviewed their responses to ensure the Shire's information system is relevant to the preparation of the financial report. We also identified IT controls which address significant risks of material misstatement in the IT environment such as controls over Journal Entries and tested those controls. We are satisfied that we did not identify any significant vulnerabilities at the application level that impacted on the preparation of financial report.</p>
<p>Important changes in management or the control environment</p>	<p>None noted during the financial year but change of CEO since the end of the year.</p> <p>Jason Whiteaker ceased as CEO as of 3 September 2023 Chadd Hunt was Acting CEO from 4 September to 15 October 2023 Debbie Terelinck assumed the role as CEO effective from 16 October 2023</p>

## Audit Misstatements

The following misstatements were adjusted by management:

<i>Financial Statement Line Items</i>	<i>Adjustment</i>
Cash and cash equivalents	\$(3,236,743)
Other financial assets	\$3,236,743
<i>To reclassify term deposits with terms of more than 3 months in accordance with the Shire's policy</i>	
Infrastructure – roads (pavement)	\$42,600,632
Revaluation surplus	\$(42,600,632)
<i>To revise the depreciated replacement cost of the pavement component of roads after an error was noted within the Shire's RAMS system</i>	

There were no uncorrected misstatements remaining after the above audit adjustments were made.

## Audit Findings

Per the Interim Management Letter:

No interim management letter was issued.

Per the Final Management Letter:

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. IT governance, policies and procedures	No	✓			
2. Disaster recovery plan	No		✓		
3. Vulnerability Assessment and Penetration Testing (VAPT)	No		✓		
4. No multifactor authentication enabled on critical infrastructure	No	✓			
5. Active directory users	No	✓			
6. Excess annual leave balances	No		✓		✓
7. Inadequate procurement processes	No		✓		



## Key Changes For Next Year

### Changes in LG Regulations

- + An update on recent changes to the Local Government Act and Regulations, as part of the Local Government Reform, is available on the DLGSCI website ([Local government reform | DLGSCI](#)).

One of the changes that impact the 2023-24 financial reporting included changes to the *Local Government (Financial Management) Regulations 1996*, where Regulation 17A has been amended to require local governments to revalue their land, buildings and infrastructure assets every 5 years from the asset's last valuation date. The change removed the previous requirement for local governments to revalue their assets whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount.

### Accounting Issues for 2023

- + *Changes to Local Government (Financial Management) Regulations affected after 30 June 2023 no longer require a fair value assessment of PPE and Infrastructure assets at each reporting date.*
- + We are not aware of any new Australian Accounting Standards (AAS) or significant changes to existing AAS that will impact 2023-24. If we are aware of any new updates down the line, we will communicate them with you.

## Thank You

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We would like to take this opportunity to once again thank the management team for their assistance during the audit process, in particular we would like to thank Colin Young, Kudzai Matanga and the finance team for their support.



**DRY / KIRKNESS**

Accounting  
Business Advisory  
Audit Services

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**Audit & Risk Management Committee Minutes  
11 December 2023**



**7.3 Shire of Northam Annual Electors General Meeting 2022/23**

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Tamika Van Beek (Governance Officer)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Public Notice

**BRIEF**

For Council to consider and endorse the date for the 2022/23 Annual Electors General Meeting.

**ATTACHMENTS**

Nil

**A. BACKGROUND / DETAILS**

The Annual Electors General Meeting is to be held within 56 days of the local government accepting the Annual Report.

A requirement of setting the date is that 14 days local public notice is required for advertising the meeting. Subject to the Annual Report being endorsed at the Ordinary Council Meeting on 20 December 2023, it is recommended that the 2022/23 Annual General Meeting be held prior to the Ordinary Council Meeting scheduled for 24 January 2024.

**B. CONSIDERATIONS**

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

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

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

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

Performance Area: Performance.

Outcome 13: A well informed and engaged community.

**Audit & Risk Management Committee Minutes  
11 December 2023**



Objective 13.2: Engage the community about Shire projects, activities and decisions in a timely, open and effective manner.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Local Government Act 1995 Section 5.27 Electors' general meetings;

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government (Administration) Regulation No 15 Matters for discussion at general electors' meetings - s. 5.27(3);

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Local Government Act 1995 Section 5.29 Convening Electors' Meetings;

- 1) The CEO is to convene an electors' meeting by giving –
  - a) at least 14 days' local public notice; and
  - b) each council member at least 14 days' notice of the date,
  - c) time, place and purpose of the meeting.
- 2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time the notice is first given and is to continue in the prescribed way until the meeting has been held.
- 3)

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Subject to the 2022/23 Annual Report being endorsed at the Ordinary Council Meeting on 20 December 2023, it is intended that public notice will be placed in the Shire of Northam Newsletter by 22 December 2023. Notices will also be placed on our Notice Boards, Facebook and the Shire's website.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).



**Audit & Risk Management Committee Minutes  
11 December 2023**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</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	An Annual Electors Meeting is not held once each financial year and not more than 56 days after the local government accepts the annual report. Public Notice is not given in accordance with legislative requirements.	Insignificant (1) x Possible (3) = Low (3)	Council has a documented process for developing the Annual Report. This process includes the requirements associated with the Annual Electors Meetings.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

Council is requested to endorse the date proposed, in accordance with the *Local Government Act 1995*, for the Annual Electors Meeting.

**Audit & Risk Management Committee Minutes  
11 December 2023**



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.268**

**Moved: Cr H J Appleton**

**Seconded: Cr M P Ryan**

**That the Audit and Risk Management Committee endorse the following recommendation being presented to Council:**

- 1. That Council holds the Annual Electors General Meeting on Wednesday, 24 January 2024 at 5:00pm at the Shire Administration Centre and authorise the Chief Executive Officer to give public notice of the meeting from Friday 22 December 2023.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Audit & Risk Management Committee Minutes  
11 December 2023



7.4 Monthly Compliance Report (August - October 2023)

<b>File Reference:</b>	1.6.1.6
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

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

**ATTACHMENTS**

1. Compliance Audit August - October 2023 [7.4.1 - 7 pages]
2. Procurement Audit August - October 2023 [7.4.2 - 3 pages]

**A. BACKGROUND / DETAILS**

Under the *Local Government (Audit) Regulations 1996*, a Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December of each year. To ensure compliance and to strengthen the auditing in key areas on a more regular basis, the Shire has implemented a monthly Compliance Calendar where specific activities and statutory requirements are audited internally.

**B. CONSIDERATIONS**

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

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

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

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

**B.2 Financial / Resource Implications**

Not applicable.

**B.3 Legislative Compliance**





**Audit & Risk Management Committee Minutes  
11 December 2023**

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

- 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;
- Valuation of Land Act 1978
- Building Services (Complaint Resolution and Administration) Regulations 2011
- Building and Construction Industry Training Fund and Levy Collection Act 1990

**B.4 Policy Implications**

The Shire of Northam Fraud & Corruption Control Plan risk treatments which do not have a rating of high or extreme were incorporated into the compliance audit on a rotational cycle, however, it was discovered that some items in the Fraud & Corruption Control Plan were being audited as part of daily operations within Corporate Services.

The CEO, EMCS and Governance Coordinator are currently working on the key items within the Fraud & Corruption Control Plan to determine what is required to be audited and provided at Council level.

Risk ratings of high or extreme are captured on the Shire of Northam Risk Register in accordance with policy G 1.8 Risk Management which is reported to the committee in a separate report.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Ability to misuse funds.	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		



**Audit & Risk Management Committee Minutes  
11 December 2023**

Compliance	Staff not following legislative requirements	Rare (2)x Medium (3) = Low (3)	Compliance calendar assists to ensure compliance
Property	N/A		
Environment	N/A		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

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

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

A summary of the compliance reports are provided below:

Audit	Audit Month	Percentage Compliant	Non-Compliances
Compliance Audit	August	93%	<ul style="list-style-type: none"> <li>• 3x delegated power or duties not included in delegation register.</li> <li>• Information not sent to Valuer General by the 14<sup>th</sup> of the month.</li> <li>• BFAC confirmed minutes not listed (06/12/2022)</li> <li>• Community Safety. Committee Minutes were posted on website later than seven days.</li> <li>• 95% compliance – Procurement Audit.</li> </ul>
	September	94%	<ul style="list-style-type: none"> <li>• 3x delegated power or duties not included in delegation register.</li> <li>• CEO did not provide to candidates of elections gift disclosure obligations in writing.</li> <li>• Building Construction Training Fund Levy –</li> </ul>



**Audit & Risk Management Committee Minutes  
11 December 2023**

			Payment was not made by the 10th day of the month. <ul style="list-style-type: none"> <li>• BFAC confirmed minutes not listed (06/12/2022).</li> <li>• 90% compliance – Procurement Audit.</li> </ul>
	October	95%	<ul style="list-style-type: none"> <li>• 2x delegated power or duties not included in delegation register.</li> <li>• Building Services Levy - Payment was not made by 14th day of the month.</li> <li>• Building Construction Training Fund Levy – Payment was not made by the 10th day of the month.</li> <li>• BFAC confirmed minutes not listed (06/12/2022).</li> </ul>
<b>Procurement Audit</b>	August	95%	<ul style="list-style-type: none"> <li>• PO dated after the invoice issue date.</li> </ul>
	September	90%	<ul style="list-style-type: none"> <li>• PO dated after the invoice issue date &amp; no file note was included.</li> </ul>
	October	100%	Nil.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.269**

**Moved: Cr H J Appleton  
Seconded: Cr M P Ryan**

**That the Audit and Risk Management Committee endorses the following recommendation being presented to Council:**

- 1. That Council receives the November 2023 update as provided in the Monthly Compliance Report.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

*The Governance Officer left the meeting at 5:52pm and returned at 5:53pm.*

Clarification was sought in relation to:

**Audit & Risk Management Committee Minutes  
11 December 2023**



- In the delegation register, the same three delegations are being picked up each month, why is this?

*The Governance Coordinator advised that they were not entered in time for the when the audit was completed. This relates to a need to educate staff to get tasks completed by the required deadlines. The Chief Executive Officer advised that when the non-compliances are identified through the monthly process, the delegations are added to the delegations register at that time.*

- Are they the same items being picked up every month?

*The Governance Coordinator advised that they are different items but they fall under the same categories.*

*The Governance Coordinator mention that in regards to one of the items that is reported by Building Services where in the report is historically being entered late, in a previous Audit & Risk Management Committee meeting it was agreed to change the reporting parameter from the 14th day of the month to 14 days from the invoice date. The Governance Coordinator noted that we can not make this change as the legislation states otherwise.*

- The amount shown on the purchase order for DMC Cleaning is considerably high, is this an error?

*The Governance Coordinator advised that the purchase order would be for the annual fee.*

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.1

Compliance Audit: August - October 2023									
Compliance Area	Compliance Action	Compliance Requirement	Compliance Frequency	August	August Comments	September	September Comments	October	October Comments
Code of Conduct	Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website	Local Government Act 1995 s5.104(7)	Monthly	Yes		Yes		Yes	
Code of Conduct	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995	Local Government Act 1995 s5.51A(1) & (3)	Monthly	Yes	Approved by CEO on 29 December 2021.	Yes	Approved by CEO on 29 December 2021.	Yes	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major trading undertaking that was not exempt?	Local Government Act 1995 s3.59(2)(a) F&G Regs 7.9, 10	Monthly	Not applicable		Not applicable		Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan for each major land transaction that was not exempt?	Local Government Act 1995 s3.59(2)(b) F&G Regs 7.8A, 8, 10	Monthly	Not applicable		Not applicable		Not applicable	
Commercial Enterprises by Local Governments	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction	Local Government Act 1995 s3.59(2)(c) F&G Regs 7.8A, 8, 10	Monthly	Not applicable		Not applicable		Not applicable	
Commercial Enterprises by Local Governments	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction	Local Government Act 1995 s3.59(4)	Monthly	Not applicable		Not applicable		Not applicable	
Commercial Enterprises by Local Governments	Did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority	Local Government Act 1995 s3.59(5)	Monthly	Not applicable		Not applicable		Not applicable	
Delegation of Power / Duty	Were all decisions by the council to amend or revoke a delegation made by absolute majority	Local Government Act 1995 s5.18(3)(b) & s5.45(1)(b)	Monthly	Not applicable		Not applicable		Not applicable	
Delegation of Power / Duty	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, Regulation 19 Was the Delegated Authority Register updated?	Local Government Act 1995 s5.48(3) Admin Reg 19	Monthly	No	- E01 not updated with a road closure at the entrance Northern Recreation Centre, Peel Terrace which was advertised on 28/08/2023. - E02 not updated with a road closure relating to the Northern Festival of Ballooning which was advertised on 29/08/2023. - E04 not updated with crossover approvals O82058 and O81814.	No	A01 - Exercised Delegation not included Hangar 27 Deed of Assignment. E04 - Exercised Delegation not included Cross over application for 54&56 Fairway Bend F04 - Exercised Delegation not included Advertisement of RFQ 04 of 2023 - Disposal of Land by Lease - A portion of Killara Adult Day Care and Respite Centre	No	E04 - Exercised Delegation not included - Vehicle crossover construction at 60 Bodeguero Way P03 - Incorrect staff member entered into register (without DA authority) Delegate Approved - 4 x Sea Containers for Storage - A16147
Disclosure of Interest	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter	Local Government Act 1995 s5.67	Monthly	Not applicable	Nil disclosures made by Councillors to this nature.	Not applicable	Nil received.	Not applicable	
Disclosure of Interest	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting	Local Government Act 1995 s5.68(2) & s5.69(5) Admin Reg 21A	Monthly	Not applicable		Not applicable	Nil received.	Not applicable	
Disclosure of Interest	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made	Local Government Act 1995 s5.73	Monthly	Yes		Yes		Yes	
Disclosure of Interest	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report	Local Government Act 1995 s5.70(2) & (3)	Monthly	Yes		Yes		Yes	
Disclosure of Interest	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application	Local Government Act 1995 s5.71A & s5.71B(5)	Monthly	Not applicable		Not applicable		Not applicable	
Disclosure of Interest	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered	Local Government Act 1995 s5.71B(6) & s5.71B(7)	Monthly	Not applicable		Not applicable		Not applicable	

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.1

Compliance Area	Compliance Action	Compliance Requirement	Compliance Frequency	August	August Comments	September	September Comments	October	October Comments
Disclosure of Interest	Where an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty. In the case of the CEO, the interest must be disclosed to the President. In the case of all other employees, the interest must be disclosed to the CEO.  Risk areas identified include: - Debt write off - Grant applications & use - Granting of subsidies & waivers - Granting of concessions & other relief - Tendering - Purchasing - Development approvals - Building approvals - Recruitment - Disposal of property, including leasing	Local Government Act 1995 s.5.71  Fraud and Corruption Control Plan, action item from the 2022 Regulation 17 review.	Monthly	Not applicable	Nil identified	Not applicable	Nil identified.	Not applicable	
Disposal of Property	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)	Local Government Act 1995 s3.58(3)	Monthly	Yes	One disposal occurred relating to the assignment of Hangar 1 however this is an exempt disposal under 3.58(5) due to the disposal relating to recreational purposes where the lessee does not receive any benefit.	Yes	Hangar 27 - advertised 16/08/2023	Not applicable	Nil disposed of
Disposal of Property	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property	Local Government Act 1995 s3.58(4)	Monthly	Not applicable		Not applicable		Not applicable	
Elections	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997	Local Government Act 1995 Elect Regs 30G(1) & (2)	September			Yes			
Elections	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997	Local Government Act 1995 Elect Regs 30G(5) & (6)	September			Yes			
Elections	Statewide Public Notice Enrolment Eligibility Claims - CEO to give notice of the closing date and time for elector enrolments. (to be given 70th to 56th days)	Local Government Act 1995 s.4.39(2)	August	Yes	8 August 2023 <a href="https://www.norham.wa.gov.au/publicnotices/close-of-enrolments-local-government-ordinary-election-2023/288">https://www.norham.wa.gov.au/publicnotices/close-of-enrolments-local-government-ordinary-election-2023/288</a>				
Elections	CEO to advise Electoral Commissioner of the need to prepare an updated residents roll Due by 56th day before Election Day	Local Government Act 1995 s.4.40(1)	August						
Elections	Statewide Public Notice Call for Nominations - from 56 days and no later than 45th day before Election Day	Local Government Act 1995 s.4.40(1)	August	Yes	23 August 2023 <a href="https://www.norham.wa.gov.au/publicnotices/call-for-nominations-local-government-ordinary-elections-2023/295">https://www.norham.wa.gov.au/publicnotices/call-for-nominations-local-government-ordinary-elections-2023/295</a>				
Elections	Close of Rolls at 5pm on 50th day before Election Day. Enrolment eligibility claims received by 5pm can continue to be processed with a decision on eligibility required for inclusion in the Owners and Occupiers Roll, as appropriate before it is certified by the CEO on the 36th day before Election Day (refer s.4.4(1))	Local Government Act 1995 s.4.39(1)	August	Yes	Nil submissions received.				
Elections	Decision to reject or accept enrolment claim to be provided to claimant without delay	Local Government Act 1995 s. 4.33 LG Election Regs Form 3 & 4.	August	Not applicable	Nil submissions received.				
Elections	Elections - Statewide Public Notice Call for Nominations no later than 45th day before Election Day	Local Government Act 1995 s.4.47(1)	September			Yes			
Elections	Nominations Close at 4pm on (37th day before Election Day)	Local Government Act 1995 s.4.49(a)	September			Yes			
Elections	Declarations of Office for new Elected Members elected unopposed (due 2 months from declaration of result close of nominations 37th day before Election Day)	Local Government Act 1995 s.2.29 (s.2.32(c))	September			Not applicable	Election went to vote.		

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.1

Compliance Area	Compliance Action	Compliance Requirement	Compliance Frequency	August	August Comments	September	September Comments	October	October Comments
Elections	Candidate / Donor Gift Disclosures - CEO written advice to Candidates of Elections Gift Disclosure obligations.	Local Government Act 1995 s.4.59 Elections Regs Part 5A Form 9A	September			No	CEO did not provide to candidates of elections gift disclosure obligations in writing		
Elections	Residents Roll to be prepared by Electoral Commissioner and forwarded to CEO - Due by 36th day before Election Day	Local Government Act 1995 s.4.40(2)	September			Yes			
Elections	Owners and Occupiers Roll to be prepared and certified by CEO Due by 36th day before Election Day	Local Government Act 1995 s.4.41(1)	September			Yes			
Elections	Statewide Public Notice of Election Day by Returning Officer - between 36th and 19th day before Election Day	Local Government Act 1995 s.4.64(1)	September			Yes			
Elections	Consolidated Roll (Resident / Owners and Occupiers) at Returning Officer's discretion, to be completed by (22nd day before Election Day)	Local Government Act 1995 s.4.38(1) Elections Reg.18	September			Yes			
Elections	Supply of Rolls - CEO to provide Returning Officer with sufficient rolls and copies to be provided free of charge to candidates and Elected Members who ask	Local Government Act 1995 s.4.42	September			Yes			
Elections	Declarations of Office for new Elected Members, Shire President / Mayor and Deputy Shire President / Mayor sworn in following Election Day (2 months from declaration of result - s.2.32(c))	Local Government Act 1995 s.2.29	October					Yes	25 October 2023 Special Council Meeting.
Elections	Report to Minister (by 14th day after election)	Local Government Act 1995 s.4.79 Elections Reg.81	October					Yes	Attached
Elections	Primary Returns - Request new Elected Members - required to be lodged with CEO within 3 months of making Declarations of Office	Local Government Act 1995 s.5.75(1)	October					Yes	PR & RPD have been issued, waiting on them being returned
Elections	Election of Deputy President - elected from amongst the Councillors - conducted in accordance with Schedule 2.3.Div.1	Local Government Act 1995 s.2.11(1)(b) Schedule 2.3.Div.1	October					Yes	
Elections	Elected Member Induction - Provide an induction for newly elected Councillors.	N/A	October					Yes	25 October 2023 before SCM
Elections	Election Papers - election of Shire President / Mayor, Deputy President / Mayor and Committee Presiding Members and deputies - Election Papers collected and secured in parcels	Local Government Act 1995 s.4.84(a) Elections Reg.82	October					Yes	Committee Presiding Members are yet to be determined
Finance	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995	Local Government Act 1995 s7.1A	October					Yes	
Finance	Was a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d) presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.	Local Government Act 1995 s.6.4 FM.Reg.34	Monthly	Yes	Financial Statement for July going to September OCM.	Yes		Yes	
Finance	During period 1 June to 31 August, Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year.	Local Government Act 1995 s.6.2(1)	August	Yes	Adopted OCM 9 August 2023 C.4824				
Finance	By 30 September, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June	Local Government Act 1995 s6.4(3)	September			Yes	Submitted 22/09/2023 - O82908		
Finance	A copy of the annual budget and minutes of the meeting at which the budget was adopted must be submitted to the Department of Local Government, Sport and Cultural Industries within 14 days from budget adoption.	Local Government Act 1995 FM.Reg.33	August	Yes					
Gifts	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1995, regulation 28A	Local Government Act 1995 s5.89A(1), (2) & (3) Admin Reg 28A	Monthly	Yes	<a href="https://www.norham.wa.gov.au/register-gifts">https://www.norham.wa.gov.au/register-gifts</a>	Yes		Yes	
Gifts	Did the CEO publish an up-to-date version of the gift register on the local government's website	Local Government Act 1995 s5.89A(5) & (5A)	Monthly	Yes		Yes	<a href="https://www.norham.wa.gov.au/register-gifts">https://www.norham.wa.gov.au/register-gifts</a>	Yes	
Gifts	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people	Local Government Act 1995 s5.89A(6)	Monthly	Not applicable	Nil required to be removed	Not applicable	Nil required to be removed	Not applicable	
Gifts	Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure	Local Government Act 1995 s5.89A(7)	Monthly	Yes		Yes		Not applicable	
Gifts	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act	Local Government Act 1995 s5.87C	Monthly	Not applicable		Not applicable		Not applicable	

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.1

Compliance Area	Compliance Action	Compliance Requirement	Compliance Frequency	August	August Comments	September	September Comments	October	October Comments
Local Government Employees	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A	Local Government Act 1995 s5.36(4) & s5.37(3) Admin Reg 18A	Monthly	Not applicable		Not applicable		Not applicable	
Local Government Employees	Was all information provided in applications for the position of CEO true and accurate	Local Government Act 1995 Admin Reg 18E	Monthly	Not applicable		Not applicable		Not applicable	
Local Government Employees	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995	Local Government Act 1995 Admin Reg 18F	Monthly	Not applicable		Not applicable		Not applicable	
Local Government Employees	Did the CEO inform council of each proposal to employ or dismiss senior employee	Local Government Act 1995 s5.37(2)	Monthly	Not applicable	Only senior employee is the CEO, see policy G 1.7	Not applicable	Only senior employee is the CEO, see policy G 1.7	Not applicable	
Local Government Employees	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so	Local Government Act 1995 s5.37(2)	Monthly	Not applicable	Only senior employee is the CEO, see policy G 1.7	Not applicable	Only senior employee is the CEO, see policy G 1.7	Not applicable	
Official Conduct	Has the local government designated an employee to be its complaints officer	Local Government Act 1995 s5.120	Monthly	Yes	Designation made on 18/05/16, decision no. C.2693 for Colin Young, Executive Manager Corporate Services to be the Complaints Officer.	Yes	Designation made on 18/05/16, decision no. C.2693 for Colin Young, Executive Manager Corporate Services to be the Complaints Officer.	Yes	
Official Conduct	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995	Local Government Act 1995 s5.121(1) & (2)	Monthly	Yes	Nil received	Yes	Nil received	Yes	
Official Conduct	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995	Local Government Act 1995 s5.121(2)	Monthly	Yes	Nil received	Yes	Nil received	Yes	
Official Conduct	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website	Local Government Act 1995 s5.121(3)	Monthly	Yes		Yes		Yes	
Other	CEO Authority to Speak on behalf of the LG - if new Shire President is elected, seek / obtain written authority from Shire President for CEO to speak on behalf of the Local Government.	Local Government Act 1995 s.5.41(f)	October					Yes	Permission granted 14/11/2023
Other	Food Act and Public Health Act reporting - Enforcement agencies must report to the Dept CEO on performance of functions under Acts. Reporting has been combined and must be submitted online by 31 August.	Food Act 2008 s.121(1) Public Health Act 2016 s.22(1)	August	Yes					
Other	Was the below information provided to the Valuer General by the 14th day of each month: • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978 s.37	Monthly	No		Yes	Sent 11/10/2023	Yes	Sent 08/11/2023
Other	Have Elected Members not been absent for 3 consecutive ordinary meetings with Leave of Absence being granted	Local Government Act 1995 s.2.25	August, December, June, March	Yes					
Other	Establishment of Audit Committee - following Elections, Council must establish an Audit Committee - with membership of 3 or more persons, by Absolute Majority, and appoint committee members and deputies. Each Elected Member is entitled to be a member of at least one committee.	Local Government Act 1995 s.7.1A, s.5.8, s.5.9, s.5.10, s.5.11A, s.5.11	October					Yes	<a href="https://www.northam.wa.gov.au/council-meetings/special-meeting/special-council-meeting-25-october-2023/591">https://www.northam.wa.gov.au/council-meetings/special-meeting/special-council-meeting-25-october-2023/591</a>
Other	Establishment of Committees - following Elections, Council may establish committees (other than Audit) of 3 or more persons, by Absolute Majority, and appoint committee members and deputies. Each Elected Member is entitled to be a member of at least one committee.	Local Government Act 1995 s.5.8, s.5.9, s.5.10, s.5.11A, s.5.11	October					Yes	<a href="https://www.northam.wa.gov.au/council-meetings/special-meeting/special-council-meeting-25-october-2023/591">https://www.northam.wa.gov.au/council-meetings/special-meeting/special-council-meeting-25-october-2023/591</a>
Other	Establishment of Committees - Each committee has been established with a Terms of Reference, that details the purpose of the Committee and the scope of matters that the Committee will deal with.	Local Government Act 1995 s.5.8	October					Yes	<a href="https://www.northam.wa.gov.au/documents/council-committee-terms-of-reference">https://www.northam.wa.gov.au/documents/council-committee-terms-of-reference</a>
Other	Election of Committee Presiding Members and deputies conducted in accordance with Schedule 2.3, Div.1	Local Government Act 1995 s.5.12 Schedule 2.3, Div.1	October					Yes	BFAC, A&R, Comm Grants, and Safety Committee are all in November.
Other	Appointment of Elected Members to External Bodies	N/A	October					Yes	<a href="https://www.northam.wa.gov.au/documents/council-committee-terms-of-reference">https://www.northam.wa.gov.au/documents/council-committee-terms-of-reference</a>



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.1

Compliance Area	Compliance Action	Compliance Requirement	Compliance Frequency	August	August Comments	September	September Comments	October	October Comments
Other	Building Services Levy - Payment made by 14th day of the month.	Building Services (Complaint Resolution and Administration) Regulations 2011 s.18	Monthly	Yes	Item for August is currently compliant - invoice received 13/9/2023 & currently being processed.  Noting non-compliance from last July, spoke to DSO who advised that due to lack of staff training it got missed for July, July is currently being processed with Augusts.	Yes	September BSL sent off on 12/10/2023	No	Training was provided to DSA on 16/11/2023. BSL was submitted to finance 16/11/2023
Other	Building Construction Training Fund Levy - Payment made the 10th day of the month Construction Training Fund.	Building and Construction Industry Training Fund and Levy Collection Act 1990	Monthly	Yes	Item for August is currently compliant - invoice received 13/9/2023 & currently being processed.  Noting non-compliance from last July, spoke to DSO who advised that due to lack of staff training it got missed for July, July is currently being processed with Augusts.	No	Information received Tuesday 10/09/2023. Notification from DSO that invoice was submitted to finance 12/10/2023. Paid 9/11/2023 due to receipting being behind due to staff vacancies.	No	CTF report submitted to finance 16/11/2023/
Other	Public Access to Information - Audit Check LG website, Library and LG office to ensure all information listed in s.5.94, s.5.96A and Admin. Reg.29 is publicly accessible (see s.5.96 too) and that customer service staff are trained to provide access accordingly. Audit to note limitations: s.5.95 and Admin. Regs. 29A and 29B	Local Government Act 1995 s.5.94, s.5.95, s.5.96, s.5.96A Admin. Reg.29, 29A, 29B	Monthly	No	- BFAC confirmed minutes not listed (06/12/2022)  - Community Safety Committee Minutes were posted on website later than seven days.	No	- BFAC confirmed minutes not listed (06/12/2022)	No	- BFAC confirmed minutes not listed (06/12/2022)
Other	Food Act and Public Health Act Annual Report  The Department of Health requires local government enforcement agencies to submit an annual report by 31 August on their performance under the Food Act and Public Health Act.	Food Act 2008 s121 Public Health Act 2016 s22	August	Yes	Submitted 25/7/2023				
Other	Emergency Services Levy payment made by 21 day	DFES - ESL Manual of Operating Procedures 2.2.12	December, June, March, September			Yes	Paid 21/09/2023		
Primary / Annual Returns	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day	Local Government Act 1995 s5.75 Admin Reg 22, Form 2	Monthly	Yes		Not applicable		Yes	
Primary / Annual Returns	Was an annual return in the prescribed form lodged by all relevant persons by 31 August	Local Government Act 1995 s5.76 Admin Reg 23, Form 3	August	Yes					
Primary / Annual Returns	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return	Local Government Act 1995 s5.77	Monthly	Yes		Not applicable		Yes	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995	Local Government Act 1995 s5.88(1) & (2)(a)	Monthly	Yes		Yes		Yes	
Primary / Annual Returns	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28	Local Government Act 1995 s5.88(1) & (2)(b) Admin Reg 28	Monthly	Yes		Yes		Yes	
Primary / Annual Returns	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person	Local Government Act 1995 s5.88(3)	Monthly	Yes		Yes		Yes	
Primary / Annual Returns	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return	Local Government Act 1995 s5.88(4)	Monthly	Yes		Yes		Yes	
Tenders for Providing Goods & Services	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less	Local Government Act 1995 F&G Reg 11A(1) & (3)	Monthly	No	90% compliant. Non-compliances include: 1x PO not issued before invoice.	No	90% Compliance Non-compliance: File note not included as to why a PO was issued after invoice.	Yes	RFT 7 2023 - Northam Bike Hub Upgrades  RFT 8 2023 - Cleaning of Northam Townsite Buildings

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.1

Compliance Area	Compliance Action	Compliance Requirement	Compliance Frequency	August	August Comments	September	September Comments	October	October Comments
Tenders for Providing Goods & Services	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations	Local Government Act 1995 s3.57 F&G Reg 11	Monthly	Yes		Yes		Yes	Requested through Vendor Panel, website & Ad in West Australian
Tenders for Providing Goods & Services	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)	Local Government Act 1995 F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	Monthly	Yes		Yes	04 of 2023 - Lease of a portion of Killara Adult Day Care and Respite Centre, 2 Burgoyne St	Yes	2x Tenders advertised through Vendor Panel, website & Ad in West Australian
Tenders for Providing Goods & Services	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract	Local Government Act 1995 F&G Reg 12	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation	Local Government Act 1995 F&G Reg 14(6)	Monthly	Yes	Managed through VendorPanel	Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16	Local Government Act 1995 F&G Regs 15 & 16	Monthly	Yes	RFT 06 of 2023 was opened Tuesday 8th August 2023 @ 10:52am (WAST)	Yes	04 of 2023 - Lease of a portion of Killara Adult Day Care and Respite Centre, 2 Burgoyne St	Not applicable	Nil opened in October
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website	Local Government Act 1995 F&G Reg 17	Monthly	Not applicable	RFT 06 of 2023 is going to be awarded at Sept OCM - Waiting on successful Tenderer before Register can be completed.	Yes	06 of 2023 - Green Waste Processing Services	Yes	
Tenders for Providing Goods & Services	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender	Local Government Act 1995 F&G Reg 18(1)	Monthly	Not applicable	Nil rejected.	Not applicable	Nil rejected.	Not applicable	Nil rejected
Tenders for Providing Goods & Services	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept	Local Government Act 1995 F&G Reg 18(4)	Monthly	Yes		Yes	04 of 2023 - Lease of a portion of Killara Adult Day Care and Respite Centre, 2 Burgoyne St	Not applicable	Nil evaluated
Tenders for Providing Goods & Services	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted	Local Government Act 1995 F&G Reg 19	Monthly	Not applicable	No Tenders awarded in August	Yes	06 of 2023 - Green Waste Processing Services	Yes	04 of 2023 - Lease of a portion of Killara Adult Day Care and Respite Centre, 2 Burgoyne St
Tenders for Providing Goods & Services	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22	Local Government Act 1995 F&G Regs 21 & 22	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice	Local Government Act 1995 F&G Reg 23(1) & (2)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer	Local Government Act 1995 F&G Reg 23(3) & (4)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24	Local Government Act 1995 F&G Reg 24	Monthly	Not applicable		Not applicable		Not applicable	

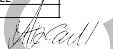
Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.1

Compliance Area	Compliance Action	Compliance Requirement	Compliance Frequency	August	August Comments	September	September Comments	October	October Comments
Tenders for Providing Goods & Services	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE	Local Government Act 1995 F&G Regs 24AD(2) & (4) and 24AE	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation	Local Government Act 1995 F&G Reg 24AD(6)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application	Local Government Act 1995 F&G Reg 24AF	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG	Local Government Act 1995 F&G Reg 24AG	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications	Local Government Act 1995 F&G Reg 24AH(1)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept	Local Government Act 1995 F&G Reg 24AH(3)	Monthly	Not applicable		Not applicable		Not applicable	
Tenders for Providing Goods & Services	Did the CEO send each applicant written notice advising them of the outcome of their application	Local Government Act 1995 F&G Reg 24AI	Monthly	Not applicable		Not applicable		Not applicable	
				<b>Compliance Items</b>	76	<b>Compliance Items</b>	77	<b>Compliance Items</b>	77
				<b>Items Compliant</b>	70	<b>Items Compliant</b>	72	<b>Items Compliant</b>	73
				<b>Items Non-Compliant</b>	4	<b>Items Non-Compliant</b>	5	<b>Items Non-Compliant</b>	4
				<b>Percentage Compliant</b>	93%	<b>Percentage Compliant</b>	94%	<b>Percentage Compliant</b>	95%
				<b>Auditor:</b>	Britt Hadlow	<b>Auditor:</b>	Britt Hadlow	<b>Auditor:</b>	Britt Hadlow
				<b>Auditor Signature:</b>		<b>Auditor Signature:</b>		<b>Auditor Signature:</b>	
				<b>Date Completed:</b>	14/9/2023	<b>Date Completed:</b>	12/10/2023	<b>Date Completed:</b>	14/11/2023

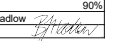
Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.2

Procurement Audit August: - October 2023											
Audit Month	EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process	Comment
August	EFT48048	Avon Valley Bakery	Cupcakes to be supplied For NAIDOC Week By 9am on 04/07/2023	\$200.00	04/07/23	71757	\$250.00	04/07/23	Yes	Yes	
August	EFT48055	CDA Air & Solar York	Inkpen tip building - supply and install extra 4kwh battery to solar system	\$3,880.00	17/07/23	71713	\$3,880.00	28/06/23	Yes	Yes	
August	EFT48070	How Ya Going Now PTY LTD	Cattle - agistment, carting, calves tagged	\$5,141.40	15/07/23	72180	\$5,141.40	31/07/23	No	Yes	File note included as to why PO was dated after the invoice
August	EFT48088	Pro - Tramp Australia PTY LTD	Snow pit - delivery, set up, operate & pack up	\$11,000.00	02/07/23	71508	\$22,000.00	12/06/23	Yes	Yes	
August	EFT48154	Supercivil	Supply and install 53lm x.5 concrete apron @ 100mm thick, Location vintage car club	\$8,844.11	26/07/23	71718	\$8,844.11	28/06/23	Yes	Yes	
August	EFT48191	Fresh Trading Co Ops PTY LTD	Catering rec staff morning tea	\$69.50	12/07/23	71985	\$69.50	12/07/23	Yes	Yes	
August	EFT48194	JB HI-FI Group PTY LTD	Hisense 85 A7KAU 4k UHD Led Smart TV [2023] - Depot	\$2,495.00	03/08/23	72028	\$2,495.00	17/07/23	Yes	Yes	
August	EFT48213	Redspot Head Office PTY LTD	Supply of hire vehicle - Toyota Hilux dual cab tray back diesel ute c/w bullbar, towbar, 2 undertray tool boxes (full mine spec compliance) until replacement PN1307 is delivered 12/4/2023 - 23/5/2023	\$4,586.32	29/07/23	71011	\$7,147.80	04/05/23	Yes	Yes	
August	EFT48230	Warricks Newsagency	Shire Admin Building - general stationery	\$163.33	10/07/23	71654	\$176.65	22/06/23	Yes	Yes	
August	EFT48336	FM Surveys	Northam Depot Redevelopment - Survey points for fencing project / Wellington Street footpath construction. Survey pick up for footpath construction.	\$2,970.00	04/08/23	72145	\$2,700.00	10/08/23	Yes	Yes	
August	EFT48386	Westgrow Farm Trees - B&J West T/AS	As per attached quote, advanced plants for the Northam RV park area for the 2024 winter planting season. 190 plants in 3-Sl pots, all local native varieties.	\$2,999.18	09/08/23	72292	\$2,999.18	08/08/23	Yes	Yes	
COMPLIANCE				95%							
COMPLETED BY:				ALYSHA MCCALL							
SIGNED:											

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.2

Audit Month	EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process	Comment
September	EFT48402	Duncan Group International	12x Olive Oil Bottle for Visitors Centre	\$120.00	31/08/23	72571	\$120.00	28/08/23	Yes	Yes	
September	EFT48438	WCP Civil	C.202122-05 Resealing Works - Progress Claim 4 - Parker/Clarke & Forward Street	\$76,352.95	28/06/23	65826	\$601,400.27	15/03/23	Yes	Yes	
September	EFT48483	Cadd's Fashions	Staff Uniforms	\$629.50	28/08/23	71703	\$629.50	28/06/23	Yes	Yes	
September	EFT48511	Shred-X	Emptying of Depot Shredder Bin Emptying of Admin Shredder Bin	\$90.52	31/07/23	71742	\$90.52	29/06/23	Yes	Yes	
September	EFT48551	Professional Lockservice	Norham Depot - Supply 3x DO1 Padlocks & 4x MKD Keys	\$410.00	04/09/23	72626	\$450.00	30/08/23	Yes	Yes	
September	EFT48558	Country Copiers	Killara - C3830 - Printer Service & Meter Reading 05/07/2023 - 07/09/2023	\$266.75	07/09/23	72065	\$4,160.60	20/07/23	Yes	Yes	
September	EFT48541	DMC Cleaning	Admin Building Paper Products 2023-2024 New Depot Admin Building Paper Products 2023-2024	\$185.34	01/09/23	72793	\$115,167.92	12/09/23	No	No	File note not included detailing why PO was dated after invoice. File note now attached.
September	EFT48568	Cannon	Wundowie Pool 1x Signature M FHU 22L 01/07/2023 - 30/06/2023 Northam Aquatic Facility 9x Signature MFHU 22L 4x White Signature Nappy Bins w/ Pedal	\$676.23	14/09/23	71626	\$10,171.81	20/06/23	Yes	Yes	
September	EFT48578	G.S Beverage & L.P Nottle	Bernard Park Sound Shell - Pressure Wash Prior to Women's Ballooning Event	\$1,750.00	27/08/23	72555	\$1,750.00	25/08/23	Yes	Yes	
September	EFT48565	Blackwell Plumbing	Lesser Hall - Repair/Report on Instant Boiling HWS in Kitchen & Leaking to Pipe Outside	\$129.80	07/09/23	72618	\$250.00	30/08/23	Yes	Yes	
				<b>COMPLIANCE</b>	90%						
				<b>COMPLETED BY:</b>	Britt Hadlow						
				<b>SIGNED:</b>							

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.4.2

Audit Month	EFT Number	Creditor	Invoice Description	Invoice Amount	Invoice Date	Purchase Order Number	Purchase Order Amount	Purchase Order Date	Date of Order Prior to Invoice	Compliance with Purchasing Policy/Process	Comment
October	EFT48702	Jason Signmakers	Double sided street blade SON specs - "Cecil Rd"	\$72.52	18/09/23	72659	\$90.00	01/09/23	Yes	Yes	
October	EFT48870	Chadson Engineering Pty Ltd	Servicing Palintesters	\$682.00	11/10/23	72321	\$1,280.00	09/08/23	Yes	Yes	
October	EFT48759	Bunnings Trade	Edge Barrier	\$37.04	06/10/23	73108	\$38.99	06/10/23	Yes	Yes	
October	EFT48817	Shred-X	Admin - Shredder Container Rental & Swap Over 2023/24	\$13.00	30/09/23	72786	\$864.00	12/09/23	Yes	Yes	
October	EFT48859	Blackwell Plumbing & Gas Pty Ltd	Grass Valley Fire Shed - Lower Inspection Point to Pipe Near Rear Roller Door	\$157.30	13/10/23	73157	\$250.00	09/10/23	Yes	Yes	
October	EFT48868	Caddis Fashions	Cargo Pants x3	\$286.46	28/09/23	72611	\$269.80	30/08/23	Yes	Yes	
October	EFT48945	Harcher	Lollies for pool	\$827.55	12/10/23	73194	\$1,045.12	10/10/23	Yes	Yes	
October	EFT48983	Fair Dinkum Builds	Machinery & Garden Shed, and Green House as per contract C.202021-08	\$50,000.00	19/10/23	60309	\$406,158.50	01/12/20	Yes	Yes	
October	EFT48999	Northam Towing Service	Pick up PN1213 Tractor & De	\$350.00	20/10/23	73119	\$350.00	06/10/23	Yes	Yes	
October	EFT49014	WA Flags & Banners	Flags - National Balloon Championships	\$218.00	15/10/23	73172	\$218.00	10/10/23	Yes	Yes	
				COMPLIANCE	100%						
				COMPLETED BY:	Britt Hadlow						
				SIGNED:	<i>Britt Hadlow</i>						

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023



## 7.5 Privacy and Responsible Information Sharing

<b>File Reference:</b>	1.4.4.14
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (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 protect the personal information of Western Australians and facilitate responsible use and sharing of government data, the WA Government is drafting privacy and responsible information sharing (PRIS) legislation. Officers have developed an Action Plan to coordinate the PRIS readiness activities to ensure compliance when the new legislation comes into effect.

This report provides an update on the required actions and progress to date.

### ATTACHMENTS

1. PRIS Action Plan - October 2023 [7.5.1 - 3 pages]

### A. BACKGROUND / DETAILS

The privacy and responsible information sharing legislation will provide Western Australians with greater control over their personal information and improve the delivery of government services. This legislation will enable data to be shared within government for the right reasons and provide greater accountability and transparency about how government uses personal information.

Broadly, the legislation introduces reforms that provide:

1. guiding principles and a framework to govern the collection, protection, use and disclosure of personal information across the public sector;
2. a mandatory data breach notification scheme, requiring agencies to notify the Privacy Commissioner and affected individuals of serious data breaches involving personal information; and
3. a mechanism that supports Aboriginal data sovereignty and governance in WA, by requiring that Aboriginal people and

**Audit & Risk Management Committee Minutes  
11 December 2023**



communities are involved or consulted when data about them is shared.

An Agency PRIS Readiness Plan and checklist has been developed to help agencies prepare for and implement the legislation. The Readiness Plan describes the approach, governance, key activities, deliverables and milestones to ensure agencies are prepared to meet both the privacy and responsible information sharing requirements of the legislation once it commences. The checklist outlines the minimum policies and processes an agency should have in place and includes the requirement to develop an agency action plan.

The Shire's Action Plan (Attachment 6.3.1) is an internal planning document, describing the approach the Shire will take to prepare for the proposed privacy and responsible information sharing reforms. It is a high-level project management document to direct and coordinate PRIS readiness activities across the organisation. Its purpose is to enable Officers to work systematically towards a defined level of capability by the time new legislation is anticipated to come into force. The Action Plan describes the results of the Shire's PRIS Readiness Assessment, and the actions required to resolve any identified gaps in PRIS readiness capabilities. It notes who is responsible for these actions and indicates due dates for completion.

The anticipated timeframe for agencies to complete the checklist is 20-months (from April 2023 to December 2024). It is anticipated that the 31 December 2024 will see the commencement of the legislation.

**B. CONSIDERATIONS**

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

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

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

Priority Action: Nil.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Privacy and Responsible Information Sharing (PRIS) reforms.

**B.4 Policy Implications**

Nil.





**Audit & Risk Management Committee Minutes  
11 December 2023**

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Non-compliance with PRIS reforms.	Possible (3) x Medium (3) = Moderate (9)	Implement agency Action Plan with regular monitoring and reporting undertaken to the Audit and Risk Management Committee.
Property	N/A		
Environment	N/A		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

Officers have developed the Action Plan which is provided in attachment 6.4.1. Progress has commenced towards the required actions within the specified timeframes.

Key to table:

**Completed**

**No Action**

**Underway**

Audit & Risk Management Committee Minutes  
11 December 2023



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** AU.270

**Moved:** Cr H J Appleton  
**Seconded:** Cr M P Ryan

**That the Audit and Risk Management Committee endorses the following recommendation being presented to Council:**

- 1. That Council receive the October 2023 update as provided in Attachment 6.3.1 in relation to the progress made towards the Privacy and Responsible Information Sharing (PRIS) Action Plan.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Clarification was sought in relation to:

- In reference 8.2, the due date differs in two sections. Has this item been completed?

*The Governance Coordinator confirmed that the task has been completed.*

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.5.1

PRIS Action Plan

Readiness Plan Reference No.	Action Item	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
4.1	Designate PRIS Champions	The designated PRIS Champion(s) have attended sector wide PRIS awareness sessions and briefings. The PRIS Champion(s) consistently promotes a culture that values the protection of personal information, supports safe and responsible information sharing practices, and encourages integration of PRIS requirements with broader business processes.	30/04/23	Alysha McCall	Governance Coordinator designated as PRIS Champion. Briefing session held on 19 June 2023.	Completed	20/06/23
5.3	Complete PRIS Action Plan	The agency PRIS Action Plan is completed and approved by the responsible senior officer.	30/06/23	Alysha McCall, Jason Whiteaker	PRIS Readiness Assessment Tool completed and this plan has been developed based on this assessment. Approved by CEO and to be reported to Audit & Risk Management Committee quarterly.	Completed	04/07/23
4.3	Map PRIS to Agency Values	The agency has produced a document (e.g., fact sheet or intranet page) for use in staff training or inclusion in a policy, emphasising the connection between PRIS and the agency's corporate values, promoting a culture of respect for the personal information and privacy of individuals with whom the agency engages, and a commitment to responsible information sharing practices. This connection is understood by staff.	31/08/23	Alysha McCall	1/9/2023 Has been posted on staff intranet and included in staff inductions.	Completed	01/09/23
4.4	Designate PRIS Officers	A Privacy Officer and Information Sharing Officer have been formally designated. The Officer(s) may be primarily compliance-focused and have some practices, procedures and systems in place, but these are generally siloed from broader organisational frameworks. Some staff are aware of the Privacy Officer and Information Sharing Officer.	31/08/23	Alysha McCall	Reviewing role against current positions. Likely appointments to be Governance Coordinator, Governance Officer and Senior Records Officer. Clarified with Department of Premier Cabinet in relation to whether CEO can make appointment or if Council resolution is required.  1/9/2023 Governance Coordinator and Governance Officer have been appointed.	Completed	01/09/23
3.4	Attend PRIS Awareness Sessions	The designated Privacy Officer and Information Sharing Officer – and any other key staff from the Agency – have attended all relevant sector wide PRIS awareness sessions and briefings conducted to date.	31/10/23	Britt Hadlow, Kunal Sarma, Tamika Van Beek	2/10/2023 - Training for PRIS scheduled for 31 October 2023. Designated staff to attend. 31/10/2023 - Relevant officers from Governance, IT & HR attended webinar.	Completed	31/10/23
8.2	Conduct a Survey of Information Holdings	The agency has identified high risk and/or high value areas of its business, the information and systems that support these business areas. A survey of information holdings has been completed for privacy and responsible information sharing requirements across these business areas.	31/12/23	Britt Hadlow, Kunal Sarma	May 2023 - Baseline readiness report was sent to councils. PRIS champions are to be nominated from council. PRIS Readiness Assessment - 18 questions in checklist to fill in, submit progress assessment report#1 between Nov 10 - 17. Need to ensure PRIS Champion can access the dedicated team's site. Need to complete the PRIS readiness assessment - check baseline/progress.	No Action	
8.3	Establish an information Asset Register	The agency has identified high risk and/or high value areas of its business, the information and systems that support these business areas. The IAR documents privacy and responsible information sharing requirements across these business areas. The IAR records the general categories of personal information that are collected, used and disclosed by the agency. It describes the purposes for which the information is collected and how it is stored (such as whether it is stored offshore, with a cloud service provider or other third party).	31/12/23	Britt Hadlow		No Action	
8.4	Review Agency Legislation	The agency has completed an analysis of priority legislation to identify specific interactions with PRIS provisions or PRIS readiness activities. Activities to address these interactions have been completed or captured in the agency's PRIS Action Plan; or they have been brought to the attention of the PRIS Implementation Steering Committee for discussion.	29/02/24	Britt Hadlow		No Action	

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.5.1

Readiness Plan Reference No.	Action Item.	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
9.1	Publish a Privacy Policy	A Privacy Policy is readily available to the public. The Policy is compliance-focused, and provides the information required by law. Staff have been made aware of the Policy.	31/03/24	Britt Hadlow		No Action	
10.1	Publish a Data Breach Policy	A Data Breach Policy is readily available to the public. The Policy is compliance-focused, and provides the information required by law. It covers all parts of the organisation. Staff have been made aware of the Policy.	31/03/24	Britt Hadlow		No Action	
10.2	Establish a Register of Data Breaches	A Data Breach Register has been established, which records the following information: (a) the type of breach – whether personal information was involved, whether the data was subject to an information sharing agreement, how the breach was assessed; (b) who was notified of the breach; (c) when the breach was notified; (d) details of actions taken to prevent future breaches; and (e) the estimated cost of the breach. All identified data breaches are recorded in the register, including: •data breaches involving personal information; •data breaches involving non-personal information; •data breaches assessed as "eligible" or "notifiable" and •data breaches that are not considered "eligible" or "notifiable" – and how this was assessed.	30/04/24	Britt Hadlow		No Action	
9.2	Publish Collection Notices	Privacy notices are provided where personal information is collected. Notices are compliance-focused, providing the information required by law. Privacy messaging is viewed neutrally as a legal requirement.	30/06/24	Britt Hadlow, Tamika Van Beek		No Action	
8.5	Publish a Privacy Management Plan	The agency has a Privacy Management Plan in place and some staff are aware of it. The Privacy Management Plan includes measures for addressing any known privacy compliance gaps.	31/08/24	Britt Hadlow		No Action	
10.3	Publish a Data Breach Response Plan	A basic Data Breach Response Plan is in place that reflects the recommended steps (Contain, Assess, Notify, Prevent). Staff are generally aware of how to recognise a data breach and are likely to speak up about breaches. Decision making in breach response is largely reliant on the Privacy Officer.	31/08/24	Britt Hadlow		No Action	
8.6	Review Agency Contracts	New or updated contracts include a confidentiality clause and standard privacy terms. The agency has established a clear and documented process to assess third party privacy policies, practices or systems. It is applied consistently where a third party may have access to personal information. Third parties are only engaged if their privacy practices are equivalent to the agency's, or any gaps are mitigated by contractual controls.	30/09/24	Britt Hadlow, Kristy Hopkins		No Action	
8.7	Review Retention and Disposal Requirements	The agency has completed an analysis of priority retention and disposal arrangements to identify specific interactions with PRIS provisions or PRIS readiness activities. Activities to address these interactions have been addressed or captured in the agency's PRIS Action Plan; or they have been brought to the attention of the PRIS Implementation Steering Committee for discussion.	30/09/24	Britt Hadlow, Marlene Plews, Tamika Van Beek		No Action	
9.3	Establish procedure for handling and tracking complaints about privacy or responsible information sharing	The agency has established procedures for responding to complaints about privacy or responsible information sharing. Key staff are able to identify and manage a complaint. There is a general channel for the public to engage with the agency and this can be used for complaints (e.g., Contact us webform). Management of complaints is reliant on the Privacy Officer or Information Sharing Officer.	31/10/24	Britt Hadlow		No Action	

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.5.1

Readiness Plan Reference No.	Action Item.	Target	Target Completion Date	Responsible Officer	Progress To Date	Status	Completion Date
9.4	Establish procedure for individual requests for access to, and correction of, personal information	The agency has established a procedure for responding to individual requests for access to, and correction of, personal information where it is determined to be lawful and appropriate. Key staff are aware of the procedures. Decision making for responses is largely reliant on the Privacy Officer. Request handling and response is compliance focused. Response timeframes may be exceeded, due to resource constraints or limited understanding of information holdings.	31/10/24	Britt Hadlow		No Action	
9.5	Establish procedure for handling and tracking information sharing requests and data holding requests	The agency has established procedures for responding to information sharing requests and data holdings requests, according to legal requirements. Key staff are aware of the procedures. Decision making for responses is largely reliant on the Information Sharing Officer.	31/10/24	Britt Hadlow		No Action	
10.4	Establish a procedure for data breach notification and reporting	Procedures for Data Breach Notification have been established. Clear processes are in place to evaluate breaches and assess whether notification is necessary or desirable, with a primary focus on compliance-risks to the agency. Determining whether to notify is driven by the Privacy Officer. Data breach notification occurs where required by law.	31/10/24	Britt Hadlow		No Action	
12.2	Establish a procedure for conducting Privacy Impact Assessments	PIA process is established but it is only used for high privacy-risk projects. Privacy issues which do not meet the high privacy risk threshold are rarely considered. Where PIAs are completed, they are run by privacy or risk staff and may not be integrated into wider agency change management or project management processes.	31/10/24	Britt Hadlow		No Action	
4.5 & 4.6	Deliver Internal Staff Training	A training program is established. All customer-facing staff have been trained and are aware of key PRIS requirements relevant to their role and function. All new staff are being trained at induction. Training is compliance-focused and targets specific legal obligations. Staff completion rates and understanding of privacy are monitored.	30/11/24	Britt Hadlow, Jan Byers		No Action	
12.4	Establish Monitoring and Reporting	Monitoring and reporting processes are established. Compliance with regulatory obligations is documented, including keeping records on privacy and responsible information sharing activities. Roles and accountabilities for compliance and senior oversight are documented and well understood across the organisation. Thresholds for escalation of risks, issues, incidents and complaints are defined. Reporting lines are clear and senior management is routinely informed about the performance of PRIS activities.	31/12/24	Britt Hadlow		No Action	

**Audit & Risk Management Committee Minutes**  
**11 December 2023**



**7.6 Risk Register**

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (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 information pertaining to the organisational risk register.

**ATTACHMENTS**

1. Risk Register [7.6.1 - 35 pages]

**A. BACKGROUND / DETAILS**

The Shire of Northam has an organisation-wide risk register that 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 organisation and an area which was receiving a focus to ensure Council is aware of the identified risks and treatments strategies in place.

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

**B. CONSIDERATIONS**

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

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

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

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

**B.2 Financial / Resource Implications**

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



**Audit & Risk Management Committee Minutes  
11 December 2023**

**B.3 Legislative Compliance**

AS/NZS ISO 31000:2018.

**B.4 Policy Implications**

Policy G1.11 – Risk Management.

**B.5 Stakeholder Engagement / Consultation**

Council was involved in the development and endorsement of the Risk Management Policy and associated Plan.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

Amendments have made to the Risk Register as there was no consistency with regards to the "risk owners" and "risk sign offs". Executive Managers are now

**Audit & Risk Management Committee Minutes**  
**11 December 2023**



the only staff who are able to be a “risk owner”. Executive Managers are responsible for the delegation of staff responsible to “sign off” on the mitigation activities within their departments.

This ensures the Executive Manager is aware of the mitigation activity deadlines within their department, and ensures staff remain accountable for their delegated “sign offs”.

As part of the Risk Management Policy Council has established two main performance indicators being:

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

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

2. % of risk mitigation / treatment strategies overdue

There are currently 164 risk mitigation/treatment strategies, of which 5 are overdue/non-compliant (which equates to 3.04%) as at 29 November 2023 as outlined below:

- MC00012: Non-compliant – Undertake community surveying every two years focusing on community perception of service delivery.

*Comment: Data collection carried out in September by CATALYSE, final presentations to Council and Executive in December.*

- MC00029: Overdue – Run annual emergency management exercise.

*Comment: Scheduled at next LEMC meeting in December 2023.*

- MC00031: Overdue – Fuel Loads risk register in place.

*Comment: Task falls under the Bush Fire Risk Management Coordinator which has been vacant due to a resignation. This task will be assigned to the new Coordinator when they commence in early December.*

- MC00033: Biennial Customer Satisfaction & Community Needs Survey

*Comment: Recommendation to remove this treatment as it is a duplicate of MC00012.*

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



**Audit & Risk Management Committee Minutes  
11 December 2023**



*Comment: Officers are recommending to remove this risk from the register. Refer to Agenda Item 6.6.*

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.271**

**Moved: Cr H J Appleton**

**Seconded: Cr M P Ryan**

**That the Audit and Risk Management Committee endorses the following recommendations being presented to Council:**

- 1. That Council receives the December 2023 Shire of Northam Risk Register update.**
- 2. That Council requests the Chief Executive Officer to remove the following risk treatment from the Risk Register due to being a duplicate of risk treatment MC00012:**
  - a. MC00033: Biennial Customer Satisfaction & Community Needs Survey.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

Risk Register



<p><b>RESIDUAL</b> <b>15.0</b> <b>EXTREME</b></p> <p><b>INHERENT</b> <b>15.0</b></p> <p>R00059</p>	<p>GENERAL, HEALTH &amp; SAFETY - PUBLIC</p> <p><b>River Water Quality</b> Risk of public swimming in river during times of poor river quality and becoming unwell.</p> <p>OWNER Chadd Hunt CREATED 2/20/2023 12:18:55 PM</p> <p>LIKELIHOOD Possible SEVERITY Extreme CONTROL EFFECTIVENESS Deficiencies</p>	<p>TREATMENT MC00124</p> <p>Manage River Water Sampling - Prepare items required items to conduct sampling Ensure river sampling is conducted and results assessed. Ensure communication and signage is adequate with community.</p>	<p><b>CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Susan Burley DUE DATE: 01 Feb 2024 FREQUENCY: 1st day of every 12 months</p>
<p><b>RESIDUAL</b> <b>12.0</b> <b>EXTREME</b></p> <p><b>INHERENT</b> <b>12.0</b></p> <p>R00060</p>	<p>GENERAL, HEALTH &amp; SAFETY - PUBLIC</p> <p><b>Re-use water quality</b> Ensure re-use water quality meets Department of Health licensing requirements.</p> <p>OWNER Chadd Hunt CREATED 2/20/2023 12:23:15 PM</p> <p>LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Deficiencies</p>	<p>TREATMENT MC00125</p> <p>Manage Reclaimed Water Sampling - Receive results Ensure procedures are followed for sampling.</p>	<p><b>CHANGE(S) PENDING</b></p> <p>SIGNOFF(S): Gordon Tester Neil Travers Paul Todd George Johnson Sean Cope Keith Boase Susan Burley DUE DATE: 01 Feb 2024 FREQUENCY: 1st day of every 12 months</p>

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

<b>RESIDUAL</b> <b>9.6</b> HIGH <hr/> <b>INHERENT</b> <b>12.0</b> R00062	DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL <b>Inadequate control of invasive flora species on Shire of Northam controlled land</b> OWNER Chadd Hunt CREATED 5/29/2023 4:32:00 PM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Adequate	TREATMENT MC00128 Develop annual spraying program for Shire of Northam land  TREATMENT MC00129 Engage contractors to undertake spraying in identified areas	SIGNOFF(S): Jennifer Abbott Jacky Jurmann DUE DATE: 31 Aug 2024 FREQUENCY: The last Day of every 12 months  SIGNOFF(S): Jennifer Abbott Jacky Jurmann DUE DATE: 30 Sep 2024 FREQUENCY: The last Weekday of every 12 months
	UNCONFIRMED		

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**9.6**  
HIGH

INHERENT  
**12.0**

R00064

DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS

**Farmer Response**  
Risk associated with farmers turning out to fires

OWNER Chadd Hunt  
CREATED 7/21/2023 1:47:37 PM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00133

Marketing to encourage farmers to have protective clothing in their vehicles in case of a fire emergency. Social media campaign to be developed to commence September annually in the lead up to fire season

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 25 Aug 2024  
FREQUENCY: 25th day of every 12 months

TREATMENT MC00134

Provide Shire of Northam Fire appliance with one spare set of PPE. (confirm with brigade captains)

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 30 Aug 2024  
FREQUENCY: 30th day of every 12 months

TREATMENT MC00135

Memo to Leadership Team and FCO's reminding them of importance of effective coordination on active fire grounds by ensuring fire control officers and brigade members are aware of importance of the sector commander or incident controller recording private fire units and of sectorising fires early.

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 29 Sep 2024  
FREQUENCY: 29th day of every 12 months

TREATMENT MC00136

Provide a mechanism for farmers to have private units certified / approved for use on fire ground, whether that be through provision of pre-season checks or requirement to self certify as part of response sticker application process

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 30 Aug 2024  
FREQUENCY: 30th day of every 12 months

TREATMENT MC00137

Encourage young people (farmers) to become members of bushfire brigades through annual social media campaign

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
Ian Kiely  
DUE DATE: 29 Sep 2024  
FREQUENCY: 29th day of every 12 months

TREATMENT MC00138

Investigate potential incentives to attract volunteers

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00139

Undertake monthly workplace inspections of fire stations undertaken by Brigade captains of another appropriate brigade member

SIGNOFF(S): Alex Espey  
DUE DATE: 23 Dec 2023  
FREQUENCY: 23rd day of every 2 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**9.6**  
HIGH

INHERENT  
**12.0**

R00065

DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS

**Fire Station, Appliances & Equipment**

Ensure our volunteers have access to adequate / appropriate and safe buildings, appliances and equipment

OWNER Chadd Hunt  
CREATED 7/21/2023 2:10:25 PM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00140

Pre-season safety inspection of fire stations

SIGNOFF(S): Alex Espey  
Joanne Griffiths  
DUE DATE: 30 Sep 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00141

Provide manual handling training / refreshers to all volunteers. May be in person or provision of online refresher opportunity

SIGNOFF(S): Alex Espey  
DUE DATE: 17 Oct 2024  
FREQUENCY: 17th day of every 12 months

TREATMENT MC00142

Ensure weekly inspections of fire appliance is being undertaken during fire season

SIGNOFF(S): Alex Espey  
DUE DATE: 01 Dec 2023  
FREQUENCY: The first Day of every month

TREATMENT MC00143

Undertake Preseason Check of all appliances by qualified mechanic

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 18 Jan 2024  
FREQUENCY: 18th day of every month

TREATMENT MC00144

Provide vehicle report forms to all brigades to ensure damage or maintenance requirements are being identified

SIGNOFF(S): Alex Espey  
DUE DATE: 31 Mar 2024  
FREQUENCY: The last Day of every 6 months

TREATMENT MC00145

Provide access to off-road training to all volunteers

SIGNOFF(S): Alex Espey  
DUE DATE: 30 Sep 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00146

Memo to all brigade members in relation to requirement for bushfire appliance operators to obey road rules when on public roads at all times, unless an exemption is provided due to driver having undertaken necessary training

SIGNOFF(S): Alex Espey  
DUE DATE: 30 Sep 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00147

Provide washing machines at all Fire Stations and encourage / recommend that all PPE be washed on site

SIGNOFF(S): Alex Espey  
DUE DATE: 30 Sep 2024  
FREQUENCY: The last Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**9.6**  
HIGH

INHERENT  
**12.0**

R00066

DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS

**Volunteer Training**

Inadequate volunteer training could result in injury or death on fire ground

OWNER Chadd Hunt  
 CREATED 7/21/2023 2:44:26 PM  
 LIKELIHOOD Possible  
 SEVERITY Major  
 CONTROL EFFECTIVENESS Adequate

TREATMENT MC00148  
 Provide 2 sets of PPE to all active brigade members on their request.  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 01 Oct 2024  
 FREQUENCY: The first Day of every 12 months

TREATMENT MC00149  
 Ensure minimum training standards for bushfire volunteers, including the leadership team, are endorsed by Council  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 20 Aug 2025  
 FREQUENCY: The third Wednesday of every 24 months

TREATMENT MC00151  
 Have standard operating procedures in place  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 30 Sep 2024  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00152  
 Ensure adequate training assessors are approved by DFES for the Shire of Northam  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 31 Jul 2024  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00153  
 Provide volunteers with access to flexible training arrangements, with a particular focus on weeknight training to suit volunteers  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 01 Aug 2024  
 FREQUENCY: The first Day of every 12 months

TREATMENT MC00154  
 Require minimum training before a volunteer can be active on the fire ground (utilising DFES guidelines) - reminder to be sent to all captains and volunteers  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 30 Sep 2024  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00155  
 All volunteers to be required to undertake pre-season competency based training / annual induction prior to start of fire season  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 31 Oct 2024  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00157  
 Review training records/registers to ensure they are up to date and utilised to identify training requirements  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 01 Aug 2024  
 FREQUENCY: The first Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

<b>RESIDUAL</b> <b>9.6</b> HIGH	AMP - BUILDINGS, SERVICE INTERRUPTION <b>AM Service Levels not met</b> Asset Management Plan identifies need to establish and monitor a range of service levels to ensure Council and community expectations are met	TREATMENT MC00019 Up to date and accurate building asset management plan in place	SIGNOFF(S): Paul Devcic Colin Young Shane Moorhead
	<b>INHERENT</b> <b>12.0</b> R00040	OWNER Paul Devcic CREATED 7/16/2019 11:24:02 AM LIKELIHOOD Likely SEVERITY Medium CONTROL EFFECTIVENESS Adequate	DUE DATE: 01 Jun 2025 FREQUENCY: The first Day of every 24 months

<b>RESIDUAL</b> <b>9.6</b> HIGH	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:	TREATMENT MC00047 Data Back-up Systems in place and documented	SIGNOFF(S): Colin Young
	<b>INHERENT</b> <b>12.0</b> R00023	<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 MC00048 Disaster Recovery Plan in place
	OWNER Colin Young CREATED 7/1/2019 2:58:09 PM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Adequate		DUE DATE: 01 Sep 2024 FREQUENCY: The first Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**9.6**  
HIGH

INHERENT  
**12.0**

R00055

ENGINEERING SERVICES, HEALTH & SAFETY - PUBLIC, REPUTATION - COMMUNITY

**Inadequate Cleaning of Shire Facilities**

Shire buildings and public amenities not regularly cleaned to and acceptable standard causing the following issues:

- not regularly cleaned/sanitised, there is a chance of making people sick

- not cleaned, community and visitors not satisfied

Shire buildings and amenities may not be able to open to public or operate if not cleaned appropriately

Paying too much for cleaning services is also a financial risk.

OWNER Paul Devcic

CREATED 12/2/2020 11:11:13 AM

LIKELIHOOD Likely

SEVERITY Medium

CONTROL EFFECTIVENESS Adequate

TREATMENT MC00109

Manage public tenders (RFT) for purchases over \$250,000 Excl. GST - Prepare Tender  
Conduct a public tender as per the Manage Tenders Process and in line with the Shire's Procurement Policy F4.2

TREATMENT MC00110

Have a contract in place for regular cleaning schedule in place in accordance with best cleaning practices  
Monthly inspection of toilets to be undertaken by Council staff

CHANGE(S) PENDING

SIGNOFF(S): Colin Young  
Kristy Hopkins

DUE DATE:

FREQUENCY: Once

SIGNOFF(S): Shane Moorhead

DUE DATE: 01 Jul 2024

FREQUENCY: The first Day of every 12 months

UNCONFIRMED



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
7.5  
MODERATE

INHERENT  
25.0

R00004

CORPORATE SERVICES, STRATEGIC - ORGANISATIONAL

**Inadequate Insurance**

Organisation is exposed to financial loss due to failure to renew public indemnity insurance or renew it with adequate cover

OWNER Colin Young  
CREATED 5/6/2019 1:42:09 PM

LIKELIHOOD Almost Certain  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00061

Insurance coverage reviewed internally prior to presenting to Chief Executive Officer for sign off

SIGNOFF(S): Colin Young  
DUE DATE: 01 Jul 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00062

Insurance coverage assessed independently for adequacy

SIGNOFF(S): Colin Young  
DUE DATE: 01 May 2024  
FREQUENCY: The first Day of every 48 months

TREATMENT MC00097

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

SIGNOFF(S): Colin Young  
Debbie Terelinc  
DUE DATE: 31 May 2024  
FREQUENCY: The last Day of every 36 months

-Retention (deductible and excess) Review – assess what amount the Shire is able to retain for each applicable policy (please note LGIS Workers Compensation and Public Liability policies have Nil excess)

-Explore the options of moving from a fixed based Workers Compensation policy to Performance based policy. Whilst this could reduce up-front costs, poor performance does impact overall costs, due to a higher maximum rate.

-Overall Property Asset review – item by item, identify what the Shire would replace and what would not be replaced and amend sums insured accordingly. For example no intention of replacing an asset in the event of a total loss, you can choose to reduce the sum insured to an indemnity basis rather than re-in statement. Partial losses will need to be a consideration in this exercise.

-Policy Limits review against maximum fore see able losses. (this can be undertaken on the Brokered policies outside of the mutual policies).

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
7.5  
MODERATE

INHERENT  
25.0

R00011

CORPORATE SERVICES, COMPLIANCE - LEGISLATIVE, FINANCIAL - OPERATIONAL

**Inadequate procurement / tender process**

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

OWNER Colin Young  
CREATED 5/7/2019 10:29:20 AM

LIKELIHOOD Almost Certain  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00008

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

CHANGE(S) PENDING

SIGNOFF(S): Colin Young  
Kristy Hopkins  
DUE DATE: 01 May 2025  
FREQUENCY: The first Day of every 24 months

TREATMENT MC00009

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

SIGNOFF(S): Britt Hadlow  
DUE DATE: 14 Dec 2023  
FREQUENCY: 14th day of every month

TREATMENT MC00010

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

SIGNOFF(S): Britt Hadlow  
DUE DATE: 14 Dec 2023  
FREQUENCY: 14th day of every month

TREATMENT MC00112

Review Procurement Policy.

SIGNOFF(S): Kristy Hopkins  
Colin Young  
DUE DATE: 01 Oct 2024  
FREQUENCY: 1st day of every 12 months

RESIDUAL  
7.2  
MODERATE

INHERENT  
9.0

R00015

CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE, SERVICE INTERRUPTION

**Records Management**

Important information unable to be found and legislative requirements not met as a result of inadequate records management plans and practices

OWNER Debbie Terelink  
CREATED 5/24/2019 2:58:42 PM

LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00023

Manage Records - File record  
Process which explains how to register all records incoming and outgoing

CHANGE(S) PENDING

SIGNOFF(S): Britt Hadlow  
DUE DATE: 01 Jul 2024  
FREQUENCY: 1st day of every 12 months

TREATMENT MC00024

Current Records Management Plan in place

SIGNOFF(S): Britt Hadlow  
DUE DATE: 01 May 2024  
FREQUENCY: The first Day of every 48 months

TREATMENT MC00025

Manage Document Control - Identify Document Need  
Have an effective document control system in place

SIGNOFF(S): Britt Hadlow  
DUE DATE: 01 May 2024  
FREQUENCY: The first Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
7.2  
MODERATE

INHERENT  
9.0

R00018

CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY

**Inadequate engagement with Community / Stakeholders / Elected Members**

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.

OWNER Debbie Terelinc  
CREATED 6/19/2019 9:07:22 AM  
LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00032

Current Community Engagement Plan in Place

SIGNOFF(S): Debbie Terelinc  
DUE DATE: 01 Jan 2029  
FREQUENCY: The first Day of every 112 months

TREATMENT MC00033

Biennial Customer Satisfaction & Community Needs Survey

**OVERDUE**  
SIGNOFF(S): Debbie Terelinc  
DUE DATE: 01 Sep 2023  
FREQUENCY: The first Day of every 24 months

RESIDUAL  
7.2  
MODERATE

INHERENT  
9.0

R00061

DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL

**Contaminated property being used inappropriately**

OWNER Chadd Hunt  
CREATED 5/29/2023 4:28:26 PM  
LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00127

Ensure contaminated sites register is maintained and up to date

SIGNOFF(S): Jacky Jurmann  
DUE DATE: 30 Jun 2024  
FREQUENCY: 30th day of every 12 months

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**6.4**  
MODERATE

INHERENT  
**8.0**

R00063

DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL

**Inefficient use of water in/on Shire of Northam assets**

OWNER Chadd Hunt  
 CREATED 5/29/2023 4:37:13 PM  
 LIKELIHOOD Likely  
 SEVERITY Minor  
 CONTROL EFFECTIVENESS Adequate

TREATMENT MC00130

Establish internal Waterwise group to identify water saving opportunities

SIGNOFF(S): Jennifer Abbott  
 Jacky Jurmann  
 DUE DATE: 29 Feb 2024  
 FREQUENCY: The last Weekday of every 3 months

TREATMENT MC00131

Review water usage to identify high use facilities and identify saving opportunities

SIGNOFF(S): Jennifer Abbott  
 Jacky Jurmann  
 DUE DATE: 29 Mar 2024  
 FREQUENCY: The last Weekday of every 12 months

TREATMENT MC00132

Undertake water balance study to identify opportunities for greater utilisation of treated wastewater on Shire of Northam assets

SIGNOFF(S): Gordon Tester  
 Keith Boase  
 Jacky Jurmann  
 Paul Devcic  
 DUE DATE:  
 FREQUENCY: Once

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
6.0  
MODERATE

INHERENT  
20.0

R00021

CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC

**Inadequate Financial, Accounting or Business Acumen**

Inadequate identification or quantification of financial exposure or risk associated with decisions to invest in land transactions, financial derivatives or investments or poor long term forecasting / assumptions. Examples include;

- Poor credit management (short or long term borrowing restricting capacity or flexibility).
- Ineffective market analysis (over or under estimating).
- Ineffective Business Planning (poor scope / competition analysis).
- Ineffective financial modelling, forecasting and projection techniques / processes.

OWNER Colin Young  
CREATED 7/1/2019 2:34:50 PM

LIKELIHOOD Likely  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00034  
Long Term Financial Plan in Place

SIGNOFF(S): Colin Young  
DUE DATE: 01 Jul 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00035  
Annual Budget adopted and aligned with long term financial plan

SIGNOFF(S): Colin Young  
DUE DATE: 31 Jul 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00036  
Investment strategy / policy in place

SIGNOFF(S): Colin Young  
DUE DATE: 01 Jul 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00037  
Manage Debtors - Identify Debtor Process to manage general debtors

**CHANGE(S) PENDING**  
SIGNOFF(S): Colin Young  
Kristy Hopkins  
DUE DATE: 01 Jul 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00038  
Arrange payment plans for Rates - Setup payment arrangement with Rate payer Process which ensures rate debts are collected / managed effectively

SIGNOFF(S): Colin Young  
Michelle Gaasdalen  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00039  
Develop Annual Budgets - Send Email Ensure budget process is managed effectively

**CHANGE(S) PENDING**  
SIGNOFF(S): Colin Young  
Kristy Hopkins  
DUE DATE: 29 Feb 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00040  
Manage Rates Recovery - Confirm rates outstanding Manage recovery of rated

**CHANGE(S) PENDING**  
SIGNOFF(S): Michelle Gaasdalen  
DUE DATE: 01 Jul 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00114  
Undertake a financial review every 3 years

SIGNOFF(S): Colin Young  
DUE DATE: 01 Jan 2025  
FREQUENCY: The first Day of every 36 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**6.0**  
MODERATE

INHERENT  
**20.0**

R00032

DEVELOPMENT SERVICES, HEALTH & SAFETY

**Inadequate Organisation and Community Emergency Management**

Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

OWNER Chadd Hunt  
CREATED 7/2/2019 1:42:30 PM

LIKELIHOOD Likely  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00077

Functioning Local Emergency Management Committee, which meets quarterly

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 31 Jan 2024

FREQUENCY: The last Day of every 3 months

TREATMENT MC00078

Conduct at least 1 Emergency Management training exercise per year

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 30 Sep 2024

FREQUENCY: The last Day of every 12 months

TREATMENT MC00079

Conduct Inductions for Bush Fire Brigade Volunteer Members Annually

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 01 Oct 2024

FREQUENCY: The first Day of every 12 months

TREATMENT MC00080

Review Risk to Resources Document

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 30 Sep 2025

FREQUENCY: The last Day of every 24 months

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**6.0**  
MODERATE

INHERENT  
**20.0**

R00001

CHIEF EXECUTIVES OFFICE, COMPLIANCE - LEGISLATIVE

**Failure to fulfil statutory, regulatory or compliance requirements**

Council is exposed to reputation damage and serious breaches due to a failure to comply with legislative and compliance requirements

OWNER Debbie Terelink

CREATED 4/8/2019 2:46:49 PM

LIKELIHOOD Almost Certain

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00002

Audit of monthly compliance calendar

SIGNOFF(S): Britt Hadlow  
DUE DATE: 14 Dec 2023  
FREQUENCY: 14th day of every month

TREATMENT MC00007

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

**CHANGE(S) PENDING**  
SIGNOFF(S): Janice Byers  
DUE DATE: 08 Dec 2023  
FREQUENCY: Fri every week

TREATMENT MC00009

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

SIGNOFF(S): Britt Hadlow  
DUE DATE: 14 Dec 2023  
FREQUENCY: 14th day of every month

TREATMENT MC00058

Organisational Compliance Calendar in place and reviewed by Executive Management Group

SIGNOFF(S): Britt Hadlow  
DUE DATE: 01 Mar 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00059

Induction & Training provided to elected members

SIGNOFF(S): Britt Hadlow  
DUE DATE: 30 Nov 2025  
FREQUENCY: The last Day of every 24 months

TREATMENT MC00060

Complete Annual Compliance Return (Dept Local Government)

SIGNOFF(S): Britt Hadlow  
DUE DATE: 29 Feb 2024  
FREQUENCY: The last Day of every 12 months

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL <b>6.0</b> MODERATE	DEVELOPMENT SERVICES, ENVIRONMENTAL - NATURAL <b>Shire of Northam activities result in increasing carbon emissions</b> Council activities do not meet State & Federal emissions reduction targets.	TREATMENT MC00126 Develop and implement a climate mitigation and adaptation plan.	SIGNOFF(S): Jennifer Abbott Jacky Jurmann 30 Jun 2024
	INHERENT <b>6.0</b>	OWNER Chadd Hunt CREATED 2/20/2023 12:08:24 PM LIKELIHOOD Possible SEVERITY Minor CONTROL EFFECTIVENESS Deficiencies	DUE DATE: 30 Jun 2024 FREQUENCY: The last Day of every 12 months
R00058			

RESIDUAL <b>4.8</b> MODERATE	ENGINEERING SERVICES, HEALTH & SAFETY - PUBLIC <b>Unsafe Playground equipment</b> Shire playgrounds are not to a an acceptable standard causing the following issues: - Play Equipment is unsafe, there is a chance of injuring users - Play Equipment may not be open to public if it is unsafe and require repairs - Community and visitors unsatisfied	TREATMENT MC00113 Regular playground inspections to be completed on a monthly basis.	SIGNOFF(S): Paul Devcic Keith Boase 30 Nov 2023
	INHERENT <b>16.0</b>	OWNER Paul Devcic CREATED 7/5/2022 4:11:10 PM LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong	DUE DATE: 30 Nov 2023 FREQUENCY: The last Day of every month
R00056			



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

<b>RESIDUAL</b> <b>4.8</b> MODERATE	AMP - TRANSPORT, HEALTH & SAFETY <b>Transport Assets not routinely inspected</b> No formal safety & maintenance inspection procedures exist	TREATMENT MC00088 Transport Assets to be routinely inspected every 3 years (includes sealed and unsealed roads, kerbs and table drains. Excludes footpaths and piped drainage network)	SIGNOFF(S): Paul Devcic DUE DATE: 31 Jan 2024 FREQUENCY: The last Day of every 36 months
	OWNER Paul Devcic CREATED 7/15/2019 4:35:25 PM LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00096 Safety inspections carried out in response to Customer Service Requests by members of the public and Shire staff.	SIGNOFF(S): Paul Devcic DUE DATE: 30 Nov 2023 FREQUENCY: The last Day of every 3 months
<b>INHERENT</b> <b>16.0</b>	R00036		

<b>RESIDUAL</b> <b>4.8</b> MODERATE	CHIEF EXECUTIVES OFFICE, REPUTATION - COMMUNITY <b>Not meeting community expectations</b> Community service expectations are not as a result of a failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected.	TREATMENT MC00004 Review Corporate Business Plan annually to ensure reflects strategic community plan	SIGNOFF(S): Debbie Terelinc DUE DATE: 30 Jun 2024 FREQUENCY: The last Day of every 12 months
	OWNER Debbie Terelinc CREATED 5/6/2019 1:56:25 PM LIKELIHOOD Likely SEVERITY Major CONTROL EFFECTIVENESS Strong	TREATMENT MC00012 Undertake community surveying every two years focusing on community perception of service delivery	<b>NON-COMPLIANT</b> SIGNOFF(S): Debbie Terelinc DUE DATE: 31 Aug 2023 FREQUENCY: The last Day of every 24 months
<b>INHERENT</b> <b>16.0</b>	R00008	TREATMENT MC00013 Manage Customer Requests - Receive Request Ensuring that the organisation captures and responds appropriately to community and internal requests for works or services	<b>CHANGE(S) PENDING</b> SIGNOFF(S): Debbie Terelinc Britt Hadlow DUE DATE: FREQUENCY: Once

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
4.8  
MODERATE

INHERENT  
16.0

R00013

CORPORATE SERVICES, ENGINEERING SERVICES, ENVIRONMENTAL - BUILT, FINANCIAL - STRATEGIC, SERVICE INTERRUPTION

**Inadequate Asset Management Practices**

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas included in the scope are;

- Inadequate design (not fit for purpose).
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate or unsafe modifications.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

OWNER Debbie Terelinc

CREATED 5/24/2019 2:29:02 PM

LIKELIHOOD Likely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00018

Up to date and accurate transport management plan in place

SIGNOFF(S):

Paul Devcic  
Colin Young  
01 Feb 2025

DUE DATE:

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00019

Up to date and accurate building asset management plan in place

SIGNOFF(S):

Paul Devcic  
Colin Young  
Shane Moorhead  
01 Jun 2025

DUE DATE:

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00020

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

SIGNOFF(S):

Paul Devcic  
Colin Young  
01 Sep 2025

DUE DATE:

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00021

Long Term Financial Plan aligned to asset management plans

SIGNOFF(S):

Colin Young

DUE DATE:

01 Dec 2023

FREQUENCY:

The first Day of every 12 months

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
4.8  
MODERATE

INHERENT  
16.0

R00022

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY - OCCUPATIONAL

**Inadequate safety and security practices**

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

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

OWNER Debbie Terelinck

CREATED 7/1/2019 2:46:30 PM

LIKELIHOOD Likely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00041

Undertake OHS Audit

SIGNOFF(S):

Janice Byers

DUE DATE:

01 Sep 2025

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00042

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

SIGNOFF(S):

Janice Byers

DUE DATE:

31 Jan 2024

FREQUENCY:

The last Day of every 4 months

TREATMENT MC00043

WHS Committee Meeting Regularly

SIGNOFF(S):

Janice Byers  
Joanne Griffiths

DUE DATE:

31 Dec 2023

FREQUENCY:

The last Day of every 3 months

TREATMENT MC00044

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

SIGNOFF(S):

Paul Devcic

DUE DATE:

30 Nov 2023

FREQUENCY:

The last Day of every month

TREATMENT MC00045

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

**OVERDUE**

SIGNOFF(S):

Debbie Terelinck

DUE DATE:

30 Sep 2023

FREQUENCY:

The last Day of every 6 months

TREATMENT MC00046

OHS Policy Framework in place and reviewed

SIGNOFF(S):

Janice Byers

DUE DATE:

31 Aug 2024

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00095

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

**CHANGE(S) PENDING**

SIGNOFF(S):

Colin Young  
Paul Devcic  
Debbie Terelinck

DUE DATE:

30 Nov 2023

FREQUENCY:

The last Day of every month

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
4.8  
MODERATE

INHERENT  
16.0

R00020

CORPORATE SERVICES, FINANCIAL - OPERATIONAL, FINANCIAL - STRATEGIC

**External Theft & Fraud (inc. Cyber Crime)**

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

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

OWNER Colin Young  
CREATED 7/1/2019 2:32:52 PM

LIKELIHOOD Likely  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00111

Fraud and Corruption Control Plan in place

SIGNOFF(S): Britt Hadlow  
Debbie Terelincx  
DUE DATE: 31 Jul 2025  
FREQUENCY: The last Weekday of every 24 months

TREATMENT MC00156

Incorrect bank details for payments - 100% of system changed reported on at end of month and signed off by Senior Finance Officer.

SIGNOFF(S): Kudzai Matanga  
DUE DATE: 30 Nov 2023  
FREQUENCY: The last Weekday of every month

RESIDUAL  
4.5  
MODERATE

INHERENT  
15.0

R00017

DEVELOPMENT SERVICES, HEALTH & SAFETY - PUBLIC

**Inadequate Organisation and Community Emergency Management**

Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

OWNER Chadd Hunt  
CREATED 6/19/2019 8:51:12 AM

LIKELIHOOD Possible  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00027

Establishment of a 'functional' Local Emergency Management Committee, which meets six monthly

SIGNOFF(S): Alex Espey  
DUE DATE: 31 Mar 2024  
FREQUENCY: The last Day of every 6 months

TREATMENT MC00028

Current Local Emergency Management Arrangements & Recovery Plan

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 01 Nov 2024  
FREQUENCY: The first Day of every 24 months

TREATMENT MC00029

Run annual emergency management exercise

**OVERDUE**  
SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 01 Nov 2023  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00030

Bush fire Risk Management Plan in Place

SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 01 Sep 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00031

Fuel Loads risk register in place

**OVERDUE**  
SIGNOFF(S): Alex Espey  
Jacky Jurmann  
DUE DATE: 30 Sep 2023  
FREQUENCY: The last Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00002

CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL

**Inappropriate Organisational Structure**  
Unable to achieve organisational objectives as the Organisation is not structured appropriately

OWNER Debbie Terelink  
CREATED 4/9/2019 11:32:51 AM

LIKELIHOOD Likely  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00003

Review Strategic Community Plan every two years (desktop) and four years (major). Reviews to coincide with new Council being elected

SIGNOFF(S): Debbie Terelink  
DUE DATE: 31 Dec 2023  
FREQUENCY: The last Day of every 24 months

TREATMENT MC00004

Review Corporate Business Plan annually to ensure reflects strategic community plan

SIGNOFF(S): Debbie Terelink  
DUE DATE: 30 Jun 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00005

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

SIGNOFF(S): Janice Byers  
DUE DATE: 31 May 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00006

Corporate Business Plan clearly articulates how organisational objectives will be achieved

SIGNOFF(S): Debbie Terelink  
DUE DATE: 30 Jun 2024  
FREQUENCY: The last Day of every 12 months

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
3.6  
LOW

INHERENT  
12.0

R00033

GENERAL, REPUTATION - COMMUNITY

**Errors, Omissions & Delays**

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

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

This may result in incomplete or inaccurate information.

Consequences include;

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

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

OWNER Debbie Terelinc

CREATED 7/2/2019 1:56:01 PM

LIKELIHOOD Likely

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00002

Audit of monthly compliance calendar

SIGNOFF(S): Britt Hadlow  
DUE DATE: 14 Dec 2023  
FREQUENCY: 14th day of every month

TREATMENT MC00007

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

**CHANGE(S) PENDING**  
SIGNOFF(S): Janice Byers  
DUE DATE: 08 Dec 2023  
FREQUENCY: Fri every week

TREATMENT MC00009

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

SIGNOFF(S): Britt Hadlow  
DUE DATE: 14 Dec 2023  
FREQUENCY: 14th day of every month

TREATMENT MC00083

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

**CHANGE(S) PENDING**  
SIGNOFF(S): Janice Byers  
DUE DATE: 01 Oct 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00084

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

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

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00034

COMMUNITY SERVICES, COMPLIANCE - POLICY, REPUTATION - COMMUNITY

**Ineffective Management of Facilities / Venues / Events**

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

OWNER David Emery

CREATED 7/2/2019 2:05:05 PM

LIKELIHOOD Likely

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00085

Manage Facilities & Bookings - Receive enquiry and determine which Department is responsible for administering the booking.  
Process for managing bookings to ensure no duplication

**CHANGE(S) PENDING**

SIGNOFF(S): David Emery

DUE DATE: 01 Sep 2024

FREQUENCY: The first Day of every 12 months

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00035

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

**Misconduct/Fraud**

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

- Relevant authorisations not obtained.
  - Distributing confidential information.
  - Accessing systems and / or applications without correct authority to do so.
  - Misrepresenting data in reports.
  - Theft by an employee
  - Collusion between Internal & External parties
- This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

OWNER Debbie Terelincx  
CREATED 7/2/2019 2:09:25 PM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

CHANGE(S) PENDING

SIGNOFF(S): Janice Byers  
DUE DATE: 08 Dec 2023  
FREQUENCY: Fri every week

TREATMENT MC00059

Induction & Training provided to elected members

SIGNOFF(S): Britt Hadlow  
DUE DATE: 30 Nov 2025  
FREQUENCY: The last Day of every 24 months

TREATMENT MC00087

Manage Procurement - Identify need for procurement  
Process minimises opportunity for misconduct

SIGNOFF(S): Colin Young  
Kristy Hopkins  
DUE DATE: 01 Oct 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00102

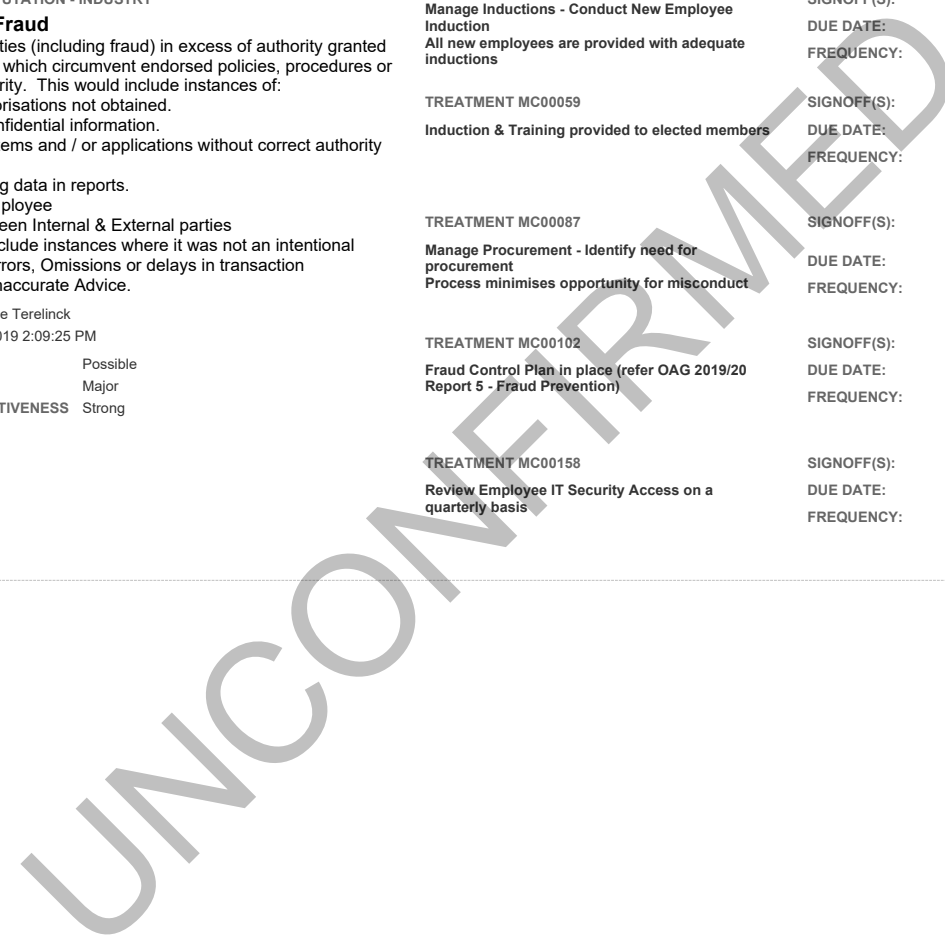
Fraud Control Plan in place (refer OAG 2019/20 Report 5 - Fraud Prevention)

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

TREATMENT MC00158

Review Employee IT Security Access on a quarterly basis

SIGNOFF(S): Kunal Sarma  
DUE DATE: 01 Feb 2024  
FREQUENCY: The first Weekday of every 3 months





Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00037

AMP - TRANSPORT, ENVIRONMENTAL - BUILT

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

OWNER Paul Devcic  
CREATED 7/15/2019 4:40:29 PM

LIKELIHOOD Likely  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00018  
Up to date and accurate transport management plan in place

TREATMENT MC00019  
Up to date and accurate building asset management plan in place

TREATMENT MC00020  
Up to date and accurate parks & reserves asset management plan in place

SIGNOFF(S): Paul Devcic  
Colin Young  
DUE DATE: 01 Feb 2025  
FREQUENCY: The first Day of every 24 months

SIGNOFF(S): Paul Devcic  
Colin Young  
Shane Moorhead  
DUE DATE: 01 Jun 2025  
FREQUENCY: The first Day of every 24 months

SIGNOFF(S): Paul Devcic  
Colin Young  
DUE DATE: 01 Sep 2025  
FREQUENCY: The first Day of every 24 months

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00038

AMP - TRANSPORT, ENVIRONMENTAL - BUILT

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

OWNER Colin Young  
CREATED 7/15/2019 4:47:14 PM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00090  
Revaluations of Council Building Assets (Fair Value)

TREATMENT MC00091  
Revaluations of Council Transport Infrastructure Assets (Fair Value)

TREATMENT MC00092  
Revaluation of Council Plant & Equipment

SIGNOFF(S): Colin Young  
DUE DATE: 01 Feb 2027  
FREQUENCY: The first Day of every 60 months

SIGNOFF(S): Colin Young  
DUE DATE: 30 Jun 2028  
FREQUENCY: The last Day of every 60 months

SIGNOFF(S): Colin Young  
DUE DATE: 01 Oct 2025  
FREQUENCY: The first Day of every 60 months



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00031

GENERAL, REPUTATION - COMMUNITY

**Providing inaccurate advice / information to stakeholders**

Incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff. This could be caused by using unqualified, or inexperienced staff, however it does not include instances relating to Misconduct.

Examples include;

- incorrect planning, development or building advice,
- incorrect health or environmental advice
- inconsistent messages or responses from Customer Service Staff
- any advice that is not consistent with legislative requirements, local laws or policies.

OWNER Debbie Terelinck  
CREATED 7/2/2019 1:27:54 PM

LIKELIHOOD Likely  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

**CHANGE(S) PENDING**  
SIGNOFF(S): Janice Byers  
DUE DATE: 08 Dec 2023  
FREQUENCY: Fri every week

TREATMENT MC00013

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

**CHANGE(S) PENDING**  
SIGNOFF(S): Debbie Terelinck  
Britt Hadlow  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00051

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

**CHANGE(S) PENDING**  
SIGNOFF(S): Janice Byers  
DUE DATE: 31 Oct 2024  
FREQUENCY: The last Day of every 12 months

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00041

AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH & SAFETY

**Condition of buildings is unknown**

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

OWNER Paul Devcic  
CREATED 7/16/2019 11:26:43 AM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00019

Up to date and accurate building asset management plan in place

SIGNOFF(S): Paul Devcic  
Colin Young  
Shane Moorhead  
DUE DATE: 01 Jun 2025  
FREQUENCY: The first Day of every 24 months

TREATMENT MC00090

Revaluations of Council Building Assets (Fair Value)

SIGNOFF(S): Colin Young  
DUE DATE: 01 Feb 2027  
FREQUENCY: The first Day of every 60 months

TREATMENT MC00093

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

SIGNOFF(S): Shane Moorhead  
DUE DATE: 01 Nov 2024  
FREQUENCY: The first Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00042	AMP - BUILDINGS, FINANCIAL - OPERATIONAL	TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
	<b>Future financial requirements for buildings unknown</b> Council fails to understand and plan for future building maintenance / expansion requirements	Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
	OWNER Debbie Terelinck CREATED 7/16/2019 11:28:36 AM	TREATMENT MC00021	FREQUENCY:	The first Day of every 24 months
	LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	Long Term Financial Plan aligned to asset management plans	SIGNOFF(S):	Colin Young
			DUE DATE:	01 Dec 2023
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MC00034	SIGNOFF(S):	Colin Young
		Long Term Financial Plan in Place	DUE DATE:	01 Jul 2024
			FREQUENCY:	The first Day of every 12 months
		TREATMENT MC00035	SIGNOFF(S):	Colin Young
		Annual Budget adopted and aligned with long term financial plan	DUE DATE:	31 Jul 2024
			FREQUENCY:	The last Day of every 12 months

<b>RESIDUAL</b> 3.6 LOW  <b>INHERENT</b> 12.0  R00044	AMP - BUILDINGS, FINANCIAL - OPERATIONAL	TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
	<b>Maintenance not planned</b> Planned Maintenance & operation schedules, with budgets, do not exist, resulting in long term financial costs and asset deterioration	Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
	OWNER Paul Devcic CREATED 7/16/2019 11:36:36 AM	TREATMENT MC00035	FREQUENCY:	The first Day of every 24 months
	LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong	Annual Budget adopted and aligned with long term financial plan	SIGNOFF(S):	Colin Young
			DUE DATE:	31 Jul 2024
			FREQUENCY:	The last Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00045

AMP - BUILDINGS, FINANCIAL - STRATEGIC

**Financial sustainability performance indicators not met**

The asset class does not meet the established financial performance parameters, resulting in an indication of asset sustainability

OWNER Debbie Terelinc  
CREATED 7/16/2019 11:38:59 AM

LIKELIHOOD Likely  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00019	SIGNOFF(S):	Paul Devcic Colin Young Shane Moorhead
Up to date and accurate building asset management plan in place	DUE DATE:	01 Jun 2025
	FREQUENCY:	The first Day of every 24 months
TREATMENT MC00021	SIGNOFF(S):	Colin Young
Long Term Financial Plan aligned to asset management plans	DUE DATE:	01 Dec 2023
	FREQUENCY:	The first Day of every 12 months
TREATMENT MC00090	SIGNOFF(S):	Colin Young
Revaluations of Council Building Assets (Fair Value)	DUE DATE:	01 Feb 2027
	FREQUENCY:	The first Day of every 60 months
TREATMENT MC00091	SIGNOFF(S):	Colin Young
Revaluations of Council Transport Infrastructure Assets (Fair Value)	DUE DATE:	30 Jun 2028
	FREQUENCY:	The last Day of every 60 months

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00048

MAJOR PROJECTS, FINANCIAL - OPERATIONAL, HEALTH & SAFETY, PROPERTY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY

**Aquatic Facility - Ineffective Project Management**

Aquatic Facility Project not managed effectively

OWNER Debbie Terelinc  
CREATED 9/14/2020 2:23:26 PM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00053	SIGNOFF(S):	Debbie Terelinc
Project management framework in place, providing parameters for staff to operate within	DUE DATE:	31 Jul 2024
	FREQUENCY:	The last Day of every 12 months
TREATMENT MC00054	<b>CHANGE(S) PENDING</b>	Tamika Van Beek
Prepare Elected Members Monthly Report - Publish Monthly Report	SIGNOFF(S):	Tamika Van Beek
Major Project status reporting to Council (through monthly elected member report)	DUE DATE:	15 Dec 2023
	FREQUENCY:	15th day of every month
TREATMENT MC00064	SIGNOFF(S):	Debbie Terelinc
Independent Project Superintendent appointed with requisite skills to acknowledge scale and complexity of this project	DUE DATE:	
	FREQUENCY:	Once
TREATMENT MC00067	SIGNOFF(S):	Debbie Terelinc
Construction project progress reports to be provided	DUE DATE:	
	FREQUENCY:	Once

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

TREATMENT MC00068 Project Superintendent (Donovan Payne) reports to be provided monthly	SIGNOFF(S): DUE DATE: FREQUENCY:	Debbie Terelinck  Once
TREATMENT MC00069 Financial variations to be signed off by Project Manager	SIGNOFF(S): DUE DATE: FREQUENCY:	Debbie Terelinck  Once
TREATMENT MC00070 All request for information and clarification to be signed off / cited by Council Project Manager	SIGNOFF(S): DUE DATE: FREQUENCY:	Debbie Terelinck  Once
TREATMENT MC00071 Project assessment / evaluation to be undertaken at completion and reported to audit committee	SIGNOFF(S): DUE DATE: FREQUENCY:	Debbie Terelinck  Once
TREATMENT MC00074 Project time delays to be signed off in accordance with contract	SIGNOFF(S): DUE DATE: FREQUENCY:	Debbie Terelinck  Once

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00049

MAJOR PROJECTS, HEALTH & SAFETY - OCCUPATIONAL

**Aquatic Facility - Insufficient OHS in place for project**  
Contractor has insufficient systems, processes and practices in place to manage site OHS effectively for the Aquatic Facility Project

OWNER Debbie Terelinck  
CREATED 9/14/2020 2:26:32 PM  
LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00065  
OHS report required from contractor, including details of site their own OHS site inspections

SIGNOFF(S):  
DUE DATE:  
FREQUENCY:

Debbie Terelinck  
  
Once

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL <b>3.6</b> LOW	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE <b>Aquatic Facility - Inadequate Construction Contract</b> Aquatic Facility Project construction contract not adequate which exposes Council to contract risk through the construction phase
INHERENT <b>12.0</b>	OWNER Debbie Terelinc CREATED 9/14/2020 2:27:38 PM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong
R00050	

RESIDUAL <b>3.6</b> LOW	MAJOR PROJECTS, COMPLIANCE - LEGISLATIVE, FINANCIAL - STRATEGIC <b>Sale of 239 Yilgarn Avenue - Contract Requirements not satisfied</b> 239 Yilgarn Avenue sale of land does not proceed as a result of non compliance with contract requirements	TREATMENT MC00094 The Buyer shall submit a Development Application within six calendar months of the contract date	SIGNOFF(S): Debbie Terelinc DUE DATE: FREQUENCY: Once
INHERENT <b>12.0</b>	OWNER Debbie Terelinc CREATED 9/14/2020 2:31:42 PM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Strong		
R00052			

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**3.0**  
LOW

INHERENT  
**10.0**

R00054

ENGINEERING SERVICES, SERVICE INTERRUPTION

**PPOSAMP Service Levels Interruption**

Identify and budget for assets reaching end of life there will likely be service interruptions with delayed replacement timeframes.

OWNER Paul Devic  
CREATED 12/2/2020 9:37:11 AM

LIKELIHOOD Almost Certain  
SEVERITY Minor  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00106

Review Asset Management plan every two years.

SIGNOFF(S): Keith Boase

DUE DATE: 01 Oct 2024

FREQUENCY: The first Day of every 24 months

TREATMENT MC00107

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

SIGNOFF(S): Keith Boase

DUE DATE: 31 Jan 2024

FREQUENCY: The last Day of every 12 months

TREATMENT MC00108

Ensure asset management plan financial requirements are included in annual budget

SIGNOFF(S): Keith Boase

DUE DATE: 01 Jun 2024

FREQUENCY: The first Day of every 12 months

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**2.7**  
LOW

INHERENT  
**9.0**

R00057

GENERAL, COMPLIANCE - POLICY  
**Up to date Council Policy**  
Failure to review policies bi-annually.  
OWNER Debbie Terelinck  
CREATED 1/4/2023 3:39:02 PM  
LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00115 Review Governance Policies.	SIGNOFF(S): DUE DATE: FREQUENCY:	Debbie Terelinck Britt Hadlow Janice Byers 30 Jun 2025 30th day of every 24 months
TREATMENT MC00116 Review Community Support Policies.	SIGNOFF(S): DUE DATE: FREQUENCY:	David Emery Jaime Hawkins Louisa Dyer Britt Hadlow 30 Jun 2024 30th day of every 24 months
TREATMENT MC00117 Review Finance / Accounting policies.	SIGNOFF(S): DUE DATE: FREQUENCY:	Colin Young Kudzai Matanga Kristy Hopkins 30 Jun 2025 30th day of every 24 months
TREATMENT MC00118 Review Works policies.	SIGNOFF(S): DUE DATE: FREQUENCY:	Paul Devcic Helen Singh Santo Leotta Keith Boase 30 Jun 2025 30th day of every 24 months
TREATMENT MC00119 Review Health Policies.	SIGNOFF(S): DUE DATE: FREQUENCY:	Gordon Tester Jacky Jurmann 30 Jun 2025 30th day of every 24 months
TREATMENT MC00120 Review Planning Policies	SIGNOFF(S): DUE DATE: FREQUENCY:	Jacky Jurmann 30 Jun 2025 30th day of every 24 months
TREATMENT MC00121 Review Building Policies.	SIGNOFF(S): DUE DATE: FREQUENCY:	Gordon Tester Jacky Jurmann 30 Jun 2025 30th day of every 24 months
TREATMENT MC00122 Review Administration Policies.	SIGNOFF(S): DUE DATE: FREQUENCY:	Britt Hadlow Debbie Terelinck Alex Espey Jacky Jurmann 30 Jun 2025 30th day of every 24 months



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**2.7**  
LOW

INHERENT  
**9.0**

R00024

CHIEF EXECUTIVES OFFICE, COMPLIANCE - POLICY, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL

**Inadequate Project Management**

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.

OWNER Debbie Terelinc

CREATED 7/1/2019 3:20:45 PM

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00053

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

SIGNOFF(S): Debbie Terelinc

DUE DATE: 31 Jul 2024

FREQUENCY: The last Day of every 12 months

TREATMENT MC00054

Prepare Elected Members Monthly Report - Publish Monthly Report  
Major Project status reporting to Council (through monthly elected member report)

CHANGE(S) PENDING

SIGNOFF(S): Tamika Van Beek

DUE DATE: 15 Dec 2023

FREQUENCY: 15th day of every month

TREATMENT MC00055

Internal audit of project and major project (as defined by corporate business plan) management framework compliance.

SIGNOFF(S): Debbie Terelinc

DUE DATE: 31 May 2024

FREQUENCY: The last Day of every 12 months

TREATMENT MC00057

Manage Major Projects - Project Performance and Control  
Provides process for managing projects

CHANGE(S) PENDING

SIGNOFF(S): Paul Devcic  
Debbie Terelinc

DUE DATE: 30 Sep 2024

FREQUENCY: The last Day of every 12 months

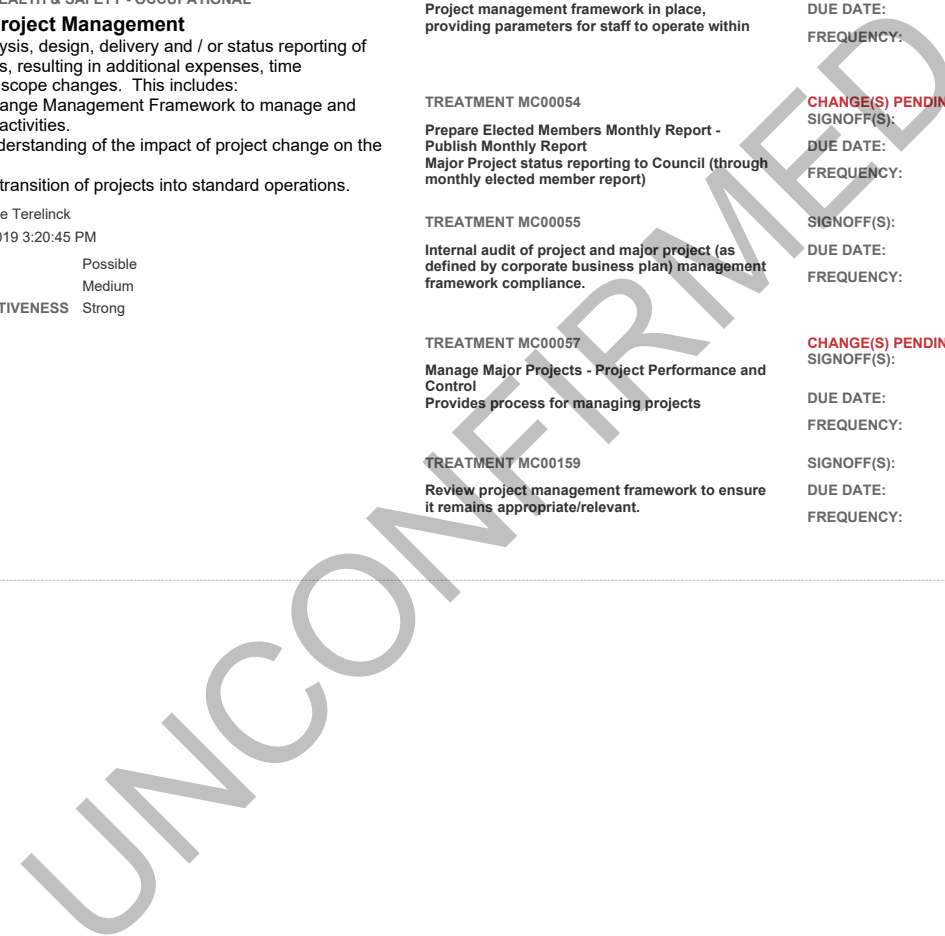
TREATMENT MC00159

Review project management framework to ensure it remains appropriate/relevant.

SIGNOFF(S): Debbie Terelinc

DUE DATE: 31 Jan 2024

FREQUENCY: The last Day of every 12 months



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
2.7  
LOW

INHERENT  
9.0

R00025

CHIEF EXECUTIVES OFFICE, COMMUNITY SERVICES, CORPORATE SERVICES, DEVELOPMENT SERVICES, ENGINEERING SERVICES, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL, SERVICE INTERRUPTION

**Inadequate Supplier / Contract Management**

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

OWNER Colin Young  
CREATED 7/1/2019 3:54:58 PM

LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00160

Have an external legal review of standard contract documents every three years.

SIGNOFF(S): Kristy Hopkins

DUE DATE: 31 Jul 2024

FREQUENCY: The first Day of every 36 months

TREATMENT MC00161

Internal audit of one major contract for compliance every 12 months.

SIGNOFF(S): Kristy Hopkins  
Britt Hadlow

DUE DATE: 31 Aug 2024

FREQUENCY: The last Day of every 12 months

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
2.7  
LOW

INHERENT  
9.0

R00003

CHIEF EXECUTIVES OFFICE, STRATEGIC - ORGANISATIONAL

**Ineffective People Management / Employment Practices**

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

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

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

OWNER Debbie Terelinct  
CREATED 5/6/2019 1:23:01 PM

LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00007

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

CHANGE(S) PENDING

SIGNOFF(S): Janice Byers  
DUE DATE: 08 Dec 2023  
FREQUENCY: Fri every week

TREATMENT MC00049

100% of annual performance reviews undertaken

SIGNOFF(S): Janice Byers  
DUE DATE: 31 Dec 2023  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00050

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

SIGNOFF(S): Janice Byers  
DUE DATE: 01 Jan 2024  
FREQUENCY: The first Day of every 3 months

TREATMENT MC00051

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

CHANGE(S) PENDING

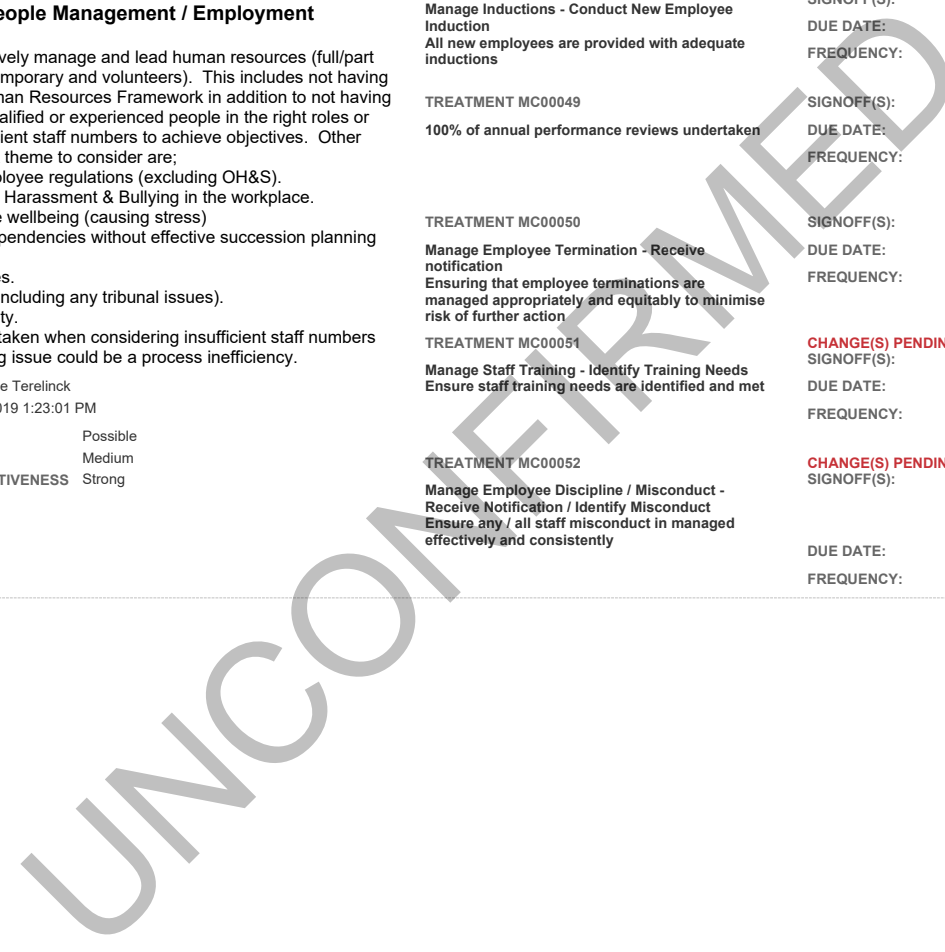
SIGNOFF(S): Janice Byers  
DUE DATE: 31 Oct 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00052

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

CHANGE(S) PENDING

SIGNOFF(S): Debbie Terelinct  
Colin Young  
Paul Devcic  
Chadd Hunt  
DUE DATE: 01 Jan 2024  
FREQUENCY: The first Day of every 3 months



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.6.1

RESIDUAL  
**2.4**  
LOW

INHERENT  
**8.0**

R00014

GENERAL, SERVICE INTERRUPTION

**Business Interruption**

A local physical event causing the inability to continue business activities and provide services to the community. This may or may not result in Business Continuity Plans to be invoked.

This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

OWNER Debbie Terelink

CREATED 5/24/2019 2:43:56 PM

LIKELIHOOD Unlikely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00022

Business Continuity Plan in place and up to date

SIGNOFF(S):

Britt Hadlow  
Debbie Terelink  
01 Nov 2024

DUE DATE:

FREQUENCY:

The first Day of every 48 months

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Audit & Risk Management Committee Minutes  
11 December 2023



7.7 Risk Register Review - Health & Safety

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (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 the Committee to endorse the review of the "Health & Safety" risk section of the Shire of Northam Risk Register for consideration by Council.

**ATTACHMENTS**

1. Health & Safety - Risk Register [7.7.1 - 12 pages]

**A. BACKGROUND / DETAILS**

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

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

The Shire's Risk Register is categorised into the following sections, with the intent to review one section at each Audit and Risk Committee meeting (red indicates review completed, bold is the review in this agenda item):

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



**Audit & Risk Management Committee Minutes  
11 December 2023**

- 4. Health & Safety**
  - a. General
  - b. Occupational
  - c. Bush Fire Volunteers
  - d. Public
- 5. Property
  - a. Damage
  - b. Liability
- 6. Reputation
  - a. Community
  - b. Industry
- 7. Strategic
  - a. Community
  - b. Organisational

**B. CONSIDERATIONS**

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

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

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

Priority Action: Nil.

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

AS/NZS ISO 31000:2018

**B.4 Policy Implications**

Policy G1.11 – Risk Management

**B.5 Stakeholder Engagement / Consultation**

Appropriate staff have been included in the review of the register.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Financial	Nil.		
Health & Safety	Nil.		



**Audit & Risk Management Committee Minutes  
11 December 2023**

Reputation	Negative community perception due to lack of adequate risk management practices within the Shire of Northam	Minor(2) x Possible(3) = Moderate(6)	Per recommendation within this report
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The health and safety risk register category is split into general, bush fire volunteers, occupational, people and public. Officers have made recommendations after reviewing their respective risks and treatments.

<b>General</b>		
<b>Risk</b>	<b>Treatment</b>	<b>Recommendation</b>
<b>R00032</b> Inadequate Organisation and Community Emergency Management  R00032 appears to be a duplicate of R00017 (see detail in Public section). Recommending to remove this risk and all related risk treatments can be removed.	MC00077 Functioning Local Emergency Management Committee, which meets quarterly.	Remove.  This risk treatment covered by MC00027. (Ref: R00017)
	MC00078 Conduct at least 1 Emergency Management training exercise per year.	Remove.  This risk treatment covered by MC00029. (Ref: R00017)
	MC00079 Conduct Inductions for Bush Fire Brigade Volunteer Members Annually.	Remove.  This risk treatment covered by MC00155. (Ref: R00066)
	MC00080 Review Risk to Resources Document	This document is no longer required.
R00036	MC00088	



**Audit & Risk Management Committee Minutes  
11 December 2023**

Transport Assets not routinely inspected	Transport Assets to be routinely inspected every 3 years (includes sealed and unsealed roads, kerbs and table drains. Excludes footpaths and piped drainage network).	
	MC00096 Safety inspections carried out in response to Customer Service Requests by members of the public and Shire staff.	
R00041 Condition of buildings is unknown.	MC00019 Up to date and accurate building asset management plan in place.	
	MC00090 Revaluations of Council Building Assets (Fair Value).	
	MC00093 Develop and maintain medium term building maintenance program to ensure future costs are understood.	
R00048 Aquatic Facility - Ineffective Project Management  The project to deliver the new Northam Aquatic Facility is completed and this risk and all related risk treatments can be removed.	MC00053 Project management framework in place, providing parameters for staff to operate within.	Remove.
	MC00054 Prepare Elected Members Monthly Report - Publish Monthly Report. Major Project status reporting to Council (through monthly elected member report).	Remove.
	MC00064 Independent Project Superintendent appointed with requisite skills to acknowledge scale and complexity of this project.	Remove.
	MC00067 Construction project progress reports to be provided.	Remove.
	MC00068 Project Superintendent (Donovan Payne) reports to be provided monthly.	Remove.
	MC00069	Remove.





**Audit & Risk Management Committee Minutes  
11 December 2023**

	Financial variations to be signed off by Project Manager.	
	MC00070 All request for information and clarification to be signed off / cited by Council Project Manager.	Remove.
	MC00071 Project assessment / evaluation to be undertaken at completion and reported to audit committee.	Remove.
	MC00074 Project time delays to be signed off in accordance with contract	Remove.

<b>Occupational</b>		
<b>Risk</b>	<b>Treatment</b>	<b>Recommendation</b>
R00022 Inadequate safety and security practices	MC00041 Undertake OHS Audit.	Change to "OHS" to "WHS".
	MC00042 Implement recommendations from OHS Audit & Report to Audit & Risk Committee.	Change treatment to Provide a progress update on the implementation of the recommendations from the 2023 WHS Audit to every second meeting of the Audit & Risk Management Committee.
	MC00043 WHS Committee Meeting Regularly.	
	MC00044 Toolbox meetings occurring and discussing safety (attach minutes/notes to sign off).	
	MC00045 Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item).	Remove this treatment due to the CEO being the chair of the WHS Committee meeting, and the Executive Managers are members of the Committee. The WHS system and procedures are monitored through the WHS Committee.



**Audit & Risk Management Committee Minutes  
11 December 2023**

	MC00046 OHS Policy Framework in place and reviewed.	Change "OHS" to "WHS"
	MC00095 Undertake Workplace Safety Inspections - Undertake Inspection. OSH inspections undertaken for each site.	Need to add Acting Executive Manager, Community Services and Executive Manager, Development Services to treatment sign off for their work areas.  Current sign offs are: Exec. Man. Corporate Services Exec. Man. Engineering Services Chief Executive Officer  Change "OHS" to "WHS"
R00024 Inadequate Project Management	MC00053 Project management framework in place, providing parameters for staff to operate within.	
	MC00054 Prepare Elected Members Monthly Report - Publish Monthly Report. Major Project status reporting to Council (through monthly elected member report).	
	MC00055 Internal audit of project and major project (as defined by corporate business plan) management framework compliance.	
	MC00057 Manage Major Projects - Project Performance and Control. Provides process for managing projects.	Remove this treatment as it is duplicated by Treatment MC00053 and MC00055.
	MC00159 Review project management framework to ensure it remains appropriate/relevant.	Remove as this treatment as it is duplicated by Treatment MC00053.
R00049	MC00065	Remove.



**Audit & Risk Management Committee Minutes  
11 December 2023**

<p>Aquatic Facility - Insufficient OHS in place for project</p> <p>The project to deliver the new Northam Aquatic Facility is completed and this risk and all related risk treatments can be removed.</p>	<p>OHS report required from contractor, including details of site their own OHS site inspections</p>	
<p><u>R00025</u> Inadequate Supplier / Contract Management</p>	<p>MC00160 Have an external legal review of standard contract documents every three years.</p>	
	<p>MC00161 Internal audit of one major contract for compliance every 12 months.</p>	

<b>Bush Fire Volunteers</b>		
<b>Risk</b>	<b>Treatment</b>	<b>Recommendation</b>
<p><u>R00064</u> Farmer Response</p>	<p>MC00133 Marketing to encourage farmers to have protective clothing in their vehicles in case of a fire emergency. Social media campaign to be developed to commence September annually in the lead up to fire season.</p>	
	<p>MC00134 Provide Shire of Northam Fire appliance with one spare set of PPE (confirm with brigade captains).</p>	
	<p>MC00135 Memo to Leadership Team and FCO's reminding them of importance of effective coordination on active fire grounds by ensuring fire control officers and brigade members are aware of importance of the sector commander or incident controller recording private fire units and of sectorising fires early.</p>	



**Audit & Risk Management Committee Minutes  
11 December 2023**

	MC00136 Provide a mechanism for farmers to have private units certified / approved for use on fire ground, whether that be through provision of pre-season checks or requirement to self certify as part of response sticker application process.	
	MC00137 Encourage young people (farmers) to become members of bushfire brigades through annual social media campaign.	
	MC00138 Investigate potential incentives to attract volunteers	
R00065 Fire Station, Appliances & Equipment	MC00139 Undertake monthly workplace inspections of fire stations undertaken by Brigade captains of another appropriate brigade member.	
	MC00140 Pre-season safety inspection of fire stations.	
	MC00141 Provide manual handling training / refreshers to all volunteers. May be in person or provision of online refresher opportunity.	
	MC00142 Ensure weekly inspections of fire appliance is being undertaken during fire season.	
	MC00143 Undertake pre-season check of all appliances by qualified mechanic.	
	MC00144 Provide vehicle report forms to all brigades to ensure damage or maintenance requirements are being identified.	
	MC00145 Provide access to off-road training to all volunteers.	
	MC00146	



**Audit & Risk Management Committee Minutes  
11 December 2023**

	Memo to all brigade members in relation to requirement for bushfire appliance operators to obey road rules when on public roads at all times, unless an exemption is provided due to driver having undertaken necessary training.	
	MC00147 Provide washing machines at all Fire Stations and encourage / recommend that all PPE be washed on site	
	MC00148 Provide 2 sets of PPE to all active brigade members on their request.	
R00066 Volunteer Training	MC00149 Ensure minimum training standards for bushfire volunteers, including the leadership team, are endorsed by Council.	
	MC00151 Have standard operating procedures in place	
	MC00152 Ensure adequate training assessors are approved by DFES for the Shire of Northam.	
	MC00153 Provide volunteers with access to flexible training arrangements, with a particular focus on weeknight training to suit volunteers.	
	MC00154 Require minimum training before a volunteer can be active on the fire ground (utilising DFES guidelines) - reminder to be sent to all captains and volunteers.	
	MC00155 All volunteers to be required to undertake pre-season competency based training / annual induction prior to start of fire season.	
	MC00157	



**Audit & Risk Management Committee Minutes  
11 December 2023**

	Review training records/registers to ensure they are up to date and utilised to identify training requirements.	
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<b>Public</b>		
<b>Risk</b>	<b>Treatment</b>	<b>Recommendation</b>
<u>R00056</u> Unsafe Playground equipment  Remove this risk from the Risk Register and associated treatments as it is part of core operational business and is not required to be reported at Council level.	MC00113 Regular playground inspections to be completed on a monthly basis.	Remove.
<u>R00017</u> Inadequate Organisation and Community Emergency Management	MC00027 Establishment of a 'functional' Local Emergency Management Committee, which meets six monthly.	Change this risk treatment to Establishment of a 'functional' Local Emergency Management Committee, which meets which meets quarterly to bring into line with legislation.
	MC00028 Current Local Emergency Management Arrangements & Recovery Plan.	
	MC00029 Run annual emergency management exercise.	
	MC00030 Bush fire Risk Management Plan in Place.	
	MC00031 Fuel Loads risk register in place.	
<u>R00059</u> River Water Quality	Manage River Water Sampling - Prepare items required items to conduct sampling. Ensure river sampling is conducted and results assessed.	



**Audit & Risk Management Committee Minutes  
11 December 2023**

	Ensure communication and signage is adequate with community.	
R00060 Re-use water quality	Manage Reclaimed Water Sampling - Receive results. Ensure procedures are followed for sampling.	
R00055 Inadequate Cleaning of Shire Facilities	MC00109 Manage public tenders (RFT) for purchases over \$250,000 Excl. GST - Prepare Tender. Conduct a public tender as per the Manage Tenders Process and in line with the Shire's Procurement Policy F4.2.	
Remove this risk from the Risk Register and associated treatments as this risk is managed under Tender and Contract Management (R00025)	MC00110 Have a contract in place for regular cleaning schedule in place in accordance with best cleaning practices Monthly inspection of toilets to be undertaken by Council staff.	

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.272**

**Moved: Cr M P Ryan  
Seconded: Cr H J Appleton**

**That the Audit and Risk Management Committee endorses the following recommendation being presented to Council:**

- 1. That Council confirms the 'Health & Safety' risk register as presented with the following amendments:**
  - a. Change any reference to the *Occupational Health & Safety Act 1985* to the *Work Health & Safety Act 2020*.**
  - b. Change any reference of "OSH" to "WHS".**
  - c. Archiving risk R00032 "Inadequate Organisation and Community Emergency Management" and associated risk treatments.**
  - d. Archiving risk R00048 "Aquatic Facility - Ineffective Project Management" and associated risk treatments.**
  - e. Amend risk treatment MC00042 "Implement recommendations from OHS Audit & Report to Audit & Risk Committee" to "Provide a progress update on the implementation of the recommendations from the 2023 WHS Audit to every second meeting of the Audit & Risk Committee."**

Audit & Risk Management Committee Minutes  
11 December 2023



- f. Archive risk treatment MC00045 "Senior Management Meeting (where the OSH system is reviewed and KPI's are measured as an agenda item)."
- g. Add Acting Executive Manager, Community Services and Executive Manager, Development Services as "sign offs" to Risk Treatment M00095.
- h. Archiving risk treatment MC00057 "Manage Major Projects - Project Performance and Control. Provides process for managing projects."
- i. Archiving risk treatment MC00159 "Review project management framework to ensure it remains appropriate/relevant."
- j. Archiving risk R00049 "Aquatic Facility - Insufficient OHS in place for project" and associated risk treatments.
- k. Archiving risk R00056 "Unsafe Playground equipment" and associated risk treatment.
- l. Amend MC00027 "Establishment of a 'functional' Local Emergency Management Committee, which meets six monthly" to "Establishment of a 'functional' Local Emergency Management Committee, which meets quarterly".
- m. Archiving risk R00055 "Inadequate Cleaning of Shire Facilities" and associated risk treatments.

CARRIED 3/0

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Clarification was sought in relation to:

- Are all of these changes in relation to removing duplicate risks and archiving expired risks?

*The Chief Executive Officer confirmed this is correct, in addition to a change in terminology from OSH to WHS.*



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

Risk Register



Filter: Classification(s): Health & Safety, Health & Safety - Occupational, Health & Safety - Public, Health & Safety - Bushfire Volunteers, Health & Safety - People

<b>RESIDUAL</b> <b>15.0</b> EXTREME	GENERAL, HEALTH & SAFETY - PUBLIC <b>River Water Quality</b> Risk of public swimming in river during times of poor river quality and becoming unwell.	TREATMENT MC00124 Manage River Water Sampling - Prepare items required items to conduct sampling Ensure river sampling is conducted and results assessed. Ensure communication and signage is adequate with community.	CHANGE(S) PENDING SIGNOFF(S): Susan Burley DUE DATE: 01 Feb 2024 FREQUENCY: 1st day of every 12 months
	OWNER Chadd Hunt CREATED 2/20/2023 12:18:55 PM LIKELIHOOD Possible SEVERITY Extreme CONTROL EFFECTIVENESS Deficiencies		
<b>INHERENT</b> <b>15.0</b> R00059			

<b>RESIDUAL</b> <b>12.0</b> EXTREME	GENERAL, HEALTH & SAFETY - PUBLIC <b>Re-use water quality</b> Ensure re-use water quality meets Department of Health licensing requirements.	TREATMENT MC00125 Manage Reclaimed Water Sampling - Receive results Ensure procedures are followed for sampling.	CHANGE(S) PENDING SIGNOFF(S): Gordon Tester Neil Travers Paul Todd George Johnson Sean Cope Keith Boase Susan Burley DUE DATE: 01 Feb 2024 FREQUENCY: 1st day of every 12 months
	OWNER Chadd Hunt CREATED 2/20/2023 12:23:15 PM LIKELIHOOD Possible SEVERITY Major CONTROL EFFECTIVENESS Deficiencies		
<b>INHERENT</b> <b>12.0</b> R00060			

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
**9.6**  
HIGH

INHERENT  
**12.0**

R00064

DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS

**Farmer Response**  
Risk associated with farmers turning out to fires

OWNER Chadd Hunt  
CREATED 7/21/2023 1:47:37 PM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00133

Marketing to encourage farmers to have protective clothing in their vehicles in case of a fire emergency. Social media campaign to be developed to commence September annually in the lead up to fire season

SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 25 Aug 2024  
FREQUENCY: 25th day of every 12 months

TREATMENT MC00134

Provide Shire of Northam Fire appliance with one spare set of PPE. (confirm with brigade captains)

SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 30 Aug 2024  
FREQUENCY: 30th day of every 12 months

TREATMENT MC00135

Memo to Leadership Team and FCO's reminding them of importance of effective coordination on active fire grounds by ensuring fire control officers and brigade members are aware of importance of the sector commander or incident controller recording private fire units and of sectorising fires early.

SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 29 Sep 2024  
FREQUENCY: 29th day of every 12 months

TREATMENT MC00136

Provide a mechanism for farmers to have private units certified / approved for use on fire ground, whether that be through provision of pre-season checks or requirement to self certify as part of response sticker application process

SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 30 Aug 2024  
FREQUENCY: 30th day of every 12 months

TREATMENT MC00137

Encourage young people (farmers) to become members of bushfire brigades through annual social media campaign

SIGNOFF(S): Alex Espey  
Chadd Hunt  
Ian Kiely  
DUE DATE: 29 Sep 2024  
FREQUENCY: 29th day of every 12 months

TREATMENT MC00138

Investigate potential incentives to attract volunteers

SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00139

Undertake monthly workplace inspections of fire stations undertaken by Brigade captains of another appropriate brigade member

SIGNOFF(S): Alex Espey  
DUE DATE: 23 Dec 2023  
FREQUENCY: 23rd day of every 2 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
**9.6**  
HIGH

INHERENT  
**12.0**

R00065

DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS

**Fire Station, Appliances & Equipment**

Ensure our volunteers have access to adequate / appropriate and safe buildings, appliances and equipment

OWNER Chadd Hunt  
CREATED 7/21/2023 2:10:25 PM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00140

Pre-season safety inspection of fire stations

SIGNOFF(S): Alex Espey  
Joanne Griffiths  
DUE DATE: 30 Sep 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00141

Provide manual handling training / refreshers to all volunteers. May be in person or provision of online refresher opportunity

SIGNOFF(S): Alex Espey  
DUE DATE: 17 Oct 2024  
FREQUENCY: 17th day of every 12 months

TREATMENT MC00142

Ensure weekly inspections of fire appliance is being undertaken during fire season

SIGNOFF(S): Alex Espey  
DUE DATE: 01 Dec 2023  
FREQUENCY: The first Day of every month

TREATMENT MC00143

Undertake Preseason Check of all appliances by qualified mechanic

SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 18 Jan 2024  
FREQUENCY: 18th day of every month

TREATMENT MC00144

Provide vehicle report forms to all brigades to ensure damage or maintenance requirements are being identified

SIGNOFF(S): Alex Espey  
DUE DATE: 31 Mar 2024  
FREQUENCY: The last Day of every 6 months

TREATMENT MC00145

Provide access to off-road training to all volunteers

SIGNOFF(S): Alex Espey  
DUE DATE: 30 Sep 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00146

Memo to all brigade members in relation to requirement for bushfire appliance operators to obey road rules when on public roads at all times, unless an exemption is provided due to driver having undertaken necessary training

SIGNOFF(S): Alex Espey  
DUE DATE: 30 Sep 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00147

Provide washing machines at all Fire Stations and encourage / recommend that all PPE be washed on site

SIGNOFF(S): Alex Espey  
DUE DATE: 30 Sep 2024  
FREQUENCY: The last Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
**9.6**  
HIGH

INHERENT  
**12.0**

R00066

DEVELOPMENT SERVICES, HEALTH & SAFETY - BUSHFIRE VOLUNTEERS

**Volunteer Training**

Inadequate volunteer training could result in injury or death on fire ground

OWNER Chadd Hunt  
 CREATED 7/21/2023 2:44:26 PM  
 LIKELIHOOD Possible  
 SEVERITY Major  
 CONTROL EFFECTIVENESS Adequate

TREATMENT MC00148  
 Provide 2 sets of PPE to all active brigade members on their request.  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 01 Oct 2024  
 FREQUENCY: The first Day of every 12 months

TREATMENT MC00149  
 Ensure minimum training standards for bushfire volunteers, including the leadership team, are endorsed by Council  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 20 Aug 2025  
 FREQUENCY: The third Wednesday of every 24 months

TREATMENT MC00151  
 Have standard operating procedures in place  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 30 Sep 2024  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00152  
 Ensure adequate training assessors are approved by DFES for the Shire of Northam  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 31 Jul 2024  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00153  
 Provide volunteers with access to flexible training arrangements, with a particular focus on weeknight training to suit volunteers  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 01 Aug 2024  
 FREQUENCY: The first Day of every 12 months

TREATMENT MC00154  
 Require minimum training before a volunteer can be active on the fire ground (utilising DFES guidelines) - reminder to be sent to all captains and volunteers  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 30 Sep 2024  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00155  
 All volunteers to be required to undertake pre-season competency based training / annual induction prior to start of fire season  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 31 Oct 2024  
 FREQUENCY: The last Day of every 12 months

TREATMENT MC00157  
 Review training records/registers to ensure they are up to date and utilised to identify training requirements  
 SIGNOFF(S): Alex Espey  
 DUE DATE: 01 Aug 2024  
 FREQUENCY: The first Day of every 12 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
**9.6**  
HIGH

INHERENT  
**12.0**

R00055

ENGINEERING SERVICES, HEALTH & SAFETY - PUBLIC, REPUTATION - COMMUNITY

**Inadequate Cleaning of Shire Facilities**

Shire buildings and public amenities not regularly cleaned to and acceptable standard causing the following issues:

- not regularly cleaned/sanitised, there is a chance of making people sick

- not cleaned, community and visitors not satisfied

Shire buildings and amenities may not be able to open to public or operate if not cleaned appropriately

Paying too much for cleaning services is also a financial risk.

OWNER Paul Devcic  
CREATED 12/2/2020 11:11:13 AM  
LIKELIHOOD Likely  
SEVERITY Medium  
CONTROL EFFECTIVENESS Adequate

TREATMENT MC00109

Manage public tenders (RFT) for purchases over \$250,000 Excl. GST - Prepare Tender  
Conduct a public tender as per the Manage Tenders Process and in line with the Shire's Procurement Policy F4.2

TREATMENT MC00110

Have a contract in place for regular cleaning schedule in place in accordance with best cleaning practices  
Monthly inspection of toilets to be undertaken by Council staff

CHANGE(S) PENDING

SIGNOFF(S): Colin Young  
Kristy Hopkins

DUE DATE:

FREQUENCY: Once

SIGNOFF(S): Shane Moorhead

DUE DATE: 01 Jul 2024

FREQUENCY: The first Day of every 12 months

RESIDUAL  
**6.0**  
MODERATE

INHERENT  
**20.0**

R00032

DEVELOPMENT SERVICES, HEALTH & SAFETY

**Inadequate Organisation and Community Emergency Management**

Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

OWNER Chadd Hunt  
CREATED 7/2/2019 1:42:30 PM  
LIKELIHOOD Likely  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00077

Functioning Local Emergency Management Committee, which meets quarterly

TREATMENT MC00078

Conduct at least 1 Emergency Management training exercise per year

TREATMENT MC00079

Conduct Inductions for Bush Fire Brigade Volunteer Members Annually

TREATMENT MC00080

Review Risk to Resources Document

SIGNOFF(S): Alex Espey  
Chadd Hunt

DUE DATE: 31 Jan 2024

FREQUENCY: The last Day of every 3 months

SIGNOFF(S): Alex Espey  
Chadd Hunt

DUE DATE: 30 Sep 2024

FREQUENCY: The last Day of every 12 months

SIGNOFF(S): Alex Espey  
Chadd Hunt

DUE DATE: 01 Oct 2024

FREQUENCY: The first Day of every 12 months

SIGNOFF(S): Alex Espey  
Chadd Hunt

DUE DATE: 30 Sep 2025

FREQUENCY: The last Day of every 24 months

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
4.8  
MODERATE

INHERENT  
16.0

R00036

AMP - TRANSPORT, HEALTH & SAFETY

**Transport Assets not routinely inspected**  
No formal safety & maintenance inspection procedures exist

OWNER Paul Devcic  
CREATED 7/15/2019 4:35:25 PM

LIKELIHOOD Likely  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00088

Transport Assets to be routinely inspected every 3 years (includes sealed and unsealed roads, kerbs and table drains. Excludes footpaths and piped drainage network)

SIGNOFF(S): Paul Devcic  
DUE DATE: 31 Jan 2024  
FREQUENCY: The last Day of every 36 months

TREATMENT MC00096

Safety inspections carried out in response to Customer Service Requests by members of the public and Shire staff.

SIGNOFF(S): Paul Devcic  
DUE DATE: 30 Nov 2023  
FREQUENCY: The last Day of every 3 months

RESIDUAL  
4.8  
MODERATE

INHERENT  
16.0

R00056

ENGINEERING SERVICES, HEALTH & SAFETY - PUBLIC

**Unsafe Playground equipment**  
Shire playgrounds are not to a an acceptable standard causing the following issues:

- Play Equipment is unsafe, there is a chance of injuring users
- Play Equipment may not be open to public if it is unsafe and require repairs
- Community and visitors unsatisfied

OWNER Paul Devcic  
CREATED 7/5/2022 4:11:10 PM

LIKELIHOOD Likely  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00113

Regular playground inspections to be completed on a monthly basis.

SIGNOFF(S): Paul Devcic  
Keith Boase  
DUE DATE: 30 Nov 2023  
FREQUENCY: The last Day of every month

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
4.8  
MODERATE

INHERENT  
16.0

R00022

CHIEF EXECUTIVES OFFICE, HEALTH & SAFETY - OCCUPATIONAL

**Inadequate safety and security practices**

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

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

OWNER Debbie Terelinck

CREATED 7/1/2019 2:46:30 PM

LIKELIHOOD Likely

SEVERITY Major

CONTROL EFFECTIVENESS Strong

TREATMENT MC00041

Undertake OHS Audit

SIGNOFF(S):

Janice Byers

DUE DATE:

01 Sep 2025

FREQUENCY:

The first Day of every 24 months

TREATMENT MC00042

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

SIGNOFF(S):

Janice Byers

DUE DATE:

31 Jan 2024

FREQUENCY:

The last Day of every 4 months

TREATMENT MC00043

WHS Committee Meeting Regularly

SIGNOFF(S):

Janice Byers  
Joanne Griffiths

DUE DATE:

31 Dec 2023

FREQUENCY:

The last Day of every 3 months

TREATMENT MC00044

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

SIGNOFF(S):

Paul Devcic

DUE DATE:

30 Nov 2023

FREQUENCY:

The last Day of every month

TREATMENT MC00045

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

**OVERDUE**

SIGNOFF(S):

Debbie Terelinck

DUE DATE:

30 Sep 2023

FREQUENCY:

The last Day of every 6 months

TREATMENT MC00046

OHS Policy Framework in place and reviewed

SIGNOFF(S):

Janice Byers

DUE DATE:

31 Aug 2024

FREQUENCY:

The last Day of every 12 months

TREATMENT MC00095

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

**CHANGE(S) PENDING**

SIGNOFF(S):

Colin Young  
Paul Devcic  
Debbie Terelinck

DUE DATE:

30 Nov 2023

FREQUENCY:

The last Day of every month

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
4.5  
MODERATE

INHERENT  
15.0

R00017

DEVELOPMENT SERVICES, HEALTH & SAFETY - PUBLIC

**Inadequate Organisation and Community Emergency Management**

Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

OWNER Chadd Hunt  
CREATED 6/19/2019 8:51:12 AM

LIKELIHOOD Possible  
SEVERITY Extreme  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00027

Establishment of a 'functional' Local Emergency Management Committee, which meets six monthly

SIGNOFF(S): Alex Espey  
DUE DATE: 31 Mar 2024  
FREQUENCY: The last Day of every 6 months

TREATMENT MC00028

Current Local Emergency Management Arrangements & Recovery Plan

SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 01 Nov 2024  
FREQUENCY: The first Day of every 24 months

TREATMENT MC00029

Run annual emergency management exercise

**OVERDUE**  
SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 01 Nov 2023  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00030

Bush fire Risk Management Plan in Place

SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 01 Sep 2024  
FREQUENCY: The first Day of every 12 months

TREATMENT MC00031

Fuel Loads risk register in place

**OVERDUE**  
SIGNOFF(S): Alex Espey  
Chadd Hunt  
DUE DATE: 30 Sep 2023  
FREQUENCY: The last Day of every 12 months

UNCONFIRMED



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00041

AMP - BUILDINGS, ENVIRONMENTAL - BUILT, HEALTH & SAFETY

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

OWNER Paul Devcic  
CREATED 7/16/2019 11:26:43 AM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00019  
Up to date and accurate building asset management plan in place

SIGNOFF(S): Paul Devcic  
Colin Young  
Shane Moorhead  
DUE DATE: 01 Jun 2025  
FREQUENCY: The first Day of every 24 months

TREATMENT MC00090  
Revaluations of Council Building Assets (Fair Value)

SIGNOFF(S): Colin Young  
DUE DATE: 01 Feb 2027  
FREQUENCY: The first Day of every 60 months

TREATMENT MC00093  
Develop and maintain medium term building maintenance program to ensure future costs are understood

SIGNOFF(S): Shane Moorhead  
DUE DATE: 01 Nov 2024  
FREQUENCY: The first Day of every 12 months

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00048

MAJOR PROJECTS, FINANCIAL - OPERATIONAL, HEALTH & SAFETY, PROPERTY - LIABILITY, REPUTATION - COMMUNITY, STRATEGIC - COMMUNITY

**Aquatic Facility - Ineffective Project Management**  
Aquatic Facility Project not managed effectively

OWNER Debbie Terelinc  
CREATED 9/14/2020 2:23:26 PM

LIKELIHOOD Possible  
SEVERITY Major  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00053  
Project management framework in place, providing parameters for staff to operate within

SIGNOFF(S): Debbie Terelinc  
DUE DATE: 31 Jul 2024  
FREQUENCY: The last Day of every 12 months

TREATMENT MC00054  
Prepare Elected Members Monthly Report - Publish Monthly Report  
Major Project status reporting to Council (through monthly elected member report)

CHANGE(S) PENDING  
SIGNOFF(S): Tamika Van Beek  
DUE DATE: 15 Dec 2023  
FREQUENCY: 15th day of every month

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

SIGNOFF(S): Debbie Terelinc  
DUE DATE:  
FREQUENCY: Once

TREATMENT MC00067  
Construction project progress reports to be provided

SIGNOFF(S): Debbie Terelinc  
DUE DATE:  
FREQUENCY: Once

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

SIGNOFF(S): Debbie Terelinc  
DUE DATE:  
FREQUENCY: Once

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

	TREATMENT MC00069	SIGNOFF(S):	Debbie Terelink
	Financial variations to be signed off by Project Manager	DUE DATE:	
		FREQUENCY:	Once
	TREATMENT MC00070	SIGNOFF(S):	Debbie Terelink
	All request for information and clarification to be signed off / cited by Council Project Manager	DUE DATE:	
		FREQUENCY:	Once
	TREATMENT MC00071	SIGNOFF(S):	Debbie Terelink
	Project assessment / evaluation to be undertaken at completion and reported to audit committee	DUE DATE:	
		FREQUENCY:	Once
	TREATMENT MC00074	SIGNOFF(S):	Debbie Terelink
	Project time delays to be signed off in accordance with contract	DUE DATE:	
		FREQUENCY:	Once
	MAJOR PROJECTS, HEALTH & SAFETY - OCCUPATIONAL	TREATMENT MC00065	SIGNOFF(S):
	<b>Aquatic Facility - Insufficient OHS in place for project</b>	OHS report required from contractor, including details of site their own OHS site inspections	DUE DATE:
	Contractor has insufficient systems, processes and practices in place to manage site OHS effectively for the Aquatic Facility Project		FREQUENCY:
	OWNER Debbie Terelink		Once
	CREATED 9/14/2020 2:26:32 PM		
	LIKELIHOOD Possible		
	SEVERITY Major		
	CONTROL EFFECTIVENESS Strong		

RESIDUAL  
**3.6**  
LOW

INHERENT  
**12.0**

R00049

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
**2.7**  
LOW

INHERENT  
**9.0**

R00024

CHIEF EXECUTIVES OFFICE, COMPLIANCE - POLICY, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL

**Inadequate Project Management**

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.

OWNER Debbie Terelinc

CREATED 7/1/2019 3:20:45 PM

LIKELIHOOD Possible

SEVERITY Medium

CONTROL EFFECTIVENESS Strong

TREATMENT MC00053

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

SIGNOFF(S): Debbie Terelinc

DUE DATE: 31 Jul 2024

FREQUENCY: The last Day of every 12 months

TREATMENT MC00054

Prepare Elected Members Monthly Report - Publish Monthly Report  
Major Project status reporting to Council (through monthly elected member report)

CHANGE(S) PENDING

SIGNOFF(S): Tamika Van Beek

DUE DATE: 15 Dec 2023

FREQUENCY: 15th day of every month

TREATMENT MC00055

Internal audit of project and major project (as defined by corporate business plan) management framework compliance.

SIGNOFF(S): Debbie Terelinc

DUE DATE: 31 May 2024

FREQUENCY: The last Day of every 12 months

TREATMENT MC00057

Manage Major Projects - Project Performance and Control  
Provides process for managing projects

CHANGE(S) PENDING

SIGNOFF(S): Paul Devcic  
Debbie Terelinc

DUE DATE: 30 Sep 2024

FREQUENCY: The last Day of every 12 months

TREATMENT MC00159

Review project management framework to ensure it remains appropriate/relevant.

SIGNOFF(S): Debbie Terelinc

DUE DATE: 31 Jan 2024

FREQUENCY: The last Day of every 12 months

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Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.7.1

RESIDUAL  
2.7  
LOW

INHERENT  
9.0

R00025

CHIEF EXECUTIVES OFFICE, COMMUNITY SERVICES, CORPORATE SERVICES, DEVELOPMENT SERVICES, ENGINEERING SERVICES, FINANCIAL - OPERATIONAL, HEALTH & SAFETY - OCCUPATIONAL, SERVICE INTERRUPTION

**Inadequate Supplier / Contract Management**

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

OWNER Colin Young  
CREATED 7/1/2019 3:54:58 PM

LIKELIHOOD Possible  
SEVERITY Medium  
CONTROL EFFECTIVENESS Strong

TREATMENT MC00160

Have an external legal review of standard contract documents every three years.

SIGNOFF(S): Kristy Hopkins

DUE DATE: 31 Jul 2024

FREQUENCY: The first Day of every 36 months

TREATMENT MC00161

Internal audit of one major contract for compliance every 12 months.

SIGNOFF(S): Kristy Hopkins  
Britt Hadlow

DUE DATE: 31 Aug 2024

FREQUENCY: The last Day of every 12 months

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Audit & Risk Management Committee Minutes  
11 December 2023



**7.8 Shire of Northam IT Back Up Recovery Plan**

<b>File Reference:</b>	1.4.1.15
<b>Reporting Officer:</b>	Kunal Sarma (Business Systems Coordinator)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

Council adopted the IT Disaster Recovery Plan in 2020. As part of the adoption certain contingency measures of backup were put in place, while there were recommendations that were not adopted. This report explores a component of disaster recovery and business continuity practice and how to put this into practice through the implementation of a backup recovery service at an off-site location.

**ATTACHMENTS**

1. C S- P L-03 IT Disaster Recovery Plan V 1.1 a [7.8.1 - 12 pages]

**A. BACKGROUND / DETAILS**

This report outlines the policies and procedures for technology disaster recovery as well as process level plans for recovering critical technology platforms. In the event of a disaster situation, the aim is to ensure information system uptime, data integrity and availability and business continuity.

The principal objective of the disaster recovery program is to develop, test and document a well-structured plan that will help the Shire to recover quickly and effectively as possible from an unanticipated disaster or emergency that interrupts business operations.

**B. CONSIDERATIONS**

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

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

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

**Audit & Risk Management Committee Minutes  
11 December 2023**



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

**B.2 Financial / Resource Implications**

To implement a full offsite backup server, the financial cost to consider is as below:

Offsite Server Expenditure	Cost
Annual Cost	\$19,200
Set up Cost (one off)	\$1,600
Hardware Cost (\$2000 per annum for 3 years)	\$6,000
Total Cost 2023/24	\$26,800

This expenditure can be accommodated within the 2023/24 budget for ICT.

**B.3 Legislative Compliance**

Office of the Auditor General Western Australia – Local Government Compliance Framework and regulatory framework under the Local Government Act 1995.

**B.4 Policy Implications**

To implement an ICT backup and Disaster Recovery plan.

**B.5 Stakeholder Engagement / Consultation**

Key stakeholders are J H Computer Services (managed ICT service provider for local governments) and Shire officers.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	In the event of a disaster the implications are expected to be high	Likely X Major	Investing in offsite backup.
Health & Safety	Building damage and Cyber-attack (information leak) likely to impact safety	Possible x Medium	Investing in offsite backup & staff training.



**Audit & Risk Management Committee Minutes  
11 December 2023**

Reputation	Lack of an ICT BCDR is damaging to the reputation of the council	Possible x Medium	Investing in offsite backup.
Service Interruption	Lack of BCDR will cause service interruptions	Almost Certain x Major	Investing in offsite backup.
Compliance	N/A		
Property	N/A		
Environment	N/A		

**B.7 Natural Environment Considerations**

Nil

**C. OFFICER'S COMMENT**

It is recognised that the Shire needs to invest in the recommendations in the ICT Business Continuity and Disaster Recovery Plan.

While there is a financial implication, the outcome of implementing the ICT Business Continuity and Disaster Recovery Plan will be a worthwhile investment in the event of a disaster.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.273**

**Moved: Cr M P Ryan**  
**Seconded: Cr H J Appleton**

**That the Audit & Risk Management Committee endorses the following recommendation being presented to Council:**

- That Council requests the Chief Executive Officer to implement a new backup and disaster recovery server to be hosted at an offsite location for business continuity aligned with the ICT Business Continuity and Disaster Recovery Plan.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Clarification was sought in relation to:

- In the attachment provided it talks about having a disaster recovery server at an offsite location and mentions potential disasters such as fire

**Audit & Risk Management Committee Minutes  
11 December 2023**

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and flood. Would having the server at Create298 mitigate the risk as it is in close proximity to the administration office?

*It was noted that as Create298 is a two storey building it is at less risk of flooding.*

- Can we outsource to an external company?

*The Business Solutions Coordinator advised that it is a data solution that provides us with an onsite physical server for storage. There is also an annual costing included for a cloud component. This is a two step back up system.*



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.8.1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# Shire of Northam

## ICT Business Continuity and Disaster Recovery Plan



ICT Business Continuity and 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
V1	18/03/2020	Adopted by Council
Draft 1.1	02/11/2023	Kunal Sarma
Draft 1.1	06/11/2023	Colin Young
Draft 1.1	01/12/2023	Review by Audit Committee
V 1.1	TBA	Adopted by Council

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ICT Business Continuity and Disaster Recovery Plan



**Contents**

Information Technology Statement of Intent .....	4
Objectives.....	4
Key Personnel Contact Information .....	4
Notification Calling Tree.....	5
<b>1 Plan Overview .....</b>	<b>6</b>
<b>1.1 Plan Updating.....</b>	<b>6</b>
<b>1.2 Executive Summary.....</b>	<b>6</b>
<b>1.3 Backup Strategy.....</b>	<b>6</b>
1.3.1 Current Backup Status.....	6
<b>1.4 Urgent Need for Investment .....</b>	<b>6</b>
1.4.1 Risk Mitigation:.....	6
1.4.2 Compliance:.....	6
1.4.3 Stakeholder Confidence:.....	6
1.4.4 Operational Resilience:.....	7
<b>1.5 Risk Management .....</b>	<b>7</b>
Risk Matrix .....	7
Likelihood Table .....	7
Consequence Table .....	8
<b>2 Emergency Response.....</b>	<b>9</b>
<b>2.1 Alert, escalation and plan invocation.....</b>	<b>9</b>
2.1.1 Plan Triggering Events.....	9
2.1.2 Activation of Emergency Response Team.....	9
<b>2.2 Disaster Recovery Team .....</b>	<b>10</b>
<b>2.3 Emergency Alert, Escalation and DRP Activation .....</b>	<b>10</b>
2.3.1 Emergency Alert .....	10
2.3.2 DR Procedures for Management.....	10
2.3.3 Contact with Employees.....	11
<b>3 Recovery Procedure .....</b>	<b>11</b>
<b>3.1 Flood Disaster Recovery .....</b>	<b>11</b>
<b>3.2 Fire Disaster Recovery .....</b>	<b>11</b>
<b>3.3 Act of Sabotage .....</b>	<b>11</b>
<b>3.4 Loss of communication or network.....</b>	<b>11</b>
<b>4 Recommendations .....</b>	<b>11</b>
<b>5 Costing to consider for BCDR.....</b>	<b>12</b>

ICT Business Continuity and 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:

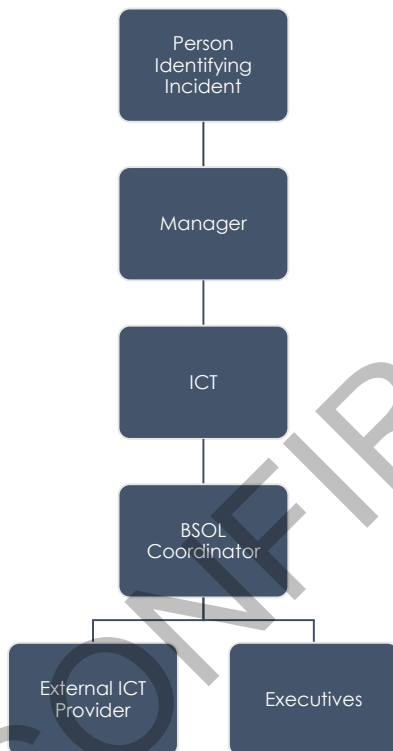
- The need to ensure that all employees fully understand their duties in implementing such a plan
- The need to ensure that operational policies are adhered to within all planned activities
- The need to ensure that proposed contingency arrangements are cost-effective
- The need to consider implications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

### Key Personnel Contact Information

Name, Company, Title	Contact Option	Contact Number
Kunal, Shire of Northam	Work	9622 6154
Business Solutions Coordinator	Mobile	0436 660 316
	Email Address	bsolcoord@northam.wa.gov.au
Robert, Shire of Northam	Work	9622 6171
ICT Officer	Mobile	0417 746 474
	Email Address	ict@northam.wa.gov.au
Daniel, JHCS	Work	08 9367 9499
System Administrator	Mobile	0409 124 178
	Email Address	support@jhcs.com.au
Tim, JHCS	Work	08 9367 9499
General Manager	Mobile	0413 842 244
	Email Address	support@jhcs.com.au
Colin, Executive Manager Corporate Services	Work	08 9622 6122
	Mobile	0418 9080 506
	Email Address	emcorps@northam.wa.gov.au



### Notification Calling Tree



ICT Business Continuity and 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 Executive Summary

A Business Continuity and Disaster Recovery plan is an essential component of risk management and operational continuity. It provides a structured approach to safeguarding our organization against unexpected disruptions such as natural disasters, cybersecurity incidents, data loss, and other unforeseen crises. The absence of such a plan leaves us vulnerable to potential risks and operational downtime, which could have severe financial and reputational repercussions.

### 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.

#### 1.3.1 Current Backup Status

Upon assessment it has been found that we do not have an offsite dedicated server for disaster recovery in place which is considered a best practice approach. While we may have some isolated contingency measures, these are insufficient to address the broad spectrum of risks and challenges that our organization might face. Urgent Need for Investment

Investing in a dedicated offsite server is not an option but a strategic imperative for several compelling reasons:

#### 1.3.2 Risk Mitigation:

A dedicated offsite server helps mitigate the risks associated with operational disruptions, reducing the potential impact on our operations, data, and finances.

#### 1.3.3 Compliance:

Various industry regulations and standards require organizations to have a comprehensive BCDR plan. Non-compliance can lead to legal and financial penalties.

#### 1.3.4 Stakeholder Confidence:

Clients, partners, and stakeholders increasingly expect organizations to have robust contingency plans. Demonstrating our commitment to safeguarding critical information and ensuring service continuity enhances their confidence in our organization.

ICT Business Continuity and Disaster Recovery Plan



1.3.5 Operational Resilience:

A comprehensive BCDR plan not only addresses recovery from disasters but also strengthens our overall operational resilience. It enables us to adapt swiftly to changing circumstances and maintain a competitive edge.

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
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

ICT Business Continuity and Disaster Recovery Plan



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.

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



ICT Business Continuity and Disaster Recovery Plan



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, wilful breach; criminal negligence or act; prosecution; dismissal; ministerial censure

## 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:

## ICT Business Continuity and Disaster Recovery Plan



- 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

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.

ICT Business Continuity and Disaster Recovery Plan



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
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. 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

ICT Business Continuity and Disaster Recovery Plan



- 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.
2. Staff training – Ensure all staff are notified about disaster reporting and procedures to ensure minimal downtime.
  3. Creation of a detailed hardcopy of procedures and checklist.

**5 Costing to consider for BCDR**

Offsite Server Expenditure	Cost
Annual Cost	\$ 19,200
Set Up cost (one off)	\$ 1,600
Hardware (2,000 per annum, 3 years)	\$ 6,000
<b>Total Cost 2023/24</b>	<b>\$ 26,800</b>

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**Audit & Risk Management Committee Minutes  
11 December 2023**



**7.9 Progress Towards the Regulation 17 Review**

<b>File Reference:</b>	8.2.7.1
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

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

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

**ATTACHMENTS**

1. Regulation 17 Action Plan Tracker [7.9.1 - 3 pages]

**A. BACKGROUND / DETAILS**

Section 17 of the *Local Government (Audit) Regulations 1996* 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 review is required to be conducted at least every three years.

The Chief Executive Officer carried out the review internally. A report has been prepared identifying the findings from the review along with recommendations (if applicable). These findings and recommendations have been developed into an Action Plan and provided in Attachment 1.

**B. CONSIDERATIONS**



**Audit & Risk Management Committee Minutes  
11 December 2023**

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

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

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

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

**B.2 Financial / Resource Implications**

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

**B.3 Legislative Compliance**

Local Government (Administration) Regulations 1996 – Regulation 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
  - (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Revenue loss to the Shire	Rare (1) x Minor (2) = Low (2)	Managed by ensuring good practices.
Health & Safety	Nil.		
Reputation	Disruption to current service.	Rare (1) x Minor (2) = Low (2)	Ensure IT and other services are managed professionally.



**Audit & Risk Management Committee Minutes  
11 December 2023**

Service Interruption	Potential for IT and Administrational disruption.	Rare (1) x Insignificant (1) = Low (1)	Ensure changes are managed professionally.
Compliance	Not compliant with legislation.	Rare (1) x Minor (2) = Low (2)	Review legislation regularly.
Property	Nil.		
Environment	Nil.		

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

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

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 has been provided in Attachment 1 with an update of the progress made towards the recommendations.

Key to table:

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

**Audit & Risk Management Committee Minutes  
11 December 2023**



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.274**

**Moved: Cr H J Appleton  
Seconded: Cr M P Ryan**

**That the Audit and Risk Management Committee endorses the following recommendation being presented to Council:**

- 1. That Council receives the December 2023 update as provided in Attachment 1 in relation to the progress made towards the Regulation 17 Action Plan.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.9.1

Regulation 17 Action Plan Tracker

Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
1	1. Risk Management	1.1 Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;	Review Risk Management Policy	Alysha McCall	15/03/2023 - Policy adopted by Council.	Completed
2	1. Risk Management	1.1 Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;	Develop a Risk Management Process	Alysha McCall	14/04/2023 - Framework and Process is set out in risk policy, process in Promapp not required. Committee has reviewed the overall risk register framework and is reviewing each individual risk area at each of their meetings.	Completed
3	1. Risk Management	1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;	Review a Business Continuity Plan	Britt Hadlow	1/9/2023 No progress. 3/11/2023 No progress.	No Action
4	1. Risk Management	1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;	Review the IT Disaster Recovery Plan	Colin Young	12/04/2023 have sought input from Councils external ICT provider.  17/07/2023 external ICT provider has provided with a quote for a BCDR plan - need to review.  1/12/2023 An ICT BDDR plan has been developed and will be presented to the Audit Committee on the 6 December 2023.	Completed
5	1. Risk Management	1.2 Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time;	Establish a program to test the Business Continuity Plan and IT Disaster Recovery Plan annually to ensure efficacy.	Britt Hadlow, Colin Young, Kunal Sarma	12/04/2023 Have liaised with external ICT provider JH Computers to organize a testing phase for the IT Disaster recovery and Business Continuity plan.  05/05/2023 Preparing on how to carry out the IT Disaster recovery plan. Waiting for JH Computers to provide more information on the existing backups and system recovery.  2/06/2023 - Awaiting to hear back from Tim from JH Computers.  7/07/2023 - JH Computers have provided quote for a complete BCDR plan - need to review. We don't have a full-fledged working BCDR plan in place.  23/08/2023 - To present document for review in Sept.  1/9/2023 Business Continuity Plan pending 1.1 being completed.  03/11/2023 - BCDR document has been updated with the relevant costing to consider for. And needs to go to committee to review.	Underway
6	1. Risk Management	1.3 Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;  1.10 Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.	Review the Fraud and Corruption Plan prior to June 2023.	Alysha McCall	31/07/2023 - Reviewed plan being presented to Audit & Risk Management Committee on 22 August 2023.  29/8/2023 - Pending adoption by Council - 20 Sept.  6/10/2023 - Minor amendments being made then complete.	Completed

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.9.1

Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
7	1. Risk Management	1.3Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Develop internal audit framework to include audits on identified risks in the Fraud and Corruption Control Plan.	Alysha McCall	01/08/2023 - Risks treatments to be audited bi-monthly on rotation (i.e. 50% audited each month).	Completed
8	1. Risk Management	1.3Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Implement an annual review and sign off for the Code of Conduct for Employees, Volunteers, Contractors and Agency Staff.	Janice Byers		No Action
9	1. Risk Management	1.3Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Provide staff with specific training on fraud controls and conducting investigations.	Janice Byers		No Action
10	1. Risk Management	1.3Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas;	Review ICT Strategy prior to June 2024.	Colin Young, Kunal Sarma	Yet to review the current strategy that the Shire has in place and then work from there. 05/05/2023 - Yet to review and then create the strategy 02/06/2023 - Yet to review and then create the strategy 7/07/2023 - Yet to review existing document in place 23/08/2023 - Not yet started reviewing. 03/11/2023 - ICT security policy for fileserver has been created and will be incorporated in Promapp's. This will be part of the ICT strategy document as well (which is creation process).	Underway
11	1. Risk Management	1.5Assessing the adequacy of Local Government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;	Implement systems to ensure appropriate insurance is maintained where required by the Shire of Northam for leases and licenses.	Alysha McCall	06/02/2023 - Documenting within Smartsheet leased properties and the requirements with respect to insurance. Review yet to be undertaken comparing the property insurance register to lease register. 1/08/2023 - A review was undertaken for leased properties against the insurance property register to ensure appropriate insurance is maintained. An annual review has been incorporated as an action on the CEO Office Annual Delivery Plan.	Completed
12	2. Internal Control	2.2Control of approval of documents, letters and financial records;	Staff to be provided with training/reminder of need to register certain documents whilst limiting access.	Britt Hadlow, Janice Byers	Developing a suite of weekly 'Did you know' alerts to staff in addition with training videos for registering documents. 1/9/2023 Monthly updates to be communicated to staff. 13/10/23 Commenced.	Completed
13	2. Internal Control	2.3Limit of direct physical access to assets and records;	Store physical lease and licence records in the Records room to ensure records are appropriately administered.	Britt Hadlow	Cabinet moved on 21/04/2023.	Completed
14	2. Internal Control	2.8Comparison of the result of physical cash and inventory counts with accounting records.	Develop process and procedure for offsite stock management.	Kristy Hopkins		10% Underway

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.9.1

Number	Area	Control	Recommendation	Responsible Officer	Progress To Date	Status
15	3. Legislative Compliance	3.1 Reviewing the annual Compliance Audit Return and reporting to council the results of that review;	Have the Compliance Audit Return (CAR) undertaken independently once in every three years (next due for 2023 period)  CAR completed progressively on a monthly basis as part of internal audit process.	Britt Hadlow	01/02/2023 - No progress able to be taken until second quarter of 2023/24. Sourcing quotes to include in 2023/24 budget. 12/04/2023 - Quotes sought and budget request submitted for 2023/24. 1/08/2023 - Included in 2023/24 budget. 1/9/2023 - Budget approved - seeking quotes. 6/10/2023 - Finalising quote. 21/10/2023 - Consultant engaged.	Underway
16	3. Legislative Compliance	3.2 How management is monitoring the effectiveness of its compliance and making recommendations for change as necessary;	Report non-compliances identified through internal audits to the Executive Management monthly meeting.	Alysha McCall, Tamika Van Beek	Executive Managers Meeting Agenda template (V8) has been updated and uploaded in to Promapps. This version will commence use in March 2023	Completed
17	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Review the Customer Service Charter	Codey Redmond	No Progress	No Action
18	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Review the Manage Complaints Process incorporating the following: a) Translating services being provided where appropriate. b) Special arrangements that may be required for responding to particular client groups. c) Reference to the public interest disclosure and misconduct processes. d) Declaring interests. e) The Ombudsman's Conducting Investigations Guidelines. f) The Ombudsman's Procedural Fairness Guidelines. g) A review process in which the Complaint Handling Officer's decision is reviewed by a suitably experienced colleague/superior before the complaint is finalised. h) An independent internal review process. i) Consideration towards establishing a designated Complaint Handling Officer. j) A system for analysing complaint information to enable continuous improvement.	Alysha McCall	01/02/2023 - Limited. 12/04/2023 - Review underway. 4/07/2023 - Complaints process and website updated. Waiting for finalisation of process for complaints relating to council member breaches of the code of conduct. 01/08/2023 - Policy for council member breaches of the code of conduct has been workshopped with council and to be presented to the August OCM for endorsement. 16/08/2023 - Policy endorsed for Council member breaches of the code of conduct which is incorporated into the complaints process.	Completed
19	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Review the information available on the Shire of Northern website incorporating the following: a) Providing clear information that complaints are handled at no charge. b) Providing the information in the form of other languages and incorporating a "Listen" option.	Alysha McCall, Colin Young	01/02/2023 - Requested quote for 'Listen' feature 12/04/2023 - Feature implemented.	Completed
20	3. Legislative Compliance	3.3 Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints;	Include the effectiveness of the complaint handling system within the internal audit framework.	Alysha McCall, Colin Young	1/08/2023 - Complaint audit implemented commencing July 2023.	Completed

**Audit & Risk Management Committee Minutes  
11 December 2023**



**7.10 Progress Towards the Financial Management Review**

<b>File Reference:</b>	8.2.7.4
<b>Reporting Officer:</b>	Tamika Van Beek (Governance Officer)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For the Audit & Risk Management Committee to receive a progress report for the Financial Management System Review report.

**ATTACHMENTS**

1. Financial Management Review Action Plan [7.10.1 - 3 pages]

**A. BACKGROUND / DETAILS**

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

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

**B. CONSIDERATIONS**

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

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

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

Priority Action: Nil.

**B.2 Financial / Resource Implications**

Nil.

**Audit & Risk Management Committee Minutes  
11 December 2023**



**B.3 Legislative Compliance**

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

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

The Auditor raised a number of findings within the Financial Management Systems Review that need to be addressed to ensure that best practices are being followed. 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.

During the audit meeting held on 22 August 2023 Council requested that Officers review the audit report with the aim of closing the following actions:

Action 15 – an audit was carried out on the actual cash taking from the shared till and it was found that on average external customers carried out 2 transactions per day. The average daily take from external customers is \$280. This till is also used for internal transactions relating to the Visitor Center, BFB,

**Audit & Risk Management Committee Minutes  
11 December 2023**



Recreation Centre and Library which were not included in the audit as any cash is placed directly into the safe rather than the till.

Action 18 – discussions with ReadyTech have revealed that the move to Altus will solve this problem.

Action 23 – an internal security policy has been developed and it is in the process of being added to the Risk Register with prompts to check staff security levels annually.

Key to table:

**Completed**

**No Action**

**Underway**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: AU.275

Moved: Cr M P Ryan

Seconded: Cr H J Appleton

**That the Audit and Risk Management Committee endorse the following recommendation being presented to Council:**

**That Council:**

- 1. Receives the update as provided in Attachment 1 in relation to the progress made towards the Financial Management Systems Review Action Plan.**
- 2. Acknowledge the Recommended Actions from the Financial Management System Review are considered completed and not require the item to be provided in the future.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.10.1

Number	Finding	Recommendation / Solution	Expected Completion	Responsibility	Progress To Date	Status
1	Bank Reconciliations - Bank reconciliations not being dated by reviewer.	1. The date of bank reconciliation review should be documented.	July 2022	Corporate Services / Finance	Monthly bank reconciliations are sent to Accountant for review and the accountant signs and confirms the bank rec.	Completed
2	Investments - Shire does not have a formally established and documented internal control procedures for investments.	1.An Investment Procedural Guideline should be drafted and adopted by the Shire that should be followed by employees to ensure control over investments and also to be compliant with S.19 of the Local Government (Financial Management) Regulations 1996. 2.The Shire should also establish and maintain an investment register indicating the name of the financial institute, amount of the investment, term of the investment and date of maturity.	July 2022	Corporate Services / Finance	1.An investment process has been established and will be added to PROMAPPS 2.An investment register was created and is reported monthly to council and includes the recommended information.	Completed
3	Investment Policy - The Shire's investment Policy has not been reviewed by the Shire in the 2021 year as required by the policy.	1.The Investment Policy should be reviewed and presented to Council as required by the policy at the earliest and update the policy if required based on the investment objectives of the Shire	February 2023	Corporate Services / Finance	Investment Policy Updated	Completed
4	Investment Policy - The Shire's investment policy F4.3 requires that investments be spread to ensure that no single financial institute holds more than 50% of the Shire's investments.	1.The Shire should look at restructuring its investments at the earliest to comply with the requirements of the investment policy and minimise its exposure to financial risks.	February 2023	Corporate Services / Finance	Investments now meet the guidelines of the policy.	Completed
5	Procurement of goods and services - The same staff issued and approved the purchase orders, receipted the goods/services, and also authorised the related supplier invoices.	1.Management should implement appropriate segregation of duties, particularly between authorisation of purchase order and approving relevant supplier invoices.	February 2023	Corporate Services / Procurement	Process edit is pending loading in Promaps where all purchase orders are to be checked for compliance by credit officer. A P.O initiator can also be an authoriser for approved authorising thresholds however compliance will be verified by credit officer. 13/04/23 this procedure has been revamped and the Creditors Officer now signs the purchase order is compliant	Completed
6	Procurement Policy - Policy allows for minor variations , however the minor variation is not specified.	1.The procurement policy should define a minor variation	February 2023	Corporate Services / Procurement	Procurement policy updated.	Completed
7	Credit Cards - Credit card statements had no documentary evidence of review by an officer independent of the cardholder	1.The monthly credit card statements of all credit cardholders should be reviewed by a senior officer independent of the cardholder and the reviewer should initial and date the credit card statement to indicate that the review was done in a timely manner	November 2022	Corporate Services / Finance	Credit cards statements being reviewed by both Senior Finance officer and the accountant. Accountant signs and dates the credit card statement	Completed
8	Creditors - Monthly Creditor reconciliations not dated by reviewer.	1.The reviewer should indicate the date of review on the monthly creditor reconciliations	July 2022	Corporate Services / Finance / Procurement	Monthly Creditor reports and reconciliations reviewed by accountant signed and dated.	Completed
9	Rates – Rate debts outstanding for more than 3 years approximately 29% of the total rates debts outstanding.	1.The recoverability of all long outstanding rate debts should be reviewed by the management and appropriate action be taken to recover them without delay. 2.Also the need to create a provision for doubtful debts in the annual financial report should be reviewed.	December 2022	Corporate Services / Finance	1.Of the current outstanding debt \$340,000 is related to one subdivision that that was held by a now insolvent company Council lawyers are progressing with legal action against the Outstanding debt. 2.The Annual Financial Report currently has a provision for doubtful debts which includes rate debt that is expected to be written off in the next 12 months.	Completed
10	Debtors - 86% of the total sundry debtors have been outstanding for more than 90 days	1.The recoverability of all long outstanding sundry debts should be reviewed by the management and appropriate action be taken to recover them without delay. 2.Also the need to create a provision for doubtful debts in the annual financial report should be reviewed	December 2022	Corporate Services / Finance	1.Majority of the then reported Percentage was a capital grant from DFES which came through in June 22. debtors are reviewed monthly and the necessary follow ups are done. Accountant dates and signs of the monthly review. 2.No Action-The Annual Financial Report currently has a provision for doubtful debts	Completed
11	Creditors - Retention money for goods and services paid out tom supplier and the supplier set as a debtor	1.The management should ensure there are adequate controls in place to prevent erroneous payments to suppliers	July 2022	Corporate Services / Procurement	Procedures have been put in place to ensure retentions are withheld correctly	Completed
12	Credit Note Requisitions - Shire does not use a formal credit requisition form to raise credit notes relating to sundry debtors. Instead, credit notes are raised based on email requests from the staff requesting the credit note	1.The Shire should develop and use a formal credit note requisition form to be authorised by the responsible officer when a credit note needs to be raised.	February 2023	Corporate Services / Finance	1.Credit note requisition form created pending approval. 2.Credit note requisition process to be added in pro maps by Feb 23 13/04/2023, has been approved and added to promapps	Completed

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.10.1

Number	Finding	Recommendation / Solution	Expected Completion	Responsibility	Progress To Date	Status
13	Cancellation of Receipts - The Shire does not have a formally established and documented internal control procedure for cancellation of receipts.	1.The Shire should develop and use a documented internal control procedural guideline for the benefit of the relevant staff	February 2023	Corporate Services / Finance	Receipt Cancellation procedure documents done and added into promaps by Feb 23	Completed
14	Daily Receipting - There was no documentary evidence of a review of the daily receipting report.	1.The daily receipting report should be reviewed by an officer independent of the receipting function and the evidence of such review should be documented. Any discrepancies should be investigated and rectified without delay	July 2022	Corporate Services / Finance	Receipting batches are reviewed daily, and discrepancies are investigated at that point by the Senior Finance Officer. Senior Finance Signs and dates the batches.	Completed
15	Front Counter Cash Register - All operators of the front counter cash register use the same password.	1.The management should seek the possibility of introducing different passwords for each operator or introducing documented procedures to minimise the risk of unauthorised or fraudulent transactions occurring.	July 2024	Corporate Services / Finance	October 2023. Difficult to implement with the current ERP. To be resolved once we migrate to Altus staff have run an audit report that shows left and cash payments that go through the cash register from external customers over a 2 month period average cash daily was calculated at \$260 per day. We recommend closing off this issue as there is minimal fraudulent activity that can occur considering the receipts are balanced everyday to synergy.	Completed
16	Payroll - Employee termination payment calculations were not evidenced as being reviewed and approved by a senior staff of the Shire.	1.Recommend that calculations of all termination payments are independently reviewed and the review be evidenced on the calculation sheet and it be retained.	July 2022	Corporate Services / Finance	These are currently being reviewed by both Senior Finance officer and Accountant who both sign and date the calculation sheet.	Completed
17	Payroll - We noted that in 3 out of 6 employee fortnightly payments we tested, there was no deduction authority in two instances and also anomalies were found in the amount deducted in one instance.	1.We recommend that supporting documents in respect of all deductions are retained and also care is taken to ensure that deductions are made in accordance with the deduction authority provided by the employees.	N/A	Corporate Services / Finance	Current procedures have all deduction amounts recorded against personal files.	Completed
18	Payroll - Employee pay slips show penalty as normal hours.	1 We recommend that management investigates this matter and take appropriate measures to rectify the issue.	October 2023	Corporate Services / Finance	October 2023. Altus payroll will resolve the issue when rolled out. Currently all the casuals that work on a Saturday will have the penalty rate appearing as normal hours. we however have very few casuals working on a Saturday as most casuals work Monday to Friday and during ordinary hours. When the issue was raised only 2 casuals had the payslip showing normal hours. We recommend closing the issue until roll out of Altus payroll.	Completed
19	General Journals - The same officer prepares and posts the journal entry without an independent review by a second officer.	1.We recommend that a senior person independent of the preparer reviews and authorises all journal entries before they are processed and evidence of authorisation retained.	July 2022	Corporate Services / Finance	Journals are signed off by either the Accountant, Senior Finance Officer or Exec Manager Corporate services.	Completed
20	General Journals - The Shire does not have a comprehensive documented policy or procedural guideline for general journals.	1.recommend that management develops and implements a comprehensive policy and procedures for the general journal process. The policy should be approved by the Council prior to being implemented.	February 2023	Corporate Services / Finance	More of a procedure guideline to be documented rather than a policy. Journals are done by Finance personnel and currently only the EMCS. Senior Accountant and senior finance officer can post journals. A guideline for journal procedure to be documented however currently the process is one initiates the journal and sends to another officer for authorisation.	Completed
21	Fixed Assets - Currently there is no process of formally documenting the disposal of assets i.e. Asset Disposal Form, and obtaining managements approval prior to disposal of individual assets.	1.We recommend that management introduce an Asset Disposal/Deletion form to formalise the asset disposals/deletions process, which should also be subject to appropriate authorisation.	December 2022	Corporate Services / Finance	Asset disposal form created, and procedure documented and uploaded in pro maps	Completed
22	Fixed Assets Reconciliation - That the monthly fixed asset reconciliations for the months of August 2021 to February 2022 have not been dated by the reviewer and the reconciliations for the months of March and April 2022 were not performed at the time of the review.	1.We recommend that monthly fixed asset reconciliations are performed in a timely manner and reviewed by an officer independent of the preparer and evidence of such review be documented on the reconciliation.	December 2022	Corporate Services / Finance	Fixed assets reconciled monthly by Senior Finance Officer and sent to Accountant for review. Accountant signs and dates.	Completed



Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.10.1

Number	Finding	Recommendation / Solution	Expected Completion	Responsibility	Progress To Date	Status
23	IT Security Policy - The Shire does not have a formal (IT) Security Policy. Furthermore there is no formal process to review user access rights and privileges in the system to ensure they are in line with the responsibilities of individual staff member's roles/positions.	1.The Shire should develop a formal IT Security Policy and also ensure user access rights are periodically reviewed to ensure they are in line with individual staff roles and responsibilities.	N/A	Corporate Services / ICT	No Action  July 2023 - there are certain security policy groups in place which enables only certain users with privileges to access those files in G drive. Further security can be enhanced where cross department access can be restricted and individuals cannot access certain files & folders. And user can be given access upon managers approval. October 2023, An internal ICT policy has been written which includes the process to review users with access rights to restricted files annually.	Completed

UNCONFIRMED

**Audit & Risk Management Committee Minutes**  
**11 December 2023**



**7.11 Progress Towards the ICT Strategy Plan**

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

**BRIEF**

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

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

**ATTACHMENTS**

1. ICT Strategic Plan Action Plan [7.11.1 - 2 pages]

**A. BACKGROUND / DETAILS**

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

One such Plan is the ICT Strategy Plan and this report provides an update on implementation of the actions associated with this Plan.

**B. CONSIDERATIONS**

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

Performance Area: Prosperity.

**Audit & Risk Management Committee Minutes  
11 December 2023**



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

Objective 10.1: Pursue economic growth, innovation and diversification.

Priority Action: Nil.

**B.2 Financial / Resource Implications**

To be advised / determined

**B.3 Legislative Compliance**

Local Government Act 1995 and relevant subsidiary legislation.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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



**Audit & Risk Management Committee Minutes  
11 December 2023**

Service Interruption	Nil.	Nil.	Nil.
Compliance	Nil.	Nil.	Nil.
Property	Nil.	Nil.	Nil.
Environment	Nil.	Nil.	Nil.

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

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

Key to table:

**Completed**

**No Action**

**Underway**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: AU.276**

**Moved: Cr M P Ryan**

**Seconded: Cr H J Appleton**

**That the Audit & Risk Management Committee endorses the following recommendations being presented to Council:**

- 1. That Council receives the update as provided in Attachment 1 in relation to the progress made towards implementation of the ICT Strategic Plan.**

**CARRIED 3/0**

**For:** Cr A J Mencshelyi, Cr H J Appleton and Cr M P Ryan

**Against:** Nil

Clarification was sought in relation to:

**Audit & Risk Management Committee Minutes  
11 December 2023**

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- In point 1 of the attachment it lists; no acting, no acting, then review and work on it. What does this mean?

*The Business Solutions Coordinator advised that at the moment in regards to the ICT Policy, we are in the process of reviewing it and we are working towards creating it in the third quarter, between January and March 2024.*

UNCONFIRMED

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.11.1

Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
1	Governance	ICT decisions and operations within the Shire will be controlled and guided through a formalised ICT Governance framework. This framework will ensure the alignment of ICT activities with business priorities.	2021 / 2026	Corporate Services / ICT	Draft strategic and operations plans developed. SLAs to be determined.  February 2022 Update: In early discussions with external provider regarding SLAs.  August 2022 Update: No progress.  December 2022 Update: No progress.  April 2023 - to review and work on it.	Underway
2	Emerging Trends and Technologies	ICT policies and procedures need to be current enabling the organisation to conduct considered reviews of emerging technologies and trends, to ensure they meet current and emerging needs of the organisation.	2021 / 2026	Corporate Services / ICT	Acceptable Use and BYOD policies adopted.	Completed
3	Business Systems and Applications	Appropriately managed business systems and applications will help consolidate and streamline business processes.	2021 / 2026	Corporate Services / ICT	Inventory Register established. RFQ re: potential CRM/RMS upgrade/migration from Synergysoft occurring.  February 2022 Update: Tenders have been received and staff will be evaluation and I expecting to present to the next Audit Committee meeting.  May 2022 Update: No progress.  August: Staff are expecting to receive an overview of the Altus System within the month, this will then determine the best way forward.  Feb 2023 Data Cleaning in process. COA restructuring project will be commencing soon.  April 2023 - COA restructuring underway.  July 2023 - Go live with new COA.  Aug 2023 - New COA restructuring completed and currently used in Synergy. Staffs are being trained on using the new codes.  Discovery phase for Health/Planning/Building modules through Greenlight to commence for 3 days starting 15th August 2023. Parallely to run HR module workshop through Pulse.	Underway
4	Infrastructure and Technology	ICT has extensive assets and services under management. The best value and maximum benefit from this investment can only be obtained if suitably managed.	2021 / 2026	Corporate Services / ICT	Systems manual to be developed. Network communications infrastructure plan to be developed.  February 2022 Update: No progress.  May 2022 Update: No progress.  August 2022, limited progress made largely around the Shires CCTV infrastructure which is having a needs assessment carried out.  December 2022 Update: No progress.  April 2023 - To investigate and enquire with Telstra if they have any open nodes available across Fitzgerald St to rent lines to connect the CCTV poles in order to reduce the congestion in the wireless link for the CCTV infrastructure.  July 2023 - To update the existing document as per Shire strategy for grant funding and improving the current CCTVs in place.  November 2023 - CCTV Strategy and Audit Complete	Completed
5	Disaster Recovery	ICT needs to work with the organisation to establish mission critical services and ensure that disaster recovery and business continuity plans meet current and emerging needs	2021 / 2026	Corporate Services / ICT	Adhoc DR / Business Continuity plan in place and partially tested. Data retention plan developed	Completed

Audit & Risk Management Committee Minutes  
11 December 2023

Attachment 7.11.1

Number	Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress To Date	Status
6	Security	The threat of cyber security incidents continues to rise. The Shire needs to develop and implement security policies and procedures to meet this increasing threat.	2021 / 2026	Corporate Services / ICT	<p>Ongoing development and training will always be occurring.</p> <p>May 2022 Update: No progress.</p> <p>August 2022, No progress.</p> <p>Februarys 2022 Update: No progress.</p> <p>April 2023 - Currently Northam has in place Rocket cyber with is a 24/7 managed security operations centre (SOC) which monitors for any unusual activity on the network including the 365 tenancy , Datto SAAS protection is the 365 tenancy backups, Datto defence is software that sits in the 365 tenancy and monitors for any injected code into emails, phishing and ransomware attacks on teams, Sharepoint, Outlook, OneDrive . Datto EDR is endpoint detection and remediation . EDR is designed to sit between AV and SOC services and protect endpoints from any unusual activity. And we have Trend AV on all machines</p> <p>July 2023 - Existing Cybersecurity in place is currently functioning well. Next phase is enabling Office365 MFA (multifactor authentication).</p> <p>November 2023 - MFA identification is currently being rolled out and now covers 50% of Staff. In Addition the ICT Disaster Recovery Plan has also been updated.</p>	Underway
7	Project Management	The effective delivery of ICT projects requires a suitable management framework to be implemented	2022	Corporate Services / ICT	<p>Project Management ICT Procedure to be developed.</p> <p>February 2022 Update: No progress.</p> <p>August 2022 Update: No progress.</p> <p>December 2022 Update: No progress.</p> <p>April 2023 - to review and develop a frame work</p> <p>May 2023 - yet to review and develop</p> <p>July 2023 - Project Management document currently available reviewing that document.</p> <p>November 2023 - Project Management Document has been reviewed and signed off on.</p>	Completed



**Audit & Risk Management Committee Minutes  
11 December 2023**

**8 URGENT BUSINESS APPROVED BY DECISION**

Nil.

**9 DATE OF NEXT MEETING**

Proposed meeting dates:

- 29 February 2024 at 5:30pm.
- 23 May 2024 at 5:30pm.
- 29 August 2024 at 5:30pm.
- 28 November 2024 at 5:30pm.

**10 DECLARATION OF CLOSURE**

There being no further business, the Presiding Member, Cr A J Mencshelyi ,  
declared the meeting closed at 6:12pm.

"I certify that the Minutes of the Audit & Risk Management Committee Meeting held on 11 December 2023 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date



## 13 OFFICER REPORTS

### 13.1 CEO'S OFFICE

#### 13.1.1 A 8.5 Property Management (Leases & Licences) Policy

<b>File Reference:</b>	A14320
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (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

Legal advice has been received pertaining to Policy A 8.5 Property Management (Leases & Licences). A Lessor is unable to recoup costs for the development of a lease created under the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.

Due to this, the Property Management (Leases & Licences) Policy has been amended to reflect the obligations of the Lessor.

#### ATTACHMENTS

1. C S- POLIC Y-08 A 8.5 Property Management ( Leases Licences)\_ V 3 - Unmarked [13.1.1.1 - 11 pages]
2. C S- POLIC Y-08 A 8.5 Property Management ( Leases Licences)\_ V 3 - Marked [13.1.1.2 - 11 pages]

#### A. BACKGROUND / DETAILS

When developing any lease, Officers are required to adhere to Council Policy A 8.5 Property Management (Leases & Licences).

If a lease is being created that is of a commercial nature, items stipulated in clause 8.3 of this Policy are required to be included in the lease.

Section 8.3, *Outgoings payable by tenant* clause (b) states:

The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement.

Advice from McLeod's Lawyers states that pursuant to section 14B of the *Commercial Tenancy (Retail Shops) Agreements Act 1985*, the Shire will be unable to claim from the Lessee its legal costs in the negotiation, preparation, and execution of the lease.

Given this advice, the Property Management (Leases & Licences) Policy has been amended to ensure alignment with current legislation.

## B. CONSIDERATIONS

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

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

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

Priority Action: Nil.

### B.2 Financial / Resource Implications

Council will be unable to request reimbursement for the cost of developing the lease from a lessee if the lease is developed under the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.

The Act does allow for reimbursement of fees if it is an assignment of the lease or a sublease.

### B.3 Legislative Compliance

*Commercial Tenancy (Retail Shops) Agreements Act 1985 – (s)14B*

14B. Landlord's legal costs of lease etc. not claimable from tenant

- (1) A landlord under a retail shop lease is not able to claim from any person (including the tenant) the landlord's legal or other expenses relating to —
  - (a) the negotiation, preparation or execution of —
    - (i) the lease; or
    - (ii) a renewal of the lease; or
    - (iii) an extension of the lease;
  - or
  - (b) obtaining the consent of a mortgagee to the lease; or
  - (c) the landlord's compliance with this Act.

- (2) Subsection (1) does not prevent the landlord from claiming the reasonable legal or other expenses incurred by the landlord in connection with an assignment of the lease or a sub-lease, including investigating a proposed assignee or sub-lessee and obtaining any necessary consents to the assignment or sub-lease.

#### B.4 Policy Implications

A 8.5 Property Management (Leases and Licences) – section 8.3 Commercial Lease or Licence / Subsidised Community Lease or Licence.

#### B.5 Stakeholder Engagement / Consultation

The Policy was workshopped with Council Members on 8 November 2023.

#### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Unbudgeted expense for the development of a lease under the Act.	Possible (3) x Medium (3) = Moderate (9)	Include provision in the budget to allow for lease development.
Health & Safety	N/A	N/A	N/A
Reputation	Council illegally request reimbursement for legal fees in the development of a lease leaving Council open to legal action.	Possible (3) x Medium (3) = Moderate (9)	Amend Council policy to avoid future occurrences.
Service Interruption	N/A	N/A	N/A
Compliance	Council is noncompliant with relevant legislation.	Possible (3) x Medium (3) = Moderate (9)	Amend Council policy.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

#### B.7 Natural Environment Considerations

N/A

## C. OFFICER'S COMMENT

Council is bound by law to make the proposed amendment to Policy A 8.5 Property Management (Leases & Licences) to align with the provisions of the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.

A "marked" and "unmarked" version of the Policy has been included in the attachments for ease of reading.

This Policy was workshopped on 8 November 2023 and there were no requests for any changes or inclusions, however the Manager of Planning & Environment advised that there were some minor amendments required. These include:

- Page 3 – Updates to wording and examples included in clause 3 "Planning, Consent & Approvals".
- Page 11 – Updates to the definition of "Development Approvals" to be in line with the *Planning & Development Act 2005*.

These additional amendments are track changed in blue, while the original amendments considered at the Policy Workshop are track changed in red.

### RECOMMENDATION

#### That Council:

1. **Adopt the reviewed Policy - A 8.5 Property Management (Leases and Licences) as per Attachment 13.1.1.1.**
2. **Authorise the Chief Executive Officer to adjust the Policy Manual to include Policy amendments.**



## ADMINISTRATION

### A 8.5 Property Management (Leases and Licences)

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<p><i>Local Government Act 1995 s3.58</i>  <i>Local Government Act 1995 s9.49A(2)&amp;(4)</i>  <i>Local Government (Functions and General) Regulations 1996 Reg 30(2)(b)</i></p>

#### OBJECTIVE

To provide principles to ensure that all requests to lease or licence Shire of Northam owned, managed or controlled property, including Crown land, are dealt with in a fair, equitable, and where possible, a consistent manner.

To minimise the risk to the Shire of Northam and to maximise the overall return to the community for Shire of Northam assets.

To ensure compliance with the *Local Government Act 1995* and any other relevant laws, and consistency with Shire of Northam policies.

#### SCOPE

The Policy applies to the leasing and licensing of all property owned, managed or controlled by the Shire of Northam, including Crown land.

#### POLICY

The Shire of Northam as legal owner of Property may from time to time choose to enter into a Lease or Licence agreement with a third party. The disposal of land is covered under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

The Shire of Northam also manages some Reserves which are available for leasing and licensing purposes for specific periods and purposes as set by the Crown.



*Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)*

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This Policy recognises the variety and diversity of leases and licences and seeks to ensure that all lessees/licensees and prospective lessees/licensees have an understanding of the underlying elements of this Policy.

All requests for a lease or licence will be determined:

- in a fair, transparent, and where possible, consistent way; and
- in a manner that complies with statutory principles and policy.

The Shire of Northam will always seek to comply with the following principles in dealing with property, bearing in mind that variation may be required given the varying nature of each property and lessee/licensee and the current state of the leasing and licencing market.

The Shire of Northam reserves its right to exercise its discretion in all circumstances and remains bound by all applicable Laws and Regulations.

## **1. Type of Agreement**

- 1.1 A Lease will be entered into where the intention is to grant exclusive possession of the property or part of the property.
- 1.2 A Licence will be entered into where the intention is to grant non- exclusive possession of the property or part of the property.

## **2. Term**

- 2.1 As a general principle, a new lease will be limited to a maximum of a five (5) year term and any option to renew will be limited to no more than a five (5) year term. Council may consider longer terms where Council is of the opinion that there is benefit or merit for providing a longer lease term.
- 2.2 The maximum tenure of a Lease or Licence granted by the Shire on Crown land will be consistent with the term of the management order including any further term option/s.
- 2.3 The term will depend on many factors, including but not limited to:
  - 2.3.1 The needs of Council and Council Plan objectives.
  - 2.3.2 The needs of the community.
  - 2.3.3 The Lessee.
  - 2.3.4 The Business.
  - 2.3.5 The ongoing need for the property or the provided use.
  - 2.3.6 Substantial contributions to capital or structural works by the lessee.
  - 2.3.7 The sustainability of the lessee.
  - 2.3.8 The sustainability of the property.



- 2.3.9 The Management Order for the Property (if Crown land) and the requirements of the Minister for Lands.
- 2.3.10 The current state of the leasing and licencing market.

### **3. Planning, Consent & Approvals**

- 3.1 Development Approval must be obtained from the Shire as the local planning authority prior to a lease or licence being entered into.
- 3.2 Where the Shire manages Crown land, grant of the lease or licence and each renewal, if any, will be conditional on Minister for Lands approval.
- 3.3 The lessee or licensee is solely responsible for obtaining all approvals, licenses and authorities, such as building permits, septic approvals and clearing permits, necessary to conduct the proposed activities on any premises. The Shire makes no representation that a premises or property is suitable for any activity, whether permitted or otherwise.

### **4. Sub-letting**

- 4.1 A Lessee or Licensee must not sub-Lease, sub-Licence or part with possession of Property that is the subject of a Lease or Licence without the Shire's prior written consent. The Lessee will be required to prove the suitability of a sub-Lessee/sub-Licensee.
- 4.2 Sub-Leases and sub-Licences must be consistent with the head Lease or Licence purpose. If the purpose is inconsistent, a variation to the head Lease or Licence will be required to accommodate the sub-Lease or sub-Licence purpose.
- 4.3 If sub-Leasing or sub-Licensing Shire managed buildings, the Lessee or Licensee cannot charge a rent for the sublet area that is pro-rata higher than the rent payable under the head Lease or Licence.
- 4.4 If sub-Leasing or sub-Licensing buildings constructed by the Lessee on Shire owned and or Shire managed land, the Lessee can determine the sub-Lease or sub-Licence rental provided that the Shire is satisfied that such rental is reasonable and in line with the capital investment in the property.

### **5. Assignment**

- 5.1 A Lessee or Licensee must not assign a Lease or Licence without the Shire's prior written consent, which may be withheld in the Shire's absolute discretion. Assignors continue to be liable for the remainder term of the Lease and will be required to prove suitability of an assignee.



## 6. Variations

- 6.1 The Shire will consider variation requests on a case-by-case basis. All requests must be received in writing with appropriate justification.

## 7. Vacant Property

- 7.1 Unless extenuating circumstances are deemed by the Shire to apply, the Shire will conduct an Expression of Interest (EOI) process to determine a suitable Lessee for vacant Shire Property.
- 7.2 The decision to conduct an EOI process will be based on factors including but not limited to:
- a. The size of the Property
  - b. The location of Property
  - c. The value of Property
  - d. The expected rental return
  - e. The likelihood of multiple interested users
  - f. Ensure the Lessee delivers specific services
  - g. Allow for innovative or flexible solutions for the property

## 8. Essential Terms

8.1 Community Lease or Licence to manage community halls (excluding Northam Memorial Hall)	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<ol style="list-style-type: none"> <li>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</li> <li>b. Lessees or Licensees will be responsible for minor maintenance obligations. <ol style="list-style-type: none"> <li>a. 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 or member. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</li> <li>b. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</li> </ol> </li> </ol>





Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

	<p>c. 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.</p> <p>d. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</p>
Responsibilities of the Shire	<p>a. The Shire will assist in maintaining the facility for the benefit of the community, with the Community Group as manager;</p> <p>b. The Shire will cover the cost of building insurance and the lease preparation fee.</p> <p>c. The Shire through the Council's annual budget process will provide a maximum amount of \$1,000 per annum, towards the maintenance of the special floor surface in the sports arena section of the Bakers Hill Recreation Centre.</p>
Outgoings payable by tenant	The Lessee or Licensee will not be responsible for Shire land rates but will be responsible for all other charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.
Tenancy Fee	\$1.00 per annum to reflect the community contribution of the group.

8.2 Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<p>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</p> <p>b. Lessees or Licensees will be responsible for minor maintenance obligations.</p> <p>c. The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</p>



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

	<p>d. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</p> <p>e. The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.</p> <p>f. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</p>
Responsibilities of the Shire	<p>a. The Shire will insure the Property at replacement value and pass on the cost to the Lessee or Licensee as the Tenancy Fee.</p> <p>b. The Shire will be responsible for any electrical wiring or structural repairs/improvements in accordance with levels determined within its budget forecast. In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.</p>
Outgoings payable by tenant	<p>a. The Lessee or Licensee will not be responsible for Shire land rates but will be responsible for all other charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</p> <p>b. Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.</p> <p>c. The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).</p>
Tenancy Fee	An amount equivalent to the cost of building insurance to be reviewed annually.

8.3 Commercial Lease or Licence / Subsidised Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

Responsibilities of Tenant	<p>a. Cost of repair for any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a member of staff, representative or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</p> <p>b. In the case of Lessee or Licensee obtaining approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.</p>
Responsibilities of the Shire	<p>a. The Shire will insure the Property at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.</p>
Outgoings payable by tenant	<p>a. All outgoings including rates, charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</p> <p>b. Insurance premiums for the Property as recovered by the Shire. The Lessee will reimburse the Shire for any excess in respect of any claim.</p> <p>c. The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement.</p> <p>d. Clause (c) is excluded if the lease is created under the <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i> 14B (and is not an assignment or sub-lease).</p> <p>e. The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).</p>
Tenancy Fee	<p>a. The tenancy fee will be consistent with market valuation and be subject to rent reviews on the anniversary date. The costs of obtaining a Market Valuation (provided by a licensed Property Valuer appointed by the Shire) for the initial Lease or Licence rental assessment and during the term of the Lease or Licence will be paid by the Lessee.</p> <p>b. The Shire recognises that partnerships can be entered into for the benefit of the local community and acknowledges the adopted lease or licence rent will be determined on a case by case basis taking into consideration:</p> <ol style="list-style-type: none"> <li>i. Land contribution;</li> </ol>



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

	<ul style="list-style-type: none"> <li>ii. Building cost contribution;</li> <li>iii. State or Federal legislation; and</li> <li>iv. Level of benefit to local community.</li> </ul>
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**8.4 Airport Hangar Lease or Licence**

Initial Term	All agreements will have a common expiry and the term will be determined based upon the current common expiry.
Option	Five (5) years unless otherwise determined to ensure common expiry is achieved.
Responsibilities of Tenant	<ul style="list-style-type: none"> <li>a. All improvements, repairs and maintenance to the Property are the sole responsibility of the Lessee or Licensee.</li> <li>b. The Lessee or Licensee will be responsible for lodging a development application for new hangars. A Lease or Licence will not be entered into until approval has been granted.</li> <li>c. To comply with all lawful requirements of the Civil Aviation, Safety Authority or other body or department regulating and relating to the flying of aircrafts and to comply with all Acts of Parliament and regulations relating thereto.</li> </ul>
Responsibilities of the Shire	<ul style="list-style-type: none"> <li>a. The Shire of Northam will appoint a manager who will be responsible for the day-to-day operations of the Northam Airport.</li> </ul>
Outgoings payable by tenant	<ul style="list-style-type: none"> <li>a. All outgoings including rates, charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</li> <li>b. The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement.</li> <li>c. The Lessee or Licensee will be responsible to contribute to the full cost of any previous improvements to the Airport by way of a levy proportioned to the cost of the work by a once-off lease establishment fee or transfer fee as set in the Shire of Northam Fees and Charges.</li> <li>d. Building and contents insurance and also hold current public liability insurance and worker compensation (if applicable).</li> </ul>
Tenancy Fee	\$5.50 per square metre for recreational hangar sites and \$6.00 per square metre for commercial hangar site.

**8.5 Pop Up Shop Lease or Licence**



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

Initial Term	Three (3) months
Option	A further option of three (3) months may be granted should a subsequent tenant not be identified.
Responsibilities of Tenant	<ul style="list-style-type: none"> <li>a. Not to do anything or permit anything to be done to or in the Premises which is a nuisance or annoyance to the Licensor or the occupier of any adjoining or neighbouring premises;</li> <li>b. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</li> <li>c. Not make or permit to be made any alterations or additions whatsoever in or to the Premises or any part thereof without first obtaining the written consent of the Shire.</li> <li>d. Maintain opening hours of not less than five (5) days each week which days must include weekends and such other days where there are events to be held in Northam.</li> </ul>
Responsibilities of the Shire	<ul style="list-style-type: none"> <li>a. The Shire will be responsible for any minor maintenance and structural repairs/improvements in accordance with levels determined within its budget forecast.</li> </ul>
Outgoings payable by tenant	<ul style="list-style-type: none"> <li>a. Contents insurance, public liability insurance and worker compensation insurance (if applicable).</li> </ul>
Tenancy Fee	As determined by the Shire of Northam based on the average cost of outgoings.

## DEFINITIONS

In this policy, the following definitions apply:

<b>Act</b>	The <i>Local Government Act 1995</i> as amended.
<b>Shire</b>	Shire of Northam
<b>Commercial Lease or Licence</b>	In this Policy, a legally binding agreement, relating to all Leases other than a Community Lease or a Subsidised Community Lease.
<b>Community Based not-for-profit Lease or Licence</b>	A legally binding agreement granted to a community, sporting or recreation associations or other non-government organisations that provides a service or activity for the benefit of the community and does not operate for the profit, personal gain or other benefit of its members or third parties and which applies all proceeds from its activities to the organisation's purposes.
<b>Consumer Price Index</b>	The weighted average cost of a standard basket of retail goods expressed in relation to a base period for Perth (All groups).



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

<b>Crown Land</b>	Land owned by the Crown and vested in the Shire of Northam through the granting of a Management Order.
<b>Delegated Authority</b>	In accordance with the provisions of Section 5.42 of the <i>Local Government Act 1995</i> , Council may delegate authority to the Chief Executive Officer to exercise certain powers or duties to enable the continued working of Council without the necessity for reporting to an Ordinary Council Meeting. Delegated Authority Reference F06 relates to the authority granted by Council for disposing of property by lease or licence.
<b>Incorporated</b>	A group of people who are recognised as a legal entity, separate from individual members as defined under the Associations Incorporation Act (1987).
<b>Lease</b>	A legally binding agreement by which one party (Lessor) in consideration of rent, grants exclusive use and possession of real Property to a third party (Lessee) for a specified purpose and term. A Lease creates an interest in the Property.
<b>Lease or Licence Variation</b>	The addition, removal or change of one or more of the Lease or Licence provisions.
<b>Lessee</b>	An authorised third party that has entered into a Lease or Licence with the Shire of Northam for the use of Shire of Northam owned or managed real Property and pays rent to occupy the Property (and where the context permits includes a Licensee).
<b>Lessor</b>	The Shire of Northam being the owner or management body of Property with power to Lease or Licence to a third party (Lessee).
<b>Licence</b>	Permits a person to occupy Property, or part thereof on particular conditions. The main feature that distinguishes a Licence from a Lease is that a Licence does not permit exclusive use of the Property, and may be used by others. A Licence does not create an interest in the Property.
<b>Licensee</b>	A person that holds an approved Licence. For the purpose of this document (where context permits) a Licensee will also be referred to as "Lessee".
<b>Management Order</b>	An authorisation provided by the Crown giving the Shire of Northam both the power and authority to manage a parcel of land on behalf of the Crown.
<b>Market Valuation</b>	A valuation determined by a licensed Valuer registered with the Australian Property Institute taking into consideration a range of factors to determine the current market rental value of a Property.
<b>Minimum Rate</b>	The rate set annually by Council in its absolute discretion as the minimum rate chargeable for rateable Property.
<b>Development Approval</b>	Means an approval under the local planning scheme for development as defined by the <i>Planning &amp; Development Act 2005</i> .



*Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)*

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<b>Property</b>	The Property that is subject to or intended to be subject to a Lease or Licence.
<b>Regulations</b>	<i>Local Government (Functions and General) Regulations 1996.</i>
<b>Reserve</b>	A defined area of land belonging to the Crown which has been vested in the Shire of Northam by way of a Management Order.
<b>Subsidised Community Lease or Licence</b>	A legally binding agreement granted to a not-for-profit entity delivering a community social service with the assistance of a Commonwealth or State Government operating grant and/or qualify for charitable status under the <i>Charities Act 2013</i> (Cth).



## ADMINISTRATION

### A 8.5 Property Management (Leases and Licences)

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.4699
<i>Resolution Date</i>	15/03/2023
<i>Next Scheduled Review</i>	2024/25
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 s3.58 Local Government Act 1995 s9.49A(2)&(4) Local Government (Functions and General) Regulations 1996 Reg 30(2)(b)

#### OBJECTIVE

To provide principles to ensure that all requests to lease or licence Shire of Northam owned, managed or controlled property, including Crown land, are dealt with in a fair, equitable, and where possible, a consistent manner.

To minimise the risk to the Shire of Northam and to maximise the overall return to the community for Shire of Northam assets.

To ensure compliance with the *Local Government Act 1995* and any other relevant laws, and consistency with Shire of Northam policies.

#### SCOPE

The Policy applies to the leasing and licensing of all property owned, managed or controlled by the Shire of Northam, including Crown land.

#### POLICY

The Shire of Northam as legal owner of Property may from time to time choose to enter into a Lease or Licence agreement with a third party. The disposal of land is covered under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

The Shire of Northam also manages some Reserves which are available for leasing and licensing purposes for specific periods and purposes as set by the Crown.

[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#)Page 1 of 11





*Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)*

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This Policy recognises the variety and diversity of leases and licences and seeks to ensure that all lessees/licensees and prospective lessees/licensees have an understanding of the underlying elements of this Policy.

All requests for a lease or licence will be determined:

- in a fair, transparent, and where possible, consistent way; and
- in a manner that complies with statutory principles and policy.

The Shire of Northam will always seek to comply with the following principles in dealing with property, bearing in mind that variation may be required given the varying nature of each property and lessee/licensee and the current state of the leasing and licencing market.

The Shire of Northam reserves its right to exercise its discretion in all circumstances and remains bound by all applicable Laws and Regulations.

## **1. Type of Agreement**

- 1.1 A Lease will be entered into where the intention is to grant exclusive possession of the property or part of the property.
- 1.2 A Licence will be entered into where the intention is to grant non- exclusive possession of the property or part of the property.

## **2. Term**

- 2.1 As a general principle, a new lease will be limited to a maximum of a five (5) year term and any option to renew will be limited to no more than a five (5) year term. Council may consider longer terms where Council is of the opinion that there is benefit or merit for providing a longer lease term.
- 2.2 The maximum tenure of a Lease or Licence granted by the Shire on Crown land will be consistent with the term of the management order including any further term option/s.
- 2.3 The term will depend on many factors, including but not limited to:
  - 2.3.1 The needs of Council and Council Plan objectives.
  - 2.3.2 The needs of the community.
  - 2.3.3 The Lessee.
  - 2.3.4 The Business.
  - 2.3.5 The ongoing need for the property or the provided use.
  - 2.3.6 Substantial contributions to capital or structural works by the lessee.
  - 2.3.7 The sustainability of the lessee.

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[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#)Page 2 of 11



- 2.3.8 The sustainability of the property.
- 2.3.9 The Management Order for the Property (if Crown land) and the requirements of the Minister for Lands.
- 2.3.10 The current state of the leasing and licencing market.

### 3. Planning, Consent & Approvals

- 3.1 ~~Planning Development~~ Approval ~~(if required)~~ must be obtained from the Shire as the local planning authority prior to a lease or licence being entered into.
- 3.2 Where the Shire manages Crown land, grant of the lease or licence and each renewal, if any, will be conditional on Minister for Lands approval.
- 3.3 The lessee or licensee is solely responsible for obtaining all approvals, licenses and authorities, such as building permits, septic approvals and clearing permits, necessary to conduct the proposed activities on any premises. The Shire makes no representation that a premises or property is suitable for any activity, whether permitted or otherwise.

### 4. Sub-letting

- 4.1 A Lessee or Licensee must not sub-Lease, sub-Licence or part with possession of Property that is the subject of a Lease or Licence without the Shire's prior written consent. The Lessee will be required to prove the suitability of a sub-Lessee/sub-Licensee.
- 4.2 Sub-Leases and sub-Licences must be consistent with the head Lease or Licence purpose. If the purpose is inconsistent, a variation to the head Lease or Licence will be required to accommodate the sub-Lease or sub-Licence purpose.
- 4.3 If sub-Leasing or sub-Licensing Shire managed buildings, the Lessee or Licensee cannot charge a rent for the sublet area that is pro-rata higher than the rent payable under the head Lease or Licence.
- 4.4 If sub-Leasing or sub-Licensing buildings constructed by the Lessee on Shire owned and or Shire managed land, the Lessee can determine the sub-Lease or sub-Licence rental provided that the Shire is satisfied that such rental is reasonable and in line with the capital investment in the property.

### 5. Assignment

- 5.1 A Lessee or Licensee must not assign a Lease or Licence without the Shire's prior written consent, which may be withheld in the Shire's absolute discretion. Assignors continue to be liable for the remainder term of the Lease and will be required to prove suitability of an assignee.

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~~CS-POLICY-08 A 8.5 Property Management (Leases Licences) V3CS-POLICY-08  
A 8.5 Property Management (Leases & Licences) V3CS-POLICY-08 A 8.5 Property  
Management (Leases & Licences) V2~~Page 3 of 11



## 6. Variations

- 6.1 The Shire will consider variation requests on a case-by-case basis. All requests must be receiving in writing with appropriate justification.

## 7. Vacant Property

- 7.1 Unless extenuating circumstances are deemed by the Shire to apply, the Shire will conduct an Expression of Interest (EOI) process to determine a suitable Lessee for vacant Shire Property.
- 7.2 The decision to conduct an EOI process will be based on factors including but not limited to:
- a. The size of the Property
  - b. The location of Property
  - c. The value of Property
  - d. The expected rental return
  - e. The likelihood of multiple interested users
  - f. Ensure the Lessee delivers specific services
  - g. Allow for innovative or flexible solutions for the property

## 8. Essential Terms

8.1 Community Lease or Licence to manage community halls (excluding Northam Memorial Hall)	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<ol style="list-style-type: none"> <li>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</li> <li>b. Lessees or Licensees will be responsible for minor maintenance obligations. <ol style="list-style-type: none"> <li>a. 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 or member. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</li> <li>b. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</li> </ol> </li> </ol>

[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#)Page 4 of 11



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

	<p>c. 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.</p> <p>d. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</p>
Responsibilities of the Shire	<p>a. The Shire will assist in maintaining the facility for the benefit of the community, with the Community Group as manager;</p> <p>b. The Shire will cover the cost of building insurance and the lease preparation fee.</p> <p>c. The Shire through the Council's annual budget process will provide a maximum amount of \$1,000 per annum, towards the maintenance of the special floor surface in the sports arena section of the Bakers Hill Recreation Centre.</p>
Outgoings payable by tenant	The Lessee or Licensee will not be responsible for Shire land rates but will be responsible for all other charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.
Tenancy Fee	\$1.00 per annum to reflect the community contribution of the group.

8.2 Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<p>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</p> <p>b. Lessees or Licensees will be responsible for minor maintenance obligations.</p> <p>c. The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may</p>

[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#)Page 5 of 11



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

	<p>carry out any corrective works and recoup the full cost from the Lessee or Licensee.</p> <p>d. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</p> <p>e. The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.</p> <p>f. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</p>
Responsibilities of the Shire	<p>a. The Shire will insure the Property at replacement value and pass on the cost to the Lessee or Licensee as the Tenancy Fee.</p> <p>b. The Shire will be responsible for any electrical wiring or structural repairs/improvements in accordance with levels determined within its budget forecast. In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.</p>
Outgoings payable by tenant	<p>a. The Lessee or Licensee will not be responsible for Shire land rates but will be responsible for all other charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</p> <p>b. Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.</p> <p>c. The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).</p>
Tenancy Fee	An amount equivalent to the cost of building insurance to be reviewed annually.

8.3 Commercial Lease or Licence / Subsidised Community Lease or Licence
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[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#) Page 6 of 11



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<p>a. Cost of repair for any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a member of staff, representative or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</p> <p>b. In the case of Lessee or Licensee obtaining approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.</p>
Responsibilities of the Shire	<p>a. The Shire will insure the Property at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.</p>
Outgoings payable by tenant	<p>a. All outgoings including rates, charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</p> <p>b. Insurance premiums for the Property as recovered by the Shire. The Lessee will reimburse the Shire for any excess in respect of any claim.</p> <p><del>c.</del> The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement.</p> <p><del>e-d.</del> <u>Clause (c) is excluded if the lease is created under the Commercial Tenancy (Retail Shops) Agreements Act 1985 14B (and is not an assignment or sub-lease).</u></p> <p><del>e-e.</del> The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).</p>
Tenancy Fee	<p>a. The tenancy fee will be consistent with market valuation and be subject to rent reviews on the anniversary date. The costs of obtaining a Market Valuation (provided by a licensed Property Valuer appointed by the Shire) for the initial Lease or Licence rental assessment and during the term of the Lease or Licence will be paid by the Lessee.</p> <p>b. The Shire recognises that partnerships can be entered into for the benefit of the local community and acknowledges the adopted lease or licence rent</p>

~~CS-POLICY-08 A 8.5 Property Management (Leases Licences) V3~~  
~~CS-POLICY-08 A 8.5 Property Management (Leases & Licences) V3~~  
~~CS-POLICY-08 A 8.5 Property Management (Leases & Licences) V2~~Page 7 of 11



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

	<p>will be determined on a case by case basis taking into consideration:</p> <ul style="list-style-type: none"> <li>i. Land contribution;</li> <li>ii. Building cost contribution;</li> <li>iii. State or Federal legislation; and</li> <li>iv. Level of benefit to local community.</li> </ul>
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8.4 Airport Hangar Lease or Licence	
Initial Term	All agreements will have a common expiry and the term will be determined based upon the current common expiry.
Option	Five (5) years unless otherwise determined to ensure common expiry is achieved.
Responsibilities of Tenant	<ul style="list-style-type: none"> <li>a. All improvements, repairs and maintenance to the Property are the sole responsibility of the Lessee or Licensee.</li> <li>b. The Lessee or Licensee will be responsible for lodging a development application for new hangars. A Lease or Licence will not be entered into until approval has been granted.</li> <li>c. To comply with all lawful requirements of the Civil Aviation, Safety Authority or other body or department regulating and relating to the flying of aircrafts and to comply with all Acts of Parliament and regulations relating thereto.</li> </ul>
Responsibilities of the Shire	<ul style="list-style-type: none"> <li>a. The Shire of Northam will appoint a manager who will be responsible for the day-to-day operations of the Northam Airport.</li> </ul>
Outgoings payable by tenant	<ul style="list-style-type: none"> <li>a. All outgoings including rates, charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</li> <li>b. The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement.</li> <li>c. The Lessee or Licensee will be responsible to contribute to the full cost of any previous improvements to the Airport by way of a levy proportioned to the cost of the work by a once-off lease establishment fee or transfer fee as set in the Shire of Northam Fees and Charges.</li> <li>d. Building and contents insurance and also hold current public liability insurance and worker compensation (if applicable).</li> </ul>

[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#) Page 8 of 11



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

Tenancy Fee	\$5.50 per square metre for recreational hangar sites and \$6.00 per square metre for commercial hangar site.
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<b>8.5 Pop Up Shop Lease or Licence</b>	
Initial Term	Three (3) months
Option	A further option of three (3) months may be granted should a subsequent tenant not be identified.
Responsibilities of Tenant	<ul style="list-style-type: none"> <li>a. Not to do anything or permit anything to be done to or in the Premises which is a nuisance or annoyance to the Licensor or the occupier of any adjoining or neighbouring premises;</li> <li>b. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</li> <li>c. Not make or permit to be made any alterations or additions whatsoever in or to the Premises or any part thereof without first obtaining the written consent of the Shire.</li> <li>d. Maintain opening hours of not less than five (5) days each week which days must include weekends and such other days where there are events to be held in Northam.</li> </ul>
Responsibilities of the Shire	<ul style="list-style-type: none"> <li>a. The Shire will be responsible for any minor maintenance and structural repairs/improvements in accordance with levels determined within its budget forecast.</li> </ul>
Outgoings payable by tenant	<ul style="list-style-type: none"> <li>a. Contents insurance, public liability insurance and worker compensation insurance (if applicable).</li> </ul>
Tenancy Fee	As determined by the Shire of Northam based on the average cost of outgoings.

**DEFINITIONS**

In this policy, the following definitions apply:

<b>Act</b>	The <i>Local Government Act 1995</i> as amended.
<b>Shire</b>	Shire of Northam
<b>Commercial Lease or Licence</b>	In this Policy, a legally binding agreement, relating to all Leases other than a Community Lease or a Subsidised Community Lease.
<b>Community Based not-for-profit Lease or Licence</b>	A legally binding agreement granted to a community, sporting or recreation associations or other non-government organisations that provides a service or activity for the benefit of the community and does not operate for the profit, personal gain or other benefit of its members or third parties

[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#) Page 9 of 11





Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

	and which applies all proceeds from its activities to the organisation's purposes.
<b>Consumer Price Index</b>	The weighted average cost of a standard basket of retail goods expressed in relation to a base period for Perth (All groups).
<b>Crown Land</b>	Land owned by the Crown and vested in the Shire of Northam through the granting of a Management Order.
<b>Delegated Authority</b>	In accordance with the provisions of Section 5.42 of the <i>Local Government Act 1995</i> , Council may delegate authority to the Chief Executive Officer to exercise certain powers or duties to enable the continued working of Council without the necessity for reporting to an Ordinary Council Meeting. Delegated Authority Reference F06 relates to the authority granted by Council for disposing of property by lease or licence.
<b>Incorporated</b>	A group of people who are recognised as a legal entity, separate from individual members as defined under the Associations Incorporation Act (1987).
<b>Lease</b>	A legally binding agreement by which one party (Lessor) in consideration of rent, grants exclusive use and possession of real Property to a third party (Lessee) for a specified purpose and term. A Lease creates an interest in the Property.
<b>Lease or Licence Variation</b>	The addition, removal or change of one or more of the Lease or Licence provisions.
<b>Lessee</b>	An authorised third party that has entered into a Lease or Licence with the Shire of Northam for the use of Shire of Northam owned or managed real Property and pays rent to occupy the Property (and where the context permits includes a Licensee).
<b>Lessor</b>	The Shire of Northam being the owner or management body of Property with power to Lease or Licence to a third party (Lessee).
<b>Licence</b>	Permits a person to occupy Property, or part thereof on particular conditions. The main feature that distinguishes a Licence from a Lease is that a Licence does not permit exclusive use of the Property, and may be used by others. A Licence does not create an interest in the Property.
<b>Licensee</b>	A person that holds an approved Licence. For the purpose of this document (where context permits) a Licensee will also be referred to as "Lessee".
<b>Management Order</b>	An authorisation provided by the Crown giving the Shire of Northam both the power and authority to manage a parcel of land on behalf of the Crown.
<b>Market Valuation</b>	A valuation determined by a licensed Valuer registered with the Australian Property Institute taking into consideration a range of factors to determine the current market rental value of a Property.

[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)  
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#)Page 10 of 11



Shire of Northam Policy Manual (Section I)  
Policy  
A 8.5 Property Management (Leases and Licences)

<b>Minimum Rate</b>	The rate set annually by Council in its absolute discretion as the minimum rate chargeable for rateable Property.
<b><del>Development Approval Planning Scheme Consent</del></b>	<del>Means an approval under the local planning scheme for development as defined by the <i>Planning &amp; Development Act 2005</i>. Local Planning Approval requirement if proposing to change a land use, develop or use any land including the erection, construction or alteration of any building, excavation or other works on any land.</del>
<b>Property</b>	The Property that is subject to or intended to be subject to a Lease or Licence.
<b>Regulations</b>	<i>Local Government (Functions and General) Regulations 1996.</i>
<b>Reserve</b>	A defined area of land belonging to the Crown which has been vested in the Shire of Northam by way of a Management Order.
<b>Subsidised Community Lease or Licence</b>	A legally binding agreement granted to a not-for-profit entity delivering a community social service with the assistance of a Commonwealth or State Government operating grant and/or qualify for charitable status under the <i>Charities Act 2013</i> (Cth).

### 13.1.2 G 1.14 Gratuity and Gifts Policy

<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Britt Hadlow (Governance Coordinator)
<b>Responsible Officer:</b>	Debbie Terelinck (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

Policy G 1.14 Gratuity and Gifts has been reviewed and is being tabled for Council consideration. It is being recommended to change the name to “Gratuity, Gifts and Service Milestones Policy” and include a reward system for staff service milestones.

#### ATTACHMENTS

1. CEO POLICY G 1.14 Gratuity, Gifts and Service Milestones\_V3 - Unmarked [13.1.2.1 - 3 pages]
2. CEO POLICY G 1.14 Gratuity, Gifts and Service Milestones\_V3 - Marked [13.1.2.2 - 3 pages]

#### A. BACKGROUND / DETAILS

Policy G 1.14 currently provides direction on gratuities and gifts provided to Council Members and staff where relevant. It is proposed to amend the Policy to include the introduction of staff service milestones to recognise 5, 10, 15, 20 and 25+ years of service to the Shire of Northam. The purpose of introducing this category into Gratuity and Gifts Policy is to foster a culture of meaningful recognition of staff service and contribution to the Shire and is aligned to an employee attraction and retention strategy.

Proposed changes to the Gratuity and Gifts Policy were workshopped with Council Members on 8 November 2023.

Officers are seeking endorsement from Council to include the reviewed Policy in the Shire of Northam Policy Manual.

#### B. CONSIDERATIONS

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

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.  
Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.4: Have a happy, competent and committed workforce that lives local.

Priority Action 12.4.1: Provide an appropriate Attraction & Retention Strategy with consideration for the employee brand, flexible work, career development, diversity and entry/exit feedback.

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

It has been identified that there are currently 28 staff eligible for service milestone recognition and \$7,750 in unbudgeted expenditure will be required.

There are sufficient savings in employee costs for the 2023/24 year to allow consideration for this item in the mid-year budget review should the Policy be endorsed.

It is proposed post 2023/24 that an allowance will be included in the annual budget to cover expenditure associated with recognising and rewarding staff service milestones.

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

There is a requirement for there to be a Council-endorsed Policy as the service milestone monetary reward component is outside of staff contracted remuneration.

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

CEO Policy G 1.14 Gratuity and Gifts

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

Nil.

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

Refer to Risk Matrix [here](#).

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Financial	Unbudgeted expenditure for service milestones.	Almost certain (5) x Medium (2) = High (15)	Include in mind year budget review & provide provision in future

			financial years for staff service milestones.
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Non-compliance with staff contracted remuneration.	Possible (3) x Major (4) = High (12)	Amend Policy to ensure monetary rewards for staff are allowed outside of contracted remuneration.
Property	N/A		
Environment	N/A		

### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

Feedback from the Policy Workshop has been included in revised Policy G 1.14. This feedback included:

- Changing the title of the Policy to remove reference to staff as the Policy also applies to Council Members for the gifts component.
- Inclusion of reference within the Policy to clarify that only service with the Shire of Northam is applicable.
- Inclusion of reference in the service milestones section to gift cards for 25 years+ service (as per the other service milestones).

A “marked” and “unmarked” version of the Policy has been included in the attachments for ease of reading.

### RECOMMENDATION

#### That Council:

1. Adopt the reviewed Policy - G 1.14 Gratuity, Gifts and Service Milestones as per attachment 13.1.2.1.
2. Authorise the Chief Executive Officer to adjust the Shire of Northam's Policy Manual to include Policy amendments.



## GOVERNANCE

### G 1.14 Gratuity, Gifts and Service Milestones

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4839
<i>Resolution Date</i>	16/08/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	Nil
<i>Related Legislation</i>	<i>Pursuant to s 5.50 of the Local Government Act 1995 Local Government Regulations – Reg 19A – Restrictions on Gratuity Payments to Employees</i>

#### OBJECTIVE

- To ensure the public is informed of any such gratuity payments to elected members and employees and informs the legislative requirements regarding gratuities, gifts and departing employees.
- To recognise and reward employee contribution, commitment and long-term continuous service to the Shire of Northam.

#### SCOPE

This policy will apply to current elected members and permanent employees.

#### POLICY

##### 1 Gifts & Gratuity Payments - Employees

When an employee's services are ceasing with the Shire of Northam for any of the reasons identified below, the employee may be entitled to a gratuity payment as outlined within this policy, based on completed years of service with the Shire of Northam Local Government.

- Resignation (not as a result of any performance management or investigation being conducted by the local government);
- Retirement; or
- Redundancy



The gratuity payment identified within this policy does not apply to an employee who has been dismissed by the local government for any reason other than redundancy.

Redundancy payments will be made in line with current legislation under the Local Government Industry Award (LGIA) 2020 award.

## **2 Gratuity Payments & Gifts – Value Limits – Departing Employees**

The Shire of Northam may purchase a gift or provide a gratuity payment in recognition of the service provided by an employee whose employment with the Shire is finishing as follows:

- a. 3 - 10 years continuous service – a gift and/or payment of \$50 for each year of completed services
- b. > 10 years continuous service – a gift and/or payment of \$100 for each year of completed services to a maximum value of \$3,000

Employees whose employment is finishing and have served in excess of fifteen (15) years will be invited to attend a meeting of Full Council, where the Shire president and Chief Executive Officer shall make a presentation to the employee recognising their years of service to the Shire of Northam.

## **3 Gifts – Value Limits – Elected Members and Permanent Employees**

The Shire of Northam values their elected members and employees and wishes to recognise key milestones in their lives. These may be, but not limited to:

- a. Birth of a child
- b. Hospitalisation
- c. Exceptional Circumstances

Flowers/donations and an acknowledgment will be sent up to the value of \$100.

## **5 Service Milestones**

This component of the policy aims to:

- Foster a culture of recognition.
- Motivate high performance.
- Recognise long-term continuous service.
- Ensure that rewards and recognition are meaningful to recipients.

Continuous service will be recognised as follows:

- Recognition of service milestones applies to all full time and part time employees except any employee who is subject to performance management or disciplinary processes.
- Benefits to part time employees are on a pro-rata basis according to average standard hours worked.



- Where an employee who has reached a service milestone is ceasing employment with the Shire only one monetary benefit, ie service milestone award or departing gift will apply.

<b>Service Milestone</b>	<b>Service Recognition</b>
Five years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$150.00)
Ten years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$250.00)
Fifteen years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$350.00)
Twenty years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$500)
Twenty five years	Presentation of a Certificate of Service, Shire pin and Gift Card (Value \$1,000)
Subsequent increments of five years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$250.00)

The Chief Executive Officer (CEO) will present the service award and gift (where applicable) to employees eligible for 5, 10 and 15 years' service awards.

For employees eligible for 20 years or longer service awards, the employee and their partner will be invited to join the Shire President and Elected Members at an Ordinary Council meeting dinner and presentation of the certificate and gift at the beginning of the Council meeting. The employee may elect not to attend.

#### **5 Exercise of discretion**

- (1) A payment and the amount of that payment under this policy is to be at the discretion of –
  - a. Shire President and/or Deputy President for elected members,
  - b. Council, if the employee is the Chief Executive Officer; or
  - c. the Chief Executive Officer, if the employee is not the Chief Executive Officer.





## GOVERNANCE

### G 1.14 ~~Staff~~ Gratuity, Gifts and Service Milestones ~~Gratuity and Gifts~~

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4839
<i>Resolution Date</i>	16/08/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	Nil
<i>Related Legislation</i>	<i>Pursuant to s 5.50 of the Local Government Act 1995 Local Government Regulations – Reg 19A – Restrictions on Gratuity Payments to Employees</i>

### OBJECTIVE

- To ensure the public is informed of any such gratuity payments to elected members and employees and informs the legislative requirements regarding gratuities, gifts and departing employees.
- To recognise and reward employee contribution, commitment and long-term continuous service to the Shire of Northam.

### SCOPE

This policy will apply to current elected members and permanent employees.

### POLICY

#### 1 Gifts & Gratuity Payments - Employees

When an employee's services are ceasing with the Shire of Northam for any of the reasons identified below, the employee may be entitled to a gratuity payment as outlined within this policy, based on completed years of service with the Shire of Northam Local Government.

- Resignation (not as a result of any performance management or investigation being conducted by the local government);
- Retirement; or
- Redundancy



The gratuity payment identified within this policy does not apply to an employee who has been dismissed by the local government for any reason other than redundancy.

Redundancy payments will be made in line with current legislation under the Local Government Industry Award (LGIA) 2020 award.

## 2 Gratuity Payments & Gifts – Value Limits – Departing Employees

The Shire of Northam may purchase a gift or provide a gratuity payment in recognition of the service provided by an employee whose employment with the Shire is finishing as follows:

- a. 3 - 10 years continuous service – a gift and/or payment of \$50 for each year of completed services
- b. > 10 years continuous service – a gift and/or payment of \$100 for each year of completed services to a maximum value of \$3,000

Employees whose employment is finishing and have served in excess of fifteen (15) years will be invited to attend a meeting of Full Council, where the Shire president and Chief Executive Officer shall make a presentation to the employee recognising their years of service to the Shire of Northam.

## 3 Gifts – Value Limits – Elected Members and Permanent Employees

The Shire of Northam values their elected members and employees and wishes to recognise key milestones in their lives. These may be, but not limited to:

- a. Birth of a child
- b. Hospitalisation
- c. Exceptional Circumstances

Flowers/donations and an acknowledgment will be sent up to the value of \$100.

## 5 Service Milestones

This component of the policy aims to:

- Foster a culture of recognition.
- Motivate high performance.
- Recognise long-term continuous service.
- Ensure that rewards and recognition are meaningful to recipients.

Continuous service will be recognised as follows:

- Recognition of service milestones applies to all full time and part time employees except any employee who is subject to performance management or disciplinary processes.
- Benefits to part time employees are on a pro-rata basis according to average standard hours worked.



- Where an employee who has reached a service milestone is ceasing employment with the Shire only one monetary benefit, ie service milestone award or departing gift will apply.

<u>Service Milestone</u>	<u>Service Recognition</u>
<u>Five years</u>	<u>Presentation of a Certificate of Service, Shire pin and Gift Card (\$150.00)</u>
<u>Ten years</u>	<u>Presentation of a Certificate of Service, Shire pin and Gift Card (\$250.00)</u>
<u>Fifteen years</u>	<u>Presentation of a Certificate of Service, Shire pin and Gift Card (\$350.00)</u>
<u>Twenty years</u>	<u>Presentation of a Certificate of Service, Shire pin and Gift Card (\$500)</u>
<u>Twenty five years</u>	<u>Presentation of a Certificate of Service, Shire pin and Gift Card (Value \$1,000)</u>
<u>Subsequent increments of five years</u>	<u>Presentation of a Certificate of Service, Shire pin and Gift Card (\$250.00)</u>

The Chief Executive Officer (CEO) will present the service award and gift (where applicable) to employees eligible for 5, 10 and 15 years' service awards.

For employees eligible for 20 years or longer service awards, the employee and their partner will be invited to join the Shire President and Elected Members at an Ordinary Council meeting dinner and presentation of the certificate and gift at the beginning of the Council meeting. The employee may elect not to attend.

#### 5 **Exercise of discretion**

- (1) A payment and the amount of that payment under this policy is to be at the discretion of –
  - a. Shire President and/or Deputy President for elected members,
  - b. Council, if the employee is the Chief Executive Officer; or
  - c. the Chief Executive Officer, if the employee is not the Chief Executive Officer.

### 13.1.3 Request for Fee Waiver - Blue Light Pool Party

<b>File Reference:</b>	8.2.1.7
<b>Reporting Officer:</b>	Tamika Van Beek (Governance Officer)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Public Notice

#### BRIEF

Northam Police and Community Youth Centre (PCYC) has requested Council to consider waiving all fees associated with the booking of the Northam Aquatic Facility for a PCYC Blue Light Pool Party on 9 February 2024.

#### ATTACHMENTS

Nil

#### A. BACKGROUND / DETAILS

PCYC is planning a Blue Light Pool Party on Friday 9 February 2024 from 7pm to 9pm, for 10 to 18 year olds at the Northam Aquatic Facility. The event will be run by the Northam Blue Light Unit and PCYC, and has support from Bridgeley Youth Group, who will bring young people and their Youth Workers to the event. The Northam Lions Club will run the Sausage Sizzle and Wheatbelt Audio Visual will support the event by supplying lights and audio.

PCYC applied for a fee waiver through the Shire's request process, however, in accordance with the parameters outlined in Council Policy C 3.4 *Write Off / Waive Fees or Debts* the Chief Executive Officer can only approve a waiver of 50% on fees where the organisation is a "funded body".

The definition of "funded bodies" means organisations that are externally funded or receive their core income from the Federal or State Government (including LotteryWest) and significant commercial sponsorship to assist in their operations. It is considered that PCYC would fall within the definition of a funded body and as such, would only be eligible for a 50% waiver. Given the group is seeking a 100% waiver, this requires consideration by Council.

Should the Blue Light Pool Party proceed as planned, it will require the Northam Aquatic Facility to be closed to the public at 6.30pm to allow time for setting up. This will result in the facility being closed early to the general

public as the usually closing time in the summer period is 8pm. Communications to the community about the early closure will be arranged by Shire officers as appropriate.

## B. CONSIDERATIONS

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

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.1: Actively engage with young people to understand and meet their needs.

Priority Action 2.1.1: Partner with local service providers to offer an extended program of free and affordable activities for children and youth, including after school, weekend and holiday programs.

### B.2 Financial / Resource Implications

PCYC is seeking a waiver for fees relating to the entry costs for children and spectators; the hire costs for both pools, small inflatables and the use of the slides; and the cost of the Shire providing two lifeguards to a total of \$2,611.00 excl. GST.

### B.3 Legislative Compliance

Nil.

### B.4 Policy Implications

C 3.4 Write Off / Waive Fees or Debts

### B.5 Stakeholder Engagement / Consultation

Nil.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	The facility will be closed to the public 1.5 hours earlier than scheduled.	Minor (2) x Likely (4) = Moderate (8)	Ensure the change to the scheduled closure time is adequately advertised and communicated

			to the community.
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

**B.7 Natural Environment Considerations**

Nil.

**C. OFFICER'S COMMENT**

This request aligns with Council's Community Plan to provide more activities for the youth of Northam.

If approved, PCYC will be requested to acknowledge the Shire's support for and contribution to the event through their promotional materials.

**RECOMMENDATION**

**That Council approve a fee waiver of \$2,611.00 excl. GST to the Northam Police and Community Youth Centre (PCYC) for the costs associated with the booking of the Northam Aquatic Facility on 9 February 2024 for the Blue Light Pool Party.**

## 13.2 ENGINEERING SERVICES

### 13.2.1 RFQ 15 of 2023 - 2023-2024 Road Program

<b>File Reference:</b>	13.2.2
<b>Reporting Officer:</b>	Kristy Hopkins (Procurement Coordinator), Colin Young (Executive Manager Corporate Services), Helen Singh (Engineering Administration Coordinator)
<b>Responsible Officer:</b>	Paul Devcic (Executive Manager Engineering Services)
<b>Officer Declaration of Interest:</b>	N/A
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

For Council to consider a submission received in response to the Request for Quote 15 of 2023 – 2023/24 Roads Program. This report provides details of the submission received and identifies a preferred Contractor to undertake works associated with the program that pertains to 6 roads within the Shire.

#### ATTACHMENTS

1. CONFIDENTIAL REDACTED - RFQ 15 of 2023 Evaluation Matrix GDR averaged [13.2.1.1 - 1 page]
2. CONFIDENTIAL REDACTED - RFQ 15 of 2023 - Evaluation Report [13.2.1.2 - 5 pages]

#### A. BACKGROUND / DETAILS

RFQ 9 of 2023: 2023/24 Road Package, closed on 23 October 2023 with one respondent. The sole submission was deemed to not represent fair market value and the response was declined.

Under the Shire's Procurement Policy F4.2 clause 3.2 Tendering Exemptions – Regulation 11 (2) of the Local Government Act (Functions & General) Regulation 1996, the Shire is exempt from going to tender if using the WALGA Preferred Supplier Panel.

This process was subsequently followed to seek suitably qualified Contractors to complete the works on the Shire's behalf.

It is proposed that local contractor, GDR Civil be engaged under Preferred Supplier Panel PSP009 to deliver RFQ – 15 2023 being the 2023/24 Roads Program. The awarding of this contract will deliver upgrades to portions of the following roads:

- Mokine Road
- Henry Street
- Beavis Place
- Forrest Street
- Fitzgerald Street
- Linley Valley Road

## **B. CONSIDERATIONS**

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

Performance Area: Place.

Outcome 9: Safe roads and greater use of sustainable transport options.  
Objective 9.1: Maintain a safe, efficient road network and supporting infrastructure.

Priority Action: Nil.

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

The 2023/24 adopted budget has a provision of \$1,473,606 for the projects included in RFQ – 15 2023, with the quoted price coming in over budget at \$1,716,525.39. This results in a budget shortfall of \$242,919.39. It is proposed to address this shortfall through the following 2023/24 budget amendments:

<b>From G/L</b>	<b>Account Name</b>	<b>To G/L</b>	<b>Account Name</b>	<b>Budget Amendment</b>
141201410	Roads Outside BUA - Sealed - Council Funded	141201440	Roads Built Up Area - Roads to Recovery	\$115,896.40
141201410	Roads Outside BUA - Sealed - Council Funded	141201380	Roads Built Up Area - Sealed - Council Funded	\$35,285.60
141103700	Infrastructure Parks & Gardens (Capital)	141201380	Roads Built Up Area - Sealed - Council Funded	\$48,000.00
141201670	Infrastructure Bridges & Culverts (Capital)	141201380	Roads Built Up Area - Sealed - Council Funded	\$43,737.39
<b>TOTAL</b>				<b>\$242,919.39</b>

### **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 – Procurement Policy

#### B.5 Stakeholder Engagement / Consultation

Nil.

#### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Risk of price increase and supplier availability.	Likely (4) x Medium (3) = High (12)	Undertake works this financial year
Health & Safety	N/A	N/A	N/A
Reputation	Road package consists of carry forward projects.	Possible (3) x Medium (3) = Moderate (9)	Award works as soon as possible
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

#### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

In response to a direct engagement request aligned with the Shire's Procurement Policy F4.2 clause 3.2 Tendering Exemptions – Regulation 11 (2) of the Local Government Act (Functions & General) Regulation 1996, one conforming submission was received as follows:

#### 1. GDR Civil

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

It is proposed based on the outcomes of the RFQ –15 2023 process that the 2023/24 Roads Program contract be awarded to GDR Civil.

The proposed budget reallocations required in 2023/24 to fund the award of the Roads Program contract are detailed in the Financial/Resource Implication Section and require an Absolute Majority decision of Council.

### RECOMMENDATION

**That Council, by Absolute Majority, authorise the Chief Executive Officer to amend the 2023/24 budget as per the below table:**

From G/L	Account Name	To G/L	Account Name	Budget Amendment
141201410	Roads Outside BUA - Sealed - Council Funded	141201440	Roads Built Up Area - Roads to Recovery	\$115,896.40
141201410	Roads Outside BUA - Sealed - Council Funded	141201380	Roads Built Up Area - Sealed - Council Funded	\$35,285.60
141103700	Infrastructure Parks & Gardens (Capital)	141201380	Roads Built Up Area - Sealed - Council Funded	\$48,000.00
141201670	Infrastructure Bridges & Culverts (Capital)	141201380	Roads Built Up Area - Sealed - Council Funded	\$43,737.39
<b>TOTAL</b>				<b>\$242,919.39</b>

**ABSOLUTE MAJORITY OF 5 REQUIRED**

### RECOMMENDATION

**That Council:**

- 1. Accept the response to the Request for Quote 15 of 2023 – 2023/24 Road Program for \$1,716,525.39 (excl GST) to upgrade portions of the following roads:**
  - a. Mokine Road**
  - b. Henry Street**
  - c. Beavis Place**
  - d. Forrest Street**
  - e. Fitzgerald Street**
  - f. Linley Valley Road**
- 2. Authorise the Chief Executive Officer to make variations (maximum increase of 10%) to the awarded price prior to entering a contract for the 2023/24 Road Program, Request for Quote 15 of 2023 with GDR Civil.**

3. Authorise the Chief Executive Officer to enter into a contract for the 2023/24 Road Program, Request for Quote 15 of 2023 with GDR Civil.

### 13.3 DEVELOPMENT SERVICES

#### 13.3.1 Request to Relinquish Management Order - 19 May Street, Northam

<b>Address:</b>	19 May Street, Northam
<b>Owner:</b>	State of WA
<b>Applicant:</b>	Department of Communities
<b>File Reference:</b>	A10334
<b>Reporting Officer:</b>	Jacky Jurmann (Acting 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

A request has been received from the Department of Communities for the Shire to relinquish the management order over 19 May Street, Northam to facilitate their purchase of the land for a social housing development.

#### ATTACHMENTS

1. Location Plan - 19 May St, Northam [**13.3.1.1** - 1 page]

#### A. BACKGROUND / DETAILS

The Department of Communities has identified the need for singles, seniors and family accommodation in Northam and in consultation with Shire Officers, 19 May Street was identified as a suitable site that was excess to the Shire's needs.

Currently the site is vacant and has an area of 1663m<sup>2</sup>. It is reserved for Public Purposes – Kindergarten (reflecting the former use) and is located adjacent to the Killara Respite Centre.

The site will need to be rezoned to Residential R30/40 to facilitate the development, which can be undertaken as part of the current review of the Local Planning Strategy and Scheme.

If the Shire agrees to relinquish the management order, the Department of Communities planning staff have advised that the social housing development, likely to be accommodation for seniors or singles, could in the interim be progressed under the current reservation.

## **B. CONSIDERATIONS**

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

Performance Area: Place.

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

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

Priority Action 7.1.2: Provide a review of the Land Rationalisation Strategy including retention or sale/disposal/transfer of landholding or conversion to freehold (or from freehold to reserve).

Performance Area: Place.

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

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

Priority Action 7.2.2: Advocate for the Housing Authority to provide improved social housing across the Shire.

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

There are no financial or resource implications associated with this proposal for the Shire.

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

The Department of Communities would be responsible for any legislative requirements.

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

The property is identified in the Shire's Land Rationalisation Strategy to retain reflecting the use of the site at the time, which was as the May Street Pre-Primary. However, since this time the use has ceased and the building has been demolished, and therefore the disposal of the land is consistent with the objectives of the Strategy, which is to reduce the Shire's liabilities resulting from excess landholdings.

In addition, the Shire's Housing Strategy identifies the need for the State Government to update their social housing stock through the construction of new quality housing.

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

There are no stakeholder engagement or consultation requirements for the Shire associated with this proposal.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Some community members may not agree with developing the site for social housing.	Minor (2) x Unlikely (2) = Low (4)	Communicate the positive impacts for the community of the proposal.
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

### B.7 Natural Environment Considerations

The site does contain some large trees, which may be removed as part of the development of the site, which may occur as part of the development of the site for any purpose.

## C. OFFICER'S COMMENT

The site adjoins Killara Respite Centre and could be used for future expansion of the centre, however considering that Council have recently resolved to lease a portion of the centre to an external party, it is unlikely that the land is required and therefore it makes sense to dispose of it.

The Department of Communities has identified the site as a suitable location for the proposed development intended to provide accommodation for seniors or singles and have requested the Shire relinquish the management order to enable them to acquire the land from the State.

Due to concerns regarding the amount of social housing and potential for anti-social behaviour in a location that is adjacent to the Killara Respite Centre, Officers recommend that support be provided to relinquish the management order subject to the land being developed for social housing

for seniors. It is also considered beneficial to have seniors housing in close proximity to the services offered through the Killara Respite Centre.

Once the land transactions are completed, the Department of Communities propose to develop the land.

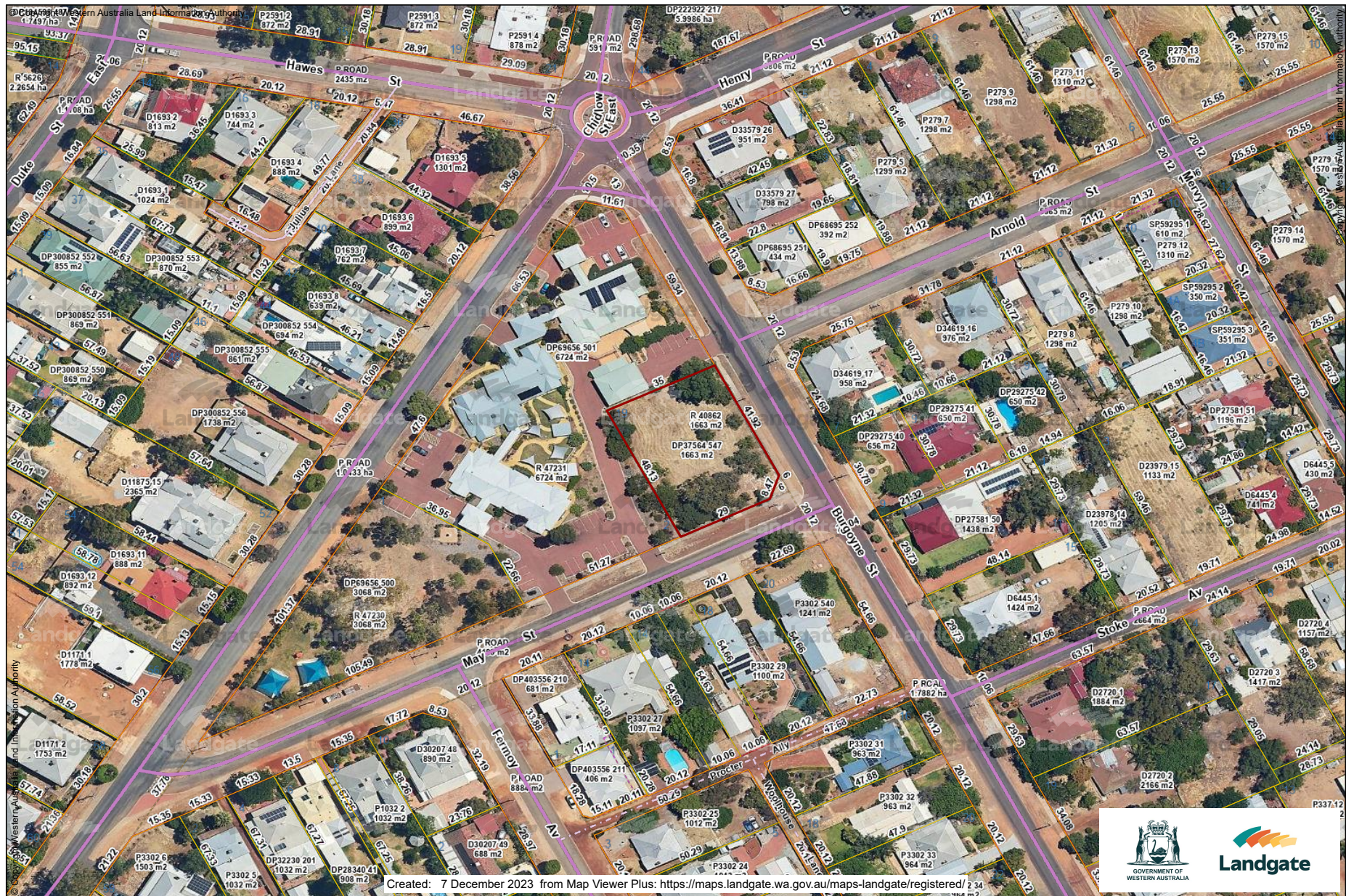
Concurrently, the rezoning of the land to Residential R30/40 can be progressed through the Shire's current review of its Local Planning Strategy and Scheme.

### **RECOMMENDATION**

**That Council:**

- 1. Agrees to relinquish the Management Order of 19 May Street, Northam for the purposes of the Department of Communities' acquisition and development of social housing for seniors.**
- 2. Advise the Department of Communities and the Minister for Lands that the Shire agrees to relinquish the Management Order for the purposes of the development of social housing for seniors.**

19 May Street, Northam



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### 13.3.2 Proposed Partial Road Closure - Clackline-Toodyay Road, Clackline

<b>Address:</b>	Adjacent to 190 Clackline-Toodyay Road, Clackline
<b>Owner:</b>	State of WA
<b>Applicant:</b>	RM Surveys on behalf of Val Cooper
<b>File Reference:</b>	6.1.1.209 / A605
<b>Reporting Officer:</b>	Jacky Jurmann (Acting 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

A request has been received on behalf of the landowner of 190 Clackline-Toodyay Road, Clackline to close a portion of the road reserve of Clackline-Toodyay Road to rectify old historic encroachments of the landowner's improvements as shown in the attached plans.

#### ATTACHMENTS

1. Application cover letter - COOP - CTR - Proposed Road Closure - Sgnd [13.3.2.1 - 1 page]
2. COO P- CT R- D W-002 - Road closure - Sheets 1 & 2 Final [13.3.2.2 - 2 pages]

#### A. BACKGROUND / DETAILS

Landgate aerial photographs indicate that the encroachments associated with the use of the applicant's property were present prior to 1995 (earliest available), however it is believed that at least the original homestead is much older.

As can be seen from the plans submitted, there are also a number of sheds located within the road reserve, which is believed to be the alignment of an old railway line that no longer exists.

#### B. CONSIDERATIONS

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

Performance Area: Place.

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

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

Priority Action: Nil.

Performance Area: Place.

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

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

Priority Action: Nil.

## B.2 Financial / Resource Implications

There are no financial implications for the Shire associated with this proposal.

## B.3 Legislative Compliance

The road closure processes must comply with the requirements of the Land Administration Act 1997.

## B.4 Policy Implications

There are no policy implications associated with this proposal.

## B.5 Stakeholder Engagement / Consultation

The Land Administration Act 1997 outlines the requirements for stakeholders and community consultation, which includes a minimum of advertising period of 35 days.

Internal consultation has occurred prior to presenting the proposal to Council and no issues have been identified.

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	Road closure process is delayed.	Medium (3) x Unlikely (2) = Moderate (6)	Ensure correct process is followed.
Compliance	Road closure process is delayed.	Medium (3) x Unlikely (2) = Moderate (6)	Ensure correct process is followed.

Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### **B.7 Natural Environment Considerations**

The proposed boundary minimises the removal of vegetation should a new fence be erected.

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

The proposal closure of the subject portion of the road reserve for acquisition and amalgamation into the applicant's property will rectify the historical encroachments of numerous buildings, including the original homestead.

Following completion of the consultation period, any submissions will be considered in the final recommendation to Council.

### **RECOMMENDATION**

**That Council authorise the Chief Executive Officer to commence the processes to formally close the subject portion of Clackline-Toodyay Road, Clackline for acquisition and amalgamation into 190 Clackline-Toodyay Road, Clackline in accordance with the provisions of the Land Administration Act 1997.**



28 November 2023  
Our ref: COOP-CTR

Manager Planning & Environment  
Shire of Northam  
395 Fitzgerald Street, Northam WA 6401

Attention: Jacky Jurmann

Dear Jacky,

**PROPOSED PART ROAD CLOSURE OF CLACKLINE-TOODYAY ROAD, CLACKLINE:  
190 Clackline – Toodyay Road, Clackline - Lot 1531 on DP 253796 C/T 1665-148**

The landowner of Lot 1531 on DP 253796 is wishing to close part of the Clackline – Toodyay Road as illustrated in the attached plan.

A large part of this road reserve was established in the vicinity of 100 years ago to include an old rail line that no longer exists.

It is largely like a boundary rationalization, in order to rectify old historic encroachments of the landowners improvements as shown in the attached plan. This proposal if approved will tidy up the southern part of the Clackline – Toodyay road reserve. The adjoining Lot 8108 is also owned by the same landowner.

Look forward to receiving the Shire of Northam's support for this proposed road closure.

Thank you for your assistance, and please contact me if you require any further information.

Yours sincerely,

A handwritten signature in black ink that reads 'A. Kalotay'.

Digitally signed by Andrew Kalotay  
DN: c=AU,  
E=andrew.kalotay@rmsurveys.com.au,  
O=RM Surveys, OU=Cadastral  
Department, CN=Andrew Kalotay  
Date: 2023.11.28 17:27:29+08'00'

**Andrew Kalotay**  
**LICENSED SURVEYOR**  
B.Sc in Surv & Map, MWAIS

MOBILE  
0439 382 649

EMAIL  
[andrew.kalotay@rmsurveys.com.au](mailto:andrew.kalotay@rmsurveys.com.au)

PHONE:  
08 9457 7900

MAILING ADDRESS:  
PO BOX 832 WILLETTON WA 6955

EMAIL:  
INFO@RMSURVEYS.COM.AU

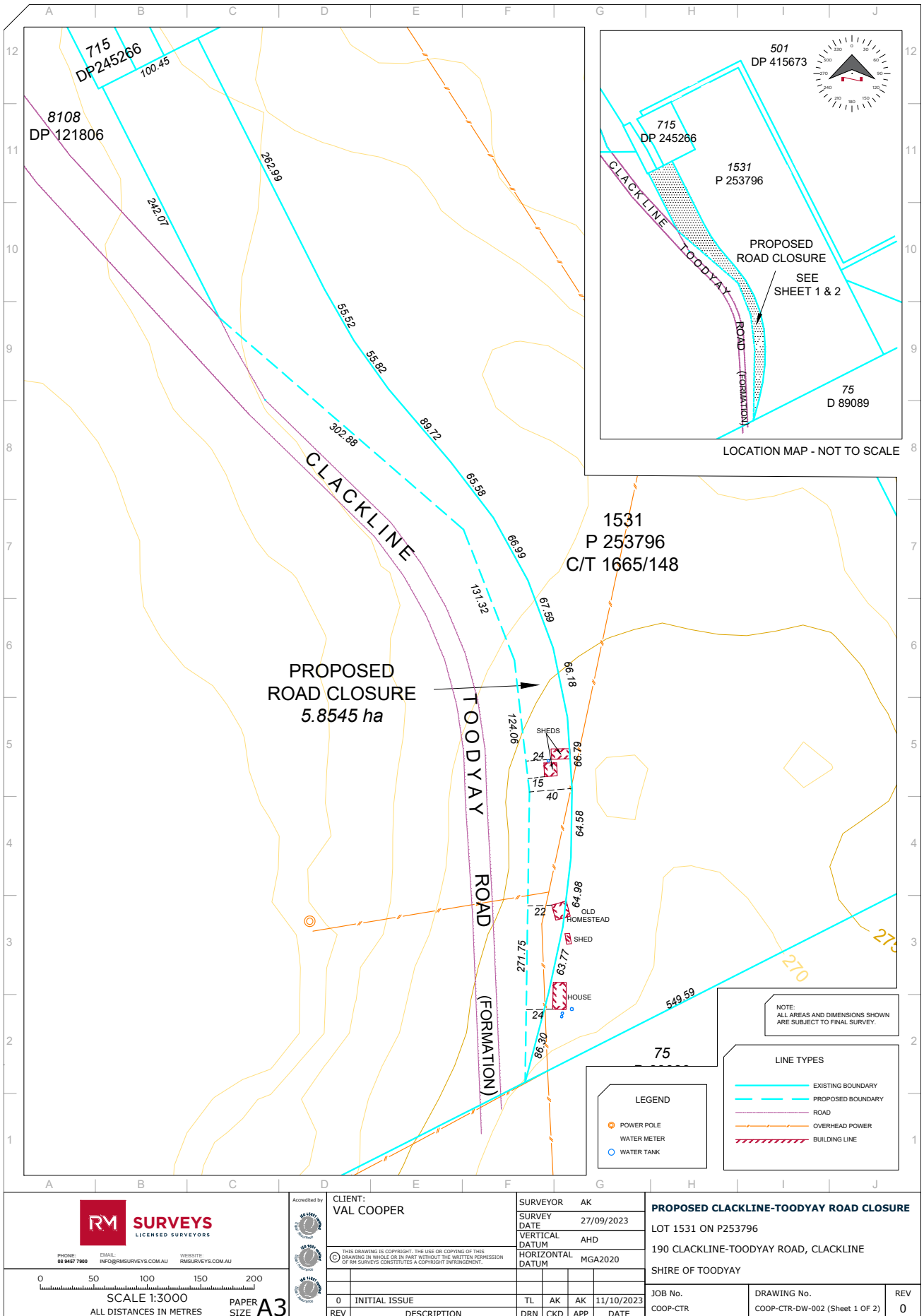
FAX:  
08 9457 7922

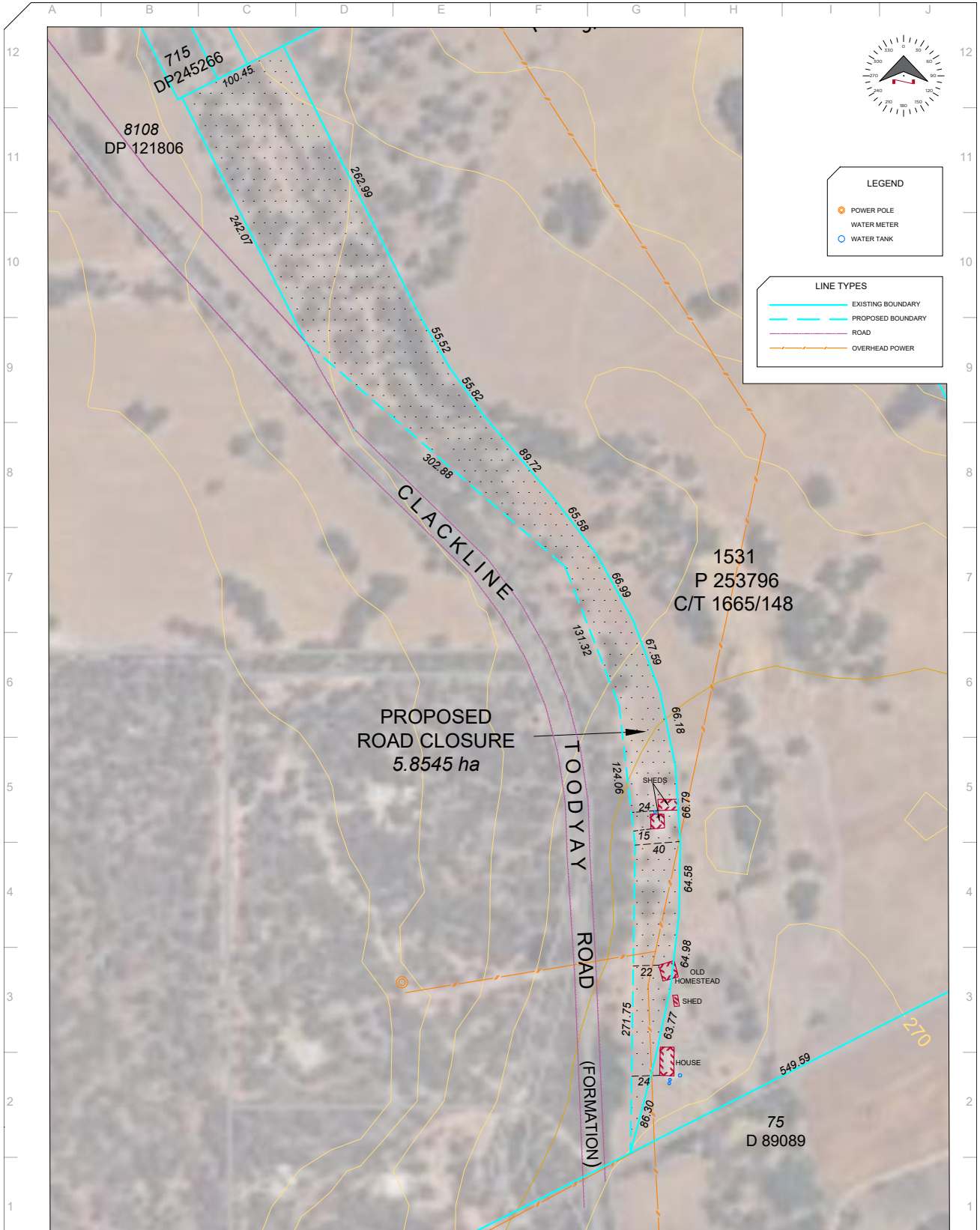
STREET ADDRESS:  
25 AUGUSTA ST WILLETTON WA 6155

WEBSITE:  
RMSURVEYS.COM.AU

Construction | Engineering | Cadastral | Geodetic | Mapping | Laser Scanning

**RM**  
**SURVEYS**  
LICENSED SURVEYORS





<p>PHONE: 08 9467 7300 EMAIL: INFO@RMSURVEYS.COM.AU WEBSITE: RMSURVEYS.COM.AU</p>	<p>Accredited by</p>	<p>CLIENT: VAL COOPER</p>	<p>SURVEYOR: AK</p> <p>DATE: 27/09/2023</p> <p>VERTICAL DATUM: AHD</p> <p>HORIZONTAL DATUM: MGA2020</p>	<p><b>PROPOSED CLACKLINE-TOODYAY ROAD CLOSURE</b></p> <p>LOT 1531 ON P253796</p> <p>190 CLACKLINE-TOODYAY ROAD, CLACKLINE</p> <p>SHIRE OF TOODYAY</p>		
	<p>0 50 100 150 200</p> <p>SCALE 1:3000</p> <p>ALL DISTANCES IN METRES</p> <p>PAPER SIZE <b>A3</b></p>	<p>THIS DRAWING IS COPYRIGHT. THE USE OR COPYING OF THIS DRAWING IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF RM SURVEYS CONSTITUTES A COPYRIGHT INFRINGEMENT.</p>	<p>0 INITIAL ISSUE</p> <p>REV DESCRIPTION</p>	<p>TL AK AK 11/10/2023</p> <p>DRN CKD APP DATE</p>	<p>JOB No. COOP-CTR</p>	<p>DRAWING No. COOP-CTR-DW-002 (Sheet 2 OF 2)</p>

## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statement of Accounts - November 2023

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Louise Harris (Creditors Officer), Kristy Hopkins (Procurement Coordinator)
<b>Responsible Officer:</b>	Colin Young (Executive Manager Corporate Services)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1 to 30 November 2023.

#### ATTACHMENTS

1. Accounts & Statement of Accounts - NOVEMBER 2023 [**13.4.1.1** - 69 pages]
2. Declaration November 2023 (3) [**13.4.1.2** - 8 pages]

#### A. BACKGROUND / DETAILS

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

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

#### B. CONSIDERATIONS

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

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

Objective 12.1: Maintain a high standard of corporate governance and

financial management.  
Priority Action: Nil.

### B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2023/24 budget.

### B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.  
Financial Management Regulations 2007, Regulation 12 & 13.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

Not applicable.

### B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

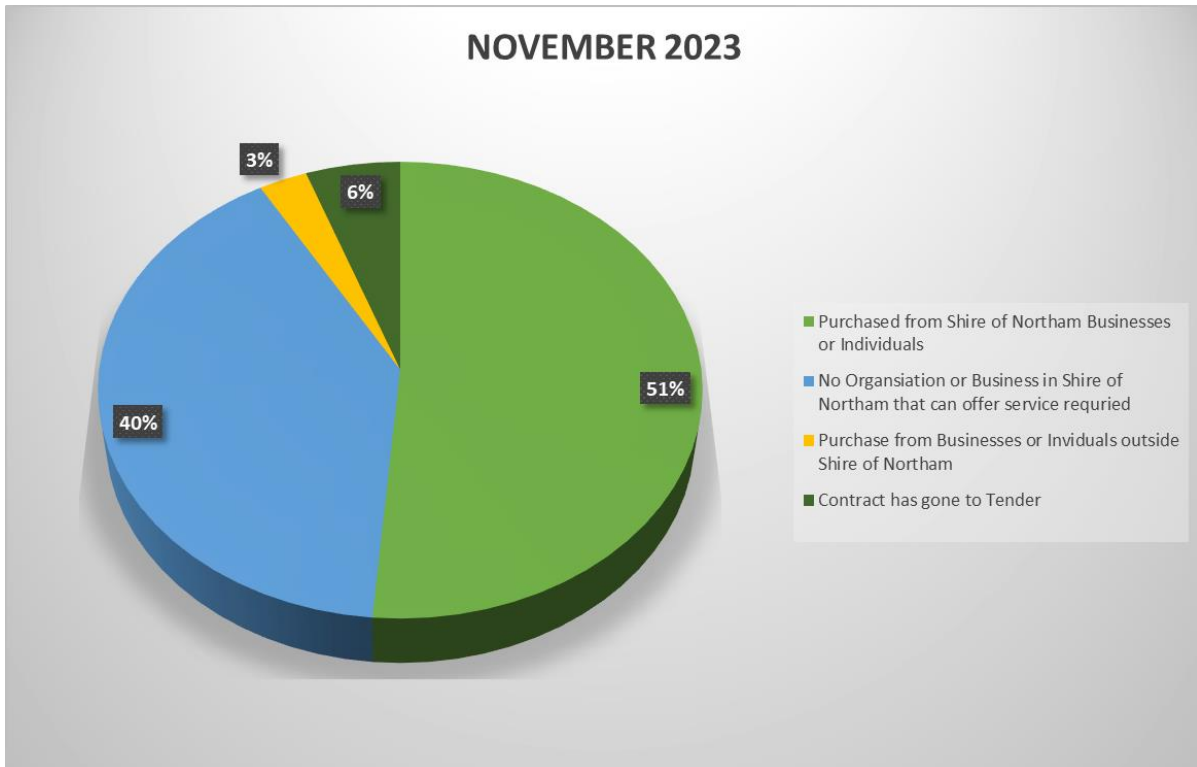
### B.7 Natural Environment Considerations

Nil.

## C. OFFICER'S COMMENT

Council seeks to support local businesses and to provide an insight on the purchasing patterns of the Shire of Northam. The following graph summarises the payments made locally for the month of November 2023:





#### RECOMMENDATION

That Council receive the payments for the period 1 to 30 November 2023, as listed:

- Municipal Fund payment cheque numbers 35611 to 35617 Total \$48,195.42.
- Municipal Fund EFT49037 to EFT49406 Total \$2,507,365.26.
- Direct Debits Total \$106,162.63.
- Payroll Total \$570,488.72.

**TOTAL: \$3,232,212.03**

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

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35611	09/11/2023	PETTY CASH	PETTY CASH RECOUP - ADMIN - APRIL 2023 TO AUGUST 2023	1		697.75
INV ADMIN03/11/2023		PETTY CASH	PETTY CASH RECOUP - ADMIN - APRIL 2023 TO AUGUST 2023	1	497.75	
INV ML 07.107/11/2023		PETTY CASH	CASH FLOAT FOR WUNDOWIE POOL	1	200.00	
35612	09/11/2023	SHIRE OF NORTHAM	C.202223-09 - STORAGE SHEDS BERT HAWKE COMPLEX 50% RETENTION EXP 04/10/2024	1		6,149.28
INV RET 3524/10/2023		SHIRE OF NORTHAM	C.202223-09 - STORAGE SHEDS BERT HAWKE COMPLEX 50% RETENTION EXP 04/10/2024	1	6,149.28	
35613	15/11/2023	SHIRE OF NORTHAM	LEAVING GIFT FOR ADMIN / LICENSING OFFICER	1		2,500.00
INV CY 13.113/11/2023		SHIRE OF NORTHAM	LEAVING GIFT FOR ADMIN / LICENSING OFFICER	1	2,500.00	
35614	15/11/2023	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2023	1		129.75
INV T1079	08/11/2023	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2023	1	24.75	
INV T1080	15/11/2023	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2023	1	105.00	
35615	15/11/2023	WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 14/09/2023 to 08/11/2023	1		23,853.13
INV 900790102/11/2023		WATER CORPORATION	9007901179 MORRELL PARK - 01/09/2023 to 31/10/2023		260.90	
INV 900794502/11/2023		WATER CORPORATION	9007945104 KATRINE TOILETS - 04/09/2023 to 31/10/2023		37.27	
INV 901115402/11/2023		WATER CORPORATION	9011154743 COMMONAGE - 04/09/2023 to 31/10/2023		1,304.49	
INV 900790106/11/2023		WATER CORPORATION	9007901603 RAILWAY MUSEUM - 05/09/2023 to 02/11/2023		167.24	
INV 900790106/11/2023		WATER CORPORATION	9007901750 PURSLOWE PARK - 08/09/2023 to 02/11/2023		521.79	
INV 900872906/11/2023		WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 05/09/2023 to 02/11/2023		579.99	
INV 900789907/11/2023		WATER CORPORATION	9007899961 GIRL GUIDES HALL - 07/09/2023 to 05/11/2023		75.55	
INV 900790307/11/2023		WATER CORPORATION	9007903799 TOWN & LESSER HALL - 11/09/2023 to 05/11/2023		177.94	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900790408/11/2023		WATER CORPORATION	9007904003 MEMORIAL HALL - 12/09/2023 to 06/11/2023		270.40	
INV 900790408/11/2023		WATER CORPORATION	9007904062 OLD TOWN BUILDING - 12/09/2023 to 06/11/2023		529.27	
INV 900790408/11/2023		WATER CORPORATION	9007904089 NORTHAM LIBRARY - 12/09/2023 to 06/11/2023		279.10	
INV 900790708/11/2023		WATER CORPORATION	9007907431 BERNARD PARK - 12/09/2023 to 06/11/2023		3,753.03	
INV 900790708/11/2023		WATER CORPORATION	9007907458 BERNARD PARK - 12/09/2023 to 06/11/2023		94.89	
INV 900792908/11/2023		WATER CORPORATION	9007929497 AVON MALL - 12/09/2023 to 06/11/2023		885.90	
INV 900872908/11/2023		WATER CORPORATION	9008729809 NORTHAM VISITORS CENTRE - 12/09/2023 to 06/11/2023		880.25	
INV 900790308/11/2023		WATER CORPORATION	9007903879 108 WELLINGTON ST - ST JOHN PUBLIC OPEN SPACE - 12/09/2023 to 06/11/2023		464.45	
INV 901264208/11/2023		WATER CORPORATION	9012642722 STREET TREES FITZGERALD ST FROM PEEL TCE TO NIND ST - 12/09/2023 to 06/11/2023		120.41	
INV 900790308/11/2023		WATER CORPORATION	9007903908 BILYA KOORT BOODJA - 12/09/2023 to 06/11/2023		503.99	
INV 900790308/11/2023		WATER CORPORATION	9007903991 ST JOHNS HALL - 12/09/2023 to 06/11/2023		151.49	
INV 900791310/11/2023		WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 14/09/2023 to 08/11/2023		6,367.61	
INV 900790610/11/2023		WATER CORPORATION	9007906746 MEN'S SHED / OLD FIRE STATION - 13/09/2023 to 08/11/2023		310.64	
INV 900790610/11/2023		WATER CORPORATION	9007906922 OLD INFANT HEALTH CLINIC - 13/09/2023 to 08/11/2023		82.02	
INV 900790810/11/2023		WATER CORPORATION	9007908063 OLD POST OFFICE BUILDING - 13/09/2023 to 08/11/2023		287.71	
INV 900790810/11/2023		WATER CORPORATION	9007908071 OLD GIRLS SCHOOL - 13/09/2023 to 08/11/2023		72.68	
INV 900790810/11/2023		WATER CORPORATION	9007908143 MEDIAN STRIP NEWCASTLE RD - 13/09/2023 to 08/11/2023		43.01	
INV 900790810/11/2023		WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 13/09/2023 to 08/11/2023		1,766.68	
INV 900790910/11/2023		WATER CORPORATION	9007909752 YOUTH PRECINCT / SES BUILDING - 13/09/2023 to 08/11/2023		848.63	
INV 900790910/11/2023		WATER CORPORATION	9007909787 JUBILEE OVAL - 13/09/2023 to 08/11/2023		714.54	
INV 900791310/11/2023		WATER CORPORATION	9007913102 NORTHAM DEPOT - BYFIELD ST - 14/09/2023 to 08/11/2023		572.17	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900791310/11/2023		WATER CORPORATION	9007913567 NORTHAM DEPOT - PEEL ST - 14/09/2023 to 08/11/2023		415.72	
INV 900792313/11/2023		WATER CORPORATION	9007923407 APEX PARK TOILETS - 14/09/2023 to 09/11/2023		1,313.37	
35616	24/11/2023	SHIRE OF NORTHAM	BUILDING PERMIT - BA 23220 - HENRY ST OVAL AFL GOAL BARRIERS	1		314.65
INV 1TNU4820/06/2023		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TNU484 -01/08/2023-31/07/2024		25.30	
INV 1TNU4820/06/2023		SHIRE OF NORTHAM	REVERSAL OF REGISTRATION 1TNU484 - NO LONGER OWNED BY SoN	1	-25.30	
INV DE 08.108/11/2023		SHIRE OF NORTHAM	BUILDING PERMIT - BA 23220 - HENRY ST OVAL AFL GOAL BARRIERS	1	171.65	
INV T1080 23/11/2023		SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2023.	1	110.00	
INV T1079 23/11/2023		SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2023	1	33.00	
35617	24/11/2023	WATER CORPORATION	9007909760 RECREATION PRECINCT - 15/09/2023 to 12/11/2023	1		12,879.58
INV 900790914/11/2023		WATER CORPORATION	9007909760 RECREATION PRECINCT - 15/09/2023 to 12/11/2023		6,544.49	
INV 900791514/11/2023		WATER CORPORATION	9007915503 AIRPORT - 18/09/2023 to 12/11/2023		1,833.84	
INV 900791615/11/2023		WATER CORPORATION	9007916629 MORBY COTTAGE - 19/09/2023 to 13/11/2023		47.10	
INV 900791715/11/2023		WATER CORPORATION	9007917058 CEMETERY - 19/09/2023 to 13/11/2023		1,892.22	
INV 901247515/11/2023		WATER CORPORATION	9012475784 GARDEN TAYLOR ST - 19/09/2023 to 13/11/2023		50.05	
INV 902205316/11/2023		WATER CORPORATION	9022053227 STANDPIPE - OPP 53 CLARKE ST NORTHAM - 19/09/2023 to 14/11/2023		312.82	
INV 900791716/11/2023		WATER CORPORATION	9007917293 BERT HAWKE OVAL - 19/09/2023 to 14/11/2023		458.72	
INV 900792516/11/2023		WATER CORPORATION	9007925971 RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 20/09/2023 to 14/11/2023		220.76	
INV 900792616/11/2023		WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 20/09/2023 to 14/11/2023		163.42	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900792716/11/2023		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 20/09/2023 to 14/11/2023		71.68	
INV 900791817/11/2023		WATER CORPORATION	9007918464 PERINA PARK - 22/09/2023 to 15/11/2023		668.01	
INV 900792517/11/2023		WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 22/09/2023 to 15/11/2023		616.47	
35618	30/11/2023	SHIRE OF NORTHAM	KILLARA FOOD BUSINESS REGISTRATION HIGH RISK 2023/2024	1		323.00
INV 28817	19/07/2023	SHIRE OF NORTHAM	KILLARA FOOD BUSINESS REGISTRATION HIGH RISK 2023/2024	1	323.00	
35619	30/11/2023	WATER CORPORATION	9010596320 GEORGE NUICH PARK - 26/09/2023 to 19/11/2023	1		1,348.28
INV 900792320/11/2023		WATER CORPORATION	9007923503 MEDIAN STRIP NEWCASTLE RD - 22/09/2023 to 16/11/2023		25.80	
INV 900792320/11/2023		WATER CORPORATION	9007923634 SWIMMING POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 22/09/2023 to 16/11/2023		331.00	
INV 901059621/11/2023		WATER CORPORATION	9010596320 GEORGE NUICH PARK - 26/09/2023 to 19/11/2023		785.56	
INV 902149922/11/2023		WATER CORPORATION	9021499489 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 22/09/2023 to 16/11/2023		205.92	
EFT49037	03/11/2023	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY FOR JULY TO SEPTEMBER 2023	1		13,438.99
INV CY311031/10/2023		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY FOR JULY TO SEPTEMBER 2023	1	13,438.99	
EFT49038	08/11/2023	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		2,410.53
INV OCT 2031/10/2023		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	2,410.53	
EFT49039	08/11/2023	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		500.00
INV OCT 2031/10/2023		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	500.00	
EFT49040	08/11/2023	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		6,090.76
INV OCT 2031/10/2023		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	6,090.76	
EFT49041	08/11/2023	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		706.62

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV OCT 2031/10/2023		CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	706.62	
EFT49042	08/11/2023	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,460.28
INV OCT 2031/10/2023		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,460.28	
EFT49043	08/11/2023	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,905.73
INV OCT 2031/10/2023		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,905.73	
EFT49044	08/11/2023	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,905.73
INV OCT 2031/10/2023		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,905.73	
EFT49045	08/11/2023	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,905.73
INV OCT 2031/10/2023		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,905.73	
EFT49046	08/11/2023	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		2,031.53
INV OCT 2031/10/2023		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	2,031.53	
EFT49047	08/11/2023	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,905.73
INV OCT 2031/10/2023		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,905.73	
EFT49048	08/11/2023	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		2,522.17
INV OCT 2031/10/2023		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	2,522.17	
EFT49049	08/11/2023	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,253.08
INV OCT 2031/10/2023		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,253.08	
EFT49050	09/11/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	BLOWER REPAIRS	1		1,089.70
INV 360100	16/10/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	BLOWER REPAIRS	1	515.09	
INV 361125	27/10/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	FS 111 S/N 528 808 222 , GENERAL SERVICE INC NEW FILTERS	1	157.91	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 361126	27/10/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	FS 260 S/N 190 005 362 , GENERAL SERVICE INC NEW FILTERS ETC, FIT NEW THROTTLE CABLE	1	255.90	
INV 361571	02/11/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	BRUSHCUTTER ES-27 SERVICE AND REPLACE FIXCUT HEAD	1	160.80	
EFT49051	09/11/2023	ALAN EMRYS MARSON	INFRASTRUCTURE BOND REFUND - BA22052 - T1642 - RECEIPT # 153808 - 58 TUCKER GROVE, BAKERS HILL WA 6562	1		1,020.00
INV T1642	08/11/2023	ALAN EMRYS MARSON	INFRASTRUCTURE BOND REFUND - BA22052 - T1642 - RECEIPT # 153808 - 58 TUCKER GROVE, BAKERS HILL WA 6562	1	1,020.00	
EFT49052	09/11/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	HYDRAULIC HOSE	1		100.76
INV SI-000103	11/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	HYDRAULIC HOSE	1	100.76	
EFT49053	09/11/2023	ANDY'S PLUMBING SERVICE	AERODROME TOILETS. 8 X PUMP OUT AROCC TOILETS DURING BALOONING FESTIVAL AND NEW TOILET BUILD. 29/04/2023 - 27/06/2023	1		13,739.00
INV A19600	25/07/2023	ANDY'S PLUMBING SERVICE	AERODROME TOILETS. 8 X PUMP OUT AROCC TOILETS DURING BALOONING FESTIVAL AND NEW TOILET BUILD. 29/04/2023 - 27/06/2023	1	6,380.00	
INV A19607	31/07/2023	ANDY'S PLUMBING SERVICE	AROC TOILET. REPAIRS TO SEPTIC STORAGE TANK AS OVERFLOWING.	1	858.00	
INV A19651	20/10/2023	ANDY'S PLUMBING SERVICE	WUNDOWIE OVAL AND PAVILION. REPLACE LEAKING 100MM RPZ VALVE.	1	4,620.00	
INV A19671	26/10/2023	ANDY'S PLUMBING SERVICE	VISITORS CENTRE. REPAIR RUNNING CISTERN AND CHECK ALL OTHERS.	1	1,496.00	
INV A19670	26/10/2023	ANDY'S PLUMBING SERVICE	OLD NORTHAM POOL. REPAIR WATER LEAK UNDER CONCRETE FLOOR IN KIOSK.	1	385.00	
EFT49054	09/11/2023	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FUEL HOSE & CLAMPS	1		38.88
INV 718823428	07/2023	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FUEL HOSE & CLAMPS	1	38.88	
EFT49055	09/11/2023	AUTOPRO NORTHAM	TRAILER PLUG CONNECTION	1		17.85
INV 110131303	11/2023	AUTOPRO NORTHAM	TRAILER PLUG CONNECTION	1	17.85	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49056	09/11/2023	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SPONSORSHIP FOR NORTHAM ART PRIZE 2023	1		7,167.86
INV 1058	27/06/2023	AVON VALLEY ARTS SOCIETY (INC)	VISITOR CENTRE - ASSORTED CRAFTWORK SALES	1	485.81	
INV 1070	23/10/2023	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SPONSORSHIP FOR NORTHAM ART PRIZE 2023	1	2,700.00	
INV 1071	23/10/2023	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SUBSIDY FOR DELIVERY OF LOCAL ART EVENTS AND PROGRAMS 23/24	1	2,700.00	
INV 1072	28/10/2023	AVON VALLEY ARTS SOCIETY (INC)	VISITOR CENTRE - ASSORTED CRAFTWORK SALES	1	1,282.05	
EFT49057	09/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2023	1		1,020.13
INV T1079	08/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2023	1	1,020.13	
EFT49058	09/11/2023	BUNNINGS BUILDING SUPPLIES P/L	9VOLT BATTERIES, DISPOSABLE GLOVES, PVC FITTINGS	1		781.95
INV 2182/00.12/09/2023		BUNNINGS BUILDING SUPPLIES P/L	KEYS CUT / PRIMER	1	54.76	
INV 2182/00.16/10/2023		BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE WASTE WATER SHED. SUPPLY NEW CODED PADLOCK.	1	44.16	
INV 2182/00.17/10/2023		BUNNINGS BUILDING SUPPLIES P/L	NUTS & BOLTS	1	11.12	
INV 2182/00.17/10/2023		BUNNINGS BUILDING SUPPLIES P/L	INKPEN TIP. SUPPLY PADLOCKS FOR REAR GATE.	1	49.00	
INV 2182/00.17/10/2023		BUNNINGS BUILDING SUPPLIES P/L	WATERING CANS	1	13.64	
INV 2182/00.18/10/2023		BUNNINGS BUILDING SUPPLIES P/L	9VOLT BATTERIES, DISPOSABLE GLOVES, PVC FITTINGS	1	155.16	
INV 2182/00.19/10/2023		BUNNINGS BUILDING SUPPLIES P/L	DANGER TAPE	1	27.51	
INV 2182/00.23/10/2023		BUNNINGS BUILDING SUPPLIES P/L	RETIC FITTINGS	1	64.23	
INV 2182/00.23/10/2023		BUNNINGS BUILDING SUPPLIES P/L	REFLECTIVE TAPE, STEEL WOOL, SPRAY BOTTLE	1	21.97	
INV 2182/00.24/10/2023		BUNNINGS BUILDING SUPPLIES P/L	ROSE PRUNERS	1	54.16	
INV 2182/00.24/10/2023		BUNNINGS BUILDING SUPPLIES P/L	POLY RETIC FITTINGS	1	22.25	
INV 2182/00.25/10/2023		BUNNINGS BUILDING SUPPLIES P/L	CUTTING DISKS	1	35.16	
INV 2182/00.26/10/2023		BUNNINGS BUILDING SUPPLIES P/L	WETTA SOIL	1	78.34	



**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2182/0026/10/2023		BUNNINGS BUILDING SUPPLIES P/L	SLEDGE HAMMER / GYMPI HAMMER / SPRAY PAINT	1	137.33	
INV 2182/0027/10/2023		BUNNINGS BUILDING SUPPLIES P/L	SILICONE	1	13.16	
EFT49059	09/11/2023	CLACKLINE FENCING CONTRACTORS	SUPPLY & INSTALL- NORTHAM WWTP CHLORINE STORE EVACUATION ACCESS	1		2,140.00
INV 1596	03/11/2023	CLACKLINE FENCING CONTRACTORS	SUPPLY & INSTALL- NORTHAM WWTP CHLORINE STORE EVACUATION ACCESS	1	2,140.00	
EFT49060	09/11/2023	COMBINED TYRES PTY LTD	PN1706 - SUPPLY AND FIT GRADER TYRE INCLUDING DISPOSAL	1		1,237.50
INV INV-39426/10/2023		COMBINED TYRES PTY LTD	PN1706 - SUPPLY AND FIT GRADER TYRE INCLUDING DISPOSAL	1	1,237.50	
EFT49061	09/11/2023	COMPLETE APPROVALS	WITHDRAWN APPLICATION REFUND - P23103 - RECEIPT # 168881	1		147.00
INV GT 30.130/10/2023		COMPLETE APPROVALS	ADDRESS: 20 WITHERS ST, NORTHAM WA 6401 WITHDRAWN APPLICATION REFUND - P23103 - RECEIPT # 168881	1	147.00	
EFT49062	09/11/2023	COUNTRYSIDE PEST CONTROL	REIMBURSEMENT FOR TYRE REPLACEMENT	1		425.00
INV 000047430/10/2023		COUNTRYSIDE PEST CONTROL	REIMBURSEMENT FOR TYRE REPLACEMENT	1	425.00	
EFT49063	09/11/2023	COUNTRYWIDE GROUP	WHIPPER SNIPPER CORD	1		150.00
INV ACC00224/10/2023		COUNTRYWIDE GROUP	WHIPPER SNIPPER CORD	1	150.00	
EFT49064	09/11/2023	DAMIAN'S PLUMBING	3X STAINLESS STEEL FORD CLAMP TO REPAIR MAIN LINE BURST	1		1,457.50
INV 9449	01/11/2023	DAMIAN'S PLUMBING	3X STAINLESS STEEL FORD CLAMP TO REPAIR MAIN LINE BURST	1	1,155.00	
INV 9566	02/11/2023	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO WATER PLAYGROUND AT BERNARD PARK	1	302.50	
EFT49065	09/11/2023	DEBORAH TERELINCK	REPAYMENT OF FUEL COST FOR COMPANY VEHICLE - COMPANY FUEL CARD WAS DISABLED AND FEE WAS PAID ON PERSONAL CARD	1		107.98

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 165358704/11/2023		DEBORAH TERELINCK	REPAYMENT OF FUEL COST FOR COMPANY VEHICLE - COMPANY FUEL CARD WAS DISABLED AND FEE WAS PAID ON PERSONAL CARD	1	107.98	
EFT49066	09/11/2023	DEPARTMENT OF DEFENCE	2018-2020 - FEES FOR ACCESS FOR THE MOTOCROSS CLUB TO PROPERTY 2018-2020	1		1,105.48
INV 180077501/03/2018		DEPARTMENT OF DEFENCE	2018-2020 - FEES FOR ACCESS FOR THE MOTOCROSS CLUB TO PROPERTY 2018-2020	1	1,105.48	
EFT49067	09/11/2023	DOUG DALLIMORE	DUPLICATE FIREBREAK INFRINGEMENT - PAID TWICE - REFUND OF WITHDRAWN INFRINGEMENT F22035	1		377.80
INV JJ 20.0920/09/2023		DOUG DALLIMORE	DUPLICATE FIREBREAK INFRINGEMENT - PAID TWICE - REFUND OF WITHDRAWN INFRINGEMENT F22035	1	377.80	
EFT49068	09/11/2023	GRAFTON ELECTRICS	NORTHAM RESTORE (TIP SHOP) INSTALL DOUBLE GPO TO BETWEEN ROLLER DOORS FOR ELECTRIC MOTORS.	1		517.72
INV 9789	23/10/2023	GRAFTON ELECTRICS	MORRELL PARK. REPLACE BROKEN CONDUIT TO METER BOARD POLE.	1	220.94	
INV 9807	30/10/2023	GRAFTON ELECTRICS	NORTHAM RESTORE (TIP SHOP) INSTALL DOUBLE GPO TO BETWEEN ROLLER DOORS FOR ELECTRIC MOTORS.	1	296.78	
EFT49069	09/11/2023	INTRINSIC PROJECT PTY LTD	INFRASTRUCTURE BOND REFUND - BA 21117 - T 1505 - RECEIPT # 144624 - 18 LYON STREET, NORTHAM	1		1,000.00
INV T1505	08/11/2023	INTRINSIC PROJECT PTY LTD	INFRASTRUCTURE BOND REFUND - BA 21117 - T 1505 - RECEIPT # 144624 - 18 LYON STREET, NORTHAM	1	1,000.00	
EFT49070	09/11/2023	JLO DESIGNS	SCHOOL HOLIDAY PROGRAM FLYER DESIGN	1		65.00
INV 542	03/11/2023	JLO DESIGNS	SCHOOL HOLIDAY PROGRAM FLYER DESIGN	1	65.00	
EFT49071	09/11/2023	JS TECHNOLOGY & DIGITAL PTY LTD	PURCHASE OF A PHONE CASE COVER	1		35.00
INV INV271027/10/2023		JS TECHNOLOGY & DIGITAL PTY LTD	PURCHASE OF A PHONE CASE COVER	1	35.00	
EFT49072	09/11/2023	KARLKA FENCEWRIGHT WA PTY LTD	C.202223-07 NORTHAM DEPOT REDEVELOPMENT. SUPPLY AND INSTALL NEW FENCING DROP GATES WITH ASSOCIATED CONTROLS AND REMOTES - PROGRESS CLAIM TWO	1		71,662.25

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 26170	30/08/2023	KARLKA FENCEWRIGHT WA PTY LTD	C.202223-07 NORTHAM DEPOT REDEVELOPMENT. SUPPLY AND INSTALL NEW FENCING DROP GATES WITH ASSOCIATED CONTROLS AND REMOTES - PROGRESS CLAIM TWO	1	71,662.25	
EFT49073	09/11/2023	KIM MARIE MURCUTT	FOOD SAFETY SKILL SET HEALTH & COMMUNITY / FOOD SAFETY SUPERVISOR COURSE	1		159.00
INV 110728	23/10/2023	KIM MARIE MURCUTT	FOOD SAFETY SKILL SET HEALTH & COMMUNITY / FOOD SAFETY SUPERVISOR COURSE	1	159.00	
EFT49074	09/11/2023	KITCO BUILDERS	INFRASTRUCTURE BOND REFUND - BA22213 - T1715 - RECEIPT # 158668 - 86 BODEGUERO WAY, WUNDOWIE	1		1,020.00
INV T1715	08/11/2023	KITCO BUILDERS	INFRASTRUCTURE BOND REFUND - BA22213 - T1715 - RECEIPT # 158668 - 86 BODEGUERO WAY, WUNDOWIE	1	1,020.00	
EFT49075	09/11/2023	LIGHT APPLICATION PTY LTD	LIGHTING DESIGN - BERT HAWKE RESERVE	1		2,200.00
INV 87352	29/08/2023	LIGHT APPLICATION PTY LTD	LIGHTING DESIGN - BERT HAWKE RESERVE	1	2,200.00	
EFT49076	09/11/2023	MATHEW JOSEPH HOULIHAN	WITHDRAWN APPLICATION REFUND - BA23205 - 20 FORREST ST, NORTHAM	1		171.65
INV GT 30.130	10/2023	MATHEW JOSEPH HOULIHAN	WITHDRAWN APPLICATION REFUND - BA23205 - 20 FORREST ST, NORTHAM	1	171.65	
EFT49077	09/11/2023	MENZA CONCEPTS PTY LTD	REMOVE EXISTING LOGO,PRINT & LAMINATE 3 SHIRE LOGOS & APPLY TO FRONT DOORS OF BUSHFIRE MITIGATION COORDINATORS VEHICLE	1		528.00
INV 000062	24/10/2023	MENZA CONCEPTS PTY LTD	REMOVE EXISTING LOGO,PRINT & LAMINATE 3 SHIRE LOGOS & APPLY TO FRONT DOORS OF BUSHFIRE MITIGATION COORDINATORS VEHICLE	1	528.00	
EFT49078	09/11/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 16/10 - 22/10/2023	1		7,801.20
INV N 0218	30/10/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 16/10 - 22/10/2023	1	3,900.60	
INV N 0219	30/10/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 23/10 - 29/10/2023	1	3,900.60	
EFT49079	09/11/2023	MM ELECTRICAL MERCHANDISING	CRIMPING TOOL RJ45	1		109.96
INV 204855-26	10/2023	MM ELECTRICAL MERCHANDISING	CRIMPING TOOL RJ45	1	109.96	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49080	09/11/2023	MORRIS PEST & WEED CONTROL	OLD GIRLS SCHOOL. FIX BIRD MESH AND INSTALL WIRES ON AC UNITS, AND BAITING PROGRAM TO GET RID OF PIGEONS DUE TO HEALTH CONCERNS.	1		2,967.25
INV INV-34430/10/2023		MORRIS PEST & WEED CONTROL	OLD GIRLS SCHOOL. FIX BIRD MESH AND INSTALL WIRES ON AC UNITS, AND BAITING PROGRAM TO GET RID OF PIGEONS DUE TO HEALTH CONCERNS.	1	2,967.25	
EFT49081	09/11/2023	NORTHAM BETTA HOME LIVING	HUB USB / USB SERVER	1		119.80
INV 200100517/10/2023		NORTHAM BETTA HOME LIVING	HUB USB / USB SERVER	1	94.85	
INV 200100526/10/2023		NORTHAM BETTA HOME LIVING	CHARGING CABLE	1	24.95	
EFT49082	09/11/2023	NORTHAM BOWLING CLUB INC	SENIOR SPORTS FUNDING - J HAMPEL, D DINKA, P ROUSE	1		300.00
INV 7523	24/10/2023	NORTHAM BOWLING CLUB INC	SENIOR SPORTS FUNDING - J HAMPEL, D DINKA, P ROUSE	1	300.00	
EFT49083	09/11/2023	NORTHAM CHAMBER OF COMMERCE	GIFT CARD FOR WINNER OF THE SHOP WINDOW COMPETITION FOR WOMEN'S WORLD BALLOONING CHAMPIONSHIP	1		550.00
INV 1941	26/10/2023	NORTHAM CHAMBER OF COMMERCE	NORTHAM CHAMBER OF COMMERCE GIFT CARD	1	250.00	
INV 1940	26/10/2023	NORTHAM CHAMBER OF COMMERCE	GIFT CARD FOR WINNER OF THE SHOP WINDOW COMPETITION FOR WOMEN'S WORLD BALLOONING CHAMPIONSHIP	1	300.00	
EFT49084	09/11/2023	NORTHAM FEED & HIRE	2 X JERKY	1		191.00
INV 000051219/10/2023		NORTHAM FEED & HIRE	2 X JERKY	1	50.00	
INV 000051220/10/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051223/10/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051325/10/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051327/10/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051330/10/2023		NORTHAM FEED & HIRE	2 X PREMIX	1	47.00	
EFT49085	09/11/2023	NORTHAM FLORIST	FLOWERS (IAN KIELY)	1		220.00

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 28066	24/10/2023	NORTHAM FLORIST	FLOWERS FOR CHADD HUNT - HOSPITAL VISIT	1	100.00	
INV 28077	26/10/2023	NORTHAM FLORIST	FLOWERS (IAN KIELY)	1	120.00	
EFT49086	09/11/2023	NUTRIEN AG SOLUTIONS LIMITED	ADAM STADIUM TURF 10L	1		1,044.56
INV 909674905/10/2023		NUTRIEN AG SOLUTIONS LIMITED	ADAM STADIUM TURF 10L	1	528.00	
INV 909712012/10/2023		NUTRIEN AG SOLUTIONS LIMITED	REPLACEMENT GAS BOTTLE FOR FORKLIFT	1	68.20	
INV 909783825/10/2023		NUTRIEN AG SOLUTIONS LIMITED	PARA CHEM RESPIRATOR & CARTRIDGE KIT	1	63.36	
INV 909801627/10/2023		NUTRIEN AG SOLUTIONS LIMITED	UNAG FLEDBAG ORIGINAL	1	385.00	
EFT49087	09/11/2023	OXTER SERVICES	CARTON OF 16 COMMERCIAL PAPER ROLLS	1		83.95
INV 28095	30/10/2023	OXTER SERVICES	CARTON OF 16 COMMERCIAL PAPER ROLLS	1	83.95	
EFT49088	09/11/2023	P&M HODGSON STEEL FABRICATION	SLASHER WEAR PLATES REPLACEMENT AND RE-FIT SLASHER HAMMER MOUNT	1		1,320.00
INV 5994	01/11/2023	P&M HODGSON STEEL FABRICATION	SLASHER WEAR PLATES REPLACEMENT AND RE-FIT SLASHER HAMMER MOUNT	1	1,320.00	
EFT49089	09/11/2023	PAT DAVIS	GUIDED TOUR - WELCOME TO COUNTRY - 26.10.2023	1		330.00
INV 30	29/10/2023	PAT DAVIS	GUIDED TOUR - WELCOME TO COUNTRY - 26.10.2023	1	330.00	
EFT49090	09/11/2023	PFD FOOD SERVICES PTY LTD	NORTHAM AQUATIC CENTRE - KIOSK SUPPLIES	1		1,959.80
INV LI9586825/10/2023		PFD FOOD SERVICES PTY LTD	NORTHAM AQUATIC CENTRE - KIOSK SUPPLIES	1	1,959.80	
EFT49091	09/11/2023	PILA GROUP PTY LTD	BERNARD PARK SOUND SHELL. - SUPPLY AND DELIVER 3 X 6M FLAGPOLES	1		3,333.00
INV 30589	12/10/2023	PILA GROUP PTY LTD	BERNARD PARK SOUND SHELL. - SUPPLY AND DELIVER 3 X 6M FLAGPOLES	1	3,333.00	
EFT49092	09/11/2023	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL - REWIRE ETHERNET CABLE FOR CCTV	1		300.00
INV INV-00015/10/2023		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL - REWIRE ETHERNET CABLE FOR CCTV	1	300.00	
EFT49093	09/11/2023	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING - E ROBINSON	1		99.00

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 008998504/10/2023		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING - E ROBINSON	1	99.00	
EFT49094	09/11/2023	SLATER-GARTRELL SPORTS	ULTRA BLACK LINEMARKING PAINT	1		528.00
INV 60278/004/09/2023		SLATER-GARTRELL SPORTS	ULTRA BLACK LINEMARKING PAINT	1	528.00	
EFT49095	09/11/2023	SMOKE & MIRRORS AUDIO VISUAL	SUPPLY SOUND & LIGHTING FORE BERNARD PARK EVENT 02/09/2023	1		10,283.00
INV INV-31604/09/2023		SMOKE & MIRRORS AUDIO VISUAL	SUPPLY SOUND & LIGHTING FORE BERNARD PARK EVENT 02/09/2023	1	10,283.00	
EFT49096	09/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE - W/E 03.11.2023	1		42,194.30
INV 4197	27/10/2023	SPECIALISED TREE SERVICE	REMOVAL OF LARGE TREE BRANCH - OPPOSITE BMX TRACK	1	400.00	
INV 4198	30/10/2023	SPECIALISED TREE SERVICE	MORBY COTTAGE - TREE PRUNING	1	2,629.60	
INV 4204	03/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE - W/E 03.11.2023	1	25,602.50	
INV 4203	03/11/2023	SPECIALISED TREE SERVICE	INFORMATION BAY HOOPER PARK BAKERS HILL - TREE REMOVAL	1	5,931.80	
INV 4201	03/11/2023	SPECIALISED TREE SERVICE	FICUS TREES FORREST ST NORTHAM - TREE PRUNING	1	7,630.40	
EFT49097	09/11/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	REPLACEMENT BATTERY FOR DEFIBRILLATOR MACHINE	1		365.00
INV FAINV005/10/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	REPLACEMENT BATTERY FOR DEFIBRILLATOR MACHINE	1	295.00	
INV FAINV025/10/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	STANDARD VEHICLE FIRST AID KIT	1	70.00	
EFT49098	09/11/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND - BA 21292 - T1618 - RECEIPT # 151469 - 1 GILLET ROAD, NORTHAM	1		1,020.00
INV T1618	08/11/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND - BA 21292 - T1618 - RECEIPT # 151469 - 1 GILLET ROAD, NORTHAM	1	1,020.00	
EFT49099	09/11/2023	SYNERGY	361669310 RECREATION PRECINCT - 13/09/2023 to 11/10/2023	1		20,277.69

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 357548017/10/2023		SYNERGY	357548080 DOG POUND COLEBATCH RD - 28/07/2023 to 22/09/2023		399.19	
INV 361669318/10/2023		SYNERGY	361669310 RECREATION PRECINCT - 13/09/2023 to 11/10/2023		10,618.76	
INV 293110718/10/2023		SYNERGY	293110730 BILYA KOORT BOODJA - 13/09/2023 to 11/10/2023		656.59	
INV 420847619/10/2023		SYNERGY	DISCONNECTION AT EAST ST - HENRY ST OVAL	1	518.10	
INV 361669524/10/2023		SYNERGY	361669500 OXIDATION PONDS - 19/09/2023 to 17/10/2023		1,537.17	
INV 332273625/10/2023		SYNERGY	332273630 CLACKLINE POST OFFICE - 30/08/2023 to 18/10/2023		326.92	
INV 335820925/10/2023		SYNERGY	335820940 CREATE 298 - 20/09/2023 to 18/10/2023		377.20	
INV 164007730/10/2023		SYNERGY	164007710 WUNDOWIE DEPOT - 30/08/2023 to 27/10/2023		253.76	
INV 288626730/10/2023		SYNERGY	288626740 CLACKLINE HALL - 29/08/2023 to 26/10/2023		127.56	
INV 361473930/10/2023		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 21/09/2023 to 19/10/2023		194.39	
INV 158509730/10/2023		SYNERGY	158509760 BAKERS HILL OLD BFB FIRE SHED - 29/08/2023 to 26/10/2023		116.35	
INV 142275930/10/2023		SYNERGY	142275950 WUNDOWIE OVAL - 30/08/2023 to 27/10/2023		752.68	
INV 153902530/10/2023		SYNERGY	153902510 OLD NORTHAM DEPOT - 02/08/2023 to 11/10/2023		1,238.34	
INV 916822730/10/2023		SYNERGY	916822750 WUNDOWIE TENNIS CLUB - 30/08/2023 to 27/10/2023		116.35	
INV 444997330/10/2023		SYNERGY	444997300 WUNDOWIE LIBRARY & GARDENS - 30/08/2023 to 27/10/2023		293.06	
INV 300677001/11/2023		SYNERGY	300677070 WUNDOWIE FOOTBALL PAVILLION - 01/09/2023 to 30/10/2023		356.15	
INV 305307601/11/2023		SYNERGY	305307610 AGED ACCOMMODATION WUNDOWIE - 01/09/2023 to 30/10/2023		107.87	
INV 962642901/11/2023		SYNERGY	962642990 WUNDOWIE MEDICAL CENTRE - 01/09/2023 to 30/10/2023		118.32	
INV 370639201/11/2023		SYNERGY	370639230 WUNDOWIE TOWN HALL - 01/09/2023 to 30/10/2023		293.55	
INV 981292501/11/2023		SYNERGY	981292570 BAKERS HILL REC CENTRE - 31/08/2023 to 30/10/2023		1,158.51	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 487964001	11/2023	SYNERGY	487964040 WUNDOWIE YAK SHACK - 01/09/2023 to 30/10/2023		342.95	
INV 353464102	11/2023	SYNERGY	035346410 HOOPER PARK - 02/09/2023 to 30/10/2023		178.02	
INV 361473903	11/2023	SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 21/09/2023 to 19/10/2023		195.90	
EFT49100	09/11/2023	TAYCE SIMCOCK-BAILEY	REIMBURSEMENT OF POLICE CLEARANCE TAYCE SIMCOCK-BAILEY (CSO-LICENSING OFFICER)	1		58.70
INV 5EA57724	10/2023	TAYCE SIMCOCK-BAILEY	REIMBURSEMENT OF POLICE CLEARANCE TAYCE SIMCOCK-BAILEY (CSO-LICENSING OFFICER)	1	58.70	
EFT49101	09/11/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL CHARGES - HEALTH - 6.10.2023	1		93.06
INV 0607-S315	10/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL CHARGES - HEALTH - 6.10.2023	1	93.06	
EFT49102	09/11/2023	TERRA FORM CONTRACTING	ROADSIDE VEGETATION MAINTENANCE - EADINE / CARTER ROAD	1		16,500.00
INV 000000125	10/2023	TERRA FORM CONTRACTING	ROADSIDE VEGETATION MAINTENANCE - EADINE / CARTER ROAD	1	16,500.00	
EFT49103	09/11/2023	WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 09/10/2023 - 29/10/2023	1		1,155.00
INV 000051027	10/2023	WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 09/10/2023 - 29/10/2023	1	1,155.00	
EFT49104	09/11/2023	WARRICKS NEWSAGENCY	STATIONARY - ADMIN - PENS / LABELS / BINDERS	1		296.50
INV 73113	27/10/2023	WARRICKS NEWSAGENCY	STATIONARY - ADMIN	1	136.60	
INV 73233	27/10/2023	WARRICKS NEWSAGENCY	STATIONARY - ADMIN - PENS / LABELS / BINDERS	1	159.90	
EFT49105	09/11/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1608 REGO N642 - REMOVE AND REPLACE STARTER MOTOR IN MULTI ROLLER	1		2,251.00
INV INV-16324	10/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2103 REGO N.15204 - JET RODDER, DIAGNOSE AND REPLACE LOW LEVEL FLOAT SENSOR	1	848.50	
INV INV-16224	10/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1608 REGO N642 - REMOVE AND REPLACE STARTER MOTOR IN MULTI ROLLER	1	1,402.50	
EFT49106	09/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1		1,279.80



**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 217764	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - C3730 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	70.75	
INV 217823	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - C3730 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	207.25	
INV 217826	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	BILYA KOORT BOODJA - C3830 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	53.35	
INV 217827	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - C3830 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	187.03	
INV 217828	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - C3830 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	90.23	
INV 217831	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	650.79	
INV 10282	23/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT ADMIN. SUPPLY 3 X PACKS OF MAGNETS AND 3 X CLIPBOARDS.	1	20.40	
EFT49107	15/11/2023	ACCESS UNLIMITED INTERNATIONAL PTY LTD	BREATHING APPARATUS TRAINING ON SITE AT RECREATION CENTRE 22/02/2023. 3 X DEPOT STAFF	1		1,900.00
INV I40605	22/02/2023	ACCESS UNLIMITED INTERNATIONAL PTY LTD	BREATHING APPARATUS TRAINING ON SITE AT RECREATION CENTRE 22/02/2023. 3 X DEPOT STAFF	1	1,900.00	
INV I40605	22/02/2023	ACCESS UNLIMITED INTERNATIONAL PTY LTD	REVERSE INVOICE - INCORRECT GST ENTRY	1	-1,900.00	
INV I43157	31/10/2023	ACCESS UNLIMITED INTERNATIONAL PTY LTD	BREATHING APPARATUS COURSE. TUESDAY 31/10/2023	1	1,900.00	
EFT49108	15/11/2023	ALLMARK & ASSOCIATES PTY LTD	PLAQUE FOR CR POULTON	1		175.45
INV IN0040508	11/2023	ALLMARK & ASSOCIATES PTY LTD	PLAQUE FOR CR POULTON	1	175.45	
EFT49109	15/11/2023	ALPHATEAM PTY LTD	SITE VISIT TO DIAGNOSE SOFTWARE AND TEST CONNECTIONS ON PLC AND SCADA SYSTEM	1		6,545.00
INV NTM2002	11/2023	ALPHATEAM PTY LTD	SITE VISIT TO DIAGNOSE SOFTWARE AND TEST CONNECTIONS ON PLC AND SCADA SYSTEM	1	6,545.00	
EFT49110	15/11/2023	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR PERIOD ENDING 31 OCTOBER 2023 - INVOICE 101178	1		2,865.25
INV 101178	31/10/2023	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR PERIOD ENDING 31 OCTOBER 2023 - INVOICE 101178	1	2,865.25	
EFT49111	15/11/2023	ANDY'S PLUMBING SERVICE	AERODROME. INSTALL NEW WATER FEED TO THE END OF LOT 42 AS PER QUOTE.	1		6,831.00

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A19668	26/10/2023	ANDY'S PLUMBING SERVICE	AERODROME. INSTALL NEW WATER FEED TO THE END OF LOT 42 AS PER QUOTE.	1	6,182.00	
INV A19675	06/11/2023	ANDY'S PLUMBING SERVICE	TOWN HALL. UNBLOCK TOILET IN LADIES TOILET AND MAKE SURE WORKING PROPERLY.	1	649.00	
EFT49112	15/11/2023	AQUARIUS TECHNOLOGIES PTY LTD	Sim Card and Annual Contract for WEB	1		275.00
INV IN5097208	11/2023	AQUARIUS TECHNOLOGIES PTY LTD	Sim Card and Annual Contract for WEB	1	275.00	
EFT49113	15/11/2023	ARISE COFFEE	WHOLESALE COFFEE / ASSORTED FOR VISITORS CENTRE	1		166.25
INV 000004129	10/2023	ARISE COFFEE	WHOLESALE COFFEE / ASSORTED FOR VISITORS CENTRE	1	166.25	
EFT49114	15/11/2023	AUSTRALIA POST	AUSTRALIA POST CHARGES - OCTOBER 2023	1		3,063.58
INV 101281203	11/2023	AUSTRALIA POST	AUSTRALIA POST CHARGES - OCTOBER 2023	1	3,063.58	
EFT49115	15/11/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	VIDEO CONFERENCE - CONTRACTUAL RISK MANAGEMENT FOR BUILDING SURVEYORS - GORDON TESTER	1		294.00
INV 46003	30/08/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	VIDEO CONFERENCE - CONTRACTUAL RISK MANAGEMENT FOR BUILDING SURVEYORS - GORDON TESTER	1	154.00	
INV 46470	20/09/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	VIDEO CONFERENCE - MECHANICAL FIRE & SMOKE SYSTEMS - GORDON TESTER	1	140.00	
EFT49116	15/11/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 07/11/2023	1		88,293.76
INV PAYG 0'09/11/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 07/11/2023	1	87,765.76	
INV PAYG 0'10/11/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR INTERIM PAY WEEK ENDING 07/11/2023	1	528.00	
EFT49117	15/11/2023	AVON VALLEY ARTS SOCIETY (INC)	STOCK FOR VISITORS CENTRE	1		3,509.70
INV 1073	09/11/2023	AVON VALLEY ARTS SOCIETY (INC)	STOCK FOR VISITORS CENTRE	1	3,509.70	
EFT49118	15/11/2023	AVON VALLEY BAKERY	HOT DOG ROLLS	1		26.60
INV INV-15106	11/2023	AVON VALLEY BAKERY	HOT DOG ROLLS	1	26.60	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49119	15/11/2023	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	PEA STRAW	1		186.15
INV 000002408/11/2023	15/11/2023	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	PEA STRAW	1	186.15	
EFT49120	15/11/2023	AVON VALLEY TOYOTA	PURCHASE OF NEW 2022 ISUZU D-MAX CREW CAB CHASSIS SX AUTOMATIC AS PER QUOTE 4786 AND CESM VEHICLE SPECIFICATION SHEET.	1		81,779.40
INV RI1160026/10/2023	15/11/2023	AVON VALLEY TOYOTA	PURCHASE OF NEW 2022 ISUZU D-MAX CREW CAB CHASSIS SX AUTOMATIC AS PER QUOTE 4786 AND CESM VEHICLE SPECIFICATION SHEET.	1	81,779.40	
EFT49121	15/11/2023	AVON WASTE	SUPPLY OF EVENTS BIN FOR WHEATBELTS GOT TALENT @ BERNARD PARK ON SATURDAY THE 4TH NOVEMBER 2023	1		110.00
INV 000590806/11/2023	15/11/2023	AVON WASTE	SUPPLY OF EVENTS BIN FOR WHEATBELTS GOT TALENT @ BERNARD PARK ON SATURDAY THE 4TH NOVEMBER 2023	1	110.00	
EFT49122	15/11/2023	AVON-MIDLAND ZONE - WA LOCAL GOVERNMENT ASSOCIATION	AVON MIDLAND COUNTRY ZONE MEMBERSHIP 2023-2024	1		2,420.00
INV 000003831/10/2023	15/11/2023	AVON-MIDLAND ZONE - WA LOCAL GOVERNMENT ASSOCIATION	AVON MIDLAND COUNTRY ZONE MEMBERSHIP 2023-2024	1	2,420.00	
EFT49123	15/11/2023	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	COMMUNITY CHRISTMAS FAIR GRANT 2023 - FIRST INSTALLMENT	1		9,173.48
INV 1	25/10/2023	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	CHRISTMAS FAIR / AUSTRALIA DAY BREAKFAST GRANT - FINAL PAYMENT 2022/23	1	1,174.28	
INV 1	26/10/2023	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	COMMUNITY CHRISTMAS FAIR GRANT 2023 - FIRST INSTALLMENT	1	6,930.00	
INV 1	26/10/2023	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	AUSTRALIA DAY BREAKFAST 2024 GRANT - FIRST INSTALLMENT	1	1,069.20	
EFT49124	15/11/2023	BDSS PTY LTD	NEW DEPOT ADMIN. SUPPLY DESKS WITH UNDER DESK SOFTWIRING AND PINUP BOARDS	1		4,851.83
INV 000073913/10/2023	15/11/2023	BDSS PTY LTD	NEW DEPOT ADMIN. SUPPLY DESKS WITH UNDER DESK SOFTWIRING AND PINUP BOARDS	1	4,851.83	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49125	15/11/2023	BERNADETTE HORRELL (BH GRAPHIC DESIGN)	GRAPHIC DESIGN - NORTHAM ANNUAL REPORT	1		2,910.05
INV 080199	02/11/2023	BERNADETTE HORRELL (BH GRAPHIC DESIGN)	GRAPHIC DESIGN - NORTHAM ANNUAL REPORT	1	2,910.05	
EFT49126	15/11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	AG SHOW SHED. REPLACE BROKEN WATER PIPE / INSTALL COPPER STAND WITH ANTI -VANDAL TAP.	1		574.20
INV INV-29404	11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	AG SHOW SHED. REPLACE BROKEN WATER PIPE / INSTALL COPPER STAND WITH ANTI -VANDAL TAP.	1	344.30	
INV INV-29406	11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	ADMIN REAR DONGA. REPAIR BROKEN TAP TO WATER COOLER.	1	229.90	
EFT49127	15/11/2023	BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE RENTAL 28.09.2023 TO 28.10.2023	1		76.08
INV 403522829	10/2023	BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE RENTAL 28.09.2023 TO 28.10.2023	1	76.08	
EFT49128	15/11/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2023	1		1,934.31
INV T1080	15/11/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2023	1	1,934.31	
EFT49129	15/11/2023	BUNNINGS BUILDING SUPPLIES P/L	WEED N FEED & BUG KILLER SUPPLIES FOR KILLARA	1		100.99
INV 2182/00.16	10/2023	BUNNINGS BUILDING SUPPLIES P/L	WEED N FEED & BUG KILLER SUPPLIES FOR KILLARA	1	84.05	
INV 2182/00.18	10/2023	BUNNINGS BUILDING SUPPLIES P/L	CLEAR PACKING TAPE & DISPENSOR	1	16.94	
EFT49130	15/11/2023	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR OCTOBER 2023	1		2,697.09
INV 370415431	10/2023	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR OCTOBER 2023	1	2,697.09	
EFT49131	15/11/2023	CADD'S FASHIONS	HI VIZ REFLECTIVE VESTS ORANGE FOR DEPOT	1		298.00
INV 23-000107	11/2023	CADD'S FASHIONS	HI VIZ REFLECTIVE VESTS ORANGE FOR DEPOT	1	298.00	
EFT49132	15/11/2023	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR OCTOBER 2023	1		115.47
INV 107	31/10/2023	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR OCTOBER 2023	1	115.47	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49133	15/11/2023	CARRINGTONS TRAFFIC SERVICES	1X TRAFFIC CONTROLLER AND UTE FOR TRAFFIC MANAGEMENT ON EADINE ROAD, CLACKLINE FOR 10 DAYS	1		4,960.45
INV 000464826/10/2023		CARRINGTONS TRAFFIC SERVICES	1X TRAFFIC CONTROLLER AND UTE FOR TRAFFIC MANAGEMENT ON EADINE ROAD, CLACKLINE FOR 10 DAYS	1	3,310.45	
INV 000464726/10/2023		CARRINGTONS TRAFFIC SERVICES	HIRE OF A TOW BEHIND ROAD BROOM 16/10/2023 TO 20/10/2023	1	1,375.00	
INV 000465231/10/2023		CARRINGTONS TRAFFIC SERVICES	HIRE OF A TOW BEHIND ROAD BROOM 23/10/2023	1	275.00	
EFT49134	15/11/2023	CENTRAL MOBILE MECHANICAL REPAIRS	FLOAT PN1314 GRADER FROM NORTHAM DEPOT TO SLATTERY'S AUTOCIONEERS AT 96 POOLE STREET, WELSHPOOL	1		1,017.50
INV 000045306/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	FLOAT PN1314 GRADER FROM NORTHAM DEPOT TO SLATTERY'S AUTOCIONEERS AT 96 POOLE STREET, WELSHPOOL	1	1,017.50	
EFT49135	15/11/2023	CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 18.09.2023 - 22.10.2023	1		11,568.65
INV 000363022/10/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 18.09.2023 - 22.10.2023	1	11,568.65	
EFT49136	15/11/2023	CHRISTOPHER ANTONIO	CHRISTOPHER ANTONIO PRESIDENT CANDIDATE REFUNDS 2023	1		100.00
INV T1773	15/11/2023	CHRISTOPHER ANTONIO	CHRISTOPHER ANTONIO PRESIDENT CANDIDATE REFUNDS 2023	1	100.00	
EFT49137	15/11/2023	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR OCTOBER 2023 FOR CHRIS MARRIS	1		833.37
INV AE 091109/11/2023		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR OCTOBER 2023 FOR CHRIS MARRIS	1	833.37	
EFT49138	15/11/2023	CHRISTOPHER POULTON	CHRISTOPHER POULTON PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1		200.00
INV T1771	15/11/2023	CHRISTOPHER POULTON	CHRISTOPHER POULTON PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1	100.00	
INV T1772	15/11/2023	CHRISTOPHER POULTON	CHRISTOPHER POULTON PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1	100.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49139	15/11/2023	CLACKLINE FENCING CONTRACTORS	TOWN HALL. SUPPLY AND INSTALL DIVIDING FENCE	1		3,940.00
INV 1597	03/11/2023	CLACKLINE FENCING CONTRACTORS	TOWN HALL. SUPPLY AND INSTALL DIVIDING FENCE	1	3,940.00	
EFT49140	15/11/2023	CLASSIC IT SUPPORT	INTEL NUC i7 - 1260P 12TH GEN 8/256gb WINDOWS 11 FOR WUNDOWIE LIBRARY	1		1,986.00
INV 9437	18/10/2023	CLASSIC IT SUPPORT	WESTERN DIGITAL WD 2TB PURPLE SURVEILLANCE HARD DRIVE WD23PURZ	1	145.00	
INV 9438	18/10/2023	CLASSIC IT SUPPORT	INTEL NUC I5, 8GB MEMORY, 250 GB NVME SSD REF ADMIN DONGA MEETING ROOM	1	500.00	
INV 9454	31/10/2023	CLASSIC IT SUPPORT	INTEL NUC i7 - 1260P 12TH GEN 8/256gb WINDOWS 11 FOR WUNDOWIE LIBRARY	1	1,341.00	
EFT49141	15/11/2023	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL OCTOBER 2023	1		1,054.68
INV 223052931/10/2023		CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK PARK PUBLIC TOILETS X 2 SHARPS DISPOSAL SERVICE OCT 2023	1	186.12	
INV 223053031/10/2023		CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE OCTOBER 2023	1	248.16	
INV 223053131/10/2023		CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL OCTOBER 2023	1	372.24	
INV 223053231/10/2023		CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS X 2 SHARPS DISPOSAL SERVICE OCTOBER 2023	1	248.16	
EFT49142	15/11/2023	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - CLOUD PAYMENT GROUP - SEPTEMBER 2023 (INV 4569)	1		542.01
INV 4569	29/09/2023	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - CLOUD PAYMENT GROUP - SEPTEMBER 2023 (INV 4569)	1	322.01	
INV 4651	31/10/2023	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - CLOUD PAYMENT GROUP - OCTOBER 2023 (INV 4651)	1	220.00	
EFT49143	15/11/2023	COMMON GROUND TRAILS PTY LTD	VO-01 - C.202223-12 - STAGE 4 - CONCEPT PLANNING - MOUNT OMMANNEY	1		3,287.79
INV INV-18123/10/2023		COMMON GROUND TRAILS PTY LTD	VO-01 - C.202223-12 - STAGE 4 - CONCEPT PLANNING - MOUNT OMMANNEY	1	3,287.79	
EFT49144	15/11/2023	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	DELIVERY OF MATTRESS SEPTEMBER 2023	1		4,786.10
INV INV80531/10/2023		COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	DELIVERY OF MATTRESS SEPTEMBER 2023	1	4,786.10	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49145	15/11/2023	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLWIDE EAST PERTH	2000 - DL WINDOW FACED PEEL N SEAL ENVELOPES	1		541.00
INV 111559231	10/2023	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLWIDE EAST PERTH	2000 - DL WINDOW FACED PEEL N SEAL ENVELOPES	1	541.00	
EFT49146	15/11/2023	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM - SECURITY ALARM MONITORING FROM 01/09/2022 - 30/09/2022	1		687.69
INV CINS31.15	08/2022	CTI SECURITY SERVICES PTY LTD	CREDIT PROCESSED - INVOICE POSTED TO INCORRECT PURCHASE ORDER - REPOSTED TO PO 66820	1	-637.87	
INV CINS31.15	08/2022	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM - SECURITY ALARM MONITORING FROM 01/09/2022 - 30/09/2022	1	637.87	
INV CINS31.16	09/2022	CTI SECURITY SERVICES PTY LTD	CREDIT PROCESSED - INVOICE POSTED TO INCORRECT PURCHASE ORDER - REPOSTED TO PO 66820	1	-637.87	
INV CINS31.16	09/2022	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM - SECURITY ALARM MONITORING FROM 01/10/2022 - 31/10/2022	1	637.87	
INV CINS31.21	10/2022	CTI SECURITY SERVICES PTY LTD	CREDIT PROCESSED - INVOICE POSTED TO INCORRECT PURCHASE ORDER - REPOSTED TO PO 66820	1	-637.87	
INV CINS31.21	10/2022	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM - SECURITY ALARM MONITORING FROM 01/11/2022 - 30/11/2022	1	637.87	
INV CINS31.19	10/2023	CTI SECURITY SERVICES PTY LTD	NEW DEPOT SECURITY ALARM MONITERING FROM 01/10/2023-30/10/2023	1	49.82	
INV CINS31.19	10/2023	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR SHIRE FACILIITIES	1	637.87	
EFT49147	15/11/2023	CULTURAL DESIGNZ - TOILA HARRISON T/AS	BKB STOCK	1		410.56
INV 002	26/09/2023	CULTURAL DESIGNZ - TOILA HARRISON T/AS	BKB STOCK	1	410.56	
EFT49148	15/11/2023	DANIELLE FLEUR COUSIN	INFRASTRUCTURE BOND REFUND - BA21270 - T1609 - RECEIPT # 150772 LOT 820 COOK ROAD, BAKERS HILL WA 6562	1		1,020.00
INV T1609	15/11/2023	DANIELLE FLEUR COUSIN	INFRASTRUCTURE BOND REFUND - BA21270 - T1609 - RECEIPT # 150772 LOT 820 COOK ROAD, BAKERS HILL WA 6562	1	1,020.00	
EFT49149	15/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	REPAIRS AT REC CENTRE KITCHEN - WHEEL & DUCT DOOR	1		473.00

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1086	02/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	REPAIRS AT REC CENTRE KITCHEN - WHEEL & DUCT DOOR	1	473.00	
EFT49150	15/11/2023	DMC CLEANING	C.202021-05 - CLEANING SHIRE OF NORTHAM FACILITIES - OCTOBER 2023	1		10,815.57
INV SON21331/10/2023		DMC CLEANING	C.202021-05 - CLEANING SHIRE OF NORTHAM FACILITIES - OCTOBER 2023	1	10,815.57	
EFT49151	15/11/2023	DRY KIRKNESS (AUDIT) PTY LTD	AUDIT GRANT ACQUITALS R2R	1		1,650.00
INV DK224130/10/2023		DRY KIRKNESS (AUDIT) PTY LTD	AUDIT GRANT ACQUITALS R2R	1	1,650.00	
EFT49152	15/11/2023	DUN DIRECT PTY LTD	FUEL CHARGES FOR OCTOBER 2023	1		46,279.54
INV OCTOB31/10/2023		DUN DIRECT PTY LTD	FUEL CHARGES FOR OCTOBER 2023	1	46,279.54	
EFT49153	15/11/2023	E FIRE & SAFETY	REC CENTRE. REPLACE ALL DEFECTIVE COMPONENTS IDENTIFIED AND QUOTED IN ANNUAL MAINTENANCE REPORT CRO513.	1		6,152.85
INV 596941	25/10/2023	E FIRE & SAFETY	REC CENTRE. REPLACE OUT OF DATE BATTERIES	1	1,369.50	
INV 597026	27/10/2023	E FIRE & SAFETY	KILLARA ADULT RESPITE CENTRE MONTHLY SERVICING OF FIRE EQUIPMENT - OCTOBER 2023	1	422.40	
INV 597241	31/10/2023	E FIRE & SAFETY	REC CENTRE. REPLACE ALL DEFECTIVE COMPONENTS IDENTIFIED AND QUOTED IN ANNUAL MAINTENANCE REPORT CRO513.	1	3,943.50	
INV 597299	31/10/2023	E FIRE & SAFETY	TOWN/LESSER HALL CENTRE MONTHLY SERVICING OF FIRE EQUIPMENT - OCTOBER 2023	1	162.80	
INV 597291	31/10/2023	E FIRE & SAFETY	RECREATION CENTRE MONTHLY SERVICING OF FIRE EQUIPMENT - OCTOBER 2023	1	254.65	
EFT49154	15/11/2023	ECHO NEWSPAPER	14X3 WOMEN'S WORLD AD IN ECHO NEWSPAPER	1		495.00
INV 000328718/08/2023		ECHO NEWSPAPER	14X3 WOMEN'S WORLD AD IN ECHO NEWSPAPER	1	495.00	
EFT49155	15/11/2023	FIRE MITIGATION SERVICES	C.202324-04 - FIRE MITIGATION SERVICES - MAF 2023/2024 - ROUND - 1 - TREATMENTS - 23220 & 23221	1		36,572.80
INV 000007931/10/2023		FIRE MITIGATION SERVICES	C.202324-04 - FIRE MITIGATION SERVICES - MAF 2023/2024 - ROUND - 1 - TREATMENTS - 23220 & 23221	1	36,572.80	



**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49156	15/11/2023	FORMBYS LAWYERS	DEED OF RENEWAL - CRECHE, NORTHAM RECREATION CENTRE	1		632.50
INV 002748	18/09/2023	FORMBYS LAWYERS	DEED OF RENEWAL - CRECHE, NORTHAM RECREATION CENTRE	1	632.50	
EFT49157	15/11/2023	FRESH TRADING CO OPS PTY LTD	CATERING FOR TRAINING	1		214.05
INV INV-15024/10/2023		FRESH TRADING CO OPS PTY LTD	CATERING FOR TRAINING	1	214.05	
EFT49158	15/11/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	NORTHAM ANNUAL FLEET SERVICING	1		14,129.28
INV 79669	19/09/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	NORTHAM ANNUAL FLEET SERVICING	1	14,129.28	
EFT49159	15/11/2023	FULTON HOGAN INDUSTRIES PTY LTD	IBC'S OF EMULSION	1		4,290.00
INV 183169431/10/2023		FULTON HOGAN INDUSTRIES PTY LTD	IBC'S OF EMULSION	1	4,290.00	
EFT49160	15/11/2023	GRAFTON ELECTRICS	REPAIR POWER POINT @ AQUATIC CENTRE	1		162.58
INV 9808	08/11/2023	GRAFTON ELECTRICS	REPAIR POWER POINT @ AQUATIC CENTRE	1	162.58	
EFT49161	15/11/2023	HARBOUR SOFTWARE PTY LTD	DOC ASSEMBLER / DOCS ON TAP ANNUAL SUNSCRIPTION FEE RENEWAL - 1 DECEMBER 2023 - 30 NOVEMBER 2024	1		14,943.50
INV 2312	19/10/2023	HARBOUR SOFTWARE PTY LTD	DOC ASSEMBLER / DOCS ON TAP ANNUAL SUNSCRIPTION FEE RENEWAL - 1 DECEMBER 2023 - 30 NOVEMBER 2024	1	14,943.50	
EFT49162	15/11/2023	HERSEY'S SAFETY PTY LTD	LENS WIPES, GLOVES & OUT OF SERVICE TAGS	1		511.99
INV S47988	01/11/2023	HERSEY'S SAFETY PTY LTD	LENS WIPES, GLOVES & OUT OF SERVICE TAGS	1	511.99	
EFT49163	15/11/2023	INSTRUCT CONSULTING ENGINEERS	INSPECTION AND CERTIFICATION OR SHADE STRUCTURES FOR PROPOSED RE-USE	1		1,320.00
INV 231102	06/11/2023	INSTRUCT CONSULTING ENGINEERS	INSPECTION AND CERTIFICATION OR SHADE STRUCTURES FOR PROPOSED RE-USE	1	1,320.00	
EFT49164	15/11/2023	INTERNATIONAL QUADRATICS PTY LTD	PAVEMENT CUSTOM PRINT	1		1,567.50
INV SINV-1426/10/2023		INTERNATIONAL QUADRATICS PTY LTD	PAVEMENT CUSTOM PRINT	1	1,567.50	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49165	15/11/2023	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY & WASTE WATER TREATMENT PLANT OCT 2023	1		545.24
INV 673317831/10/2023		IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY & WASTE WATER TREATMENT PLANT OCT 2023	1	545.24	
EFT49166	15/11/2023	J & A BUILDING PTY LTD	C.202021-08 - VARIATION 2 - DEPOT REDEVELOPMENT - MACHINERY AND STORAGE SHEDS	1		44,081.47
INV 3591	09/11/2023	J & A BUILDING PTY LTD	C.202021-08.SUPPLY & CONSTRUCT - GARDENING SHED / GREEN HOUSE - PROGRESS CLAIM 10	1	13,093.04	
INV 3591	09/11/2023	J & A BUILDING PTY LTD	C.202021-08 - VARIATION 2 - DEPOT REDEVELOPMENT - MACHINERY AND STORAGE SHEDS	1	30,988.43	
EFT49167	15/11/2023	JANET KICKETT	STORY TELLING AT BKB - 9/11/23 - ST JOES	1		150.00
INV 32	09/11/2023	JANET KICKETT	STORY TELLING AT BKB - 9/11/23 - ST JOES	1	150.00	
EFT49168	15/11/2023	JH COMPUTER SERVICES WA PTY LTD	PROVIDE MONTHLY SUPPORT PACKAGES / PROTECTIONS / LICENCES - OCTOBER 2023	1		8,262.65
INV 001137-20/10/2023		JH COMPUTER SERVICES WA PTY LTD	PROVIDE 5 1/2 hr SUPPORT FOR INTERNET ISSUES AT NORTHAM LIBRARY & CREATE 298	1	968.00	
INV 001229-31/10/2023		JH COMPUTER SERVICES WA PTY LTD	PROVIDE MONTHLY SUPPORT PACKAGES / PROTECTIONS / LICENCES - OCTOBER 2023	1	7,294.65	
EFT49169	15/11/2023	JUANA PAYNTER	REIMBURSEMENT OF SUPPLIES PURCHASED FOR TOWNS TEAM PROJECT (RAC GRANT)	1		179.50
INV DE 7/1107/11/2023		JUANA PAYNTER	REIMBURSEMENT OF SUPPLIES PURCHASED FOR TOWNS TEAM PROJECT (RAC GRANT)	1	179.50	
EFT49170	15/11/2023	JULIE ELLEN GREENFIELD WILLIAMS	REIMBURSEMENT FOR FOOD ON THE 18TH 19TH & 20TH OCTOBER AT THE WALGA CONFERENCE 2023	1		320.00
INV 0431	20/09/2023	JULIE ELLEN GREENFIELD WILLIAMS	REIMBURSEMENT FOR FOOD ON THE 18TH 19TH & 20TH OCTOBER AT THE WALGA CONFERENCE 2023	1	120.00	
INV T1775	15/11/2023	JULIE ELLEN GREENFIELD WILLIAMS	JULIE WILLIAMS PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1	100.00	
INV T1769	15/11/2023	JULIE ELLEN GREENFIELD WILLIAMS	JULIE WILLIAMS PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1	100.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49171	15/11/2023	KAVANAGH BALLOONS AUSTRALIA PTY LTD	MODEL HOT AIR BALLOON FREIGHT - SYDNEY-NORTHAM-SYDNEY	1		200.00
INV 030508505/10/2023		KAVANAGH BALLOONS AUSTRALIA PTY LTD	MODEL HOT AIR BALLOON FREIGHT - SYDNEY-NORTHAM-SYDNEY	1	200.00	
EFT49172	15/11/2023	KAYLA JAMES	WASHING CAR	1		20.20
INV 001509002/11/2023		KAYLA JAMES	WASHING CAR	1	20.20	
EFT49173	15/11/2023	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 30.10.2023	1		9,897.90
INV 221875324/10/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 24/10/2023	1	3,706.69	
INV 221905230/10/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 30.10.2023	1	6,191.21	
EFT49174	15/11/2023	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE:R2023/12 - DATE: 16/09/2023 TO 29/09/2023	1		270.21
INV 388123	19/10/2023	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE:R2023/12 - DATE: 16/09/2023 TO 29/09/2023	1	183.20	
INV 388194	24/10/2023	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE - SCHEDULE NO: G2023/10 - DATED 02/09/2023 TO 29/09/2023	1	87.01	
EFT49175	15/11/2023	LISA CHARMAINE BIGLIN	WEST WARD CANDIDATE NOMINATION 2023 REFUND	1		80.00
INV T1746	15/11/2023	LISA CHARMAINE BIGLIN	WEST WARD CANDIDATE NOMINATION 2023 REFUND	1	80.00	
EFT49176	15/11/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMTELLIGENCE 2023 FORUM - ELIJAH MOORHEAD	1		380.00
INV 37629	25/10/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMTELLIGENCE 2023 FORUM - ELIJAH MOORHEAD	1	380.00	
EFT49177	15/11/2023	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/11/2023-30/11/2023	1		1,237.50
INV 000007926/10/2023		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/11/2023-30/11/2023	1	1,237.50	
EFT49178	15/11/2023	MARIA IRENE GIRAK	MARIA GIRAK EAST WARD COUNCILLOR CANDIDATE REFUND 2023	1		100.00
INV T1774	15/11/2023	MARIA IRENE GIRAK	MARIA GIRAK EAST WARD COUNCILLOR CANDIDATE REFUND 2023	1	100.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49179	15/11/2023	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF WATER TRUCK 01/10/2023 - 30/10/2023	1		11,660.00
INV 84527	31/10/2023	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF A GRADER FOR 30/10/2023 - 31/10/2023	1	1,980.00	
INV 84526	31/10/2023	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF WATER TRUCK 01/10/2023 - 30/10/2023	1	9,680.00	
EFT49180	15/11/2023	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL COSTS - 4 HOVEA CRESCENT WUNDOWIE	1		393.80
INV 132693	31/10/2023	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL COSTS - 4 HOVEA CRESCENT WUNDOWIE	1	393.80	
EFT49181	15/11/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER	1		4,400.00
INV INV - 0112/10/2023		MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER	1	4,400.00	
EFT49182	15/11/2023	NAVMAN WIRELESS PTY LTD	NAVMAN MONTHLY SUBSCRIPTION 15.10.2023 - 14.11.2023	1		761.92
INV 929149515/10/2023		NAVMAN WIRELESS PTY LTD	NAVMAN MONTHLY SUBSCRIPTION 15.10.2023 - 14.11.2023	1	761.92	
EFT49183	15/11/2023	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	PURCHASE OF 1 X CX9 GT FWD WAGON, AUTO, PETROL, WINDOW TINT, FLOOR MATS FRONT & REAR, SLIMLINE WEATHER SHEILDS, FIRE EXTINGUISHER AS PER QUOTE	1		18,978.00
INV 110189713/11/2023		NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	PURCHASE OF 1 X CX9 GT FWD WAGON, AUTO, PETROL, WINDOW TINT, FLOOR MATS FRONT & REAR, SLIMLINE WEATHER SHEILDS, FIRE EXTINGUISHER AS PER QUOTE	1	18,978.00	
EFT49184	15/11/2023	NORTHAM BETTA HOME LIVING	LG 60CM QUADWASH DISHWASHER - WHITE FOR KILLARA KITCHEN	1		899.00
INV 200100526/10/2023		NORTHAM BETTA HOME LIVING	LG 60CM QUADWASH DISHWASHER - WHITE FOR KILLARA KITCHEN	1	899.00	
EFT49185	15/11/2023	NORTHAM CHAMBER OF COMMERCE	FULL PAGE IN THE NOVEMEBR ADVERTISER - ELECTION PROMOTION	1		594.00
INV 1923	25/10/2023	NORTHAM CHAMBER OF COMMERCE	FULL PAGE IN THE NOVEMEBR ADVERTISER - ELECTION PROMOTION	1	594.00	
EFT49186	15/11/2023	NORTHAM FLORIST	FLOWERS FOR D.BEER	1		100.00

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 28091	30/10/2023	NORTHAM FLORIST	FLOWERS FOR D.BEER	1	100.00	
EFT49187	15/11/2023	NORTHAM PRIMARY SCHOOL PARENT & CITIZENS ASSOCIATION INC	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION 2023/24 NORTHAM PRIMARY	1		100.00
INV INV-00109/11/2023		NORTHAM PRIMARY SCHOOL PARENT & CITIZENS ASSOCIATION INC	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION 2023/24 NORTHAM PRIMARY	1	100.00	
EFT49188	15/11/2023	NORTHAM TOWING SERVICE	COLLECT FORD RANGER FROM WESTWIDE AUTOELECTRICS AND DELIVER TO VALLEY FORD ON TUESDAY AFTERNOON 24/10/2023	1		88.00
INV 212846	26/10/2023	NORTHAM TOWING SERVICE	COLLECT FORD RANGER FROM WESTWIDE AUTOELECTRICS AND DELIVER TO VALLEY FORD ON TUESDAY AFTERNOON 24/10/2023	1	88.00	
EFT49189	15/11/2023	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE FOR OCTOBER.	1		722.38
INV 62727	27/10/2023	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE FOR OCTOBER.	1	722.38	
EFT49190	15/11/2023	OFFICEWORKS SUPERSTORES PTY LTD	COMSOL HDMI MALE TO DVI MALE CABLE 1M - INCLUDING FREIGHT	1		194.13
INV 610025912/10/2023		OFFICEWORKS SUPERSTORES PTY LTD	OTTO SELFIE STICK & TRIPOD WITH REMOTE - OTBTSPOD - INCLUDING FREIGHT	1	46.95	
INV 610161419/10/2023		OFFICEWORKS SUPERSTORES PTY LTD	COMSOL HDMI MALE TO DVI MALE CABLE 1M - INCLUDING FREIGHT	1	79.87	
INV 610286627/10/2023		OFFICEWORKS SUPERSTORES PTY LTD	PPS WINDOW FACED DL WHITE ENVELOPES 500PK X 2 INCLUDING FREIGHT	1	67.31	
EFT49191	15/11/2023	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	NEWS PAPER AD - DEATH NOTICE FOR BERT LLEWELLYN (10/10/2023)	1		240.08
INV 167566231/10/2023		OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	NEWS PAPER AD - DEATH NOTICE FOR BERT LLEWELLYN (10/10/2023)	1	240.08	
EFT49192	15/11/2023	P&M HODGSON STEEL FABRICATION	PN1413 - REPAIR LOADING RAMPS TO MOWER TRAILER	1		165.00
INV 6000	08/11/2023	P&M HODGSON STEEL FABRICATION	PN1413 - REPAIR LOADING RAMPS TO MOWER TRAILER	1	165.00	
EFT49193	15/11/2023	POOLSHOP ONLINE PTY LTD	10KG DRY CHLORINE	1		1,430.00
INV INV-16630/10/2023		POOLSHOP ONLINE PTY LTD	10KG DRY CHLORINE	1	1,430.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49194	15/11/2023	PROGRAMME ELECTRICAL MAINTENANCE	INKPEN GATEHOUSE. REPLACE 12 VOLT WATER PUMP WITH 240 VOLT AND HOOK UP TO MAINS BATTER POWER.	1		1,802.90
INV INV-00031/10/2023		PROGRAMME ELECTRICAL MAINTENANCE	INKPEN GATEHOUSE. REPLACE 12 VOLT WATER PUMP WITH 240 VOLT AND HOOK UP TO MAINS BATTER POWER.	1	1,472.90	
INV INV-00031/10/2023		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE HALL. INSTALL 3 PHASE POWER POINT	1	330.00	
EFT49195	15/11/2023	QUALITY PUBLISHING AUSTRALIA	TOURIST MAPS / GUIDE BOOKS / POSTERS	1		380.01
INV 000493128/09/2023		QUALITY PUBLISHING AUSTRALIA	TOURIST MAPS / GUIDE BOOKS / POSTERS	1	380.01	
EFT49196	15/11/2023	RED DOT STORE	ASSORTED ITEMS FOR KILLARA DAY CENTRE	1		104.98
INV 110134424/10/2023		RED DOT STORE	ASSORTED ITEMS FOR KILLARA DAY CENTRE	1	104.98	
EFT49197	15/11/2023	RUDEEZ - PJ & JA MORTON T/AS	WORKBOOT ALLOWANCE - IAN DHU	1		179.99
INV NOVEM16/11/2023		RUDEEZ - PJ & JA MORTON T/AS	WORKBOOT ALLOWANCE - IAN DHU	1	179.99	
EFT49198	15/11/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$1,000) MOBILE PHONE PLAN (\$58.00) TRAVEL COSTS (\$49.40) - SEPTEMBER 2023: INVOICE 1438.	1		1,267.40
INV 200083103/01/2023		SHIRE OF TOODYAY	REVERSAL OF INV 992: POSTED INCORRECTLY - SHOULD BE T957 AROC TRUST	1	-674.00	
INV 993	11/03/2023	SHIRE OF TOODYAY	REVERSAL OF INVOICE 993: INCORRECT POSTING - SHOULD BE T957 AROC TRUST	1	-1,017.90	
INV T957	31/03/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE WAGES FOR DECEMBER 2022 - JANUARY 2023 - \$500.00: MOBILE PHONE NOVEMBER 2022 TO JANUARY 2023 - \$174.00 (INC GST) = \$674.00 INVOICE - 992	1	674.00	
INV T957	31/03/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE WAGES FOR FEBRUARY 2023 - \$750.00: MOBILE PHONE FEBRUARY 2023 - \$58.00(INC GST) ANNUAL ZOOM SUBSCRIPTION - \$209.90 (INC GST) = \$1,017.90 INVOICE - 993	1	1,017.90	
INV T957	15/11/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$1,000) MOBILE PHONE PLAN (\$58.00) TRAVEL COSTS (\$49.40) - SEPTEMBER 2023: INVOICE 1438.	1	1,107.40	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T957	15/11/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER COMPULSORY (\$110.00) & ADDITIONAL EMPLOYER SUPER CONTRIBUTIONS (\$50.00) 30/08/2023 - 26/09/2023 - \$160.00: INVOICE - 1439	1	160.00	
EFT49199	15/11/2023	SHRED-X PTY LTD	EMPTYING OF DEPOT SHREDDER BIN: ADMIN & DEPOT	1		13.00
INV 021311331/10/0023		SHRED-X PTY LTD	ADMIN - SHREDDER CONTAINER RENTAL AND SWAP OVER 2023/24	1	13.00	
INV 020932731/08/2023		SHRED-X PTY LTD	EMPTYING OF DEPOT SHREDDER BIN: ADMIN & DEPOT	1	172.95	
INV 020932731/08/2023		SHRED-X PTY LTD	REVERSAL - BATCH ISSUE 19631	1	-172.95	
EFT49200	15/11/2023	SOUTHERN CROSS AUSTEREO PTY LTD	ONGOING RADIO ADS 2/10/23 - 31/10/23	1		2,631.20
INV 715557131/10/2023		SOUTHERN CROSS AUSTEREO PTY LTD	ONGOING RADIO ADS 2/10/23 - 31/10/23	1	1,355.20	
INV 715557031/10/2023		SOUTHERN CROSS AUSTEREO PTY LTD	28 X LIVE READS - CITIZEN OF THE YEAR 2024 23/10/2023 - 31/10/2023	1	1,078.00	
INV 715557031/10/2023		SOUTHERN CROSS AUSTEREO PTY LTD	0024 X AROUND THE TOWN INTERVIEWS	1	198.00	
EFT49201	15/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE	1		38,403.75
INV 4210	13/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE	1	38,403.75	
EFT49202	15/11/2023	SPENCERS BROOK PROGRESS ASSOCIATION	ANNUAL ALLOCATION FUNDING COMMUNITY ENGAGEMENTS 2023/2024 FIRST PAYMENT	1		2,700.00
INV 1011	11/11/2023	SPENCERS BROOK PROGRESS ASSOCIATION	ANNUAL ALLOCATION FUNDING COMMUNITY ENGAGEMENTS 2023/2024 FIRST PAYMENT	1	2,700.00	
EFT49203	15/11/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11 - INKPEN FIRE SHED EXTENSION - PROGRESS CLAIM 2	1		49,007.05
INV 2351	31/10/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11 - INKPEN FIRE SHED EXTENSION - PROGRESS CLAIM 2	1	49,007.05	
EFT49204	15/11/2023	STEWART & HEATON CLOTHING CO.PTY LTD	PLEASE SUPPLY PPE / CLOTHING ITEMS ON QUOTE:SQN-1015343	1		828.95
INV SIN-38101/11/2023		STEWART & HEATON CLOTHING CO.PTY LTD	PLEASE SUPPLY PPE / CLOTHING ITEMS ON QUOTE:SQN-1015343	1	828.95	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49205	15/11/2023	SYNERGY	153902510 OLD NORTHAM DEPOT - 12/10/2023 to 08/11/2023	1		1,630.37
INV 160396130/10/2023		SYNERGY	160396120 CLACKLINE FIRE SHED - 29/08/2023 to 27/10/2023		180.59	
INV 915241601/11/2023		SYNERGY	915241640 AUXILLARY LIGHTING - 28/09/2023 to 27/10/2023		143.99	
INV 153902509/11/2023		SYNERGY	153902510 OLD NORTHAM DEPOT - 12/10/2023 to 08/11/2023		559.53	
INV 361333410/11/2023		SYNERGY	361333420 AVON MALL - 12/09/2023 to 09/11/2023		531.39	
INV 357703910/11/2023		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 12/10/2023 to 08/11/2023		214.87	
EFT49206	15/11/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - DEPOT - OCTOBER 2023	1		423.15
INV 0608-S322/10/2023		TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - DEPOT - OCTOBER 2023	1	423.15	
EFT49207	15/11/2023	THE WATERSHED	10054152 IRRITROL VALVE - 216B-M - ANGLE OR GLOBE - 40MM	1		1,185.93
INV 102406810/11/2023		THE WATERSHED	10054152 IRRITROL VALVE - 216B-M - ANGLE OR GLOBE - 40MM	1	1,185.93	
EFT49208	15/11/2023	TOTALLY WORKWEAR MALAGA	130CM CREAM APRON STRAPS	1		19.80
INV 750019215/08/2023		TOTALLY WORKWEAR MALAGA	130CM CREAM APRON STRAPS	1	19.80	
EFT49209	15/11/2023	TPG NETWORK PTY LTD	TPG CHARGES - HARVEST BAN - OCTOBER 2023	1		1,528.74
INV 100094531/10/2023		TPG NETWORK PTY LTD	TPG CHARGES - HARVEST BAN - OCTOBER 2023	1	1,528.74	
EFT49210	15/11/2023	TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - OCTOBER 2023	1		5,964.03
INV 200005001/11/2023		TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - OCTOBER 2023	1	5,964.03	
EFT49211	15/11/2023	TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - OCTOBER 2023	1		705.52
INV 200005401/11/2023		TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - OCTOBER 2023	1	705.52	
EFT49212	15/11/2023	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	4970 TONNE OF 19MM GRAVEL - SMITH ROAD	1		89,428.45
INV INV-42831/10/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	10.08 TONNE COLD MIX - SUMMER GRADE	1	2,533.61	



**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-41931/10/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	4970 TONNE OF 19MM GRAVEL - SMITH ROAD	1	86,894.84	
EFT49213	15/11/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT NOV 2023	1		50.00
INV 25	08/11/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT NOV 2023	1	50.00	
EFT49214	15/11/2023	TYREPOWER LTD	SUPPLY 4 X 225/55R18 TOYO TYRES, INCLUDING FITTING, BALANCING, WHEEL ALIGNMENT AND DISPOSAL OF OF OLD TYRES	1		1,383.89
INV 8265.1502/11/2023		TYREPOWER LTD	SUPPLY 4 X 225/55R18 TOYO TYRES, INCLUDING FITTING, BALANCING, WHEEL ALIGNMENT AND DISPOSAL OF OF OLD TYRES	1	1,383.89	
EFT49215	15/11/2023	WA DISTRIBUTORS PTY LTD	ASSORTED CONFECTIONARY FOR AQUATIC FACILITY KIOSK	1		660.15
INV 895646	26/10/2023	WA DISTRIBUTORS PTY LTD	ASSORTED CONFECTIONARY FOR AQUATIC FACILITY KIOSK	1	660.15	
EFT49216	15/11/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT IN LOCAL GOVERNMENT - THE BASICS (E-LEARNING) - CR H J APPLETON	1		242.00
INV SI-007731/10/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT IN LOCAL GOVERNMENT - THE BASICS (E-LEARNING) - CR H J APPLETON	1	242.00	
EFT49217	15/11/2023	WESTWATER ENTERPRISES PTY LTD	NORTHAM BUMP TESTER SERVICE	1		4,378.00
INV WS095506/11/2023		WESTWATER ENTERPRISES PTY LTD	NORTHAM BUMP TESTER SERVICE	1	4,378.00	
EFT49218	15/11/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 REGO N10759 - REPLACE BEACONS TO HINO DRAINAGE TRUCK	1		895.00
INV INV-16231/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 REGO N10759 - REPLACE BEACONS TO HINO DRAINAGE TRUCK	1	807.50	
INV INV-15831/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE LEFT SIDE HEADLIGHT GLOBE, REMOVE BATTERY TO GAIN ACCESS	1	87.50	
EFT49219	15/11/2023	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY 10/10/2023 to 19/10/2023	1		3,697.08
INV 003015324/10/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY 10/10/2023 to 19/10/2023	1	3,697.08	

**Ordinary Council Meeting Agenda  
20 December 2023**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 33

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49220	15/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1		1,900.42
INV 217825	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICES CO-LOCATION - C3530 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	31.46	
INV 217737	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	MONTHLY PHOTO COPIER READING FOR CREATE 298 07/09/2023-10/10/2023	1	39.38	
INV 218170	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - C3730 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	211.31	
INV 218172	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - C3530 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	204.85	
INV 218174	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - C3830 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	22.16	
INV 218175	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - C3830 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	103.80	
INV 218177	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - C3830 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	133.64	
INV 218179	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	941.09	
INV 218273	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	MONTHLY PHOTO COPIER READING FOR CREATE 298 10/10/2023 to 01/11/2023	1	6.53	
INV 10778	08/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ASSORTED STATIONARY FOR REC CENTRE	1	117.20	
INV 10814	09/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	FUJIFILM A4 PAPER	1	89.00	
EFT49221	15/11/2023	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	INKPEN LT - 1GBO744 - B SERVICE	1		4,737.83
INV INV-03917/10/2023		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	INKPEN LT - 1GBO744 - B SERVICE	1	1,585.05	
INV INV-03917/10/2023		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	BAKERS HILL LT - 1EFJ949 - B SERVICE	1	1,585.05	
INV INV-03917/10/2023		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	WUNDOWIE LT - N.4633- B SERVICE	1	1,567.73	
EFT49222	15/11/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - OCTOBER 2023	1		3,182.32
INV ST-041301/11/2023		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - OCTOBER 2023	1	3,182.32	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49223	15/11/2023	WUNDOWIE PROGRESS ASSOCIATION	PROGRESS ASSOCIATION BUDGET ALLOCATION 2023/2024 AUSTRALIA DAY 2024 1ST PAYMENT INSTALLMENT	1		4,500.00
INV 000001107/09/2023		WUNDOWIE PROGRESS ASSOCIATION	PROGRESS ASSOCIATION BUDGET ALLOCATION 2023/2024 AUSTRALIA DAY 2024 1ST PAYMENT INSTALLMENT	1	4,500.00	
EFT49224	15/11/2023	YVONNE KICKETT	STORY TELLING AT BKB - 9/11/23 - ST JOES	1		150.00
INV 32	09/11/2023	YVONNE KICKETT	STORY TELLING AT BKB - 9/11/23 - ST JOES	1	150.00	
EFT49225	15/11/2023	AUSTRALIAN SERVICES UNION	Payroll deductions	1		159.00
INV DEDUC07/11/2023		AUSTRALIAN SERVICES UNION	Payroll deductions		159.00	
EFT49226	15/11/2023	CHILD SUPPORT AGENCY	Payroll deductions	1		1,449.90
INV DEDUC07/11/2023		CHILD SUPPORT AGENCY	Payroll deductions		1,449.90	
EFT49227	15/11/2023	EASIFLEET	Payroll deductions	1		619.53
INV DEDUC07/11/2023		EASIFLEET	Payroll deductions		320.53	
INV DEDUC07/11/2023		EASIFLEET	Payroll deductions		299.00	
EFT49228	15/11/2023	LGIS WA	BUSHFIRES ANNUAL 2ND INSTALLMENT PREMIUMS 2023/2024	1		498,625.08
INV 100-15501/10/2023		LGIS WA	BUSHFIRES ANNUAL 2ND INSTALLMENT PREMIUMS 2023/2024		353,408.72	
INV 100-15501/10/2023		LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - BRIDGE 4109 - WONGAMINE CREEK		54,494.55	
INV 100-15501/10/2023		LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - KILLARA		84,427.56	
INV 100-15501/10/2023		LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - SOUND SHELL - BERNARD PARK		10,440.10	
INV 100-15616/10/2023		LGIS WA	CREDIT NOTE FOR ACTUAL WAGES ADJUSTMENT FOR THE PERIOD 30/06/2022 - 30/06/2023	1	-4,145.85	
EFT49229	23/11/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	RECIPROCATING SAW & BATTERY FOR DEPOT	1		640.20

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SI-000131/10/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	RECIPROCATING SAW & BATTERY FOR DEPOT	1	640.20	
EFT49230	23/11/2023	AUSTRALIAN BALLOONING COMPANY PTY LTD T-AS WINWARD BALLOONING	2 TICKETS FOR A BALLOON RIDE, PRIZE FOR THE NORTHAM FESTIVAL OF BALLOONING 2023	1		500.00
INV 202309119/09/2023		AUSTRALIAN BALLOONING COMPANY PTY LTD T-AS WINWARD BALLOONING	2 TICKETS FOR A BALLOON RIDE, PRIZE FOR THE NORTHAM FESTIVAL OF BALLOONING 2023	1	500.00	
EFT49231	23/11/2023	AUSTRALIAN SERVICES UNION	Payroll deductions	1		159.00
INV DEDUC21/11/2023		AUSTRALIAN SERVICES UNION	Payroll deductions		159.00	
EFT49232	23/11/2023	AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL / WASTE TRANSFER STATION AND TIPSHOP / INKPEN LANDFILL - OCTOBER 2023	1		160,337.45
INV 58997	20/10/2023	AVON WASTE	DOMESTIC / WEEKLY RUBBISH COLLECTION - FORTNIGHT 20.10.2023	1	41,225.43	
INV 000590020/10/2023		AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL / WASTE TRANSFER STATION AND TIPSHOP / INKPEN LANDFILL - OCTOBER 2023	1	104,262.02	
INV 000590231/10/2023		AVON WASTE	DELIVERY AND SUPPLY FOR 30 WEIGHTED BASE BINS FOR STREET BIN REPLACEMENT	1	14,850.00	
EFT49233	23/11/2023	AVONVALE EDUCATION SUPPORT CENTRE	ANNUAL BUDGET ALLOCATION EDUCATIONAL PRIZES & DONATIONS 2023	1		200.00
INV 33	22/09/2023	AVONVALE EDUCATION SUPPORT CENTRE	ANNUAL BUDGET ALLOCATION EDUCATIONAL PRIZES & DONATIONS 2023	1	200.00	
EFT49234	23/11/2023	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOKS FOR LOCAL STOCK REQUESTS	1		64.35
INV 303616	30/10/2023	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOKS FOR LOCAL STOCK REQUESTS	1	64.35	
EFT49235	23/11/2023	BOOTH PRINT	DOG REGISTRATION FORMS- A4, DOUBLE SIDED, 100GSM, COLOUR, PERFORATED X 1000	1		407.00
INV 9556	16/10/2023	BOOTH PRINT	DOG REGISTRATION FORMS- A4, DOUBLE SIDED, 100GSM, COLOUR, PERFORATED X 1000	1	407.00	
EFT49236	23/11/2023	BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	DRUM BUND SPILL PALLETS X 3	1		2,471.04
INV 935407405/09/2023		BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	DRUM BUND SPILL PALLETS X 3	1	2,471.04	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 36

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49237	23/11/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2023	1		4,549.59
INV T1080	23/11/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2023	1	4,549.59	
EFT49238	23/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2023.	1		1,268.42
INV T1079	23/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2023.	1	1,268.42	
EFT49239	23/11/2023	BUNNINGS BUILDING SUPPLIES P/L	INFLATABLE XMAS DECORATIONS	1		2,550.98
INV 2440/9931/10/2023		BUNNINGS BUILDING SUPPLIES P/L	INFLATABLE XMAS DECORATIONS	1	2,363.30	
INV 2182/9903/11/2023		BUNNINGS BUILDING SUPPLIES P/L	100L HEAVY DUTY STORAGE CONTAINER WITH CLIP LID	1	109.45	
INV 2182/0003/11/2023		BUNNINGS BUILDING SUPPLIES P/L	EXTENSION LEAD & WATERING CANS FOR DEPOT	1	69.25	
INV 2182/0003/11/2023		BUNNINGS BUILDING SUPPLIES P/L	PLANT STAKES & TIES	1	8.98	
EFT49240	23/11/2023	CADD'S FASHIONS	ASSORTED PPE FOR DEPOT STAFF	1		6,131.10
INV 23-000107/11/2023		CADD'S FASHIONS	ASSORTED PPE FOR DEPOT STAFF	1	5,206.50	
INV 23-000107/11/2023		CADD'S FASHIONS	UNIFORMS / PPE FOR DEPOT STAFF	1	869.40	
INV 23-000109/11/2023		CADD'S FASHIONS	DEPOT STAFF PPE / UNIFORMS	1	55.20	
EFT49241	23/11/2023	CARRINGTONS TRAFFIC SERVICES	2 TRAFFIC CONTROLLERS FOR BEERING ROAD 01/11/2023 TO 03/11/2023	1		5,222.80
INV 000465531/10/2023		CARRINGTONS TRAFFIC SERVICES	2 TRAFFIC CONTROLLERS FOR BEERING ROAD 31/10.2023	1	1,045.00	
INV 000465808/11/2023		CARRINGTONS TRAFFIC SERVICES	2 TRAFFIC CONTROLLERS FOR BEERING ROAD 01/11/2023 TO 03/11/2023	1	3,520.00	
INV 000465808/11/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC CONTROL FOR CARTER ROAD THROSSELL, 03/11/2023	1	657.80	
EFT49242	23/11/2023	CHILD SUPPORT AGENCY	Payroll deductions	1		1,474.72
INV DEDUC21/11/2023		CHILD SUPPORT AGENCY	Payroll deductions		1,474.72	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 37

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49243	23/11/2023	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - OCTOBER 2023	1		2,033.84
INV 196	31/10/2023	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - OCTOBER 2023	1	2,033.84	
EFT49244	23/11/2023	COMBINED TYRES PTY LTD	PN1706 REGO N.001 - SUPPLY AND FIT GRADER TYRE, INCLUDING DISPOSAL	1		3,001.56
INV INV-40215/11/2023		COMBINED TYRES PTY LTD	PN1807 REGO N.4013 - SUPPLY AND FIT 2 X STEERERS	1	781.98	
INV INV-40215/11/2023		COMBINED TYRES PTY LTD	PN1305 REGO 1GZQ718 - 4 X 195/75R16C MAXXIS MCV3+ INCLUDING STRIP/FIT/BALANCE AND DISPOSAL	1	1,070.08	
INV INV-40316/11/2023		COMBINED TYRES PTY LTD	PN1706 REGO N.001 - SUPPLY AND FIT GRADER TYRE, INCLUDING DISPOSAL	1	1,149.50	
EFT49245	23/11/2023	COUNTRYWIDE GROUP	REPAIRS TO ATOM EDGER	1		494.68
INV ACC00206/11/2023		COUNTRYWIDE GROUP	AQUAPRO LIQUID POOL CHLORINE	1	90.00	
INV ACC00206/11/2023		COUNTRYWIDE GROUP	REPAIRS TO ATOM EDGER	1	344.69	
INV ACC00207/11/2023		COUNTRYWIDE GROUP	WHIPPER SNIPPER ES-47, INSPECTION TO QUOTE FOR REPAIRS	1	59.99	
EFT49246	23/11/2023	DAMIAN'S PLUMBING	REPAIR BURST RETIC MAIN LINE AT BERT HAWKE OVAL	1		3,746.33
INV 9610	14/11/2023	DAMIAN'S PLUMBING	UPGRADE BACKFLOW AT WWTP; NEW PIPING, TAP ETC	1	609.40	
INV 9501	17/11/2023	DAMIAN'S PLUMBING	REPAIR BURST RETIC MAIN LINE AT BERT HAWKE OVAL	1	3,136.93	
EFT49247	23/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	INSTALLATION OF GOAL BARRIERS - HENRY ST OVAL	1		27,462.00
INV 1090	19/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	TRENCHING @ BERT HAWKE FOR ELECTRICAL CABLE & TILE REPAIR @ POOL EDGE	1	666.00	
INV 1089	19/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	INSTALLATION OF GOAL BARRIERS - HENRY ST OVAL	1	24,189.00	
INV 1091	19/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	DIG TRENCH FOR FOOTINGS / REROUTE SOAKWELL AT HENRY STREET OVAL	1	2,607.00	
EFT49248	23/11/2023	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	WL6977/AMEND 2 - APPLICATION FOR CATEGORY 57 FOR OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1		2,176.00
INV WL697717/11/2023		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	WL6977/AMEND 2 - APPLICATION FOR CATEGORY 57 FOR OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1	2,176.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 38

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49249	23/11/2023	DNA TYRE RECOVERY	COLLECTION OF TYRES - OLD QUARRY WASTE MANAGMENT FACILITY	1		3,257.38
INV 0524	25/10/2023	DNA TYRE RECOVERY	COLLECTION OF TYRES - OLD QUARRY WASTE MANAGMENT FACILITY	1	3,257.38	
EFT49250	23/11/2023	EASIFLEET	Payroll deductions	1		619.53
INV DEDUC21/11/2023		EASIFLEET	Payroll deductions		320.53	
INV DEDUC21/11/2023		EASIFLEET	Payroll deductions		299.00	
EFT49251	23/11/2023	ELIZABETH BENNING	VARIETY OF PAINTINGS FOR BKB STOCK	1		108.00
INV 11	14/11/2023	ELIZABETH BENNING	VARIETY OF PAINTINGS FOR BKB STOCK	1	108.00	
EFT49252	23/11/2023	FRESH TRADING CO OPS PTY LTD	CATERING - DEPOT TRAINING - 21.11.2023	1		382.25
INV INV-15317/11/2023		FRESH TRADING CO OPS PTY LTD	CATERING - DEPOT TRAINING - 21.11.2023	1	382.25	
EFT49253	23/11/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	ARMTEX 25/30B - ARMTEX 25MM X 30M FIRE HOSE	1		291.72
INV 79812	06/10/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	ARMTEX 25/30B - ARMTEX 25MM X 30M FIRE HOSE	1	291.72	
EFT49254	23/11/2023	GRAFTON ELECTRICS	SUPPLY/INSTALL POWERPOINTS & LIGHTS TO HOCKEY STORAGE SHED	1		5,225.00
INV 9799	30/10/2023	GRAFTON ELECTRICS	REPAIR FAULT TO NORTHAM POOL CHANGE ROOM LIGHTS	1	473.00	
INV 9824	09/11/2023	GRAFTON ELECTRICS	SUPPLY/INSTALL POWERPOINTS & LIGHTS TO HOCKEY STORAGE SHED	1	4,752.00	
EFT49255	23/11/2023	HONNUN & CO	WITHDRAWN APPLICATIONS REFUND BA23189 & P23101 - RECEIPTS # 167834 & 168121- ADDRESS: 86 BODEGUERO WAY WUNDOWIE WA 6560	1		318.65
INV JJ 16.11.16/11/2023		HONNUN & CO	WITHDRAWN APPLICATIONS REFUND BA23189 & P23101 - RECEIPTS # 167834 & 168121- ADDRESS: 86 BODEGUERO WAY WUNDOWIE WA 6560	1	318.65	
EFT49256	23/11/2023	IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBERSHIP 2023-2024	1		770.00
INV 000009210/07/2023		IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBERSHIP 2023-2024	1	770.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49257	23/11/2023	J & A BUILDING PTY LTD	WITHDRAWN APPLICATION REFUND P23106 - RECEIPT # 169369 - ADDRESS: 7 SELICK DRIVE, WUNDOWIE WA	1		167.66
INV JJ 13.11.13/11/2023		J & A BUILDING PTY LTD	WITHDRAWN APPLICATION REFUND P23106 - RECEIPT # 169369 - ADDRESS: 7 SELICK DRIVE, WUNDOWIE WA	1	167.66	
EFT49258	23/11/2023	JANET KICKETT	STORY TELLING FOR THE 6.11.2023 - WOOROLOO PRIMARY	1		150.00
INV 31	06/11/2023	JANET KICKETT	STORY TELLING FOR THE 6.11.2023 - WOOROLOO PRIMARY	1	150.00	
EFT49259	23/11/2023	JASMINE MOLICKI	REIMBURSEMENT OF POLICE CLEARANCE - JASMINE MOLICKI - LIFEGUARD/POOL ATTENDANT	1		54.90
INV 817325	30/10/2023	JASMINE MOLICKI	REIMBURSEMENT OF POLICE CLEARANCE - JASMINE MOLICKI - LIFEGUARD/POOL ATTENDANT	1	54.90	
EFT49260	23/11/2023	JASON SIGNMAKERS	CUSTOM WARNING SIGNS - GRAVEL ROAD AHEAD	1		224.93
INV 34074	09/11/2023	JASON SIGNMAKERS	CUSTOM WARNING SIGNS - GRAVEL ROAD AHEAD	1	224.93	
EFT49261	23/11/2023	KENNARDS HIRE PTY LTD	EQUIPMENT HIRE FOR THE NORTHAM FARMERS SHOW - 09/09/2023	1		5,696.00
INV 253904711/09/2023		KENNARDS HIRE PTY LTD	EQUIPMENT HIRE FOR THE NORTHAM FARMERS SHOW - 09/09/2023	1	5,696.00	
EFT49262	23/11/2023	KIM MARIE MURCUTT	REIMBURSE POLICE CLEARANCE	1		58.70
INV 82589C	10/11/2023	KIM MARIE MURCUTT	REIMBURSE POLICE CLEARANCE	1	58.70	
EFT49263	23/11/2023	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 16.11.2023	1		11,768.82
INV 221946809/11/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 09/11/2023	1	5,309.49	
INV 221975616/11/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 16.11.2023	1	6,459.33	
EFT49264	23/11/2023	KRISTY HOPKINS	WOOLWORTHS AT WORK ACCOUNT CARD CAN NOT BE USED TO PURCHASE GIFT CARDS. USED PERSONAL CARD TO MAKE PAYMENT	1		108.70
INV CY 16.116/11/2023		KRISTY HOPKINS	WOOLWORTHS AT WORK ACCOUNT CARD CAN NOT BE USED TO PURCHASE GIFT CARDS. USED PERSONAL CARD TO MAKE PAYMENT	1	108.70	



**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49265	23/11/2023	KUNAL SARMA	ACCOMMODATION, PARKING & FOOD FOR TRAINING 12-15 NOVEMBER 2023	1		784.65
INV CY 16.116	11/2023	KUNAL SARMA	ACCOMMODATION, PARKING & FOOD FOR TRAINING 12-15 NOVEMBER 2023	1	784.65	
EFT49266	23/11/2023	LEMON MYRTLE FRAGRANCES	STOCK FOR BKB	1		518.85
INV INV-22201	11/2023	LEMON MYRTLE FRAGRANCES	STOCK FOR BKB	1	518.85	
EFT49267	23/11/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LEADERSHIP PERSPECTIVE SESSION - 29/11/23 - JAN BYERS	1		70.00
INV 37640	25/10/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LEADERSHIP PERSPECTIVE SESSION - 29/11/23 - JAN BYERS	1	70.00	
EFT49268	23/11/2023	MARIE ANNE UNGVARY	REIMBURSEMENT OF POLICE CLEARANCE	1		47.00
INV 943480010	11/2023	MARIE ANNE UNGVARY	REIMBURSEMENT OF POLICE CLEARANCE	1	47.00	
EFT49269	23/11/2023	MCLEODS BARRISTERS & SOLICITORS	STATE ADMINISTRATION TRIBUNAL APPEAL FOR 3 JESSUP TERRACE	1		5,164.50
INV 132695	31/10/2023	MCLEODS BARRISTERS & SOLICITORS	STATE ADMINISTRATION TRIBUNAL APPEAL FOR 3 JESSUP TERRACE	1	2,900.15	
INV 132331	31/10/2023	MCLEODS BARRISTERS & SOLICITORS	DEVELOPMENT OF LEASE FOR 2 GREY STREET NORTHAM	1	2,264.35	
EFT49270	23/11/2023	MEGAN RUDDY	REIMBURSEMENT OF POLICE CLEARANCE - MEGAN RUDDY - PLANT OPERATOR/GENERAL MAINTENANCE	1		58.70
INV 66727E21	11/2023	MEGAN RUDDY	REIMBURSEMENT OF POLICE CLEARANCE - MEGAN RUDDY - PLANT OPERATOR/GENERAL MAINTENANCE	1	58.70	
EFT49271	23/11/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 06.11.2023 TO 12.11.2023	1		7,801.20
INV N 0230	13/11/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 06.11.2023 TO 12.11.2023	1	3,900.60	
INV N 0229	13/11/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 30.10.2023 TO 05.11.2023	1	3,900.60	
EFT49272	23/11/2023	MORRIS PEST & WEED CONTROL	SUPPLY AND APPLY PESTICIDE SPRAY TO VARIOUS PARKS AND OVALS	1		9,278.50

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 41

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-34224/10/2023		MORRIS PEST & WEED CONTROL	TARGET SPOT SPRAY OF WEEDS FROM THE NORTHAM RV PARK TO DRAINAGE LINE AT THE END OF JESSOP TCE	1	968.00	
INV INV-35012/11/2023		MORRIS PEST & WEED CONTROL	SUPPLY AND APPLY PESTICIDE SPRAY TO VARIOUS PARKS AND OVALS	1	8,310.50	
EFT49273	23/11/2023	MUDMEE VIGAR	MUDMEE VIGAR EAST WARD COUNCILLOR CANDIDATE REFUND 2023	1		100.00
INV T1770	23/11/2023	MUDMEE VIGAR	MUDMEE VIGAR EAST WARD COUNCILLOR CANDIDATE REFUND 2023	1	100.00	
EFT49274	23/11/2023	NAVMAN WIRELESS PTY LTD	NAVMAN SATELLITE FEE 05.11.2023 - 04.12.2023	1		340.73
INV 929317105/11/2023		NAVMAN WIRELESS PTY LTD	NAVMAN SATELLITE FEE 05.11.2023 - 04.12.2023	1	340.73	
EFT49275	23/11/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE OF NORTHAM FULL PAGE INCLUSION IN THE NORTHAM ADVERTISER OCTOBER 2023	1		484.00
INV 1730	30/08/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE OF NORTHAM FULL PAGE INCLUSION IN THE NORTHAM ADVERTISER SEPTEMBER 2023 - RATE INCREASE	1	44.00	
INV 1989	30/10/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE OF NORTHAM FULL PAGE INCLUSION IN THE NORTHAM ADVERTISER OCTOBER 2023	1	440.00	
EFT49276	23/11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1		94.00
INV 000051501/11/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051503/11/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051508/11/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051510/11/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
EFT49277	23/11/2023	NORTHAM VETERINARY CENTRE	VET TREATMENT, FLY BLOWN DOG "DIESEL"	1		241.20
INV 105664	13/10/2023	NORTHAM VETERINARY CENTRE	VET TREATMENT, FLY BLOWN DOG "DIESEL"	1	241.20	
EFT49278	23/11/2023	OFFICEWORKS SUPERSTORES PTY LTD	SAMSUNG GALAXY S23 FE 128GB GRAPHITE - REQUIRED FOR NEW CEO	1		1,004.95
INV 610027912/10/2023		OFFICEWORKS SUPERSTORES PTY LTD	SAMSUNG GALAXY S23 FE 128GB GRAPHITE - REQUIRED FOR NEW CEO	1	1,004.95	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49279	23/11/2023	OSMOSE	BOND REFUND FOR STANDPIPE CARD	1		50.00
INV JJ 22.11.22/11/2023		OSMOSE	BOND REFUND FOR STANDPIPE CARD	1	50.00	
EFT49280	23/11/2023	PERTH REGION TOURISM ORG T/AS DESTINATION / EXPERIENCE PERTH	REPRINT OF AVON VALLEY BROCHURE - 7,500 COPIES - 1/5 CONTRIBUTION	1		1,518.00
INV INV-10009/10/2023		PERTH REGION TOURISM ORG T/AS DESTINATION / EXPERIENCE PERTH	REPRINT OF AVON VALLEY BROCHURE - 7,500 COPIES - 1/5 CONTRIBUTION	1	1,518.00	
EFT49281	23/11/2023	PLUNKETT HOMES (1903) PTY LTD	WITHDRAWN APPLICATION REFUND - P23114 - RECEIPT # 169841	1		1,909.81
INV JJ 16.11.16/11/2023		PLUNKETT HOMES (1903) PTY LTD	ADDRESS: LOT 22 CHITTY ROAD, BAKERS HILL WA 6562 WITHDRAWN APPLICATION REFUND - P23114 - RECEIPT # 169841 ADDRESS: LOT 22 CHITTY ROAD, BAKERS HILL WA 6562	1	1,909.81	
EFT49282	23/11/2023	PUBLIC TRANSPORT AUTHORITY	CREDIT REFUND	1		390.00
INV A12445 22/11/2023		PUBLIC TRANSPORT AUTHORITY	CREDIT REFUND		390.00	
EFT49283	23/11/2023	REGAL SPORTSWEAR PTY LTD T/AS YARN	STOCK FOR BKB	1		434.45
INV 485405 03/10/2023		REGAL SPORTSWEAR PTY LTD T/AS YARN	STOCK FOR BKB	1	434.45	
EFT49284	23/11/2023	RINGA CIVIL	532 TONNE GRAVEL DELIVERED TO INKPEN WASTE FACILITY TO 30.10.2023	1		7,027.68
INV INV-13203/11/2023		RINGA CIVIL	532 TONNE GRAVEL DELIVERED TO INKPEN WASTE FACILITY TO 30.10.2023	1	7,027.68	
EFT49285	23/11/2023	S & L ENGINEERING (WA) PTY LTD	INSPECTION AND SERVICE OF AIR COMPRESSORS ON SITE, SHIRE DEPOT, NORTHAM	1		2,120.64
INV INV-05206/11/2023		S & L ENGINEERING (WA) PTY LTD	INSPECTION AND SERVICE OF AIR COMPRESSORS ON SITE, SHIRE DEPOT, NORTHAM	1	2,120.64	
EFT49286	23/11/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$350.00) MOBILE PHONE PLAN (\$63.80) OCTOBER 2023: INVOICE 1481.	1		469.80
INV T957 23/11/2023		SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER COMPULSORY (\$38.50) & ADDITIONAL EMPLOYER SUPER CONTRIBUTIONS (\$17.50) 27/09/2023 - 26/10/2023 - \$56.00: INVOICE - 1482	1	56.00	
INV T957 23/11/2023		SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$350.00) MOBILE PHONE PLAN (\$63.80) OCTOBER 2023: INVOICE 1481.	1	413.80	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 43

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49287	23/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE	1		45,836.75
INV 4216	18/11/2023	SPECIALISED TREE SERVICE	TREE PRUNING SPENCERS BROOK ROAD SLK 12.06- 12.69	1	3,762.00	
INV 4218	18/11/2023	SPECIALISED TREE SERVICE	VARIOUS LOCATIONS - STUMP GRINDING X 28	1	2,375.00	
INV 4215	18/11/2023	SPECIALISED TREE SERVICE	PURSLOWE PARK - DISMANTLE & REMOVE DEAD TREE	1	648.00	
INV 4217	18/11/2023	SPECIALISED TREE SERVICE	33 PERINA WAY - REMOVE LIMB FROM STREET TREE	1	648.00	
INV 4219	20/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE	1	38,403.75	
EFT49288	23/11/2023	SYNERGY	168614990 STREETLIGHTING - 25/08/2023 to 24/09/2023	1		54,085.60
INV 168614908/11/2023		SYNERGY	168614990 STREETLIGHTING - 25/08/2023 to 24/09/2023	1	53,695.08	
INV 361990014/11/2023		SYNERGY	361990030 WUNDOWIE OVAL - 29/08/2023 to 26/10/2023	1	234.86	
INV 357547716/11/2023		SYNERGY	357547710 MOUNT OMMANNEY - CCTV - 13/09/2023 to 15/11/2023		155.66	
EFT49289	23/11/2023	TARA MARIE MELING	INFRASTRUCTURE BOND REFUND - BA 22087 - T1655 - RECEIPT # 154471	1		1,020.00
INV T1655	23/11/2023	TARA MARIE MELING	ADDRESS: 125 TAMMA ROAD, BAKERS HILL WA 6562 INFRASTRUCTURE BOND REFUND - BA 22087 - T1655 - RECEIPT # 154471 ADDRESS: 125 TAMMA ROAD, BAKERS HILL WA 6562	1	1,020.00	
EFT49290	23/11/2023	TELSTRA LIMITED	TELSTRA CHARGES - OCTOBER 2023	1		3,222.19
INV 272600910/11/2023		TELSTRA LIMITED	TELSTRA CHARGES - OCTOBER 2023	1	364.19	
INV 272600810/11/2023		TELSTRA LIMITED	TELSTRA CHARGES - OCTOBER 2023	1	2,858.00	
EFT49291	23/11/2023	TENNANT AUSTRALIA	SERVICE SCRUBBER - T7-30127095	1		2,467.89
INV 920016116/11/2023		TENNANT AUSTRALIA	SERVICE SCRUBBER - T7-30127095	1	1,401.99	
INV 920016117/11/2023		TENNANT AUSTRALIA	SERVICE SCRUBBER - T1B-10754251	1	457.60	
INV 920016117/11/2023		TENNANT AUSTRALIA	SERVICE SCRUBBER - T7-30127095	1	608.30	
EFT49292	23/11/2023	TERRA FORM CONTRACTING	VERGE MAINTENANCE FOR BEERING ROAD 1-3/11/2023	1		19,800.00

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000000107/11/2023		TERRA FORM CONTRACTING	VERGE MAINTENANCE FOR BEERING ROAD 1-3/11/2023	1	9,900.00	
INV 000000113/11/2023		TERRA FORM CONTRACTING	VERGE MAINTENANCE FOR BEERING ROAD 7TH-10TH NOVEMBER 2023	1	7,480.00	
INV 000000113/11/2023		TERRA FORM CONTRACTING	ROADSIDE VERGE CONTOURING FOR BEERING ROAD 7TH-10TH NOVEMBER 2023	1	2,420.00	
EFT49293	23/11/2023	THE GEOFFREY FOSTER CAMPBELL FAMILY TRUST T/A ABC CONTAINERS	PURCHASE OF 20FT SEA CONTAINER FOR INKPEN WASTE MANAGEMENT FACILITY	1		6,941.00
INV 55833	01/11/2023	THE GEOFFREY FOSTER CAMPBELL FAMILY TRUST T/A ABC CONTAINERS	PURCHASE OF 20FT SEA CONTAINER FOR INKPEN WASTE MANAGEMENT FACILITY	1	6,941.00	
EFT49294	23/11/2023	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	LINEMARKING - ATHLETICS MARKING	1		963.99
INV 5320	03/11/2023	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	LINEMARKING - ATHLETICS MARKING	1	963.99	
EFT49295	23/11/2023	TOTAL GREEN RECYCLING PTY LTD	TRANSPORT & RECYCLING COSTS - OLD QUARRY WASTE MANAGEMENT FACILITY	1		2,524.85
INV INV14531/10/2023		TOTAL GREEN RECYCLING PTY LTD	TRANSPORT & RECYCLING COSTS - OLD QUARRY WASTE MANAGEMENT FACILITY	1	2,524.85	
EFT49296	23/11/2023	TPG NETWORK PTY LTD	TPG CHARGES - SEPTEMBER 2023 - HARVEST BAN	1		382.07
INV INV03630/09/2023		TPG NETWORK PTY LTD	TPG CHARGES - SEPTEMBER 2023 - HARVEST BAN	1	382.07	
EFT49297	23/11/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	REPAIR POWER SWITCH AT BAKERS HILL RECREATION CENTRE	1		328.57
INV 98370	20/11/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	REPAIR LIGHT SWITCH AT BILYA KOORT BOODJA	1	121.00	
INV 98369	20/11/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	REPAIR POWER SWITCH AT BAKERS HILL RECREATION CENTRE	1	207.57	
EFT49298	23/11/2023	WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 30/10/2023 - 12/11/2023	1		770.00
INV 000051514/11/2023		WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 30/10/2023 - 12/11/2023	1	770.00	
EFT49299	23/11/2023	WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE & NEWSPAPER SUBSCRIPTIONS OCTOBER 2023	1		244.59

**Ordinary Council Meeting Agenda  
20 December 2023**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 45

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SN00 0131/10/2023		WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE & NEWSPAPER SUBSCRIPTIONS OCTOBER 2023	1	244.59	
EFT49300	23/11/2023	WAY SIGNS	WHITE REFLECTIVE 75MM NUMBERS FOR RURAL SIGNAGE	1		308.00
INV INV-32416/11/2023		WAY SIGNS	WHITE REFLECTIVE 75MM NUMBERS FOR RURAL SIGNAGE	1	308.00	
EFT49301	23/11/2023	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	INFRASTRUCTURE BOND REFUND - BA 21290 - T 1616 - RECEIPT # 151418	1		1,020.00
INV T1616	23/11/2023	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	INFRASTRUCTURE BOND REFUND - BA 21290 - T 1616 - RECEIPT # 151418 ADDRESS: 27 EBANO RISE, WUNDOWIE WA 6560	1	1,020.00	
EFT49302	23/11/2023	WESTERN AUSTRALIAN ELECTORAL COMMISSION	EXTRAORDINARY ELECTION - 16 MARCH 2023 (WEST WARD)	1		8,627.90
INV 3508	07/06/2023	WESTERN AUSTRALIAN ELECTORAL COMMISSION	EXTRAORDINARY ELECTION - 16 MARCH 2023 (WEST WARD)	1	8,627.90	
EFT49303	23/11/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1810 REGO N254 - ISUZU WATER TRUCK, REPLACE TWO BATTERIES	1		1,380.12
INV INV-15801/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	TRI AXLE TRAILER PLUG REPAIRS	1	152.50	
INV INV-16002/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2014 REGO N9166 - BEACON REPAIRS FOR STEEL DRUM ROLLER	1	416.00	
INV INV-16316/11/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1810 REGO N254 - ISUZU WATER TRUCK, REPLACE TWO BATTERIES	1	811.62	
EFT49304	23/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - C3730 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1		97.92
INV 218171	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - C330 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	26.39	
INV 218176	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - C3730 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	71.53	
EFT49305	23/11/2023	WILD-CARD.ORG	STOCK FOR VISITORS CENTRE - CARDS	1		57.20
INV 000071623/02/2023		WILD-CARD.ORG	STOCK FOR VISITORS CENTRE - CARDS	1	57.20	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 46

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49306	23/11/2023	YVONNE KICKETT	BKB - SALE OF ARTWORK	1		1,300.00
INV 31	06/11/2023	YVONNE KICKETT	STORY TELLING FOR THE 6.11.2023 - WOOROLOO PRIMARY	1	150.00	
INV 32	14/11/2023	YVONNE KICKETT	BKB - SALE OF ARTWORK	1	1,150.00	
EFT49307	30/11/2023	ABBOTTS FORGE	FABRICATE ROAD GATES	1		760.00
INV 000058324/11/2023		ABBOTTS FORGE	FABRICATE ROAD GATES	1	760.00	
EFT49308	30/11/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1213 - TRACTOR - PTO SHAFT PARTS	1		1,000.38
INV 278728815/11/2023		AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1213 - TRACTOR - PTO SHAFT PARTS	1	533.34	
INV 278714015/11/2023		AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1513 - JD ZTRAK, REPLACE BLADE & ROUNDED BLADE BOLT	1	467.04	
EFT49309	30/11/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	100R2-06 TAIPAN 2 WIRE HOSE 3/8 - 5000PSI & HOSE 3/8 X JIC F 3/4	1		41.45
INV SI-0001:14/11/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	100R2-06 TAIPAN 2 WIRE HOSE 3/8 - 5000PSI & HOSE 3/8 X JIC F 3/4	1	41.45	
EFT49310	30/11/2023	ALLMARK & ASSOCIATES PTY LTD	NAME BADGE - COUNCILLOR CHRISTOPHER POULTON & 4 EMPLOYEE BADGES	1		101.75
INV IN0040408/11/2023		ALLMARK & ASSOCIATES PTY LTD	NAME BADGE - COUNCILLOR CHRISTOPHER POULTON & 4 EMPLOYEE BADGES	1	101.75	
EFT49311	30/11/2023	ALLSTRONG OUTDOOR GARAGE DOORS	TIP SHOP. SUPPLY AND INSTALL 2 X MOTORS TO THE EXISTING ROLLER DOORS.	1		2,200.00
INV 000015002/11/2023		ALLSTRONG OUTDOOR GARAGE DOORS	TIP SHOP. SUPPLY AND INSTALL 2 X MOTORS TO THE EXISTING ROLLER DOORS.	1	2,200.00	
EFT49312	30/11/2023	ALPHA PROJECTS WA PTY LTD	DUPLICATE PAYMENT OF FEE'S - BA23182 - RECEIPT # 169805 - 48 FORREST ST, NORTHAM WA 6401	1		3,035.45
INV T1079	30/11/2023	ALPHA PROJECTS WA PTY LTD	DUPLICATE PAYMENT OF FEE'S - BA23183 - RECEIPT # 169806: 48 FORREST ST, NORTHAM WA 6401	1	806.31	
INV JJ 16.11.30/11/2023		ALPHA PROJECTS WA PTY LTD	DUPLICATE PAYMENT OF FEE'S - BA23182 - RECEIPT # 169805 - 48 FORREST ST, NORTHAM WA 6401	1	2,229.14	
EFT49313	30/11/2023	AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENRY STREET SCOREBOARD - 50% ADVANCE PAYMENT	1		54,648.55

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 47

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-53614/11/2023		AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENRY STREET SCOREBOARD - 50% ADVANCE PAYMENT	1	54,648.55	
EFT49314	30/11/2023	AUSTRALIAN SAFETY ENGINEERS (WA)	BA CYLINDER REFILL	1		16.50
INV 016048416/11/2023		AUSTRALIAN SAFETY ENGINEERS (WA)	BA CYLINDER REFILL	1	16.50	
EFT49315	30/11/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 21/11/2023	1		86,643.02
INV PAYG 223/11/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 21/11/2023	1	86,643.02	
EFT49316	30/11/2023	AUTOPRO NORTHAM	SEAT CANVAS SEAT COVERS FOR BUSHFIRE MITIGATION VEHICLE	1		108.13
INV 110379816/11/2023		AUTOPRO NORTHAM	SEAT CANVAS SEAT COVERS FOR BUSHFIRE MITIGATION VEHICLE	1	69.63	
INV 110494822/11/2023		AUTOPRO NORTHAM	2 X TRAILER PLUG ADAPTORS	1	38.50	
EFT49317	30/11/2023	AVON COMMUNITY DEVELOPMENT FOUNDATION INC	SPONSORSHIP TO AVON COMMUNITY DEVELOPMENT FOUNDATION INC FROM 1/7/2023 - 30/6/2024	1		1,100.00
INV 000013	30/09/2023	AVON COMMUNITY DEVELOPMENT FOUNDATION INC	SPONSORSHIP TO AVON COMMUNITY DEVELOPMENT FOUNDATION INC FROM 1/7/2023 - 30/6/2024	1	1,100.00	
EFT49318	30/11/2023	AVON CONCRETE	REPLACE SOUTHERN BROOK CULVERT RCB	1		40,080.70
INV 2030	22/11/2023	AVON CONCRETE	REPLACE SOUTHERN BROOK CULVERT RCB	1	40,080.70	
EFT49319	30/11/2023	AVON VALLEY ARTS SOCIETY (INC)	SHIRE OF NORTHAM ART PRIZE BY LOCAL ARTIST #85 NICOLA COWIE - COME TO REST WATERCOLOUR AND INK	1		1,907.88
INV 1075	15/11/2023	AVON VALLEY ARTS SOCIETY (INC)	NORTHAM VISITORS CENTRE - SALE OF MERCHANDISE	1	907.88	
INV 1076	22/11/2023	AVON VALLEY ARTS SOCIETY (INC)	SHIRE OF NORTHAM ART PRIZE BY LOCAL ARTIST #85 NICOLA COWIE - COME TO REST WATERCOLOUR AND INK	1	1,000.00	
EFT49320	30/11/2023	AVON VALLEY GLASS	GRASS VALLEY FIRE SHED. ROLLER SHUTTER REPAIRED	1		209.40
INV 000136625/10/2023		AVON VALLEY GLASS	GRASS VALLEY FIRE SHED. ROLLER SHUTTER REPAIRED	1	209.40	



**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 48

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49321	30/11/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1623 - N11469 - DIAGNOSE & REPORT. TIMING BELT & ASSOCIATED REPAIRS	1		1,178.73
INV 355021	16/11/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1623 - N11469 - DIAGNOSE & REPORT. TIMING BELT & ASSOCIATED REPAIRS	1	1,178.73	
EFT49322	30/11/2023	AVON VALLEY TOYOTA	PN2018 - N10938 - 40,000 KM SERVICE INCLUDING ROTATION OF TYRES ON 15/11/2023	1		693.40
INV JC1401315	11/2023	AVON VALLEY TOYOTA	PN2018 - N10938 - 40,000 KM SERVICE INCLUDING ROTATION OF TYRES ON 15/11/2023	1	693.40	
EFT49323	30/11/2023	BILYA DJINDA - MOLLY WEST T/AS	DIGITAL ARTWORK - ENTRANCE STATEMENT - RECREATION CENTRE	1		500.00
INV 11.09.2011	09/2023	BILYA DJINDA - MOLLY WEST T/AS	DIGITAL ARTWORK - ENTRANCE STATEMENT - RECREATION CENTRE	1	500.00	
EFT49324	30/11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	JUBILEE OVAL, REMOVE REDUNDANT 100MM WATER METER AND ASSOCIATED WORKS	1		4,444.00
INV INV-29515	11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	INSPECT AND REPAIR MENS OUTSIDE URINAL AT NORTHAM SHIRE DEPOT	1	121.00	
INV INV-29622	11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	BERT HAWKE PAVILION. REPLACE BROKEN VALVE TO REAR OF PAVILION	1	209.00	
INV INV-29622	11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	WUNDOWIE POOL & NORTHAM REC CENTRE - PLUMBING CHECK AND REPLACE BROKEN TOILET SEATS.	1	495.00	
INV INV-29623	11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	JUBILEE OVAL, REMOVE REDUNDANT 100MM WATER METER AND ASSOCIATED WORKS	1	3,619.00	
EFT49325	30/11/2023	BOFFINS BOOKS	BOOKS FOR BKB STOCK	1		1,175.24
INV INV01804	10/2023	BOFFINS BOOKS	BOOKS FOR BKB STOCK	1	1,175.24	
EFT49326	30/11/2023	BOULEVARD FINE JEWELLERS	KILLARA MANAGER - DEPARTING GIFT	1		495.00
INV 161120216	11/2023	BOULEVARD FINE JEWELLERS	KILLARA MANAGER - DEPARTING GIFT	1	495.00	
EFT49327	30/11/2023	BOUNCY FUN CASTLES	HIRE & OPERATION OF PIRATE SHIP BOUNCY CASTLE ON THE VILLAGE GREEN ON SUNDAY THE 27TH NOV, FROM 10AM TILL 2PM	1		910.00

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 49

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2332	24/10/2023	BOUNCY FUN CASTLES	HIRE & OPERATION OF PIRATE SHIP BOUNCY CASTLE ON THE VILLAGE GREEN ON SUNDAY THE 27TH NOV, FROM 10AM TILL 2PM	1	910.00	
EFT49328	30/11/2023	BUCCI HOLDINGS PTY LTD T-AS VISIMAX	CAT/POSSUM TRAPS	1		2,580.62
INV INV-09809/11/2023		BUCCI HOLDINGS PTY LTD T-AS VISIMAX	CAT/POSSUM TRAPS	1	2,580.62	
EFT49329	30/11/2023	BUILDING CERTIFICATION SERVICES PTY LTD	CERTIFICATE OF DESIGN - SHADE STRUCTURES	1		891.00
INV BCS02624/11/2023		BUILDING CERTIFICATION SERVICES PTY LTD	CERTIFICATE OF DESIGN - SHADE STRUCTURES	1	891.00	
EFT49330	30/11/2023	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF RAPID SET	1		1,828.12
INV 2182/0030/10/2023		BUNNINGS BUILDING SUPPLIES P/L	POOL BRUSH X 2	1	25.98	
INV 2182/0001/11/2023		BUNNINGS BUILDING SUPPLIES P/L	T BAR, WRECKING BAR	1	34.15	
INV 2182/0002/11/2023		BUNNINGS BUILDING SUPPLIES P/L	PALLET OF RAPID SET	1	586.80	
INV 2440/0004/11/2023		BUNNINGS BUILDING SUPPLIES P/L	MISCELLANEOUS CLEANING & HOSE SUPPLIES FOR REC CENTRE	1	170.53	
INV 2182/9907/11/2023		BUNNINGS BUILDING SUPPLIES P/L	POOL SCOOP X 2	1	29.78	
INV 2182/0007/11/2023		BUNNINGS BUILDING SUPPLIES P/L	ABSCO SHED - DOUBLE DOOR GARDEN SHED & CLEANING PAD FOR REC CENTRE	1	521.85	
INV 2182/0008/11/2023		BUNNINGS BUILDING SUPPLIES P/L	DEGREASER & ABRASIVE DISCS	1	56.45	
INV 2182/0009/11/2023		BUNNINGS BUILDING SUPPLIES P/L	MATTOCK	1	34.87	
INV 2182/0014/11/2023		BUNNINGS BUILDING SUPPLIES P/L	POLY RETIC FITTINGS	1	45.40	
INV 2182/0020/11/2023		BUNNINGS BUILDING SUPPLIES P/L	DEPOT ADMIN. SUPPLY WALL MATES, PICTURE HOOKS AND SCREWS.	1	37.31	
INV 2182/9923/11/2023		BUNNINGS BUILDING SUPPLIES P/L	STAHL HEAVY DUTY CABLE PROTECTOR	1	285.00	
EFT49331	30/11/2023	BURGESS RAWSON (WA) PTY LTD	VALUATION OF EQUESTRIAN PARK BUILDINGS FOR INSURANCE PURPOSES	1		2,200.00
INV 57887-630/10/2023		BURGESS RAWSON (WA) PTY LTD	VALUATION OF EQUESTRIAN PARK BUILDINGS FOR INSURANCE PURPOSES	1	2,200.00	
EFT49332	30/11/2023	CARRINGTONS TRAFFIC SERVICES	TRAFFIC MANAGEMENT FOR SMITH ROAD	1		12,083.92

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 50

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000464418/10/2023		CARRINGTONS TRAFFIC SERVICES	REVERSE INVOICE - INCORRECT PURCHASE ORDER	1	-6,269.95	
INV 000464418/10/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC MANAGEMENT FOR SMITH ROAD	1	6,269.95	
INV 000465231/10/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC CONTROL FOR CARTER ROAD 23 OCTOBER 2023	1	700.70	
INV 000465231/10/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC MANAGEMENT FOR SMITH ROAD 23.10.2023	1	1,270.50	
INV 000466214/11/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC CONTROL FOR BEERING ROAD 6TH - 10TH NOVEMBER 2023	1	5,509.22	
INV 000466421/11/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC CONTROL FOR BEERING ROAD COMMENCING 14TH - 17TH NOVEMBER 2023	1	4,603.50	
EFT49333	30/11/2023	CELEBRATION EVENTS HIRE	HIRE OF LOW TABLE COMBINATION FOR SUNDAY SHOPDAY ON SUNDAY THE 26TH NOVEMBER 2023 ON THE VILLAGE GREEN	1		1,050.00
INV INV-00201/11/2023		CELEBRATION EVENTS HIRE	HIRE OF LOW TABLE COMBINATION FOR SUNDAY SHOPDAY ON SUNDAY THE 26TH NOVEMBER 2023 ON THE VILLAGE GREEN	1	1,050.00	
EFT49334	30/11/2023	CENTRAL MOBILE MECHANICAL REPAIRS	PN1006 REGO N11865 - STEEL DRUM ROLLER SERVICE 4630HRS. INVESTIGATE RADIATOR HOSE LEAK	1		5,933.30
INV 000045322/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1610 REGO N.003 - HINO DUAL CAB SERVICE 85,000KMS	1	1,035.27	
INV 000045322/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1805 REGO N.4012 - FUSO RESPONSE TRUCK SERVICE 90,000KM.	1	1,134.32	
INV 000045422/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 REGO N642 - MULTI ROLLER SERVICE 3050HRS	1	1,284.25	
INV 000045322/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1006 REGO N11865 - STEEL DRUM ROLLER SERVICE 4630HRS. INVESTIGATE RADIATOR HOSE LEAK	1	1,516.41	
INV 000045427/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1807 REGO N.4013 - CANTER DRAINAGE TRUCK SERVICE 65,000KM.	1	963.05	
EFT49335	30/11/2023	CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 23/10/2023 TO 19/11/2023	1		12,114.43
INV 000363820/11/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 23/10/2023 TO 19/11/2023	1	9,754.58	
INV 000363820/11/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 23/10/2023 TO 19/11/2023	1	1,734.17	
INV 000364220/11/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING CONSUMABLES FOR SHIRE OF NORTHAM FACILITIES - 08/11/2023	1	625.68	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 51

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49336	30/11/2023	CHEM-DRY BETTA FINISH	SES BUILDING. CLEAN ALL CARPETS AREAS	1		473.00
INV 26010	21/10/2023	CHEM-DRY BETTA FINISH	SES BUILDING. CLEAN ALL CARPETS AREAS	1	473.00	
EFT49337	30/11/2023	CULTURAL DESIGNZ - TOILA HARRISON T/AS	STOCK FOR BKB	1		611.80
INV 001	01/11/2023	CULTURAL DESIGNZ - TOILA HARRISON T/AS	STOCK FOR BKB	1	611.80	
EFT49338	30/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	REINSTATE 38M CHAINMESH FENCING STOLEN FROM INKPEN TIP	1		4,251.50
INV 1092	19/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	REINSTATE 38M CHAINMESH FENCING STOLEN FROM INKPEN TIP	1	4,251.50	
EFT49339	30/11/2023	DMC CLEANING	C.202021-05 - CLEANING OF SHIRE OF NORTHAM FACILITIES 01/07/2023 - 31/07/2023	1		8,694.41
INV SON21230/07/2023		DMC CLEANING	C.202021-05 - CLEANING OF SHIRE OF NORTHAM FACILITIES 01/07/2023 - 31/07/2023	1	8,694.41	
EFT49340	30/11/2023	DRACO AIR PTY LTD	KURINGAL VILLAGE - REPLACE OLD FAULTY AIR CONDITIONER	1		3,447.36
INV 16119	17/11/2023	DRACO AIR PTY LTD	GIRL GUIDES HALL, NORTHAM DOG POUND, TOY LIBRARY & WUNDOWIE POOL KIOSK - AIR CON SERVICE	1	312.40	
INV 16111	17/11/2023	DRACO AIR PTY LTD	KURINGAL VILLAGE - REPLACE OLD FAULTY AIR CONDITIONER	1	3,134.96	
EFT49341	30/11/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN	1		459.70
INV 6228	31/10/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY TO SOVEREIGN POOL SYSTEMS	1	37.95	
INV 6228	31/10/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN	1	380.00	
INV 6228	31/10/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM AUSTRLIAN SAFETY ENGINEERS	1	41.75	
EFT49342	30/11/2023	E FIRE & SAFETY	ADMIN BUILDING - RECORDS OFFICE. - INSTALL NEW FIRE EXTINGUISHER	1		396.00
INV 597758	31/10/2023	E FIRE & SAFETY	NEW DEPOT ADMIN BUILDING. INSTALL NEW FIRE EXTINGUISHER OUTSIDE CRIBROOM MAIN DOORS	1	187.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 52

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 597804	31/10/2023	E FIRE & SAFETY	ADMIN BUILDING - RECORDS OFFICE. - INSTALL NEW FIRE EXTINGUISHER	1	209.00	
EFT49343	30/11/2023	EMERG SOLUTIONS PTY LTD	RENEW DFES ANNUAL BART LICENCES X 230 / ANNUAL FEE BFB SMS NUMBERS 16.10.2023-15.10.2024	1		5,330.00
INV INV-21711	09/2023	EMERG SOLUTIONS PTY LTD	RENEW DFES ANNUAL BART LICENCES X 230 / ANNUAL FEE BFB SMS NUMBERS 16.10.2023-15.10.2024	1	5,330.00	
EFT49344	30/11/2023	ENVIRO PIPES PTY LTD	SUPPLY & DELIVER 18 X CORRUGATED PIPES (6M) & O-RINGS	1		7,015.80
INV 61081	09/11/2023	ENVIRO PIPES PTY LTD	SUPPLY & DELIVER 18 X CORRUGATED PIPES (6M) & O-RINGS	1	7,015.80	
EFT49345	30/11/2023	EVERLASTINGS ON FITZGERALD	KILLARA MANAGER - DEPARTING GIFT	1		320.70
INV 80	16/11/2023	EVERLASTINGS ON FITZGERALD	KILLARA MANAGER - DEPARTING GIFT	1	320.70	
EFT49346	30/11/2023	FENNER COUNTRY AND SCHOOL SPORT	SCHOOL HOLIDAY PROGRAM - BAKERS HILL TENNIS CLINIC	1		282.00
INV 12/11/23	12/11/2023	FENNER COUNTRY AND SCHOOL SPORT	SCHOOL HOLIDAY PROGRAM - BAKERS HILL TENNIS CLINIC	1	282.00	
EFT49347	30/11/2023	FIRE AND SAFETY WA	KESTREL 3000 POCKET WEATHER METER	1		1,236.40
INV 42143	07/11/2023	FIRE AND SAFETY WA	KESTREL 3000 POCKET WEATHER METER	1	940.50	
INV 42220	16/11/2023	FIRE AND SAFETY WA	PPE KIT BAG CANVAS 670L X 330W X 330D	1	295.90	
EFT49348	30/11/2023	FORMBYS LAWYERS	PREPARATION OF LEASE LOT 29 WELD STREET, NORTHAM AND LOT 50 SUBURBAN ROAD, NORTHAM - NORTHAM EQUESTRIAN PARK	1		1,009.20
INV 002842	17/11/2023	FORMBYS LAWYERS	PREPARATION OF LEASE LOT 29 WELD STREET, NORTHAM AND LOT 50 SUBURBAN ROAD, NORTHAM - NORTHAM EQUESTRIAN PARK	1	1,009.20	
EFT49349	30/11/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	FIREWALKER GLOVES X 40	1		2,762.32
INV 80097	31/10/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	FIREWALKER GLOVES X 40	1	1,563.32	
INV 80172	08/11/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	REPAIR WORK TO FIRE TRUCKS	1	1,199.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 53

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49350	30/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	VINTAGE CAR CLUB. REPLACE WESTERN EXTERIOR DOOR AND INSTALL STEP.	1		3,300.00
INV 461	06/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	BERNARD PARK TOILETS. INSTALL 2 X SUPPLIED TOILET ROLL HOLDERS TO THE LAST 2 FEMALE TOILETS.	1	132.00	
INV 460	06/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	BKB. REPAIR DOORS, PUT TOGETHER GLASS CASE AND OTHER MAINTENANCE WORKS.	1	572.00	
INV 466	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	VINTAGE CAR CLUB. REPLACE WESTERN EXTERIOR DOOR AND INSTALL STEP.	1	1,628.00	
INV 467	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	NORTHAM/ WUNDOWIE LIBRARY. INSTALL CASH DRAWER AS PROVIDED.	1	429.00	
INV 464	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	TOWN/LESSER HALL. REPLACE FAULTY FLURO TUBES.	1	198.00	
INV 463	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	TOWN HALL. REPLACE BROKEN FRONT DOOR CABIN HOOKS.	1	165.00	
INV 462	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING. REPAIR/REPLACE DOOR CLOSER TO REAR ENTRY GATE.	1	176.00	
EFT49351	30/11/2023	GDR CIVIL CONTRACTING PTY LTD	NORTHAM CEMETERY EXPANSION - CONSTRUCT NEW CELL	1		73,716.50
INV 2292	11/11/2023	GDR CIVIL CONTRACTING PTY LTD	NORTHAM CEMETERY EXPANSION - CONSTRUCT NEW CELL	1	73,716.50	
EFT49352	30/11/2023	GRAFTON ELECTRICS	DISCONNECT POWER TO OLD POOL HOUSE	1		231.00
INV 9844	20/11/2023	GRAFTON ELECTRICS	DISCONNECT POWER TO OLD POOL HOUSE	1	231.00	
EFT49353	30/11/2023	HEPBURN CONTRACTING - NEIL HEPBURN T/AS	FROM THE NORTHAM-PITHARA ROAD TURNOFF ONTO YARRAMONY ROAD AND DOWN TO THE FIRST RAIL CROSSING, APPROXIMATELY 2.3 KM OF ROADSIDE SLASHING, INCLUDING BOTH SIDES OF THE ROAD.	1		8,800.00
INV 000000422	11/2023	HEPBURN CONTRACTING - NEIL HEPBURN T/AS	FROM THE NORTHAM-PITHARA ROAD TURNOFF ONTO YARRAMONY ROAD AND DOWN TO THE FIRST RAIL CROSSING, APPROXIMATELY 2.3 KM OF ROADSIDE SLASHING, INCLUDING BOTH SIDES OF THE ROAD.	1	8,800.00	
EFT49354	30/11/2023	JAGRD WOOD FIRED PTY LTD T/A MRS'SIPPY BBQ	FOOD AND DRINKS FOR THE FIRE BRIGADE - 04.11.2023	1		684.00
INV 833	04/11/2023	JAGRD WOOD FIRED PTY LTD T/A MRS'SIPPY BBQ	FOOD AND DRINKS FOR THE FIRE BRIGADE - 04.11.2023	1	684.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 54

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49355	30/11/2023	JILLIAN TAYLOR	MAKING KANGAROO & DAMPER - BKB - 13.9.23	1		200.00
INV 2	12/09/2023	JILLIAN TAYLOR	MAKING KANGAROO & DAMPER - BKB - 13.9.23	1	200.00	
EFT49356	30/11/2023	KATELYN ABBOTT	REFUND OF MICROCHIPPING SERVICE - OWNER MOVED OUT OF NORTHAM	1		55.00
INV CH 28.128/11/2023		KATELYN ABBOTT	REFUND OF MICROCHIPPING SERVICE - OWNER MOVED OUT OF NORTHAM	1	55.00	
EFT49357	30/11/2023	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATING DELIVERED 23.11.2023	1		3,813.14
INV 454961701/11/2023		KLEENHEAT GAS	ANNUAL EQUIPMENT SERVICE CHARGE FOR 2023-24 SEASON	1	1,435.50	
INV 222003423/11/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATING DELIVERED 23.11.2023	1	2,377.64	
EFT49358	30/11/2023	KLEENWEST	ASSORTED CLEANING PRODUCTS FOR REC CENTRE	1		1,107.93
INV 000873908/11/2023		KLEENWEST	ASSORTED CLEANING PRODUCTS FOR KILLARA	1	488.79	
INV 000876922/11/2023		KLEENWEST	ASSORTED CLEANING PRODUCTS FOR REC CENTRE	1	619.14	
EFT49359	30/11/2023	LUCY'S TEAROOMS	VOLUNTEER FIREFIGHTERS CATERING - ASSORTED ROLLS / DRINKS - 4/11 & 5/11/2023	1		2,251.00
INV 3034	02/08/2023	LUCY'S TEAROOMS	BACON AND EGG ROLLS - DEPOT STAFF TRAINING/TOOLBOX MEETING	1	370.00	
INV 3166	17/11/2023	LUCY'S TEAROOMS	VOLUNTEER FIREFIGHTERS CATERING - ASSORTED ROLLS / DRINKS - 26/10/2023	1	140.00	
INV 3172	17/11/2023	LUCY'S TEAROOMS	VOLUNTEER FIREFIGHTERS CATERING - ASSORTED ROLLS / DRINKS - 4/11 & 5/11/2023	1	1,286.00	
INV 3176	17/11/2023	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM - 08/11/2023	1	270.00	
INV 3186	22/11/2023	LUCY'S TEAROOMS	VOLUNTEER FIREFIGHTERS CATERING - ASSORTED ROLLS / DRINKS - 17/11/2023	1	185.00	
EFT49360	30/11/2023	LUME BRASSERIE - MADEELA PL T/AS	CATERING FOR ORDINARY COUNCIL MEETING - 15 NOVEMBER 23	1		540.00
INV 73558	22/11/2023	LUME BRASSERIE - MADEELA PL T/AS	CATERING FOR ORDINARY COUNCIL MEETING - 15 NOVEMBER 23	1	540.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 55

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49361	30/11/2023	MAYBERRY HAMMOND & CO	LEASE RENEWAL AGREEMENT - HANGAR SITE 20	1		638.00
INV 45391	17/11/2023	MAYBERRY HAMMOND & CO	LEASE RENEWAL AGREEMENT - HANGAR SITE 20	1	638.00	
EFT49362	30/11/2023	MCINTOSH & SON	PARTS FOR PN1619 CASE TR270 SKID STEER	1		3,255.28
INV 186481020	20/11/2023	MCINTOSH & SON	PARTS FOR PN1619 CASE TR270 SKID STEER	1	3,255.28	
EFT49363	30/11/2023	MEGAN BAZLEY	FACE PAINTING AT SUNDAY SHOPDAY & MARKETS - 26.11.2023	1		400.00
INV 7566	28/11/2023	MEGAN BAZLEY	FACE PAINTING AT SUNDAY SHOPDAY & MARKETS - 26.11.2023	1	400.00	
EFT49364	30/11/2023	MIDALIA STEEL	STEEL MESH, DEFORMED BAR & BUILDERS FILM	1		261.80
INV 644103321	11/2023	MIDALIA STEEL	STEEL MESH, DEFORMED BAR & BUILDERS FILM	1	261.80	
EFT49365	30/11/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - OCTOBER 2023	1		6,523.55
INV INV-01414	11/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - OCTOBER 2023	1	6,523.55	
EFT49366	30/11/2023	MJB INDUSTRIES PTY LTD	SUPPLY & DELIVER 12 X PIPE HEADWALLS	1		9,967.10
INV 000125413	11/2023	MJB INDUSTRIES PTY LTD	SUPPLY & DELIVER 12 X PIPE HEADWALLS	1	9,967.10	
EFT49367	30/11/2023	MORRIS PEST & WEED CONTROL	FIRE STATIONS - . SPRAY FOR SPIDERS AND PESTS.	1		1,500.00
INV INV-35112	11/2023	MORRIS PEST & WEED CONTROL	FIRE STATIONS - . SPRAY FOR SPIDERS AND PESTS.	1	1,500.00	
EFT49368	30/11/2023	MOVAT PTY LTD ATF MOVAT TRUST	MOVAT SOFTWARE HOSTING FOR 2023	1		50.00
INV 1045	02/11/2023	MOVAT PTY LTD ATF MOVAT TRUST	MOVAT SOFTWARE HOSTING FOR 2023	1	50.00	
EFT49369	30/11/2023	MURRAY RIVER NORTH PTY LTD T/A TR HOMES	INFRASTRUCTURE BOND REFUND - BA22197 - T 1708 - RECEIPT # 157755 - 54 REDCOURTE ROAD, BAKERS HILL WA 6562	1		1,020.00
INV T1708	30/11/2023	MURRAY RIVER NORTH PTY LTD T/A TR HOMES	INFRASTRUCTURE BOND REFUND - BA22197 - T 1708 - RECEIPT # 157755 - 54 REDCOURTE ROAD, BAKERS HILL WA 6562	1	1,020.00	



**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 56

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49370	30/11/2023	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FOR NAVTRAC SYSTEM 15/11/2023 TO 14/12/2023	1		761.92
INV 929378915	11/2023	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FOR NAVTRAC SYSTEM 15/11/2023 TO 14/12/2023	1	761.92	
EFT49371	30/11/2023	NEWGROUND WATER SERVICES PTY LTD	SUPPLY AND INSTALL COLOURBOND TANK AND INFRASTRUCTURE - PROGRESS CLAIM 4	1		28,575.80
INV 114144230	10/2023	NEWGROUND WATER SERVICES PTY LTD	SUPPLY AND INSTALL COLOURBOND TANK AND INFRASTRUCTURE - PROGRESS CLAIM 4	1	28,575.80	
EFT49372	30/11/2023	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	SENIOR SPORTS FUNDING - KEN DEW	1		90.91
INV 261123126	11/2023	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	SENIOR SPORTS FUNDING - KEN DEW	1	90.91	
EFT49373	30/11/2023	NORTHAM BETTA HOME LIVING	CESM - ANDROID SMART TV WITH BRACKET	1		384.95
INV 200100622	11/2023	NORTHAM BETTA HOME LIVING	CESM - ANDROID SMART TV WITH BRACKET	1	384.95	
EFT49374	30/11/2023	NORTHAM BOWLING CLUB INC	SENIOR SPORTS FUNDING - GRAHAM GREGORY	1		100.00
INV 7529	28/11/2023	NORTHAM BOWLING CLUB INC	SENIOR SPORTS FUNDING - GRAHAM GREGORY	1	100.00	
EFT49375	30/11/2023	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING - P OLIVER & PJ CUTMORE	1		200.00
INV 5331	21/11/2023	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING - P OLIVER & PJ CUTMORE	1	200.00	
EFT49376	30/11/2023	NORTHAM FEED & HIRE	2 X PREMIX	1		141.00
INV 000051615	11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051717	11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051720	11/2023	NORTHAM FEED & HIRE	2 X PREMIX	1	47.00	
INV 000051724	11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051827	11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
EFT49377	30/11/2023	NORTHAM FLORIST	KILLARA MANAGER DEPARTING GIFT/FLOWERS	1		100.00
INV 28229	21/11/2023	NORTHAM FLORIST	KILLARA MANAGER DEPARTING GIFT/FLOWERS	1	100.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 57

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49378	30/11/2023	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORTS FUNDING - VARIOUS SENIORS	1		1,600.00
INV 23112023/11/2023		NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORTS FUNDING - VARIOUS SENIORS	1	1,600.00	
EFT49379	30/11/2023	NORTHAM TOWING SERVICE	PN1623 REGO N11469 - PICK UP UTE FROM BEERING ROAD AND DELIVER TO SHIRE DEPOT	1		150.00
INV 212894	04/11/2023	NORTHAM TOWING SERVICE	PN1623 REGO N11469 - PICK UP UTE FROM BEERING ROAD AND DELIVER TO SHIRE DEPOT	1	150.00	
EFT49380	30/11/2023	NORTHAM TRAILER & EXHAUST	MINI EXCAVATOR HIRE 15/11/2023	1		500.00
INV 3279	14/11/2023	NORTHAM TRAILER & EXHAUST	MINI EXCAVATOR HIRE 15/11/2023	1	500.00	
EFT49381	30/11/2023	OXTER SERVICES	C.202223-13 - BURIALS - NEW GRAVES FOR ERIC FOX & TERESA FIELD INCLUDING GRAVE CERTICATION	1		3,278.00
INV 28081	27/10/2023	OXTER SERVICES	C.202223-13 - BURIALS - NEW GRAVES FOR ERIC FOX & TERESA FIELD INCLUDING GRAVE CERTICATION	1	3,278.00	
EFT49382	30/11/2023	PFD FOOD SERVICES PTY LTD	STOCK FOR AQUATIC FACILITY KIOSK	1		1,334.40
INV LJ3286010/11/2023		PFD FOOD SERVICES PTY LTD	STOCK FOR AQUATIC FACILITY KIOSK	1	1,334.40	
EFT49383	30/11/2023	POOL AND PUMP SERVICE AND REPAIRS	SUPPLY & INSTALL NEW MAIN RECIRCULATION PUMP AT WATERPARK	1		1,997.05
INV PPS012/27/11/2023		POOL AND PUMP SERVICE AND REPAIRS	SUPPLY & INSTALL NEW MAIN RECIRCULATION PUMP AT WATERPARK	1	1,997.05	
EFT49384	30/11/2023	POOLSHOP ONLINE PTY LTD	SODA ASH & TEST TUBES FOR NORTHAM AQUATIC FACILITY	1		720.50
INV INV-17013/11/2023		POOLSHOP ONLINE PTY LTD	SODA ASH & TEST TUBES FOR NORTHAM AQUATIC FACILITY	1	720.50	
EFT49385	30/11/2023	R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	DELIVERY CHLORINE GAS CYLINDER	1		1,452.00
INV 000339220/11/2023		R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	DELIVERY CHLORINE GAS CYLINDER	1	1,452.00	
EFT49386	30/11/2023	RED DOT STORE	VARIETY OF LOLLIES / XMAS DECORATIONS	1		150.96
INV 113326814/11/2023		RED DOT STORE	A3 PICTURE FRAMES X 4	1	40.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 58

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 114402121/11/2023		RED DOT STORE	VARIETY OF LOLLIES / XMAS DECORATIONS	1	110.96	
EFT49387	30/11/2023	RENEE D'HERVILLE	PARKING AT STATE LIBRARY FOR BETTER BEGINNINGS TRAINING MONDAY 20/11/2023.	1		17.16
INV 10878	20/11/2023	RENEE D'HERVILLE	PARKING AT STATE LIBRARY FOR BETTER BEGINNINGS TRAINING MONDAY 20/11/2023.	1	17.16	
EFT49388	30/11/2023	SPECIALISED TREE SERVICE	TREE REMOVAL AND PRUNING - CLARKE ST NORTHAM	1		3,870.19
INV 4224	27/11/2023	SPECIALISED TREE SERVICE	DRY HIRE OF TRAILER MOUNTED EWP	1	1,100.00	
INV 4223	27/11/2023	SPECIALISED TREE SERVICE	TREE REMOVAL AND PRUNING - CLARKE ST NORTHAM	1	2,770.19	
EFT49389	30/11/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	SERVICE OF ALL FIRST AID KITS FOR NORTHAM DEPOT	1		1,516.19
INV FAINV008/11/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	SERVICE OF ALL FIRST AID KITS FOR NORTHAM DEPOT	1	1,241.19	
INV FAINV015/11/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	REPLACEMENT PHILIPS HEARTSTART BATTERY M5070A	1	275.00	
EFT49390	30/11/2023	SUN ROAD FOOD & BEVERAGE	STOCK FOR AQUATIC CENTER KIOSK	1		1,052.28
INV 128421730/10/2023		SUN ROAD FOOD & BEVERAGE	STOCK FOR AQUATIC CENTER KIOSK	1	1,052.28	
EFT49391	30/11/2023	SYNERGY	361669310 RECREATION PRECINCT - 12/10/2023 to 08/11/2023	1		24,996.38
INV 792176603/03/2023		SYNERGY	BAKERS HILL FIRE STATION FOR 21.12.2022 - 23.02.2023	1	394.00	
INV 792176605/09/2023		SYNERGY	BAKERS HILL FIRE STATION FOR 29.06.2023 - 25.08.2023	1	327.12	
INV 796841326/10/2023		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 21/09/2023 TO 19/10/2023	1	680.31	
INV 811029426/10/2023		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 21/09/2023 TO 19/10/2023	1	213.97	
INV 136537726/10/2023		SYNERGY	1366537740 AIRPORT - 21/09/2023 TO 19/10/2023	1	1,201.01	
INV 357549626/10/2023		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 21/09/2023 - 19/10/2023	1	951.30	
INV 361670226/10/2023		SYNERGY	361670250 NORTHAM LIBRARY - 21/09/2023 TO 19/10/2023	1	338.13	
INV 792176603/11/2023		SYNERGY	BAKERS HILL FIRE STATION FOR 26.08.2023 - 25.10.2023	1	338.69	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 59

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 293110715/11/2023		SYNERGY	293110730 BILYA KOORT BOODJA - 12/10/2023 to 08/11/2023		783.43	
INV 361669315/11/2023		SYNERGY	361669310 RECREATION PRECINCT - 12/10/2023 to 08/11/2023		11,038.21	
INV 357704317/11/2023		SYNERGY	357704360 BROOME TCE PUMP - 19/09/2023 to 16/11/2023		166.88	
INV 357704617/11/2023		SYNERGY	357704600 PERINA PARK - 16/09/2023 to 15/11/2023		120.60	
INV 357704817/11/2023		SYNERGY	357704840 ROTARY WHEEL - 19/09/2023 to 16/11/2023		116.35	
INV 357701817/11/2023		SYNERGY	357701820 BROOME TCE PUMP - 19/09/2023 to 16/11/2023		153.91	
INV 357702017/11/2023		SYNERGY	357702000 BROOME TCE BBQ LIGHTS - 19/09/2023 to 16/11/2023		116.35	
INV 357704917/11/2023		SYNERGY	357704980 CLARKE ST PUMP - 19/09/2023 to 16/11/2023		1,393.18	
INV 941453220/11/2023		SYNERGY	941453230 GRASS VALLEY BFB FIRE SHED - 19/09/2023 to 16/11/2023		326.87	
INV 929125220/11/2023		SYNERGY	092912520 GRASS VALLEY OVAL - 19/09/2023 to 16/11/2023		115.01	
INV 398065120/11/2023		SYNERGY	398065110 GRASS VALLEY HALL - 19/09/2023 to 16/11/2023		262.72	
INV 357547420/11/2023		SYNERGY	357547470 MORBY COTTAGE - 20/09/2023 to 17/11/2023		122.75	
INV 357703121/11/2023		SYNERGY	357703180 STORMWATER DAM PUMP - 19/09/2023 to 17/11/2023		118.32	
INV 357547321/11/2023		SYNERGY	357547330 APEX PARK TOILETS - 19/09/2023 to 17/11/2023		170.18	
INV 361333121/11/2023		SYNERGY	361333180 SUSPENSION BRIDGE LIGHTING - 19/09/2023 to 17/11/2023		299.07	
INV 335820922/11/2023		SYNERGY	335820940 CREATE 298 - 19/10/2023 to 15/11/2023		390.25	
INV 796841323/11/2023		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 20/10/2023 TO 16/11/2023	1	723.79	
INV 811029423/11/2023		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 20/10/2023 TO 16/11/2023	1	1,374.94	
INV 136537723/11/2023		SYNERGY	1366537740 AIRPORT - 20/10/2023 TO 16/11/2023	1	1,085.41	
INV 357549623/11/2023		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 20/10/2023 - 16/11/2023	1	801.96	
INV 361670223/11/2023		SYNERGY	361670250 NORTHAM LIBRARY - 20/10/2023 TO 16/11/2023	1	328.47	
INV 357547623/11/2023		SYNERGY	357547660 RUSHTON PARK - 19/09/2023 to 22/11/2023		169.61	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 60

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 380523824	11/2023	SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 23/09/2023 to 23/11/2023		373.59	
EFT49392	30/11/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - OCTOBER 2023	1		9,220.99
INV 0609-S329	10/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - OCTOBER 2023	1	2,540.62	
INV 0610-S305	11/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - OCTOBER 2023	1	6,680.37	
EFT49393	30/11/2023	TENNANT AUSTRALIA	L-222280 T125 LOCAL BATTERY	1		1,159.99
INV 919972531	10/2023	TENNANT AUSTRALIA	L-222280 T125 LOCAL BATTERY	1	1,159.99	
EFT49394	30/11/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - NOVEMBER 2023	1		50.00
INV 26	23/11/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - NOVEMBER 2023	1	50.00	
EFT49395	30/11/2023	VINCELEC	VISITORS CENTRE. REPAIR REPLACE FLICKERING LIGHT ABOVE THROSSELL PAINTING.	1		1,566.67
INV IV1933	01/11/2023	VINCELEC	VISITORS CENTRE. REPAIR/REPLACE FLICKERING LIGHT IN AVAS EXIBITION.	1	177.31	
INV IV1959	15/11/2023	VINCELEC	DEPOT ADMIN. ATTEND TO SMOKE DETECTOR GOING OFF AND TROUBLE SHOOT.	1	170.00	
INV IV1956	15/11/2023	VINCELEC	MORBY COTTAGE. REPAIR LIGHT IN MACHINERY SHED.	1	573.08	
INV IV1965	21/11/2023	VINCELEC	VISITORS CENTRE. REPAIR REPLACE FLICKERING LIGHT ABOVE THROSSELL PAINTING.	1	646.28	
EFT49396	30/11/2023	WA DISTRIBUTORS PTY LTD	STOCK FOR AQUATIC FACILITY KIOSK	1		702.55
INV 902581	16/11/2023	WA DISTRIBUTORS PTY LTD	STOCK FOR AQUATIC FACILITY KIOSK	1	606.30	
INV 903990	23/11/2023	WA DISTRIBUTORS PTY LTD	LOLLIES FOR CHILDREN AT STAFF CHRISTMAS PARTY 2023	1	96.25	
EFT49397	30/11/2023	WA HINO SALES & SERVICES	PURCHASE OF NEW HINO 921 MODEL: XJC740R-ZKTTJQ3 INCLUDING TRADE IN - HINO 300 SERIES	1		60,240.55
INV F4604	21/11/2023	WA HINO SALES & SERVICES	PURCHASE OF NEW HINO 921 MODEL: XJC740R-ZKTTJQ3 INCLUDING TRADE IN - HINO 300 SERIES	1	60,240.55	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 61

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT49398	30/11/2023	WARRICKS NEWSAGENCY	NEWSPAPER FOR KILLARA - OCTOBER 2023	1		44.00
INV SN00 0131/10/2023		WARRICKS NEWSAGENCY	NEWSPAPER FOR KILLARA - OCTOBER 2023	1	44.00	
EFT49399	30/11/2023	WB PARTY HIRE AND EVENTS	SUPPLY & OPERATE GAMES AT SUNDAY SHOPDAY & CHRISTMAS MARKETS ON THE VILLAGE GREEN. SUNDAY THE 26TH NOVEMBER 2023 FROM 10AM TILL 2PM	1		228.00
INV INV03724/11/2023		WB PARTY HIRE AND EVENTS	SUPPLY & OPERATE GAMES AT SUNDAY SHOPDAY & CHRISTMAS MARKETS ON THE VILLAGE GREEN. SUNDAY THE 26TH NOVEMBER 2023 FROM 10AM TILL 2PM	1	228.00	
EFT49400	30/11/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ELECTED MEMBER TRAINING - UNDERSTANDING LOCAL GOVERNMENT / CONFLICTS OF INTEREST - CR POULTON	1		1,402.50
INV SI-0078:15/11/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ELECTED MEMBER TRAINING - UNDERSTANDING LOCAL GOVERNMENT / CONFLICTS OF INTEREST - CR POULTON	1	484.00	
INV SI-0078:15/11/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ELECTED MEMBER TRAINING - UNDERSTANDING LOCAL GOVERNMENT / CONFLICTS OF INTEREST - CR WILLIAMS	1	484.00	
INV SI-0079:15/11/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR TRAINING - THE ROLE OF MAYORS AND PRESIDENTS - CR C ANTONIO	1	434.50	
EFT49401	30/11/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 30/06/2023	1		12,302.77
INV GFEE J30/06/2023		WESTERN AUSTRALIAN TREASURY CORPORATION	REVERSAL OF GUARANTEE FEE PROCESSED IN JUNE - INCORRECT DATE / PERIOD USED	1	-18,936.89	
INV GFEE J24/07/2023		WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 30/06/2023	1	18,936.89	
INV 219A	30/11/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 219A INTEREST PAYMENT - BOWLING CLUB DEVELOPMENT 2016			12,302.77
EFT49402	30/11/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1305 REGO 1GZQ718 - AIR CON REPAIRS AND SERVICE AS REQUIRED, REPLACE EVAPORATOR	1		3,746.00
INV INV-15926/07/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	RE-WIRE BCDC TO OPERATE CORRECTLY (BLUE VOLTAGE SENSING WIRE HAD BEEN LEFT OFF ON INSTALL AT BODY BUILDER)	1	152.50	
INV INV-15801/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2304 REGO N11164 - SUPPLY AND INSTALL REVERSE CAMERA	1	400.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 62

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-15931/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2003 - DIAGNOSE AND REPAIR FRONT CAMERA TO FOOTPATH SWEEPER	1	692.50	
INV INV-16526/11/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2206 - REPAIR TRAILER BRAKES AS REQUIRED	1	500.00	
INV INV-16426/11/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1305 REGO 1GZQ718 - AIR CON REPAIRS AND SERVICE AS REQUIRED, REPLACE EVAPORATOR	1	1,406.00	
INV INV-16426/11/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1003 REGO N.3856 - LOADER, REPLACE UHF ON SITE, BEERING RD	1	595.00	
EFT49403	30/11/2023	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY - FORTNIGHT ENDING 17/11/2023	1		7,799.92
INV 003015309/11/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY - FORTNIGHT ENDING 09/11/2023	1	3,441.58	
INV 003015320/11/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY - FORTNIGHT ENDING 17/11/2023	1	4,358.34	
EFT49404	30/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICE CO LOCATION - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1		421.71
INV 218178	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	67.72	
INV 218173	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICE CO LOCATION - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	353.99	
EFT49405	30/11/2023	WOODLANDS DISTRIBUTORS PTY LTD	CARTON OF COMPOSTABLE DOG WASTE BAGS	1		917.40
INV 6043	15/11/2023	WOODLANDS DISTRIBUTORS PTY LTD	CARTON OF COMPOSTABLE DOG WASTE BAGS	1	917.40	
EFT49406	30/11/2023	ZABRINA CANTATORE	BKB STOCK - EMU EGG / CHEESEBOARDS	1		500.00
INV 20	23/11/2023	ZABRINA CANTATORE	BKB STOCK - EMU EGG / CHEESEBOARDS	1	500.00	
DD19894.1	07/11/2023	AWARE SUPER	Payroll deductions	1		32,401.46
INV SUPER	07/11/2023	AWARE SUPER	Superannuation contributions	1	28,555.67	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	2,584.83	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	46.96	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	46.96	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	700.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 63

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	103.61	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	156.17	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	83.84	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	123.42	
DD19894.2	07/11/2023	PLUM SUPERANNUATION FUND	Payroll deductions	1		591.91
INV SUPER	07/11/2023	PLUM SUPERANNUATION FUND	Superannuation contributions	1	450.98	
INV DEDUC07/11/2023		PLUM SUPERANNUATION FUND	Payroll deductions	1	140.93	
DD19894.3	07/11/2023	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		327.05
INV SUPER	07/11/2023	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	327.05	
DD19894.4	07/11/2023	HESTA SUPER FUND	Superannuation contributions	1		790.00
INV SUPER	07/11/2023	HESTA SUPER FUND	Superannuation contributions	1	790.00	
DD19894.5	07/11/2023	QSUPER	Payroll deductions	1		781.77
INV SUPER	07/11/2023	QSUPER	Superannuation contributions	1	610.08	
INV DEDUC07/11/2023		QSUPER	Payroll deductions	1	171.69	
DD19894.6	07/11/2023	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1		121.38
INV SUPER	07/11/2023	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1	121.38	
DD19894.7	07/11/2023	HOSTPLUS SUPER	Payroll deductions	1		1,062.97
INV SUPER	07/11/2023	HOSTPLUS SUPER	Superannuation contributions	1	789.77	
INV DEDUC07/11/2023		HOSTPLUS SUPER	Payroll deductions	1	50.00	
INV DEDUC07/11/2023		HOSTPLUS SUPER	Payroll deductions	1	223.20	
DD19894.8	07/11/2023	YKC SUPERFUND	Payroll deductions	1		947.60
INV SUPER	07/11/2023	YKC SUPERFUND	Superannuation contributions	1	700.40	



**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 64

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC07/11/2023		YKC SUPERFUND	Payroll deductions	1	247.20	
DD19894.9	07/11/2023	MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1		284.48
INV SUPER 07/11/2023		MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1	284.48	
DD19898.1	07/11/2023	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		284.48
INV SUPER 10/11/2023		COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	284.48	
DD19948.1	03/11/2023	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT NOV 2023	1		573.75
INV NOV 2003/11/2023		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT NOV 2023	1	573.75	
DD19966.1	21/11/2023	AWARE SUPER	Payroll deductions	1		30,198.48
INV SUPER 21/11/2023		AWARE SUPER	Superannuation contributions	1	26,270.50	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	2,721.50	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	42.29	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	42.29	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	700.00	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	106.36	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	120.34	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	72.15	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	123.05	
DD19966.2	21/11/2023	PLUM SUPERANNUATION FUND	Payroll deductions	1		591.91
INV SUPER 21/11/2023		PLUM SUPERANNUATION FUND	Superannuation contributions	1	450.98	
INV DEDUC21/11/2023		PLUM SUPERANNUATION FUND	Payroll deductions	1	140.93	
DD19966.3	21/11/2023	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		611.53
INV SUPER 21/11/2023		COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	611.53	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 65

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD19966.4	21/11/2023	HESTA SUPER FUND	Superannuation contributions	1		743.05
INV SUPER	21/11/2023	HESTA SUPER FUND	Superannuation contributions	1	743.05	
DD19966.5	21/11/2023	QSUPER	Payroll deductions	1		780.66
INV SUPER	21/11/2023	QSUPER	Superannuation contributions	1	608.97	
INV DEDUC	21/11/2023	QSUPER	Payroll deductions	1	171.69	
DD19966.6	21/11/2023	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1		156.31
INV SUPER	21/11/2023	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1	156.31	
DD19966.7	21/11/2023	HOSTPLUS SUPER	Payroll deductions	1		1,145.14
INV SUPER	21/11/2023	HOSTPLUS SUPER	Superannuation contributions	1	871.94	
INV DEDUC	21/11/2023	HOSTPLUS SUPER	Payroll deductions	1	50.00	
INV DEDUC	21/11/2023	HOSTPLUS SUPER	Payroll deductions	1	223.20	
DD19966.8	21/11/2023	YKC SUPERFUND	Payroll deductions	1		947.60
INV SUPER	21/11/2023	YKC SUPERFUND	Superannuation contributions	1	700.40	
INV DEDUC	21/11/2023	YKC SUPERFUND	Payroll deductions	1	247.20	
DD19966.9	21/11/2023	MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1		284.48
INV SUPER	21/11/2023	MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1	284.48	
DD20030.1	25/11/2023	BANKWEST	J.WHITEAKER 22.09.23-23.10.23 CREDIT	1		5,613.53
INV A.ESPE	25/11/2023	BANKWEST	A.ESPEY 22.09.23-23.10.23	1	2,561.07	
INV C.YOUNG	25/11/2023	BANKWEST	C.YOUNG 22.09.23 TO 23.10.23	1	1,596.16	
INV P.DEVC	25/11/2023	BANKWEST	P.DEVCIC 22.09.23-23.10.23	1	395.85	
INV D.EMER	25/11/2023	BANKWEST	D.EMERY 22.09.23-23.10.23	1	1,258.02	
INV INTERE	25/11/2023	BANKWEST	INTEREST & OTHER CHARGES 22.09.23-23.10.23	1	13.43	
INV J.WHIT	25/11/2023	BANKWEST	J.WHITEAKER 22.09.23-23.10.23 CREDIT	1	-211.00	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 66

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD20036.1	25/11/2023	BANKWEST	C.HUNT 22.09.23-23.10.23	1		1,291.95
INV C.HUNT	25/11/2023	BANKWEST	C.HUNT 22.09.23-23.10.23	1	1,291.95	
DD20040.1	25/11/2023	BUNNINGS BUILDING SUPPLIES P/L	C.HUNT 22.09.23-23.10.23 ENTERED TWICE	1		-1,291.95
INV C.HUNT	25/11/2023	BUNNINGS BUILDING SUPPLIES P/L	C.HUNT 22.09.23-23.10.23	1	1,291.95	
DD19894.10	07/11/2023	MTAA SUPERFUND	Superannuation contributions	1		239.99
INV SUPER	07/11/2023	MTAA SUPERFUND	Superannuation contributions	1	239.99	
DD19894.11	07/11/2023	VANGUARD SUPER PTY LTD	Superannuation contributions	1		109.78
INV SUPER	07/11/2023	VANGUARD SUPER PTY LTD	Superannuation contributions	1	109.78	
DD19894.12	07/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		5,492.19
INV SUPER	07/11/2023	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	4,952.48	
INV DEDUC	07/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	389.71	
INV DEDUC	07/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	150.00	
DD19894.13	07/11/2023	MERCER SUPERANNUATION PLAN	Superannuation contributions	1		350.82
INV SUPER	07/11/2023	MERCER SUPERANNUATION PLAN	Superannuation contributions	1	350.82	
DD19894.14	07/11/2023	FIRST SUPER	Superannuation contributions	1		110.71
INV SUPER	07/11/2023	FIRST SUPER	Superannuation contributions	1	110.71	
DD19894.15	07/11/2023	TWUSUPER	Superannuation contributions	1		269.74
INV SUPER	07/11/2023	TWUSUPER	Superannuation contributions	1	269.74	
DD19894.16	07/11/2023	MLC NOMINEES PTY LTD	Superannuation contributions	1		350.82
INV SUPER	07/11/2023	MLC NOMINEES PTY LTD	Superannuation contributions	1	350.82	
DD19894.17	07/11/2023	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		706.18

**Ordinary Council Meeting Agenda  
20 December 2023**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 67

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 07/11/2023		ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	521.96	
INV DEDUC07/11/2023		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	184.22	
DD19894.18 07/11/2023		REST INDUSTRY SUPER	Superannuation contributions	1		2,899.34
INV DEDUC07/11/2023		REST INDUSTRY SUPER	Payroll deductions	1	423.30	
INV SUPER 07/11/2023		REST INDUSTRY SUPER	Superannuation contributions	1	2,476.04	
DD19894.19 07/11/2023		UNISUPER	Superannuation contributions	1		1,104.55
INV DEDUC07/11/2023		UNISUPER	Payroll deductions	1	137.05	
INV DEDUC07/11/2023		UNISUPER	Payroll deductions	1	460.00	
INV SUPER 07/11/2023		UNISUPER	Superannuation contributions	1	507.50	
DD19894.20 07/11/2023		AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		875.05
INV SUPER 07/11/2023		AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	875.05	
DD19894.21 07/11/2023		AMP LIFE LIMITED	Superannuation contributions	1		258.44
INV SUPER 07/11/2023		AMP LIFE LIMITED	Superannuation contributions	1	258.44	
DD19894.22 07/11/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		309.63
INV SUPER 07/11/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	309.63	
DD19894.23 07/11/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		129.71
INV SUPER 07/11/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	129.71	
DD19966.10 21/11/2023		MTAA SUPERFUND	Superannuation contributions	1		254.60
INV SUPER 21/11/2023		MTAA SUPERFUND	Superannuation contributions	1	254.60	
DD19966.11 21/11/2023		VANGUARD SUPER PTY LTD	Superannuation contributions	1		85.80
INV SUPER 21/11/2023		VANGUARD SUPER PTY LTD	Superannuation contributions	1	85.80	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 68

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD19966.12	21/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		5,492.80
INV SUPER	21/11/2023	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	4,950.66	
INV DEDUC21	11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	392.14	
INV DEDUC21	11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	150.00	
DD19966.13	21/11/2023	MERCER SUPERANNUATION PLAN	Superannuation contributions	1		350.82
INV SUPER	21/11/2023	MERCER SUPERANNUATION PLAN	Superannuation contributions	1	350.82	
DD19966.14	21/11/2023	FIRST SUPER	Superannuation contributions	1		118.21
INV SUPER	21/11/2023	FIRST SUPER	Superannuation contributions	1	118.21	
DD19966.15	21/11/2023	TWUSUPER	Superannuation contributions	1		271.93
INV SUPER	21/11/2023	TWUSUPER	Superannuation contributions	1	271.93	
DD19966.16	21/11/2023	MLC NOMINEES PTY LTD	Superannuation contributions	1		350.82
INV SUPER	21/11/2023	MLC NOMINEES PTY LTD	Superannuation contributions	1	350.82	
DD19966.17	21/11/2023	SLATE SUPER	Superannuation contributions	1		204.55
INV SUPER	21/11/2023	SLATE SUPER	Superannuation contributions	1	204.55	
DD19966.18	21/11/2023	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		752.79
INV SUPER	21/11/2023	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	556.41	
INV DEDUC21	11/2023	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	196.38	
DD19966.19	21/11/2023	REST INDUSTRY SUPER	Superannuation contributions	1		2,965.37
INV DEDUC21	11/2023	REST INDUSTRY SUPER	Payroll deductions	1	408.77	
INV SUPER	21/11/2023	REST INDUSTRY SUPER	Superannuation contributions	1	2,556.60	
DD19966.20	21/11/2023	UNISUPER	Superannuation contributions	1		1,141.08
INV DEDUC21	11/2023	UNISUPER	Payroll deductions	1	137.05	

**Ordinary Council Meeting Agenda  
20 December 2023**

**Attachment 13.4.1.1**

Date: 08/12/2023  
Time: 1:08:05PM

**Shire of Northam**

USER: Kristy Hopkins  
PAGE: 69

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
INV DEDUC21/11/2023		UNISUPER	Payroll deductions	1	460.00	
INV SUPER 21/11/2023		UNISUPER	Superannuation contributions	1	544.03	
DD19966.21 21/11/2023		AUSTRALIAN RETIREMENT TRUST	Payroll deductions	1		1,027.92
INV SUPER 21/11/2023		AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	888.56	
INV DEDUC21/11/2023		AUSTRALIAN RETIREMENT TRUST	Payroll deductions	1	139.36	
DD19966.22 21/11/2023		AMP LIFE LIMITED	Superannuation contributions	1		258.44
INV SUPER 21/11/2023		AMP LIFE LIMITED	Superannuation contributions	1	258.44	
DD19966.23 21/11/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		309.63
INV SUPER 21/11/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	309.63	
DD19966.24 21/11/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		131.38
INV SUPER 21/11/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	131.38	

**REPORT TOTALS**

<b>Bank Code</b>	<b>Bank Name</b>	<b>TOTAL</b>
1	MUNI FUND	<b>2,661,723.31</b>
<b>TOTAL</b>		<b>2,661,723.31</b>

**Payment dates 1<sup>st</sup> November 2023 – 30<sup>th</sup> November 2023**

- Municipal Fund payment cheque numbers 35611 to 35617 Total \$48,195.42.

Electronic Funds Transfer

- Municipal Fund EFT49037 to EFT49406 Total \$2,507,365.26
- Direct Debits Total \$100,549.10.

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

(table of accounts)

Month	Cheques 2023/2024	EFT Payments 2023/2024	Direct Debits 2023/2024	Payroll 2023/2024	Total Payments 2023/2024
July	\$ 31,823.37	\$ 1,139,770.48	\$ 88,946.08	\$ 472,296.12	\$ 1,732,836.05
August	\$ 21,279.17	\$ 2,223,525.24	\$ 148,550.54	\$ 758,309.11	\$ 3,151,664.06
September	\$ 12,934.99	\$ 1,993,268.12	\$ 102,751.41	\$ 583,310.22	\$ 2,692,264.74
October	\$ 174,102.94	\$ 2,106,936.68	\$ 107,815.93	\$ 557,118.03	\$ 2,945,973.58
November	\$ 48,195.42	\$ 2,507,365.26	\$ 106,162.63	\$ 570,488.72	\$ 3,232,212.03
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$ 288,335.89</b>	<b>\$ 9,970,865.78</b>	<b>\$ 554,226.59</b>	<b>\$ 2,941,522.20</b>	<b>\$ 13,754,950.46</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit on DD20030.1 \$5,613.53 & DD20036.1-\$1,291.95

Summary Credit Card Payments	\$	Total
<b>CEO</b>		
23/08/2023-EVENT & CONFRENCES-CREDIT ONLY	-211.00	
		<b>-\$ 211.00</b>
<b>Executive Manager of Corporate Services</b>		
22/09/2023-SHIRE OF NORTHAM-NEW REGISTRATION N11254	383.05	
22/09/2023-AMAYSIM MOBILE PTY LTD- LIBRARY LIFT PHONE DATA	10.00	

28/09/2023-STARLINK AUSTRALIA-STARLINK KIT+SHIPPING & HANDLING	629.00
4/10/2023 -STARLINK AUSTRALIA-REGIONAL SUBSCRIPTION 04.10.23-03.11.23	174.00
13/10/2023-ROSES ONLY PTY LTD-ROSES FOR EMPLOYEE AFTER OPERATION	99.90
14/10/2023-ADOBE SYSTEMS PTY LTD-MONTHLY FEES	225.96
17/10/2023-ROSES ONLY PTY LTD-CREDIT	-89.95
20/10/2023-DOMINOS NORTHAM-FOOD FOR ELECTION NIGHT	92.00
20/10/2023-AMAYSIM MOBILE PTY LTD-LIBRARY LIFT PHONE DATA	10.00
22/09/2023-SHIRE OF NORTHAM-NUMBER PLATE SWAP FROM N11254 TO 1HZO607	31.10
28/09/2023-SHIRE OF NORTHAM-NUMBER PLATE SWAP FROM N141206 TO N12059	31.10
	<b>\$ 1,596.16</b>
<b>Executive Manager of Development Services</b>	
KILLARA HYUNDAI VF2 I40 2.0 AUTO WAGON (KILLARA3) PN1311	6.90
OTH GOV - Civic Functions, Refreshments & Receptions GEN	16.30
KILLARA HYUNDAI VF2 I40 2.0 AUTO WAGON (KILLARA3) PN1311	31.10
KILLARA HYUNDAI VF2 I40 2.0 AUTO WAGON (KILLARA3) PN1311	6.90
AGED OTHER - Plant & Equipment (Capital) GEN	408.25
PN1901 HOLDEN COLORADO CREW CAB (N10721) MG ENGINEERING	31.10
PLANT - Plant & Equipment (Capital) GEN	393.90
PLANT - Plant & Equipment (Capital) GEN	366.00
Isuzu D-Max Dual Cab 4x4 Auto Diesel (CESM)	68.60
Isuzu D-Max Dual Cab 4x4 Auto Diesel (CESM)	-68.20
Isuzu D-Max Dual Cab 4x4 Auto Diesel (CESM)	31.10
	<b>\$ 1,291.95</b>
<b>Community Emergency Services Manager</b>	
28/09/2023-DUNNINGS NORTHAM-FUEL FOR VP000-VICTORIA PLAINS LOAN VEHICLE	262.11
29/09/202-SUBWAY NORTHAM-CATERING FOR BUSHFIRE SAFETY AWARENESS COURSE	86.30



30/09/2023-FORMSTACK FORMS-MONTHLY CHARGE- 30/09/23 TO 29/10/23	91.98	
03/10/23-DUNNINGS NORTHAM-FUEL FOR VP000- VICTORIA PLAINS LOAN VEHICLE	227.26	
04/10/2023-ZMF PTY LTD-LUNCH FOR CBFCO FOLLOWING MEETING AT COCKBURN DFES	38.80	
6/10/2023-BUNNINGS- AAA, AA BATTERIES FOR ALL STATIONS(HELMET TORCH BATTERIES)	161.63	
10/10/2023-NIGHTOWL BELLEVUE-FUEL FOR VP000- VICTORIA PLAINS LOAN VEHICLE	261.31	
11/10/2023-FRESH TRADING CO-NORTHAM-CATERING FOR INCIDENT	365.70	
17/10/2023-DOMINOS NORTHAM -CATERING FOR INCIDENT	129.00	
17/10/2023 -RED ROOSTER NORTHAM-CATERING FOR INCIDENT	360.00	
17/10/2023-DUNNINGS NORTHAM-FUEL FOR VP000- VICTORIA PLAINS LOAN VEHICLE	75.34	
17/10/2023-COLES-DRINKS FOR INCIDENT	82.50	
18/10/2023-BEYOND POWER-FUEL FOR VP000- VICTORIA PLAINS LOAN VEHICLE	259.14	
18/10/2023-LUCY'S TEAROOMS-CATERING FOR INCIDENT	160.00	
		<b>\$ 2,561.07</b>
<b>Executive Manager Engineering Services</b>		
19/10/2023-INSTITUTE OF PUBLIC WORKS MEMBERSHIP	395.85	
		<b>\$ 395.85</b>
<b>Acting Executive Manager Community Services</b>		
27/09/2023-FACEBK Z4PUTP7B2-BOOST FOR JOB ADVERT	5.97	
4/10/2023 -NEW NORCIA MUESEUM-WORKSHOP FOR LIBRARY MANAGER	100.00	
27/09/2023-FACEBK SBM8NTP7B2-BOOST FOR JOB ADVERT	34.44	
09/10/2023-FACEBK WPJLGUK7B2-BOOST FOR JOB ADVERT	322.61	
11/10/2023-AAA HEADSETS-TELEPHONE HEADSETS FOR DAVID/MADDISON/LIZ	795.00	
		<b>\$ 1,258.02</b>

<b>Interest &amp; Other Charges</b>	
27.09.23-FOREIGN TRANSACTION FEE	0.18
30.09.23-FOREIGN TRANSACTION FEE	2.71
09.10.23-FOREIGN TRANSACTION FEE	1.02
09.10.23-FOREIGN TRANSACTION FEE	9.52
	<b>\$ 13.43</b>
<b>Total Credit Card Expenditure</b>	<b>\$ 6,905.48</b>

The following table presents payment made by Council for the Coles Card Account – October 2023. Paid on 23<sup>rd</sup> November 2023 by EFT49243 - \$2033.84

<b>DATE</b>	<b>SUMMARY COLES CARD PAYMENTS</b>	<b>\$</b>	<b>TOTAL</b>
	<b>HR ASSISTANT</b>		
19/10/2023	GIFT FROM HR TO CORP SERVICES	30.85	
			<b>\$ 30.85</b>
	<b>COMMUNITY SERVICES ADMIN OFFICER</b>		
2/10/2023	REFRESHMENTS/SNACKS - BALLOONING FESTIVAL PERFORMERS / VIP FUNCTION	9.20	
9/10/2023	OFFICE SUPPLIES	60.20	
18/10/2023	OFFICE SUPPLIES	18.60	
27/10/2023	OFFICE SUPPLIES	19.55	
			<b>\$ 107.55</b>
	<b>ENGINEERING - ADMIN OFFICER</b>		
2/10/2023	OFFICE SUPPLIES	76.85	
5/10/2023	OFFICE SUPPLIES	27.40	
12/10/2023	OFFICE SUPPLIES	12.60	
27/10/2023	OFFICE SUPPLIES	17.30	
			<b>\$ 134.15</b>
	<b>ENGINEERING - ADMIN COORDINATOR</b>		
20/10/2023	MILK FOR DEPOT	11.20	
			<b>\$ 11.20</b>
	<b>KILLARA CO-ORDINATOR</b>		
11/10/2023	MEALS FOR DAYCENTRE	77.30	
18/10/2023	MEALS FOR DAYCENTRE	13.80	
19/10/2023	MEALS FOR DAYCENTRE	13.20	
25/10/2023	MEALS FOR DAYCENTRE	46.80	
			<b>\$ 151.10</b>

	<b>RECREATION SERVICES COORDINATOR</b>		
6/10/2023	KIOSK STOCK	373.50	
			<b>\$ 373.50</b>
	<b>KILLARA MANAGER</b>		
4/10/2023	MORNING TEA FOR DAYCARE CENTRE	7.00	
			<b>\$ 7.00</b>
	<b>DEVELOPMENT SERVICES ADMIN OFFICER</b>		
11/10/2023	OFFICE SUPPLIES	268.60	
24/10/2023	OFFICE SUPPLIES	251.65	
			<b>\$ 520.25</b>
	<b>GOVERNANCE OFFICER</b>		
11/10/2023	COUNCILLOR SUPPLIES	38.50	
	OFFICE SUPPLIES & SENIOR LICENSING OFFICER	31.49	
13/10/2023	FAREWELL GIFT		
25/10/2023	COUNCILLOR SUPPLIES	80.90	
			<b>\$ 150.89</b>
	<b>MANAGER COMMUNITY DEVELOPMENT &amp; TOURISM</b>		
5/10/2023	FTRENOOR TEA FAREWELL	61.75	
16/10/2023	SUPPLIES VISITORS CENTRE & BKB	31.60	
			<b>\$ 93.35</b>
	<b>MANAGER RECREATION &amp; YOUTH SERVICES</b>		
19/10/2023	CLEANING SUPPLIES	81.25	
19/10/2023	KIOSK STOCK	372.75	
			<b>\$ 454.00</b>
<b>Total Coles Card Expenditure</b>			<b>\$ 2,033.84</b>

The following table presents payment made by Council for the Woolworths Card Account – October 2023. Paid on 15<sup>th</sup> November 2023 by EFT 49222 - \$3,182.32

DATE	SUMMARY WOOLWORTHS CARD PAYMENTS	\$	TOTAL
	<b>MANAGER COMMUNITY DEVELOPMENT &amp; TOURISM</b>		
2/10/2023	SUPPLIES VISITORS CENTRE & BKB	2.95	
10/10/2023	SUPPLIES VISITORS CENTRE & BKB	23.25	
16/10/2023	SUPPLIES VISITORS CENTRE & BKB	74.73	
17/10/2023	SUPPLIES VISITORS CENTRE & BKB	22.05	

19/10/2023	SUPPLIES VISITORS CENTRE & BKB	21.00	
24/10/2023	SUPPLIES VISITORS CENTRE & BKB	2.95	
25/10/2023	SUPPLIES VISITORS CENTRE & BKB	19.45	
			<b>\$ 166.38</b>
	<b>DEVELOPMENT SERVICES ADMIN OFFICER</b>		
4/10/2023	SUPPLIES FOR RANGER SERVICES	42.25	
			<b>\$ 42.25</b>
	<b>KILLARA CO-ORDINATOR</b>		
	MEALS FOR KILLARA DAYCENTRE CLIENTS	378.95	
4/10/2023	MEALS FOR KILLARA DAYCENTRE CLIENTS	318.46	
11/10/2023	MEALS FOR KILLARA DAYCENTRE CLIENTS	351.21	
18/10/2023	MEALS FOR KILLARA DAYCENTRE CLIENTS	348.04	
25/10/2023			<b>\$ 1,396.66</b>
	<b>RECREATION SERVICES COORDINATOR</b>		
2/10/2023	KIOSK SUPPLIES	283.90	
5/10/2023	KIOSK SUPPLIES	248.70	
6/10/2023	KIOSK SUPPLIES	503.60	
10/10/2023	PARTY SUPPLIES	23.98	
11/10/2023	OFFICE SUPPLIES	38.70	
30/10/2023	OFFICE/KIOSK SUPPLIES	375.90	
			<b>\$ 1,474.78</b>
	<b>PROCUREMENT COORDINATOR</b>		
5/10/2023	KITCHEN SUPPLIES	23.10	
24/10/2023	KITCHEN SUPPLIES	75.30	
			<b>\$ 98.40</b>
	<b>LIBRARY MANAGER</b>		
25/10/2023	OFFICE SUPPLIES	3.85	
			<b>\$ 3.85</b>
	<b>Total Woolworths Card Expenditure</b>		<b>\$ 3,182.32</b>

The following table presents payment made by Council for Fuel Purchases / Products – October 2023.

Payment to Dun Direct on 15<sup>th</sup> November 2023 by EFT49152 - \$46,279.54

Payment to Caltex Starcard on 15<sup>th</sup> November 2023 by EFT49132 - \$115.47

Payment to Business Fuel Card on 15<sup>th</sup> November 2023 by EFT49130 - \$2,697.09

Total Fuel Payment - \$49,092.10

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
<b>NON OPERATIONAL - LIGHT VEHICLES</b>			
Oct-23	PN1310	FUEL PURCHASES	\$164.00
Oct-23	PN1808	FUEL PURCHASES	\$132.67
Oct-23	PN2005	FUEL PURCHASES	\$90.47
Oct-23	PN1905	FUEL PURCHASES	\$368.17
Oct-23	PN2105	FUEL PURCHASES	\$412.01
Oct-23	PN1901	FUEL PURCHASES	\$188.89
Oct-23	PN2016	FUEL PURCHASES	\$301.53
Oct-23	PN2101	FUEL PURCHASES	\$304.11
Oct-23	PN1907	FUEL PURCHASES	\$472.28
Oct-23	PN1906	FUEL PURCHASES	\$499.22
Oct-23	PN2019	FUEL PURCHASES	\$117.03
Oct-23	PN2006	FUEL PURCHASES	\$349.88
Oct-23	PN2004	FUEL PURCHASES	\$351.24
Oct-23	PN2015	FUEL PURCHASES	\$194.43
Oct-23	PN2013	FUEL PURCHASES	\$385.98
Oct-23		CARD FEES	\$28.40
		<b>TOTAL</b>	<b>\$4,360.31</b>
<b>OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT</b>			
<b>DEPOT VEHICLES</b>			
Oct-23	LIGHT VEHICLES	FUEL PURCHASES	\$6,159.59
Oct-23	MACHINERY / PLANT	FUEL PURCHASES	\$32,712.44
Oct-23	OTHER PURCHASE	KEROSENE 200L	\$650.00
Oct-23		CARD FEES	\$93.82
		<b>TOTAL</b>	<b>\$39,615.85</b>
<b>CESM</b>			
Oct-23	BUSHFIRE BRIGAGE VEHICLES	FUEL PURCHASES	\$2,569.27
Oct-23	CESM VEHICLES	FUEL PURCHASES	\$850.56
Oct-23		CARD FEE	\$89.36
Oct-23		TRANSACTION FEE	\$50.96
		<b>TOTAL</b>	<b>\$3,560.15</b>
<b>RANGER SERVICES</b>			

Oct-23	RANGER VEHICLES	FUEL PURCHASES	\$1,555.79
Oct-23		CARD FEE	\$0.00
		<b>TOTAL</b>	<b>\$1,555.79</b>
<b>TOTAL FUEL PURCHASES</b>			<b>\$49,092.10</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 \$3,232,212.03 was submitted to the Ordinary Meeting of Council on Wednesday, 20 December 2023.

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

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$3,232,212.03 was submitted to each member of the Council on Wednesday, 20 December 2023, has been checked and is fully supported by vouchers and invoices which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER

### 13.4.2 Financial Report for the period ending 30 November 2023

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Kudzai Matanga (Finance Manager), Mia Miller (Management 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 30 November 2023.

#### ATTACHMENTS

1. 12. Statement of Financial Activity - November 2023 [**13.4.2.1** - 13 pages]

#### A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 30 November 2023 is included as Attachment 1 to this agenda and includes the following reports:

- Statement of Financial Activity
- Operating Statements
- Balance Sheet
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Cash Position
- Rating Information
- Cash Flow Information

The report includes a summary of the financial position along with comments relating to the statements.

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

**Operating Revenue**

1. Operating grants are over budget 50% due to timing of receipt of the Commonwealth Home Support Program grant.
2. Interest revenue is under budget 22% due to the timing of interest being brought to account on Shire investments.
3. Other revenue is over budget 48% due to timing of workers compensation and airport income.

**Operating Expenditure**

4. Utility expenditure is under budget 17% due to the timing and is expected to finish the year on budget.
5. Insurance expenditure is under budget due to timing and this is expected to finish the year on budget.
6. Other expenditure is over budget by \$106,576 due to public works overheads allocations that are under budget due to timing of capital works.

**Capital Revenue**

7. Non-operating grants are under budget by 55% due to timing and accounting for Local Roads and Community Infrastructure Program (LRCIP) grants that were recognized as accrued income in the 2022/23 and reversed in the 2023/24 year pending receipt of the grant.

**B. CONSIDERATIONS**

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

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

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

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

**B.2 Financial / Resource Implications**

The Financial Statements have been prepared in accordance with Shire's 2023/24 adopted 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

Refer to Risk Matrix [here](#).

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

### B.7 Natural Environment Considerations

Nil.

### C. OFFICER'S COMMENT

Nil.

#### RECOMMENDATION

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



Shire of Northam

## SHIRE OF NORTHAM

### MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2023

#### TABLE OF CONTENTS

	Page
Statement of Financial Activity	2 to 4
Notes to and forming part of the statement	
Acquisition of Assets	5
Disposal of Assets	6
Information on Borrowings	8
Reserves	9
Net Current Assets	10
Rating Information	11
Cash Flow Information	12
Investment Schedule	13



SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	NOTE	2023/24 Budget	Ytd Budget	2023/24 Ytd Actual	Variance Actuals to Budget	Variance Actuals to Budget
<b>OPERATING REVENUE</b>						
Rates		11,986,145	11,927,809	11,880,405	(47,404)	0%
Operating Grants Subsidies and Contributions	1	1,976,927	984,132	1,475,247	491,115	50%
Fees and Charges		4,868,229	3,013,072	3,045,888	32,816	1%
Interest Revenue	2	379,500	156,079	121,654	(34,425)	-22%
Other Revenue	3	1,126,997	425,759	631,550	205,791	48%
<b>TOTAL OPERATING REVENUE</b>		<b>20,337,798</b>	<b>16,506,851</b>	<b>17,154,744</b>	<b>647,893</b>	<b>4%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(10,453,625)	(4,403,615)	(4,531,072)	(127,457)	3%
Materials and Contracts		(7,764,501)	(3,029,778)	(3,155,004)	(125,226)	4%
Utility Charges	4	(1,185,797)	(398,844)	(330,707)	68,137	-17%
Depreciation of Non Current Assets		(5,164,280)	(2,151,720)	(2,150,078)	1,642	0%
Finance Costs		(279,554)	(130,595)	(119,163)	11,432	-9%
Insurance Expenses	5	(657,036)	(656,858)	(587,450)	69,408	-11%
Other Expenditure	6	(286,968)	(162,770)	(269,346)	(106,576)	65%
<b>TOTAL OPERATING EXPENSE</b>		<b>(25,791,761)</b>	<b>(10,934,180)</b>	<b>(11,142,820)</b>	<b>(208,640)</b>	<b>2%</b>
Capital Grants Subsidies and Contributions	7	4,535,431	765,118	346,535	(418,583)	-55%
Profit on Asset Disposals		854,044	31,684	40,018	8,334	26%
Loss on Asset Disposals		(199,968)	(200,321)	(8,228)	192,093	-96%
<b>RESULTING FROM OPERATIONS</b>		<b>(264,456)</b>	<b>6,169,152</b>	<b>6,390,250</b>	<b>221,098</b>	<b>3.58%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(654,076)	(168,637)	31,790	200,427	
Movement Provisions		377,023	0	0	0	
Depreciation on Assets		5,164,280	(2,151,720)	2,150,078	4,301,798	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(2,854,807)	(1,453,315)	(897,279)	556,036	
Purchase Plant and Equipment		(1,629,382)	(1,558,657)	(631,919)	926,738	
Purchase Furniture and Equipment		(381,756)	0	0	0	
Purchase Infrastructure Assets - Roads		(4,302,004)	(939,291)	(458,744)	480,547	
Purchase Infrastructure Assets - Bridges		(400,000)	0	(36,437)	(36,437)	
Purchase Infrastructure Assets - Footpaths		(1,010,545)	0	(900)	(900)	
Purchase Infrastructure Assets - Drainage		(1,108,282)	(423,819)	(68,927)	354,892	
Purchase Infrastructure Assets - Parks & Ovals		(2,128,919)	(258,037)	(258,037)	0	
Purchase Infrastructure Assets - Airfields		0	0	0	0	
Purchase Infrastructure Assets - Other		(471,119)	(52,505)	(96,629)	(44,124)	
Proceeds from Disposal of Assets		1,603,682	54,182	146,118	91,936	
Repayment of Debentures		(460,849)	(189,041)	(189,041)	0	
Proceeds from New Debentures		0	0	0	0	
Self-Supporting Loan Principal Income		22,208	0	11,017	11,017	
Transfers to Restricted Assets (Reserves)		(1,185,958)	0	0	0	
Transfers from Restricted Asset (Reserves)		520,703	0	0	0	
Net Current Assets July 1 B/Fwd		9,164,256	9,466,903	9,466,903	0	
Net Current Assets Year to Date		-	8,495,215	15,158,044	6,662,829	
<b>Surplus/Deficit</b>		<b>(0)</b>	<b>(0)</b>	<b>400,198</b>	<b>400,198</b>	

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



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

	NOTE				
<u>Operating</u>	23/24 Budget \$	Ytd Budget \$	23/24 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Revenues</b>					
Governance	51,620	13,530	42,341	28,811	213%
General Purpose Funding Other	12,592,606	12,193,986	12,166,547	(27,439)	(0%)
Law, Order, Public Safety	1,680,321	339,826	393,961	54,135	16%
Health	61,000	15,335	51,077	35,742	233%
Education and Welfare	1,486,699	705,336	1,031,966	326,630	46%
Housing	107,176	44,650	19,330	(25,320)	(57%)
Community Amenities	3,401,757	2,431,926	2,488,361	56,435	2%
Recreation and Culture	1,963,675	304,473	200,545	(103,928)	(34%)
Transport	2,767,297	922,708	838,368	(84,340)	(9%)
Economic Services	1,563,922	310,553	195,871	(114,682)	(37%)
Other Property and Services	51,200	21,330	112,929	91,599	429%
<b>Total Operating Revenue</b>	<b>25,727,273</b>	<b>17,303,653</b>	<b>17,541,298</b>	<b>237,644</b>	<b>1%</b>
<b>Expenses</b>					0.00%
Governance	(3,723,321)	(979,313)	(569,293)	410,020	42%
General Purpose Funding	(233,121)	(126,707)	(120,575)	6,132	5%
Law, Order, Public Safety	(1,730,905)	(894,547)	(812,521)	82,026	9%
Health	(403,007)	(182,143)	(207,897)	(25,754)	(14%)
Education and Welfare	(1,265,825)	(625,500)	(542,880)	82,620	13%
Housing	(105,755)	(49,922)	(51,208)	(1,286)	(3%)
Community Amenities	(3,906,311)	(1,644,864)	(1,582,389)	62,475	4%
Recreation & Culture	(4,676,158)	(2,282,959)	(2,396,490)	(113,531)	(5%)
Transport	(4,919,822)	(3,016,695)	(3,142,663)	(125,968)	(4%)
Economic Services	(2,458,290)	(1,212,862)	(1,016,112)	196,750	16%
Other Property and Services	(2,569,214)	(118,989)	(709,019)	(590,030)	(496%)
<b>Total Operating Expenses</b>	<b>(25,991,729)</b>	<b>(11,134,501)</b>	<b>(11,151,048)</b>	<b>(16,547)</b>	<b>(0.15%)</b>
<b>NET RESULT</b>	<b>-264,456</b>	<b>6,169,152</b>	<b>6,390,250</b>	<b>221,098</b>	<b>3.58%</b>

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2023

2. BALANCE SHEET

	23/24 YTD Actual \$	22/23 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	11,602,447	7,438,135
Receivables	6,280,891	2,882,499
Inventories & Other Assets	3,219,423	5,804,676
<b>TOTAL CURRENT ASSETS</b>	<b>21,102,761</b>	<b>16,125,310</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	577,625	476,940
Inventories	0	0
Land and Buildings	59,466,972	59,015,974
Property, Plant and Equipment	6,409,462	6,101,034
Infrastructure	284,862,171	327,810,305
Financial & Other Assets	283,494	345,155
<b>TOTAL NON-CURRENT ASSETS</b>	<b>351,599,724</b>	<b>393,749,408</b>
<b>TOTAL ASSETS</b>	<b>372,702,485</b>	<b>409,874,718</b>
<b>CURRENT LIABILITIES</b>		
Payables	1,131,689	2,073,911
Interest-bearing Liabilities	1,783,144	1,690,236
Provisions	1,454,704	1,454,704
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,369,537</b>	<b>5,218,851</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,597,518	6,597,518
Provisions	276,326	276,326
Payables	0	0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,873,844</b>	<b>6,873,844</b>
<b>TOTAL LIABILITIES</b>	<b>11,243,381</b>	<b>12,092,695</b>
<b>NET ASSETS</b>	<b>361,459,104</b>	<b>397,782,023</b>
<b>EQUITY</b>		
Retained Surplus	81,567,123	117,890,042
Reserves - Cash Backed	3,033,010	3,033,010
Reserves - Asset Revaluation	276,858,971	276,858,971
<b>TOTAL EQUITY</b>	<b>361,459,104</b>	<b>397,782,023</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2023

3. ACQUISITION OF ASSETS (Continued)	Note	23/24 Budget \$	23/24 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		2,854,807	897,279
Plant and Equipment		1,629,382	631,919
Furniture and Equipment		381,756	0
Bush Fire Equipment		0	0
Playground Equipment		0	0
Infrastructure Assets - Roads		4,302,004	458,744
Infrastructure Assets - Footpaths		1,010,545	900
Infrastructure Assets - Bridges & Culverts		400,000	36,437
Infrastructure Assets - Drainage		1,108,282	68,927
Infrastructure Assets - Parks & Ovals		2,128,919	258,037
Infrastructure Assets - Airfields		0	0
Infrastructure Assets - Streetscape		-	0
Infrastructure Assets - Other		471,119	96,629
		14,286,814	2,448,872



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

4. DISPOSALS OF ASSETS

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

By Program	Note	Written Down Value		Sale Proceeds		Profit(Loss)	
		23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$
<b>Governance</b>							
PN1915 Ford Ranger Ute 4X4		12,675.80	8,404.25	44,545.00	40,000.00	31,869.20	31,595.75
<b>Law Order &amp; Public Safety</b>							
CESM Vehicle PN1711 c/fwd		21,035.00	-	27,273.00	-	6,238.00	-
PN 2012 Ford ranger N11n54 MV2007 C/fwd		27,552.00	24,870.00	24,500.00	20,909.09	(3,052.00)	(3,960.91)
PN1902 Mitsubishi Triton		21,864.46	-	10,909.00	-	(10,955.46)	-
<b>Welfare</b>							
Hyundai VF2 I40 2.0 Auto Wagon		15,000	15,000.00	9,091	11,481.45	(5,909.00)	(3,518.55)
<b>Community Amenities</b>							
PN1907 Ford Escape		20,219.02	-	10,000.00	-	(10,219.02)	-
<b>Transport</b>							
N.002 volvo G930 2014 Grader c/fwd		139,845.00	-	80,000.00	-	(59,845.00)	-
John Deere Z-track Ride on Mower-Z997 c/fwd		10,960.00	-	1,500.00	-	(9,460.00)	-
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003) c/fwd		39,617.00	35,501.39	40,455.00	40,454.55	838.00	4,953.16
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd		28,233.00	23,804.06	32,727.00	27,272.73	4,494.00	3,468.67
PN1905 Mitsubishi Outlander		19,017.00	-	20,000.00	-	983.00	-
PN1005 Kubota F3680 Mower GP1001		20,011.36	-	6,500.00	-	(13,511.36)	-
MV1405 Forklift		6,909.00	6,748.19	6,000.00	6,000.00	(909.00)	(748.19)
PN1502 Bomag Road Roller (N.4174)		87,400.00	-	35,000.00	-	(52,400.00)	-
PN1518 Flail Mower Trimax WS205		5,372.00	-	1,000.00	-	(4,372.00)	-
PN1603 MV1603 Sewell Road Broom		20,011.00	-	1,000.00	-	(19,011.00)	-
PN1622 - Fieldquip Major 3 Point Linkage Roller Mower		7,474.00	-	1,000.00	-	(6,474.00)	-
PN1804 Hino 500 Series Tipper (N10759)		82,942.00	-	80,182.00	-	(2,760.00)	-
Vermeer Stump Grinder MV1508		-	-	10,000.00	-	10,000.00	-
PN1623 Mitsubishi Triton Single Cab		10,000.00	-	12,000.00	-	2,000.00	-
PN1602 Mitsubishi Triton Ute GLX		10,000.00	-	12,000.00	-	2,000.00	-
MV1909 Mazda BT50 (N.4487)		13,378.00	-	19,000.00	-	5,622.00	-
PN2007 Mazda BT50 (N11084)		20,090.00	-	19,000.00	-	(1,090.00)	-
<b>Other Property and Services</b>							
Northam Depot Land Peel Terrace		310,000.00	-	1,100,000.00	-	790,000.00	-
		949,606	114,327.89	1,603,682.00	146,117.82	654,076.36	31,789.93



SHIRE OF NORTHAM

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

4. DISPOSALS OF ASSETS

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

4. DISPOSALS OF ASSETS CONTINUED

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
PN1915 Ford Ranger Ute 4X4	12,675.80	8,404.25	44,545.00	40,000.00	31,869	31,595.75
CESM Vehicle PN1711 c/fwd	21,035.00	-	27,273.00	-	6,238	-
PN 2012 Ford ranger N11n54 MV2007 C/fwd	27,552.00	24,870.00	24,500.00	20,909.09	(3,052)	(3,960.91)
PN1902 Mitsubishi Triton	21,864.46	-	10,909.00	-	(10,955)	-
Hyundai VF2 I40 2.O Auto Wagon	15,000.00	15,000.00	9,091.00	11,481.45	(5,909)	(3,518.55)
PN1907 Ford Escape	20,219.02	-	10,000.00	-	(10,219)	-
N.002 volvo G930 2014 Grader c/fwd	139,845.00	-	80,000.00	-	(59,845)	-
John Deere Z-track Ride on Mower-Z997 c/fwd	10,960.00	-	1,500.00	-	(9,460)	-
(N.003) c/fwd	39,617.00	35,501.39	40,455.00	40,454.55	838	4,953.16
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd	28,233.00	23,804.06	32,727.00	27,272.73	4,494	3,468.67
PN1905 Mitsubishi Outlander	19,017.00	-	20,000.00	-	983	-
PN1005 Kubota F3680 Mower GP1001	20,011.36	-	6,500.00	-	(13,511)	-
MV1405 Forklift	6,909.00	6,748.19	6,000.00	6,000.00	(909)	(748.19)
PN1502 Bomag Road Roller (N.4174)	87,400.00	-	35,000.00	-	(52,400)	-
PN1518 Flail Mower Trimax WS205	5,372.00	-	1,000.00	-	(4,372)	-
PN1603 MV1603 Sewell Road Broom	20,011.00	-	1,000.00	-	(19,011)	-
Mower	7,474.00	-	1,000.00	-	(6,474)	-
PN1804 Hino 500 Series Tipper (N10759)	82,942.00	-	80,182.00	-	(2,760)	-
Vermeer Stump Grinder MV1508	-	-	10,000.00	-	10,000	-
PN1623 Mitsubishi Triton Single Cab	10,000.00	-	12,000.00	-	2,000	-
PN1602 Mitsubishi Triton Ute GLX	10,000.00	-	12,000.00	-	2,000	-
MV1909 Mazda BT50 (N.4487)	13,378.00	-	19,000.00	-	5,622	-
PN2007 Mazda BT50 (N11084)	20,090.00	-	19,000.00	-	(1,090)	-
<b>Land/Buildings</b>						
Northam Depot Land Peel Terrace	310,000.00	-	1,100,000.00	-	790,000	-
	949,605.64	114,327.89	1,603,682.00	146,117.82	654,076.36	31,789.93

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

22/23 Budget \$	Ytd Actual \$
854,044	40,018
(199,968)	(8,228)
<u>654,076</u>	<u>31,790</u>





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2023

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-22	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual	23/24 Budget	23/24 Ytd Actual
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation &amp; Culture</b>									
Loan 219A - Northam Bowling Club ** 3.18%	80,894	0	0	22,208	11,017	58,686	69,877	2,955	2,599
Loan 224 - Recreation Facilities 6.48%	610,035	0	0	60,354	29,696	549,681	580,339	42,777	18,160
Loan 227 - Youth Space 2.26%	313,370	0	0	49,338	24,531	264,032	288,839	8,967	3,810
Loan 228 - Swimming Pool 1.88%	3,828,654	0	0	199,939	99,502	3,628,715	3,729,152	97,469	40,674
loan 229- Depot 4.74%	1,700,000	0	0	79,630	0	1,620,370	1,700,000	92,386	39,063
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase 6.48%	499,120	0	0	49,380	24,296	449,740	474,824	35,000	14,858
	7,032,073	0	0	460,849	189,041	6,571,224	6,843,032	279,554	119,164

Note: \*\* indicates self - supporting loans

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2023

	23/24 Budget			23/24 Ytd Actual				
	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>								
Employee Liability Reserve	815,323	20,978	(42,190)	<b>794,111</b>	796,706			<b>796,706</b>
Office Equipment Reserve	104,632	2,757	(100,000)	<b>7,389</b>	102,365			<b>102,365</b>
Plant & Equipment Reserve	124,738	3,287	(100,000)	<b>28,025</b>	122,035			<b>122,035</b>
Road & Bridgeworks Reserve	209,265	318,551		<b>527,816</b>	204,731			<b>204,731</b>
Refuse Site Reserve	300,694	124,029	-	<b>424,723</b>	293,334			<b>293,334</b>
Speedway Reserve	157,554	4,244		<b>161,798</b>	154,140			<b>154,140</b>
Community Bus Replacement Reserve	104,734	2,699		<b>107,433</b>	102,465			<b>102,465</b>
Septage Pond Reserve	207,809	5,422	(118,513)	<b>94,718</b>	201,395			<b>201,395</b>
Killara Reserve	409,874	26,432	-	<b>436,306</b>	399,788			<b>399,788</b>
Recreation and Community Facilities Reserve	231,820	660,597	-	<b>892,417</b>	28,578			<b>28,578</b>
Council Buildings & Amenities Reserve	86,846	7,678		<b>94,524</b>	280,505			<b>280,505</b>
Parking Facilities Construction Reserve	104,632	2,696		<b>107,328</b>	102,365			<b>102,365</b>
Reticulation Scheme Reserve	247,245	6,515	(160,000)	<b>93,760</b>	241,888			<b>241,888</b>
Revaluation Reserve	2,846	73	-	<b>2,919</b>	2,716			<b>2,716</b>
Unspent Grants Reserve		-		<b>-</b>	-			<b>-</b>
<b>Total Cash Backed Reserves</b>	<b>3,108,010</b>	<b>1,185,958</b>	<b>(520,703)</b>	<b>3,773,265</b>	<b>3,033,010</b>	<b>-</b>	<b>-</b>	<b>3,033,010</b>

**Total Interest & Transfers**

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

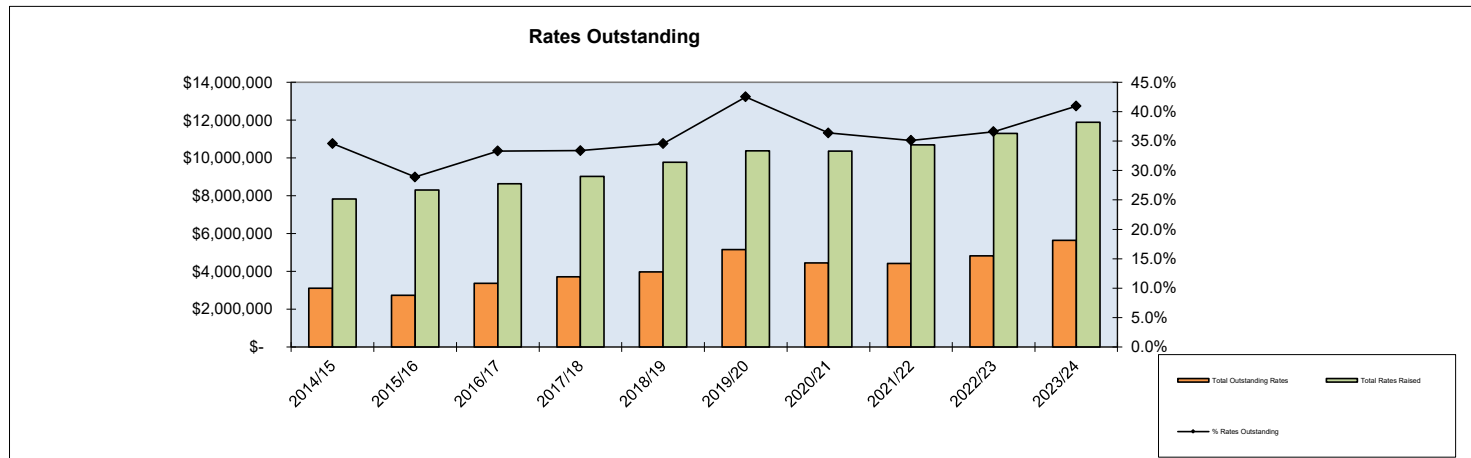
FOR THE PERIOD ENDING 30 NOVEMBER 2023

	23/24 Budget	23/24 Ytd Actual	22/23 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	200,000	11,602,447	9,678,088
Cash - Restricted Reserves	3,773,263	3,033,010	3,033,010
Self Supporting Loan	0	25,208	28,208
Receivables	2,766,113	250,262	943,969
Rates - Current	0	6,044,215	2,403,661
Pensioners Rates Rebate	0	0	0
Provision for Doubtful Debts	0	(63,837)	(63,837)
GST Receivables	0	211,455	186,562
Inventories	0	0	0
	<u>6,739,376</u>	<u>21,102,761</u>	<u>16,209,660</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(1,238,130)	(427,162)	(780,143)
Rates Income in Advance	(469,461)	(244,319)	(391,910)
GST Payable	0	(82,419)	(48,772)
Accrued Salaries & Wages	0	0	(174,269)
Accrued Interest on Debentures	0	(80,576)	(57,106)
Accrued Expenditure	0	0	0
Bond Liability	(945,724)	(870,666)	(768,121)
Payg Payable	0	0	0
Loan Liability	(463,054)	(274,012)	(463,054)
Provision for Annual Leave	(709,390)	(709,390)	(709,390)
Provision for Long Service Leave	(745,314)	(745,314)	(745,314)
Other Payables	0	(935,677)	(1,165,121)
	<u>(4,571,073)</u>	<u>(4,369,536)</u>	<u>(5,303,200)</u>
<b>NET CURRENT ASSET POSITION</b>	2,168,303	16,733,225	10,906,460
Less: Cash - Reserves - Restricted	(3,773,263)	(3,033,010)	(3,033,010)
Current Portion of Lease Liabilities	0	11,903	11,902
Less: Loans receivable - clubs/institutions	0	25,208	(28,208)
Add: Current Loan Liability	460,849	274,012	463,054
Add: Leave Liability Reserve	794,111	796,706	796,705
Add: Budgeted Leave	350,000	350,000	350,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>0</u>	<u>15,158,044</u>	<u>9,466,903</u>

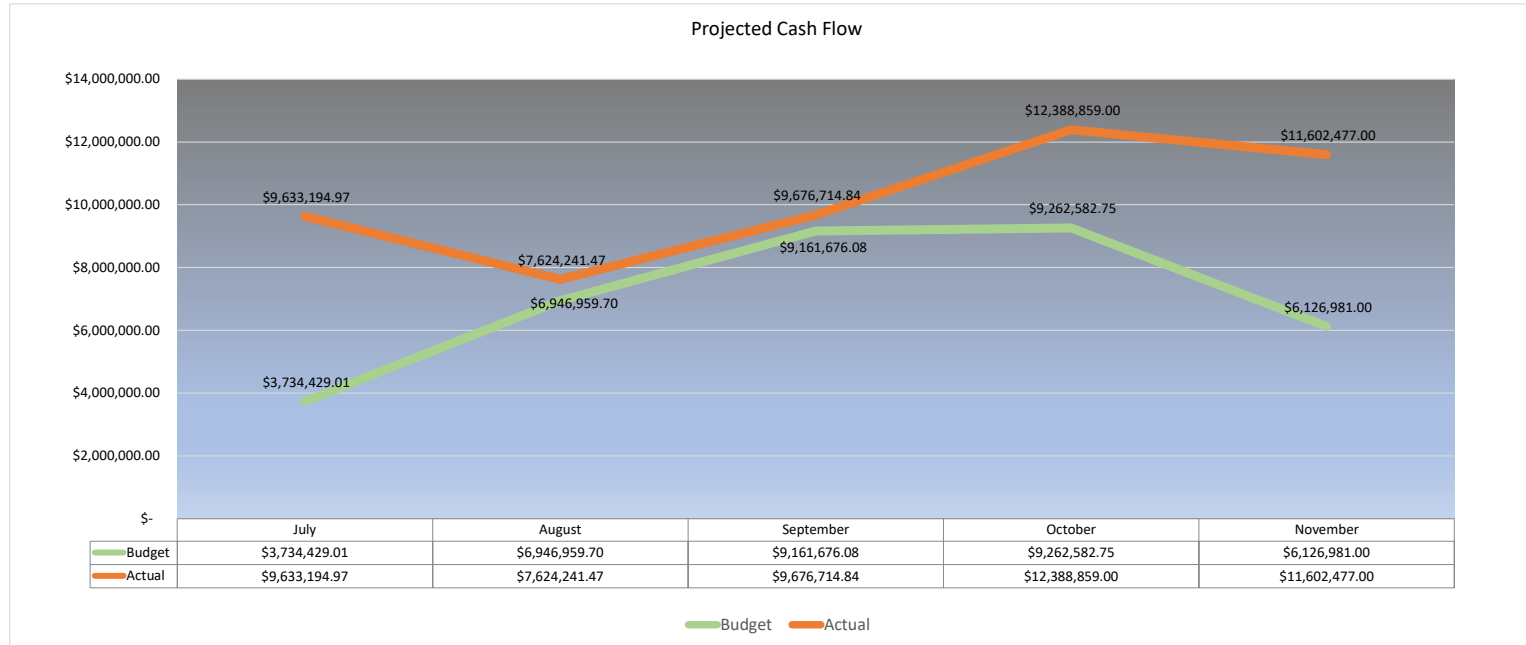
SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2023

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Key Rating Dates</b>										
RATES ISSUED	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022	25/08/2023
RATES DUE	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022	2/10/2023
2nd INSTALMENT DUE	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022	4/12/2023
3rd INSTALMENT DUE	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023	5/02/2024
4th INSTALMENT DUE	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023	8/04/2024
Outstanding 1st July	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648	\$1,883,329
Rates Levied	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726	\$11,856,419
Interest, Ex gratia, interim and back rates less writeoffs	\$62,554	\$29,105	\$43,333	\$59,120	\$17,120	\$25,224	-\$15,030	\$8,240	\$18,763	\$30,177
<b>Rates paid by month</b>										
1 July	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363	67,295
2 August	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	397,332	371,229
3 September	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537	5,819,112	3,666,388	4,272,603
4 October	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888	3,478,258	2,925,852
5 November	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532	720,389	495,891
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	5,888,927	6,722,888	6,729,376	7,400,663	7,509,968	6,959,135	7,767,105	8,175,233	8,352,730	8,132,871
<b>% Ytd Rates Outstanding</b>	<b>34.6%</b>	<b>28.9%</b>	<b>33.3%</b>	<b>33.4%</b>	<b>34.6%</b>	<b>42.5%</b>	<b>36.4%</b>	<b>35.1%</b>	<b>36.6%</b>	<b>40.9%</b>

Ytd Outstanding	3,112,363	2,732,091	3,361,435	3,706,696	3,967,991	5,145,861	4,441,978	4,420,967	4,821,407	5,637,054
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**SHIRE OF NORTHAM  
CASH FLOW REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2023**



# INVESTMENT REGISTER

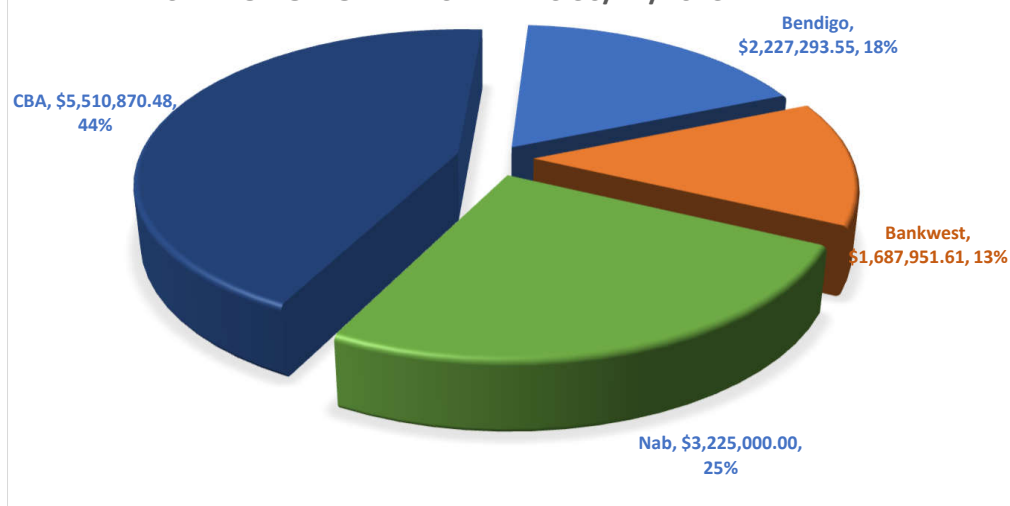
Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/23

Current Date: 30/11/23

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY MONTHS
	Start	End			
Bendigo- Ref 3834911	28/08/23	28/02/24	\$1,227,293.55	5.25%	6
Bendigo	04/10/23	04/01/24	\$1,000,000.00	4.49%	3
Bankwest- Ref 412001820-2	19/09/23	19/03/24	\$1,546,299.61	3.85%	6
Bankwest TRUST ARDC	30/10/23	30/11/23	\$141,652.00	1.25%	1
Combank	27/06/23	27/12/23	\$1,000,000.00	5.10%	6
Combank	04/08/23	04/12/23	\$500,000.00	5.03%	4
Combank	09/09/23	09/02/24	\$1,003,986.55	4.80%	5
Combank	03/10/23	03/04/24	\$505,979.45	4.92%	6
Combank	04/08/23	04/02/24	\$500,904.48	5.01%	6
Combank	04/10/23	04/04/24	\$2,000,000.00	4.96%	6
Nab	13/09/23	13/03/24	\$725,000.00	5.00%	6
Nab	12/10/23	12/01/24	\$1,000,000.00	4.75%	3
Nab	13/09/23	13/03/24	\$1,500,000.00	5.00%	6
<b>Total</b>			<b>\$12,651,115.64</b>		

DISTRIBUTION OF INVESTMENTS 30/11/2023



## 13.5 COMMUNITY SERVICES

President C R Antonio declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as the executives of the Wundowie Progress Association associated with this request are known to President Antonio.

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as the author of the report is a fellow Councillor.

Cr H J Appleton declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as Lisa Biglin is a fellow Councillor.

Cr L C Biglin declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as Cr Biglin is the secretary/treasurer of Wundowie Progress Association.

Cr M I Girak declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as members of the Wundowie Progress association are known to Cr Girak.

Cr D A Hughes declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as the writer of the letter requesting approval to erect a museum on Council land is a fellow Councillor.

Cr C M Poulton declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as Cr C M Poulton knows the submitter, Cr Lisa Biglin.

Cr M P Ryan declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as members of the Wundowie Progress Association are known to Cr Ryan.

Cr J E G Williams declared an "Impartiality" interest in item 13.5.1 – Wundowie Museum Request, as members of the Wundowie Progress Association Executives are known to Cr Williams through SoN Council.

### 13.5.1 Wundowie Museum Request

<b>File Reference:</b>	1.3.12.21
<b>Reporting Officer:</b>	David Emery (Manager Recreation & Youth Services), Chadd Hunt (Executive Manager Development Services)
<b>Responsible Officer:</b>	Debbie Terelinck (Chief Executive Officer)
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority

Press release to be issued:	No
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## BRIEF

The Wundowie Progress Association (WPA) seeks Council's consideration of financial support of \$40,000 towards the provision of a facility to house the Wundowie museum in the form of a shed to be located at the recreation precinct.

The provision of the facility is to enable the WPA to operate a museum with local artefacts, maps, plans, photos, and old equipment placed on display for public viewing.

It is proposed that the facility will be managed by volunteers and the facility maintenance is anticipated to be shared between the WPA and the Shire of Northam.

## ATTACHMENTS

1. Proposed site for Wundowie Heritage Museum [**13.5.1.1** - 1 page]
2. Museum Letter [**13.5.1.2** - 1 page]
3. WPA Grant Request - Wundowie Museum [**13.5.1.3** - 20 pages]

## A. BACKGROUND / DETAILS

The WPA previously raised the idea of developing a museum in the township of Wundowie at the 27 July 2022 Special Council meeting. Council subsequently resolved the following:

### **MOTION / COUNCIL DECISION**

**Minute No: C. 4519**

**Moved: Cr Ryan**

**Seconded: Cr Williams**

**That Council invite the Wundowie Progress Association to submit a detailed business plan for the proposed Wundowie Museum.**

**CARRIED 7/2**

The WPA has provided their proposed business plan/grant request to construct and establish a museum that would be located within the Wundowie recreation precinct. The business plan and locality map are included as an attachment.



The WPA has secured \$80,000 in grant funding from the State Government. To progress the project, the WPA is seeking financial assistance from the Shire of Northam to the value of \$40,000.

The WPA has advised that the proposed project consists of the following elements:

<b>Description</b>	<b>Cost Ex GST</b>
Kit Supply / Engineering Plans/Drawings - Delivery to site	\$58,390
Construction	Est. \$20,350
Council/ Shire Building Permit (Planning/ Development application)	Est. \$1,800
Certified Building Inspection (Commercial)	Est. \$2,300
Site Preparation/ Earthworks	WPA Donated
Electrical	WPA Donated
Concrete Slab	Est, \$20,590 (access dependent)
Concrete footings Only (to engineer's specifications)	N/A
<b>Total</b>	<b>\$103,430 ex GST</b>

The WPA is seeking the \$40,000 from the Shire to contribute towards the cost of the supply and construction of the shed, and to cover costs associated with legislative requirements as a public building.

The WPA has advised they have the resources and ability to manage the operations of the museum through local volunteer agencies that include Men's Shed, Silver Wings and the WPA.

The opening hours indicated are 7 days a week during the day (subject to volunteer availability), with a small entry fee applying for visiting tourists. The facility will be marketed using several social media outlets and visitors will be advised to confirm opening before travelling.

## **B. CONSIDERATIONS**

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

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.3: Showcase and celebrate diversity.

Priority Action 2.3.8: Partner with Wundowie Progress Association to advocate for funding for a Wundowie museum and gallery, and

interpretive history walk, to curate and showcase local culture, heritage and artefacts.

## B.2 Financial / Resource Implications

There is no existing budget available for a contribution towards the provision of the Wundowie museum. There is potential to consider the request for financial support in the 2023/24 budget review, noting that it is possible the project may require more than the \$40,000 proposed by the WPA.

## B.3 Legislative Compliance

Nil

## B.4 Policy Implications

LPP2: General Development Guidelines

A 8.5 Property Management (Leases & Licences) Policy

## B.5 Stakeholder Engagement / Consultation

Nil

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	There are no funds currently allocated to this project in the Shire's budget. The amount of funding requested by the WPA may not be sufficient to complete the project.	Likely (4) x Medium (3) = High (12)	Potential to consider funds as part of the 2023/24 budget review. Further discussions required between Officers and WPA to identify full project costs.
Health & Safety	N/A	N/A	N/A
Reputation	Concerns from the local community about the Shire not supporting the project.	Possible (3) x Medium (3) = Moderate (9)	Officers provide options for Council to consider.
Service Interruption	N/A	N/A	N/A
Compliance	Facility is provided that does not comply with legislative requirements for public buildings.	Possible (3) x High (4) = High (12)	Officers to work with WPA to manage compliance with legislative

			requirements for public buildings.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### **B.7 Natural Environment Considerations**

Consideration is required to ensure that the built environment is not adversely affected by the proposed facility. This is undertaken through the development application phase.

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

Under the current Council Plan there is a priority action in 2026/27 for the Shire to *"partner with Wundowie Progress Association to advocate for funding for a Wundowie museum and gallery, and interpretive history walk, to curate and showcase local culture, heritage and artefacts."*

Aligned with the request from Council in July 2022, on 20 November 2023 the WPA provided a business and locality plan for the Wundowie museum project. As part of the business plan, the WPA is seeking a \$40,000 funding contribution in 2023/24 from the Shire towards the provision of the Wundowie museum.

The business plan provided by the WPA outlines further information in relation to the project and the proposed operating model. Preliminary consideration of the business plan by Officers has identified the need for further discussions with the WPA on the various aspects related to the project delivery and facility management. This includes associated development, building and health approvals, proposed facility location and potential leasing and asset management arrangements.

The proposed facility will require development and building approvals as well as approval under the Health Regulations as a public building. Considerations in the development application process would include issues such as vegetation clearing, bushfire protection, car parking and accessibility, general appearance of the building and potential impacts on any future expansion plans for the playing fields.

With respect to the building approval issues such as accessibility, energy efficiency, emergency egress, firefighting requirements, drainage and universally accessible toilets/facilities will require consideration. In addition, public building approval would consider emergency egress, signage and access to facilities.

It is highly likely that the approvals process will identify facility requirements that are not currently captured in the business plan and quotes provided by the WPA. It is important that a full project cost is established to enable a successful facility to be delivered.

In terms of operating the proposed museum, the WPA has indicated they would be seeking a lease from the Shire. Under A 8.5 Property Management (Leases & Licences) Policy, a lessee is responsible for the following outgoings:

- i. The Lessee or Licensee will not be responsible for Shire land rates but will be responsible for all other charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.*
- ii. 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.*
- iii. 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).*

It is suggested that further work on understanding the potential costs of these outgoings and how this cost might be covered by income such as entry fees would be beneficial for the WPA and Shire. A preliminary indication is that the cost of utilities, insurance and maintenance of fire extinguishers, termite control, etc. could be in the vicinity of \$15,000 per annum.

It is recommended that given there is no funding currently allocated towards the Wundowie museum in the budget and that further work is needed to understand the full costs associated with project delivery and operational costs, Council consider the funding request as part of the review of the 2023/24 that will be undertaken in early 2024. This will provide opportunity for further discussions with the WPA on the proposed project.

## RECOMMENDATION

### That Council:

- 1. Notes the business plan provided by the Wundowie Progress Association for the proposed Wundowie museum.**
- 2. Considers the request from the Wundowie Progress Association for a \$40,000 funding contribution from the Shire as part of the review of the 2023/24 budget.**
- 3. Requests the Chief Executive Officer to discuss further with the Wundowie Progress Association the project delivery and operational costs for the proposed Wundowie museum and provide this information to Council as part of the 2023/24 budget review.**



### Proposed site for Wundowie Heritage Museum





27<sup>th</sup> June 2022

Mr Jason Whiteaker  
CEO  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Dear Jason

#### Wundowie Museum use of Shire Land

The Wundowie Progress Association has been given a grant of \$80k from the Labour Party WA for the Wundowie Museum.

We are requesting approval from the Northam Shire to erect the Museum on Shire Land. The proposed request is on the eastern side of the current Wundowie Football Oval, please see attached diagram of proposed area.

We welcome your thoughts in relation to the proposed area or any other proposed site you may wish us to consider.

The Wundowie Progress Association looks forward to working with the Shire on this tourism initiative.

We await to hear back from the Shire.

Kind Regards

A handwritten signature in black ink, appearing to read 'Lisa Biglin'.

Lisa Biglin  
Secretary



# WUNDOWIE PROGRESS ASSOCIATION

## Community Grant Request Wundowie Museum

LISA BIGLIN  
SECRETARY/TREASURE  
PO BOX 142 WUNDOWIE WA 6560]  
[Website]  
040 744 0573]  
ABN: 19864344247

Prepared: November 2023



## Summary

Wundowie is a town with a rich history. It played a significant role in Western Australia's steel smelting and fabrication during the war years while also being involved in logging. The town was once bustling with activity, thanks to early steam railway transport. However, with the decline of steam railways and cheaper steel imports from overseas in the 1950s and 1960s, Wundowie became a quiet, almost forgotten town.

In the mid-1990s, people from other states began to recognise the potential for mining and tourism opportunities in Western Australia, and they began to move to the area, with Perth as the centre. Eventually, people started to look outside of Perth for more affordable land and a quieter lifestyle while still close to work. Towns like Wundowie were the perfect solution for quiet living, picturesque views, and affordable prices.

In 2020, due to travel restrictions, people began bringing their caravans to Wundowie and other towns. The leaders of Wundowie acted quickly, and with the support of the Northam Shire, they established an RV Park in the area. The RV Park is located near a bush trail, and it's in close proximity to the town's centre, which features an IGA, a bottle shop, an Australia Post outlet, a Lottery west outlet, a town hall, and tennis and basketball courts. The RV Park has proven to be highly successful. However, there is still a need to educate people about the significant role that Wundowie played in Western Australia's history.

- The idea of establishing a museum was conceived by Mr William Pearce, who previously owned and operated the foundry in Wundowie. He possesses historical maps, plans, photos, and old equipment, among other things, and is willing to donate them to the museum. The aim of the museum is to showcase the rich history of Wundowie, Western Australia, and it will be located next to the caravan park, making it easily accessible to tourists. The plan is to build a shed of reasonable size to house all of the donated materials and equipment. This includes WA's first road race, tent cities for employment, war supplies, logging for the railway, fuel for the smelters, and timber for Perth's building boom. The foundry equipment was purpose-built and the first of its kind in the world. WA icons were also designed and built on site, including the Wundowie boxer combustion fire. These things hold great importance not only for Wundowie but are also a part of WA's history.

- In recent years, especially after the Covid-19 pandemic, many people have been moving back to the country. They are attracted by the health benefits and the peaceful, country lifestyle that the town offers. With just a 30-minute commute to either Northam or Mundaring, it's no wonder that Wundowie is becoming a popular choice for those who want to escape the hustle and bustle of the city. The addition of a museum will only enhance the town's charm and appeal. The museum will have a

multi-functional role, serving as a hub for local schools to learn about Western Australia's rich history and to promote a sense of pride in this once-great town.

With the proposed Orange Route, Wundowie is positioned to take advantage of future growth in tourism and hospitality. As more travelers visit the area, Wundowie is likely to experience an increase in population. Additionally, there is a possibility of a multi-complex being built in the near future, thanks to our proximity to Perth, Midland, Northam, and Toodyay. As the first community in the Northam Shire boundary, and with urban sprawl rapidly encroaching on the area, Wundowie is an excellent starting point for travelers and a great place to leave caravans before exploring Perth.

Some main points to note about Wundowie include:

1. Wundowie was home to many firsts for WA.
2. The systems used at the foundry were a world first.
3. The majority of the steel used in WA came from Wundowie.
4. Wundowie had a huge logging industry that fed the railway, making it an important stop for travelers.
5. WA's first road race was held in Wundowie.
6. We are becoming a must-stop place for tourism, and it would make sense to provide them with the extensive history of the town while they stay.

All of this could be run by the progress association, and any funds collected would go to the local community. Hopefully, with more people coming from interstate, we can make the museum self-funded and showcase our history.

## **Business profile**

### **Business details**

**Description of business:** Not for Profit

**GST:** No

**Established date:** 1947

**Amount of capital at commencement:** *Western Australian Labour Party have honoured their election pledge of \$80,000.00*

**Building location:** Between the RV Park and the Wundowie Oval

**Buy:** Shed \$63,620.00 installation & erection \$45,000.00 = \$108,620.00

**Donated works:** Electrical and Earthworks

**Requested Grant from Northam Shire: \$40,000.00 which is the difference between the Australian Labour Party and what the project cost is.**

## **Vision, mission and goals**

### **Vision Statement**

To create a thriving community that people want to live, work, and grow in.

### **Value Statement**

We prioritize responsibility, accountability, respect, and efficiency and value honesty, integrity, and openness in all our actions.

### **Goals**

To create a welcoming and cohesive community that fosters friendship and a high-quality living environment.

Financial forecasts

Start-up costs

Fit-out costs/signage	\$0.00	
Power/Water	\$0.00	Shire Assett
Insurance	\$0.00	Shire Assett
Lease bond and one month's rent	\$0.00	
Licences, permits and registrations	\$0.00	
Mobile phones	\$0.00	
Motor vehicle expenses	\$0.00	
Office furniture and supplies	\$0.00	Donated
Opening inventory and raw materials	\$0.00	
Plant, equipment and tools	\$0.00	Sdonated by Wundowie Foundry
Stationery and office supplies	\$50.00	Wundowie Progress
Website development		Already in place
Working capital (two months)	\$0.00	
<b>Subtotal:</b>	<b>\$50.00</b>	
Contingency (add 20% to subtotal)		
<b>TOTAL START-UP COSTS:</b>	<b>\$ 50.00</b>	

Sources of funds	\$	Notes
McGowan Government	\$80,000.00	Election pledge
Shire of Northam Contribution	\$40,000.00	
Bank loans	\$0.00	
Finance company	\$0.00	
Private investor	\$0.00	
Other sources	\$0.00	[Specify the source]
<b>TOTAL START-UP FUNDS:</b>	<b>\$120,000.00</b>	

Operating expenses forecast

Expense	\$	Notes
Accounting and legal fees	\$0.00	
Advertising and promotion	\$0.00	Voluntary F/Book ect
Business loan repayments	\$0.00	
Business travel and accommodation	\$0.00	
Electricity and gas		Shire Assett
Equipment lease and hire purchase	\$0.00	
Franchise fees	\$0.00	
Freight	\$0.00	
Insurance	\$0.00	
Interest and bank charges	\$0.00	
Memberships	\$0.00	
Other business premises costs		
Owner's drawings (salary)	\$0.00	
Printing, postage, stationery, packaging	\$10.00	WPA
Registrations, licences, permits	\$0.00	
Rent of business premises	\$0.00	
Repairs, maintenance and cleaning	\$0.00	Shire Assett
Stationery and office supplies	\$50.00	WPA
Subscriptions and training	\$0.00	
Taxes	\$0.00	
Telephone	\$0.00	
Vehicle operating expenses	\$0.00	
Other expenses	\$0.00	
Wages and salaries	\$0.00	
Workers' compensation insurance	\$1,800.00	Covered by WPA
Employees' other expenses	\$0.00	
Employees' superannuation	\$0.00	
<b>TOTAL:</b>	<b>\$1,860.00</b>	

### Supporting documentation

- Email from Member for Agricultural Region
- The Shed Company Quote
- Estimation sheet from The Shed Company for other works



THE Shed Company Mundaring

Unit 2,18 Wandeara Crescent |   
MUNDARING WA 6073 |  
(08) 6394 5020 |   
63 893 806 974 | ABN  
www.theshedcompany.com.au | 

Our Ref #: tammau2109014-1

## QUOTATION

23 Oct 2023

Lisa Biglin  
46-48 Boronia Ave  
Wundowie  
WA, 6560  
Australia



Dear Lisa ,

Thank you for your enquiry regarding a building from THE Shed Company. The features and benefits included with this quotation refer to the supply of the steel building only. Based on the information discussed with you to date the following quote is provided for your consideration.

Your steel building will be manufactured locally in Perth, WA.

### Design Criteria

Site Address	46-48 Boronia Ave Wundowie WA 6560 Australia
Building Orientation	Left Side of building orientated to 279° (westerly direction)
Building Class	9
NCC Version	NCC 2022
Design Wind Criteria	Importance Level 2 with a Vr of 45 m/s; Region A4; TC = 2.5; Mt = 1; Ms = 1.0; giving a Vdes of 39.2 m/s.
Other Design Factors	No Snow Loading allowed.

### Investment

Pre GST Cost	\$57,836.36
GST	\$5,783.64
Delivery from Perth, WA	FREE*
Total Price inc GST	\$63,620.00

Supplying premium quality BlueScope buildings manufactured locally.

tammau2109014-1 | Page 1 of 8





\*Free delivery offer applies to delivery fees for the standard delivery area. Any additional fees for delivery due to the requirement of escort vehicle/s or when the delivery address is outside the standard delivery area are not included in this promotion. Conditions apply, refer to General Specifications below for more information.

## Details of your Building

(Approx. weight: 8,100kg)

Span	Main Building: 12 metres
Length	24 metres (5 Bays of 4.8 metres each)
Height	5 metres
Roof Type	Gable, 10 degree pitch
Roof	COLORBOND® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
Walls and Trim	COLORBOND® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
Gutters	Squareline Gutter - WA Only - Unslotted . Nominal downpipe spacing = 4.8m.
Downpipes	1.8m Metal Downpipe 100 x 75, Downpipe Fixing Strap
Roller Doors	Two (2) COLORBOND® steel 3m high x 3.66m wide roller doors (with 2 motorised unit (Grifco LR Drive (or similar) with battery backup, 2 remote handpieces and a wireless wall control), roller door is not required to be wind rated). One (1) COLORBOND® steel 3m high x 4.27m wide roller door (with 1 motorised unit (Grifco LR Drive (or similar) with battery backup, 2 remote handpieces and a wireless wall control), roller door is not required to be wind rated). Refer to the General Specification (# Access Doors) in relation to opening sizes. The Roller Doors are boxed or steel wrapped for protection during transport.
PA Doors	Three (3) 2040h x 920w COLORBOND® steel doors. Single skin metal clad door with COLORBOND® steel facings and fold-down vertical sides for strength and appearance. On a welded RHS frame, the door is pre-hung into a powdercoated frame. Supplied with a Knob/Knob entrance set;
Skylights	Ten (10) sheets of 2400gsm Industrial Grade Translucent (Opal) Fibreglass. Five (5) on left side of steel building roof. Five (5) on right side of steel building roof.
Roof Ventilators	4 x 300mm Ventilator(s) (same colour as roof).
Purlins & Girts	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width. The roof purlins are Z150, the side girts are Z150 and the end girts are Z100.
Bracing	The building will have Apex braces. Estimated internal apex clearance is: 5.282m.
Fixing to Footings	Tru-Bolts fitted after concrete is cured.

## Additional Items Quoted

(Included In Total Price Above)

2 x roller door motors      \$550.00  
(inc two key fobs)

**Total Cost of Additional  
Items**      \$550.00

This price covers entirely our offer. Anything that has been discussed or implied that is not covered specifically in this quote has not been allowed for and will not be supplied. If we have missed something out that you require, then please contact us and we will send you a revised quotation.



## Specific Inclusions Of Building

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- Determination of the design criteria by the engineer. This includes assessment in 8 cardinal directions to determine the site design wind speed based on the building orientation.
- A comprehensive step by step Construction Kit. This kit is specific to your building and gives step by step, simple to follow instructions on how to build your building.
- Engineering certification of the steel building to the appropriate Australian Standards.
- Slab or Pier designs for soil classes A, S, M, H1 and H2.
- Materials as nominated above supplied as per the attached "General Specification".
- BlueScope - product warranties of up to 15 years apply.

## Specific Exclusions

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- Drawings other than detailed above.
- Consent authority including any building, development or construction certificate application(s).
- Construction of the steel building and any foundations (building is supplied as a kit).
- Insurance of the steel building once delivered to site or collected from depot.

If you have any further queries, then please do not hesitate to contact us.

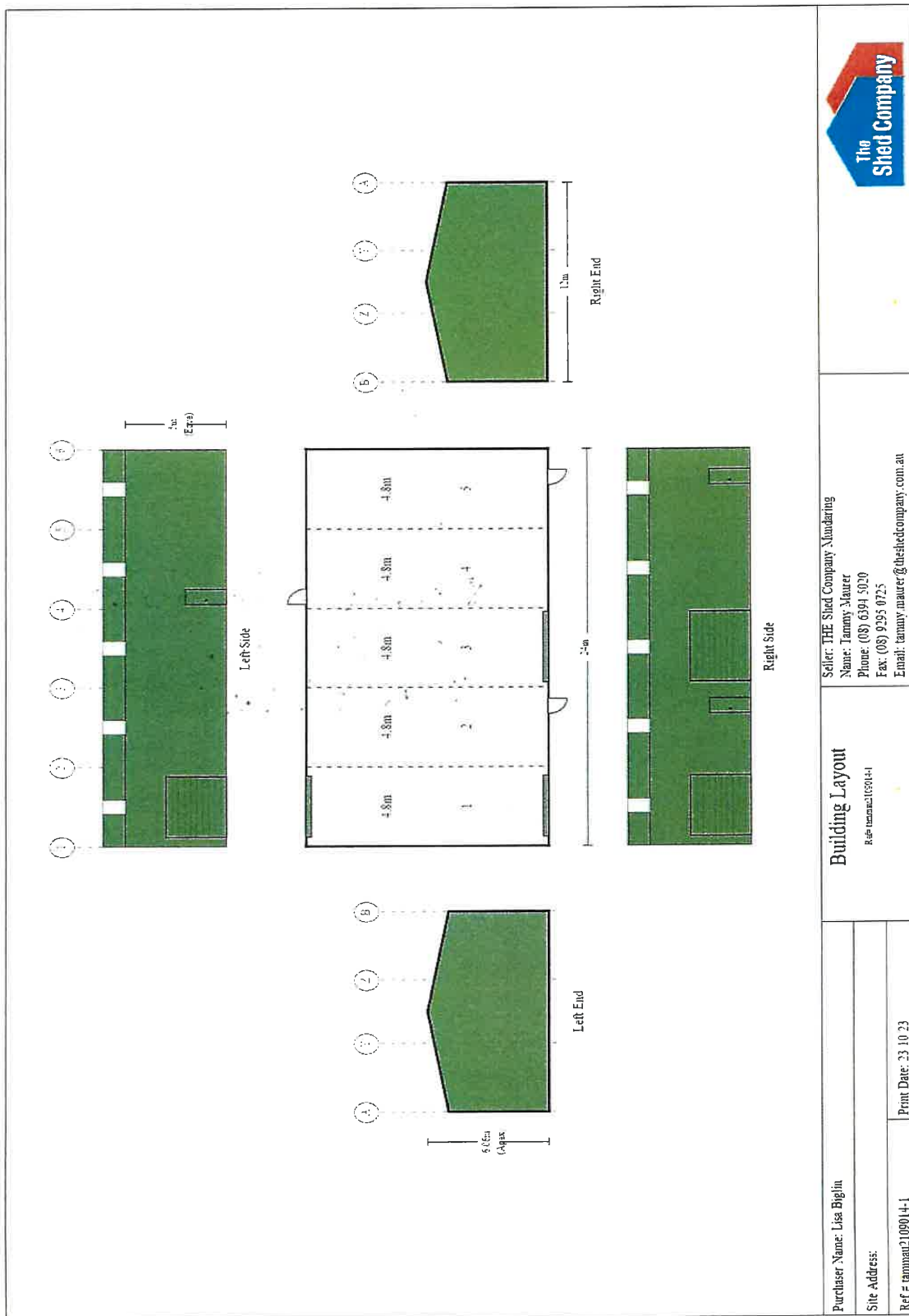
Kind Regards,

**Tammy Maurer**

Sales

📞 | (08) 6394 5020

✉ | [tammy.maurer@theshedcompany.com.au](mailto:tammy.maurer@theshedcompany.com.au)



Seller: THE Shed Company, Mandaring  
Name: Tammy Maurer  
Phone: (08) 6394 5020  
Fax: (08) 9293 0725  
Email: tammy.maurer@thesedcompany.com.au

**Building Layout**  
Ref: tamm2109014-1

Purchaser Name: Lisa Biglin

Site Address:

Ref # tamm2109014-1

Print Date: 23.10.23



## Building Information

The design criteria nominated has been assessed by your trained sales consultant. The NCC version used is 2019. Depending on the date you submit plans for certification to your certifier, they may require the use of NCC 2022. This will result in additional costs for engineering certification and to meet the requirements of the NCC 2022. This assessment is subject to the certifying engineers confirmation. Final assessment by the engineer may result in a change to the materials and price.

BlueScope and other warranties are limited to non-aggressive environments. It is the purchaser's responsibility to ensure that they are not subject to Marine, Industrial or any other type of environmental conditions that will limit their warranties to less than they require. Contact BlueScope on 1800 800 789.

The Ridge capping (flashing over the apex of the building) allowed for is not suitable to Scribe In. The industry has typically provided ridging capping this way. Installation will be a lot easier, however SA HB 39 provides guidelines that

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tammau2109014-1 | Page 6 of 8

ridge capping should be scribed in so that water blowing up the roof is deterred from entering the building via the ridge cap. The NCC does not call up this standard, so it is not mandatory. If you do not want to Scribe In your ridge capping, please advise your sales consultant to remove it from your quotation.



## General Specifications

Due to ongoing product development, the seller reserves the right to make design and engineering changes up to the point of scheduling manufacture. The engineer's final design requirements may override anything nominated.

**Standards & Codes** - All buildings are designed in accordance with test results, computer analysis, NCC, AS/NZS 1170, AS 3600, AS 4100 and AS 4600. Where more than 1 version of any code is applicable, the code to be used shall be at the engineers discretion.

**Design Criteria** - Prior to issuing engineering certification, the engineer does a site specific check of the wind speed and a structural design check. This design takes into account the building's position on site and orientation. Changes to the site wind speed may result in a price increase or decrease. Unless nominated, no allowance has been made for solar panels, earthquake or snow loading. The building is not suitable for lining with gyprock. Unless nominated, no allowance has been made for earthquake or snow loading. The building is not suitable for lining with gyprock.

**Dimensions** - all dimensions nominated are nominal sizes only Length and span are to inside of sheeting. Height is to top of gutter. Length and span may vary when sides are fully open by up to 200mm per side/end. If an exact opening or clearance is required, then this must be specifically nominated as "exact size" in the quotation.

**Environmental Characteristics** - All components of the steel building are designed to suit the conditions generally described as Non aggressive. Care must be taken with any steel building to ensure that regular maintenance is carried out. The suitable conditions and Maintenance requirements are defined in the various BlueScope Technical Bulletins.

**Roof & Wall Sheeting** - COLORBOND® steel or ZINCALUME® steel as nominated. TCT refers to Total Coated Thickness. BMT refers to Base Metal Thickness. Refer to BlueScope TB-1a&1b

**GALVSPAN® steel Sections** - GALVSPAN® steel C-sections, Z-sections, purlins and girts have a minimum coating of 350-gsm (Z350) and a minimum yield strength of 450MPa. Refer to BlueScope TB-17

**Brackets** - All brackets are made with a minimum coating of 350-gsm (Z350) and a minimum yield strength of 450MPa or greater

**Fasteners** - All major connections including Z purlins and girts are bolted. All other connections are tec screwed. Roof screws with cyclonic washers are ONLY provided where the building is rated cyclonic. Should conditions be severe (ISO Category 4 or 5), the purchaser should advise the seller of any special requirements. (Refer to BlueScope TB-16 and manufacturers warranty data.)

### Bracing

**Wall & Roof**: Cross and Fly bracing as per the engineering plans, steel strapping will be supplied unless otherwise nominated. In open bays, a double eave purlin is provided for bracing purposes. Subject to engineering cross bracing in some open bays and over windows may be required.

**Apex**: Where nominated by the engineering, apex braces are supplied. Apex braces will reduce the apex clearance height, rafters.

**Knee Braces**: Where nominated by the engineering, lateral and/or transverse knee braces are provided. Knee braces will reduce the clearance heights.

**End Wall Mullions** - Fixed at 90 degrees to the columns and inside the rafter. These will reduce internal clearance.

**Gutters** - Unless otherwise nominated, the gutter type supplied will be nominated by our supplier as the most common type for the area. All Rainwater and drainage designs are the responsibility of the purchaser/owner. Residential gutters and downpipes where supplied are based on average rainfall for the state and may not be sufficient for your building size or usage. Please speak to your building designer or contractor to ensure gutters are fit for purpose. No consideration for door openings or other obstructions. Any changes to the design due to obstructions is the responsibility of the purchaser.

**Piers and Slab** - Designs are for a safe bearing value  $\geq 100kPa$ . (400kPa ultimate). Where a concrete slab, or concrete slab and piers is nominated, the wall sheeting will be supplied to extend 30 mm past the slab (building height + 30 mm). When concrete piers only are nominated, wall sheeting is provided to building height. Where a 50mm step down is nominated, the wall sheeting is not extended any further.

**Fixing Method** - The fixing method nominated is for the main side columns. Other columns are supplied as per engineering design. The Engineers design may override your request.

**Marking, Cutting and Drilling** - Most components are marked for easy identification and placement. Most are also cut to length and drilled to suit bolt placement. It will be necessary to cut and/or drill some components on site.

**Sheeted Portals and Mullions** - All end wall mullions provide critical support to portal frames and cannot be repositioned or removed under any circumstances without engineering approval.

**Communications** - By requesting a quote, you agree to our Privacy Policy which states that we can notify you about special offers, products or services available from us or our participating partners. You can unsubscribe from these marketing newsletters at any time.

# symbol indicates items that are only included when specifically nominated in your quotation.

# **Access Doors** - All roller doors, sectional doors, shutters, steel sliding or bifold doors and PA doors are NOT wind rated. Roller doors can be supplied wind rated at an additional cost. The sizes quoted are approximate door sizes - NOT clear opening sizes. Clear opening sizes may be reduced due to the building height, widths, motors or chains. At least 70mm in height will be lost due to the 'lead in'. All roller door keys (where included) are keyed alike, unless otherwise stated. All Stable shutters will be provided in the same colour as the wall colour. Sliding doors are supplied so that each door will slide across the door bay plus one other bay as per shed layout.

All comments regarding roller doors, sectional doors & shutters are referenced from inside the building looking out.

# **Colours** - Not all colours are available from all manufacturing depots. 0.40 TCT wall sheeting has limited colours in most areas.

# **Delivery** - Delivery is quoted to within the normal delivery runs. Additional fees apply where the address is off the run. Alternatively delivery is to be ex works. Unloading of the whole kit is not included where any length exceeds 11.8m. Semi trailer access required. Where a body truck is requested it is subject to availability. Should a body truck be requested and it is not available for the site then the building shall be either ex works or delivered to an alternative address by a semi trailer.

# **Downpipes** - 100 x 75 or 90 dia PVC as provided by our supplier. Double Downpipes required non standards bracketes and are not included by our suppliers. To be retrofitted and supplied by others.

# **Roller Door** - Industrial and residential roller doors may have a slightly different profile.

# **Roller Door Transport Protection** - All doors are wrapped by the manufacturer in their recommended method for regular road transport. Any damage to a door will be accessed in accordance with the AGDA guide to visual inspection of garage doors.

# **Skylights** - Translucent (Opal) Fibreglass sheeting. Industrial weight (2400 gm per m2). Safety mesh (if required) is to be provided by others. Maximum of one sheet per bay, per side.

**CUSTOMER ESTIMATION SHEET**

**TSC Quote Reference – tammau2109014-1**

**IMPORTANT** - Please note the costs listed below are **ESTIMATIONS** only and they DO NOT form part of The Shed Company KIT QUOTE PRICE.

Description	Estimated Amount:
Estimate to erect supplied kit quote attached. <i>*See info in side panel.</i>	\$20,350
Concrete Slab 100mm including, footings, mesh and plastic. <i>**See info in side panel.</i>	\$20,590 (access dependent)
Concrete Footings Only (to engineer's specifications)	N/A
Standard Shire Building Permit Processing ( <i>see below</i> )	BY OTHERS \$1170 OR BY CLIENT
Shire Planning Application Processing (If required by shire) <i>see below</i>	BY OTHERS \$525 OR BY CLIENT
Earthworks/Site Preparation <i>***See info in side panel</i>	BY OWNER
Registered builder Fee <i>****See info in side panel</i>	BY OTHERS Req project over \$20k \$2300
<b>ESTIMATED COSTS (NO EARTHWORKS; DOES NOT INCLUDE KIT PRICE see notes)</b>	\$44,935 + kit + earth works

**\*Erect: INDEPENDENT CONTRACTOR** This estimate assumes good access and has a min clear unobstructed area 1.2m larger than finished slab size for safe erecting. (Please advise if not possible)

**\*\*Concrete Slab: INDEPENDENT CONTRACTOR** To engineer's specifications, with footings mesh and poly included – A flat compacted sand pad is required, which MUST be level within 20mm and have a min clear unobstructed area 1.2m larger than finished slab size for safe erecting and concrete truck access. If a slab plan has been provided showing different levels for a Garaport, lean to and awnings, this must be reflected in the sand pad provided by an earth worker (we can provide a contact for an independent contractor.)

**\*\*\*Earthworker: INDEPENDENT CONTRACTOR** Your site may require Earthworks. Although we are unable to estimate, an Earth worker can visit your site and quote your job. **Remember DIA BEFORE YOU DIG!**

**\*\*\*\*Registered Builder: INDEPENDENT** You are required by most shires to engage a registered builder when your project exceeds \$20,000. You may wish to register as an owner builder. **PLEASE CONTACT YOUR SHIRE FOR DETAILS.**

**PLEASE NOTE:**

Shire applications may need to be outsourced to a Council Approval service due to changes in the 'National Construction Code' – this may incur extra costs. There may also be extra documents that need to be supplied, due to these NCC changes.

Shire Building Permit Certified BA1 (Commercial) application, BA2 (residential) and PLANNING APPLICATIONS BY OTHERS OR BY CLIENT  
**YOU MAY PROCESS YOUR OWN APPLICATIONS THROUGH THE SHIRE TO AVOID COSTS**

**\*IMPORTANT NOTICE**

The Shed Company Mundaring is a supplier of kits only.

All contractors referred to in our estimates are independent from The Shed Company Mundaring.

They are familiar with our products but are accountable for their own work, issuing their own invoices and receiving payment from you for their work. You are under no obligation to use these contractors.

We recommend that when engaging any contractors, you follow the progress of the work and if there is something you are not happy with, bring it to their attention as soon as possible. We will not be held liable for work not completed to your satisfaction.







Lisa Biglin <wundowiepa@gmail.com>

**Confirmation of Election Pledge**

1 message

Darren.West.MP <Darren.West.MP@mp.wa.gov.au>  
To: "wundowiepa@gmail.com" <wundowiepa@gmail.com>

Thu, Apr 8, 2021 at 2:32 PM

Lisa Biglin  
Wundowie Progress Association  
via email:  
[wundowiepa@gmail.com](mailto:wundowiepa@gmail.com)

Dear Lisa

With the re-election of the McGowan Government it gives me great pleasure to confirm our election pledge of \$80,000 for your Wundowie Labour Heritage - museum and walk project.

Community organisations, such as yours, are a vital part of the Ag Region and our Government appreciates your efforts.

The government is committed to rolling out the funds in a timely manner. The relevant agency will be in contact in due course and provide further details and requirements.

Mark McGowan and I look forward to working with you to make your project a reality.

Should you require any further information in the meantime, please don't hesitate to contact us on 9621 1999.

Yours sincerely

Darren West  
**MEMBER FOR THE AGRICULTURAL REGION**

185 Fitzgerald Street, Northam  
PO Box 446, Northam WA 6401  
Ph: 9621 1999





## 14 MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2)(A) & (B) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 14.1 Chief Executive Officer Review & Selection Committee Meeting held on 22 November 2023, as the matter relates to an employee/employees; and,
- 14.2 Application under F4.8 Rates Hardship – A16154, as the matter relates to the personal affairs of a person.

### 14.1 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD ON 22 NOVEMBER 2023

*Cr H J Appleton declared an "Impartiality" interest in item 14.2 – Application under F4.8 Rates Hardship – A16154, as the Rates Officer mentioned in the agenda item is known to Cr Appleton.*

*Cr L C Biglin declared an "Impartiality" interest in item 14.2 – Application under F4.8 Rates Hardship – A16154, as Cr Biglin is known to the person.*

*Cr J E G Williams declared an "Impartiality" interest in item 14.2 – Application under F4.8 Rates Hardship – A16154, as Cr Williams daughter (the Rates Officer at the time) is mentioned in the attachment to the report.*

### 14.2 APPLICATION UNDER F4.8 RATES HARDSHIP - A16154

### RECOMMENDATION

That Council move out from behind closed doors.

## 15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

## 16 URGENT BUSINESS APPROVED BY DECISION

Nil.

17 DECLARATION OF CLOSURE